Use IT applications to improve productivity

Overview

This standard is about choosing appropriate software apps and using them to carry out agreed tasks and improve productivity.

It involves planning selecting and using appropriate standard software apps to store, format, organise and combine the various different types of information needed to produce and present information to meet needs.

Performance criteria

You must be able to:
1. plan how to carry out tasks using appropriate digital tools to achieve the required purpose and outcomes
2. select appropriate IT software applications for tasks
3. navigate the application user interface to achieve the required outcomes
4. enter, edit and format information using application software according to task requirements
5. process, combine and present information using application software according to task requirements
6. use file navigation software to organise files into appropriate folder structures
7. learn how to use software using appropriate help systems
8. use relevant tools and applications to improve personal productivity and time management
9. use appropriate software facilities for tasks
10. test solutions to ensure they work as intended and are fit for purpose

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Knowledge and understanding

You need to know and understand:

1. the IT facilities and range of applications in use in the organisation
2. how to use IT facilities to improve own performance
3. functionality and features of standard software applications and how and when to use them
4. how IT tools and resources can support own learning and development
5. the purpose of different types of software documentation and how to use them
6. factors and constraints that may affect specific tasks
7. local guidelines and conventions for naming and storing files
8. how to identify automated routines to improve productivity
9. reasons why regulations and procedures exist for using IT facilities within an organisation and the importance of them
10. how to locate and organise applications to increase efficiency

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Developed by	e-skills
Version Number	1
Date Approved	January 2015
Indicative Review Date	June 2017
Validity	Current
Status	Original
Originating Organisation	e-skills UK
Original URN	ESKITU060
Relevant Occupations	ICT for users
Suite	IT Users
Keywords	Digital Systems, networks, mobile, Wi-Fi, printers