

**U24901: Use customised software**

## Unit Descriptor:

You are likely to be in a role which involves the selection and use of suitable specialist or bespoke software applications to carry out appropriate work related tasks.

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

Use customised software appropriately for simple tasks.

**ELEMENT****PERFORMANCE CRITERIA**

## 1. Use customised software

*To be competent you must achieve the following:*

**Handle files**

- 1.1 Use basic **file handling techniques** for the software

**Enter, edit and process information**

- 1.2 Use appropriate **basic techniques for entering, formatting, editing and processing** information when carrying out simple tasks.

**Combine information**

- 1.3 Use **basic techniques to combine** information.

**Check information**

- 1.4 Use appropriate **techniques to check** simple information.

## RANGE STATEMENT

*You must cover the items below:*

### A. Basic file handling techniques:

- i. create
- ii. open
- iii. save/save as and
- iv. print

### B. Combine techniques using option to:

- i. insert text
- ii. insert graphics
- iii. resize graphics
- iv. position

### C. Techniques for formatting, entering, editing and processing information:

- i. entering data
- ii. insert
- iii. delete
- iv. cut and paste
- v. copy and paste
- vi. drag and drop
- vii. find and replace
- viii. generate a result (s)

### D. Techniques for formatting:

- i. bold
- ii. fonts
- iii. italics
- iv. character size
- v. alignment
- vi. underline

### E. Appropriate techniques to check:

- i. the accuracy of text
- ii. that figures are entered correctly
- iii. the labeling and size of images, charts and diagrams

**UNDERPINNING KNOWLEDGE AND SKILLS****Purpose**

1. What application software is appropriate for tasks.

**Tools and functions**

2. What the basic tools and functions of software applications can be used for.
3. How to choose and use appropriate tools and functions for tasks.

## 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.

- A. Your performance evidence should show that you can use software tools and techniques to do **all** of the following:
- i. Use basic file handling techniques for the software (e.g. create, open, save/save as and print) appropriately.
  - ii. Use basic techniques to combine information (eg insert text, insert graphics; resize graphics, and position).
  - iii. Use appropriate basic techniques for entering, formatting, editing and processing information when carrying out simple tasks (eg entering data, insert, delete; cut and paste, copy and paste; drag and drop; find and replace and generate a result/s).
  - iv. Use appropriate techniques to check simple information (eg the accuracy of text; that figures are entered correctly; and the labeling and size of images, charts and diagrams).

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

### (2) Methods of Assessment

Typical task size: Categorize software to nearest equivalent (WP, DB etc.) and use corresponding criteria to carry out an appropriate work related task.

Observation by your assessor of you using application software:

- Handle files
- Combine information
- Enter data, format, process and check information

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.