

## Section A

### COMPUTER FUNDAMENTALS

Students should be able to:

1. explain the concept of Information Technology
2. distinguish among the major types of computer systems *in terms of processing speed, storage and portability*;
3. *explain the functions of the major hardware components of a computer unit system*;
4. *explain how the major hardware components of a computer system interrelate*;
5. *evaluate the relative merits of cloud storage and local storage*;
6. *select appropriate input/output devices to meet the needs of specified applications*;
7. *explain the role of the different types of software in computer operation*;
8. *discuss the relative merits of the various types of user interface*.

## Section B

### WORD-PROCESSING

Students should be able to:

1. *create a document using content from a range of sources*;
2. *use appropriate document formatting features*;
3. *use appropriate editing features to structure and organize a document*;
4. *use the review feature of a word processor to enhance document readiness*;
5. *appropriately use features that allow the protection of a document*;
6. *generate table of contents for a document*;
7. *use mail merge feature in preparation of a document for a variety of situations*;
8. *create a fillable electronic form for, online use*.

## Section C

### SPREADSHEETS

1. explain the purpose of a spreadsheet;
2. use appropriate terminologies and notions commonly associated with spreadsheets;
3. *use basic pre-defined systems functions*;
4. create advanced arithmetic formulae;
5. replicate (copy) formulae into cells;
6. manipulate columns and rows;
7. manipulate data in a spreadsheet;
8. perform charting operations;

## **Section D**

### **DATABASE**

1. *explain the concept of a database;*
2. *use terminology commonly associated with a database;*
3. *create a database;*
4. *manipulate data in a database.*