**Where new or specific content / terms / concepts indicated in the DBE 2017 Examination Guidelines are covered in the Study Opportunities 2nd Edition CAT textbooks:**

| **Content / Term / Concept from 2017 Guidelines** | **Computers, part of your life – Second Edition** | | |
| --- | --- | --- | --- |
| ***Grade 10*** | ***Grade 11*** | ***Grade 12*** |
| ***Paper 1: Word*** | | | |
| **Use of electronic forms**  Legacy controls used to answer questions on electronic forms |  | 146 | 250 |
| **Referencing functions**  Index  Table of Figures |  | 173  169 |  |
| ***Paper 1: Excel*** | | | |
| **Basic date and time functions**  TODAY, NOW  YEAR, MONTH, DAY, DAYS  HOUR, MINUTE, TIME | 253 |  | 159  161  162 |
| **Variations of known functions**  COUNTIFS  SUMIFS |  |  | 166  166 |
| **Additional functions**  SUBTOTAL  RANDBETWEEN | 253 | 192  194 | 157  157 |
| **A combination of more than one function may be required to solve more complex problems** | This refers to the ‘building block’ approach which is encouraged in solving more complex problems in *Excel*. Examples may be found in the practical activities of the Grade 12 Module 7.2 ‘Working smarter’. | | |
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