

Matching the INGOTs criteria to the Sector Skills Council

Silver INGOT

- [Files and file types](#)
- [Searching for and using information](#)
- [Being responsible in a network environment](#)
- [Using spreadsheets](#)
- [Using databases](#)
- [Silver Tasks](#)

Files and file types

- [I know that certain types of files have particular names and purposes.](#) [1]
- [I know that I have to choose the right type of application to open certain types of file.](#) [1]
- I know that some applications can create very big files eg video, audio and graphics.
- [I know that the size of files can be a problem in transferring them from place to place.](#) [1]
- [I know which places my files go to when I save them.](#) [2]
- I can make a link to video and audio clips from other applications.
- [I can source images from cameras and scanners using appropriate techniques to cope with their size.](#) [1]
- I know that CD ISO images can be downloaded from the internet to make installation discs for all the major software tools most people need.
- I understand why open standards for file formats are important.

Being responsible in a network environment

- [I understand that it is bad practice to share my password with someone else and why.](#) [3]
- [I understand that I should not try and get access to other people's areas on the network and why.](#) [4]
- [I understand that I should not install or download unauthorised materials on the network and why.](#) [5]
- [I know that access to the network is a privilege that can be taken away if it is abused.](#) [4]
- [I know in a cable network which cable connects my machine to the network and how to check this is in place if there is a problem logging onto the network.](#) [6]
- I understand the need to back up important files
- I am always cooperative when working with other people
- [I know that network connections can be wireless and that the quality of the connection depends on what is between the client machine and the network wireless access point.](#) [6]
- I understand that up to date virus checkers are essential on Windows networks

Searching for and using information

- [I can use a search engine to find useful information from the Internet.](#) [7]
- I can transfer information from several sources into a document or presentation
- When using information from other sources I say where I got it from.
- I know I should not pass off the work of others as my own.
- [I know that E-mail lists are available to provide free support for a range of applications.](#) [8]
- [I have observed a discussion thread on Usenet or a mailing list to gain additional insight into a topic.](#) [8]
- I can find a useful product from the Internet that would be good value in supporting work in an office
- [I can use information from the Internet to support an argument.](#) [9]
- [I can find some information and show that it is incorrect by finding evidence from other](#)

[information sources.](#) [8]

Setting up an e-portfolio

- I can set up an account on a community web site
- I can create a new web page and make it available on the internet
- I can make a heading, links to other web pages using URLs and lists in HTML
- I can use the skills above to make an index page organised into sections
- I can upload files to my web space and make a link so other people can download my files
- I can use the above skills to make an e-portfolio of my work
- I can use image editing software to prepare images for use on the web
- I can insert an image in HTML
- I can use the above skills to insert images in my e-portfolio

Using spreadsheets

- [I can start a new spreadsheet and arrange rows, columns and styles to achieve an appropriate layout.](#) [10]
- [I can arrange for the results of adding, subtracting, multiplying and dividing numbers to appear in a cell.](#) [11]
- [I can use a range of numbers to produce a graph.](#) [12]
- [I can make the result returned in a cell depend on the value in another cell using an IF statement.](#) [11]
- [I understand how to make a fixed cell reference eg to store VAT so that copying references across rows and columns always refers to that cell.](#) [11]
- I understand how copying formulae automatically increases cell reference numbers e.g. =A1+1 copied down a column will produce the value in A2+1 in cell A3.
- I can link two spreadsheets so that changes in one make changes in the other.

Using databases

- I know that a database is a file or system of connected files.
- [I know that database table consist of records that are divided up into fields.](#) [13]
- [I can set up a database table consisting of records and fields.](#) [13]
- [I can sort a database into different orders based on fields eg in ascending order, descending order, date order.](#) [14]
- [I can search a database for information using simple queries.](#) [14]
- [I can design a form to give a particular view of the information in a database.](#) [15]
- I can present information from a database in graphical form.
- I understand that Structured Query Language (SQL) is an important data base standard allowing a common approach to extracting information from a wide variety of data files.
- I know that many Internet Web sites are effectively large SQL databases with information displayed through a web page.

Optional Silver Tasks

These tasks are set for practice. They are not compulsory but they will complement learning specifically targeted on the criteria.

- **Task #1:**
Download an ISO CD-image of a useful piece of software and burn it to a CD-ROM for the benefit of someone else. You **must** show that what you are doing is legal and that you understand copyright and how it affects what you are doing.

Relevant criteria:

- [Laws governing IT.](#) [4]

Make sure that the pupil only copies software that has a license that allows copying.

Matching the INGOTs criteria to the Sector Skills Council

-->

- [Understand how IT affects what people do.](#) [16]
This is necessary to select software that the recipient will find useful.
- [Explaining decisions and actions about using IT.](#) [17]
Pupil should be able to give simple reasons for the software they chose.
- **Task #2:**
Design a personal website consisting of at least 5 linked pages. This site should be tested with at least 3 different web browsers (eg Firefox, Opera, Internet Explorer) and you should demonstrate that you understand why your site should not depend on particular proprietary software and why this has some bearing on the tools you use to produce the site.

Relevant criteria:

- [Making simple web pages.](#) [18]
- [Website features.](#) [19]
- [Planning websites.](#) [20]
- [Uploading content.](#) [21]
- [Following the rules of "netiquette".](#) [22]
(It is poor netiquette to make a website that only works in one browser).
- **Task #3:**
Choose suitable software to publish a 4 page circular or newsletter that could be sent out on a regular basis or made available as a pdf file for download from a web site.

Relevant criteria:

- [Word processing documents.](#) [23]
- [Combining information.](#) [24]
- [Combining information.](#) [25]
- [Laying out content.](#) [26]
- [Checking text.](#) [27]

Source URL: <https://theingots.org/community/resources/silver/e-skills>

Links

- [1] http://nos.e-skills.com/ksc_html?action=view;id=145;version=1.0
- [2] http://nos.e-skills.com/ksc_html?action=view;id=274;version=1.0
- [3] http://nos.e-skills.com/ksc_html?action=view;id=86;version=1.0
- [4] http://nos.e-skills.com/ksc_html?action=view;id=87;version=1.0
- [5] http://nos.e-skills.com/ksc_html?action=view;id=171;version=1.0
- [6] http://nos.e-skills.com/ksc_html?action=view;id=150;version=1.0
- [7] http://nos.e-skills.com/ksc_html?action=view;id=173;version=1.0
- [8] http://nos.e-skills.com/ksc_html?action=view;id=174;version=1.0
- [9] http://nos.e-skills.com/ksc_html?action=view;id=170;version=1.0
- [10] http://nos.e-skills.com/ksc_html?action=view;id=44;version=1.0
- [11] http://nos.e-skills.com/ksc_html?action=view;id=96;version=1.0
- [12] http://nos.e-skills.com/ksc_html?action=view;id=92;version=1.0
- [13] http://nos.e-skills.com/ksc_html?action=view;id=36;version=1.0
- [14] http://nos.e-skills.com/ksc_html?action=view;id=453;version=1.0
- [15] http://nos.e-skills.com/ksc_html?action=view;id=454;version=1.0
- [16] http://nos.e-skills.com/ksc_html?action=view;id=437;version=1.0
- [17] http://nos.e-skills.com/ksc_html?action=view;id=84;version=1.0
- [18] http://nos.e-skills.com/ksc_html?action=view;id=139;version=1.0
- [19] http://nos.e-skills.com/ksc_html?action=view;id=443;version=1.0
- [20] http://nos.e-skills.com/ksc_html?action=view;id=444;version=1.0
- [21] http://nos.e-skills.com/ksc_html?action=view;id=144;version=1.0

Matching the INGOTs criteria to the Sector Skills Council

-->

- [22] http://nos.e-skills.com/ksc_html?action=view;id=175;version=1.0
- [23] http://nos.e-skills.com/ksc_html?action=view;id=127;version=1.0
- [24] http://nos.e-skills.com/ksc_html?action=view;id=37;version=1.0
- [25] http://nos.e-skills.com/ksc_html?action=view;id=39;version=2.0
- [26] http://nos.e-skills.com/ksc_html?action=view;id=439;version=1.0
- [27] http://nos.e-skills.com/ksc_html?action=view;id=94;version=1.0