

Desktop Publishing Level 2(Publisher)

Module Goals

This module requires the candidate to use suitable software to combine and manipulate text, images and graphics in publications that will be suitable for screen or print using desktop publishing software. Successful candidates will be able to:

- Describe how to change page design and layout to increase effectiveness of a publication
- Select, change and use an appropriate page design and layout for publications in line with local guidelines, where relevant
- Find and input information into a publication so that it is ready for editing and formatting
- Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software
- Describe how copyright constraints affect use of own and others' information
- Store and retrieve publication files effectively, in line with local guidelines and conventions where available
- Manipulate images and graphic elements accurately

Module Chapters

- Select and use appropriate designs and page layouts for publications
- Input and combine text and other information within publications
- Use desktop publishing software techniques to edit and format publications

Additional Course Information

Estimated learning time: 30 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Certificate IT User Skills (ECDL Extra)

Word Processing Level 2

Spreadsheets Level 2

Presentations Level 2

Improving Productivity Level 2

Principles of Marketing Level 2

Principles of Business & Administration Level 2



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