
Schools ITQ Level 2 - Unit 6 - IPU (Gold Unit 6)

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- National Strategies [APP criteria](#) [5] are relevant from Entry 3 upwards.
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Level 2, Unit 6 - Specialist software (3 credits)

1. Input and combine information using specialist software

[1.1 I can input relevant information accurately so that it is ready for processing.](#) [7]

[1.2 I can select and use appropriate techniques to link and combine information of different forms or from different sources within the software.](#) [10]

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

2. Use appropriate structures to organise and retrieve information efficiently

[2.1 I can describe what functions to apply to structure and layout information effectively.](#) [8]

[2.2 I can select and use appropriate structures and/or layouts to organise information.](#) [11]

[2.3 I can apply local and/or legal guidelines and conventions for the storage and use of data where available.](#) [14]

3. Use the functions of the software effectively to process and present information

[3.1 I can select and use appropriate tools and techniques to edit, process and format information.](#) [9]

[3.2 I can check information meets needs, using IT tools and making corrections as necessary.](#) [12]

[3.3 I can select and use appropriate methods to present information.](#) [15]

Links to ITQ units

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Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [17]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [18]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [19]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [20]
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Entry Level 2, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [25]	Level 1, Unit 3 - Using Collaborative Technologies (3 credits) [26]	Level 2, Unit 3 - Using Collaborative Technologies (4 credits) [27]	Level 3, Unit 3 - Using Collaborative Technologies (6 credits) [28]
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Entry Level 2, Unit 4 - Desktop Publishing Software (2 credits) [33]	Level 1, Unit 5 - Spreadsheet Software (3 credits) [34]	Level 2, Unit 5 - Spreadsheet Software (4 credits) [35]	Level 3, Unit 5 - Spreadsheet Software (6 credits) [36]
Entry Level 2, Unit 5 - Using ICT: Safe Working Practices (1 credit) [37]	Level 1, Unit 6 - Specialist Software (2 credits) [38]	Level 2, Unit 6 - Specialist software (3 credits) [39]	Level 3, Unit 6 - Specialist Software (4 credits) [40]
Entry Level 2, Unit 6 - Using ICT in the Workplace (3 credits) [41]	Level 1, Unit 7 - Word Processing (3 credits) [42]	Level 2, Unit 7 - Word processing (4 credits) [43]	Level 3, Unit 7 - Word Processing Software (6 credits) [44]
Entry Level 2, Unit 7 - Imaging software (2 credits) [45]	Level 1, Unit 8 - Using the Internet (3 credits) [46]	Level 2, Unit 8 - Using the internet (4 credits) [47]	Level 3, Unit 8 - Using the Internet (5 credits) [48]
Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [49]	Level 1, Unit 9 - Drawing and planning (2 credits) [50]	Level 2, Unit 9 - Drawing and planning (3 credits) [51]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [52]
Entry Level 2, Unit 9 - Using	Level 1, Unit 10 - Presentation	Level 2, Unit 10 - Presentation	Level 3, Unit 10 - Presentation

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Entry Level 2, Unit 11 - Audio and Video Software (2 credits) [61]	Level 1, Unit 12 - Desktop Publishing Software (3 credits) [62]	Level 2, Unit 12 - Desktop Publishing Software (4 credits) [63]	Level 3, Unit 12 - Desktop Publishing Software (5 credits) [64]
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