



IT: APPLICATION SOFTWARE

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INFORMATION TECHNOLOGY: APPLICATION SOFTWARE 1

SQA unit:
D75X 34

SCQF
Level 7



LEARNING OUTCOMES

- Outcome 1: Operate a range of IT equipment independently, giving attention to security and to other users.
- Outcome 2: Use a range of software application packages to meet complex information requirements.

CONDITIONS OF ASSESSMENT



Outcome 1: Observation and practical tasks. Practical exercise and observation of learner performance in supervised, open-book conditions.



Outcome 2: Project Report. Completion of a series of practical tasks and observation of learner performance in open-book conditions.

SELECTING RELEVANT APPLICATION PACKAGE

- Search online – at least 2 different search engines plus a local drive or cloud drive for text and images or multimedia
- Plan the searches
- Advanced Search Technique
- Screenshots of printing ability

Word Processing

Spreadsheets

Presentation

Integration of Charts from Spreadsheet

DETAILS OF TASKS

• Word Processing

- Cover page
- Table of Contents
- Headings and Sub-headings
- Integration of spreadsheet data/charts
- Header and Footer, page numbering
- Page break, table, paragraph spacing
- Borders and shading, comments, graphics
- Bibliography
- Index (at least 15 entries)

• Spreadsheets

- Tables with analysis
- Formulae with complex functions
- Charts (two different types)
- Presentation with theme, animation, transitions and Image Manipulation
 - Text, images or multimedia
- Integration of Spreadsheet Charts
- Security requirements

SECURITY AND COMPUTER CONTROL

- Use 5 hardware devices such as mouse, keyboard, printer, monitor, USB flash drive, scanner, digital camera, other
- File and Folder Management
- Print Manager or Control Panels
- Image editor / picture management
- Resolve 1 hardware and 1 software problem

- Password use and acknowledgement of best practice
- Virus Protection
- Backing up data