OCR
Oxford Cambridge and RSA

Unit Title:	**Desktop publishing software**
OCR unit number:	30
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	Y/502/4565

Unit purpose and aim

This is the ability to use desktop publishing software designed to combine and manipulate text, image and graphic elements in layouts appropriate for subsequent publication to screen or print.

This unit is about using a range of basic desktop publishing software tools and techniques to produce straightforward or routine publications. Any aspect that is unfamiliar will require support and advice from others.

Publication tools and techniques at this level are defined as basic because:

• the software tools and functions will be predefined or commonly used;

• the range of entry, manipulation and outputting techniques will be straightforward or routine; and

• the inputting, manipulating and outputting of the information will be predetermined, straightforward or routine.

• Typical documents may include – invitation, poster, menu, greetings card, business card.

Learning Outcomes	Assessment Criteria	Examples
The learner will:	The learner can:	Types of information: Text, images, graphics, video, sound
1 Select and use appropriate designs and page layouts for publications	1.1. Identify what types of information are needed 1.2. Identify what page design and layout will be required 1.3. Select and use an appropriate page design and layout for publications in line with local guidelines, where relevant 1.4. Select and use appropriate media for the publication	Page design and layout: Organisation of information, size, white space, columns, consistency, orientation Local guidelines: Templates, house style, branding, publication guidelines, styles, colours and font schemes Publication media: Web, document, multimedia
2 Input and combine text and other information within publications	2.1 Input information into publications so that it is ready for editing and formatting 2.2 Identify copyright	Input information: using keyboard, mouse, scanner, voice recognition, touch screen, stylus

Learning Outcomes	Assessment Criteria	Examples
	constraints on using others' information 2.3 Organise and combine information of different types or from different sources in line with any copyright constraints 2.4 Store and retrieve publication files effectively, in line with local guidelines and conventions where available	Copyright constraints: Effect of copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism Combine presentation information: Insert, size, position, wrap, order, group Forms: images, text, graphic elements (e.g. borders, lines, panels, shading, logos) Store and retrieve: Save, save as, find, open, close
3 Use desktop publishing software techniques to edit and format publications	3.1 Identify what editing and formatting to use for the publication 3.2 Select and use appropriate techniques to edit publications and format text 3.3 Manipulate images and graphic elements accurately 3.4 Control text flow within single and multiple columns and pages 3.5 Check publications meet needs, using IT tools and making corrections as necessary	Edit publications: Drag and drop, find, replace, undo redo, size, crop and position, use layout guides Format text: Existing styles and schemes for font (typeface), size, orientation, colour, alignment Manipulate images and graphic elements: Size, crop, position, maintain proportion, border Control text flow: In columns, around images and graphic elements, between pages Check publications: Spell check; grammar check, word count, completeness, accuracy, orientation, layout, text alignment and formatting

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

·   the activity, task, problem or question and the context in which it is set;

·   the information input and output type and structure involved; and

- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit unless they are using one of the live OCR-set assignments to generate the evidence.

Individual checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).