



ENTRY LEVEL 2 ESSENTIAL SKILLS ICT – ANSWER PACK

SECTION A – USING ICT (10 MARKS)

1. Tick the device that is a computer:

Printer Keyboard **Laptop**

2. Circle the part you use to type:

Keyboard

3. One reason people use computers:

Examples: **work / email / shopping / searching / typing**

4. Tick the safe password:

1234 password **MyDogIs4!**

5. To turn the computer on, press the (power / space) button:

Power

6. One example of a digital device:

Examples: **tablet / phone / laptop / computer**

7. A tablet is used for:

Cooking food **Going online**

8. Device used to store files:

USB stick

9. One thing you should NOT share online:

Examples: **address / password / phone number / bank details**

10. A computer needs:

Electricity

SECTION B – FINDING INFORMATION (10 MARKS)

11. You use a (search engine / microwave) to find information:

search engine

12. One thing you can search for online:

Examples: **weather / jobs / news / recipes / directions**

13. A website can show:

Videos Information **Both**

14. A (link / drink) takes you to another webpage:

Link

15. Example of a website:

Examples: **Google / BBC / YouTube / Amazon**

16. A search bar helps you:

Find things

17. Device used to connect to Wi-Fi:

Router

18. One thing you can watch online:

Examples: **videos / tutorials / news / films**

19. Safe action online:

Click unknown links **Tell an adult if unsure**

20. A browser lets you (look online / wash clothes):

look online

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:

Examples: **I will be there at 10. / Hello, how are you?**

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

Send

25. A photo is a type of:

File

26. One thing you can attach to an email:

Examples: **photo / document / file / form**

27. You use a mouse to:

Click

28. A document is something you can:

Read

29. Example of a document:

Examples: **letter / form / worksheet / CV**

30. A computer can (save / cook) your work:

save