LITERACY IN ICT

- **OVER 1,000 KEY TERMS ARE IDENTIFIED!**

- **COMPREHENSIVE COVERAGE OF CORE TOPICS;**

- **CD ROM OR PHOTOCOPY MASTERS AVAILABLE;**

- **INCLUDES FREE DUPLICATION & SITE LICENCE;**

- **CD ROM FEATURES INTERACTIVE CROSSWORDS;**

- **SEPARATE PACKS AVAILABLE FOR THE 11-14, 14-16 AND 11-16 AGE RANGES.**

INTERACTIVE 64 CROSSWORDS
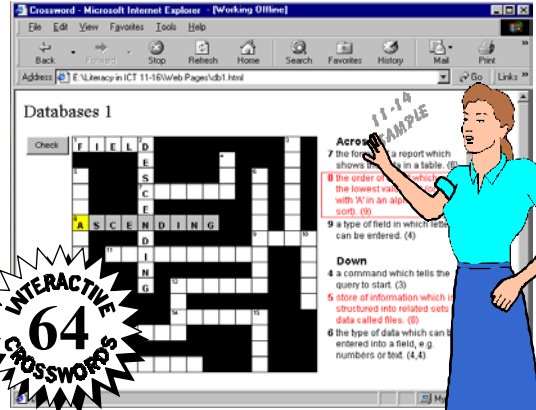
The correct use and understanding of terminology and vocabulary is fundamental to success in studying ICT. 'Literacy in ICT (11-16)' identifies over 1,000 key terms and helps pupils become proficient users of the language of ICT - pupils gain in confidence and levels of achievement.

'Literacy in ICT' is also available in separate packs specifically for the 11-14 and 14-16 age groups.

The crosswords, wordsearches and word exercises can all be used at any time and are equally suitable for homework, classwork and supporting exam revision. All 'Literacy in ICT' packs are available as printed photocopy masters or on CD ROM in both Microsoft Word and Adobe Acrobat formats. The CD ROM version provides the additional feature of interactive HTML crosswords - you can now view, complete, check and print crosswords from within your favourite Web Browser, e.g. MS Internet Explorer!

Literacy in ICT - Word Processing 1

Across
2 A command which finishes the work on the current document but keeps the program open. (5)
3 To move an item from its current place in the document onto the clipboard ready for pasting. (3)
5 To place an item from the clipboard on to the page. (5)
9 A type of text formatting which gives the text a thicker, darker appearance. (4)
11 Property of a letter or line of text, either upper or lower. (4)
12 The bottom part of the page. (4)
14 A small element (usually round) used for making lists clearer to read. (6)
15 The key which moves the cursor one step to the right. (3)
16 Placing text in the middle of the page. (9)
18 The small letters of a typeface. (9)
19 The bar which contains the names of the menus. (4,3)
20 The top part of the page. (4)
21 To remove altogether. (6)

Down
1 Another name for a document. (4)
2 A moveable position mark on the screen. (6)
3 To place an item onto the clipboard. (4)
4 A tool which places a thin line underneath the text. (9)
6 To type without looking at the keyboard. (5-4)
7 A key when used with others will give you capital letters. (5)
8 A command which closes the program and any active documents. (4)
10 A part of the memory used to store data temporarily when using the cut or copy command. (9)
13 A command which allows you to display an existing document. (4)
14 A key which deletes the symbol immediately to the left of the cursor. (9)
17 Text with no style (e.g. *italic* or **bold**) applied to it. (7)

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Literacy in ICT - Word Processing 1

V	F	G	T	F	V	F	C	L	O	S	E	V	F	R	E
C	U	T	I	I	D	S	U	C	R	V	Y	H	N	J	U
O	V	F	B	L	A	Q	R	E	U	B	N	J	I	L	O
P	A	S	T	E	T	G	S	D	N	E	R	S	A	V	E
Y	X	S	O	C	X	B	O	L	D	P	O	H	A	S	X
A	M	K	U	O	I	U	R	O	E	T	Y	I	F	R	I
C	C	U	C	A	S	E	L	P	R	B	L	F	O	O	T
F	L	W	H	X	S	D	B	U	L	L	E	T	B	P	J
G	I	E	T	A	B	V	A	N	I	N	H	G	T	E	U
H	P	A	Y	X	S	A	C	E	N	T	E	R	I	N	G
J	B	P	P	Z	X	B	K	N	E	M	L	E	G	H	T
L	O	W	E	R	C	A	S	E	P	U	T	G	Y	U	I
Z	A	V	F	G	H	B	P	M	M	E	N	U	B	A	R
X	R	Z	A	S	H	E	A	D	J	K	I	L	K	L	I
V	D	V	G	B	H	N	C	V	G	B	H	A	F	R	E
S	A	D	E	L	E	T	E	S	D	W	E	R	D	W	S

Below is a list of words related to **WORD PROCESSING**. Try to find them in the wordsearch. The words can only be found in lines that are written across o... No words are hidden in a diagonal line!

BACKSPACE
BOLD
BULLET
CASE
CENTERING
CLIPBOARD
CLOSE
COPY
CURSOR

CUT
DELETE
EXIT
FILE
FOOT
HEAD
LOWERCASE
MENU BAR

OPEN
PASTE
REGULAR
SAVE
SHIFT
TAB
TOUCH-T...
UNDERLIN...

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11-14 SAMPLE

Literacy in ICT
Crossword & Wordsearch Solutions
Virtual Reality 2
Web Authoring 1
Web Authoring 2
Windows Operating System 1
Windows Operating System 2
Word Processing 1

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THE 178 CROSSWORDS, WORDSEARCHES, & WORD EXERCISE FILES IN 'LITERACY IN ICT (11-16)' ARE ALSO AVAILABLE IN ONE SET SUITABLE FOR PUPILS AGED 11-14 AND ANOTHER AIMED AT PUPILS AGED 14-16. N.B. THERE IS NO OVERLAP IN THE CROSSWORDS, WORDSEARCHES AND WORD EXERCISES PROVIDED BY THE 11--14 AND 14-16 PACKS.

Topic	Literacy in ICT (11-14) Crossword/Topic Numbers	Literacy in ICT (14-16) Crossword/Topic Numbers
Applications - Key Terms	1,2	3
Computer Systems	1	2
Computer Systems in Action	1	Topic only in 11-14 Pack
Computers in Daily Life	1	2
Data Storage - Permanent	1	2
Data Storage - Temporary	Topic only in 14-16 Pack	1
Databases	1	2
Desktop Publishing	1	2
Email	1	Topic only in 11-14 Pack
General ICT Terms	1	2
Graphic Software	1	2
Hardware	1	2
Health & Safety	1	2
Input & Output Devices	1	2
Internet	1	2,3
Networks	1	2
Operating Systems	Topic only in 14-16 Pack	1
Presentation Software	1	2
Printing	Topic only in 14-16 Pack	1
Programming	1	2
Security	1	2,3
Social Implications of ICT	1	2
Software	Topic only in 14-16 Pack	1,2
Spreadsheets	1	2
Systems Analysis	1	2
Text Messaging	1,2,3	Topic only in 11-14 Pack
Video Gaming	1,2	Topic only in 11-14 Pack
Virtual Reality	1	2
Web Authoring	1	2
Windows Operating System	1	2,3
Word Processing	1,2	3,4
Total Number Of Crosswords	32	32

### Literacy in ICT - Systems Analysis 2

14-16 SAMPLE
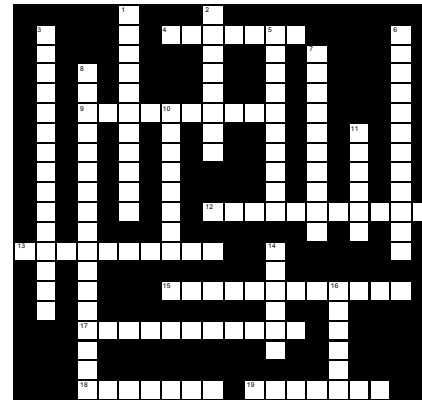
Across

4 A computer specialist who is responsible for carrying out systems analysis. (7)

9 A type of test usually involving people using the system in the way it is intended to be used. (10)

12 A type of analysis which decides if the benefits of a system outweigh the costs. (4-7)

13 Charts which use symbols to show the system in operation. (6,4)

15 Describes a system which is easy to use. (4,8)

17 A type of criteria which a system has to achieve if it is to pass the test. (11)

18 A diagram which shows the structure of a system, by breaking down bigger jobs into their component parts. (3-4)

19 The type of data which should be rejected by the system during a system test. (7)

Down

1 A team of computer specialists who work together to analyse, design and implement a new system. (7,4)

2 To manage the system, correct errors in its operation and identify when it needs upgrading. (8)

3 The complete process of improving a system. (6,4,5)

5 To run the new system to see if it works. (6,4)

6 A type of guide which t... the system. (12)

7 Specific targets wh... new system. (10)

8 A report, usually... which gives details... (11,6)

10 A type of impleme... kept running up... tested. (8)

11 A type of impleme... kept running a... bit. (6)

14 A type of impleme... decommissioned and t... the same time. (6)

16 The type of data which s... during the system test...

FEATURING 31 TOPICS EACH CONTAINING CROSSWORDS, WORDSEARCHES, ANSWERS, WORD COMPREHENSION EXERCISES AND WEB CROSSWORDS!

Differentiate by allowing the pupils to choose a crossword or wordsearch - the associated word exercise ensures a similar outcome. Provide a word list with the crosswords - this provides a differentiated intermediate task level between a crossword and a wordsearch. Extra resources to facilitate differentiation are provided on the CD ROM.

Literacy in ICT - Computers in Daily Life 1

11-14 SAMPLE
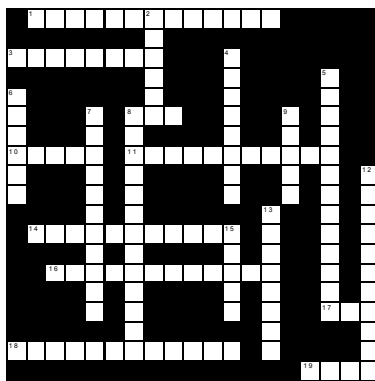
Across

1 A way of controlling traffic. (7,6)

3 Identifies the bank and branch. (4,4)

8 Short for Automatic Telling Machine, or cash machine. (3)

10 The person who is receiving the amount on the cheque. (5)

11 An Automatic Telling Machine. (4,7)

14 A device used by supermarkets to collect information on their customers. (7,4)

16 The unique cheque identifier. (6,6)

17 Short for Personal Identification Number, a type of password. (3)

18 Protects a building from intruders. (7,5)

19 Short for Magnetic Ink Character Recognition. (4)

Down

2 To put money into an account. (6)

4 Used to store information in an organisation. (8)

5 The part of the credit card which contains the coded information. (8,5)

6 A device used for entering pupil data. (6)

7 A device used to record the speed of a vehicle. (5,6)

8 The unique account identifier. (7,6)

9 To pull the credit card through a reader. (5)

12 A device used in some burglar alarms which detects sound. (5,6)

13 A type of beam used in a burglar alarm. (5-3)

15 To take money out of an account. (5)

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Literacy in ICT - Graphic Software 2

14-16 SAMPLE
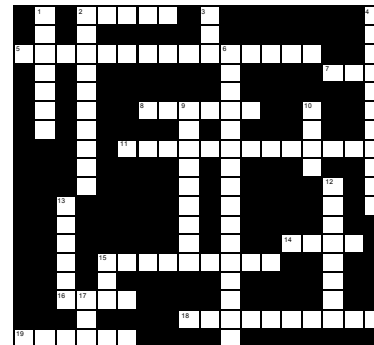
Across

2 A box that changes shape as you move the pointer. (5)

5 A mathematically defined function where the middle tones of an image are adjusted based on a curve rather than on a linear change in brightness or darkness. (5,10)

7 File type for the old Windows Paintbrush. (3)

8 A type of image produced by a draw program. (6)

11 The attribute of images which defines each colour up to 256 colours. (6,7)

14 To allow only a certain area of an image to be changed, it is created to block the areas where no change is desired. (4)

15 Black and white continuous tone images. (4,5)

16 Short for Tagged Image File Format. (4)

18 A copy of a line of type, picture, or graphic dropped behind the original and re-coloured (or shaded) to create a shadow. (4,6)

19 An image stored as a pattern of dots. (6)

Down

1 The percentage of a selected colour applied to an object. (7)

2 The brightness of a colour on a scale from black to white. (10)

3 The position of a colour along the colour spectrum, e.g. green is between yellow and blue. (3)

4 A box that changes shape as you move the mouse. (8,3)

6 The process that allows continuous-tone colour artwork to be broken into four colours (cyan, magenta, yellow and black) for reproduction in lithographic presses (full colour printing). (6,10)

9 Symbols placed in the margin outside the page area that indicate the area to be printed and/or trimmed after printing. (4,5)

10 Short for Joint Photographic Experts Group. (4)

12 A colour produced by a pattern of differently coloured dots that simulate the desired colour. Also known as dithered colour. (3-5)

13 An area of a drawing you select by using the Scissors or Pick tool in a painting program. (3-3)

15 Short for Graphics Interchange Format, a commonly used graphics format. (3)

17 Short for Image Colour Matching. (3)

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Literacy in ICT – Internet 3

```
W F E N C R Y P T I O N F K Y F C L R P O Y
C Z N D K E O O T P D L R P N I Z L T P E D
Y S D C L R P P T A D L R P J L X K W L P R
B X E F L E P N F D C M R L Y E Z L W P T G
E C C L E J M C O D F I L J J
R W R G T E X T T R A N S F
S W Y F R I K L C E C T D H
P P P W A D T H H S Y E J S
A X T C P D F Y R S Y R H Y
C S I W P F G P H V D M C V
E W O N L I N E A C C E S S
S D N R E G H R J G F D V B
E R T Y T Y U T G F D I G H
S D F G H J J E J K L A B V
I U Y T R E W X D E F T F G
E R T Y H O S T V C X E E G
Y U I T T S A L C V B B H T
B G T R M E R I P T Z A H J
S D V H L V C N X F G N A R
M J H G F D S K E R T D J I
V K D H E I R J M F M C X K
K F L R I D J S M N Y B A N
```

Below is a list of words related to the **INTERNET**. Tr...
The words can only be found in lines that are written a...
No words are hidden in a diagonal line!

ADSL	PROTOCOL	ISD
APPLET	GATEWAY	NA
BANDWIDTH	HOST	ON
BAUD	HTML	PO
CYBERSPACE	HYPERTEXT LINK	PP
DECRYPTION	INTERMEDIATE BAND	TC
EFT	IP	TC
ENCRYPTION	IP ADDRESS	TE
FILE TRANSFER		ZA

Literacy in ICT – Video Gaming 1

```
C T F M J G T P O N G E P O R I T M T M G T
G W P L S A Y O D L E O R J T G E G L O H T
N O S S I W H W C N U R H F Y R Y H O Y K S
T D O O D I R E C T I O N A L D E W U R N G
R K I D N H F R S C U Y T F R
U L A T I O N L I A D B C G F
P Q W H I R O B M N H K Y I U
K F O R C E F E E D B A C K K
I C D E F N H B G Y K L M H J
A Y E R P S I E M R T G H B
W D C D J U F O O T P A D M O
Q G V I Y U I J M K O F R E S
D R V M N H Y G R A P H I C S
E P F E C D E T G B U J U O B
T G E N R E G J F S P G B N M
R R C S V G T O E A K T N T Y
U L T I P L A Y E R B B H R I
H K Z O R H N S K C O M B O H
S O U N D L G T T A H Z X L J
N Q O A C K T I R D T C V L U
G S P L I T S C R E E N C E K
R P F L E O B K M Q V W B R F
```

...d to **VIDEO GAMING**. Try to find them in the
...nly be found in lines that are written across or down.
...nal line!

GENRE	POWER-UP
GRAPHICS	RPG
JOYSTICK	RTS
LEVEL	SIDE
MULTIPLAYER	SIM
PIXEL	SI
PLOT	S
PONG	
POP-UP	

Literacy in ICT
Crossword & Wordsearch Solutions D–G

Databases 2

Desktop Publishing 1

Desktop Publishing 2

Email

General ICT Terms 1

General ICT Terms 2

SOLUTIONS TO CROSSWORDS & WORDSEARCHES INCLUDED!

The terminology (over 1,000 terms) in 'Literacy In ICT (11-16)' has been selected to match those encountered by pupils during this key stage in their development of ICT capability. Print the word exercises (below left) on the back of both the crosswords and wordsearches to complement those activities and to provide pupils with a topic glossary.

'Literacy in ICT' will complement any literacy strategy and can be easily adapted, e.g. for wall displays, literacy diaries or glossaries, etc.

Literacy in ICT – Word Exercise
Programming 1

Now complete the following table. The missing words or phrases are the answers from the **PROGRAMMING 1** wordsearch or crossword. The missing words will be in alphabetical order when the table is completed.

Word or Phrase	Explanation
	a method of calculation which involves a series of steps. (9)
	short for Beginners All-purpose Symbolic Instruction Code, a simple easy to use programming language. (5)
	an error in a program. (3)
	a set of instructions in a programming language. (4)
	sudden failure of a program which can cause a computer to 'freeze'. (5)
	the process of finding and correcting errors in a computer program. (9)
	a procedure for checking the logic of a computer program. (3,3)
	an error which makes a program stop working. (5,5)
	a simple high level programming language designed for use in schools. (4)
	a representation of a structure or object. (5)
	complex software which allows a user to use and manage applications, peripheral devices and files. (9,6)
	the results which a computer system produces by processing data. (6)
	a logical, set of instructions, written in a computer programming language. (7)
	a person who writes computer programs. (10)
	files which provide installation information a... enhancements or corrections. (6,4)
	the program to run when first using a n... (5,7)
	another name for a program or colle...
	another name for computer program...
	a set of dummy data used to test a p...
	a self-starting program designed to ... corrupt files on your computer. (5)

A TOTAL OF 178 CROSSWORDS WORDSEARCHES & EXERCISES

Crossword - Microsoft Internet Explorer - [Working Offline]

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit   Discuss

Address E:\Literacy in ICT 11-16\Web Pages\soc2.html

Social Implications of ICT 2

Check

(crossword grid with entries:)
- VIRTUALPROTOTYPE
- PAPERLESS
- HYPERMEDIA
- HOTDESKING
- INFORMATIONPOOR
- E COMMERCE

Across

15 a person isolated from the benefits of ICT because they don't know how to use it or can't get access to it. (11,4)

18 the range of business conducted on the Internet. (1-8)

19 controlling objects at a distance through telecommunications. (16)

20 a computer application which attempts to copy human logic and decision making processes. (10,12)

22 short for (Nuclear) Magnetic

Down

10 to attach a device to clothing so that unless the device is deactivated by the shop assistant, it will set off an alarm if the clothing is taken out of the shop. (10,7)

11 selling things on the Internet. (6,9)

13 the range of real time communication opportunities over the Internet. (16)

14 a person doing telemanipulation. (12)

15 a person who can reap the benefits of ICT because they

Done   My Computer

- Full site licence for software and full royalty free reprographic licence included!
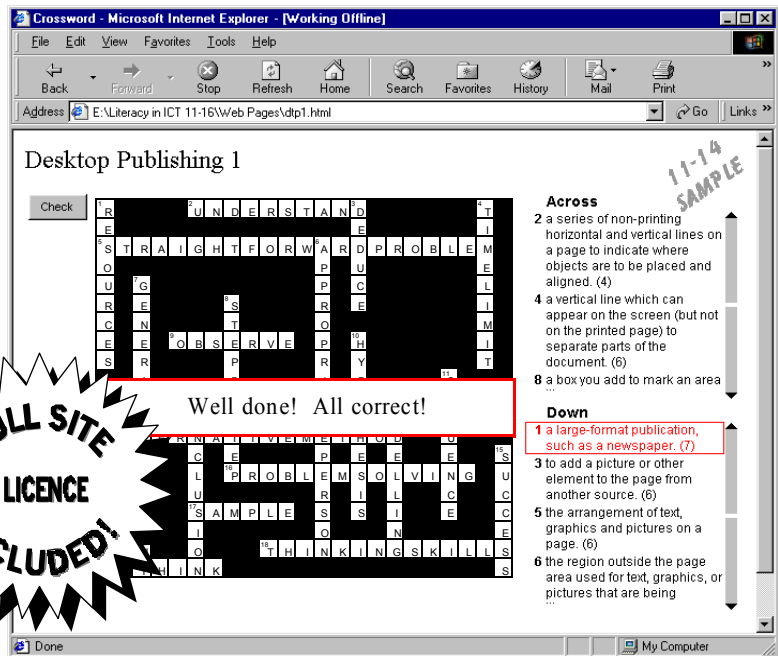
- Literacy In ICT (11-16) contains well over 200 pages of photocopy masters.

- Differentiation is a key feature.

- Free telephone software support is available.

- Packs start from only £30.00 + VAT! Post free!

- * Denotes goods not subject to VAT!

FULL SITE LICENCE INCLUDED!

The check button provides immediate feedback to the user by removing all letters and words which have been incorrectly entered. Each user can also print off a copy of their completed crossword (already checked and verified) from within the browser.

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