Unit Title: **Using Desktop Publishing Software**
Unit Level: **Entry 3**
Unit Credit Value: **2**
GLH: **15**
LASER Unit Code: **WJC240**
Ofqual Unit Code: **A/506/0362**

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Be able to use appropriate designs and page layouts for a publication.	1.1	Identify what types of information would be suitable for a particular publication.
		1.2	Identify suitable page layouts that could be used for a particular publication.
		1.3	Use an appropriate page design and layout for a publication in line with any guidelines, where relevant.
		1.4	Use appropriate media for publication.
2.	Be able to input text and other information into a publication.	2.1	Input information into a publication so that it is ready for editing and formatting.
		2.2	Outline copyright constraints on using others' information.
		2.3	Combine information from different sources in line with any copyright constraints.
		2.4	Store and retrieve publication files, in line with any guidelines and conventions where relevant.
3.	Be able to use desktop publishing software techniques to edit and format a publication.	3.1	Identify what editing and formatting was used to create the publication.
		3.2	Use appropriate techniques to edit publications.
		3.3	Use appropriate techniques to format text.
		3.4	Manipulate images and graphic elements accurately.
		3.5	Check publications meet needs, making corrections as required.

Assessment Guidance:
NA

Additional Information:
NA