

## 212 Use IT systems 2

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### Summary

Set up and use different types of hardware, access data from different storage media networks and know how to avoid common security risks and restrict access to software and data.

This is taken from the e-skills Area of Competence: Use IT Systems, Level 2 unit

You will apply the following skills:

- Organising
- Planning
- Using technology

### Performance Indicators

You will:

1. Connect up a computer with other hardware and storage media safely
2. Link a computer to other hardware safely
3. Access files on a local area network (LAN) or a wide area network (WAN)
4. Set password levels on software and data
5. Make backups of operating system data, where necessary
6. Download software patches to fix any security flaws
7. Take action to keep risks to a minimum, when downloading software
8. Take action to avoid risks from receiving and opening attachments from emails

### Knowledge

You will know:

1. What most types of computer hardware are
2. What storage media are available, such as hard disc, floppy discs or CD ROMs
3. How to use most types of hardware and storage media
4. What errors and problems can be corrected from experience, to do with most hardware and storage media; most software; combinations of hardware and software; data and viruses
5. Ways to keep risks to people to a minimum
6. Ways to keep risks to hardware to a minimum
7. Risks of downloading software from the internet
8. Where and how to find advice on common errors with hardware and software