

SPECIALIST OR BESPOKE SOFTWARE LEVEL 1 (FOR USE WITH BLACKBERRY)

Unit 1N

OVERVIEW

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 appropriate work related tasks.

At the end of this unit you will be able to:

Use specialist or bespoke software appropriately for simple tasks.

WHAT YOU NEED TO DO

Handle files

- 1 Use basic file handling techniques for the software.

Combine information

- 2 Use basic techniques to combine information.

Enter, edit and process information

- 3 Use appropriate basic techniques for entering, editing and processing information when carrying out simple tasks.

Check information

- 4 Use appropriate techniques to check simple information.

EXAMPLES:

Handle files (1): Create, save and open appointments in calendar; create, save and open contacts, create, save and open tasks

Combine Information (2): Use information from contacts to create and send e-mails

Enter, Edit and process information (3): Input data into and delete data from contacts, calendar, e-mail and tasks; check for errors.

Check Information (4): Check accuracy of data (eg spelling, telephone numbers, e-mail addresses) in calendar, contacts, e-mails, tasks

WHAT YOU NEED TO KNOW AND UNDERSTAND

Purpose

A Why the software that was used was appropriate for the task.

Tools and functions

B What the basic tools and functions of software applications can be used for.

C How to choose and use appropriate tools and functions for simple tasks.

WHAT PROOF YOU NEED

You will need to produce at least **two straightforward** 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 and/or it may come from simulation
- 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.

EXAMPLES OF STRAIGHTFORWARD TASKS:

TI. Create and save new contact

TII. Create and save new appointment in calendar

TIII. Create and send e-mail

TIV. Create new task