Grade 10 Computer Applications Technology 2025

TERM 1: 3 x 45 lessons & 1 x 90-minute lesson per week

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1. 20/1-24/1	System Technologies	**[10] LU 1: Introduction to Computers** 1.1 What is a Computer? {p3}	~	☐ Activity 1 {p1}	**[10] System Technologies:** • The main components of a computer system: – Hardware and software • Definition/description of Hardware
		1.2 Data and Information {p3}		☐ Exercise 1 {p3}	• Concepts of data and information: – Explain the difference between data and information
		1.3 Computer Systems {p4} 1.4 Types of Computers {p5}			• Understand computers and their uses • Advantages and disadvantages of using computers
		1.5 Computers in Our Everyday lives {p6}		☐ Exercise 2 {p7}	• Define and describe convergence
2. 27/1-31/1	System Technologies	**[10] LU 1: Introductions to Computers** 1.6 Computer Management {p8} ▪ Passwords			**[10] System Technologies:** • System Software – Basic security (PC/laptop) – log on, username, password (concept of authentication), other authentication such as screen lock pattern, biometric scanning apps

		▪ The Desktop	☐ Activity 2 {p9}
			☐ Activity 3 {p10}
			☐ Activity 4 {p13}
			☐ Activity 5 {p13}
					• Windows Operating System
					  – 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

		▪ Snipping Tool	☐ Activity 6 {p14} ☐ Activity 7 {p15}		
		▪ Files and Folders ▪ Managing, Naming, and Viewing Files ▪ Recycle Bin ▪ Creating a Compressed Folder ▪ Managing, Naming and Viewing Files	☐ Activity 8 {p17} ☐ Activity 9 {p19}	☐ Check Point 1 {p21} ☐ Exercise 3 {p22} ☐ Exercise 4 {p22}	– File explorer Basic file operations: • Describe file organisation • Basic concepts and introduction to file organisation: drives, folders and files

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					– Examples of different types of files
					– File extensions (association) – common/generic extensions such as
					~ 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.
					– File naming – conventions
					– Renaming
					– 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)
					– 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
					– Compress files/Folders
					– Extract All from a Compressed File

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS

					• File Properties
					  − Type of File
					  − Opens With
					  − Location
					  − Size
					  − Created, Modified, Accessed dates
					  − Attributes – Read-only, Hidden

3.
 	
3/2-7/2
	System Technologies	**[10] LU 2: Computer Hardware**
		2.1 Input Devices {p24}
		▪ Keyboard
		▪ Pointing Devices
		▪ Specialised Input Devices
		▪ Scanning Devices
		▪ Other Input Devices
					[10] System Technologies:
					• Types of input:
					  − Data
					  − unprocessed text, numbers, images, video and audio
					  − Instructions – programs, commands and user response
					• Generic/common input devices:
					  − Keyboard and mouse:
					    ~ Ergonomic considerations
					  − Pointing devices
					    ~ Touch pad, trackball, keyboards, touch screen, stylus and joystick
					  − Digital camera
					  − Scanning and reading devices
					    ~ 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

		2.2 Output Devices {p28} ▪ Screen or Monitor ▪ Printers ▪ Other Output Devices			• Types of output: text, graphics, audio and video • Hard copy vs soft copy • Generic/common output devices: − Monitors (size, quality, HDMI, VGA, FHD)

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					– Printers (inkjet and laser, 3D: purpose, advantages, disadvantages print speed, quality, cost) – Audio output: ~ Headsets and speakers – Other output: ~ 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} ▪ The Hard Disk Drive ▪ Flash drives ▪ Memory Cards and Card Readers ▪ Optical Drives ▪ Tape Drives			• Generic/common storage devices and media: – 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} ▪ The CPU ▪ ROM – BIOS, CMOS ▪ RAM ▪ Connections on the Motherboard		☐ Exercise 1 {p41} ☐ Exercise 2 {p43}	• 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
4. 10/2-14/2	Solution Development: Word	[10] LU 4: Word Processing – Basic Features 4.1 Introduction to Word Processing {p52} 4.2 Microsoft Word 365 Window {p53} 4.3 Document Management {p54} ▪ Creating and Saving ▪ Opening and Saving ▪ Using built-in templates ▪ Printing a document	☐ Activity 1 {p54} ☐ Activity 2 {p54} ☐ Activity 3 {p55} ☐ Activity 4 {p56}		[10] Solution Development - Word Processing: • Standard Word Processing Features • Workspace, ribbons, tabs and menus • Document Management – Open new and existing documents, close, save, save as – Templates: Use inbuilt templates – Printing (basic options) – Info – Protect document, inspect document, version history

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		4.4 Backstage View {p57} 4.5 Home Tab {p58} ▪ Selecting Text ▪ Clipboard	☐ Activity 5 {p58} ☐ Activity 6 {p59}		• Selecting data using keyboard and/or mouse • Clipboard – Cut, Copy, Paste, Undo
		▪ Font Size & Style ▪ Subscript & Superscript ▪ Text Effects ▪ Bold, Underline & Italics	☐ Activity 7 {p62} ☐ Activity 8 {p63} ☐ Activity 9 {p63} ☐ Activity 10 {p62}	☐ Check Point 1 {p65}	• Font Formatting – Font type, style, size, colour, highlight, effects, bold, underline, italic, subscript, superscript, clear formatting, change case
		▪ Format Painter	☐ Activity 11 {p65}	☐ Exercise 1 {p65} ☐ Exercise 2 {p66}	- Format Painter
5. 17/2-20/2	Solution Development: Word	**[10] LU 4: Word Processing – Basic Features** ▪ Line Spacing ▪ Bullets and Numbering	☐ Activity 12 {p69} ☐ Activity 13 {p70}		**[10] Solution Development - Word Processing:** • Paragraph Formatting – Bullets and numbering (basic), Indents (hanging), aligning, spacing, borders, shading, sorting, formatting symbols
		▪ Using Styles ▪ Using Find and Replace	☐ Activity 14 {p71} ☐ Activity 15 {p71}		• Using existing quick styles in gallery (simple) • Editing – find, replace, select
				☐ Check Point 2 {p72} ☐ Exercise 3 {p72} ☐ Exercise 4 {p73} ☐ Exercise 5 {p73}	
6. 25/2-28/2	Solution Development: Word	**[10] LU 5: Word Processing – Insert** 5.1 Insert Tab {p74} 5.2 Page Breaks {p74}	☐ Activity 1 {p74}		**[10] Solution Development - Word Processing:** • Inserting Pages – page breaks

		5.3 Tables {p75}
		5.4 Table Tools – Design {p76}
			☐ Activity 2 {p75}
			☐ Activity 3 {p76}
			☐ Activity 4 {p79}
			☐ Activity 5 {p79}
					• Tables
					  – Insert, Table tools, Table design, Table properties
					  – Design: Table styles, borders and shading

		5.5 Table Tools – Layout {p80}	☐ Activity 6 {p83}
			☐ Activity 7 {p84}
			☐ Activity 8 {p84}
			☐ Activity 9 {p85}
			☐ Activity 10 {86}
			☐ Activity 11 {p86}
					– 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 2025

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
				☐ Check Point 1 {p87} ☐ Exercise 1 {p88} ☐ Exercise 2 {p88} ☐ Exercise 3 {p89} ☐ Exercise 4 {p89}	
7. **3/3-7/3**	**Solution Development: Word**	**[10] LU 5: Word Processing – Insert** 5.6 Illustrations Group {p90} ▪ Pictures ▪ Shapes ▪ SmartArt ▪ Charts ▪ Screenshots	☐ Activity 12 {p93} ☐ Activity 13 {p94} ☐ Activity 14 {p95} ☐ Activity 15 {p96} ☐ Activity 16 {p96}		**[10] Solution Development - Word Processing:** • Insert and manipulate illustrations – Pictures, shapes, icons, SmartArt, Charts, Screenshots
		5.7 Picture Tools {p97}	☐ Activity 17 {p102}	☐ Check Point 2 {p103} ☐ Exercise 5 {p104} ☐ Exercise 6 {p104} ☐ Exercise 7 {p105}	
		5.8 Links {p105} 5.9 Comments {p107} 5.10 Headers, Footers, Page Numbers {p107}	☐ Activity 18 {p106} ☐ Activity 19 {p107} ☐ Activity 20 {p107}	☐ Check Point 3 {p111} ☐ Exercise 8 {p111}	• Links – link (Hyperlink) • Comments • Header & Footer (simple) – header, footer, page numbers
		5.11 Text {p111} ▪ Text boxes ▪ WordArt 5.12 Symbols {p114}	☐ Activity 21 {p113} ☐ Activity 22 {p113} ☐ Activity 23 {p114}	☐ Exercise 9 {p115} ☐ Exercise 10 {p115}	• Text – Textbox, Word Art • Symbols

8.
 	
 10/3-14/3
	System Technologies	**[10] LU 3: Computer Software**
		 3.1 What is Software? {p44}
		 3.2 Types of Software {p45}
		 ▪ System Software
		 ▪ The Operating System
					[10] System Technologies:
					 • Identify software components
					    − Definition/description of Software
					    − System software vs application software
					    − Graphical user interfaces (GUI)
					      ~ 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

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					• System Software – Define and describe system software – Operating system – basic function/purpose, typical features of a GUI – Operating systems associated with:
		▪ Plug & Play ▪ Hot Swappable ▪ Drivers ▪ Utilities			– Define a driver – Define and describe Auto configuration of devices – Hot swappable/plug-and-play (autoconfiguration) • Define and describe Utility programs
		▪ Malware ▪ Anti-Virus ▪ Firewall ▪ Applications Software			
				☐ Check Point 1 {p49} ☐ Combined Task {p51}	
9. 17/3- 20/3	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} ▪ Creating and Saving Workbooks ▪ Opening Workbooks ▪ Printing	☐ Activity 1 {p159} ☐ Activity 2 {p159} ☐ Activity 3 {p160}		[10] Solution Development - Spreadsheet: • Standard Spreadsheet Features • Workspace ribbons, tabs and menus • Rows, columns and cells • Spreadsheet Management – Open new and existing spreadsheets, close, save, save as – Printing (basic options)
		8.4 Worksheets {p161} ▪ Moving around a Worksheet ▪ Entering Text ▪ Entering Numbers	☐ Activity 4 {p162} ☐ Activity 5 {p163} ☐ Activity 6 {p164}		• Cells – Insert, delete, format
		▪ Editing Data	☐ Activity 7 {p165}		• Selecting data using keyboard and/or mouse
		▪ Hide, Unhide, Rename, Tab Colour ▪ Cell Range ▪ Auto Fill	☐ Activity 8 {p166} ☐ Activity 9 {p166}	☐	☐ Working with worksheets – Rename, tab colour, hide/unhide ☐ AutoFill Cells

Grade 10 Computer Applications Technology 2025

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
10. **24/3-28/3**	**Solution Development: Excel**	**[10] LU 8: Spreadsheets – Basic Features & Layout**	☐ Check Point 1 {p168} ☐ Exercise 1 {p168} ☐ Exercise 2 {p169}		**[10] Solution Development - Spreadsheet:**
		8.5 Home Tab ▪ Changing the width of columns and height of rows {p170}	☐ Activity 10 {p170} ☐		• Formatting rows, columns and sheets - Size (width and height), insert, delete, hide • Format Cells: borders, shading, alignment, wrapping, merge, text orientation, merge, spliT
		▪ Formatting Font {p171} ▪ Formatting Numbers {p174}	☐ Activity 11 {p173} ☐ Activity 12 {p175}		• Font Formatting – Font type, style, size, font colour, fill colour, borders, bold, underline, italic • Number Formatting: General, Number, Currency, Accounting, Date, Time, Percentage Increase and Decrease Decimal place shown
		▪ Formatting Alignment {p178}	☐ Activity 13 {p179}		
11. **31/3-4/4**		▪ Clipboard {p181} ▪ Format Painter {p182}	☐ Activity 14 {p181} ☐ Activity 15 {p182}		• Clipboard – paste, cut, copy, format painter • Editing – find, replace, select
		▪ Styles {p182} ▪ Sorting & Filtering Data {p186}	☐ Activity 16 {p184} ☐ Activity 17 {p186}		• Styles – Format as a table, Cell Styles • Data − Sort & Filter (Basic)
		8.6 Page Layout Tab ▪ Format Page Layout	☐ Activity 18 {p191}		• Page Layout − Themes • − Page Setup – Margins, Orientation, Size, Print Area, Breaks, Background, Print Tiles
				☐ Check Point 2 {p191} ☐ Exercise 3 {p193} ☐ Exercise 4 {p194}	

Grade 10 Computer Applications Technology 2025

TERM 2: 3 x 45 lessons & 1 x 90-minute lesson per week

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1. 6/5-9/5	Internet & Network Technologies	**[10] LU 7: Networking** 7.1 Introduction to Networks {p137}			**[10] Internet and Network Technologies:** • Describe a network
		7.2 Basic Concepts of Networking {p137}			• 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} ▪ PANs ▪ LANs ▪ WANs ▪ Other types of Area Networks			• Personal area network (PAN) / Home area network (HAN)/LAN (Local Area Network)/MAN (Metropolitan Are Network)/WAN (Wide Area Network), GAN (Global Area Network) – Definition, purpose, role, uses • What is needed to set up a PAN/HAN?

					• Basic components of a network:
					  – Workstations and servers
					  – Network interface card (NIC)
					  – Network devices for connection: router and switch
					  – Communication medium
					  – Network software

2.
 	
12/5-16/5
	Internet & Network Technologies	**[10] LU 7: Networking**
		▪ GAN / Internet
		▪ Methods of connecting to the Internet
					• Internet as an example of a GAN
					  – Advantages, disadvantages and limitations
					• Define and describe the Internet
					• Obtaining Internet access:
					  – Identify hardware and software needed for connecting to the Internet using a PC
					• – ISP – Definition and purpose
					• Connection
					  – Wired vs wireless including input and output devices
					  – Data transmission speed

		7.4 Parts of the Internet {p143}
		▪ World Wide Web, Browsing, File Transfer, Email, The Cloud
					• Overview of the World Wide Web (WWW)
					  – Describe the WWW
					  – Web address/uniform resource locater (URL), URL shortener
					  – Webpage, website, hyperlink
					  – Types of websites, their purpose/what they offer and examples

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					• Portal, news, informational, business, Weblog (blog), Wiki, social network, educational, entertainment, advocacy, web application, content aggregator, personal
					• Web Browsers − Define, describe and give purpose − Examples of Web Browsers • Typical features of web browsers such as: − Bookmarks − History and favourites − Home page settings • Search engines − Define, describe and give purpose − Search engine operators − Basic searching techniques ~ Keywords/key phrases • Basic e-mailing − Taxonomy of e-mail addresses − 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}		☐ Check Point 1 {p154} ☐ Exercise 1 {p155} ☐ Exercise 2 {p156}	• Netiquette − 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: − Banking, shopping, booking/reservations, electronic funds transfer (EFT) • Applications to facilitate e-communications: e-mail, instant messaging, text, picture and video messaging, mailing list, Weblog

Grade 10 Computer Applications Technology 2025

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
3. 19/5-23/5	Solution Development: Excel	**[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help** 9.1 Formulas ▪ Simple Formulas {p195}	☐ Activity 1 {p196}	☐ Exercise 1 {p197} ☐ Exercise 2 {p198}	**[10] Solution Development - Spreadsheet:** • Formulas – Basic calculations using basic operators including +, -, *, /, order of precedence and the use of brackets – use of relational operators (> < <= >= <> =)
		9.2 Functions {p201} ▪ SUM, AVERAGE	☐ Activity 2 {p201} ☐ Activity 3 {p203}		• Formulas – SUM, AVERAGE
		▪ COUNT ▪ MAX, MIN	☐ Activity 4 {p206} ☐ Activity 5 {p208}		• Formulas – COUNT, MIN, MAX
		▪ TODAY ▪ MODE, MEDIAN	☐ Activity 6 {p212} ☐ Activity 7 {p214}		• Formulas – TODAY, MODE, MEDIAN
4. 26/5-30/5	Solution Development: Excel	**[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help**		☐ Check Point 1 {p216} ☐ Exercise 3 {p217} ☐ Exercise 4 {p218} ☐ Exercise 5 {p219}	**[10] Solution Development - Spreadsheet:** • Identify appropriate functions to suit scenario and solve problems
				☐ Exercise 6 {p220} ☐ Exercise 7 {p220} ☐ Exercise 8 {p221} ☐ Exercise 9 {p222}	
		9.3 Error Indicators {p223}	☐ Activity 8 {p223}		• Error indicators: – #######, #NAME!, #DIV/0!, #REF! – #VALUE!, #NUM!
		9.4 Defined Names Group {p224} ▪ Absolute Cell Referencing ▪ Cell Naming	☐ Activity 9 {p225}		• Cell reference – The importance of using cell references rather than constant values in cells and formulae – Cell ranges: range names – Values and contents
5. 2/6-6/6	Solution Development: Excel	**[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help** 9.5 Insert Tab – Charts Group {p227} ▪ Inserting Charts ▪ Different Types of Charts	☐ Activity 10 {p228}		**[10] Solution Development - Spreadsheet:** • Charts/Graphs – Create/Insert, format and edit – Pie, column/bar

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
			☐ Activity 11 {p232} ☐ Activity 12 {p233} ☐ Activity 13 {p234}		– Purpose of each/when to use – Create, format and edit
				☐ Check Point 2 {p235} ☐ Exercise 10 {p237}	– Interpretation of information presented in a graph
				☐ Exercise 11 {p238} ☐ Exercise 12 {p239}	
6. 9/6-13/6		**[10] LU 6: Word Processing – Design, Layout, Review, View and Help** 6.1 Design Tab {p116} ▪ Watermarks, Page Background and Page Borders	☐ Activity 1 {p117}	☐ Exercise 1 {p122}	**[10] Solution Development - Word Processing:** • Design Page background – watermark, page colour, page borders
		6.2 Layout Tab {p121} ▪ Page margins, Columns, Breaks and Hyphenation ▪ Using Paragraph Settings ▪ Arranging Objects	☐ Activity 2 {p121} ☐ Activity 3 {p123} ☐ Activity 4 {p125}		• 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
				☐ Check Point 1 {p126} ☐ Exercise 2 {p126}	
				☐ Exercise 3 {p127} ☐ Exercise 4 {p128}	

7.
 	
17/6-20/6
	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

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		10.3 Computer Crime {p258} 10.4 Preventing Computer Crime {p261}			• Define and Describe: – 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 – 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} 10.5 Cryptocurrency {p263}			• How technology can benefit or harm the environmental: – Green computing (recycling, e-waste) • How technology can benefit or harm the economy: – 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}		☐ Check Point 1 {p267} ☐ Exercise 1 {p267}	• How technology can benefit or harm society (people): – Ergonomics – Digital Divide – Online harassment (Cyberstalking) – Factors influencing health and health risks
8. 23/6- 27/6	Revision	Paper I: Practical			
		Paper I: Practical			
		Paper II: Theory			
		Paper II: Theory			

TERM 3: 3 x 45 lessons & 1 x 90-minute lesson per week

Grade 10 Computer Applications Technology 2025

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
1 3/9-5/9	Solution Development: Excel	**[10] LU 9: Spreadsheets – Formulas, Insert, review, View & Help** 9.5 Insert Tab ▪ Inserting a Picture	☐ Activity 14 {p242}		**[10] Solution Development - Spreadsheet:** • Insert pictures, shapes, icons (including associated tools)
		▪ Headers & Footers	☐ Activity 15 {p243}		
		9.6 Review Tab {p244} ▪ Inserting Comments	☐ Activity 16 {p246}		• Review – Spelling, Thesaurus – Language – Translate – Comments – Create, Show
		9.7 View Tab {p246} 9.8 Accessing Help {p246}		☐ Check Point 3 {p249} ☐ Exercise 13 {p250} ☐ 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)
2. 8/9-12/9	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}		☐ Exercise 1 {p320}	**[10] System Technologies:** • 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}	☐ Activity 1 {p322}	☐ Exercise 2 {p322}	• 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 {p325}	☐ Activity 2 {p325}	☐ Exercise 3 {p325} ☐ Exercise 4 {p326}	**[10] Information Management:** • Information sources and data gathering tools – 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

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					– Role of surveys and questionnaires • Sifting information – Process of keeping only gathered information that meets the criteria/will solve the problem • Manipulating information – Extract core meaning – Summarise using own words • Data handling using spreadsheet – 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: – 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
3.	**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}	☐ Activity 1 {p271} ☐ Activity 2 {p271} ☐ Activity 3 {p272} ☐ Activity 4 {p273}		**[10] Solution Development - Presentations:** • Standard Presentation Features • Workspace ribbons, tabs and menus – Slides, designs, layouts • Presentation Management – Open new and existing spreadsheets, close, save, save as – Templates • Printing (basic options)
		11.4 View Tab {p274} 11.5 Home Tab {p279}	☐ Activity 5 {p278} ☐ Activity 6 {p278} ☐ Activity 7 {p281} ☐ Activity 8 {p282} ☐ Activity 9 {p285} ☐ Activity 10 {p288} ☐ Activity 11 {p289}		• View options – normal, slide sorter, notes, slide show • Page setup – Orientation, size • Editing: Cut, copy, paste, find, replace • Text: Entering, editing and deleting text • Formatting

Grade 10 Computer Applications Technology 2025

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
					− Font type, style, size, colour, highlight, alignment − Paragraph: spacing, alignment, bullets, indentation
		11.6 Insert Tab {p289}	☐ Activity 12 {p289} ☐ Activity 13 {p294} ☐ Activity 14 {p295} ☐ Activity 15 {p298} ☐ Activity 16 {p298}		• Insert − Tables − Images − Illustrations − Links
		11. 7 Design Tab {p301}	☐ Activity 17 {p301}	☐ Check Point 1 {p303} ☐ Exercise 1 {p305} ☐ Exercise 2 {p305}	Slides: Insert, delete, numbers, headers and footers, transitions
4. **22/9-** **26/9**	**Solution Development: PowerPoint** ** ** *Not examinable*	**[10] LU 11: Presentations** 11.8 Transitions Tab {p306}	☐ Activity 18 {p307}	☐ Exercise 3 {p307}	**[10] Solution Development - Presentations:** Slide Transitions
		11.9 Slide Show {p308}		☐ Exercise 4 {p310}	Presenting a Slide Show
		11.10 Animations {p310}	☐ Activity 19 {p312}	☐ Exercise 5 {p313} Exercise 6 {p313}	Custom animations (basic)
		11.11 Review Tab {p314} 11.12 Accessing Help {p315}		☐ Check Point 2 {p315} ☐ Exercise 7 {p317} Exercise 8 {p317}	• Reviewing/proofing: spelling and grammar Accessing online/offline help including FAQs (frequently asked questions)
5.	**Solution Development:** **PowerPoint** ** ** *Not examinable*	**[10] LU 11: Presentations** 11.8 Transitions Tab {p306}	☐ Activity 18 {p307}		**[10] Solution Development - Presentations:** ● Slide Transitions
		11.9 Slide Show {p308}		☐ Exercise 4 {p310}	Presenting a Slide Show
		11.10 Animations {p310}	☐ Activity 19 {p312}	☐ Exercise 5 {p313} Exercise 6 {p313}	Custom animations (basic)
		11.11 Review Tab {p314} 11.12 Accessing Help {p315}		☐ Check Point 2 {p315} ☐ Exercise 7 {p317} ☐ Exercise 8 {p317}	• Reviewing/proofing: spelling and grammar Accessing online/offline help including FAQs (frequently asked questions)
6.	**Revision**	Paper I: Practical			
6/10-		Paper I: Practical			
10/10		Paper I: Practical			
		Paper I: Practical			
7.	**Revision**	Paper II: Theory			
13/10-		Paper II: Theory			
16/10		Paper II: Theory			

Grade 10 Computer Applications Technology 2025

Week	Topic	Textbook Content	Activities	Tasks	IEB SAGS
		Paper II: Theory			