

Gold = Level 2

Assessment Criteria

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 freedom of information act

I know how copyright and licensing work together to protect intellectual property

I understand the need for regular backups and how backup strategies work.

I know how to use a live CD to enable work to continue in an emergency.

I work safely and collaboratively with others at all times

I understand the danger of computer viruses and know how to reduce risk of infection.

Producing documents and using spreadsheets - Document processing

I can set up and edit document templates.

I can set up and edit styles within documents.

I know how to layout text and graphics effectively.

I can set up tables with a variety of styles

I can set up headers and footers with automatic page numbering

I can set up a table of contents and an index for a lengthy document

I can set up a mail merge to send out a circular to many people

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.

Producing documents and using spreadsheets - Graphic Design

I specify precise angles and distances to draw scale diagrams and plans with accuracy

I can group and ungroup objects to manage them effectively

I can use grid locking selectively to help improve the precision of my drawing

I can change the units and scales used in a drawing to suit particular tasks

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 import drawings to and from other applications

I understand different graphics file formats and related issues.

Producing documents and using spreadsheets - Using spreadsheets

I can copy data and formulae using fixed references for rows columns and cells.

I can use functions such as SUM, AVERAGE, MIN and MAX routinely.

I can set up and edit styles for my spreadsheet

I can present a completed spreadsheet attractively so it prints appropriately and looks good on the screen.

I can sort, import and export data from my spreadsheet to other programs.

I can produce charts and graphs appropriate for the chosen data sets.

I can make the result returned in a cell depend on the value in another cell using an IF statement

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.

Contributing to the community

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

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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 open 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/node/415>