

U23901: Make selective use of ICT

Unit Descriptor:

This unit is suitable for you if your work involves the working out of how to use ICT for simple tasks (e.g. producing a letter, making a slide for a presentation, recording spending, keeping addresses, sending a message or drawing boxes and arrows to highlight information).

At the end of this unit you will be able to:

Work out how to use ICT for simple tasks and purposes.

ELEMENT**PERFORMANCE CRITERIA**

1. Make selective use of ICT

To be competent you must achieve the following:

- 1.1 Describe what you are doing.
- 1.2 Give simple reasons for choosing and using **software tools and techniques** that match tasks and uses.

Find and evaluate

- 1.3 Choose the source that is most likely to provide the information needed.
- 1.4 Locate information from various sources.
- 1.5 Choose information that is appropriate for what is needed.

Organise

- 1.6 Choose and use an appropriate format for organising information when carry out simple tasks.

Review

- 1.7 Identify the effect that own mistakes have on other people at work, with help and advice from other people.

RANGE STATEMENT

You must cover the items below:

A. Software tools and techniques for:

- (i) organizing information
- (ii) creating documents or files by using integrated software features
- (iii) formatting data.
- (iv) finding files on hardware
- (v) finding information on internet

UNDERPINNING KNOWLEDGE AND SKILLS**Purposes**

1. Why the ICT systems and software that was used was appropriate for the task.

Produce information

2. Know who and what the information is for, where it will be used (e.g. on screen or hard copy) and when it is needed.

Terms for ICT

3. What and how to use the correct terms for: Types of hardware being used; and basic tools and techniques in software being used.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You will need to produce at least **two comprehensive tasks**. The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you can use software tools and techniques to do **all** of the following:

1.
 - i. Organising information
 - ii. Creating documents or files by using integrated software features
 - iii. Formatting data.
 - iv. Finding files on hardware
 - v. Finding information on internet
2. Demonstrate skills and techniques from at least two of the optional units you have chosen.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

(2) Methods of Assessment

Internet and intranets

Typical task size: Download and organize information, web pages, pdf files etc. following a theme.

Observation by your assessor of you:

- Searching for information on one subject using simple search criteria from various sources
- Choosing one set of suitable information
- Selecting and organising bookmarked pages into groups

E-mail

Typical task size: Approximately half page of e-mail plus an attachment, plus some organization of recipients and folders.

Observation by your assessor of you:

- Searching for e-mails with common recipients, senders etc., in current folders
- Arranging e-mails into groups
- Maintaining address book entries

Word Processing Software

Typical task size: Produce one page of work on an appropriate size paper.

Observation by your assessor of you:

- Using text search facility to locate information on a text document of about five A4 pages
- Arranging information into a simple format in a WP document
- Organise files into a simple file structure

Spreadsheet Software

Typical task size: Produce one page of work on an appropriate size paper.

Observation by your assessor of you:

- Searching for cells and groups of cells containing data for a particular type
- Entering data and presenting it in a suitable format
- Organising files into a simple file structure

Database Software

Typical task size: Data array covering one page of work on an appropriate size paper.

Observation by your assessor of you:

- Searching for single criteria data
- Organising database queries into a logical sequence and correlate reports

Artwork & Imaging Software

Typical task size: Produce one page of work on an appropriate size paper including a simple image and some text.

Observation by your assessor of you:

- Using search facilities to locate suitable image files (clip art, photographs etc.) for a given task
- Evaluating for size and format
- Creating documents containing simple artwork and other images that are ordered and formatted correctly.
- Organise files into a simple file structure

Website Software

Typical task size: A single web page of approximately A4 length or another appropriate size with simple navigation and image and some text.

Observation by your assessor of you:

- Using search facilities to locate suitable content for the web pages (i.e. information, simple images etc.)
- Creating single web pages that function correctly and are simple to use and easy to read (e.g. appropriate font contract etc.)

Presentation Software

Typical task size: A presentation of about five slides to include text and a simple diagram or other image.

Observation by your assessor of you:

- Using search facilities to locate suitable content for the presentation (i.e. information, simple images, etc.)
- Creating a presentation so that the slides are in the correct order, and it can be controlled by the user and is easy to find.

Customised Software

Typical task size: Categorise software to nearest equivalent (WP, DB etc.) and use corresponding criteria.

Observation by your assessor of you:

- Categorising software to nearest equivalent (WP, DB etc.) and using corresponding criteria.
- Organise files into a simple file structure.

Answers to written or oral questions from your assessor.

(3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.