

Revised Syllabus for Information and Communication Technology

2002

Junior Lyceums and Area Secondary Schools

ICT Learning Centre
Department of Technology in Education
Education Division
Floriana

NOTE:

Due to changes within the ECDL Syllabus Version 4 which will start being implemented as from this scholastic year 2003/2004, we felt the need to revise our ICT syllabus to reflect the requirements of the new ECDL syllabus.

These changes have been highlighted in the in-service courses organised for all ICT teachers in June 2003 and September 2003. The presentation and report delivered may be located at the following URL: http://schoolnet.gov.mt/ictsec/Inset2003/inset_2003_ECDL.htm

The major changes in the syllabus are the addition of the Module DB3 and that the DTP Module is now an option in Junior Lyceums as from 2004/2005.

Special thanks go to Mr Albert Vella, Subject co-ordinator ICT, for his research and compilation of the revised ECDL Syllabus and also to Mr Godwin Zammit, Subject co-ordinator ICT for correlating each ECDL Syllabus topic to the relevant teaching module in the Suggested Schedule of the Syllabus.

Charles Galea
E.O. Computer Studies
24th January 2004

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ECDL Syllabus and ECDL Sample Part Tests:

These may be viewed and downloaded from the following site: **<http://www.ecdl.com>**

Information and Communication Technology Syllabus for the Secondary Sector 2002

Three factors have made it necessary to revise the 1999 Information Technology Syllabus. The first is the new intake of the Year 6 Primary School pupils into the Junior Lyceums and Area Secondary schools. These pupils have been exposed to ICT throughout their six years in the primary classrooms and have acquired skills that need not be repeated in the early Forms at Secondary Level. The second factor is that Secondary School students will be able to sit for modules of the European Computer Driving License (ECDL). Thirdly, a number of practising ICT teachers put forward suggestions for amendments to the syllabus to make teaching more effective in the classroom.

Basically, this new ICT Syllabus retains the modules covered in the previous syllabi keeping in mind the aims and objectives for I.T. in Education in accordance with N.M.C. policies regarding the communicative, handling, controlling, modelling, I.T. management and I.T. evaluating abilities. Topics from the ECDL syllabus have been inserted at the correct learning level making it possible for secondary school students to sit on a voluntary basis for ECDL modules in Forms 3, 4 and 5. Time constraints for covering all topics will prove a problem. Correct pedagogical approaches, the sharing of resources and the building of a collaborative on-line network for ICT teachers may help to overcome this.

Topics and items printed in *italic* are not included in the ECDL syllabus but are, none the less, an important and integral part of any ICT syllabus. This new syllabus is to come into effect as from the 2002/2003 scholastic year for Forms 1 in the Junior Lyceums and Area Secondary Schools. The other forms will still follow the 1999 Syllabus that will be phased out on a yearly basis until all forms follow the new 2002 syllabus.

Special thanks go to the following members of the team who helped in designing and developing this syllabus:

Mr Godwin Zammit	Subject Co-ordinator (Information Technology)
Mr Albert Vella	Support Teacher ICT
Mr Emil Vassallo	Support Teacher ICT
Mr Winston Attard	Citeduc Support Teacher
Mr Franco Costa	Support Teacher ICT

We would also like to thank Ms Mary Vella, Director Curriculum Management for her constant support and direction, Mr Paul Galea E.O. (Computer Studies) for his contribution and all those teachers who have given us invaluable feedback and suggestions during the revision of the syllabus.

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Education Officer (Computer Studies)

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Director Technology Education

Suggested Teaching Schedule

Modules	Form 1	Form 2	Form 3	Form 4	Form 5
Basic Concepts	BC1 (5)	BC2 (4)	BC3 (5)	BC4 (4)	BC5 (4)
Using the computer and managing files	MF1 (4)	MF2 (5)	MF3 (3)		
Word Processing	WP1 (6)	WP2 (8)	WP3 (7)		
Spreadsheets	SS1 (5)	SS2 (7)	SS3 (6)		
Databases				DB1 (7)	DB2 (7) DB3 (6) *
Graphics	<i>GR1 (5)</i>		GR2 (5)	GR3 (6) GR4 (7)	
Information and Communication	INT1 (5)	INT2 (6)	INT3 (4)	<i>INT4 (6)</i>	
Desktop Publishing					<i>DTP (6)</i> **
Total (lessons)	30	30	30	30	17

* DB3 – New module added including relational databases.

** DTP – Now an option at Form 5 for Junior Lyceum schools.

Suggested ECDL Exam Schedule

Modules	Form 3	Form 4	Form 5
Basic Concepts			✓
Using the Computer and Managing files		✓	
Word Processing	✓		
Spreadsheets	✓		
Databases			✓
Graphics		✓	
Information and Communication	✓		

Module 1 – Basic Concepts – Knowledge module

1.1. BC1

- 1.1.1. *Computer lab procedures and rules*
- 1.1.2. Hardware, software, Information & Communication Technology – basic definitions
- 1.1.3. Simple model of a computer system – CPU, peripheral devices, hard disk, I/O devices, removable storage devices (floppy disk, zip disk, CD ROM)
- 1.1.4. Common input/output devices – keyboard (layout of keys), mouse, joystick, scanner, VDU (monitor), printer (commonly available), speakers (where and how these devices are used)
- 1.1.5. LAN and WAN – definitions and advantages, *log on (username, password), understand client/server*

Suggested Tasks:

- *Search for input and output devices*
- *Production of chart/project book showing different input and output devices*
- *Chart of LAN and WAN*
- *Initialisation of glossary of terms*
- *Hardware identification quiz*

1.2. BC2

- 1.2.1. Internet – concept, uses, requirements, search engine, WWW
- 1.2.2. E mail – concept, uses, requirements, advantages
- 1.2.3. Intranets, Extranets & distinction from Internet
- 1.2.4. Computer viruses – infection by viruses, type of viruses, scanning downloaded files & emails, anti-virus software & its limitations, disinfection, precautions.
- 1.2.5. Further input/output devices – trackball, touch pad, light pen, digital camera, plotter, (where and how these devices are used)
- 1.2.6. The touch screen as input/output device.
- 1.2.7. Good workspace – elements and practices for a good working environment – position of screen, chair, keyboard, screen filters, frequent breaks, lighting, ventilation
- 1.2.8. Health and safety – power cables, overloading, RSI
- 1.2.9. The Environment –recycling of paper, ink cartridges, low power consumption

Suggested Tasks:

- *Search for history of the Internet*
- *Specific search on a topic/s set by teacher*
- *Use of e-mail within the lab, between labs and outside school*
- *Search for RSI, causes and precautions*
- *Production of chart/project book showing different input and output devices*
- *Scan a floppy diskette for viruses (Using right-click menu)*

1.3. BC3

- 1.3.1. Types of computers – mainframe, mini, network computer, desktop, laptop, PDA – differentiate in terms of capacity, speed, cost, users.
- 1.3.2. CPU – function of (calculations, logic control, IAS), speed (MHz, GHz)
- 1.3.3. Computer performance – factors such as CPU speed, Ram size, HDD speed and capacity
- 1.3.4. Computers in business – such as airline bookings, online banking & others
- 1.3.5. Computers and government – such as census, vehicle registration & others

- 1.3.6. Computers in health – such as patient records, diagnostic equipment & others
- 1.3.7. Computers in education – timetabling, student registrations, homework, computer based training CBT inc. advantages & disadvantages & others
- 1.3.8. Situations where computer system is more appropriate than person and where not.
- 1.3.9. Teleworking – advantages & disadvantages

Suggested Tasks:

- *Search for different types of computers and their uses*
- *Production of chart /diagram of CPU and its functions*
- *Project on use of computers in the at places of work*
- *Production of chart/project book showing different input and output devices*

1.4. BC4

- 1.4.1. Memory (secondary) storage devices – internal/external hard disk, zip disk, CD ROM, floppy disk, data cartridges – comparison in terms of speed, cost, capacity
- 1.4.2. The purpose of formatting a disk
- 1.4.3. Types of memory – Ram and Rom – their uses
- 1.4.4. Measuring memory – bit, byte, Kb, Mb, Gb, Tb.
- 1.4.5. Types of software – distinction between system and application
- 1.4.6. Understand the reason for software versions.
- 1.4.7. Application software – uses of common software – WP, SS, DB, accounting, DTP, web browsing
- 1.4.8. Operating system software – main functions of OS, the GUI, advantages of GUI, examples

Suggested Tasks:

- *Project on different storage devices*
- *Different types of application software and their uses*

1.5. BC5

- 1.5.1. Systems development – process of research, analysis, programming, testing
- 1.5.2. Information security – information security policies, User IDs & passwords, access rights, back ups, protection against intrusion, privacy issues (protection of computer, good password policies), power failures
- 1.5.3. Copyright – main security and legal issues re copying, sharing, lending, transferring files over network. Shareware, freeware, user licences.
- 1.5.4. Product ID numbers
- 1.5.5. Data protection act – implications of, uses of personal data
- 1.5.6. Telephone network in computing – use of, PSDN, ISDN, ADSL,, modem, digital, analogue, baud (bps)
- 1.5.7. e-commerce – its advantages & disadvantages

Suggested Tasks:

- *Project on different types of communication equipment including reference to speed and uses.*
- *Research on Data Protection Act (2002) and local copyright legislation.*

2. Module 2 – Using the computer and managing files – Skills module

2.1. MF1

- 2.1.1. Start, shut down, restart the computer
- 2.1.2. Shutting down non-responding applications
- 2.1.3. GUI environment – the desktop, select/move desktop icons, taskbar, recognise icons for HDD, directory tree, directories/folders, files, recycle bin
- 2.1.4. Windows environment – parts of a window (title bar, toolbar, menu bar, status bar, scroll bars, border, corner), reduce, enlarge, re-size, restore, scale, move, close window, dialogue box
- 2.1.5. Format a floppy disk & create a folder
- 2.1.6. Using an application (notepad) – interface window parts, manipulating the application window, opening an existing file, creating a new file, saving to a directory and floppy disk, printing

Suggested Tasks:

- *Production of charts showing interface features e.g. parts of a window*
- *Producing a flow diagram with steps taken to open an existing file or to format a floppy diskette.*
- Practical tasks are integrated within the module specifications, e.g. formatting a floppy diskette, creating a folder etc.

2.2. MF2

- 2.2.1. Desktop configuration – viewing date, time, volume, display options (background, screen saver, screen saver options, resolution), create desktop icon or menu alias
- 2.2.2. Set & change keyboard language
- 2.2.3. Install/uninstall software
- 2.2.4. Basic directory and folder structure on a computer – viewing, creating further directories/folders, renaming directories/folders, directory/folder attributes (name, size, date last update), deleting a directory/folder
- 2.2.5. File handling – selecting one or more files, moving, copying, pasting, deleting files within folders, restoring files, backup on floppy disk
- 2.2.6. Using Help
- 2.2.7. Scanning disks for viruses

Suggested Tasks:

- Use Help to find information on a specific topic
- Create a backup of a file onto a floppy and retrieve it
- Other practical tasks are integrated within the module specifications

2.3. MF3

- 2.3.1. Using Find – searching for a file or folder. Search for a file by name, date created or type. Use wildcards.
- 2.3.2. Computer's basic system information – viewing the OS, processor type, Ram available
- 2.3.3. File attributes – viewing (name, size, file type, date last modified, read only), recognise WP, SS, DB, PPT, RTF, PDF, image files, audio files, compressed files, temporary files. Renaming files. Sorting files
- 2.3.4. Use of print screen
- 2.3.5. File compression and extraction
- 2.3.6. Printing – install new printer, changing default printer, view and control a print job

Suggested Tasks:

- *Create an advert using the word processor to list the hardware and software specifications of a computer.*
- *Collect and compare computer system advertising brochures.*

3. Module 3 – Word Processing – Skills module

3.1. WP1

- 3.1.1. *Use and advantages of WP*
- 3.1.2. Open application, the WP interface, exit
- 3.1.3. Open existing document, creating new document, modifying, saving to HDD and floppy, closing the document
- 3.1.4. Show/Hide Toolbars
- 3.1.5. Change page display modes
- 3.1.6. Page view magnification (zooming)
- 3.1.7. Inserting/overtyping, editing and formatting of text – backspace/ delete keys, highlighting (character, word, paragraph, whole document), cut, copy, paste, undo, font type and size, bold, italic, underline, text colour, text alignment, subscript/superscript, case changes
- 3.1.8. Inserting an object in document – image files, chart, clipart, *WordArt*, moving, resizing and deleting objects
- 3.1.9. Saving a document for posting to a web site *and upload it to Schoolnet server.*
- 3.1.10. Setting up for printing – margins, orientation, paper size, preview and print to installed printer

Suggested Tasks:

- *Use of word processor in relation to other school subjects or projects.*
- *Preparation of text for uploading to personal web site in HTML format*
- *A simple poster/flyer including picture/s*
- Other practical tasks are integrated within the module specifications

3.2. WP2

- 3.2.1. Using Help functions
- 3.2.2. Modify preferences in application such as user name, default directory
- 3.2.3. Spell checking the document – features of spell check dialogue box
- 3.2.4. Further formatting – hyphenation, indentation, line spacing, paragraph spacing, copying formatting (the format painter), setting tabs (left, right, centre, decimal), adding borders, bulleted and numbered lists
- 3.2.5. Search (find only) and replace – word or phrase
- 3.2.6. Headers and footers – insertion of page numbers, date, author, basic text format options
- 3.2.7. Printing

Suggested Tasks:

- *Inclusion of headers and footers in activities listed in WP1*
- Use Help to find information on a specific word processing topic
- Other practical tasks are integrated within the module specifications

3.3. WP3

- 3.3.1. Open several documents - move, copy, paste between active documents
- 3.3.2. Display/hide non-printing characters
- 3.3.3. Inserting special characters, symbols, page breaks
- 3.3.4. Applying existing styles
- 3.3.5. Choosing and using a template for a specific task
- 3.3.6. Inserting tables – rows, columns, cells, cell attributes (formatting, size, colour/shading), insertion/deletion of rows/columns, borders
- 3.3.7. Mail merging – creating a mailing list in a spreadsheet and merging the mailing list with a letter document or label
- 3.3.8. Save document under another file format – TXT, RTF, template, software version number.
- 3.3.9. Printing – use of basic print options

Suggested Tasks:

- Use one of existing word processor templates
- *Create a simple design by colouring different cells in a table*
- *Use a table to produce a class timetable*
- Use mail merge to produce personalised invitations by merging a form letter in word with source data in a spreadsheet
- Other practical tasks are integrated within the module specifications

4. Module 4 – Spreadsheets – Skills module

4.1. SS1

- 4.1.1. *Use and advantages of SS*
- 4.1.2. Open application, the SS interface, exit
- 4.1.3. Open existing workbook, modifying, creating new workbook, rows, columns, cells, active cell, saving to HDD and floppy, closing the workbook.
- 4.1.4. Distinction between workbook and worksheets, navigate within workbook.
- 4.1.5. Show/Hide Toolbars
- 4.1.6. Page view magnification (zooming)
- 4.1.7. Contents of cell – values (numbers), labels (text), simple formulae (use of +, -, *, /)
- 4.1.8. Inserting, editing and formatting of text – entering data above, selecting a cell or adjacent cells, selecting adjacent row/s or column/s, selecting non adjacent cells, rows or columns, cut, copy, paste (in worksheet & between worksheets), delete, undo, font type and size, font colour, bold, italic, underline, double underline, background colour, column width, row height, format painter
- 4.1.9. Setting up for printing – margins, fit on one page, orientation, paper size, display gridlines, row/column headings for printing, print range of cells, preview and print to installed printer

Suggested Tasks:

- Use the simple mathematical functions (/,* , +, -) on two values
- *Find area, perimeter, volume*
- *Creation of a simple invoice (Amount = Quantity*Price)*
- *Create and print multiplication tables*
- Other practical tasks are integrated within the module specifications

4.2. SS2

- 4.2.1. Using Help functions
- 4.2.2. Modify preferences in application such as user name, default directory
- 4.2.3. Change view modes
- 4.2.4. Freeze/unfreeze columns/rows
- 4.2.5. Use of basic functions (sum, average, max, min, count) – recognise error messages with formulas
- 4.2.6. Open several workbooks - move, copy, paste between open workbooks.
- 4.2.7. Rename; duplicate, move; delete; insert worksheets within a workbook.
- 4.2.8. Inserting special characters, symbols, page breaks, new rows/columns, headers and footers to include date, time, filename, worksheet name.
- 4.2.9. Further formatting – left, right, centre, different number styles, decimal places, commas (for thousands), currency, adding borders
- 4.2.10. Search (find only) and replace cell contents
- 4.2.11. Sorting – numerical or alphabetical ascending or descending
- 4.2.12. Automatic row printing on each sheet, printing

Suggested Tasks:

- *Create a sheet with students and their marks in different subjects*
- *Find the sum total of marks for students and subjects*
- *Work out the Average, Minimum and Maximum for each subject.*
- *Sort students*
 - *by surname*
 - *by order of merit*
 - *by mark in a particular subject*

- *Create a football (or any other sport) league table and calculate and keep track of points, matches played and other statistics*
- Other practical tasks are integrated within the module specifications

4.3. SS3

- 4.3.1. Further formatting – different date styles, numbers as percentages, text orientation, alignment top and bottom, text wrapping, centre over a cell range
- 4.3.2. AutoFill (also incremental data entries) and replicate
- 4.3.3. Use of relative, mixed and absolute cell references
- 4.3.4. The IF function
- 4.3.5. Charts (graphs) – produce charts to analyse data, types of, modify, labelling, scaling, modify colours, move, delete
- 4.3.6. Save workbook under another file format – TXT, template, software version number and for posting to a web site
- 4.3.7. Printing – use of basic print options

Suggested Tasks:

- *Calculate VAT on a set rate in an invoice (use absolute referencing)*
- *Produce charts (graphs) on previous exercises set in SS2*
- *Include an image as a logo (e.g. in Invoice)*
- Other practical tasks are integrated within the module specifications

5. Module 5 – Databases – Skills module

5.1. DB1

- 5.1.1. Use and advantages of DB, structure of a database (tables, records, fields, datatypes)
- 5.1.2. Open application, the DB interface with default settings, exit
- 5.1.3. Show/Hide Toolbars
- 5.1.4. Using help functions
- 5.1.5. Database concept – file, record, field, item, key field.
- 5.1.6. Open existing database – demonstration of concept, navigate through table
- 5.1.7. Modify/update database – insertion of new records, deletion of unwanted records, amending of existing records, saving to a hard disk/floppy disk
- 5.1.8. Viewing modes – datasheet (table), form, report, query
- 5.1.9. Filter using given criteria or common logical operators and sorting
- 5.1.10. Setting up for printing – print preview, printing of datasheet and selected records

Suggested Tasks:

- *Comparison between manual and electronic databases*
- *Give specific examples of databases in society (e.g. hospitals, insurance, banking....) including a brief description highlighting their advantages*
- Search in Help for a specific topic
- Other practical tasks are integrated within the module specifications

5.2. DB2

- 5.2.1. Creating a new database – file specifications (field attributes): field name, field type, field length, primary keyfield and its use – file name and database name, setting up index (without duplicates) and its use
- 5.2.2. Relation of memory requirement for characters, fields, records, files (in relation to file specifications)
- 5.2.3. Inserting data in table, updating the database, saving
- 5.2.4. Modifying table layout and field attributes
- 5.2.5. Creating a form – entry of data from form, formatting text, changing background colour, change arrangement of objects, saving, printing
- 5.2.6. Use of filters – finding records, adding and removing filters
- 5.2.7. Querying – creating simple queries, creating compound queries, adding and removing fields, hiding/unhiding fields, saving, printing
- 5.2.8. Reporting – present data in a particular sequence, modify a report, grouping data by report totals and sub-totals, inserting headers and footers, saving, printing
- 5.2.9. Printing, set paper size, report orientation

Suggested Tasks:

- Choose topic approved by the teacher for example Favourite Songs, Films, Grade Book, Collection etc (to include text, numeric and date field types)
- Design file specifications (field name, size, type and key field) for chosen topic
- Create the flat file database
- Create form/s, query/s and report/s based on the database

5.3. DB3

- 5.3.1. Create relationships between tables, edit & delete (one to one, one to many)
- 5.3.2. Validation rules for numbers, date/time, currency
- 5.3.3. Forms with headers/footers, deleting forms
- 5.3.4. Queries based on two tables
- 5.3.5. Reports with grouped data, including calculated fields for sum, max, min, average, count

6. Module 6 – Graphics (Paint and Presentation) – Skills module

6.1. GR1 (Paint)

- 6.1.1. *Open application, the application interface, exit*
- 6.1.2. *Creating simple drawings using rectangle, oval and polygon tools - new page, save/save as to different file formats*
- 6.1.3. *Use of toolbox, shift key with rectangle/ellipse/line/pencil/paintbrush/airbrush tools*
- 6.1.4. *Use of '+' / '-' keys (numeric keypad) in conjunction with other tools*
- 6.1.5. *Colour box – foreground/background colours, editing colours, colour picker*
- 6.1.6. *Lines – freehand, horizontal, vertical, diagonal – different thickness*
- 6.1.7. *Use of curve tool*
- 6.1.8. *Editing and transforming objects – selection tools, cut, copy, paste, undo, eraser, flip, rotate, stretch, skew*
- 6.1.9. *Inserting text - text bar, formatting, colouring, text stored as a picture*
- 6.1.10. *Image attributes, units of measurement, page dimensions, zoom*
- 6.1.11. *Paste from, copy to, opaque/transparent selection for copying and pasting.*
- 6.1.12. *Using Help*
- 6.1.13. *Printing*

Suggested Tasks:

- *Draw a colourful border using basic shapes and lines of different thickness*
- *Draw the shape of a tree using:
the curve tool for the trunk (thick lines) and branches (thin lines)
the spray tool to represent the foliage in different shades of green
select and copy the tree to create an effect of a group of trees*
- *Create a logo(icon) for a Company, TV/Radio Station, Environmental Organisation etc*
- *Create a simple drawing of a country scene and import a clipart of a bird*
- *Produce a wildlife poster made up of a title in large font size, some information in small font size and insert a clipart*

6.2. GR2 (Presentation)

- 6.2.1. *Open application, the application interface, exit*
- 6.2.2. *Open an existing presentation, demonstration, simple modifications, saving to hard disk and floppy disk, slide magnification, close the presentation*
- 6.2.3. *Show/Hide Toolbars*
- 6.2.4. *Display modes – slide, outline, sorter, notes, slide show and their uses*
- 6.2.5. *Create new presentation –using templates/designs, slide layouts (choosing and modifying), adding text, adding and resizing images/clipart*
- 6.2.6. *Use of cut, copy, paste – for deleting/moving text, images*
- 6.2.7. *Formatting text in text boxes – font type, font size, italics, bold, underlining, changing case, shadow, colour, alignment, line spacing, bullets, numbering, moving and resizing text boxes, spell checking*
- 6.2.8. *Text boxes – line weights, line style, line colour*
- 6.2.9. *Setting up for printing – landscape/portrait, printing a selected slide/s*

Suggested Tasks:

- *Select a template to produce one slide on a specific subject such as 'My hobby'*
- *Create a slide with an imported clipart, ungroup and label its various components using textboxes*

- *Build a slide using text boxes containing different fonts, having different styles, sizes and colour. Give a shadow to the title and fill the text box with colour.*
- *Produce a slide consisting of a list of the top ten famous personalities such as singers, actors, sports men/women, etc.*
- *Make up a slide of four text boxes using different line weights, line style and colour*
- Other practical tasks are integrated within the module specifications

6.3. GR3 (Presentation)

- 6.3.1. Open several presentations – cut, copy, paste within open presentations
- 6.3.2. Using help functions
- 6.3.3. Modify preferences in application such as user name, default directory
- 6.3.4. Drawing objects – different types of lines, modify line width, moving lines, changing line colour – adding other shapes (boxes, circles, freeform), colours and fill effects, outline type – rotating, flipping, shadowing, grouping and ungrouping, layering
- 6.3.5. Slide duplication and re-ordering slides
- 6.3.6. Text build effects, apply pre-set animation effects, changing pre-set animation effects, slide transition
- 6.3.7. Running slide show from beginning, from any slide. Hide slides, *timing slides*
- 6.3.8. Printing

Suggested Tasks:

- *Prepare a presentation of 4 slides and give one slide transition effect to the 4 slides. Type the title “AutoShapes” to appear in all 4 slides. - give subtitles “Basic Shapes”, “Block Arrows”, “Stars and Banners”, “Flowcharts” to the slides. In each slide draw related shapes from AutoShapes and fill with colour from the More Fill Colors and Fill Effects.*
- *Insert a clipart in a slide, copy and paste, rotating the image slightly, then flip the image to face the other side. Group the 3 images to form 1 object. Give a title to the slide and give a text build effect*
- *Make up a 4 slide presentation on a subject related to the environment, give a single slide transition effect and animate the slide titles and pictures.*
- *Open a new blank slide and draw 4 thick lines with the line tool to form a square. Animate the 4 lines with the wipe right, wipe up, wipe left and wipe down effects to simulate the drawing of the square.*
- Other practical tasks are integrated within the module specifications

6.4. GR4 (Presentation)

- 6.4.1. Create and modify an organisation chart
- 6.4.2. Create charts – pie, bar, line; edit, move, duplicate, delete charts
- 6.4.3. Edit and use a slide master, insert objects, numbering the slides, using footers.
- 6.4.4. Output format for distribution – overhead, handout, 35mm, on-screen show – Adding notes for presenter
- 6.4.5. Save as RTF, template, image file format, software type/version
- 6.4.6. Setting up for printing – print in various views and output formats

Suggested Tasks:

- *Draw a storyboard type of chart representing a simple 6 slide presentation from an existing template. Indicate the titles, text, clipart and images. Label the chart including notes on any text build effects, animation and timing.*
- *In a blank slide insert an organisational chart representing the school administration. Try out the different styles and choose one. Give the boxes a shadow and vary the fill colour according to rank. Give a title to the chart.*
- *Make up a 4-slide presentation and insert a prepared chart from the spreadsheet data in 4 different formats: Column, Bar, Line, and Pie. Give a title to the slides.*
- *Prepare a 4-slide presentation to display text only. Open the Slide Master and insert a date, footer and a slide number. Give the slide master a background fill. Import a light coloured graphic (or make up your own from Basic Shapes) as a background for your text.*
- Other practical tasks are integrated within the module specifications

7. Module 7 – Information and Communication – Skills module

7.1. INT1

- 7.1.1. Hardware requirements (multimedia computer system, modem, telephone line, ISP)
- 7.1.2. Logon – username, password
- 7.1.3. Open web browsing application, display a given web page, close
- 7.1.4. Change view/display modes
- 7.1.5. Open a web page, use a hyperlink, an image link. Return to original page (navigation forward/backward; return to homepage, refresh)
- 7.1.6. Browsing a specified site
- 7.1.7. Search engines – define requirements, use of keywords
- 7.1.8. Setting up for printing – preview, print web page, print a frame
- 7.1.9. E-mail – structure of email address, advantages of web-based email, netiquette, logon, open an e-mail application, open mailbox, open message, close application, create new message, saving, insert address in ‘mailto’ and subject, delete message, reply to a received message, printing

Suggested Tasks:

- *Produce a chart showing different ways of connecting to the Internet and the hardware required*
- *Conduct a search on a specific topic*
- *Send e-mail and reply to a received message*
- Other practical tasks are integrated within the module specifications

7.2. INT2

- 7.2.1. Understand HTTP, URL, FTP
- 7.2.2. Using help functions (browser and e-mail)
- 7.2.3. Change web browser homepage
- 7.2.4. Show/Hide Toolbars (browser and e-mail)
- 7.2.5. Favorites /Bookmarks – add a web page to favorites, opening a page from favorites, organising favorites folder.
- 7.2.6. Browser history, delete history
- 7.2.7. Basic settings: to display images on page, not to load images onto page
- 7.2.8. Printing – modify page set-up options
- 7.2.9. E-mail – change display modes, cut - copy - paste to duplicate text within message/to another message, spell check, marking a message in mail folder, use of mail bin, reply to all, reply with/without original message, copy message to another address, printing
- 7.2.10. Address book – add address, delete, create new list, update from incoming mail

Suggested Tasks:

- *Create an address book using classmates’ e-mail addresses*
- *Create a number of favorite sites and organise them in different folders according to category*
- Search for help on a specific topic
- Other practical tasks are integrated within the module specifications

7.3. INT3

- 7.3.1. Understand structure of web address, http, URL
- 7.3.2. Cookies, cache, secure websites, digital certificates, encryption & uses, firewalls
- 7.3.3. Using common logical operators in searches
- 7.3.4. Fill in web based forms
- 7.3.5. Saving a webpage, downloading files & saving
- 7.3.6. Pasting text & images from website into documents
- 7.3.7. Printing a search report
- 7.3.8. E-mail – spam, risk of viruses, digital signatures, add attachments, delete attachment, open and save an attachment, sending low/high priority messages, inserting text from another source, forward a message, reply using distribution list, cc, bcc
- 7.3.9. Organising messages – search for a message, create new mail folder, delete, moving messages to a new mail folder, sort messages by name, subject, date, printing

Suggested Tasks:

- *Create mailbox (mail folder) in SchoolNet mail*
- *Copy and move messages to different mailboxes (mail folders)*
- *Send a file as an attachment*
- *Send e-mail to multiple recipients using Cc and Bcc functions*
- *Use of e-mail as a collaborative tool for inter-school projects*
- *Other practical tasks are integrated within the module specifications*

7.4. INT4 (Web-Page Creation)

- 7.4.1. *Web-authoring tool interface*
- 7.4.2. *Planning your site, navigation and layout*
- 7.4.3. *Insert a table – Add rows and columns*
- 7.4.4. *Merging cells, splitting cells, remove/apply border and fills*
- 7.4.5. *Inserting text/images in tables (image types: e.g. JPEG, GIF, transparent GIF, animated GIFs)*
- 7.4.6. *Hyperlinks (text or images)*
 - *To page in same web*
 - *To bookmark on same page*
 - *To external web page*
 - *Open in current/in new window*
 - *To an e-mail address*
- 7.4.7. *Use background image, change background colour*
- 7.4.8. *Edit page title*
- 7.4.9. *Open and save pages*
- 7.4.10. *Preview web site in browser*
- 7.4.11. *Publish to the web*

Suggested Tasks:

- *Plan a website on paper showing intended links and navigation*
- *Create a web site with a minimum of three hyperlinked pages*
- *Include hyperlinks which open a different web site in a new window*
- *Include a navigation system within the created web pages*
- *Other practical tasks are integrated within the module specifications*

8. Module 8 – Desktop Publishing

8.1. DTP 1

- 8.1.1. *Concept of DTP – frames*
- 8.1.2. *The DTP Interface*
- 8.1.3. *Identifying and using Templates*
- 8.1.4. *Importing and editing text (Insert) and Images & clipart*
- 8.1.5. *Importing different image formats*
- 8.1.6. *Fonts – Serif, Sans-serif, Script*
- 8.1.7. *Borders and Lines*
- 8.1.8. *Colour Fills and Gradients*
- 8.1.9. *Modify and transform Page Layout, graphics and images*
- 8.1.10. *Different paper sizes*
- 8.1.11. *Manipulating Text and Graphic frames – Text Wrap*
- 8.1.12. *Master Pages (foreground and background)*
- 8.1.13. *Layering*
- 8.1.14. *Spot Colour or CMYK or Greyscale*
- 8.1.15. *Printing*

Suggested Tasks:

- *Produce a greeting card, invitation or special occasion in CMYK using existing templates*
- *Design a class/school newsletter A5 four-page format using text, images and clipart*
- *Create a poster in colour for a school activity using a border, picture, two/three different font types and point sizes*
- *Produce and print a greyscale chart in A2 format (by tiling A4 sheets) on any ICT related topic*