

Great Academy Ashton

# KS3 ICT / Computer Science Homework Booklet Part One

Name:

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## KEY WORDS – FIND A DEFINITION FOR THESE WORDS

Cyberbullying	
Download	
E-Safety	
Folders	
HTML	
Internet	
Internet Service Provider	
Microsoft Office	
Remote Desktop	

Scam	
Search Engine	
Trustworthy	
Virus	
VLE	
Web Browser	
Webpage	
Website	
World Wide Web	

# Lesson 1

My teacher's name is:	
My email address is:	

Rules of the ICT room – What are the rooms that your are expected to follow in the ICT room?

[illegible]

## Remote Desktop Connection

### **OFFICE 365**

You can access your school ONEDRIVE by following the following steps:

1. Google – Office 365
2. Click 'Sign In'
3. Use your school login details (The one you use to login whilst in ICT classes)

You will now have access to:

- All the content that is on your ONEDRIVE
- PowerPoint
- Word
- Excel
- Your school emails.

## Homework – Staying safe online

Read the information about staying safe online here:

<http://goo.gl/524fnB>

then answer the following questions.

Score:

/5

1. Which of the following is a simple way to stay safe online?

- ☐ Don't connect the computer to the internet
- ☐ Don't give out personal information
- ☐ Don't leave the computer on overnight

2. What is a virus?

- ☐ A program that makes the user feel unwell
- ☐ A program which replicates itself and spreads to other computers via attachments
- ☐ A program that stops a computer from working

3. What is phishing?

- ☐ Sending a program which replicates itself and spreads to other computers via attachments
- ☐ Sending an email designed to trick the recipient into giving away personal information
- ☐ Controlling a computer without the user's knowledge

4. What is a troll?

- ☐ A person who leaves distasteful messages on someone's social media account
- ☐ Someone who sends a virus
- ☐ Someone who spies on a computer

5. What should be used to remove malware from a computer?

- ☐ Anti-virus software
- ☐ A firewall
- ☐ A filter

## Homework – Can you win the internet?

Following the work we did in lesson, answer the following questions about staying safe online.

1. You take a funny picture of your mate snoring on the bus (mouth open and everything!). Do you...
  - ☐ Upload it so everyone can see
  - ☐ Laugh with your mates
  - ☐ Show your friend
2. You're really mad at your teacher for giving you extra maths homework over the weekend. Do you...
  - ☐ Ring your mate and rant about it
  - ☐ Calm down and get on with it
  - ☒ Rant about it online
3. Someone asks you for your phone number or address because you've won a competition. Do you...
  - ☐ Get excited and hand it over
  - ☐ Show a parent or someone you trust
  - ☒ Reply and ask for more information
4. You get a text from your friend with just a link and no words. Do you...
  - ☐ Delete it
  - ☐ Ask your friend about it
  - ☒ Click it
5. Someone from school says something mean to you online. Do you...
  - ☐ Be mean back
  - ☐ Speak to them in person
  - ☐ Tell a grown up

Score:

/5

# Lesson 3

Research some interesting facts on the Internet about any topic of your choice.

Quiz your parents/carers/friends to see if they know what you have just found out.

Fact	True	False
Sharks use up over 50,000 teeth in their lifetime		
FIFA World Cup 2018 is in Romania		
Steve Jobs created the movie company Pixar		
A Hippos sweat turns red when it is upset		



Score:

/10

## Homework – The Internet

1. Match up the key terms to their correct definition:

Key Term
Web Browser
World Wide Web
Internet
Search Engine

Definition
A software tool to allow a user to look for some information.
An application used to view web pages
A collection of webpages and other files
A global network connecting millions of computers.

2. Work out whether these are an Internet Service Provider, Web Browser or Search Engine, and tick the correct box.

	ISP	Browser	Search Engine
BT			
Google Chrome			
Yahoo!			
Opera			
Bing			
Sky			

# Lesson 4

## Strategic Searching

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### Directions

Use the following searching strategies to conduct an effective and efficient online search.

**1 Use multiple, specific, descriptive keywords for narrower results.**

**Example:**

Searching for *concerts* will lead to a variety of musical events, ticket purchasing opportunities, and tour dates. Searching for *underground hip-hop shows Bay Area* will lead to narrower, location-based results.

**2 If at first you don't succeed, try synonyms.**

If you've tried searching for *rare cats* but haven't found what you are looking for, try searching for *exotic cats*, *rare felines*, or *exotic felines*.

**3 Place quotation marks around specific words or specific phrases you're looking for.**

If you want information on the president's residence, search on "*White House*" rather than *white house*.

**4 Add a minus sign before a word to show that you don't want that one included.**

If you are searching for mullet but you want the fish and not the hairstyle, you would enter: *mullet -hair*.

**5 Look for two words at once by placing OR between them.**

If you want information on Cornell but you're not sure whether it's a college or a university, search on *Cornell College OR University*. (Note: the OR has to be capitalized!)

## 6 Search for and pay attention to URL domain types.

.com = company  
.gov = government website  
.edu = educational institution  
.org = organization

If you are searching for parks and you include .gov as a keyword, you should receive government websites in your results. If you are searching for parks and you include .com as a keyword, you should receive results that are companies related to parks.

## 7 Specify the format of the information you're looking for.

Many search engines will allow you to search exclusively for images, videos, news, blogs, or even scholarly articles. Different types of information will help you in different ways.

If you search for *military service*, the following information will tell you different things:

- **Blogs:** People's opinions about military service.
- **Video:** Videos related to military service. Some might be made by anyone, while others might be created by news outlets, organizations, or the government.
- **News:** The latest news articles and stories related to military service.

## 8 Use advanced search options on a search engine.

You can often specify dates, exact words you're looking for, or even languages you want in your results in search engines such as Google, Yahoo!, or Bing.

## 9 Once you have your search results, use them!

Searches enable you to access the huge store of information on the Web, so take some time to see what's out there! Don't just look at the first results, and don't rely only on familiar sources like Wikipedia or About.com.

## Homework

Look at the following two websites, and decide whether you think the information provided by the website is trustworthy, or not. You then need to explain why you think you can or can't trust the information on the site.

<http://justinbieber.ca>

[illegible]

[illegible]

## Homework – Searching the Internet

Score:

/6

Use what you have learnt about effective searching to find the answers to these questions. You must also explain which search terms you used..

1. What country won the FIFA World Cup in 1938?

Answer:	Search Terms:

2. Where was Brad Pitt born?

Answer:	Search Terms:

3. What country is Wagga Wagga in?

Answer:	Search Terms:

4. In which American city is the White House?

Answer:	Search Terms:

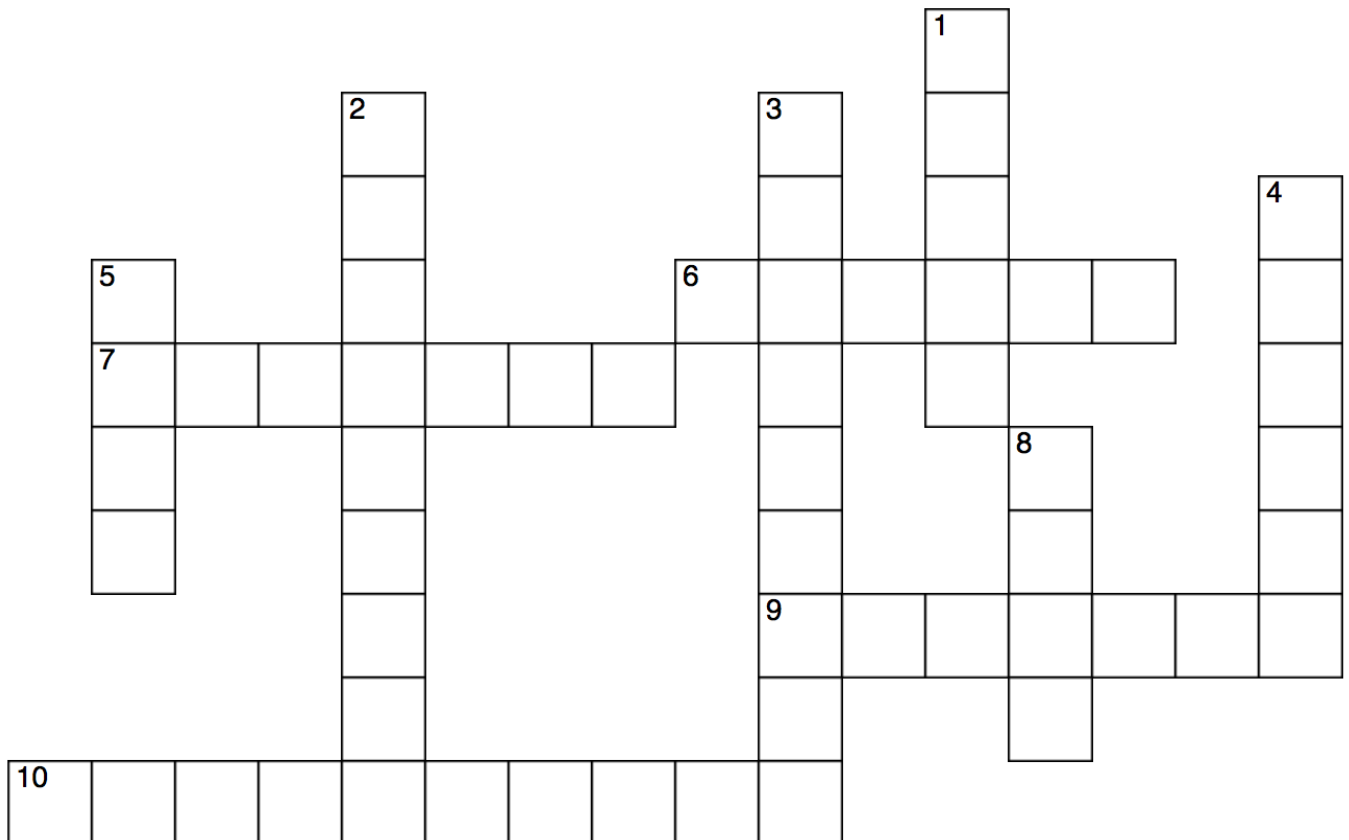
5. How tall is Mount Everest?

Answer:	Search Terms:

6. What year was the painter Francis Bacon born?

Answer:	Search Terms:

## Homework – Office Applications



### ACROSS

- 6. Database Management System
- 7. E-mail Software
- 9. Note-taking Software
- 10. Presentation Software

### DOWN

- 1. Spreadsheet Software
- 2. Desktop Publishing Application
- 3. Company who produces Office
- 4. Suite of programs for a wide range of tasks
- 5. Word-Processing Software
- 8. Communications Application

Score:

/10

# Extension Tasks

Here is a list of extension activities for you to complete. Each activity completed will gain you a credit for taking responsibility for your own learning.

Task	✓	Seen by teacher?
Create a poster explaining the rules of the ICT room		
Create a video to explain what to do if you find something online that you don't like		
Create a checklist of things to look for to determine whether you think a website is trustworthy or not.		
Create a reference guide explanation each of the Microsoft Office Applications and what they are used for.		



# Computer Room Rules

- C** Come into the room quietly and wait at your assigned computer.  
Do not touch other keyboards or mice on the way to your computer. Wait for instructions before you do anything or log in.
- O** Only visit approved internet sites and only when you have permission to do so.  
Never give out personal information. Do not share your passwords with anyone other than your parents or teacher.
- M** Make sure you leave your work area neat and organised.  
Save your work, log out of your computer and if you are the last lesson of the day, switch it off. Straighten your keyboard and mouse and push in your chair.
- P** Print only when you have permission to do so.  
Only press the print button once! Don't waste the ink or paper on the printer. Think before you print!
- U** Use only your computer.  
Do not touch another student's computer, unless specifically requested as part of the classroom activity. Help others with your mouth and not their mouse!
- T** Treat your classmates, teacher and equipment with respect.  
Do not talk while the teacher or other students are talking. Don't mess around with the equipment, including the wires stored underneath the desks.
- E** Eating and drinking are allowed outside of the computer room only.  
No food or drink is allowed in the ICT room, unless you have your teacher's permission.
- R** Raise your hand if you need help, but remember: brain, book, buddy, boss!  
Make sure that you have thought about any questions, used the resources you have been given, and asked your neighbour before you put your hand up to ask the teacher.