# OCR
## Oxford Cambridge and RSA

| | |
|---|---|
| **Unit Title:** | **Desktop publishing software** |
| OCR unit number: | 32 |
| Level: | 3 |
| Credit value: | 5 |
| Guided learning hours: | 40 |
| Unit reference number: | H/502/4567 |

## 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 selecting and using a wide range of advanced desktop publishing software tools and techniques effectively to produce publications that are at times non-routine or unfamiliar.

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

• the software tools and functions used will be complex and at times require new learning, which will involve having the idea that there may be a tool or function to do something (e.g. improve efficiency or create an effect), exploring technical support, self-teaching and applying;

• the inputting, manipulating and outputting techniques will be complex, and will involve research, identification and application; and

• the user will take full responsibility for inputting, structuring, editing and presenting the information.

| Learning Outcomes | Assessment Criteria | Examples |
|---|---|---|
| The learner will:<br><br>1    Select and use appropriate designs and page layouts for publications | The learner can:<br><br>1.1    Explain what types of information are needed<br>1.2    Explain when and how to change page design and layout to increase effectiveness of a publication<br>1.3    Select, change, define, create and use appropriate page design and layout for publications in line with local guidelines, where relevant<br>1.4    Select and use appropriate media for the publication | Types of information: Text, images, graphics, video, sound<br><br>Page design and layout: Organisation of information, size, white space, columns, consistency, orientation, proportion, balance, symmetry<br><br>Local guidelines: Templates, house style, branding, publication guidelines; existing styles and schemes, refinements to styles and schemes; new specially defined styles and schemes<br><br>Publication media: Web, document, multimedia |

| Learning Outcomes | Assessment Criteria | Examples |
|---|---|---|
| 2 Input and combine text and other information within publications | 2.1 Find and input information into publications so that it is ready for editing and formatting<br><br>2.2 Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software<br><br>2.3 Provide guidance on how copyright constraints affect use of own and others' information<br><br>2.4 Explain which file format to use for saving designs and images<br><br>2.5 Store and retrieve publication files effectively, in line with local guidelines and conventions where available | Input information: using keyboard, mouse, scanner, voice recognition, touch screen, stylus<br><br>Combine information for publications: Combine images with text and graphic elements (e.g. borders, lines, panels, shading, logos) import information produced using other software, reference external information with hyperlinks, object linking or embedding<br><br>Copyright constraints: Effect of copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism, provisions of the Data Protection Act<br><br>File formats for designs and images: Will vary according to the content, for example jpg for Internet photo display, png for Internet drawing display, svg for graphic designs (the ISO standard most likely to be fully supported by web browsers)<br>- Digital picture format (e.g. jpeg and psd)<br>- Bitmap or raster picture formats (e.g. raw bitmaps, bmp and compressed formats jpeg and png)<br>- Vector graphics (e.g. svg, wmf, eps, ai)<br><br>Store and retrieve: Save, save as, find, open, close |
| 3 Use desktop publishing software techniques to edit and format publications | 3.1 Determine and discuss what styles, colours, font schemes, editing and formatting to use for the publication<br><br>3.2 Create styles, colours and font schemes to meet | Edit publications: Drag and drop, find, replace, undo redo, size, crop and position, use layout guides<br><br>Format text: Existing styles and schemes for font (typeface), |

| Learning Outcomes | Assessment Criteria | Examples |
|---|---|---|
| | needs<br>3.3 Select and use appropriate techniques to edit publications and format text<br>3.4 Manipulate images and graphic elements accurately<br>3.5 Control text flow within single and multiple columns and pages<br>3.6 Check publications meet needs, using IT tools and making corrections as necessary<br>3.7 Identify and respond appropriately to quality problems with publications to ensure that outcomes are fit for purpose and meet needs | size, orientation, colour, alignment<br><br>Manipulate images and graphic elements: Size, crop, position, maintain proportion, border<br><br>Control text flow: In columns, around images and graphic elements, between pages<br><br>IT tools to check text:<br>Check publications: Spell check; grammar check, word count; image size, alignment and orientation, suitability of file format; Completeness, accuracy, orientation, layout, text alignment and formatting<br><br>Quality problems with publications: Will vary according to the content, for example, text (e.g. text wrapping, styles), images (e.g. levels, contrast, resolution, colour balance, unwanted content) |

## 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 for this unit without any gaps. Individual unit 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).