

# CONTENTS

## Section 1

Page 1

### System Technologies and Implications

Module		Term
1.1	Introduction to computers...2	1
1.2	Software...17	1
1.3	Hardware...28	1
1.4	File management...43	1
1.5	ICT in perspective...57	1
1.6	Extended software concepts...65	2
1.7	Extended hardware concepts...74	2
1.8	The impact of ICT...91	4

## Section 2

Page 199

### Network and Internet Technologies

Module		Term
2.1	Introducing networks...100	2
2.2	Network basics...106	3
2.3	The Internet and WWW...112	3
2.4	Electronic communication...125	3
2.5	Safe Internet use...141	3

## Section 3

Page 153

### Word Processing

Module		Term
3.1	Start working with text...154	1
3.2	Formatting of pages and paragraphs...169	1
3.3	Editing...182	1
3.4	Adding graphics...195	1
3.5	Further formatting of pages and paragraphs...212	2
3.6	Tables...232	2
3.7	Columns, comments and protection and hyperlinks...254	3

## Section 4 Spreadsheets

Page 267

Module		Term
4.1	Introduction to spreadsheets...268	2
4.2	Calculations...287	2
4.3	Analysing data...298	3
4.4	Charts...311	4

## Section 5 Presentations

Page 321

Module		Term
5.1	Creating and editing presentations...322	3
5.2	Effective presentations...337	3

## Section 6 Information Management

Page 363

Module		Term
6.1	Information management and problem solving...364	2
6.2	Finding information...374	3
6.3	Using and processing information...383	4
6.4	Presenting solutions and information...389	4

## Section 7 Integrated Skills

Page 369

Module		Term
7.1	Work smarter...370	4
7.2	Practical problem solving...379	4
7.3	Case studies...387	4

Page 393

## Index