**S1 CfE Business Education and Computing Technologies**

Do not write in this booklet.



**Homework Booklet**

***Welcome to the S1 CfE Business Education, Computing and Technologies homework booklet.***

The aim of this booklet is to reinforce what you have learnt during your ICT lessons in S1 and to give you some flexibility and choice over what type of homework you complete.

During each unit of work your class teacher will give you a homework deadline. This will usually be one week.

Choose which homework activity (a, b, c…) you want to complete depending on what topic you are covering in class.

Complete a mixture of written and creative tasks!



* **The mouse icon shows that you need a computer to complete that task.**

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* **The pencil icon shows that you need to write out your work on paper. Always write in sentences.**
* **Both icons mean that you can choose how you display your work.**



**Computer Hardware**

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| 1. **Draw**, **label** and **describe** the purpose of **5** different **input** devices. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Draw**, **label** and **describe** the purpose of **5** different **output** devices. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. Create a word search for computer hardware. Use at least **ten** pieces of hardware. |  |
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| 1. Choose a piece of hardware you know and find ten different **pictures** of it. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |
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| 1. Create a **poster** all about **one** piece of computer hardware. |  |
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| 1. **Draw** an A4 image of an iPad and at least 10 apps on the screen. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |

**Internet and CEOP**

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| 1. Write **100** words about what can go **wrong** on the internet. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. Suggest **four** ways that you can keep your social network site **safe**. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. Imagine you are creating a website about your **favourite sport** or **hobby**. Draw the **homepage** for the website. What would it look like? | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **List** five websites that are in your favourites at home or at school. **Describe** what you use them for. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. Write **5 positives** and **2 negatives** of using **email** to communicate. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Create** a word search with at least **10** different internet terms. |  |
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| 1. Use the **internet** to research your favourite **singer** and create a **fact** **sheet** all about them. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |
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| 1. **Explain** the following internet terms: **hyperlink**, **WWW**, **homepage** and **favourites**. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. Your friend has sent you a text message saying she is concerned about creating a Facebook profile. **Write** a message replying to her telling her what type of information she should and should not put on her profile page. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |

**Word Processing**

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| 1. **Type** at least **100** words all about you, your family, friends, likes and dislikes. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |
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| 1. **Draw** ten **icons** found in Microsoft word and **explain** what they are used for. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Draw** an A4 sized picture of a keyboard and put the keys in the correct order. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Explain** the following terms: **Tab**. **Ribbon**. **Icon**. Give **examples** of each from Microsoft Word. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Create** a poster using Microsoft Word to advertise the school sponsored walk on the last Friday in the first term. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |

**Spreadsheet**

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| 1. **Draw**, **label** and **describe** the layout of a spreadsheet. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Explain** the following spreadsheet terms: **Cell**, **Row**, **Column, Formula** and **Active Cell.** | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. Create a word search for spreadsheets. Use at least **ten** different terms. |  |

**PowerPoint**

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| 1. **Explain** the following terms: **Slide**, **Sideshow**, **Animation**. **Slide** **Transition**, **Action** **Button**. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Create** a 6 slide PowerPoint all about your favourite book. Include author, plot, characters and your opinion of the book. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |
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| 1. **Create** a word search with at least 10 different PowerPoint terms. |  |
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| 1. **Create** a poster showing what people can do **wrong** in a PowerPoint e.g. too much animation. |  |
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| 1. Write **6** different ways that you can make a slide more interesting. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
| 1. **Draw** 3 different slide layouts and explain what each could be used for in a presentation. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |

**Comic Life**

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| 1. **Explain** the following terms: **Speech Bubble, Narrator, Panels, Character** and **Dialogue.** | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Create** a 6 slide PowerPoint all about your favourite Comic Strip. Include author, plot, characters and a personal review of the comic. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |
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| 1. **Create** a word search with at least 10 different Comic Life terms. |  |
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| 1. **Create** a poster showing the different types of speech bubbles and what they are used for. |  |
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| 1. Write **6** different ways that you can make a comic strip page more interesting. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
| 1. **Create** a one page comic strip about one of the following issues: smoking, bullying or litter. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |

**Right Bite**

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| 1. Write an instruction guide for how to play the Right Bite, at least **100** words. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. Imagine you are creating a website about your cafe. Draw the **homepage** for the website. What would it look like? | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. You have created a poster in class to advertise and promote your café. **Describe** three other methods you could use to advertise your Right Bite Café. Include **why** they are good methods. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |
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| 1. **Choose** a name for your café and **create** a shop sign for above your door. |  |
|  |  |
| 1. Create a **business** **card** for your Right Bite Café. You will have to create a name and take a note of the address you picked in the game. | C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2C0L5AVO\MC900433878[1].png |
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| 1. **Explain** the following business terms: **Profit**, **Customer Satisfaction**, **Competitors** and **Market Research**. | **C:\Users\forirvingp\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WDP2VJST\MC900434872[1].png** |