

RECORDING YOUR KEY SKILLS



Information Technology

Information Technology	In my diary	In Employer's Report	Elsewhere - say where!
● Entering details on a computer			
● Finding information on a computer			
● Learning to use the company software			
● Using a computerised machine			
● Finding and printing a document			
● Saving, storing or backing up files			
● Using a database			
● Using or producing a spreadsheet			
● Word processing eg letters or memos			
● Preparing documents or designing a leaflet			
● Presenting any other computer information			
● Using email or the internet			
● Other examples			

Summary of your best examples

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