



S.S.E.R. LTD.

School Software & Educational Resources

**I.C.T.
CO-ORDINATOR**
FOR PUPILS AGED 9+

ASSESSMENT IN I.C.T.

AN OUTSTANDING, DIFFERENTIATED RESOURCE

PACK FOR TEACHING & ASSESSING I.C.T.

- Takes account of the likely stages of cognitive development of pupils aged 9+.
- Fosters the development of ICT capability within the structure of any programme of study.
- The exercises are not dependent upon specific software or hardware.
- Differentiation is a key feature.
- Designed to be used within a variety of contexts and cross-curricular links are emphasised. The context is easy to change with the MS Word masters.
- Full site licence included free!

- Presentation exercises now included!
- Consistent terminology used throughout.
- Reading age 9 - 11.
- Interesting, relevant exercises used throughout.



This new version of our highly successful pack for assessing ICT capability now includes exercises for presentation software and over 250 quality graphics for use in producing the presentations. Exercises are not dependent upon specific software or hardware. This ICT Assessment pack is available on CD ROM for the PC (WINDOWS) operating system. You simply require access to any version of MS Word to have full edit and print facilities.

E-MAIL EXERCISE - 1

Materials/Services Required:

- Internet service provider (ISP).
- E-mail provider.
- Internet Browser Software or specific e-mail communications software.
- Internet Access Point (modem/ISDN).
- Authorised e-mail addresses issued by teacher to pupils (either individually or in groups).
- E-mail address for teacher to receive messages from pupils.

Aim of the Exercise:

- To practise the following skills:
- Logging on to the Internet and e-mail providers or using a specific e-mail communications package.
 - Creating and sending an e-mail message.
 - Using software facilities such as 'spell-check' and 'address book'.
 - Checking for and receiving 'new mail'.
 - Replying to and printing received e-mail messages.
 - Logging off/signing off from the ISP and e-mail providers.

Stage	Instructions	Skill Code
1.	NB. YOU SHOULD BE WORKING WITH ANOTHER PUPIL OR GROUP OF PUPILS. In this exercise, you send messages to each other, so both individuals (or groups) need to be online.	
2.	Sign on to an e-mail provider (log on to Internet first, if web-mail system being used).	E1/N1
3.	Enter your teacher's e-mail address, and that of the person or group that you are working with, in the 'Address Book'.	E3
4.	Select 'create' (compose on some systems).	E4
5.	Place the cursor in the 'To' field and use the 'Address Book' to enter the e-mail address of your partner (or other group).	E2/E3
6.	Enter the teacher's e-mail address in the 'cc' field ('carbon copy').	E2/E3
7.	Enter your own e-mail address in the 'bcc' field ('blind carbon copy').	E2
8.	In the 'Subject' field, enter the following: "Quiz Question".	E5
9.	In the 'Message' field, type in the following message: "The Analytical Engine was invented in 1833 and was an early form of computer. Who invented it?"	E6
10.	Use the spell-checker.	E7
11.	Save and print a copy of the message. Add your name to the sheet.	E18/G3/G4
12.	Send the message.	E10
13.	Look in the 'Outbox' to check the message has been sent.	E11
14.	Look in the 'Inbox' and check if the 'blind carbon copy' has been received correctly. (The bcc facility normally sends a message to someone without the other addressees knowing. However, it can also be used to help you check that the message has been sent correctly).	E12/E13
15.	Check the 'Inbox' to see if the same message has been received from the individual or group you are working with. If so, display the message.	E12/E13
16.	Select 'Reply To' and type in the following reply: "The inventor was Charles Babbage".	E15
17.	Enter your teacher's e-mail address in the 'cc' field.	E2/E3
18.	Send the reply.	E10
19.	Print out the reply from your 'partner' and hand it, together with the print-out of your original message, to your teacher.	E12/E13/E18
20.	Sign off from the e-mail provider.	E1/N1

Identification, assessment and recording of skills is built in - all skill codes are clearly shown.

ICT RECORD OF ACHIEVEMENT

Name: _____ Class/Form: 5 ___ 6 ___ 7 ___ 8 ___ 9 ___

Date Joined School: _____ Date Left School: _____



I have achieved these 'General Skills':

Code	Skill	Date Achieved	Staff Initials
G1.	Prepare computer system (including printer) for use.		
G2.	Load applications software.		
G3.	Save files.		
G4.	Print files.		
G5.	Export/import files.		
G6.	Minimise/maximise/close windows.		
G7.	Cut/Copy/Paste.		

I have achieved these 'Word Processing Skills':

Code	Skill	Date Achieved	Staff Initials
W1.	Create document.		
W2.	Select appropriate format/justification.		
W3.	Select appropriate font/style/size for text.		
W4.	Enter text.		
W5.	Edit text by deleting, inserting and correcting.		
W6.	Search and replace text.		
W7.	Use spell-checker.		
W8.	Underline/embolden text.		
W9.	Indent margins.		
W0.	Alter line spacing.		
1.	Create columns by using Tabs.		

I have achieved these 'Spreadsheet Skills':

Code	Skill	Date Achieved	Staff Initials
S1.	Create spreadsheet and enter title/headings/labels.		
S2.	Enter numeric data.		
S3.	Edit data by deleting/inserting/correcting.		
S4.	Insert/delete columns/rows.		
S5.	Create formulae.		
S6.	Copy formulae.		
S7.	Print formulae.		
S8.	Sort on one field.		
S9.	Create graphs from spreadsheet.		

I have achieved these 'Graphics Skills':

Code	Skill	Date Achieved	Staff Initials
GR1.	Create graphics file.		
GR2.	Draw an object.		
GR3.	Make copies of the object.		
GR4.	Transform an object by rotating/flipping/enlarging.		
GR5.	Add text.		
GR6.	Colour a drawing.		

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A FULL SITE LICENCE IS INCLUDED AS STANDARD - USE YEAR AFTER YEAR FOR NO FURTHER COST!
THIS RESOURCE PACK OFFERS A METHOD OF RECORDING ACHIEVEMENT IN 'ICT CAPABILITY' WHICH IS COMPATIBLE WITH OUR EQUIVALENT PACKAGE FOR SECONDARY SCHOOLS (PUPILS AGED 11+).
THIS PACK CAN THEREFORE ENHANCE BOTH CONTINUITY AND PROGRESSION IN ICT ACROSS PHASES.

THE 27 STAGED EXERCISES AND PROJECTS FOSTER THE COMPLETE DEVELOPMENT OF PUPILS' ICT CAPABILITY & SUPPORT STAFF INSET.

ICT RESOURCE PACK (39 pages)
 Contents:
 1 Set of teacher's notes,
 1 Skills List,
 1 Progress File/RoA,
 3 Word Processor exercises,
 3 DTP exercises,
 3 Database exercises,
 3 Spreadsheet exercises,
 3 Graphics exercises,
 3 E-mail exercises,
 3 Internet/www exercises,
 3 Presentation exercises,
 Project - using spreadsheets in shops,
 Project - producing a product catalogue,
 Project - designing a kitchen.

FREE!
 SITE LICENCE INCLUDED

Upgrade From
 Only
 See Order Form

Each exercise in the pack has a step-by-step approach to developing and assessing ICT capability.

Each step in each exercise has all corresponding skills identified.

The Records of Achievement are designed to exactly correspond with the skills listed on the worksheets.

SPREADSHEET EXERCISE - 1

Materials required:
 Spreadsheet software.
 Printer driver.
 Work disk.

Aim of the exercise:
 To practise the skills necessary to achieve competence in the use of spreadsheets.

Stage	Instructions	Skill Code
1.	Prepare the computer and the printer for use.	G1
2.	Load the spreadsheet program.	G2
3.	Type in the title SOCCER LEAGUE .	S1
4.	Now put in these column headings:	S1
	SCHOOL P W D L F A POINTS	
5.	Enter the following data:	S2
	SCHOOL P W D L F A POINTS	
	ST. BARTS. 6 4 1 1 10 8	
	WESFIELD 7 3 1 3 9 10	
	FORD ST. 7 5 0 2 14 4	
	SOUTHFIELD 6 3 1 2 5 3	
	WESTMOORES 7 2 1 4 5 7	
	ANGEL ST. 7 5 1 1 5 6	
	CHURCHILLS 7 1 1 5 8 11	
	FIELDMORE 6 2 0 4 6 7	
	BUDMARCH 6 3 1 2 7 9	
	ST. MICHAEL'S 6 2 1 3 4 12	
6.	Save and print the spreadsheet.	G3, G4
7.	Make a formula to work out the points for ST. BARTS. Note: Points are worked out as follows: win = 2 points; draw = 1 point.	S5
8.	Copy the formula for the rest of the schools.	S6
9.	Sort the spreadsheet so that it is in order with the highest points at the top and the lowest points at the bottom.	S8
10.	A mistake has been found: Ford ST. should have 5 wins, 1 draw and 1 loss. Correct this mistake.	S3
11.	Save and print the corrected spreadsheet. Make sure your print-out shows the formulae.	G3, G4
12.	Exit the spreadsheet program and close down the computer system.	

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INTERNET EXERCISE - 2

Materials/Services Required:

- Internet service provider (ISP).
- Web browser Software.
- Internet Access Point (modem/ISDN).
- Word processor software.

Aim of the Exercise:

- To practise the following skills:
- Logging on to the Internet.
 - Entering information online.
 - Printing information from a web page.

Stage	Instructions	Skill Code
1.	Load a Web browser and log-on to the Internet.	N1/N2/G2
2.	Enter the following URL in the address box on the Web browser: http://www.bbc.co.uk/education/revision/revisewise	N3
3.	When the BBC Key Stage 2 revision page appears, select 'Science'.	N6/N7
4.	Add this site to 'Favorites' (American spelling).	N10
5.	Log-off the Internet.	N1
6.	Re-load the Web browser.	N1/N2
7.	Go to 'Favorites' and access the 'Science Revision' web page from there. (This is listed in 'Favorites' as "BBC-KS2 Revisewise-Science")	N10
8.	Select 'Living Things' and then the 'Test' on plants.	N6
9.	Answer the test.	W4
10.	Select 'Test Me!'	N6
11.	Print the test, your answers and your score. Write your name at the top of the print out.	G4
12.	Log-off the Internet.	N1
13.	Give the test print out to your teacher.	

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The full set of exercises assess 114 distinct ICT core skills - the core skills are coded and are clearly shown on all exercises.

INFORMATION AND COMMUNICATION TECHNOLOGY PRIMARY RESOURCE PACK. SKILLS LISTS:

General Skills:

- G1. Prepare computer system (including printer) for use.
- G2. Load applications software.
- G3. Load/Save files.
- G4. Print files.
- G5. Export/import files.
- G6. Minimise/maximise/close windows.
- G7. Cut/Copy/Paste

Word Processing Skills:

- W1. Create document.
- W2. Select appropriate format/justification.
- W3. Select appropriate font/style/size for text.
- W4. Enter text.
- W5. Edit text by deleting, inserting &

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Skills:

- S1. spreadsheet document and
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- ia by
- y/inserting/correcting.
- lete columns/rows.
- te formulae.
- uplicate formulae.
- S7. Print formulae.
- S8. Sort on one field.
- S9. Generate graphs from spreadsheet.

Database Skills:

- D1. Create file structure/layout.
- D2. Enter data.
- D3. Amend/update data.
- D4. Delete records.
- D5. Add records.
- D6. Sort on one field.
- D7. Interrogate file by generating a search.
- D8. Generate graphs from database.
- D9. Print in different formats.

Graphics Skills:

- GR1. Create graphics file.
- GR2. Draw an object.
- GR3. Make copies of the object.
- GR4. Transform an object by rotating/flipping/enlarging, etc.
- GR5. Add text.
- GR6. Colour drawing.
- GR7. Delete an object.

Desk-top Publishing Skills:

- P1. Create a document with columns and text/picture frames.
- P2. Create frame borders.
- P3. Enter text.
- P4. Import text.
- P5. Select text font/style/size.
- P6. Edit text.
- P7. Select format/justification.
- P8. Use spell-checker.
- P9. Underline/highlight text.
- P10. Create headings/headlines.
- P11. Import graphics.
- P12. Fill/adjust picture frames.
- P13. Import other forms of data, e.g. CSV files.
- P14. Collate document and refine presentation.

Internet (Net) Skills:

- N1. Log on/off the Internet.
- N2. Load a Web Browser.
- N3. Enter an URL to access a web site.
- N4. Access a 'Search Engine'.
- N5. Use a search engine to conduct a search for a specific topic.
- N6. Select appropriate items from a web page.
- N7. Use hyperlinks to access specific sections of a web site.
- N8. Copy & paste selected information from a web page.
- N9. Download selected information from a web page.
- N10. Use Web browser facilities such as 'Favorites' and the back/forward buttons.
- N11. Collate information gathered from the Web.

Electronic-Mail Skills:

- E1. Sign on/off with an e-mail provider.
- E2. Enter an e-mail addresses.

THE EXERCISES AND THREE STRUCTURED PROJECTS ALLOW THE PUPILS TO APPLY THEIR I.C.T. SKILLS IN REAL SITUATIONS.

GRAPHICS EXERCISE - 1

Materials required:
Computer art/graphics software.
Printer driver.
Work disk.

Aim of the exercise:
To practise the skills necessary to achieve competence in the use of computer graphics software.

TASK: To Produce A Letter Heading With A Logo For A Sailing Club.

Stage	Instructions	Skill Code
1.	Prepare the computer and printer for use.	G1
2.	Load the drawing program.	G2
3.	Use the computer to draw the shape of a sail-boat.	GR1, GR2
4.	When you have finished your drawing, move it to the top of the page on the left-hand side.	GR4
5.	Make the drawing about 4 cm. high and 5 cm. long.	GR4
6.	Make a copy of the drawing so there are now two sail boats, and reduce its dimensions to approximately 3 cm. x 3 cm.	GR3, GR4
7.	Make the second boat smaller (about 3 cm. high and 4 cm. long).	GR4
8.	Put the second boat at the top of the page, just to the right of the first one.	GR4
9.	Now make two more copies each one a little smaller than the last.	GR3, GR4
10.	Put these copies at the top of the page also. Put them in order so that the largest boat is on the left and the smallest on the right.	GR4
11.	Under the boats, type the words in the box below:	GR5
<p>BLUEWATERS SAILING CLUB. Longfield Moorings, Barmouth On Sea. BM4 5NY Tel. 01 845 829348</p>		
12.	Make sure that the writing is in the centre of the page, below the sail-boat drawings.	
13.	Save your work and print it.	G3, G4
14.	Rotate the boat on the left by 90 degrees clockwise.	GR4
15.	Now rotate the second boat by 180 degrees and the third by 270 degrees clockwise.	GR4
16.	Delete the right-hand boat.	GR7
17.	Colour each boat with a different colour.	GR8
18.	Save the new design and print it.	G3
19.	Exit from the drawing program and hand in your print-outs for marking.	

DESK TOP PUBLISHING EXERCISE - 1

Materials required:
DTP software.
Clipart/graphics files.
Printer driver.
Work disk.

Aim of the exercise:
To practise the skills necessary to achieve competence in the use of desk top publishers.

TASK: To produce an A4 size poster advertising after school soccer coaching for the school soccer club.

Stage	Instructions	Skill Code
1.	Prepare the computer and printer for use.	G1
2.	Load the desk top publisher program.	G2
3.	Put a narrow border around the page frame.	P1, P2
4.	Make a frame about the right size for the heading. Now put a border around this frame.	P1, P2
5.	Now type this heading inside the frame you have just made: FERNGLADE SCHOOL SOCCER CLUB - PROFESSIONAL COACHING. Make sure the heading has a suitable font and large type size. Make sure the heading is in the centre of the frame.	P3, P10
6.	If necessary, alter the size of the frame so that the heading fits inside it.	P5
7.	Below the heading frame, make another frame for a picture (approx. 4 cm. x 4 cm.). Centre this frame below the heading frame.	P12
8.	Find a clipart picture that would make a good logo for a soccer club. If you would rather draw your own picture using a drawing or painting program, you may do so.	P1, P2
9.	Insert the clipart picture (or your own picture) into the frame that you have made for it on the DTP page.	P11, P12, G5
10.	Make sure that the picture fills the frame. Also make sure that the frame is in the centre of the page, below the heading.	P11, G5
11.	Choose a different font to the one used for the heading. Choose a fairly large type size (about size 18). Enter the following text with double-line spacing.	P12
12.	Below the picture type the words in the box below:	P5
<div style="border: 1px solid black; padding: 5px;"> <p>Soccer for all ages - boys and girls welcome. Either learn new skills or improve old ones. Lots of fun and competition to keep your interest alive. Professional coaches available. Enough equipment to keep everyone busy. 4 - 5.30 p.m. Mondays & Wednesdays in the Gym. Cost: £5 per term. Provide your own sports kit. Contact any teacher for more information.</p> </div>		
	Check your work for errors and use a spell-check to help you.	P6, P8
	Save your work and print one copy.	G3, G4



WORD PROCESSING EXERCISE - 1

Materials required:
Word processor software.
Printer driver.
Work disk.

Aim of the exercise:
To practise the skills necessary to achieve competence in the use of word processors.

Stage	Instructions	Skill Code
1.	Prepare the computer and printer for use.	G1
2.	Load the word processor program.	G2
3.	Choose a suitable font and text size and type the text from the box below. (You may find several mistakes in the text. Don't worry about these for now. You will be asked to correct them later).	W1, W2, W3, W4
<div style="border: 1px solid black; padding: 5px;"> <p>I like swimming because it keeps me fit. The swimming teacher shows me how to swim faster. Sometimes, I go in for swimming galas. I have won two prizes for coming second and third and I hope I will soon win a first prize. My best stroke is front-crawl and I am fairly good at back-crawl and . I find butterfly very hard but my teacher says that I am improving. I am not the best swimmer in my club but my teacher says that doesn't matter. She says the important thing is to be the best I can be.</p> </div>		
4.	Save your work.	G3
5.	Print your work.	G2, G4
6.	Find the word FASTER in the second sentence. Change this word to BETTER .	W5
7.	Find the sentence that begins with the words MY BEST STROKE . Two words have been missed from the end of the sentence. The missing words are BREAST-STROKE - add these words to the end of the sentence.	W5
8.	The word BUTTERFLY has been spelt wrongly. Find this word and correct the spelling.	W5
9.	The word TEACHER occurs in three places. Use 'find and replace' to change this word to COACH in all three places.	W6
10.	Delete the last sentence.	W5
11.	The title has been missed out. Choose a large bold font and type the following title at the top of the page: WHY I LIKE SWIMMING	W3, W4
12.	Use the spell-checker to check for spelling mistakes.	W7
13.	Save your work and print it again.	G3, G4
14.	Hand in both print-outs for marking.	

DATABASE EXERCISE - 1

Materials required:
Database management software.
Printer driver.
Work disk.

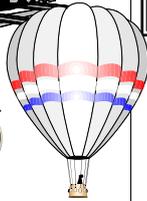
Aim of the exercise:
To practise the skills necessary to achieve competence in the use of database packages.

Stage	Instructions	Skill Code																																																																		
1.	Prepare the computer and printer for use.	G1																																																																		
2.	Load the database program.	G2																																																																		
3.	Set up a database file with the following title: NEW HOSPITAL PATIENTS	D1																																																																		
4.	Put in these fields:	D1																																																																		
	<table border="1"> <thead> <tr> <th>RECORD NO.</th> <th>SURNAME</th> <th>INITIALS</th> <th>SEX</th> <th>WARD</th> <th>DATE OF BIRTH</th> </tr> </thead> <tbody> <tr><td>0023</td><td>MARTIN</td><td>P.W.</td><td>M</td><td>T3</td><td>020500</td></tr> <tr><td>0024</td><td>JAMES</td><td>N.</td><td>F</td><td>Z4</td><td>120500</td></tr> <tr><td>0025</td><td>JOHNSON</td><td>C.W.</td><td>F</td><td>Z2</td><td>280400</td></tr> <tr><td>0026</td><td>WILLIAMS</td><td>T.E.</td><td>M</td><td>T3</td><td>010500</td></tr> <tr><td>0027</td><td>GOOCH</td><td>G.E.</td><td>F</td><td>Z1</td><td>230300</td></tr> <tr><td>0028</td><td>ANDREWS</td><td>J.J.</td><td>M</td><td>T2</td><td>090500</td></tr> <tr><td>0029</td><td>BURROWS</td><td>F.L.</td><td>M</td><td>T2</td><td>290400</td></tr> <tr><td>0030</td><td>ROGERS</td><td>R.T.</td><td>F</td><td>Z3</td><td>080500</td></tr> <tr><td>0031</td><td>SAINTS</td><td>R.L.</td><td>M</td><td>T1</td><td>150500</td></tr> <tr><td>0032</td><td>CHARLES</td><td>M.</td><td>F</td><td>Z4</td><td>300400</td></tr> </tbody> </table>	RECORD NO.	SURNAME	INITIALS	SEX	WARD	DATE OF BIRTH	0023	MARTIN	P.W.	M	T3	020500	0024	JAMES	N.	F	Z4	120500	0025	JOHNSON	C.W.	F	Z2	280400	0026	WILLIAMS	T.E.	M	T3	010500	0027	GOOCH	G.E.	F	Z1	230300	0028	ANDREWS	J.J.	M	T2	090500	0029	BURROWS	F.L.	M	T2	290400	0030	ROGERS	R.T.	F	Z3	080500	0031	SAINTS	R.L.	M	T1	150500	0032	CHARLES	M.	F	Z4	300400	
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6.	Save the database file and print it.	G3, G4																																																																		
7.	Make the following changes:																																																																			
a.	C.W. Johnson has left hospital. Delete her from the database.	D4																																																																		
b.	Change the ward for M. Charles to Z3.	D3																																																																		
c.	The surname Saints should be spelt Saintes. Correct the spelling.	D3																																																																		
d.	A new patient has come into the hospital. Put her details into the database:	D5																																																																		
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8.	Sort the file so that the surnames are in alphabetical order.	D6																																																																		
9.	Save and print the corrected database file again.	G3, G4																																																																		
10.	Search the file for all patients who were born before 1st. May '00.	D7																																																																		
11.	Print all the details of these patients.	G4																																																																		
12.	Produce a bar chart which shows the number of patients in each ward.	D8																																																																		
13.	Save the graph and print it out.	G3, G4																																																																		
14.	Make sure that the file has been saved. Now exit the program.	G3																																																																		

In the projects pupils are given opportunities to practise all of the important ICT skills in the production of a collated report. Homework opportunities are identified and described in the projects.

Three presentation exercises are now included which each require access to graphics relating to Sports, Transport and Animals. A selection of high quality graphics is also included on the CD ROM.

Full software site licence included with the CD ROM for only £20.00 + VAT!



OVER 220 RELEVANT CLIPART IMAGES INCLUDED FOR PRESENTATION EXERCISES!



PRESENTATION EXERCISE - 3

Materials/Software Required:

- Presentation software such as MS PowerPoint.
- Collection of suitable images (possibly from SSER CD Supplied).

Aim of the Exercise:

To practise the skills necessary to achieve competence in the use of presentation software.

The Task:

Imagine that you are working for a transport museum. Your task is to create a presentation for visitors showing the many different forms of transport. It can include modern and old forms of transport.

Stage	Instructions	Skill Code
1.	Plan your presentation by sketching the layout for the slides. View the pictures in the SSER folder or gather images from the Internet or another source. Decide which pictures you are going to use. You need a slide for each form of transport. Each slide should have a picture and text. The text should describe the form of transport. This could include the advantages and disadvantages.	SS1/G1 2
2.	Load the presentation software and select 'blank presentation'.	G2/SS2
3.	Select 'New Slide' and select a blank slide from the autolayout. Design a slide with the title and introduction. Add a picture or logo to this slide.	SS1- SS4 G10
4.	Create the other blank slides that you need for your presentation.	SS2
5.	Design the other slides to present your information, including pictures and text. Think carefully about the size and content of the text. If you have speakers on your computer, add sound effects to your presentation. Remember that it is important not to use too much animation or too many effects as the viewer can get distracted.	SS1- SS4 G10 SS13
6.	Use text to label any pictures.	SS3
7.	Experiment with animation and timing for each slide to achieve interesting effects. Remember, the audience will need time to read text and to study any pictures.	SS5/SS 6
8.	Decide if you want the transition between slides to be automatic or on 'mouse click'. Make the necessary settings.	SS7
9.	Save the presentation.	G3
10.	Run the presentation and think about how you might improve it. Make any changes you think are necessary.	G11
11.	Ask your friends to view your presentation and ask for their opinions.	G11
12.	Make any final changes and then save the file again.	G11/G3
13.	Ask your teacher to see your presentation.	G11
14.	Exit from the presentation software.	G2



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		CD ROM UPGRADE - From an earlier printed or disk version! All purchases have been automatically registered!		£15.00	£17.63	

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