

**Y9 ICT – Tuesday 20 November 2007**

Lessons 6 & 7 in B38

**Lesson 6:** 9CB ICT

**Lesson 7:** year 9 non-Lengua students

You have been working on a User Guide for their video shop spreadsheet. You all are at various stages because of the varying numbers of lessons that you have.

Tasks for today – irrespective of which group you are in or when you come to the class:

This should have been completed last Friday. If not it must be to today.

- **Complete the user guide in Word:** basic questions to answer
  - What to do to create a membership
  - What to do when a member borrows a video
  - What to do when a member returns a video (maybe it is overdue)
  - What to do if a member wants a video that is currently with another member – when is it due back
  - How do I work out which videos should be returned today
  - How do I know which videos are overdue

**All students by the end the end of the day should have completed this. Save but DO NOT print it out.**

- Use Publisher to produce:
  - A membership card
  - A poster advertising the shop and membership offers
  - Gift vouchers offering 2, 3 or 5 free video rentals that members can buy to give as presents to non-members
- Use Powerpoint to produce a presentation that will run in the shop window:
  - Continuously looping
  - All slides have same background colour scheme etc
  - All slides move from one to another (transition) in the same way
  - NO SOUND EFFECTS
  - All animation on the slide should be timed – no mouse click will be possible to move presentation on
  - Minimum 4 slides:
    - Title slide with shop name etc
    - Membership deals and rental prices
    - Advertises for latest releases
    - Because holidays approaching special deals on children's films

A selection of all these are going to be printed and displayed in the room. House points to be awarded after as a group we have decided which user guide is most effective, which advertising campaigns are most informative..... So make sure that what you produce has all your concentration and imagination.