

Skills Standards

Using ICT (20-30%)

1. Identify the ICT requirements of a straightforward task
2. Interact with and use ICT systems to meet requirements of a straightforward task in a familiar context
3. Manage information storage
4. Follow and demonstrate understanding of the need for safety and security practices.

Finding and selecting information (10-20%)

5. Use search techniques to locate and select relevant information
6. Select information from a variety of ICT sources for a straightforward task.

Developing, presenting and communicating information (50-70%)

7. Enter, develop and refine information using appropriate software to meet requirements of straightforward tasks
8. Use appropriate software to meet requirements of straightforward data-handling tasks
9. Use communications software to meet requirements of a straightforward task
10. Combine information within a publication for a familiar audience and purpose
11. Evaluate own use of ICT tools.

Developing, presenting and communicating information

Enter, develop and refine information using appropriate software to meet requirements of straightforward tasks

Apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content

Enter text, images and numeric information and organise it so that it is fit for purpose

Word



Make changes where necessary and improve layout by: changing margin sizes (top, bottom, left and right); header; footer; portrait, landscape (i.e. page orientation); page breaks (i.e. insert and delete page breaks using software); page numbering (i.e. insert, position and delete page numbers using software).

Use headers and footers to include dates, page numbering and text such as name or filename

PowerPoint



Use bullets, numbering, alignment, tabs (left, right, centre), line spacing, colour, font, style, size, simple tables.

Insert and delete tables, define number of columns and rows, insert and delete columns and rows, adjust column width, apply and remove cell borders, horizontally align information

Obtain, insert, size, crop, position and align (left, right, centre) images that are fit for purpose from clip art, photo, scanned image, from other source

Delete and/or change text: headings, lists and tables. Use highlight, drag and drop, find, replace, undo and redo

Use graphical, audio and video software

Use appropriate page layout and format text to maximise clarity and enhance presentation of a publication (e.g. poster, flyer or brochure)

Use other digital content such as video or audio within an electronic presentation

Developing, presenting and communicating information

Use appropriate software to meet requirements of straightforward datahandling tasks

Process numerical data - Display numerical data in graphical format - Use field names and data types to organise information - Enter, search, sort and edit records

Excel

Know how to use a spreadsheet

Enter headings and numerical data with structure, increasing the column width where necessary

Use cell ranges (i.e. on a single dimension, e.g. A1:A11)

Enter, edit and use formulae with a single operator (i.e. +, -, /, *), SUM, MIN, MAX, AVERAGE, COUNT functions. Formula view must be used and efficient formulae should be used (i.e. not =1+B1+C1)

Replicate formulae

Structure layout of worksheet (i.e. adjust column width to show formulae, use gridlines and show row and column headings)

Displaying formulae used

Format numerical information appropriately e.g. currency, percentage, number of decimal places, and make sure that all information is appropriately displayed making use of cell data types (i.e. text, number, date) using suitable labels

Know how to display numerical data in a pie chart, bar chart, single line graph, with appropriate formats, titles, axis titles and legends

In tables/spreadsheets, know how to insert and delete rows and columns, amend entries, enter column headings and row labels, field selection (i.e. single field), data sort (i.e. alphabetic sort or numeric sort or alphanumeric sort), filter (i.e. using a single text or numeric criterion)



Developing, presenting and communicating information

Use communications software to meet requirements of a straightforward task

Read, send and receive electronic messages with attachments

Know how to access, read, create, and respond appropriately to email and other ICT-based communication, including attachments, and adapt style to suit audience



Email



Demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication

Know about the potential risks involved in using ICT-based communications (e.g. not sharing address or phone number in a chat room and social media) and to respect others when using ICT-based communication. Do not give other people's details or photographs without permission, nor make inappropriate comments about another person on a website or via social media

Finding and selecting information

Use search techniques to locate and select relevant information

Use of search engines to answer queries

Access and navigate the internet and use search engines to browse, move back and forward, use links and find specific information to help solve straightforward problems

Know how to use bookmarks



The Internet



Recognise and take account of currency, relevance, bias and copyright when selecting and using information

Have access to and be able to use a variety of sources of information (e.g. electronic newspapers, CDs, podcasts, databases, files, clip art)

Know about copyright constraints on the use of information and images

Identify validity by considering such things as:

- age of information
- intention and authority of provider
- currency of the information
- its relevance and bias