

Unit Title: Desktop Publishing Software
Unit Level: Level 1
Unit Credit Value: 3
GLH: 20
LASER Unit Code: CAI930
Ofqual Unit Code: Y/502/4565

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Select and use appropriate designs and page layouts for publications.	1.1	Identify what types of information are needed.
		1.2	Identify what page design and layout will be required.
		1.3	Select and use an appropriate page design and layout for publications in line with local guidelines, where relevant.
		1.4	Select and use appropriate media for the publication.
2.	Input and combine text and other information within publications.	2.1	Input information into publications so that it is ready for editing and formatting.
		2.2	Identify copyright constraints on using others' information.
		2.3	Organise and combine information of different types or from different sources in line with any copyright constraints.
		2.4	Store and retrieve publication files effectively, in line with local guidelines and conventions where available.
3.	Use desktop publishing software techniques to edit and format publications.	3.1	Identify what editing and formatting to use for the publication.
		3.2	Select and use appropriate techniques to edit publications and format text.
		3.3	Manipulate images and graphic elements accurately.
		3.4	Control text flow within single and multiple columns and pages.
		3.5	Check publications meet needs, using IT tools and making corrections as necessary.

Assessment Guidance:

See IT User Assessment Strategy available from www.e-skills.com

Additional Information:

NA