Unit Title: **Productivity Software**
Unit Level: **Entry 3**
Unit Credit Value: **1**
GLH: **5**
LASER Unit Code: **WJH147**
Ofqual Unit Code: **F/650/1746**

This unit has 6 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		**The learner can:**	
1.	Understand the basics of productivity software.	1.1	List two benefits of using productivity software.
2.	Be able to use common features and commands of productivity software.	2.1	Use the pointer to navigate in a programme.
		2.2	Identify the purpose of tabs, groups, and commands relevant to the system used.
		2.3	Use the buttons on the toolbars to perform tasks.
		2.4	Type text and characters in a programme using the keyboard.
		2.5	Identify common keyboard shortcuts.
3.	Be able to use the basic functions of word processing software.	3.1	Perform basic word processing tasks.
		3.2	Edit and format text.
		3.3	Produce a document including tables and pictures.
		3.4	Use software tools to proofread a document.
4.	Be able to use the basic functions of a spreadsheet.	4.1	Identify the components of a spreadsheet.
		4.2	Enter data into a spreadsheet.
		4.3	Perform basic mathematical tasks.
		4.4	Insert two different types of chart into a spreadsheet.
		4.5	Identify the options available for printing a spreadsheet.
		4.6	Print a spreadsheet.
5.	Be able to create a presentation using appropriate software.	5.1	Identify the basic elements of presentation software.
		5.2	Create a simple presentation.
		5.3	Create a presentation using graphics and multimedia.
		5.4	Share own presentation with others.
6.	Be able to use the basic functions of database software.	6.1	List the basic concepts of a database.
		6.2	Create a simple database.
		6.3	Locate records in a database.

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| | | 6.4 | Answer a given query using database software. |
| | | 6.5 | Produce a simple report using database software. |

Assessment Guidance:

Assessment can be undertaken through:
• multiple choice questions to cover understanding and underpinning knowledge.
     • Work for a real purpose
     • Portfolio of evidence

Additional Information:
NA