



ESSENTIAL SKILLS ICT – ENTRY LEVEL 3 PRACTICE PAPER

Time: 45 minutes **Total Marks:** 30

SECTION A – USING ICT (10 MARKS)

1. Tick the device that is a computer:

Scanner Television Desktop computer (1 mark)

2. Circle the part of the computer used to move the cursor:

keyboard mouse printer (1 mark)

3. Write one reason people use ICT at work:

(1 mark)

4. Tick the strong password:

12345 qwerty SunFlower92! (1 mark)

5. Circle the correct word:

To shut down the computer, click (**shut down / delete**). (1 mark)

6. Write one example of a file type:

(1 mark) (Examples: photo, document, video)

7. Tick the correct answer:

A USB stick is used to: Store files Make food (1 mark)

8. Circle the device used to record sound:

microphone speaker router (1 mark)

9. Write one thing you should do to stay safe online:

(1 mark)

10. Tick the correct answer:

A computer needs: Electricity Petrol (1 mark)

SECTION B – FINDING INFORMATION (10 MARKS)

11. Circle the correct word:

You use a (**browser / freezer**) to look at websites. (1 mark)

12. Write one thing you can search for online:

(1 mark)

13. Tick the correct answer:

A search engine helps you: Find information Wash clothes (1 mark)

14. Circle the correct word:

A (**hyperlink / sandwich**) takes you to another webpage. (1 mark)

15. Write one example of a search engine:

(1 mark)

16. Tick the correct answer:

A website can show: Videos Text Both (1 mark)

17. Circle the device used to connect to Wi-Fi:

router shoe lamp (1 mark)

18. Write one thing you can watch online:

(1 mark)

19. Tick the safe action online:

Share your password Tell an adult if unsure (1 mark)

20. Circle the correct word:

A search bar helps you (**find things / cook food**). (1 mark)

SECTION C – COMMUNICATING INFORMATION (10 MARKS)

21. Tick the app used to send emails:

Email Calculator (1 mark)

22. Write your first name:

(1 mark)

23. Write a simple sentence you could send in an email:

Example: *I will be at the meeting at 10.*

(2 marks)

24. Circle the correct word:

To attach a file you click (**attach / delete**). (1 mark)

25. Tick the correct answer:

A photo is a type of: File Fruit (1 mark)

26. Write one thing you can attach to an email:

(1 mark)

27. Circle the correct option:

You use a **keyboard** to: type cook paint (1 mark)

28. Tick the correct answer:

A document is something you can: Read Eat (1 mark)

29. Write one example of a document:

(1 mark)

30. Circle the correct word:

A computer can (**save / burn**) your work.

(1 mark)