

Using ICT Skills in the workplace

1.1 Indicate tasks which require ICT skills in the work place

Look at the following tasks that you may do in college. Do they require ICT skills? Decide yes or no.



Sending an email



sitting an exam



printing work



Creating a document



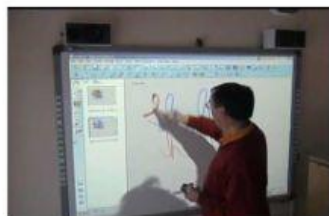
asking a question



doing work at home



Having a coffee



using interactive board



listening to teacher

2.1. Indicate the ICT skills needed for college.

Look at the ICT tasks below. Which tasks do you need to do in college? Sort them into **yes** or **no**.

Send emails	Use Microsoft word	Order clothes online	Use google classroom
Book a holiday	Use a printer	Online banking	Watch Netflix

<u>Yes</u>	<u>No</u>

2.2 Indicate his/her ICT Skills that need to be developed.

Look at the following skills. Which are you good at, and which do you need to develop? Sort them into the boxes.

Using a printer	Using Microsoft Word	Using Microsoft PowerPoint
Sending emails	Using Google Classroom	Photocopying/scanning documents

I can do this... 	I need to develop this.... 

2.3 Indicate actions required to develop his/her ICT Skills.

How can you develop your ICT Skills?

Choose TWO things from below that you will do to develop your skills. All of these can be done with the help of your teacher.

I will type up my notes after each lesson to develop my Microsoft word Skills.	I will send my teacher emails each week to practise this skill.
I will log into google classroom and complete my work each week.	I will create a PowerPoint about my country to practise this skill.
I will scan and photocopy my work in college so that I have a digital copy.	I will print my work in college when I have completed a task.