

# Grade 10 Computer Applications Technology 2023

TERM 1: (6 x 40 minutes) per week



Week	Topic	Textbook Content	Tasks	Resources	Notes
1 (9 Jan)		Introduction to Computer Applications Technology			
2 16 (Jan)	System Technologies	<b>LU 1: Introductions to Computers</b>	<input type="checkbox"/> Activity 1		
		1.1 What is a Computer?			
		1.2 Data and Information	<input type="checkbox"/> Exercise 1		
		1.3 Computer Systems			
		1.4 Types of Computers			
		1.5 Computers in Our Everyday lives	<input type="checkbox"/> Exercise 2		
3 (23 Jan)	System Technologies	<b>LU 1: Introductions to Computers</b>			
		1.6 Computer Management			
		▪ Passwords			
		▪ The Desktop	<input type="checkbox"/> Activity 2 <input type="checkbox"/> Activity 3 <input type="checkbox"/> Activity 4 <input type="checkbox"/> Activity 5		* Use Windows 11 updated notes & activities * You do not need to do Activities 2 - 5
		▪ Snipping Tool	<input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7		
		▪ Files and Folders			
		▪ Managing, Naming, and Viewing Files			
		▪ Recycle Bin	<input type="checkbox"/> Activity 8		
		▪ Creating a Compressed Folder	<input type="checkbox"/> Activity 9		
4 (30 Jan)	System Technologies	<b>LU 1: Introductions to Computers</b>	<input type="checkbox"/> Check Point 1		* Use updated LU 1: Check Point 1
			<input type="checkbox"/> Exercise 3		
			<input type="checkbox"/> Exercise 4		
		<b>LU 2: Computer Hardware</b>			
		2.1 Input Devices			
		▪ Keyboard			
		▪ Pointing Devices			
		▪ Specialise Input Devices			
		▪ Scanning Devices			
		▪ Other Input Devices	<input type="checkbox"/> Check Point 1		* Use updated LU 2: Check Point 1
5 (6 Feb)		2.2 Output Devices			
		▪ Screen or Monitor			
		▪ Printers			
		▪ Other Output Devices			
		2.3 Hardware Storage Devices			
		▪ The Hard Disk Drive			
		▪ Flash drives			
		▪ Memory Cards and Card Readers			
		▪ Optical Drives	<input type="checkbox"/> Check Point 2		* Use updated LU 2: Check Point 2
		▪ Tape Drives			

# Grade 10 Computer Applications Technology 2023



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

# Grade 10 Computer Applications Technology 2023



Week	Topic	Textbook Content	Tasks	Resources	Notes
10 (13 Mar)	Solution Development: Word	<b>LU 4: Word Processing – Basic Features</b>	<input type="checkbox"/> Exercise 2		
		<b>LU 5: Word Processing – Insert</b>	<input type="checkbox"/> Activity 12		
		5.6 Illustrations Group			
		▪ Pictures	<input type="checkbox"/> Activity 13		
		▪ Shapes	<input type="checkbox"/> Activity 14		
		▪ SmartArt	<input type="checkbox"/> Activity 15		
		▪ Charts	<input type="checkbox"/> Activity 16		
		▪ Screenshots			
11 (20 Mar)	Solution Development: Word	<b>LU 5: Word Processing – Insert</b>			School Holidays: 20/3 + 21/3
		5.6 Illustrations Group	<input type="checkbox"/> Activity 17		
		▪ Picture Tools	<input type="checkbox"/> Check Point 2		
			<input type="checkbox"/> Exercise 5		
12 (27 Mar)	Solution Development: Word	<b>LU 5: Word Processing – Insert</b>	<input type="checkbox"/> Exercise 6		
		5.6 Illustrations Group	<input type="checkbox"/> Exercise 7		
		5.11 Text			
		▪ Text boxes	<input type="checkbox"/> Activity 21		
		▪ WordArt	<input type="checkbox"/> Activity 22		
		5.2 Page Breaks	<input type="checkbox"/> Activity 1		
		<b>LU 6: Word Processing – Design, Layout, Review, View and Help</b>			
6.2 Layout Tab	<input type="checkbox"/> Activity 2				
▪ Page margins, Columns, Breaks and Hyphenation	<input type="checkbox"/> Exercise 1				
		<b>LU 6: Word Processing – Design, Layout, Review, View and Help</b>			Practical Task {Word} (60 marks)
		6.2 Layout Tab	<input type="checkbox"/> Activity 3		
		▪ Using Paragraph Settings	<input type="checkbox"/> Activity 4		
		▪ Arranging Objects			
13 (3 Apr)	Solution Development: Word	<b>LU 6: Word Processing – Design, Layout, Review, View and Help</b>			School Holidays start: 6/4
		6.2 Layout Tab	<input type="checkbox"/> Check Point 1		
		6.3 Review Tab	<input type="checkbox"/> Activity 4		
		▪ Using Document Proofing	<input type="checkbox"/> Exercise 5		
		<b>LU 4: Word Processing – Basic Features</b>			
		4.3 Document Management			
		▪ Printing a document	<input type="checkbox"/> Activity 4		

# Grade 10 Computer Applications Technology 2023

TERM 2: (6 x 40 minutes) per week



Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
1 (1 May)	Social Implications: System Technologies	<b>LU 10: Social Implications</b> 10.6 The Digital Divide 10.9 ICT in South Africa			School starts: 3/5
2 (8 May)	System Technologies	<b>LU 2: Computer Hardware</b> 2.4 The Motherboard <ul style="list-style-type: none"> <li>▪ The CPU</li> <li>▪ ROM</li> <li>▪ BIOS</li> <li>▪ CMOS</li> <li>▪ RAM</li> </ul> Slots & connections on the Motherboard Consolidate content, concepts and skills using device adverts Consolidate content, concepts and skills using device adverts	<input type="checkbox"/> Check Point 3		* Use updated LU 3: Check Point 3 * Use updated LU 2 & LU 3: Advert tasks
3 (15 May)	Network & Internet Technologies	<b>LU 7: Networking</b> 7.1 Introduction to Networks 7.2 Basic Concepts of Networking 7.3 Basic Types of Networking <ul style="list-style-type: none"> <li>▪ PANS</li> <li>▪ LANs</li> <li>▪ WANs</li> <li>▪ GAN / Internet</li> </ul>			
4 (22 May)	Solution Development: Excel	<b>LU 8: Spreadsheets – Basic Features &amp; Layout</b> 8.1 Introduction to Spreadsheets 8.2 Microsoft Excel 365 Window 8.3 Workbook Management <ul style="list-style-type: none"> <li>▪ Creating and Saving Workbooks</li> <li>▪ Opening Workbooks</li> <li>▪ Printing</li> </ul> 8.4 Worksheets <ul style="list-style-type: none"> <li>▪ Moving around a Worksheet</li> <li>▪ Entering Text</li> <li>▪ Entering Numbers</li> <li>▪ Editing Data</li> </ul> <ul style="list-style-type: none"> <li>▪ Cell Range</li> <li>▪ Auto Fill</li> </ul> 8.5 Home Tab <ul style="list-style-type: none"> <li>▪ Changing width of columns and height of rows</li> <li>▪ Formatting Font</li> </ul>	<input type="checkbox"/> Activity 1 <input type="checkbox"/> Activity 2 <input type="checkbox"/> Activity 3  <input type="checkbox"/> Activity 4 <input type="checkbox"/> Activity 5 <input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7  <input type="checkbox"/> Check Point 1 <input type="checkbox"/> Exercise 1 <input type="checkbox"/> Exercise 2  <input type="checkbox"/> Activity 10 <input type="checkbox"/> Activity 11		<b>Theory Task {Advert &amp; Network}</b> <b>(50 marks)</b>

# Grade 10 Computer Applications Technology 2023



Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
5 (29 May)	Solution Development: Excel	<b>LU 8: Spreadsheets – Basic Features &amp; Layout</b>			
		8.5 Home Tab	<input type="checkbox"/> Activity 12		
		<ul style="list-style-type: none"> <li>▪ Formatting Numbers</li> <li>▪ Formatting Alignment</li> </ul>	<input type="checkbox"/> Activity 13		
		<ul style="list-style-type: none"> <li>▪ Clipboard</li> <li>▪ Format Painter</li> <li>▪ Styles</li> </ul>	<input type="checkbox"/> Activity 14		
			<input type="checkbox"/> Activity 15		
			<input type="checkbox"/> Activity 16		
6 (5 June)	Solution Development: Excel	8.6 Page Layout Tab	<input type="checkbox"/> Activity 18		
		<ul style="list-style-type: none"> <li>▪ Format Page Layout</li> </ul>	<input type="checkbox"/> Check Point 2		
			<input type="checkbox"/> Exercise 3		
			<input type="checkbox"/> Exercise 4		
6 (5 June)	Solution Development: Excel	<b>LU 9: Spreadsheets – Formulas, Insert, review, View &amp; Help</b>			School Holiday: 16/6
		9.1 Formulas	<input type="checkbox"/> Activity 1		
		<ul style="list-style-type: none"> <li>▪ Simple Formulas</li> </ul>	<input type="checkbox"/> Exercise 1		
			<input type="checkbox"/> Exercise 2		
		9.3 Error Indicators	<input type="checkbox"/> Activity 8		
6 (5 June)	Solution Development: Excel	9.5 Illustrations Group			
		<ul style="list-style-type: none"> <li>▪ Pictures</li> </ul>	<input type="checkbox"/> Activity 14		
		<ul style="list-style-type: none"> <li>▪ Headers and Footers</li> </ul>	<input type="checkbox"/> Activity 15		

# Grade 10 Computer Applications Technology 2023



Week	Topic	Textbook Content	Tasks	Additional Resources	Notes
6 (12 June)	Solution Development: Word	<b>LU 4: Word Processing – Basic Features</b> 4.3 Paragraph Group	<input type="checkbox"/> Activity 12 <input type="checkbox"/> Activity 13		
		<ul style="list-style-type: none"> <li>▪ Line Spacing</li> <li>▪ Bullets and Numbering</li> </ul>	<input type="checkbox"/> Activity 14 <input type="checkbox"/> Activity 15 <input type="checkbox"/> Check Point 2 <input type="checkbox"/> Exercise 3		
		<ul style="list-style-type: none"> <li>▪ Using Styles</li> <li>▪ Finding and Replacing Text</li> </ul>	<input type="checkbox"/> Exercise 4 <input type="checkbox"/> Exercise 5		
		<b>LU 5: Word Processing – Insert</b> 5.3 Tables	<input type="checkbox"/> Activity 2 <input type="checkbox"/> Activity 3 <input type="checkbox"/> Activity 4 Activity 5		
			<input type="checkbox"/> Activity 6 <input type="checkbox"/> Activity 7 <input type="checkbox"/> Activity 8 <input type="checkbox"/> Activity 9 <input type="checkbox"/> Activity 10 <input type="checkbox"/> Activity 11		
			<input type="checkbox"/> Check Point 1 <input type="checkbox"/> Exercise 1 <input type="checkbox"/> Exercise 2 <input type="checkbox"/> Exercise 3 <input type="checkbox"/> Exercise 4		
8 (19 June)	Solution Development: Word	<b>LU 5: Word Processing – Insert</b> 5.8 Links	<input type="checkbox"/> Activity 18		Half Term: 23/6 – 2/7
		5.10 Headers, Footers, Page Numbers	<input type="checkbox"/> Activity 20 <input type="checkbox"/> Check Point 3 <input type="checkbox"/> Exercise 8		
		5.12 Symbols	<input type="checkbox"/> Activity 23		
			<input type="checkbox"/> Exercise 9 <input type="checkbox"/> Exercise 10		
		<b>LU 6: Word Processing – Design, Layout, Review, View and Help</b> 6.1 Design Tab	<input type="checkbox"/> Activity 1		
		<ul style="list-style-type: none"> <li>▪ Watermarks, Page Background and Page Borders</li> </ul>			
	6.4 View Tab 6.5 Accessing Help	<input type="checkbox"/> Activity 7 <input type="checkbox"/> Exercise 6 <input type="checkbox"/> Exercise 7 <input type="checkbox"/> Exercise 8		Practical Test {Word & Excel} 1 hour (60 marks)	

# Grade 10 Computer Applications Technology 2023



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

# Grade 10 Computer Applications Technology 2023

TERM 3: (6 x 40 minutes) per week



Week	Topic	Textbook Content	Tasks	Extra Resources	Notes	
1 (4 Sept)	Network & Internet Technologies	Consolidate content, concepts and skills			School starts: 6/9	
		Consolidate content, concepts and skills				
		Consolidate content, concepts and skills				
2 (11 Sept)	Network & Internet Technologies	<b>LU 7: Networking</b>				
		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				
		<input type="checkbox"/> Check Point 1				
		<input type="checkbox"/> Exercise 1				
		<input type="checkbox"/> Exercise 2				
3 (18 Sept)	Social Implications: Network & Internet Technologies	<b>LU 10: Social Implications</b>				
		10.3 Computer Crime				
		10.4 Preventing Computer Crime				
		10.5 Cryptocurrency				
			<input type="checkbox"/> Check Point 1			
			<input type="checkbox"/> Exercise 1			
		<b>LU 8: Spreadsheets – Basic Features &amp; Layout</b>				
		8.4 Worksheets				
		▪ Hide, Unhide, Rename, Tab Colour	<input type="checkbox"/> Activity 8			
4	Solution Development: Excel	<b>LU 9: Spreadsheets – Formulas, Insert, review, View &amp; Help</b>			School Holiday: 25/9 Theory Test {System Technologies & Social Implications} 1 hour (50 marks)	
		9.2 Functions	<input type="checkbox"/> Activity 2			
		▪ SUM, AVERAGE	<input type="checkbox"/> Activity 3			
(24 Sept)		▪ COUNT, MAX, MIN	<input type="checkbox"/> Activity 4			
			<input type="checkbox"/> Activity 5			
		▪ TODAY, MODE, MEDIAN	<input type="checkbox"/> Activity 6			
			<input type="checkbox"/> Activity 7			
			<input type="checkbox"/> Check Point 1			
			<input type="checkbox"/> Exercise 3			
			<input type="checkbox"/> Exercise 4			
	<input type="checkbox"/> Exercise 5					
		<input type="checkbox"/> Exercise 6				
		<input type="checkbox"/> Exercise 7				
		<input type="checkbox"/> Exercise 8				
		<input type="checkbox"/> Exercise 9				



# Grade 10 Computer Applications Technology 2023



		9.4 Defined Names Group <ul style="list-style-type: none"> <li>▪ Absolute Cell Referencing</li> <li>▪ Cell Naming</li> </ul>	<input type="checkbox"/> Activity 9		
5 (2 Oct)	Solution Development: Excel	<b>LU 8: Spreadsheets – Basic Features &amp; Layout</b> 8.5 Home Tab <ul style="list-style-type: none"> <li>▪ Sorting</li> <li>▪ Filtering</li> </ul>	<input type="checkbox"/> Activity 17		
		<b>LU 9: Spreadsheets – Formulas, Insert, review, View &amp; Help</b> 9.5 Insert Tab <ul style="list-style-type: none"> <li>▪ Inserting Charts</li> </ul>	<input type="checkbox"/> Activity 10		
		<ul style="list-style-type: none"> <li>▪ Different Types of Charts</li> </ul>	<input type="checkbox"/> Activity 11 <input type="checkbox"/> Activity 12 <input type="checkbox"/> Activity 13		
			<input type="checkbox"/> Check Point 2 <input type="checkbox"/> Exercise 10		
			<input type="checkbox"/> Exercise 11 <input type="checkbox"/> Exercise 12		
			<input type="checkbox"/> Check Point 3 <input type="checkbox"/> Exercise 13		
				<input type="checkbox"/> Exercise 14	
6 (9 Oct)	Solution Development: Excel	<b>LU 9: Spreadsheets – Formulas, Insert, review, View &amp; Help</b> 9.6 Review Tab <ul style="list-style-type: none"> <li>▪ Inserting Comments</li> </ul>	<input type="checkbox"/> Activity 16		
		9.7 View Tab			
		9.8 Accessing Help			
	Solution Development: Word	<b>LU 4: Word Processing – Basic Features</b> 4.3 Document Management Using built-in templates	<input type="checkbox"/> Activity 3		
		<b>LU 5: Word Processing – Insert</b> 5.9 Comments	<input type="checkbox"/> Activity 19		

# Grade 10 Computer Applications Technology 2023



7  (16 Oct)	Information Management	<b>LU 12: Solution Development</b>			<b>Practical Test {Excel} 1 hour (60 marks)</b>
		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)	<input type="checkbox"/> Exercise 1			
	12.5 Algorithms	<input type="checkbox"/> Exercise 2			
	12.6 Problems in Practice	<input type="checkbox"/> Activity 1			
	12.7 Internet Research	<input type="checkbox"/> Activity 2			
		<input type="checkbox"/> Exercise 2			
		<input type="checkbox"/> Exercise 3			
Revision	Word Processing				
	Word Processing				
	Spreadsheet				
8 (23 Oct)	Revision	Spreadsheet			<b>Half term: 26/10 – 31/10</b>
		System Technologies			
		Network & Internet Technologies			
		Social Implications			
		Solution Development			
9 (30 Oct)	Exams				<b>Practical Exam {Word, Excel} 2 ½ hour (150 marks)</b>
10 (6 Nov)	Exams				<b>Theory Exam 2 hour (100 marks)</b>
11 (13 Nov)	Exams				
12 (20 Nov)	Exams				
13 (27 Nov)	Exams				
14 (4 Dec)					<b>School Holidays start: 6/12</b>