

Essential Skills: ICT Level 4

Lecturer: Mark Gillan

Tools

- ▶ Evidence of using tools:
 - ▶ File Manager (organising folders and files)
 - ▶ Control Panels (display options, system information, devices and printers, backup)
 - ▶ Screenshots





Word Processing

- ▶ Running Word Processing application software
- ▶ Create a file
- ▶ Typing
- ▶ Font attributes:
 - ▶ Font, font size
 - ▶ Italics, Bold, Underline, Capital letters
- ▶ Saving to a new folder
- ▶ Editing text, numbers
- ▶ Editing font attributes including:
 - ▶ Font size
 - ▶ Italics, Bold, Underline
- ▶ Saving changes to a new different file name
- ▶ Evidence of printing (screenshot of print options)



Presentation Software

- ▶ Running appropriate application software
- ▶ Create a new presentation
- ▶ At least 3 slides including:
 - ▶ Title slide
 - ▶ Title and content slide with image
 - ▶ Title and content slide with text (bullet points)
- ▶ Saving a file in appropriate file type and name
- ▶ Edit a file by:
 - ▶ Changing text
 - ▶ Changing image
 - ▶ Altering font size
- ▶ Saving the edited file using a different file name
- ▶ Displaying on screen and evidence of print options altered from default (screenshot evidence)

Searching Online and own PC

- ▶ Searching online using more than one source
- ▶ Evidence of searches (screenshots) placed into a relevant application
- ▶ Using relevant criteria and altering keywords with at least two searches
- ▶ Use search technique / search tools (phrases within quotes, search tools)
- ▶ Search for images, video, graphics online
- ▶ Search for a file on PC (audio or video)
- ▶ Search for a file on PC (locate a file previously used)
- ▶ Evidence of locating information on the intranet





Security

- ▶ Knowledge of importance of keeping log-in details secure
 - ▶ Taking precautions online and demonstrate knowledge
 - ▶ Recognise security risks and appropriate action required
 - ▶ Provide evidence of knowledge for keeping safe whilst:
 - ▶ Using Email (sending, receiving and reading)
 - ▶ Commercial activity online (shopping) and relevant security
 - ▶ Invoking and using security software
 - ▶ Using passwords and general computer use
 - ▶ Backing up all work is important and provide evidence using screenshots
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Organising Evidence

- ▶ Screenshots within files named appropriately for each task
- ▶ Folder system must be used:
 - ▶ Folder with Candidate Name and Unit Number
 - ▶ Sub-folders of Coursework and Assessment containing relevant work
 - ▶ Assessment folder containing sub-folders for each task with evidence
- ▶ Files named correctly
- ▶ All work required for assessment checked prior to submission

Assessment

- ▶ Ensure all work is correctly provided to the lecturer
- ▶ Back up everything using the cloud within relevant folders
- ▶ Correct file names must be used within correctly named folder structure
- ▶ Check screenshot evidence is included for the following:
 - ▶ Folder and File Management (file manager)
 - ▶ Control Panels (each of: display options, system information, devices and printers)
 - ▶ Printing (no need to print – provide a screenshot as evidence of knowledge)
 - ▶ Searching online using one source such as a search engine
 - ▶ Searching online using another source with different keywords
 - ▶ Searching online using phrases in quotation marks
 - ▶ Using the Intranet to locate details of security or important information
 - ▶ Backing up
- ▶ Check again ALL assessment requirements have been provided to the lecturer