# ICT FOUNDATION PROGRAMME — RESOURCE PACK 1–10

## Stage 4, part 1 · Printables, starter folders and teacher keys

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## 0. What this is

Everything Lessons 1–10 refer to but do not contain: the passage to type, the device cards, the two fictional laptop advertisements, the starter folders, the worksheets and the answer keys.

| ITEM | DETAIL |
|---|---|
| Stage | **4 of 5 (part 1)** — student workbook and assessment resources |
| Covers | Lessons **1–10**, Term 1 Weeks 1–5 |
| Format | A4 PDFs for print; `.zip` starter folders; real `.odt` / `.docx` / `.ods` / `.xlsx` files |
| Generated by | `node build/make-ict-resources.js` |
| Tools used | Headless Chrome for PDFs, **LibreOffice 26.2** for Office files, `tar` for zips |
| Network | None. Nothing is downloaded |

**Download the whole pack:** ict-resources-01-10.zip (1.2 MB)

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## 1. How to use it

1. Extract the zip to a **teaching folder**, never into a student folder.
2. Print the sheets marked **Print: yes** in §3.
3. Copy the starter folders into each student's `03_Resources` folder — or give students the zip and let them extract it, which is itself a Lesson 8 skill.
4. Keep every file marked **Teacher key** out of the student folder. They are answer sheets, not handouts.
5. Do not edit the PDFs; edit the generator or the source document and rebuild.

**File names in the pack are already correct.** If you rename a file for your own convenience, rename it back before the lesson: Lesson 7 teaches a convention, and a teacher who ignores it undermines the lesson.

## 2. What is deliberately not included

| OMITTED | WHY | WHAT TO DO INSTEAD |
|---|---|---|
| An `.exe` file | Distributing executables for a lesson is a security risk | Use the `.exe` card in filetype-cards.pdf; show any trusted installer already on the machine and do not run it |
| `.mp3` and `.mp4` samples | Real media files add megabytes and no learning | Discuss the two cards; or open a music file already on the laptop with permission |
| A pre-built `.odb` database | LibreOffice Base's embedded engine is fragile to generate headlessly; students build the table themselves in M5 | Use the CSV and design sheet; build the database live in the lesson |
| Screenshots of LibreOffice menus | They date badly and teach icon positions, not paths | The lesson plans give menu paths; the diagrams show structure |

## 3. Contents by lesson

### Lesson 1 — Start here

| FILE | USE | PRINT |
|---|---|---|
| diagnostic-passage.pdf | Passage to type, one per student | Yes |
| diagnostic-passage.txt | Same passage, for copying to student machines | No |
| diagnostic-checklist.pdf | Teacher record, one per student | Yes |
| folder-card.pdf | Two cards per sheet; cut | Yes |
| folder-tree.pdf | Reference or display | Optional |
| folder-tree.svg | Editable diagram | No |

### Lesson 2 — What a computer is for

| FILE | USE | PRINT |
|---|---|---|
| laptop-diagram-blank.pdf | Worksheet, one per student | Yes |
| laptop-diagram-model.pdf | **Teacher key** | No |

| FILE | USE | PRINT |
|---|---|---|
| device-cards.pdf | Ten cards, cut one set per table | Yes |
| device-cards-key.pdf | **Teacher key** — classifications, not printed on the cards | No |

### Lesson 3 — Input, output and storage

| FILE | USE | PRINT |
|---|---|---|
| scenario-cards.pdf | Three scenarios, cut | Yes |
| storage-comparison.pdf | Worksheet | Yes |

### Lesson 4 — Inside the box

| FILE | USE | PRINT |
|---|---|---|
| advert-a.pdf | Fictional laptop advertisement | Yes |
| advert-b.pdf | Fictional laptop advertisement | Yes |
| spec-comparison.pdf | Worksheet | Yes |
| spec-model.pdf | **Teacher key** | No |

### Lesson 5 — Software and file types

| FILE | USE | PRINT |
|---|---|---|
| filetype-cards.pdf | Ten extension cards, cut | Yes |
| filetypes.zip | Eight sample files to open, plus readme | No |
| extension-model.pdf | **Teacher key** | No |

### Lesson 6 — Safe lab, first-line faults

| FILE | USE | PRINT |
|---|---|---|
| fault-cards.pdf | Three fault scenarios, cut | Yes |
| fault-log-template.pdf | Worksheet | Yes |
| lab-rules-poster.pdf | Display for the wall | Yes |

### Lesson 7 — Folders and names

| FILE | USE | PRINT |
|---|---|---|
| folder-convention.pdf | Rule sheet, one per student | Yes |
| badnames.zip | Five badly named files, including a folder with a space | No |

### Lesson 8 — Moving, copying, renaming

| FILE | USE | PRINT |
|---|---|---|
| operations.zip | Six starter files | No |
| file-audit-sheet.pdf | Worksheet | Yes |
| operations-model.pdf | **Teacher key** | No |

### Lesson 9 — Storage, backup, recovery

| FILE | USE | PRINT |
|---|---|---|
| backup-scenarios.pdf | Three scenarios, cut | Yes |
| backup-plan-template.pdf | Worksheet | Yes |
| storage-model.pdf | **Teacher key** | No |

### Lesson 10 — Finding things again

| FILE | USE | PRINT |
|---|---|---|
| hidden-files.zip | Five files with deliberately unhelpful names and different dates | No |
| retrieval-log.pdf | Worksheet | Yes |
| retrieval-model.pdf | **Teacher key** | No |

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## 4. Starter folders in detail

| PACK | CONTENTS | TEACHING POINT |
|---|---|---|
| `filetypes.zip` | `.odt`, `.docx`, `.ods`, `.xlsx`, `.pdf`, `.jpg`, `.zip`, `.txt` | The extension predicts the program; renaming is not converting |
| `badnames.zip` | `My Report final FINAL.docx`, `photo 1.jpg`, `untitled.odt`, `work (2).ods`, `new folder/file.txt` | Spaces, brackets, missing versions |
| `operations.zip` | `a.txt` to `e.txt`, plus `e-old.txt` | Copy, move, overwrite and version confusion |
| `hidden-files.zip` | `Week01/doc1.odt`, `final.pdf`, `Images/new.jpg`, `untitled.txt`, `03_Resources/backup.zip` | Sorting by date; dates are preserved in the zip |

**Dates are real.** `hidden-files.zip` stores modification times between 20 October and 28 November 2026, so sorting by date actually works. If the zip is re-created with a tool that stamps every file with today's date, the lesson loses its method — regenerate with the build script, not by re-zipping by hand.

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## 5. Rebuilding

```
node build/make-ict-resources.js
```

The script wipes `webapp/resources/ict/` and regenerates every PDF, Office file and zip. It requires Chrome or Edge, and LibreOffice for the Office formats. If LibreOffice is missing, the script still produces the PDFs and zips but not the `.odt` / `.docx` / `.ods` / `.xlsx` samples; check the output before printing.

**LibreOffice version.** Generated and tested on **26.2.6.3**. Files open in 7.x and later; no macro or database engine is used.

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## 6. What is not yet covered

This is the pack for **Lessons 1–10 only**. Lessons 11–20 need the unformatted report, house style sheet, proofing passage, sales dataset and budget template. Lessons 21–60 need the database dataset, presentation assets, cached web pack, HTML starter and capstone brief. Those are Stage 4, parts 2–4, and they will reuse this structure.

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