OCR
Oxford Cambridge and RSA

Unit Title:	**IT software fundamentals**
OCR unit number:	62
Level:	2
Credit value:	3
Guided learning hours:	20
Unit reference number:	R/502/4385

Unit purpose and aim

This is the ability to decide which IT software application is appropriate to use to process different types of data, and to use a range of applications to produce and present information.

This unit is about the skills and knowledge to select and use IT tools to develop and produce information independently for activities that are at times non-routine or unfamiliar. Any aspect that is unfamiliar will require support and advice from other people.

An activity will typically be 'non-routine or unfamiliar' because:

- the task or context is likely to require some analysis, clarification or research (to separate the components and to identify what factors need to be considered, for example, time available, audience needs, accessibility of source, types of content, message and meaning) before an approach can be planned;

- the user will take some responsibility for developing the input or output of information; and

- the techniques required will involve a number of steps and at times be non-routine or unfamiliar.

Learning Outcomes	Assessment Criteria	Examples
The learner will:	The learner can:	Types of information Text, numbers, images, graphics, sound, data records
1 Select and use appropriate software applications to meet needs and solve problems	1.1 Describe what types of information are needed 1.2 Select and use software applications to develop, produce and present different types of information to meet needs and solve problems	Software applications types. Word processing, spreadsheet, graphics, Internet browser, email, audio and video software, database, web authoring software. Use open and close applications, switch between applications
2 Enter, develop, combine and format different types of information to suit its meaning and purpose	2.1 Enter, organise, refine and format different types of information, applying editing techniques to meet needs 2.2 Use appropriate techniques to combine	Organise Information Headings, lists, tables, use of templates, sort, charts and graphs, records, simple calculations, structure of information, document layout. Format Information

Learning Outcomes	Assessment Criteria	Examples
	image and text components 2.3 Combine information of different forms or from different sources 2.4 Select and use appropriate page layout to present information effectively	Formatting techniques appropriate to the type of information e.g. text – bullets, numbering, alignment, tabs, line spacing, colour, font, style, size; numbers – currency, percentages, number of decimal places, date, time; text wrap, row height, column width, gridlines, merged and split cells, cell borders; images – size, position; tables – horizontal and vertical text alignment, merged and split cells, gridlines, borders and shading. Editing techniques: appropriate to the type of information e.g. select, copy, cut paste, undo, redo, drag and drop, find, replace, insert, delete, size, crop, position, change templates Combine image and text Insert, size, position, captions, text alignment, text wrap, use of text boxes, behind, in front, grouping Page layout Size, orientation, margins, portrait, landscape, page breaks, page numbers, headers, footers, date and time, adjust page set up for printing
3 Present information in ways that are fit for purpose and audience	3.1 Work accurately and proof-read, using software facilities where appropriate 3.2 Identify inconsistencies or quality issues with the presentation of information 3.3 Produce information that is fit for purpose and audience using accepted layouts and conventions as appropriate	Work accurately and proofread: Ensure meaning is clear, seek views of others, check spelling, check calculations, ensure consistent layout, print preview. Quality issues: Formatting, page layout, structure, clarity, accuracy Information fit for purpose: Letter, memo, report, newsletter, poster, information sheet, webpage, database design, multi-media presentation, budget, invoice, stock list, multi-page brochure, multi-entry catalogue.
4 Evaluate the selection and use of IT tools and facilities to present information	4.1 Review and modify work as it progresses to ensure the result is fit for purpose and audience and to inform future judgements 4.2 Review the effectiveness of the IT tools selected to meet needs in order to improve future work	Review and modify work: Evaluate the quality of the information used, produce drafts, review against initial plans, check with intended audience. IT tools selection: Time taken, convenience, cost, quality, accuracy, range of facilities, versatility, transferability of information into other formats, speed of Internet connection, and time constraints of

Learning Outcomes	Assessment Criteria	Examples
		downloading large files.

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. Assessments must also take into account the additional information provided in the unit Purpose and Aims relating to the level of demand of:

- the activity, task, problem or question and the context in which it is set;

- the information input and output type and structure involved; and

- the IT tools, techniques or functions to be used.

See the Assessment and postal moderation section of the ITQ Centre Handbook.

Evidence requirements

Candidates must complete the Evidence Checklist for this unit with no gaps. Individual unit checklists are available to download from the qualification webpage (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our webpage.

Details of relationship between the unit and national occupational standards

This unit maps fully to competences outlined in IT User National Occupational Standards version 3 (2009).