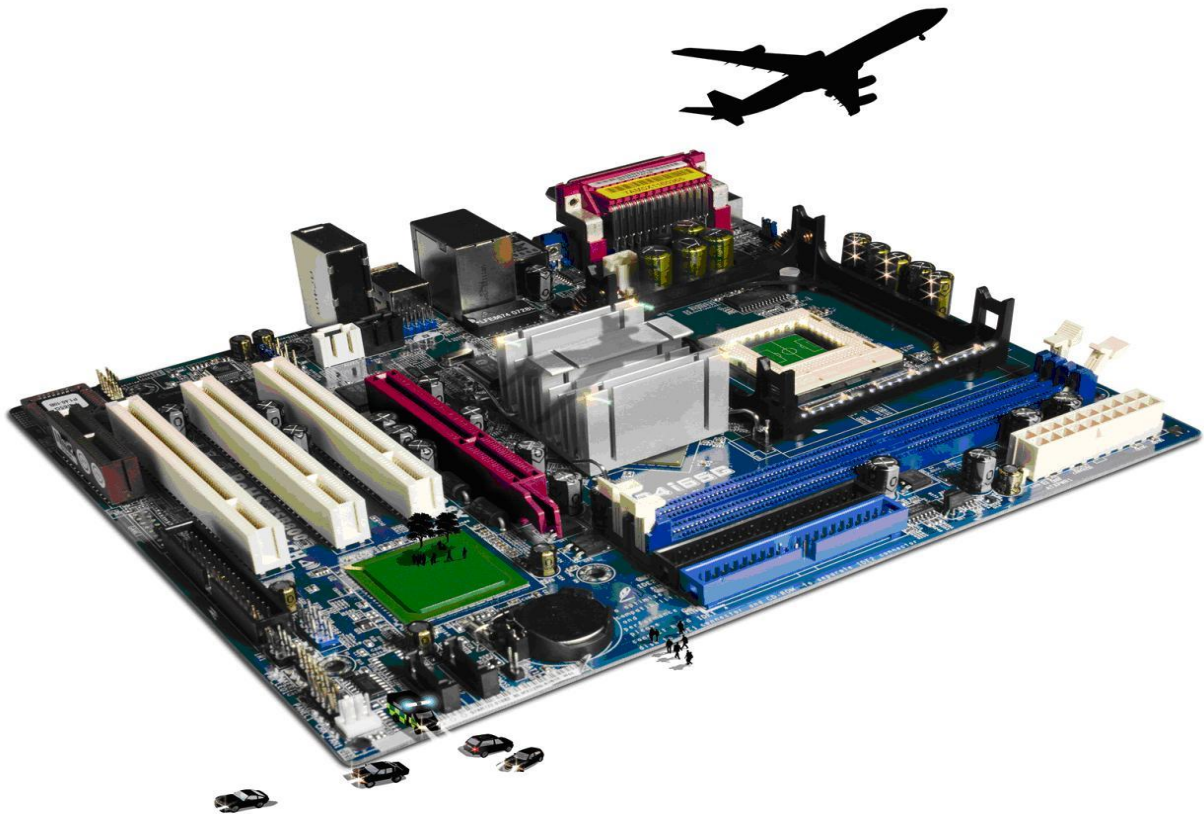


City & Guilds Level 3 Presentation software (7574-325)



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).

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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