

Computer Skills

Computers

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