

INTRO

GENERAL SKILLS

WORD PROCESSING

GRAPHICS & MULTIMEDIA

INTERNET & EMAIL

SPREADSHEETS & DATABASES

PROGRAMMING

AREAS:

- | | | | | | |
|---|---|---|--|--|---|
| <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 coding concepts |
|---|---|---|--|--|---|

QUESTIONS MAY REQUIRE THE STUDENT TO:

- | | | | | | |
|--|--|---|---|---|--|
| <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 | <ul style="list-style-type: none"> • Create a new document: enter text, delete, save, and save as functions • Use basic edit features such as: cut, copy, paste • Identify features such as: tool bar, menus, icons, cursor • Apply basic formatting including: font format and text alignment • Use dictionary including spell check | <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"> • Understand the basic structure of an email • Send, receive and reply to email • Identify components of a web browser • Apply simple search terms and conventions • Locate web address | <ul style="list-style-type: none"> • Collect and organise data • Recognise structure and purpose • Understand structure and purpose • Interpret simple graphical representations of data • Conduct a search in a simple database | <ul style="list-style-type: none"> • Decipher using a given code • Recognise sequence in a set of instructions |
|--|--|---|---|---|--|

PAPERS A & B

GENERAL SKILLS

WORD PROCESSING

GRAPHICS & MULTIMEDIA

INTERNET & EMAIL

SPREADSHEETS & DATABASES

PROGRAMMING

AREAS:

- | | | | | | |
|---|---|---|--|--|--|
| <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 |
|---|---|---|--|--|--|

QUESTIONS MAY REQUIRE THE STUDENT TO:

- | | | | | | |
|---|---|---|--|--|--|
| <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 |
|---|---|---|--|--|--|

PAPERS C & D

GENERAL SKILLS

WORD PROCESSING

GRAPHICS & MULTIMEDIA

INTERNET & EMAIL

SPREADSHEETS & DATABASES

PROGRAMMING

AREAS:

- | | | | | | |
|--|---|--|---|--|--|
| <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 |
|--|---|--|---|--|--|

QUESTIONS MAY REQUIRE THE STUDENT TO:

- | | | | | | |
|---|---|--|---|--|---|
| <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 |
|---|---|--|---|--|---|



PAPERS E & F

GENERAL SKILLS	WORD PROCESSING	GRAPHICS & MULTIMEDIA	INTERNET & EMAIL	SPREADSHEETS & DATABASES	PROGRAMMING
----------------	-----------------	-----------------------	------------------	--------------------------	-------------

AREAS:

- | | | | | | |
|---|---|--|--|--|--|
| <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 |
|---|---|--|--|--|--|

QUESTIONS MAY REQUIRE THE STUDENT TO:

- | | | | | | |
|--|--|--|--|--|--|
| <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 |
|--|--|--|--|--|--|





PAPERS G & H

GENERAL SKILLS	WORD PROCESSING	GRAPHICS & MULTIMEDIA	INTERNET & EMAIL	SPREADSHEETS & DATABASES	PROGRAMMING
----------------	-----------------	-----------------------	------------------	--------------------------	-------------

AREAS:

- | | | | | | |
|---|--|--|--|--|--|
| <ul style="list-style-type: none"> Information Systems including hardware, software and data Cloud Computing Data Representation e.g. Binary Operating Systems Maintenance of IT Systems | <ul style="list-style-type: none"> Advanced Operations Advanced Formatting Tables | <ul style="list-style-type: none"> Advanced Operations Advanced Presentations 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"> Advanced Operations Database Concepts | <ul style="list-style-type: none"> Programming Principles Programming Concepts |
|---|--|--|--|--|--|

QUESTIONS MAY REQUIRE THE STUDENT TO:

- | | | | | | |
|--|---|--|---|---|--|
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Recognise and use outlines, style sheets Insert images into tables Apply animation to text Use track changes Use insert references Use project planning software | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 |
|--|---|--|---|---|--|