To consider the benefits of using a DTP application

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 move, resize, and rotate images

To add and remove images to and from placeholders

To organise text and image placeholders in a page layout

To organise text and image placeholders in a page layout

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 organise text and image placeholders in a page layout

To add text to a placeholder

To add text to a placeholder

To consider how different layouts can suit different purposes

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

To recognise how different layouts can suit different purposes

To show that page orientation can be changed

To define ‘landscape’ and ‘portrait’ as two different page orientations

To organise text and image placeholders in a page layout

To add text to a placeholder

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