信息技术：应用软件 I

COMPUTING: Software Development

HIGHER NATIONAL DIPLOMA

【英】苏格兰学历管理委员会（SQA）
Scottish Qualifications Authority

Unit Student Guide

Information Technology: Applications Software 1 D75X34

中国时代经济出版社

SCOTTISH QUALIFICATIONS AUTHORITY

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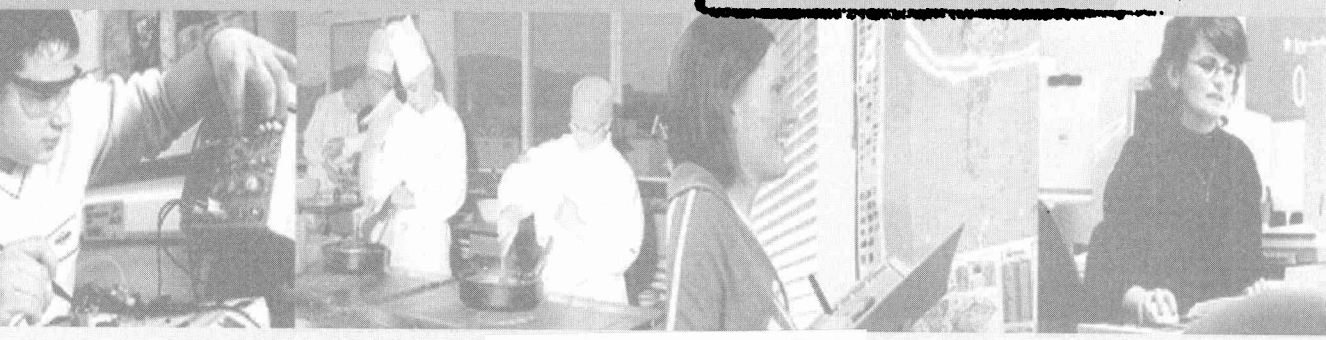

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信息技术：应用软件 Ⅰ

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1 Introduction to the Scottish Qualifications Authority

This Unit **D75X 34** (**Information Technology: Applications Software 1**) has been devised and developed by the Scottish Qualifications Authority (SQA). Here is an explanation of the SQA and its work:

The SQA is the national body in Scotland responsible for the development, accreditation, assessment, and certification of qualifications other than degrees.

Its website can be viewed on: www. sqa. org. uk

SQA's functions are to:

- devise, develop and validate qualifications, and keep them under review
- accredit qualifications
- approve education and training establishments as being suitable for entering people for these qualifications
- arrange for, assist in, and carry out, the assessment

of people taking SQA qualifications

- quality assure education and training establishments which offer SQA qualifications

- issue certificates to candidates.

In order to pass SQA units, students must complete prescribed assessments. These assessments must meet certain standards.

The Unit Specification outlines the 2 Outcomes that students must complete in order to achieve this unit. The Specification also details the knowledge and/or skills required to achieve the outcome or outcomes. The Evidence Requirements prescribe the type, standard and amount of evidence required for each outcome or outcomes.

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2 Introduction to the Unit

2.1 What is the Purpose of this Unit?

This Unit is designed to enable you to use Information Technology (IT) systems and applications independently to support a range of information processing activities. The Unit is designed to develop a broad knowledge of the theoretical concepts, principles, boundaries and scope of IT applications. These activities will be centred on using software applications packages to meet complex information requirements while paying attention to security and the needs of other users.

2.2 What are the Outcomes of this Unit?

On completion of the Unit you should be able to:

1. Operate a range of IT equipment independently, giving attention to security and to other users

2. Use a range of software application packages to meet complex information requirements.

2.3 What do I Need to be Able to do in Order to Achieve this Unit?

To be able to achieve this Unit you must familiarise yourself with the main features of a variety of software application from Microsoft Office—Access, Excel, PowerPoint and Word, together with the use of the Internet to access information. You must also be aware of safety and security in the operation of equipment and be able to manage your files efficiently.

2.4 Approximate Study Time for This Unit

This unit has a credit value of 1 HN Credit at SCQF level 7: (8 SCQF credit points at SCQF level 7). This SQA Unit is allocated 8 Scottish Credit and Qualifications Framework points. Each SCQF point = 10 hours of learning. This Unit might therefore take you up to 80 hours to complete.

2.5 Equipment/ Material Required for this Unit

This guide, a pc with an installation of Microsoft Office 2000 and Internet access.

2.6 Symbols Used in this Unit

The various Learning Materials sections are designed so that you can work at your own pace, with tutor support. As you work through the Learning Materials (see Section 5), you will encounter symbols. These symbols indicate that you are expected to do a task. **These tasks are not Outcome Assessments.** They are exercises designed to consolidate learning or encourage

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thought, in preparation for the Outcome Assessment (see Section 3—Assessment Information for this Unit).

Activity

This symbol indicates an Activity (A). Usually, activities are used to improve or consolidate your understanding of the subject in general or a particular feature of it.

In this unit, you are asked to undertake activities to check your understanding and to enable you to try out features of the applications explained to you in the guide. The activities will not serve this purpose if you refer to the responses prior to having attempted the Activity.

Self Assessed Question

This symbol indicates a Self Assessed Question. Using a Self Assessed Question helps you check your understanding of the content that you have already covered. The Self Assessed Questions in this guide will often take the form of (**Insert text here**).

Everything is provided for you to check your own responses. Answers to the Self Assessed Questions are to be found at the back of the Unit Student Guide.

Where **suggested responses to activities are provided in the Unit Student Guide, students are strongly discouraged from looking at these responses before they attempt the activity.** The activities throughout the Unit Student Guide will help you to prepare yourself for the formal assessments, and to identify topic areas in which you will require clarification and additional tutor support. The activities will not serve this purpose if you look at the answers before trying the activity!

Self Assessed Questions and activities are designed to be checked by you. No tutor input is necessary at this stage unless special help is requested, although from time to time your tutor may wish to view your responses to Self Assessed Questions to see how you are progressing.

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3 Assessment Information for this Unit

3.1 What Do I Have to Do to Achieve This Unit?

This Unit is largely of a practical nature; it lends itself to a single assessment containing a number of tasks in the form of a project or case study. An observation checklist is required for Outcome 1. You will be required to submit evidence in the form of printed documents for both Outcomes 1 and 2. You will be provided with assessment files to negate the need for you to enter large amounts of text or data.

4 Suggested Lesson Plan

The Learning Materials (see Section 5) are designed to lead you through a series of activities which will allow you to consolidate your learning and check on your own progress.

The time you take for each section will depend upon your existing knowledge.

Allow at least 6 hours for your assessment.

5 Learning Material

The learning material is split into several main sections. Each of the first 4 deals with a software application, the fifth looks at accessing information from the Internet, the sixth looks at integrating information between packages, the seventh deals with file management and security and the final one offers some revision exercises.

All of the applications packages used are part of the Microsoft Office 2000 suite. This means that many of the features are available in each application package studied. The common features will be covered in the first section, word processing and then only reference will be made to them in the other sections.

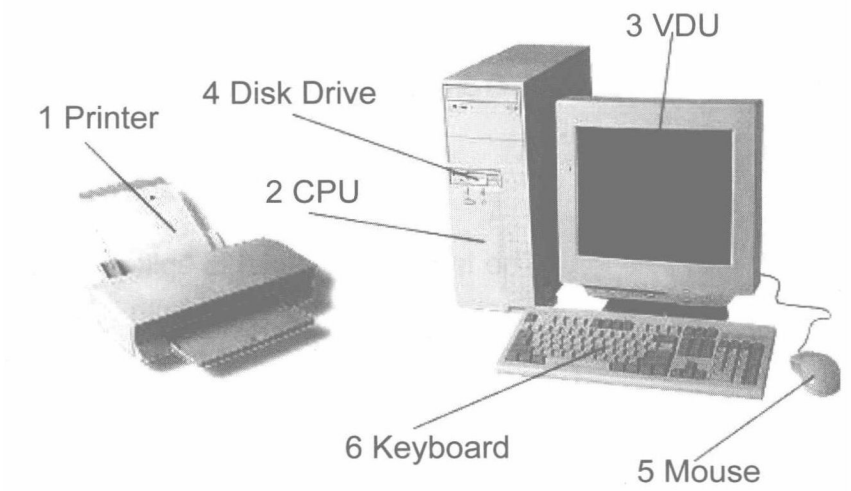
5.1 Section 1—IT equipment, file management and security

It is assumed that prior to beginning this Unit you have gained some IT experience. However, this Section starts by looking at some basic PC facts.

As a computer user you need to understand the terminology associated with computing.

Two of the first terms you need to understand are ' hardware ' and ' software '. Both hardware and software are required to be able to use any computer

system.



What is Hardware?

The hardware is the actual computer machinery—the screen (or Visual Display Unit—VDU); the keyboard; the processor (or Central Processing Unit—CPU); disk drives and the printer. We will take a look at this in more detail on the next page. Think of the hardware as the bits you can see and touch!

What is Software?

Software is the name given to the programs you will use to perform tasks with your computer.

The first piece of software that you will use is Windows. Windows is a computer package that is produced by Microsoft. Microsoft also produces Microsoft Office, a

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