

# GETTING AHEAD



ALTON

Start to develop skills that are relevant to your course before you join HSDC this September!

## IT - CTEC Level 2 Diploma

So that you are best prepared for meeting the challenges of our course in September, we have put together some preparation tasks.

### Background information for activity

Recently 'AcornNet!' has launched a series of action figurines for a new blockbuster film being released by Big Village Film Productions.

The text below shows the sales figures for the four main character figurines sold during a previous financial quarter (January, February and March). These sales figures were supplied by the Sales Department on a scruffy handwritten note, as well as rough drawings of what they look like.



Figurine Number	Figurine Name	January Sales	February Sales	March Sales
Character 01	Sportacus	30,000	35,000	40,000
Character 02	Stephanie	25,000	32,000	38,000
Character 03	Pixel	17,000	27,000	25,000
Character 04	Robbie Rotten	30,000	40,000	32,000

Both the Sportacus and Stephanie figurines retail for £10.50 each, Pixel for £9.00 and Robbie Rotten for £10.00.

**We look forward to seeing you in September!**

For further information about your College and being a student at HSDC, please visit [hsdc.ac.uk/Alton](https://hsdc.ac.uk/Alton)

## Tutorials and information sources you might need

Source for downloading GIMP:

<https://www.gimp.org/downloads/>

Guide to making a cartoon character using GIMP:

<https://www.youtube.com/watch?v=giZnNlz4BdE&t=23s>

Guide to creating a poster in Microsoft Word:

<https://www.wikihow.com/Make-a-Poster-Using-Microsoft-Word>

Guide to creating a chart in excel:

<https://support.office.com/en-gb/article/add-a-chart-to-your-document-in-word-f48e3eb-5e04-4368-a39e-20df7c798932>

**Note: If clicking on the links doesn't take you directly to the website, try copying the links into a search engine and opening the best match.**

### Task 1: Images of figurines for marketing

Start by creating images of the figurines for marketing. Use GIMP, or any other image creation program that you are familiar with, to design colourful illustrations of the figurines sold by AcornNet! You can adapt the images provided on the first page or use those images as inspiration to make your own versions of them.

**Notes: GIMP can be downloaded for free by following the links, as well as the characters' names and other information about the figurines and the company, along with links to a tutorial which might help you draw the characters.**

### Task 2: Create a poster to advertise the products

AcornNet's CEO, Ms. Guest, is happy with the sales figures and wants you to create a poster advertising the figurines that uses the images you have just made of them, and explains how much they cost and where they can be found. Ms. Guest wants the poster to be used in an attachment and emailed to likely customers.

**Notes: Use <http://www.acornnet.com> as the web address to buy the products from, and the first page has all the information about what the products look like and how much they cost, as well as links to a tutorial which might help you make the poster.**

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## **Extra Task: Create graphs and use them in word processed documents**

Mr Gray, the Managing Director of 'AcornNet!' has asked you to produce a quick memo which can be embedded in an email and sent to the salespeople. The memo should congratulate them about the sales figures for the last quarter and encourage them to do just as well during this quarter. He wants it to display a simple bar chart showing the sales figures for each action figurine across each of the months in the last financial quarter, which can be copied and pasted from the first page of this document.

**Notes:** The names of the salespeople are Mr W. Patel, Mrs J. Plume, Miss K. Chinata and Ms N. Chung, and the first page has the other information you will need, as well as links to a tutorial which might help you make the graphs in Excel.

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