

# GIRLS' HIGH SCHOOL



## EDPM TERM TWO - 4<sup>TH</sup> FORM

### SECTION IV: USE OF APPLICATION SOFTWARE

#### GENERAL OBJECTIVES

On completion of this Section, students should:

- develop an awareness of *ICT and its* impact on the creation and management of electronic documents;
- develop the knowledge, skills and competencies to function *appropriately and* effectively in a technological environment;
- demonstrate mastery in the operation of a QWERTY keyboard, utilizing the standard and function keys;
- develop *the skills to select and use* appropriate *computer-based and web-based application software* to create and manipulate documents *and facilitate effective communication*;
- *demonstrate* an understanding of the knowledge and skills *needed* to create and *prepare* documents in accordance with *required* standards;
- *demonstrate the competence* to interpret correction signs and terminologies used in document preparation;
- *demonstrate the ability to* use acquired knowledge to enhance personal growth and skills for career development; and,
- *develop an appreciation of* the importance and effectiveness of manipulating data in an electronic environment;

#### SPECIFIC OBJECTIVES

#### CONTENT

Students should be able to:

1. apply appropriate formatting features to enhance specific documents;

Guidelines for selection of: font types, styles, sizes, colour and effects for business documents, bold, underline, italics.

Line spacing.

Alignment.

Bullets and numbering, margins.

Symbols.

Borders and Shading.

Background, watermarks.

Endnotes, footnotes, headers, footers, page numbering.

## SECTION IV: USE OF APPLICATION SOFTWARE (cont'd)

### SPECIFIC OBJECTIVES

### CONTENT

Students should be able to:

2. apply editing techniques to prepare documents;	<p>Proofreading of documents and correcting errors on screen to produce a document suitable to be <i>distributed</i>.</p> <p>Application of techniques such as: cut, copy, paste, move, search, find and replace, add and delete, spelling and grammar check, thesaurus, font type; type over and insert mode.</p>
3. prepare documents using tabulations;	<p><b>Simple Tabulations</b></p> <p>Create column and row headings and oblique and vertical headings; apply borders. Table alignment on page. Sorting data in tables.</p> <p><i>Performing simple calculations using +, -, /, *</i></p> <p><b>Advanced Tabulations</b></p> <p>Using simple formulae; using spreadsheet or database software to perform predefined functions: Sum, Average, Minimum, Maximum; inserting charts and graphs, formatting of tables using <i>formatting features</i>.</p>
4. create a database using a single table;	<p><b>Create a Database</b></p> <p>Populate database using no more than five fields; perform a simple query using one or two fields <i>and generate a report based on the query</i>.</p> <p><i>Criteria for selecting images (including relevance), methods of enhancing images (recolouring, resizing, combining with text).</i></p>
5. create a simple graphic using an existing image or object;	<p><b>Grouping and Ungrouping Objects</b></p> <p>Presentations including the use of title slides, transitions, timing, appropriate fonts, <i>background themes</i>, animations, layouts and graphics.</p>
6. create simple presentations using presentation software; and,	<p>Documents created using objects or data from different application software, for example, mail merge, using an external data source, <i>and insertion of charts into relevant documents</i>.</p>
7. integrate information to produce complete documents for dissemination.	

## SECTION V: BUSINESS DOCUMENT PREPARATION

### GENERAL OBJECTIVES

On completion of this Section, students should:

- develop an awareness of *ICT and its* impact on the creation and management of electronic documents;
- develop the knowledge, skills and competencies to function *appropriately and* effectively in a technological environment;
- demonstrate mastery in the operation of a QWERTY keyboard, utilizing the standard and function keys;
- develop *the skills to select and use* appropriate *computer-based and web-based application software* to create and manipulate documents *and facilitate effective communication*;
- *demonstrate* an understanding of the knowledge and skills *needed* to create *and prepare* documents in accordance with *required* standards;
- *demonstrate the competence* to interpret correction signs and terminologies used in document preparation;
- *demonstrate the ability to* use acquired knowledge to enhance personal growth and skills for career development;
- *develop an appreciation of* the importance and effectiveness of manipulating data in an electronic environment; and,
- *demonstrate the ability to interpret, analyse, evaluate, and present data and assignments.*

### **SPECIFIC OBJECTIVES**

### **CONTENT**

Students should be able to:

1. identify sizes and orientation of paper;

Size: Letter, Legal and customized sizes.  
Orientation: Portrait and Landscape.

2. identify types of stationery;

Full range of international sizes:

A3 - 29.7 cm. x 42 cm.

A4 - 21 cm. x 29.7 cm.

A5 - 14.8 cm. x 21 cm.

A6 - 10.5cm x14.8 cm.

B5 - 17.6 cm. x 25 cm.

C5 - 16.2 cm. x 22.9 cm.

DL - 11 cm. x 22 cm.

## **SECTION V: BUSINESS DOCUMENT PREPARATION (cont'd)**

### **SPECIFIC OBJECTIVES**

Students should be able to:

3. *use appropriate stationery for a given assignment;*

4. *create a letterhead;*

5. produce letters using the most appropriate styles;

6. prepare envelopes and labels;

7. *demonstrate appropriate use of special notations in document preparation;*

8. prepare correspondence from skeleton notes and various media;

9. produce memoranda in various  
styles using appropriate stationery;

10. prepare documents for meetings; and,

11. manipulate simple graphics for insertion into a document.