

Information Technology



Aim: The aim of this badge is to develop knowledge and skills in Information Technology

Candidates

1. Know how to turn your computer, 'on' and 'off'
2. Know your computer and how to look after it.
(see Badge resources)
3. Know how to play a game on CD

Junior Members

7-9 choose six of the following

9-11 choose seven of the following

1. Know how to turn your computer, 'on' and 'off'
2. Know your computer and how to look after it.
3. Know how to play a game on CD.
4. Know how to write a letter as word document
5. Know how to address an envelope correctly
6. Know about safe use of your mobile phone and internet use.
7. Access the G.F.S. website and download a piece of information from it.
8. Know how to email. What is the G.F.S. email address? Email the G.F.S. Central Office
9. Learn about the following – your printer, CD-Rom, memory stick, handling of CD-Roms and DVDs, software and hardware, know about input, process, output and store, computer application or program, and computer viruses.
(see Badge resources)

Members and Senior Members

Members choose 8 of the following

Senior members choose 10 of the following

1. Know how to write a letter as a word document
2. Know how to address an envelope correctly
3. Know about safe use of your mobile phone and internet use.
4. Access the G.F.S. website and download a piece of information from it.
5. Know how to email. What is the G.F.S. email address? Email the G.F.S. Central Office
6. Learn about the following – your printer, CD-Rom, DVD, memory sticks and how to handle them, software and hardware, know about input, process, output and store, computer application or program, and computer viruses. (see Badge resources)
7. Prepare a C.V.
8. Know how to use a fax machine and photocopier
9. Design a poster using Clip Art
10. Show and be able to use 3 functions on your computer.
11. Know the Glossary included in the pack
12. Insert a table into a Word document.
13. Know how to prepare a Spreadsheet.