



### PAPER G & H

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, software and data</li> <li>Cloud Computing</li> <li>Data Representation e.g. Binary</li> <li>Operating Systems</li> <li>Maintenance of IT Systems</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>Identify and define connectivity: Wireless; Bluetooth; broadband; dial up</li> <li>Investigate and define the use of Cloud Computing</li> <li>Apply conventions related to ethical use of data and information</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Advanced Operations</li> <li>Advanced 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>Recognise and use outlines, style sheets</li> <li>Insert images into tables</li> <li>Apply animation to text</li> <li>Use track changes</li> <li>Use insert references</li> <li>Use project planning software</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Advanced Operations</li> <li>Advanced Presentations</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>Recognise image/audio file formats</li> <li>Use online presentations</li> <li>Demonstrate aesthetic judgement in use of tools for image creation and manipulation</li> <li>Interpret and use 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>Recognise the purpose and creation of distribution lists</li> <li>Use bcc</li> <li>Recognise basic file transfer</li> <li>Use complex security settings for collaborative spaces and online sites</li> <li>Apply agreed ethical, social and technical protocols in the use of emails and internet</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Advanced 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>Apply absolute/relative/circular references in spreadsheets</li> <li>Create 'if statement' formulas</li> <li>Create and present complex graphs/charts/tables</li> <li>Recognise and use multiple spreadsheets</li> <li>Apply and identify mail merge fields and functions</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Programming Principles</li> <li>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 and understand sequence; conditionals; loops in pseudocode and algorithms represented diagrammatically</li> <li>Recognise and use simple algorithms</li> <li>Identify variables; events</li> <li>Conduct desk checking using test data</li> <li>Use structured English to express algorithmic instructions</li> </ul>

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