JOHN OSBORN
EXEMPLAR

UNIT 1: ICT SKILLS FOR BUSINESS
TASK 2: Search for and store information from the internet.

ASSESSMENT CHECK LIST

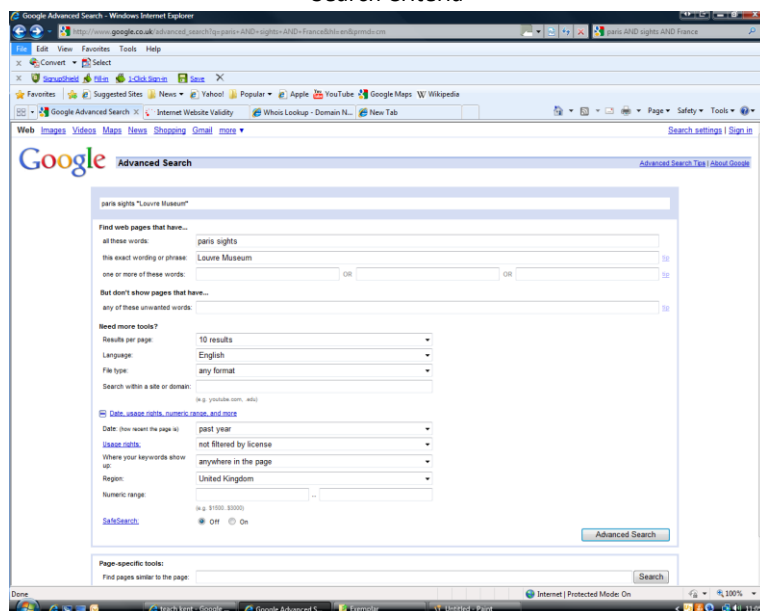| TASK	Student	Teacher
PASS: Carry out a basic internet search to find information for a specific purpose and show the pages that were found.	JO	
PASS: Store / Save the information you found on the internet.	JO	
MERIT: Carry out an internet search that uses effective combinations of keywords to locate information for a specific purpose and show the pages that were found.	JO	
MERIT: Describe how you could check the trustworthiness of the websites you found.	JO	
MERIT: Create some bookmarks/favourites for some useful websites.	JO	
MERIT: Describe some of the implications for business of copyright law when using information from the internet.	JO	
DISTINCTION: Carry out an internet search that uses effective keywords along with wildcards and advanced search criteria to locate information for a specific purpose and show the pages that were found.	JO	
DISTINCTION: Explain whether or not the websites you found are trustworthy and how you decided.	JO	
DISTINCTION: Arrange bookmarks that you have created into appropriate folders.	JO	

OVERALL GRADE FOR AO2   -   DISTINCTION

OCR National Level 2 (ICT)

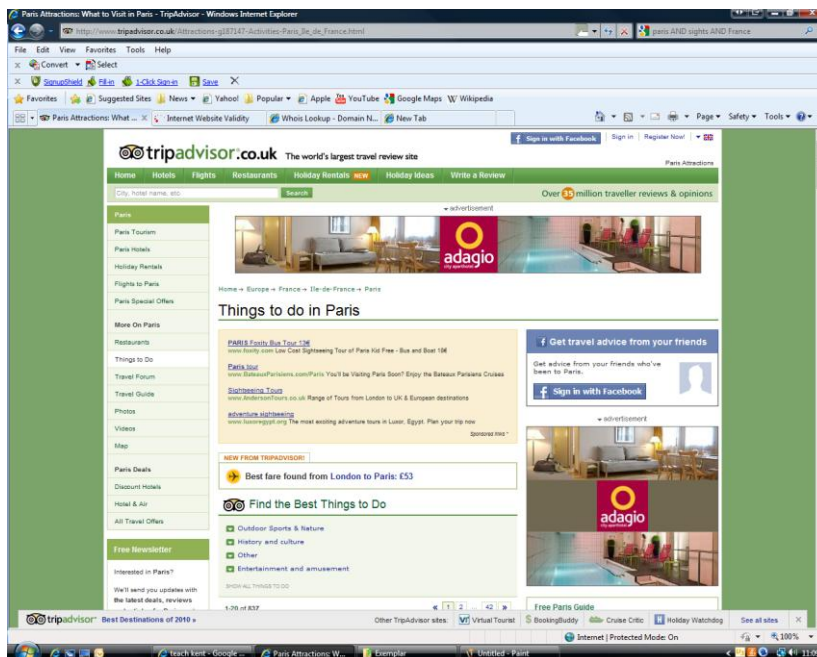1. **_Use a search engine effectively to find specific information on the internet_** **(P)**(M)(D)
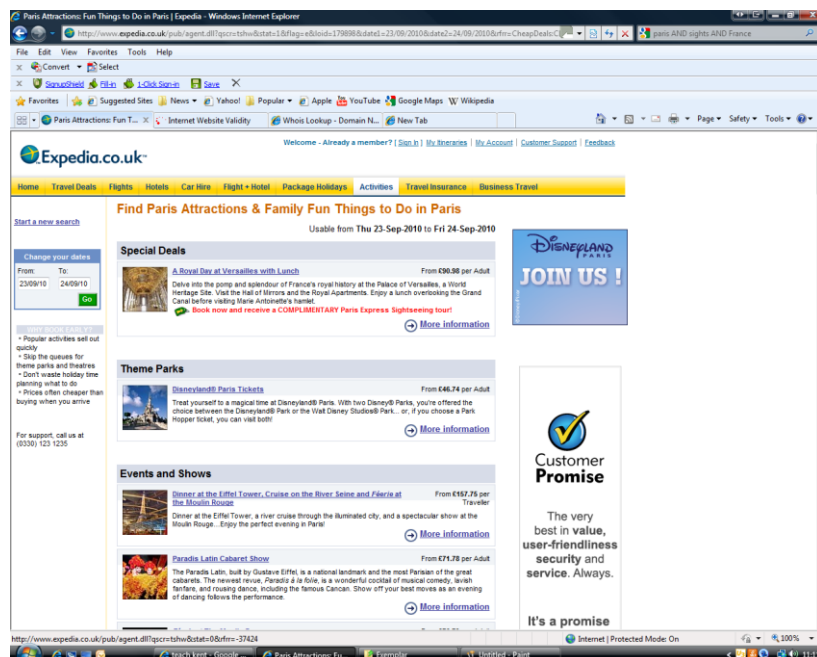
Search Criteria

Search Results

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Visited Site

Visited Site

Press *Ctrl + Home* to return to Assessment Check List

I used a Google Advanced search to find all websites containing the words Paris, Sights and the phrase "Louvre Museum". I also limited my search to UK based pages written in English that have been updated within the last year. et search

Addresses of Websites visited
http://www.tripadvisor.co.uk/Attractions-g187147-Activities-Paris_Ile_de_France.html

http://www.expedia.co.uk/pub/agent.dll?qscr=tshw&stat=1&flag=e&loid=179898&date1=23/09/2010&date2=24/09/2010&rfrr=CheapDeals:Cheap:Activities:Paris&nojs=1&mcicid=45193079

a. <u>*Trustworthiness of websites visited*</u>(M)(D)

I believe that both of the websites I have found are trustworthy. Both sites look professional and have Contact details as well as full information about the companies in their "About Us" pages. The sites both have valid domain names which I have checked using a "Whois" query and I have seen both websites advertised on National television.
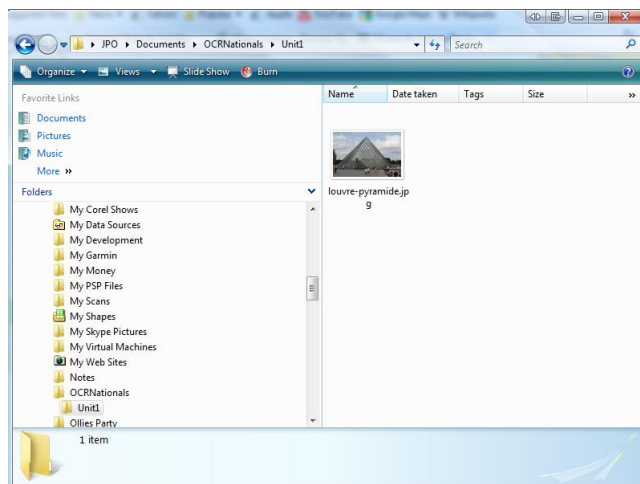u have visited

2. *__Show how you saved information / files from the website you visited.__*(P)

Information to be stored on website
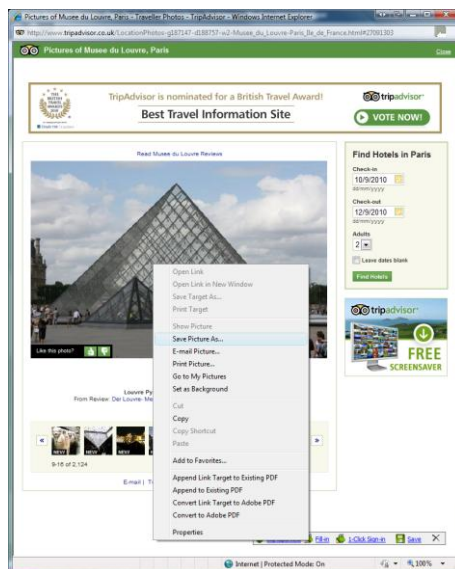
Saved information

To save a picture I found during my internet search I right clicked on it and selected "Save Target As.."I then browsed for a location to store it. (My Documents -> OCR Nationals->Unit1-> louvre-pyramide.jpg
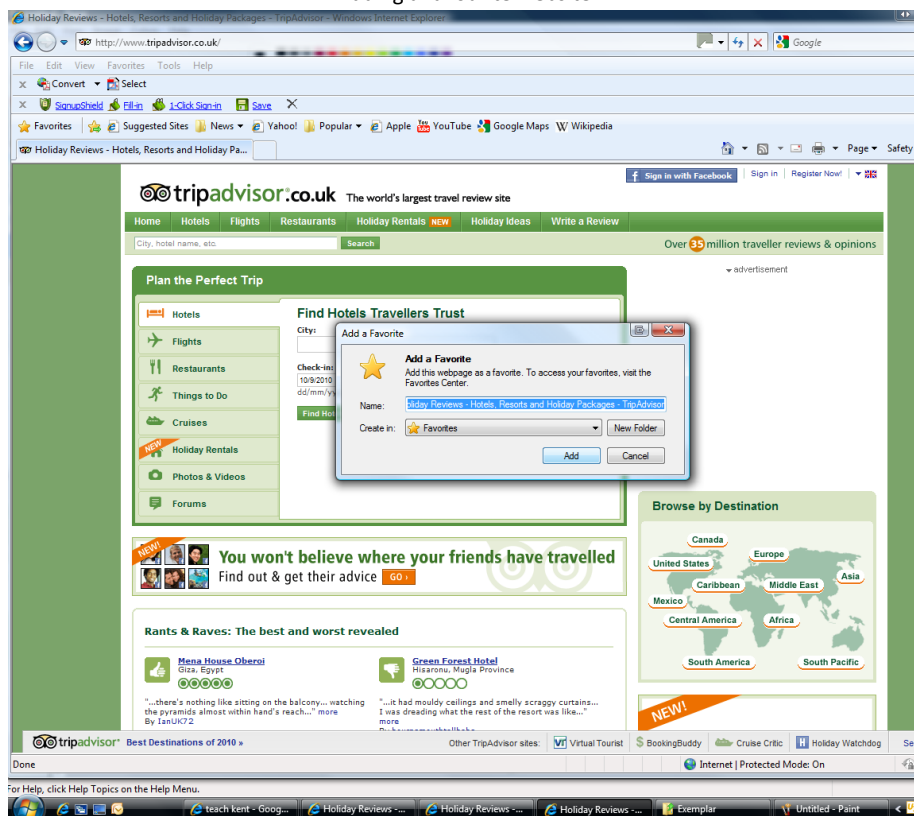
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3. <u>**Use and organise bookmarks / favourites**</u>

    a. <u>*Create a favourite website*</u> **(M)**

Adding a favourite website

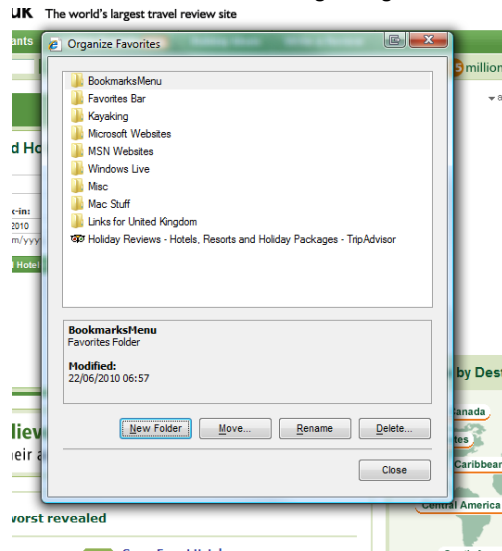

I browsed to the website I wanted to add to my favourites, clicked on Favourites -> Add Favourites.
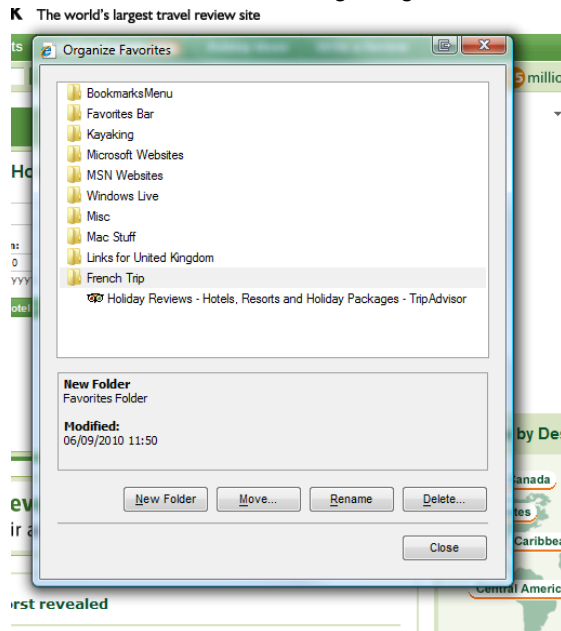
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b. *Organise favourites* **(D)**

Favourites before organising
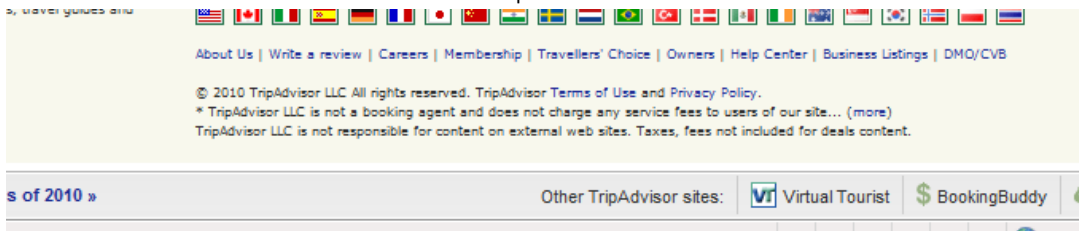
Favourites after organising

I created a new folder called French Trip and used Drag and drop to move the Trip Advisor website favourite into it. I will use this folder to store all useful websites related to the French Trip Project..

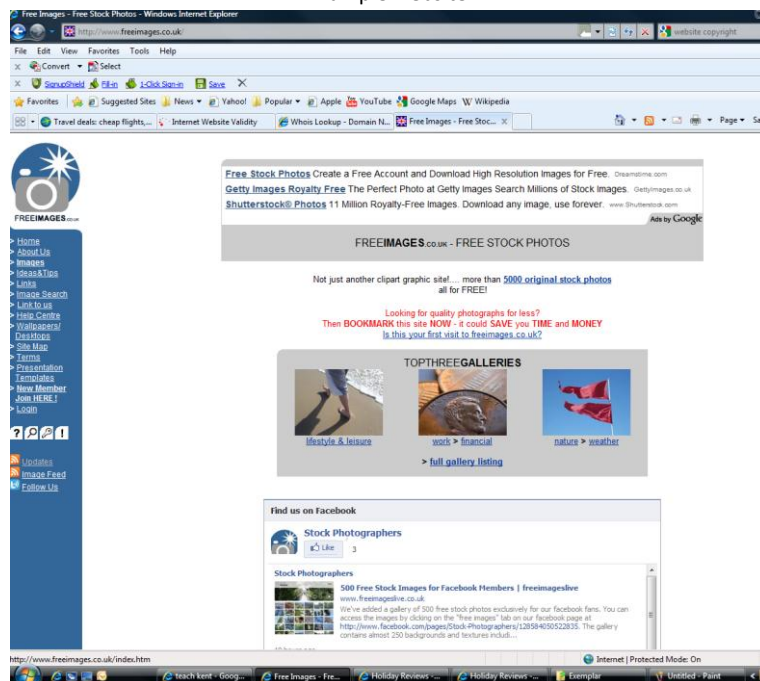Press *Ctrl + Home* to return to Assessment Check List

4. ***Implications of copyright law*** (M)

Example website

Example website

Many websites have copyright restrictions which may prevent you from copying or reproducing content such as text and pictures. Often a websites Home page will include a copyright notice such as the Trip Advisor site above. If you wish to use images or text from a site that is copyrighted then you must seek the permission of the owner. Some websites have royalty free content that which is allowed to be copied. E.g. www.freeimages.co.uk

Press *Ctrl + Home* to return to Assessment Check List