

GREENHILL ACADEMY SECONDARY
Term 2 Holiday ICT Package S5

INSTRUCTIONS

- ❖ Access the support files for item two via the link below
- ❖ Also access “**Software Notes**” through the link below and copy the notes in your ICT book.

<https://drive.google.com/drive/folders/1dYhXRgktrWWuX0LNYGYVfpD6C4mLf7Ws?usp=sharing>

OR

<https://surl.li/lnqghl>

OR

Scan the QR code below



- ❖ Submit your item 2 work to: emuwandi@greenhillacademy.ac.ug

Item one

This is an individual holiday project. Every learner must complete the work independently using the ICT tools assigned below. All work submitted must be the learner's own.

Assigned ICT Tools

Desktop Computer	Laptop	Tablet	Smartphone	Printer
Scanner	Projector	Webcam	CCTV Camera	Biometric Device
Barcode Scanner	POS Terminal	Interactive Whiteboard	Digital Camera	USB Flash Drive
External Hard Drive	Memory Card	Router	Network Switch	Access Point
Modem	Microsoft Word	Microsoft Excel	Microsoft PowerPoint	Microsoft Publisher
Microsoft Access	Outlook	Google Chrome	Google Drive	OneDrive
Microsoft Teams	Google Meet	WhatsApp	QuickBooks	Adobe Photoshop
Bitdefender Antivirus	VLC Media Player	Headphones	Speakers	

Tasks

- ❖ Define each ICT tool.
- ❖ State its purpose and where it is commonly used.
- ❖ Explain how it is installed, assembled or configured.
- ❖ Describe how it is managed and maintained.
- ❖ Identify at least five common faults for each tool.
- ❖ Explain the causes of each fault.
- ❖ Describe how each fault can be troubleshoot and resolved.
- ❖ Explain preventive maintenance practices for each tool.

ITEM 2

Meridian City Sports & Innovation Council is organizing the Global Games 2024 International Sports and Innovation Festival to bring together national delegations, sponsors, innovators and members of the public for a week of competition, exhibitions and cultural exchange.

Following consultations with participating national federations, corporate sponsors and former athletes, the organizing committee compiled information about exhibition pavilions, accreditation requirements, athlete and entrepreneur success stories, festival statistics and the programme for the opening day. This information has been saved in the support files together with photographs taken during previous editions of the Games.

The committee has also identified over 15 guests comprising federation officials, sponsor representatives, national delegation heads, media contacts, volunteer coordinators and former athletes who should each receive a personalized invitation letter. Their details have been saved electronically in a guest list, but no invitations have yet been produced.

Unfortunately, the committee members have limited skills in Microsoft Word and have requested your assistance in preparing the required documents.

Task

Using the support materials provided in this link “ <https://surl.li/lnqghl> ”, prepare the following documents for the organizing committee.