e-Quals Unit Syllabus

Level 1 – Working with desktop publishing applications

7266 – 008

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Unit 008 Working with desktop publishing applications

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently *perform a variety of desk top publishing related tasks* using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of the DTP application and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

Learning outcomes

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

- Use the DTP application
- Set up given page layouts
- Manipulate text in a DTP file
- Manipulate graphic objects
- Produce printed and file output

Guided learning hours

It is recommended that 30 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 1

Outcome	Unit	
1, 2, 3	101	Make selective use of IT 1
1, 2, 3	102	Operate a computer 1
1, 2,	108	Word processing software 1
1, 2, 3, 4	112	Artwork and imaging software 1
1, 2, 3, 4, 5	117	Use IT systems 1

Key Skills

This unit contributes towards the Key Skills in the following areas

Application of number	
Communication	
IT	IT 1.1
Working with others	
Problem solving	PS 1.1
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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Outcome 1 Use the DTP application

Practical activities

The candidate will be able to:

1 use computer hardware for DTP, checking and explaining the requirements for
   - 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

3 open a new DTP file

4 open an existing DTP file

5 save an edited DTP file without changing its name

6 save a DTP file with a new name.

Underpinning knowledge

The candidate will be able to:

1 identify the importance of checking the available memory (RAM) and storage space before creating DTP files

2 identify the common types of applications used for creating elements of a DTP publication
   - a graphics - bitmapped and vector line
   - b text editor

3 explain the use of scanners.

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Outcome 2 Set up given page layouts

Practical activities

The candidate will be able to:

1 change page margins
   a top
   b bottom
   c left
   d right
2 set columns with gutters
3 use different page sizes eg A3, A4, A5
4 change page orientation portrait / landscape.

Underpinning knowledge

The candidate will be able to:

1 identify the common paper sizes
   a A3
   b A4
   c A5
   d A6
2 identify the reasons for using columns in a page layout
3 identify the difference between landscape and portrait orientation.

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Outcome 3 Manipulate text in a DTP file

Practical activities
The candidate will be able to:

1 input and edit text

2 select text

3 change the text formats
- a font (serif, sans serif)
- b font size
- c attributes eg colour, bold, italic, underline
- d upper and lower case
- e subscript and superscript
- f line and character spacing
- g justification eg left, right, centre, fully justified
- h indents eg first line, hanging, whole paragraph

4 move text eg drag and drop, cut and paste

5 copy text eg 'ctrl' drag and drop, copy and paste

6 apply fill styles to a selected area

7 use wrap settings.

Underpinning knowledge
The candidate will be able to:

1 list the types of justification
- a left justified
- b right justified
- c centred
- d fully justified

2 explain the purpose and importance of white space

3 Understand the importance of proof reading and the limitations of spell-check tools.

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Outcome 4 Manipulate graphic objects

Practical activities

The candidate will be able to:

1 choose, insert and position a graphic object

2 select a graphic object to

- a copy and paste
- b move

3 delete a graphic object

4 change the attributes/properties of a graphic object

- a size
- b position
- c shape
- d border
- e background

5 draw lines, circles and boxes with specific attributes

- a line thickness
- b colour
- c line style

6 change the attributes/properties of lines, circles and boxes

7 add a box round text

8 place text inside a graphic object

9 apply flip/mirror, scale, rotate and crop to a graphic object.

Underpinning knowledge

The candidate will be able to:

1 state that resolution defines the level of detail of an image made up of dots

2 state that the greater the number of separate dots that make up an image the higher quality of the image when printed

3 understand the suitability and restrictions of various file formats bitmaps eg tiff, ,jpeg and gif.

4 vector images eg windows meta files (wmf), svg.

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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 produce a draft copy for checking before final printing

3 produce final output as required

- a resolution
- b number of copies

4 save printed output to hard disk, remote location, removable/portable media or optical media.

Underpinning knowledge

The candidate will be able to:

1 state the importance of checking and correcting output before printing

2 state the importance of printing a draft copy for checking by others before final printing

3 state that a draft copy is printed at a lower resolution

4 state that printed output can be sent to a disk file

- a to be printed at a later stage
- b to be sent for printing to a professional print bureau.

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**	☐	
2 **Set up given page layouts**	☐	
3 **Manipulate text in a DTP file**	☐	
4 **Manipulate graphic objects**	☐	
5 **Produce printed and file output**	☐	

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** .....

Candidate Signature ..... **Date** .....

City & Guilds Registration Number			
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