

Matching the INGOTs criteria to the Sector Skills Council

Bronze INGOT

- [General knowledge](#)
- [Networking](#)
- [Word processing](#)
- [Drawing](#)
- [Presenting](#)

General knowledge

- [I know that sometimes it is easy and sometimes difficult to move information from one programme to another.](#) [1]
- [I know that some programs are free to be copied and distributed whereas others have copyright that limits distribution.](#) [2]
- I know that some standards are agreed by many interested parties whereas others are determined and controlled by individual interests.

Networking

- [I can log on to a network.](#) [3]
- [I can send and receive messages by E-mail.](#) [4]
- [I understand that E-mail attachments can be a security risk.](#) [5]
- [I can use a web address to log onto a web site for a particular purpose.](#) [6]

Word processing

- [I can use a word processor to start a new text document.](#) [7]
- I type at the keyboard with both hands.
- [I understand auto-wrap at the end of each line and pressing the enter key to start a new paragraph.](#) [8]
- I can use centre, left and right align and the tab keys for layout using pre-defined settings.
- I use the SHIFT key and Caps Lock appropriately.
- I can use the mouse to position the cursor with precision.
- [I can apply simple pre-defined styles such as a heading, a bullet point list, bold, italic and underline.](#) [9]
- I can adjust the view of the document between different scales using the zoom.
- [I can use the spell checker appropriately.](#) [10]
- I can highlight, cut, paste and copy text within the same document using the menu system, keyboard short cuts and drag and drop.
- [I can print completed work.](#) [11]
- [I can save work and then close down the system and retrieve work.](#) [11]
- [I can use "save as" to save files in appropriate formats for transfer to people.](#) [11]
- [I can use the above skills to set out and type a formal letter.](#) [7]

Drawing

- [I can use a drawing program to start a new drawing.](#) [12]
- [I can switch on a grid to use for guidance.](#) [13]
- [I can draw lines and arrows to label diagrams.](#) [13]
- [I can create text boxes for labels.](#) [13]
- [I can change font sizes and styles.](#) [13]

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- [I can choose drawing tools to create simple shapes such as square, rectangle, circle and ellipse changing their fill styles and colours.](#) [13]
- [I can move, re-size and alter the shape of drawing objects.](#) [13]
- [I can zoom in and out to improve the precision with which objects are positioned.](#) [13]
- [I can print completed work.](#) [11]
- [I can save work and then close down the system and get work back.](#) [11]
- [I can export work to software using a different file format.](#) [14]
- [I can change line widths and colours.](#) [13]
- [I can use the above skills to draw a useful diagram or illustration, eg a diagram to guide people to the place where they live, or a plan of the layout of their bedroom and furniture.](#) [15]

Presenting

- [I can use a presentation program to start a new presentation.](#) [16]
- [I can save a presentation and open an existing presentation.](#) [11]
- [I can use templates in a presentation package to put together a series of slides with a consistent format.](#) [16]
- [I can adjust text attributes such as font style and size when designing a presentation.](#) [17]
- [I can use drawing tools consistent with the requirements for the drawing criteria in the design of slides.](#) [18]
- [I can import pictures and diagrams to illustrate a presentation.](#) [19]*
- I can use effects to make consistent but interesting transitions between slides.
- I know that using sound effects can be distracting and irritating to the audience when making a presentation.
- I can use effects to introduce ideas in a structured and simple way to make a presentation.

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

Links

- [1] http://nos.e-skills.com/ksc_html?action=view;id=162;version=1.0
- [2] http://nos.e-skills.com/ksc_html?action=view;id=87;version=1.0
- [3] http://nos.e-skills.com/ksc_html?action=view;id=169;version=1.0
- [4] http://nos.e-skills.com/ksc_html?action=view;id=20;version=1.0
- [5] http://nos.e-skills.com/ksc_html?action=view;id=45;version=1.0
- [6] http://nos.e-skills.com/ksc_html?action=view;id=436;version=1.0
- [7] http://nos.e-skills.com/aoc_html?action=view;id=69
- [8] http://nos.e-skills.com/ksc_html?action=view;id=127;version=1.0
- [9] http://nos.e-skills.com/ksc_html?action=view;id=39;version=2.0
- [10] http://nos.e-skills.com/ksc_html?action=view;id=94;version=1.0
- [11] http://nos.e-skills.com/ksc_html?action=view;id=32;version=1.0
- [12] http://nos.e-skills.com/aoc_html?action=view;id=51
- [13] http://nos.e-skills.com/ksc_html?action=view;id=71;version=1.0
- [14] http://nos.e-skills.com/ksc_html?action=view;id=145;version=1.0
- [15] http://nos.e-skills.com/ksc_html?action=view;id=438;version=1.0
- [16] http://nos.e-skills.com/ksc_html?action=view;id=70;version=1.0
- [17] http://nos.e-skills.com/ksc_html?action=view;id=29;version=1.0
- [18] http://nos.e-skills.com/ksc_html?action=view;id=72;version=1.0
- [19] http://nos.e-skills.com/ksc_html?action=view;id=79;version=1.0