

Level 4



Information Technology Skills

Student Worksheets

sample!



www.educoot.org

Contents

Note to the Teacher and Students

Learning Outcomes

Programme Overview

Project A: Fast Food



mail

Project B: Dublin Zoo

Project C: Coffee



folder

Project D: Job Hunting

Project E: Art



download

Project F: Dublin

Project G: Facebook

Project H: Beaches

Project I: Hobbies



back

Project J: Homes



help

Sample Examinations

Copyright © 2021 Janna T Kearney, Educoot

Learning Outcomes

1. Explain a range of information technology concepts and terminology to include computer, computer hardware, components, system and application, software, input devices, output devices, data storage devices, bytes, files, folder/directory, drives, memory LAN, WAN, and the Internet
2. Describe the impact of information technology on personal life and working or community life
3. Manage files, folders or directories, using a range of common file management features to include create, rename, delete, copy, move, locate and save to range of drives
4. Use a data entry application to enter data using text, alpha, numeric and special characters to a minimum speed of 15 words per minute.
5. Access a word processing package to open a file, enter and edit text by inserting and deleting characters, words, sentences and paragraphs
6. Format text using a range of format tools to include joining and splitting, line spacing, indentation, justifying and alignment
7. Enhance text using a range of enhancement tools to include bold, underline, italicize, font and font size
8. Edit a block of text using a range of editing tools to include move, copy and delete
9. Navigate specific internet sites through a browser with specific links identified
10. Use a range of functions in a webmail application to create, reply, cc, bcc, and add attachments to email
11. Manage a personal email account to include inbox, read/unread, deleted items, trash, drafts, and contacts/address book
12. Produce an accurate hard copy of a 50–70 word document by proof reading, and using spell check, save and print features
13. Produce a hard copy of specific information located on the Internet.

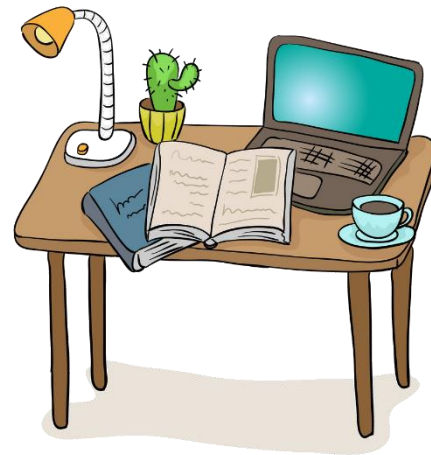


Programme Overview

Information Technology Skills, QQI Level 4, 4N1125

To be successful in this course, you will be required to do 5 examinations as follows:

- EXAMINATION 1
Theory and the concepts of Information Technology
- EXAMINATION 2
Data Entry
- EXAMINATION 3
File Management
- EXAMINATION 4
Word Processing
- EXAMINATION 5
Internet and Email



Marking scheme is as follows:

Section	Weighting
Theory and the concepts of Information Technology	20%
Data Entry	20%
File Management	20%
Word Processing	20%
Internet and Email	20%
TOTAL	100%

You will be practising during class time and all areas of the course will be covered. However, there will be some work which will have to be done in your own time, including practising at home all the areas covered in class. It is your responsibility to attend classes regularly and to keep up with all assigned work. You will need to be in attendance for all examinations. If you experience any difficulties during the course, please inform the teacher.

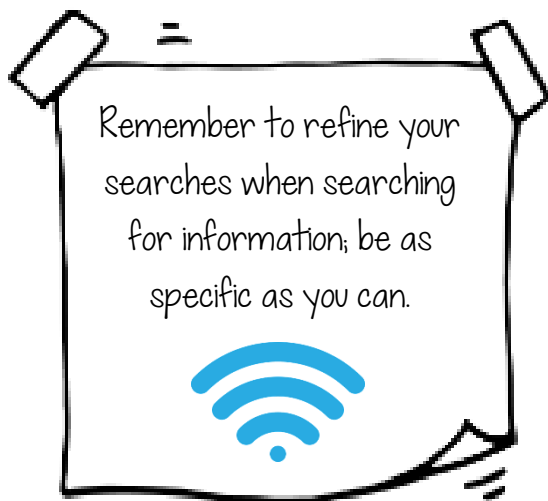
Signed:

Date:

Task 3 – Internet & Email

Top Tip

In the examination, you will:




- Use a web browser such as Google Chrome, and log onto the Internet.
- Use a search engine and key words to locate specific information.
- Refine your search using parenthesis or words like “and” or use signs such as + (plus) to reduce the search results.

Before you start: Make sure you know how to take a screen snip with the snipping tool and that you know how to save it.

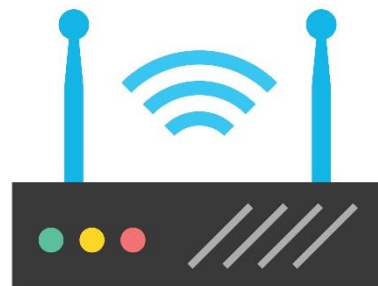
a) Log onto your Internet Provider.

b) Select the site with the URL www.jamieoliver.com Save a screen print in your folder and name it **Jamie**. 

 c) Click into the link **Nutrition**. Save a screen print in your folder. Name it **Link**.

d) Go to the search engine **Google** and search for a **healthy recipe**. Refine your search by type of food or time or ingredients, etc.

e) Print ONLY the recipe.



Task 2 – Word Processing Task

Top Tip

In the examination, you will make about 8 amendments, each worth ½ mark. You will insert and delete:

- Characters
- Words
- Sentence
- Paragraph



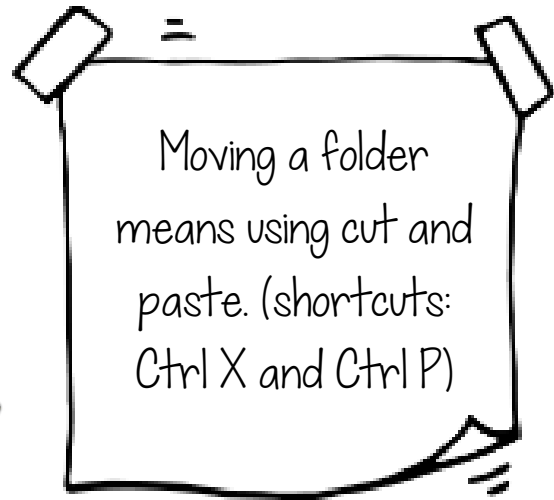
- Open the document **Zoo**. Save the document as Zoo in your folder on the computer.
- Add a heading **Dublin Zoo** to the overall document. Make the heading bold, underlined, centred and 16 pt. Change the font of the heading to Verdana.
- Use a 0.5" first line indent in the first sentence of the document: **Dublin Zoo opened....**
- Join the 3rd paragraph **This gesture....** to the 2nd paragraph so that the 2 paragraphs are one.
- In the new 2nd paragraph, in the last line **This gesture....** Change the word **Parks** to **Park**. (delete the s)



Task 4 – File Management

In the examination, you will:

- Create a folder.
- Move a folder from one location on the computer to another.
- Delete a file.

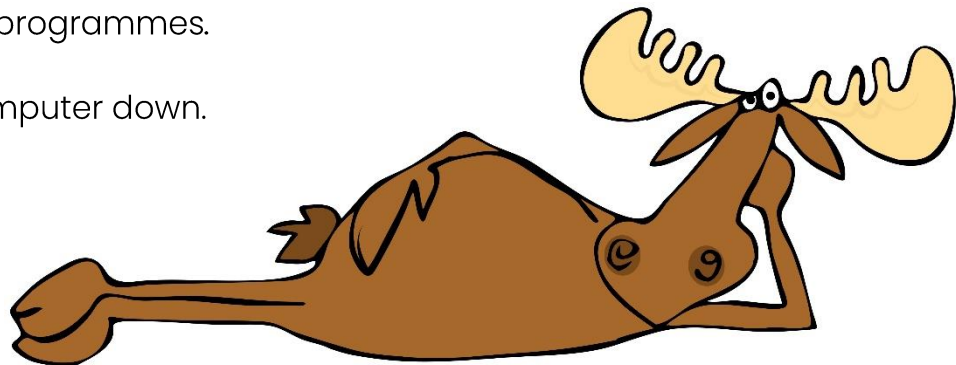



- a) Open the folder **Zoo**.
- b) State the number of files in the folder.
- c) Locate the file **dublinzoo.docx** in the folder and save it on your desktop.

Save a screen print of your desktop in your own folder and name it

Desktop. 

- d) State the size of the file **zooprices.txt** which is in the folder **Zoo**.
- e) Navigate to **Documents** and create a folder called **Animals**.
- f) Copy the file **dublinzoo.docx** from the desktop to the folder called **Animals**.
- g) Move the folder **Animals** from **Documents** to your own folder.
- h) Delete the file **dublinzoo.docx** from the desktop.
- i) Exit from all programmes.
- j) Shut the computer down.




- a) Start up your computer.
- b) Copy the folder **Jobs** into your folder.
- c) State the number of files in the folder **Jobs**.
- d) Locate the file **jobadvert.docx** in the folder and save it to your desktop. 
- e) State the size of the file **interview.txt** which is in the folder.
- f) On what date was the file **jobsearch.docx**, which is in the folder, last modified?
- g) Navigate to **Documents** and create a folder called **Adverts**.
- h) Copy the file **jobadvert.docx** from the desktop to the folder called **Adverts**.
- i) Copy the image file **jobinterview.jpg** to the folder entitled **Adverts**.



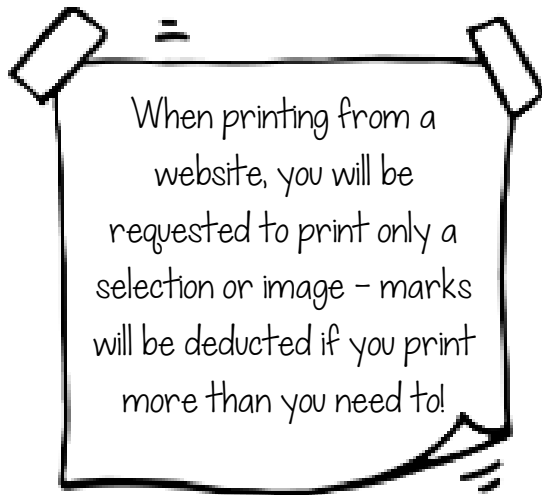
- j) Create a subfolder in the **Adverts** folder and call it **New**.
- k) Rename the file **jobadvert.docx**, which is in the

subfolder called **Adverts**. Name the file **Job_Ad**.

- l) Delete the file **jobinterview.jpeg** in the folder **Adverts**.
- m) Delete the file **jobadvert.docx** from the desktop.
- n) Delete the folder **Adverts**. 

Task 3 – Internet & Email

Top Tip







In the examination, you may need to carry out the following tasks:

- Use a Search engine to locate specific information- refining and using links
- Access a website with a web address
- Navigate around a site using at least 2 hyperlinks

- Locate specific information
- Print – Selection – page, etc.
- Each of these could be worth at least 2 marks.



- Log onto your Internet Provider.
- Select the site with the URL www.visitdublin.com
- Find one Dublin attraction. Name one place where an attraction is taking place.
- Open a New Tab and select the site with the URL www.dublinsightseeing.ie Select one of the **Whiskey Tours** and select a paragraph of the information.
- Print only a selection of the information.
- Using the **search engine**, find information about **The Spire** in Dublin. Print only a picture of the spire.
- Log onto your email account.
- Open your inbox and download the message from your teacher with the subject **Dublin**.
- Reply to the email message **Dublin**. 

- a) Create a subfolder in the folder **Events** and name it **Music**. Within this folder **Music** create a subfolder **Bands**. 
- b) Copy the file **dappy.txt** from the folder **Events** into the subfolder **Bands**.
- c) Create a new folder in **Documents** on the hard drive and name it **O2**.
- d) Move the file **florence.docx** from the **Events** folder into the **O2** folder.
- e) Copy the folder **O2** onto the desktop. 
- f) Save the folder **O2** to the memory key.
- g) Delete the original file **metallica RDS.jpg** from the folder **Events**.
- h) Locate the folder **O'Connell Street** in the original folder **City**, renamed **Dublin**. State the size of the folder. State the date of last modification of the folder.
- i) State the number of files in the **O'Connell Street** folder.
- j) Delete the folder **Pubs** from the original folder **City**, renamed **Dublin**.
- k) Open the folder **O'Connell Street** and choose the view **Large Icons**. 
- l) Save the file **savoy.docx** from the folder **O'Connell Street** into **Documents**.
- m) Check your work, exit the file management program, eject the memory key / flash drive safely and shut down the computer.

Task 5 – Theory

Name data storage devices.



Project H: Beaches

Beach

In your folder, create a subfolder and name it **Beach**. Make sure you can locate your folder where you will save all your work today.

Task 1 – Data Entry

- Type the passage below, exactly as shown. (Note: Line lengths and line spacing may be different to that shown).
- Save the document as **Bondi** in your folder.
- Print the document.
- Time allowed: 10 minutes (excluding printing)



Bondi Beach is a popular beach and the name of the surrounding suburb in Sydney, New South Wales, Australia. Bondi Beach is located 7 km east of the Sydney central business district, in the local government area of Waverley Council, in the Eastern Suburbs. It has a population of 11,656 residents. Its post code is 2026. Bondi Beach is one of the most visited tourist sites in Australia. Bondi Beach is about 1 kilometre long and receives many visitors throughout the year. There is an underwater shark net; however, it does not stretch the entire beach, it is made up of overlapping sections. Pods of whales and dolphins have been sighted in the bay during the months of migration (March–May, September–November). In 2007 the Guinness World Record for the largest swimsuit photo shoot was set at Bondi Beach, with 1,010 women wearing bikinis taking part. According to the 2016 census of Population, there were 11,656 residents in Bondi Beach.

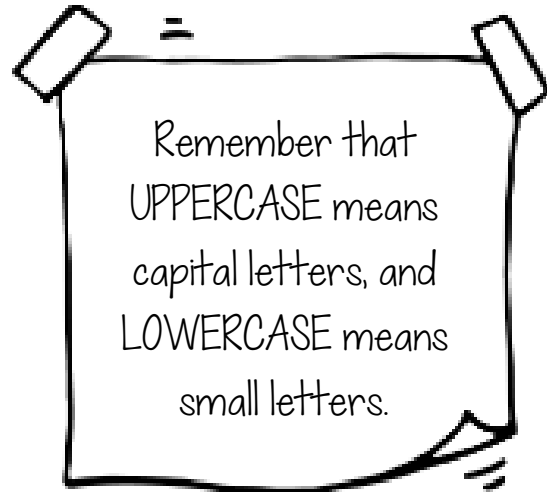
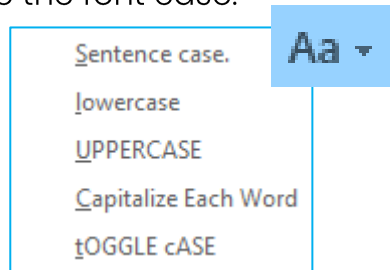
161 words




Task 2 – Word Processing Task

Top Tip

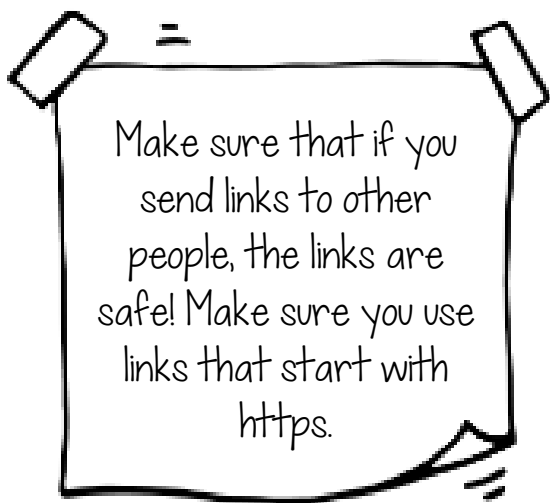
Use the Change Case icon to quickly change the font case.



- Open the document [Beach_Party.docx](#).
- Save the document as [Beach_Party](#) into your folder.
- Centre-align the heading. Make the heading bold, underlined and 18 pt.
Choose a clear font.
- Under the heading [Prepare in Advance](#), make a new bullet starting from [Give everyone a party favour.....toand sun visor](#).
- In the paragraph, under the heading, [Prepare in Advance](#), delete the last sentence: [Add a bottle of after-sun lotion too!](#)
- Under the heading, [Choose Low-Maintenance Food](#), make each sentence a bulleted point. (4 bulleted points)
- Under the heading, [Drinks](#), in the first sentence, insert the word [cooler](#) before the word [boxes](#) so that it reads [cooler boxes](#). 



Task 3 – Internet & Email




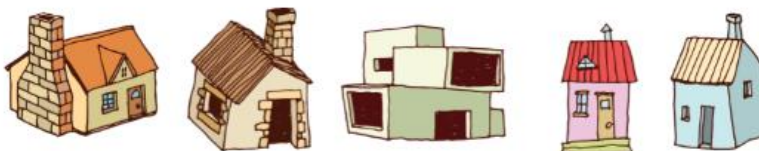
- Copy and paste a link into an email, e.g. a YouTube clip.
- Make sure that you can attach different files to an email, such as a document or a picture.



a) Log onto your Internet Provider.

b) Select the site with the URL www.daft.ie . Save a screen print in your and name it **Daft**. 

c) Select the sector/link page **Rent**. Type in an area. Look through what is available to rent. Choose one property and take a screen print. Name it **Rent**. 



d) Go to the **Google** search page. Save a screen print and name it **Google**. 

e) Use this search engine to find information about **tiny homes**. Look at different websites to see the types of tiny homes people live in.

f) Print 1 page found as a result of Task e).

g) Log into your email account. 