

HOLIDAY WORK
INFORMATION AND COMMUNICATION TECHNOLOGY

- *ATTEMPT ALL ITEMS.*

ITEM1

A journalist from Jinja is working on a story that requires video footage and photos, which she saved on an external hard drive. However, her editor needs these files quickly, and she cannot physically bring the drive to the editor's location.

Task

Suggest ways the journalist can send these files to the editor without using the external hard drive directly, and explain the steps involved.

ITEM 2

During a school assembly, the head teacher announces the creation of a new computer lab. You are tasked with ensuring that everyone understands the safety precautions necessary when using these devices.

Task.

Describe the common ICT tools that will be in the lab, their uses, and the essential safety precautions that should be followed to prevent accidents and ensure proper use.