

Unit Title	Desktop Publishing Software
Ofqual unit reference number (code)	T/506/8038
Organisation Reference	DPSE3
Unit Level	Entry
Unit Sub Level	Entry 3
GLH	15
Unit Credit Value	2
Sector Subject Areas	6.2 ICT for Users
Unit Grading Structure	Pass
Availability	Restricted
Restricted Organisations	N/A
Assessment Guidance	N/A

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Be able to select appropriate designs and page layouts for a publication.	1.1. Identify what types of information can be used in a publication. 1.2. Identify page layouts that could be used for a publication. 1.3. Identify appropriate media for a publication. 1.4. Identify material that cannot be used because of copyright restrictions.
2. Be able to input text and other information into a publication.	2.1. Use desktop publishing software to input information into a publication ready for editing and formatting. 2.2. Combine information from different sources in line with any copyright constraints. 2.3. Store files using relevant guidelines and conventions.
3. Be able to use desktop publishing software techniques to edit and format a publication.	3.1. Use software to format a publication. 3.2. Use software to edit a publication. 3.3. Use appropriate techniques to format text. 3.4. Manipulate images and graphic elements. 3.5. Check that a publication meets needs, making adjustments as required.

Equivalences	Y/502/0175
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