	Unit ID: 2328
Domain **INFORMATION AND COMMUNICATION TECHNOLOGY-FOUNDATION**	
Title: **Perform desktop publishing**	
Level: 2	**Credits:5**

Purpose

This unit standard is intended for those who perform desktop publishing. People credited with this unit standard are able to produce a publication; enter and manipulate data in a publication; use a master page; create and manipulate page design and format styles; insert and edit objects; create mail merge; and work with templates.

This unit standard is intended for those who work in the information and communication technology environment.

Special Notes

1.   Entry information:

     Prerequisites:
     • None

2.   Assessment evidence may be collected from a real workplace or a simulated workplace in which ICT operations are carried out.

3.   Tools and equipment may include but are not limited to computer, external devices, storage devices and other and basic computer applications.

4.   Glossary of terms

     • *Master Page* - Are used by ASP.NET and have a predefined layout that can be applied to multiple pages. They may include HTML elements, static text, and server controls. When a master page is modified, all associated pages are modified as well.
     • *Styles format* - Formatted text, styled text, or rich text, as opposed to plain text, has styling information beyond the minimum of semantic elements: colors, styles (boldface, italic), sizes, and special features.
     • *Macros* - A macro can also be a small program, or script, that automates common tasks. These scripts are usually run within programs and can often be created by the user. For example, a user might record a macro for Microsoft Word that inserts his entire address when he presses a custom key combination.

- *Mail Merge* - A software function describing the production of multiple (and potentially large numbers of) documents from a single template form and a structured data source. The letter may be sent out to many "recipients" with small changes, such as a change of address or a change in the greeting line.
- *Web pages* - Is a web document that is suitable for the World Wide Web and the web browser. A web browser displays a web page on a monitor or mobile device. The web page is what displays, but the term also refers to a computer file, usually written in HTML or comparable markup language, whose main distinction is to provide hypertext that will navigate to other web pages via links.
- *Templates* - Refers to a sample document that has already some details in place; those can be adapted (that is added/completed, removed or changed, differently from a fill-in-the-blank approach as in a form) either by hand or through an automated iterative process, such as with a software assistant. Once the template is completed, the user can edit, save and manage the result as an ordinary word processing document.

5.   Regulations and legislation relevant to this unit standard include the following:
- Labour Act 2007(Act No 11, 2007).
- Workplace specific policies and regulations.
- Regulations relating to the health & Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this sub-field may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on www.namqa.org and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Produce a publication

Performance Criteria

1.1   Desktop publication application is outlined.

1.2   Desktop publication is launched.

1.3   Desktop publication structure is outlined.

1.4   Desktop publication is created according to instructions.

1.5   Desktop publication is saved.

1.6   Desktop publication is closed and exited.
Element 2: Enter and manipulate data in a publication

Building blocks refer to all the critical success factors of the information and communication technology industry and that include but not limited to: hardware, software, human resources "human ware", and networking and information info structure.

Performance Criteria

2.1 Building blocks are explained.

2. 2 Building blocks are inserted.

2. 3 Data is entered in a publication.

Element 3: Use a master page

Range

Managing and handling of master page may include but is not limited to duplicate, rename, delete and close.

Performance Criteria

3.1 Master page is added and edited according to instructions.

3.2 Boundaries and guides are created according to instructions.

3.3 Master page is managed and handled according to instructions.

Element 4: Create and manipulate page design and format styles

Performance Criteria

4.1 Page design is edited.

4.2 Styles are created, edited and character styles are applied.

4.3 Baseline grid options are aligned.

4.4 Import of data is performed.

4.5 Symbols and special characters are inserted according to specific task requirements.

4.6 Paragraphs formatting are performed in line with specific instructions.

4.7 Sections and layers are created according to instructions.

4.8 Drop caps and text wrapping are performed.

4.9 Bookmarks and links are created.

Element 5: Insert and edit objects

Range

Objects may include but is not limited to tables, shapes, text boxes and pictures.

Performance Criteria

5.1   Objects are created according to task requirements.

5.2   Object design and layout is performed.

5.3   Customising of table is performed according to task requirements.

5.4   Borders and shading is performed.

Element 6: Create mail merge

Performance Criteria

6.1   Recipient list is created.

6.2   Mailing fields are created according to specific instructions.

6.3   Mail merge is performed.

Element 7: Work with templates

Range

Templates may include, but not limited to, forms, business cards, invitation cards, greetings cards, folded leaflets.

Performance Criteria

7.1   Publication is created from a template according to instructions.

7.2   Publications are modified.

Registration Data

Subfield:	Information and Communication Technology
Date first registered:	30 July 2020
Date this version registered:	30 July 2020
Anticipated review:	2025
Body responsible for review:	Namibia Training Authority