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Practical skillsets required per application per grade














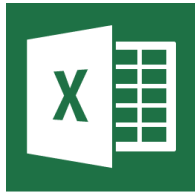
By M Hains
Taken from CAPS



Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none">  First looks: Workspace features such as ribbons, tabs and menus  File management in word processor <ul style="list-style-type: none"> • Open new and existing documents, close, save, save as and print  Select data using keyboard and/or mouse  Text <ul style="list-style-type: none"> • Entering, editing and deleting text  Basic punctuation - one space after all punctuation, including periods  Formatting marks  Formatting <ul style="list-style-type: none"> • Font type, style, size, colour, highlight and effects • Paragraph: spacing, alignment, borders, shading and indents (simple) • Using existing quick styles in gallery (simple)  Editing <ul style="list-style-type: none"> • Cut, copy, paste, find and replace  Reviewing: proofing - spelling and grammar  Autocorrect and basic word processing typography <ul style="list-style-type: none"> • Quotes, dashes and emphasis  Page layout <ul style="list-style-type: none"> • page setup - margins, orientation, size and page border  Document layout <ul style="list-style-type: none"> • Page numbers, page breaks and symbols  View options - print layout and preview  Insert and manipulate illustrations and text <ul style="list-style-type: none"> • Pictures, clip art, word art, shapes, charts and smart art • Text box  Paragraphs (basic) <ul style="list-style-type: none"> • Bullets and numbering (basic) • Indents (hanging) • Tabs  Document and page layout 	<ul style="list-style-type: none">  File management  Printing (including options such as range of pages, odd or even, number of copies, print quality, pages per sheet), send to (e-mail, Internet fax, pdf), convert, properties  Input data from different file formats, e.g. text files, csv, rtf, tables  Editing: Paste special, find and replace (extend to more options)  Page layout: Themes  Document layout <ul style="list-style-type: none"> • Section breaks and sections • Headers and footers (including date, path and filename) • Page numbers: Different first page, odd, even, starting from a specific number • Cover page  Paragraph <ul style="list-style-type: none"> • Customise bullets and numbering • Outline numbering/multi-level lists • Customise spacing  Templates: <ul style="list-style-type: none"> • Agenda, memo, basic resume/CV  Electronic forms  Import/export data  Online and offline help  Styles <ul style="list-style-type: none"> • Quick style gallery (reinforce) • Style set • Change/edit a style • Create a new style  Mailings - Mail Merge  Reference <ul style="list-style-type: none"> • Table of contents • Footnotes • Captions • Citations and Bibliography  Mail Merge - Envelopes and labels  Integration with other packages 	<ul style="list-style-type: none">  Bookmarks  Reviewing and tracking changes  Line breaks (pagination issues such as widow/orphan control)  Import data collected via electronic forms  Reinforce and consolidate content, concepts and skills  Mail Merge - different data sources, e.g. e-mail list  File management: Prepare, publish  Consolidate and reinforce content, concepts and skills  Documents using style focusing on aspects such as: <ul style="list-style-type: none"> • Page layout that includes advanced word processing techniques • Techniques of integration with other software including linking objects













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<ul style="list-style-type: none">• Customising margins• Headers and footers Tables<ul style="list-style-type: none">• Insert, Table tools, Table design, Table properties• Design: Table styles, borders and shading• 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 View options<ul style="list-style-type: none">• Work with more than one document/window, zoom Document views: Draft and full screen reading Reviewing<ul style="list-style-type: none">• Comments• Protecting document Document layout<ul style="list-style-type: none">• Page setup<ul style="list-style-type: none">▪ Columns, hyphenation• Watermark, page colour Integration – Hyperlinks Templates: Letter, fax, report Accessing offline help including FAQs (frequently asked questions) Integration techniques Solve problems using word processor Troubleshoot basic word processing problems		

































Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> Overview of the basic skills and core concepts of spreadsheets Uses First looks: Workspace <ul style="list-style-type: none"> • Rows, columns, cells, sheets and workbook Cell reference <ul style="list-style-type: none"> • The importance of using cell references rather than constant values in cells and formulae Cell ranges Data types such as General, Number, Currency, Date and Time Values and contents Format cells: Data type, borders, shading, alignment, wrapping, merge, alignment, <ul style="list-style-type: none"> • text direction, merge, split and auto fill Formatting rows, columns and sheets <ul style="list-style-type: none"> • Size (width and height), insert, delete, hide, unhide, borders and styles Reinforce generic/common concepts such as formatting and editing, page layout, illustrations, search and proofing as in word processor File options: open, save, save as, new and print Basic calculations using basic operators including +, -, *, /, order of precedence <ul style="list-style-type: none"> • and the use of brackets Error indicators: <ul style="list-style-type: none"> • #####, #NAME!, #DIV/0!, #REF! • #VALUE!, #NUM! Formulae vs functions <p><i>(continued on next page)</i></p>	<ul style="list-style-type: none"> Absolute cell referencing Auto fill options Using spreadsheet functions such as round, small, large, countif, counta, countblank, sumif, power, rand, subtotal Rounding off numbers and the difference between rounding and formatting Conditional formatting Interpreting error indicators such as: <ul style="list-style-type: none"> • circular reference • #NULL! Simple IF function Use of relational operators (> < <= >= <>) in simple IF functions Charts/graphs: Create, format and edit <ul style="list-style-type: none"> • Meaningful titles and labels • Gridlines • Legends • Options appropriate to the graph type chosen Integration techniques Import/export data Help files Work with sheets: <ul style="list-style-type: none"> • Move, copy, headings, protect, gridlines, freeze panes, etc. Use different print options such as print area Integration techniques within package e.g. linking cells and formulas between sheets Consolidate and reinforce content, concepts and skills Templates, e.g. basic invoice and receipt, home/personal budget, basic time sheet Plan and design own documents for specific scenarios and inquiries Integration with other packages Problem solving using spreadsheets 	<ul style="list-style-type: none"> More complex functions such as: <ul style="list-style-type: none"> • Nested IF • Vertical lookup (VLOOKUP), including error indicator #N/A • HLOOKUP • Variations of known functions, e.g. rounding up and rounding down Basic date and time calculations Text functions such as: <ul style="list-style-type: none"> • left, right, mid, concatenate, len, value and find Identify appropriate functions to suit scenario and solve problem: <ul style="list-style-type: none"> • Date and time, maths, statistical, text, logical, lookup and reference Use more advanced combinations of functions and formulas Edit, format and change charts including <ul style="list-style-type: none"> • Changing the scale on the axes • Minimum and maximum values • Re-labelling axes, etc. • Creating stacked bar and column graphs using a graphic, etc. Appropriate graph for a given scenario Pivot table (basic)











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<ul style="list-style-type: none"> Know and use basic functions such as:<ul style="list-style-type: none">• sum, average, count, min, max, today, rand, mode, mean, countif and use of relational operators (> < <= >= <> =) 'Round' numbers using cell formatting Sorting Work with sheets<ul style="list-style-type: none">• rename• headers and footers• printing Introduction to graphs Graphs<ul style="list-style-type: none">• Pie, line, column/bar• Purpose of each/when to use• Create, format and edit• Interpretation of information presented in a graph Basic integration techniques Solve problems using spreadsheets Troubleshoot basic spreadsheet problems	<ul style="list-style-type: none"> Troubleshooting spreadsheets	

















Grade 10	Grade 11	Grade 12
	<ul style="list-style-type: none">  Uses  First looks <ul style="list-style-type: none"> • Objects: Table, form, query, report  Tables: Records and fields, field names <ul style="list-style-type: none"> • Basic field properties: size/length, default value, decimal places, required  Data types <ul style="list-style-type: none"> • Text, number, date and time, currency, auto number, Yes/No and Memo  Database structure  Primary key  Create tables and forms  Enter data (records)  Add and delete records, fields  Formatting and editing  Sorting  Basic data validation techniques  Use filters  Work with different views, e.g. design and table view  Design database tables  Choosing appropriate data types <ul style="list-style-type: none"> • Text, number, date and time, currency, auto number, Yes/No, Memo, OLE object, hyperlink and Lookup  Reinforce and extend the use of field properties: size/length, default value, decimal places, required, input mask, validation rule, validation text and alignment  Queries: <ul style="list-style-type: none"> • Design basic queries using and, or, not and sorting options • Selecting which fields to display in a query  Reports: <ul style="list-style-type: none"> • Design basic reports using a wizard  Basic calculations at end of report such as: sum, avg, count, min and max 	<ul style="list-style-type: none">  Design reports - grouped  Group headers and footers  Calculations in groups such as sum, average, counting, maximum, minimum  Add fields with calculations in queries, reports  Data validation techniques  Queries using and, or, not, wildcards(*), IS Null operator  Reinforce and consolidate content, concepts and skills  Design a database for a specific scenario  Consolidate and reinforce content, concepts and skills  Create a database for a given scenario



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	<ul style="list-style-type: none"> Page headers and footers (design view) Report headers and footers Import/export data Formatting techniques to fields, records, tables, forms, queries and reports Integration with other packages Design a database table for a specific scenario, including forms, queries and reports Problem solving using databases Troubleshooting databases	



Grade 10	Grade 11	Grade 12
<ul style="list-style-type: none"> Overview of the basic skills and core concepts Uses First looks: Slides, designs, layouts Formatting<ul style="list-style-type: none">• Font type, style, size, colour, highlight, alignment• Paragraph: spacing, alignment, bullets, indentation Editing: Cut, copy, paste, find, replace Text: Entering, editing and deleting text Reviewing/proofing: spelling and grammar Page setup<ul style="list-style-type: none">• Orientation, size Slides: Insert, delete, numbers, headers and footers View options - normal, slide sorter, notes, slide show Insert illustrations, tables Custom animations (basic) Basic integration techniques Start slide show		



Grade 10	Grade 11	Grade 12
	<ul style="list-style-type: none">● Reinforce the concepts of<ul style="list-style-type: none">● Websites, web pages, hyperlinks and URLs● What is HTML?● What is an HTML editor?● HTML syntax● Basic HTML tags: Opening tag and closing tag● HTML comments● Plain text and text formatting● Structure and design of a simple HTML page● Good website/page design - consider● Use of colour (basic)● HTML links<ul style="list-style-type: none">● Link syntax: <code>This is a link </code>● Attributes: target and name● HTML images<ul style="list-style-type: none">● Syntax: <code></code>● Attributes: source and alternate text● HTML lists<ul style="list-style-type: none">● Numbered list: <code> </code>● Bulleted list: <code> </code>● List items: <code> </code>	<ul style="list-style-type: none">● Reinforce content, concepts and skills as well as good website/page design● HTML tables<ul style="list-style-type: none">● Syntax: Table tags● Attributes: border, cell padding● Develop a web page for a specific scenario● Reinforce content, concepts and skills as well as good website/page design

*Put together by M Hains
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