City & Guilds Level 3 Presentation software (7574-325)

ITQ
Assignment guide for Candidates
Assignment C

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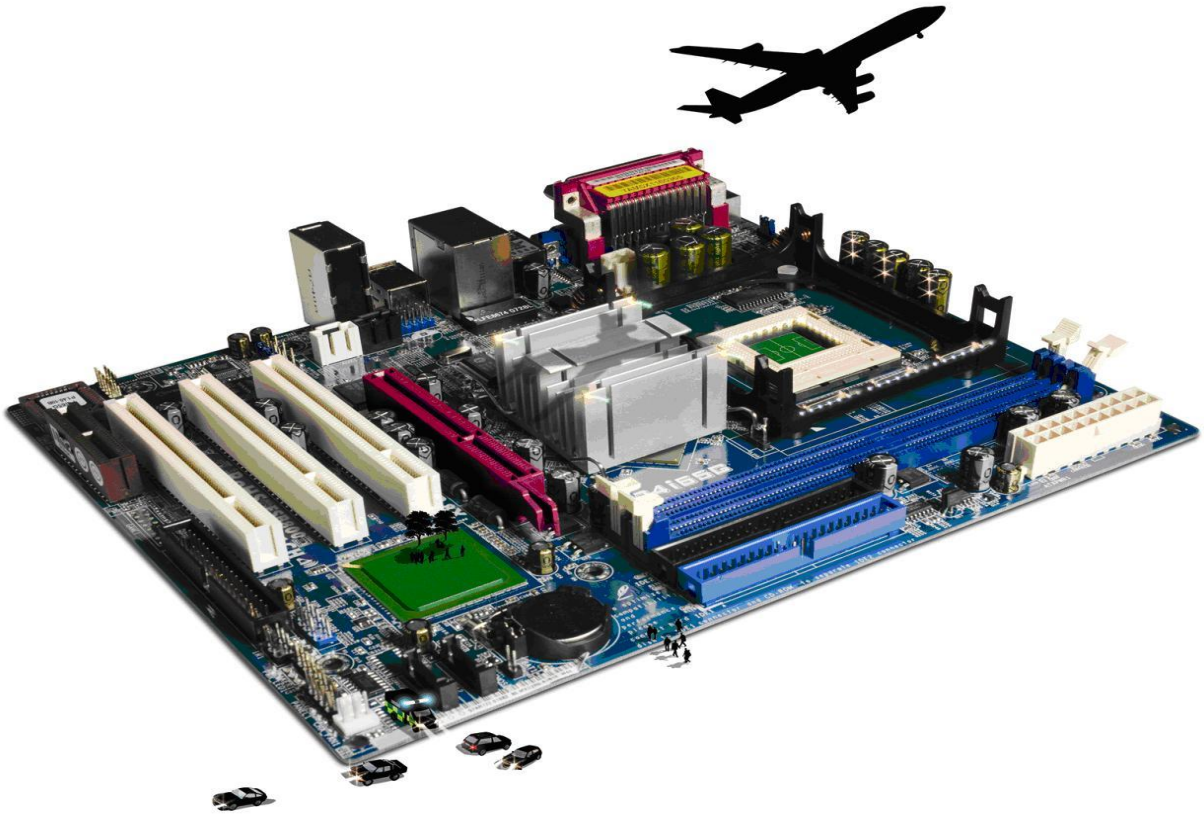

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Level 3 Presentation software (7574-325)
Assignment C
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 3 Presentation software (7574-325).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

*You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.*

Time allowance
*The recommended time allowance for this assignment is **two and a half hours**.*

Level 3 Presentation software (7574-325)
Candidate instructions

Time allowance: two and a half hours

The assignment:

*This assignment is made up of **three** tasks*

- *Task A - File set up and design documentation*
- *Task B - Modify the design and create the presentation*
- *Task C - Create a slideshow using transitions*

Scenario

You work at a company ARMUZIC that manufactures Guitars. Your role in the company is of a sales executive. You are expected to send out product presentations to distributors.

Your manager has asked you to prepare a short presentation (not more than 12 slides). It must contain 5 images, 1 audio and 1 video clip. The presentation should also have a brief on types of electric and acoustic guitars. Your presentation must run for at least 2 minutes.

The company details are:

Hibbees Guitars Ltd
256 Unite Lane
Birmingham
PO725AX
Tel: 015837 788 245
Email: info@hibbees.coz
Web: www.hibbees.online

Read all of the instructions carefully and complete the tasks in the order given.

Task A – File set up and Design

1 *Create a folder in your work area or on a removable/portable media called **GuitarPPT**. Copy the data files provided to your folder.*

2 *In the **Design** document provided, list out the following details for each of the slides:*

Title/Heading, Content and medium of graphics used (Images/Audio/Video).

*Your presentation must include 5 pictures, 1 audio and 1 video clip in it. It must not be longer than **12 slides**.*

***Note**:*
*Use the **Guitar.doc** for the relevant information.*
*You can use **any** image for **any** slide by referring to the folder '**Sample Files'** provided to you by your Assessor.*

You will need to add an additional slide at a later stage in this assignment.

3 *Open your Presentation Software application and create the master slide with a design suitable for the subject matter.*

4 *The master slide should contain one image and it should be positioned suitably.*

5 *The master slide must have a separate box for headings, images and body texts.*

6 *Choose a suitable design. Add a theme if necessary and format the headings to make it look interesting.*

7 *Check that the intended layout is suitable, and make amendments that are necessary.*

Ensure that title text is displayed in a larger font size to any other text.

8 *Save this presentation as **GuitarPPT**.*

Task B – Modify design and create the presentation

1 *Create the first slide by choosing the **Title-only** layout.*

*Ensure the title is "**All you need to know about our Guitars**"*

2 *The second slide of the presentation must inform the viewer of what content they can expect in the next few slides.*

2 *Create the next few slides keeping in mind that the total number of slides should not exceed twelve slides.*

3 *From the **design document** created earlier, insert the content for the remaining slides appropriately.*

Make sure you keep the content informative (brief about electric/acoustic guitars).

4 *Your slides must contain 5 images (**not** including the main slide).*

5 *At this stage, the audio clip should be added to the second slide.*

Make sure your audience do not miss the clip by adding an appropriate text box next to it.

6 *Add the video clip in the penultimate slide.*

7 *The final slide must contain the text '**Thank you'** and the contact details of the company.*

8 *Make sure the presentation meets the criteria specified amending where necessary to ensure it does*

9 *Ensure the subject matter is suitable for the intended audience.*

10 *Save this as **GuitarPPT2**.*

Task C – Create a slideshow

Add one additional slide to aid user interaction so as to further enhance the presentation. For this use the hyperlink feature to your presentation.

1 *Create a new slide. Move this slide such that it becomes the third slide now.*

Create a bullet list and list the titles of every other slide.

Make sure the user has an option to navigate directly to the last slide,
*The table must contain at least 6 slides and give the user the option to finish the slide show via the credit/**final slide.***

2 *Create hyperlinks in such a way that each title is linked to the respective slide. This must work seamlessly in a way that the title, once clicked by the user, leads to the respective slide.*

3 *Additionally, insert a text box in the bottom right corner of every slide and enter the word **"Home".** Hyperlink this to the first slide.*

4 *Enhance your presentation by applying transitions /animation to your slides. (Minimum of 5 transitions /animation to be used.*
The final video presentation should provide a professional presentation.

5 *Correct to any issues that may affect the final presentation. Make sure the audio clip and the video work seamlessly.*

6 *Ensure that the presentation meets the specification and runs for at least two minutes.*

7 *Save this presentation as **Guitar3.***

8 *Now, create a slideshow that loops, returning to the first slide*
***Note:** A slideshow is the presentation that changes slides on its own. Make sure it returns to the main slide after it has run through all the slides.*

9 *Save it as **GuitarSlideShow**. Run the slide show and make sure the transitions run smoothly, make any changes if necessary.*

10 *Now, return to the **Design** document and list the following:*
- *Why you chose the selected theme?*
- *How the user can interact with the slide show?*
- *How do animation and graphics enhance the presentation?*

End of assignment

When you have finished working:

- *Sign each document above your name and label all removable storage media with your name.*
- *Hand all paperwork and removable storage media to your assessor.*

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

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