

F3GC 11 – ICT Level 5 Essential Skills

Unit Descriptor – main points for learning

What do I need to do?

You will:

- select and start up application software (for example, word processing, spreadsheet, database, media packages) that is suitable for the activity
- use on-screen help to assist you
- enter and edit data using appropriate applications software
- locate and integrate information from a range of local or remote data sources (for example, the internet, CD-ROM, intranet, your own computer)
- apply a search strategy to find information (for example, choice of sources, order of searching, choice of keywords)
- evaluate the information found against a set of criteria you select (for example, for currency, level of difficulty, reliability, bias, relevance, appropriateness of format)
- evaluate the search strategy (for example, did it produce information that matched your chosen criteria, was it effective in terms of time and cost, did it successfully filter out irrelevant information?)
- present the information in an appropriate mode (for example, display on screen, print out, play an audio file)
- keep data secure (for example, keeping your own login and password secure, virus protection, backing up data)

Your tutor will offer you time to practise your skills.