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## Schools ITQ Level 1 - Unit 6 - SP (Silver Unit 6)

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- Click on the links in the table below for specific guidance on the assessment criteria.
- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
- References to [personal learning and thinking skills \(PLTS\)](#) [6]

### Level 1, Unit 6 - Specialist Software (2 credits)

#### 1. Input, organise and combine information using specialist software

[1.1 I can input relevant information accurately into existing templates and/or files so that it is ready for processing](#) [7]

[1.2 I can organise and combine information of different forms or from different sources](#) [9]

[1.3 I can follow local and/or legal guidelines for the storage and use of data where available](#) [11]

[1.4 I can respond appropriately to data entry error messages](#) [13]

#### 2. Use tools and techniques to edit, process, format and present information

[2.1 I can use appropriate tools and techniques to edit, process or format information](#) [8]

[2.2 I can check information meets needs, using IT tools and making corrections as necessary](#) [10]

[2.3 I can use appropriate presentation methods and accepted layouts](#) [12]

### Links to ITQ units

Entry Level

[Entry Level 1, Unit 1 - Improving](#)

Level 1

[Level 1, Unit 1 - Improving](#)

Level 2

[Level 2, Unit 1 - Improving](#)

Level 3

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<a href="#">Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [23]</a>	<a href="#">Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [24]</a>	<a href="#">Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [25]</a>	<a href="#">Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [26]</a>
<a href="#">Entry Level 2, Unit 3 - Online Basics (2 credits) [27]</a>	<a href="#">Level 1, Unit 4 - IT Security for Users (1 credit) [28]</a>	<a href="#">Level 2, Unit 4 - IT Security for Users (2 credits) [29]</a>	<a href="#">Level 3, Unit 4 - IT Security for Users (3 credits) [30]</a>
<a href="#">Entry Level 2, Unit 4 -Desktop Publishing Software (2 credits) [31]</a>	<a href="#">Level 1, Unit 5 - Spreadsheet Software (3 credits) [32]</a>	<a href="#">Level 2, Unit 5 - Spreadsheet Software (4 credits) [33]</a>	<a href="#">Level 3, Unit 5 - Spreadsheet Software (6 credits) [34]</a>
<a href="#">Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [35]</a>	<a href="#">Level 1, Unit 6 - Specialist Software (2 credits) [36]</a>	<a href="#">Level 2, Unit 6 - Specialist software (3 credits) [37]</a>	<a href="#">Level 3, Unit 6 - Specialist Software (4 credits) [38]</a>
<a href="#">Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [39]</a>	<a href="#">Level 1, Unit 7 - Word Processing (3 credits) [40]</a>	<a href="#">Level 2, Unit 7 - Word processing (4 credits) [41]</a>	<a href="#">Level 3, Unit 7 - Word Processing Software (6 credits) [42]</a>
<a href="#">Entry Level 2, Unit 7 - Imaging software (2 credits) [43]</a>	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits) [44]</a>	<a href="#">Level 2, Unit 8 - Using the internet (4 credits) [45]</a>	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits) [46]</a>
<a href="#">Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [47]</a>	<a href="#">Level 1, Unit 9 - Drawing and planning (2 credits) [48]</a>	<a href="#">Level 2, Unit 9 - Drawing and planning (3 credits) [49]</a>	<a href="#">Level 3, Unit 9 - Drawing and Planning Software (4 credits) [50]</a>
<a href="#">Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [51]</a>	<a href="#">Level 1, Unit 10 - Presentation Software (3 credits) [52]</a>	<a href="#">Level 2, Unit 10 - Presentation software (4 credits) [53]</a>	<a href="#">Level 3, Unit 10 - Presentation Software (6 credits) [54]</a>
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<a href="#">Entry Level 3, Unit 1 - Improving Productivity Using IT (3 credits)</a> [63]	<a href="#">Level 1, Unit 13 - Using Email (2 credits)</a> [64]	<a href="#">Level 2, Unit 13 - Using Email (3 credits)</a> [65]	<a href="#">Level 3, Unit 13 - Using Email (3 credits)</a> [66]
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