

These functional skills ICT support materials have been developed by OCR in partnership with Guroo. They are free resources which provide innovative and engaging tasks for you to use with your learners when delivering OCR's Functional Skills qualifications.

The content takes the form of a functional challenge at Entry Level 3, Level 1 and Level 2. Each challenge contains three tasks which are supported by a video introduction, worksheets, solutions to the tasks, and a podcast. There is also a set of notes to support you in using the materials. You are free to use them in whatever way best suits your teaching practice and your learners, and we encourage you to be creative!

These materials represent a sample of the content that Guroo has already produced to support the delivery of functional skills across all three subjects and all levels. The Guroo learning materials are based around a series of real life problem solving tasks and challenges. They can be used to practice the understanding and mastery of functional skills in every important area across a range of familiar and unfamiliar contexts and scenarios.

Disclaimer

Please note that whilst every effort has been made to ensure accuracy of the content, this content is provided only as a resource for general information and teaching purposes, to be used at the direction of deliverers. OCR and Guroo do not endorse the content of the resources and neither OCR nor Guroo shall have any liability whatsoever for any losses, including losses for any misinterpretation or subsequent impact howsoever caused.

Worksheets

Introduction

Name:

Date:

In this challenge, your friend has asked for advice on buying a computer system. She has picked out some computers that she is interested in. Your task is to look and see if they suit her needs:

- identify the things she needs on the system.
- work out any extras she may need.
- help find a suitable antivirus program.

Once you have completed the challenge, compare your answers with those on the 'Solution' sheets.

Equipment

It would be useful to have the following tools handy:

- a pen or pencil, a highlighter pen and an eraser
- a ruler or flat edged piece of paper
- a dictionary
- a computer with Internet access and a range of generic packages installed

Learning

In this challenge, you will be practicing the functional skills of:

Functional ICT E3

- Use ICT – use software applications to meet needs and solve given problems.
- Use ICT – change simple software settings.
- Use ICT – use and change passwords.
- Find and Select – search web-based sources of information.

Functional Maths E3

- Complete simple mental calculations involving money and measures.

Glossary

Program	Software that carries out specific tasks on a computer.
Package	Collection of items that are sold together.
Budget	How much money you can afford to spend on something .
Web page	A single page of information on the Internet.
System	A collection of items that makes up a working computer, often including items such as software, printer and monitor.
Virus	Software that tries to damage your computer.

Task 1

Task 1

Your friend has asked for some advice about buying a computer system. She has seen some computers that she likes but is not sure whether they have all the programs and extras she needs. She has written you a list of all the things she needs. She has a budget of £500.

Which system would suit her needs best?

She wants to:

Use it for homework

Print homework

Store pictures

Copy music to her MP3

Watch videos

Chat online to friends

Package 1

- Computer with DVD rewriter
- 2Gb memory, 160Gb hard disc
- Wireless enabled
- 19" Monitor
- Colour inkjet printer
- Office Home Edition included
- £429

Package 2

- Computer with DVD rewriter
- 2Gb memory, 320Gb hard disc
- Wireless enabled
- 17" Monitor
- B & W Laser Printer
- Office Home Edition included
- £450

Package 3

- Computer with blu-ray disc player
- 4Gb memory, 360Gb hard disc
- 22" Monitor
- £449

Package 4

- A netbook – 16Gb storage
- Small and light
- Open Office software
- No disc drive
- Wireless enabled
- £178

Package 5

- Laptop with DVD rewriter
- 4Gb memory, 250Gb hard disc
- Wireless enabled
- Open Office included
- £550



Task 1: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer

Task 1: Do it

Task 1: What if?

1. What if your friend is told that she can print homework at school?
2. What if she wants to take her computer away on holiday with her?



Task 2

Your friend is really happy with your choice and has bought the computer system that you recommended. She asks if you can help to find good antivirus software to keep her safe.

Look at the choices below and highlight the one that you think would be the best for her.

Avast® Home Edition

Free

Checks your computer for viruses before Windows loads.

Scans incoming and outgoing emails and checks the files you download.

Webshield will spot a worm or virus before it's even on your computer.

If a virus does somehow get onto your system, the Virus Recovery Database will attempt to repair damaged files.

McAfee®

£31.19

The scan system covers worms, Trojans, and even phishing scams. If you click on a link in an email that leads to known or potential phishing site, the program prevents access.

Automatic spyware and adware detection blocks and removes any programs that could affect your PC's performance.

Simple and easy to use.

AVG

Free

When searching the web displays colour coded stars next to search results to see if they pose a risk or not – it check the pages for malicious content in real-time – a process that can slow things down.

Protection against viruses, spyware, adware and Trojans.

Screens your downloads and prevents accidental infections through IM chats.

Norton™ AntiVirus

£39.99

Protects against viruses, spyware, Trojans, worms, bots and root kits.

Prevents others from taking control of your PC and using it to attack other PCs.

Automatically secures your PC when connecting to public wireless hotspots.

Task 2: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer

Task 2: Do it

Task 2: What if?

1. What if your friend bought a laptop or netbook rather than a desktop PC so that she can take it with her when she goes out and uses Wi-Fi hotspots to keep in contact with her friends?



Task 3

Your friend is really enjoying using her computer, but there are some things you notice when she is using it.

Answer the questions below.

Your friend has started to use her computer and likes looking on the Internet. You notice that she has some favourite websites that she likes to visit and is using search engines to find them every time.
What can she do to make it quicker?

When your friend leaves the computer on for a while, the monitor stays on when she is not working on it. She wants to know if this can be changed so the screen goes off. She also wants a picture she took on a recent school trip as a background on the desktop.
How can these two things be achieved?

Your friend has opened an email from another friend. Her friend has now told her the email was not from her and may have a virus attached which could have sent an email to everyone on her contact list.
What should your friend do?

