

218 Specialist or bespoke software 2

Summary

Select and use specialist or bespoke software.

This is taken from the e-skills Area of Competence: Specialist or Bespoke Software, Level 2 unit.

Examples of specialist software include:

- Accounts applications
- Computer aided design (CAD) applications
- Digital video editing applications
- Project management applications

Some organisations have software applications developed specifically for employees to be able to carry out particular tasks or activities (bespoke applications). For example, for customer relationship management, stock control, plant control, engineering diagnostics, credit management or analysing sales performance.

You will apply the following skills:

- Planning
- Organising
- Using technology
- Checking

Performance Indicators

You will:

1. Use appropriate techniques to handle, organise and save files
2. Link information with the same kind of software
3. Add information from one type of software to information produced using different software, such as a spreadsheet graph to a word processing document, text to an image file, picture to a presentation file, or simple information from a database onto a website
4. Carry out more complex tasks using appropriate tools and techniques for entering, editing and processing information
5. Use appropriate techniques to check more complex information

Knowledge

You will know:

1. Why and how using the software was an appropriate way of carrying out the task
2. What most tools and functions of the software applications can be used for
3. How to select and use appropriate tools and functions for more complex tasks