

## Unit 5: Desktop Publishing

**Student Name:**

**Teacher:**

**Date:**

Assessment Objective	Pass	Merit	Distinction
<b>AO1</b> <i>Plan a document to meet a given design brief for a document of at least eight A4 pages or equivalent</i>	<p>Candidates will carry out limited research on a narrow range of organisations and end-users.</p> <p>Candidates provide limited evidence linking their research to the designs.</p> <p>Candidates will produce basic plans which include:</p> <ul style="list-style-type: none"> <li>a few sketches,</li> <li>identification of software to be used,</li> <li>choice of final design</li> <li>and some indication that time has been considered.</li> </ul>	<p>Candidates will carry out independent research from a range of sources which they identify.</p> <p>Candidates provide evidence linking their research to the designs.</p> <p>Candidates will produce plans to meet the requirements of the brief which include:</p> <ul style="list-style-type: none"> <li>sketches,</li> <li>identification of software to be used,</li> <li>choice of final design</li> <li>and the timescale but this may not be realistic.</li> </ul>	<p>Candidates will carry out independent research from a wide range of sources which they identify.</p> <p>Candidates provide clear evidence linking their research to the designs.</p> <p>Candidates will produce comprehensive design plans to meet fully the requirements of the brief which include:</p> <ul style="list-style-type: none"> <li>sketches,</li> <li>identification of software to be used,</li> <li>choice of final design</li> <li>and the timescale.</li> </ul>
<b>AO1 NOTES</b>	<b>AO1: P M D</b>		
<b>AO2</b> <i>Create styles</i>	<p>Candidates create three styles.</p> <p>Each style will include at least one aspect from each of the following:</p> <ul style="list-style-type: none"> <li>font (face, size, emphasis, alignment or leading)</li> <li>paragraph spacing</li> <li>indents or tabs</li> </ul> <p>The styles may not be fit for purpose.</p>	<p>Candidates create three styles.</p> <p>Each style will include the full range of each of the following:</p> <ul style="list-style-type: none"> <li>font (face, size, emphasis, alignment or leading)</li> <li>paragraph spacing</li> <li>indents or tabs</li> </ul> <p>The styles will mostly be fit for purpose.</p>	<p>Candidates create three styles.</p> <p>Each style will include the full range of each of the following:</p> <ul style="list-style-type: none"> <li>font (face, size, emphasis, alignment or leading)</li> <li>paragraph spacing</li> <li>indents or tabs</li> <li>bullets</li> </ul> <p>The styles will be fit for purpose.</p>
<b>AO2 NOTES</b>	<b>AO2: P M D</b>		
<b>AO3</b> <i>Select and use tools in desktop publishing</i>	<p>Candidates will produce a simple document using a desktop publishing package.</p> <p>There will be limited use of facilities, imported text and imported graphics.</p>	<p>Candidates will produce a detailed document which mostly meets the demands of the brief using a desktop publishing package.</p> <p>There will be good use of facilities, imported text and imported graphics but some may not be used appropriately.</p>	<p>Candidates will produce a detailed document which fully meets the demands of the brief using a desktop publishing package.</p> <p>There will be good use of facilities, imported text and imported graphics and all will be used appropriately.</p>
<b>AO3 NOTES</b>	<b>AO3: P M D</b>		

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<b>AO4</b> <i>Use drawing tools included with DTP software to create basic shapes for inclusion in your completed publication</i>	Basic use of a limited range of facilities to produce shapes which are not always accurate. Some limited evidence of layering.	The majority of listed facilities, which will include layering and grouping, will have been used to produce accurate drawings. Candidates will have combined different shapes to create a more complex whole.	The full range of listed facilities will have been consistently used to create complex shapes which clearly suit the needs of the brief and the intended audience. Lines and borders will have been included in the completed document.
<b>AO4 NOTES</b>	<b>AO4: P M D</b>		
<b>AO5</b> <i>Prepare publication for print</i>	The final proof will contain several errors. One document will be printed as a proof copy. There will be a covering letter. The overall quality of the document is unlikely to be to business standard. A brief outline is provided of the final stages of producing multiple copies using commercial printing processes.	The final proof will contain some errors. One document will be printed as a proof copy. There will be a covering letter. The overall quality of the document will be good. An outline is provided of all the final stages of producing multiple copies using commercial printing processes.	The final proof will be mostly free from errors. One document will be printed as a proof copy. There will be a covering letter. The overall quality of the document will be near to business standard. A detailed outline is provided of all the final stages of producing multiple copies using commercial printing processes.
<b>AO5 NOTES</b>	<b>AO5: P M D</b>		
<b>AO3</b> <b>DTP tools:</b>	Create document layouts by eg: <ul style="list-style-type: none"> <li>setting margins, columns and gutter</li> <li>positioning layout guides</li> <li>creating and positioning text and graphic frames</li> </ul> Assemble documents by: <ul style="list-style-type: none"> <li>importing text and graphics</li> <li>entering text directly into the document</li> </ul>	<b>AO4</b> <b>Drawing tools:</b>	<ul style="list-style-type: none"> <li>using a range of 2D shapes</li> <li>use tools to cut and paste, copy and crop</li> <li>use monochrome and colour fill and shading</li> <li>use lines of different styles and colour</li> <li>layering items to create a clear graphic</li> <li>use a range of text styles and effects, including reverse and artistic text</li> <li>grouping</li> </ul>

Overall grade awarded for this unit: **PASS** **MERIT** **DISTINCTION** (Circle ONE grade) **Signature:** \_\_\_\_\_