

# ESKIISFFS2 (SQA Unit Code - F9AF 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.

# ESKIISFFS2 (SQA Unit Code - F9AF 04)

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### Performance criteria

*You must be able to:*

**Select and use appropriate software applications to meet needs and solve problems [UIS2:2]**

P1. Select and [use software applications](#) to develop, produce and present different [types of information](#) to meet needs and solve problems [UIS2:1.3 part]

*You must be able to:*

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

P2. Enter, [organise](#), refine and [format](#) different types of information, applying [editing techniques](#) to meet needs [DPC2:1.1]

P3. Use appropriate [techniques to combine image and text](#) components [DPC2:2.1]

P4. [Combine information of different forms](#) or from different sources [DPC2:2.1]

P5. Select and use appropriate [page layout](#) to present information effectively [DPC2:1.2]

**Present information in ways that are fit for purpose and audience [DPC2:3]**

*You must be able to:*

P6. [Work accurately and proof-read](#), using software facilities where appropriate [DPC2:3.1]

P7. Produce [information that is fit for purpose](#) and audience using accepted layouts and conventions as appropriate [DPC2:3.2]

*You must be able to:*

**Evaluate the selection and use of IT tools and facilities to present information [DPC2:4]**

P8. [Review and modify work](#) as it progresses to ensure the result is fit for purpose and audience and to inform future judgements [DPC2:4.2] (RL3)

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## IT software fundamentals

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### Knowledge and understanding

*You need to know and understand:*

**Select and use appropriate software applications to meet needs and solve problems [UIS2:2]**

K1. Describe what [types of information](#) are needed

**Present information in ways that are fit for purpose and audience [DPC2:3]**

K2. Identify inconsistencies or [quality issues](#) with the presentation of information

*You need to know and understand:*

**Evaluate the selection and use of IT tools and facilities to present information [DPC2:4]**

K3. Review the effectiveness of the [IT tools selected](#) to meet needs in order to improve future work [DPC2:4.1 and UIS2:2.1 part]

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### Additional Information

#### Scope/range

An intermediate user can select and use IT tools to develop and produce information independently for activities that are at times non-routine or unfamiliar. Any aspect that is unfamiliar will require support and advice from other people.

An activity will typically be 'non-routine or unfamiliar' because:

1. the task or context is likely to require some analysis, clarification or research (to separate the components and to identify what factors need to be considered, for example, time available, audience needs, accessibility of source, types of content, message and meaning) before an approach can be planned;
2. the user will take some responsibility for developing the input or output of information; and
3. the techniques required will involve a number of steps and at times be non-routine or unfamiliar.

**Examples of context** – producing a business letter, creating a presentation with a sound track, working out a monthly budget and tracking spending against it, editing and searching customer records, editing a photo for a brochure or developing a multiple page website.

There is no 'advanced' user defined for this Area of Competence.

NB. Mappings to the Functional Skills standards for IT ([http://www.qca.org.uk/qca\\_15565.aspx](http://www.qca.org.uk/qca_15565.aspx)) are shown in square brackets after each statement where appropriate [1.1]

#### 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 appropriate software applications to meet needs and solve problems [UIS2:2]

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

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

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

# ESKIISFFS2 (SQA Unit Code - F9AF 04)

## IT software fundamentals

---

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

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

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

Numbers – currency, percentages, number of decimal places, date, time, text wrap, row height, column width, gridlines, merged cells, cell borders

Images – size, position

Tables – *horizontal and vertical text alignment, merge and split cells, gridlines, borders, shading*

**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, *change templates*

**Combine text and images:** Insert, size, position, captions, text alignment, text wrap, use of text boxes, behind, in front, grouping

**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, portrait, landscape, page breaks, page numbers, date and time, *columns, header, footer, adjust page set up for printing*

### **Present information in ways that are fit for purpose and audience [DPC2:3]**

**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, *multi-page brochure, multi-entry catalogue*

**Quality issues:** Formatting, page layout, structure, clarity, accuracy

### **Evaluate the selection and use of IT tools and facilities to present information [DPC2:4]**

**IT tools selection:** Time taken, convenience, cost, quality, accuracy, *range of facilities, versatility, transferability of information into other formats, speed of Internet connection, time constraints of downloading large files*

**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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**Developed by** e-skills UK

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**Status** Original

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**Originating organisation** e-skills UK SSC

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**Original URN** ESKIISFFS2

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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

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