

Pearson LCCI

Level 2 Certificate in Practical ICT Skills (VRQ)

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

Sample assessment material for first teaching
May 2007

Time: 1 hour 30 minutes

Paper Reference

ASE2224

You do not need any other materials.

Turn over ►

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The candidate's full name must be entered on every printout in the header or footer as specified.

Candidates must produce the following five items for assessment:

- **TASK 1** – Open an existing presentation and add slides
- **TASK 2** – Open the presentation from task 1 and apply a house style
- **TASK 3** – Open the presentation from task 2 and import shapes/pictures
- **TASK 4** – Open the presentation and import a graph/chart, move slides and graphics.

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

- NEHOTEL.ppt
- HOTEL.xls

Candidates are advised to read through the whole paper before starting the tasks

TASK 1 – Open and manipulate an existing presentation file

Introduction/Scenario:

You are the NEHotel secretary and you have been asked to update the presentation **NEHotel.ppt**.

Action to Take: Amend the presentation as detailed below:

1. Open the presentation **NEHotel.ppt**
2. Save the presentation as **PS2SAMPT1.ppt**
3. Create a new slide 2 (Title and Text layout) and enter the heading **Jesmond** (in the Title box) and the text (in the Text box):
 - The NEJesmond Hotel is a new hotel
 - A historic town house
 - Approximately 5 miles from Newcastle Airport
 - Jesmond Dene is a popular wooded valley with quaint bridges
4. Create a new slide 3 (Title and Text) and enter the heading **Hotel Facilities** and the text:
 - 35 bedrooms, all with en-suite facilities
 - Television, internet and 24 hour room service
 - New gym which can be used by guests
 - A 15m swimming pool, Jacuzzi and sauna
 - Two restaurants, one featuring seafood
5. Create a new slide 4 (Title and Text) and enter the heading **Room Information** and the text:
 - Standard Single
 - Number of Beds 1 £95.00
 - Standard Double
 - Number of Beds 1 £130.00
 - Twin Room
 - Number of Beds 2 £130.00
 - Family Room
 - Number of Beds 3 £150.00
 - Double Bed and Bunk Beds
6. Create a blank slide as the last slide
7. Save the presentation

TASK 2 – Amend a presentation

Action to Take: Amend a presentation as detailed below:

1. Open the presentation **PS2SAMPT1.ppt**
2. Save the presentation as **PS2SAMPT2.ppt**
3. Add an appropriate background/layout to the master slide
4. Create a house style sheet of at least 3 styles (all styles must be consistent) – one for headings, one for bullets1 and one for bullets2
5. Apply these styles to the three areas within the presentation
6. Insert at least one picture from clipart (ensure that it does not superimpose any of the text)
7. Add a suitable header/footer showing your name
8. Add a slide number to each slide
9. Save the presentation

TASK 3 – Amend a presentation

Action to Take: Amend a presentation as detailed below:

1. Open the presentation **PS2SAMPT2.ppt**
2. Save the presentation as **PS2SAMPT3.ppt**
3. Hide slide 4
4. Draw an action button shape on slide 3
5. Link the action button to slide 4 (Room Information)
6. Ensure that all of the headings in the presentation are aligned consistently
7. Change the colour scheme of the presentation by selecting a suitable design from the design palette
8. Add the following speaker notes to slide 4:
These are the standard room rates only.
Special offers are regularly available.
Ring our helpline 08000 152 252.
9. Save the presentation

TASK 4 – Open a presentation and make amendments

Action to Take: Amend a presentation as detailed below:

1. Open the presentation **PS2SAMPT3.ppt** and save this as **PS2SAMPT4.ppt**
2. Add a new slide 5
3. Add the heading: **Bookings – Forecast –v- Actual**
4. Import the graph/chart from hotel.xls
5. Move slide 3 – **Hotel Facilities** so that it becomes slide 5
6. Spell/grammar check the presentation
7. Manipulate the orientation and positioning of the logo on slide 1
8. Copy the logo to at least 2 more slides
9. Add at least 2 animations and 2 transitions to make your slide show interactive
10. Save and close the presentation keeping the filename **PS2SAMPT4.ppt**