

## 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**

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

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

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

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

[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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