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|  | **Unit ID: 119**  |
| **Domain**  |  **OFFICE ADMINISTRATION**   |
| **Title:**  | **Produce a publication design on desktop publishing applications as part of office procedures**  |
| **Level: 3** |  **Credits: 8**  |

# Purpose

This unit standard is intended for those who produce a publication design on desktop publishing applications as part of office procedures. People credited with this unit standard are able to**:** identify desktop publishing applications design a desktop publication; apply formatting features to a publication design; manage shapes and graphics; apply editing and printing features to a publication design

This unit standard is intended for people who carry out activities that require documents produced using a publishing application in an office environment.

# Special Notes

1. Entry information

Prerequisite:

 Unit 1157 *- Demonstrate basic knowledge of workplace health and safety* or demonstrated equivalent knowledge and skills.

1. To demonstrate competence, at a minimum, evidence is required of producing two documents in desktop publishing, including formatting and printing of the documents. Any of the following two documents may be produced for assessment purposes; newsletters, fliers, certificates, cards and calendars.

1. Assessment evidence may be collected from a real workplace or a simulated real workplace in which office administration operations are carried out.

1. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer’s specifications.

1. Regulations and legislation relevant to this unit standard include the following:
	* Labour Act, No. 11, 2007
	* Occupational Health and Safety Regulations, 1997 and all subsequent amendments.

**Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and who 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](http://www.namqa.org) and the Namibia Training Authority on www.nta.com.na

**Elements and Performance Criteria**

**Element 1****: Identify desktop publishing applications**

# Performance Criteria

* 1. Purpose of desktop publishing applications is explained.
	2. Types of desktop publishing applications are explained.
	3. Features of desktop publishing applications are identified, compared and explained.

**Element 2:** **Design a desktop publication**

# Range

Application features include but not limited to maximise, minimise, restore, zoom, view, ribbon, ruler.

Text may include but not limited to headings, positioning and alignment.

Graphics may include but not limited to size, position and alignment.

# Performance Criteria

2.1 Desktop publishing application is opened.

2.2 Publication is retrieved or created according to given instructions.

2.3 Desktop publishing application features are demonstrated and applied.

2.4 Page setup is determined and inserted as per given instructions.

2.5 Procedures of importing prepared text and graphics are demonstrated and applied.

**Element 3: Apply formatting features to a publication design**

# Range

Formatting may include but not limited to point size; font; serif and/or san serif; rule; bold; italics; base line and leading; and headers and footers.

Display facilities may include boxes, borders, shading, spacing, columns and alignment.

# Performance Criteria

3.1 Formatting features used on the publication design are explained and demonstrated.

3.2 Display facilities are selected and applied as per given specification.

3.3 Consistency of page layout is emphasized and applied.

3.4 Publication design is saved as per given specifications.

# Element 4: Manage shapes and graphics

**Range:**

Formatting includes but not limited to resizing, borders, colours and alignment.

Arrangement includes but not limited to wrapping, cropping, bring forward, and send backward.

# Performance Criteria

4.1 Techniques to insert shapes and graphics are demonstrated and applied.

4.2 Techniques to format and arrange graphics and shapes are demonstrated and applied.

**Element 5: Apply editing and printing features to a publication design**

# Performance Criteria

5.1 Publication design is proofread and edited.

5.2 Publication design is previewed and printed as per given specifications.

5.3 Printer settings are demonstrated and applied according to given specifications.

5.4 Printer troubleshooting procedures are applied, if necessary.

**Registration Data**

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| **Subfield:**  | Business Services  |
|  |  |
| **Date first registered:**  | 28 September 2006 |
| **Date this version registered:**  | 28 March 2018  |
| **Anticipated review:**  | 2023  |
|  |  |
| **Body responsible for review:**  | Namibia Training Authority  |