

Computers, part of your life

Grade 12

A textbook for
Computer Applications Technology



Sandra Jacobs Reinet Barnard Rinus Brenkman
Keith Gibson Ellen Labuschagne Pam Macmillan Pam Miller
Chris Noomé Karin Stoffberg Ulza Wassermann

Published by Study Opportunities
PO Box 52654, Dorandia, 0188
Tel: (012) 565-6469
Fax: (012) 546-5313
E-mail: study.opp@mweb.co.za
www.studyopportunities.co.za

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FOREWORD

Dear Grade 12 learner

Congratulations – it's your last year of school....! :-)

Do you realise that, at the end of Matric, you will be assessed on *all* the work you covered in Grade 10, Grade 11 *and* Grade 12? Now don't panic – think about it: in this subject, as in many other subjects, you spent each year learning a bit *more* about the things you learned in the previous year.

The content (specifically the ***theory***) is repeated and expanded on in Grade 11 and also in Grade 12. This means that all the key concepts you learned about in Grade 10 and 11, pop up *again* in this book. And we've made it even easier for you by including a glossary at the end of the book which includes important terms from all three grades.

As far as the ***practical work*** (word processing, spreadsheets, databases and web design) is concerned, we were sure to include loads of Grade 10 and 11 content in the activities, so you will be revising that right along with practising the new work!

Another big plus about this book are all the videos included on the DVD. The videos illustrate and explain practical activities, and the textbook indicates which activities have videos to match.

You will find that the textbook contains many activities. Keep in mind that the activities are at least as important as the content! They will help you practise the work, and they will help you to see which parts you need to go over again. If you complete them diligently, you will have the best opportunity to master the required knowledge and skills for this year.

Computers are a part of your life, and they will stay a part of your life after Matric – whether you are going to work, study, or start your own business. The things you learn in this subject (and this book) will definitely benefit you in your personal and professional life!

We hope that your Matric year will be filled with fun and success!

The Study Opportunities team

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