
Level 1 Certificate in IT User Skills in Open Systems and Enterprise

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Level 1

The following is a selection of available units.

Level 1, Unit 1 - Improving Productivity Using IT (3 credits)

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

[1.1 I can identify the purpose for using IT in my work.](#) [1]

[1.2 I can identify the methods, skills and resources needed to complete my tasks successfully.](#) [4]

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

[1.4 I can identify reasons for choosing particular IT systems and software applications for the task.](#) [10]

[1.5 I can choose a particular technology to meet my needs.](#) [12]

[1.6 I can identify an acceptable use policy and legal requirements that](#)

2. Use IT systems and software efficiently to complete planned tasks

[2.1 I can identify automated routines to improve productivity.](#) [2]

[2.2 I can use automated routines to improve productivity.](#) [5]

[2.3 I can complete planned tasks using IT.](#) [8]

3. Review the selection and use of IT tools to make sure tasks are successful

[3.1 I can check the outcomes of my work to make sure they are as intended.](#) [3]

[3.2 I can decide whether the IT tools I chose were suitable for my tasks.](#) [6]

[3.3 I can identify some strengths and weaknesses in my work on completed tasks.](#) [9]

[3.4 I can suggest some improvements to make my work more effective.](#) [11]

[affect my work.](#) [13]

Level 1, Unit 4 - IT Security for Users (1 credit)

1. Use appropriate methods to minimise security risks to IT systems and data

[1.1 I can identify security issues that might threaten system performance.](#) [15]

[1.2 I can take appropriate security precautions to protect IT systems and data.](#) [16]

[1.3 I can identify threats to information security associated with widespread use of technology.](#) [17]

[1.4 I can take appropriate precautions to keep information secure.](#) [18]

[1.5 I can follow relevant guidelines and procedures for the secure use of IT.](#) [19]

[1.6 I can explain why it is important to backup data securely.](#) [20]

[1.7 I can ensure that my personal data is backed up to appropriate media.](#) [21]

Level 1, Unit 7 - Word Processing (3 credits)

1. The candidate will enter, edit and combine text and other information accurately within word processing documents

[1.1 I can identify what types of information are needed in documents](#) [23]

[1.2 I can identify what templates are available and when to use them](#) [26]

[1.3 I can use keyboard or](#)

2. Structure information within word processing documents

[2.1 I can create and modify tables to organise tabular or numeric information](#) [24]

[2.2 I can select and apply heading styles to text](#) [27]

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

[3.1 I can identify what formatting to use to enhance presentation of the document](#) [25]

[3.2 I can select and use appropriate techniques to format characters and paragraphs](#) [28]

[3.3 I can select and use](#)

[other input method to enter or insert text and other information](#) [29]

[1.4 I can combine information of different types or from different sources into a document](#) [31]

[1.5 I can enter information into existing tables, forms and templates](#) [33]

[1.6 I can use editing tools to amend document content](#) [34]

[1.7 I can store and retrieve document files effectively, in line with local guidelines and conventions where available](#) [35]

[appropriate page layout to present and print documents](#) [30]

[3.4 I can check documents meet needs, using IT tools and making corrections as necessary](#) [32]

Level 1, Unit 5 - Spreadsheet Software (3 credits)

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

[1.1 I can identify what numerical and other data is needed and how the spreadsheet should be structured to meet needs.](#) [37]

[1.2 I can enter and edit numerical and other data accurately.](#) [40]

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

2. Use appropriate formulas and tools to summarise and display spreadsheet information

[2.1 I can identify how to summarise and display the required information.](#) [38]

[2.2 I can use functions and formulas to meet calculation requirements.](#) [41]

[2.3 I can use spreadsheet tools and techniques to summarise and display information.](#) [44]

3. Select and use appropriate tools and techniques to present spreadsheet information effectively

[3.1 I can select and use appropriate tools and techniques to format spreadsheet cells, rows and columns.](#) [39]

[3.2 I can identify which chart or graph type to use to display information.](#) [42]

[3.3 I can select and use appropriate tools and techniques to generate, develop and format charts and graph.](#) [45]

[3.4 I can select and use appropriate page layout to present and print spreadsheet information.](#) [46]

[3.5 I can check spreadsheet information meets needs, using IT tools and making corrections as appropriate.](#) [47]

Level 1, Unit 10 - Presentation Software (3 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.](#) [49]

[1.2 I can select and use different slide layouts as appropriate for different types of information.](#) [52]

[1.3 I can enter information into presentation slides so that it is ready for editing and formatting.](#) [55]

[1.4 I can identify any constraints which may affect the presentation.](#) [58]

[1.5 I can combine information of different forms or from different sources for presentations.](#) [60]

[1.6 I can store and retrieve presentation files effectively, in line with local guidelines and conventions](#)

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

[2.1 I can identify what slide structure to use.](#) [50]

[2.2 I can select and use an appropriate template to structure slides.](#) [53]

[2.3 I can select and use appropriate techniques to edit slides.](#) [56]

[2.4 I can select and use appropriate techniques to format slides.](#) [59]

3. Prepare slides for presentation to meet needs

[3.1 I can identify how to present slides to meet needs and communicate effectively.](#) [51]

[3.2 I can prepare slides for presentation.](#) [54]

[3.3 I can check presentation meets needs, using IT tools and making corrections as necessary.](#) [57]

[where available.](#) [61]

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