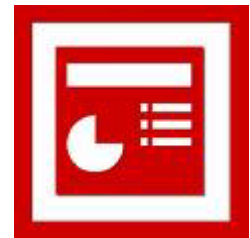


FUNCTIONAL SKILLS LEVEL 2 CONSOLIDATION PACK

YEAR 9

Name:
Form:
Class Set:
ICT Teacher:



Functional Skills Level 2 Consolidation Pack

This pack will secure the learning you have gained from the ICT lessons that have been delivered to you this term.

Internet Safety and Information Security

A virus has just infected all your files, state 2 solutions that can be carried to remove the viruses:

- 1.
- 2.

State 2 software programs that can be used to remove the viruses:

- 1.
- 2.

What can be carried to prevent the viruses entering your computer?

- 1.
- 2.
- 3.

Which devices can be used to backup data? Circle the 2 most appropriate devices:



You have just met someone online. They state the following:

Name: Anthony Sanderson

Age: 15

Location: Moss Side

They also send you a picture of themselves:



He has the same interest as you and they live also near you. He says he likes the similar subjects as you as well as the same type of music. He wants to be your friend and meet near a cinema.

Explain in the box below what should you do and why:

Which of the following information is **not** suitable to put up on the Internet for everyone to see? **Circle**

- | | | | | |
|-------------------------|---------|---------------------|--------------------|----------------------------|
| Name | Surname | Age | Address | You Hobbies |
| Your Mum and Dad's name | | | Your Favourite Car | The type of Music you like |
| The school you go to | | Your friend's names | | |

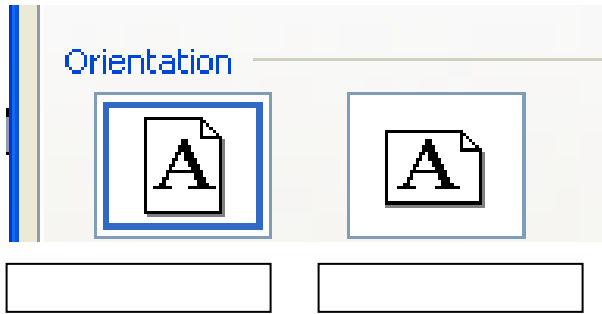
What does it mean by Cyber- Bullying?

Which devices can be used to bully someone through this method of Cyber Bullying?

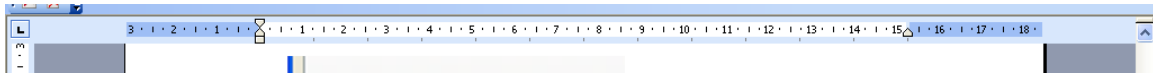
- 1.
- 2.
- 3.

Word –Processing

What is the orientation for the following called?



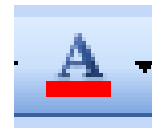
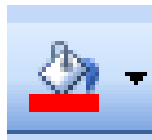
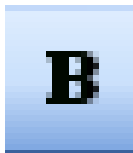
What is the current margin for this following document?



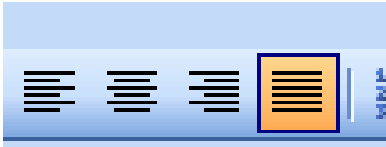
.....cm

How are the margins changed on a document? **State the steps below.** If you are unsure, you can open Microsoft Word on your own computer and try to find out.

State the purpose for the following icons:



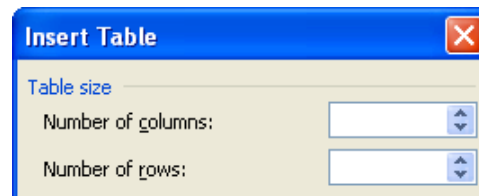
Which of the following icons is **Centre Align**?



How would I replace the name **Jessica** with **Loren** in the passage below? State how you would do it without deleting the name Jessica and replacing it with Loren, manually.

Loren decided that she did not want the pink doll her mother gave to her on birthday. Loren thought that she was too mature to have a doll at her age. Little did Loren know, the doll had something special inside it.

What would be entered in the taskbar below if I wish to have table looking like this:



Designing and Implementing a Poster

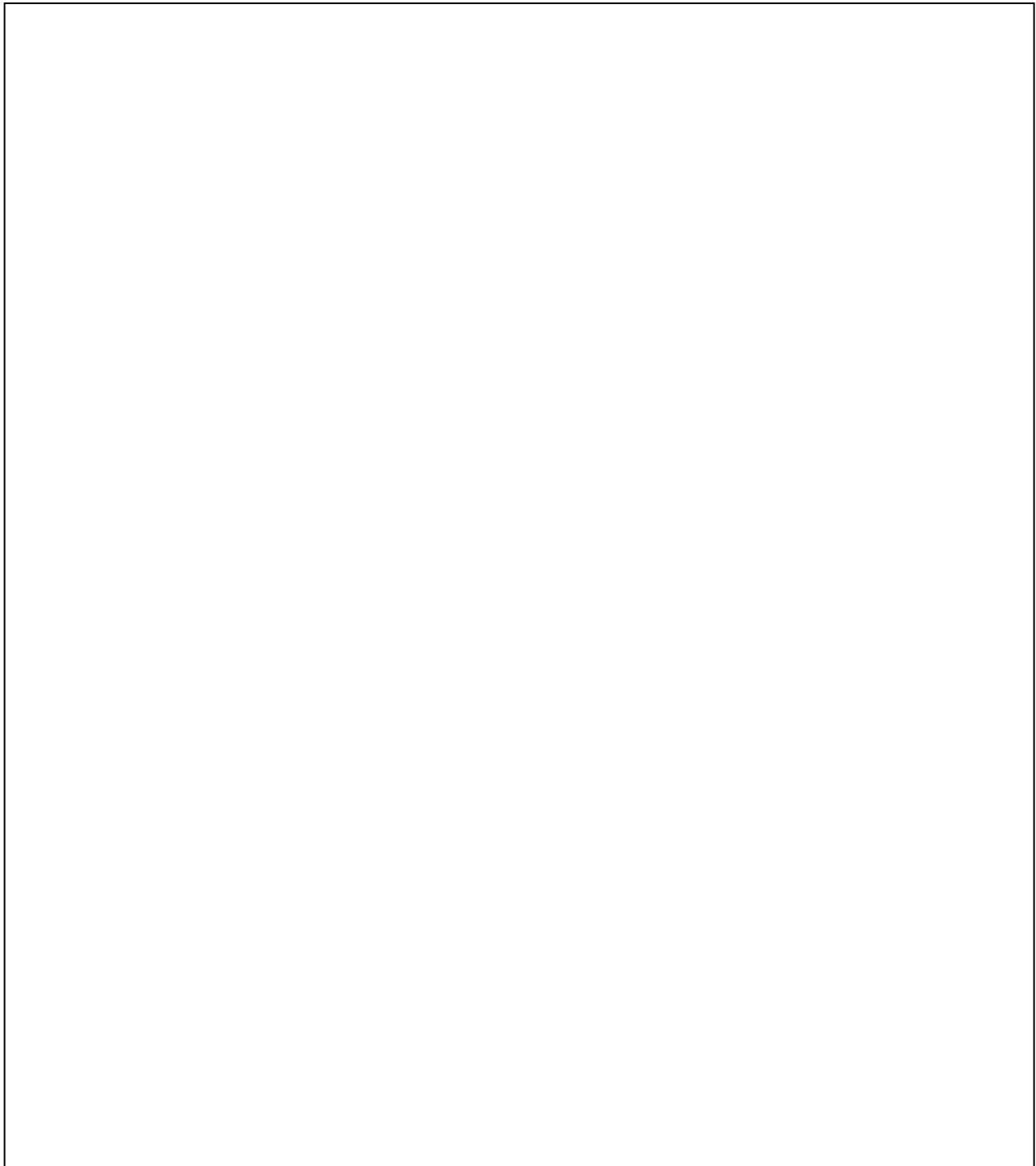
- 1) You need to design a poster. The poster is about **Computer Viruses**.
- 2) After you have designed the poster, implement the poster in Microsoft Word/Publisher. **Higher marks if done in Publisher.**

You need to include the following points in the poster:

- What viruses and malicious software is?
- How they damage computer files?
- How they can be prevented?

Design the poster below. Annotate different parts of the poster design by stating what colour, font style, size, background, images etc are.

Poster Design



Now create your Poster on the Computer. Print it out and attach it to this booklet.

Prresentation

The Cold Weather

Britain has just experienced its coldest winter since 1963. The Met office wants you to create a presentation in **Microsoft PowerPoint** which will help them with their research.

You need to create a presentation which will inform the following:

- The town you live in and the current Temperature in that area
- What has made this weather to occur (hint: Global warming)?
- What can be done to help people stay safe in this weather?
- The speed cars should be driving on the roads in this weather?
- How the weather has affected your daily life.

Make sure you:

- create at least 4 slides
- you have included appropriate images and word art
- **search** the information/facts from the Internet
- **Print the slides as handouts**

