

# CONTENTS

	Term
<b>Section 1: Systems Technologies ...1</b>	
Module 1.1: Introduction to computers ...2	1
Module 1.2: File management ...15	1
<b>Section 2: Digital Citizenship ...21</b>	
Module 2.1: Using the internet and the web ...22	2
Module 2.2: Online safety and privacy ...31	3
<b>Section 3: Computational Thinking ...39</b>	
Module 3.1: Computational thinking – the basics ...40	1
Module 3.2: Pattern Recognition ...46	2
Module 3.3: Algorithms ...51	3
<b>Section 4: Word Processing ...57</b>	
Module 4.1: Word processor basics ...58	1
Module 4.2: Formatting and editing text ...65	1
Module 4.3: Spelling and language ...73	1
Module 4.4: Basic illustrations ...79	1
Module 4.5: Page layout ...88	2
Module 4.6: Paragraph formatting ...92	2
Module 4.7: Tabs and tables ...98	3
<b>Section 5: Spreadsheets ...107</b>	
Module 5.1: Spreadsheet basics ...108	2
Module 5.2: Formatting a spreadsheet ...114	2
Module 5.3: Functions and sorting ...121	3
Module 5.4: Creating solutions in a spreadsheet ...128	3
<b>Section 6: Coding ...135</b>	
Module 6.1: Introduction to <i>Scratch</i> ...136	3
Module 6.2: Shapes and repetition ...151	3
Module 6.3: Movement ...158	3
Module 6.4: Animation and interaction ...168	4

# TABLE OF CONTENTS

---

## Section 1: Systems Technologies ...1

### Module 1.1: Introduction to computers ...2

- How a computer works – the basics ...2
- Devices of a computer ...4
  - Input devices and output devices
  - Storage
  - Communication devices
- The processor and computer memory ...8
- Software ...9
- Basic computer use ...10
  - Switching on
  - File Explorer

---

### Module 1.2: File management ...15

- Sorting files ...15
- Managing files in Explorer ...16
- Working with folders ...18

## Section 2: Digital Citizenship ...21

### Module 2.1: Using the internet and the web ...22

- The internet and the World Wide Web ...22
- Connecting to the internet ...23
- Browsing the web ...23
  - Common features of web browsers
  - Search engines
  - Tabbed browsing
  - Narrowing down your search
  - Download content
  - History
- Safe internet and device usage ...28
  - Device security
  - App/website security

---

### Module 2.2: Online safety and privacy ...31

- Social media and online friendships ...31
  - Identity theft ...32
  - Phishing ...34
  - Hacking ...36
-

## Section 3: Computational Thinking ...39

### Module 3.1: Computational thinking – the basics ...40

- Introduction ...40
- Detail ...40
- Sequence ...43

---

### Module 3.2: Pattern recognition ...46

- What is a pattern? ...46
- Patterns and computational thinking ...47
- Identifying patterns ...48

---

### Module 3.3: Algorithms ...51

- What is an algorithm? ...51
- Algorithms and computational thinking ...51
- Understanding algorithms ...52

## Section 4: Word Processing ...57

### Module 4.1: Word processor basics ...58

- Introduction ...58
- Introduction to *Word* ...59
- Your first document ...60
- Entering text – some spacing rules ...61
- Printing ...63

---

### Module 4.2: Formatting and editing text ...65

- Using commands in the Font group to format text ...65
- Using styles to format text ...68
- Shortcuts to help you work smarter ...69
- Editing text – copying and moving ...70

---

### Module 4.3: Spelling and language ...73

- Fixing spelling mistakes ...73
- The Thesaurus ...75
- Find and Replace ...76
- Symbols ...77

---

### Module 4.4: Basic illustrations ...79

- Shapes ...79
    - Inserting a shape
    - Size
    - Fill and outline
  - Pictures ...82
    - Inserting a picture
    - Size
    - Colours and special effects
    - Cropping
  - Grouping shapes and pictures ...85
-

---

**Module 4.5: Page layout ...88**

- Page size ...88
- Page orientation ...88
- Margins ...89
- Page breaks ...90
- Page borders ...90

---

**Module 4.6: Paragraph formatting ...92**

- Introduction ...92
- Line and paragraph spacing ...3
- Alignment ...94
- Indentation ...95
- Bulleted and numbered lists ...95

---

**Module 4.7: Tabs and tables ...98**

- Tabs ...98
- Tables ...101

---

**Section 5: Spreadsheets ...107****Module 5.1: Spreadsheet basics ...108**

- Introduction to *Excel* ...108
- Simple formulas ...110
- More on formulas ...111
- Using AutoFill ...112

---

**Module 5.2: Formatting a spreadsheet ...114**

- Introduction ...114
- Resizing rows and columns ...115
- Formatting tools ...115
- Data types ...118

---

**Module 5.3: Functions and sorting ...121**

- Introduction to functions ...121
- Basic functions ...123
- Sorting data ...125

---

**Module 5.4: Creating solutions in a spreadsheet ...128**

- Inserting and deleting columns and rows ...128
  - Error indicators in *Excel* ...129
  - More difficult formulas ...131
-

## Section 6: Coding ...135

### Module 6.1: Introduction to *Scratch* ...136

- The *Scratch* environment ...136
    - Important terms and concepts
    - Working with *Scratch* files
  - Your first *Scratch* project ...140
    - Removing a sprite
    - Adding sprites
    - Using code blocks
    - Using events
    - Adding backdrops
  - More code blocks ...145
  - Sprite costumes ...148
- 

### Module 6.2: Shapes and repetition ...151

- Using the *Pen* code blocks to draw shapes ...151
    - Lines
    - Basic shapes
  - Repetition ...154
- 

### Module 6.3: Movement ...158

- Controlling movement ...158
    - Random numbers
    - Sensing code blocks
  - Combining blocks ...163
    - The repeat until <> block
    - Event blocks to stop a script
- 

### Module 6.4: Animation and interaction ...168

- Animation ...168
  - Switching between costumes
  - Switching between backdrops
- Sprites* interacting ...172
  - Broadcasting* code blocks
  - Using the *broadcasting* code blocks
- Putting it all together ...175