

# **GCSE ICT ESSENTIALS**



## **GUIDE**

## Overview

GCSE ICT Essentials is a set of digital learning resources to help you to deliver the following GCSE ICT courses from AQA, CCEA, Edexcel, OCR and WJEC.

	AQA	CCEA	Edexcel	OCR	WJEC
GCSE ICT Short Course	✓	✓		✓	✓
GCSE ICT	✓	✓	✓	✓	✓
Double Award GCSE ICT			✓		

## Contents

GCSE ICT Essentials contains:

1. Materials to help your students to develop their knowledge and understanding of ICT.

Example:



Presentation software, such as Microsoft PowerPoint and Open Office Impress, can be used to prepare a series of slides to accompany a presentation. The slides are projected onto a screen using a digital projector connected to a computer.

2. Skills Builder materials for the development of your students' ICT Skills.

Example:

An integer is a whole number. To format a cell to show a number as an integer:

Either,

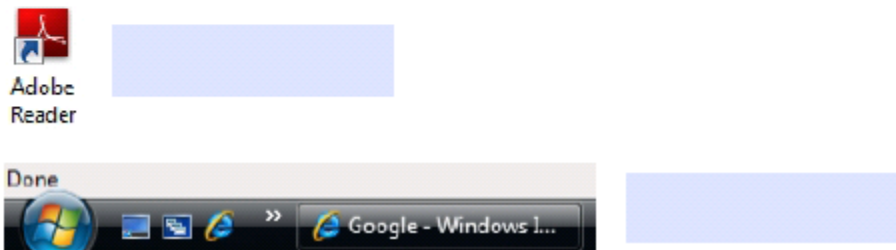
<ul style="list-style-type: none"><li>● <b>Select</b> the cell(s) that you wish to format.</li><li>● Click on the <b>Home</b> tab.</li></ul>	
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3. Worksheets for use as lesson starter activities, classwork, homework, revision and to cover staff absence. The worksheets are in interactive pdf format and may be completed onscreen or printed in bulk as appropriate to your needs.

Example:

<b>ICT</b>	<b>The User Interface</b>		
Name		Set	

1. The desktop is the main screen that you see when you use a computer system. Name the desktop features shown below.



The image shows a portion of a Windows desktop. On the left, there is an icon for Adobe Reader with a light blue rectangular box next to it for labeling. At the bottom, the taskbar is visible, showing the Start button, several pinned application icons, and an active window titled 'Google - Windows 1...'. A light blue rectangular box is placed to the right of the taskbar for labeling.

4. External links to websites.

Example:



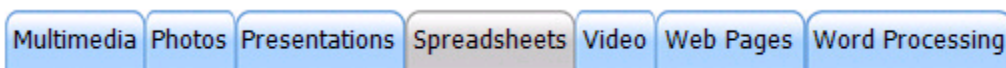
5. A breakdown of what your students need to know and be able to do for the controlled assessment and examination for each specification from the five awarding bodies.

Example:

The table below shows what you need to know about ICT issues when you take the examination.

Content	What you need to know
Security.	That security issues arise when information is transmitted and stored digitally.
Privacy.	About the privacy issues that are associated with the use of ICT. About the ways that ICT can be used to monitor an individuals' movements and communications.

6. An ICT Skills Refresher section for your students to refresh their memory while working on their controlled assessment tasks.



The Skills Builder materials in the resource pack cover a range of popular application programs including Office 2010, 2007, Office, 2003, Office 2000 and OpenOffice.

The coverage of the GCSE ICT specifications is arranged in themes. They are:

- ICT Systems
- Presenting Information
- Handling Information
- Using ICT
- Developing Solutions

Each theme is broken down into a series of topics. For example, the topics in the ICT Systems theme are:

- Hardware
- Software
- Networks, The Internet and Connectivity
- Personal Digital Devices
- Using ICT Systems
- Measurement & Control
- Coding Solutions

Each topic contains a review point section with worksheets and activities so that you can assess the progress that has been made by your students. A variety of materials are provided for each topic so that you can select those that are most appropriate for your students.

The Ofqual ICT Functional Skills criteria form an integral part of GCSE ICT specifications and the content of our resource pack. For those schools offering a certificated ICT Functional Skills course or requiring ICT Functional Skills resources in addition to GCSE ICT we can supply our GCSE ICT Essentials and Functional ICT resource packs together at the discounted price of £289 + VAT.

## Navigation

The resources are viewed using a Web browser.

The resources for the five themes plus the assessment criteria and ICT Skills refresher materials are selected from the home page.

You can return to the home page from any point in the resources by clicking on the Home Page button.

ICT Systems

Presenting Information

Handling Information

Using ICT

Developing Solutions

Assessment

ICT Skills Refresher



**GCSE ICT  
Essentials**

To enable you to check that your students are at the right point in the resources each topic has an easy to use navigation and information system.



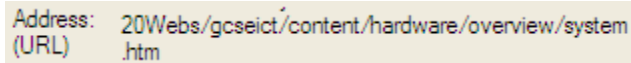
- Each topic is divided into sections which can be selected by clicking on a tab.
- The grey tab indicates which section has been selected.
- The name of the topic is displayed above the tabs.
- The page name is shown below the tabs.

As an alternative method of navigation, clicking on the Map tab will display a list of the pages in the topic.



If you wish to produce your own guided learning activity you can create a link to a page in the resource pack in your online learning environment by:

- Right clicking on a hyperlink and selecting properties to view the URL for the page.

A screenshot of a browser's address bar. The text 'Address: 20Webs/gcseict/content/hardware/overview/system' is displayed in a light blue font, and '(URL) .htm' is displayed in a darker blue font below it. The background is a light beige color.

Address: 20Webs/gcseict/content/hardware/overview/system  
(URL) .htm

- Copying the URL for the page and using the “create a link” routine in your learning platform to paste the link into your activity.

## Licences

The resources are supplied on CD. Each pack comes with a site licence plus an online learning environment enabling you to provide 24/7 online access to the materials for your students and staff.

## Contact Details

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# GCSE ICT Essentials

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