

Entry Level 3 - Unit 3 - Desktop Publishing Software (Bronze 3 Unit 3)

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Entry Level 3, Unit 3 - Desktop Publishing Software (2 credits)

1. Use appropriate designs and page layouts for a publication

[1.1 I can identify what types of information can be used in a publication \[5\]](#)

[1.2 I can identify page layouts that could be used for the publication \[8\]](#)

[1.3 I can use an appropriate page design and layout for a publication in line with local guidelines, where relevant \[11\]](#)

[1.4 I can use appropriate media for the publication \[14\]](#)

2. Input text and other information into a publication

[2.1 I can input information into a publication ready for editing and formatting \[6\]](#)

[2.2 I can identify copyright constraints on using others' information \[9\]](#)

[2.3 I can combine information from different sources in line with any copyright constraints \[12\]](#)

[2.4 I can store and retrieve desktop publication files effectively, in line with local guidelines and conventions \[15\]](#)

3. Use desktop publishing software techniques to edit and format a publication

[3.1 I can identify what editing and formatting was used for the publication \[7\]](#)

[3.2 I can use appropriate techniques to edit publications \[10\]](#)

[3.3 I can use appropriate techniques to format text \[13\]](#)

[3.4 I can manipulate images and graphic elements accurately \[16\]](#)

[3.5 I can check publications meet needs, making corrections as required \[17\]](#)

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