Introduction Stage

ICT Skill	Open Source Training Tool
Computer Operations	
Identifies hardware components eg. keyboard, mouse, monitor/screen	Hardware
Identifies cursor	Mouse cursor
Word Processing	
Locates and uses return/enter, space, delete/backspace, shift, caps lock	Open Office
Selects/highlights text	Open Office
Deletes text	Open Office
Varies font, size and style	Open Office
Changes text alignment	Open Office
Graphics	
Uses freehand drawing tools - pencil, straight and curved lines	Tuxpaint
Uses shape tools/objects	Tuxpaint
Uses paintbrush, paintbox/fill with colour, spray can/airbrush, eraser	Tuxpaint
Uses text tool	Tuxpaint
Selects objects with selection tool	Tuxpaint
Deletes selected objects	Tuxpaint
Crops selected objects	Tuxpaint
Copies/duplicates graphic elements	Tuxpaint
Uses line properties - thickness/colour	Tuxpaint
Uses fill pattern/colours/shading	Tuxpaint
Uses a digital camera to create a graphics file	Auto-loading
Internet	
Understands and uses key words in a simple search	Firefox and Google
Email	
Interprets features of a new message eg. To, Cc, Subject	Evolution

Plus education applications including:

Math

Science

Digital Music development

3D modeling tools

Movie making tools

Games

Desktop publishing

Programming tools

Games development

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Stage 1

ICT Skill	Open Source Training Tool
Computer Operations	
Matches equipment to purpose - eg digital camera to capture images	Hardware
Selects menu items from a drop-down menu	Applications Menu
Starts an application and creates a document	Open Office
Names and saves a document in appropriate folder/directory	Open Office
Retrieves, revises and renames a document	Nautilus
Understands difference between "save" and "save as"	Open Office
Prints document	Open Office
Uses print preview to view a document before printing	Open Office
Considers what needs to be printed eg pages to print	Open Office
Understands and uses dialogue boxes	Open Office
Word Processing	
Uses appropriate terms - font, upper/lower case, bold,italics, underline	Open Office
Types sentence(s) without assistance	Open Office
Inserts text	Open Office
Creates text box	Open Office
Uses borders	Open Office
Graphics	
Inserts graphics from various sources eg. clip art, digital image	Open Office
Changes the size of displayed clip art/graphics	Open Office
Uses a digital camera to create a graphics file	Open Office
Moves clip art/graphics within a document	Open Office
Multimedia	
Inserts slides	Open Office
Chooses appropriate slide design and layout	Open Office
Internet	
Uses prepared bookmarks	Firefox
Understands key features of a web page (links, site map, feedback, email)	Firefox
Contributes to the creation of a basic web-page - text, graphics, hyperlinks	Open Office
Email	
Retrieves and replies to an email	Evolution

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Stage 2

ICT Skill	Open Source Training Tool
Computer Operations	
Recognises the typical features of an applications window – title bar, toolbar, menu bar, status bar, scroll bar	GNOME
Discriminates in the choice of applications for a given purpose	GNOME
Understands orientation of page for document layout	Open Office
Word processing	
Uses undo command	Open Office
Uses spell checker	Open Office
Changes margins and line spacing	Open Office
Uses columns	Open Office
Graphics	
Flips, rotates objects	Gimp
Layers objects - moves to front/back	Gimp
Uses a scanner to convert a picture into a graphics file	Gimp
Multimedia	
Creates a simple slide show with text, images	Open Office
Internet	
Understands purpose of a browser	Firefox
Understands the general structure of a web address	Firefox
Equates URL with web address	Firefox
Uses prepared bookmarks	Firefox
Uses and understands the features of a browser (back, forward, stop, search, refresh, history, home buttons, address bar, loading status)	Firefox
Uses and understands hyperlinks/navigation buttons	Firefox
Chooses appropriate sites from a search	Firefox
Interprets information from a website	Firefox
Cites any electronic references to information used	Firefox
Email	
Understands the general structure of an email address	Evolution
Interprets features of an inbox eg. owner, date, subject, size	Evolution

Interprets features of a retrieved message eg. From, Date sent, Reply, Forward	Evolution
Retrieves and replies to an email	Evolution
Databases	
Understands structure/purpose of a database	Glom
Opens and uses a commercial database eg. electronic encyclopaedias	Glom
Locates specific information searching by subject, key word, author	Glom
Locates specific record(s) using find function	Glom
Uses relevant fields	Glom
Chooses appropriate data types for fields	Glom
Sorts data	Glom
Adds/deletes records	Glom
Edits data in an existing record	Glom

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Stage 3

ICT Skills	Open Source Training Tool
Computer Operations	
Has a knowledge of drop-down menus, what sub-menus they contain and conventions for activating them	GNOME
Word Processing	
Understands cut, copy, paste	Open Office
Realises limitations of spell checker	Open Office
Uses thesaurus	Open Office
Adds a table to a document and edits rows and columns	Open Office
Understands factors that affect appearance of text on a page	Open Office
Understands use of Tab to indent	Open Office
Uses bullets, numbering	Open Office
Graphics	
Uses freehand drawing tools - pencil, straight and curved lines	Gimp
Uses a digital camera to create a graphics file	Nautilus
Understands animation/illusion of movement	Gimp
Multimedia	
Adds sounds	Music Player
Creates a master slide template	Open Office
Understands that a presentation is clear, concise and logical	Open Office
Internet	
Understands navigation buttons/hyperlinks	Firefox
Uses prepared bookmarks	Firefox
Uses and understands the features of a browser (back, forward, stop, search, refresh, history, home buttons, address bar, loading status)	Firefox
Bookmarks a location	Firefox
Determines whether information is current, accurate and reliable	Firefox
Email	
Sends an attachment with an email	Evolution
Spreadsheets	
Understands the purpose/structure of a spreadsheet	Open Office
Interprets data from an existing spreadsheet	Open Office

Understands terminology - column, row, cell, cell range	Open Office
Understands cell addressing	Open Office
Enters data (labels, values) in a cell	Open Office
Formats data in a cell eg. bold, alignment	Open Office
Generates appropriate graphs eg. bar, column, line	Open Office
Changes column width and row height	Open Office
Adds/deletes row/columns	Open Office
Uses sum formula and undertakes basic calculations	Open Office
Understands strengths and weaknesses of a spreadsheet	Open Office
Databases	
Understands strengths and weaknesses of databases	Glom
Understands basic terminology - fields, records, files	Glom

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