



National Unit Specification: general information

UNIT PC Passport: IT Software — Word Processing and Presenting Information (SCQF level 5)

CODE F1FC 11

SUMMARY

This Unit is a mandatory Unit of PC Passport: Intermediate but can also be undertaken as a free-standing Unit.

This Unit is designed to introduce routine features of word processing, presentation and artwork and imaging software. The candidate will gain practical experience in the use of routine features in these types of software. The Unit will also provide candidates with information regarding the selection of appropriate software for specific tasks.

It is appropriate for any candidate who wishes to enhance their IT skills by covering the routine features in word processing, presentation and artwork and imaging software.

OUTCOMES

- 1 Identify routine software application package functions.
- 2 Identify uses of information produced by different software application packages.
- 3 Use routine software application package functions.
- 4 Produce solutions to specified tasks using software application packages.

RECOMMENDED ENTRY

While entry is at the discretion of the centre, candidates would normally be expected to have attained the following, or equivalent:

- ◆ PC Passport: Introduction to IT Software and Presenting Information (SCQF level 4)

Administrative Information

Superclass: CD

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CREDIT VALUE

1 credit at Intermediate 2 (6 SCQF credit points at SCQF level 5*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

Achievement of this Unit gives automatic certification of the following Core Skill:

- ◆ Complete Core Skill Information Technology at SCQF level 5
- ◆ Core Skill component(s) None

There are also opportunities for candidates to develop aspects of the following Core Skills:

- ◆ Communication (SCQF level 5)
- ◆ Problem Solving (SCQF level 5)

National Unit Specification: statement of standards

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Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Identify routine software application package functions.

Performance Criteria

- (a) Identify routine functions of a word processing application package.
- (b) Identify routine functions of a presentation application package.
- (c) Identify routine functions of an artwork and imaging application package.

OUTCOME 2

Identify uses of information produced by different software application packages.

Performance Criteria

- (a) Identify attributes of information.
- (b) Identify relevance of information, for different audiences, produced by different software application packages.

OUTCOME 3

Use routine software application package functions.

Performance Criteria

- (a) Use routine functions of a word processing application package.
- (b) Use routine functions of a presentation application package.
- (c) Use routine functions of an artwork and imaging application package.
- (d) Use the operating system effectively with software application packages.

OUTCOME 4

Produce solutions to specified tasks using software application packages.

Performance Criteria

- (a) Select a software application package for each specified task.
- (b) Justify choice of software application package selected for the specified tasks.
- (c) Select appropriate information from a variety of sources.
- (d) Use the routine features of appropriate software application packages.
- (e) Review own use of IT to produce a solution for the specified tasks.

National Unit Specification: statement of standards (cont)

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EVIDENCE REQUIREMENTS FOR THIS UNIT

Evidence is required that candidates have achieved all Outcomes and Performance Criteria.

Candidate are encouraged to use the internet in any research, etc, however, the evidence produced must be the candidate's own words. Assessors should assure themselves of the authenticity of candidate's evidence.

Written and/or oral recorded, product and performance evidence is required which demonstrates that the candidate has achieved the requirements of all of the Outcomes and Performance Criteria.

Written and/or oral recorded evidence is required which demonstrates that the candidate has achieved Outcomes 1 and 2 to the standard specified in the Outcomes and Performance Criteria. The evidence for these Outcomes should be obtained under controlled, supervised conditions. The assessment will be closed-book and should last no more than 45 minutes.

The instrument of assessment will provide opportunities for each of the Outcomes to be fulfilled by means of sampling across the range of the content of Outcomes 1 and 2. Where re-assessment is required, it should contain a different sample from the range of mandatory content contained within the appendix. Achievement can be decided by use of a cut-off score. Each sample must include the following:

- ◆ Four routine functions of a word processing application package.
- ◆ Three routine functions of a presentation application package.
- ◆ Three routine functions of an imaging application package.
- ◆ Two attributes of information.
- ◆ The relevance of three pieces of information to meet the needs of the audience.

Performance evidence supplemented by an assessor observation checklist is required which demonstrates that the candidate has achieved all mandatory requirements for Outcome 3 specified in the appendix to the standard specified in the Outcome and Performance Criteria. This evidence will be gathered under supervised, open-book conditions.

Candidates are required to:

- ◆ Use the operating system effectively to carry out tasks and manage files and folders.
- ◆ Demonstrate that they can use the range of functions for all software application packages detailed in the appendix.
- ◆ Complete three specified tasks using appropriate software application packages, which the candidate has selected, to create a solution. The specified tasks must be designed for different software application packages included in this Unit and must include those activities listed below.

National Unit Specification: statement of standards (cont)

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Product evidence and written and/or oral recorded is required which demonstrates that the candidate has achieved Outcome 4 to the standard specified in the Outcome and Performance Criteria. This evidence will be gathered under supervised, open-book conditions.

Candidates are required to:

- ◆ Provide written and/or oral recorded evidence of:
 - justification for selecting an appropriate software package for each specified task. The justification must include how the needs of the specified task have been addressed
 - reviewing their own strengths and weaknesses in using IT to complete the tasks taking into account feedback from others

Three specified tasks which are designed for separate software application packages are required for Outcome 4 from:

- ◆ Word processing
- ◆ Presentations
- ◆ Artwork and imaging

The word processing task must allow the candidate to use six functions from the following list:

- ◆ Bullets and numbering
- ◆ Columns, including use of column breaks
- ◆ Formatting features (the candidate must use a minimum of three text formatting features and a minimum of two paragraph formatting features)
- ◆ Headers and footers
- ◆ Inserting characters and symbols
- ◆ Inserting and formatting graphics and text effects appropriately
- ◆ Password protection for file
- ◆ Table creation and manipulation

The presentation task must contain a minimum of seven slides and include the following functions:

- ◆ Inserting and formatting graphics into slides
- ◆ Animated effects will be applied to text and images
- ◆ Slides will have a common transition effect

The presentation task must allow the candidate to use two functions from the following list:

- ◆ Inserting sounds into slides
- ◆ Adding charts to slides
- ◆ Hyperlinks incorporated into the presentation
- ◆ Use of the master slide

National Unit Specification: statement of standards (cont)

UNIT PC Passport: IT Software — Word Processing and Presenting Information (SCQF level 5)

The artwork and imaging task must allow the candidate to use four functions from the following list:

- ◆ Adding shapes, text and lettering
- ◆ Using colour and pattern fills and filters
- ◆ Using colour gradients
- ◆ Cutting, copying and pasting selections
- ◆ Editing features
- ◆ Using layers

The Assessment Support Pack (ASP) for this Unit provides sample assessment materials including assessor checklists, practical tasks and an instrument of assessment for the knowledge and understanding of Outcomes 1 and 2. Centres wishing to develop their own assessments should refer to the Assessment Support Pack to ensure a comparable standard.

MANDATORY CONTENT

This content is subject to sampling during the Unit.

The mandatory content for Outcome 4 is listed on pages 5 and 6 and contains a selection of the functions covered by Outcomes 1 and 3.

Outcome 1

- ◆ File types and their uses — doc, html, rtf, txt, pdf

Outcomes 1 and 3

Word processing:

- ◆ Bullets and numbering
- ◆ Columns
- ◆ Editing features (including undo and search and replace)
- ◆ Formatting features (including text formatting, paragraph formatting, column breaks, page breaks)
- ◆ Headers and footers
- ◆ Inserting characters and symbols
- ◆ Inserting graphics and text effects. Formatting options for graphics and text effects.
- ◆ Password protection for file
- ◆ Table creation and manipulation
- ◆ Printing files (including page range)
- ◆ Proofing features
- ◆ Styles
- ◆ Tabs
- ◆ Templates — creating and using document layouts: reports, memos, personal letters, business letters

National Unit Specification: statement of standards (cont)

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Presentation:

- ◆ Adding graphics to slides (types of graphic files available and their properties)
- ◆ Adding sounds to slides (types of sound files available and their properties)
- ◆ Adding charts to slides
- ◆ Animation of elements
- ◆ Slide transitions — type and effect of transition
- ◆ Using hyperlinks
- ◆ Using the master slide
- ◆ Saving options — pot, pps, ppt, html, jpg
- ◆ Rehearsal of slide timings
- ◆ Set up options (loop continuously/kiosk, automatic with timings, controlled manually by user)
- ◆ Printing options — number of slides per page, speaker notes, handouts, greyscale, colour

Artwork and imaging:

- ◆ File types (bmp, gif, jpg) and the factors that affect file size and quality
- ◆ Adding shapes, text and lettering
- ◆ Using colour and pattern fills and filters
- ◆ Using colour gradients
- ◆ Cutting, copying and pasting selections
- ◆ Editing features
- ◆ Using layers

Outcome 2

- ◆ Attributes — accuracy, relevance, timing and formatting
- ◆ Relevance of information for different audiences produced by different application packages — text, numbers, multimedia

National Unit Specification: support notes

UNIT PC Passport: IT Software — Word Processing and Presenting Information (SCQF level 5)

This part of the Unit Specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This Unit may be delivered as a stand-alone Unit or in combination with other Units as part of a group of Units making up an award, eg PC Passport: Intermediate.

The overall aim of this Unit is to introduce the Candidate to the routine features of three types of application software — word processing, presentation, artwork and imaging software. On completion of the Unit candidates should also be able to make an informed choice as to which software to use for a particular task. The Unit is designed to be task based and it is anticipated that most of the time will be spent on practical work, although some discussion work is required, for example, when discussing which types of text formats are suitable for specific purposes.

This Unit maps to the National Occupational Standards (NOS) for IT Users, as specified by the Sector Skills Council (e-Skills UK). This Unit includes full content coverage of level 2 Areas of Competence in the following areas of NOS

- ◆ Make Selective Use of IT
- ◆ Word Processing Software
- ◆ Presentation Software
- ◆ Artwork and Imaging Software

Full assessment coverage of NOS is detailed in the Assessment Support Pack for this Unit. Further information regarding NOS can be found at www.e-skills.com.

Outcome 1

This Outcome deals mainly with the practical use of a range of software. Exercises may be presented for the candidate to work through in order that they gain the practical skills necessary to demonstrate proficiency in the routine skills outlined below.

It is expected that candidates will be aware of the correct procedure to start and shut down a computer, how to log onto a system and the importance of logging off when they are finished using the system. Candidates should also be aware of the correct procedure for starting and terminating an application package.

- ◆ Word processing:

This section should allow the candidate to use a wide range of tools and techniques to produce professional documents. Candidates should be made aware of the different text file formats eg rtf, html, txt, doc, pdf and the characteristics and uses of these file types. The use of proofing tools should be stressed. It should also be illustrated that these tools are not foolproof and that although they are an excellent aid the candidate should be reminded that they must proofread their own work for accuracy.

National Unit Specification: support notes (cont)

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◆ Artwork and imaging:

This section should allow the candidate to use software effectively to produce more complex artwork and images that communicate clearly with the target audience. Candidates should be made aware of what and how different IT activities are affected by laws and guidelines, such as downloading images from the internet.

◆ Presentation:

This section should allow the candidate to produce presentations for a wide variety of uses. These presentations should consist of electronic slides that include animation and slide transitions. They will be well structured and appropriately styled so that they communicate effectively. The presentations should include still images (eg downloaded photos from a digital camera) and other objects produced using different software, such as the images produced during the artwork and imaging topic of this Unit. Candidates should be guided towards choosing an appropriate method and presentation style to suit an audience's needs.

Outcome 2

This Outcome relates to the use and production of information using the three software application packages involved in this Unit. Candidates will be introduced to the information requirements of a range of different audiences. The relevance of information produced by different software application packages and the attributes of information in general will also be covered.

Outcome 3

This Outcome introduces candidates to the use of three different types of software application packages. Candidates are required to carry out a range of appropriate tasks using each package introduced in Outcome 1.

In Outcome 3 candidates are expected to make effective use of the operating system. It is expected that at a minimum candidates will demonstrate 'good housekeeping' by creating files and folders, using appropriate file and folder names for ease of retrieval. Candidates are also expected to locate applications and correctly execute and close as appropriate. Candidates will also start-up and shut down the system appropriately.

Outcome 4

This Outcome deals with the candidate's ability to select an appropriate application package for a specified task. Candidates will be given a task and asked to determine which of the three types of application software covered in Outcome 1 is most suitable for the specified task. Candidates should be able to work out how to use IT effectively for more complex tasks and purposes, taking account of their own skills and capabilities. This will involve working out how to use IT for more complex tasks (eg producing a business letter, creating a presentation with images or editing an image for a brochure).

Candidates should be able to identify an appropriate application package for a specific task and explain why and how using the IT system and software was an appropriate way of carrying out the task.

National Unit Specification: support notes (cont)

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This Outcome is designed to consolidate Outcomes 1 and 3. In Outcome 3 the candidate has gained the knowledge to make an informed decision and in Outcome 4 the candidate should apply the skills that he/she has acquired in Outcomes 1 and 3 to produce a solution to the specified task.

Having completed the tasks in Outcome 4 candidates should then review their selection of IT software and their own use of IT. Candidates should be given feedback from the assessor regarding their use of IT and should comment on this feedback in their review. Candidates should explain which software tools and techniques were chosen and how effectively they were used for the particular tasks.

In their review, candidates should use a wide range of correct terms for hardware and software. The candidate should be able to discuss the merits of all the software packages and come to an informed decision about the suitability of each package for the specified task.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

This Unit has been designed to provide practical experience in the use of routine functions of three types of application software — word processing, presentations and artwork and imaging. It is anticipated that the vast majority of the time spent on this Unit will be on practical exercises.

The correct layout for different documents should be illustrated during a series of practical exercises, eg reports, memos, personal letters, business letters, etc.

Outcome 4 requires the candidate to make an informed decision as to what software application package to use for a specific task. The candidate will use the software application package that he/she selected for the specific task and produce a solution to the task.

It is expected that the features of each application, and what each package can and cannot do, will be covered during the practical exercises of Outcomes 1 and 3.

Outcome 4 is designed to consolidate Outcomes 1 and 3. It is, therefore, expected that the teaching plan for the Unit will commence with Outcomes 1 and 3 where the candidate is introduced to each software application package and the uses of each package. The candidate will be introduced to the need and attributes of information which covers Outcome 2, and finally to Outcome 4 where the candidate is required to make selective use of IT to produce a solution to the specified task.

While teaching will necessarily focus on a specific product, candidates should be made aware that alternative products are available and should be encouraged to explore these alternatives.

National Unit Specification: support notes (cont)

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The actual distribution of time between Outcomes is at the discretion of the centre, however one possible distribution of time is:

Outcome 1 and 3	28 hours
Outcome 2	2 hours
Outcome 4	10 hours

The allocated timings allow for assessment and re-assessment where required.

Opportunities for developing Core Skills

This Unit involves candidates:

- ◆ Using a wide range of IT and carrying out searches to extract and present relevant information which provides opportunities to gather evidence towards the *IT Core Skill*.
- ◆ Making selective use of IT and evaluating their choice which may provide an opportunity to gather evidence towards aspects of the *Problem Solving Core Skill*.
- ◆ Reporting a number of aspects of the assessment which may provide an opportunity to gather evidence towards aspects of the *Communication Core Skill*.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

It may be appropriate for some of the evidence for this Unit to be produced using e-assessment provided the national standard is applied and the conditions of assessment are consistent for all candidates. This may take the form of e-testing (for knowledge and understanding) and/or e-portfolios (for practical abilities).

If a centre is presenting Outcome 1 and 2 of these assessments on-line the following assessment methods, where appropriate, may be selected:

- ◆ Multiple choice
- ◆ Drag and drop
- ◆ Multiple response
- ◆ Mix and match
- ◆ a combination of the above

It is expected that the questions will be of the multiple-choice variety. Centres may consider the use of alternative questions types, particularly if using Computer Assisted Assessment approaches. However, care should be taken that the questions are valid and at an appropriate level. The use of simple true/false question responses is unlikely to achieve this.

For Outcomes 1 and 2 a suitable assessment would be an objective test which demonstrates that the candidate has the required knowledge. The evidence for these Outcomes should be obtained under controlled, supervised conditions. The assessment will be closed-book. Achievement can be decided by the use of a cut-off score. The possibility may arise where these questions are taken as an on-line assessment.

National Unit Specification: support notes (cont)

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The Evidence Requirements for Outcome 3 may be generated by on-going learning activities rather than single assessment event.

The written evidence for Outcome 4 may take the form of a pro-forma where the candidate is required to answer specific questions, or be a report by the candidate justifying his/her selection.

The tasks for Outcome 4 could be aimed at different audiences, ie different levels of complexity. The tasks may involve preparing and presenting the same information for different audiences. This may be a detailed formatted report for managers and a sub-set of the information, in a presentation, for other staff.

A portfolio of work is necessary to provide evidence of Outcome 4. This may be in the form of hardcopies of the candidate's solution to the tasks specified or can form part of an e-portfolio.

There may be an opportunity to use information that has been searched for and selected in other Units that the candidate may have been undertaking such as an Internet Unit that requires candidates finding and evaluating information.

If this Unit is undertaken in the workplace there may be opportunities for candidates to gather evidence in day to day workplace activities.

DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering alternative Outcomes for Units. Further advice can be found in the SQA document *Guidance on Assessment Arrangements for Candidates with Disabilities and/or Additional Support Needs* (www.sqa.org.uk).

History of changes:

Version	Description of change	Date
02	Evidence Requirements clarified and/or details of NOS mapping inserted	10/08/2010