


Blackpool District Cub Scouts
Information Technology Badge
Stage One

Dear Parent / Guardian,

Your Son / Daughter has shown an interest in completing Stage One of the Information Technology Badge – this being one of our new staged badges. An examiner will be testing your child on the below aspects of the badge onat.....our normal meeting place.


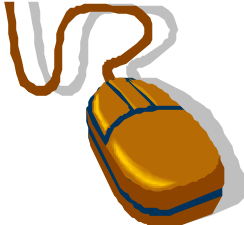
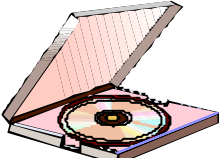


Please read through the following table taken from the badge book, there is also a set of instructions written underneath this about each part. Please let them try to complete each part themselves and if they have any problems help them as little as possible. They must produce the work mentioned and study is as they will be asked about it at the test!!

	<ol style="list-style-type: none">1. Show that they can switch on and close down a computer safely.2. Show that they know what the following are:<ul style="list-style-type: none">?? Monitor?? Mouse?? Printer?? CD-ROM?? Icon.3. Use a piece of software of their choice to show that they can produce a poster to show others what they do in Scouting. It should include both text and graphics.4. Use a piece of painting software of their choice to produce a simple picture.5. Show they can use a piece of software that requires the use of a CD-ROM.
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The following instructions are based on a computer using software of Microsoft Windows 95 or later up to and Inc...XP (professional and home)

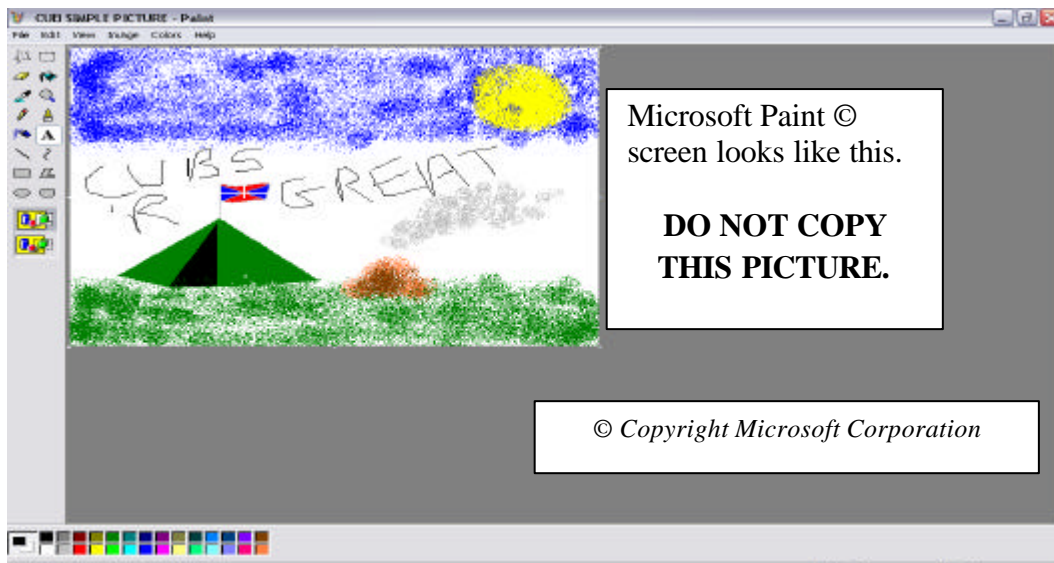
STARTING THE COMPUTER- (*Assuming the plug is in and computer is currently off*) Press the on/off button on the monitor / screen (*usually an orange light will show*), then using the on/off button on the computer unit press it in to start the machine, this will go through the log on sequence to come up to the operating system, (*if any password set to logon enter this*), now you should be in the computer able to use the programs on there.

IDENTIFY AND REMEMBER THE FOLLOWING –

 MONITOR	 MOUSE	 CD ROM	 PRINTER
		 ICONS	

CREATING A POSTER ABOUT BEAVERS – Use a letter writing software such as Microsoft Word or Lotus and then this way it has the tools such as word-art, clipart and the use of different sized fonts...think about what you do in Cub Scouts such as outings, games, crafts, camping etc... and insert pictures if you so wish, make it colourful and put the name and group you are with at the top using the fonts – **PRINT THIS OUT AND BRING ALONG TO THE TEST FOR THE EXAMINER TO LOOK AT**

CREATING A SIMPLE PICTURE – As most computers have a piece of software called Paint, I suggest you use this and can usually be found in the accessories menu by selecting the start button, hovering over accessories and select Paint this picture can just as easily be done through another package such as word and any of the lotus suite. – **PRINT THIS OUT AND BRING ALONG TO THE TEST FOR THE EXAMINER TO LOOK AT**



CD-ROM LOADING – Using any piece of software that requires a CD ROM selecting the program, running it and then closing the program down.

SHUTTING THE COMPUTER DOWN – Using the mouse press the Start Button, then select Shut Down, then from the Menu select shut down completely (*Words to that effect*)...Now if required (*with most computers you don't need to*), when it says "your computer is now safe to switch off" press the on/off, then switch off the monitor / screen using the button...

As I said before your child will be tested on all aspects of the above and assuming everything is correct and the print outs are brought along your child will pass this and receive a badge a couple of weeks later.

Should you have any questions don't hesitate to contact the Cub Leaders and they will be glad to help you out with any queries you have...

Thank You

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