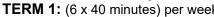
# **Grade 10 Computer Applications Technology 2023 TERM 1:** (6 x 40 minutes) per week





Week	Topic	Textbook Content	Tasks	Resources	Notes
1		Introduction to Computer Applications Technology			
(9 Jan)		Introduction to Computer Applications Technology			
2	System Technologies	LU 1: Introductions to Computers	☐ Activity 1		
16 (Jan)	3	1.1 What is a Computer?			
( ,		1.2 Data and Information	□ Exercise 1		
		1.3 Computer Systems	Exercise 1		
		1.4 Types of Computers			
		1.5 Computers in Our Everyday lives	□ Exercise 2		
3	System Technologies	LU 1: Introductions to Computers	EXCIDIOS E		
(23 Jan)	Cycless Formologica	1.6 Computer Management			
(=====,		<ul> <li>Passwords</li> </ul>			
		The Desktop	☐ Activity 2		* Use Windows 11 updated notes & activities
			□ Activity 3		* You do not need to do Activities 2 - 5
			□ Activity 4		
			□ Activity 5		
		Snipping Tool	☐ Activity 6		
		5.mpp3	□ Activity 7		
		■ Files and Folders	- roung r		
		Managing, Naming, and Viewing Files			
		Recycle Bin	☐ Activity 8		
		<ul> <li>Creating a Compressed Folder</li> </ul>	□ Activity 9		
4	System Technologies	LU 1: Introductions to Computers	☐ Check Point 1		* Use updated LU 1: Check Point 1
(30 Jan)	l system resimiologies		☐ Exercise 3		Coo apacios 20 11 onositi oniti
(00 0011)			☐ Exercise 4		
		LU 2: Computer Hardware	L LAGIGISE 4		
		2.1 Input Devices			
		Keyboard			
		Pointing Devices			
		Specialise Input Devices			
		<ul> <li>Scanning Devices</li> </ul>			
		Other Input Devices	☐ Check Point 1		* Use updated LU 2: Check Point 1
5		2.2 Output Devices			
(6 Feb)		Screen or Monitor			
		<ul><li>Printers</li></ul>			
		Other Output Devices			
		2.3 Hardware Storage Devices			
		<ul> <li>The Hard Disk Drive</li> </ul>			
		<ul><li>Flash drives</li></ul>			
		<ul> <li>Memory Cards and Card Readers</li> </ul>			
		<ul><li>Optical Drives</li></ul>	□ Check Point 2		* Use updated LU 2: Check Point 2
		■ Tape Drives			

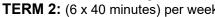


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Week	Topic	Textbook Content	Tasks	Resources	Notes
6	System Technologies	LU 3: Computer Software			
(13 Feb)	,	3.1 What is Software?			
, ,		3.2 Types of Software			
		<ul> <li>System Software</li> </ul>			
		■ The Operating System			
		Plug & Play			
		<ul> <li>Hot Swappable</li> </ul>			
		<ul><li>Drivers</li></ul>			
		Utilities			
		<ul> <li>Malware</li> </ul>			
		■ Anti-Virus			
		■ Firewall			
		Applications Software	☐ Check Point 1		* Use updated LU 3: Check Point 1
7	Social Implications: System	LU 10: Social Implications			Half Term: 23/2 – 28/2
(20 Feb)	Technologies	10.1 Reasons for using Computers			
		10.2 Licensing			
		10.7 Health Issues			
		10.8 Environmental Issues			
8	Solution Development: Word	LU 4: Word Processing – Basic Features			Theory Test
(27 Feb)		4.1 Introduction to Word Processing			{System Technologies & Social Implications} 1 hour (50 marks)
		4.2 Microsoft Word 365 Window			i flour (50 fliarks)
		4.3 Document Management			
		Creating and Saving			
		Opening and Saving     Opening and Saving	□ Activity 1 □ Activity 2		
		4.5 Home Tab	☐ Activity 2		
		Selecting Text	□ Activity 5		
		Clipboard	□ Activity 5		
9	Solution Development: Word	LU 4: Word Processing – Basic Features	Activity 6		
(6 Mar)	Solution Development, Word	4.5 Home Tab			
(O IVIAI)		Font Size & Style	□ Activity 7		
		Subscript & Superscript	□ Activity 7		
		Text Effects			
		Bold, Underline & Italics	= 1.00.1.1.1		
		Format Painter	☐ Activity 10		
		- Format Painter	☐ Activity 11 ☐ Check Point 1		
			□ Exercise 1		
				1	



Week	Topic	Textbook Content	Tas	ks	Resources	Notes
10	Solution Development: Word	LU 4: Word Processing – Basic Features		Exercise 2		
(13 Mar)		LU 5: Word Processing – Insert		Activity 12		
		5.6 Illustrations Group				
		■ Pictures				
		■ Shapes		Activity 13		
		SmartArt		Activity 14		
		■ Charts		Activity 15		
		<ul> <li>Screenshots</li> </ul>		Activity 16		
11	Solution Development: Word	LU 5: Word Processing – Insert				School Holidays: 20/3 + 21/3
(20 Mar)		5.6 Illustrations Group				
		Picture Tools		Activity 17		
				Check Point 2		
				Exercise 5		
12	Solution Development: Word	LU 5: Word Processing – Insert		Exercise 6		
(27 Mar)		5.6 Illustrations Group		Exercise 7		
		5.11 Text				
		Text boxes		Activity 21		
		■ WordArt		Activity 22		
		5.2 Page Breaks		Activity 1		
		LU 6: Word Processing – Design, Layout, Review, View and Help				
		6.2 Layout Tab		Activity 2		
		Page margins, Columns, Breaks and Hyphenation		Exercise 1		
		LU 6: Word Processing – Design, Layout, Review, View and Help				Practical Task {Word}
		6.2 Layout Tab		A (' ') O		(60 marks)
		<ul> <li>Using Paragraph Settings</li> <li>Assessing Objects</li> </ul>		Activity 3		
13	Solution Development: Word	Arranging Objects  LU 6: Word Processing – Design, Layout, Review, View and Help		Activity 4		Sahaal Halidaya atartı 6/A
(3 Apr)	Solution Development, word	6.2 Layout Tab	П	Check Point 1		School Holidays start: 6/4
(3 Apr)		6.3 Review Tab				
		Using Document Proofing		Activity 4 Exercise 5		
		LU 4: Word Processing – Basic Features		LYGICI9E 3		
		4.3 Document Management				
		Printing a document		Activity 4		
		- i ilitung a document	Ш	Activity 4		

# **Grade 10 Computer Applications Technology 2023 TERM 2:** (6 x 40 minutes) per week





				Additional	
Week	Topic	Textbook Content	Tasks	Resources	Notes
1	Social Implications: System	LU 10: Social Implications			School starts: 3/5
(1 May)	Technologies	10.6 The Digital Divide			
		10.9 ICT in South Africa			
2	System Technologies	LU 2: Computer Hardware			
(8 May)		2.4 The Motherboard			
		■ The CPU			
		■ ROM			
		BIOS CMOS			
		RAM			
		Slots & connections on the Motherboard	☐ Check Point 3		* Use updated LU 3: Check Point 3
		Consolidate content, concepts and skills using device adverts	☐ Check Point 3		* Use updated LU 2 & LU 3: Advert tasks
		Consolidate content, concepts and skills using device adverts			Ose upudied LO 2 & LO 3. Advert lasks
3	Network & Internet Technologies	LU 7: Networking			
(15 May)	Network & internet reclinologies	7.1 Introduction to Networks			
(15 May)		7.2 Basic Concepts of Networking			
		7.3 Basic Types of Networking			
		PANs			
		• LANs			
		<ul><li>WANs</li></ul>			
		GAN / Internet			
4	Solution Development: Excel	LU 8: Spreadsheets – Basic Features & Layout			Theory Task {Advert & Network}
(22 May)	·	8.1 Introduction to Spreadsheets			(50 marks)
		8.2 Microsoft Excel 365 Window			
		8.3 Workbook Management			
		Creating and Saving Workbooks	□ Activity 1		
		Opening Workbooks	□ Activity 2		
		Printing	□ Activity 3		
		8.4 Worksheets			
		Moving around a Worksheet	□ Activity 4		
		Entering Text	□ Activity 5		
		<ul><li>Entering Numbers</li><li>Editing Data</li></ul>	□ Activity 6		
			☐ Activity 7		
		Cell Range     Auto Fill	□ Check Point 1		
		Auto Fili	□ Exercise 1		
		0.5.H	☐ Exercise 2		
		8.5 Home Tab  Changing width of columns and height of rows	Activity 10		
		<ul> <li>Changing width of columns and neight of rows</li> <li>Formatting Font</li> </ul>	□ Activity 10 □ Activity 11		
		- I offialling I offi	□ Activity 11		



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Week	Торіс	Textbook Content	Tasks	Additional Resources	Notes	
5	Solution Development: Excel	LU 8: Spreadsheets – Basic Features & Layout				
(29 May)		8.5 Home Tab	- A-4: .: 40			
		<ul><li>Formatting Numbers</li><li>Formatting Alignment</li></ul>	<ul><li>☐ Activity 12</li><li>☐ Activity 13</li></ul>			
		Clipboard				
		Format Painter				
		Styles	<ul><li>☐ Activity 15</li><li>☐ Activity 16</li></ul>			
		8.6 Page Layout Tab	Activity to			
		Format Page Layout	□ Activity 18			
		1 officer ago Eayout	☐ Check Point 2			
			☐ Exercise 3			
			☐ Exercise 4			
6	Solution Development: Excel	LU 9: Spreadsheets – Formulas, Insert, review, View & Help	LACIOISE T		School Holiday: 16/6	
(5 June)	Column Bovolopinonii. Excol	9.1 Formulas			Concornancy 10/0	
(5 5 5 5 7 )		Simple Formulas	□ Activity 1			
			☐ Exercise 1			
			□ Exercise 2			
		9.3 Error Indicators	□ Activity 8			
		9.5 Illustrations Group				
		■ Pictures	□ Activity 14			
		<ul> <li>Headers and Footers</li> </ul>	□ Activity 15			



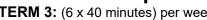
Week	Торіс	Textbook Content	Tasks	Additional	Notes
6	Solution Development: Word	LU 4: Word Processing – Basic Features	10010	Resources	11000
(12 June)	Solution Development, Word	4.3 Paragraph Group			
(12 dans)		Line Spacing	□ Activity 12		
		Bullets and Numbering	□ Activity 13		
		Using Styles	□ Activity 14		
		<ul> <li>Finding and Replacing Text</li> </ul>	□ Activity 15		
			☐ Check Point 2		
			□ Exercise 3		
			☐ Exercise 4		
			□ Exercise 5		
		LU 5: Word Processing – Insert	□ Activity 2		
		5.3 Tables	□ Activity 3		
			□ Activity 4 Activity 5		
			☐ Activity 6		
			□ Activity 7		
			□ Activity 8		
			□ Activity 9		
			□ Activity 10		
			□ Activity 11		
			☐ Check Point 1		
			☐ Exercise 1		
			□ Exercise 2		
			□ Exercise 3		
			☐ Exercise 4		
8	Solution Development: Word	LU 5: Word Processing – Insert			Half Term: 23/6 – 2/7
(40.1)		5.8 Links	☐ Activity 18		
(19 June)		5.10 Headers, Footers, Page Numbers	□ Activity 20		
			☐ Check Point 3		
		E 40 Course ala	Exercise 8		
		5.12 Symbols	☐ Activity 23 ☐ Exercise 9		
			☐ Exercise 9 ☐ Exercise 10		
		LU 6: Word Processing – Design, Layout, Review, View and	□ Exercise 10		
		Help			
		6.1 Design Tab	□ Activity 1		
		<ul> <li>Watermarks, Page Background and Page Borders</li> </ul>	_ / wanty		
		6.4 View Tab			Practical Test (Word & Excel)
		6.5 Accessing Help	□ Activity 7		1 hour (60 marks)
			□ Exercise 6		
			□ Exercise 7		
			□ Exercise 8		

<sup>\* \*</sup> Subject to change – Updated 24 April 2023



Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
9	Revision	Spreadsheets			
(3 July)		Spreadsheets			
		Word Processing			
		Word Processing			
		System Technologies			
		Network Technologies			
10	Exams				Practical Exam (Word, Excel)
(10 July)					2 hour (120 marks)
11	Exams				Theory Exam
(17 July)					1 ½ hour (75 marks)
12	Exams				
(24 July)					
13	Feedback				
(31 July)					
14	Non-academic				School Holidays start: 8/8
(7 Aug)					

# **Grade 10 Computer Applications Technology 2023 TERM 3:** (6 x 40 minutes) per week





Week	Topic	Textbook Content	Tasks	Extra Resources	Notes
1	Network & Internet Technologies	Consolidate content, concepts and skills	145/15	Extra Resources	School starts: 6/9
(4 Sept)	Network & internet reclinologies	Consolidate content, concepts and skills  Consolidate content, concepts and skills			School Starts. 6/9
(4 Sept)					
0	Notes als O lateres of Tools and also	Consolidate content, concepts and skills			
2	Network & Internet Technologies	LU 7: Networking			
(11 Sept)		7.4 Parts of the Internet			
		7.5 Network Etiquette			
		7.6 Shopping Online			
		7.7 Online Auctions			
		7.8 Online Banking			
		7.9 Social Networking	- OL LD: (4		
			☐ Check Point 1		
			□ Exercise 1		
			☐ Exercise 2		
3	Social Implications: Network &	LU 10: Social Implications			
(18 Sept)	Internet Technologies	10.3 Computer Crime			
		10.4 Preventing Computer Crime			
		10.5 Cryptocurrency			
			□ Check Point 1		
			□ Exercise 1		
		LU 8: Spreadsheets – Basic Features & Layout			
		8.4 Worksheets			
		Hide, Unhide, Rename, Tab Colour	☐ Activity 8		
4	Solution Development: Excel	LU 9: Spreadsheets – Formulas, Insert, review, View & Help			School Holiday: 25/9
	·	9.2 Functions	☐ Activity 2		Theory Test
		<ul> <li>SUM, AVERAGE</li> </ul>	□ Activity 3		{System Technologies & Social Implications}
			,		1 hour (50 marks)
		COUNT, MAX, MIN	☐ Activity 4		
			□ Activity 5		
(24 Sept)		<ul> <li>TODAY, MODE, MEDIAN</li> </ul>	☐ Activity 6		
			□ Activity 7		
			☐ Check Point 1		
			□ Exercise 3		
			☐ Exercise 4		
			☐ Exercise 5		
			☐ Exercise 6		
			Exercise 7		
			Exercise 8		
			Exercise 9		
			- EXELUISE 3		



		<ul> <li>9.4 Defined Names Group</li> <li>Absolute Cell Referencing</li> <li>Cell Naming</li> </ul>	□ Activity 9	
5 (2 Oct)	Solution Development: Excel	LU 8: Spreadsheets – Basic Features & Layout 8.5 Home Tab		
(= 550)		<ul><li>Sorting</li></ul>		
		Filtering	□ Activity 17	
		LU 9: Spreadsheets – Formulas, Insert, review, View & Help 9.5 Insert Tab		
		Inserting Charts	☐ Activity 10	
		Different Types of Charts	□ Activity 11	
			□ Activity 12 □ Activity 13	
			☐ Check Point 2	
			☐ Exercise 10	
			☐ Exercise 11	
			□ Exercise 12	
			☐ Check Point 3	
			□ Exercise 13	
6	Solution Development: Excel	LU 9: Spreadsheets – Formulas, Insert, review, View & Help	☐ Exercise 14	
(9 Oct)		9.6 Review Tab ■ Inserting Comments	□ Activity 16	
		9.7 View Tab		
		9.8 Accessing Help		
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management		
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management Using built-in templates	□ Activity 3	
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management Using built-in templates 4.4 Back Stage View	□ Activity 3	
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management Using built-in templates	□ Activity 3	
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management Using built-in templates 4.4 Back Stage View LU 5: Word Processing – Insert		
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management Using built-in templates 4.4 Back Stage View LU 5: Word Processing – Insert		
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management Using built-in templates 4.4 Back Stage View LU 5: Word Processing – Insert		
	Solution Development: Word	LU 4: Word Processing – Basic Features 4.3 Document Management Using built-in templates 4.4 Back Stage View LU 5: Word Processing – Insert		



7 (16 Oct)	Information Management	LU 12: Solution Development 12.1 Introduction to Computation Thinking 12.2 Understanding the Problem 12.3 Breaking Down the Problem 12.4 Input, Processing and Output Model (IPO)	□ Exercise 1	Practical Test {Excel} 1 hour (60 marks)
(10 Oct)		12.5 Algorithms 12.6 Problems in Practice	Exercise 1  Exercise 2  Activity 1	
		12.7 Internet Research	☐ Activity 2 ☐ Exercise 2 ☐ Exercise 3	
	Revision	Word Processing		
		Word Processing		
		Spreadsheet		
8	Revision	Spreadsheet		Half term: 26/10 – 31/10
(23 Oct)		System Technologies		
,		Network & Internet Technologies		
		Social Implications		
		Solution Development		
9 (30 Oct)	Exams			Practical Exam {Word, Excel} 2 ½ hour (150 marks)
10 (6 Nov)	Exams			Theory Exam 2 hour (100 marks)
11 (13 Nov)	Exams			
12 (20 Nov)	Exams			
13 (27 Nov)	Exams			
14 (4 Dec)				School Holidays start: 6/12