Sample Level 4 Internet Technology Skills

The course includes:

- 10 practice exercises

- All accompanying documents, e.g. documents to amend, email messages, folders for file management, etc. are provided for the tutor

- 2 sample examinations

- Course overview

- Assessment briefs

The idea of these exercises is to prepare students for their examinations. Each 'Project' contains all 5 elements of this course, i.e. data entry, theory, word processing, file management and Internet and email.

It is up to the tutor entirely how the course is approached; whether it be focusing on all five areas each week or concentrating on one task at a time. The tutor is free to pick and choose from the workbook. There are 10 practice exercises for each section.

With regard to the printing, exercises suggest printing documents created. This is not necessary for every lesson. It is helpful to print when marking is carried out.

How can the students produce evidence for the examinations? (for example, using contacts and deleting in email, using the desktop in file management) I always used screen shots and then students saved all their screen shots in an examination folder. When they are doing practice exercises, students saved all their screenshots in a folder with the chapter title. Tutor verification is insufficient for these types of exercises but tutors may have other means of getting their students to produce evidence.

Contents

Project 1: Computer courses

Introduction to all five areas of the course, including quick, short exercises so tutors can check the level of the students

Project 2: Switch on the telly!

☐ Theory – what is information technology?

☐ Data entry – speed test (online)

☐ Word processing – access a word processing package, open an existing document, make amendments by inserting / deleting characters and words, save the document, retrieve the document

☐ Internet and email – use the Internet, browser tools

☐ FM – a tour around the computer

Project 3: Work away

☐ Theory – computer hardware

☐ Data entry – practice

☐ Word processing – enhance text e.g. bold, italics, underline, font, font size

☐ Internet and email – navigate specific websites, log into email

☐ FM – create a folder, add to the folder, delete the folder, retrieve a folder

Project 4: Dublin Zoo

☐ Theory – system and application software

☐ Data entry – practice, how it will be assessed

☐ Word processing - enter and edit text by inserting and deleting characters, words, sentences and paragraphs

☐ Internet and email – explore webmail to include inbox, read/unread, deleted items, trash, drafts

☐ FM – copy, paste and move documents and folders

Project 5: Eating in

Project 6: Art Gallery

Project 7: Cup of coffee?

Project 8: Facebook Facts

Project 9: The Titanic

Project 10: Sample exams

Project 11: Sample exams

<u>EXAMINATION</u>

COURSE 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 - 20%

- **EXAMINATION 2**

   Data Entry - 20%

- **EXAMINATION 3**

   File Management - 20%

- **EXAMINATION 4**

   Word Processing - 20%

- **EXAMINATION 5**

   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 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 unable to do an examination, you will need to fill in a form, outlining the reasons for your absence and include relevant documentation. This form is available from your tutor and a decision for late assessment will be made by the Centre Head. If you experience any difficulties during the course, please inform the tutor.

Signed: _____   Date: _____

Project 1: Computer Course

Line up:

Task 1: Theory: General

Task 2: Data entry: Speed Test

Task 3: Word processing: Short text to type

Task 4: Internet and Email: Course Search

Task 5: File Management: Discussion

Key words for this project: data entry, word processing, Internet, email, webmail, file management, IT theory, speed text, wpm, bold, underlined, font, computer application, QQI, learning outcome

Welcome to Level 4 Information Technology Skills. The first lesson is just a practice – it may be too easy for you, it may be too hard for you or it may be just right!

Discussion: What is it that you want to learn from this course?

Task 1 Theory

Read through the QQI learning outcomes for this course. See what you will be learning for the theory.

Task 2 Data entry

This is the 'speed typing' part of the course. For the exam, you will need to type at least 15 words per minutes.

Check your typing speed here: **http://typing-speed-test.aoeu.eu/?lang=en**

Can you type these symbols?

& + % @ € = # ? ! >

:-) * / $ ^ () - < | "

Task 3 Word processing

a) Open Microsoft Word.

b) Type the following:

> Some benefits of computers
>
> Stay in touch with family and friends.
>
> Watch movies and TV.
>
> Listen to music
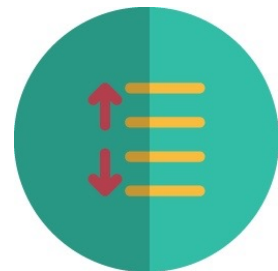>
> Pay your bills.
>
> Check your bank account.
>
> Do shopping.
>
> Find a job.
>
> Research information.
>
> And much more!

c) Save the document as **benefits**.

d) Make the heading bold and underlined.

e) Change the font and the font size throughout.

f) Spell check and proofread the document.

g) Save any changes.

h) Close the application.

i) Make sure you can retrieve the file now.

Task 4 Internet and email

a) Open the web browser.

b) Use the search box to find information on computer courses in Ireland. Compare your search with the others in the group.

c) Can you open another tab and look up something else?

d) Switch between the 2 websites.

e) Look at the browser bar. Can you locate these?
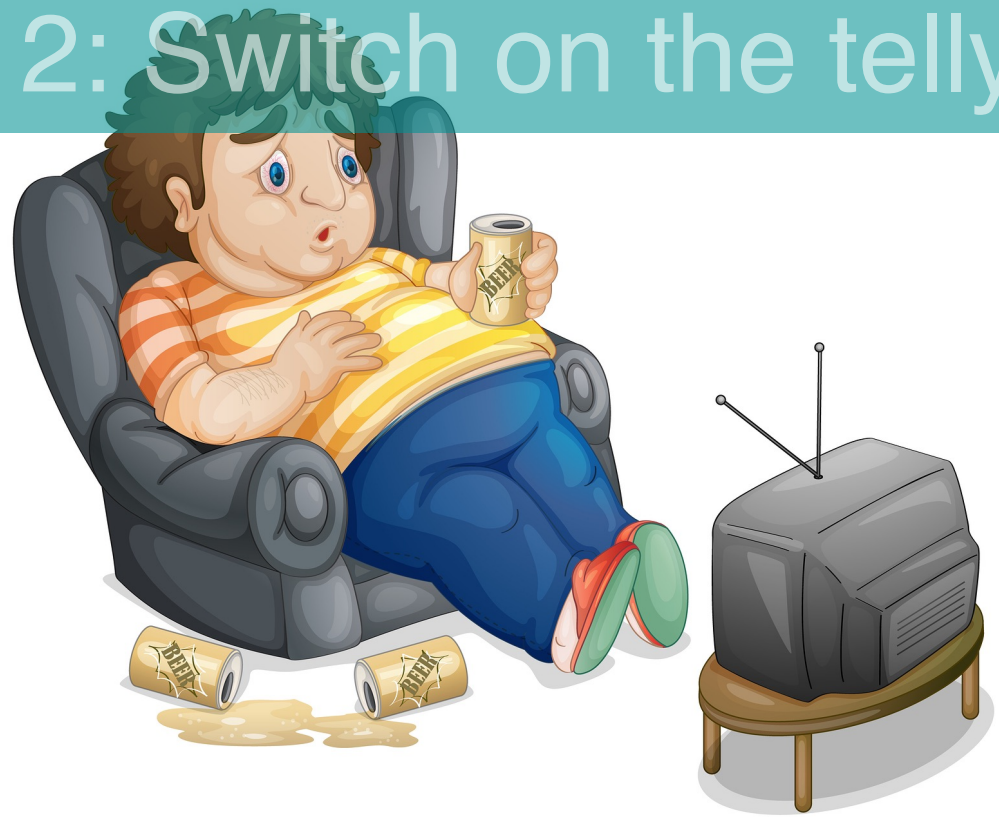
refresh, back, URL, bookmark, search box, home, tab
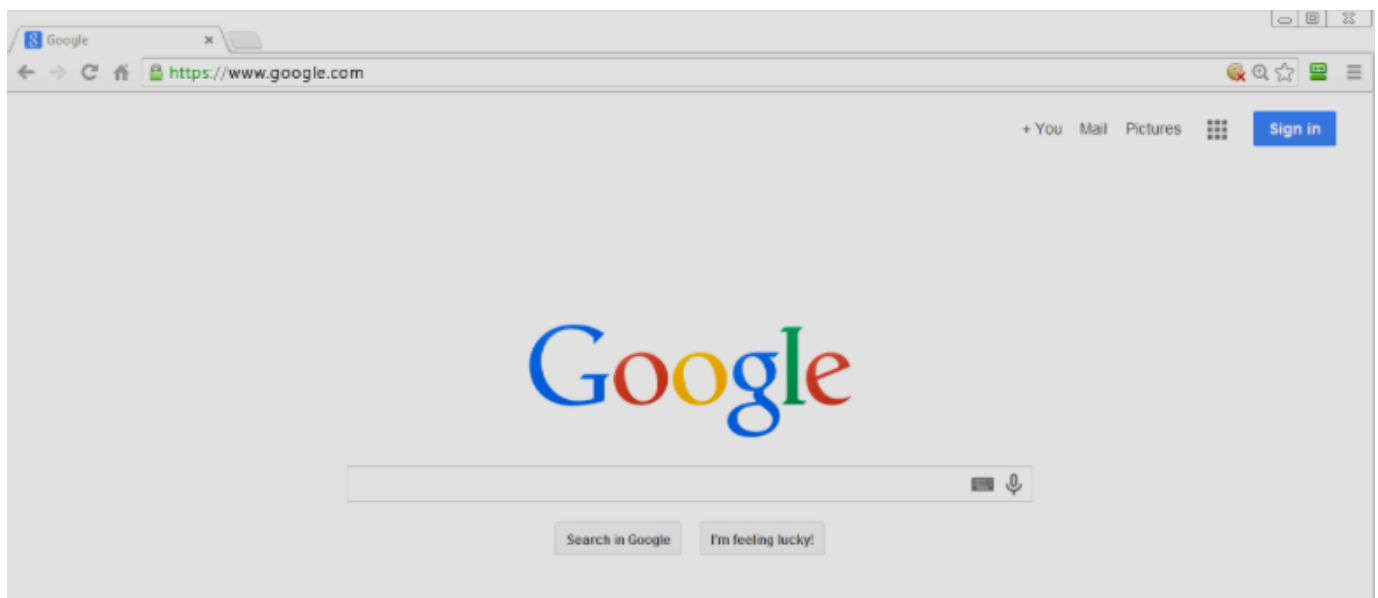
f) Make sure you have a webmail address.

g) Can you get into your emails?

h) Can you log out?

Task 5 File management

Talk about the QQI Level 4 file management learning outcomes in this course.

Project 2: Switch on the telly!

Line up:

Task 1: Theory: What is IT?

Task 2: Data entry: Practice

Task 3: Word processing: opening existing document, making amendments be inserting / deleting characters and words, saving the document, retrieving the document

Task 4: Internet and Email: Specific URLs and links

Task 5: File Management: Tour around the computer

Key words for this project: information technology, word count, word processing package, save, delete, spell check, proofread, exit the application, URL, address bar, paragraph, browser, link

Task 1 Theory

Theory – what is information technology? Look for ideas below. Make your own notes.

Task 2 Data entry

Type the following text. Stop after 10 minutes!

Father Ted is a sitcom that was produced for Channel 4. Written by Irish writers Arthur Mathews and Graham Linehan, the show starred a mainly Irish cast. There were three series from 21 April 1995 until 1 May 1998, including a Christmas special, for a total of 25 episodes.

It is set on the 'made-up' Craggy Island, which is off Ireland's west coast. The story is about 3 Roman Catholic priests that live together in the parochial house with their housekeeper, Mrs Doyle. She always wants to serve them tea.

The show was a huge success, winning BAFTA awards.

The show revolves around the priests' lives on Craggy Island, sometimes dealing with matters of the church but more often dealing with Father Ted's schemes.

It's a great show!

(128 words)

Save the document as **father_ted.**

Check your document. See how many words you typed. (Don't count them!)

Task 3 Word processing

a) Access a word processing package.

b) Opening the existing document **TV_Listings** that your tutor has given you. **(provided)**

c) Save the document as TV_Listings.

d) For the first title, 'Reeling in the Year', add 's' to the word 'Year'.

e) In the first paragraph, make these changes:

f) Add the word 'note' after '£5' in the first sentence.

g) For the second programme, 'Room To Improve', delete the word 'much' in 'Desperate for much more space…'

h) Add the word 'young' before 'daughters'.

i) Change the time for 'Fair City' from 21:00 to 20:00.

j) In the second sentence, add 'ing' to the word 'help'.

k) Insert the word 'Revisited' directly after the title 'At Your Service'.

l) For the RTE News, remove the word 'Evening'.

m) To the programme 'The Speech', add this sentence to the end of the paragraph: 'This is a brand new series!'

n) Spell check and proofread the document.

o) Save any changes.

p) Print if necessary.

q) Check your document or get a peer to check it.

r) Exit the application.
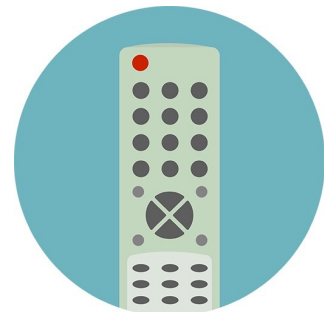
This text is made available in soft copy for the tutor.

18:30

Reeling In The Year
Lady Hazel Lavery's face disappears from the £5. A new design features poet and philosopher John Scotus Erigena. Riots turn into open revolt in the black township of Soweto. Hundreds of people die. As violent protests spread across South africa, security forces are told to restore order 'at all costs'. RHODESIA: Prime Minister Ian Smith accepts a two-year plan to end white minority rule. Rhodesia's black leaders prepare for power.

19:00

Room To Improve
Desperate for much more space, a couple with two young daughters, who have long since outgrown their tiny cotage in Killawalla outside Westport, engage Dermot to help.

20:00

Fair City
After Doug contacts Neil for support, Neil arrives home, guns blazing ready to cure Jackie. Shane finds himself helping out at the shelter but is irritated by Bob's opportunistic ways and Kerri-Ann struggles to balance time between Decco and Juliet.

20:30

At Your Service

21:00

RTÉ Evening News: Nine O'clock
(Followed by Weather)

21:30

The Speech
A life affirming new series which aims to help nervous public speakers overcome their fears so that they can make their once in a lifetime speech sumthing to remember. Episode 1 features 24 year old professional golfer Brian Casey from Navan, Co Meath. And while he may be hot on the golf course, when it comes to making a speech he's likely to freeze The man who will prepare Brian for his big speech is a solicitor to the stars, Gerald Kean.

Task 4 Internet and email

a) Open the web browser.

b) Type the following URL into the address bar: www.rte.ie

c) Choose the 'Television' link.

d) Can you name a programme which you can view this evening?

e) Explore the whole website. Use your browser tools.

f) Look up something that interests you!

Task 5 File Management

With your tutor, take a tour around your computer. Can you find the following?

Documents	Spreadsheet files
Computer	Image files
Microsoft Word	Folders
Pictures	Drive/s
Control Panel	Desktop
USB ports	Recycle bin
Word files	Downloads

Open Documents. Experiment with the different viewing options.

Project 3: Work away!

Task 1: Theory: Computer hardware

Task 2: Data entry: Speed Test

Task 3: Word processing: enhancing text e.g. bold, italics, underline, font, font size

Task 4: Internet and Email: Course Search

Task 5: File Management: The basics

Key words for this project: print, left align, right align, italicise, italics, bold, underline, centred, corrections, shortcuts, link page, screenshot, search engine, inbox, download, subject of email, .docx, .txt, files, folder, desktop, delete, restore

Task 1 Data Entry

1. Type the passage below, exactly as shown. (Note: Line lengths and line spacing may be different to that shown).
2. **Save the document as Job_advert.**

3. Print the document.

4. Time allowed: 10 minutes (excluding printing)

• •
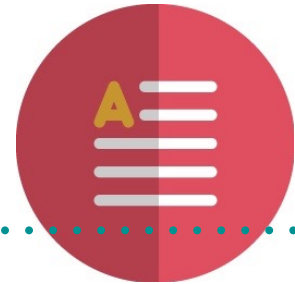
Front Office Assistant

Information: This position is with the Jury's Inn Hotel Group. It is a full time position consisting of a 35-hour week. The salary will be €21,000 p.a.

Company Background & Job Purpose

Our company operates 4-5 star hotels located in locations both locally and internationally. Due to growth, we are seeking an experienced Front Office Assistant to further complement our team in our Dublin (Parnell Street) hotel.

The ideal candidate will possess outstanding communication skills and be well groomed.

Education & Qualifications

You must have a minimum of a certificate in hospitality or tourism and have a typing speed of 50 WPM.

Experience

You should previous from office experience and excellent computer skills. You must be able to work as part of a team and have superior verbal and written communication skills.

Does this sound like the job for you?

Please email your CV to anne@jurysinns.com

(149 words)

Task 2 Word Processing

INSTRUCTIONS TO THE CANDIDATES

a) Open the document **Job_application. (provided)**

b) Save the document as **Job_Application.**

c) Left align the first text from '10 Meadow…2014'.

d) Right align the second text from 'Ms Janice ……Meath'.

e) In the first sentence of the letter, italicise the words 'Irish Independent'.

f) In the first sentence of the letter, delete the 's' from the word 'builders' so the

   word reads 'builder'.

g) Make the name at the end of the letter, Jack Mason' bold and italic.

h) Change the font in the first paragraph to Arial, size 14.

i) In the last paragraph, underline the words 'Anderson Construction Company.'

j) At the top of the page, write a heading 'Letter'. Make this heading bold, size 18,

   Century Gothic font and centred.

k) In the second address, amend the word 'Personal' to 'Personnel'.

m) Spell check the document and make any corrections necessary.

n) Proofread the document and make any corrections necessary.

o) Enter your name in the footer.

p) Save any changes.

q) Print one copy of the document.

r) Exit the application.

Try these keyboard shortcuts!

Ctrl + A – Select All

This selects all the content in your document.

Ctrl + B – Bold highlighted word(s)

This emboldens selected text.

Ctrl + I – Italicise highlighted word(s)

This italicises selected text.

Ctrl + P – Opens the Print Window

Use this when you want to print.

Ctrl + Z – Undo

Each time you need to undo a certain action, use this shortcut. (very handy!)

Ctrl + Shift + G – Opens Word Count

Use this shortcut when you are done with your document and you need a word count

10 Meadow Brook
Virginia
Co. Cavan
helendolan@gmail.com

September 15th 2014

<div align="right">

Ms. Janice Wilson
Personal Director
Anderson Construction Company
Co. Meath

</div>

Dear Ms. Wilson,

I read in the March 24th Irish Independent classified section of your need for a builders in one of your area sites.

I have worked as a builder for the last fifteen years and I have worked on various projects in the construction industry. As indicated in my enclosed CV, I have worked as a builder on sites constructing factories, schools and houses.

In addition to this practical experience, I have also completed several courses relating to the construction business. I am confident that my experience makes me an excellent candidate for your job.

The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to have an interview with you.

I am available immediately.

Thank you for your consideration.

Yours Sincerely,

Jack Mason

Task 3 - Internet and Email

a) Log onto your Internet Provider.

b) Select the site with the URL **www.jobs.ie** .

c) Select the link page **Restaurants/Catering.** Select one of the positions available. **(produce evidence, e.g. screenshot, print)**

d) Go back to your search engine.

e) Find information relating to **INTREO**. Choose the preferred location. Find a job that you would like to apply for and read the information.

f) **Print 1** page from a site found as a result of Task 5.

g) Log onto your email account.

h) Open your inbox and download the message from your tutor with the subject **Interview. (produce evidence, e.g. screenshot, print)**

A soft copy of this email message is made available to tutors; tutors can copy and paste. In the tutor pack, there is an image and document to attach.

> Hi Student,
>
> Your interview for the position of the heavy metal band manager will take place on Friday 5th October at 3pm in the Cavan Office. Please confirm your attendance. Please find the attached interview tips and a photo of the rock band which you will manage if you are successful. The photo is a little scary so don't open it if you are easily afraid!
>
> Kind regards

i) Reply to the email message **Interview**, indicating that you will attend the interview as arranged. **(produce evidence, e.g. screenshot, print)**

j) Exit all applications.

Task 4 - File Management

a) Start up your computer.

b) Copy the folder **Jobs (provided)** from the memory key and save it.

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) Delete the folder **Jobs**.   Restore it then.

Task 5 - Theory

a) Can you label the hardware below?

b) In a paragraph, describe the main computer hardware components, giving examples and uses of each.