

Boardworks OCR Level 2 Nationals ICT

Unit 1: ICT Skills for Business

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Unit 2.1: Creating Computer Graphics

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Unit 1: ICT Skills for Business

The introduction gives students a brief overview of the make-up of OCR Nationals level 2 in ICT and highlights some of the key skills they will require.



7 Slides 1 Flash activity

Lesson 1) File Management

By the end of this unit, students should:

- Know how to organize files and folders.
- Be able to backup their working files.
- Know how to create and edit shortcuts.
- Know how to use searches.



36 Slides 9 Flash activities

Lesson 2) Obtaining Information from the Web

By the end of this unit, students should:

- Know how to browse the web.
- Be confident at using search engines.
- Be able to credit sources correctly.
- Understand the basics of copyright.



34 Slides 8 Flash activities

Lesson 3) Obtaining Information from E-mail

By the end of this unit, students should:

- Know some of the benefits of e-mail.
- Know the dangers of viruses and spam.
- Understand e-mail sending options.
- Be able to create an e-mail signature.



33 Slides 9 Flash activities

Lesson 4) Creating Presentations

By the end of this unit, students should:

- Know how to insert text, images and sounds into a presentation.
- Be able to add animation and speaker's notes to a presentation.
- Know the importance of proofreading a presentation.



42 Slides 7 Flash activities

Lesson 5A) Producing Business Documents Part I

By the end of this unit, students should:

- Know the differences between DTP and word processing software.
- Know how to use a range of formatting features.
- Know the difference between serif and sans serif fonts.



34 Slides 7 Flash activities

Lesson 5B) Producing Business Documents Part II

By the end of this unit, students should:

- Be able to insert and edit pictures.
- Know how to add fields, tables and a range of other objects.
- Be able to perform a Mail Merge.

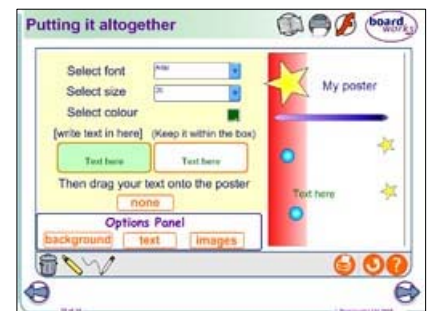


27 Slides 7 Flash activities

Lesson 6) Types of Business Documents

By the end of this unit, students should:

- Know what is meant by house style.
- Understand why it is important to be aware of the target audience.
- Be able to identify a wide range of business documents.



39 Slides 11 Flash activities

Lesson 7) Using Business Spreadsheets

By the end of this unit, students should:

- Know some basic techniques for editing a spreadsheet.
- Be able to create and use simple formulae and functions.
- Be able to format a spreadsheet for printing.



29 Slides 7 Flash activities

Lesson 8A) Using Business Databases Part I

By the end of this unit, students should:

- Know the structure of a basic database.
- Know how to enter and edit records.

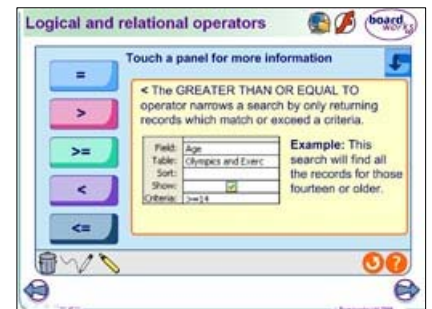


16 Slides 4 Flash activities

Lesson 8B) Using Business Databases Part II

By the end of this unit, students should:

- Know some basic techniques for sorting a database.
- Be able to create and use queries.
- Be able to produce various database reports for printing.



21 Slides 5 Flash activities

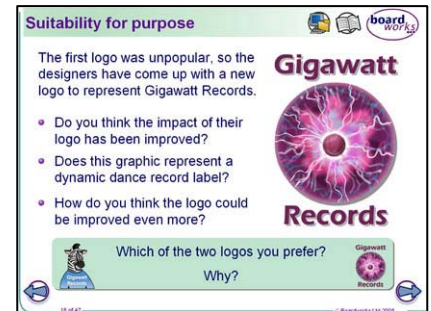
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Unit 21: Creating Computer Graphics

Lesson 1) Researching Graphics

By the end of this unit, students should:

- Know some of the main types of web graphics.
- Be able to give coherent descriptions of these graphics.
- Understand the purpose of each type of web graphic.

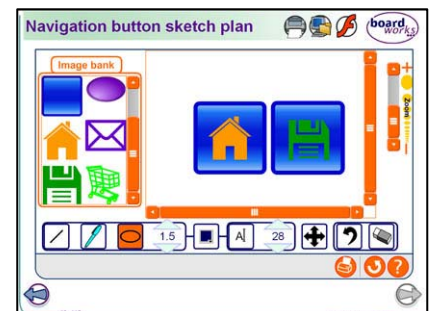


47 Slides 12 Flash activities

Lesson 2) Planning Web Graphics

By the end of this unit, students should:

- Know what to include in a sketch plan.
- Ensure their graphic is fit for purpose.
- Be able to plan different graphics, such as navigation bars, navigation buttons and advertising banners.
- Know about file sizes.



37 Slides 9 Flash activities

Lesson 3) Navigation Bars

By the end of this unit, students should:

- Understand how to create their own navigation bar using different software packages.
- Be able to identify some important design features of navigation bars.
- Know what evidence needs to be submitted with their bar.



34 Slides 8 Flash activities

Lesson 4) Navigation Buttons

By the end of this unit, students should:

- Be able to design their own set of navigation buttons.
- Ensure that their buttons are fit for purpose.
- Add a range of finishing touches to their buttons, including bevels, drop shadows and embossing.



31 Slides 8 Flash activities

Lesson 5) Advertising Banners

By the end of this unit, students should:

- Know some of the main features of an advertising banner.
- Be able to create an advertising banner using suitable software.
- Know how to add in animation and interactive features.

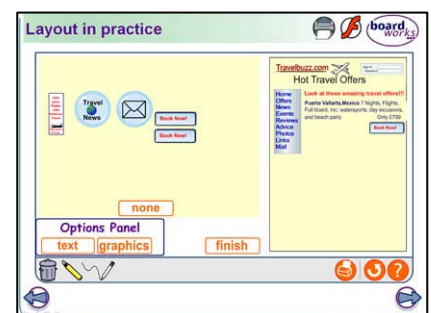


24 Slides 12 Flash activities

Lesson 6) Presenting Your Work

By the end of this unit, students should:

- Be able to select a suitable format for presenting their work.
- Be able to create a mock webpage on which to present their work.
- Have thought carefully about their presentation's target audience.



39 Slides 8 Flash activities