## 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 requirments 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]

## 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]

## 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]

1.3 I can use keyboard or

## 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]

## 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]

## 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]
## Links to ITQ units

Entry Level
Entry Level 1, Unit
R-Registration [63]

Level 1
Level 1, Unit R Registration [64]

Level 1, Unit 1 Improving
Productivity Using IT
(3 credits) [68]
Level 1, Unit 2 Website Software (3 credits) [72]
Exchange Information (2 credits) [71]

Entry Level 1, Unit 3 - Online Basics (2 credits) [75]

Entry Level 1, Unit 4 - Desktop
Publishing Software (2 credits) [79]

Entry Level 1, Unit 5-Safe Working Practices (2 credits) [83]

Entry Level 1, Unit 6 - Using ICT in the Workplace (2 credits) [87]

> Entry Level 1, Unit

7-Imaging
software (2 credits) [91]

Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [95]

Level 1, Unit 3 Using Collaborative Technologies ( 3 credits) [76]

Level 1, Unit 4 - IT Security for Users (1 credit) [80]

Level 1, Unit 5 Spreadsheet Software (3 credits) [84]

Level 1, Unit 6 Specialist Software (2 credits) [88]

Level 1, Unit 7 Word Processing (3 credits) [92]

Level 1, Unit 8 Using the Internet (3 credits) [96]

Level 2

Level 2, Unit R Registration [65]

Level 2, Unit 1 Improving
Productivity Using IT
(4 credits) [69]

Level 2, Unit 2 Website Software (4 credits) [73]

Level 3
Level 3, Unit R Registration [66]

Level 3, Unit 1 Improving
Productivity Using IT
(5 credits) [70]
Level 3, Unit 2 Website Software (5 credits) [74]

Level 2, Unit 3 Using Collaborative Technologies (4 credits) [77]

Level 2, Unit 4 - IT Security for Users (2 credits) [81]

Level 2, Unit 5 Spreadsheet Software (4 credits) [85]

Level 2, Unit 6 Specialist software (3 credits) [89]

Level 2, Unit 7 Word processing (4 credits) [93]

Level 2, Unit 8 Using the internet (4 credits) [97]

Level 3, Unit 3 Using Collaborative Technologies (6 credits) [78]

Level 3, Unit 4 - IT Security for Users (3 credits) [82]

Level 3, Unit 5 -

## Spreadsheet

Software ( 6 credits) [86]

Level 3, Unit 6 Specialist Software (4 credits) [90]

Level 3, Unit 7 Word Processing Software ( 6 credits) [94]

Level 3, Unit 8 Using the Internet (5 credits) [98]

Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [99]

Entry Level 1, Unit 11 - Audio and Video Software (2 credits) [103]

Entry Level 1, Unit 12 - Presentation Software (2 credits) [107]

Entry Level 1, Unit 13-Computer Games Development (2 credits) [111]

Entry Level 1, Unit 14 - Video Communication (2 credits) [115]

Entry Level 1, Unit 29 - Understand social media (2 credits) [119]

Entry Level 2, Unit R-Registration [123]

Entry Level 2, Unit 1 - Improving Productivity Using IT (2 credits) [127]

Entry Level 2, Unit
$\underline{2}$ - Using ICT to
Select and
Exchange
Information (2
credits) [131]
Entry Level 2, Unit
3 - Online Basics (2 credits) [135]

Level 1, Unit 9 Drawing and planning (2 credits) [100]

Level 1, Unit 10 Presentation Software (3 credits) [104]

Level 1, Unit 11 Database Software (3 credits) [108]

Level 2, Unit 9 Drawing and planning (3 credits) [101]

Level 2, Unit 10 Presentation software (4 credits) [105]

Level 2, Unit 11 Database software (4 credits) [109]

Level 3, Unit 9 Drawing and Planning Software (4 credits) [102]

Level 3, Unit 10 Presentation Software (6 credits) [106]

Level 3, Unit 11 Database Software (6 credits) [110]

Level 1, Unit 12 Desktop Publishing Software (3 credits) [112]

Level 1, Unit 13 Using Email (2 credits) [116]

Level 1, Unit 14 Audio Software (2 credits) [120]

Level 1, Unit 15 Imaging Software (3 credits) [124]

Level 1, Unit 16 IT Communication Fundamentals (2 credits) [128]

Level 1, Unit 17 Video Software (2 credits) [132]

Level 2, Unit 12 Desktop Publishing Software (4 credits) [113]

Level 2, Unit 13 Using Email (3 credits) [117]

Level 2, Unit 14 Audio Software (3 credits) [121]

Level 2, Unit 15 Imaging Software (4 credits) [125]

Level 2, Unit 16 IT Communication Fundamentals (2 credits) [129]

Level 2, Unit 17 Video Software (3 credits) [133]

Level 2, Unit 18 IT Software Fundamentals (3 credits) [137]

Level 2, Unit 19 IT User
Fundamentals (3 credits) [141]

Level 3, Unit 12 Desktop Publishing Software (5 credits) [114]

Level 3, Unit 13 Using Email (3 credits) [118]

Level 3, Unit 14 Audio Software (4 credits) [122]

Level 3, Unit 15 Imaging Software (5 credits) [126]

Level 3, Unit 17 Video Software (4 credits) [130]

Level 3, Unit 23 Multimedia Software (6 credits) [134]

Level 3, Unit 24 Additive Manufacture ( 6 credits) [138]

Level 3, Unit 27 Design Software (5 credits) [142]

Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [143]

Entry Level 2, Unit 6 - Using ICT in the Workplace (3
credits) [147]
Entry Level 2, Unit 7 - Imaging software (2 credits) [151]

Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [155]

Level 1, Unit 20 Using Mobile IT Devices (2 credits) [144]

Level 1, Unit 21 Data Management Software (2 credits) [148]

Level 1, Unit 22Understanding the social and environmental impact of architecture and construction (3 credits) [152]

Level 1, Unit 23 Multimedia Software (3 credits) [156]

Level 2, Unit 20 Using Mobile IT Devices (2 credits) [145]

Level 2, Unit 21 Data Management Software (3 credits) [149]

Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [153]

Level 2, Unit 23 Multimedia Software (4 credits) [157]

Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [159]

Entry Level 2, Unit 10 - ICT for Employment (1 credit) [163]

Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [167]

Entry Level 2, Unit 12-Presentation Software (2 credits) [171]

Entry Level 2, Unit 14 - Video Communication (2 credits) [175]

Entry Level 2, Unit 16 - Using Collaborative

Level 1, Unit 24 Additive
Manufacture (3 credits) [160]

Level 1, Unit 25 Developing Computer Games and Puzzles (4 credits) [164]

Level 1, Unit 26 Computer Games Development (3 credits) [168]

Level 1, Unit 27 Design Software (3 credits) [172]

Level 1, Unit 28 Optimise IT System Performance (2 credits) [176]

Level 1, Unit 29 Set Up an IT System (3 credits) [180]

Level 2, Unit 24 Additive
Manufacture (3
credits) [161]
Level 2, Unit 25 Developing Computer Games and Puzzles (4 credits) [165]

Level 2, Unit 26 Computer Games Development (4 credits) [169]

Level 2, Unit 27 Design Software (4 credits) [173]

Level 3, Unit 28 Optimise IT System Performance (5 credits) [146]

Level 3, Unit 29 Set Up an IT System (5 credits) [150]

Level 3, Unit 32 Computerised Accounting Software (5 credits) [154]

Level 3, Unit 33 Application
Development Using Project
Management
Methods ( 6 credits) [158]

Level 3, Unit 37 Internet of Things ( 6 credits) [162]

Level 3, Unit 40 Cloud Based Services and Applications (5 credits) [166]

Level 3, Unit 41 Cloud Based Systems and Security (5 credits) [170]

Level 3, Unit 42 Undertaking a RealWorld Project (5 credits) [174]

Level 2, Unit 28 Optimise IT System Performance (4 credits) [177]

Level 2, Unit 29 -
Set Up an IT System
(4 credits) [181]

Level 3, Unit 44 Bespoke Software (4 credits) [178]

Level 3, Unit 57 -
Networking
Fundamentals (5

## Technologies (2

credits) [182]
credits) [179]

Entry Level 2, Unit
26-Computer

## Games

Development (2 credits) [183]

Entry Level 2, Unit 29-Understand social media (2 credits) [187]

Entry Level 2, Unit 32 - Website Software (2 credits) [191]

Level 1, Unit 30 CAD (3 credits) [184]

Level 1, Unit 31 Internet Safety for IT users (3 credits) [188]

Level 1, Unit 32 Computerised
Accounting Software (2 credits) [192]

Level 2, Unit 30 CAD (3 credits) [185]

Level 2, Unit 32 Computerised Accounting Software (3 credits) [189]

Level 2, Unit 33 Application Development Using Project Management Methods (4 credits) [193]

Entry Level 2, Unit 36-Specialist Software (2 credits) [195]

Entry Level 3, Unit R - Registration [199]

Entry Level 3, Unit 1 -Improving
Productivity Using IT (3 credits) [203]

Entry Level 3, Unit 2-Online Basics (1 credit) [207]

Entry Level 3, Unit 3 -Desktop
Publishing Software (2 credits) [211]

Entry Level 3, Unit 4 - Displaying Information Using ICT (3 credits) [215]

Level 1, Unit 36 Financial Modelling (3 credits) [196]

Level 1, Unit 38 Animation Software (3 credits) [200]

Level 1, Unit 39 Digital Art (3 credits) [204]

Level 2, Unit 34 Developing skills for project management (4 credits) [197]

Level 2, Unit 35 -
Using Project
Management Software (4 credits) [201]

Level 2, Unit 38 Animation Software (4 credits) [205]

Level 1, Unit 43 - Esafety for learners (2 credits) [208]

Level 1, Unit 50 Developing skills for remote working (3 credits) [212]

Level 1, Unit 51 Effectiveness communication using remote

Level 2, Unit 39 Digital Art (4 credits) [209]

Level 2, Unit 43 - Esafety for learners (3 credits) [213]

Level 2, Unit 50 Developing skills for remote working ( 3 credits) [217]

Level 3, Unit 63 Cisco CCNA 4 Connecting Networks ( 6 credits) [198] systems (4 credits) [216]

Entry Level 3, Unit 5 - Using ICT to Find Information (3 credits) [218]

Entry Level 3, Unit 6-Communicating Information Using ICT (3 credits) [221]

Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [224]

Entry Level 3, Unit 8 - IT Security for users (1 credit) [227]

Entry Level 3, Unit 10 - Presentation software (2 credits) [229]

Level 1, Unit 102 -
Digital Editing and Publishing (4 credits) [219]

Level 1, Unit 103 Digital Modelling (4 credits) [222]

Level 1, Unit 105 Digital Design and Graphics (4 credits) [225]

Level 2, Unit 51 Effectiveness communication using remote systems (4 credits) [220]

DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [223]

DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats ( 3 credits) [226]

DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [228]

DELLevel 2, Unit 73 -Extended Project: Securing and Defending Online Systems (6 credits) [230]

Entry Level 3, Unit
14 - Audio and Video Software (2 credits) [231]

Entry Level 3, Unit 15-Imaging Software (2 credits) [233]

Entry Level 3, Unit
16 - Using
Collaborative
Technologies (3
credits) [235]
Entry Level 3, Unit
20 - Introduction to
Using mobile IT devices (2 credits) [237]

Level 2, Unit 80 Digital Tools and Best Practice for Project Management (5 credits) [232]

Level 2, Unit 81 Digital Safety and Security Policies and Procedures (4 credits) [234]

Level 2, Unit 82 Digital Editing and Publishing ( 3 credits) [236]

Level 2, Unit 83 Digital Design and Graphics (3 credits) [238]

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

Entry Level 3, Unit
23 - Multimedia
Software (2 credits) [239]

Level 2, Unit 84 -
Digital Modelling and Data Management (3 credits) [240]

Level 2, Unit 85 Virtual Reality and the Development Life Cycle (4 credits)
[242]

Entry Level 3, Unit
26-Computer
Games
Development (3
credits) [243]

Entry Level 3, Unit
28 - Personal
information
management
software (1 credit)
[244]

Entry Level 3, Unit
32-Website
Software (2 credits) [245]

Entry Level 3, Unit
36-Specialist
Software (2 credits) [195]

Entry Level 3, Unit
25 - Developing Computer Games and Puzzles (3 credits) [241]
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[64] https://theingots.org/community/silluOreg
[65] https://theingots.org/community/sil2u0reg
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[102] https://theingots.org/community/sil3u9
[103] https://theingots.org/community/siel1u11
[104] https://theingots.org/community/sil1u10
[105] https://theingots.org/community/sil2u10
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[131] https://theingots.org/community/siel2u2
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[133] https://theingots.org/community/sil2u17
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[137] https://theingots.org/community/sil2u18
[138] https://theingots.org/community/sil3u24
[139] https://theingots.org/community/siel2u4
[140] https://theingots.org/community/sil1u19
[141] https://theingots.org/community/sil2u19
[142] https://theingots.org/community/sil3u27
[143] https://theingots.org/community/siel2u5
[144] https://theingots.org/community/sil1u20
[145] https://theingots.org/community/sil2u20
[146] https://theingots.org/community/sil3U28
[147] https://theingots.org/community/siel2u6
[148] https://theingots.org/community/sillu21
[149] https://theingots.org/community/sil2u21
[150] https://theingots.org/community/sil3u29
[151] https://theingots.org/community/siel2u7
[152] https://theingots.org/community/sil1u22
[153] https://theingots.org/community/sil2u22
[154] https://theingots.org/community/sil3u32
[155] https://theingots.org/community/siel2u8
[156] https://theingots.org/community/sil1u23
[157] https://theingots.org/community/sil2u23
[158] https://theingots.org/community/sil3u33
[159] https://theingots.org/community/siel2u9
[160] https://theingots.org/community/sil1u24
[161] https://theingots.org/community/sil2u24
[162] https://theingots.org/community/sil3u37
[163] https://theingots.org/community/siel2u10
[164] https://theingots.org/community/sil1u25
[165] https://theingots.org/community/sil2u25
[166] https://theingots.org/community/sil3u40
[167] https://theingots.org/community/siel2u11
[168] https://theingots.org/community/sil1u26
[169] https://theingots.org/community/sil2u26
[170] https://theingots.org/community/sil3u41
[171] https://theingots.org/community/siel2u12
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