

Table of contents

Study guide	S1
Introduction	S2
Learning Outcomes and Assessment Standards for Grade 11	S3
Theme 1: Expansion of the home office	S6
Theme 2: Working smarter	S11
Theme 3: Data Dynamics	S16

SECTION 1

How computers work and working with computers	2
--	----------

Chapter 1.1 Getting more out of your software	4
--	----------

It's toolbar time!	5
--------------------------	---

- Typical layout of a program
- Selecting and positioning toolbars
- Customising a toolbar

Help!	9
-------------	---

- Wizards and assistants
- On-line help
- FAQ
- Tutorials
- Context sensitive menus

Chapter 1.2 Using the Internet	18
---	-----------

Overview of Internet Explorer	19
-------------------------------------	----

- Saving and printing web pages or pictures
- Using Favorites to save addresses of web sites

Overview of Outlook Express	25
-----------------------------------	----

- Sending, reading, replying and forwarding messages
- Attachments

Further uses of the Internet	31
------------------------------------	----

- Shopping and reservations
- Internet banking
- Chat

Practising safe Internet use	35
------------------------------------	----

Chapter 1.3 Housekeeping	38
---------------------------------------	-----------

Managing files and folders	39
----------------------------------	----

- Finding files in Windows
- Compressing files
- File and folder attributes



Looking after the hard drive	48
Recycle Bin	
Removing unwanted files	
Defragmenting the hard drive	
Uninstalling software	
Backing up your files	52
In conclusion	54
Chapter 1.4 Mobile technology	60
Introduction	61
Portable devices	61
Laptops and PDAs	
Portable media devices	
Smartphones	
Connecting devices	67
Using USB	
What is FireWire?	
Wireless connectivity	
Impact and issues of portable computing	72
Conclusion	73
Chapter 1.5 Computers in the workplace	76
Introduction	77
Computer networks	78
What is a network?	
Reasons for having a network	
Types of networks	
What is a network made up of?	
Making it work: Connecting up a small LAN of your own (For enrichment)	83
Step 1: Putting the hardware together!	
Step 2: Making the software work!	
Issues in the work place	87
In conclusion	90
 SECTION 2	
Word processing with Microsoft Word	92
Chapter 2.1 Revising and improving word processing skills	94
Practise your practical skills in Word	95
Typing of documents	
Skilful with tables	
Tab stops	
Fun with graphics	107
Using photos in new ways	
Manipulating vector graphics	

Chapter 2.2 Understanding and using sections	112
What is a section?	113
Different sections on one page	116
Organising text in columns	
Balancing text in columns	
The use of sections in long documents	119
Chapter 2.3 Working with paragraphs	122
Introduction	123
What is a paragraph?	123
Spacing between paragraphs	124
Indenting paragraphs	126
Using the ruler or icons for indenting	
Using the menu option for indenting	
Paragraphs with bullets or numbering	129
Simple bullets and numbering	
More advanced bullets and numbering	
Paragraph borders	136
Apply your skills	138

SECTION 3

Spreadsheets with Microsoft Excel

146

Chapter 3.1 Revising and improving spreadsheet skills

148

Practising your knowledge and skills	149
Practise the use of formulas and functions	
Error indicators in Excel	
Practice the input of data in a spreadsheet	
Work with different worksheets	156
Absolute cell reference	157
Copying functions and formulas	159

Chapter 3.2 Presenting spreadsheet data and results

164

Introduction	165
The use of conditional formatting	166
The importance of charts	168
Introduction	
Types of charts	
Chart terminology	
Creating charts	170
Steps to create a chart	
Examples	
Display rows and non-adjacent column in charts	
Printing and copying of charts	



Changing / editing charts	176
Change the X and Y axes	
Change the type of chart	
Change the series	
Using pictures and colour effects in graphs	
Chapter 3.3 Analysing spreadsheet data	184
Introduction	185
Functions for analysing data	185
Functions that can count	186
The COUNTIF function	188
Large and Small	190
Calculate the SUM of certain cells: SUMIF	191
The IF function	193

SECTION 4

Databases with Microsoft Access 200

Chapter 4.1 Introduction to Access 202

What is a database?	203
Basic concepts and terms	204
Field	
Record	
Table	
First encounter with Access	
More about tables	209
Changing the appearance of a table	
Change the contents of a table	
Printing of a table	
Creating a table	212
Types of data which can be stored	
Different views of a table	
Create a table	

Chapter 4.2 Queries and reports 222

Introduction	223
Formulation of simple criteria	223
Enquiries with a Filter	226
Enquiries using Access queries	228
How does a query work?	
Creating a query	
Queries with different criteria	
Reports.....	236
Introduction to reports	
Different sections in a report	
Creating a basic report	
Change the appearance of the report	
Creating reports with groupings	
Calculations in a report	

Chapter 4.3 Forms	252
Introduction	253
Viewing and use of an existing form	253
Creating a form using a Wizard	255
Improving an existing form	256
Basic aspects that will improve a form's layout	
Tips for working in Design View	
The use of Combo boxes in a form	
Photographs as fields in a database	259

SECTION 5

Presentations with Microsoft PowerPoint..... **264**

Chapter 5.1 Creating and editing a presentation **266**

Introduction	267
First acquaintance with a PowerPoint presentation	268
Creating a new presentation	270
Inserting a new slide	
Editing or deleting a slide	
Changing the appearance of slides	273
Character formatting and alignment	
Changing the background colour of the slide	
Changing the layout of the slide	
Printing a presentation	279

Chapter 5.2 Adding multimedia **280**

Introduction	281
Making use of graphics	281
Adding special effects	283
Animating elements on a slide	
Adding a transition to your slide	
Changing the appearance of all the slides	285
Inserting video and sound	286

Chapter 5.3 Interactive presentations **290**

Introduction	291
Let's navigate!	291
Navigating during a show	
Using action buttons to navigate	
Lights, camera, actions!	293
Hyperlinks	
Using a menu	
Types of actions	

SECTION 6

Information management 302

Chapter 6.1 Working with information 304

Introduction 305

Description of a strategy 306

Step 1: Define the task

Step 2: Establish where and how information can be found

Step 3: Find sources and extract information

Step 4: Using information

Step 5: The presentation of information

Step 6: Evaluate the process and the product

Asking the right questions 309

Types of questions

Example

Using a survey 312

When would we want to use a survey?

Graphic representation of survey results

What do we want to achieve with a survey?

Grouping and analysing of survey data

Conducting the survey

The compiling and use of a survey form

Choosing the type of presentation 322

When to use a written report

When to use a PowerPoint presentation

When to use a web page

Chapter 6.2 Collaboration and integration 326

Collaboration 328

Electronic reviewing – with colours

Using comments

Keeping track of the changes

Integration 332

Copying objects from one program to another program

Converting between file formats in Word

Converting between file formats – Excel

Converting between file formats – Access

INDEX 345