

## Desktop Publishing - Gold - Unit 12

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- 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

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<a href="#">Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits)</a> [30]	<a href="#">Level 1, Unit 3 - Using Collaborative Technologies (3 credits)</a> [31]	<a href="#">Level 2, Unit 3 - Using Collaborative Technologies (4 credits)</a> [32]	<a href="#">Level 3, Unit 3 - Using Collaborative Technologies (6 credits)</a> [33]
<a href="#">Entry Level 2, Unit 3 - Online Basics (2 credits)</a> [34]	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit)</a> [35]	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits)</a> [36]	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits)</a> [37]
<a href="#">Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits)</a> [38]	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits)</a> [39]	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits)</a> [40]	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits)</a> [41]
<a href="#">Entry Level 2, Unit 5 - Using ICT: Safe Working</a>	<a href="#">Level 1, Unit 6 - Specialist Software (2</a>	<a href="#">Level 2, Unit 6 - Specialist software (3</a>	<a href="#">Level 3, Unit 6 - Specialist Software (4</a>

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<a href="#">Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [46]</a>	<a href="#">Level 1, Unit 7 - Word Processing (3 credits) [47]</a>	<a href="#">Level 2, Unit 7 - Word processing (4 credits) [48]</a>	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits) [49]</a>
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