



Essential Digital Skills – Entry Level 3

File Types & Screenshot Task

PART A – FILE TYPES POSTER

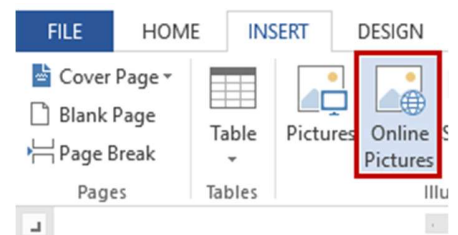
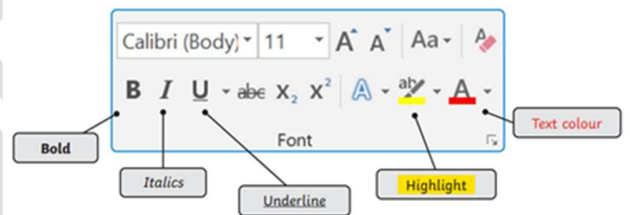
1. Instructions
2. Open Microsoft Word
3. Type your name
4. Press Enter twice
5. Type the title: File Types
6. Press Enter twice
7.  Copy and Paste Text:
8.  Format your work:

Make title big, bold, centre
Change text colours
Make list clear

9.  Insert an image:

(Insert → Pictures → Online Pictures → search file types → insert → centre align)

10. Turn into a poster:(Add page border and page colour)
11. Save this as Your Name_File Types



✓ MODEL ANSWER – PART A

- ✓ Title is big, bold and centred
- ✓ Text is complete
- ✓ List is clear
- ✓ Image is inserted and centred
- ✓ Page has border and colour

Copy and Paste Text:

We use different file types on our smartphones every day.
Files help us store and share information.

Common file types include photos, music, videos, and documents.
These files can be different sizes and formats.

Examples:

jpg – image file


mp3 – music file

mp4 – video file



docx – Word document

PART B – SMARTPHONE SCREENSHOT

Instructions

1. Open Word
2. Type the title: Smartphone Search
3. Press Enter twice
4. Open Google → search smartphones UK
5. Choose a phone
6.  Take a screenshot:

(Windows + Shift + S → select screen showing phone and price)

7.  Paste into Word: (Ctrl + V) and  Add information on the document.
8. Type: Phone name: _____
9. Type: Price: £ _____
10. Save this as Your Name_SmartPhone Screenshot

MODEL ANSWER – PART B

- ✓ Title is clear and centred
- ✓ Screenshot shows phone and price
- ✓ Information added correctly

Task

You will use the internet to find information about different file types.
You are NOT using Microsoft Word for this task.

Step 1 – Open the Internet

(Open Google)



(Fill in the table using the information you find online, the first one I have done.)

File Type	Example	What is it used for?	Device
JPG	Photo	Pictures / images	Smartphone
MP3			
MP4			
DOCX			

Step 2 – Complete the Table

Model Answer

File Type	Example	What is it used for?	Device
MP3	Song	Music / audio	Phone / computer
MP4	Video	Watching videos	Phone / laptop
DOCX	Document	Writing text	Computer
PDF	File	Reading documents	Phone / computer

Checklist

- ✓ I searched online
- ✓ I completed the table
- ✓ I understand different file types