

e-Quals Unit Syllabus

Level 2 Designing and creating multi-page documents using desktop publishing software

7266 - 028



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Unit 028

Designing and creating multi-page documents using desktop publishing software

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with the skills to use a desk top publishing (DTP) application to produce multi-page documents combining graphics and text.

The aim of this unit is to provide candidates with an intermediate level of skills and knowledge to competently prepare for, and perform a variety of *desk top publishing (DTP) related tasks* using Information and Communication Technologies (ICT). Candidates will develop a more demanding understanding of the desk top publishing application and the operating system in everyday usage and the ability to work in a generally unsupervised role solving issues competently without direction.

Learning outcomes

There are **five** outcomes to this unit. The candidate will be able to:

- Use the DTP application in the operating system environment to produce output combining and manipulating data from a variety of sources
- Set up a publication layout
- Manipulate text
- Manipulate graphical objects
- Produce printed and file output

Guided learning hours

It is recommended that 60 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications:

IT Users N/SVQ (iTQ) Level 2

Outcome	Unit
1, 2, 3	201 Make selective use of IT 2
1, 2, 3, 4	202 Operate a computer 2
1, 2	208 Wordprocessing software 2
1, 9	209 Spreadsheet software 2
1, 2, 3, 4	212 Artwork and imaging software 2
1, 2, 3, 4, 5	217 Use IT systems 2
1	220 Purposes for using IT 2

Key Skills

This unit contributes towards the Key Skills in the following areas:

Application of number	
Communication	C 1.2
IT	IT 2.1, IT 2.2, IT 2.3
Working with others	
Problem solving	PS 2.1
Improving own learning	

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

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Designing and creating multi-page documents using desktop publishing software

Outcome 1

Use the DTP application in the operating system environment to produce output combining and manipulating data from a variety of sources

Practical activities

The candidate will be able to:

- 1 select suitable system hardware to run a desk top publishing application:
 - a random Access Memory (RAM)
 - b monitor (VDU)
 - c mouse
 - d keyboard
 - e hard disk
 - f removable/portable media
 - g optical media
 - h printer
- 2 use the operating system to manage directories/folders and files locally and remotely
- 3 use a word processor or text editor to create, edit and save a text file
- 4 use a graphics editor to edit and save a graphical file
- 5 start the desk top publishing application
- 6 import text and graphics into a new DTP file
- 7 save a DTP file to a specified location both locally and remotely
- 8 close down the application correctly.

Underpinning knowledge

The candidate will be able to:

- 1 describe the reasons for checking the available memory (RAM) and storage space before creating DTP files
- 2 describe the reasons for importing elements of a DTP publication from different applications
- 3 describe different text file formats:
 - a .rtf
 - b text files .txt
 - c word processor files
- 4 describe different graphical file formats and copyright issues that may arise from their use
 - a Compuserve .gif
 - b .tif
 - c .jpg
 - d bitmap .bmp
 - e vector graphics eg .cgm, .wmf

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Outcome 2

Set up a publication layout

Practical activities

The candidate will be able to:

- 1 set up a master style for a given house-style eg
 - a margins
 - b gutters
 - c backgrounds
 - d colour
 - e page orientation
- 2 create a multi-page document using a house-style
- 3 insert running items into a multi-page document eg
 - a headers – to include a positioned title
 - b footers- to include page numbering
 - c select suitable alignment
- 4 select suitable colours and produce them on the screen by specifying the colour components
- 5 set columns on a master page for a multi-page document
- 6 save the publication layout (template/master) so it may be used for different documents.

Underpinning knowledge

The candidate will be able to:

- 1 describe the purpose and role of house-styles
- 2 identify basic principles and means of ensuring effective communication using printed images eg
 - a use of white space
 - b use of rules
 - c page layout and use of grids
 - d symmetry/asymmetry
 - e use of colour
- 3 state the impact of methods of binding multi-page documents on page layout:
 - a margins
 - b gutters
- 4 describe the reasons for using 'rules and borders' in headers and footers
- 5 state reasons why differences in colour may arise between the screen, colour proofs and the final printed output

Underpinning knowledge continued

- 6 describe in simple terms means of creating reproducible colours using colour component models:
 - a RGB (red, green, blue)
 - b CMYK (cyan, magenta, yellow, black)
- 7 describe a pre-defined colour scheme commonly used to specify colours for two-colour printing eg
 - a Pantone matching system
 - b DIC
 - c Focoltone
- 8 describe the reasons for saving a publication layout in a format suitable for future use.

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Outcome 3

Manipulate text

Practical activities

The candidate will be able to:

- 1 use guides or page layout grids to position and align text
- 2 use different text layouts eg
 - a line and character spacing
 - b bullet and numbered lists
 - c indents/hanging indents
 - d side headings
 - e rotated/skewed text
 - f banner headlines
 - g callout boxes
 - h justification
- 3 use different text enhancements and formats eg
 - a font
 - b font size
 - c bold, italics, underlined, roman
 - d dropped and raised capitals
 - e reverse text
 - f tinted backgrounds
 - g leading
 - h kerning
 - i hyphenation
 - l underline
 - k strikethrough
 - l subscript, superscript
- 4 use interline and character spacing, leading, pair kerning and hyphenation to fit copy to a given space
- 5 create and use different text styles
- 6 save the publication to a specified location.

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Outcome 4

Manipulate graphical objects

Practical activities

The candidate will be able to:

- 1 use a scanner or digital camera to capture an image and import it into a graphics editing application
- 2 use the facilities of a graphical editing application with a bitmap image imported from file to adjust the brightness and contrast of the image
- 3 use guides or page layout grids to position and align graphical elements on pages containing text
- 4 anchor a graphical image to a specified position
- 5 change the attributes/properties of a graphical object eg
 - a size
 - b position
 - c shape
 - d border
 - e background
- 6 apply flip/mirror, scale, rotate and crop to a graphical object
- 7 add a frame to a graphical image
- 8 add a caption to a graphical image
- 9 wrap text around a graphical image
- 10 combine text and a graphical image to produce text over the image
- 11 edit a graphical image to modify the colour, fill colour and style
- 12 save the publication to a specified location.

Underpinning knowledge

The candidate will be able to:

- 1 describe scanners and their use as an input device to transfer paper based documents into electronic format
- 2 describe how a graphics editor can be used to undertake pixel editing and to:
 - a change the fill colour or style
 - b add to the image
 - c delete from the image
- 3 state that the DTP application is able to recognise and import (or convert) most common graphical files
- 4 describe the difference between vector (line) and bitmap (dot) method of producing images
- 5 describe how resolution settings affect the level of detail of an image
- 6 describe the benefits of anchoring text and/or graphical images in a particular position.

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Designing and creating multi-page documents using desktop publishing software

Outcome 5

Produce printed and file output

Practical activities

The candidate will be able to:

- 1 use the application preview facility to view and check that output is suitable for printing
- 2 use an A4 output device to produce small scale versions of a complete document to show the layout used
- 3 use an A4 output device to produce an A5 document with registration and crop marks
- 4 produce final output to specifications:
 - a number of copies
 - b resolution
 - c size
 - d monochrome
 - e colour
- 5 save printed output to disk.

Underpinning knowledge

The candidate will be able to:

- 1 describe printer fonts:
 - a soft (downloadable)
 - b resident (built in or internal)
 - c scaleable
- 2 explain the reasons for the proofing process
- 3 describe suitable electronic formats for storing printed output
- 4 describe the characteristics, uses and weights of commonly used types of paper
- 5 describe printing methods suitable for volume printing of documents such as magazines or books, eg two-colour and four-colour offset litho.

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 Use the DTP application in the operating system environment to produce output combining and manipulating data from a variety of sources	<input type="checkbox"/>	
2 Set up a publication layout	<input type="checkbox"/>	
3 Manipulate text	<input type="checkbox"/>	
4 Manipulate graphical objects	<input type="checkbox"/>	
5 Error! No text of specified style in document.	<input type="checkbox"/>	

Candidate Signature

Date

City & Guilds
Registration Number

Quality nominee
(if sampled)

Date

Assessor Signature

Date

External Verifier
Signature (if sampled)

Date

Centre Name

Centre Number

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