

Title	Use the main features and functions of a desktop publishing application to create documents for a purpose		
Level	2	Credits	4

Purpose	<p>People credited with this unit standard are able to use the main features and functions of a desktop publishing application to create documents for a purpose.</p> <p>This unit standard has been developed primarily for assessment as an option within programmes leading to the New Zealand Certificate in Computing (User Fundamentals) (Level 2) [Ref: 2591] and the New Zealand Certificate in Computing (Foundation User) (Level 2) [Ref: 4132].</p>
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Guidance Information

- 1 Assessment, where applicable, will be conducted in and for the context of a real or realistic situation and/or setting, and be relevant to current and/or emerging practice. The assessor may gather evidence over time from a range of scenarios rather than using one assessment where the learner has to demonstrate all of the required skills.
- 2 A brief for the desktop published documents will be supplied to the learner. The text, graphics, and specified page layout may be provided for the task. A brief is defined as a clear description of both the desirable outcomes sought and the constraints to be met by the solution. It contains specifications against which the success or otherwise of the desktop published document can be evaluated. Planning is not required to be assessed as part of this standard however it is good practice to develop a simple conceptual layout design prior to beginning creation of the publications.
- 3 Foundation level desktop publishing skills refer to:
 - Creating* – selecting, placing and entering a range of text and graphic content; page and layout options; acknowledgment of sources;
 - Formatting* – design features, themes/master pages, readability and legibility, colour scheme (font colour, fill colour, background colour, image colour), size, resolution, orientation;
 - Editing* – move, copy, insert, delete, undo/redo, check spelling and grammar;
 - Printing* – basic print settings, review and comments, hard copy, soft copy;
 - Saving and sharing* – naming; saving (including as a new file / new file type, in logical structures, to local and shared folders, and/or to the cloud); attaching to email; activating reviewing and commenting.

This list is not exhaustive and assessors will need to determine the level of other foundation level desktop publishing skills if included.

4 Definitions

Conceptual layout design is a representation clearly indicative of the final product. *Good practice* in this context includes selecting and using the appropriate feature or function to enable correct use of the desktop publishing application on the chosen digital tool.

Graphics refers to designs, illustrations, pictures and images used on digital devices; and those used must be appropriate for and relevant to the purpose of the desktop published document.

Images refer to raster, bitmap or vector graphics. Images must retain original integrity, meaning they should not be distorted and should be at the appropriate resolution for the intended output.

5 Legislation relevant to this unit standard includes but is not limited to the:

Copyright Act 1994

Copyright (New Technologies) Amendment Act 2008

Harmful Digital Communications Act 2015

Health and Safety at Work Act 2015

Privacy Act 2020

and any subsequent amendments.

Current legislation and regulations can be accessed at <http://legislation.govt.nz>.

6 Reference

ACC5637 Guidelines for Using Computers - Preventing and managing discomfort, pain and injury. Accident Compensation Corporation - Department of Labour, 2010; available from Worksafe New Zealand, at

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers>.

Outcomes and performance criteria

Outcome 1

Use the main features and functions of a desktop publishing application to create documents for a purpose.

Range desktop published documents may include but are not limited to – a small magazine, story book, brochure, flyer, voucher, invitation, curriculum vitae; evidence of at least three desktop published documents (one from each of the following: multi-page, single page, and folded) must be created of sufficient complexity to meet the given brief.

Performance criteria

1.1 User interface of a desktop publishing application is used effectively according to good practice.

Range includes but is not limited to – shortcuts, screen display options, finding help.

- 1.2 Main features and functions of a desktop publishing application are used to create, format, edit, print, save and share documents according to good practice and to meet the requirements of the brief.

Range desktop publishing skills with a selection from each of the following categories – creating, formatting, editing, printing, saving and sharing;
evidence of at least 15 foundation level skills are required.

- 1.3 Desktop published documents are created, the content of which demonstrates application of the design principles of page layout, and complies with the given brief.

Range page layout may include but is not limited to – composition of elements upon the page, text hierarchy, consistent typography, balance, harmony, proportion, sequence, contrast, repetition, alignment and proximity.

- 1.4 The documents are evaluated to ensure they communicate effectively in terms of their readability, legibility, presentation and accuracy.

Replacement information	This unit standard replaced unit standard 2788.
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Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 January 2017	31 December 2024
Review	2	26 May 2022	N/A

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toi Mai Workforce Development Council qualifications@toimai.nz if you wish to suggest changes to the content of this unit standard.