

Level 2 Certificate in IT User Skills in Open Systems and Enterprise

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Level 2

The following is a selection of available units.

Level 2, Unit 1 - Improving Productivity Using IT (4 credits)

1. Plan select and use appropriate IT systems and software to meet needs

[1.1 I can describe the purpose for using IT.](#) [1]

[1.2 I can describe the methods skills and resources required to complete tasks successfully.](#) [4]

[1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome.](#) [7]

[1.4 I can describe factors that might affect the task.](#) [10]

[1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results.](#) [13]

[1.6 I can describe how the](#)

2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful

[2.1 I can review the on-going use of IT tools and techniques and change the approach as needed.](#) [2]

[2.2 I can describe whether the IT tools selected were appropriate for the task and purpose.](#) [5]

[2.3 I can assess the strengths and weaknesses in my final work.](#) [8]

[2.4 I can describe ways to make further improvements to my work.](#) [11]

[2.5 I can review outcomes to make sure they match requirements and are fit for purpose.](#) [14]

3. Develop and test solutions to improve the ongoing use of IT tools and systems

[3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency.](#) [3]

[3.2 I can describe ways to improve productivity and efficiency.](#) [6]

[3.3 I can develop solutions to improve my own productivity in using IT.](#) [9]

[3.4 I can test solutions to check that they work as intended.](#) [12]

[purpose and outcomes have been met by the chosen IT systems and software applications.](#) [15]

[1.7 I can describe any legal or local guidelines or constraints that apply to the task or activity.](#) [16]

Level 2, Unit 4 - IT Security for Users (2 credits)

1. Select and use appropriate methods to minimise security risk to IT systems and data

[1.1 I can describe the security issues that may threaten system performance.](#) [18]

[1.2 I can apply a range of security precautions to protect IT systems and data.](#) [19]

[1.3 I can describe the threats to system and information security and integrity.](#) [20]

[1.4 I can keep information secure and manage personal access to information sources securely.](#) [21]

[1.5 I can describe ways to protect hardware, software and data and minimise security risk.](#) [22]

[1.6 I can apply guidelines and procedures for the secure use of IT.](#) [23]

[1.7 I can describe why it is important to backup data and how to do so securely.](#) [24]

[1.8 I can select and use effective backup procedures for systems and data.](#) [25]

Level 2, Unit 7 - Word processing (4 credits)

1. Enter and combine text and other information accurately within word processing documents

[1.1 I can identify what types of information are](#)

2. Create and modify layout and structures for word processing documents

[2.1 I can identify the document requirements for](#)

3. Use word processing software tools to format and present documents effectively to meet requirements

[3.1 I can identify how the document should be](#)

[needed in documents.](#) [27]

[structure and style.](#) [28]

[formatted to aid meaning.](#) [29]

[1.2 I can use appropriate techniques to enter text and other information accurately and efficiently.](#) [30]

[2.2 I can identify what templates and styles are available and when to use them.](#) [31]

[3.2 I can select and use appropriate techniques to format characters and paragraphs.](#) [32]

[1.3 I can select and use appropriate templates for different purposes.](#) [33]

[2.3 I can create and modify columns, tables and forms to organise information.](#) [34]

[3.3 I can select and use appropriate page and section layouts to present and print documents.](#) [35]

[1.4 I can identify when and how to combine and merge information from other software or other documents.](#) [36]

[2.4 I can select and apply styles to text.](#) [37]

[3.4 I can describe any quality problems with documents.](#) [38]

[1.5 I can select and use a range of editing tools to amend document content.](#) [39]

[3.5 I can check documents meet needs, using IT tools and making corrections as necessary.](#) [40]

[1.6 I can combine or merge information within a document from a range of sources.](#) [41]

[3.6 I can respond appropriately to quality problems with documents so that outcomes meet needs.](#) [42]

[1.7 I can store and retrieve document and template files effectively, in line with local guidelines and conventions where available.](#) [43]

Level 2, Unit 5 - Spreadsheet Software (4 credits)

1. Use a spreadsheet to enter, edit and organise numerical and other data

2. Select and use appropriate formulas and data analysis tools to meet requirements

3. Select and use tools and techniques to present and format spreadsheet information

[1.1 I can identify what numerical and other data is needed in the spreadsheet and how it should be structured.](#) [45]

[2.1 I can identify how to summarise and display the required information.](#) [46]

[3.1 I can select and use appropriate tools and techniques to format spreadsheet cells, rows and columns.](#) [47]

[1.2 I can enter and edit numerical and other data accurately.](#) [48]

[2.2 I can use functions and formulas to meet calculation requirements.](#) [49]

[3.2 I can identify which chart or graph type to use to display information.](#) [50]

[1.3 I can store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where available.](#) [51]

[2.3 I can use spreadsheet tools and techniques to summarise and display information.](#) [52]

[3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graph.](#) [53]

[1.4 I can combine and link data across worksheets.](#) [54]

[3.4 I can select and use appropriate page layout to present and print spreadsheet information.](#) [55]

[3.5 I can check spreadsheet information meets needs, using IT tools and making corrections as appropriate.](#) [56]

[3.6 I can describe how to find errors in spreadsheet formulas.](#) [57]

[3.7 I can respond appropriately to any problems with spreadsheets.](#) [58]

Level 2, Unit 10 - Presentation software (4 credits)

1. Input and combine text and other information within presentation slides

[1.1 I can identify what types of information are required for the presentation.](#) [60]

[1.2 I can enter text and other information using layouts appropriate to type of information.](#) [63]

2. Use presentation software tools to structure, edit and format slide sequences

[2.1 I can identify what slide structure and themes to use.](#) [61]

[2.2 I can select, change and use appropriate templates for slides.](#) [64]

3. Prepare slideshow for presentation

[3.1 I can describe how to present slides to meet needs and communicate effectively.](#) [62]

[3.2 I can prepare slideshow for presentation.](#) [65]

[1.3 I can insert charts and tables into presentation slides.](#) [66]

[2.3 I can select and use appropriate techniques to edit slides and presentations to meet needs.](#) [67]

[3.3 I can check presentation meets needs, using IT tools and making corrections as necessary.](#) [68]

[1.4 I can insert images and video or sound to enhance the presentation.](#) [69]

[2.4 I can select and use appropriate techniques to format slides and presentations.](#) [70]

[3.4 I can identify and respond to any quality problems with presentations to ensure that presentations meet needs.](#) [71]

[1.5 I can identify any constraints which may affect the presentation.](#) [72]

[2.5 I can identify what presentation effects to use to enhance the presentation.](#) [73]

[1.6 I can organise and combine information of different forms or from different sources for presentations.](#) [74]

[2.6 I can select and use animation and transition effects appropriately to enhance slide sequences.](#) [75]

[1.7 I can store and retrieve presentation files effectively, in line with local guidelines and conventions where available.](#) [76]

Level 2, Unit 2 - Website Software (4 credits)

1. Create structures and styles for web sites

[1.1 I can describe what web site content and layout will be needed for each page.](#) [78]

[1.2 I can plan and create web page templates to layout.](#) [81]

[1.3 I can select and use](#)

2. Use web site software tools to prepare content for websites

[2.1 I can prepare content for my web pages so that it is ready for editing and formatting.](#) [79]

[2.2 I can organise and combine information needed for web pages including across different platforms.](#) [82]

[2.3 I can select and use](#)

3. Publish web sites

[3.1 I select and use appropriate testing methods to check that all the elements in my web site work as planned.](#) [80]

[3.2 I can identify any quality problems with web sites and how to respond to them.](#) [83]

[3.3 I can select and use an](#)

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[web site features and structures to help the user navigate round web pages with the site.](#) [84]

[appropriate editing and formatting techniques to aid both clarity and navigation.](#) [85]

[appropriate programme to upload and publish the web site.](#) [86]

[1.4 I can create select and use styles to keep the appearance of web pages consistent and make them easy to understand.](#) [87]

[2.4 I can select and use appropriate development techniques to link information across pages.](#) [88]

[3.4 I can respond appropriately to problems with multiple page web sites.](#) [89]

[1.5 I can describe how copyright and other constraints may affect the web site.](#) [90]

[2.5 I can change the file formats of documents appropriately for content.](#) [91]

[1.6 I can describe access issues that might need to be taken into account.](#) [92]

[2.6 I can check that my web pages meet needs using IT tools and making corrections as necessary.](#) [93]

[1.7 I can describe what filetypes to use for saving content.](#) [94]

[1.8 I can store and retrieve files effectively, in line with local guidelines and conventions where available.](#) [95]

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