

Open Awards Qualification Unit



Form OAQU

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1 Unit Details

Unit Title:	Using a Computer Keyboard.
QAC Code:	J/502/9311
Level:	Level 1
Credit Value:	1
Minimum GLH:	10

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Use a keyboard to enter and edit alphanumeric information accurately.	1.1 Input information accurately using alphanumeric, punctuation and special character keys as required.
	1.2 Use shift, Ctrl, Alt, num and caps lock, spacebar, tab and editing keys as appropriate.
	1.3 Check the accuracy of information, using the keyboard to edit and make corrections as required.
2. Use a keyboard to access and navigate software applications.	2.1 Use keyboard controls to access, open and close software applications.
	2.2 Use navigation keys to move around software applications.
	2.3 Identify how function keys and keyboard short-cuts can be used within a software application to improve efficiency.