ICT IN EVERYDAY LIFE - AN OVERVIEW

The topics covered in this worksheet serve as an introduction to this part of the syllabus and will be extended in future lessons.

TASK 1: COMPUTERS AT WORK

There are some situations where it is more appropriate to use a computer rather than a person to carry out tasks.

Write each task below under the correct heading in the table:
- adapt to the unexpected
- perform fast, accurate mathematical calculations
- apply judgement
- perform easily automated tasks
- have human emotion for dealing with customers
- be safer in dangerous situations
- perform repetitive tasks accurately
- use initiative

**COMPUTER SYSTEMS**

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<th>BENEFITS</th>
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TASK 2: COMPUTERS IN BUSINESS

Computers now play crucial roles in commerce and industry. Organisations use computerised systems to sell their products, track their customer base and process and store their sales records.

Use the words below to fill in the gaps in the text.
- **Banks**
- **Insurance companies**
- **Airline booking system**

Uses of computers in business include:
- Travellers can choose flights and pay for their tickets on-line using an ___________________________. **www.ba.com**
- Current accounts can be run totally from the internet. Balances can be looked at, deposits and payments made etc. This would be offered by ____________________________
- Insurance quotes can be given on-line from ____________________________

Claims processing is also more efficient.
There are many different ways in which computers are used within an educational environment. Uses include:

- Learning to use software
- Distance learning - students can learn from a teacher in another location
- Software can be used as a teaching aid
- Pupil details can be stored
- Timetables can be worked out
- Can be used to complete homework

Now think of 4 other ways in which computers are used in school:

1. 
2. 
3. 
4.

Teleworking is a way of working and using ICT to enable people to work away from the office.

Use the Internet to conduct some research. You can also read your text book to help you. Complete the spider diagrams over the page.
The term **information superhighway** is used to describe a situation where information would be available to anyone who had access to a PC linked to the internet. This would create an **information society** where there is unlimited access to information without having to leave home or work. Use the internet to complete the following questions

1. **What is ECOMMERCE?**

2. **As an advantage to customers, when can they shop?**

3. **Where do people have services available to them from by buying on-line?**

4. **Are there more or less products available to people buying on-line?**

5. **List 3 problems for the customer with buying on the internet?**
   a.
   b.
   c.

**DO IT ONLINE!**

Recent Government policy has been to enable the public to “Do it online”. What can you do online in terms of dealing with government bodies and public sector service suppliers? Using the link below explore the options available and create a list with explanatory notes on the services available.