



# INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

## What Tasks Could a Student on Placement Do?

- Word processing - prepare a mail merge document, prepare and send emails, memos and letters.
- Databases - data entry, set up and maintain databases, produce reports.
- Install software and hardware components as directed by supervisor.
- Produce Power Point presentations with sound/visual.
- Produce brochures.
- Scan data/pictures.
- Access the internet to search and retrieve information.
- Scan system for viruses.
- Produce a spreadsheet to generate graphs of product sales and supplies.
- Document the backup procedures.