



Consolidation Pack



Functional Skills ICT

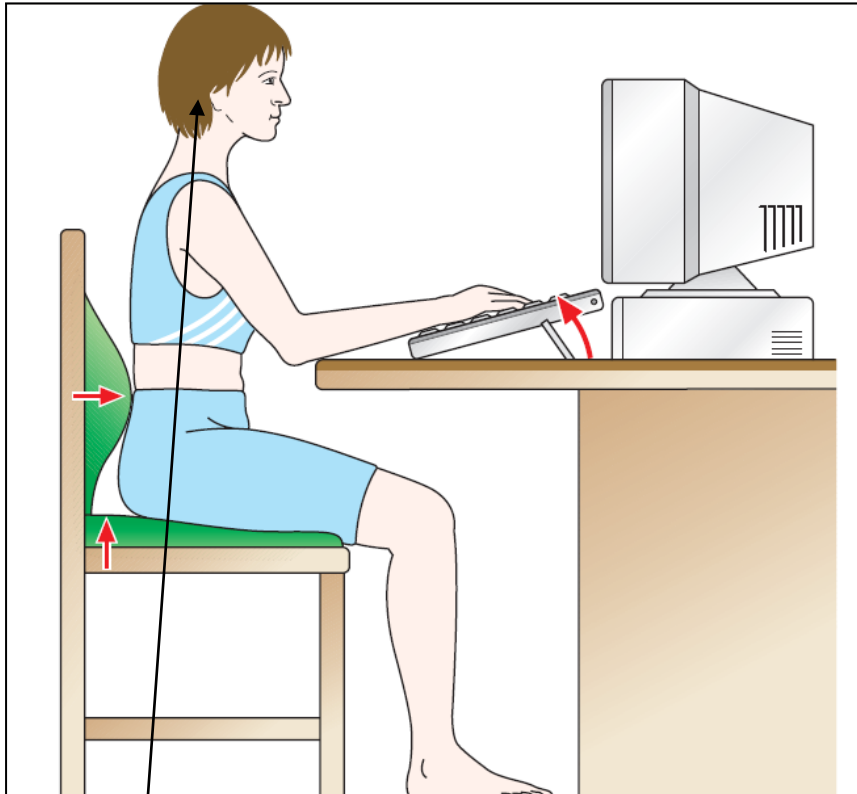
Entry Level 3

- 1.1 Show how to sit at a computer properly; made adjustments eg the height of the chair, screen visibility.
- 1.2 Create a floor plan of a function room with a reception area.
- 1.3 Produce two party invitations which do not reveal any personal information about myself
- 1.4 Save both invitations with separate file names

TASK 1

How to Sit Correctly

Complete the labels on the diagram.



Your head should be an arms length from the screen.

Your feet should be placed on the floor.

Your elbows should sit at a right angle.

Your wrists should be relaxed.

Your fingers should be gently curved.

TASK 2

Room Design

"You have to plan the layout of a function room, the room must have a reception area at the entrance. The reception area must have a desk; chair; computer; monitor; printer and telephone.

The function area is to be used to hold a party.

Draw a sketch of your design below.

TASK 3

Health and Safety

E E Y T E F A S W E W C I D U
L N X Z N S O C H J Q L S Q S
B V W G V L S C A A W U R C E
A I T M Z Y A E J O B T G J S
T R N Q Z K Q Q R Z D T R Z N
S O Z D C F M K P T B E H X S
U N X A H R S F K C S R E Y B
J M B B Z T R P O K F L E J M
D E M U A S C I M O N O G R E
A N N T I H D I S N T H V J H
I T I H E A D A C H E R C S Z
C O I A T C I D A H D Z E W S
N X L N Y X K I V J Y E A S X
F T A D A U Q I L O K D D U T
H H D H U B O W U Z J F Y I V

ADJUSTABLE

STRESS

RSI

FOOTREST

HEALTH

BACKACHE

CLUTTER

SAFETY

ENVIRONMENT

ERGONOMICS

WORKSTATION

HEADACHE

TASK 4

Unscramble the words

etInertn = _____ *t* *arSecnghi* = _____ *i* _____
arSech nngiee = *S* _____ _____ *e* *sbia* = _____
ngowBrsi = _____ *s* _____ *ecieDirsr* = _____ *s* _____
rdsKywo = *K* _____ *cedAdvan* = _____ *d* _____

TASK 5

Produce a party invitation which do not reveal any personal information about myself

Create a hand drawn party invitation

Adding suitable text - identify the purpose, date, time and venue for the party.
select an image, save image then resize, rotate and use picture tool bar to manipulate image.

TASK 6

Use MS Publisher to create the party invitation using your draft invitation as a guide.