Computer Applications

Computer Essentials

* Understand key concepts relating to ICT, computers, devices and software.
* Work effectively on the computer desktop using icons, windows.
* Adjust the main operating system settings and use built-in help features.
* Know some concepts of file management and be able to efficiently organise files and folders.
* Understand storage.
* Understand the importance of protecting data and devices from malware, and the importance of backing up data.
* Recognise considerations relating to green IT, accessibility, and user health.

**Word Processing**

* Create, edit and save small-sized word processing documents
* Choose built-in options, such as the Help function, to enhance productivity.
* Apply different formats to documents to enhance them.
* Adjust document page settings.
* Check and correct spelling before finally printing documents.

**Spreadsheets**

* Create, edit and save small-sized spreadsheets.
* Choose built-in options, such as the Help function, within the application to enhance productivity.
* Enter data into cells; use good practice in creating lists.
* Select, sort and copy, move and delete data.
* Edit rows and columns in a worksheet.
* Copy, move, delete, and appropriately rename worksheets.
* Create mathematical formulas using standard spreadsheet functions.
* Recognise some error values
* Format numbers and text content in a spreadsheet.
* Create, and format charts.
* Printing spreadsheets.

**Presentations**

* Create, edit and save small-sized presentations.
* Work with presentations and save them.
* Choose built-in options, such as the Help function..
* Understand different presentation views and when to use them.
* Understand different slide layouts and designs.
* Enter, edit, and format text in presentations.
* Recognise good practice in applying unique titles to slides.
* Create, and format charts.
* Insert and edit pictures, images, and drawn objects.
* Apply animation and transition effects to presentations.
* Printing and giving presentations.