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	2. Input text and other information into a publication	3. Use desktop publishing software techniques to edit and format a publication
[1.1 I can identify what types of information can be used in a publication](#) [5]	[2.1 I can input information into a publication ready for editing and formatting](#) [6]	[3.1 I can identify what editing and formatting was used for the publication](#) [7]
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[1.3 I can use an appropriate page design and layout for a publication in line with local guidelines, where relevant](#) [11]	[2.3 I can combine information from different sources in line with any copyright constraints](#) [12]	[3.3 I can use appropriate techniques to format text](#) [13]
[1.4 I can use appropriate media for the publication](#) [14]	[2.4 I can store and retrieve desktop publication files effectively, in line with local guidelines and conventions](#) [15]	[3.4 I can manipulate images and graphic elements accurately](#) [16]
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