Grade 10 Computer Application Technology

Term 4 Examination Scope

Theory Section

Software

- Types of software: system software and application software
- Operating systems: features and functions
- Introduction to utility programs
- Software installation and updates

Networks and Internet

- Basic concepts: LAN, WAN, Internet, intranet

Term 3

PAN, HAN, MODEM, SWITCH, ROUTER, COMMUNICATION CHANNEL/MEDIA, OBTAINING INTERNET ACCESS

- Video by M. Hains (Networks Part 3 - PAN and HAN)
- Video by M. Hains (Networks Part 4 - Internet Access)
- Video by M. Hains (Networks Part 5 - Network Connections)
- Network hardware: routers, switches, modems
- Internet safety and security: viruses, malware, phishing
- Safe and responsible use of the internet

Social Implications

Term 4

IMPACT ON SOCIETY, COMPUTER CRIME (INFORMATION THEFT, DATA THEFT, IDENTITY THEFT)

- Mindset - Impact of ICT'S
- Mindset - Impact of Computers in Homes, Offices
- Mindset Video - Protecting your Computer
- Ethical use of computers and the internet
- Digital citizenship
- Impact of ICT on society

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Practical Section

Spreadsheets

- Creating and formatting spreadsheets
- Basic formulas and functions (SUM, AVERAGE, etc.)
- Creating and formatting charts and graphs
- Sorting and filtering data

Chapter 9 - Spreadsheets: Introduction

CORE CONCEPTS, USES, WORKSPACE, CELL REFERENCING, RANGES, CALCULATIONS USING OPERATORS, DATA TYPES, VALUES AND CELL REFERENCE, FORMULA AND FUNCTIONS (SUM, AVERAGE, COUNT, MIN, MAX), ERRORS

- **(Term 2)** Data Files
  - Video by M. Hains (Introduction to Excel)
  - Video by Mindset (Basics of Excel)
  - Video by M. Hains (Excel Lesson 1)

Chapter 10 - Spreadsheets: Formatting, editing & file options

FORMAT CELLS/ROWS (BORDERS AND SHADING, ALIGNMENT, WRAPPING AND MERGING, ORIENTATION, AUTO FILL, DATA TYPES) PAGE LAYOUT, ILLUSTRATIONS, PRINTING

- **(Term 2)** Data Files
  - Video by M. Hains (Excel Text Alignment - Lesson 2)
  - Video by M. Hains (Excel Data Types - Lesson 3)
  - Video by M. Hains (Excel Merge Options - Lesson 4)
  - Video by M. Hains (Excel Cell Names - Lesson 5)
  - Video by M. Hains (Excel Formatting - Lesson 6)
  - Video by Mindset (Autofill)
  - Video by Mindset (Conditional Formatting)

Chapter 11 - Spreadsheets: Introduction to functions

TODAY, RANDBETWEEN, MODE, MEDIAN, ERROR INDICATORS

- **(Term 3)** Data Files

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- Video by Mr Njamela (Excel Functions)
- Video by Mr Njamela (Excel Functions Part 2)
- Video by Mindset (Using Excel Functions)
- Video by Mindset (Error indicators)
- Video by Mindset (Correcting Error indicators)
- Video by Mindset (Troubleshoot Errors)
- Video by Matthew Hains (Excel Errors - Lesson 7)

Chapter 12 - Spreadsheets: Advanced functions

MORE FUNCTIONS, COUNTIF, AND OPERATORS, ROUND, SORT,

- **(Term 3)** Data Files
  - Video by M. Hains (Rounding with Cell formatting Lesson 8)
  - Video by Mindset (Rounding numbers)
  - Video by M. Hains (Sorting - Lesson 9)
  - Video by M. Hains (Excel Various)
  - Count Functions by Mr Long
  - Round Functions by Mr Long

Chapter 13 - Spreadsheets: Workbooks and worksheets

SHEETS (RENAME, TAB COLOUR, HIDE, HEADER AND FOOTER, PRINTING)

- **(TERM 3)** Data Files
  - Video by M. Hains (Sheets - Lesson 10)

Chapter 14 - Spreadsheets: Graphs

CHARTS TYPES (PIE, LINE, COLUMN, BAR), PURPOSE, CREATE, EDIT, INTERPRET INFO, INTEGRATION, SOLVING PROBLEMS

- **(Term 4)** Data Files
  - Video by Mr Njamela
  - Video by Mindset (Charts Part 1)
  - Video by Mindset (Charts Part 2)
  - Video by Mindset (Charts Part 3)
  - Video by Mindset (Charts Part 4)
  - Video by Mindset (Charts Part 5)

Presentations

- Creating, editing, and formatting slides
- Inserting multimedia elements (images, videos, audio)
- Applying transitions and animations

Chapter 15 - Presentations

USES, DESIGN, LAYOUT, FORMATTING, PARAGRAPHS, EDITING, PROOFING, PAGE SETUP, MANAGING SLIDES, VIEW OPTIONS, INSET IMAGES, TABLES, ANIMATIONS, INTEGRATION, SLIDE SHOW

- Data Files
  - Mindset - What Presentations are used for
  - Mindset - Basic Skills
  - Mindset - Getting to know your Workspace
  - Mindset - Working with Text
  - Mindset - Formatting parts of Presentations
  - Mindset - Improving a Presentation
  - Mindset - Ways to view Presentations
  - Mindset - Inserting Illustrations and Tables
  - Mindset - Setting up and starting a slide show
  - Mindset - Linking other Applications

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