



LEVEL 1 ESSENTIAL SKILLS ICT – ANSWER PACK

SECTION A – USING ICT (15 MARKS)

1. Passwords

Any two of:

- At least 8 characters
- Mix of upper- and lower-case letters
- Includes numbers
- Includes symbols (!, %, £)
- Not easy to guess
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2. File Management

a) **HolidayPhotos** (folder)

b) **Invoice2024.xlsx** (spreadsheet)

c) Clear names help you **find files easily**, stay organised, and avoid confusion

3. Email Skills

a) Example: **Help with assignment**

b) Example: **Hello, I need some help with my work.**

c) Example: **My assignment file / screenshot / document**

4. Staying Safe Online

Any three of:

- Don't share personal information
- Use strong passwords
- Don't click unknown links
- Check for https
- Keep software updated

5. Choosing Software

- Create a poster → **A (Word processor)**
- Make a budget → **B (Spreadsheet)**

6. Editing Tools

Any two of:

- Bold
- Underline
- Font size
- Bullet points
- Spell check

SECTION B – FINDING & SELECTING INFORMATION (10 MARKS)

7. Search Engines

a) **healthy eating / healthy eating information** b) **Google / Bing / Yahoo** c) Trustworthy signs: updated recently, known organisation, https, author shown

8. Selecting Information

Website A — because it is updated recently and written by a health organisation.

9. Using a Website

Any two of:

- Menu
- Search bar
- Links
- Buttons
- Home page

10. Saving Information

Any three of:

- Bookmark the page
- Copy/paste into a document
- Screenshot
- Save the link

SECTION C – DEVELOPING, PRESENTING & COMMUNICATING INFORMATION (15 MARKS)

11. Leaflet Plan

Example answers:

- **Title:** Staying Safe Online
- **Bullet points:** • Don't share personal info • Use strong passwords • Check websites are secure
- **Image idea:** Padlock / computer safety icon

12. Creating a Chart

a) **Spreadsheet (Excel)** b) **Bar chart / column chart** c) Charts help you **compare information easily**

13. Email Communication

a) **Online Safety Leaflet Attached** b) Example: **Hello, please find my leaflet attached.** c) **StayingSafeOnline.docx** d) Attachments let you **send files directly**

14. Presentation Skills

Any four of:

- Clear headings
- Bullet points
- Images
- Not too much text
- Good contrast / readable font
- Speaking clearly