



PRACTICE TASKS FOR CLAIT 2006 - LEVEL 1
UNIT 4 – E-PUBLICATION CREATION (DESKTOP PUBLISHING)
(Copyright Martin Barrett, 2007)

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

| Task No | Details |
|----------------|--|
| 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

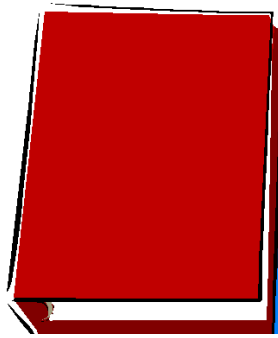
This task covers the following skills

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

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

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



ORDER FORM - PRINTABLE & EDITABLE RESOURCES FOR CLAIT (LEVEL 1)

VIEW SAMPLES AND ORDER ONLINE AT
www.justclait.co.uk



CLAIT PRACTICE (LEVEL 1) CD

(covers Units 1 to 8) (supplied in Word and PDF format)

- **360** (45 per unit) stand-alone practice tasks with annotated solutions
- **24** (3 per unit) **OCR approved** FULL practice assignments with marked copies
- Suitable for use with ALL Microsoft Office versions and most other software
 - All data included
 - Print unlimited copies
- Edit yourself to create tailored resources and brand new versions



CLAIT WORKBOOKS (LEVEL 1) CD

(covers Units 1 to 8) (supplied in Word and PDF format)

- 8 step-by-step self-paced guides, fully editable for unlimited printing
 - Carefully mapped to the OCR CLAIT level 1 syllabus
- Edit and revise yourself to reflect system and software upgrades

The workbooks only are based upon: (1: Windows XP/Vista & Word 2003/7) (2: Excel 2003) (3: Access 2003) (4: Publisher 2003) (5: PowerPoint 2003) (6: Publisher 2003 (1 section uses Paint Shop Pro)) (7: FrontPage 2003) (8: Internet Explorer & Outlook 2003/7).

| Code | Price | Product codes included | Tick here to order |
|-------------|---------------|-------------------------------|--------------------------|
| PRAC | £29.95 | EPA1 to EPA8 and EPT1 to EPT8 | <input type="checkbox"/> |

| Code | Price | Product codes included | Tick here to order |
|------------|---------------|------------------------|--------------------------|
| EWB | £69.95 | EWB1 to EWB8 | <input type="checkbox"/> |

Alternatively, you can order one or more products for individual CLAIT units (all supplied on 1 CD in Word and PDF format)

| CLAIT (LEVEL 1) UNIT | PRACTICE ASSIGNMENTS 3 full assignments & solutions per unit | | | PRACTICE TASKS 45 tasks & solutions per unit | | | WORKBOOKS Step-by-step self-paced guides | | |
|--|---|-------|---|---|-------|---|---|--------|---|
| | Code | Price | ✓ | Code | Price | ✓ | Code | Price | ✓ |
| 1. FILE MANAGEMENT & e-DOCUMENT PRODUCTION | EPA1 | £5.00 | ✓ | EPT1 | £5.00 | ✓ | EWB1 | £15.00 | ✓ |
| 2. CREATING SPREADSHEETS AND GRAPHS | EPA2 | £5.00 | ✓ | EPT2 | £5.00 | ✓ | EWB2 | £15.00 | ✓ |
| 3. DATABASE MANIPULATION | EPA3 | £5.00 | ✓ | EPT3 | £5.00 | ✓ | EWB3 | £15.00 | ✓ |
| 4. e-PUBLICATION CREATION | EPA4 | £5.00 | ✓ | EPT4 | £5.00 | ✓ | EWB4 | £15.00 | ✓ |
| 5. CREATE AN e-PRESENTATION | EPA5 | £5.00 | ✓ | EPT5 | £5.00 | ✓ | EWB5 | £15.00 | ✓ |
| 6. e-IMAGE CREATION | EPA6 | £5.00 | ✓ | EPT6 | £5.00 | ✓ | EWB6 | £15.00 | ✓ |
| 7. WEB PAGE CREATION | EPA7 | £5.00 | ✓ | EPT7 | £5.00 | ✓ | EWB7 | £15.00 | ✓ |
| 8. ONLINE COMMUNICATION | EPA8 | £5.00 | ✓ | EPT8 | £5.00 | ✓ | EWB8 | £15.00 | ✓ |

DELIVER TO : _____
 ORGANISATION (if applicable) : _____
 ADDRESS : _____
 : _____
 : _____

**NO VAT!
NO POSTAGE!**

EASY TO ORDER – DESPATCHED WITHIN 24 HOURS BY 1st CLASS POST
 No account required – just tell us what product codes that you want to order and where to send your CD!
 (If you wish to pay by credit/debit card or PayPal please order online at **www.justclait.co.uk**)

4 ways to order

No account required – just tell us what product codes that you want to order and where to send your CD!



Online (credit or debit card or PayPal)

www.justclait.co.uk



Email (we will invoice you)

info@justclait.co.uk



Telephone (we will invoice you)

0770 987 9206



Post (we will invoice you)

Send this form or your official order to:

JustClait, 41 Heathfield Road, Norton, Evesham, WR11 4TQ

Please quote product codes