Level 2 Designing and creating documents using desktop publishing software (7266/7267-028)

e-Quals

Assignment guide for Candidates

Assignment C

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Level 2 Designing and creating documents using desktop publishing software (7266/7267-028)

Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating documents using desktop publishing software (7266/7267-028).

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 hours**.

Level 2 Designing and creating documents using desktop publishing software (7266/7267-028)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A – Producing a publication template
- Task B – Producing a desktop publishing document

Scenario

You have some IT skills and have applied for a job as a trainee for a local computer company specialising in desktop publishing.

In order to assess your training needs, the manager has asked you to produce a desktop publication.

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

Task A – Producing a publication template

1 Create a new folder in your work area or removable media named **nvq advert**.

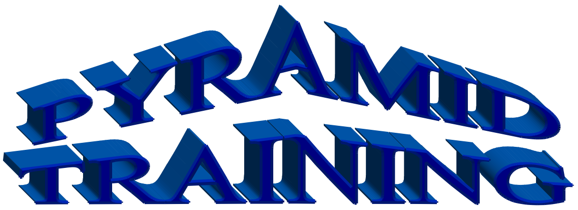
Open your desktop publishing application to create a new template.

2 The template specification is as follows:

- Document to be in A4 landscape booklet style (i.e. A4 landscape folded in half and printed on both sides or A5 portrait booklet).
- All margins set to 2 cm.
- Page numbering centred on bottom of pages 2, 3 & 4 only.
- Background colour of pages 1 & 4 set to a light orange.

Continued over…

3 On **page 1** create a two line heading logo using an graphic art package (e.g. WordArt) at the top of the page to fit fully between the margins. Similar to the one shown below:



Set the text colour to blue.

4 At the bottom of **Page 4** create a table consisting of two columns and two rows to fit fully between the margins similar to the example below:

Your name:	
Today's date:	

In the left hand cells enter the text **Your name:** and in the cell below the text **Today's date:** using a 12 point, bold sans serif font.

In the empty cells complete the table with your name and today's date using a 14 point italic handwriting style font.

Note: If your application does not have a table facility then create a text box with the same information displayed.

5 Save the template as **nvq template** in the **nvq advert** folder you created.

Task B – Producing a desktop publishing document

1 Save the template as a publication document with the name **nvqitq** into the folder **nvq advert**.

This will now be your working publication.

2 On **Page 1**, import the graphic file **nvqlogo.bmp** supplied.

Resize the image to be 2.5 cm high and 4 cm wide.

Position it centrally under the heading logo (horizontally and vertically).

Continued over…

3 Under the NVQ logo you inserted add a callout box in the shape of a cloud (or similar) with a white background.

Set the size to be 4cm high by 7cm wide and centre d across the page.

Add the text:

What does it mean?

centrally to the callout box using a red sans serif font set to 12 pt, bold, and italic.

4 On **page 2** insert two text boxes 5.4 cm wide by 17 cm high to form two columns.

Link the two text boxes so that text flows from one column to the other automatically.

In **column 1** insert the sub-heading:

AN OVERVIEW OF NVQ's

in an 11 point sans serif font , bold, blue font and left align it.

5 Leaving a one line space under the subheading insert the text file **nvq_main.txt** supplied.

Change the imported text font properties to be a 11 point sans serif font, fully justified.

6 In **column 2** under the last line of text insert a graphical image of either a scroll or a wavy ribbon, which fills the full width of the column (approx 2cm high).

Set the fill colour to yellow with a solid red line border 1.5 point wide.

7 Under the scroll/ribbon insert the sub heading:

WHAT's IN ITQ?

Using an 11 point sans serif, bold, blue font and left aligned.

8 Leaving a one line space below the sub-heading insert the text file **itq_main.txt**.

Change the font properties of the inserted text to an 11 point sans serif, bold, blue font and left aligned.

Adjust the height of the scroll/ribbon to ensure that all text is visible.

Save your publication as **nvqitq1**.

Continued over…

9 Insert a text box on **page 3** (10.8 cm wide x 17 cm in height) and at the top of the text box insert the sub-heading:

DID YOU KNOW?

Using an 11 point sans serif, bold, blue font and left aligned.

10 Leaving one line space under the sub-heading insert the text file **itq_info.txt**.

Change the font properties of the inserted text to an 11 point sans serif font, left justified.

11 Add bullet points to the inserted text for **each** of the 5 paragraphs. Use an indentation of 1 cm.

12 Modify the text as follows:

Paragraph 2 – word **fully** to be bold and red.
Paragraph 2 – words **Artwork and imaging software 2** to be bold.
Paragraph 5 – Add a hyperlink to the specified web address.

13 Open a graphics editor package and open the file **lion.jpg**.

Horizontally flip the picture and save it as **lion_flip.jpg** in the folder **nvq advert**.

Below the inserted text **itq_info** insert the picture **lion_flip.jpg**.

Adjust the size of the picture to fit between the margins and approximately 8.1cm high.

In the bottom right corner of the picture add the text **Be IT Wise!** Set the font to be 14 point, sans serif, bold and white. Ensure that the text box is set as transparent.

Group the text and the picture together.

Save your publication as **nvqitq2**.

14 On **page 4** insert a blue quad arrow shape approximately 4 cm by 4 cm towards the top of the page.

Continued over…

15 Insert **four** text boxes, one opposite each of the arrow points with the following text:

Position	**Text to be inserted**	**Style**
Top	Plan for the future	Normal -Centre aligned
Bottom	Vocational skills	Normal -Centre aligned
Left	NVQ?	Bold -Centre aligned
Right	ITQ?	Bold -Centre aligned

Set all of the text to be a 24 point sans serif font.

16 Preview the publication making any corrections necessary.

Save your work as **nvqitq final** and print your publication in black and white using automatic or manual duplex.

17 Exit the application.

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.

End of assignment

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