

Grade 10 Computer Applications Technology 2024

TERM 1: (3 lessons x 45 minutes + 1 lesson x 65 minutes) per week



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1	System Technologies	[10] LU 1: Introductions to Computers		<input type="checkbox"/> Activity 1 {p1}	[10] System Technologies: <ul style="list-style-type: none"> • Concepts of data and information: – Explain the difference between data and information • Understand computers and their uses • Advantages and disadvantages of using computers • Define and describe convergence
		1.1 What is a Computer? {p3}		<input type="checkbox"/> Exercise 1 {p3}	
		1.2 Data and Information {p3}			
		1.3 Computer Systems {p4} 1.4 Types of Computers {p5}			
		1.5 Computers in Our Everyday lives {p6}		<input type="checkbox"/> Exercise 2 {p7}	
2	System Technologies	[10] LU 1: Introductions to Computers			[10] System Technologies: <ul style="list-style-type: none"> • System Software <ul style="list-style-type: none"> – Basic security (PC/laptop) – log on, username, password (concept of authentication), other authentication such as screen lock pattern, biometric scanning apps • Windows Operating System <ul style="list-style-type: none"> – Basic accessories such as calculator, paint and snipping tool. – Icons, shortcuts, Start button, task bar, Pinning, Creating shortcuts – Start menu, notification area, search box, – My Computer, My Documents, Recycle Bin, – Universal apps, Windows Store/App Store/Play Store – Desktop background – Access Apps/software – Creating shortcuts – Adding new peripheral such a printer, mouse
		1.6 Computer Management {p8}			
		<ul style="list-style-type: none"> ▪ Passwords ▪ The Desktop 	<input type="checkbox"/> Activity 2 {p9} <input type="checkbox"/> Activity 3 {p10} <input type="checkbox"/> Activity 4 {p13} <input type="checkbox"/> Activity 5 {p13}		
		<ul style="list-style-type: none"> ▪ Snipping Tool 	<input type="checkbox"/> Activity 6 {p14} <input type="checkbox"/> Activity 7 {p15}		
		<ul style="list-style-type: none"> ▪ Files and Folders ▪ Managing, Naming, and Viewing Files ▪ Recycle Bin ▪ Creating a Compressed Folder ▪ Managing, Naming and Viewing Files 	<input type="checkbox"/> Activity 8 {p17} <input type="checkbox"/> Activity 9 {p19}	<input type="checkbox"/> Check Point 1 {p21} <input type="checkbox"/> Exercise 3 {p22} <input type="checkbox"/> Exercise 4 {p22}	<ul style="list-style-type: none"> – File explorer Basic file operations: • Describe file organisation • Basic concepts and introduction to file organisation: drives, folders and files <ul style="list-style-type: none"> – Examples of different types of files – File extensions (association) – common/generic extensions such as <ul style="list-style-type: none"> ~ archived/compressed, forms of text files, webpages ~ applications like word processor, spreadsheet, database and presentations ~ graphics, movie, sound, animation ~ PDF • Management of files/folders File specification – Drive, path, filename and file extension – Creating a new folder or other new items. <ul style="list-style-type: none"> – File naming – conventions – Renaming

Grade 10 Computer Applications Technology 2024



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					<ul style="list-style-type: none"> - Opening/viewing - Copying and pasting - Moving - Deleting permanently or sending it to the Recycle Bin. - Restoring - Different options to select one or various files and folders. - Searching files/folders - Sorting files/folder • File Explorer, e.g. This PC, hierarchy [10] Solution Development – Operating System: • File(s) / Folder(s) <ul style="list-style-type: none"> - File Names using correct conventions - Understanding File Extensions - Using File Paths to find files - Create a Folder(s) - Rename File / Folder - Move File / Folder - Copy File / Folder • Using the Recycle Bin • Compressed Files / Folders <ul style="list-style-type: none"> - Compress files/Folders - Extract All from a Compressed File • File Properties <ul style="list-style-type: none"> - Type of File - Opens With - Location - Size - Created, Modified, Accessed dates - Attributes – Read-only, Hidden
3	Solution Development: Word	<p>[10] LU 4: Word Processing – Basic Features</p> <p>4.1 Introduction to Word Processing {p52}</p> <p>4.2 Microsoft Word 365 Window {p53}</p> <p>4.3 Document Management {p54}</p> <ul style="list-style-type: none"> ▪ Creating and Saving ▪ Opening and Saving ▪ Using built-in templates ▪ Printing a document 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 1 {p54} <input type="checkbox"/> Activity 2 {p54} <input type="checkbox"/> Activity 3 {p55} <input type="checkbox"/> Activity 4 {p56} 		<p>[10] Solution Development - Word Processing:</p> <ul style="list-style-type: none"> • Standard Word Processing Features • Workspace, ribbons, tabs and menus • Document Management <ul style="list-style-type: none"> - Open new and existing documents, close, save, save as - Templates: Use inbuilt templates - Printing (basic options) - Info – Protect document, inspect document, version history • Selecting data using keyboard and/or mouse • Clipboard – Cut, Copy, Paste, Undo, Format Painter
		<p>4.4 Backstage View {p57}</p> <p>4.5 Home Tab {p58}</p> <ul style="list-style-type: none"> ▪ Selecting Text ▪ Clipboard 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 5 {p58} <input type="checkbox"/> Activity 6 {p59} 		

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		<ul style="list-style-type: none"> ▪ Font Size & Style ▪ Subscript & Superscript ▪ Text Effects ▪ Bold, Underline & Italics 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 7 {p62} <input type="checkbox"/> Activity 8 {p63} <input type="checkbox"/> Activity 9 {p63} <input type="checkbox"/> Activity 10 {p62} 	<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 1 {p65} 	<ul style="list-style-type: none"> • Font Formatting – Font type, style, size, colour, highlight, effects, bold, underline, italic, subscript, superscript, clear formatting, change case
		<ul style="list-style-type: none"> ▪ Format Painter 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 11 {p65} 	<ul style="list-style-type: none"> <input type="checkbox"/> Exercise 1 {p65} <input type="checkbox"/> Exercise 2 {p66} 	
4	Solution Development: Word	[10] LU 4: Word Processing – Basic Features <ul style="list-style-type: none"> ▪ Line Spacing ▪ Bullets and Numbering 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 12 {p69} <input type="checkbox"/> Activity 13 {p70} 		[10] Solution Development - Word Processing: <ul style="list-style-type: none"> • Paragraph Formatting – Bullets and numbering (basic), Indents (hanging), aligning, spacing, borders, shading, sorting, formatting symbols
		<ul style="list-style-type: none"> ▪ Using Styles ▪ Using Find and Replace 	<ul style="list-style-type: none"> <input type="checkbox"/> Activity 14 {p71} <input type="checkbox"/> Activity 15 {p71} 		<ul style="list-style-type: none"> • Using existing quick styles in gallery (simple) • Editing – find, replace, select
				<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 2 {p72} <input type="checkbox"/> Exercise 3 {p72} <input type="checkbox"/> Exercise 4 {p73} <input type="checkbox"/> Exercise 5 {p73} 	
5	System Technologies	[10] LU 2: Computer Hardware 2.1 Input Devices {p24} <ul style="list-style-type: none"> ▪ Keyboard ▪ Pointing Devices ▪ Specialise Input Devices ▪ Scanning Devices ▪ Other Input Devices 			[10] System Technologies: <ul style="list-style-type: none"> • The main components of a computer system: <ul style="list-style-type: none"> – Hardware and software • Definition/description of Hardware • Types of input: <ul style="list-style-type: none"> – Data <ul style="list-style-type: none"> – unprocessed text, numbers, images, video and audio – Instructions – programs, commands and user response • Generic/common input devices: <ul style="list-style-type: none"> – Keyboard and mouse: <ul style="list-style-type: none"> ~ Ergonomic considerations – Pointing devices <ul style="list-style-type: none"> ~ Touch pad, trackball, keyboards, touch screen, stylus and joystick – Digital camera – Scanning and reading devices <ul style="list-style-type: none"> ~ Flatbed, handheld and sheet feed scanners, mouse scanner ~ Radio-frequency identification (RFID), magnetic stripe, bar-coding, QR code ~ Optical character recognition (OCR) – Video input – video camera and webcam – Audio input: Microphone and voice recognition – Biometric input, e.g. fingerprint or retinal scanners • Methods for connecting peripherals (cabled, wireless, e.g. USB, Bluetooth, WiFi) • Identify hardware components

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		2.2 Output Devices {p28} <ul style="list-style-type: none"> ▪ Screen or Monitor ▪ Printers ▪ Other Output Devices 			<ul style="list-style-type: none"> • Types of output: text, graphics, audio and video • Hard copy vs soft copy • Generic/common output devices: <ul style="list-style-type: none"> – Monitors (size, quality, HDMI, VGA, FHD) – Printers (inkjet and laser, 3D: purpose, advantages, disadvantages print speed, quality, cost) – Audio output: <ul style="list-style-type: none"> ~ Headsets and speakers – Other output <ul style="list-style-type: none"> ~ multifunction devices, data/DLP projector • Methods for connecting peripherals (cabled, wireless, e.g. USB, Bluetooth, WiFi) • Identify hardware components
		2.3 Hardware Storage Devices {p32} <ul style="list-style-type: none"> ▪ The Hard Disk Drive ▪ Flash drives ▪ Memory Cards and Card Readers ▪ Optical Drives ▪ Tape Drives 			<ul style="list-style-type: none"> • Generic/common storage devices and media: <ul style="list-style-type: none"> – Mechanical hard drive (HDD) (fixed and portable) – Solid State drive (SSD) – USB flash drives – Optical drives: CDs, DVDs and Blu-Ray – Memory cards and card reader • Measuring capacity (KB, MB, GB and TB, PB, EB) of storage media • Robustness, capacity of storage media • Primary storage (memory) vs secondary storage
		2.4 The Motherboard {p36} <ul style="list-style-type: none"> ▪ The CPU ▪ ROM – BIOS, CMOS ▪ RAM ▪ Connections on the Motherboard 		<input type="checkbox"/> Exercise 1 {p41} <input type="checkbox"/> Exercise 2 {p43}	<ul style="list-style-type: none"> • System Unit: Motherboard, CPU and primary storage memory (BIOS, RAM, ROM), secondary storage and peripherals • Measuring speed in GHz • Identify ports and connectors such as network, USB (including variations), HDMI/VGA ports
6	Solution Development: Word	[10] LU 5: Word Processing – Insert 5.1 Insert Tab {p74} 5.2 Page Breaks {p74}	<input type="checkbox"/> Activity 1 {p74}		[10] Solution Development - Word Processing: <ul style="list-style-type: none"> • Inserting Pages – page breaks
		5.3 Tables {p75} 5.4 Table Tools – Design {p76}	<input type="checkbox"/> Activity 2 {p75} <input type="checkbox"/> Activity 3 {p76} <input type="checkbox"/> Activity 4 {p79} <input type="checkbox"/> Activity 5 {p79}		<ul style="list-style-type: none"> • Tables <ul style="list-style-type: none"> – Insert, Table tools, Table design, Table properties – Design: Table styles, borders and shading
		5.5 Table Tools – Layout {p80}	<input type="checkbox"/> Activity 6 {p83} <input type="checkbox"/> Activity 7 {p84} <input type="checkbox"/> Activity 8 {p84} <input type="checkbox"/> Activity 9 {p85} <input type="checkbox"/> Activity 10 {86} <input type="checkbox"/> Activity 11 {p86}		<ul style="list-style-type: none"> – Layout: Rows and columns, header rows – Cells: size, distribution, merging and splitting – Text alignment and direction – Table: split, auto fit, gridlines – Working with data: sorting, convert to text and working with formulae

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
				<input type="checkbox"/> Check Point 1 {p87} <input type="checkbox"/> Exercise 1 {p88} <input type="checkbox"/> Exercise 2 {p88} <input type="checkbox"/> Exercise 3 {p89} <input type="checkbox"/> Exercise 4 {p89}	
7	Solution Development: Word	[10] LU 5: Word Processing – Insert 5.6 Illustrations Group {p90} <ul style="list-style-type: none"> ▪ Pictures ▪ Shapes ▪ SmartArt ▪ Charts ▪ Screenshots 	<input type="checkbox"/> Activity 12 {p93} <input type="checkbox"/> Activity 13 {p94} <input type="checkbox"/> Activity 14 {p95} <input type="checkbox"/> Activity 15 {p96} <input type="checkbox"/> Activity 16 {p96}		[10] Solution Development - Word Processing: <ul style="list-style-type: none"> • Insert and manipulate illustrations – Pictures, shapes, icons, SmartArt, Charts, Screenshots
		5.7 Picture Tools {p97}	<input type="checkbox"/> Activity 17 {p102}	<input type="checkbox"/> Check Point 2 {p103} <input type="checkbox"/> Exercise 5 {p105} <input type="checkbox"/> Exercise 6 {p104} <input type="checkbox"/> Exercise 7 {p105}	
		5.8 Links {p105} 5.9 Comments {p107} 5.10 Headers, Footers, Page Numbers {p107}	<input type="checkbox"/> Activity 18 {p106} <input type="checkbox"/> Activity 19 {p107} <input type="checkbox"/> Activity 20 {p107}	<input type="checkbox"/> Check Point 3 {p111} <input type="checkbox"/> Exercise 8 {p111}	<ul style="list-style-type: none"> • Links – link (Hyperlink) • Comments • Header & Footer (simple) – header, footer, page numbers
		5.11 Text {p111} <ul style="list-style-type: none"> ▪ Text boxes ▪ WordArt 5.12 Symbols	<input type="checkbox"/> Activity 21 {p113} <input type="checkbox"/> Activity 22 {p113} <input type="checkbox"/> Activity 23 {p114}	<input type="checkbox"/> Exercise 9 {p115} <input type="checkbox"/> Exercise 10 {p115}	<ul style="list-style-type: none"> • Text – Textbox, Word Art • Symbols
8	System Technologies	[10] LU 3: Computer Software 3.1 What is Software? {p44} 3.2 Types of Software {p45} <ul style="list-style-type: none"> ▪ System Software ▪ The Operating System 			[10] System Technologies: <ul style="list-style-type: none"> • Identify software components <ul style="list-style-type: none"> – Definition/description of Software – System software vs application software – Graphical user interfaces (GUI) <ul style="list-style-type: none"> ~ Identifying and using typical components of a GUI such as icons, toolbars, menu usage and navigation, radio buttons, checkboxes, dialogs, lists and combo boxes ~ Minimizing, restoring, resizing, moving and closing windows • System Software – Define and describe system software <ul style="list-style-type: none"> – Operating system – basic function/purpose, typical features of a GUI – Operating systems associated with: <ul style="list-style-type: none"> – Define a driver – Define and describe Auto configuration of devices – Hot swappable/plug-and-play (autoconfiguration) • Define and describe Utility programs
		<ul style="list-style-type: none"> ▪ Plug & Play ▪ Hot Swappable ▪ Drivers ▪ Utilities 			

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		<ul style="list-style-type: none"> ▪ Malware ▪ Anti-Virus ▪ Firewall ▪ Applications Software 			
				<input type="checkbox"/> Check Point 1 {p49} <input type="checkbox"/> Combined Task {p51}	
9	Solution Development: PowerPoint ** Not examinable	[10] LU 11: Presentations 11.1 Introduction to Presentations {p269} 11.2 Microsoft PowerPoint 365 Window {p270} 11.3 Document Management {p271}	<input type="checkbox"/> Activity 1 {p271} <input type="checkbox"/> Activity 2 {p271} <input type="checkbox"/> Activity 3 {p272} <input type="checkbox"/> Activity 4 {p273}		[10] Solution Development - Presentations: <ul style="list-style-type: none"> • Standard Presentation Features • Workspace ribbons, tabs and menus <ul style="list-style-type: none"> - Slides, designs, layouts • Presentation Management <ul style="list-style-type: none"> - Open new and existing spreadsheets, close, save, save as - Templates • Printing (basic options)
		11.4 View Tab {p274} 11.5 Home Tab {p279}	<input type="checkbox"/> Activity 5 {p278} <input type="checkbox"/> Activity 6 {p278} <input type="checkbox"/> Activity 7 {p281} <input type="checkbox"/> Activity 8 {p282} <input type="checkbox"/> Activity 9 {p285} <input type="checkbox"/> Activity 10 {p288} <input type="checkbox"/> Activity 11 {p289}		<ul style="list-style-type: none"> • View options – normal, slide sorter, notes, slide show • Page setup <ul style="list-style-type: none"> - Orientation, size • Editing: Cut, copy, paste, find, replace • Text: Entering, editing and deleting text • Formatting <ul style="list-style-type: none"> - Font type, style, size, colour, highlight, alignment - Paragraph: spacing, alignment, bullets, indentation
		11.6 Insert Tab {289}	<input type="checkbox"/> Activity 12 {p289} <input type="checkbox"/> Activity 13 {p294} <input type="checkbox"/> Activity 14 {p295} <input type="checkbox"/> Activity 15 {p298} <input type="checkbox"/> Activity 16 {p298}		<ul style="list-style-type: none"> • Insert <ul style="list-style-type: none"> - Tables - Images - Illustrations - Links
		11.7 Design Tab {p301}	<input type="checkbox"/> Activity 17 {p301}	<input type="checkbox"/> Check Point 1 {p303} <input type="checkbox"/> Exercise 1 {p305} <input type="checkbox"/> Exercise 2 {p305}	<ul style="list-style-type: none"> • Slides: Insert, delete, numbers, headers and footers, transitions
10	Solution Development: PowerPoint ** Not examinable	[10] LU 11: Presentations 11.8 Transitions Tab {p306}	<input type="checkbox"/> Activity 18 {p307}	<input type="checkbox"/> Exercise 3 {p307}	[10] Solution Development - Presentations: <ul style="list-style-type: none"> • Slide Transitions
		11.9 Slide Show {p308}		<input type="checkbox"/> Exercise 4 {p310}	<ul style="list-style-type: none"> • Presenting a Slide Show
		11.10 Animations {p310}	<input type="checkbox"/> Activity 19 {p312}	<input type="checkbox"/> Exercise 5 {p313} <input type="checkbox"/> Exercise 6 {p313}	<ul style="list-style-type: none"> • Custom animations (basic)
		11.11 Review Tab {p314} 11.12 Accessing Help {p315}		<input type="checkbox"/> Check Point 2 {p315} <input type="checkbox"/> Exercise 7 {p317} <input type="checkbox"/> Exercise 8 {p317}	<ul style="list-style-type: none"> • Reviewing/proofing: spelling and grammar • Accessing online/offline help including FAQs (frequently asked questions)

Grade 10 Computer Applications Technology 2024

TERM 2: (3 lessons x 45 minutes + 1 lesson x 65 minutes) per week



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1	Solution Development: Excel	[10] LU 8: Spreadsheets – Basic Features & Layout 8.1 Introduction to Spreadsheets {p157} 8.2 Microsoft Excel 365 Window {p158} 8.3 Workbook Management {p159} <ul style="list-style-type: none"> Creating and Saving Workbooks Opening Workbooks Printing 	<input type="checkbox"/> Activity 1 {p159} <input type="checkbox"/> Activity 2 {p159} <input type="checkbox"/> Activity 3 {p160}		[10] Solution Development - Spreadsheet: <ul style="list-style-type: none"> Standard Spreadsheet Features Workspace ribbons, tabs and menus Rows, columns and cells Spreadsheet Management <ul style="list-style-type: none"> Open new and existing spreadsheets, close, save, save as Printing (basic options)
		8.4 Worksheets {p161} <ul style="list-style-type: none"> Moving around a Worksheet Entering Text Entering Numbers 	<input type="checkbox"/> Activity 4 {p162} <input type="checkbox"/> Activity 5 {p163} <input type="checkbox"/> Activity 6 {p164}		<ul style="list-style-type: none"> Cells – Insert, delete, format
		<ul style="list-style-type: none"> Editing Data Hide, Unhide, Rename, Tab Colour Cell Range Auto Fill 	<input type="checkbox"/> Activity 7 {p165} <input type="checkbox"/> Activity 8 {p166} <input type="checkbox"/> Activity 9 {p166}		<ul style="list-style-type: none"> Selecting data using keyboard and/or mouse Working with worksheets <ul style="list-style-type: none"> Rename, tab colour, hide/unhide AutoFill Cells
				<input type="checkbox"/> Check Point 1 {p168} <input type="checkbox"/> Exercise 1 {p168} <input type="checkbox"/> Exercise 2 {p169}	
2	Solution Development: Excel	[10] LU 8: Spreadsheets – Basic Features & Layout 8.5 Home Tab <ul style="list-style-type: none"> Changing the width of columns and height of rows {p170} Formatting Font {p171} Formatting Numbers {p174} Formatting Alignment {p178} 	<input type="checkbox"/> Activity 10 {p170} <input type="checkbox"/> Activity 11 {p173} <input type="checkbox"/> Activity 12 {p175} <input type="checkbox"/> Activity 13 {p179}		[10] Solution Development - Spreadsheet: <ul style="list-style-type: none"> Formatting rows, columns and sheets - Size (width and height), insert, delete, hide Font Formatting – Font type, style, size, font colour, fill colour, borders, bold, underline, italic Format Cells: borders, shading, alignment, wrapping, merge, text orientation, merge, split Number Formatting: General, Number, Currency, Accounting, Date, Time, Percentage Increase and Decrease Decimal place shown
		<ul style="list-style-type: none"> Clipboard {p181} Format Painter {p182} Styles {p182} Sorting & Filtering Data {p186} 	<input type="checkbox"/> Activity 14 {p181} <input type="checkbox"/> Activity 15 {p182} <input type="checkbox"/> Activity 16 {p184} <input type="checkbox"/> Activity 17 {p186}		<ul style="list-style-type: none"> Clipboard – paste, cut, copy, format painter Editing – find, replace, select Styles – Format as a table, Cell Styles Data <ul style="list-style-type: none"> Sort & Filter (Basic)
		8.6 Page Layout Tab <ul style="list-style-type: none"> Format Page Layout 	<input type="checkbox"/> Activity 18 {p191}	<input type="checkbox"/> Check Point 2 {p191} <input type="checkbox"/> Exercise 3 {p193} <input type="checkbox"/> Exercise 4 {p194}	<ul style="list-style-type: none"> Page Layout <ul style="list-style-type: none"> Themes Page Setup – Margins, Orientation, Size, Print Area, Breaks, Background, Print Tiles
3	Solution Development: Excel	[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help 9.1 Formulas <ul style="list-style-type: none"> Simple Formulas {p195} 	<input type="checkbox"/> Activity 1 {p196}	<input type="checkbox"/> Exercise 1 {p197} <input type="checkbox"/> Exercise 2 {p198}	[10] Solution Development - Spreadsheet: <ul style="list-style-type: none"> Formulas <ul style="list-style-type: none"> Basic calculations using basic operators including +, -, *, /, order of precedence and the use of brackets use of relational operators (> < = >= <=)
		9.2 Functions			<ul style="list-style-type: none"> Formulas

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		<ul style="list-style-type: none"> SUM, AVERAGE 	<ul style="list-style-type: none"> Activity 2 {p201} Activity 3 {p203} 		<ul style="list-style-type: none"> SUM, AVERAGE
		<ul style="list-style-type: none"> COUNT MAX, MIN 	<ul style="list-style-type: none"> Activity 4 {p206} Activity 5 {p208} 		<ul style="list-style-type: none"> Formulas COUNT, MIN, MAX
		<ul style="list-style-type: none"> TODAY MODE, MEDIAN 	<ul style="list-style-type: none"> Activity 6 {p212} Activity 7 {p214} 		<ul style="list-style-type: none"> Formulas TODAY, MODE, MEDIAN
4	Solution Development: Excel	[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help		<ul style="list-style-type: none"> Check Point 1 {p216} Exercise 3 {p217} Exercise 4 {p218} Exercise 5 {p219} 	[10] Solution Development - Spreadsheet: <ul style="list-style-type: none"> Identify appropriate functions to suit scenario and solve problems
		9.3 Error Indicators {p223}	<ul style="list-style-type: none"> Activity 8 {p223} 	<ul style="list-style-type: none"> Exercise 6 {p220} Exercise 7 {p220} Exercise 8 {p221} Exercise 9 {p222} 	<ul style="list-style-type: none"> Error indicators: <ul style="list-style-type: none"> #####, #NAME!, #DIV/0!, #REF! #VALUE!, #NUM!
		9.4 Defined Names Group {p224} <ul style="list-style-type: none"> Absolute Cell Referencing Cell Naming 	<ul style="list-style-type: none"> Activity 9 {p225} 		<ul style="list-style-type: none"> Cell reference <ul style="list-style-type: none"> The importance of using cell references rather than constant values in cells and formulae Cell ranges: range names Values and contents
5	Internet & Network Technologies	[10] LU 7: Networking 7.1 Introduction to Networks {p137} 7.2 Basic Concepts of Networking {p137}			[10] Internet and Network Technologies: <ul style="list-style-type: none"> Describe a network Aims and objectives of networks Advantages such as facilitating communications and sharing hardware, software, data, information; Disadvantages such as security and privacy issues
		7.3 Basic Types of Networking {p138} <ul style="list-style-type: none"> PANs LANs WANs Other types of Area Networks 			<ul style="list-style-type: none"> Personal area network (PAN) / Home area network (HAN)/LAN (Local Area Network)/MAN (Metropolitan Area Network)/WAN (Wide Area Network), GAN (Global Area Network) <ul style="list-style-type: none"> Definition, purpose, role, uses Basic components of a network: <ul style="list-style-type: none"> Workstations and servers Network interface card (NIC) Network devices for connection: router and switch Communication medium Network software What is needed to set up a PAN/HAN?
		<ul style="list-style-type: none"> GAN / Internet Methods of connecting to the Internet 7.4 Parts of the Internet {p143} <ul style="list-style-type: none"> World Wide Web, Browsing, File Transfer, Email, The Cloud 			<ul style="list-style-type: none"> Internet as an example of a GAN <ul style="list-style-type: none"> Advantages, disadvantages and limitations Define and describe the Internet Obtaining Internet access:

Grade 10 Computer Applications Technology 2024



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					<ul style="list-style-type: none"> - Identify hardware and software needed for connecting to the Internet using a PC - ISP – Definition and purpose • Connection <ul style="list-style-type: none"> - Wired vs wireless including input and output devices - Data transmission speed • Overview of the World Wide Web (WWW) <ul style="list-style-type: none"> - Describe the WWW - Web address/uniform resource locator (URL), URL shortener - Webpage, website, hyperlink - Types of websites, their purpose/what they offer and examples <ul style="list-style-type: none"> ~ Portal, news, informational, business, Weblog (blog), Wiki, social network, educational, entertainment, advocacy, web application, content aggregator, personal • Web Browsers <ul style="list-style-type: none"> - Define, describe and give purpose - Examples of Web Browsers • Typical features of web browsers such as: <ul style="list-style-type: none"> - Bookmarks - History and favourites - Home page settings • Search engines <ul style="list-style-type: none"> - Define, describe and give purpose - Search engine operators - Basic searching techniques <ul style="list-style-type: none"> ~ Keywords/key phrases • Basic e-mailing – Taxonomy of e-mail addresses <ul style="list-style-type: none"> - ISP vs web-based e-mail - E-mail software features such as Cc and Bcc fields, attachments and address books - Compose messages - Send and receive, forward, reply, reply all • Concept of downloading and uploading • Data transfer and synchronising between devices
		7.5 Network Etiquette {p148} 7.6 Shopping Online {p150} 7.7 Online Auctions {p151} 7.8 Online Banking {p152} 7.9 Social Networking {p153}		<ul style="list-style-type: none"> <input type="checkbox"/> Check Point 1 {p154} <input type="checkbox"/> Exercise 1 {p155} <input type="checkbox"/> Exercise 2 {156} 	<ul style="list-style-type: none"> • Netiquette <ul style="list-style-type: none"> - Apply netiquette rules such as spelling check, messages, being courteous and concise, not gossiping, reducing the size of attachments and not typing in capital letters • Overview of online services such as eCommerce and Social Networking: <ul style="list-style-type: none"> - Banking, shopping, booking/reservations, electronic funds transfer (EFT)

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					<ul style="list-style-type: none"> Applications to facilitate e-communications: e-mail, instant messaging, text, picture and video messaging, mailing list, Weblog
6	Solution Development: Word	[10] LU 6: Word Processing – Design, Layout, Review, View and Help			[10] Solution Development - Presentations:
		6.1 Design Tab {p116}	<input type="checkbox"/> Activity 1 {p117}	<input type="checkbox"/> Exercise 1 {p122}	
		6.2 Layout Tab	<input type="checkbox"/> Activity 2 {p121}		<ul style="list-style-type: none"> Layout - Page setup – customizing margins, orientation, size, columns, breaks, line numbers, hyphenation Arrange – position, wrap text, bring forward, send backward, selection pane, align, group, rotate
		<ul style="list-style-type: none"> Page margins, Columns, Breaks and Hyphenation Using Paragraph Settings Arranging Objects 	<input type="checkbox"/> Activity 3 {p123}		
			<input type="checkbox"/> Check Point 1 {p126}		
				<input type="checkbox"/> Exercise 2 {p126}	
				<input type="checkbox"/> Exercise 3 {p127}	
				<input type="checkbox"/> Exercise 4 {p128}	
7	Revision	Paper I: Practical			
		Paper I: Practical			
		Paper I: Practical			
		Paper I: Practical			
8	Revision	Paper II: Theory			
		Paper II: Theory			
		Paper II: Theory			
		Paper II: Theory			

Grade 10 Computer Applications Technology 2024

TERM 3: (3 lessons x 45 minutes + 1 lesson x 65 minutes) per week



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1	Solution Development: Excel	[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help 9.5 Insert Tab – Charts Group {p227}			[10] Solution Development - Spreadsheet: • Charts/Graphs – Create/Insert, format and edit
		▪ Inserting Charts ▪ Different Types of Charts	<input type="checkbox"/> Activity 10 {p228} <input type="checkbox"/> Activity 11 {p232} <input type="checkbox"/> Activity 12 {p233} <input type="checkbox"/> Activity 13 {234}		- Pie, column/bar - Purpose of each/when to use - Create, format and edit
				<input type="checkbox"/> Check Point 2 {p235} <input type="checkbox"/> Exercise 10 {p237}	- Interpretation of information presented in a graph
				<input type="checkbox"/> Exercise 11 {p238} <input type="checkbox"/> Exercise 12 {p239}	
2	Solution Development: Excel	[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help 9.5 Insert Tab	<input type="checkbox"/> Activity 14 {p242}		[10] Solution Development - Spreadsheet: • Insert Pictures, shapes, icons (including associated tools)
		▪ Inserting a Picture ▪ Headers & Footers	<input type="checkbox"/> Activity 15 {p243}		
		9.6 Review Tab {p244} ▪ Inserting Comments	<input type="checkbox"/> Activity 16 {p246}		• Review - Spelling, Thesaurus - Language – Translate - Comments – Create, Show
		9.7 View Tab {p246} 9.8 Accessing Help {p246}		<input type="checkbox"/> Check Point 3 {p249} <input type="checkbox"/> Exercise 13 {p250} <input type="checkbox"/> Exercise 14 {p250}	• View - Workbook Views – Normal, Page Break Preview, Page Layout - Show – Gridlines, Formula Bar, Headings - Zoom • Accessing online/offline help including FAQs (frequently asked questions)
3	Social Implications	[10] LU 10: Social Implications 10.1 Reasons for using Computers {p254} 10.2 Licensing {p255}			[10] System Technologies: • System Software - Freeware, shareware and proprietary software - Open-source software – definition, benefits and disadvantages - Licensing and licensing agreements including end-user, site license agreements, subscription model and creative commons [10] Social Implications: • Ethical/Legal issues: - Ethical use of computer - Software piracy - Licensing - Intellectual property - Recognise and acknowledge the ownership of electronic material

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		10.3 Computer Crime {p258} 10.4 Preventing Computer Crime {p261} 10.5 Cryptocurrency {p263}			<ul style="list-style-type: none"> Define and Describe: <ul style="list-style-type: none"> Hackers Crackers Safety/Security Issues: – E-mail threats, issues and remedies – Malware namely viruses, trojans, worms, hoaxes, spam, phishing, e-mail spoofing and pharming, ransomware <ul style="list-style-type: none"> Safe e-mail and Internet use – dangers and tips to ensure safe use Computer criminals – types and what they do/how they operate Hardware theft and protection
		10.7 Health Issues {p264} 10.8 Environmental Issues {p265}			<ul style="list-style-type: none"> How technology can benefit or harm the environmental: <ul style="list-style-type: none"> Green computing (recycling, e-waste) How technology can benefit or harm the economy: <ul style="list-style-type: none"> Saving paper Labour communication costs efficiency, accuracy and reliability Private, business and education use Crypto currency (digital currency), e.g. Bitcoin
		10.6 The Digital Divide {p263} 10.9 ICT in South Africa {p266}		<input type="checkbox"/> Check Point 1 {p267} <input type="checkbox"/> Exercise 1 {p267}	<ul style="list-style-type: none"> How technology can benefit or harm society (people): <ul style="list-style-type: none"> Ergonomics Digital Divide Online harassment (CyberStalking) Factors influencing health and health risks
4	Solution Development: Word	[10] LU 6: Word Processing – Design, Layout, Review, View and Help 6.3 Review Tab {p128} <ul style="list-style-type: none"> Using Document Proofing Comments 	<input type="checkbox"/> Activity 5 {p130} <input type="checkbox"/> Activity 6 {p131}	<input type="checkbox"/> Exercise 5 {p130}	[10] Solution Development - Presentations: <ul style="list-style-type: none"> Review <ul style="list-style-type: none"> Proofing – spelling, grammar
		6.4 View Tab {p131} 6.5 Accessing Help {p133}	<input type="checkbox"/> Activity 7 {p133}		<ul style="list-style-type: none"> View options <ul style="list-style-type: none"> Work with more than one document/window, zoom Document views: Draft and full screen reading Read mode, print layout, web layout, outline, draft, ruler, grid lines, navigation pane, zoom, split windows, arrange windows, properties Help <ul style="list-style-type: none"> Accessing online/offline help including FAQs (frequently asked questions)
				<input type="checkbox"/> Check Point 2 {p134} <input type="checkbox"/> Exercise 6 {p134}	

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
				<input type="checkbox"/> Exercise 7 {p135} <input type="checkbox"/> Exercise 8 {p135}	
5	Information Management	[10] LU 12: Solution Development 12.1 Introduction to Computation Thinking {p318} 12.2 Understanding the Problem {p318} 12.3 Breaking Down the Problem {p318}			
		12.4 Input, Processing and Output Model (IPO) {p319}		<input type="checkbox"/> Exercise 1 {p320}	[10] System Technologies: <ul style="list-style-type: none"> • Generic model/definition of a computer – Input Processing Output Model (IPO) • Information processing cycle: input, processing, output, storage as well as communication.
		12.5 Algorithms {p320} 12.6 Problems in Practice {p322}	<input type="checkbox"/> Activity 1 {p322}	<input type="checkbox"/> Exercise 2 {p322}	<ul style="list-style-type: none"> • Introduce algorithms using pseudocode or simple English for a variety of real-life examples. (Look at the simple Input, Processing and Output for each example.)
		12.7 Internet Research	<input type="checkbox"/> Activity 2 {p325}	<input type="checkbox"/> Exercise 2 {p325} <input type="checkbox"/> Exercise 3 {p326}	[10] Information Management: <ul style="list-style-type: none"> • Information sources and data gathering tools <ul style="list-style-type: none"> – Electronic reference works, e.g. Wikipedia, Internet articles – Printed media, e.g. books – Surveys: questionnaires/interviews • Information vs knowledge • Find and access information and data <ul style="list-style-type: none"> – Role of surveys and questionnaires • Sifting information <ul style="list-style-type: none"> – Process of keeping only gathered information that meets the criteria/will solve the problem • Manipulating information <ul style="list-style-type: none"> – Extract core meaning – Summarise using own words • Data handling using spreadsheet <ul style="list-style-type: none"> – Data questions: How many? What is most popular? What is least common? How many more than? What is the average? • Processing data • Presentation of information: <ul style="list-style-type: none"> – Graphs, tables, techniques and tools in applications – Report writing – elements of a report: Introduction, body, conclusion, bibliography/references, copyright/plagiarism issues – Summarising information/report using presentation software

Grade 10 Computer Applications Technology 2024



Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
6	Revision	Paper I: Practical			
		Paper I: Practical			
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		Paper I: Practical			
7	Revision	Paper I: Practical			
		Paper I: Practical			
		Paper I: Practical			
		Paper I: Practical			
8	Revision	Paper II: Theory			
		Paper II: Theory			
		Paper II: Theory			
		Paper II: Theory			