

Advanced Desktop Publishing (Publisher)

Module Goals

Advanced Desktop Publishing requires the candidate to understand key desktop publishing concepts and use a application to create an advanced publication by using appropriate designs, combining information, proofing and choosing appropriate outputs. The candidate shall be able to:

- Select, change, define, create and use appropriate page design and layout for publications in line with local guidelines, where relevant
- Organise and combine information for publications in line with any copyright constraints, including importing information produced using other software
- Provide guidance on how copyright constraints affect use of own and others' information
- Determine and discuss what styles, colours, font schemes, editing and formatting to use for the publication
- Select and use appropriate techniques to edit publications and format text
- Identify and respond appropriately to quality problems with publications to ensure that outcomes are fit for purpose and meet needs

Module Chapters

1. Select and use appropriate designs and page layouts for publications
2. Select and use appropriate designs and page layouts for publications
3. Use desktop publishing software techniques to edit and format publications

Additional Course Information

Estimated learning time: 40 hours

Versions available: 2010, 2016

Software needed: Microsoft Office Professional

Examinations: None, assignment based achievement.

Support available through video demonstrations, email, inhouse 1-2-1s and via phone.

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Progression Options

Certificate IT User Skills (ECDL Advanced) - all 5 advanced modules.

ECDL Advanced Spreadsheets

ECDL Advanced Word Processing

ECDL Advanced Presentations

ECDL Advanced Improving Productivity

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master



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