

## Year 8 ICT Revision

**The practical examination in ICT will last for 1 hour 15 minutes.**

**You will be expected to use the following Six programs (Software):**

**Powerpoint, Photoshop, Excel, Illustrator, Flash and Encarta. You will also be expected to make use of the “Print Screen” feature to copy images.**

You will be given a number of Powerpoint slides and the task will be to recreate them as similar as is possible. Marks will be awarded for clear evidence that you have successfully attempted to use the various skills. These skills will be listed on the exam paper and are also listed below:

It is your responsibility to save your work frequently. You are advised to save the work **every 5 minutes**.

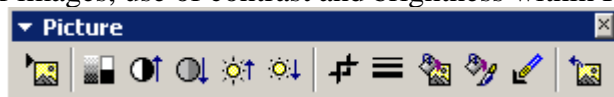
Five minutes before the end of the exam you will be required to check that your name is on every slide, then you will be asked to save your work once again before printing it out. You should not go to the printer to collect your work as your teacher will collect it directly from the printer. Draft prints are not allowed.

Throughout the exam it is important to listen carefully to any additional instructions given.

The information used to produce the slides, both the text and the images can be found from various sections of Encarta. You should copy the details rather than retype it. The information maybe hidden within sub sections (ie text taken from the captions of the pictures). You could always try to search for a sequence of words instead of the title.

Marks are awarded for evidence of successfully completing each of the following skills. You are **advised to create the slides in the sequence given Example below:**

- Find / Copy / Paste text and images with borders (using “Print Screen” and PhotoPaint for graphics only – mask tool) from Encarta into Powerpoint (some may be linked or in a pull down menu - look at all of the various sub sections and expand any sub windows).
- Inserting a WordArt Title
- Entering text and special symbols ie: <sup>TM</sup>©®♣♦♥♠ (ie (tm) (r) (c))
- Text formatting: use of underline, and font name / size changes
- Changing the background including graduated fills
- Watermarking of images, use of contrast and brightness within Powerpoint via the



Picture toolbar - NB: Make sure you know how to display this window – if it does not appear!

- Proof read / edit / change text as necessary
- Extract numeric details from Encarta Table into Excel. Produce Bar Chart with Title, but without a key. Edit bar chart by: Removing grey plot area; Changing the Bars from a colour to a pattern or graduated fill & decrease the gap between the bars. Copy / Paste graph from Excel into Powerpoint and Resize graph

- Use of “Print Screen” to cutout separate images into various Paint windows. These can then be edited / copied between the paint windows. Copy edited image from Paint into Powerpoint.
- Printing Powerpoint presentations using Handouts - 6 slides per page.
- Inserting a Coreldraw Graphic into Powerpoint. Adding text within Corel. Use of free drawn “wavy lines”. Importing graphics within Corel and rotating them. Attaching text to path (ie making text follow the pre drawn wavy line). Use of Fills (including conical).

## **Software specific skills**

### ***Powerpoint***

- Inserting of new slide with Title
- Copy / Paste Image from Encarta using “print screen” with: size adjustment, border added, and Image watermarked or contrast changed
- Insert text boxes
- Change Background including pattern or graduated fill
- Adjust font: Size / italics / colour
- Make the background of image(s) transparent
- Add and edit the size of Arrows
- Inserting a WordArt Title
- Inserting a Flash Animation File (swf).
- Entering text and special symbols ie: ™©®♣♦♥♠.

### ***“Print Screen” & Photoshop***

- Use of Masking tools to remove unwanted parts of the image.
- “flip” the image within Photoshop
- Cut / copy / move irregular shaped images via transparent colour!
- Use of “Print Screen” to take pictures + Paste from clipboard into appropriate programs.

### ***Encarta***

- Ability to find information, use links, expand graphics. Copy main text and caption text.

### ***Excel***

- Produce Bar Chart with Title, but without a key.
- Edit bar chart by: Removing grey plot area, Changing the Bars from a colour to a pattern & decrease the gap between the bars.
- Copy / Paste graphs from Excel into Powerpoint and Resize graph.

### ***Illustrator***

- Place graphics from file and rotating them Tool and double click to enable rotate feature on the corners!
- Making text follow the pre drawn wavy line path. Draw line then use text tool and when cursor changes to a very thin I shape click and type the text in.
- Use of Fills (ie conical).

**Additional help can be found online at [www.kesbathict.co.uk](http://www.kesbathict.co.uk)**

*If all else fails... Save any work, close the program and try again!*

*Good Luck!*