

Specification of Competency Standards
for the Printing and Publishing Industry
Unit of Competency

1. Title	Know computer page composition techniques
2. Code	PPPRPE102A
3. Level	1
4. Credit	12
5. Competency	<u>Performance Requirements</u> 5.1 Use text font functions of page composition software ♦ Use basic text functions of page composition software, such as setting fonts, style, tabs, columns etc, for text arrangement of simple books and periodicals 5.2 Use table with borders functions of page composition software ♦ Use basic table and borders functions of page composition software to make simple tables and forms 5.3 Understand how to set default functions with page composition software ♦ Make proper use of page layout and preference setting ♦ Use master page function for making simple bookwork ♦ Identify basic functions in toolbox for making shapes and polygons

	5.4 Understand special settings of page composition software for Chinese page composition ◆ Understand properties of Chinese and English characters and methods of mutual swapping ◆ Use special settings for Chinese in page composition software for making simple leaflets in Chinese 5.5 Know how to process jobbing work, bookwork, boxwork and how to make forms, charts and diagrams ◆ Understand functions for text and graphics insertion, text stringing, colour handling, basic image and text merging of page composition software and use them for making simple jobbing works, bookworks, boxworks, forms, charts and diagrams
6. Range	Assist in composition for jobbing works, bookworks, boxworks, forms, charts and diagrams, etc by making use of software and according to instructions in prepress department.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) Able to use software and assist in simple page composition under supervision and according to specific requirements.
8. Remarks	The credit value of this unit of competency is based on the assumption that the learner has basic knowledge of computer operation.