## Desktop Publishing - Silver - Unit 12

BACK TO SCHOOLS ITQ [1]

Handbook home page [2]

- Click below for more general guidance on this unit.
- Link to assessor's guide to interpreting the criteria [3]
- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies APP criteria [4] are relevant from Entry 3 upwards.
- References to personal learning and thinking skills (PLTS) [5]


## Level 1, Unit 12 - Desktop Publishing Software (3 credits)

## 1. Select and use appropriate designs and page layouts for publications.

1.1 I can identify what types of information are needed. [6]

> 1.2 I can identify what page design and layout will be required. [9]
1.3 I can select and use an appropriate page design and layout for publications in line with local guidelines, where relevant. [12]
1.4 I can select and use appropriate media for the publication. [15]

## 2. Input and combine text and other information within publications.

2.1 I can input information into publications so that it is ready for editing and formatting. [7]
2.2 I can identify copyright constraints on using others' information. [10]
2.3 I can organise and combine information of different types or from different sources in line with any copyright constraints. [13]
2.4 I can store and retrieve publication files effectively, in line with local guidelines and conventions where

## 3. Use desktop publishing software techniques to edit and format publications.

3.1 I can identify what editing and formatting to use for the publication. [8]
3.2 I can select and use appropriate techniques to edit publications and format text. [11]
3.3 I can manipulate images and graphic elements accurately. [14]
3.4 I can control text flow within single and multiple columns and pages. [17]
3.5 I can check
publications meet needs. using IT tools and making corrections as necessary. [18]

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| Entry Level 1, Unit R - <br> Registration [20] | Level 1, Unit R Registration [21] | Level 2, Unit R Registration [22] | Level 3, Unit R Registration [23] |
| Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [24] | Level 1, Unit 1 - <br> Improving <br> Productivity Using <br> IT (3 credits) [25] | Level 2, Unit 1 Improving Productivity Using IT (4 credits) [26] | Level 3, Unit 1 - <br> Improving <br> Productivity Using <br> IT (5 credits) [27] |
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| Entry Level 1. <br> Unit 3 - Online <br> Basics (2 credits) <br> [32] | Level 1, Unit 3 - <br> Using <br> Collaborative <br> Technologies (3 <br> credits) [33] | Level 2, Unit 3 Using Collaborative Technologies (4 credits) [34] | Level 3, Unit 3 - <br> Using <br> Collaborative <br> Technologies (6 <br> credits) [35] |
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| Entry Level 1. <br> Unit 5 - Safe Working Practices (2 credits) [40] | Level 1, Unit 5 - <br> Spreadsheet <br> Software (3 <br> credits) [41] | Level 2, Unit 5 - <br> Spreadsheet <br> Software (4 <br> credits) [42] | Level 3, Unit 5 - <br> Spreadsheet <br> Software (6 <br> credits) [43] |
| Entry Level 1, <br> Unit 6 - Using ICT in the Workplace (2 credits) [44] | Level 1, Unit 6 - <br> Specialist <br> Software (2 <br> credits) [45] | Level 2, Unit 6 - <br> Specialist <br> software (3 <br> credits) [46] | Level 3, Unit 6 Specialist <br> Software (4 credits) [47] |
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software (2
credits) [48]

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IT Software Fundamentals (3 credits) [94]

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