



**PRACTICE TASKS FOR CLAIT 2006 - LEVEL 1**  
**UNIT 4 – E-PUBLICATION CREATION (DESKTOP PUBLISHING)**  
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A comprehensive set of practical tasks designed to give learners practise at specific assessment objectives for Unit 4 of the OCR Clait 2006 Level 1 qualification.

The tasks and solutions are supplied on CD-ROM in PDF format. They can be printed out easily and quickly without the need for any other software other than Acrobat Reader, which is supplied on the CD. The tasks can be placed on an Intranet for easy access by students and staff. They are also available in editable Word format.

Each stand-alone exercise is supplied with all the required data files, and comes complete with a fully annotated marking copy, so that students or tutors can quickly and easily check their work.

There are 45 individual tasks and solutions which combine to cover all the evidence based assessment objectives of Unit 4 of the OCR Clait 2006 Level 1 qualification.

They are designed to be used by learners to practise and assess specific skills. They are perfect as “build-up” tasks before learners attempt “full blown” practice or live assignments. They are brilliant for providing learners with additional practice in specific areas where extra reinforcement is required.

The tasks are completely independent. They can be tackled selectively and in any order. Any required “raw” data files are supplied for each task in TXT and GIF format.

Although specifically designed for CLAIT, the tasks are suitable for any I.T. course or qualification involving basic desktop publishing skills.

All the tasks are very clearly laid out, identifying the skills included in the task and the names of any data files that are required. All the data files are task specific, and can be placed in any work area required (e.g. floppy disk, local hard drive, network drive).

The majority of tasks and solutions fit onto a single sheet of A4. Solutions are very clearly annotated, making it quick and easy to establish whether the task objectives have been met.

You are allowed to print and photocopy the materials as many times as you wish.

The tasks that are included are listed overleaf, together with a sample task and solution.

## LIST OF TASKS AND SOLUTIONS

<b>Task No</b>	<b>Details</b>
T4001	Setting page size, margins and orientation
T4002	Setting page size, margins and orientation
T4003	Setting page size, margins and orientation
T4004	Creating single column text frames
T4005	Creating single column text frames
T4006	Creating single column text frames
T4007	Importing text files and using spell check
T4008	Importing text files and using spell check
T4009	Importing text files and using spell check
T4010	Creating multiple column text frames
T4011	Creating multiple column text frames
T4012	Creating multiple column text frames
T4013	Setting font and font sizes
T4014	Setting font and font sizes
T4015	Setting font and font sizes
T4016	Using emphasis
T4017	Using emphasis
T4018	Using emphasis
T4019	Aligning and justifying text
T4020	Aligning and justifying text
T4021	Aligning text
T4022	Indenting text
T4023	Indenting text
T4024	Indenting text
T4025	Balancing columns of text
T4026	Balancing columns of text
T4027	Balancing columns of text
T4028	Cut, copying and pasting text
T4029	Cut, copying and pasting text
T4030	Cut, copying and pasting text
T4031	Inserting images
T4032	Inserting images
T4033	Inserting images
T4034	Moving and resizing images
T4035	Moving and resizing images
T4036	Moving and resizing images
T4037	Cropping and flipping images
T4038	Cropping and flipping images
T4039	Cropping and flipping images
T4040	Drawing lines and borders
T4041	Drawing lines and borders
T4042	Drawing lines
T4043	Drawing graphic shapes
T4044	Drawing graphic shapes
T4045	Drawing graphic shapes

**NB: The tasks are incorporated in the JustClait unit workbook. The workbook, however, does not include the solutions.**

## TASK 4038 – CROPPING AND FLIPPING IMAGES

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This task covers the following skills

**CREATING A PUBLICATION  
INSERTING AN IMAGE  
CROPPING AND FLIPPING AN IMAGE**

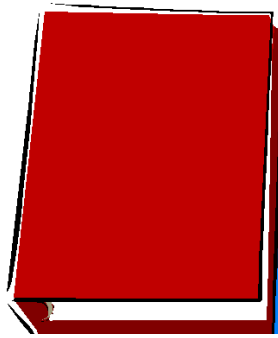
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The data files required for this exercise are: **books4.gif**

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1. Switch on the computer
2. Login using your username and password
3. Load a desktop publishing application
4. Create a new single-page publication
5. Set the **Page Size** to **A4** and the **Page Orientation** to **Portrait**
6. Insert the image **books4.gif** and place it near the centre of the page.
7. Re-size the image in proportion, making it about **6 cms** high
8. Flip the image vertically
9. Crop the image so that as far as possible just the red book remains
10. Save the publication using the filename **Crop2**
11. Print a single copy of the publication on to A4 paper
12. Close the publication
13. Close the desktop publishing application

**End of task**



**Marking checklist**

Paper Size set to A4  
Orientation set to Portrait  
Image inserted, flipped and cropped as shown  
Publication saved as **Crop2**  
Publication printed on A4 paper



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