

Specialist and bespoke software

About this unit

Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2N It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

What it is about

Who is this unit for?

You are likely to be in a role which involves the selection and use of suitable specialist or bespoke software applications to carry out an appropriate work related task.

At the end of this unit you will be able to

Use specialist or bespoke software effectively for complex tasks.

What you need to do

Handle files

- 1 Use appropriate techniques to handle, organise and save files.

Combine information

- 2 Link information within the same type of software.
- 3 Add information from one type of software to information produced using different software.

Enter, edit and process information

- 4 Carry out complex tasks using appropriate tools and techniques for entering, editing and processing information.

Check information

- 5 Use appropriate techniques to check complex information.

EXAMPLE:

Combine information (3): a spreadsheet graph to a word processing document; text to an image file; picture to a presentation slide; or simple information from a database onto a website.

What you need to know and understand

Purpose

- A Why and how using the software was an appropriate way of carrying out the task.

Tools and functions

- B What most tools and functions of the software applications can be used for.
- C How to select and use appropriate tools and functions for complex tasks.

What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit