

## Schools ITQ Entry 2 Unit 3 - (Bronze 2)

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- Click on the links in the table below for specific guidance on the assessment criteria.

### Entry Level 2, Unit 3 - Online Basics (2 credits)

**1. Be able to use an online IT system to meet specified needs**

[1.1 Start an online IT system or application.](#) [5]

[1.2 Close down an online IT system or application when finished.](#) [8]

[1.3 Work safely and responsibly online.](#) [11]

**2. Know how to search for and use internet-based information**

[2.1 Use browser software to find required information.](#) [6]

[2.2 Select information from the internet for a purpose.](#) [9]

[2.3 Use information from the internet for a purpose.](#) [12]

**3. Be able to use email software tools and techniques to compose and send messages**

[3.1 Use software tools to: a\) compose email messages; b\) format email messages; c\) attach files to email messages; d\) send e-mail messages.](#) [7]

[3.2 Read and respond to email messages.](#) [10]

[3.3 Respond appropriately to common email problems.](#) [13]

### Links to ITQ units

Entry Level

Level 1

Level 2

Level 3

[Entry Level 1.](#)

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<a href="#">Entry Level 2, Unit 7 - Imaging software (2 credits) [43]</a>	<a href="#">Level 1, Unit 8 - Using the Internet (3 credits) [44]</a>	<a href="#">Level 2, Unit 8 - Using the internet (4 credits) [45]</a>	<a href="#">Level 3, Unit 8 - Using the Internet (5 credits) [46]</a>
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