

Pearson LCCI

**Level 1 Certificate in
Practical ICT Skills (VRQ)**

**Presentation Software Sample Assignment –
Candidate's copy**

Sample assessment material for first teaching
2001

Time: 1 hour

Paper Reference

ASE1114

You do not need any other materials.

Turn over ►

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The candidate's full name must be keyed in as instructed in either the header or footer as specified. Candidates must produce the following four files for assessment:

- **TASK 1** – Amended presentation
- **TASK 2** – Amended presentation
- **TASK 3** – New presentation
- **TASK 4** – Amended presentation

Candidates will need the following file in order to complete this assessment:

PSL1SAM - Green.ppt

Introduction/Scenario

You have been recruited as an Administrator for Green Transport and you have been asked to amend an existing presentation and create a new one. The presentation will be run in the Reception of Green Transport to promote greener ways of travel and recycling.

TASK 1 – Open and manipulate an existing presentation

Data: The manager needs a short presentation which is to be run within the Reception area. The first slide has been prepared for you and saved as **PS1SAM1 - Green.ppt**

Action to take: Amend the presentation as detailed below:

- Open the presentation called **PS1SAM - Green.ppt**
- Modify the picture on the master slide so that it no longer overlaps any of the text
- Add a border to the picture
- Add a design template to the presentation
- Create a new slide 2 (Title and text/bulleted list) and enter the heading Greener Ways to Travel in the Title box and the text below as bulleted points:

Car Sharing

Walking

Public Transport

- Create a new slide 3 (Title and text/bulleted list) and enter the heading Why in the Title box and the text below as bulleted points:

Cars are the number one contributor to air pollution

Keeps travel costs down

Environmentally beneficial

- Create a blank slide as the last slide
- Key in your name in the footer
- Save the presentation as **PS1SAMT1** and close the file

TASK 2 – Amend a presentation

Data: Your manager has looked at what you have done and would like you to make some alterations.

Action to take: Open the presentation **PS1SAMT1**

- Apply two different fancy fonts to the title and bullet text and apply a font size of 44 to the Title and font size 36 to the text/bulleted list
- Save the presentation with the filename **PS1SAMT2**

TASK 3 – Create a new presentation

Data: Your manager now requires a new presentation. Create a new 4-slide presentation.

Action to take: Create a new presentation called PS1SAMT3.

- Create a new slide 1 (Title) and enter the heading **Recycling** in the Title box
- Create a new slide 2 (Title and text/bulleted list) and enter the heading Ways to Recycle in the Title box and the text below as bulleted points:

Use recycling bins

Re-use plastic bags

Buy things you can re-use

- Create a new slide 3 (Title and text/bulleted list) and enter the heading **Kerbside Recycling** in the Title box and the text below as text and sub-bullets:

We will come and collect your recycling fortnightly from your doorstep in the blue bin provided. You may include:

- *Newspapers, magazines and junk mail*
- *Glass bottles and jars*
- *Cardboard*
- *Steel cans*
- Change the bullets to green round picture bullet and the sub-bullets to green square pictures
- Apply word art to the title **Recycling** on slide 1
- Change the line spacing on slide 2 to 1.5 lines
- Apply a clipart image to slides 1 and 2
- Add a colour background to all slides
- Save the presentation as **PS1SAMT3** and close the file.

TASK 4 – Open presentation and make amendments

Data: Your manager now requires some amendments to the presentation you have created.

Action to take: Amend a presentation as detailed below:

- Open the presentation **PS1SAMT3**
- Add a patterned border around the image on slide 1
- Change the border line to 6 pt
- Spellcheck the presentation
- Save your presentation as **PS1SAMT4**