

Unit Title: ICT at SCQF Level 4

Unit Code: F3GC 10

Pre-assessment

Create a Word document with the following information, naming the file: PreAssessStudent

Student Name: _____ **Course/Class** _____

Student Signature: _____ **Date:** _____

ICT Operations

Processing Information using ICT

Accessing Information using ICT

Keeping Information Safe

Lecturer: Mark Gillan

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**THIS PAGE CAN BE USED FOR NOTES OR ADDITIONAL INSTRUCTIONS
FROM THE LECTURER**

**PLEASE CAREFULLY READ THIS BOOKLET AND ALL THE INSTRUCTIONS
ENSURING ALL TASKS ARE COMPLETE PRIOR TO USING THE CHECKLIST
ON THE LAST PAGES**

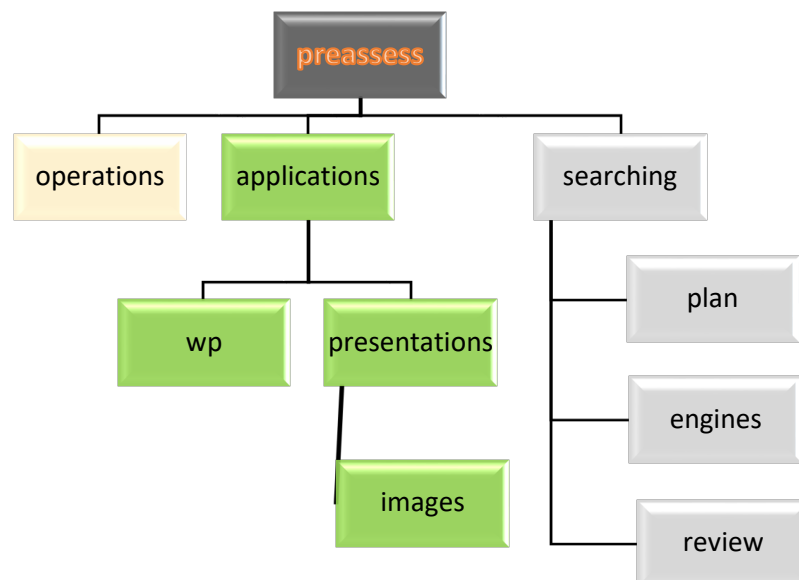
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ICT operations

1. Create a folder named: preassess
2. Within the newly created preassess folder, create three folders, each with the following individual names:
operations
applications
searching
3. Within the newly created applications folder, create two folders, each with the following individual names:
wp
presentations
4. Within the newly created presentations folder, create one sub-folder named:
images
5. Within the searching folder, create three folders, each with the following individual names:
plan
engines
review

You should now have the following hierarchy of folders, check to ensure you have named the folders correctly and ensure the sub-folders are correctly positioned within folders as directed:



Continued ...

6. Within a new Word document, insert a screen capture using Windows Explorer illustrating the folder structure created within the preassess folder,

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ensuring all folders can be viewed with all correct names. Save the file as a Word document to the operations folder naming the file: management

7. Within a new Word document, insert screen captures of the print manager and printer properties, saving the file as a Word document to the operations folder naming the file: printmanager
8. Control Panels offer a means of checking any fault status. Control Panels can also offer a means of identifying the processor details and computer system. Within a new Word document, insert screen captures of at least two Control Panels, saving the file as a Word document to the operations folder naming the file: controlpanels
9. Without actually printing, capture a screenshot of the print dialog box showing the printing of 3 copies of any file. Insert the screen capture into a new Word document, saving the file as a Word document to the operations folder naming the file: printing
10. Locate any audio file on your PC and demonstrate how you would play the file (no need to play the file and no need for speakers to be used). Within a new Word document, insert a screen capture of the audio file location. Save the screen capture document as a Word document into the operations folder naming the file: audio

Processing information using ICT – Part 1

1. Run an appropriate application and create a file to enable you to type the letter on the next page.
2. Type the letter using a similar layout (does not have to be inch perfect but alignment and spacing should be similar). Take care not to make mistakes or to correct mistakes.
3. Insert the date today where it states “Today’s date goes here” on the letter you type
4. Insert your full name where it states “Your Name Here” at the end of the letter you type
5. Save the letter file to the wp folder that should have been created by you within the applications sub-folder of preassess folder, naming the file: letter1

Letter requesting samples of a product – you are unable to copy and paste – this is an image / screenshot of a letter with its own margins and font/font size. No need for the spacing to be exactly the same, just the text and formatting.

55 Silver Street
Springburn
GLASGOW
G21 1GG

Today's date goes here

Samples Galore Inc.
Farfetched Retail Park
Markton
GLASGOW
G55 5TT

Dear Sir/Madam

Sample request for laptop

In the past, we have ordered a large quantity of electronic products from your store at a cost of £2,498 each. We had sampled one individual product to test prior to purchasing in quantity. This helped our operations department to contemplate their use and enabled our management to decide upon the full order.

It is our intentions to follow a similar pattern of purchase and ask you to forward a sample with your usual invoice for payment, including the cost of postage and packing.

We look forward to hearing from you by the end of this month.

Yours faithfully

Your Name Here

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Processing information using ICT continued (edit the letter)

6. Close all open files.
7. Type the following into a new document (again, you are unable to copy/paste text because it is a screenshot/image of text):

It is important to plan a web search by typing out the exact information required in a short paragraph to provide keywords for the search itself.

Search engines can be used to good effect when planning to use an assortment of keywords and not get detracted from the original search as so often happens.

Once a plan has been completed and keywords listed, we can now think about the search itself.

Different search engines will return varying top 10 and we might need to alter the plan slightly as the search develops but we shouldn't be completely taken away from the original plan.

The search should be recorded to enable us to review the whole process, meaning we will improve our searching the next time.

Anyone can publish online and anyone could provide information. It is even more important in this day and age to evaluate any information we obtain. We can consider any bias, quality of information, when and by whom the information has been written along with any doubts over trustworthy sources.

8. Save the typed document into the wp folder, naming the file: notes
9. Close all files
10. Open the letter file previously typed, named: letter1
11. Change the line reading "Dear Sir/Madam" to now read:
Dear Dr Thomas
12. Make the wording of "Sample request for laptop" to be bold and underlined
13. Make the price of £2,498 to now read: £1,888 and to be in italics
14. Change the wording within the last paragraph from "by the end of this month" to now read "in the near future."
15. Save the edited letter within the wp folder, naming the file: letter1edited

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Processing information using ICT – Part 2

1. You are required to create a **set of slides** to be used in a final presentation for a group project. The result will be displayed on screen using a projector.
2. Your presentation **must be 5 slides long**. The finished result which you will name **Part2** will be similar to these slides below:



3. The **theme of the presentation will be Education**. Create your slides as follows:

Slide 1 Slide Layout: Title Slide
Type **Education** as the title
and
Lecturer: Mark Gillan as the sub-title

Slide 2 Slide Layout: Title and Content Slide

Type **Lifelong** as a heading and the following as bullet points:

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- We commence education at an early age
- Toddlers or pre-school attendance is optional but helpful
- Primary school prepares us for High School
- High School prepares us for life, work and possibly further education
- College prepares us for life, work and possibly higher education
- Higher Education

Slide 3 Slide Layout: Title and Contents slide.

Type **Study** as the title

and

Insert a suitable graphic / image within the content of the slide

Slide 4 Slide Layout: Title and Content Slide

Type **Learning** as a heading and the following as bullet points:

- Important to learn from everything
- Learn from everyone, including right and wrong
- Keep learning and studying
- The more you put in the more we get out
- Attend all lessons and make the most of the time at college

Slide 5 Slide Layout: Title and Contents slide.

Type **Do NOT give up!** as the title

And

Insert a suitable graphic / image within the content of the slide

Continued ...

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4. Save the file with slides to the presentations folder that is a sub-folder of the applications folder, naming the file as **Part2**. Close the file.
5. Create another slide presentation in a similar manner but with only 2 slides, this time naming the file: selfies
6. Slide 1 of this new file should have a title of Everyone loves selfies
7. Slide 1 sub-title should read your own full name
8. Slide 2 should be title and content with the title of “Me”
9. The content for slide 2 should be a photograph of yourself
10. Save the second slide presentation to the presentation folder, naming the file: Selfies
11. The image of yourself (the selfie) should be saved to the images sub-folder of presentations folder. Close all files.
12. Retrieve **Part2** file and make the following changes:
 - Change the words **Lecturer: Mark Gillan** on slide 1 to **YOUR OWN NAME** and change the font size to 40
 - Change the text **Important to learn from everything** on slide 4 to bold, italics and increase the font size, also making the font colour different
 - Apply a design of your choice and ensure everything can be read / viewed correctly
13. Save the edited file as Part2Edited to the same folder as before (presentations folder)

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Accessing information using ICT – Searching

Create a Word document for your planning. You should detail out keywords for each search and what search engines you will try. Save the file within the plan folder that is a sub-folder of the searching folder that is within the preassess folder (ensure the folder structure is correct), naming the file: myplanning

Within a new Word document, capture screenshots of both the search criteria screen and the information gained on the web page. Save the screenshots to the one Word document within the engines folder created earlier (it is a sub-folder of the searching folder) saving the file as: infotask

It is expected you will have different website information from the students next to you and it is a requirement for you to perform the task yourself without assistance from anyone else. List the answers to the following within a Microsoft Word document, saving to the searching folder, naming the file: searchanswers

1. Population of Belgium around the year 2000 and the year 2015
2. Average annual salary for a position within your industry
3. Content normally required within a curriculum vitae including order of sections
4. Retail Price Index for this year
5. Average pay increases for this year within your industry
6. Tips for impressing and getting a job by performing well at interview
7. The scientific name for the fear of being tickled by feathers
8. In 2015, the comparison of people killed taking 'selfies' compared to shark attacks

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It is important we review our searches to ensure we learn to improve for the next time. So, create a new Word document and type out a short review using these questions as a guide (do NOT respond with just “Yes” or “No”, explain in more detail),

Save the file to the review folder naming the file: eval

- What went well with your searching?
- What could have been better?
- What search engines were used?
- What search engines could be tried the next time?
- Was the search efficient?
- Did you find everything quite easily or did it take some time?
- Was the layout of the web pages good enough to read?
- Was the layout of the web pages distracting?
- Considering the information found, was it biased or poorly written?
- Was the information trustworthy? Why?
- Would you refer to the websites again?
- Could you find more information next time if required and why?

Keeping information safe – ICT security

Security is of paramount importance nowadays.

Create a slideshow to display on screen, explaining the following:

1. A guide to passwords.
2. What makes the best passwords?
3. What is not so good as a password and why?
4. A guide to emailing.
5. What security precautions should a user take when using email?
6. A guide to shopping online.
7. What security precautions should a user take when shopping online?
8. What general security precautions and what risks could a user come across when using a computer and how could it cause issues at work?

Save the file within the presentations folder, naming the file: security

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At the end of this pre-assessment booklet, you should have completed ALL parts and should now have the following files within the relevant folders:

operations Folder (within the pre-assess folder) should contain the following files

management	☐
printmanager	☐
controlpanels	☐
printing	☐
audio	☐

wp folder (within the applications sub-folder) should contain the following files

letter1	☐
notes	☐
letter1edited	☐

presentations folder (within the applications sub-folder) should contain the following

Part2	☐
selfies	☐
Part2Edited	☐
Security	☐

Images folder (within the presentations sub-folder) should contain

selfie	☐
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plan folder (within the searches sub-folder) should contain

myplanning	☐
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engines folder (within the searches sub-folder) should contain

infotask	☐
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review folder (within the searches sub-folder) should contain

eval	☐
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After checking each of the files (use the checklist), it is important to back-up online and ensure a screenshot is retained to show you have backed everything up correctly. Save the screenshot / screen capture into a Word document within the operations folder, naming the file: **backup**

Your work should be provided to the lecturer who will decide upon your best route forward to assessment or whether additional study is required with additional exercises.

End of Pre-Assessment