

Desktop Publishing - Gold - 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 2, Unit 12 - Desktop Publishing Software (4 credits)

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

[1.1 I can describe what types of information are needed.](#) [6]

[1.2 I can describe how to change page design and layout to increase effectiveness of a publication.](#) [9]

[1.3 I can select, change 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](#)

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

[2.1 I can find and input information into a publication so that it is ready for editing and formatting.](#) [7]

[2.2 I can organise and combine information for publications in line with any copyright constraints, including importing information produced using other software.](#) [10]

[2.3 Describe how copyright constraints affect use of own and others' information.](#) [13]

[2.4 I can describe which](#)

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](#)

[appropriate media for the publication.](#) [15]

[file format to use for saving designs and images.](#) [16]

[flow within single and multiple columns and pages.](#) [17]

[2.5 I can store and retrieve publication files effectively, in line with local guidelines and conventions where available.](#) [18]

[3.5 I can check publications meet needs, using IT tools and making corrections as necessary.](#) [19]

[3.6 I can identify and respond to quality problems with publications to make sure they meet needs.](#) [20]

Links to ITQ units

Entry Level	Level 1	Level 2	Level 3
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [22]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [23]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [24]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [25]
Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [26]	Level 1, Unit 2 - Website Software (3 credits) [27]	Level 2, Unit 2 - Website Software (4 credits) [28]	Level 3, Unit 2 - Website Software (5 credits) [29]
Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [30]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [31]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [32]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [33]
Entry Level 2, Unit 3 - Online Basics (2 credits) [34]	Level 1, Unit 4 - IT Security for Users (1 credit) [35]	Level 2, Unit 4 - IT Security for Users (2 credits) [36]	Level 3, Unit 4 - IT Security for Users (3 credits) [37]
Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [38]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [39]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [40]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [41]
Entry Level 2, Unit 5 - Using ICT: Safe Working	Level 1, Unit 6 - Specialist Software (2	Level 2, Unit 6 - Specialist software (3	Level 3, Unit 6 - Specialist Software (4

Practices (1 credit) [42]	credits) [43]	credits) [44]	credits) [45]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [46]	Level 1, Unit 7 - Word Processing (3 credits) [47]	Level 2, Unit 7 - Word processing (4 credits) [48]	Level 3, Unit 7 - Word Processing Software (6 credits) [49]
Entry Level 2, Unit 7 - Imaging software (2 credits) [50]	Level 1, Unit 8 - Using the Internet (3 credits) [51]	Level 2, Unit 8 - Using the internet (4 credits) [52]	Level 3, Unit 8 - Using the Internet (5 credits) [53]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [54]	Level 1, Unit 9 - Drawing and planning (2 credits) [55]	Level 2, Unit 9 - Drawing and planning (3 credits) [56]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [57]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [58]	Level 1, Unit 10 - Presentation Software (3 credits) [59]	Level 2, Unit 10 - Presentation software (4 credits) [60]	Level 3, Unit 10 - Presentation Software (6 credits) [61]
Entry Level 2, Unit 10 - ICT for Employment (1 credit) [62]	Level 1, Unit 11 - Database Software (3 credits) [63]	Level 2, Unit 11 - Database software (4 credits) [64]	Level 3, Unit 11 - Database Software (6 credits) [65]
Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [66]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [67]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [68]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [69]
Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits) [70]	Level 1, Unit 13 - Using Email (2 credits) [71]	Level 2, Unit 13 - Using Email (3 credits) [72]	Level 3, Unit 13 - Using Email (3 credits) [73]
Entry Level 3, Unit 2 - Online Basics (1 credit) [74]	Level 1, Unit 14 - Audio Software (2 credits) [75]	Level 2, Unit 14 - Audio Software (3 credits) [76]	Level 3, Unit 14 - Audio Software (4 credits) [77]
Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits) [78]	Level 1, Unit 15 - Imaging Software (3 credits) [79]	Level 2, Unit 15 - Imaging Software (4 credits) [80]	Level 3, Unit 15 - Imaging Software (5 credits) [81]
Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [82]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [83]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [84]	Level 3, Unit 17 - Video Software (4 credits) [85]

Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [86]	Level 1, Unit 17 - Video Software (2 credits) [87]	Level 2, Unit 17 - Video Software (3 credits) [88]	Level 3, Unit 23 - Multimedia Software (6 credits) [89]
Entry Level 3, Unit 6 - Communicating Information Using ICT (3 credits) [90]	Level 1, Unit 18 - IT Software Fundamentals (3 credits) [91]	Level 2, Unit 18 - IT Software Fundamentals (3 credits) [92]	Level 3, Unit 24 - Additive Manufacture (6 credits) [93]
Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [94]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [95]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [96]	Level 3, Unit 27 - Design Software (5 credits) [97]
Entry Level 3, Unit 8 - IT Security for users (1 credit) [98]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [99]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [100]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [101]
Entry Level 3, Unit 10 - Presentation software (2 credits) [102]	Level 1, Unit 21 - Data Management Software (2 credits) [103]	Level 2, Unit 21 - Data Management Software (3 credits) [104]	Level 3, Unit 29 - Set Up an IT System (5 credits) [105]
Entry Level 3, Unit 28 - Personal information management software (1 credit) [106]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [107]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [108]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [109]
	Level 1, Unit 23 - Multimedia Software (3 credits) [110]	Level 2, Unit 23 - Multimedia Software (4 credits) [111]	Level 3, Unit 37 - Internet of Things (6 credits) [112]
	Level 1, Unit 24 - Additive Manufacture (3 credits) [113]	Level 2, Unit 24 - Additive Manufacture (3 credits) [114]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [115]
	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [116]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [117]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [118]
	Level 1, Unit 26 - Computer Games	Level 2, Unit 26 - Computer Games	Level 3, Unit 42 - Undertaking a

Development (3 credits) [119]	Development (4 credits) [120]	RealWorld Project (5 credits) [121]
Level 1, Unit 27 - Design Software (3 credits) [122]	Level 2, Unit 27 - Design Software (4 credits) [123]	Level 3, Unit 44 - Bespoke Software (4 credits) [124]
Level 1, Unit 28 - Optimise IT System Performance (2 credits) [125]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [126]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [127]
Level 1, Unit 29 - Set Up an IT System (3 credits) [128]	Level 2, Unit 29 - Set Up an IT System (4 credits) [129]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [130]
Level 1, Unit 31 - Internet Safety for IT users (3 credits) [131]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [132]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [133]
Level 1, Unit 32 - Computerised Accounting Software (2 credits) [134]	Level 2, Unit 33 - Application Development Using Project Management Methods (4 credits) [135]	Level 3, Unit 62 - Cisco CCNA 3 - Scaling Networks (6 credits) [136]
Level 1, Unit 34 - Financial Modelling (3 credits) [137]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [138]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [139]
Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [140]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [141]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [142]
Level 1, Unit 103 - Digital Modelling (4 credits) [143]	DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [144]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [145]
Level 1, Unit 105 - Digital Design and Graphics (4	DELLevel 2, Unit 73 - Extended Project: Securing	Level 3, Unit 66 - Cisco - IT Essentials (6

[credits](#) [146]

[and Defending
Online Systems \(6
credits\)](#) [147]

[credits](#) [148]

[Level 2, Unit 80 -
Digital Tools and
Best Practice for
Project
Management \(5
credits\)](#) [149]

[Level 3, Unit 67 -
Cisco -
Networking
Essentials \(6
credits\)](#) [150]

[Level 2, Unit 81 -
Digital Safety and
Security Policies
and Procedures \(4
credits\)](#) [151]

[Level 2, Unit 82 -
Digital Editing and
Publishing \(3
credits\)](#) [152]

[Level 2, Unit 83 -
Digital Design and
Graphics \(3
credits\)](#) [153]

[Level 2, Unit 84 -
Digital Modelling
and Data
Management \(3
credits\)](#) [154]

Source URL: <https://theingots.org/community/SIL2U12>

Links

- [1] https://theingots.org/community/ITQ_unit_development
- [2] <https://theingots.org/community/handbook2>
- [3] <https://theingots.org/community/SIL2U12X>
- [4] <http://nationalstrategies.standards.dcsf.gov.uk/focuses/959/861/110166>
- [5] <http://curriculum.qcda.gov.uk/key-stages-3-and-4/skills/plts/planning-for-plts/index.aspx>
- [6] <https://theingots.org/community/sil2u12x#1.1>
- [7] <https://theingots.org/community/sil2u12x#2.1>
- [8] <https://theingots.org/community/sil2u12x#3.1>
- [9] <https://theingots.org/community/sil2u12x#1.2>
- [10] <https://theingots.org/community/sil2u12x#2.2>
- [11] <https://theingots.org/community/sil2u12x#3.2>
- [12] <https://theingots.org/community/sil2u12x#1.3>
- [13] <https://theingots.org/community/sil2u12x#2.3>
- [14] <https://theingots.org/community/sil2u12x#3.3>
- [15] <https://theingots.org/community/sil2u12x#1.4>

- [16] <https://theingots.org/community/sil2u12x#2.4>
- [17] <https://theingots.org/community/sil2u12x#3.4>
- [18] <https://theingots.org/community/sil2u12x#2.5>
- [19] <https://theingots.org/community/sil2u12x#3.5>
- [20] <https://theingots.org/community/sil2u12x#3.6>
- [21] <https://theingots.org/community/sil2u12i>
- [22] <https://theingots.org/community/siel1u1>
- [23] <https://theingots.org/community/sil1u1>
- [24] <https://theingots.org/community/sil2u1>
- [25] <https://theingots.org/community/sil3u1>
- [26] <https://theingots.org/community/siel2u1>
- [27] <https://theingots.org/community/sil1u2>
- [28] <https://theingots.org/community/sil2u2>
- [29] <https://theingots.org/community/sil3u2>
- [30] <https://theingots.org/community/siel2u2>
- [31] <https://theingots.org/community/sil1u3>
- [32] <https://theingots.org/community/sil2u3>
- [33] <https://theingots.org/community/sil3u3>
- [34] <https://theingots.org/community/siel2u3>
- [35] <https://theingots.org/community/sil1u4>
- [36] <https://theingots.org/community/sil2u4>
- [37] <https://theingots.org/community/sil3u4>
- [38] <https://theingots.org/community/siel2u4>
- [39] <https://theingots.org/community/sil1u5>
- [40] <https://theingots.org/community/sil2u5>
- [41] <https://theingots.org/community/sil3u5>
- [42] <https://theingots.org/community/siel2u5>
- [43] <https://theingots.org/community/sil1u6>
- [44] <https://theingots.org/community/sil2u6>
- [45] <https://theingots.org/community/sil3u6>
- [46] <https://theingots.org/community/siel2u6>
- [47] <https://theingots.org/community/sil1u7>
- [48] <https://theingots.org/community/sil2u7>
- [49] <https://theingots.org/community/sil3u7>
- [50] <https://theingots.org/community/siel2u7>
- [51] <https://theingots.org/community/sil1u8>
- [52] <https://theingots.org/community/sil2u8>
- [53] <https://theingots.org/community/sil3u8>
- [54] <https://theingots.org/community/siel2u8>
- [55] <https://theingots.org/community/sil1u9>
- [56] <https://theingots.org/community/sil2u9>
- [57] <https://theingots.org/community/sil3u9>
- [58] <https://theingots.org/community/siel2u9>
- [59] <https://theingots.org/community/sil1u10>
- [60] <https://theingots.org/community/sil2u10>
- [61] <https://theingots.org/community/sil3u10>
- [62] <https://theingots.org/community/siel2u10>
- [63] <https://theingots.org/community/sil1u11>
- [64] <https://theingots.org/community/sil2u11>
- [65] <https://theingots.org/community/sil3u11>
- [66] <https://theingots.org/community/siel2u11>
- [67] <https://theingots.org/community/sil1u12>
- [68] <https://theingots.org/community/sil2u12>
- [69] <https://theingots.org/community/sil3u12>
- [70] <https://theingots.org/community/siel3u1>
- [71] <https://theingots.org/community/sil1u13>
- [72] <https://theingots.org/community/sil2u13>
- [73] <https://theingots.org/community/sil3u13>
- [74] <https://theingots.org/community/siel3u2>

- [75] <https://theingots.org/community/sil1U14>
- [76] <https://theingots.org/community/sil2u14>
- [77] <https://theingots.org/community/sil3u14>
- [78] <https://theingots.org/community/siel3u3>
- [79] <https://theingots.org/community/sil1u15>
- [80] <https://theingots.org/community/sil2u15>
- [81] <https://theingots.org/community/sil3u15>
- [82] https://theingots.org/community/siel3u_noprogression_1169
- [83] <https://theingots.org/community/sil1u16>
- [84] <https://theingots.org/community/sil2u16>
- [85] <https://theingots.org/community/sil3u17>
- [86] <https://theingots.org/community/siel3u5>
- [87] <https://theingots.org/community/sil1u17>
- [88] <https://theingots.org/community/sil2u17>
- [89] <https://theingots.org/community/sil3u23>
- [90] <https://theingots.org/community/siel3u6>
- [91] <https://theingots.org/community/sil1u18>
- [92] <https://theingots.org/community/sil2u18>
- [93] <https://theingots.org/community/sil3u24>
- [94] <https://theingots.org/community/siel3u7>
- [95] <https://theingots.org/community/sil1u19>
- [96] <https://theingots.org/community/sil2u19>
- [97] <https://theingots.org/community/sil3u27>
- [98] <https://theingots.org/community/siel3u4>
- [99] <https://theingots.org/community/sil1u20>
- [100] <https://theingots.org/community/sil2u20>
- [101] <https://theingots.org/community/sil3U28>
- [102] <https://theingots.org/community/siel3u10>
- [103] <https://theingots.org/community/sil1u21>
- [104] <https://theingots.org/community/sil2u21>
- [105] <https://theingots.org/community/sil3u29>
- [106] <https://theingots.org/community/siel3u28>
- [107] <https://theingots.org/community/sil1u22>
- [108] <https://theingots.org/community/sil2u22>
- [109] <https://theingots.org/community/sil3u32>
- [110] <https://theingots.org/community/sil1u23>
- [111] <https://theingots.org/community/sil2u23>
- [112] <https://theingots.org/community/sil3u37>
- [113] <https://theingots.org/community/sil1u24>
- [114] <https://theingots.org/community/sil2u24>
- [115] <https://theingots.org/community/sil3u40>
- [116] <https://theingots.org/community/sil1u25>
- [117] <https://theingots.org/community/sil2u25>
- [118] <https://theingots.org/community/sil3u41>
- [119] <https://theingots.org/community/sil1u26>
- [120] <https://theingots.org/community/sil2u26>
- [121] <https://theingots.org/community/sil3u42>
- [122] <https://theingots.org/community/sil1u27>
- [123] <https://theingots.org/community/sil2u27>
- [124] <https://theingots.org/community/sil3u44>
- [125] <https://theingots.org/community/sil1u28>
- [126] <https://theingots.org/community/sil2u28>
- [127] <https://theingots.org/community/sil3u57>
- [128] <https://theingots.org/community/sil1u29>
- [129] <https://theingots.org/community/sil2u29>
- [130] <https://theingots.org/community/sil3u60>
- [131] <https://theingots.org/community/sil1u31>
- [132] <https://theingots.org/community/sil2u32>
- [133] <https://theingots.org/community/sil3u61>

- [134] <https://theingots.org/community/sil1u32>
- [135] <https://theingots.org/community/sil2u33>
- [136] <https://theingots.org/community/sil3u62>
- [137] <https://theingots.org/community/sil1u34>
- [138] <https://theingots.org/community/sil2u70>
- [139] <https://theingots.org/community/sil3u63>
- [140] <https://theingots.org/community/sil1u102>
- [141] <https://theingots.org/community/sil2u71>
- [142] <https://theingots.org/community/sil3u64>
- [143] <https://theingots.org/community/sil1u103>
- [144] <https://theingots.org/community/sil2u72>
- [145] <https://theingots.org/community/sil3u65>
- [146] <https://theingots.org/community/sil1u105>
- [147] <https://theingots.org/community/sil2u73>
- [148] <https://theingots.org/community/sil3u66>
- [149] <https://theingots.org/community/sil2u80>
- [150] <https://theingots.org/community/sil3u67>
- [151] <https://theingots.org/community/sil2u81>
- [152] <https://theingots.org/community/sil2u82>
- [153] <https://theingots.org/community/sil2u83>
- [154] <https://theingots.org/community/sil2u84>