

Theme 1

Expansion of the home office



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The role of the computer in a person's life or that of a small business usually becomes greater as the user's skills improve and the business grows. This can, for example, mean that one

- uses the packages with a greater degree of skill and learns about the features in the package, as well as how to use them
- learns to manage information more effectively
- learns to use new packages.

In this theme, we are going to look at what the implications the above-mentioned aspects have for the user's computer knowledge and skills.

1

REVISION

Activity

When one appoints a new person in a business, it is usually important that this person can demonstrate a mastery of basic computer knowledge and skills. It might also be necessary to first train someone before testing their computer knowledge.

Open the document *GR10_Revision* and complete the quiz. It tests the most basic computer knowledge (and your *Grade 10* work at the same time).

Improve your practical skills

One can become more skillful and work quicker and with greater accuracy by working frequently on a computer. One often discovers shortcuts as well as more effective ways to work and learns continually about new functions and features. Let's revise some of our practical skills and learn about a few new features.

Learn to use software to its full potential

It is important to be able to use a computer independently and to be able to find out things for yourself so that you do not have to ask for help with every small thing. These days software is crammed with hundreds of features, some of which you may never use but others can be placed in that category "if only I had known about this!" You need to develop an inquiring attitude by always realising that there is always more to explore. This first section is going to help you with this.



Work through Chapter 1.1 (Getting more out of your software; P 5–17)

1



Improve your skills in Word

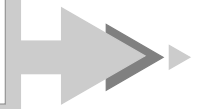
It is still a very important skill to be able to use a word processor effectively. Typing is an important and valuable skill to develop, but it is just as important to work quickly and efficiently by learning how to effectively use the rich features of a word processing package. We are going to practice the skills we already learnt in *Computers, part of your life – book 1* as well as learning a few additional skills.

Remember to still practice your typing skills by using a good typing tutor.



Work through Chapter 2.1 (Revising and improving word processing skills; P 95–111)

2



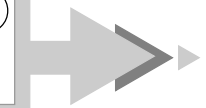
Become more comfortable with Internet Explorer and e-mail

What typically occurs, as computers start to play a bigger role in a home office of small business, is that one starts to make increasing use of the Internet and e-mail. You become part of a global community once you get on-line – distance and time are no longer problems. Let's improve our skills in this respect.



Work through the sections Overview of Internet Explorer and Overview of Outlook Express in Chapter 1.2 (Using the Internet; P 19–31)

3



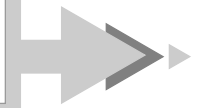
Improve your skills in Excel

Excel is extremely handy for calculations – something that is important in any business. But if one does not know how to use *Excel* as a 'tool', then you cannot use it to solve problems or to make your life easier. We are going to practice the skills we already learnt in *Computers, part of your life – book 1* as well as learning a few additional skills.



Work through Chapter 3.1 (Revising and improving spreadsheet skills; P 149–163)

4



Learn to handle information better

We live and work in the Information Age. Information has become an asset and those individuals and companies who can manage information successfully have a competitive edge over others. The processing of information plays a critical role irrespective of whether you are running a business, executing a task or solving a problem. It is vital to develop your information management skills as managing information has become as critical a life skill as traditional literacy and numerical skills.

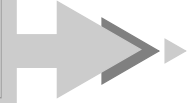


In *Computers, part of your life – book 1*, we looked at the handling of information in broad terms. Now we have expanded this to a six step strategy which can be followed. We are also going to see how asking the right questions can provide the foundation of a solution to any task we are given and further develop our information management skills.



Work through the sections Description of a strategy and Asking the right questions in Chapter 6.1 (Working with information; P 305–312)

5



Learning about additional packages

Selling an idea or product or conveying information really consists of two parts. The first part involves analysing, researching, refining and designing and finally the product. Next you have to present your ideas, proposal or product. Don't stumble at the final hurdle! Plenty of good products, ideas and thoughts have come to nothing because of poor presentation or marketing of the 'product'. Equally some really quite 'yucky' products have been hugely successful because of the great presentation and exposure to the idea or concept.

It is sometimes tempting to always/only use *Word* to present information simply because we are so familiar with it as a package. It can however be a poor choice as a tool to present information. The use of a presentation tool such as *PowerPoint* can be your greatest asset in trying to convey information, sell a product, present research findings or provide exposure to a new idea. The great thing is that they are really fun to use and can help unleash that creative streak in you that you may not have realised you ever had. Who knows this could be the spark for a future career!



Work through Chapter 5.1 (Creating and editing a presentation; P 267–279) and Chapter 5.2 (Adding multimedia; P 281–289)

6 + 7

