CONTENTS

	Term
Section 1: System Technologies and Implications	
Module 1.1: Introduction to computers... 2	1
Module 1.2: Software... 14	1
Module 1.3: Hardware... 23	1
Module 1.4: File management... 37	1
Module 1.5: ICT in perspective... 49	1
Module 1.6: Extended software concepts... 56	2
Module 1.7: Extended hardware concepts... 64	2
Module 1.8: The impact of ICT... 80	3
Section 2: Network and Internet Technologies	
Module 2.1: Introducing networks... 88	2
Module 2.2: Network basics... 94	3
Module 2.3: The World Wide Web... 100	3
Module 2.4: Electronic communication... 111	3
Module 2.5: Safe internet use... 123	3
Section 3: Word Processing	
Module 3.1: Start working with text... 134	1
Module 3.2: Formatting of pages and paragraphs... 145	1
Module 3.3: Editing... 155	1
Module 3.4: Adding graphic... 165	1
Module 3.5: Further formatting... 179	2
Module 3.6: Tables... 196	2
Module 3.7: Other useful facilities... 212	3
Section 4: Spreadsheets	
Module 4.1: Introduction to spreadsheets... 222	2
Module 4.2: Calculations... 240	2
Module 4.3: Analysing data... 250	3
Module 4.4: Charts... 262	4
Section 5: Presentations	
Module 5.1: Creating and editing presentations... 270	3
Module 5.2: Effective presentations... 282	3
Section 6: Information Management	
Module 6.1: A strategy for solving problems... 288	2
Module 6.2: Finding information... 294	3
Module 6.3: Processing and presenting... 301	3
Section 7: Integrated skills	
Module 7.1: Working smarter... 312	4
Module 7.2: Practical problem solving... 318	4
Module 7.3: Case studies... 323	4

TABLE OF CONTENTS

Section 1: System Technologies and Implications 1

Module 1.1: Introduction to computers 2
- What is a computer? 5
- Introduction to Windows 5
- Saving our work 10
- Introduction to the keyboard 11

Module 1.2: Software 14
- Introduction 14
- Application versus system software 14
- The operating system 15
- Application software 18

Module 1.3: Hardware 23
- Introduction 23
- Input 24
- Output 26
- Storage 30
- Health and environmental issues 31

Module 1.4: File management 37
- Introduction 37
- File/Windows Explorer 37
- The need to organise 40
- More about files 41
- Working with files and folders 44

Module 1.5: ICT in perspective 49
- Introduction 49
- Types of computers 49
- What is ICT? 51
- Ethical use of computers 53

Module 1.6: Extended software concepts 56
- Introduction 56
- Integrated software 56
- Licensing agreements 57
- Free software 58
- System software 59

Module 1.7: Extended hardware concepts 64
- Introduction 64
- Input and output devices 64
- Storage devices and media 73
- Processing 75

Module 1.8: The impact of ICT 80
- How ICTs influence our lives and lifestyles 80
- Impact on home office 82
- Impact on education 82
- Computer criminals 83

Section 2: Network and Internet Technologies 87
Module 2.1: Introducing networks 88
Introduction 88
What is a network? 88
Advantages of networks 88
Disadvantages of having a network 91
Module 2.2: Network basics 94
Introduction 94
Small networks – a PAN and a HAN 94
What is needed to connect? 95
Module 2.3: The World Wide Web 100
Introduction 100
Types of websites 102
Browsing and searching 104
Module 2.4: Electronic communication 111
Introduction 111
Email 111
Other modes of e-communication 116
Netiquette 118
Module 2.5: Safe internet use 123
Introduction 123
Viruses 123
Guidelines for using the internet safely 129

Section 3: Word Processing 133
Module 3.1: Start working with text 134
What is a word processor? 134
Meet the working environment 135
How to work with files 135
Creating a document 138
Character formatting 140
Module 3.2: Formatting of pages and paragraphs 145
Basic page layout 145
Paragraph formatting 147
Formatting with styles 150
Module 3.3: Editing 155
Copying, moving and deleting text 155
Find and replace 157
Checking of spelling 158
Automatic editing options 160
Spacing and punctuation marks 161
Module 3.4: Adding graphic 165
Inserting and formatting pictures 165
Other graphic objects 168
Page background 173
The use of SmartArt 175

Module 3.5: Further formatting 179
Bulleted and numbered lists 179
Tab stops 182
Indenting of paragraphs 187
Page header and page footer 189
Use of the soft Enter 191
Module 3.6: Tables 196
Basic tables 196
Rows and columns 200
Formatting tables 202
Sorting and calculations 207
Text and tables 208
Module 3.7: Other useful facilities 212
Page layout with columns 212
Hyphenation 215
Using comments 216
Protecting a document 217
Hyperlinks 218

Section 4: Spreadsheets 221
Module 4.1: Introduction to spreadsheets 222
What is a spreadsheet? 222
First encounter with *Excel* 222
Entering data 224
Formulas 225
Using formatting 227
Basic functions 229
Types of data formats 231
Effective input using Auto Fill 236
Module 4.2: Calculations 240
Introduction 240
Further formulas 240
Cell references and cell names 242
Printing a worksheet 244
Error messages in *Excel* 245
Module 4.3: Analysing data 250
Functions used to count 250
Other useful functions 253
Sorting 254
Worksheets 255
Introduction to charts 258
Module 4.4: Charts 262
Types of charts 262
Creating a chart 263
Printing of charts 266

Section 5: Presentations 269
Module 5.1: Creating and editing presentations 270
Introduction 270
First acquaintance with *PowerPoint* 270
Creating and editing a presentation 272
Printing a presentation 275
Navigation during a slide show 277
Module 5.2: Effective presentations 282
Introduction 282
Factors to consider 282

Section 6: Information Management 287
Module 6.1: A strategy for solving problems 288
Introduction 288
General problem solving 288
The role of questions 289
Data and information 290
Module 6.2: Finding information 294
Introduction 294
Determine what information you need 295
Find the information and save it 299
Module 6.3: Processing and presenting 301
Introduction 301
Using and processing information 301
Finding a solution and presenting it 307

Section 7: Integrated skills 311
Module 7.1: Working smarter 312
Integrating applications 312
Templates 315
Module 7.2: Practical problem solving 318
Problem solving in application programs 318
Problem solving with application programs 321
Revising your practical skills 322
Module 7.3: Case studies 323
Introduction 323
Case study: Micro-farming 323
Think, Interpret, Explain 326

Appendix: Keyboard shortcuts 328