

# Information and Communications Technology



**The worksheets in this chapter are based on the following areas:**

- information and communication technology,
- parts of a computer,
- plurals,
- the Internet,
- looking at Web pages, and
- using search engines.

**For help with the worksheets, you can:**

- call the NALA Freephone support line at 1800 20 20 65 on Monday to Friday between 10am and 4pm, or
- check out the Really Useful Guide to Words and Numbers Web site on [www.rug.ie](http://www.rug.ie)

# Reading: information and communications technology

## Information and communications technology in everyday life

Nowadays, technology is all around us. ICT is an abbreviation for Information and Communications technology. You use ICT everyday when you

- talk on the phone,
- use an Automatic Teller Machine (ATM) at the bank,
- text someone using your mobile phone,
- use your remote control to change TV channels,
- scan shopping at the supermarket.

All of these things are now done by using computers. Banks, supermarkets, hospitals and mobile phone companies all use computers. In your home, you can use computers to

- write documents such as letters and stories,
- print out your writing,
- find information using the Internet, and
- send emails to friends and family all over the world.

Everyone uses computers now and you can too. To find out more about computers, you can

- contact your local VEC Adult Learning Centre,
- call into your local library, or
- use the Internet to check out [www.rug.ie](http://www.rug.ie)

# Reading: ICT

See if you can answer the following questions:

1. What is ICT short for?

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2. Give three examples of ICT in everyday life.

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3. Give two examples of how you can use computers at home.

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4. How can you learn more about computers?

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5. Can you give one example of when you have used ICT in the last week?

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# Reading: parts of a computer

A personal computer, or PC, is made up of different parts. These parts are known as 'hardware'.

The main part of the computer is the box or tower – this is the 'brain' of the computer. This contains all the parts that tell the computer what to do. You can put it on a desk or on the floor under the desk. You can insert CDs and sometimes DVDs into a drawer at the front.



The monitor is the screen that you can see all the information on. You can see what you are working on and any changes that you are making. Modern monitors are very slim.

The keyboard is normally on the desk in front of the monitor. It has keys that you press to send information to the computer. It has the letters of the alphabet, numbers, punctuation marks and other special keys that give information to the computer.



The mouse is used for pointing and clicking. It sits on the desk and you place your hand on it to move it. It moves the pointer on the screen.

# Reading: parts of a computer

See if you can match the description to the name of the computer part and then match this to the correct picture.

The first one is done for you.

Allows you to type  
in text.

**The monitor**



Allows you to see  
movies and  
pictures and  
to read documents.

**The mouse**



The 'brains' of the  
computer – this  
is the part that does  
all the hard work.

**The keyboard**



Allows you to  
move things  
around the screen.

**The box or tower**



# Spelling: plurals

When you have more than one of something, you add an '-s' to the end of that word.

one computer \_\_\_\_\_ two computers

one document \_\_\_\_\_ four documents

**See if you can put these words into the correct sentence.  
Add the letter -s if there is more than one of the item.**

monitor    document    movie    keyboard    computer

1. Every computer has a box, a keyboard, a \_\_\_\_\_ and a mouse.
2. Learning centres normally have several \_\_\_\_\_ for students to use.
3. You can watch \_\_\_\_\_ on the monitor.
4. The letters of the alphabet are on the \_\_\_\_\_.
5. You can use computers to write \_\_\_\_\_.

# Spelling: plurals ending in -s, -ch, -sh or -x

Sometimes, you need to add 'es' to a word to make it plural.

**If the word ends with '-s', '-ch', '-sh', or '-x' then you add '-es'.**

For example,

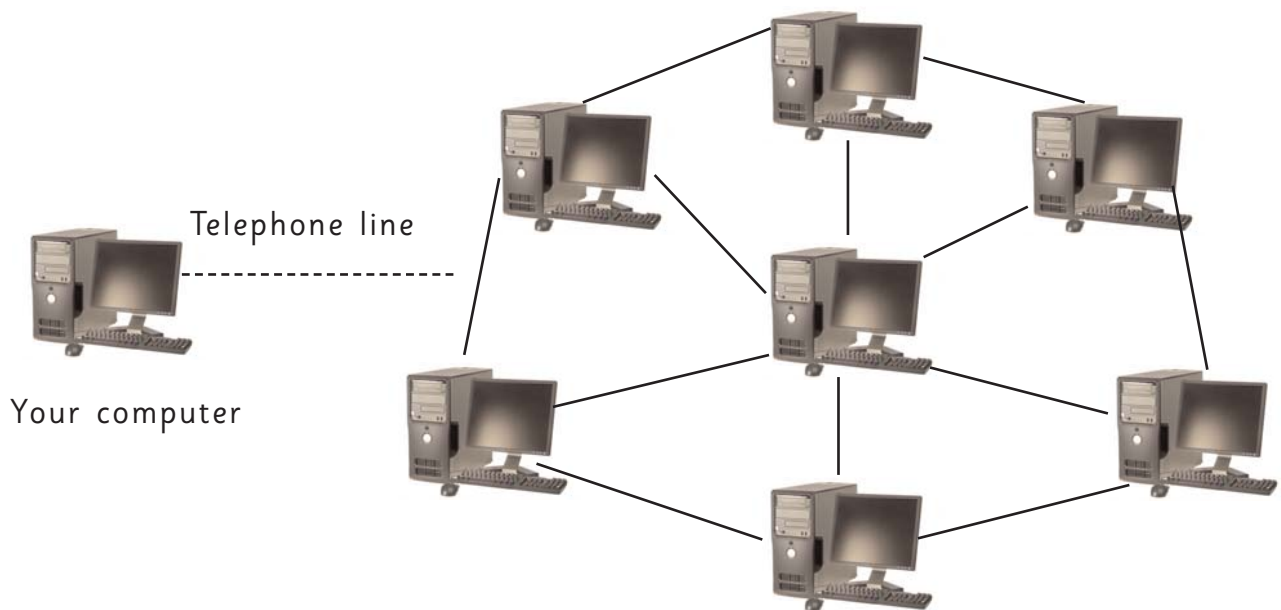
One bus	two buses
One church	seven churches
One flash	ten flashes
One fox	several foxes

**Add 's' or 'es' to each of these words to get their plural.**

1. lunch \_\_\_\_\_
2. fax \_\_\_\_\_
3. match \_\_\_\_\_
4. boss \_\_\_\_\_
5. dish \_\_\_\_\_
6. wax \_\_\_\_\_
7. brush \_\_\_\_\_
8. box \_\_\_\_\_
9. glass \_\_\_\_\_
10. watch \_\_\_\_\_

# Reading: the Internet

You hear a lot of people talking about the Internet, but what exactly is it? The Internet is made up of millions of computers connected together all over the world, in other words, a huge network of computers. By using a telephone line, you can connect your computer to this network and get information from other computers.



To get your computer connected to the Internet, you will need to call an Internet Service Provider (ISP), such as Eircom. They will send you a disc and explain what you need to do and how much it will cost. There are lots of ISPs in Ireland, but here are some of the more popular ones:

Eircom

NTL

East

Digiweb

Irish broadband

Chorus

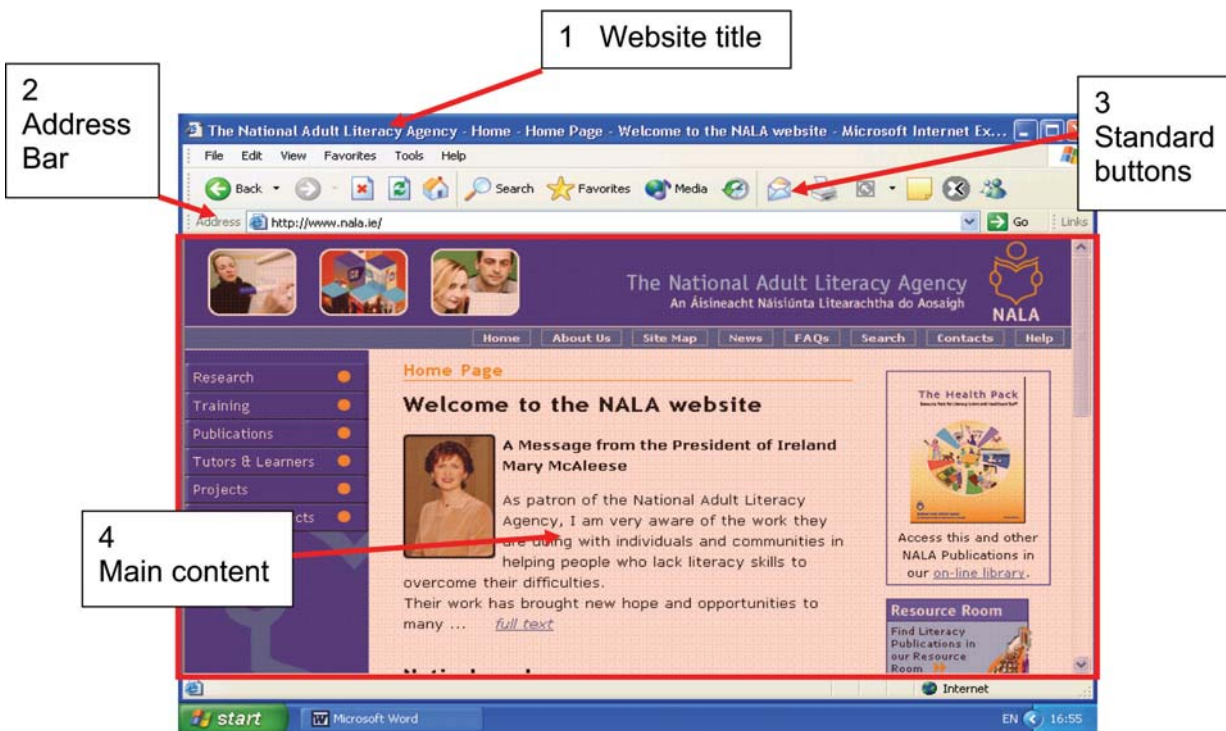
To find out about their services, just look them up in the phone book and give them a call.

# Reading: Web pages

Once you're connected to the Internet, you use a computer programme such as Microsoft Internet Explorer or Mozilla Firefox to look up information. These programmes are called 'browsers' because you can use them to browse or look around the Internet.

The Internet is also sometimes called the World Wide Web. They're not exactly the same, but they mean almost the same thing to everyone. To look at information on the 'Web', you look at 'Web sites' and 'Web pages'.

Here is an example of a Web page. You will find more information on the different parts on page 78.



# Reading: Web pages

Every Web site and Web page is slightly different, but there are some parts that are almost always the same.

1. This is a picture of the NALA **website** [www.nala.ie](http://www.nala.ie) The title of the site appears across the top of your browser.
2. The address bar shows you where exactly you are on the Internet. Most website addresses start with 'www.' which stands for World Wide Web. You can ignore the other text 'http://' before 'www' in most cases.

The letters at the end tell us which country the website is from. Most Irish websites have '.ie' after them, for example.

[www.nala.ie](http://www.nala.ie) , [www.rte.ie](http://www.rte.ie)

3. The Standard buttons allow you to move around the Web. The arrow buttons allow you to move backwards and forwards between Web pages. The Home button, which looks like a house, takes you to whatever home page you are using. Depending on which browser you are using, you may have different standard buttons.

**Parts 1, 2 and 3 are part of the browser, and so they never really change.**

4. The main content of every Web page is normally in the middle of the screen. This may contain text, graphics, moving pictures, cartoons or even video.

# Reading: Web pages

Put a tick ✓ beside each statement if you think it's true or false. The first one is done for you.

- |   | True                                | False                    |
|---|-------------------------------------|--------------------------|
| 1. The Internet is sometimes known as the World Wide Web.                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. There are only a couple of hundred computers connected to the Internet.                    | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3. Most Web site addresses begin with the letters 'www'.                                      | <input type="checkbox"/>            | <input type="checkbox"/> |
| 4. You can connect to the Internet by contacting the ESB.                                     | <input type="checkbox"/>            | <input type="checkbox"/> |
| 5. Connecting to the Internet from home is free.  | <input type="checkbox"/>            | <input type="checkbox"/> |
| 6. You need to use a browser to see the Internet.   | <input type="checkbox"/>            | <input type="checkbox"/> |
| 7. Microsoft Internet Explorer is an example of a browser.                                    | <input type="checkbox"/>            | <input type="checkbox"/> |
| 8. <a href="http://www.nala.ie">www.nala.ie</a> is an example of a Web site based in England. | <input type="checkbox"/>            | <input type="checkbox"/> |
| 9. The Address bar on a browser shows you the name of the Web site you're looking at.         | <input type="checkbox"/>            | <input type="checkbox"/> |

# Reading: search engines

The internet is huge – there are millions of Web pages connected together. So it can often be difficult to find the information you want. This is where ‘Search Engines’ become very useful.

A search engine is a Web site that allows you to search the Internet for the information you need. A very popular search engine is called ‘GOOGLE’ – [www.google.ie](http://www.google.ie). In fact, Google is such a popular search engine that the term, ‘to google’ has been put into the dictionary.

Other popular search engines are:

Yahoo [www.yahoo.com](http://www.yahoo.com)

Alta vista [www.altavista.com](http://www.altavista.com)

Lycos [www.lycos.com](http://www.lycos.com)

Ask [www.ask.com](http://www.ask.com)

You use search engines by typing keywords into a search box. The search engine will then list websites that contain that keyword. It is a bit like an index at the back of a reference book.



# Writing: using keywords

There are three good tricks to using search engines.

1. Use lots of keywords in your search. You can leave out small words like 'in' and unnecessary words like 'county'.
2. You can use inverted commas, which look like this – “”, around keywords so the search engine only looks for the pages that contain all of the words in the phrase.
3. On Google, you can decide to only search for pages in Ireland.

**See if you can write down the phrase you would use to search for the following information:**

1. The name of the first Taoiseach

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2. The height of the tallest mountain in Europe

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3. The names of hotels in Clonakilty

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4. The phone number for your local adult learning centre

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5. The final score in the 1995 All Ireland Football Championship

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# Wordsearch

The words in the box are all to do with computers. See if you can find the words in the word search. The first one is done for you.

TIP: The words go across, down and sideways.

document ✓	internet	information
monitor	keyboard	computer
network	mouse	

