

ESKIMM1 (SQA Unit Code - F9CM 04)

Multimedia software



Overview

This is the ability to use multimedia software designed to combine, manipulate and animate a variety of objects and data types in layouts appropriate for subsequent production to screen. In general, multimedia includes a combination of text, audio, still images, animation, video, and interactive content.

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Performance criteria

You must be able to:

Plan the content and organisation of multimedia products to meet needs

P1. Use simple techniques to **plan** the content and organisation of multimedia products

Obtain, input and combine content to build multimedia outcomes

P2. Select and use an appropriate **input device** to enter content for multimedia outcomes

P3. **Combine information** of different types or from different sources for multimedia outcomes

P4. Select and use appropriate **software to write** multimedia files

P5. **Store and retrieve** multimedia files effectively, in line with local guidelines and conventions where available

Use multimedia software tools to edit and format multimedia content to meet requirements

You must be able to:

P6. Select and use appropriate techniques to **edit multimedia outcomes**

P7. Select and use appropriate techniques to **format text**

P8. **Manipulate images and graphic elements** accurately

P9. **Check multimedia outcomes** meet needs, using IT tools and making corrections as necessary

Play and present multimedia outcomes

You must be able to:

P10. Use appropriate techniques to **navigate** and **display multimedia outcomes**

P11. **Control the playback** of multimedia files

P12. Adjust **display settings** to meet needs

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Knowledge and understanding

You need to know and understand:

Plan the content and organisation of multimedia products to meet needs

- K1. Identify the type of **multimedia outcome** to meet requirements
- K2. Identify what is required in the **specification**
- K3. Identify the **types of content** to be included
- K4. Identify **copyright or other constraints** for using other's information

Obtain, input and combine content to build multimedia outcomes

- K5. Identify the **file format** and storage media to use
- K6. Identify when and where to save multimedia files

You need to know and understand:

Play and present multimedia outcomes

- K7. Identify what **display device** to use for multimedia outcomes

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Additional Information

Scope/range

A foundation user can use a range of basic multimedia tools and techniques to produce straightforward or routine publications. Any aspect that is unfamiliar will require support and advice from others.

Publication 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:

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

Plan the content and organisation of multimedia products to meet needs

Plan and communicate: Flow chart, storyboard, sketches

Multimedia outcome: Website, CD ROM, animation sequence, presentation

Specification: No of pages, features, audience

Types of content: Text, images, graphics, video, sound

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

Obtain, input and combine content to build multimedia outcomes

Input device: Keyboard skills, keyboard shortcuts, mouse

Other input methods: voice recognition, touch screen, stylus, digital video or still camera, Dictaphone, microphone

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

Types of information: Text, numbers, images, graphics

File format for multimedia outcomes: Will vary according to the content, for example jpg for Internet photo display, png for Internet drawing display, svg for graphic designs (the ISO standard most likely to be fully supported by web browsers)

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

Use multimedia software tools to edit and format multimedia content to meet requirements

Edit multimedia outcomes: Size, crop and position objects, use layout guides

Format text: Existing styles and schemes for font (typeface), size, orientation, colour, alignment

Manipulate images and graphic elements: Size, crop, position, maintain proportion, border

Styles, colours and font schemes: Existing styles and schemes

Check multimedia outcomes: Completeness, accuracy, layout, formatting, animation, sound, sequence; review against requirements

Play and present multimedia outcomes

Display devices: PC, laptop, mobile device

Navigation techniques: Click, scroll, menus, submenus

Display of multimedia outcomes: Thumbnail, quarter screen, full screen

Playback controls: Start, stop, fast forward, rewind, pause

Display settings: Visual: brightness, contrast; Sound: volume, balance

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Suite IT Users 6.2

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