

# ESKIISFFS1 (SQA Unit Code - F9AE 04)

## IT software fundamentals



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### Overview

This is the ability to decide which IT software application is appropriate to use to process different types of data, and to use a range of applications to produce and present information.

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### Performance criteria

*You must be able to:*

#### Select and use software applications to meet needs and solve problems [UIS1:2]

P1. Select and use [appropriate software applications](#) to develop, produce and present different types of information to meet needs and solve problems [UIS1:1.3 part]

*You must be able to:*

#### Enter, develop and format different types of information to suit its meaning and purpose [DPC1:1 < less images 1.4; numbers 1.5; graphs 1.7; records 1.8]

P2. Enter, [organise](#) and [format](#) different types of information to meet needs [DPC1:1.1]

P3. Apply [editing techniques](#) to refine information as required

P4. [Combine information](#) of different forms or from different sources to meet needs [DPC1:2.1]

P5. Select and use appropriate [page layout](#) to present information effectively [DPC1:1.2]

*You must be able to:*

#### Present information in ways that are fit for purpose and audience [DPC1:3]

P6. [Work accurately and proof-read](#), using software facilities where appropriate for the task [DCP1:3.1]

P7. Produce [information that is fit for purpose](#) and audience using commonly accepted layouts as appropriate [DPC1:3.2]

*You must be able to:*

#### Make effective use of IT tools and facilities to present information [DPC1:4]

P8. [Review and modify work](#) as it progresses to ensure the result is fit for purpose and audience [DPC1:4.2] (RL3)

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### Knowledge and understanding

*You need to know and understand:*

#### **Select and use software applications to meet needs and solve problems [UIS1:2]**

- K1. Identify different software applications and give examples of their use
- K2. Identify what **types of information** are needed

*You need to know and understand:*

#### **Make effective use of IT tools and facilities to present information [DPC1:4]**

- K3. Review the effectiveness of the **IT tools selected** to meet presentation needs [DPC1:4.1]

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### Additional Information

#### Scope/range

A foundation user can use appropriate predefined or commonly used IT tools to develop and produce information for tasks and activities that are straightforward or routine. Any aspect that is unfamiliar will require support and advice from other people.

An activity will typically be 'straightforward or routine' because:

1. the task or context need will be familiar and involve few factors (for example, time available, audience needs, message, structure);
2. the input and output of information will be predetermined by the person supervising the task; and
3. the techniques used will be familiar or commonly undertaken.

**Examples of context** – producing a letter, making a slide for a presentation, recording spending, drawing boxes and arrows to highlight information.

#### Examples of Content

*The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment*

#### Select and use software applications to meet needs and solve problems [UIS1:2]

**Software applications:** Types: word processing, spreadsheet, graphics, Internet browser, e-mail, audio and video software

Use: open and close applications; switch between applications

**Types of information:** Text, numbers, images, graphics, sound, data records

#### Enter, develop and format different types of information to suit its meaning and purpose [DPC1:1 < less images 1.4; numbers 1.5; graphs 1.7; records 1.8]

**Organise information:** Headings, lists, tables, use of templates, sort, charts and graphs, records, simple calculations

**Format information:** Formatting techniques appropriate to the type of information, for example:

Text – bullets, numbering, alignment, tabs, line spacing, colour, font, style, size, simple tables

Numbers – currency, percentages, number of decimal places

Images – size, position

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**Editing techniques:** Editing techniques appropriate to the type of information, for example: select, copy, cut, paste, undo, redo, drag and drop, find, replace, insert, delete, size, crop, position

**Combine information:** Combine images with text (eg photo with caption); presentation with audio and/or video; numbers with charts and graphs

**Page layout:** Size, orientation, margins, page breaks, page numbers, headers, footers, date and time

### **Present information in ways that are fit for purpose and audience [DPC1:3]**

**Work accurately and proof-read:** Ensure meaning is clear, seek views of others, check spelling, check calculations, ensure consistent layout, print preview

**Information fit for purpose:** Letter, memo, report, newsletter, poster, information sheet, webpage, multi-media presentation, budget, invoice, stock list

### **Make effective use of IT tools and facilities to present information [DPC1:4]**

**IT tools selection:** Time taken, convenience, cost, quality, accuracy

**Review and modify work:** Evaluate the quality of the information used, produce drafts, review against initial plans, check with intended audience

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**Status** Original

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**Originating organisation** e-skills UK SSC

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**Relevant occupations** Application Support; ICT for users; Information and Communication Technology

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**Suite** IT Users 6.2

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**Key words** IT User, ICT, Information Technology, ITQ, Productivity