

Guide to delivery of Unit 3: ICT Solutions for Individuals and Society	
General Introduction to unit	
Investigate public service web sites	<ul style="list-style-type: none"> • navigating • searching • downloading
Impact of availability of information	<ul style="list-style-type: none"> • on individuals • on society • on methods of communication • on those who do not have access to ICT
Using search engines	<ul style="list-style-type: none"> • refining searches • comparing different search engines
Searching databases	<ul style="list-style-type: none"> • types of database • simple and complex searches • using report facilities
Using spreadsheet facilities	<ul style="list-style-type: none"> • setting cell formats • spreadsheet manipulation • cell referencing • formulae and functions
Developing spreadsheets to present results of data analysis	<ul style="list-style-type: none"> • presenting results • using macros • testing formulas • using macros • testing formulas
Present the results of an investigation	<ul style="list-style-type: none"> • combining information from different sources • checking accuracy and currency of information • acknowledging sources
Preparation of coursework for assessment	