## Entry Level 2 Award

## Entry Level 2



[1]



[2]

**Entry Level 2**

# Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit)

### 1. Plan the use of IT for a task

[1.1 I can identify the advantages of using IT for the task.](#) [3]

[1.2 I can plan how to complete the task using IT.](#) [5]

[1.3 I can identify the main safety and security issues affecting the use of IT for the task.](#) [7]

### 2. Use IT to complete a practical task

[2.1 I can use IT to complete a task following identified safe practices.](#) [4]

[2.2 I can identify and correct errors.](#) [6]

[2.3 I can identify any improvements that can be made.](#) [8]

# Entry Level 2, Unit 9 - Using Word Processing Software (2 credits)

### 1. Enter, edit and combince text and other information accurately within word processing documents.

[1.1 Identify what types of information are needed in documents.](#) [10]

### 2. Use word processing software tools to structure information, format and present documents.

[2.1 Identify what formatting to use to enhance presentation of the document.](#) [11]

[1.2 Use keyboard or other input method to enter or insert text and other information.](#) [12]

[2.2 Create and modify tables to organise tabular or numeric information.](#) [13]

[1.3 Combine information of different types or from different sources in a document.](#) [14]

[2.3 Use appropriate techniques to format characters and paragraphs.](#) [15]

[1.4 Enter information into existing tables, forms and templates.](#) [16]

[2.4 Use appropriate page layout to present and print documents.](#) [17]

[1.5 Use editing tools to amend document content.](#) [18]

[2.5 Check documents meet needs, using IT tools making corrections as necessary.](#) [19]

[1.6 Store and retrieve document files effectively, in line with local guidelines.](#) [20]

# Entry Level 2, Unit 10 - ICT for Employment (1 credit)

### 1. Recognise the types of information and communication technology that are used in a place of work

### 2. Know how to use relevant information and communication technology systems

[1.1 Identify 3 different types of information and communication technology used in a place of work.](#) [22]

[2.1 Use 2 types of information and communication technology systems appropriately and within place of work guidelines.](#) [23]

[1.2 Give a simple description of their uses.](#) [24]

[2.2 dentify who to contact for help and support when using information and communication technology.](#) [25]

# Entry Level 2, Unit 3 - Online Basics (2 credits)

### 1. Be able to use an online IT system to meet specified needs

### 2. Know how to search for and use internet-based information

### 3. Be able to use email software tools and techniques to compose and send messages

[1.1 Start an online IT system or application.](#) [27]

[2.1 Use browser software to find required information.](#)

[3.1 Use software tools to: a) compose email](#)

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

| | [28] | messages; b) format email messages; c) attach files to email messages; d) send e-mail messages. [29] |
|---|---|---|
| 1.2 Close down an online IT system or application when finished. [30] | 2.2 Select information from the internet for a purpose. [31] | 3.2 Read and respond to email messages. [32] |
| 1.3 Work safely and responsibly online. [33] | 2.3 Use information from the internet for a purpose. [34] | 3.3 Respond appropriately to common email problems. [35] |

# Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit)

## 1. Know about health and safety measures that should be followed when using ICT equipment

1.1 Outline safety checks that need to be made prior to using ICT equipment. [37]

1.2 State how often breaks should be taken when using a computer. [39]

1.3 State a reason for taking breaks when using a computer. [41]

1.4 Demonstrate personal posture needed when using a desk top computer. [43]

1.5 State where support can be obtained when adjustments are required for own safety and comfort. [44]

## 2. Know about PINs and passwords

2.1 Give examples of where PINs and passwords may be required. [38]

2.2 State why PINs and passwords need to be secure. [40]

2.3 State how to keep PINs and passwords secure. [42]

# Links to ITQ units

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[147] https://theingots.org/community/sil1u25

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[228] https://theingots.org/community/siel3u32