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

AssessmentPaper 1Paper 2Paper 3 | ImportTablesQueries ReportsCalculation fieldFormulaFunctionsCsv fileWorkbookPrint areaRtf fileStyleColumnsImageSpellcheckHeaders/footersFile name/pathMaster documentMerge fileMerge field | Explaining wordsImportingData typesRunVlookupCount countif sumifdatedifIf nested IfHlookupSqrtPowersCreating tablesColumnsFormatting headers and footersApplying styles and corporate styles to documentsCreating a mail merge |

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