

Unit Title: Using Desktop Publishing Software
Unit Level: Level 1
Unit Credit Value: 3
GLH: 20
LASER Unit Code: WJC344
Ofqual Unit Code: F/506/0363

This unit has 3 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to 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 any guidelines, where relevant.
		1.4	Select and use appropriate media for the publication.
2.	Be able to input and combine text and other information within publications.	2.1	Input text and other information into publications so that it is ready for editing and formatting.
		2.2	Identify relevant 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, in line with any guidelines and conventions where relevant.
3.	Be able to 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:

NA

Additional Information:

NA