

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

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 and save, then open record cards or invoices. Print an invoice using the print option or a record card activity using the reports option.

Combine Information (2): Insert codes, descriptions or any other information on record cards/invoices

Enter, Edit and process information (3): Input data into and delete data from record cards/invoices and check for errors. Spell check record cards/invoices, (f5) change descriptions. Cut, copy and paste within record card/invoice. Use the search (f4) facility

Check Information (4): Check accuracy of text and that figures are entered correctly on record card/invoice. Check for errors using reports for a hard copy

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 customer record

TII. Create product record

TIII. Create supplier record

TIV. Create an invoice