



PRACTICE TASKS FOR CLAIT 2006 - LEVEL 1

UNIT 6 – E-IMAGE CREATION

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A comprehensive set of practical tasks designed to give learners practise at specific assessment objectives for Unit 6 of the OCR Clait 2006 Level 1 qualification.

The tasks and solutions are supplied on CD-ROM in PDF format. They can be printed out easily and quickly without the need for any other software other than Acrobat Reader, which is supplied on the CD. The tasks can be placed on an Intranet for easy access by students and staff. They are also available in editable Word format.

Each stand-alone exercise is supplied with all the required data files, and comes complete with a fully annotated marking copy, so that students or tutors can quickly and easily check their work.

There are 45 individual tasks and solutions which combine to cover all the evidence based assessment objectives of Unit 6 of the OCR Clait 2006 Level 1 qualification.

They are designed to be used by learners to practise and assess specific skills. They are perfect as “build-up” tasks before learners attempt “full blown” practice or live assignments. They are brilliant for providing learners with additional practice in specific areas where extra reinforcement is required.

The tasks are completely independent. They can be tackled selectively and in any order. Any required “raw” data files are supplied for each task in gif or jpg format.

Although specifically designed for CLAIT, the tasks are suitable for any I.T. course or qualification involving basic computer art skills.

All the tasks are very clearly laid out, identifying the skills included in the task and the names of any data files that are required. All the data files are task specific, and can be placed in any work area required (e.g. floppy disk, local hard drive, network drive).

The majority of tasks and solutions fit onto a single sheet of A4. Solutions are very clearly annotated, making it quick and easy to establish whether the task objectives have been met.

You are allowed to print and photocopy the materials as many times as you wish.

The tasks that are included are listed overleaf, together with a sample task and solution.

LIST OF TASKS AND SOLUTIONS

Task No	Details
T6001	Setting canvas size and orientation
T6002	Setting canvas size and orientation
T6003	Setting canvas size and orientation
T6004	Creating a text frame
T6005	Creating a text frame
T6006	Creating a text frame
T6007	Setting font, font size and emphasis
T6008	Setting font, font size and emphasis
T6009	Setting font, font size and emphasis
T6010	Changing text size using Autofit
T6011	Changing text size using Autofit
T6012	Changing text size using Autofit
T6013	Setting canvas and text colours
T6014	Setting canvas and text colours
T6015	Setting canvas and text colours
T6016	Aligning text
T6017	Aligning and rotating text
T6018	Aligning and rotating text
T6019	Inserting an image
T6020	Inserting an image
T6021	Inserting an image
T6022	Copying, moving and resizing images
T6023	Copying, moving and resizing images
T6024	Copying, moving and resizing images
T6025	Cropping and flipping an image
T6026	Cropping and flipping an image
T6027	Cropping and flipping an image
T6028	Drawing lines and applying borders
T6029	Drawing lines and applying borders
T6030	Drawing lines
T6031	Drawing graphic shapes
T6032	Drawing graphic shapes
T6033	Drawing graphic shapes
T6034	Drawing and grouping graphic shapes
T6035	Drawing and grouping graphic shapes
T6036	Drawing and grouping graphic shapes
T6037	Acquiring and printing a digital image
T6038	Acquiring and printing a digital image
T6039	Acquiring and printing a digital image
T6040	Changing image resolution
T6041	Changing image resolution
T6042	Changing image resolution
T6043	Adding text to a digital image
T6044	Adding text to a digital image
T6045	Adding text to a digital image

NB: The tasks are incorporated in the JustClait unit workbook. The workbook, however, does not include the solutions.

TASK 6035 – DRAWING AND GROUPING GRAPHIC SHAPES

This task covers the following skills

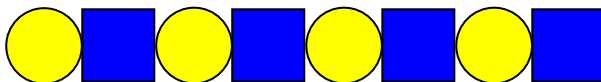
CREATING ARTWORK AND A CANVAS SIZE DRAWING AND GROUPING GRAPHIC SHAPES

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load an e-image creation software package
4. Create a new piece of artwork
5. Set the **Page Orientation to Portrait**
6. Draw a square and a circle of size 1 cm next to each other, as below:

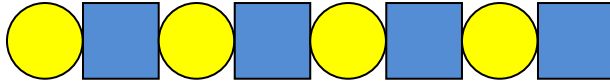


7. Fill the circle with yellow and the square with blue
8. Group the circle and square and copy and paste the group three times, and arrange them as below:



9. Save the publication using the filename **Artwork35**
10. Print a single copy of the artwork on to A4 paper
11. Close the artwork
12. Close the e-image creation software package

End of task



Marking checklist

Orientation set to Portrait
Circle and square drawn, 1 cm each
Circle filled with yellow, square filled with blue
Circle and square grouped, copied and pasted as shown
Artwork saved as **Artwork35**
Artwork printed on A4 paper



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The workbooks only are based upon: (1: Windows XP/Vista & Word 2003/7) (2: Excel 2003) (3: Access 2003) (4: Publisher 2003) (5: PowerPoint 2003) (6: Publisher 2003 (1 section uses Paint Shop Pro)) (7: FrontPage 2003) (8: Internet Explorer & Outlook 2003/7).

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