

# *Consolidation Pack*



## *Functional Skills ICT*

### *Entry Level 2*

- Work safely in the ICT room ( avoid hazards/adjust chair / take breaks) (1.1)
- Use ICT (internet) and magazines to decide on a choice of item.  
(2.1)
- Using search techniques (and + -) find items on the internet.
- Send an email, describing the item and the cost to a person using an ICT system. (4.1)

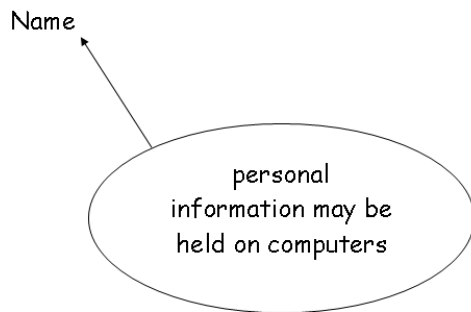
## **TASK 1**

List safe working practices to use when using ICT.

1. Adjust chair height
- 2.
- 3.
- 4.
- 5.

## **TASK 2**

.....  
Create mind map of what personal information may be held on computers



## **TASK 3**

Complete this design of a data capture form

Title

First Name

Last Name

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Post Code

Contact number

D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_\_

## TASK 4

List the ranges of sources of information.

Set time of 4 minutes.

- |              |     |     |
|--------------|-----|-----|
| 1. Magazine. | 2.  | 3.  |
| 4.           | 5.  | 6.  |
| 7.           | 8.  | 9.  |
| 10.          | 11. | 12. |

## TASK 5



### Shopping Trip



**To day you are going on a shopping spree.  
You are not allowed to use eBay, as this is an auction site and  
doesn't give you a final price until the end of the auction.**

**Using the Internet, you are going to find out how much the  
following will cost:**

<b>Item</b>	<b>URL (website address www.....)</b>	<b>Cost</b>
iPod		
Blackberry		
32" LG TV		
PC		
Philips DVD Player		
Laptop		
xBox		
Ps3		

## TASK6

- You will now find an iPod for sale on the internet that costs no more than £150.

Make a note of the cost .....

Give a description of the iPod

.....

State where it is sold .....

- Open up your email and send details of the iPod to a friend :-

Describe the iPod

State how much it costs

Where it is sold and attach a photo.

Print your email and attach to this page.

- You will now reply to your friends email commenting on their choice of iPod.
- Print your email and attach to this page.