

AS/A Level Applied Information and Communication Technology 9713

Unit 13: Output Data

Recommended Prior Knowledge

Students will require a basic understanding of the operating system before embarking upon this unit. In preparation for this module it is recommended that the material from IGCSE IT (syllabus 0418) has been covered, especially the whole of section 13 (Output Data).

In preparation for this module you could cover the following topics: handling passwords to gain access to the operating system, applications software and data. They will also require a basic knowledge of file management techniques including:

- creating, renaming, deleting and access to directories/folders
- browsing a directory or folder
- creation of different file types

Context

This unit can be studied on its own or in conjunction with other practical units. It is recommended that this unit is studied alongside other practical units like Unit 8 (Software Selection), Unit 9 Communication, Unit 10 (Document and Presentation Production), Unit 11 (Databases and Charts) and Unit 12 (Integration).

Outline

This unit covers the following areas:

- saving documents and objects
- printing documents and objects

AO	Learning outcomes	Suggested Teaching activities	Learning resources
13a	Save and print the document/presentation/object/data	Save and print the document as specified, including draft document, final copy, e-mail, file attachment and screen shots. Save and print the object/data as specified, including database reports, data tables, graphs and charts.	Utilise documents, objects and data from other practical modules for this.

AO	Learning outcomes	Suggested Teaching activities	Learning resources
		<p>Save specified data selection in a format suitable for importing into a text based document.</p> <p>Print documents with screen shot evidence showing how a variety of skills and effects have been demonstrated .</p>	