ADDITIONAL EXERCISE 3

Scenario
You work in a training company and one of your responsibilities is to produce the company advertising material.

You will be required to produce an information leaflet that will be given to people who want to know more about the company. You are also due to send a publication to a commercial printing company so need to produce colour separated print outs for them.

TASK 1

You will be required to produce an information leaflet that will be given to people who want to know more about the company.

- the text has been prepared for you
- you will be asked to make some amendments to this text
- you will need to copyfit the publication

1. Open the publication **training**.

2. Make the corrections shown on pages 2 and 3.

3. Copyfit the publication ensuring that:

   a. the leading is adjusted so that there is no more than 10 mm of vertical space anywhere on page 2 in the document.

   b. columns are balanced to within 10 mm

   c. leading is consistent

   d. paragraph spacing is consistent

   e. there are no hyphenated line endings

   f. subheadings are kept with at least two lines of related text

   g. there are no widows or orphans

   h. all material is displayed as specified

   i. the text file is displayed in full.

4. Save your publication using the filename **promotion.**

5. Print a composite copy of your publication.

TEXT TO BE CORRECTED IN TASK 1

Investors in People

Learning at work is a great way to help improve your future career prospects.

This month's newsletter is focusing on how we as a company can help you adapt your current skills and gain new ones.

We provide training that can fit around your working and personal life.

We are committed to improving our company by helping develop our employees' skills. Therefore assess learning needs and provide the following:

Good quality training

Job satisfaction

Career opportunities

Process

The process for skills and training is as follows:

Create a personal development plan

Evaluate training and skills so far

Develop training plan around your needs

Set up training requirements

Assess performance meetings

Personal mentor to help guide you

Benefits for all

We will continue to support the training needs of the company. We believe that investing time in our employees can help boost productivity and positivity within the workforce.

Training is a big part of our company. Allocated time along with your dedication and hard work can create excellent job opportunities and future prospects. All our training that we provide is free to all employees.

Success Story

Moira McGowan has worked within the Sales department for 3 years as an Administration Assistant and wanted to update her skills. After discussion with her line manager, they both agreed to a development plan that was best suited for her. She is a working mother therefore online learning was the best option.

Moira recently completed an online Marketing course gaining a Diploma. From this, she has had a job promotion to Sales and Marketing Assistant. She would never of been able to apply for this position if she had not gained the extra skills to meet the necessary requirements to so this job. this has proved a massive benefit to the company as they have seen a positive impact on Moira's working life which means positivity for their business.

Since this Interview, Moira has chosen to further update her skills by applying to do the Mentoring course so she can help other employees achieve their goals in their future career.

If you have any success stories of your own then please contact us, we would love to hear from you. *stet*

TASK 2
You are sending a publication to a commercial printing company and need to create colour separated printouts.

1. Open the publication **title**

2. a. Set crop marks to print.

   b. Print a composite copy of the template showing crop marks.

3. a. Prepare colour-separated printouts.

   b. Print a colour-separated copy of the publication.

   c. Check that one print shows only the **blue** items.

   d. The colour of this printout must be shown on the print. You may need to handwrite the word **blue** on this print.

   e. Check that one print shows **only** the black items.

   f. The colour of this printout must be shown on the print. You may need to handwrite the word **black** on this print.

4. Save your publication keeping the filename **title**.

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