

Schools ITQ - Unit 19 IT User Fundamentals (Gold Unit 19)

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Level 2, Unit 19 - IT User Fundamentals (3 credits)

1. Use IT systems to meet a variety of needs

[1.1 I can use correct procedures to start and shutdown an IT system](#) [7]

[1.2 I can select and use interface features effectively to interact with IT systems](#) [11]

[1.3 I can select and adjust system settings as appropriate to needs](#) [15]

2. Manage information storage and retrieval appropriately

[2.1 I can manage files and folders to enable efficient information retrieval](#) [8]

[2.2 I can identify when and why to use different types of storage media](#) [12]

[2.3 I can organise and store information, using general and local conventions where appropriate](#) [16]

3. Follow and understand the need for safety and security practices

[3.1 I can work safely and take steps to minimise physical stress](#) [9]

[3.2 I can describe the danger of computer viruses, and how to minimise risk](#) [13]

[3.3 I can keep information secure](#) [17]

4. Maintain system and troubleshoot IT system problems

[4.1 I can describe why routine and non-routine maintenance is important and when to carry it out](#) [10]

[4.2 I can carry out regular routine maintenance of IT systems safely](#) [14]

[4.3 I can identify sources of help and how to get expert advice](#) [18]

[1.4 I can select and use a communication service to access the Internet](#) [19]

[3.4 I can explain why it is important to stay safe and to respect others when using IT-based communication](#) [20]

[4.4 I can identify IT problems and take appropriate action](#) [21]

[1.5 I can use appropriate terminology when describing IT systems](#) [22]

[3.5 I can follow relevant guidelines and procedures for the safe and secure use of IT](#) [23]

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[Level 1, Unit 6 - Specialist Software \(2 credits\) \[50\]](#)

[Level 2, Unit 6 - Specialist software \(3 credits\) \[51\]](#)

[Level 3, Unit 6 - Specialist Software \(4 credits\) \[52\]](#)

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[Level 1, Unit 7 - Word Processing \(3 credits\) \[54\]](#)

[Level 2, Unit 7 - Word processing \(4 credits\) \[55\]](#)

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[170] <https://theingots.org/community/sil1u43>
[171] <https://theingots.org/community/sil2u39>
[172] <https://theingots.org/community/sil3u66>
[173] <https://theingots.org/community/siel3u3>
[174] <https://theingots.org/community/sil1u50>
[175] <https://theingots.org/community/sil2u43>
[176] <https://theingots.org/community/sil3u67>
[177] https://theingots.org/community/siel3u_noprogression_1169
[178] <https://theingots.org/community/sil1u51>
[179] <https://theingots.org/community/sil2u50>
[180] <https://theingots.org/community/siel3u5>
[181] <https://theingots.org/community/sil1u102>
[182] <https://theingots.org/community/sil2u51>
[183] <https://theingots.org/community/siel3u6>
[184] <https://theingots.org/community/sil1u103>
[185] <https://theingots.org/community/sil2u70>
[186] <https://theingots.org/community/siel3u7>
[187] <https://theingots.org/community/sil1u105>
[188] <https://theingots.org/community/sil2u71>
[189] <https://theingots.org/community/siel3u4>
[190] <https://theingots.org/community/sil2u72>
[191] <https://theingots.org/community/siel3u10>
[192] <https://theingots.org/community/sil2u73>
[193] <https://theingots.org/community/siel3u14>
[194] <https://theingots.org/community/sil2u80>
[195] <https://theingots.org/community/siel3u15>
[196] <https://theingots.org/community/sil2u81>
[197] <https://theingots.org/community/siel3u16>
[198] <https://theingots.org/community/sil2u82>
[199] <https://theingots.org/community/siel3u20>
[200] <https://theingots.org/community/sil2u83>
[201] <https://theingots.org/community/siel3u23>
[202] <https://theingots.org/community/sil2u84>
[203] <https://theingots.org/community/siel3u25>
[204] <https://theingots.org/community/sil2u85>
[205] <https://theingots.org/community/siel3u26>
[206] <https://theingots.org/community/siel3u28>
[207] <https://theingots.org/community/siel3u32>