

# Keyboarding

## Digital Technology

Statement Code no: 1

Student:

Class:

At Junior Certificate level the student can:

Use the computer keyboard for basic keyboarding and data input

Date Commenced: / /

Date Awarded: / /

**Learning Targets** - This has been demonstrated by your ability to:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1  | Read all letters, figures, symbols and punctuation marks on the keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Identify service keys and operational parts                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Recognise the important words which refer to the keyboard                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Be able to locate all letters, figures, symbols and punctuation keys     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Control home keys  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Key in practice work   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Proofread, spell-check and correct work                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | Key in a letter and lay it out correctly                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | Key in a short text and lay it out correctly                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Manipulate all keys needed   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun    | Work in progress    | Work completed

# Typewriting

## Digital Technology

Statement Code no: 2

Student:

Class:

At Junior Certificate level the student can:

Type a variety of documents using appropriate layout and styles

Date Commenced: / /

Date Awarded: / /

### Learning Targets - This has been demonstrated by your ability to:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1  | Recognise and manipulate all important parts of the typewriter or computer   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Carry out basic maintenance and control and where appropriate switch machine on and off, insert cables as needed and change ribbon | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Use controls to organise layout (line up paper, set spacing and margins)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Control and manipulate all parts of the keyboard   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Type from straight copy  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Type and rule a tabular statement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Type a letter, using a correct layout  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | Type up special documents such as menus, memos, forms and notes  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | Proofread work   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Correct work   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun    | Work in progress    | Work completed

# Computer Skills

## Digital Technology

Statement Code no: 3

Student:

Class:

At Junior Certificate level the student can:

Use a computer to demonstrate a range of computer-related skills

Date Commenced: / /

Date Awarded: / /

### Learning Targets - This has been demonstrated by your ability to:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1  | Switch on the computer and recognise the need for a virus check  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Check equipment and report faults  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Show responsibility for and tidy equipment   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Use the correct shutting-down procedures   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Insert and remove CD/DVD/Floppy Disc/Memory Stick correctly  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Identify, open and close software package icons  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Access CD and/or disc applications   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | Save on the Hard Drive/ Floppy Disc/CD/ DVD/ Memory Stick  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | Retrieve work  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Print work   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Recognise the names of the main parts of the computer and related hardware: monitor, keyboard, disc drive, mouse, printer, scanner, digital camera | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Control and manipulate all necessary keys and move the mouse as needed   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun    | Work in progress    | Work completed

# Word Processing

## Digital Technology

Statement Code no: 4

Student:

Class:

At Junior Certificate level the student can:

Use a word processor to carry out a range of tasks

Date Commenced: / /

Date Awarded: / /

### Learning Targets - This has been demonstrated by your ability to:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1  | Name and open the word processing package being used | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Set page (landscape or portrait)                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Enter text or data                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Format text: font, size and style                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Format text: alignment                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Insert and resize clipart                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Name, save and close a file (save and save as)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | Retrieve a document file from disk                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | Edit a text: delete, insert                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Edit a text: highlight, move, copy                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Proofread, spell-check and revise a text             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Print preview and print out text                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Exit package   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: English, Science, History, Geography, Civic Social and Political Education

Work begun    | Work in progress    | Work completed

# Educational Computer Software

## Digital Technology

Statement Code no: 5

Student:

Class:

At Junior Certificate level the student can:

Apply the skills, knowledge and understanding needed to use educational computer software

Date Commenced: / /

Date Awarded: / /

### Learning Targets - This has been demonstrated by your ability to:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1  | Explain what software is   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Access the CD-ROM Drive  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Be aware of computer viruses   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Be familiar with various basic computer programs                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | List the software that you can use                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Give your opinion on software after you have become familiar with it | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Research a topic using software and fill a worksheet on it           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | Produce a poster on your favourite educational software package      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | Print out from a software package                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Exit software package  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: All subjects

Work begun    | Work in progress    | Work completed

# The Internet

## Digital Technology

Statement Code no: 6

Student:

Class:

At Junior Certificate level the student can:

Apply the skills, knowledge and understanding needed to use the Internet and e-mail

Date Commenced: / /

Date Awarded: / /

### Learning Targets - This has been demonstrated by your ability to:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1  | Name the e-mail package used on your school computer         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Know your e-mail address                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Be familiar with the terms 'go on line', 'log on', 'log off' | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Understand the costs involved                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Access e-mail  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Prepare and send e-mail                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Use e-mail to communicate nationally and internationally     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | Be aware of viruses on the Internet                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | Access specific information on the Internet                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Download information and/or print                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Locate your school Home Page                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Contribute to the JCSP Web Site                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: All subjects

Work begun    | Work in progress    | Work completed

Student:

Class:

At Junior Certificate level I can:

## Recall, explain and apply facts related to probability

Date Commenced:   /   /

Date Awarded:   /   /

### Learning Targets — This has been demonstrated by your ability to:

- |  |  |
|--|--|
| 1) Name and open the spreadsheet application being used            | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2) Distinguish between rows, columns, cells and worksheets         | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3) Distinguish between labels, values and formulas                 | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4) Enter data  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5) Adjust column width and row height                              | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6) Format data to currency, decimal place etc                      | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7) Enter formulas using + - * / operators                          | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8) Enter <b>Sum</b> and <b>Average</b> functions                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9) Create pie, bar column and trend graphs                         | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10) Format worksheet to show gridlines and row and column headings | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 11) Print all or part of a spreadsheet                             | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 12) Close a file and exit the spreadsheet application              | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Work begun  | Work in progress  | Work completed