



## ENTRY LEVEL 1 ESSENTIAL SKILLS ICT – ANSWER PACK

### SECTION A – USING ICT (10 MARKS)

1. Circle the device you can use to type a letter:

**(Laptop)**

2. Tick the item that is a computer mouse:

Keyboard     **Mouse**     Monitor

3. One thing you can do on a computer:

**Example: type / play games / send emails / search online**

4. A password should be:

Shared with friends     **Kept private**

5. Button to turn a computer on:

**Power button**

6. One place you might use a computer:

**Example: home / school / work / library**

7. To start a computer you (turn on / eat) it:

**turn on**

8. Device used to take photos:

**Camera**

9. One thing you should NOT share online:

**Example: your address / password / phone number**

10. Device used to print work:

**(Printer)**

## SECTION B – FINDING INFORMATION (10 MARKS)

11. Place to find information online:

**Internet**

12. One thing you can search for online:

**Example: weather / news / recipes / jobs**

13. Word that means “look for”:

**Search**

14. A website is a place you can find:

Games     Information     **Both**

15. Example of a website:

**Example: Google / BBC / YouTube / Amazon**

16. You use the (mouse / spoon) to click:

**Mouse**

17. A search bar helps you:

**Find things**

18. One thing you can watch online:

**Example: videos / news / tutorials**

19. Device used to connect to the internet:

**(Wi-Fi router / signal)**

20. Safe action online:

Click unknown links  **Ask an adult for help**

## SECTION C – COMMUNICATING INFORMATION (10 MARKS)

21. App used to send messages:

**Email**

22. Write your first name:

**Learner's own name**

23. Simple sentence for an email:

**Example: Hello, how are you?**

24. To send a message you press (send / sleep):

**Send**

25. A photo is a type of:

**File**

26. One thing you can attach to an email:

**Example: photo / document / file**

27. You use a keyboard to:

**Type**

28. A document is something you can:

**Read**

29. Example of a document:

**Example: letter / worksheet / form**

30. A computer (saves / sleeps) your work:

**Saves**