

Glasgow Caledonian University

Baseline in ICT Competency

The Baseline in ICT Skills comprises of the following:

Computer/Network Basics

1. Log on and off a network using a network ID and password
2. Open and close application programs
3. Open multiple windows on the desktop
4. Maximise, minimise and close windows on the desktop
5. Resize and arrange windows on the desktop
6. Format a floppy disk
7. Manage files using folders and drives
8. Perform all of the following file management operations – create, save, open, close, copy, delete, rename and move files

Electronic Mail

1. Open an email application and compose and send email messages
2. Read, and reply to, received messages
3. Forward email messages to another person
4. Send files as attachments to email messages
5. Create and use message folders

Word Processing 1

1. Open a word processing package and enter text
2. Perform simple editing and formatting of text
3. Save and print a word-processed document
4. Carry out a spell check on a document
5. Carry out a word count on a document

Word Processing 2

1. Change margins
2. Set up headers (text that appears in the top margin of every page) and footers (text that appears in the bottom margin of every page)

3. Use footnotes and endnotes in documents for referencing or providing explanations
4. Insert automatic page numbering and dates into documents
5. Insert, use and format a table
6. Use automatic bullets and numbering for paragraphs
7. Insert page breaks
8. Insert symbols into a document
9. Insert mathematical equations into a document
10. Locate and use Clip Art within a document
11. Place and move framed objects within a document
12. Use drawing facilities in a word processing or integrated package

Searching for information through on-line catalogues

1. Access an on-line library catalogue
2. Search an on-line library catalogue for a book
3. Search an on-line library catalogue for a journal
4. Print the results of the search, or include the results of the search in a document
5. Access and search electronic databases
6. Open an Internet browser and navigate the World Wide Web (WWW) using known addresses
7. Search the World Wide Web using a browser
8. Save search results
9. Access subject specific internet gateways

Basic Spreadsheets

1. Open a spreadsheet program and enter data
2. Edit and format data
3. Use formulae for calculations
4. Create a chart from spreadsheet data
5. Title and label a chart

Integration of IT applications

1. Switch between applications
2. Copy and paste text or graphics from one file to another in the same application (eg from one Word document to another)
3. Copy and paste text or graphics from one application type to another (eg from Excel to Word or internet to Word)
4. Insert one file into another
5. Copy text from the Web and insert it into a document
6. Insert a picture from the Web into a document