

ESKIDPS1 (SQA Unit Code - F9CH 04)

2D Drawing and planning software



Overview

This is the ability to use software designed for producing 2D drawings or plans, such as flowcharts, mindmaps and technical drawings

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Performance criteria

You must be able to:

Input, organise and combine information for drawings or plans

- P1. Select the appropriate shapes, from those available, to meet needs
- P2. **Input** the relevant shapes and other elements into existing **templates or blank documents** so that they are ready for editing and formatting
- P3. **Combine information** of different types or from different sources for drawings and plans, in line with any copyright constraints
- P4. **Store and retrieve** drawing files effectively, in line with local guidelines and conventions where available

Use tools and techniques to edit, manipulate, format and present drawings or plans

You must be able to:

- P5. Select and use appropriate software tools to **manipulate and edit shapes and other elements**
- P6. Select and use appropriate software tools to **format shapes and other elements**
- P7. **Check drawings and plans** meet needs, using IT tools and making corrections as necessary
- P8. Select and use appropriate **presentation methods** and accepted page layouts

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Knowledge and understanding

You need to know and understand:

Input, organise and combine information for drawings or plans

- K1. Identify what **types of 2D shapes and other elements** will be needed
- K2. Identify which template or blank document to use
- K3. Identify what **copyright constraints** apply to the use of shapes or other elements

You need to know and understand:

Use tools and techniques to edit, manipulate, format and present drawings or plans

- K4. Identify what **drafting guides** to use so that the shapes and other elements are appropriately prepared

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Additional Information

Scope/range

A foundation user can select and use basic tools and techniques to produce straightforward or routine drawings and plans. Any aspects that are unfamiliar will require support and advice.

2D drawing and planning software tools and techniques will be described as 'basic' because:

1. the software tools and functions will be predefined or commonly used;
2. the range of entry, manipulation and outputting techniques will be straightforward or routine; and
3. the inputting, manipulating and outputting of the information will be predetermined, straightforward or routine.

Examples of context: A plan of an office or garden layout, a mind map of key points discussed in a meeting

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Input, organise and combine information for drawings or plans

Shapes and other elements: Shapes will vary according to the required outcome, for example: flow chart shapes, building plan shapes, audit

Other elements: graphic elements (eg lines, arrows, borders, backgrounds, clip art), text, numbers

Input information: using Keyboard, mouse, scanner, voice recognition, touch screen, stylus

Templates and blank documents: Existing templates, working from an example document

Copyright constraints: Effect of copyright law (eg on music downloads or use of other people's images), acknowledgment of sources, avoiding plagiarism

Combine information: Insert, size, position, wrap, order, group

Store and retrieve: Save, save as, find, open, close

Use tools and techniques to edit, manipulate, format and present drawings or plans

Drafting guides: Grid, snap to grid, snap to shape

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Manipulate and edit shapes and other elements: Will vary, for example:

Edit: select, insert, delete, cut, copy, paste, drag and drop, find, replace

Text: font, colour, alignment

Shapes: size, colour, orientation, connections to other shapes and elements, add labels

Format shapes and other elements: Will vary, for example: text (eg font, paragraphs, text block, tabs, bullets), lines (eg width, length, colour, endings, beginnings), drawing elements (eg fill, shadow, corners), connections between shapes and other elements

Check drawings and plans: Spell check, grammar check, accuracy of numbers, labelling and size of shapes, connections between shapes and other elements

Presentation methods: Will vary according to the task, for example, on screen display, publishing on a web site, hard copy print out, digital file; organisational house style, branding

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Suite IT Users 6.2

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