

Schools ITQ Entry Level 3 - Unit 2 (Bronze 3, Unit 2)

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

1. Use an on-line IT system to meet needs

[1.1 I can start an online IT system or application and close it down appropriately when finished.](#) [5]

[1.2 I can set and use a password where necessary.](#) [8]

[1.3 I can work safely and responsibly online.](#) [11]

2. Search for and use internet-based information

[2.1 I can choose appropriate sources of IT-based information to meet needs.](#) [6]

[2.2 I can use browser software to navigate web pages and find required information.](#) [9]

[2.3 I can select and use information which is reliable and fit for purpose.](#) [12]

3. Use e-mail to communicate and exchange information

[3.1 I can open and read e-mail messages.](#) [7]

[3.2 I can create and send e-mail messages.](#) [10]

[3.3 I can enter and edit text to meet needs.](#) [13]

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Entry Level

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