

Sample!

Computer Literacy

Student Worksheets



Level 3

Sample

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Note to Teachers
Course Overview

INTRODUCTION TO INFORMATION TECHNOLOGY

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- B. Information Technology in Communication
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USING A COMPUTER APPLICATION

Assessment Brief 2

- A. Word Processing Introduction
- B. Using the Application
- C. The Keyboard & Typing



HEALTH, SAFETY, HYGIENE AND SECURITY

Assessment Brief 3

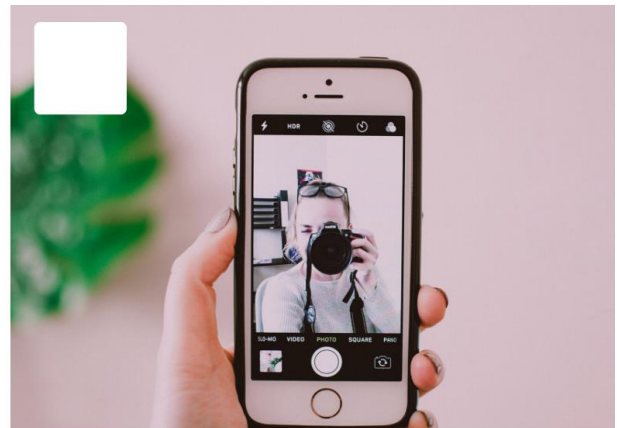
- A. Hazards
- B. Ergonomics
- C. Health, Safety and Hygiene Checklists
- D. Online Safety
- E. Stress
- F. Advice
- G. Environment
- H. Hygiene

Checklist for Students

Mapping of Learning Outcomes

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2. Which of these examples of information technology do you use?
Tick them.



G. INFORMATION TECHNOLOGY & ENTERTAINMENT

Do you have the following for entertainment? If so, write the type.

Television



TV / Movie / Music Subscription

Computer



Games Console

Gaming Apps on your Phone



Social Media Account/s

Virtual Assistant

3. Name 5 things that the homeowner can control with their mobile phone: (image on the previous page)

4. Do you know? You can check on your pet while you are at work? Some pet cameras have two-way audio, night vision, a bark sensor and a pet treat dispenser! So, if you have the app on your mobile device, you can monitor and play with your pet while you are at work or class!



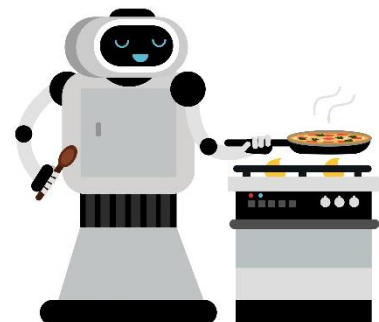
5. Research pet cams online!



6. Make a list of information technology you use at home:



7. Research a new and exciting form of technology which can be used in the home. Describe it briefly below.



F. INFORMATION TECHNOLOGY & TRAVELLING

Modern transportation technology has made it easier for us to travel long distances. It has also helped us to travel short distances much quicker!

1. Which of these forms of transport have you used?

car



ship



bus

boat

train

bicycle

tram

taxi

aeroplane



motorcycle



helicopter

scooter

ferry



electric car



yacht



truck

2. Read:



The fastest train in the world is currently the Shanghai Maglev in China. Maglev is an abbreviation of 'magnetic levitation' which is the suspension or floating of an object by the magnetic field. This means the train does not have regular train tracks - it floats on a magnetic field existing between the train and track. There is no contact between train and track. It has a top speed of 430 km/h (267.8 mph)! It can reach this speed in just 4 minutes. It has 574 seats in total.

Take a ride:

<https://www.youtube.com/watch?v=WLXY6GIEYL4>



H. SOCIAL MEDIA





Social networking has taken our world by storm. It is being used by us to keep in touch with family and friends and we are using it to conduct business.

1. Name the social networking icons A to I below:



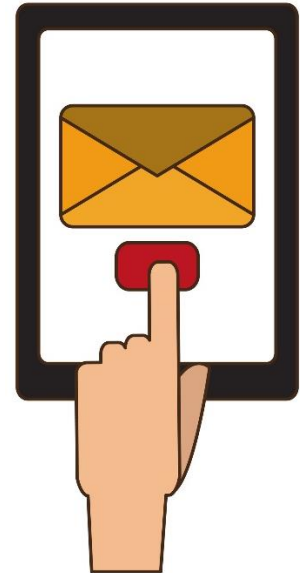
- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____

2. Name some advantages and some disadvantages of social networking.

 Advantages	Disadvantages 

I. EMAIL

1. Write the steps for sending an email. Start with switching on your computer.



2. Log into your email account. Send an email to the teacher and briefly explain your social media use.



Print your sent email OR take a screen shot and save it for your Portfolio.



3. Briefly explain these terms:

Inbox

Spam

Email subject:

8. Search online for Ticketmaster Ireland. Click into the website. Find their Purchase Policy. Print 1 page of the information OR take a screen shot of the policy and save it for your Portfolio.

ticketmaster®



Tick when done

9. Go to the website: <https://www.ebay.ie/> Find the Legal Notices. If you want to report a fake email, which email address will you forward it to?



10. Go to the website: <https://www.amazon.co.uk/> Find one policy on the website. Write the title of it below.

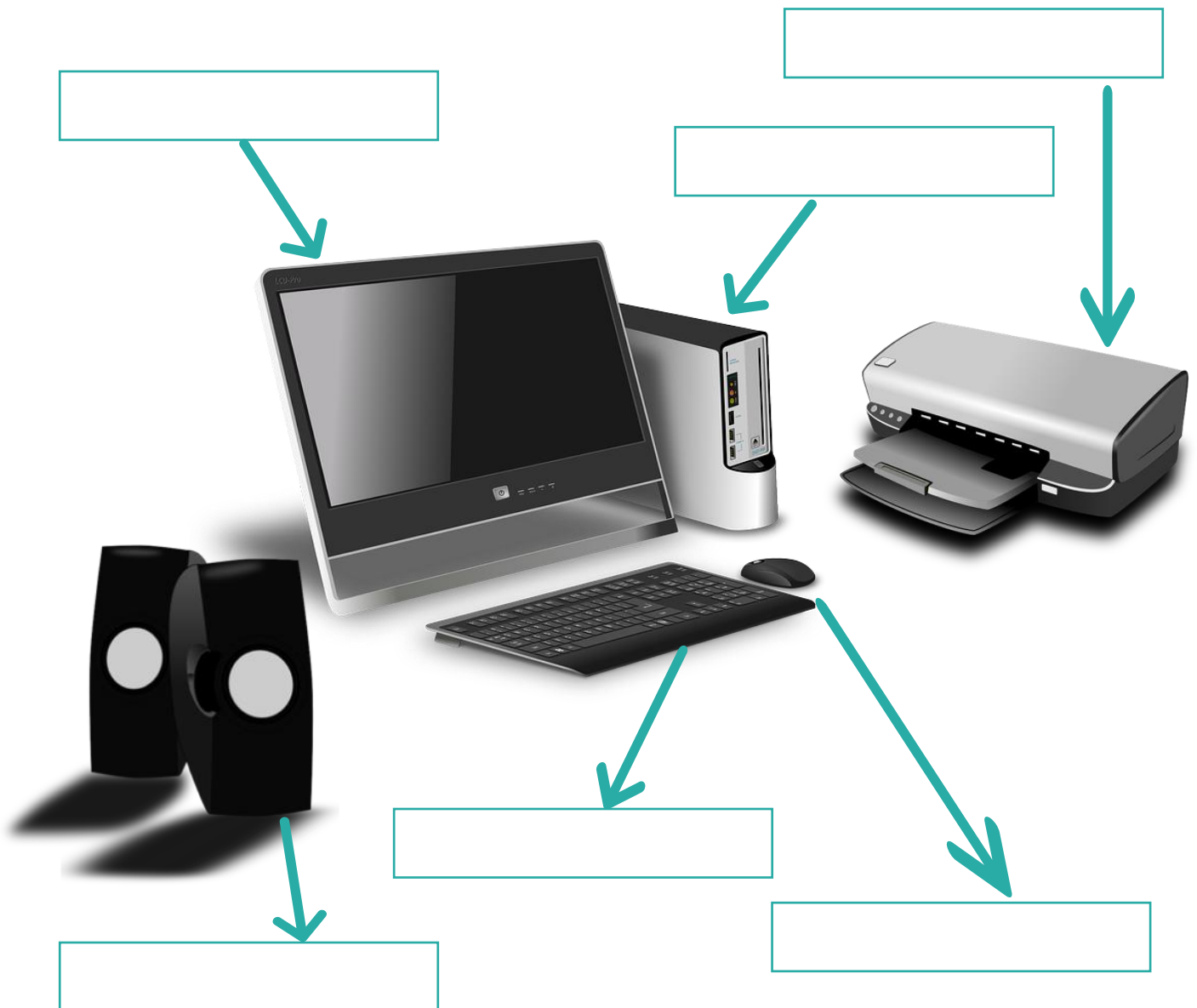


N. COMPUTER HARDWARE & SOFTWARE

Computer hardware is the physical parts of a computer.

1. Write the correct word by each piece of hardware:

keyboard, speakers, mouse, monitor, printer, CPU



3. What would you use each of these keys for? Tick each one once you have tried it out.

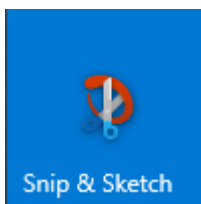


- F1
- F4
- Ctrl + S
- Tab
- Del
- Ctrl + Z
- Num Lock
- Backspace

- Enter
- Shift and 4
- Caps Lock
- Ctrl+N
- Ctrl+A
- Alt+Esc
- Ctrl+P
- Ctrl+Alt+Del

4. Print for the portfolio: Use the Snip and Sketch Tool to capture your screen and print it for the portfolio.

This is the snipping tool.



14. Make your own invitation.

- a) Open your word processing program and a new document.
- b) You can choose to use an invitation template, or you can create your own.

c) Your invitation should be one A4 page.

d) For the invitation, don't forget to include:

- To / Dear.....
- What the event is
- Date and time
- Location
- From.....
- Any other important details



e) Try to use the following tools:

underline, italics, bold, font type, font size, uppercase, font colour, alignment, line spacing, inserting shape / picture / icon, page border, spellcheck, saving file, retrieving file, printing, etc.



“The only good thing about the Dog Training Institute is this graduation party.”

- f) Look at your poster and improve on it if you can. Seek advice from others on how to improve it.
- g) Save all changes.
- h) Print the invitation for the portfolio.



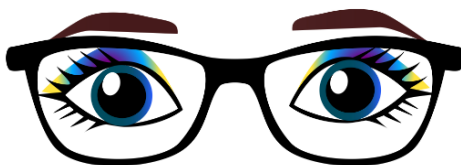
- g) Have regular tests.
- h) Keep your eyes at least from the screen.
- i) Keep your computer and dust-free so that the screen is clear and you don't have to strain your eyes to see.
- j) You can purchase a glare filter over your .

4. Have you experienced any of these symptoms of eye strain? Tick them.

- Dry eyes
- Sore or irritated eyes
- Watery eyes
- Blurred or double vision
- Sensitivity to light
- Headache
- Difficulty focusing



5. Write one piece of advice about eye health for those people who spend a lot of time looking at screens.



Don't be blinded by bad habits!

4. Consider the security considerations to be taken into when using the Internet. Answer the following questions:

a) When logging into a secure website, what two things are generally required from you?

b) Where should you keep this information?

c) If a website asks you if it should 'remember you' what should you choose?

d) If someone requests personal information from you, online or in an email, what should you do?

e) On which sites only should you give your credit/debit card details?

f) How do you know if a site is secure?

g) What could you consider signing up to if you want to pay for goods/services safely online?



G. ENVIRONMENT



1. Read:

Eco-friendly tips:

- Buy a computer that grows with you. Shop cleverly!
- Buy refurbished products. This saves money and the environment.
- Choose a computer that has environmental features, e.g., designed to reduce energy use when idle.
- Refuse unnecessary packaging.
- Turn it off.
- Turn off your monitor at night and when not in use.
- Enable power management. Look for power management features on your desktop or notebook to minimise energy use.
- Skip the screen saver. Active, moving screen savers don't save any energy. (Screen savers were initially designed to save the phosphorescent coating inside monochrome monitors -- but this type of monitor is rarely used today.)
- Buy a smart printer. Limit the amount of printing you do. Edit documents on your computer. You can also buy environmentally friendly printers, toner cartridges and paper.
- When you must get a new computer, donate your old one.
- Reuse components. Your monitor, keyboard and mouse can be reused with a new computer.
- Recycle it if it is completely broken.



2. List four things that you are doing to help reduce the harmful impact that computers have on our environment:



H. HYGIENE



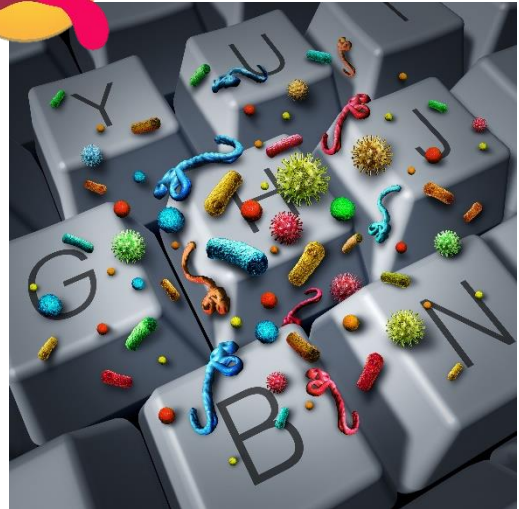
1. Read the information:

According to the World Health Organisation (WHO), "Hygiene refers to conditions and practices that help to maintain health and prevent the spread of diseases".

As our computers and other electronic devices are often used by others in many schools, centres and workplaces, it is important that we protect others and ourselves from bacteria which could make us ill.

Frequent handwashing has become a regular part of our hygiene practices, especially during the Covid-19 pandemic. Computers and other technological devices also need to be cleaned.

Also, a dirty computer can have performance issues and overheat, or it can even stop working completely!



Keyboards

- Clean your keyboard weekly. You should keep all food and drink away from the keyboard area, not just because of spills, but because the crumbs that sit in the keyboards can breed bacteria and fungi, especially if they get wet.
- Turn the keyboard upside down and gently shake out any particles.
- Using compressed air, blow any remaining particles and dust from in and around the keys.
- Using a cotton swab dipped in alcohol, or a slightly damp cloth with soap and water, clean the sides and tops of the keys.

Monitor, LCD Screens and Computer Cases

- Many computer screens are LCD screens are not made of glass and they should not be sprayed with cleaners.
- Use a soft cotton cloth, with a little rubbing alcohol, if needed.
- Only the outside of the computer case should be cleaned. Use a soft cloth and rubbing alcohol.

Mouse

- Wipe the top of the mouse with a moist cloth if necessary.
- You can clean the bottom of the mouse if it's not working properly by removing the ball and wiping it down.



MAPPING OF LEARNING OUTCOMES

Learners will be able to:

- 1 Outline how Information Technology affects everyday life to include social networking, e-commerce, e-Government and eLearning **Pages 8 to 11 (I.T. in everyday life), Pages 12 to 13 (I.T. in communication), Page 14 (I.T. in entertainment), Pages 15 to 17 (I.T. in the home), Pages 18 to 19 (I.T. and healthcare), Pages 20 to 21 (I.T. and travelling), Page 22 (old technology), Pages 23 to 28 (social media), Page 29 (email), Pages 30 to 35 (ecommerce), Pages 36 to 38 (egovernment), Pages 39 to 41 (elearning), Checklist**
- 2 Explain commonplace Information Technology concepts and terminology relating to computer types, computer hardware, application software, and the internet **Page 42 (types of computers), Pages 43 to 45 (computer hardware and software), Page 46 (computer vocabulary), Checklist**
- 3 Describe the health, safety and personal hygiene considerations of working with computers **Pages 61 to 64 (hazards), Pages 65 to 66 (ergonomics), Pages 67 and 68 (health and safety checklists), Page 74 (stress), Pages 75 and 76 (giving safety advice), Page 80 (demonstrating health and safety), Checklist**
- 4 Describe information security considerations including password protection, viruses, and provision of personal details **Pages 69 to 73 (online safety), Checklist**
- 5 Outline the functions of the main hardware elements of a computer including input, output and storage devices **Page 45 (functions of devices – output/input/storage), Checklist**
- 6 Operate computer hardware by performing all required steps including connecting all required devices, and powering up and, shutting down equipment appropriately **Page 46 (connecting devices), Checklist**
- 7 Use a range of keyboard capabilities including text entry, numeric data entry, function keys, application keys, multifunction keys,

symbols, cursor control, caps lock, and num lock [Pages 49 to 50 \(word processing introduction – using the keyboard\)](#), [Pages 52 to 58 \(the keyboard and typing – cursor control, text entry, number entry, etc.\)](#), [Checklist](#)

8 Use a computer application to create a file by performing all required steps including accessing the application, entering data, using the keyboard and mouse, printing the file, and storing the file appropriately for subsequent retrieval [Page 50 \(snipping screen and printing\)](#), [Page 51 \(accessing the application, entering data, using the keyboard and mouse, printing the file, and storing the file appropriately for subsequent retrieval\)](#), [Pages 52 to 58 \(the keyboard and typing - accessing the application, entering data, using the keyboard and mouse, printing the file, and storing the file appropriately for subsequent retrieval\)](#), [Checklist](#)

9 Apply relevant environmental impact reduction, health, safety and personal hygiene procedures when working in an ICT environment [Pages 61 to 64 \(hazards\)](#), [Pages 65 to 66 \(ergonomics\)](#), [Pages 67 and 68 \(health and safety checklists\)](#), [Page 74 \(stress\)](#), [Pages 75 and 76 \(giving safety advice\)](#), [Page 77 \(environment\)](#), [Pages 78 and 79 \(hygiene\)](#), [Page 80 \(demonstrating environmental awareness, hygiene, health and safety\)](#), [Checklist](#)