

## Digital Technology

At Junior Certificate level I can:

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|---|--|
| <b>1 Keyboarding</b><br>Use the computer keyboard for basic keyboarding and data input  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <b>2 Typewriting</b><br>Apply the skills needed to type a variety of documents using appropriate layout and styles                  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <b>3 Computer Skills</b><br>Use a computer to demonstrate a range of computer-related skills  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <b>4 Word Processing</b><br>Use a word processor to carry out a range of tasks  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <b>5 Educational Computer Software</b><br>Apply the skills, knowledge and understanding needed to use educational computer software | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <b>6 The Internet</b><br>Apply the skills, knowledge and understanding needed to use the Internet                                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <b>7 Spreadsheets</b><br>Recall, explain and apply facts related to probability   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Work begun



Work in progress



Work completed

