

Level 3 IT Transition Booklet

“Failure is simply the opportunity to begin again, this time more intelligently” - *Henry Ford*



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Welcome to Level 3 IT at SJBC.

This course will run over 2 years and you will be expected to sit 2 exams and submit 3 Units of coursework!

You will learn to be part of a team, learn and develop skills for your future, work independently, submitting coursework of an extremely high standard and pass all your exams.

This activity booklet is to prepare you for September and the transition from Year 11 to 6th Form

All work must be submitted in your first lesson in September.

TASK 1: Use <https://www.teach-ict.com/glossary/A.htm> or other sources to fill in the table below in your own words.

(The first one has been done for you as an example.)

Computer Hardware	Uses	Benefits	Limitations
Input Devices			
Keyboard	<p>To input and edit text, numbers and characters into a computer device.</p> <p>Can be used to move around the computer screen if mouse is disabled.</p> <p>Can be used to access BIOS during computer boot sequence.</p> <p>Can also be used to control computer games. To perform system functions such as Print screen, volume or brightness control as well as display functions to external displays.</p>	<p>Easy to learn techniques such as touch typing to enable quick text entry.</p> <p>Can be ergonomic or braille for disabled users.</p> <p>Versatile and simple to use for beginners.</p>	<p>Small keyboards could be difficult to use, especially for disabled users.</p> <p>Characters in other languages can be difficult to access.</p> <p>UK and US keyboards are fixed and unable to be adapted to base country/language.</p> <p>Some features are not easy to access or know about.</p>
Mouse			

Scanner			
Sensors			
Microphone			

Graphics Tablet			
Visual Display			
Barcode Reader			

<i>Output devices</i>			
Plotters			
Speakers and headphones			
Braille Terminal			

<i>Communications Devices</i>			
Modem			
Network Card			
Terminal Adapter			

Wireless Router			
Wireless Network cards			
Hub			

Task 2: Complete the vocabulary activities on the following pages.

Name: _____

Complete the Sentence

Use the words in the list below to complete the sentence

Created on TheTeachersCorner.net <http://www.theteacherscorner.net>

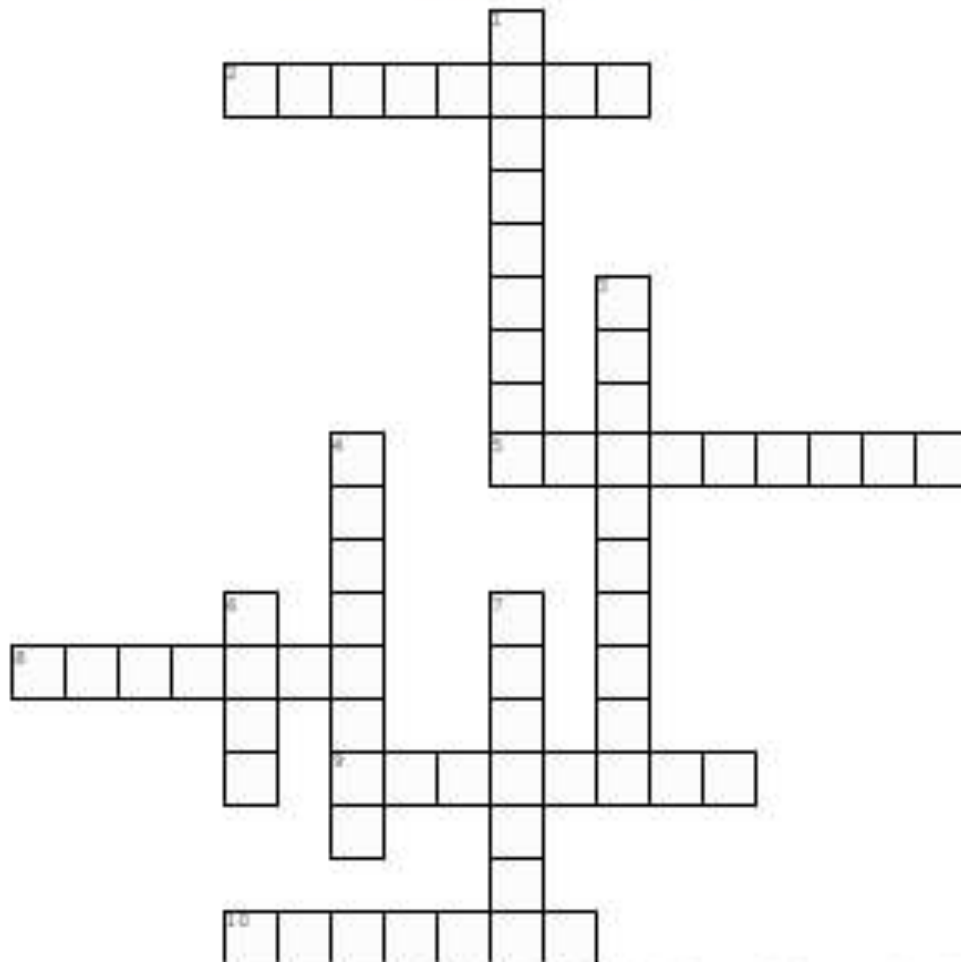
1. LAN - Local _____ Network.
2. WAN - Wide Area _____
3. _____ - Wireless Local Area Network.
4. MAN - _____ Area Network.
5. SAN - _____ Area Network
6. The _____ is the largest WAN
7. MAN - larger than a _____ but smaller than a _____
8. LAN - connects network devices over a _____ distance
9. VPN - Virtual _____ Network
10. _____ - Often found in networks

Router short Internet Area WAN Network LAN Metropolitan
Private WLAN Storage

Name: _____

Ready for Work

Complete the crossword



Created with TheTeachersCorner.net Crossword Puzzle Generator

Qualified	Diligent	Team	Attitude	Groomed	Respect	Punctual	Dresscode
Hygiene		Appearance					

Across

2. On time, all the time
5. This defines what to wear at work
8. Listens to the manager, shows _____
9. Hard working and conscientious
10. Nice hair! Well _____

Down

1. Have the certificates to do the job.
3. Smart, tidy, not shabby
4. Can do! Will do! Responsive.
6. Works well in a _____ with others
7. Washed and clean. Personal _____

Name: _____

Business Systems

Write the letter of the correct match next to each problem.

Created on TheTeachersCorner.net [Match-up Maker](#)

- | | |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1. _____ MIS | a. A system that provides managers with the tools to organize, evaluate and efficiently manage an organization. |
| 2. _____ CRM | b. A course or principle of action adopted or proposed by an organisation |
| 3. _____ SOP | c. An established or official way of doing something |
| 4. _____ Helpdesk | d. Enables support agents to track, prioritize, and solve customer support tickets |
| 5. _____ Policy | e. A set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations |
| 6. _____ Procedure | f. A business process in which client relationships, customer loyalty and brand value are built through marketing strategies and activities |



Name: _____

Technology Device Vocabulary

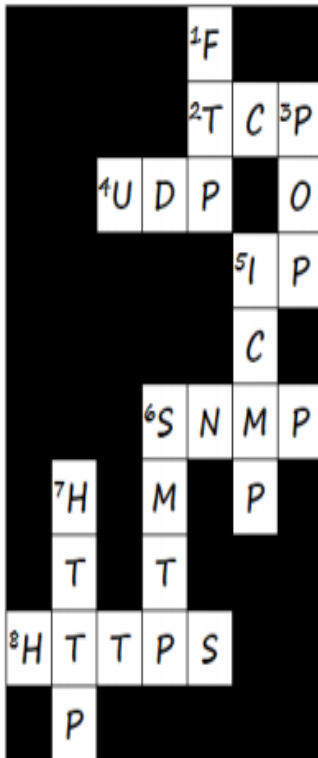
Write the letter of the correct match next to each problem.

Created on TheTeachersCenter.net Match-up Maker

- | | | |
|-----|---------------------|--------------------------------------------------------------------------------------------------------------------|
| 1. | _____ Animation | a. restore compressed data back to its original size |
| | | b. examples include ASCII, CAD, BMP, EPS, JIFF, PC Paintbrush, PIC, TIFF, GIF, JPG, AU, and DOC. |
| 2. | _____ Audio card | c. a file containing musical data encoded according to Musical Instrument Digital Interface specifications |
| 3. | _____ Audio Files | d. final copy of a document or artwork used by commercial printers to make the plate form printing multiple copies |
| 4. | _____ Bitmap image | e. a card that converts analog sound to digital data for use or storage inside a computer |
| 5. | _____ Cache | f. files that add music or voice sounds to a presentation |
| 6. | _____ Camera ready | g. a program that links a device, such as a mouse, printer, CD-ROM player, etc., to the operating system |
| 7. | _____ CD-ROM | h. a special, extra part of RAM where frequently accessed information is stored |
| 8. | _____ Compress | i. a utility that can play video clips, animation, or sound files |
| 9. | _____ Configuration | j. makeup of a computer system; choose from a variety of options such as a specific monitor, printer, etc. |
| 10. | _____ Decompress | k. data encoded so it takes up less storage space |
| 11. | _____ Digitize | l. the process of adding movement to a graphic |
| 12. | _____ Device driver | m. a method of recording information in binary pulses so it can be stored in computers |
| 13. | _____ File formats | n. a medium that holds text, graphics, and sound |
| 14. | _____ Media player | o. images created in paint programs or through scanners |
| 15. | _____ MIDI | |

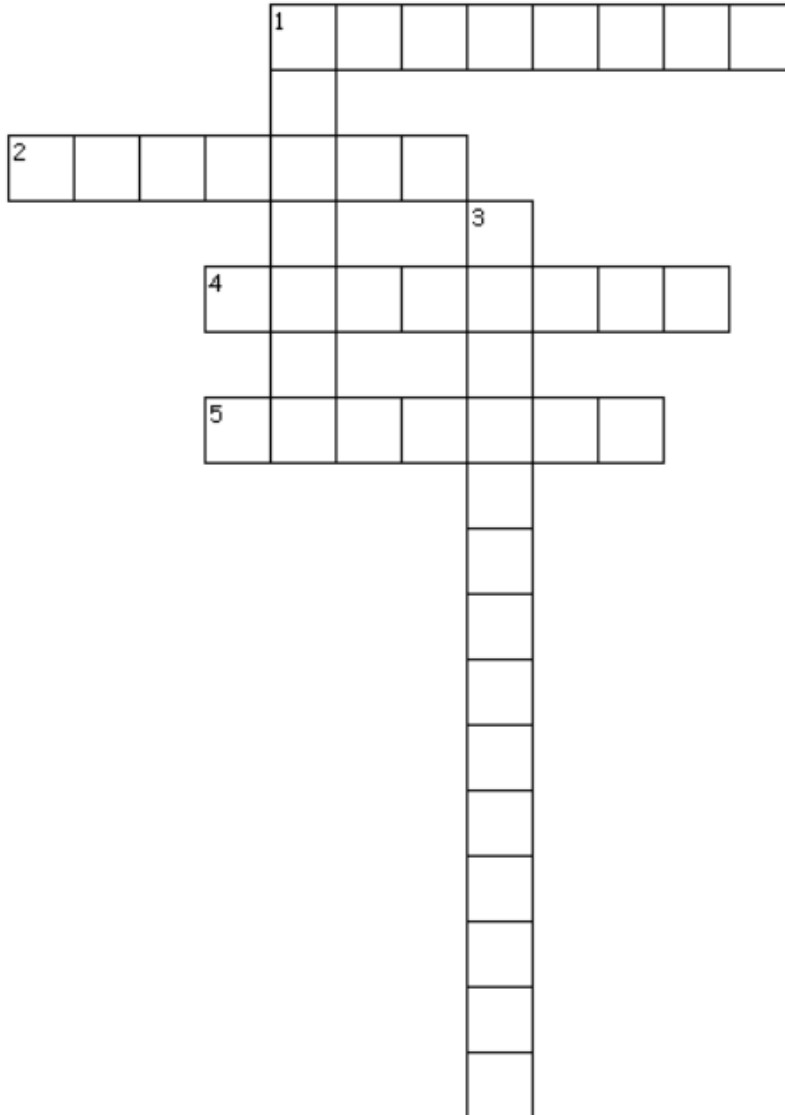
Protocols

Add your own clues...



Across	Meaning	Clue
2		
4		
5		
6		
8		

Down	Meaning	Clue
1		
3		
5		
6		
7		



Across

- 1. Separates applications from the hardware
- 2. Virtualisation designed to split bandwidth
- 4. You can partition a single physical computer into several virtual _____
- 5. Virtualising the individual computer

Down

- 1. Combines several repositories into one larger space
- 3. A simulated computing environment

File types

<http://bit.ly/2zMwqJj>

<http://bit.ly/2k89bSQ>

File type	Bitmap/vector	Compressed/ uncompressed	Main uses	Advantages	Disadvantages
JPG					
PNG					
GIF					
BMP					
TIFF					
RAW					
MP3					
MP4					

AVI					
MOV					
DOC/RTF					
PDF					
XLS					
MDB/ACCDB					