e-Quals 07 Unit Syllabus

Level 1 Key Applications (IC^3)

7266 – 012

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Unit 012 Key Applications (IC^3)

Syllabus Overview

Rationale

The aim of this unit is to enable the candidate to perform functions associated with common application programmes.

Learning outcomes

There are **four** outcomes to this unit. The candidate will be able to:

- Configure and use application programme functions
- Use word processing functions
- Use spreadsheet functions
- Use presentation software

Guided learning hours

It is recommended that 30 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications:

IT Users N/SVQ (iTQ) Level 3

Outcome	Unit
1, 2, 3, 4	102 – Operate a computer 1
1	103 – IT troubleshooting for users 1
1	106 – Internets and intranets 1
1	107 – E-mail 1
1, 2	108 – Word processing software 1
1, 3	109 – Spreadsheet software 1
1	110 – Database software 1
1, 4	113 – Presentation software 1
1	116 – General uses of IT
1	117 – Use IT systems 1
1, 2, 3, 4	119 – Use IT software 1

Assessment and grading

Assessment will be by means of a Certiport IC^3 examination. Additional information is available from **www.certiport.co.uk**

Unit 012 Key Applications (IC³)

Outcome 1 Configure and use common application programme functions

Practical skills

The candidate will be able to:

1 start and exit a Windows application and utilise sources of on-line help

2 identify common on-screen elements of Windows applications

3 change application settings and manage files within an application

4 perform common editing and formatting functions

5 perform common print functions.

Underpinning knowledge

The candidate will be able to:

1 start and exit a Windows application and use help resources

2 identify and use on screen elements common to Windows applications

3 create, open, close and save files to and from different locations

4 identify and solve problems when working with files

5 navigate around open files

6 insert text and numbers into a file and perform simple editing functions

7 perform simple text/graphic insertion and formatting

8 format and preview a document for printing

9 print files

10 identify and understand how to solve common print problems.

Unit 012 Key Applications (IC³)

Outcome 2 Use word processing functions

Practical skills

The candidate will be able to:

1 format text and documents, including the ability to use automatic formatting tools

2 insert, edit and format tables in a document .

Underpinning knowledge

The candidate will be able to:

1 identify on screen formatting information

2 understand how to use common editing tools and functions

3 create, format and edit a table.

Unit 012 Key Applications (IC³)

Outcome 3 Use spreadsheet functions

Practical skills

The candidate will be able to:

1 modify worksheet data and structure and format data in a worksheet

2 sort data, manipulate data using formulae and functions and add and modify charts in a worksheet .

Underpinning knowledge

The candidate will be able to:

1 identify the structure of a table

2 understand how to select information in a table or worksheet

3 insert and modify data and the table structure

4 sort data

5 understand cell addresses and use common formulae

6 identify common errors made when using formulae

7 carry out simple analysis of information based on tabular data in a worksheet

8 insert, modify and check appropriate charts into a worksheet.

Unit 012 Key Applications (IC^3)

Outcome 4 Use presentation software

Practical skills

The candidate will be able to:

1 create and format simple presentations.

Underpinning knowledge

The candidate will be able to:

1 identify effective design principles for presentations

2 manage slides

3 add information to a slide

4 change a slide view, layout and background

5 assign transitions to slides

6 change the order of slides in a presentation

7 create different output elements

8 preview and run the slideshow.

Unit record sheet

012 Level 1 Key Applications (IC^3)

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 **Configure and use application programme functions**	☐	
2 **Use word processing functions**	☐	
3 **Use spreadsheet functions**	☐	
4 **Use presentation software**	☐	

Candidate Signature ..... **Date** .....

City & Guilds Registration Number .....

Quality nominee (if sampled) ..... **Date** .....

Assessor Signature ..... **Date** .....

External Verifier Signature (if sampled) ..... **Date** .....

Centre Name ..... **Centre Number** .....

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