## Entry Level 3 - Unit 7 - Producing Charts Using ICT (Bronze 3 Unit 7)

**BACK TO SCHOOLS ITO [1]** 

Handbook home page [2]

- General guidance for interpreting OCF gualification levels [3]
- Link to assessor's guide to interpreting the criteria for this unit [4]
- Click on the links in the table below for specific guidance on the assessment criteria.

# Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits)

1. Follow recom mende d safe practic es	2. Start up co mpute r syste ms	3. Use a data handli ng pac kage to create charts	4. Enter and select data	5. Create charts appro priate to the data set	6. Attach headin gs and other labels to charts	7. Save, print and close docum ents
1.1 Use equipme nt safely eg arrange hardwar e. cables, adjust seating, lighting, avoid hazards, take breaks [5]	2.1 Switch on compute r and monitor safely [6]	3.1 Use hardwar e, eg keyboard , mouse [7]	4.1 Key in text and numbers [8]	5.1 Create pie charts, b ar/colum n charts and line charts [9]	6.1 Add headings to identify chart content [10]	7.1 Save doc uments [11]
	2.2 Open software applicati on, eg	3.2 Use software [13]	4.2 Know the importan ce of accuracy	5.2 Know that pie charts show the	6.2 Add labels and perc entage values to	7.2 Print doc uments [17]
o a r o m) (iliC	word pro	ا: [سانس الغماما	[14]	<u>proportio</u>	identify	-\] :[=]   1\max

 $\label{eq:condition} $$ (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.insertBelgec(a)fn]_2 } (window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');$ 

cessing, data handling, etc [12]

		n of the individua Litems within the whole data set [15]	pie chart sectors [16]	
3.3 Know that different software applicati ons can produce charts eg spreadsh eets and graphing package s [18]	4.3 Select the required data [19]	5.3 Know that bar/ column charts compare individua I data items [20]	6.3 Add axis labels to bar/colu mn and line charts [21]	7.3 Close do cuments [22]
		5.4 Know that line charts show con tinuously		

changing data [23]

### **Links to ITQ units**

Entry Level	Level 1	Level 2	Level 3
Entry Level 1. Unit R - Registration [25]	Level 1, Unit R - Registration [26]	<u>Level 2, Unit R -</u> <u>Registration</u> [27]	<u>Level 3, Unit R -</u> <u>Registration</u> [28]
Entry Level 1, Unit 1 - Improving Productivity Using IT (1 credit) [29]	Level 1, Unit 1 - Improving Productivity Using IT (3 credits) [30]	Level 2, Unit 1 - Improving Productivity Using IT (4 credits) [31]	Level 3, Unit 1 - Improving Productivity Using IT (5 credits) [32]
Entry Level 1, Unit 2 - Using ICT to Select and Exchange Information (2 credits) [33]	Level 1, Unit 2 - Website Software (3 credits) [34]	Level 2, Unit 2 - Website Software (4 credits) [35]	Level 3, Unit 2 - Website Software (5 credits) [36]

Entry Level 1. Unit 3 - Online Basics (2 credits) [37]	Level 1, Unit 3 -	Level 2, Unit 3 -	Level 3, Unit 3 -
	Using	Using	Using
	Collaborative	Collaborative	Collaborative
	Technologies (3	Technologies (4	Technologies (6
	credits) [38]	credits) [39]	credits) [40]
Entry Level 1. Unit 4 - Desktop Publishing Software (2 credits) [41]	Level 1, Unit 4 -	Level 2, Unit 4 -	Level 3, Unit 4 -
	IT Security for	IT Security for	IT Security for
	Users (1 credit)	Users (2 credits)	Users (3 credits)
	[42]	[43]	[44]
Entry Level 1,	Level 1, Unit 5 -	Level 2, Unit 5 -	Level 3, Unit 5 -
Unit 5 - Safe	Spreadsheet	Spreadsheet	Spreadsheet
Working Practices	Software (3	Software (4	Software (6
(2 credits) [45]	credits) [46]	credits) [47]	credits) [48]
Entry Level 1. Unit 6 - Using ICT in the Workplace (2 credits) [49]	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]
Entry Level 1, Unit 7 - Imaging software (2 credits) [53]	Level 1, Unit 7 - Word Processing (3 credits) [54]	Level 2, Unit 7 - Word processing (4 credits) [55]	Level 3, Unit 7 - Word Processing Software (6 credits) [56]
Entry Level 1, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [57]	Level 1, Unit 8 - Using the Internet (3 credits) [58]	Level 2, Unit 8 - Using the internet (4 credits) [59]	<u>Level 3, Unit 8 -</u> <u>Using the Internet</u> (5 credits) [60]
Entry Level 1, Unit 9 - Using Word Processing Software (2 credits) [61]	Level 1, Unit 9 - Drawing and planning (2 credits) [62]	Level 2, Unit 9 - Drawing and planning (3 credits) [63]	Level 3, Unit 9 - Drawing and Planning Software (4 credits) [64]
Entry Level 1. Unit 11 - Audio and Video Software (2 credits) [65]	Level 1, Unit 10 -	Level 2, Unit 10 -	Level 3, Unit 10 -
	Presentation	Presentation	Presentation
	Software (3	software (4	Software (6
	credits) [66]	credits) [67]	credits) [68]
Entry Level 1. Unit 12 - Presentation Software (2 credits) [69]	Level 1, Unit 11 - Database Software (3 credits) [70]	Level 2, Unit 11 - Database software (4 credits) [71]	Level 3, Unit 11 - Database Software (6 credits) [72]
Entry Level 1. Unit 13 - Computer Games Development (2 credits) [73]	Level 1, Unit 12 -	Level 2, Unit 12 -	Level 3, Unit 12 -
	Desktop	Desktop	Desktop
	Publishing	Publishing	Publishing
	Software (3	Software (4	Software (5
	credits) [74]	credits) [75]	credits) [76]

Entry Level 1. Unit 14 - Video Communication (2 credits) [77]	Level 1, Unit 13 -	Level 2, Unit 13 -	Level 3, Unit 13 -
	Using Email (2	Using Email (3	Using Email (3
	credits) [78]	credits) [79]	credits) [80]
Entry Level 1. Unit 29 - Understand social media (2 credits) [81]	Level 1, Unit 14 -	Level 2, Unit 14 -	Level 3, Unit 14 -
	Audio Software (2	Audio Software (3	Audio Software (4
	credits) [82]	credits) [83]	credits) [84]
Entry Level 2.	Level 1, Unit 15 -	Level 2, Unit 15 -	Level 3, Unit 15 -
Unit R -	Imaging Software	Imaging Software	Imaging Software
Registration [85]	(3 credits) [86]	(4 credits) [87]	(5 credits) [88]
Entry Level 2. Unit 1 - Improving Productivity Using IT (2 credits) [89]	Level 1, Unit 16 - IT Communication Fundamentals (2 credits) [90]	Level 2, Unit 16 - IT Communication Fundamentals (2 credits) [91]	Level 3, Unit 17 - Video Software (4 credits) [92]
Entry Level 2. Unit 2 - Using ICT to Select and Exchange Information (2 credits) [93]	Level 1, Unit 17 - Video Software (2 credits) [94]	Level 2, Unit 17 - Video Software (3 credits) [95]	Level 3, Unit 23 - Multimedia Software (6 credits) [96]
Entry Level 2. Unit 3 - Online Basics (2 credits) [97]	Level 1, Unit 18 -	Level 2, Unit 18 -	Level 3, Unit 24 -
	IT Software	IT Software	Additive
	Fundamentals (3	Fundamentals (3	Manufacture (6
	credits) [98]	credits) [99]	credits) [100]
Entry Level 2. Unit 4 -Desktop Publishing Software (2 credits) [101]	Level 1, Unit 19 - IT User Fundamentals (3 credits) [102]	Level 2, Unit 19 - IT User Fundamentals (3 credits) [103]	Level 3, Unit 27 - Design Software (5 credits) [104]
Entry Level 2. Unit 5 - Using ICT: Safe Working Practices (1 credit) [105]	Level 1, Unit 20 - Using Mobile IT Devices (2 credits) [106]	Level 2, Unit 20 - Using Mobile IT Devices (2 credits) [107]	Level 3, Unit 28 - Optimise IT System Performance (5 credits) [108]
Entry Level 2. Unit 6 - Using ICT in the Workplace (3 credits) [109]	Level 1, Unit 21 -	Level 2, Unit 21 -	Level 3, Unit 29 -
	Data Management	Data Management	Set Up an IT
	Software (2	Software (3	System (5 credits)
	credits) [110]	credits) [111]	[112]
Entry Level 2, Unit 7 - Imaging software (2 credits) [113]	Level 1, Unit 22- Understanding the social and environmental impact of architecture and construction (3 credits) [114]	Level 2, Unit 22 -Understanding the social and environmental impact of architecture and construction (4 credits) [115]	Level 3, Unit 32 - Computerised Accounting Software (5 credits) [116]

Entry Level 2, Unit 8 - Using ICT Equipment in a Work Place (2 credits) [117]	Level 1, Unit 23 - Multimedia Software (3 credits) [118]	Level 2, Unit 23 - Multimedia Software (4 credits) [119]	Level 3, Unit 33 - Application Development Using Project Management Methods (6 credits) [120]
Entry Level 2, Unit 9 - Using Word Processing Software (2 credits) [121]	Level 1, Unit 24 - Additive Manufacture (3 credits) [122]	Level 2, Unit 24 - Additive Manufacture (3 credits) [123]	Level 3, Unit 37 - Internet of Things (6 credits) [124]
Entry Level 2. Unit 10 - ICT for Employment (1 credit) [125]	Level 1, Unit 25 - Developing Computer Games and Puzzles (4 credits) [126]	Level 2, Unit 25 - Developing Computer Games and Puzzles (4 credits) [127]	Level 3, Unit 40 - Cloud Based Services and Applications (5 credits) [128]
Entry Level 2. Unit 11 - Audio and Video Software (2 credits) [129]	Level 1, Unit 26 - Computer Games Development (3 credits) [130]	Level 2, Unit 26 - Computer Games Development (4 credits) [131]	Level 3, Unit 41 - Cloud Based Systems and Security (5 credits) [132]
Entry Level 2, Unit 12 - Presentation Software (2 credits) [133]	Level 1, Unit 27 - Design Software (3 credits) [134]	<u>Level 2, Unit 27 -</u> <u>Design Software</u> (4 credits) [135]	Level 3, Unit 42 - Undertaking a RealWorld Project (5 credits) [136]
Entry Level 2. Unit 14 - Video Communication (2 credits) [137]	Level 1, Unit 28 - Optimise IT System Performance (2 credits) [138]	Level 2, Unit 28 - Optimise IT System Performance (4 credits) [139]	Level 3, Unit 44 - Bespoke Software (4 credits) [140]
Entry Level 2. Unit 16 - Using Collaborative Technologies (2 credits) [141]	Level 1, Unit 29 - Set Up an IT System (3 credits) [142]	Level 2, Unit 29 - Set Up an IT System (4 credits) [143]	Level 3, Unit 57 - Networking Fundamentals (5 credits) [144]
Entry Level 2, Unit 26 - Computer Games Development (2 credits) [145]	Level 1, Unit 30 - CAD (3 credits) [146]	Level 2, Unit 30 - CAD (3 credits) [147]	Level 3, Unit 60 - Cisco CCNA 1 - Introduction to Networks (6 credits) [148]
Entry Level 2, Unit 29 - Understand social media (2 credits) [149]	Level 1, Unit 31 - Internet Safety for IT users (3 credits) [150]	Level 2, Unit 32 - Computerised Accounting Software (3 credits) [151]	Level 3, Unit 61 - Cisco CCNA 2 - Routing and Switching (6 credits) [152]
Entry Level 2,	<u>Level 1, Unit 32 -</u>	Level 2, Unit 33 -	Level 3, Unit 62 -

Unit 32 - Website Software (2 credits) [153]	Computerised Accounting Software (2 credits) [154]	Application Development Using Project Management Methods (4 credits) [155]	Cisco CCNA 3 – Scaling Networks (6 credits) [156]
Entry Level 2. Unit 36 - Specialist Software (2 credits) [157]	Level 1, Unit 36 - Financial Modelling (3 credits) [158]	Level 2, Unit 34 - Developing skills for project management (4 credits) [159]	Level 3, Unit 63 - Cisco CCNA 4 - Connecting Networks (6 credits) [160]
Entry Level 3. Unit R - Registration [161]	Level 1, Unit 38 - Animation Software (3 credits) [162]	Level 2, Unit 35 - Using Project Management Software (4 credits) [163]	Level 3, Unit 64 - Cisco - CCNA Security (6 credits) [164]
Entry Level 3. Unit 1 - Improving Productivity Using IT (3 credits) [165]	Level 1, Unit 39 - Digital Art (3 credits) [166]	Level 2, Unit 38 - Animation Software (4 credits) [167]	Level 3, Unit 65 - Cisco - CyberSecurity Essentials (6 credits) [168]
Entry Level 3. Unit 2 - Online Basics (1 credit) [169]	Level 1, Unit 43 - E-safety for learners (2 credits) [170]	Level 2, Unit 39 - Digital Art (4 credits) [171]	Level 3, Unit 66 - Cisco - IT Essentials (6 credits) [172]
Entry Level 3. Unit 3 - Desktop Publishing Software (2 credits) [173]	Level 1, Unit 50 - Developing skills for remote working (3 credits) [174]	Level 2, Unit 43 - E-safety for learners (3 credits) [175]	Level 3, Unit 67 - Cisco - Networking Essentials (6 credits) [176]
Entry Level 3. Unit 4 - Displaying Information Using ICT (3 credits) [177]	Level 1, Unit 51 - Effectiveness communication using remote systems (4 credits) [178]	Level 2, Unit 50 - Developing skills for remote working (3 credits) [179]	
Entry Level 3. Unit 5 - Using ICT to Find Information (3 credits) [180]	Level 1, Unit 102 - Digital Editing and Publishing (4 credits) [181]	Level 2, Unit 51 - Effectiveness communication using remote systems (4 credits) [182]	
Entry Level 3. Unit 6 - Communicating Information Using ICT (3 credits) [183]	Level 1, Unit 103 - Digital Modelling (4 credits) [184]	DELLevel 2, Unit 70 - Understanding of Cyber Security and Online Threats (3 credits) [185]	

Entry Level 3, Unit 7 - Producing Charts Using ICT (3 credits) [186]	Level 1, Unit 105 - Digital Design and Graphics (4 credits) [187]	DELLevel 2, Unit 71 - Analysing and Evaluating Cyber Threats (3 credits) [188]
Entry Level 3. Unit 8 - IT Security for users (1 credit) [189]		DELLevel 2, Unit 72 - Applying and Deploying Security Tools and Best Practice (3 credits) [190]
Entry Level 3. Unit 10 - Presentation software (2 credits) [191]		DELLevel 2, Unit 73 - Extended Project: Securing and Defending Online Systems (6 credits) [192]
Entry Level 3, Unit 14 - Audio and Video Software (2 credits) [193]		Level 2, Unit 80 - Digital Tools and Best Practice for Project Management (5 credits) [194]
Entry Level 3, Unit 15 - Imaging Software (2 credits) [195]		Level 2, Unit 81 - Digital Safety and Security Policies and Procedures (4 credits) [196]
Entry Level 3. Unit 16 - Using Collaborative Technologies (3 credits) [197]		Level 2, Unit 82 - Digital Editing and Publishing (3 credits) [198]
Entry Level 3. Unit 20 - Introduction to Using mobile IT devices (2 credits) [199]		Level 2, Unit 83 - Digital Design and Graphics (3 credits) [200]
Entry Level 3. Unit 23 - Multimedia Software (2 credits) [201]		Level 2, Unit 84 - Digital Modelling and Data Management (3 credits) [202]
Entry Level 3. Unit 25 - Developing Computer Games		Level 2, Unit 85 - Virtual Reality and the Development Life Cycle (4

<u>credits</u>) [204]

and Puzzles (3

#### <u>credits</u>) [203]

Entry Level 3, Unit 26 -Computer Games Development (3 credits) [205]

Entry Level 3. Unit 28 - Personal information management software (1 credit) [206]

Entry Level 3, Unit 32 - Website Software (2 credits) [207]

Entry Level 3. Unit 36 - Specialist Software (2 credits) [157]

Source URL: https://theingots.org/community/siel3u7

#### Links

- [1] https://theingots.org/community/ITQ\_unit\_development
- [2] https://theingots.org/community/handbook2
- [3] https://theingots.org/community/QCF levels
- [4] https://theingots.org/community/SIEL3U6X
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[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
```

#### Entry Level 3 - Unit 7 - Producing Charts Using ICT (Bronze 3 Unit 7)

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- [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