

## Entry Level 2 Award

### Entry Level 2



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### 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 combine 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]

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[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 identify 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](#)

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

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[199] <https://theingots.org/community/sil1u51>  
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