Computers

1 **Keyboarding**
Use the computer keyboard for basic keyboarding and data input

2 **Typewriting**
Apply the skills needed to type a variety of documents using appropriate layout and styles

3 **Computer Skills**
Use a computer to demonstrate a range of computer-related skills

4 **Word Processing**
Use a word processor to carry out a range of tasks

5 **Educational Computer Software**
Apply the skills, knowledge and understanding needed to use educational computer software

6 **The Internet**
Apply the skills, knowledge and understanding needed to use the Internet

7 **Spreadsheets**
Recall, explain and apply facts related to probability

Work begun ☐☐☐ | Work in progress ☐☐☐ | Work completed ☐☐☐

Keyboarding

Computers

Statement Code no: 1

Student: Class:

At Junior Certificate level the student can:

Use the computer keyboard for basic keyboarding and data input

Date Commenced: ☐☐/☐☐/☐☐   **Date Awarded:** ☐☐/☐☐/☐☐

Learning Targets - This has been demonstrated by your ability to:

1	Read all letters, figures, symbols and punctuation marks on the keyboard	☐	☐	☐
2	Identify service keys and operational parts	☐	☐	☐
3	Recognise the important words which refer to the keyboard	☐	☐	☐
4	Be able to locate all letters, figures, symbols and punctuation keys	☐	☐	☐
5	Control home keys	☐	☐	☐
6	Key in practice work	☐	☐	☐
7	Proofread, spell-check and correct work	☐	☐	☐
8	Key in a letter and lay it out correctly	☐	☐	☐
9	Key in a short text and lay it out correctly	☐	☐	☐
10	Manipulate all keys needed	☐	☐	☐

Refer also to: English, Science, History, Geography, Environmental and Social Studies, Civic Social and Political Education

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐

Typewriting

Computers

Student: | Class:

At Junior Certificate level the student can:

Type a variety of documents using appropriate layout and styles

Date Commenced: ⬜⬜/⬜⬜/⬜⬜ **Date Awarded:** ⬜⬜/⬜⬜/⬜⬜

Learning Targets - This has been demonstrated by your ability to:

1	Recognise and manipulate all important parts of the typewriter or computer	⬜⬜⬜
2	Carry out basic maintenance and control and where appropriate switch machine on and off, insert cables as needed and change ribbon	⬜⬜⬜
3	Use controls to organise layout (line up paper, set spacing and margins)	⬜⬜⬜
4	Control and manipulate all parts of the keyboard	⬜⬜⬜
5	Type from straight copy	⬜⬜⬜
6	Type and rule a tabular statement	⬜⬜⬜
7	Type a letter, using a correct layout	⬜⬜⬜
8	Type up special documents such as menus, memos, forms and notes	⬜⬜⬜
9	Proofread work	⬜⬜⬜
10	Correct work	⬜⬜⬜

Refer also to: English, Science, History, Geography, Environmental and Social Studies, Civic Social and Political Education

Work begun ⬜⬜⬜ | Work in progress ⬜⬜⬜ | Work completed ⬜⬜⬜

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	☐ ☐ ☐
2	Check equipment and report faults	☐ ☐ ☐
3	Show responsibility for and tidy equipment	☐ ☐ ☐
4	Use the correct shutting-down procedures	☐ ☐ ☐
5	Insert and remove CD/DVD/Floppy Disc/Memory Stick correctly	☐ ☐ ☐
6	Identify, open and close software package icons	☐ ☐ ☐
7	Access CD and/or disc applications	☐ ☐ ☐
8	Save on the Hard Drive/ Floppy Disc/CD/ DVD/ Memory Stick	☐ ☐ ☐
9	Retrieve work	☐ ☐ ☐
10	Print work	☐ ☐ ☐
11	Recognise the names of the main parts of the computer and related hardware: monitor, keyboard, disc drive, mouse, printer, scanner, digital camera	☐ ☐ ☐
12	Control and manipulate all necessary keys and move the mouse as needed	☐ ☐ ☐

Refer also to: English, Science, History, Geography, Environmental and Social Studies, Civic Social and Political Education

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐

Word Processing

Computers

Statement Code no: 4

Student: | **Class:**

At Junior Certificate level the student can:

Use a word processor to carry out a range of tasks

Date Commenced: ☐☐/☐☐/☐☐ **Date Awarded:** ☐☐/☐☐/☐☐

Learning Targets - This has been demonstrated by your ability to:

1	Name and open the word processing package being used	☐ ☐ ☐
2	Set page (landscape or portrait)	☐ ☐ ☐
3	Enter text or data	☐ ☐ ☐
4	Format text: font, size and style	☐ ☐ ☐
5	Format text: alignment	☐ ☐ ☐
6	Insert and resize clipart	☐ ☐ ☐
7	Name, save and close a file (save and save as)	☐ ☐ ☐
8	Retrieve a document file from disk	☐ ☐ ☐
9	Edit a text: delete, insert	☐ ☐ ☐
10	Edit a text: highlight, move, copy	☐ ☐ ☐
11	Proofread, spell-check and revise a text	☐ ☐ ☐
12	Print preview and print out text	☐ ☐ ☐
13	Exit package	☐ ☐ ☐

Refer also to: English, Science, History, Geography, Environmental and Social Studies, Civic Social and Political Education

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐

Educational Computer Software

Computers

Statement Code no: 5

Student: | Class:

At Junior Certificate level the student can:

Apply the skills, knowledge and understanding needed to use educational computer software

Date Commenced: ☐☐/☐☐/☐☐ | Date Awarded: ☐☐/☐☐/☐☐

Learning Targets - This has been demonstrated by your ability to:

1	Explain what software is	☐ ☐ ☐
2	Access the CD-ROM Drive	☐ ☐ ☐
3	Be aware of computer viruses	☐ ☐ ☐
4	Be familiar with various basic computer programs	☐ ☐ ☐
5	List the software that you can use	☐ ☐ ☐
6	Give your opinion on software after you have become familiar with it	☐ ☐ ☐
7	Research a topic using software and fill a worksheet on it	☐ ☐ ☐
8	Produce a poster on your favourite educational software package	☐ ☐ ☐
9	Print out from a software package	☐ ☐ ☐
10	Exit software package	☐ ☐ ☐

Refer also to: All subjects

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐

Computers

Statement Code no: 6

Student: **Class:**

At Junior Certificate level the student can:

Apply the skills, knowledge and understanding needed to use the Internet and e-mail

Date Commenced: ☐☐/☐☐/☐☐   **Date Awarded:** ☐☐/☐☐/☐☐

Learning Targets - This has been demonstrated by your ability to:

1	Name the e-mail package used on your school computer	☐ ☐ ☐
2	Know your e-mail address	☐ ☐ ☐
3	Be familiar with the terms 'go on line', 'log on', 'log off'	☐ ☐ ☐
4	Understand the costs involved	☐ ☐ ☐
5	Access e-mail	☐ ☐ ☐
6	Prepare and send e-mail	☐ ☐ ☐
7	Use e-mail to communicate nationally and internationally	☐ ☐ ☐
8	Be aware of viruses on the Internet	☐ ☐ ☐
9	Access specific information on the Internet	☐ ☐ ☐
10	Download information and/or print	☐ ☐ ☐
11	Locate your school Home Page	☐ ☐ ☐
12	Contribute to the JCSP Web Site	☐ ☐ ☐

Refer also to: All subjects

Work begun ☐ ☐ ☐ | Work in progress ☐ ☐ ☐ | Work completed ☐ ☐ ☐

Computers

Statement code 7

Student:

Class:

At Junior Certificate level I can:

Recall, explain and apply facts related to probability

Date Commenced: ☐☐ / ☐☐ / ☐☐   **Date Awarded:** ☐☐ / ☐☐ / ☐☐

Learning Targets – This has been demonstrated by your ability to:

1) Name and open the spreadsheet application being used ☐☐☐

2) Distinguish between rows, columns, cells and worksheets ☐☐☐

3) Distinguish between labels, values and formulas ☐☐☐

4) Enter data ☐☐☐

5) Adjust column width and row height ☐☐☐

6) Format data to currency, decimal place etc ☐☐☐

7) Enter formulas using + - * / operators ☐☐☐

8) Enter **Sum** and **Average** functions ☐☐☐

9) Create pie, bar column and trend graphs ☐☐☐

10) Format worksheet to show gridlines and row and column headings ☐☐☐

11) Print all or part of a spreadsheet ☐☐☐

12) Close a file and exit the spreadsheet application ☐☐☐

Work begun ☐☐☐ | Work in progress ☐☐☐ | Work completed ☐☐☐