# Form 1 ICT Syllabus

## Basic Concepts
- Understand the term hardware
- Understand the difference between data and information
- Understand the basic computer system

- Identify some of the main input devices like: mouse, keyboard, trackball, scanner, touchpad, joystick, web camera (webcam), digital camera, and microphone.
- Understand the task of the CPU

- Know some of the main output devices like: screens/monitors, printers, speakers, headphones.
- Understand some devices are both input and output devices like: touch screens.
- Recognise common storage devices- permanent and portable

- Understand the terms local area network (LAN), wireless local area network (WLAN), wide area network (WAN).
- Recognize ways to help ensure a user’s wellbeing while using a computer like: take regular stretches, have breaks, use eye relaxation techniques.

## Using the computer and Managing Files
- Starting up the computer
- Different mouse clicks
- Using the pen drive
- Creating a username and password

- Desktop (icons, taskbar, start menu)
- Recycle Bin
- Closing a non-responding application
- Volume and Time
- Folders
- Min/Max/Restore
- Window bars

## Word Processing.
- The word window
- Keys of the keyboard
- Formatting- font, font size, typestyles, colours
<table>
<thead>
<tr>
<th><strong>Saving on the pendrive</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Formatting Skills</strong></td>
</tr>
<tr>
<td>- Alignment</td>
</tr>
<tr>
<td>- Line Spacing</td>
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<tr>
<td>- Bullets and Numbering</td>
</tr>
<tr>
<td>- Clip Art</td>
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<tr>
<td><strong>Word Art</strong></td>
</tr>
<tr>
<td><strong>Header &amp; Footer</strong></td>
</tr>
</tbody>
</table>

**Understanding Spreadsheets:**
- layout of worksheet, cells, rows, columns, sheets
- formatting of cells: fonts, colours, shading, borders and alignment

**Working calculations using basic operators (+ - * /) and the = sign**

**Using formatting tools mentioned in first lesson, and the Merge and Centre and Wrap text tools**

**Functions: Sum, Average, Min and Max**
- Errors: #Name

**Presentation**

**Understanding of the following terms:**
- Slide
- Slide Layout
- Slide Transition
- Custom Animation
- Template

- Inserting clip art images and pictures
- Setting up the slide background
- Creating transitions and animations

**Internet and E-mails**
- Difference between Internet and www
- Connecting to the internet
- Using websites
- Using search engines and key words
- Internet browser applications

**E-mail: Understanding the concepts of:**
- Subject
- Sender
- Recipient
- Reply
- Forwarding
- Reply to all
- CC
- BCC
- Attachment
- Searching using keywords and the + and - sign
- Sending an e-mail with an attachment
- Sending an e-mail using the CC and BCC fields