

# Information Technology Stages 1 and 2 Check Sheet

**Whilst on computer**

Show that they can turn the computer on. (1)

Type up a story starter and continue, adding clip art. (1)

Save story and then print, before then closing down file. (1)

Open up closed file, and change, before saving. (2)

Paint a simple picture. (1)

Save picture and then print. (1)

Load a piece of software from a CDROM. (1)

Use a search engine on the internet to find two sites. (b)

Using two different sites, use the internet to find four facts about a favourite topic. Need to write down web sites visited and the four new facts. (2)

Email the four facts to a given email address. (b)

Use a digital camera to take a photograph, and upload it on the computer. Changing it in some way before printing. (2)

Draw a graph for the favourite colours of people present, using a spreadsheet. (2)

Use a piece of simulation software. (2)

Safely turn off the computer. (1)

**Not using the computer - by themselves**

Name the parts of a computer. (1 and 2)

**Not using computer - talking to adult.**

Explain what a search engine, clip art, menu and browser are. (2)

Describe how to use the internet safely. (2)

Explain what happened whilst using the simulation software. (2)

Explain what computer virus is, and how you can protect your computer from it. (b)

This sheet combines stages 1 and 2 of the Information Technology Badge.  
Though it can still be taken in two part by only completing the relevant numbers for each level.