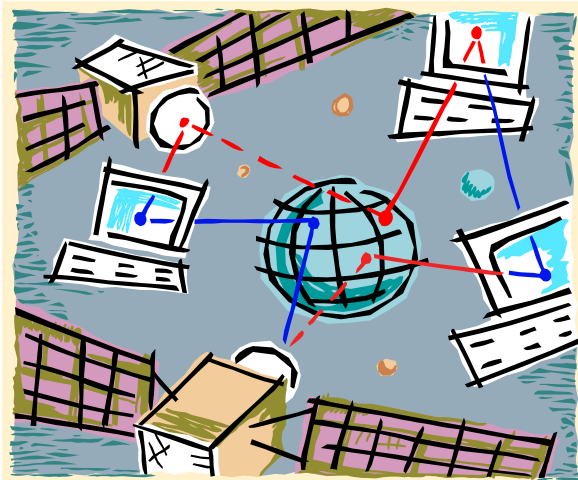


S	P	T	Basic Computer Skills
			Boots/ logs on/ shuts down the computer.
			Uses basic input devices (mouse, keyboard)
			Opens applications
			Saves documents to floppy disk, C drive, USB device, server.
			Prints documents
			Minimises/ maximises / resizes windows
			Deletes, copies and moves files
			Understands desktop / menus
			Runs multiple applications
			Recognizes different file formats
			Changes basic options screensavers, printer , monitor , sound
			Loads new programmes
			Performs virus scans
			Uses "help" ; "find"
			Resets the computer (ctrl+alt+delete)

S	P	T	Word Processing
			Enters text
			Uses basic text formatting
			Uses spell check
			Cuts, copy and paste text, sentences & paragraphs
			Inserts clipart & graphics
			Inserts wordart
			Adds borders, shading & backgrounds
			Adds tables
			Uses bullets, numbering
			Adds columns
			Uses grammar check & thesaurus
			Adds headers/footers
			Changes text direction
			Creates a simple drawing or diagram

S	P	T	Digital Camera
			Takes photos
			Downloads Photos
			Changes photo quality
			Uses flash, zoom and panorama options
			Imports photos into document
			Crops Photos
			Converts photo to different formats
			Edits or enhances photo using image software
			Runs slideshow with images



S	P	T	Scanner
			Scans graphic
			Saves graphic
			Imports graphic into document
			Crops graphic in scanner application
			Scans in colour and black & white
			Converts graphic to different formats Eg Jpeg, Gif, Bitmap, Tiff
			Edits or enhance graphic using image software

S	P	T	Video camera
			Load tape
			Take video
			Replace battery
			Use tripod effectively
			Replay tape through video camera
			Connect microphone.
			Download video onto computer
			Edit video
			Make movie
			Export movie to VCR, video tape, DVD