
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.

ESKIMM2 (SQA Unit Code - F9CN 04)

Multimedia software

Performance criteria

You must be able to:

Plan the content and organisation of multimedia products to meet needs

- P1. Select and use appropriate techniques to [plan and communicate](#) the content, design and layout of multimedia products
- P2. Plan the use of [interactive features and transitions](#) to meet needs

You must be able to:

Obtain, input and combine content to build multimedia outcomes

- P3. Select and use an appropriate combination of [input device](#), software and input techniques to obtain and input relevant content for multimedia outcomes
- P4. [Combine information](#) of different types or from different sources for multimedia outcomes
- P5. Select and use appropriate software and [file formats](#) to write multimedia files
- P6. [Store and retrieve](#) multimedia files effectively, in line with local guidelines and conventions where available

You must be able to:

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

- P7. Select and use appropriate techniques to [edit and format multimedia outcomes](#)
- P8. [Manipulate images and graphic elements](#) accurately
- P9. [Check multimedia outcomes](#) meet needs, using IT tools and making corrections as necessary
- P10. Adjust outcomes in response to any identified [quality problems](#)

You must be able to:

Play and present multimedia outcomes

- P11. Select and use appropriate software for [displaying multimedia outcomes](#)
- P12. Select and use appropriate [navigation techniques](#) and [playback controls](#) to suit the files
- P13. Adjust the [display settings](#) of the software and display device to present outcomes effectively

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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** needed and the **specification** that it must meet
- K2. Describe the **types of content** to be included, where it will be sourced and what content needs to be originated
- K3. Identify how the different elements of the content will relate in the **design layout**
- K4. Describe how **copyright and other constraints** affect use of own and other's information

You need to know and understand:

Play and present multimedia outcomes

- K5. Describe what combination of **display device** and software to use for displaying different multimedia file formats

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Additional Information

Scope/range

An intermediate user can select and use a wide range of intermediate multimedia tools and techniques effectively to produce publications that are at times non-routine or unfamiliar.

Publication 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:

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, animation, *interactive elements*

Interactive features and transitions: Menus, submenus, buttons, links, pop-ups, video clips, sound clips

Design layout: Organisation of information, size, frames, orientation, consistency

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

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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)

Store and retrieve: Save, save as, find, open, close, *reduce file size, file properties*

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

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

Quality problems: Will vary according to the content, for example, sound (eg noise, volume), images (eg levels, contrast, unwanted content), text (eg clarity, spelling, grammar, structure)

Play and present multimedia outcomes

Display devices: PC, laptop, mobile device, TV

Display of multimedia outcomes: Thumbnail, quarter screen, full screen, *screen resolution, data bandwidth, transmission speeds, output media*

Navigation techniques: Click, scroll, menus, submenus

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

Display settings: Visual: brightness, contrast, *screen resolution, colour balance, monochrome*

Sound: volume, *treble, bass, balance*; *Animation: speed*

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Multimedia software

Developed by e-skills UK

Version number Version 4

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Indicative review date September 2012

Validity Current

Status Original

Originating organisation e-skills UK SSC

Original URN ESKIMM2

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