

ESKIDPS2 (SQA Unit Code - F9CJ 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

ESKIDPS2 (SQA Unit Code - F9CJ 04)

2D Drawing and planning software

Performance criteria

You must be able to:

Input, organise and combine information for drawings or plans

- P1. Select, input and use the appropriate shapes to meet needs, including importing shapes from other sources
- P2. Select, adapt and use appropriate [templates or blank documents](#)
- P3. [Combine information](#) for drawings and plans in line with any copyright constraints, including importing information produced using other software
- 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](#) with precision
- P6. Select and use appropriate software tools to [format shapes and other elements](#), including applying styles and colour schemes
- P7. [Check drawings and plans](#) meet needs, using IT tools and making corrections as necessary
- P8. Identify and respond to any [quality problems with drawings and plans](#) to make sure they meet needs
- P9. Select and use appropriate [presentation methods](#) and accepted page layouts

ESKIDPS2 (SQA Unit Code - F9CJ 04)

2D Drawing and planning software

Knowledge and understanding

You need to know and understand:

Input, organise and combine information for drawings or plans

- K1. Identify what **types of shapes and other elements** will be needed
- K2. Review templates and identify how they need to be changed to meet needs
- 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

ESKIDPS2 (SQA Unit Code - F9CJ 04)

2D Drawing and planning software

Additional Information

Scope/range

An intermediate user can select and use intermediate tools and techniques to produce drawings and plans that are at times multi-step or non-routine. Any aspects that are unfamiliar may require support and advice.

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

1. the software tools and functions used will be at times non-routine or unfamiliar;
2. the choice and use of input, manipulation and output techniques will need to take account of a number of factors or elements; and
3. the user will take some responsibility for inputting, structuring, editing and presenting the information, which at times may be non-routine or unfamiliar.

Examples of context: A mind map of pages for a company website; a company organisation chart or a flow chart to illustrate a business process

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; adapt templates, blank documents

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

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

Store and retrieve: Save, save as, find, open, close, *import, export*

ESKIDPS2 (SQA Unit Code - F9CJ 04)

2D Drawing and planning software

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

Drafting guides: Grids, snap to grid, snap to shape, *rulers, guidelines*

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: font, paragraphs, text block, tabs, bullets

Lines: width, length, colour, endings, beginnings

Drawing elements: fill, shadow, corners

Connections between shapes and other elements

Protection: length, width, axis

Behaviour: interaction, selection highlighting

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

Quality problems with drawings and plans: Will vary according to the content, for example, text (eg formatting, styles, positioning), shapes (eg size, position, orientation), other elements (eg scale, thickness, colour, connections), page layout

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

ESKIDPS2 (SQA Unit Code - F9CJ 04)

2D Drawing and planning software

Developed by e-skills UK

Version number Version 4

Date approved 31 March 2009

Indicative review date September 2012

Validity Current

Status Original

Originating organisation e-skills UK SSC

Original URN ESKIDPS2

Relevant occupations Application Support; ICT for users; Information and Communication Technology

Suite IT Users 6.2

Key words IT User, ICT, Information Technology, ITQ, Productivity