

## Examination Details

BCS Level 2 ECDL Certificate  
in IT Applications Skills (QCF)  
600/6943/0

## Assessment Details

The BCS ECDL IT Application Skills qualification units:  
Word Processing - R/502/4628  
Spreadsheet Software - F/502/4625  
Presentation Software - M/502/4622  
Improving Productivity using IT - J/502/4156

## Course Information

### Improving Productivity using IT (J/502/4156)

The unit requires the student to:

- Plan how to carry out tasks using appropriate IT systems and software to for using IT achieve the required purpose and with an effective outcome enabling the student to improve their productivity
- Describe the methods, skills and resources required to complete the task successfully; consider any factors that may affect the task; how the purpose and outcomes have been met by the chosen IT systems and software applications
- Describe any legal or local guidelines or constraints that may apply to the task
- Assess strengths and weaknesses of final work as well as suggesting improvements
- Review outcomes to make sure they match requirements and are fit for purpose
- Test IT tools and systems solutions to ensure that they work as intended

### M/502/4622 IT User Presentation Software Level 2

The unit requires the student to:

- Be able to carry out tasks such as adding text and other information, inserting images, videos, sound, charts and tables
- Select and use appropriate techniques for formatting and editing methods to meet a user's needs and communicate effectively
- Organise and combine information of different forms or from different sources
- Identify and respond to any quality problems with presentations to ensure that presentations meet needs

### F/502/4625 IT User Spreadsheet Software Level 2

The unit requires the student to:

- Use a spreadsheet to enter, edit, organise numerical data and use a range of appropriate functions and formulas to meet calculation requirements
- Identify which tools and techniques, such as charts or graphs, to use to analyse and manipulate data to meet requirements
- Plan how to present and format spreadsheet information effectively to meet needs
- Respond appropriately to any problems or errors in formulas with spreadsheets

### R/502/4628 IT User Word Processing Software Level 2

The unit requires the student to:

- Use appropriate techniques to enter appropriate text and other information accurately and efficiently to meet end user's needs
- Select and use appropriate templates for different purposes
- Select and use a range of editing tools and formatting techniques to amend document content
- Identify when and how to combine and merge information from other software or other documents
- Check documents meet needs, using IT tools and making corrections as necessary

1	Check your ICT skills against the exam board skills list for each unit. This will enable you to make sure you have a complete skill set to pass the exam.
2	Ask your teacher for help with any specific skills.
3	Practice the skills you have acquired for using word processing software, spreadsheets, databases, presentation software and using images.
4	Ensure you are careful when carrying out a task, so you do not make careless mistakes.
5	Do not rush the tasks and if you complete a task incorrectly take time to understand your mistake, so you do not repeat it.
6	Repeat the practice tasks as often as you need until you do not make errors.
7	Remember the pass mark is higher than GCSEs. You need to get at least 70% to pass.
8	Read the questions carefully. Make sure you are answering the question being asked. Take time to understand the question. Check if there is a negative in the question e.g. "What should you not do..."
9	When you are taking the exam try to answer the questions without looking at the multiple choice answers. Then select one that matches your answer.
10	Use revision resources such as the Teach ICT videos.

## Useful Resources:

[BBC Bitesize](#)

[http://www.teach-ict.com/ecdl5\\_home.html](http://www.teach-ict.com/ecdl5_home.html)