

Name:

Class:

Choose a job that uses ICT.

Identify how it is used in the work environment.

The link below shows Jobs that use Computing and ICT

<https://www.bbc.co.uk/bitesize/tags/zhj692p/jobs-that-use-computing-and-ict/1>

What tasks are done using ICT?

How does ICT make their work more efficient? (*think about if they didn't use ICT how long would their job take, would errors occur, would it be boring to do*)

What skills do the users require to be able to do tasks using ICT? E.g. knowledge of Word Processing, Spreadsheets, Databases etc.

If ICT isn't used in the company, how are tasks completed? Could you identify how ICT could improve their work?