

U25301: Use artwork and imaging software

Unit Descriptor:

This unit is suitable for you if your work involves the creation of simple artwork and images (e.g. simple shapes, text and arrows, clip art or a picture from a digital camera for a presentation slide).

At the end of this unit you will be able to:

Use software to produce appropriate simple artwork and images.

ELEMENT

PERFORMANCE CRITERIA

1. Use artwork and imaging software

To be competent you must achieve the following:

Handle files

- 1.1 Use **basic file handling techniques** for the software.

Create drawings, artwork and images

- 1.2 Draw basic shapes.
- 1.3 **Create artwork** by combining text, pictures and other elements.
- 1.4 Download digital pictures from a camera.

Insert, manipulate and edit artwork and images

- 1.5 Use **basic tools and techniques** appropriately.

Check images

- 1.6 Check size, alignment and orientation of images
- 1.7 Check image resolution is suitable for where and how it will be used.

Check text

- 1.8 Use spell check, grammar check and word count to check the accuracy of simple text.

RANGE STATEMENT

You must cover the items below:

A. File handling techniques:

- i. create/save
- ii. save as
- iii. open
- iv. print

B. Create artwork by using tools and techniques for:

- i. combining text
- ii. combining pictures
- iii. combining lines boxes and arrows

C. Insert, manipulate and edit artwork and images using basic tools and techniques for:

- i. inserting clip art
- ii. inserting digital images
- iii. drawing objects to be aligned, rotated, flipped, and arranged.
- iv. drawing objects and pictures to be cut, pasted, cropped, trimmed and resized.
- v. Inserting text, changing the font, text and colour in drawing objects, artwork and pictures

UNDERPINNING KNOWLEDGE AND SKILLS**Produce information**

1. Know who and what the information is for, where it will be used (e.g. on screen or hard copy) and when it is needed.

Artwork and images

2. How to produce simple artwork and images that are appropriate in terms of size, orientation and content. Simple artwork and images require limited understanding and skills to produce, for example simple shapes, clip art or a picture from a digital camera.

File formats

3. How to save files in digital picture format (e.g. jpeg and psd), as bitmaps (bmp) and vector graphics (e.g. tiff, pct and gif).
4. Which formats take up more or less space than others.

Laws and guidelines

5. What laws and guidelines affect day-to-day use of ICT, such as data protection, equal opportunities, disability, health and safety, copyright and guidelines set by your employer or organisations.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You will need to produce **at least two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you:

- A. Use basic file handling techniques for the software (e.g. create, open, save (as) and print).
- B. Create simple artwork and images which should include at least **one** of the following: simple shapes, text and arrows, clip art or a picture from a digital camera.
- C. Insert, manipulate and edit artwork and images by using the following basic common tools and techniques appropriately:
 - i. inserting clip art
 - ii. inserting digital images/pictures
 - iii. cutting, pasting, resizing, aligning, rotating, flipping and arranging drawing objects, artwork and pictures.images.
 - iv. cropping and trimming pictures/images.
- D. Check **image** size, alignment and orientation if necessary.
- E. Check image resolution is suitable for where and how it will be used
- F. Use spell check, grammar check and word count to check the accuracy of simple text.
- G. Save artwork using appropriate file format.
- H. Demonstrate your understanding of different file format properties.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

(2) Methods of Assessment

Typical task size: Produce one sheet of work on an appropriate size paper including a simple image and some text.

Observation of you by your assessor:

- Handling files appropriately.
- Creating drawings, artwork and images that are simple.
- Inserting, manipulating and editing simple artwork and images.
- Combining information of different types.
- Checking text
- Checking images

Products of work e.g. data presented in a suitable format to meet specifications.

Answers to written or oral questions from your assessor.

(3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.