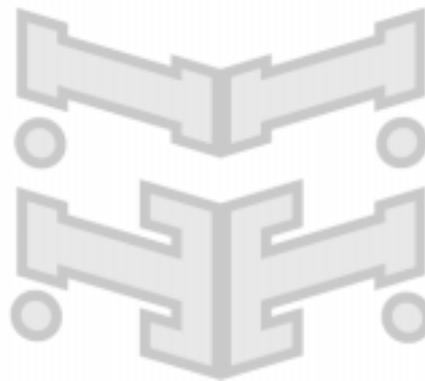




Information Technology Foundation Course



World ORT Union





DO



I.T.



Information Technology Foundation Course

USER GUIDE

W elcome & introduction

Welcome to the **DO IT** Course! It is intended for beginners or those with some knowledge, but even quite experienced people will find something new to learn in some of the topics.

The course covers the most important topics in the current Information and Communications Technology (ICT) areas in an informative and enjoyable way. It is suitable for individual home study or for group use in schools and colleges.

Support material consisting of this **User Guide**, **Worksheets** and a **Case Study** in booklet form can be downloaded to be printed out. This support material is copyright free and we encourage you to photocopy the worksheets for study purposes.

N avigation through the course

There are many possible routes through the course and topics can be selected or ignored to suit individual interest or examination syllabus requirements. To use the course to its best advantage you need to understand the different ways you can navigate your way through it.

The opening page of the course gives you three options: there is a **Welcome** message, a **Start the Course** option and a short cut to the **Contents** pages. New users should read the Welcome message and then click on the Start the Course option. This will take you to the **Home Page** which lists the seven separate **Units** of the course:



HARDWARE

contains information on the physical parts of a computing system, including electrical and mechanical components.



SOFTWARE

covers the use of popular programs such as word processing, spreadsheets, databases and DTP.



COMPUTER LANGUAGES

explains the development, different conventions, and basic terminology used within programming languages.



DEVELOPING AN INFORMATION SYSTEM

contains information on how to create a system to organise, catalogue, store, retrieve and maintain information.



INFORMATION REPRESENTATION

highlights the different ways that information is represented covering topics such as binary, hexadecimal, octal and other number systems.



DO



I.T.



Information Technology Foundation Course

USER GUIDE



NETWORKS

explains the different ways in which information systems are connected together.



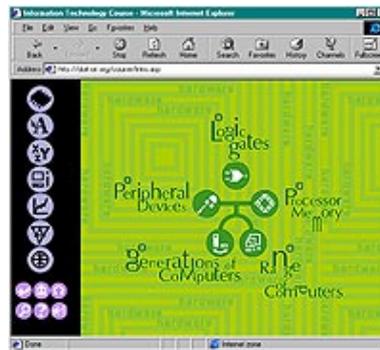
INTERNET

describes the basic functions of the largest network of computers called the Internet.

Multiple Choice Questions are available at the end of most units or modules. These can be accessed by working through the course, or you may jump to them from the Contents section.

The name of each unit is colour coded. A unit is selected by moving the mouse pointer over the **navigation buttons** on the left hand side of the screen; as the pointer touches a button it changes to the colour of the unit it represents, and the title of the unit appears beside the button.

Clicking on a button will take you to the **Title page** for that unit; an example is shown below.



Title page for the Hardware unit

The unit Title page consists of a number of labelled icons for the **modules** in that unit. Clicking on the name or icon of a module within that page will take you to the first **topic** for that module.

Modules can be selected in any order, and this may suit someone just wanting to dip into a particular module and not wanting to cover all the modules in the most logical sequence. A beginner may prefer a more orderly route through the modules of a unit and this can be achieved by following the order of the numbers attached to the icon labels on the Title Page. Frequent users may prefer to access a module, or the topics within a module, from the Contents listing page where a page by page listing of the topics is available.

Having arrived at a page you need to understand the format of the page layout:

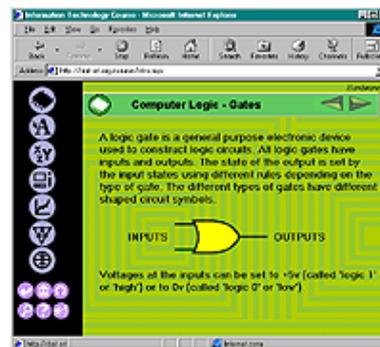


Diagram showing general page layout

**DO****I.T.****Information Technology Foundation Course****USER GUIDE**

Page layout

The **unit navigation panel** you saw on the Home page is always present in every page window, also on the far left hand side. The navigation panel allows access to the seven different units that make up the IT course; at any point the user can click on another unit and change direction.

Each **topic page** has in the top right hand corner two arrows pointing to left and right. Clicking on one of these will move you to the next logical page in the sequence for that module, or take you back to the previous page.

At the bottom left hand side of the page there are six small navigation buttons:

**Exit**

This button Exits the user from the course.

**Home page**

This button takes you back to the Home page from any page you are on. This is useful if you feel you are lost and want to restart your route through the course, or you may want to check on what other units are available.

**Contents**

This button takes the user to the Contents section which lists a logical progression through the topics in each unit. Each unit is listed at the top of the browser window. If you click on any of these hypertext links, a systematic list of all the topics in the unit will be shown. Clicking on any of these links takes you directly to the topic of interest.

**Search**This button takes the user to the Search page. This tool allows you to search for individual words or phrases contained within the page titles of the *DO IT* course topics.**Help**

This button takes the user to the Help section. This section give a brief overview of how to use this course. Choose a Help topic by clicking on a hypertext link at the top of the browser window.

**Sound**

This allows narration to start. The sound will only be stopped by clicking again on the sound button.

Links from within a page

Within some pages are some highlighted words which lead you to other pages, give you an explanation of a new word, or make something happen on the page you are looking at:

**DO****I.T.****Information Technology Foundation Course****USER GUIDE****Hypertext links**

Hypertext links allow the user to jump directly to another page. All hypertext links in the course are highlighted and underlined in **mauve**. As you move the mouse arrow over the link, the status bar in your browser will display its page name and number.

Glossary links

The course includes a glossary of computer terms. These are linked to by hypertext links within the course content which are highlighted in **blue**. As the user moves their mouse over the link, the status bar in your browser will display the word 'glossary link'. As you move your mouse over a glossary link, a pop-up box will appear with an explanation of the term. It is good practice to close the glossary pop-up box by clicking on the 'close' link.

Switch links

These are links within the page content which allow the user to interact with the page. These are highlighted in **mauve**. As the user moves their mouse arrow over the link, the web browser's status bar will display the word 'javascript'.

M **ultiple choice questions**

The user's knowledge is tested at the end of all units and some modules by either a multiple choice quiz or an example exercise. You can answer multiple choice questions by clicking on the chosen answer in the box provided. A response will appear immediately after you have chosen your answer, and appear either as a tick or a cross for 'right' or 'wrong'. Clicking on the purple arrow within the page takes you to the next question.

The quiz automatically keeps track of your correct answers and, once you have completed the quiz, it will tell you the total number of correct answers and ask whether you would like to try the quiz again. If you would like to try the quiz again, click 'Okay', and if not, click 'Cancel'.

Example exercises are designed in order to give the user practice in the topic. They may be created as a Java applet and you will need to make sure your browser supports Java in order to use the exercise.

The multiple choice questions have been gathered together and included as part of the support material along with free response questions and a Case Study.

S **ystem requirements****Hardware requirements**

Recommended Pentium PC or equivalent or above, with a minimum of 16 Mb RAM with a sound card and speakers.

Software requirements

Window® 95 or 98 with Internet Explorer 4.0 or above, or Netscape version 3.0 or above. Users will need the Real Audio plug-in available from <http://www.real.com>.

**DO****I.T.****Information Technology Foundation Course****USER GUIDE**

Adobe Acrobat Reader is required to read and print out the support material which is available from <http://www.adobe.com>.

Screen resolution

Can be viewed at 640 x 480 at 256 colours, but we recommend for optimum viewing, 800 x 600 with 16 bit colour.

Sound requirements

Sound is played using Real Audio. Should you experience problems running the Real Player, we suggest you go to <http://www.real.com>.



DO



I.T.



Information Technology Foundation Course

CONTENTS

The DO I.T. Foundation Course downloadable documentation consists of:

1. User Guide (including contents)

2. Worksheets (multiple choice and free response questions)

The correct answers can be found in the appendix.

HARDWARE	MULTIPLE CHOICE	<ul style="list-style-type: none">- Input devices- Output devices- Storage devices- Computer logic- Processor & memory- Range of computers- Generations of computers
	FREE RESPONSE	<ul style="list-style-type: none">- Peripheral Devices- Computer Logic- Processor and Memory- Range of Computers- Generations of Computers
SOFTWARE	MULTIPLE CHOICE	<ul style="list-style-type: none">- Word processors- Spreadsheets- Databases- Systems software
	FREE RESPONSE	<ul style="list-style-type: none">- Word processors- Spreadsheets- Databases- Desk Top Publishing- Systems software

COMPUTER LANGUAGES

DEVELOPING AN INFORMATION SYSTEM

INFORMATION REPRESENTATION

NETWORKS

INTERNET

3. Case Study (not included in the DO IT course)

USING IT IN A BUSINESS

4. Appendix

MULTIPLE CHOICE BLANK ANSWER SHEETS
MULTIPLE CHOICE ANSWER SHEETS WITH ANSWERS
CASE STUDY ANSWERS FOR ACTIVITY 4
CASE STUDY ANSWERS FOR ACTIVITY 5
GLOSSARY OF TERMS USED
DO I.T. MODULE/TOPIC LISTING