To recognise how text and images can be used together to convey information

To define landscape and portrait as two different page orientations

To show that page orientation can be changed

To consider how different layouts can suit different purposes

To recognise that DTP pages can be structured with placeholders

To organise text and image placeholders in a page layout

To add text to a placeholder

To edit text in a placeholder

To recognise how different font styles and effects are used for particular purposes

To choose fonts and apply effects to text

To review a document

To consider the benefits of using a DTP application

To add and remove images to and from placeholders

To move resize and rotate images

Key:

Concept

Skill