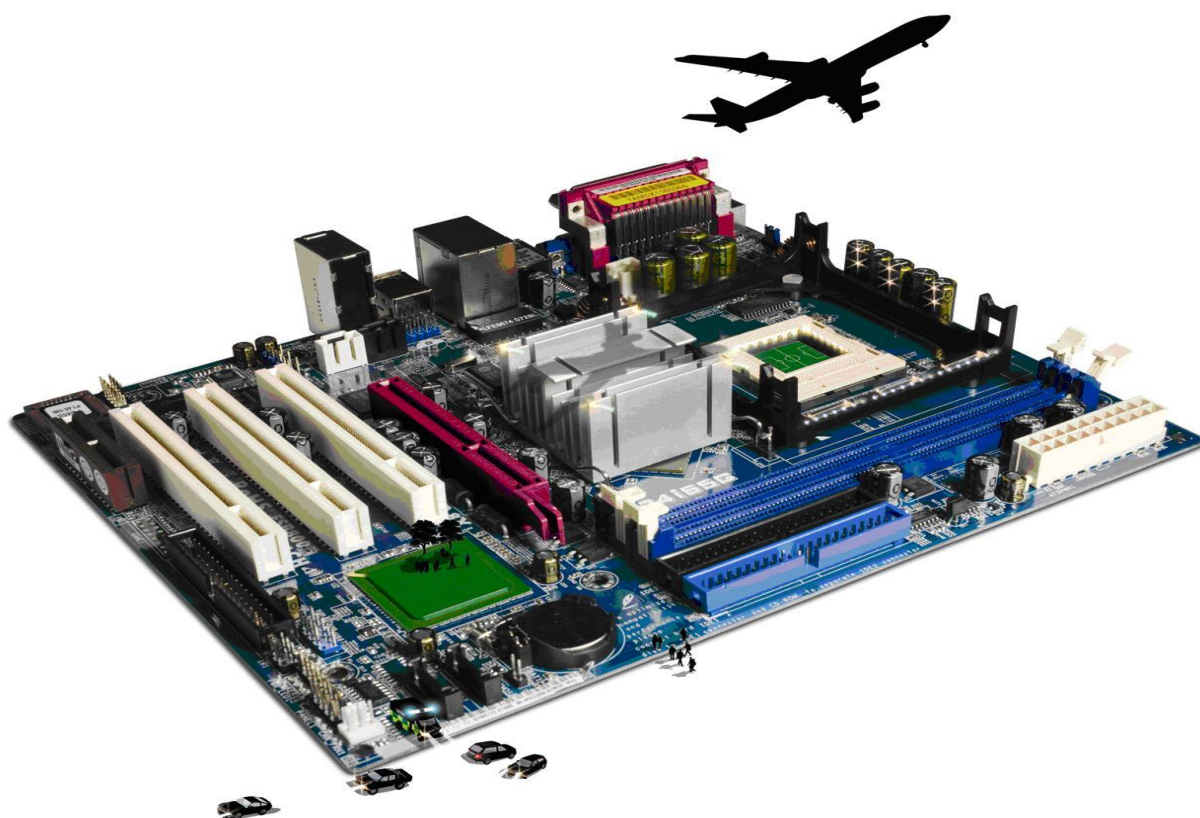


# Level 3 Presentation software (7574-325)

**ITQ**  
**Assignment guide for Candidates**  
Assignment C



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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).

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### 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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