

e-Quals Unit Syllabus

Level 1 – Working with desktop publishing applications

7266 – 008



About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement *Access to assessment and qualifications* is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute 2007 and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification
- the *Standard Copying Conditions* on the City & Guilds website.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

enquiry@cityandguilds.com

Contents

Unit 008 Working with desktop publishing applications

Syllabus Overview	2
Outcome 1 Use the DTP application	4
Outcome 2 Set up given page layouts	5
Outcome 3 Manipulate text in a DTP file	6
Outcome 4 Manipulate graphic objects	7
Outcome 5 Produce printed and file output	8
Unit record sheet	9

Unit 008 Working with desktop publishing applications

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with a primary level of skills and knowledge to competently *perform a variety of desk top publishing related tasks* using Information and Communication Technologies (ICT). Candidates develop an understanding of the basics of the DTP application and the operating system in everyday usage and the ability to work in a supervised role following clear instructions in a competent manner.

Learning outcomes

There are **five** outcomes to this unit. The candidate will be able to:

- Use the DTP application
- Set up given page layouts
- Manipulate text in a DTP file
- Manipulate graphic objects
- Produce printed and file output

Guided learning hours

It is recommended that 30 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications

IT Users N/SVQ (iTQ) Level 1

Outcome	Unit
1, 2, 3	101 Make selective use of IT 1
1, 2, 3	102 Operate a computer 1
1, 2,	108 Word processing software 1
1, 2, 3, 4	112 Artwork and imaging software 1
1, 2, 3, 4, 5	117 Use IT systems 1

Key Skills

This unit contributes towards the Key Skills in the following areas

Application of number	
Communication	
IT	IT 1.1
Working with others	
Problem solving	PS 1.1
Improving own learning	

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

Unit 008

Working with desktop publishing applications

Outcome 1

Use the DTP application

Practical activities

The candidate will be able to:

- 1 use computer hardware for DTP, checking and explaining the requirements for
 - a random Access Memory (RAM)
 - b monitor (VDU)
 - c mouse
 - d keyboard
 - e hard disk
 - f removable/portable media
 - g optical media
 - h printer
- 2 use the operating system to manage directories/folders and files
- 3 open a new DTP file
- 4 open an existing DTP file
- 5 save an edited DTP file without changing its name
- 6 save a DTP file with a new name.

Underpinning knowledge

The candidate will be able to:

- 1 identify the importance of checking the available memory (RAM) and storage space before creating DTP files
- 2 identify the common types of applications used for creating elements of a DTP publication
 - a graphics - bitmapped and vector line
 - b text editor
- 3 explain the use of scanners.

Unit 008

Working with desktop publishing applications

Outcome 2

Set up given page layouts

Practical activities

The candidate will be able to:

- 1 change page margins
 - a top
 - b bottom
 - c left
 - d right
- 2 set columns with gutters
- 3 use different page sizes eg A3, A4, A5
- 4 change page orientation portrait / landscape.

Underpinning knowledge

The candidate will be able to:

- 1 identify the common paper sizes
 - a A3
 - b A4
 - c A5
 - d A6
- 2 identify the reasons for using columns in a page layout
- 3 identify the difference between landscape and portrait orientation.

Unit 008

Working with desktop publishing applications

Outcome 3

Manipulate text in a DTP file

Practical activities

The candidate will be able to:

- 1 input and edit text
- 2 select text
- 3 change the text formats
 - a font (serif, sans serif)
 - b font size
 - c attributes eg colour, bold, italic, underline
 - d upper and lower case
 - e subscript and superscript
 - f line and character spacing
 - g justification eg left, right, centre, fully justified
 - h indents eg first line, hanging, whole paragraph
- 4 move text eg drag and drop, cut and paste
- 5 copy text eg 'ctrl' drag and drop, copy and paste
- 6 apply fill styles to a selected area
- 7 use wrap settings.

Underpinning knowledge

The candidate will be able to:

- 1 list the types of justification
 - a left justified
 - b right justified
 - c centred
 - d fully justified
- 2 explain the purpose and importance of white space
- 3 Understand the importance of proof reading and the limitations of spell-check tools.

Unit 008

Working with desktop publishing applications

Outcome 4

Manipulate graphic objects

Practical activities

The candidate will be able to:

- 1 choose, insert and position a graphic object
- 2 select a graphic object to
 - a copy and paste
 - b move
- 3 delete a graphic object
- 4 change the attributes/properties of a graphic object
 - a size
 - b position
 - c shape
 - d border
 - e background
- 5 draw lines, circles and boxes with specific attributes
 - a line thickness
 - b colour
 - c line style
- 6 change the attributes/properties of lines, circles and boxes
- 7 add a box round text
- 8 place text inside a graphic object
- 9 apply flip/mirror, scale, rotate and crop to a graphic object.

Underpinning knowledge

The candidate will be able to:

- 1 state that resolution defines the level of detail of an image made up of dots
- 2 state that the greater the number of separate dots that make up an image the higher quality of the image when printed
- 3 understand the suitability and restrictions of various file formats bitmaps eg tiff, ,jpeg and gif.
- 4 vector images eg windows meta files (wmf), svg.

Unit 008

Working with desktop publishing applications

Outcome 5

Produce printed and file output

Practical activities

The candidate will be able to:

- 1 use the application preview facility to view and check that output is suitable for printing
- 2 produce a draft copy for checking before final printing
- 3 produce final output as required
 - a resolution
 - b number of copies
- 4 save printed output to hard disk, remote location, removable/portable media or optical media.

Underpinning knowledge

The candidate will be able to:

- 1 state the importance of checking and correcting output before printing
- 2 state the importance of printing a draft copy for checking by others before final printing
- 3 state that a draft copy is printed at a lower resolution
- 4 state that printed output can be sent to a disk file
 - a to be printed at a later stage
 - b to be sent for printing to a professional print bureau.

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 Use the DTP application	<input type="checkbox"/>	
2 Set up given page layouts	<input type="checkbox"/>	
3 Manipulate text in a DTP file	<input type="checkbox"/>	
4 Manipulate graphic objects	<input type="checkbox"/>	
5 Produce printed and file output	<input type="checkbox"/>	

Candidate Signature Date

City & Guilds
Registration Number

Quality nominee
(if sampled) Date

Assessor Signature Date

External Verifier
Signature (if sampled) Date

Centre Name Centre Number

Candidate Signature Date

**City & Guilds
Registration Number** -----

**Quality nominee
(if sampled)** -----

Date -----

Assessor Signature -----

Date -----

**External Verifier
Signature (if sampled)** -----

Date -----

Centre Name -----

Centre Number -----

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com
www.cityandguilds.com/e-quals07

City & Guilds is a registered charity
established to promote education and
training