![OCR Oxford Cambridge and RSA logo]

Unit Title:	**Use digital technologies to process images to make graphics**
OCR unit number:	5
Level:	Entry Level 3
Credit value:	1
Unit reference number:	F/507/2755

Unit aim and purpose

It is important that you can work with images and graphics. You will be able to complete this unit using software on different digital devices such as PCs, laptops, tablets etc. This unit will help you prepare for employment in a role that requires working with images and graphics. You will learn how to follow instructions to combine images and text files to create simple graphics.

For the purposes of this unit, the term graphic refers to the final output created. The term image is used to describe a given component which may be used as part of the final graphic.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content

1. Be able to follow instructions to amend given images	1.1 open and save image and text files
	
	1.2 amend a given image
		• Open and save image and text files:
		  - open image and text files
		  - close, save, save as
		• Amend a given image:
		  - re-size images, position and use text wrap
		  - change colour, resolution, cropping
		  - manipulate: align, copy, paste, size, insert

2. Be able to follow instructions to create graphics	2.1 set graphic properties
	
	2.2 insert components into graphics
		• Set graphic properties:
		  - set image/canvas size and background to specified requirements
		  - change properties (e.g. line weight, line colour, fill colour)
		• Insert components into graphics:
		  - create basic shapes, lines
		  - insert, align, arrange/layer, copy, paste, size
		  - text: font, size, style, alignment, colour

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content

	2.3 edit graphics	- Edit graphics:
		  - add elements e.g. text, lines, shapes, colour
		  - prepare: insert, size (including text), position, wrap text,

3. Be able to prepare graphics to complete structured tasks	3.1 check that graphics are correct
	
	3.2 prepare graphics for printing
		- Check that graphics are correct:
		  - accuracy, proof reading
		- Prepare graphics for printing:
		  - page orientation: portrait, landscape
		  - paper sizes e.g. A4, A5
		  - hard copy, colour, black and white, pdf
		  - print preview
		  - load paper in printer
		  - print, screenshot

Delivery guidance

You could deliver the teaching for Entry Level 3 and Level 1 units at the same time. To help you we have underlined text in the Level 1 unit to identify the increased breadth and depth of teaching.

Be able to follow instructions to amend given images

Learners should be able to work with image files and text files in a variety of settings to either amend a given image or to create a graphic. They should be able to identify different file types so that they can use them in their work.

Learners need to know how to amend existing images. This could include activities such as adding text to the image or adding other shapes to the images. Skills associated with this will involve the learners having to re-size images and the use of text boxes or shapes. The learner will need to know how to change the colour of items that have been added and how to manipulate these items. Learners should have the opportunity to learn how to work images in an appropriate software package.

Be able to follow instructions to create graphics

As well as amending given images learners will need to know how to create a graphic using a number of elements. Skills involved include setting the size for elements as well as properties for the elements, for example the colour and line weight. A range of components will be needed in the graphic and the learner will need to know how to edit the graphic to make changes to it. The graphics which the learners may be asked to create will be straightforward based on the skills identified in the teaching content.

Be able to prepare graphics to complete structured tasks

It is important that learners are taught how to check work they produce to see that it actually meets the requirements set. This will involve checking the accuracy of the work produced and proof-reading the work to make sure that it has included everything that is required.

When work has been produced learners should be able to prepare their work for printing. They should be taught about different sizes of paper, page orientation and different types of output, for example. They will not be required to use different sizes of paper in the printer but need to know about setting paper sizes.

For the assessment learners will need to know how to create a screenshot of various dialogue boxes, for example the canvas/page size and the print option. Please remind learners that it is good practice to save their work at regular intervals or after each step so they do not lose their work. They should be able to save files using meaningful filenames as well as using filenames they have been given.