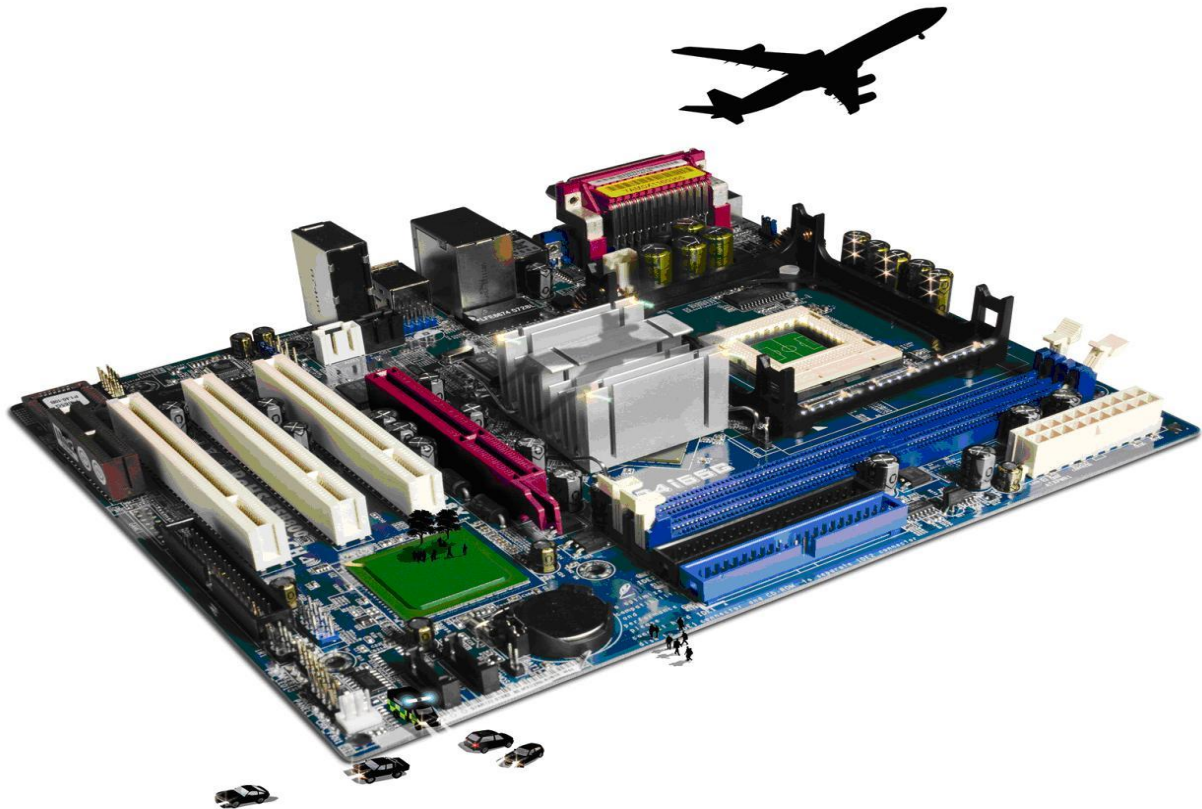


# City & Guilds Level 3 Presentation software (PS 7574-325)



## ITQ Assignment guide for Candidates Assignment A

[www.cityandguilds.com](http://www.cityandguilds.com)  
January 2024  
Version 5.1





## **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 & Guilds of London Institute 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 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 (see the City & Guilds website) also apply.*

*Contains public sector information licensed under the Open Government Licence v3.0.*

## **Publications**

*City & Guilds publications are available on the City & Guilds website or from our Publications Sales department using the contact details below.*

*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**

**5-6 Giltspur Street**

**London EC1A 9DE**

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

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

# Contents

## **Unit 325 – Presentation software Level 3**

### *Assignment A*

<i>Introduction – Information for Candidates</i>	3
<i>Candidate instructions</i>	4

# **Level 3 Presentation software (PS 7574-325)**

## **Assignment A**

### *Introduction – Information for Candidates*

#### **About this document**

*This assignment comprises all of the assessment for Level 3 Presentation software (PS 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**.*

**Note:** *If the candidate is going to research their own images and sound files then this should be completed prior to the assignment. No time restriction is given for the research task.*

# **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 - Create a presentation
- Task C - Enhancing a presentation and creating a slide show

### **Scenario**

*You work for a railway company that is about to open a new station. As a part of the opening exhibition they would like to put on a series of presentations. The presentations will run continuously throughout the day and it is intended that they should have some interaction with the user. The user will have access to a mouse in order to be able to make any selections.*

*You have been tasked to research for suitable materials, to design and produce one of the presentations. The anticipated audience will consist of both tourists and railway enthusiasts.*

*Your line manager has stated that the final presentation can be on either historical or current railway systems but it must contain at least 12 slides, two video clips, a sound file and a minimum of 9 photographs. Your presentation should run for between 2 and 3 minutes.*

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

## **Task A – File set up and design documentation**

- 1 Create a folder in your work area with the name **Exhibition**.

Create a sub-folder in your **Exhibition** folder with the name **Working**.

Copy all of your research/provided materials that will be used for the presentation into your **Working** folder.

- 2 Having researched the content of your slides, on paper, list the following for each of the slides:

- Title/heading
- Text to be used (actual or a suitable reference)
- Name of any graphics to be used  
(e.g. pictures/video/animation)

Your design document must cover the minimum specification set out in the scenario and include details of a minimum of 11 slides, two video clips, one sound file and 9 photographs.

**Note:** One additional slide will be added later in this assignment.

Save your design document with the name **Railway Design** in your **Exhibition** folder.

- 3 Open your Presentation Software application and create a master slide with a design suitable for the subject matter.
- 4 The master slide must have separate boxes for headings, text and/or graphics.
- 5 Add suitable enhancements, or themes, to the master slide that will be suitable and improve the overall appearance of the final presentation.
- 6 Check that the intended layout and enhancements are suitable, making any amendments as necessary.

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

- 7 Save the presentation in its current format with the name **Railway1**.

## **Task B – Create a presentation**

- 1 Slide 1 must be a title/welcome slide informing the visitor about the content to follow **and** have a suitable sound file embedded that can run continuously for that slide **only**.
- 2 At this stage, create at least 10 further slides which will include the text, photographs and video obtained from your research or from the files provided.

**Note:** The final slide will be added later in this assignment.

- 3 At least **8** slides must contain photographs relative to the subject or relevant locations.
- 4 At least **two** slides must contain video clips relative to the subject or relevant locations.
- 5 The subject matter must be suitable for the intended audience.
- 6 Where text or other media is used they must be copyright free or be supported by documentation authorising their use.

Save any documents or supporting evidence verifying use of all materials to your **Exhibition** folder.

- 7 The final slide must contain any credits for any original authors or acknowledgements that are required.
- 8 Check that the presentation meets the minimum specification, making any necessary changes.
- 9 Save the presentation in its current format with the name **Railway2**.



## **Task C – Enhancing a presentation and creating a slide show**

- 1 Add one additional slide to aid user interaction so as to further enhance the presentation.

*If necessary the additional slide may contain a table of slides to support any links that may be established.*

*This slide must not be the first or last slide in the presentation.*

- 2 User interaction **must** be by mouse selection to hyperlinks.

*All hyperlinks **must** return the slide show to any user selected slide from the table of available slides.*

*The table must contain at least 9 slides and also give the user the option to finish the slide show via the credit/final slide.*

- 3 Enhance your slide show by applying a range of transition techniques to slides.

- 4 Respond to any quality issues that may affect the final presentation (eg timing, sound, transitions, interaction etc)

*Ensure that the presentation still meets the specification.*

- 5 Check the presentation making any necessary changes and save the presentation with the name **Railway3**.

- 6 Create a slide show that auto runs (slides change automatically) and loops back to the beginning when it has finished.

*Save your presentation as a slide show with the name **Brunel Railway**.*

*Run the presentation, check transitions and timings, making any necessary adjustments and re-saving your work if necessary.*

- 7 At the end of your **Railway Design** document, briefly explain the following:

- Your rationale for the slide formatting/presentation.
- Why do transitions or interaction add meaning to a presentation?
- How you overcame any quality problems encountered?
- What would you change?

*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. City & Guilds is a trademark of the City & Guilds of London Institute.***

***City & Guilds  
Giltspur House  
5–6 Giltspur Street  
London  
EC1A 9DE***

***[cityandguilds.com/about-us](http://cityandguilds.com/about-us)***