

Tips for Getting A Higher Grade in ICT

- Make sure you know the scenario. Think about the people mentioned and their roles (what they do).
- Make sure you are clear on how the organisation uses ICT.
- Do you know all of the input and output devices?
- What types of software are used?
- What software do they use? What do they use it for?
- Think about Desktop Publishing, Word Processing, Spreadsheets, Databases, Internet Browsers, email clients and web systems.
- What kind of file types do they use?
- Are there any advantages and disadvantages to any of the file types used? (Think about graphics and audio file formats.)
- Make sure you are clear on the advantages and disadvantages of the ICT they use. How are they better or worse than paper based systems?
- Be prepared to suggest improvements to the organisations ICT systems and possible problems the improvements might cause.
- Make sure you are clear on the need to back up work. Make sure you know what the grandfather, father, son method. Make sure you are clear on the need for well organised file systems.
- Make sure you have a good idea of how the organisation uses online systems. What are the advantages and disadvantages? Can the system be improved? What are the alternatives?
- Make sure you can explain what affect copyright have on businesses.

The exam will cover:

- Understanding how ICT can be used to meet business needs

In the classroom you will have been completing a number of projects that introduce you to business programs such as MS Word, PowerPoint, Excel and Access as well as programs such as Photoshop and Dreamweaver that can create graphics and webpages. You will also encode webpages in html and css.

Make sure you are clear on the business context for this work

How you work, save, organise and keep your files secure will be a topic covered in the examination. It essential that you work in a professional manner: naming files correctly, saving in the correct format and taking note of different file formats. **You will need to explain these practices in the exam.**