

Pearson LCCI

**Level 3 Certificate in
Practical ICT Skills (VRQ)**

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

Sample assessment material for first teaching
May 2007

Time: 2 hours

Paper Reference

ASE3334

You do not need any other materials.

Turn over ►

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The candidate's full name must be keyed in as instructed, either in the header or footer as specified, or in the title.

Candidates must produce the following six files for assessment:

- **TASK 1** - Two templates
- **TASK 2** – Main presentation to clients
- **TASK 3** – Sub-presentation to staff
- **TASK 4** – Final presentation linking the sub-presentation to the main presentation

Column Bar Chart

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

- **Absence.ppt**
- **info.xls**
- **absence.csv**

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

Introduction/Scenario

You have been asked to create a presentation which shows staff within the organisation how absence will be managed with immediate effect.

Your supervisor has suggested you create a main presentation using one template which can run during the staff presentation and a sub-presentation which uses a different template which would be accessed via a hyperlink from the main presentation and is for viewing by the staff only during the presentation.

Tasks

You are required to create two presentations consisting of a main and sub-presentation using two different templates.

Carry out the following tasks using the information below and the scenario above.

TASK 1 – Creating two templates

- Create a new presentation template and a master slide for the presentation to clients. The house style should use a sans serif font style and a small font for the bullet text, medium size font for the sub-heading and large size font for the main heading. Add a suitable picture as the company logo and a suitable background. Include your name, today's date and slide number in the footer area of each slide. Save this as **PSL3SAMT1a** as a design template.
- Create a second presentation template for the presentation to staff. Apply different font styles and sizes to those used in the presentation above to the Master slide. Add the company logo and a suitable background. Include your name, today's date and slide number in the footer area of each slide. Save this as **PSL3SAMT1b** as a different design template.

TASK 2 – Creating the main presentation

- Use the template **PSL3SAMT1a** and create the following new slides:

Slide 1 Title: **Managing Absence**

Slide 2 Title: **New Procedure**

Using bullets enter the following text: **Return to Work Chats, Informal Procedure, Warning, Disciplinary Action**

Slide 3 Title: **Absence**

Create the following table making sure you centre the text. Apply the font styles that you have used in your template for the title and body text:

Types of Absence	
Short Term Sickness	<7 days
Long Term Sickness	>28 days

Slide 4 Title: **Rewards**

Using auto shapes, add three circle shapes to this slide. Include one of the following points inside each circle:

- Extra ½ day holiday**
- Monthly draw**
- 1% quarterly bonus**

Slide 5 Title: **Staff Involvement**

Using bullets, enter the following text: **Line Manager, HR, CEO**

Slide 6 Title: **What Next?**

Using bullets, enter the following text: Full staff **briefing, Notice with payslip, Procedure advertised on the website**

- Insert suitable pictures from clipart on slide 1 and slide 5.
- Create a new slide 7 and key in the title **Current Absences** and import the spreadsheet graph (**info.xls**)
- Create a new slide 8 and key in the title **Short** and **Long Term Sickness** and import the table (**absence.csv**). Format the table so that all data is shown in full and gridlines have been added.
- Merge and centre the heading **Absence Stats** within the table.
- Add a sound clip from Clip Organiser to slide 6 and set it to start automatically.
- Add a movie clip from Clip Organiser to slide 2.
- Ensure that you have applied the template that you created in task 1 to the whole of the presentation.
- Save the presentation as **PSL3SAMT2**

TASK 3 – Amending the sub-presentation

- Open the **absence.ppt** presentation and apply the design template **PSL3SAMT1b**
- Add a new slide to the presentation as slide 3 with a flowchart to show the staff how absence is managed. Key in the title How to **Manage Absence**. Place the following steps into a flowchart and key in all the text in bold. Create Yes/No decision at step 2.
 - 1. Employee rings in sick**
 - 2. Employee returns to work (if more than 7 days go to step 3)**
 - 3. If more than 7 days collect sick note**
 - 4. Employee to complete yellow form**
 - 5. Conduct return to work interview**
 - 6. Record interview**
- You have decided to create a short quiz of 3 questions for staff. Insert three new slides with a slide layout which allows for column text (this can be Title, content and 2 content or as a table). The title for all three slides is 'Staff Quiz'. Include one question on each slide in the left hand column. Put the correct answer in the right hand column. Use animation to ensure that when the presentation is run as a slide show the answer does not appear at the same time as the question (but that the question can still be seen when the answer is displayed).

A colleague has advised that suitable questions and answers for the quiz are:

Q1: Typically how many days are taken off sick per year?

- 1
- 3
- 5
- 7

Answer: C

Q2: What is the commonest reason for absence?

- Sickness
- Migrane
- Cold
- Stress

Answer: B

Q3: How many times can you be off before you are referred to Occupational Health?

- 1
- 3
- 6
- 9

Answer: D

- Create a final slide with the title 'Percentage of Days Absent'. Add an exploded 3D pie chart to this slide to present the following data which was supplied by the HR Department. Display both the Number of Days and Absence as a % next to the appropriate segment of the exploded pie chart.

Number of Days	Absence
1 day	8
3 days	6
7 days	15
15 days	14
28 days	12

- Save the presentation as **PSL3SAMT3**

TASK 4 – Linking in the sub-presentation and finalising the presentation

Task 4a

- Open the main presentation PSL3SAMT2 and save this as **PSLSAMT4**
- Create an action button and a hyperlink on slide 3 to the sub-presentation **PSL3SAMT3** slide 8.
- On the master slide of the main presentation, add borders to the title so that this appears on each slide.
- Add at least 2 different transitions and 2 different animations throughout the main presentation. In addition animate the graph on slide 7. Add the following timings to the presentation:

Slide Number	Timings
1, 2 and 8 day	5 seconds
3, 4, 5, 6, 7	8 seconds

- Add speaker notes to the following slides:

Slide 1: Welcome to our session on Managing Absence – it is important that we deal with this issue sensitively.

Slide 3: Short term sickness includes long weekends and shift patterns. Long term sickness usually is for those employees with a serious illness.

Slide 5: Line Managers are on the front line and can monitor what is happening. HR will help with any issues that arise.

CEO will be involved if a final disciplinary hearing is needed.

- Save and close both presentations keeping the filenames

Task 4b

- You have also been asked to export the main presentation as outline/rtf document. Export the main presentation using the filename **PSL3SSAMT4b**