Level 1 Desktop publishing software (DTP 7574-122)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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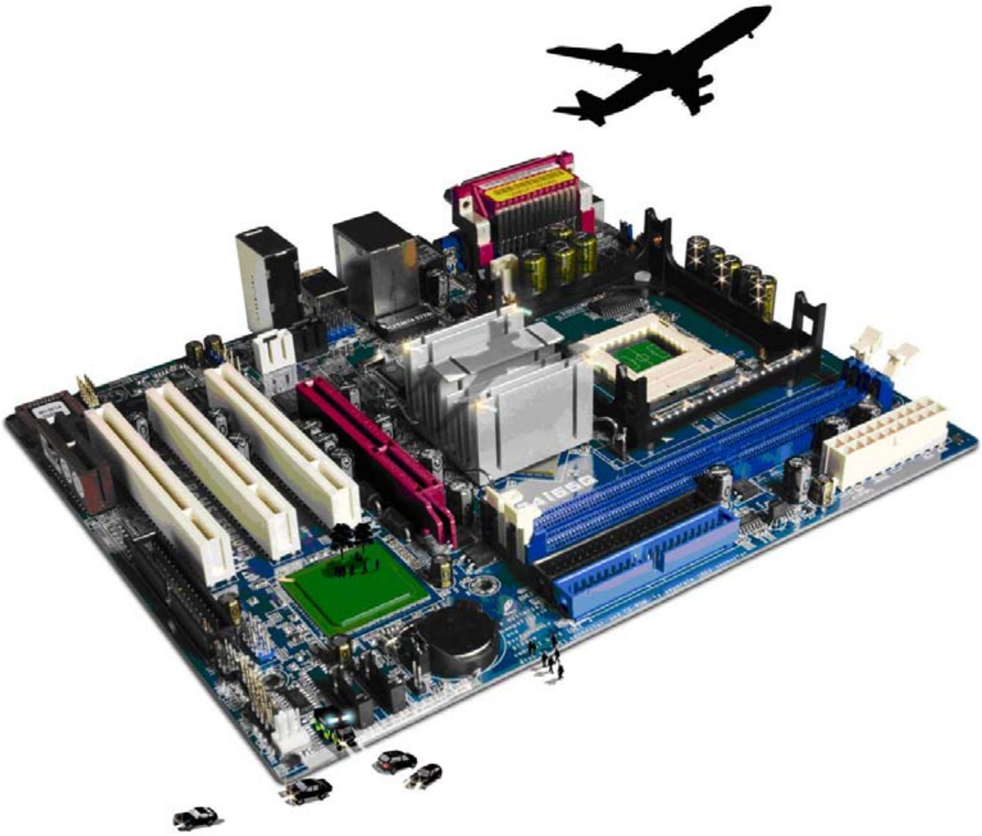

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Level 1 Desktop publishing software (DTP 7574-122) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Desktop publishing software (DTP 7574-122).

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 Desktop publishing software (DTP 7574-122)
Assignment A Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Document layout
- Task B - Using text boxes and inserting information
- Task C - Inserting images and graphical text

Scenario

You work as an assistant for the tourist information office in The Algarve, you have been asked to create a leaflet which can be given to tourists, informing them of some of the beaches in the area.

The leaflet will need to be suitable to go on display in cafes and restaurants. The Information office uses a leaflet with three columns of information and two images as its standard design.

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

Task A – Document Layout

1 In your work area create a folder called **Algarve**.

2 Create a new blank document for use as a leaflet. Modify the following to suit your publication.

   - Paper size
   - Orientation
   - Margins (top, bottom, left, right)

3 Arrange the layout of the document so that it meets the standard company design and allows text to flow between columns.

4 Insert a footer to the left hand side of the page with:

   - Your name
   - Today's date

   Using default fonts.

Continued over…

5 Save the file with the name **Layout** in the folder called **Algarve** in a suitable format for printing.

Task B – Using text boxes and inserting information

1 Insert text boxes into each column and link them together so that the text can flow between them.

2 Fill the text box in column two with a light colour.

3 Find and open the file **Beach Information.txt**.

- the first three paragraphs should appear in column one
- paragraphs 4 and 5 in column two
- the last paragraph in column three

4 Select the headings:

- Olhos D' Agua
- Praia da Oura
- Sao Rafael

Increase the font size of each title and centre align them.

Apply at least **two** text enhancements to each title to make them stand out.

5 Select all other text and apply a suitable font and size.

6 Save the file with the name **Information Leaflet** in your **Algarve** folder.

7 Preview, proofread and spell check your document making any corrections as necessary.

Resave your document as **Information Leaflet Checked**.

Continued over…

Task C – Inserting images and graphical text

1 Within your **Information Leaflet Checked**, below the heading in the second column insert a suitable image from those provided by your assessor.

Think about any copyright laws that may affect your choice.

Resize it to 2cm in height and 4cm in width.

Ensure that text wrapping is set to tight.

2 Below the final paragraph in column three insert a second suitable image from those provided by your assessor.

Think about any copyright laws that may affect your choice.

Scale the height to 33% of the original size maintaining aspect ratio.

3 Enter the following text below the picture you have inserted using a smaller font to the body text and centre aligned:

More information can be found on our web site www.algarve.coz

4 Insert a horizontal autoshape (or similar) suitable for adding text and add the text:

Welcome to The Algarve

5 Centre the shape on the page below the column text.

6 Preview, check layout, proofread and spell check your document making any corrections as necessary.

Resave your document as **Information Leaflet Finished** in the folder called **Algarve**.

7 Close the document and shut down your computer.

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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