

Unit Title: Producing Charts Using ICT
Unit Level: Entry 3
Unit Credit Value: 3
GLH: 30
LASER Unit Code: WJC663
Ofqual Unit Code: R/506/0352

This unit has 7 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to use ICT equipment safely.	1.1	Use ICT equipment safely.
2.	Be able to start up computer systems.	2.1	Switch on computer and screen safely.
		2.2	Open software application.
3.	Know about charts and which software can produce charts.	3.1	List different software applications which can produce charts.
		3.2	Identify which type of chart shows the proportion of the individual items within the whole data set.
		3.3	Identify which type of chart compares individual data items.
		3.4	Identify which type of chart shows continuously changing data.
4.	Be able to enter data into charts and select required data from charts.	4.1	Key in text and numbers into charts accurately.
		4.2	Select required data from charts for a specific purpose.
5.	Be able to create charts appropriate to the data set.	5.1	Create pie charts to display appropriate data.
		5.2	Create bar/column charts to display appropriate data.
		5.3	Create line charts to display appropriate data.
6.	Be able to attach headings and other labels to charts.	6.1	Add headings to identify chart content.
		6.2	Add labels and percentage values to identify pie chart sectors.
		6.3	Add axis labels to bar/column and line charts.
7.	Save, print and close documents.	7.1	Save documents.
		7.2	Print documents.
		7.3	Close documents.

Assessment Guidance:

NA

Additional Information:

NA