



### PAPER E & F

GENERAL SKILLS	WORD PROCESSING	GRAPHICS & MULTIMEDIA	INTERNET & EMAIL	SPREADSHEETS & DATABASES	PROGRAMMING & SCRIPTING
<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Information Systems including hardware and software</li> <li>Basic Operating Systems</li> <li>Maintenance</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise/interpret/identify operating systems performance indicators: disk space; alert boxes; warnings; viruses; memory; CPU</li> <li>Recognise procedures to cable/unplug correctly</li> <li>Identify the use of flash drives; memory cards</li> <li>Identify purpose and process for upgrade installation</li> <li>Investigate and use a variety of storage devices, including cloud storage</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Advanced Operations</li> <li>Formatting</li> <li>Tables</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Create and format more complex tables</li> <li>Use tabs, line spacing</li> <li>Create and use hyperlinks</li> <li>Use concept mapping and brainstorming software</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Advanced Operations</li> <li>Presentations with Effects</li> <li>Integrated Multimedia</li> <li>Data Visualisation</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Insert links into presentations</li> <li>Investigate and use online presentations</li> <li>Select and use image capturing devices/formats: digital cameras, screenshots</li> <li>Interpret visual representation of data</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Web Design</li> <li>Internet Concepts</li> <li>Advanced Email</li> <li>Social Media</li> <li>Cyber safety</li> <li>Online Collaborative Projects</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Append and edit signature related to email</li> <li>Recognise spam/security threats</li> <li>Append and send hyperlinks</li> <li>Apply understanding about Internet structure: delays in sending/receiving; can't find page message; etc.</li> <li>Create and use basic website</li> <li>Use HTML editor</li> <li>Recognise file formats</li> <li>Manage and maintain collaborative spaces</li> <li>Make responsible and ethical decisions in the use of online data and information</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Common Operations</li> <li>Database Concepts</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Investigate formulas</li> <li>Conduct complex sorts</li> <li>Format dates; numbers</li> <li>Apply filters</li> <li>Recognise purpose of different views of databases</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Basic Programming Principles</li> <li>Basic Programming Concepts</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise sequence and loops in pseudocode</li> <li>Recognise simple algorithms</li> <li>Conduct desk checking using test data</li> </ul>

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