

Blue Sky Books

Task A – Finding information on the internet

A friend is opening a bookshop called Blue Sky Books. He is planning a special opening event. He has asked a local writer to open it and has asked you to help him plan the evening. He wants you to put up a poster to advertise the event.

1 Open a program to search the internet. Find:

- A picture relating to the bookshop, e.g. books, writer, blue sky
- A picture of some balloons or other party decorations

2 Save the images into a document with a suitable name.

Bookmark the page where you found one of the images (add it to your favourites).

3

Take a screenshot of the bookmark. Paste into a word processing document.

Below the screenshot, write a short sentence to describe two ways you can make sure you are comfortable when using a computer.

Add your name and centre details at the bottom of the document.

Print a copy.

Task B – Making a poster

You are making a poster to tell people about the opening of Blue Sky Books. The opening event will be on Wednesday July 25th and it will start at 7:30 pm. A local writer called Helen Banks has agreed to open the event.

- 1 Open a program to make the poster.

Follow the example below to put a suitable heading and the pictures from Task A in the right places. You may need to do some resizing

Heading

Image One

Image Two

To be opened by

2

Make sure your text and images fill most of the page and check the document for errors. Type your name and centre name at the bottom of the page.

Save and print a copy of your poster.

List of Printed Files

Make sure you print out these following files at the end of the assessment tasks:

- Print out of the images (Task A).
- Printout of the screenshot (Task A).
- Printout of the opening poster (Task B)

Make sure your name and centre details are shown clearly on all printouts.

All printed files should be attached to your cover sheet in task order and given to your invigilator.

END OF ASSESSMENT