

Digital Functional Skills Qualification Entry Level



Learner Name _____

Module One

Using devices and handling information

Assessment Content

1.1. Know the main features and uses of different types of device. (including desktop, laptop, mobile devices, smart devices).

Evidence
Page # / Date
____ / ____

1.2. Know what an application is and the main types of application software (including email clients, web browsers, mobile device applications, security applications, word processors, presentation software).

____ / ____

1.3. Apply system settings (including display, sound, Wi-Fi, time, language, accessibility).

____ / ____

1.4. Navigate online content to locate required information.

____ / ____

1.5. Carry out searches on the internet (including information, images, videos).

____ / ____

1.6. Use files to read and store information (including creating a file, opening a file, reading information from a file, editing a file, saving a file).

____ / ____

1.7. Use files and folders to organise and retrieve information (including local and remote storage).

____ / ____

1.8. Know when there is a problem with a device or software and know the difference between system errors (including device crashing or freezing, slow response) and user errors (including using incorrect credentials, incorrectly connecting hardware).

____ / ____

1.9. Apply a solution to solve a simple technical problem (including restarting a device to address a system error, correcting a user error).

____ / ____

Td 3 F Wnd Skills Work Module 1 Using Resources

N Colangelo



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