GULF ENGLISH SCHOOL YEAR 10 ICT

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| TOPIC: ICT Practical skills |

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| Theme: Revision and application of practical skills | Level: Year 10 IG1 |
| Objectives: To be able to answer past paper practical skills | |

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| Focussing Questions | Key Words | |
| 1. **Database**  * Importing files .csv data types table joins * Create simple and advanced queries * Create reports from queries * Calculation fields in queries and reports  1. **Spreadsheets**  * Save as .csv or workbook * Formatting * Application of formulae and functions * Sorting and filtering of data * Printing values and formuale  1. **Word processing**  * Creating and modifying styles * Document formatting * Printing * Mail merge   Assessment  Paper 1  Paper 2  Paper 3 | Import  Tables  Queries  Reports  Calculation field  Formula  Functions  Csv file  Workbook  Print area  Rtf file  Style  Columns  Image  Spellcheck  Headers/footers  File name/path  Master document  Merge file  Merge field | Explaining words  Importing  Data types  Run  Vlookup  Count countif sumif  datedif  If nested If  Hlookup  Sqrt  Powers  Creating tables  Columns  Formatting headers and footers  Applying styles and corporate styles to documents  Creating a mail merge |

**Text Book: Cambridge IGCSE ICT 2nd edition and worksheets and past papers**