

# **SPECIALIST OR BESPOKE SOFTWARE LEVEL 2 (FOR USE WITH BLACKBERRY)**

## **Unit 2N**

### **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 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**

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#### **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.

### **EXAMPLES:**

#### **Handle Files**

- (1): Create, save and open appointments in calendar; create, save and open contacts, create, save and open tasks  
Create and send emails; open and respond to received emails;  
open attachments to emails.  
Set up folders for storing emails.  
File messages in appropriate folders.  
Change basic settings, eg hide filed messages, set up "Out of office" message.  
Change the Internet homepage.  
Bookmark Internet pages for quick access.

#### **Combine information**

- (2): Use information from contacts to create and send emails
- (3): Use email to send a web address (hyperlink).

Download a picture and use it as wallpaper.

**Enter, edit and process information**

- (4): Sort and/or filter emails.  
Search for information using the Internet.  
Use interactive Internet sites, eg complete electronic forms (to register with a website, order items, etc).  
Forward email attachments.

**Check information**

- (5): Check accuracy of data (eg spelling, telephone numbers, email addresses) in calendar, contacts, e-mails, tasks.  
Proof read emails before sending.  
Check Internet information for relevance to search criteria.

## **WHAT YOU NEED TO KNOW AND UNDERSTAND**

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### **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**

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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 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 COMPREHENSIVE TASKS:**

- TI. Create contacts and use information to send emails; set up folders for email and file messages in appropriate folders; send emails with web links. Open received emails; open attachments to emails; forward attachments.
- TII. Use the Internet to search for specific information. When the required information has been located, bookmark the relevant pages and send links to the appropriate web pages in an email.