



ESSENTIAL SKILLS ICT – LEVEL 2 PRACTICE PAPER

Time: 1 hour 30 minutes **Total Marks:** 40 **Calculator not required**

SECTION A – USING ICT (15 MARKS)

1. Password Security (3 marks)

Write **three** features of a secure password.

- 1.
- 2.

2. File Management (3 marks)

You have the following items on your computer:

- “StaffTraining2025.pptx”
- “Invoices”
- “Budget2024.xlsx”

- a) Which item is a folder?
- b) Which item is a presentation?
- c) Give one reason why file organisation is important.

3. Email Skills (3 marks)

You need to email a company to request a quote for printing posters.

Write: a) A suitable subject line

b) A professional opening sentence

c) One file you might attach

4. Online Safety (3 marks)

Give **three** signs that a website may NOT be safe to use.

- 1.
- 2.

5. Software Choice (3 marks)

Match each task to the most suitable software:

Task	Software
Analyse sales data	A. Presentation software
Create a slideshow	B. Spreadsheet
Write a report	C. Word processor

Write A, B, or C beside each task.

SECTION B – FINDING & SELECTING INFORMATION (10 MARKS)

6. Search Skills (3 marks)

You want to compare prices for “wireless headphones”.

- a) Write a suitable search term:
- b) Name one way to refine your search results:
- c) Name one search engine:

7. Selecting Reliable Information (3 marks)

You find two websites:

- **Website A:** Updated this year, written by a technology expert
- **Website B:** No date, lots of adverts, no author listed

Which is more reliable and why?

8. Using Online Information (2 marks)

Write **two** things you might click on when navigating an online shopping website.

- 1.
- 2.

9. Saving Information (2 marks)

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

- 1.
- 2.

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

10. Creating a Document (4 marks)

You are asked to create a **two-page information leaflet** about “Cyber Security for Beginners”.

Write what you would include for:

a) **Title:** _____

b) **Three key points:** • _____

• _____

• _____

c) **One image you would include:** _____

d) **One formatting feature you would use:** _____

11. Creating a Chart (3 marks)

A survey shows how many people use each device daily:

- Smartphone: 22
- Laptop: 14
- Tablet: 9

a) Which software would you use to create a chart?

b) What type of chart would be suitable?

c) Why is a chart useful?

12. Email Communication (4 marks)

You need to send your leaflet to your manager.

Write: a) A suitable subject line

b) A short professional message

c) The name of the file you would attach

d) One reason why attachments are useful

13. Presentation Skills (4 marks)

Write **four** features of a good digital presentation.

- 1.
- 2.
- 3.