

PAPERS A & B

GENERAL SKILLS

WORD PROCESSING

GRAPHICS & MULTIMEDIA

INTERNET & EMAIL

SPREADSHEETS & DATABASES

PROGRAMMING & SCRIPTING

AREAS:

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| <ul style="list-style-type: none"> • Digital Systems, including hardware and software • Peripheral Devices • Basic Terminology | <ul style="list-style-type: none"> • Basic Operations • Simple Formatting | <ul style="list-style-type: none"> • Basic Operations • Simple Presentations • Common Multimedia | <ul style="list-style-type: none"> • Basic Web Concepts • Email Fundamentals • Social Media • Cyber Safety • Online Collaborative Platforms | <ul style="list-style-type: none"> • Basic Operations • Spreadsheet Fundamentals | <ul style="list-style-type: none"> • Basic Block-based Coding |
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QUESTIONS MAY REQUIRE THE STUDENT TO:

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| <ul style="list-style-type: none"> • Identify components of digital systems • Distinguish what is software/ hardware • Identify/recognise components of the menu bars, etc. • Identify and use basic terminology • Justify decisions about the purpose of back-up • Recognise the use of apps on mobile devices | <ul style="list-style-type: none"> • Create a new document: enter text, delete, save, save as • Use basic edit features such as: cut, copy, paste • Identify features such as: tool bar, menus, icons, cursor • Apply basic formatting including: font, font size, font style, colour, align text • Use dictionary including spell check • Operate print, print preview | <ul style="list-style-type: none"> • Manipulate graphics: resize, rotate, flip, order, colour • Identify function/s of drawing tools • Recognise and use components of multimedia • Recognise icons: audio, video • Create simple PowerPoint/ other slideshows | <ul style="list-style-type: none"> • Send, receive and reply to email • Identify components of a web browser • Use bookmark/favourites • Apply simple search terms and conventions • Locate web address • Recognise hyperlinks • Make decisions about the implications of digital footprint | <ul style="list-style-type: none"> • Recognise structure and purpose • Recognise the active cell • Interpret simple spreadsheets and data • Present data in the required format • Conduct a search in a simple database | <ul style="list-style-type: none"> • Recognise sequence in basic block-based coding |
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PAPERS C & D

GENERAL SKILLS

WORD PROCESSING

GRAPHICS & MULTIMEDIA

INTERNET & EMAIL

SPREADSHEETS & DATABASES

PROGRAMMING & SCRIPTING

AREAS:

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|--|---|--|---|--|--|
| <ul style="list-style-type: none"> Digital Systems, including hardware and software Common Terminology Peripheral Devices | <ul style="list-style-type: none"> Common Operations Formatting Tables | <ul style="list-style-type: none"> Common Operations Presentations with Effects Common Multimedia | <ul style="list-style-type: none"> Web Concepts Internet Use Email Fundamentals Social Media Cyber Safety Online Collaborative Spaces | <ul style="list-style-type: none"> Common Operations Database Fundamentals | <ul style="list-style-type: none"> Block-based Coding Simple Algorithm |
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QUESTIONS MAY REQUIRE THE STUDENT TO:

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| <ul style="list-style-type: none"> Recognise components of digital systems Recognise and identify basic network concepts Recognise and explain the purpose of hardware peripherals Define and implement basic file management conventions: naming, version control Explain terminology including, Wi-Fi, Bluetooth Explain the purpose of mobile devices as digital peripherals and systems | <ul style="list-style-type: none"> Use Find and Replace Justify text Import and paste images Create and format simple tables Use toolbars Use thesaurus | <ul style="list-style-type: none"> Create more complex presentations incorporating: animation, audio files, video, colour, time delay Edit audio, video Manipulate graphics: crop Explore and identify the use of gradients, patterns, custom colours Manipulate tools: size of paint brush | <ul style="list-style-type: none"> Use forward and cc functions in emails Know how to add attachments to email Recognise components of web addresses Use search engines; assess search results; download information. Identify and use conventions of web design Use online platforms Make responsible and ethical decisions in the use of online data and information | <ul style="list-style-type: none"> Make simple calculations Modify and manage data: insert/delete rows/columns; sort Identify and use formatting tools to manage and maintain data: font; colour; number; text; etc. Recognise a change to one cell impacts on another Create and present graphs and charts Apply appropriate search terms for database searches Distinguish between spreadsheets and databases | <ul style="list-style-type: none"> Recognise simple algorithms Recognise sequence and loops in pseudocode |
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PAPERS E & F

GENERAL SKILLS

WORD PROCESSING

GRAPHICS & MULTIMEDIA

INTERNET & EMAIL

SPREADSHEETS & DATABASES

PROGRAMMING & SCRIPTING

AREAS:

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|---|---|--|--|--|--|
| <ul style="list-style-type: none"> Information Systems including hardware and software Basic Operating Systems Maintenance | <ul style="list-style-type: none"> Advanced Operations Formatting Tables | <ul style="list-style-type: none"> Advanced Operations Presentations with Effects Integrated Multimedia Data Visualisation | <ul style="list-style-type: none"> Web Design Internet Concepts Advanced Email Social Media Cyber safety Online Collaborative Projects | <ul style="list-style-type: none"> Common Operations Database Concepts | <ul style="list-style-type: none"> Basic Programming Principles Basic Programming Concepts |
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QUESTIONS MAY REQUIRE THE STUDENT TO:

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| <ul style="list-style-type: none"> Recognise/interpret/identify operating systems performance indicators: disk space; alert boxes; warnings; viruses; memory; CPU Recognise procedures to cable/unplug correctly Identify the use of flash drives; memory cards Identify purpose and process for upgrade installation Investigate and use a variety of storage devices, including cloud storage | <ul style="list-style-type: none"> Create and format more complex tables Use tabs, line spacing Create and use hyperlinks Use concept mapping and brainstorming software | <ul style="list-style-type: none"> Insert links into presentations Investigate and use online presentations Select and use image capturing devices/formats: digital cameras, screenshots Interpret visual representation of data | <ul style="list-style-type: none"> Append and edit signature related to email Recognise spam/security threats Append and send hyperlinks Apply understanding about Internet structure: delays in sending/receiving; can't find page message; etc. Create and use basic website Use HTML editor Recognise file formats Manage and maintain collaborative spaces Make responsible and ethical decisions in the use of online data and information | <ul style="list-style-type: none"> Investigate formulas Conduct complex sorts Format dates; numbers Apply filters Recognise purpose of different views of databases | <ul style="list-style-type: none"> Recognise sequence and loops in pseudocode Recognise simple algorithms Conduct desk checking using test data |
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PAPERS G & H

GENERAL SKILLS

WORD PROCESSING

GRAPHICS & MULTIMEDIA

INTERNET & EMAIL

SPREADSHEETS & DATABASES

PROGRAMMING & SCRIPTING

AREAS:

- Information Systems including hardware, software and data
- Cloud Computing
- Data Representation e.g. Binary
- Operating Systems
- Maintenance of IT Systems

- Advanced Operations
- Advanced Formatting
- Tables

- Advanced Operations
- Advanced Presentations
- Integrated Multimedia
- Data visualisation

- Web Design
- Internet Concepts
- Advanced Email
- Social Media
- Cyber Safety
- Online Collaborative Projects

- Advanced Operations
- Database Concepts

- Programming Principles
- Programming Concepts

QUESTIONS MAY REQUIRE THE STUDENT TO:

- Identify and define connectivity: Wireless; Bluetooth; broadband; dial up
- Investigate and define the use of Cloud Computing
- Apply conventions related to ethical use of data and information

- Recognise and use outlines, style sheets
- Insert images into tables
- Apply animation to text
- Use track changes
- Use insert references
- Use project planning software

- Recognise image/audio file formats
- Use online presentations
- Demonstrate aesthetic judgement in use of tools for image creation and manipulation
- Interpret and use visual representation of data

- Recognise the purpose and creation of distribution lists
- Use bcc
- Recognise basic file transfer
- Use complex security settings for collaborative spaces and online sites
- Apply agreed ethical, social and technical protocols in the use of emails and internet

- Apply absolute/relative/circular references in spreadsheets
- Create 'if statement' formulas
- Create and present complex graphs/charts/tables
- Recognise and use multiple spreadsheets
- Apply and identify mail merge fields and functions

- Recognise and understand sequence; conditionals; loops in pseudocode and algorithms represented diagrammatically
- Recognise and use simple algorithms
- Identify variables; events
- Conduct desk checking using test data
- Use structured English to express algorithmic instructions