

Unit Title: Using a computer keyboard

OCR unit number: 92

Level: 1

Credit value: 1

Guided learning hours: 10

Unit reference number: J/502/9311

Unit purpose and aim

This unit is about the skills and knowledge required by the IT User to use the full functionality of a computer keyboard and to key in and edit information accurately.

As a result of this unit, candidates will be able to navigate and control the user interface using keyboard commands, without the aid of a mouse or other pointing device.

The candidate will learn the keyboard shortcuts for a particular software application.

Learning Outcomes	Assessment Criteria	Examples
<p>The learner will:</p> <p>1 Use a keyboard to enter and edit alphanumeric information accurately</p>	<p>The learner can:</p> <p>1.1 Input information accurately using alphanumeric, punctuation and special character keys as required</p> <p>1.2 Use shift, Ctrl, Alt, Num and Caps Lock, spacebar, tab, and editing keys as appropriate</p> <p>1.3 Check the accuracy of information, using the keyboard to edit and make corrections as required</p>	<p>Accuracy: spell check, grammar check, language and dictionary settings, proof read</p> <p>Keys: shift key e.g. upper case, special characters; spacebar; tab key, special character keys, insert, delete, number lock</p> <p>Check and edit information: checking accuracy e.g. proof reading, spell and grammar check</p>
<p>2 Use a keyboard to access and navigate software applications</p>	<p>2.1 Use keyboard controls to access, open and close software applications</p> <p>2.2 Use navigation keys to move around software applications</p> <p>2.3 Identify how function keys and keyboard short-cuts can be used within a software application to</p>	<p>Navigation keys: arrows, page up, page down, home, end, cursor keys, software specific keys</p> <p>Application control: alt+tab for application switch; ctrl+esc for applications list; ctrl+w to close window, alt+F4 to close an application</p> <p>Improving efficiency: methods and shortcuts - for</p>

Learning Outcomes	Assessment Criteria	Examples
	improve efficiency	example: text selection, drag and drop, file saving; software specific - for example: spreadsheets, word processing, desk top publishing, web authoring

Assessment

All ITQ units may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met.

See the Assessment and postal moderation section of the [ITQ Centre Handbook](#).

Evidence requirements

Candidates must complete the Evidence Checklist without gaps for this unit. Individual unit checklists are available to download from the qualification [webpage](#) (see forms).

Guidance on assessment and evidence requirements

Please refer to the ITQ centre handbook on our [webpage](#).

Details of relationship between the unit and national occupational standards

This unit links to the IT User National Occupational Standard detailed below:

Occupational standards	Title
IT Users 2009 (e-skills UK)	Word Processing software