

**Unit Title: Displaying Information Using ICT**

OCR unit number: 1  
 Level: Entry 3  
 Credit value: 3  
 Guided learning hours: 15  
 Unit reference number: T/502/1141

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The Learner will:</b>	<b>The Learner can:</b>
1 Follow recommended safe practices	1.1 Use equipment safely, e.g. arrange hardware, cables, adjust seating, lighting, avoid hazards, take breaks
2 Use correct procedures to start ICT systems and open and use applications	2.1 Switch on computer and monitor safely 2.2 Open software application, e.g. word processing, desktop publishing, etc. 2.3 Use input devices, e.g. keyboard, mouse, microphone, touch screen 2.4 Understand that setting can be adjusted to individual needs, e.g. mouse, icon size, screen resolution, desktop contrast, volume
3 Create a new document, enter data and check for accuracy	3.1 Create a document 3.2 Work with files 3.3 Enter text and numbers accurately 3.4 Check meaning, accuracy and suitability
4 Insert and position an image	4.1 Select an image, e.g. picture, clipart, scanned photograph 4.2 Insert an image into a document 4.3 Bring together information, e.g. image with text
5 Save, print and close a document	5.1 Save documents 5.2 Print documents 5.3 Close documents
6 Retrieve and edit a document to achieve required outcome	6.1 Open an existing document and retrieve information 6.2 Edit data to achieve required outcome, e.g. add, insert, select, copy, cut, paste, drag and drop, undo, redo 6.3 Delete data 6.4 Present information that is fit for purpose
7 Align and format text	7.1 Align and justify text, e.g. left, centre, right, full 7.2 Change font size, e.g. 16 pt etc. 7.3 Change font styles, e.g. arial etc. 7.4 Emphasise text, e.g. bold, italics or underline
8 Shut down computer system	8.1 Close documents 8.2 Close software 8.3 Switch off the computer and monitor safely

## Unit purpose and aim

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Candidates will be able to create a document to suit a particular purpose by bringing together text and images. They will be able to edit the document to make the presentation fit for purpose.

## Assessment requirements

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In order to achieve this centre-assessed and OCR-moderated unit, candidates must:

- a) create a new document to suit a specific purpose, e.g. a menu, poster, letter etc., enter a small amount of text and numbers, insert an image, check accuracy, save and print
- b) retrieve the document saved at a) and format it to make the display fit for purpose, change font sizes and styles, use different forms of emphasis, change alignment of text, move the image, save and print the final copy.

## Unit 1: Model assignment template and guidance

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### Model assignment template

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The template has been designed to cover all of the assessment criteria and assessment requirements of this unit. The word version can be downloaded from the support materials section of the qualification [webpage](#). It should be edited to apply appropriate context for the candidates and used to design practice material and assessment assignments.

The context should be adapted so that the content and type of document matches the interests and needs of the candidates. To contextualise the assignment template, only update the sections that appear in brackets; this ensures that all the assessment criteria and assessment requirements are still covered.

If you modify the model assignment template, in any other way, it is up to you to ensure that all assessment criteria and assessment requirements can still be met.

## OCR ENTRY LEVEL AWARD IN USING ICT (ENTRY 3)

### UNIT 1: DISPLAYING INFORMATION USING ICT

#### TEMPLATE FOR MODEL ASSIGNMENT

#### CANDIDATE TASK SHEET

You must use your computer to produce a (*enter type of document*). Before you start, you may make a rough plan of the document you wish to produce.

##### Task 1

- Open a blank document.
- Create a (*enter type of document*).
- Enter at least **15 words** (*enter some appropriate ideas*).
- Enter some **numbers** (*enter some appropriate ideas e.g. prices, opening times, dates*).
- Insert **one image** (clip art, scanned photo, digital image, imported picture).
- Enter your **name** and the words **draft copy** beneath the data you have entered.
- Use a spellchecker to help you check your work is **accurate**.
- Save** your work, **print** a copy and **close** the document.
- Ask your tutor to check that you have included everything required.

You need to make some changes to the (*enter type of document*) you saved in Task 1.

##### Task 2

- Open** your saved document.
- Align some (or all) of your words to the **centre** or to the **right** of the page.
- Clearly** change the font **size** of some of your words (e.g. 12 pt to 36 pt etc).
- Clearly** change the font **style** of some of your words (e.g. Calibri to Times New Roman etc.).
- Emphasise some of your words using **bold**, and/or *italics* and/or underlining.
- Move** the image to a different position in the document.
- Delete the words **draft copy** and enter the words **final copy**.
- Check that your name is still present.
- Use a **spellchecker** to check for accuracy.
- Save** your work using a **different file name**, print a copy and close the document.
- Ask your tutor to check that you have included everything required.

Hand your two printouts, with this sheet, to your tutor so that they can be assessed.

## Tutor notes for model assignment

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The tasks in this model assignment have been designed to meet all the assessment criteria in this unit. The examples used in the assessment criteria are for guidance only. More up-to-date options can be used, providing they enable the candidate to meet the assessment criteria e.g. scanned photographs could now be digital images.

The template should be used to produce candidate assignments and to design practice material. The context may be adapted so that the form of document and chosen topic matches the interests and needs of the candidate.

A wide variety of document types and applications may be used with the template. Candidates should be encouraged to create documents that are of particular interest to them or that would be of practical use to them. Centres, however, must ensure that all the assessment criteria and assessment requirements for this unit are covered in full.

There is no limit to the length of time candidates may take to carry out the tasks.

There is no requirement for all candidates to copy the same block of text. Candidates can create and edit their own posters, suited to their individual interests. The minimum amount of text is set at 15 words so candidates are not looking at spending time entering text but at the formatting and presentation of the document.

By using open-ended tasks, candidates can build on their own interests. Tutors can assist individuals with preparing the text as appropriate.

Each candidate should be given a copy of the Candidate Task Sheet. The tick boxes on this sheet may be used by candidates and tutors to ensure that all the assessment criteria and assessment requirements have been covered in each of the tasks.

Centres must ensure that candidates have access to software packages that will enable them to meet all the assessment criteria, e.g. word processing, desktop publishing, presentation graphics.

Candidates need to be aware of issues of Health and Safety relating to the use of computers and should follow recommended safe practices at all times.

Tutors may give support and guidance to candidates and this may focus on checking that candidates understand what is expected of them. Tutors may also wish to provide help to candidates on the choice of document and the information they wish to include. Candidates may make a rough plan of what they intend to produce, if they wish, but this should not be assessed.

Candidates should be encouraged to use a spellchecker to ensure their work is accurate.

As candidates are submitting paper-based evidence, it is not always easy to see that candidates have met the assessment criteria. To ensure candidates are not disadvantaged you should ensure that when candidates are required to change the font size and font style that these are clearly different to their original choice.

The printouts submitted must be solely the work of the candidates. Printouts should be accompanied by a completed Candidate Evidence Sheet, one for each candidate.

Evidence should only be submitted to the OCR examiner-moderator when the centre assessor is satisfied that all the assessment criteria and assessment requirements have been met. Where gaps in the evidence are identified, tutors may give feedback to the candidates so that they can revise and reprint.

### **Task 1 – Create a document**

This task covers Learning Outcomes 1, 2, 3, 4 and 5.

Candidates will create a new document to suit a particular purpose. The new document may take a number of forms, e.g. a menu, letter, poster, advertisement, etc.

Candidates should:

- be allowed to decide the form of document and the information they wish to include.
- input at least 15 words in order to give them scope to evidence all the assessment requirements.
- enter text, numbers and insert an image. No formatting is required on this print.
- be encouraged to use a spellchecker to check for accuracy. They should key in their name and the words “Draft Copy” beneath the information they have entered.
- then save, print and close the document.

### **Task 2 – Edit a document**

This task covers Learning Outcomes 1, 6, 7 and 8.

Candidates will change the draft document to make it fit for purpose.

Candidates:

- should retrieve the document they saved in Task 1. Print 2 should be clearly seen as an edited version of print 1. Two unrelated prints will be treated as a missing printout.
- should edit the text by using different forms of emphasis, font styles/sizes and alignment, in order to improve the display, e.g. to make a poster more eye-catching; to highlight the main points in a letter. Changes should be obviously clear, e.g. using two distinctly different fonts and changing font size by at least 10 points. Additional features, e.g. colour or word art are not required, but would not be penalised. It is important that candidates complete the changes that will be assessed before they make other changes.
- should move the image to a clearly different position in the document. The image **must** not be moved just by applying change of alignment to the whole document. The image may be resized but this is not a requirement. There must be clear evidence that an image from print

1 is in a different position (or is a clearly different size) on print 2. Deleting the image from print 1 and replacing it with a different image on print 2 does not satisfy this objective.

- may be encouraged to make simple annotations on their own printouts to check that all elements have been covered e.g. “aligned” “bigger” “style” “emphasised” “moved” and “edited”. No details are necessary. This is good preparation for the proofreading skills required for the next level.
- should ensure their name is still present and should change the words “Draft Copy” in Task 1 to read “Final Copy”. Changing draft to final is to show evidence of editing text so is not achieved by handwriting.
- should save the task under a different file name, by use of “Save as” or similar function.
- should then print and close the document.

## Evidence requirements

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Evidence will consist of two printouts and the completed Candidate Evidence Sheet.