

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.

Solutions

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
- 4Gb 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 laptop
- 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: Feedback

This problem is all about using criteria to select from a list. In real life, there will almost always be lots of choices to make and rarely will something be a perfect fit.

You will need to identify the criteria and then use them to remove the options that are not suitable bearing in mind you may end up with more than one.

Once you have a short list, use criteria like price and quality to make a judgement on best value.

Task 1: Do it: Feedback

It is important to look at how much is to be spent and then see which option is the best value and suits the needs of the buyer – in this case your friend.

Package 1 is the best package, as it has all the relevant parts that are necessary for writing letters, storing pictures, watching videos and browsing the Internet. There are no speakers however – they would be needed to listen to videos or music. You have £71 to spare and so could research a good set to recommend to your friend.

Package 2 has most of the items which are needed but the printer is black and white which is good for letters but not for photographs. This would be an alternative if your friend didn't need to print homework and pictures in colour, maybe you should check with her whether she really does need a colour printer. Also the monitor is smaller which may not be as good for watching videos.

Package 3 has a bigger memory size and hard disk and a larger screen for watching videos, but no printer or Wi-Fi. It is under her budget and you would be able to get a good printer for £51 and install Open Office which is free but you'd need to add a wireless adapter which would probably push this package outside your friend's budget.

Package 4 is a small netbook; it has a small memory size and no disc drive to install software. This would not be able to store many pictures, and the screen would be very small to watch movies on but it is very good value if all you want to do is browse the Internet.

Package 5 is a laptop with a large memory, but no printer included. This would mean going over budget by a long way to get a printer as well.

In this case Package 1 is the probably the best, although Package 2 might also be suitable if your friend isn't going to print in colour all that much.



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 anti-virus 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 its 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: Feedback

The first part of this problem is about recognising that not all software packages have the same features and do the same job. You might be able to find out what other people think about the products by looking on the Internet.

It is important to think about what you are going to use the computer for and also who else might use your computer.

You need to look at the costs of the package, but also think about the cost of getting your computer sorted if you do pick up a virus.

Task 2: Do it: Feedback

Antivirus software is going to be needed for any computer or laptop – which one you choose depends on whether you want to pay for it or not and which one you prefer so they are all right!

Searching on the Internet for reviews of software will give you the pros and cons and often a rating. These reviews may be written by independent people and can be very useful. It is often a good idea to research anything that you are looking to buy and see what other people think of it first.

If you want a free download then Avast® or AVG will cover all the basics that you need to protect yourself on the web.

Antivirus can protect you and is very important, but it is also very important to learn to identify potential threats or scams yourself.

- Be aware of suspicious emails and never click a link or download anything from an unknown source.
- Never give passwords or usernames out in emails or messenger chats – antivirus software can't protect you from that!
- If it sounds too good to be true, it probably is, so don't send money to people unless you go through a secure website.



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?

Feedback

She could use the bookmarks tool and bookmark her favourite websites so that she can find them quickly.

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?

Feedback

Go into display properties and change the settings so that a screen saver will start after a certain length of time. In the same properties menu you can change the desktop picture and add one of your own.

Your friend has opened an email from her 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?

Feedback

Run a virus scan on the computer and then tell her friends to do the same. Delete the email and tell your friend never to open attachments unless she knows they are genuine.

