

Silver = Level 1

Assessment criteria

Open Standards and the use of files and file types

I know that certain types of files have particular names and purposes

I know that I have to choose the right type of application to open certain types of file

I know that some applications can create very big files e.g. video, audio and graphics

I know that the size of files can be a problem in transferring them from place to place

I know which places my files go to when I save them

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

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

I understand that I should not try and get access to other people's areas on the network and why

I understand that I should not install or download unauthorised materials on the network and why

I know that access to the network is a privilege that can be taken away if it is abused.

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

I understand the need to backup important files.

I am always co-operative 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

I understand that up to date virus checkers are essential on Windows networks.

Practical use of the internet. Searching for and using information

I can use a search engine to find useful information from the Internet

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

I have observed a discussion thread on Usenet, a mailing list or forum to gain additional insight into a topic.

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

I can find some information and show that it is incorrect by finding evidence from other information sources

Practical use of the internet. 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 the file

I can use the above skills to make an e-portfolio for 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 into my e-portfolio.

Practical use of office tools - Using spreadsheets

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I can start a new spreadsheet and arrange rows, columns and styles to achieve an appropriate layout
I can arrange for the results of adding, subtracting, multiplying and dividing numbers to appear in a cell

I can format numbers in cells appropriately

I understand how to make a fixed cell reference e.g. to store VAT so that copying references across rows and columns always refers to that cell

I can link two spreadsheets so that changes in one make changes in the other

I can use a range of numbers to produce a graph

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 compare the functions of spreadsheets and databases to choose the best tool for the job

Practical use of office tools - Using databases

I know that a database is a file or system of connected files

I know that database files consist of records that are divided up into fields

I can set up a database table consisting of records and fields

I can sort a database into different orders based on fields e.g. in ascending order, descending order, date order.

I can search a database for information using simple queries

I can design a form to give a particular view of the information in a database

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.

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