

Unit Title:	Multimedia software
OCR unit number:	47
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	Y/502/4615

## Unit purpose and aim

This unit is about the skills and knowledge required by an IT user to use a range of basic multimedia 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 will be described 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.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Plan the content and organisation of multimedia products to meet needs</p>	<p>The learner can:</p> <p>1.1. Use simple techniques to <b>plan</b> the content and organisation of multimedia products</p> <p>1.2. Identify the type of <b>multimedia outcome</b> to meet requirements</p> <p>1.3. Identify what is required in the <b>specification</b></p> <p>1.4. Identify <b>copyright or other constraints</b> for using others' information</p>	<p><b>Plan and communicate:</b> Flow chart, storyboard, sketches</p> <p><b>Multimedia outcome:</b> Website, CD ROM, animation sequence, presentation</p> <p><b>Specification:</b> No of pages, features, audience</p> <p><b>Types of content:</b> Text, images, graphics, video, sound</p> <p><b>Copyright constraints:</b> Effect of copyright law (e.g. on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism</p>
<p>2 Obtain, input and combine content to build multimedia outcomes</p>	<p>2.1. Select and use an appropriate <b>input device</b> to enter content for multimedia outcomes</p> <p>2.2. <b>Combine information</b> of</p>	<p><b>Input device:</b> Keyboard skills, keyboard shortcuts, mouse</p> <p>Other input methods: voice recognition, touch screen, stylus, digital video or still</p>

Learning Outcomes	Assessment Criteria	Examples
	<p>different types or from different sources for multimedia outcomes</p> <p>2.3. Identify the <b>file format</b> and storage media to use</p> <p>2.4. Select and use appropriate software to write multimedia files</p> <p>2.5. <b>Store and retrieve</b> multimedia files effectively, in line with local guidelines and conventions where available</p>	<p>camera, Dictaphone, microphone</p> <p><b>Combine information:</b> Insert, size, position, wrap, order, group</p> <p>Types of information: Text, numbers, images, graphics</p> <p><b>File format for multimedia outcomes:</b> 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)</p> <p><b>Store and retrieve:</b> Save, save as, find, open, close</p>
<p>3 Use multimedia software tools to edit and format multimedia content to meet requirements</p>	<p>3.1 Select and use appropriate techniques to <b>edit and format multimedia outcomes</b></p> <p>3.2 <b>Manipulate images and graphic elements</b> accurately</p> <p>3.3 <b>Check multimedia outcomes</b> meet needs, using IT tools and making corrections as necessary</p>	<p><b>Edit multimedia outcomes:</b> Size, crop and position objects, use layout guides</p> <p><b>Format text:</b> Existing styles and schemes for font (typeface), size, orientation, colour, alignment</p> <p><b>Manipulate images and graphic elements:</b> Size, crop, position, maintain proportion, border</p> <p><b>Styles, colours and font schemes:</b> Existing styles and schemes</p> <p><b>Check multimedia outcomes:</b> Completeness, accuracy, layout, formatting, animation, sound, sequence; review against requirements</p>
<p>4 Play and present multimedia outcomes</p>	<p>4.1 Identify what display device to use for multimedia outcomes</p> <p>4.2 Use appropriate techniques to <b>navigate and display multimedia outcomes</b></p> <p>4.3 <b>Control the playback</b> of</p>	<p><b>Display devices:</b> PC, laptop, mobile device</p> <p><b>Navigation techniques:</b> Click, scroll, menus, submenus</p> <p><b>Display of multimedia outcomes:</b> Thumbnail, quarter</p>

Learning Outcomes	Assessment Criteria	Examples
	multimedia files 4.4 Adjust <b>display settings</b> to meet needs	screen, full screen  <b>Playback controls:</b> Start, stop, fast forward, rewind, pause  <b>Display settings:</b> Visual: brightness, contrast; Sound: volume, balance

## Assessment

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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

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Candidates must complete the Evidence Checklist without gaps for this unit. Where candidates are submitting evidence produced having sat a WebWise test there is no need to complete an evidence checklist. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

## Guidance on assessment and evidence requirements

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

## Details of relationship between the unit and national occupational standards

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