e-Quals Unit Syllabus

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

7266 - 028

www.cityandguilds.com/e-quals07
March 2007
Version 1.0

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement *Access to assessment and qualifications* is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification
- the *Standard Copying Conditions* on the City & Guilds website.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400

www.cityandguilds.com
enquiry@cityandguilds.com

Contents

Unit 028	Designing and creating multi-page documents using desktop publishing software	
Syllabus Overview		2
Outcome 1	Use the DTP application in the operating system environment to produce output combining and manipluating data from a variety of sources	4
Outcome 2	Set up a publication layout	6
Outcome 3	Manipulate text	8
Outcome 4	Manipulate graphical objects	9
Outcome 5	Produce printed and file output	10
Unit record sheet		11

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.

Unit 028 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 manipluating 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

Unit 028 Designing and creating multi-page documents using desktop publishing software

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.

Unit 028 Designing and creating multi-page documents using desktop publishing software

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.

Unit 028 Designing and creating multi-page documents using desktop publishing software

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.

Unit 028 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**	☐	
2	**Set up a publication layout**	☐	
3	**Manipulate text**	☐	
4	**Manipulate graphical objects**	☐	
5	**Error! No text of specified style in document.**	☐	

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** .....

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com
www.cityandguilds.com/e-quals07

City & Guilds is a company registered in England and Wales (company number 16513878)