Unit Title:	**Use digital technologies to organise documents**
OCR unit number:	2
Level:	Entry Level 3
Guided learning hours:	10
Unit reference number:	M/507/2752

Unit aim and purpose

It is important that you can work with different types of files. You will be able to complete this unit using software on different digital devices such as PCs, laptops, tablets etc.   This unit will help you prepare for employment in a role that requires working with files on devices. You will learn how to follow instructions to manage files and folders.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content

1. Be able to save documents in specified formats	1.1 save documents in specified formats	• Save documents in specified formats:
		  - image file (i.e. jpg, bmp, tif)
		  - word processing file (i.e. .doc, .docx, .odt)
		  - spreadsheet file (i.e. .xls, .xlsx, .ods)
		  - audio file (i.e. .mp3, .wav, wma)
		  - video file (i.e. .avi, .mp4, .mov, .wmv)
		  - portable document format (i.e. .pdf)

2. Be able to work with files to complete structured tasks	2.1 work with files	• Work with files: - create, open, close, save, save as, rename, delete, open a password protected file, print preview, print, screenshot
3. Be able to work with folders to complete structured tasks	3.1 work with folders	• Work with folders: - open, create sub-folders, rename, delete, move file(s) between folders

Delivery guidance

You could deliver the teaching for Entry Level 3 and Level 1 units at the same time. To help you we have underlined text in the Level 1 unit to identify the increased breadth and depth of teaching.

Be able to save documents in specified formats

Learners should be taught to be able to save different types of files. These include image files, word processing files, spreadsheet files, audio files, video files and portable document format (pdf) files. A range of common file types for each of these applications has been identified in the teaching content. It is important for learners to be able to recognise that file formats for an application such as word processing may differ from those which they are used to working with. Learners should be taught about why files exist in a variety of formats and why this is necessary.

Learners should be aware that it is possible to have several files saved with the same filename but the file type will differ. For example a file called **rainfall** could be an image file, a video file, a portable document file, a word processing document etc. and these could all be saved in the same folder so a learner must be able to recognise the file type as well as the filename.

Be able to work with files to complete structured tasks

Learners need to be familiar with a variety of common activities undertaken with files. These include creating files, opening existing files, saving files that are open, using save as so that a new version of a file is created and opening password protected files. As well as working with files within an application, learners need to be able to work with files within the file management system of a computer. Such tasks include renaming files and deleting files.

Learners should have the opportunity to learn how to work with files on a computer system. This could be on the hard drive of the computer, a network drive, a removable storage device or cloud storage, depending on the computer system or tablet device which the learner is using. The operating system should allow the learner to have the opportunity to meet the requirements of the unit. Live assessment tasks **cannot** be modified to suit any operating system restrictions that may be in place within a centre.

Be able to work with folders to complete structured tasks

Learners need to be able to work with folders to undertake common tasks. These include opening a folder, creating a new folder or a subfolder within a folder, renaming and deleting folders and moving files between folders.

Learners will need to be able to produce screen prints of evidence to support the tasks. These must be large enough and clear enough to allow another person to read the information without any difficulty.