

Functional Skillbuilders

I.T.



From our bestselling range of Functional Skills teaching materials, these titles equip students with the necessary knowledge, skills and understanding to use and apply I.T. in everyday life. *Functional Skillbuilders* ensures your students develop I.T. skills in a meaningful way and helps them to transfer these skills to other areas of learning.

Edited by a Functional Skills English Chief Examiner, the workplace contexts are key to this series' success. *Functional Skillbuilders* give your students the essential skills needed to pass the Functional Skills assessments and Functional Skills aspects of GCSEs.

WHY FUNCTIONAL SKILLBUILDERS I.T.?

Functional Skillbuilders covers Levels 1 and 2 and use real-life scenarios to develop Functional I.T. skills so that your students gain confidence and familiarity with the requirements.

Pre-prepared source material on CDROM saves you time in planning and preparation. Teaching notes save you time and provide you with the support you need to deliver these brand-new qualifications. The workplace contexts in the series ensure activities are real, they are also suitable for preparation for working life. *Functional Skillbuilders* workplaces are a supermarket, hotel and a factory.

Tasks at Level 1 include wordprocessing in MS Word – formatting text, creating documents, using bullet points and numbering, editing text; email – writing emails and attaching documents; using the internet.

Tasks at Level 2 include word processing in MS Word – arranging text in columns, inserting Clip Art, using SpellCheck and Thesaurus, using templates; email – writing emails and attaching documents; Internet – downloading files; PowerPoint; spreadsheets; databases.

WHAT TEACHERS SAY

"I used these titles with small groups of pupils in our referral unit and they absolutely loved them. The grown-up approach and work-related contexts were really motivational."

Jane Greenwood
Pupil Referral Unit Manager, London.

"These titles are perfect for integrating motivational ICT skills within literacy and numeracy teaching. The fact that they dovetail so seamlessly with the other Functional Skillbuilders titles is a huge bonus."

Lisa Perks
Skills for Life teacher, Dudley.

On the Learning and Skills Improvement Service Excellence Gateway website these titles are recommended to practitioners as materials that high-quality providers think work best.

WHAT DO I GET?

- 50 fully photocopiable worksheets per book to build, apply and develop mastery of Functional I.T. skills.
- Answers, teaching notes, student checklists and curriculum mapping.
- CDROM with source documents to carry out some of the activities.

WHO IS IT FOR?

- Functional Skills students.
- Adult literacy students.
- I.T. support at KS3 and KS4
- Students with SEN including SpLD, MLD, EBD, ADHD and ASD.

DIGITAL RESOURCES

- For an additional £5 per title get electronic versions of *Functional Skillbuilders* on CDROM.
- Use on interactive whiteboards.
- Copy to a network or VLE.
- Print and copy for students to make planning and preparation easy.

TRY IT NOW

Use the attached worksheets to see how *Functional Skillbuilders I.T.* titles will motivate your students.

HOW TO ORDER

Functional Skillbuilders are only **£39.95** per title. Speaking and listening titles attract VAT. To order call **0800 389 7129** or buy online at: www.axiseducation.co.uk.

Read every page of every book and download more FREE resources at: www.axiseducation.co.uk.

IT Level 1

Worksheet 1

Use Cut and Paste

Groundwork

Use the teaching points to explain that you can use cut and paste to move text around in a document to wherever you want it to be.

Worksheet

Explain the skills your learners are going to practise, then ask them to read and complete the tasks.

Extension work

Encourage learners to use Cut and Paste in other documents, moving the text about in a variety of ways.

Worksheet 15

Look for Clip Art on the internet/insert images from the internet

Groundwork

Ask learners about the types of document that benefit from the inclusion of images. Use the teaching points on Worksheets 2, 3 and 12 to show that it is possible to lift images from places other than your word processing software, as long as you have copyright.

Worksheets

Explain the skills your learners are going to practise, then ask them to carry out the tasks. Worksheet 16 also requires learners to use wordprocessing skills.

Extension work

Give learners a range of topics on which to find images from the internet or Clips Online.

Worksheet 49

Create Powerpoint presentations and slideshows

Groundwork

Use the teaching notes on Worksheets 6 and 7 to show learners that Powerpoint can be used to present all sorts of information, not necessarily that connected with work or business.

Worksheets

Explain the skills your learners are going to practise, then ask them to carry out the tasks. Worksheets 18, 19, 35, 49 and 50 can be used to reinforce the skills learnt in Worksheets 4 and 5.

Extension work

Encourage learners to see Powerpoint presentations in other environments, such as work and college.

Learners could experiment with slide background colours and different transition types. Encourage learners to make Powerpoint Presentations with all sorts of information, e.g. recipes, TV listings, personal details, birthday lists.

IT Level 2

Worksheet 4

Create Powerpoint presentations and slideshows

Groundwork

Use the teaching notes on Worksheets 6 and 7 to show learners that Powerpoint can be used to present all sorts of information, not necessarily that connected with work or business.

Worksheets

Explain the skills your learners are going to practise, then ask them to carry out the tasks. Worksheets 18, 19, 35, 49 and 50 can be used to reinforce the skills learnt in Worksheets 4 and 5.

Extension work

Encourage learners to see Powerpoint presentations in other environments, such as work and college. Learners could experiment with slide background colours and different transition types. Encourage learners to make Powerpoint Presentations with all sorts of information, e.g. recipes, TV listings, personal details, birthday lists.

Worksheet 13

Search for information on the internet

Groundwork

Use the teaching points on Worksheets 1 and 13 to teach learners how specific searches and search methods can bring almost exact results.

Worksheets

Explain the skills your learners are going to practise, then ask them to carry out the tasks. Worksheets 11, 20, 24, 42, 44 and 45 can be used to reinforce the skills learnt in Worksheets 1 and 13. Worksheet 16, 18, 25, 29, 32 and 34 also require learners to use wordprocessing skills.

Extension work

Learners could use search engines to find out any information they need, from TV listings to more obscure results. Encourage them to become used to using Google or Jeeves whenever they have a query.

Worksheet 37

Create and manipulate data in spreadsheets

Groundwork

Explain the difference between a spreadsheet and a database. Talk about the work/study situations that call for one or the other.

Worksheets

Explain the skills your learners are going to practise,

then ask them to carry out the tasks. There are lots of opportunities to teach, reinforce and check your learners' ability to use spreadsheets.

Extension work

Encourage learners to see other spreadsheets, in work or at college. They could speak to people who use in order to understand the different functions of spreadsheets.

Worksheet 40

Look for Clip Art on the internet/insert images from the internet

Groundwork

Ask learners about the types of document that benefit from the inclusion of images. Use the teaching points on Worksheets 2, 3 and 12 to show that it is possible to lift images from places other than your word processing software, as long as you have copyright.

Worksheets

Explain the skills your learners are going to practise, then ask them to carry out the tasks. Worksheet 16 also requires learners to use wordprocessing skills.



Extension work

Give learners a range of topics on which to find images from the internet or Clips Online.

1. IT Level 1 – Move it around

Use *Cut* and *Paste* to move text in a document.

When you want to move text in a document, you can delete it by 'cutting' it and put it somewhere else by 'pasting' it there.

1. Select the text you want to move.
2. Click the *Scissors* icon at the top of the page. 
3. Move the cursor to the place you would like the text to go.
4. Click the *Paste* icon. 

For many of the activities in this book, you will need to use the accompanying CDROM. To do this, insert the CDROM into your CDROM drive. Depending on your software, it will either automatically open the CD for you or you will have to open it manually (go to File – Open – click on the arrow for a drop down list of disk drives and click on the one you need. This is usually Drive E, but may be another letter. Click on the drive). Select File 1.

1. **Open File 1 on the CDROM. The paragraphs are in the wrong order. Use *Cut and Paste* to rearrange them so that paragraph 2 takes the place of paragraph 1. Save your new file using an appropriate name.**
2. **Open File 2 on the CDROM. Use *Cut and Paste* to put the items in alphabetical order. Save your new file using an appropriate name.**

15. IT Level1 – Hotel – get out safely



Arrange text into bullets, numbers and columns. Use Spell Check and Thesaurus.

Open File 10 on the CDROM. It includes notes on Old Hall Hotel's emergency evacuation procedures.

1. Wordprocess these notes into an acceptable form, i.e. with headings and paragraphs.
2. Use bullets and/or numbers to make the text clearer.
3. Use *Spell check* to correct any spellings you think may be wrong.
4. Use the *Thesaurus* to find alternatives to the highlighted words.
5. Save your file with the file name 'Evacuation procedures'.
6. Open your file 'Evacuation procedures'.
7. Rearrange the text in two columns.
8. Save your file using an appropriate filename.

49. IT Level 1 – Factory – drugs policy



Rearrange text into columns and bullets. Use Spell Check and Thesaurus.

One of the forklift drivers has come to the personnel department to tell them that he has a problem with cannabis. He wants AutoParts to help him with his problem, in accordance with the company's drug and alcohol policy. He is asking to be taken off forklift duties while he sorts his problem out.

File 23 on the CDROM contains AutoParts' drug and alcohol policy.

- 1. Open the file and rearrange the text into two columns.**
- 2. Use bullets where appropriate.**
- 3. There are 8 spelling mistakes. Use *Spell check* to correct these.**
- 4. Use *Thesaurus* to find alternatives for the 8 highlighted words.**

4. IT Level 2 – PowerPoint 1



Create a PowerPoint presentation.

You can use Microsoft PowerPoint to present ideas or work you have created.

To start a new PowerPoint Presentation and save your work:

- Click *File – new*.
- Click Blank presentation. This will give you a choice of slide designs to use. You can use any one of them.

You can also change the layout of the designs by clicking on the text boxes and dragging and dropping to make them bigger or smaller. Select the layout you want for your title slide.

- Type the title and anything else you want on the title slide.
- Go to *Insert – New Slide*.
- Select the layout you want for the next slide.
- Add your text or picture to the slide.
- Continue in this way until you have completed your presentation.
- Click *File – Save As*.
- Give your presentation a name.
- Click Save.

Start a new PowerPoint Presentation about yourself. Save your presentation.

1. Open a new presentation.
2. Choose a slide for your first piece of information.
3. Change the size of the title box if you wish. Type the title *All about me* in it.
4. In the second text box, type your name.
5. Click *File – Save As* – give your presentation a name.
6. Open the PowerPoint presentation file *All about me1* on the CDROM to see an example of this.

Use advanced search options to find specific information.

Google is a very powerful search engine. You can use it in various ways to find exactly the information you want.

- Go to www.Google.co.uk.
- Type in the search box organic food.
- Click Advanced Search on the right. You will see that you are offered a variety of ways to present your question/key words. This affects how specific or wide Google's search results are.

If you go into the Google Help centre (click About Google), there is advice about using quotation marks around your search terms in order to get an exact match.

To use the Google dictionary facility, type your word in the search box and click Google Search. The word definition will appear in the right-hand side of the blue bar across the top of your search results. Clicking on that link will show the word's definition.

Google ignores common words like 'where' and 'how'. These slow down the search. However, if a common word is essential, you can leave a space, then type + before the common word.

If there is a chance that your search term is ambiguous, e.g. school where you mean school of fish, you can use the minus sign to take out words connected with the meaning you don't want, e.g. school - education.

Find the meanings of the following words using the Google dictionary facility:

- 1. essential**
- 2. common**
- 3. term**
- 4. definition**
- 5. advice**

37. IT Level 1 – Factory – personnel data



Create a spreadsheet.

AutoParts has been undergoing a recruitment drive. There has been huge response to the advertisements for some jobs and less so for others. Here are the details of how many people applied for each job advertised. Create a spreadsheet showing this information and save it using an appropriate filename.

Job	Number of applicants
Welder	18
Administration	106
Production worker	196
Production supervisor	42
Sales representative	87

AutoParts has also been updating its training statistics. Here are the details of training that some of AutoParts staff have undertaken over the last year. Make a new spreadsheet with this information and save it using an appropriate filename.

Training	Number of staff trained
First aid training	59
Team leader training	19
Mentoring	15
Assertiveness	55
Company database training	37

40. IT Level 1 – Factory – advertise us



Create a leaflet. Download images from the internet.

AutoParts is a successful and busy factory, but it still needs to advertise!

- Create a leaflet advertising AutoParts.
- Look for suitable images on www.freefoto.com
- Insert the images you have found on www.freefoto.com into your leaflet.
- Move the images around to experiment with how they look.
- Resize one or two of them to create a variation.

Your leaflet should be A5 size and aimed at car-users as well as companies.

You will need to include some details of the work done at the factory (car parts).
Open File 8 on the CDROM to find information about AutoParts.

Try to have a look at some other examples of advertising for companies like AutoParts. It may even help to have a look in your copy of Yellow Pages to see some of the block adverts – especially for how they use images.