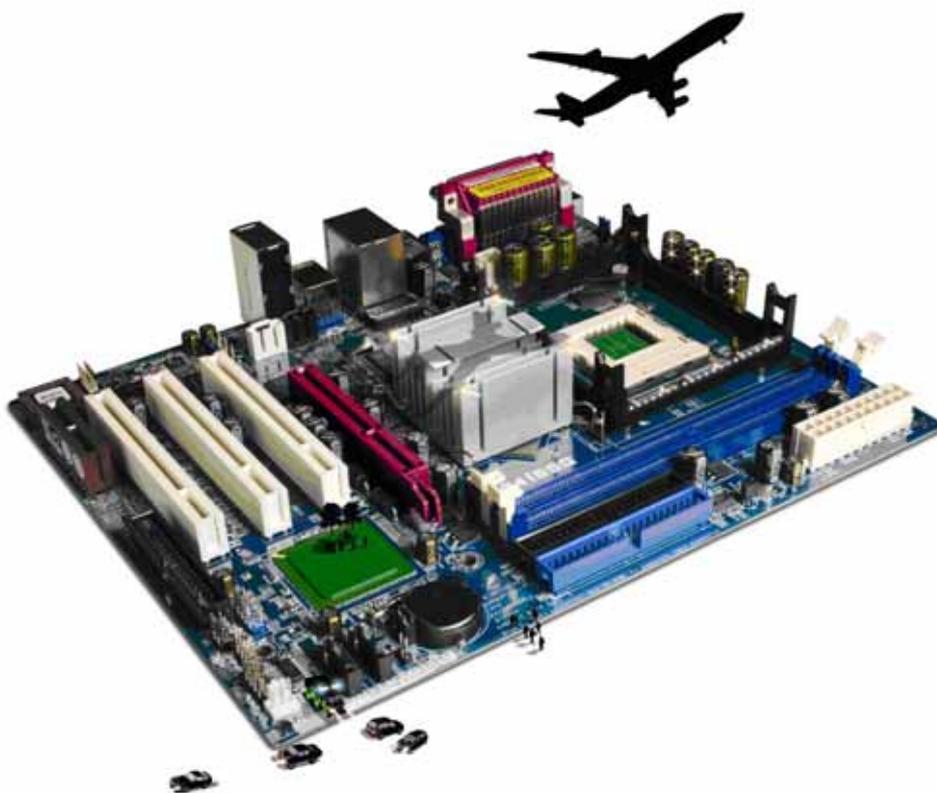


Level 2 Desktop publishing software (DTP 7574-222)

ITQ (QCF)

Assignment guide for Candidates

Assignment B



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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

learnersupport@cityandguilds.com

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Level 2 Desktop publishing software (DTP 7574-222)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Desktop publishing software (DTP 7574-222).

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 Desktop publishing software (DTP 7574-222)

Assignment B Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Creating documents and templates
- Task B - Using templates
- Task C - Modifying documents

Scenario

You work as a clerk for the tourist information board in Portugal . You have been asked to create a publication giving information on the beaches in the Algarve.

The publication will be a booklet containing four A5 pages.

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

Task A – Creating documents and templates

1 Create a folder on your work area or removable media called **Algarve Booklet**.

2 Open a desktop publishing application.

Select an appropriate page layout for your publication. You may change the layout later if you need to.

3 Set the margins as follows:

- left and right 2.54cm
- top and bottom 1.5cm

4 Using a footer insert the page number at the bottom of **all** pages in the centre using a sans serif font 9pt.

5 Insert a header with your name and today's date using the same format as the footer.

6 Save your publication as a template using the name **Booklet Template** in your **Algarve Booklet** folder.

7 Close the DTP application.

Continued over...

Task B – Using templates

- 1 Open the image **beach.jpg**, provided by your assessor, in a suitable application.
Flip/mirror the image horizontally.

Save the image with file name **Fishermen** in a bitmap format to your **Algarve Booklet** folder.
Close the application.

- 2 On the **Answers** document, provided by your assessor, describe why the picture should be saved as a bitmap file (.bmp).

- 3 Use the **Booklet Template**, which you created earlier, to start a new publication.
Apply a light blue background colour to your first page.

Insert the **Fishermen.bmp** image onto the first page.
Move the image to the centre of your page horizontally and vertically (approximately).

Add an orange border to the image using 6pt triple line.

Add the caption: **Fishermen's Beach Algarve** on the image in a suitable location using a bold 8pt sans serif font.

- 4 On the **Answers** document, describe what restrictions may be imposed when using copyright images.

- 5 Insert a curve down arrow (approx size 1.5cm high and 4.5cm wide) to the bottom right of the first page.

Set the fill colour to yellow with an orange border.

Add the caption - **Find out more inside** below the arrow using an 18pt sans serif font with the same orange or complementary colour as the arrow border.

- 6 On page two insert the file **Beach Information.txt**, provided by your assessor.

Adjust the text box (if necessary) making sure the page number can still be seen and it fits on one page.

Format the text using a sans serif font.

- 7 Add the following title in a suitable position on the page:

Beaches on the Algarve

- 8 Below the title add the following paragraph:

The Algarve could be considered one of the world's most attractive holiday destinations for sun lovers. Flying here in about 2 hours 30 minutes from most British airports you could be relaxing on one of its beautiful beaches in no time at all.

Use a size 11pt font consistent with the heading, fully justified.

- 9 Apply formatting to each of the following subheadings as left aligned 14pt and consistent with other fonts on the page:

Olhos D'Agua
Balaia
Praia da Oura
Fishermen's
Sao Rafael

- 10 Format each paragraph below the sub-headings to an 11pt font sans serif font (consistent with the subheading) and fully justified.
- 11 Format the title using a font size larger than the subheadings. The font style should be the same the rest of the page.

Make sure that all text is fully displayed on one page.

- 12 Save your document with the file name **Beaches Info** in your **Algarve Booklet** folder.

Task C – Producing documents

- 1 Create a logo similar to that shown below using auto shapes and graphical text. Position the logo above the image on page one at the top centre.



The sun should be approx 4.5cm x 4.5cm and the text should be a mid blue sans serif 36pt font.

Apply a yellow fill to sun with orange borders and group both objects.

- 2 Save your publication with the file name **Draft** in your **Algarve Booklet** folder.
- 3 On page two add a 13pt bullet to all of the sub-headings with a 0.5cm indent.

Continued over...

- 4 On page three insert a text box 2cm high across the top of the page within the margins.
Use a fill colour to match the background on page one for this textbox.
Add the title **Beach Flags** to the text box using a white 36pt sans serif font centre aligned.
- 5 Below the title **Beach Flags** text box insert a second text box 7.5cm high across the page within the margins.

Apply a border using the same blue as used for the front page, with a 3pt weight.

Insert the text shown below as three left aligned paragraphs using a 16pt sans serif font.

Green Flag
Swimming permitted
Yellow Flag
Swimming forbidden
Red Flag
It is forbidden to swim or enter the water

- 6 Using auto shapes, insert an appropriate coloured flag next to the relevant title (approx size 1.6cm square).

The flags should be to the right hand side of the title. These must be level with the relevant paragraph.

- 7 Directly below the text box containing the flag information, insert the image **beach.jpg**

Resize the image to fill the remaining white space between the margins.

- 8 On the right margin insert a text box that is 1.19cm wide and down to the bottom margin.

Use the same fill colour as before.

Add the text **Rules of the beach** using a white 22pt sans serif font centre aligned rotated by 90°

- 9 Save your publication with the filename **Draft2** in your **Algarve Booklet** folder.

- 10 On page 4 insert the graphical text **Published by** using a 40pt sans serif font with an arch style.
Position this at the top of the page.

In the middle of the page insert another graphical text image with a different style and add the text **Algarve Beaches**.

Edit the size of the font so that it fits across the page within the margins.

- 11 At the bottom of the page insert a copy of the logo from page 1.

Continued over...

- 12 Spell check and proof read your document to ensure that it is suitable for purpose. Make any necessary changes.

Save your publication with the name **Booklet Final**, in your **Algarve Booklet** folder.

- 13 Close 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

**Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com**

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