**S1 CfE Business Education and Computing Technologies**

Do not write in this booklet.

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**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!

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* **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.
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| 1. **Draw**, **label** and **describe** the purpose of **5** different **output** devices.
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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.
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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.
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**Internet and CEOP**

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| 1. Write **100** words about what can go **wrong** on the internet.
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| 1. Suggest **four** ways that you can keep your social network site **safe**.
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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?
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| 1. **List** five websites that are in your favourites at home or at school. **Describe** what you use them for.
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| 1. Write **5 positives** and **2 negatives** of using **email** to communicate.
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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.
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| 1. **Explain** the following internet terms: **hyperlink**, **WWW**, **homepage** and **favourites**.
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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.
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**Word Processing**

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| 1. **Type** at least **100** words all about you, your family, friends, likes and dislikes.
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| 1. **Draw** ten **icons** found in Microsoft word and **explain** what they are used for.
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| 1. **Draw** an A4 sized picture of a keyboard and put the keys in the correct order.
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| 1. **Explain** the following terms: **Tab**. **Ribbon**. **Icon**. Give **examples** of each from Microsoft Word.
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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.
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**Spreadsheet**

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| 1. **Draw**, **label** and **describe** the layout of a spreadsheet.
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| 1. **Explain** the following spreadsheet terms: **Cell**, **Row**, **Column, Formula** and **Active Cell.**
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| 1. Create a word search for spreadsheets. Use at least **ten** different terms.
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**PowerPoint**

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| 1. **Explain** the following terms: **Slide**, **Sideshow**, **Animation**. **Slide** **Transition**, **Action** **Button**.
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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.
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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.
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| 1. **Draw** 3 different slide layouts and explain what each could be used for in a presentation.
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**Comic Life**

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| 1. **Explain** the following terms: **Speech Bubble, Narrator, Panels, Character** and **Dialogue.**
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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.
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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.
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| 1. **Create** a one page comic strip about one of the following issues: smoking, bullying or litter.
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**Right Bite**

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| 1. Write an instruction guide for how to play the Right Bite, at least **100** words.
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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?
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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.
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| 1. **Choose** a name for your café and **create** a shop sign for above your door.
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| 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.
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| 1. **Explain** the following business terms: **Profit**, **Customer Satisfaction**, **Competitors** and **Market Research**.
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