

## Digital Functional Skills | Level 1 | Knowledge and Skill Mapping

Content statements	Knowledge/Skill	Test (Section A) Task (Section B)
<b>Area 1 - Using Devices and Handling Information</b>		
1.1 Carry out searches on the internet (including use of keywords, exact phrases, search filters).	Skill	Task
1.2 Take account of currency, reliability and copyright when selecting information from the internet.	Skill	Task
1.3 Understand that search results may include sponsored results or advertisements and be able to recognise these.	Knowledge	Test
1.4 Carry out searches for files (including on file names, partial file names, file content).	Knowledge	Test
1.5 Create and use a hierarchical folder structure to organise files and use an appropriate file naming convention.	Skill	Task
1.6 Save a file on cloud storage using one device and open it on another device.	Knowledge	Test
1.7 Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes, terabytes) describing data storage requirements.	Knowledge	Test
1.8 Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times.	Knowledge	Test
1.9 Use online resources to identify solutions to common technical problems (including when to reinstall an application, change Wi-Fi settings, change a system or software setting) and apply the solution.	Knowledge	Task OR Test
<b>Area 2 - Creating and Editing</b>		
2.1 Use suitable applications (including word-processing, document or web presentation software), to enter, edit, format, layout and save information (including text, tables, graphics, charts) for a range of purposes and audiences.	Skill	Task
2.2 Use appropriate layout conventions for information (including formal and informal communication, presentation, advertisement) and audiences (including familiar, unfamiliar audience).	Skill	Task
2.3 Edit (including caption, crop, resize, change contrast, change colour balance) an image using an appropriate tool.	Skill	Task
2.4 Process numeric data using simple formulae (including sum, subtraction, multiplication, division, maximum, minimum, average) using relative cell references	Skill	Task
2.5 Process (including sort, filter) numeric data by values in a column.	Skill	Task
2.6 Format numeric data (including font sizes, font styles, alignment, cell formatting, merging cells, splitting cells, row height, column width).	Skill	Task
2.7 Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels (including chart title, axis titles, data legends and data labels).	Skill	Task

Content statements	Knowledge/Skill	Test (Section A) Task (Section B)
<b>Area 3 - Communicating</b>		
3.1 Use email for a range of contexts and audiences	Skill	Task
3.2 Use online messages (including instant message, text message, social media) for a range of contexts and audiences.	Skill	Test
3.3 Know what steps can be taken to limit a digital footprint (including use of privacy tools to manage cookies and website tracking, private browsing, restricting GPS information).	Knowledge	Test
<b>Area 4 - Transacting</b>		
4.1 Manage account settings for an online service (including personal details, login credentials, marketing and communication preferences).	Skill	Task (HTML form to be used)
4.2 Complete online forms and upload documents or images		
4.3 Carry out checks to reduce the risks involved in transactions online (including checking for the padlock next to the URL in the browser, checking if the website appears professional with a legitimate domain name, checking reviews).	Knowledge	Test
<b>Area 5 - Being Safe and Responsible Online</b>		
5.1 Understand key rights under data protection laws (including right to see what personal data organisations hold about you, right to withdraw consent) and the circumstances where you can request that personal data be rectified or deleted	Knowledge	Test
5.2 Understand the importance of protecting personal information and privacy online and know methods to do so (including private browsing, social media settings, settings on a mobile device to restrict or grant GPS location information, using a secondary email address).	Knowledge	Test
5.3 Know how to backup files to the cloud.	Knowledge	Test
5.4 Know how to avoid exposure to malware (including worms, trojans and ransomware).	Knowledge	Test
5.5 Know of and know how to minimise the effects of health risks (including weight gain, decline in physical fitness, poor sleep patterns) that may result from using devices and the internet.	Knowledge	Test