e-Quals Unit Syllabus

Level 3 Integrating applications to create advanced presentations

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Unit 045 Integrating applications to create advanced presentations

Syllabus Oveview

Rationale

The aim of this unit is to provide candidates with an advanced level of skills and knowledge to competently prepare for, perform or supervise the performance of others in a variety of *integrated applications tasks* using Information and Communication Technologies (ICT). Candidates will develop a more in depth understanding of the applications, their integration, the operating system in everyday usage and the ability to work in a supervisory role performing advanced tasks with a high degree of competence, using 'problem solving' skills and giving direction to others.

Learning outcomes

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

- Build word processed documents
- Build spreadsheets
- Build database reports
- Use mail merge
- Combine and link data from different applications and sources

Guided learning hours

It is recommended that 90 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, 3, 4	301	Make selective use of IT 3
2, 4	302	Operate a computer 3
1, 2, 3, 4,5,6	308	Word processing software 3
1, 2, 4,6, 8	309	Spreadsheet software 3
2,5,6	310	Database software 3
1, 2	311	Website software 3
1	312	Artwork and imaging software 3
1, 2	313	Presentation software 3
1, 2, 3, 4	314	Specialist or bespoke software 3
2	317	Use IT systems 3

Key Skills

This unit contributes towards the Key Skills in the following areas:

Application of number	
Communication	C 2.2, C 3.3
IT	IT 3.1, IT 3.2, IT 3.3
Working with others	
Problem solving	PS 2.1
Improving own learning	

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

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Outcome 1 Build word processed documents

Practical skills

The candidate will be able to:

1 use bulleted and numbered lists

2 convert text to table and vice versa

3 use superscript, subscript, special characters, strikethrough, watermarks

4 merge and split cells in tables

5 join and split tables

6 align text within cells: right, left and centre

7 align tables

8 alter the page orientation within documents and document sections

9 use automatic insertion of text: filename, date, page number, page total

10 embed objects eg hierarchy charts and formulae/equations

11 scan documents and optimise images

12 save scanned images in suitable file formats

13 insert and manipulate scanned image files

14 use different headers in the same document

15 create and use masters/template documents

16 use styles eg create, rename and modify (characters, tabs and paragraphs)

17 use grammar, spell check and preview facilities to find and correct errors in documents

18 produce printed copies of complete documents and select pages of documents.

Underpinning knowledge

The candidate will be able to:

1 describe the basic methods for numbering paragraphs within a document

2 identify the importance of proof reading and the limitations of spell-check tools.

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Outcome 2 Build spreadsheets

Practical skills

The candidate will be able to:

1 input spreadsheets according to given designs
   - a enter titles and headings
   - b enter formulas, functions and constant data using absolute cell, absolute worksheet and absolute spreadsheet references
   - c format columns, rows and cells
   - d import data from delimited .txt files

2 use suitable formats for data eg
   - a alignment: left, centre, right
   - b text enhancements
   - c cell attributes: size, borders, background
   - d numeric: general, number, percentages, currency, date/time

3 select and use: look-up functions, date and time functions

4 select and use chart-types to suit data singly and in combination
   - a pie - single data series 100%
   - b bar - grouped/discrete data - especially comparing size
   - c line - continuous data, trends at equal intervals and logarithmic intervals
   - d using two x or two y axes

5 format chart information to suit data
   - a titles and axes labels
   - b axes scales and limits
   - c gridlines, and gridline density
   - d legends and data labels

6 format charts changing
   - a background
   - b attributes of line, area, and text
   - c chart size relative to spreadsheet
   - d colours to suit monochrome/colour output

7 print out spreadsheets

- a monochrome/colour printing facilities
- b selected areas or whole sheet
- c as single charts
- d using borders
- e with/without headers & footers
- f fit to one page
- g with/without repeated table headings
- h with specific data.

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Outcome 3 Build database reports

Practical skills

The candidate will be able to:

1 open existing databases displaying the records and fields for editing, build new databases to provided specifications, build new databases by importing delimited .txt files containing structure and data

2 assign primary key and validation data to fields

3 build queries based on multiple condition searches including the use of the '*' wildcard export queries in other useable form eg .rtf

4 build reports based on queries

- a headings, subheadings, totals
- b all selected records and all fields
- c selected records and selected fields

5 edit report layouts

- a rearrange the order in which fields are displayed
- b format fields: field width, alignment of the data, font size and data
- c insert a new label and field
- d add a function to a field to calculate a total
- e group records together by field.

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Outcome 4 Use mail merge

Practical skills

The candidate will be able to:

1 generate labels, envelopes and letters/documents using records from spreadsheets, databases, mail merge data sources

2 change data sources for main documents

3 edit data sources for mail merge records

4 edit main documents to reflect required fields from data sources

5 save documents both locally and remotely.

Underpinning knowledge

The candidate will be able to:

1 describe the benefits of being able to change the mail merge data sources

2 describe the benefits of editing data sources.

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Outcome 5 Practical skills

The candidate will be able to:

1 input and link into word processed documents: other word processed documents, spreadsheet worksheets and charts and database queries to enable auto-update from local and remote file sources

2 objects of other types

3 save database records in text delimited files

4 save spreadsheet records in text delimited files.

Underpinning knowledge

The candidate will be able to:

1 state the meaning of the term 'text delimited files'

2 explain the need for using text delimited files (eg comma, tab)

3 Use open, close, save, save as, print preview and print functions

4 Identify and manage directory/folders locally and remotely

3 Identify how to combine information including hyperlinks, object linking, embedding.

Unit record sheet

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 **Build word processed documents**	☐	
2 **Build spreadsheets**	☐	
3 **Build database reports**	☐	
4 **Use mail merge**	☐	
5 **Practical skills**	☐	

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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