



ESSENTIAL SKILLS ICT – LEVEL 1 PRACTICE PAPER

Time: 1 hour **Total Marks:** 40 **Calculator not required**

SECTION A – USING ICT (15 MARKS)

1. Passwords (2 marks)

Write **two** things that make a password strong.

- 1.
- 2.

2. File Management (3 marks)

You have these items on your computer:

- “HolidayPhotos”
- “Invoice2024.xlsx”
- “LetterToEmployer.docx”

- a) Which one is a folder?
- b) Which one is a spreadsheet?
- c) Why is it important to name files clearly?

3. Email Skills (3 marks)

You need to email your tutor to ask for help.

Write: a) A suitable subject line

- b) A polite opening sentence
- c) One attachment you might include

4. Staying Safe Online (3 marks)

Write **three** ways to stay safe online.

- 1.
- 2.
- 3.

5. Choosing Software (2 marks)

Match the task to the software:

| Task | Software |
|-----------------|-----------------|
| Create a poster | Word processor |
| Make a budget | Spreadsheet |

Write A or B beside each task.

6. Editing Tools (2 marks)

Write **two** tools you can use to improve a document.

- 1.
- 2.

SECTION B – FINDING & SELECTING INFORMATION (10 MARKS)

7. Search Engines (3 marks)

You want to find information about “healthy eating”.

- a) Write a good search term:
- b) Name a search engine:
- c) How can you tell if a website is trustworthy?

8. Selecting Information (2 marks)

You find two websites:

- Website A: Updated last month, written by a health organisation
- Website B: No date, written by an unknown person

Which is more reliable and why?

9. Using a Website (2 marks)

Write **two** things you might click on when navigating a website.

- 1.
- 2.

10. Saving Information (3 marks)

Write **three** ways to save or record information from a webpage.

- 1.
- 2.
- 3.

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

11. Create a Leaflet Plan (4 marks)

You are making a leaflet called **“Staying Safe Online”**.

Write what you would include:

Title: _____

Three bullet points:

- _____
- _____
- _____

Image idea: _____

12. Creating a Chart (3 marks)

You surveyed your class about favourite pets:

- Dogs: 10
- Cats: 6
- Fish: 4

- a) Which software would you use to create a chart?
- b) What type of chart would be suitable?
- c) Why is a chart useful?

13. Email Communication (4 marks)

You need to send your leaflet to your tutor.

Write: a) A suitable subject line

b) A short message

c) The name of the file you would attach

d) One reason why attachments are useful

14. Presentation Skills (4 marks)

Write **four** things that make a good presentation.

- 1.
- 2.
- 3.
- 4.