



Functional Skills ICT

Pre-release material - Entry Level 3

'Fit For Life'

These materials are for use with learners, prior to attempting the VTCT EL3 ICT Functional Skills paper 'Fit for Life'.

The aim is to give learners the best possible opportunity to complete the VTCT EL3 ICT Functional Skills paper with confidence.

These materials include:

- Image of a computer screen
- Suggestions for exploring tool bars and icons.

This paper is based on interacting with and using appropriate ICT systems and information. Some learners may be unfamiliar with these subject areas and therefore learners should be encouraged to use this pre-release material in preparation for the paper.

This is an image of a computer screen.

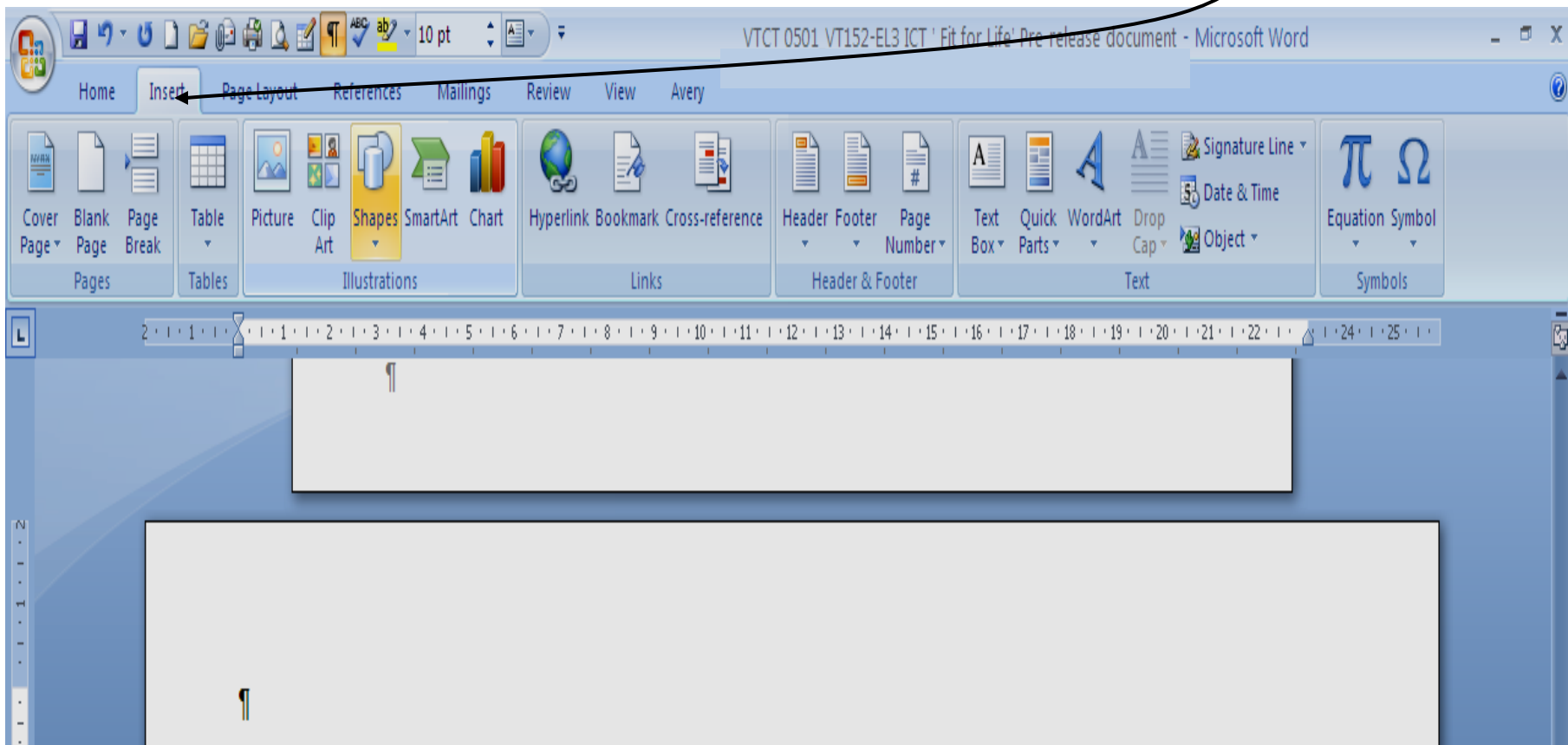
A computer tool bar has buttons, icons, menus and other input and output choices.

Look at the tool bar on the image below.

The person using the computer has clicked on the 'Insert' button.

Now there is a choice of what can be put onto the page.

The next step is to put a shape onto the computer page. How do you know this?



Quiz

Look at the table on the next page.

Use your computer to find the buttons, icons, menus and other choices.

- Type 'yes' in the middle column for each one you find.
- Type 'no' in the middle column for each one you can't find.
- For the ones you can't find, ask other people in your group to help you.
- Type 'yes' in the end column when you find each one.

When you have finished this quiz, work with a partner to make your own quiz.





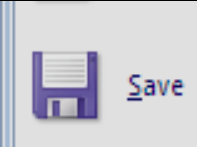

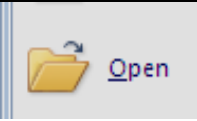
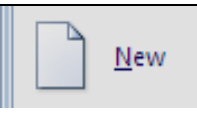




Look for	Yes - I found it No - I can't find it	Yes – I found it with help from other people									
											
											
<table border="1" data-bbox="152 457 293 667"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>											
											
											
											
											
											
											
											
											
											
											

Photo Shoot!

Photographs and images are often used in documents with text.

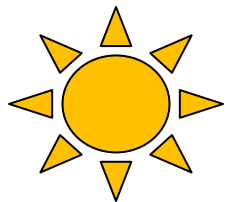
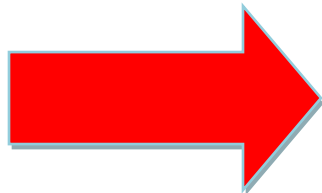
Look at the photographs and images on the next page.

Can you centre the title and the text?

Can you place the photographs and images at each side of the text?

If you can't do this, ask your tutor/assessor or colleague to help you.

Photos, images & text



Pics are used
with text in docs.

Pics in colour
-that really rocks!

Colour, graphics,

Use them now.

If you can't
You should learn how!

Text and pics

Short and chunky

Bring them to life
and make them funky!

