

LEVEL 4



# IT skills

**SAMPLE**

*Theory*  
*Data Entry*  
*Word Processing*  
*File Management*  
*Internet*

# Practice Exercises

[WWW.EDUCOOT.ORG](http://WWW.EDUCOOT.ORG)

**A note on printing:**

Throughout this practice, printing is suggested for many activities. However, if you are self-assessing your practice, with the tutor's assistance, read it on the screen; try as much as possible to keep printing to a minimum. It is necessary that you practise printing from a software application as well as the Internet and your webmail, but it will not be necessary to print every activity. This activity booklet, if printed, should be reusable as space has not been provided for answers.

**A note on memory keys:**

Students should have their own memory key for this course. Using a memory key is part of the file management examination and you will require files from your tutor which can be easily copied onto your memory key. Keeping all your documents on your memory key will also make it easier for you to practise at home. Ensure that you create separate folders to keep your documents organised.

**A note on practising file management:**

In the examination, you will be required to follow steps, such as moving a folder, and these steps may be difficult to evidence. In all such instances, it is highly recommended that screen snips are used to present the evidence. Make sure you know how to use the snipping tool and how to save these screen snips. Always give your snips relevant file names and save them in the correct folder. Throughout the course, an image of a little camera has been placed where a screen snip could be used.

**A note on screen snips / snips:**

Screen snips should be used in file management and where necessary, in Internet and email exercises. Screen snips are sometimes suggested in the practices but use the tool whenever the evidence could be difficult to present – check with your tutor. You could also use screen shots; use whichever you know and like best.

**A note on webmail providers:**

The most common webmail provided to use is Gmail. It is helpful if all students are using the same webmail application. Students (and tutors) may wish to set up an email strictly for the class, so that their personal emails are not affected.

**Good luck with your course!**

## Overview

<b><i>Information Technology Skills, QQI Level 4, 4N1125</i></b>
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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
<b>Theory and the concepts of Information Technology</b>	20%
<b>Data Entry</b>	20%
<b>File Management</b>	20%
<b>Word Processing</b>	20%
<b>Internet and Email</b>	20%
<b>TOTAL</b>	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 we cover 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 tutor.

Signed:

Date:

## A. FAST FOOD

Firstly! Make sure you have a folder with your name where you can save all the documents you create and amend.

### Task 1 – Data Entry

- Type the passage about 'Jamie Oliver' overleaf, exactly as shown. (Note: Line lengths and line spacing may be different to that shown).
- Save the document as **15\_minute\_meals**.
- Print the document.
- Time allowed: 10 minutes (excluding printing)



**Errors** are calculated as follows; keep this in mind when entering data. In the examination, you will need to type at least 150 words in 10 minutes.

#### ½ error:

- Single space between sentence (SP1)
- Extra space between words (SP2)
- Incorrect case (C1)
- Incorrect punctuation (P1)

#### 1 error:

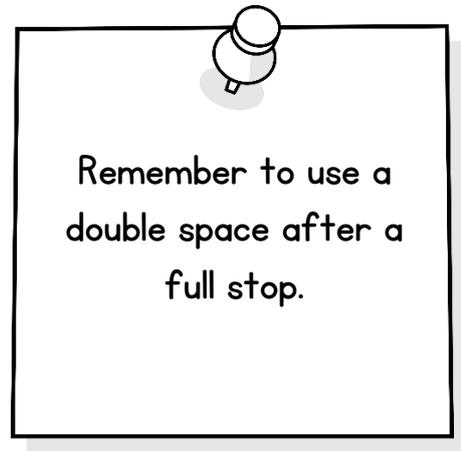
- Word omitted (W1)
- Extra word inserted (W2)
- Word repeated (W3)
- Errors in a single word (W4)
- Line repeated (L2)

#### 2 errors:

- Line omitted (L1)

Beginning with 20 **marks**, deduct 2 **marks** per **error**.

Maximum deduction is 20 **marks**.



James Trevor "Jamie" Oliver, MBE (born on 27<sup>th</sup> May 1975) is an English celebrity chef, restaurateur, and media personality. He is known for his food-focused TV shows, cookbooks and his worldwide campaign for better food education.

With people becoming ever more time-poor, the "15-Minute Meals" series showed how delicious fresh meals could be put together in a quarter of an hour.

Jamie has inspired people to enjoy spending more time in the kitchen, cooking meals from scratch. Jamie creates quick, tasty and nutritious meals that can be eaten any day of the week.

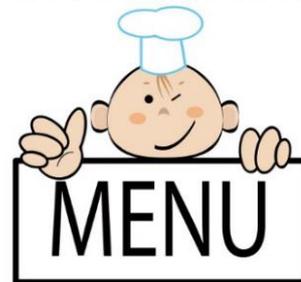
Jamie's recipes are easy to follow, with clever choices of ingredients. He has taken inspiration from all over the world.

Having been translated into 26 languages, Jamie's cookbooks are bestsellers across the world.

Jamie's 15-Minute Meals first aired on Channel 4 in 2012.

An example of one of the meals: Asian tuna and coconut rice

Visit the website: <http://www.jamieoliver.com/>



**152 words**

## Task 2 – Word Processing

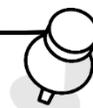


### Exam Tip!

In the examination, you will make at least 6 amendments in one document (worth ½ mark each). You will enhance text using these tools:

- Bold
- Underline
- Italicise
- Change the font type
- Increase or decrease font size
- Change the font colour

- a) Open the document **Menu**.
- b) Save the document as **Menu** in your folder.
- c) Give the document an overall heading **Caroline's**.



Remember pt stands for point, so 16 pt means font size 16.

**\*Always use clean, clear fonts.**

- d) Make the heading 18pt, centred and **Arial Black**.
- e) Centre the rest of the text in the document.
- f) In the 4<sup>th</sup> line, make the heading **Light Lunch Menu** a cursive or fancy font.
- g) Make each meal and its price bold and blue font.
- h) Make the line spacing 1.5 throughout the document.
- i) Spell check the document and make any corrections necessary.
- j) Proof read the document and make any corrections necessary.
- k) Enter your name in the footer.
- l) Save any changes.
- m) Print one copy of the document.



**Task 3 - Internet & Email**

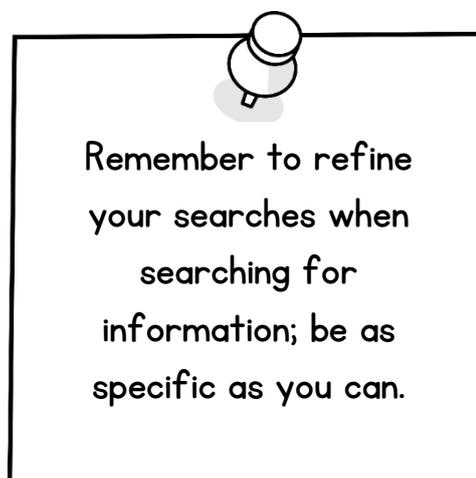


**Exam Tip!**

In the examination, you will:

- Use a web browser such as Internet Explorer or Google Chrome, and log onto the Internet.
- Use a search engine, e.g. Google 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](http://www.jamieoliver.com) . Save a screen print in your folder and name it **Jamie**. 
- c) Click into the link **Health**. 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.
- f) Log into your email account.
- g) Open your inbox and download the message from your tutor with the subject **Lunch**.
- h) Print the email message with the subject **Lunch**. (Be sure to show to and from information in the print out)
- i) Open the attachment. Reply to the email message **Lunch**, indicating which meal you would like to order.
- j) Send the following email message to your tutor:



Hi,  
 An entry ticket to the food exhibition is €15 per adult. Student tickets are sold @ €12.50.  
 The exhibition will run for 5 days.  
 \*Please note that the last admission is at 4pm.  
 Kind regards  
 Type your name below the message

- k) From the sent folder, print a copy of the email that you have sent.
- l) Exit all applications.

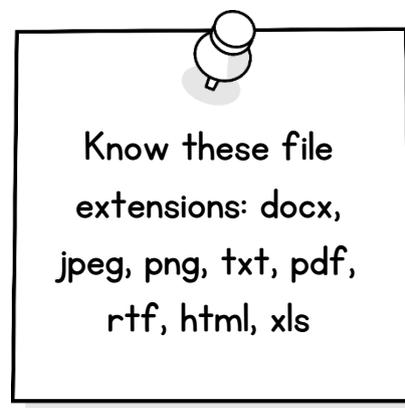
**Task 4 – File Management**



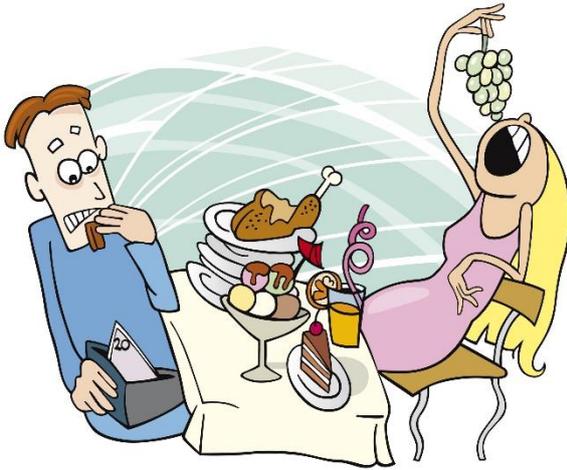
**Exam Tip!**

In the examination, you will:

- Use and understand the properties option within files/folders.
  - Copy files from one location on a computer to another.
  - Show an understanding of file extensions and their importance.
- a) Start up your computer.



b) Open the folder **Dining** and save it in your folder.



c) State the number of files in the folder **Dining**.

d) Name the file extensions of the files in the folder.

e) Locate the file **dinner.docx** in the folder and save it to your desktop. Save a screen print and name it **Desktop**.



f) Copy the file **menu.docx** and save it

in your folder on the computer.

g) Go back to the folder **Dining**. State the size of the file **burger.txt** which is in the folder.

h) On what date was the file **lunch.jpg**, which is in the folder, last modified?

i) Exit from all programmes and if you are using a flash drive, safely remove it.

j) Shut the computer down.

### Task 5 - Theory

a) What is Information Technology?

b) What is a computer made up of?

c) Describe the difference between hardware and software, including at least 4 examples of each.



## B. COFFEE

Make sure you can locate your folder where you will save all your work today.

### Task 1 – Data Entry

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

The term "coffee" comes from the Latin, coffea. All coffee is grown within 1000 miles of the equator, from the Tropic of Cancer, to the Tropic of Capricorn. Coffee is second only to oil as a commodity and second only to water as a beverage. Coffee trees take three to four years to mature and bear fruit but they will produce for 20 to 30 years. The Japanese bathe in coffee grounds mixed with fermented pineapple pulp to reduce wrinkles and improve skin tone. In parts of Africa, coffee beans are soaked in water and spices, and chewed like candy. Coffee is actually a fruit! Let's see, we're supposed to get how many servings of fruit every day? Coffee is a most complex beverage, boasting over 800 flavour influencing components. Wine, by comparison has only 150. 80% of the world's coffee is produced on family farms of 12 acres...or less!

**150 words**



## Task 2 - Word Processing Task



### Exam Tip!

In the examination, you will:

Edit block of text by

- Moving
- Copying
- Deleting




If you make a mistake in moving, copying or deleting, don't panic - use Ctrl Z to undo.

- a) Open the document **Have\_a\_coffee** which has been emailed to you.
  - b) Save the document as **Have\_a\_coffee** into your folder on the computer.
  - c) Give the text an overall heading **Have a Coffee**.
  - d) Make the heading bold, centred, 20 pt and a different, clear font.
  - e) Type this sentence at the end of the first paragraph: **Robusta coffee is grown in West and Central Africa, throughout South-East Asia and Brazil.**
  - f) In the 2<sup>nd</sup> heading **Different Drink**, add an **s** to the word **Drink** so that it reads **Drinks**.
  - g) In the 3<sup>rd</sup> heading **Coffee**, add the word **Instant** before **Coffee** so that it reads **Instant Coffee**.
  - h) Under the heading **Nutritional Profile**, in the first sentence, change the word **peoples** to **people**.
  - i) In the same sentence, delete the word **extensively** before the word **researched**.
  - j) Delete the final heading and paragraph **Most Popular Coffees**.
  - k) Swap the 2 paragraphs with their headings: **Caffeine** and **Antioxidants**.
  - l) Left align the heading and paragraph **Coffee and Hydration**.
  - m) Spell check the document and make any corrections necessary.
  - n) Proof read the document and make any corrections necessary.
  - o) Enter your name on the left hand side in the footer.
- Save any changes and print.



**Task 2 - Word Processing Task**



**Exam Tip!**

In the examination, you will format text, to include:

- Joining paragraph/s
- Splitting paragraph/s
- Setting line spacing
- Indenting
- Justifying
- Left/right alignment



  
 Know the difference  
 between indenting a  
 whole paragraph and  
 indenting only the  
 first line.

- a) Open the document **Job\_application**.
- b) Save the document as **Job\_Application** into your folder on the computer.
- c) Make the amendments and enter the additional text as indicated on the next page.
- d) Spell check the document and make any corrections necessary.
- e) Proof read the document and make any corrections necessary.
- f) Enter your name in the footer.
- g) Save any changes.
- h) Print one copy of the document.



Look at possible marks break down for the examination:

Open existing document – **1 mark**  
 Key in Text – at least 50 words (deduct ½ mark per error – max 6 errors) - **3 marks**  
 Edit Text: Insert and Delete: Characters, words, sentence and paragraph. (8 amendments – ½ mark each) – **4 marks**  
 Format Text: Join and split paragraphs, set line spacing, Indents, and all 4 alignment options. (8 amendments ½ mark each) – **4 marks**  
 Enhance Text: Use Bold, underline, italics, Font: size, type and colour options. (6 amendments ½ mark each) – **3 marks**  
 Edit block of Text: Move, copy and delete. – **3 marks**  
 Use Spell and Grammar, proof read to check if correct – **1 mark**  
 Save and print – **1 mark**  
 Total – **20 marks**



## C. FACEBOOK

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 **Facebook** in your folder.
- Print the document.
- Time allowed: 10 minutes (excluding printing)



Worldwide, there are over 1.55 billion monthly active Facebook users which is a 14 percent increase year over year. 1.01 billion people log onto Facebook daily for September 2015, which represents a 17% increase year over year. On average, the Like and Share Buttons are viewed across almost 10 million websites daily.

In Europe, over 307 million people are on Facebook. Five new profiles are created every second. Facebook users are 80% female and 73% male. The highest traffic occurs mid-week between 1 to 3 pm and on Thursdays and Fridays, engagement is 18% higher. There are 83 million fake profiles! (Although not all fake profiles are deceptive, e.g. test profiles) 50% of 18-24 year-olds go on Facebook when they wake up. Every 60 seconds on Facebook, 510 comments are posted, 293,000 statuses are updated, and 136,000 photos are uploaded.

(Sources: Facebook, The Social Skinny, Search Engine Journal, ALLFacebook, Brandwatch)

**151 words**

### Task 2 - Word Processing Task



In the examination, you can use keyboard shortcuts, e.g.

- Ctrl X = cut
- Ctrl P = paste
- Ctrl C = copy

Using keyboard shortcuts helps you to work faster.

- a) Open the document **Facebook**.
- b) Save the document as **FB** into your folder.



- c) Insert an overall heading: **Facebook**. Make the heading bold, underlined and 18 pt. Choose a clear font.
- d) Join the 2<sup>nd</sup> paragraph to the 1<sup>st</sup> paragraph so that they are one paragraph.
- e) In the paragraph, under the heading, **Facebook Appeal**, delete the last sentence: **It is easy to see why Facebook has acquired over 200 million users worldwide in just over five years.**
- f) In the same paragraph, under the heading, **Facebook Appeal**, change the word **comforts** to **comfort** – delete the **s**.
- g) In the same paragraph, under the heading, **Facebook Appeal**, insert the word **old** before the word **friends** so that it reads **old friends**.
- h) Under the heading **Safety Advisory Board**, left align the text in the paragraph.
- i) Under the heading **Social Reporting**, change the paragraph text font to Tahoma, 12 pt.
- j) Under the heading **Social Reporting**, insert this sentence at the end of the paragraph: **Facebook will continue to refine social reporting over time to make sure it continues to be an effective safety tool.**
- k) Under the heading **Points to remember.....** separate the sentence starting with **Avoid listing.....to don't post it.** as a new bullet
- l) Under the heading **Points to remember**, make the paragraph text red and justified.
- m) Delete the heading **Friend Requests** and its accompanying paragraph.
- n) Move the heading **What is Facebook?** and its accompanying paragraph so that it is the first paragraph in the document, i.e. under the heading that you created. Make sure spacing is even.
- o) Under the heading **What is Facebook?**, italicise the text in the first paragraph.
- p) Spell check the document and make any corrections necessary.