

Unit Title:	IT software fundamentals
OCR unit number:	61
Level:	1
Credit value:	3
Guided learning hours:	20
Unit reference number:	L/502/4384

## 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 use appropriate predefined or commonly used IT tools to develop and produce information for tasks and activities that are straightforward or routine. Any aspect that is unfamiliar will require support and advice from other people.

An activity will typically be 'straightforward or routine' because:

- the task or context need will be familiar and involve few factors (for example, time available, audience needs, message, structure);
- the input and output of information will be predetermined by the person supervising the task; and
- the techniques used will be familiar or commonly undertaken.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Select and use software applications to meet needs and solve problems</p>	<p>The learner can:</p> <p>1.1 Identify different software applications and give examples of their use</p> <p>1.2 Select and use <b>appropriate software applications</b> to develop, produce and present different types of information to meet needs and solve problems</p> <p>1.3 Identify what <b>types of information</b> are needed</p>	<p><b>Software applications:</b> Types: word processing, spreadsheet, graphics, Internet browser, e-mail, audio and video software Use: open and close applications; switch between applications</p> <p><b>Types of information:</b> Text, numbers, images, graphics, sound, data records</p>
<p>2 Enter, develop and format different types of information to suit its meaning and purpose</p>	<p>2.1 Enter, <b>organise</b> and <b>format</b> different types of information to meet needs</p> <p>2.2 Apply <b>editing techniques</b> to refine information as required</p> <p>2.3 <b>Combine information</b> of different forms or from</p>	<p><b>Organise information:</b> Headings, lists, tables, use of templates, sort, charts and graphs, records, simple calculations</p> <p><b>Format information:</b> Formatting techniques appropriate to the type of information, for</p>

Learning Outcomes	Assessment Criteria	Examples
	<p>different sources to meet needs</p> <p>2.4 Select and use appropriate <b>page layout</b> to present information effectively</p>	<p>example: Text – bullets, numbering, alignment, tabs, line spacing, colour, font, style, size, simple tables Numbers – currency, percentages, number of decimal places Images – size, position</p> <p><b>Editing techniques:</b> Editing techniques appropriate to the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, insert, delete, size, crop, position</p> <p><b>Combine information:</b> Combine images with text (e.g. photo with caption); presentation with audio and/or video; numbers with charts and graphs</p> <p><b>Page layout:</b> Size, orientation, margins, page breaks, page numbers, headers, footers, date and time</p>
<p>3 Present information in ways that are fit for purpose and audience</p>	<p>3.1 <b>Work accurately and proof-read</b>, using software facilities where appropriate for the task</p> <p>3.2 Produce <b>information that is fit for purpose</b> and audience using commonly accepted layouts as appropriate</p>	<p><b>Work accurately and proof-read:</b> Ensure meaning is clear, seek views of others, check spelling, check calculations, ensure consistent layout, print preview</p> <p><b>Information fit for purpose:</b> Letter, memo, report, newsletter, poster, information sheet, webpage, multi-media presentation, budget, invoice, stock list</p>
<p>4 Make effective use of IT tools and facilities to present information</p>	<p>4.1 <b>Review and modify work</b> as it progresses to ensure the result is fit for purpose and audience</p> <p>4.2 Review the effectiveness of the <b>IT tools selected</b> to meet presentation needs</p>	<p><b>IT tools selection:</b> Time taken, convenience, cost, quality, accuracy</p> <p><b>Review and modify work:</b> Evaluate the quality of the information used, produce drafts, review against initial plans, check with intended audience</p>

## Assessment

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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

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

## Guidance on assessment and evidence requirements

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Please refer to the ITQ centre handbook on our [webpage](#).

## Details of relationship between the unit and national occupational standards

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