Gold INGOT

Open Systems and general knowledge

- I know that access to fully open systems is not dependent on permission from copyright or patent holders.
- I understand the term interoperability.
- I know the difference between open source and open standards.
- I understand the term intellectual property and I am familiar with the data protection act and the freedom of information act
- I know how copyright and licensing work together to protect intellectual property
- I understand the need for regular back ups and how backup strategies work. [1]
- I know how to use a live CD to allow work to continue in an emergency
- I work safely and collaboratively with others at all times
- I understand the dangers of computer viruses and know how to reduce risk of infection

Producing documents

- I can set up and edit document templates.
- I can set up and edit styles within documents. [2]
- I know how to layout text and graphics effectively. [3]
- I can set up tables with a variety of styles. [4]
- I can set up headers and footers with automatic page numbering. [2]
- I can set up a table of contents and an index for a lengthy document. [5]
- I can set up a mail merge to send out a circular to many people. [6]
- I can change dictionaries and the language settings in the software.
- I can export my documents in pdf format for read only download from the Internet.

Graphic design

- I specify precise angles and distances to draw scale diagrams and plans with accuracy. [7]
- I can group and ungroup objects to manage them effectively. [8]
- I can use grid locking selectively to help improve the precision of my drawing. [7]
- I can change the units and scales used in a drawing to suit particular tasks. [7]
- I regularly illustrate my own work with my own designs.
- I can use 3D objects and lighting effects to make my drawing look more attractive.
- I can export and input drawings to and from other applications and I understand different graphics file formats and related issues. [9]

Spreadsheets

- I can use a spreadsheet to set up a financial model and use it to look at a range of possible outcomes from different starting points. [10]
- I can copy data and formulae using fixed references for rows columns and cells. [11]
- I can use functions such as SUM, AVERAGE, MIN and MAX routinely. [10]
- I can set up and edit styles for my spreadsheet. [12]
- I can present a completed spreadsheet attractively so it prints appropriately and looks good on the screen. [12]
- I can import and export data from my spreadsheet to other programs.
- I can define macros to automate several operations operations in a spreadsheet. [13]

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

Matching the INGOTs criteria to the Sector Skills Council
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Community Service

- I have set up a blog on the INGOT community site in order to document my project for presentation to a wide audience
- I have provided appropriate links to the NOS at level 2
- I have licensed my work appropriately to be used by others and made it available in downloadable files
- I can get the information I need from a range of sources in order to carry out my project
- I can select appropriate ICT tools and say why I used them
- My project provided useful resources or support for the Worldwide community supporting digital resources
- I have discussed my work with my assessor and indicated why it is intended to be of benefit to society
- I have evaluated my project saying how it might be improved by others and how it might be enhanced

Source URL: https://theingots.org/community/resources/gold/e-skills

Links
[1] http://nos.e-skills.com/ksc_html?action=view;id=88;version=1.0
[2] http://nos.e-skills.com/ksc_html?action=view;id=39;version=2.0
[3] http://nos.e-skills.com/ksc_html?action=view;id=127;version=1.0
[4] http://nos.e-skills.com/ksc_html?action=view;id=439;version=1.0
[5] http://nos.e-skills.com/ksc_html?action=view;id=438;version=1.0
[6] http://nos.e-skills.com/ksc_html?action=view;id=93;version=1.0
[7] http://nos.e-skills.com/ksc_html?action=view;id=71;version=1.0
[8] http://nos.e-skills.com/ksc_html?action=view;id=148;version=1.0
[9] http://nos.e-skills.com/ksc_html?action=view;id=147;version=1.0
[10] http://nos.e-skills.com/ksc_html?action=view;id=96;version=1.0
[11] http://nos.e-skills.com/ksc_html?action=view;id=131;version=2.0
[12] http://nos.e-skills.com/ksc_html?action=view;id=138;version=1.0

[13] http://nos.e-skills.com/ksc_html?action=view;id=137;version=1.0

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