

Computer Tools Code: 946 462

Module 2 Duration: 30 hours

1. Select and consult reference sources.

- Selection of appropriate reference sources
- Variety of sources selected
- Efficient searching using hypertext links
- Efficient use of Internet search engines and criteria

2. Extract information.

- Accurate interpretation of information
- Relevance of information extracted
- Correct procedure for importing files
- Correct setting of printing parameters
- Methodical note-taking
- Observance of copyrights

3. Use the file manager of the operating system.

- Appropriate use of windows, mouse and toolbar
- Logical creating and naming of files and folders
- Efficient location of files and folders
- Accurate recording of data
- Proper printing of data

4. Use the basic functions of a word-processing

- Accurate identification of page layouts program
- Appropriate choice of formats
- Proper use of windows and toolbar

5. Use the basic functions of a spreadsheet

- Proper use of simple formulas
- Efficient use of information
- Correct use of terminology
- Proper use of operating system
- Efficient management of files