Item 1: Preparing for a School Assembly Presentation on Rules and Regulations

Introduction: To help the Head Teacher run an engaging assembly, I'll prepare a slideshow presentation on the school rules and regulations. This will ensure students clearly understand the rules and receive a handout to keep for reference.

1. **Creating the Presentation with Microsoft PowerPoint**:

   o **Purpose**: PowerPoint is perfect for creating an easy-to-follow slideshow that presents each rule clearly.

   o **Choosing a Theme**: I'll select a professional template in PowerPoint to keep a consistent design.

   o **Adding Rules and Visuals**: I'll type each rule on separate slides and use icons, like checkmarks or warning symbols, to make the presentation more engaging.

   o **Animations and Transitions**: I'll add animations such as "Fade" to make each rule appear one by one, keeping students focused.

2. **Alternative Handout Option Using PowerPoint**:

   o **Handout Printing in PowerPoint**: I'll print the PowerPoint slides as handouts with **6 slides per page**, giving each student a compact version of the presentation.

   o Go to **File > Print > Handouts** and select "6 Slides per Page" under the layout options. This saves paper while making sure students can follow along with the presentation.

3. **Formatting Detailed Rules and Regulations in Microsoft Word**:

   o **Purpose**: Using Word allows me to prepare a clear, well-organized printout with full details of each rule and guideline.

   o **Typing and Formatting**: I'll type each rule in Word, using headings and bullet points to keep things readable. I'll apply bold formatting to highlight key terms.

   o **Adding Headers and Footers**: I'll include a header with the school's name and a footer with page numbers to make the document look professional.

4. **Printing the Document in Microsoft Word**:

    1. Click **File > Print**.

    2. In the Print settings, I'll choose double-sided printing to save paper.

    3. Select **Print Preview** to ensure everything looks correct, then print enough copies for each student.

5. **Projector Setup**:

    o **Connecting and Testing**: I'll connect my laptop to the projector using an HDMI cable and adjust the brightness and focus for clear visibility.

    o **Running the Presentation**: I'll use "Presenter View" in PowerPoint to control the slides, making transitions smooth.

Conclusion: With PowerPoint for visuals, Word and a printer for detailed handouts, and the projector for display, I can help the Head Teacher ensure every student clearly understands the rules.

fd = 6

Introduction: My friend Moses wants to educate the community on handling ICT junk, preventing internet abuse, and promoting healthy ICT practices. I'll give him specific tools and examples to make his message impactful.

Handling ICT Junk (E-Waste)

To manage e-waste responsibly, Moses can encourage the community to use secure and environmentally friendly methods for disposing of ICT junk.

1. **Community E-Waste Collection Drives**:
   - **Purpose**: Organize regular e-waste collection events where residents can bring their old devices like computers, phones, batteries, and cables.
   - **Process**: Coordinate with local government or certified recycling companies to collect and properly dispose of electronic waste.

2. **Partnering with Certified E-Waste Recycling Centers**:
   - **Purpose**: Connect the community with certified e-waste recyclers in Uganda, who can safely dismantle, repurpose, or dispose of toxic components.
   - **Example**: Contact organizations such as **Uganda Recyclers Association** or other local recyclers, which often handle e-waste responsibly.

3. **Data Sanitization Before Disposal**:
   - **Tool**: Use secure data-wiping tools like **DBAN** or **Eraser** on any device before disposal to erase sensitive information.
   - **Purpose**: Ensures that personal or confidential data does not fall into the wrong hands.

4. **Donation of Usable ICT Equipment**:
   - **Purpose**: Encourage community members to donate functional computers, phones, or tablets to local schools, ICT training centers, or repair shops.

- **Process**: Before donating, clean the device, remove any data, and assess its condition to ensure it can still be used or repaired.

5. **Repurposing ICT Components for Educational Use**:

   - **Example**: Monitors, CPUs, and other usable components can be repurposed in schools to support computer labs or as training tools for ICT students.

   - **Purpose**: Extends the life of equipment and reduces waste while providing resources for education.

6. **Implementing a Community E-Waste Policy**:

   - **Purpose**: Develop guidelines on how residents should handle e-waste and discourage illegal dumping.

   - **Education**: Inform the community about safe disposal methods and the health risks associated with e-waste in posters or community meetings.

7. **Encouraging Manufacturer Take-Back Programs**:

   - **Example**: Some manufacturers and sellers accept their products back for recycling. Though limited in Uganda, companies like **HP** and **Dell** sometimes offer these services.

   - **Process**: Check with local sellers to see if they have partnerships with manufacturers for safe disposal.

Preventing Internet Abuse

To address internet misuse, Moses can encourage responsible internet practices and educate the community on digital safety.

1. **Parental Control Software**:

   - **Tools**: Introduce software like **Kaspersky Safe Kids** or **Qustodio** to parents, which allows monitoring of children's online activity and setting time limits.

   - **Purpose**: Helps parents protect children from harmful content and manage screen time.

2. **Community Awareness on Cyber Safety**:
   - o **Process**: Moses could organize workshops or information sessions to educate residents on safe internet practices, such as not sharing personal information online.
   - o **Topics**: Include recognizing phishing scams, creating strong passwords, and using secure websites.
3. **Using Social Media and WhatsApp Groups for Awareness**:
   - o **Example**: Moses could create a community WhatsApp group where he shares tips on safe internet use.
   - o **Content**: Regular updates on topics like avoiding online scams, cyberbullying prevention, and digital etiquette.
4. **Educating on Privacy Settings**:
   - o **Purpose**: Teach community members how to set privacy settings on social media accounts and secure their devices with strong passwords.
   - o **Tools**: Demonstrate settings on popular platforms like Facebook and WhatsApp to help protect personal information.

Promoting Healthy ICT Practices

To prevent health issues from prolonged ICT use, Moses can promote practices that ensure comfort and safety when using computers or other digital devices.

1. **Ergonomic Workstation Setup**:
   - o **Purpose**: Encourage users to position their screens at eye level, sit with their feet flat on the floor, and use chairs that support the lower back.
   - o **Tools**: Ergonomic accessories like wrist supports or footrests can help prevent strain.
2. **Break Reminder Apps**:
   - o **Tools**: Install apps like **Stretchly**, **Eye Care 20 20 20**, or **WorkRave** to remind people to take a short break every 20-30 minutes.
   - o **Purpose**: Reduces eye strain and prevents repetitive stress injuries by encouraging frequent breaks.

3. **Blue Light Filters and Screen Adjustments**:

   o **Tools**: Recommend blue light filter settings or apps like **f.lux** to adjust screen lighting, especially in the evenings.

   o **Purpose**: Reduces blue light exposure, which helps with eye comfort and can improve sleep quality.

4. **Promoting the "20-20-20 Rule" for Eye Health**:

   o **Purpose**: Educate the community on looking at something 20 feet away for 20 seconds every 20 minutes while using a screen.

   o **Tool**: Create posters or infographics for community centers to remind users of this rule.

5. **Encouraging Physical Activity Breaks**:

   o **Education**: Advise computer users to take short walks, stretch, or do light exercises regularly.

   o **Purpose**: Prevents back and neck strain and encourages a more active lifestyle.

6. **Using Anti-Glare Screens and Adjusting Brightness**:

   o **Tool**: Suggest installing anti-glare screens or adjusting screen brightness based on the room's lighting.

   o **Purpose**: Minimizes glare and reduces eye strain, especially in brightly lit areas.

7. **Setting Boundaries for Screen Time**:

   o **Education**: Encourage both adults and children to limit screen time, especially before bed.

   o **Tools**: Parental control apps can help monitor and set limits on screen time for children.

8. **Community Workshops on Safe ICT Practices**:

   o **Purpose**: Moses can organize workshops or community gatherings to discuss the health impacts of prolonged ICT use and the importance of ergonomic setups.

- o **Topics**: Cover safe computing habits, proper desk setups, and simple exercises to relieve strain.

9. **Proper Lighting for ICT Workspaces**:
   - o **Tool**: Suggest using adjustable desk lamps or overhead lights that don't produce glare.
   - o **Purpose**: Good lighting improves visibility and reduces eye strain, making long periods of screen use more comfortable.

Conclusion; By organizing e-waste drives, promoting safe internet practices, and encouraging healthy ICT habits, Moses can support his community in managing ICT-related challenges responsibly. These practices not only enhance digital health but also ensure that the community uses technology safely and sustainably.

Item 3: Helping Aunt Amina with Health and ICT Equipment Management

Introduction: My Aunt Amina has been experiencing health issues from using a computer for long hours, and she now needs to manage ICT equipment in her office. I'll provide her with practical steps to improve her workspace, maintain her health, and organize or dispose of her ICT gadgets.

1. **Reducing Health Risks During Computer Use**:

   - **Example**: Since Aunt Amina spends hours typing, I'll recommend setting up reminders to take short breaks.

   - **Tools and Steps**:

     - **Screen Adjustments**: I'll suggest using an anti-glare screen filter to reduce eye strain and adjusting screen brightness for comfort.

     - **Break Reminder Apps**: Installing **WorkRave** or **RSI Guard** will prompt her to take regular breaks, helping reduce strain on her eyes and posture.

     - **Ergonomic Setup**: I'll advise her to use an adjustable chair and keep her feet flat on the floor, possibly adding a cushion at her lower back to encourage good posture.

2. **Organizing and Handling ICT Junk**:

   - **Example**: Aunt Amina's office is cluttered with old ICT equipment, so I'll help her manage these items.

     - **Inventory Management**: I'll create an inventory list in **Excel**, categorizing each item by type and condition. This will help her easily see which items are still usable, repairable, or beyond use.

     - **Proper Storage**: To reduce clutter, I'll suggest she use labeled storage boxes or drawers for cables and accessories. Cable organizers will also prevent tangling and make the workspace safer.

3. **Disposing of Non-Functional ICT Gadgets**:

   - **Example**: For gadgets that can't be repaired or used, Aunt Amina can arrange proper disposal to keep her office clean and environmentally friendly.

- **Recycling Centers**: I'll help her find local e-waste recycling centers using **Google Maps**. These centers can safely dispose of electronic components.

- **Donation**: For any devices that may still have some functionality, she could donate them to ICT repair shops or schools that could repurpose them.

- **Data Sanitization**: Before disposing of any device that stored sensitive data, I'll show her how to wipe data using tools like **DBAN** to ensure her information is secure.

4. **Protecting New ICT Equipment**:

Example: To keep her ICT equipment functioning well and secure, Aunt Amina needs a routine for both digital and physical maintenance of her devices. Here are multiple steps and tools she can use:

1. **Regular Data Backups**:

   - **Tool**: Set up automatic backups on an **external hard drive** and **cloud storage** like **Google Drive**.

   - **Purpose**: This ensures that her important files are safe even if there's an issue with her primary computer.

2. **Antivirus Software**:

   - **Tool**: Install reputable antivirus software, such as **Kaspersky**, **Bitdefender**, or **Norton**.

   - **Purpose**: Protects against malware, viruses, and ransomware by scanning the system regularly and alerting her to potential threats.

   - **Additional Step**: Set antivirus software to **automatic updates** so it stays current with the latest virus definitions.

3. **Regular Software Updates**:

   - **Tool**: Enable automatic updates for the operating system (e.g., **Windows Update**) and essential software like antivirus and productivity tools.

- **Purpose**: Keeping software up to date reduces vulnerabilities that attackers could exploit.

4. **User Training on Security Practices**:

   - **Purpose**: Educate Aunt Amina on safe computing practices, such as recognizing phishing emails, avoiding suspicious websites, and not downloading unverified attachments.

   - **Benefit**: Prevents accidental exposure to cyber threats and helps her make informed decisions when using the internet.

5. **Using a Surge Protector**:

   - **Tool**: Connect devices to a **surge protector** to guard against voltage spikes.

   - **Purpose**: Protects sensitive electronic components from damage during power fluctuations or lightning strikes.

6. **Using an Uninterruptible Power Supply (UPS)**:

   - **Tool**: Connect her computer and essential devices to a UPS.

   - **Purpose**: A UPS provides temporary power in case of an outage, allowing her to save work and shut down devices safely.

7. **Physical Cleaning to Avoid Dust Accumulation**:

   - **Tools**: Use a **soft cloth**, **compressed air can**, and **electronic-safe cleaning solution**.

   - **Purpose**: Regularly clean the keyboard, screen, and vents to prevent dust buildup, which can cause overheating or clog the internal components.

   - **Frequency**: At least once a month, focusing on vents and fans where dust is most likely to accumulate.

8. **Environment Control**:

   - **Tools**: Ensure the workspace is well-ventilated and free from humidity, which could damage electronics.

   - **Purpose**: Helps maintain optimal operating temperatures and prolongs equipment lifespan.

9. **Proper Cable Management:**

   o **Tool**: Use **cable organizers** or **cord sleeves** to keep cables tidy and prevent accidental disconnections.

   o **Purpose**: Prevents strain on ports and keeps the workspace safe from tripping hazards.

10. **Access Control and Security**:

   o **Tool**: Set up strong passwords on her computer and critical files.

   o **Purpose**: Prevents unauthorized access to her equipment and data, especially if the devices are shared or in an open area.

Conclusion: With these solutions, Aunt Amina can maintain a healthier workspace, stay organized, and responsibly dispose of old equipment, creating a more efficient and comfortable work environment.

Item 4: Assisting with Online Birth Registration at QRSB

Introduction; My sister needs to register her child's birth online through QRSB. I'll guide her through the steps, including accessing the website, completing the form, and submitting it successfully.

1. **Connecting to the Internet**:

   - **Tool**: Check the Wi-Fi connection on her computer or phone, or connect to a wired network if available. Or use a phone to Hotspot the laptop.
     - Open the **Wi-Fi settings** on her device, select the correct network, and enter the password if needed.
     - **Verification**: Ensure the connection is active by checking the Wi-Fi symbol or testing by opening a website.

2. **Opening a Browser and Accessing the QRSB Website**:

   - **Tool**: Use a web browser like **Google Chrome, Mozilla Firefox**, or **Microsoft Edge**.
     - Open the browser, type **qrsb.gov.ug** (or the correct URL for the QRSB website) in the address bar, and press Enter.
     - This will bring her to the QRSB homepage, where she can find the birth registration section.

3. **Downloading the Birth Registration Form**:

     - On the QRSB website, locate the **"Birth Registration"** section.
     - Click on the form download link and select a location on her computer, such as **Documents** or **Desktop**, to save the form.
     - **File Naming**: Save the file with a clear name like **"Child_Birth_Registration_Form"** to make it easy to locate later.

4. **Filling Out the Form**:

   - **Options**:
     - If the form is a fillable PDF, open it in **Adobe Acrobat Reader** or a similar PDF editor and complete it on the computer.

- If it's a standard PDF or a printed form is needed, print it out to fill by hand.

5. **Scanning the Completed Form** (if filled out by hand):

   o **Tool**: Use a scanner or a mobile scanning app, such as **CamScanner**.
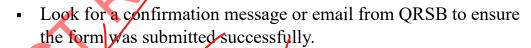
      - Place the completed form on the scanner, open the scanning app, and save the scanned form as a PDF file with a clear name, such as "**Completed_Child_Birth_Form.pdf**."

      - Ensure the document is saved in an easy-to-access folder, like **Documents** or **Desktop**.

6. **Locating and Uploading the Completed Form**:

      - Go back to the QRSB website, find the **Upload Section** in the birth registration area.

      - Click on the "Upload" button, then navigate to the folder where the completed form was saved.

      - Select the file (e.g., "Completed_Child_Birth_Form.pdf") and click **Open** to attach it.

7. **Submitting and Confirming the Upload**:

      - After uploading, click on the **Submit** button.

      - Look for a confirmation message or email from QRSB to ensure the form was submitted successfully.

Conclusion; By following these steps, my sister can complete the online birth registration with ease. This process helps her gain confidence in using digital forms and handling online submissions.

Item 5: Modifying and Sending a Budget Document via Email

Introduction; My friend's family needs to modify a budget document sent via email and send it back to relatives abroad. I'll guide him through accessing the internet, editing the document, and emailing it with attachments in Gmail.

1. **Connecting to the Internet**:

   o I'll check that the computer is connected to Wi-Fi or a wired internet connection to access Gmail.

   o **Verification**: Ensure the connection is stable by checking the Wi-Fi symbol on the taskbar or Ethernet connection on the network settings.

2. **Opening a Browser and Accessing Gmail**:

   o Use a browser like **Google Chrome, Mozilla Firefox**, or **Microsoft Edge**.

     ▪ Open the browser and type **gmail.com** in the address bar, then press Enter.

     ▪ If my friend is not signed in, I'll help him enter his Gmail username and password to access his email account.

3. **Accessing and Downloading the Document**:

     ▪ Once logged in, locate the email with the budget document attachment from his sisters.

     ▪ Click on the email to open it, then click on the attached **Word document** to download it to a known folder on his computer, such as "Downloads" or "Documents."

4. **Editing the Document in Microsoft Word**:

   o Open the downloaded document in **Microsoft Word**.

     ▪ Enable **Track Changes** in Word by going to the "Review" tab and selecting "Track Changes." This allows all modifications to be highlighted so that family members can easily see what was edited.

     ▪ Make the necessary changes to the budget document, such as adjusting amounts or adding notes.

- Save the edited document with a new name, like "**Updated_Budget**," to avoid overwriting the original file.

5. **Composing an Email and Attaching the Document**:

   o **Tool**: Gmail (accessed through a web browser).

   o **Steps to Compose**:

      - In Gmail, click on the **"Compose"** button in the top-left corner to start a new email.

      - In the "**To**" field, type the email addresses of his sisters.

      - Add a subject line, like "**Updated Budget Document**," to let them know what the email is about.

      - In the body of the email, include a short message explaining the changes made, such as, "**Hi, I've updated the budget as discussed**. **Please review and let me know if there are any further changes needed.**"

   o **Steps to Attach the Document**:

      - Click on the **"Attach files"** (paperclip icon) at the bottom of the Compose window.

      - Navigate to the folder where the updated document is saved, select the file (e.g., "**Updated_Budget.docx**"), and click **Open** to attach it.

      - Wait for the document to finish uploading to the email.

6. **Sending the Email**:

   o Once the document is attached and the message is complete, I'll review the email to ensure everything looks correct.

   o Click **Send** to send the email with the attached updated budget document to his sisters.

Conclusion; Following these steps, my friend can access, modify, and send the budget document using Gmail. This process ensures the family stays coordinated on their plans, even from a distance.

Item 1: Preparing for a School Assembly Presentation on Rules and Regulations

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited	Score
Provides a focused introduction	Produces a clear introduction explaining the task to prepare an assembly presentation.	01
Describes relevant ICT tools/software	- Identifies and describes 5+ tools (PowerPoint, Projector, Word, Printer, Handout Layout Options).	04
	- Identifies and describes 3-4 tools/software.	03
	- Identifies and describes 1-2 tools/software.	02
	- Identifies only 1 tool/software.	01
	- No response.	00
Explains the procedure for preparation and presentation	- Outlines a detailed, step-by-step approach, including PowerPoint slide creation, handout printing, Word formatting, and projector setup.	04
	- Describes 3-4 steps for creating and presenting information.	03
	- Lists 1-2 basic steps for PowerPoint or projector setup.	02
	- Provides only 1 minimal step.	01
	- No response.	00
Provides a relevant conclusion	Offers a solution on how tools will help communicate rules effectively during the assembly.	01
Format of presentation	Uses a formal presentation format (e.g., report structure).	01

Item 2: Addressing ICT Junk, Internet Abuse, and Health Issues at AB Trading Centre

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited	Score
Provides a focused introduction	Produces an introduction explaining the community's ICT challenges and the importance of addressing them.	01
Explains ICT junk/e-waste management	- Identifies and explains 5+ management methods (e.g., recycling centers, secure data wiping, donation).	04
	- Identifies and explains 3-4 management methods.	03
	- Identifies and explains 1-2 management methods.	02
	- Identifies only 1 management method.	01
	- No response.	00
Addresses internet abuse mitigation	- Explains 3+ mitigation strategies, providing examples (e.g., parental control tools, online awareness campaigns).	03
	- Explains 1-2 strategies without specific tools or examples.	02
	- Provides minimal or no relevant strategies.	01
Explains health safety practices	- Identifies 3-4 health safety practices (e.g., break reminder apps, ergonomic advice).	02
	- Identifies 1-2 health practices with limited detail.	01
	- No health-related safety practices mentioned.	00
Provides a relevant conclusion	Solution or recommendation on responsible ICT use and waste management in the community.	01

Item 3: Helping Aunt Amina with Health and ICT Equipment Management

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited	Score
Provides a focused introduction	Produces a focused introduction on the health and equipment management issues faced by Aunt Amina.	01
Explains health management practices	- Identifies and explains 5+ health practices (e.g., anti-glare screens, ergonomic chair, break reminder apps).	04
	- Identifies and explains 3-4 health practices.	03
	- Identifies and explains 1-2 health practices.	02
	- Identifies only 1 health practice.	01
	- No response.	00
Outlines ICT equipment maintenance practices	- Identifies and explains 4-5 equipment maintenance practices (e.g., use of UPS, antivirus software, cable management).	03
	- Identifies and explains 2-3 maintenance practices.	02
	- Identifies only 1 maintenance practice.	01
Provides a relevant conclusion	Solution/recommendation on managing health and ICT responsibilities in the office.	01
Format of presentation	Uses a formal presentation format.	01

Item 4: Assisting with Online Birth Registration at QRSB

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited	Score
Provides a focused introduction	Produces a focused introduction explaining the online birth registration process.	01
Describes step-by-step procedure	- Identifies and describes 6+ steps with tools (e.g., browser, scanner, PDF editor) for online registration.	04
	- Identifies and describes 4-5 steps for online registration.	03
	- Identifies and describes 2-3 steps.	02
	- Identifies only 1 step.	01
	- No response.	00
Maintains a logical flow	- Complete logical flow with steps leading from one to the next for smooth registration process.	02
	- Partial or incomplete logical flow.	01
Provides a relevant conclusion	Solution or recommendation on completing the online registration process.	01

Item 5: Modifying and Sending a Budget Document via Email

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited	Score
Provides a focused introduction	Produces a focused introduction explaining the task of modifying and sending a document via email.	01
Describes step-by-step procedure	- Identifies 6+ steps for accessing, modifying, and emailing the document (e.g., Word editing, Track Changes, email attachment).	04

	- Identifies and describes 4-5 steps.	03
	- Identifies and describes 2-3 steps.	02
	- Identifies only 1 step.	01
	- No response.	00
Maintains a logical flow	- Complete logical flow ensuring smooth completion of the task.	02
	- Partial/incomplete logical flow.	01
Provides a relevant conclusion	Solution or recommendation on successfully completing and sending the modified document.	01