

## PHOTOSHOP SKILL LEVEL

|   | PHOTOSHOP  |         |
|---|--|---------|
| SKILL                                     | INFORMATION  | LEVEL   |
| FILE MANAGEMENT                           | <ul style="list-style-type: none"> <li>Opening files in Photoshop from external devices: USB sticks</li> <li>Saving files in specific locations</li> <li>Creating folders</li> <li>Renaming files</li> <li>Copying files</li> <li>Managing file locations</li> <li>File selection techniques: Single, Batch, Various</li> </ul>  | Level 1 |
| WORKSPACE NAVIGATION                      | <ul style="list-style-type: none"> <li>Menu Bar + drop menu options</li> <li>Tool Box</li> <li>Tool Box Options Bar</li> <li>Palette Dock: Layers Palette</li> <li>Workspace Tabs</li> <li>Screen Mode: Standard + Full</li> <li>Canvas management [when 2 or more images are open in Photoshop].</li> </ul>   | Level 1 |
| IMAGE ROTATION                            | <ul style="list-style-type: none"> <li>Turning an image to the left of to the right to correct its orientation e.g. from landscape to portrait and vice-versa.</li> </ul>  | Level 1 |
| CROP TOOL                                 | <ul style="list-style-type: none"> <li>Selecting the CROP TOOL</li> <li>Entering specific crop measurements: cm, mm, px, and in, INCLUDING Height, Width and Resolution.</li> <li>Clicking + Dragging to create the crop selection [bounding box].</li> <li>Manipulating the crop selection [bounding box].</li> <li>Committing to the crop using CHECK icon.</li> </ul> | Level 1 |
| MOVE TOOL                                 | <ul style="list-style-type: none"> <li>Selecting the MOVE TOOL</li> <li>Moving images around the canvas with the move tool.</li> </ul>   | Level 1 |
| SELECT, COPY & PASTE                      | <ul style="list-style-type: none"> <li>Selecting ALL of the image</li> <li>Copying the selection</li> <li>Pasting the image onto a new canvas</li> </ul>   | Level 1 |
| ZOOM TOOL & HAND TOOL                     | <ul style="list-style-type: none"> <li>Zooming in to work close-up to the image and zooming out to full view.</li> <li>Moving around the canvas when working close-up.</li> </ul>  | Level 1 |
| FLATTENING & SAVING SPECIFIC FILE FORMATS | <ul style="list-style-type: none"> <li>Saving files in their layer form: PDS files</li> <li>Flattening the layers</li> <li>Saving files as HIGH QUALITY JPEGS</li> </ul>   | Level 1 |

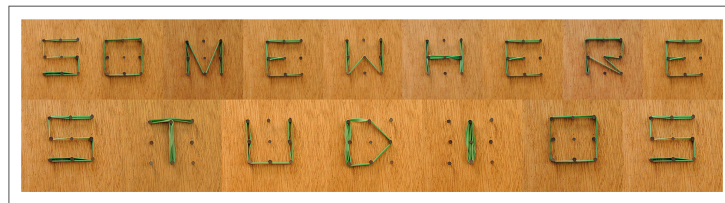
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| SKILL                                     | INFORMATION  | LEVEL   |
|---|--|---------|
|   |  |         |
| PRINTING                                  | <ul style="list-style-type: none"><li>• Selecting a printer</li><li>• Navigating printer options</li><li>• Selecting paper and printing options</li></ul>  | Level 1 |
|   |  |         |
| ADJUSTMENTS                               | <ul style="list-style-type: none"><li>• Creating colour, contrast or tonal adjustments using either ADJUSTMENT LAYERS or IMAGE ADJUSTMENTS</li></ul>   | Level 2 |
|   |  |         |
| TRANSFORMATION                            | <ul style="list-style-type: none"><li>• Transforming the size, angle or perspective of the image using the Bounding Box.</li><li>• Rotating the Transformation a specific amount using the ROTATE ANGLE in the Tool Box Options Bar.</li></ul> | Level 2 |
|   |  |         |
| SELECTION TOOL                            | <ul style="list-style-type: none"><li>• Using either the RECTANGULAR or ELIPTICAL marquee tool.</li><li>• Setting specific dimensions for the Marquee Tool in the Tool Box Options Bar.</li></ul>  | Level 2 |
|   |  |         |
| MANIPULATING LAYERS IN THE LAYERS PALETTE | <ul style="list-style-type: none"><li>• Re-ordering their position in the LAYERS STACK.</li><li>• Deleting layers in the Layers Stack.</li><li>• Merging selected layers.</li></ul>  | Level 2 |
|   |  |         |

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