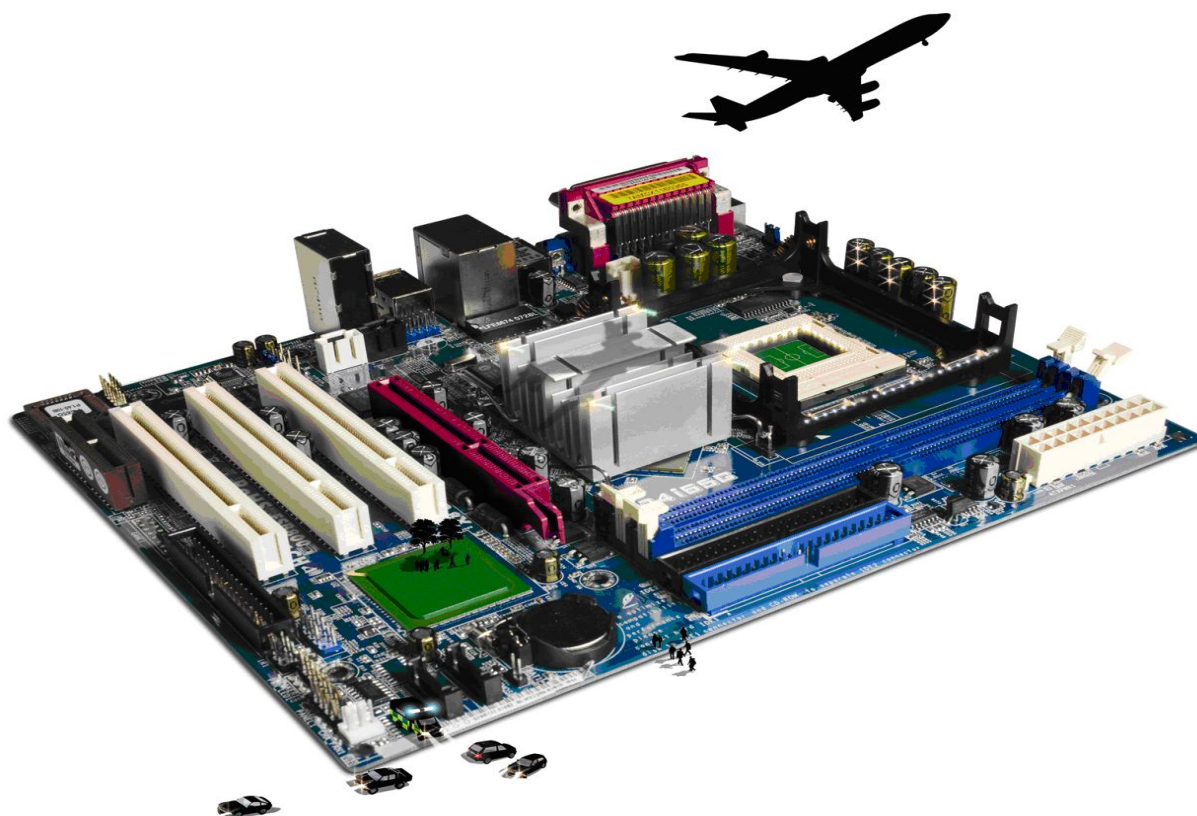


# Level 2 Design Software (7574-220)

ITQ (QCF)

**Assignment guide for Candidates**

Assignment B



## **About City & Guilds**

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

## **City & Guilds Group**

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

## **Equal opportunities**

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

## **Copyright**

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2010 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

## **Publications**

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)844 543 0000 (Centres)**

**T +44 (0)844 543 0033 (Learners)**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[learnersupport@cityandguilds.com](mailto:learnersupport@cityandguilds.com)**

# Contents

## Unit 220 – Design Software Level 2

### Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

---

# Level 2 Design Software (7574-220) Assignment B

## Introduction – Information for Candidates

### About this document

This assignment comprises all of the assessment for Level 2 Design Software (7574-220).

---

### 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 Design Software (7574-220)

## Candidate instructions

**Time allowance: two hours**

### **The assignment:**

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

- Task A - Create Information Leaflet
- Task B - Questions

### **Scenario**

You work as an administrator for a small training company called Pyramid Training. You have been asked to produce a new information leaflet on a new computer qualification which the company is about to offer.

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

### **Task A – Create Information Leaflet**

- 1 Create a new folder in your work area or removable media named **itq 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 (eg A4 landscape folder in half and printed on both sides or A5 portrait booklet)
  - All margins set to 2cm
  - Page numbering centred on bottom of pages 2, 3 & 4 only
  - Set the background colour of pages 1 & 4 to a light orange
- 3 On **Page 1** create a logo using an appropriate art tool (eg WordArt or similar). Using appropriate tools, ensure that the heading is at least 12.5 cms wide and centred vertically at the top of the page. 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:

<b>Your name:</b>	
<b>Today's date</b>	

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 in a template format as **itq template** in the **itq advert** folder you created.
- 6 Save the template as a publication document with the name **nvqitq** into the folder **itq advert**.  
**Note:** This will now be your working publication.

- 7 On **Page 1**, import the graphic file **itq.jpg** supplied.

Resize the image to be 2.5 cm high and 4 cm wide.  
Position it centrally 1 cm under the logo (horizontally and vertically).

- 8 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 centred across the page.  
Add the text:

**What does it mean?**

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

- 9 On **Page 2** insert **two** text boxes 5.4cm wide by 17cm 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 ITQ** in an 11 point sans serif font, bold, blue font and left align it.

- 10 Leaving a one line space under the subheading insert the supplied text file **itq\_main.txt**.

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

- 11 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.

12 Under the scroll/ribbon insert the sub heading:

### **WHAT'S IN ITQ?**

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

13 Leaving a one line space below the sub-heading insert the text file **itq\_main2.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**.

14 Insert a text box on **Page 3** (12cm wide x 17cm 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.

15 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.

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

17 Modify the text as follows:

**Paragraph 2** – word **fully** to be bold and red

**Paragraph 2** – words **Design software 2** to be bold

**Paragraph 5** – add a hyperlink to the specified web address.

18 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**

- 19 On **Page 4** insert a blue quad arrow shape approximately 4cm by 4cm towards the top of the page.
- 20 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

- 21 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.

- 22 Exit the publication

## Task B – Questions

- 1 Using your **Answers 220 B** document

Identify what technical factors you may need to be aware of when creating a publication which will be printed in Black and White rather than colour.

- 2 Identify **two** copyright or other constraints that may apply to the use of images.
- 3 Other than as a printed document, specify one type of medium in which the document you have compiled could be used.

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**



---

**Published by City & Guilds**  
**1 Giltspur Street**  
**London**  
**EC1A 9DD**  
**T +44 (0)844 543 0000 (Centres)**  
**T +44 (0)844 543 0033 (Learners)**  
**[www.cityandguilds.com](http://www.cityandguilds.com)**

**City & Guilds is a registered charity**  
**established to promote education**  
**and training**