



## ENTRY LEVEL 3 ESSENTIAL SKILLS ICT – ANSWER PACK

### SECTION A – USING ICT (10 MARKS)

1. Tick the device that is a computer:

Scanner     Television     **Desktop computer**

2. Circle the part used to move the cursor:

**Mouse**

3. One reason people use ICT at work:

Examples: **email / typing / online meetings / searching / storing files**

4. Strong password:

12345     qwerty     **SunFlower92!**

5. To shut down the computer, click (shut down / delete):

**shut down**

6. One example of a file type:

Examples: **photo / document / video / PDF / image**

7. A USB stick is used to:

**Store files**

8. Device used to record sound:

**Microphone**

9. One thing you should do to stay safe online:

Examples: **keep passwords private / tell an adult / avoid unknown links**

10. A computer needs:

**Electricity**

## SECTION B – FINDING INFORMATION (10 MARKS)

11. You use a (browser / freezer) to look at websites:

**Browser**

12. One thing you can search for online:

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

13. A search engine helps you:

**Find information**

14. A (hyperlink / sandwich) takes you to another webpage:

**Hyperlink**

15. Example of a search engine:

Examples: **Google / Bing / Yahoo**

16. A website can show:

Videos    Text    **Both**

17. Device used to connect to Wi-Fi:

**Router**

18. One thing you can watch online:

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

19. Safe action online:

Share your password  **Tell an adult if unsure**

20. A search bar helps you (find things / cook food):

**find things**

## SECTION C – COMMUNICATING INFORMATION (10 MARKS)

21. App used to send emails:

**Email**

22. Write your first name:

Learner's own name

23. Simple sentence for an email:

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

24. To attach a file you click (attach / delete):

**Attach**

25. A photo is a type of:

**File**

26. One thing you can attach to an email:

Examples: **photo / document / form / video**

27. You use a keyboard to:

**Type**

28. A document is something you can:

**Read**

29. Example of a document:

**Examples: letter / CV / worksheet / report**

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

**save**