**ICT journal**

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**ICT operations**

This section relates to the selection and appropriate use of ICT.

You must identify suitable software for the tasks and also make appropriate use of ICT to present information in an appropriate format.

You are also required to identify **one** hardware and **one** software problem**,** and state how you resolved these.

**Select and use software for a range of tasks**

|  |  |
| --- | --- |
| **List of software used** | **Purpose of software used** |
|  |  |
| Notepad ++ | Coding of the website |
| GitHub | Upload and share with team changes to site |
|  |  |

**Identify common hardware and software problems and can resolve simple problems**

|  |  |
| --- | --- |
| **Hardware problem** | **State how you resolved the problem** |

Computer running slow restarted computer

|  |  |
| --- | --- |
| **Software problem** | **State how you resolved the problem** |



Issues with displaying the website on chrome Checked online for updated software

|  |  |
| --- | --- |
| Scottish Qualifications Authority | 36 |
| HN Assessment Exemplar/H178 34/AEX001 V1.0 |  |
| Team Working in Computing | **May 2012** |

**Name:**

**Accessing information using ICT**

You are required to carry out searching for and locating information in different formats. You will apply complex search strategies and carry out evaluation of information found and the effectiveness of the search strategy.

**Define search topic and complex search strategy**

|  |  |  |
| --- | --- | --- |
| What topic are you searching for | Using Bootstrap CSS to create an image carousel |  |
| information on? |  |  |
|  |  |  |
| You are required to search in at least | **Source 1** |  |
| three locations. Provide details of the | Internet |  |
| sources, eg Internet, CD-ROM, intranet, own computer. | **Source 2** |  |
|  |  |
| Books |  |
|  | **Source 3**  Intranet |  |
|  |  |  |
| Provide an outline of the search | Use reputable sources specifically W3 Schools, search for courses on the topic. |  |
| strategy that you will use to search for |  |  |
| information. Include choice of sources, |  |  |
| keywords, order and logic. |  |  |
|  |  |  |
| How will you evaluate the information? | Check date of the site or book ensuring that the date printed is as recent as possible. |  |
| Identify the criteria used, eg how up-to- |  |  |
| date is the information, is the |  |  |
| information at a level you understand, |  |  |
| is it reliable, biased, relevant and in an |  |  |
| appropriate format? |  |  |
|  |  |  |
| How well did your search strategy meet | Found decent information for the topic in question with short guides. Search was quick and very effective |  |
| the criteria? Did it produce information |  |  |
| that matched the chosen criteria, was it |  |  |
| effective in terms of time and cost, did |  |  |
| it successfully filter out irrelevant |  |  |
| information? |  |  |
|  |  |  |

**Keeping information safe**

How will you ensure that your data is secure and well managed?(eg keeping own login and password secure, virus protection, backing up data, maintaining personal file area)

Provide details of how you ensured that your data was secure.

Provide details of how you maintained/organised your own personal file area.