

**Unit Title:** IT Software Fundamentals  
**Unit Level:** Level 1  
**Unit Credit Value:** 3  
**GLH:** 27  
**LASER Unit Code:** WJC343  
**Ofqual Unit Code:** F/506/0346

This unit has 4 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Be able to select software applications to meet requirements.	1.1	Identify different software applications and give examples of their use.
		1.2	Identify the information needed to help make a choice about the most appropriate application to use.
		1.3	Select appropriate software applications to meet given requirements.
2.	Be able to enter, develop and format different types of information to suit its meaning and purpose.	2.1	Enter, organise and format different types of information to meet requirements.
		2.2	Apply editing techniques to refine information.
		2.3	Combine information of different forms or from different sources to meet requirements.
3.	Be able to present information in ways that are fit for purpose and audience.	3.1	Select and use appropriate page layout to present information.
		3.2	Produce information that is fit for purpose and audience.
		3.3	Use appropriate software to proof read information and correct if necessary.
4.	Be able to review work and IT tools selected.	4.1	Review and modify work as it progresses to ensure the result is fit for purpose and audience.
		4.2	Review the effectiveness of the IT tools selected to meet presentation needs.

<b>Assessment Guidance:</b>
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NA
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<b>Additional Information:</b>
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