Level 1 Working with desktop publishing applications (7266/7267-008)

e-Quals
Assignment guide for Candidates
Assignment C

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Level 1 Working with desktop publishing applications (7266/7267-008) Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Working with desktop publishing applications (7266/7267-008).

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 **one and a half hours**.

Level 1 Working with desktop publishing applications (7266/7267-008)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Creating a template
- Task B - Preparing a Desktop Publishing document
- Task C - Further document layout
- Task D - File update

Scenario

You work as an assistant at the headquarters of a fashion boutique, you have been asked to create a leaflet/flyer which can be given to potential customers, informing them of some of the products you sell and the store locations.

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

Task A – Creating a template

1 Create a folder in your user area or removable media called **DTP008**.

Create **three** sub folders within your folder named:

- **Posters**
- **Pictures**
- **Text**

2 Move the graphics files that you have been given by your tutor, into the **Pictures** sub folder and move the text files into the **Text** sub folder.

3 Open a desktop publishing software application and create a new publication.

4 Set the page to **A4** paper size and orientation to **portrait**.

5 Change the margins to:

- **Top** and **bottom** to **2cm**
- **Left** and **right** to **2.5cm**.

Continued over…

6 Save the publication with the filename **Blank Template** to the **Posters** sub folder.

7 Close the publication.

Task B – Preparing a desktop publishing document

1 Open the **Blank Template** file you created earlier and split the page into **two** equal columns.

2 Create a text box at the top of the page that meets **both** the left and right hand margins.

Resize the text box to **2.5cm** high.

3 Using a **hand writing style font** and size **36 point**, insert the title **Retro Fashion Boutique**.

4 Change the colour of the text to **orange** and make it **bold**.

Centre the text within the text box and change the **fill colour** of the box to **dark brown**.

5 Create a border around the text box , using the same colour **orange** that you used for the title and make the **line weight 4 point**.

6 Insert a text box approximately **1cm** below the heading, the **full width** of the **right hand** column.

The text box should be **4cm** high.

7 **Insert** and **right align** the following address:

Kings Street
Portobello Road
LONDON
PB3 7LY
Tel: (030) 674 2334

8 Use the same **hand writing style font** for the address as you used for the title.

9 Make the text **bold**, **16pt** and change the font colour to **dark brown**.

10 Insert the image **Fashion 1.gif** from your **Pictures** sub folder into the publication in the **left hand** column, approximately **1cm** below the title.

11 Resize the image to **4cm** high, maintaining the aspect ratio and position it in the **centre** of the **left hand** column.

12 Save the publication to the **Posters** sub folder you created earlier as **Poster 1**.

Continued over…

Task C – Inserting graphics

1 Draw a text box **2cm** below the graphic in the **left hand** column. This should fill the remainder of the column.

2 Insert the text from the file **Fashion Text 1.rtf** from the **Text** sub folder, into the **left hand** text box.

Change the text style to **Arial** and the size to **11pt**.

3 **Fully justified** the text in this column and ensure that **all** text is **fully** displayed.

4 In the **right hand** column, approximately **1cm** below the address, insert the graphic **London.gif** and resize it to **7cm** high, maintaining the aspect ratio.

5 Draw a **basic arrow** pointing **upwards** to the **red square** on the picture of the map.

Adjust the **line width** of the arrow to **4pt**.

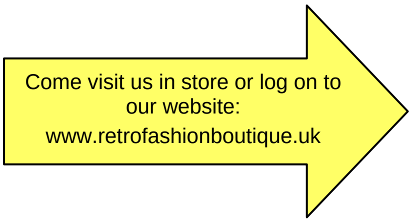
6 Using **Graphical Text** (WordArt or similar) of your choice insert the words:

We are here

below the arrow. Resize the graphical text to fit between the margins in the **right hand** column.

7 At the bottom of the page, below the graphical text insert a **block arrow** that points to the **right**.

Use a pale yellow fill colour and add the following text to the arrow:



Come visit us in store or log on to our website:
www.retrofashionboutique.uk

Centre the text and format the style to **Arial**, size **11pt**.

8 Save the publication with the filename **Poster 2**.

Continued over…

Task D – Preparing page 2 of a desktop publishing document

1 Insert a new page to become **page 2**.

2 Copy the heading from **page 1** and paste it at the **bottom** of **page 2**.

3 Insert the image **Fashion 2.jpg** at the top of **page 2**.

Resize the image to **16cm** wide by **4cm** high so that it stretches the **width** of the page.

4 In the left hand column insert a text box **1cm** below the graphic across the width of the column. The text box should be **11.5cm** high.

5 Insert the file **Fashion Text 2**.**rtf** into the text box.

6 Spell check the document and correct any errors that you find.

7 Format the text to **Arial**, size **14pt**, **Italic** and **fully justified**.

8 Approximately **2cm** below this text box insert a suitable **ClipArt** of a **boot** or **shoe** and resize it to **3cm** high.

9 Position the **ClipArt** on the **left hand** side of the column, create a copy and **flip** the graphic to make a **mirror image** of it.

Position the copy in the **right** side of the **left hand** column.

10 Insert the graphic **Fashion 3.jpg** in the **right hand** column **1cm** below the top graphic and resize it to **5cm** high and position it centrally.

Apply a **brown border** to the graphic with a **line weight** of **4pt**.

Continued over…

11. Draw a text box **1cm** below the graphic in the right hand column and resize to **10cm** high. Insert the following text:

> If you would like any further details and to join our mailing list please complete the section below and send to the address on the front of this leaflet.
>
> **Name:**
>
> **Address:**
>
> **Tel No:**
>
> **Mobile No:**
>
> **Email:**
>
> Thank you.

12. Format this text to **Arial**, **14pt** and make the details section **bold** (as shown above).

13. Add a footer to your publication to **include your name**, **today's date** and the **page number**.

    Save the publication as **Poster 3** in your **Posters** sub folder.

14. Print the document.

15. Print the document in a portable document format (eg PDF) with the name **Poster** your **Posters** sub folder.

16. Close the publication and exit the desktop publishing 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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