COURSE OUTLINE ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT (EDPM)

COURSE OUTLINE - GRADE10

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT (EDPM)

					WEEK 1
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION I:	Students will:	What is a computer?	Defining the term	Textbooks	Oral discussion
FUNDAMENTALS i	i. become familiar with the	A computer is an electronic machine that accepts input	'computer'.	Electronic Document	
OF COMPUTING	concept of a computer;	(data), processes that input and stores or outputs the resulting		Preparation and	Research
What is a		information.		Management,	
Computer?				Caribbean Educational	
				Publishers, 2021	
Types of computers				Pages: 1 – 3	
	ii. develop an awareness of	Types of computers	Identifying the types of		
	the types of computers.	Classification by shape, size, speed and power:	computers		
		i. Mainframe		Electronic Document	
		ii. Minicomputer	Explaining the types of	Preparation and	
		iii. Microcomputers:	computers	Management for	
		✓ Desktop		CSEC, 2 nd Edition,	
		✓ Laptop		Oxford University	
		✓ Tablet PC		Press, 2014	
		✓ Palmtop, Handheld, Smartphone or Mobile		Pages: 1 – 4	
		Computer.			

					WEEK 2
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION I:	Students will:	Advantages and disadvantages of computer usage	Discussing the	Textbooks	Oral discussion
FUNDAMENTALS	i. develop an	Advantages include:	advantages and	Electronic Document	
OF COMPUTING	understanding of the	 i. increased speed with which the task is done; 	disadvantages of	Preparation and	PowerPoint
	advantages and	ii. consistency and accuracy of the results produced;	computer usage	Management for	Presentation
Advantages and	disadvantages of	iii. enhanced storage capabilities using a wide range of		CSEC, Macmillan	
disadvantages of	computer usage;	high-capacity, low-cost	Stating the advantages	Education, 2012.	Quiz
computer usage		iv. reliability that organisations can depend on.	and disadvantages of	Pages: 4 – 5	
		Disadvantages include:	computer usage		
		i. it is easier for the security and integrity of data to be			
		compromised;		Electronic Document	
		ii. the initial cost of required components for setting up		Preparation and	
		a computer system is high.		Management for	
Components of a				CSEC, 2 nd Edition,	
computer system	ii. develop an awareness of	Components of a computer system: hardware, peripherals,	Explaining the	Oxford University	
	the components of a	software, user, procedures and data.	components of a	Press, 2014	
	computer system.		computer system	Pages: 4 – 5	

					WEEK 3
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION I:	Students will:	What is an input device?	Defining the term	Textbooks	Oral discussion
FUNDAMENTALS	i. become familiar with the	An input device is a specialized peripheral that serves to	input device.	Electronic Document	
OF COMPUTING	concept input devices;	get data from users and the environment and prepare it for		Preparation and	Research
		processing or storage.	Listing examples of	Management for	
Input devices		Device Function	input devices	CSEC, Macmillan	Group presentation
		Keyboard To enter commands and textual data into the computer system. Mouse To position a cursor on a computer screen and to		Education, 2012.	
		manipulate objects. Microphone To enter sounds into the computer system.	Explaining the use of	Pages: 6 – 8	Oral Quiz
		Scanner To convert hard copy (printed) documents to digital format. Digital camera To capture still images and short movies. PC camera (webcam) To capture images and sound.	the various input		
		Bar code reader To capture the information contained in a bar code. Optical character To capture handwritten or printed text.	devices		
Output devices		reader (OMR, OCR) Touchscreen To allow input direct from the screen.		Electronic Document	
	ii. become familiar with the	What is an output device?	Defining the term	Preparation and	
	concept output devices;	An output device is a specialized hardware component	output device.	Management for	
		that allows the end user to look at or listen to the results of		CSEC, 2 nd Edition,	
		the processing ACTIVITY.	Listing examples of	Oxford University	
		Device Function Printer ' To produce printed copies of documents on a range of stationery.	output devices	Press, 2014	
		Monitor To display the operating system's desktop, the work area of application programs and the document being processed by the user.		Page: 7 – 20	
		Multimedia To display an enlarged image produced by a computer system – this is useful for presentations involving multiple participants, especially in a large room.	Explaining the use of		
		Speakers To allow playback of audio from applications and to provide audible alerts produced by the operating system and application software, which gives useful feedback to users.	the various output		
Types of storage media		Touchscreen To allow input and output direct from the screen.	devices		

iii. develop an awareness of	What is a storage device?	Defining the term	
the various types of	A storage device is a hardware component that keeps data,	storage device.	
storage media and their	information, and program instructions permanently.		Electronic Document
practical applications.			Preparation and
	Types of computer storage media:	Listing the types of	Management,
	i. Primary Storage Devices (Internal storage).	computer storage	Caribbean Educational
	ROM	media	Publishers, 2021
	RAM		Pages: 9 – 12
	ii. Secondary Storage Devices (Internal or External)	Explaining the types	
	✓ Hard disk drive (HDD)	of memory	
	✓ Floppy disk drive (FDD)		
	✓ CD-ROM/DVD-ROM drive	Explaining the types	
	✓ USB drive	of drives	
		Stating their practical	
		applications	

					WEEK 4
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION I:	Students will:	Software	Defining software	Textbooks	Oral discussion
FUNDAMENTALS	i. Develop an	Software is the name given to the programs that run on a		Electronic Document	
OF COMPUTING	understanding of	computer. The software consists of instructions that tell	Defining operating	Preparation and	Quiz
	software;	the computer what to do.	system software	Management for	
Software	ii. Develop an awareness of	Operating System Software		CSEC, Macmillan	Video Presentation
	operating system	Programmes that coordinate the ACTIVITY among	Listing examples of	Education, 2012.	
Types of software	software and application	computer devices. They contain instructions that allow the		,	
	software;	user to run application software.	software	Pages: 11 – 15	
		Application Software			
		Programmes that perform specific tasks for users,	Defining application	Electronic Document	
		including, word processing software, spreadsheet	software		
		software, database management software, presentation		Preparation and	
		software, and anti-virus	Listing examples of	Management for	
		DW	application software	CSEC, 2 nd Edition,	
		Differences between operating systems and application software Operating systems and application software differ in what they do. Operating	upproducen services	Oxford University	
		systems manage system resources; application software performs specific tasks. Operating systems Application software	Distinguishing	Press, 2014	
		Create files. Play mustc.	Distinguishing	Dagger 21 4 and	
		Manage folders. Draw a flowchart. Keep documents secure. Produce a document.	between operating	Pages: 21 – 4 and	
		Allocate memory to different Jobs. Send a document via fax. Manage the CPU to ensure that jobs are processed. Request and display web pages.	system software and	32 – 6	
Caring for computers		Provide users with an easy-to-use interface. Insert a chart in a presentation.	application software		

and peripherals in the	iii. Develop the knowledge,	Care when working with computers	Describing ways of	DE IU
working environment	skills and competencies	Caring for computer hardware: cover hardware when not	caring for computers	
working environment	1			
	to function effectively in	in use, use a soft, damp cloth to clean the screen of the	and peripherals in the	
	a technological	monitor regularly, and eat and drink only in areas away	working environment	
	environment.	from where the equipment is located.		
			Defining the term	
		Caring for your working environment: use suitable	ergonomics	
		furniture that is capable of bearing the weight of the		
		equipment, keep cables neatly arranged and out of		
		walkways to avoid trip hazards, and do not overload	Discussing health	
		electrical outlets to avoid fire hazards.	factors associated with	
			computer use.	
		Taking care of yourself – the computer user	Discussing safety	
Discuss health and		Some tips for taking care of yourself include: ensuring	factors associated with	
safety factors		that your chair and desk are the correct height, avoiding	computer use.	
associated with		extended use of the equipment, and ensuring that the		
computer use		lighting is adequate.		
		Health Ergonomics: effects of extended use, inadequate		
		lighting, inappropriate furniture, bad posture.		
		Safety: Overloading electrical sockets, position of		
		workstations, location of extension cords.		

Additional Resources

Website

- (278) Computer Basics: What Is a Computer? YouTube
- (278) COMPUTER INPUT AND OUTPUT DEVICES FOR CHILDREN || BASIC COMPUTER || COMPUTER FUNDAMENTALS YouTube
- (278) Storage Devices YouTube
- (279) TYPES OF SOFTWARE || APPLICATION SOFTWARE || SYSTEM SOFTWARE || UTILITY SOFTWARE || COMPUTER BASICS YouTube
- (279) How to take Good Care of your Computer YouTube
- (279) Health and Safety Authority (HSA) Correct Sitting Position at a Desktop Computer YouTube

Other suggested Teaching and Learning ACTIVITY facilitate students' attainment of the objectives of this Section.

Teachers/facilitators are encouraged to engage students in the teaching and learning ACTIVITY below.

Arrange students into small groups and assign them research ACTIVITY that requires the gathering of information about computers and computing. In addition to text, they should gather pictures and samples of devices. Each group should present their findings to the class and at the end of these presentations, the teacher should add to the students' findings where necessary to ensure understanding. The class should combine the pieces in a meaningful way and put them on a display for viewing by the school.

					WEEK 5
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	The Keyboard	Describing the layout of a	Textbooks	Oral discussion
KEYBOARD	i. demonstrate mastery in	The most used keyboard layout on English-language	standard Qwerty keyboard	Electronic	
MASTERY	the operation of a	computers is called QWERTY. It takes its name from the		Document	Practical
	QWERTY keyboard,	first six characters on the left of the keyboard's top row of	Identifying the function of	Preparation and	Demonstration
Keyboarding	utilizing the standard	letters.	various keys on the keyboard	Management for	
techniques	and function keys;	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		CSEC, Macmillan	Video
		SM ASDFGHJKL	Displaying correct	Education, 2012.	Presentation
		CH A Artic	keyboarding techniques	Pages: 25 – 8	
Posture at the computer	ii. develop an awareness of the correct posture when using the computer system;	Posture at the computer Practice correct posture, arms reach, seat height, and eye level contact. Correction levels are also as a sea of the computer of the computer of the correct posture are also as a sea of the correct posture are also as a sea of the correct posture are also as a sea of the correct posture are are a sea of the correct posture are a sea of	Demonstrating the correct posture at the computer	Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014 Pages: 69 – 70 and 35 – 6	Practical Exercise

Special keys	iii. become familiar with	Use of special keys	Demonstrating competence in	GRADE IV
	the use of special keys;	Apply special keys, for example, Tab, Escape, and Insert.	the use of special keys	
		Shortcut keys, for example, ctrl and alt; and Function keys,		
		for example, F1.		
				Walmsley's
Spacing after	iv. become knowledgeable	Spacing after Punctuation Marks	Using correct spacing after	Commercial
Punctuation marks	of the number of spaces		punctuation marks	Typewriting
	that should be used	No Space		Page 29
	after various	i. Before or after a comma in figure work e.g. \$2,600		
	punctuation marks.	ii. Before or after the hyphen in compound words e.g.		Electronic
		part-time		Document
		iii. Before or after an apostrophe in one word e.g. boy's		Preparation and
		iv. After an open bracket or before a closing bracket e.g.		Management,
		(noon)		Caribbean
		v. Before or after a full stop separating abbreviations		Educational
		e.g. B.B.C.		Publishers, 2021
				Pages: 56 – 7
		One Space		
		i. After a comma, colon or semicolon		
		ii. After an abbreviation within a sentence		
		iii. After the initial letters of names preceding Surnames		
		iv. Before or after the hyphen when it is used as a dash		

GR	\mathbf{AI}	Œ	10)

	wo Spacesi. After an exclamation mark, a question mark or a full stop at the end of a sentence.		
Se	etting your margins		
Th	he steps in setting margins are:	Adjusting margins	
	i. click on the Page Layout tab;		
i	ii. select Margins;		
ii	ii. choose:		
i	v. Normal, which is already set at one inch for each side		
	- top, bottom, left and right; or		
	v. • Custom Margins to change the margins to suit your		
	needs.		

					WEEK 6
TOPIC/ SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	Home keys		Textbooks	Oral discussion
KEYBOARD	i. demonstrate mastery in	The first set of keys that are being introduced is called the home	Identifying the home	Electronic Document	
MASTERY	the operation of a	keys. The row in which these keys are placed is referred to as the	keys	Preparation and	Practical
	QWERTY keyboard,	home row. Learning to type with these keys first allows you to		Management for	Demonstration
	utilizing the standard and	effectively type with the others as the home fingers are used to	Displaying correct	CSEC, Macmillan	
Touch typing	function keys.	depress keys in the same range, whether they are above or beneath	keyboarding	Education, 2012.	Practical ACTIVITY
		the home row. The aim is for you to practice copy-typing.	techniques	Pages: 28 – 31	in the form of typing
		Left-hand fingers Keys Index f Index j Middle d Middle Ring s Ring l Pinky pinky ;	Demonstrating the correct posture at the computer Developing speed and accuracy in copy-typing	Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014 Pages: 37 – 67	games

Practice ACTIVITY

Activity 1 - Home keys

asdf;lkj fdsa jkl; asdf;lkj fdsa jkl; asdf;lkj fdsa jkl; asdf;lkj fdsa jkl; asdf;lkj; ff jj dd kk ss ll aa ;; kldf sajl f;ljk fasd sjka ;lkasdjf dksl;ajf jfkdls;a a;a;a; skdjfl jaf; lskf fasd j;lk ;a; lass; dad add; fad lads; flasks ask; asks lask; lasks sad; jads salads fall; all laskas laks jaf; jags dalas; flak dass flad flads; slas slads; falls; jall jalls; dada daf fada ;as; skaj; kass skad skada skadas asks flaks; jalak kada sajj jass flad flads; dal dalas sklad

Use of fingers when typing other keys

Left-hand fingers	Keys	Right-hand fingers	Keys
Index	r, t, g, v, b	Index	u, y, h, m, n
Middle	e, c	Middle	i, , (comma)
Ring	w, x	Ring	o, . (full stop)
Pinky	q, z, left shift key, left control key, caps lock, tab	Pinky	p, :, ', ?, right shift key, right control key, enter key



Electronic Document

Preparation and

Management,

Caribbean

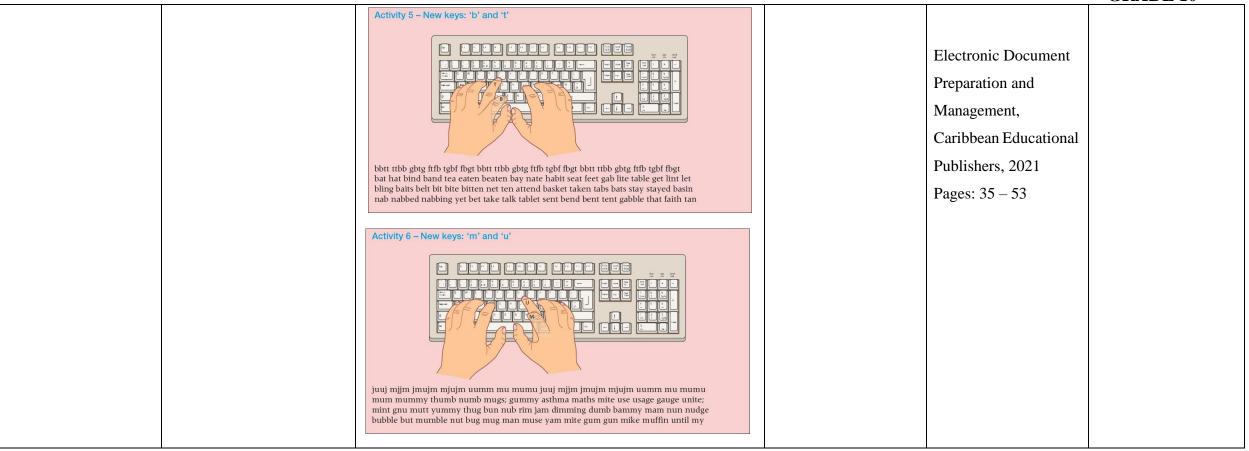
Educational

Publishers, 2021

Pages: 35 – 53

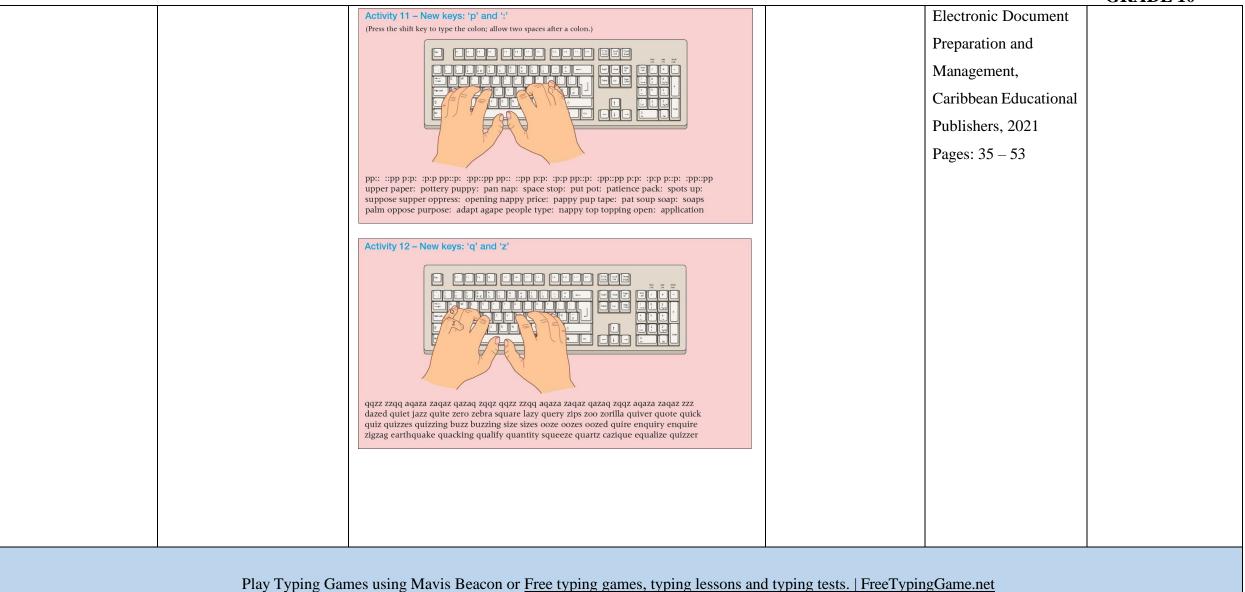
Play Typing Games using Mavis Beacon or Free typing games, typing lessons and typing tests. | FreeTypingGame.net

					WEEK 7
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	Practice ACTIVITY		Textbooks	Oral discussion
KEYBOARD	i. demonstrate mastery in	Activity 3 – New keys: 'e' and 'i'	Displaying correct	Electronic Document	
MASTERY	the operation of a		keyboarding	Preparation and	Practical
	QWERTY keyboard,		techniques	Management for	Demonstration
Touch typing	utilizing the standard and			CSEC, Macmillan	
	function keys.		Demonstrating the	Education, 2012.	Practical ACTIVITY
			correct posture at the	Pages: 31 – 33	in the form of typing
		eede iiki dede kiki eded ikik eede iiki dede kiki eded ikik eede iiki dede kiki eded ikik said laid; jade like; likes keg shells; ashes glide glade his; dishes dikes deed geese fed gale dale eel dead leads; ills sill sell eggs fade feed feeds hike fell hell head lids; dies; died hide hid did heed high leigh legs; silk seeds heel heels; fie lies lied kill his desks	computer		games
		Activity 4 – New keys: 'n' and 'y'	Developing speed and	Electronic Document	
			accuracy in copy-	Preparation and	
			typing	Management for	
				CSEC, 2 nd Edition,	
				Oxford University	
				Press, 2014	
		nnjj yyjj nhy yhn jnjy yjnj nyn yny nnjj yyjj nhy yhn jnjy yjnj nyn yny nnjj yyjj nhy needs hen any yen fan lend hand handy yell nids; dine nine shiny line say gay nanny lanky silly yanky yes nay needy find yea yeah yin hanky gen fend day and hay gain sink sank yield fine need shaggy shady dandy shandy sin nay silky sand sandy send		Pages: 37 – 67	



Activity 7 – New keys: 'v' and 'r' vyrr rwy friv virf vyrr rvy rrr vyv vyrr rwy friv virf vyr rvy rrr vyv vyrr rwy friv vyrf ryv rrr rvy rrr vyv vyrr rwy friv ryr rrr vyr rrr vyv vyrr rrwy friv ryr rrr vyr rrr vyv vyr rrwy rrr vyr rrr vyr rrr vyr rrr vyv vyr rrwy friv ryr rrr vyr rrr vyv vyr rrwy rrr vyr rrr vyr rrr vyv vyr rrwy rrr vyr rrr vyr rrr vyv vyr rrwy rrr vyr rr vyr rrr vyr rr vyr rrr vyr rrr vyr rrr vyr rrr vyr rr vyr rr vyr rr vyr rrr vyr rr vyr rrr vyr rr vyr rrr vyr rr vyr rr vyr rr

					WEEK 8
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	Practice ACTIVITY		Textbooks	Oral discussion
KEYBOARD	i. Demonstrate mastery in	Activity 9 – New keys: 'w' and 'x'	Displaying correct	Electronic Document	
MASTERY	the operation of a		keyboarding	Preparation and	Practical
	QWERTY keyboard,		techniques	Management for	Demonstration
Touch typing	utilizing the standard			CSEC, Macmillan	
	and function keys.		Demonstrating the	Education, 2012.	
			correct posture at the	Pages: 34 – 6	Practical ACTIVITY
		swsx xsws wxxw, xwsx, xxww, wwxx; swsxsw; swsx xsws wxxw, w, wwxx; swsxsw; watch axe extra weak weird week weeks weekend, wax waiter taxes vex, view swim we, text writer yawn wicket saw saws rex lax where why sway swaying wreck, draws	computer		in the form of typing
		wait weight win wind twixt betwixt waxy axed, wheedle exam flex taxi exercise water			games
		Activity 10 - New keys: 'o' and '.'	Developing speed and	Electronic Document	
		(We usually allow two spaces after a full stop at the end of a sentence.)	accuracy in copy-	Preparation and	
			typing	Management for	
				CSEC, 2 nd Edition,	
				Oxford University	
				Press, 2014	
		oooo lollol llll .ol.ol. oooo lollol llll .ol.ol. oooo lollol lll .ol.ol. over gone. none. love laugh hover. come. mom woman look cook book oven on olives. cookies clock folk oxen. bamboo honey own over onion .noon. colon hook. hooks ooh. coax box noodle no nor money obtain. contain often vowels. model halo hollow count		Pages: 37 – 67	



					WEEK 9
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	Shift keys	Displaying correct	Textbooks	Oral discussion
KEYBOARD	i. Demonstrate mastery in	The shift keys are used when typing:	keyboarding	Electronic Document	
MASTERY	the operation of a	i. capital letters;	techniques	Preparation and	Practical
	QWERTY keyboard,	ii. characters found at the top of some keys.		Management for CSEC,	Demonstration
Touch typing	utilizing the standard and	Keys with two characters	Demonstrating the	Macmillan Education,	
	function keys.	Position of the shift keys Using the shift keys	correct posture at the computer Developing speed and accuracy in copytyping	2012. Pages: $36 - 8$ Electronic Document Preparation and Management for CSEC, 2^{nd} Edition, Oxford University Press, 2014 Pages: $37 - 67$ Electronic Document Preparation and Management, Caribbean Educational Publishers, 2021 Pages: $54 - 5$	Practical ACTIVITY in the form of typing games

					WEEK 10
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	A manuscript is a handwritten or rough draft typed document	Defining the	Textbooks	PowerPoint
KEYBOARD	i. develop an	that usually contains errors to be corrected.	manuscript	Electronic Document	
MASTERY Manuscript Signs and	understanding of manuscript and manuscript signs;	Model A The young man drove higherhicle to the car wash but get no attendant assisted him. He was frustrated. He spoke with the manager but he was just too late and there were still many drivers waiting to get their rehicles washed. Dudrew was tood tired to get it done by himself. however, he from went band decided to visit the car wash in the morning.	Identifying manuscript signs and notations	Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 78, 90	Presentation Practical Exercise Oral quiz
terminologies	ii. interpret correction signs and terminologies used in document preparation.	The young man drove his motor vehicle to the car wash but no attendant assisted him. He was frustrated. He spoke with the manager but he was just too late and there were still many drivers waiting to get their vehicles washed. Andrew was too tired to get it done by himself. However, he went home and decided to visit the car wash in the morning.	Interpreting and applying manuscript signs	Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014 Pages: 118 – 19 EDPM Syllabus Page: 39 – 40	

	GRADE 10
COMMON MANUSCRIPT SIGNS	
Stet wrong word or	
Run on	
Lowercase I.c. <u>U</u> nderline	
Uppercase u.c. <u>u</u> nderline	
New paragraph NP, * or//	
Indent →	
Line up (Align)	
Move to the left ←	
Start lower on page ↓	
Move up ↑	
Insert /	
Delete °/ π	
Transpose 1 2	
Initial caps ini caps	
Closed caps cl. caps closed caps ======	
Spaced caps sp. caps spaced caps	
Close up clos e	
Leave a space #	
Move the section in the O	
balloon to the indicated position	

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

					WEEK 11
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	Types of headings	Explaining the	Textbooks	Oral discussion
KEYBOARD	i. become familiar	Headings indicate the main subject matter of a text to the reader.	term headings	Electronic	
MASTERY	with the concept	The headings for a particular text should be appropriately chosen as they help the		Document	Research
	types of headings	reader decide whether or not to continue reading the document. Suitable fonts and	Listing the types	Preparation and	
Types of	and their use(s);	styles may be used to emphasize the heading styles.	of headings	Management for	Oral quiz
headings				CSEC, Macmillan	
		Various types of headings: main heading, sub-heading, shoulder heading,	Creating	Education, 2012.	Practical Exercise
		paragraph heading, marginal or side heading, column heading and subject heading.	presentable	Pages: 80 – 84	
	paragraph nead	MAIN HEADING SUB-HEADING This would then be the body of the document. Two clear line spaces are left before typing the body. Example of heading and sub-heading	documents using various types of headings	Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014 Pages: 115 – 17	

Types of Capitals ii. become aware of	Types of capitals	Using
the various types	There are times when a writer wants to highlight main points or to capture the reader's attention. One way to accomplish this is to type the information in	capitalization
of capitals.	capital letters. The three ways of typing in capitals are: • initial capitals;	
	closed capitals;spaced capitals.	Identifying the
	with initial capitals With initial capitals, the first letter of each important word is capitalised. For example, Electronic Document Preparation and Management. However, if an unimportant word begins the statement, it should begin with a capital letter, for example, A Day at the Beach.	types of capitals
	closed capitals Closed capitals refer to capital letters within a word typed without a space between them but one space is allowed between words.	Discussing the
	An example is: CLOSED CAPITALS. spaced capitals With spaced capitals, one space is left between letters within a word and	types of capitals
	three spaces are left between words. For example, S P A C E D C A P I T A L S.	

Play Typing Games using Mavis Beacon or Free typing games, typing lessons and typing tests. | FreeTypingGame.net

WEEK 12

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	Types of paragraphs	Identifying and explaining	Textbooks	Oral Questioning
KEYBOARD	i. develop an	In preparing documents various paragraph styles may be	the use of the types of	Electronic Document	
MASTERY	understanding of the	used.	paragraphs	Preparation and	Research
	various types of	i. Blocked		Management for	
Preparation of	paragraphs;	ii. Indented	Using the various types of	CSEC, Macmillan	
typescript from		iii. Hanging	paragraphs in Word	Education, 2012.	Written Quiz
manuscript or type	ii. develop the knowledge	iv. Inset	processor	Pages: 84 – 89 and	
notes	to correctly use	Abbreviations		79 – 80	
	punctuation marks;	Abbreviations are words that are in shortened form or are not	Defining the term		
		spelt out.	abbreviation		
	iii. become aware of rules	The use of punctuation marks		Electronic Document	
	to abbreviate words;	Punctuation marks are marks or signs used within the text to	Replacing abbreviations	Preparation and	
		clarify its meaning.	with words in their	Management for	
	iv. develop the skill to	Punctuation Purpose Example of use	extended form (vice versa)	CSEC, 2 nd Edition,	
	prepare typescripts	Used in place of text that has been The taxt detoured the presenters did		Oxford University	
	from manuscripts or	Ellipsis () unspaced full stops are used in creating the ellipsis.	Using punctuation marks	Press, 2014	
	typed notes using	Typescript	correctly	Pages: 97 – 8	
	acceptable rules.	A typescript is a typewritten version of a manuscript.	Defining Typescript		

					WEEK 13
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION II:	Students will:	Mailable copy	Defining mailable copy	Textbooks	Oral Questioning
KEYBOARD	i. become familiar with	A mailable copy is a document that is error-free,		Electronic Document	
MASTERY	mailable copy	attractively laid out and ready to be submitted.	Proofreading documents	Preparation and	Practical Exercise
	documents;	i. Proofreading is the process of reviewing		Management for	
		any text, either hard copy on paper or	Identifying typos in documents	CSEC, Macmillan	Presentation
	ii. develop an	electronic copy on a computer, and checking		Education, 2012.	
Produce a	understanding to	for typos and formatting errors.	Using correct punctuation,	Pages: 78, 54 – 60	
professionally finished	proofread documents	ii. A typo is a typographical error – an	grammar and spelling		
document	and identify typos;	unintentional error made during typing or			
		typesetting.	Using the thesaurus	Electronic Document	
Type at a minimum of	iii. develop the knowledge	iii. Checking grammar is a 'natural language'		Preparation and	
35 words per minute	to correctly use	grammar checker that flags possible	Producing mailable documents	Management for	
	spelling, grammar and	problems by performing a comprehensive		CSEC, 2 nd Edition,	
	thesaurus;	analysis of the text.		Oxford University	
		iv. A thesaurus provides synonyms for a word.	Typing at a minimum of 35	Press, 2014	
	iv. develop an appreciation	It is useful when the word you have used	words per minute	Pages: 110 – 13	
	of language skills to	does not carry exactly the right			

produce a	meaning.		
professionally fin	nished		
document.			

Additional Resources

Website

- (5) The Perfect Ergonomic Desk Setup To Avoid Back & Neck Pain YouTube
- (7) Touch Typing Basics | Keyboarding | CSEC EDPM YouTube
- (5) Spacing after punctuation YouTube
- (5) Blocked Style Manuscript Example | CSEC EDPM YouTube
- (5) Types of Headings | CSEC EDPM YouTube
- (5) Types of Paragraphs | CSEC EDPM YouTube

Other suggested Teaching and Learning ACTIVITY facilitate students' attainment of the objectives of this Section.

Teachers/facilitators are encouraged to engage students in the teaching and learning ACTIVITY below.

To facilitate students' attainment of the objectives of this syllabus, teachers are advised to engage students in the teaching and learning ACTIVITY listed below. Students should begin to practice and produce pieces relevant to the SBA assignments. The teacher should therefore identify typing exercises that allow them to practice techniques such as:

- 1. Positioning fingers correctly on the Home Keys;
- 2. Using keyboard shortcuts;
- 3. Typing at a minimum speed of 35 wpm;
- 4. Preparing typescripts from manuscripts; and,
- 5. Preparing different documents according to established principles.

					WEEK 14
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION III:	Students will:	Word processing programs enable you to create, edit, format and	Recapping application	Textbooks	Oral Questioning
INTRODUCTION	i. become aware of the	print documents such as letters, papers and reports. Word	software	Electronic Document	
TO	purpose of Word	Processors allow you to change the appearance of or format the		Preparation and	Practical
APPLICATION	processors;	words you type. You usually make these changes after you have	Explaining the	Management,	Demonstration
SOFTWARE		typed the documents. Making changes to a typed document is	purpose of Word	Caribbean Educational	
		called editing. Before you begin editing you should become	processor	Publishers, 2021	Practical Exercise
Types of		familiar with two very useful buttons found on the standard		Pages: 88 – 119	
application		toolbar:			
software:	ii. become familiar with the undo and redo	The Undo button allows you to reverse the last action you performed.	Using the Undo and	Electronic Document	
Word processor	buttons;	The Redo button allows you to reverse the undo.	Redo buttons	Preparation and Management for CSEC, 2 nd Edition,	
	iii.acquire the knowledge	Selecting text		Oxford University	
	to select text	You must first select the typed text before it can be formatted.	Selecting text	Press, 2014	
		Selecting is the process of identifying to the computer the text you	Using different	Pages: 68 – 77 and	
		wish to change. The selected text looks like this. There are several	methods to select text	92 – 6	
Guidelines and	iv dayalan en	methods of selecting text. Cividalines and methods of fant formatting			
	iv. develop an	Guidelines and methods of font formatting			

methods of font	appreciation of the	The word font refers to the shape and size of the characters.	Explaining the term	
formatting	guidelines and methods	Fonts may be plain or very decorative.	font	
	of font formatting;			
Home Tab	v. become familiar with	The Home Tab		
	the formatting features	i. Font styles	Changing font styles,	
	on the home tab.	ii. Changing font size	font sizes, font effects,	
		iii. Changing font effects	font colour and using	
		iv. Changing font colour	bold, underline and	
		v. Bold, underline, italic	italic.	

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

					WEEK 15
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION III:	Students will:	Line spacing is the amount of space from the bottom of one line	Explaining the use of	Textbooks	Oral questioning
INTRODUCTION	i. develop an	of text to the bottom of the next line. Microsoft Word adjusts the	line spacing	Electronic Document	
ТО	understanding of line	line spacing to accommodate the largest font or the tallest graphic		Preparation and	Practical
APPLICATION	spacing;	in that line. You can change the spacing between the lines or the	Using line spacing	Management,	Demonstration
SOFTWARE		spacing before or after each paragraph.		Caribbean Educational	
Line spacing Alignments		Decign Lyout References Mallings Review View Nitro Pro Califor (Rody) 11 - 14 As		Publishers, 2021 Pages: 88 – 119	Practical Exercise
	ii. become familiar with alignments;	Alignments: left, right, centre and justify. Review View Add-Ins	Selecting and using appropriate alignments Selecting and using appropriate bullets and numbering	Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014 Pages: 68 – 77 and	
Bullets and		Left Align Right Align		97 – 105	
numbering		Bullets and numbering	Customizing bullets		

	iii.appropriately use bullets	A bullet is a symbol that is placed be	fore the text to indicate a		
	and numbering;	list of items. Alternatively, a list may be numbered. Microsoft			
Insert Tab		Word offers several different number	ring styles.		
		<u>Insert Tab</u>			
	iv.become familiar with	i. Insert tables		Inserting a table,	
	the formatting features	ii. Insert shapes		shapes, SmartArt	
	on the insert tab.	iii. Insert SmartArt graphics		graphics, text box,	
		iv. Insert text box		WordArt, Drop Cap	
		v. Insert WordArt		and symbols	
		vi. Drop Cap	Video		
		. ==	Special Characters		
		Many other symbols are not			
		on your keyboard. You can			
		use the Symbo l dialogue box	sed symbols:		
		to enter these symbols	me: Character code: 32 from: Symbol (decimal) from: Symbol (decimal)		
		anywhere in your document.	Insert Cancel		

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

GRADE 10 WEEK 16

GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
Students will:	<u>Design Tab</u>		Textbooks	Oral questioning
i. appropriately use the	i. Watermark	Using watermark,	Electronic Document	
formatting features on	ii. Page colour	page colour, page	Preparation and	Practical
the design tab;	iii. Page borders	borders and shading	Management,	Demonstration
	Layout Tab		Caribbean Educational	
ii. become familiar with	i. Margins	Adjusting margins	Publishers, 2021	Practical Exercise
the layout tab and the	The page margins are the blank spaces around the edges of the		Pages: 88 – 119	
use of its features;	page. The printable area is the area inside the margins in which	Applying orientation,		
	you insert the text and graphics.	page size, a column on		
	i. Orientation	the page, breaks and	Electronic Document	
	ii. Page size	indent	Preparation and	
	iii. Column		Management for	
	iv. Breaks		CSEC, 2 nd Edition,	
	v. Indent		Oxford University	
iii dayalan an ayyaranass	Reference Tab	Using automatic table	Press, 2014	
_	i. Automatic table of contents	of contents, footnote,	Pages: 97 – 105	
	ii. Footnote and Endnote	endnote and citation.		
reference tab.	iii. Citation			
	Students will: i. appropriately use the formatting features on the design tab; ii. become familiar with the layout tab and the	Students will: i. appropriately use the formatting features on the design tab; ii. become familiar with the layout tab and the use of its features; iii. Page margins are the blank spaces around the edges of the you insert the text and graphics. i. Orientation ii. Page size iii. Column iv. Breaks v. Indent Reference Tab i. Automatic table of contents ii. Footnote and Endnote	Students will: i. appropriately use the formatting features on the design tab; ii. become familiar with the layout tab and the use of its features; iii. become familiar with the layout tab and the use of its features; iii. Orientation iii. Page size iiii. Column iv. Breaks v. Indent Reference Tab i. Automatic table of contents iii. Automatic table of contents iii. Poage olour page colour, page borders borders and shading Layout Tab i. Margins Adjusting margins Adjusting margins Adjusting margins Adjusting margins Applying orientation, page size, a column on the page, breaks and indent iii. Column iv. Breaks v. Indent Reference Tab i. Automatic table of contents iii. Footnote and Endnote	Students will: i. appropriately use the formatting features on the design tab; ii. become familiar with use of its features; iii. become familiar with ii. Dage margins are the blank spaces around the edges of the use of its features; iii. Dage size iiii. Dage size iiiii. Dage size iiii. Dage size iiii. Dage size iiii. Dage size iiiii. Dage size iiii. Dage size iiii. Dage size iiii. Dage size iiiii. Dage size iiii. Dage size iii. Dage size iiii. Dage size iii. Dage size iii.

					WEEK 17
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV:	Students will:	ii. Editing is the process used to prepare a document for		Textbooks	Oral questioning
USE OF APPLICATION SOFTWARE Editing Techniques	i. appreciate the use of editing techniqueswhen creating documents.	publication or presentation by correcting, revising or adapting the text. After a document is edited, it is customary for it to be formatted. iii. Formatting means changing the presentation and appearance of a document.	formatting. Stating the tools, techniques and	Electronic Document Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 54 – 57	Practical Demonstration Practical Exercise
Drag-and-drop Find and replace		What is it Cut, Copy and Paste A set of tools (like the trusted scissors and glue) for deleting, copying and moving text. Drag-and-drop text editing Within a document. Find and Replace A feature that allows text to be automatically replaced. Overtype mode A feature that allows new characters to be typed over the existing characters. Tools, techniques and features used in document editing and proofreading. Drag-and-drop You can also press and hold down the right mouse button and drag to the new destination then release the button. A menu appears that lets you choose an option.	features used in document editing and proofreading. Adding and deleting text using overtypes and insert modes Moving text using drag-and-drop	Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014 Pages: 111 – 12	

					OKADE IV
		Find and replace			
		By using find and replace you can automatically replace text	Using search tools to		
		- for example, you can replace 'CXC' with 'CSEC'.	find and replace text		
An important point	In order for the teacher to de	termine individual students' readiness for Assignment One for th	ne School-Based Assessm	ent, the following activit	y is given as a
to note	diagnostic form of assessmer	ut.			
Produce a	Students will:	Further Practice ACTIVITY	Identifying manuscript	Electronic Document	Practical Test
professionally	i. develop an appreciation	Correct use of punctuation, grammar, spelling and knowledge	signs and notations	Preparation and	
finished document	of language skills to	of abbreviation.	Applying correction of	Management for	Presentation
	produce a professionally	Incorporation of all the skills in previous specific objectives.		CSEC, Macmillan	11000111111
	finished document.	ANALYSIS OF RESULTS Product Characteristics	manuscript signs and		
	missied document.	Chemical Europea, Marchine Ltd. provides chemical servine, furth as typing, selling, graphics, packages, hinding, among other features. Dur targut group consisted of tentary level sundows from Tristryville area, between, and the general public.	notations	Education, 2012.	
		Expected Sales Trendty Based on our findings, (CS expects a steady flow of work all		Pages: 91 – 92	
		year with a dramatic increase between October and December as most terriary students are bentherated with marging projects, assignments, and other rotated courses work that are One written the deadlering year.	Identifying		
		Pricing Strategy;/ Based on our findings, it was discovered that people are choosing the chospest cost for both letter and legal size document. Hence ⊕ ⊕ has decided to reduce such prices by two oblant, (23), which would rout in a letter size document cesting.	abbreviations and		
		Sury-one dollars (\$41) and sixy-one dollars (\$61) for legal page —In should be noted, though the the —It Nature and Lent of Competitions / Prove the final legal, it was noted then	extend	Electronic Document	
		spussouts know little or nothing allow clarical services. S Preview Copyress Charles Ltw. Will excounter little or no spusyelline.		Preparation and	
		With added features to our device and us invaded must office; the constancy will exact. Small themess Christia devices will use flower, someoner, and other weeking in confermation to services. So the Dubble D. Typical Lies Difficultion of Harket! For 10.5 to faint humaning.	Using correct	Management for	
			punctuation, grammar	CSEC, 2 nd Edition,	
			and spelling	Oxford University	
			Producing mailable	Press, 2014	
			documents	Pages: 122 – 31	
			Typing at a minimum		
			of 35 words per		

		GRADE 10
Extense effecting disciplinary gradience How are a me of prefere which are affect to smoothy remaining of a company between a consider the international control of the smoothy meaning of the company of the control to the company political flow on me in the gradient country of between the state of the control of the con	minute	

					WEEK 18
TOPIC/ SUB-	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION
TOPIC					STRATEGY
SCHOOL-BASED	Students will:	Assignment 1	Correcting text from	Textbooks	Oral Discussion
ASSESSMENT: Assignment 1	i. understand how to correct text from the author's original work.	In Assignment 1, students are expected to correct text from the author's original work, which contains amendments, and respond to printers' correction signs. Students are expected to	the author's original work, which contains amendments, and	Preparation and Management for	Practical Exercise
		present documents in a style consistent with universally accepted standards.	responding to printer's correction signs. Presenting a document is a style consistent with universally accepted standards.	CSEC, Macmillan Education, 2012. Pages: 314 Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014 Pages: 276	

Play Typing Games using Mavis Beacon or <u>Free typing games, typing lessons and typing tests. | FreeTypingGame.net Working on past CSEC papers</u>

							WEEK 19
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE			CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Tabulatio	n is the	e act or process of tabulating or arranging in	Defining the terms	Textbooks	Oral questioning
OF APPLICATION	i. become familiar with	tabular for	rm – that	is, into a table. A table is both a mode of visual	tabulation and	Electronic Document	
SOFTWARE	tabulation	communic	cation an	d also a means of arranging data.	spreadsheet	Preparation and	Practical
	terminologies;	A spread	sheet is	a computer software that can capture, display		Management for	Demonstration
Simple Tabulation		and manip	oulate da	ta arranged in rows and columns.	Explaining the	CSEC, Macmillan	
					purpose of a	Education, 2012.	Practical Exercise
Tabulation		A worksl	heet is	a single working area in a spreadsheet file,	spreadsheet	Pages: 102	
terminologies		consisting	of a gri	d of lettered columns and numbered rows.			
		A workbo	ook is a c	collection of related spreadsheets that are saved	Opening an Excel		
		as one file).		workbook	Electronic Document	
		Reference on Figure 7.1	Term	Description		Preparation and	
		0	Active cell	The cell at the cursor location, bounded by a heavy border; when data is entered, it is placed in the active cell. A box at the intersection of a row and column that can hold one data item.	Distinguish between	Management,	
		9	Cell range Cell reference	Two or more adjoining cells. The coordinates of a cell; for example, the reference of the cell that appears at the	worksheet and	Caribbean	
		6	or cell address Constant	intersection of column A and row 1 is A1. The cell reference of the active cell is always displayed in the Name Box (also shown at Q). A value that is not calculated and therefore does not change. Examples include 2, 12.5 and 12-Jun-2010.	workbook	Educational	
		Ø	Formula	An equation that performs a calculation on values in your worksheet. A formula starts with an equals sign (=). For example, the formula '=B8*C8' multiplies the value stored in cell B8 by the value stored in cell C8 and displays the result in the cell where the formula		Publishers, 2021	
		•	Formula bar	is written. The place where a formula is shown when the active cell contains a formula. It is also the place where data may be typed for entry to a cell.	Identify and describe	Pages: 129 – 57	
Work area in a		9 0	Function Label Oblique	SUM (E) is an example of a pre-written formula. It adds a set of numbers. A descriptive name that indicates what data is in a cell, row or column. A column backing arisated at 4.55 downs. Notice the different constitutions used for the	spreadsheet		
worksheet			Oblique heading	A column heading oriented at 45 degrees. Notice the different orientations used for the other column headings.	terminology		
WOI MSHOOL				Some spreadsheet terminology	terminology		

	1 1	0.1.4	0.1 .: 1	GRADE 10
	ii. develop an	Selecting a work area in a worksheet	Selecting a work area	
	understanding of the	1. Click on a cell to select it. Click the first cell in the row	in a worksheet	
	work area in a	to select a Continuous Range and drag the mouse		
	worksheet;	pointer to the right and downward/upward to the last cell	Moving around in a	
		in the range.	worksheet	
		2. Lick the column letter at the top of the cell to select a		
		column.	Entering text data or	
Cell size		3. To select Discontinuous Ranges , select the first range,	constant values in a	
		press the Ctrl key and select another non-adjacent	worksheet	
		range.		
	iii.become aware of how			
	to alter cell size;	Altering cell size	Altering cell size	
		When you create a new workbook, all the rows have Auto		
		heights – the height to fit the font size as displayed in the font		
		size button (Calibri 11) of the active Excel window. All the		
Column width		columns have the same width. The symbol "####" in any cell		
		with a value entry, indicates the column width is too small. Add		
		more points to increase the width. 1 point = 12 pixels		
	iv.develop an			
	understanding of how to	Altering column width	Altering column	
	alter column width;	1. Position the cursor between the column headings on the	width	
		right border of the column whose width you would like		

		to change. Observe that the cursor changes .		
Delete cell contents		2. Drag the pointer either to the left or the right to increase		
		or reduce the points until you get the desired width to		
Row height		accommodate the data and then release the mouse		
	v. know how to delete cell	button.	Deleting cell contents	
	contents;	Deleting cell contents		
	vi.develop an	Select the cell and click the delete key.	Altering row height	
	understanding of how to	Altering row height		
	alter row height;	1. Position the cursor between the row headings on the		
		bottom border of the row whose height you would like		
		to change.		
Merge cells		2. Drag the cursor to the bottom to increase the points		
		until you get the desired height to accommodate the data		
		and then release the mouse button.	Splitting cells	
	vii. become familiar with		Merging cells	
Insertion of columns	merging cells;	Merging cells	188	
and rows		Select the range that you want to merge and on the Home tab, in		
		the Alignment group, click the Merge & Centre button.		
	viii. become familiar with		Inserting a new	
	inserting new columns and	Inserting a new column to the left or right of any column	column to the left or	
	rows;		right of any column	

			T	GRADE IV
New worksheet		Insert Insert Shift cells right Shift cells glown Entire golumn OK Cancel Insert dialog box		
	ix.know how to insert a	Inserting new rows above any row	Inserting new rows	
	new worksheet;		above any row	
		Inserting a new worksheet		
		1. Right-click any sheet tab at the lower left side of the	Inserting a new	
		screen to display the pop-up menu.	worksheet	
		 Select Insert to display the Insert dialogue box. Select Worksheet then click the OK button. 		
Sorting		5. Select Worksheet then eller the Oix button.		
		Sorting in alphabetical order	Editing cell data Sorting in	
	x. develop an appreciation	Sorting is the arrangement of data in a specified sequence.	alphabetically in	
	for sorting data;	When you edit your Excel data, you can arrange names	ascending or	
Wrap Text		alphabetically in ascending or descending order.	descending order	
	xi. become familiar with wrap text.	Wrap text Wrap text is the process of formatting long text in a cell that	Applying wrap text to cell	
	wiap text.	overlaps the adjacent cell(s) so that it fits multiple lines in a cell.	Con	

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

					WEEK 20
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Formatting workbook	Formatting workbook	Textbooks	Oral questioning
OF APPLICATION	i. develop an	1. Select the data to be formatted.	using B, I, U, Border,	Electronic Document	
SOFTWARE	understanding of	2. Click on the appropriate button (B , I , U , Border , Fill	Fill Colour, Font	Preparation and	Practical
	formatting a workbook;	Colour, Font Colour) on the Home tab in the Font	Colour	Management,	Demonstration
Formatting		group to apply the preferred formatting to the data.		Caribbean Educational	
workbook	ii. become familiar with	Formatting worksheet cells as a table	Formatting worksheet	Publishers, 2021	Practical Exercise
	formatting worksheet	1. Enter the headers in the range of cells on the	cells as a table	Pages: 142 – 45	
Formatting	cells as a table;	worksheet and then select the range.		Electronic Document	
worksheet cells as a		2. On the Home tab, in the Styles group, click the			
table		Format as Table button.		Preparation and	
		3. On the drop-down menu, click the preferred style to		Management for	
Linking documents		display the Format As Table dialogue box.		CSEC, Macmillan	
	iii.develop an awareness	Linking documents	Linking Excel	Education, 2012.	
	of linking documents;	When you link data from one document (source document) to	document to a Word	Pages: 102 – 12	
		another (Dependent or Destination Document) and you edit	document		
		the source document, the dependent or destination document			
		automatically changes.			
Striping rows and					

columns	iv.become familiar with	Striping rows and columns	Creating a new	
	striping rows and	Striping is applying different shading to odd and even	workbook	
	columns;	numbered rows and columns to make reading long rows	Striping rows and	
Delete cells, rows and		easier.	columns	
columns	v. know how to delete	Deleting cells, rows or columns	Stating the purpose of	
	cells, rows and	1. Select what you want to delete.	striping	
	columns;	2. Right-click and select Delete to display the Delete	Deleting cells, rows	
		dialogue box.	and columns	
		3. Click the radio button of what you want to delete and		
		then click OK .		
Vertical and Oblique		Creating tabulation with vertical and oblique headings		
headings		using Excel	Creating tabulation	
	vi.appropriately create	On the Home tab, in the Alignment group, click the	with vertical and	
	vertical and oblique	Orientation button and select Vertical Text for vertical	oblique headings	
	headings.	heading or Angle Counterclockwise for oblique heading.	using Excel	
		Data Review View Development By Angle Counterclockwise Angle Clockwise Angle Clockwise Angle Clockwise Review View Development Particulation drop-down menu Data Review View Development Particulation drop-down menu		

					WEEK 21
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Formulae	Describing formulae	Textbooks	Oral questioning
OF APPLICATION	i. develop an	A formula is a combination of signs (symbols), letters, and		Electronic Document	
SOFTWARE	understanding of the	figures in the form of an equation that is used to calculate		Preparation and	Practical
	concept formulae;	values. A formula is created by typing an equal sign, followed	Identify the operator	Management,	Demonstration
Advanced Tabulation		by the function name in uppercase, a left parenthesis, the	for writing formulae	Caribbean Educational	
		arguments (operands or elements to be calculated expressed as		Publishers, 2021	Practical Exercise
Formulae		a range or separated by commas or operators with no space),		Pages: 147 – 57	
Mathematical operators and functions	ii. become familiar with the mathematical operators and functions;	And a right parenthesis. Mathematical operators and functions Operators are symbols that link the operands of a formula to indicate the calculation to perform. The mathematical operators are: + (addition), - (subtraction or negation), * (multiplication), / (division), % (percent) and ^ (exponentiation).	Writing formulae using mathematical operations and functions	Electronic Document Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 102 – 12	
Some function					
formulae					

	iii. develop an	Some function formulae	Stating and using the	
	appreciation of the	i. Mathematical and Trigonometric Function	various function	
	various function	ii. Statistical Function	formulae	
	formulae;	iii. Logical		
		iv. Date and Time		
AutoSum formula		v. Financial Function		
	iv. become familiar with	Using Microsoft Excel's built-in AutoSum formula	Using the built-in	
	the built-in AutoSum	1. Select the cell in which you want the result.	AutoSum formula	
	formula.	2. Click AutoSum \sum on the Formulas tab, in the		
		Function Library group or on the Home tab, in the		
		Editing group to display the formula.		
		3. Press the Enter key to enter the sum.		

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, <u>typing lessons and typing tests</u>. | <u>FreeTypingGame.net</u>

					WEEK 22
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Using the insert function button to insert a predefined	Using the insert	Textbooks	Oral questioning
OF APPLICATION	i. develop an	function formula	function button to	Electronic Document	
SOFTWARE	understanding of how to	Insert Function ? X	insert a predefined	Preparation and	Practical
	use the insert function	Search for a function:	function formula	Management,	Demonstration
Predefined function	button to insert a	Type a brief description of what you want to do and then click Go		Caribbean Educational	
	predefined function	Or select a category: Statistical		Publishers, 2021	Practical Exercise
	formula;	Select a function: AVEDEV		Pages: 147 – 50 Electronic Document Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 102 – 12	
Drag and drop					

			T T	OKADE IV
	ii. know how to drag and	Drag and drop	Dragging and	
	drop cells;	Select the cells (range) that you wish to move. Position the	dropping cells to a	
		pointer on one of the corners. The pointer is attached to a	new destination	
		cross with four arrows .) Drag the range to its new		
Copy from cell to cell		destination.		
	iii dayalan an ayyaranass		Copying from cell to	
	iii.develop an awareness	Copying from cell to cell		
	to copy from cell to cell;	1. Select the cell with the formula/data to be copied.	cell	
		2. Copy the selection.		
		3. Click on the new cell where you would like to copy		
		the formula/data. Observe the shape of the cursor – a		
		white cross.		
		4. Paste the selected cell.		
Copy from cell to		5. Press the Escape key to remove the marquee.		
range				
	iv. develop an awareness	Copying from cell to range	Copying from cell to	
	to copy from cell to cell;	1. Select the range of cells with formula/data to be	range	
		copied.		
		2. Copy the selected range.		
		3. Click on the new range where you would like to copy		
		the formula/data.		
		4. Paste the selected range.		

Writing formula		5. Press the Escape key to remove the marquee.		
	v. become familiar with	Writing formula	Writing formula	
	writing formulas using	i. Sum		
	Sum, AVG, MIN and	ii. Average		
	MAX;	iii. Min		
Formatting tables		iv. Max		
using %, \$ and				
decimal	vi.develop the skills to	Formatting tables using %, \$ and decimal	Formatting tables	
	format tables using %, \$	1. Select the range with the numbers.	using %, \$, and	
	and decimal.	2. On the Home tab, in the Number group, click the \$	decimal; invoices	
		button or the % button or the Increase Decimal or	debit notes and credit	
		Decrease Decimal button or click the Number	notes	
		dialogue box launcher.		

					WEEK 23
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Graphs and Charts	Defining the terms	Textbooks	Oral questioning
OF APPLICATION	i. develop an understanding	A graph is a visual channel of communication using lines to	graphs and charts	Electronic Document	
SOFTWARE	of the creation and	show comparison. The horizontal (X) axis represents the		Preparation and	Practical
	formatting of graphs and	variables or categories – data studies – and the vertical (Y)	Explaining the chart	Management,	Demonstration
Graphs and Charts	charts.	axis represents the frequency of the variables or values.	types	Caribbean Educational	
		A chart is a visual channel of communication on paper, slide,		Publishers, 2021	Practical Exercise
		or screen using diagrams or illustrations to display information	Creating charts and	Pages: 150 – 7	
		- data.	graphs		
		Recommended Charts Charts Charts Chart Types	Formatting charts and graphs	Electronic Document Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 204 – 8	
SCHOOL-BASED	Students will:	ASSIGNMENT 2	Conducting research	Textbooks	Practical Exercise
ASSESSMENT:	i. understand how to	Assignment 2 involves an Electronic Research		Electronic Document	
	conduct research and	Candidates are expected to conduct research and present the	Obtaining required	Preparation and	Online Research

				2.5	ORADE IV
Assignment 2	present findings	findings electronically using the skills developed.	information	Management for	
	electronically.	EXEMPLAR		CSEC, Macmillan	
		This is, for example, purposes only and must not be	Summarizing the	Education, 2012.	
		reproduced as part of the SBA to be submitted.	information (DO NOT	Pages: 314	
		As a travel agent, you wish to inform your clients which	PLAGIARISE)		
		country in the Western Hemisphere had the lowest dengue			
		fever infections in the last five years.	Compiling a	Electronic Document	
			bibliography of all	Preparation and	
		Obtain and summarize the information, prepare it for	sources used	Management for	
		dissemination via e-mail; and state all sources in an		CSEC, 2 nd Edition,	
		appropriate bibliography.	Presenting the findings	Oxford University	
		OR		Press, 2014	
		The class has difficulty obtaining information for Specific	Preparing the	Pages: 276	
		Objectives 4 to 6 of the new Electronic Document Preparation	information for		
		and Management Syllabus.	dissemination via e-		
			mail	Electronic Document	
		Obtain and summarise the required information from the		Preparation and	
		internet and prepare it for dissemination to the class via e-	Printing a copy of the	Management	
		mail, and state all sources in an appropriate bibliography.	email	Syllabus	
				Page: 28 – 29	
				1 age. 20 – 29	
		Prepare the presentation, including the following:	Saving the file to a		

	GRADE 10
(a) difference between communication devices and storage medium	
communication media;	
(b) difference between operating software and application	
software; and,	
(c) the most common operating systems and the most	
common application software.	

WEEK 24

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY			
SECTION IV: USE	Students will:	Further Practice ACTIVITY	Creating a new	Textbook	Practical Evaluation			
OF APPLICATION	i. develop an appreciation	Activity 1	worksheet	Electronic Document				
SOFTWARE	of computation skills to	Create a new Microsoft Excel worksheet: I Right-click on your desktop, then New, then Microsoft Office		Preparation and				
	produce a professionally	Excel Worksheet. 2 Observe that a new icon labelled 'New Microsoft Office Excel Worksheet' is also add a second all the		Management for				
Produce a	finished spreadsheet.	Worksheet' is placed on your desktop. 3 Change the name of the worksheet to 'EDPM_Activity7-1'.	Naming the workbook	CSEC, Macmillan				
professionally finished		Activity 2 Prepare shreadsheet based on table below		Education, 2012.				
spreadsheet		Rename worksheet tabs: 1 Open the workbook named 'EDPM_Activity7-1' that was saved on your desktop. 2 Double-click the sheet tab labelled 'Sheet1'. 3 Type 'PriceList' then press Enter. 4 Double-click the sheet tab labelled 'Sheet2'. 5 Type 'Invoice' then press Enter. 6 Save the file as 'EDPM_Activity7-2' and close Excel. Figure 7.3 A handwritten manuscript provided by a customer. The document required is a price list that doubles as an order form.	Naming of sheets	Pages: 102 – 12				
			Creating documents					

GRADE 10

		GRADE 10
Activity 3	by typing titles, labels	
Create a new spreadsheet: 1 Open the workbook named 'EDPM_Activity7-2'.	and values	
2 Type the text titles and labels as shown in Figure 7.3. Do not format them, just type in the text.	Inserting cells	
3 Make cell B7 the active cell (Hint: Click in cell B7).		
4 Type the number values as shown in Figure 7.3.5 Save the file as 'EDPM_Activity7-3' and close Excel.	Altaning call size	
Activity 4	Altering cell size	
Insert blank cells on a worksheet: 1 Select the cell or the range of cells where you want to insert the new	Deleting cell contents	
blank cells. Select the same number of cells as you want to insert. For example, to insert three blank cells, you need to select three cells. 2 In the Cells section of the Home tab, choose Insert OR right-click the		
selected cells and then click Insert on the shortcut menu. 3 In the Insert dialog box, click the direction in which you want to shift the surrounding cells.	Altering column width	
the surrounding cells. 4 Close the file and do not save it.		
Activity 5	Altering row height	
Insert a blank cell: 1 Open the workbook named 'EDPM_Activity7-3'.		
2 Select cell A5.3 Right-click the selected cell then click Insert.	Merging cells	
4 In the Insert dialog box, click 'Shift cells down'.5 Close the file and do not save it.		
Activity 6	Inserting new columns	
Insert a blank row: 1 Insert a blank row above row 6 (the row containing the label 'Rose').	to the left or right of	
2 Close the file and do not save it.	any column	
	Inserting new rows	
	above any row	
	Editing cell data	
	6	

T	GRADE IV
A B C D E F G Flowers by Howard 1 Price List & Order Form for Easter 2012 REGULAR PRICE DISCOUNT PRICE SELECTION 6 Flowers 2 REGULAR PRICE DISCOUNT PRICE SELECTION 6 Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Large Small Daffodils	Apply font styles and sizes
	Aligning text and
Activity 7	values in cells
Format cells: 1 Open the workbook 'EDPM_Activity7-3'. 2 Select the cell range A1:G1. 3 On the Home tab, click the Merge and Centre button. 4 Change the font size to 14. 5 Apply the bold font style. 6 Select the cell range A2:G2.	Applying borders
7 Click the Merge and Centre button. 8 Apply the italic font style. 9 Select the cell range A4:A5. 10 Right-click to activate the Format Cells dialog. 11 On the Alignment tab, click the Merge cells checkbox in the Text	Aligning table on the page
control section. 12 Select Centre from both drop down lists in the Text alignment section. 13 Select column A. 14 Choose Format from the Cells section of the Home tab, and then click AutoFit Selection. 15 Merge and centre EACH of the following cell ranges: B4:C4, D4:E4 and F4:G4.	Creating oblique and vertical headings
 Select the range A4:G5. Apply the All Borders format. Select the range A6:A16. Apply the Outside Borders format. Repeat Step 19 for EACH of the cell ranges from B6:B16 through to G6:G16. Save the file as 'EDPM_Activity7-7'. 	Applying Wrap text Sorting data in a table
Continuation to ACTIVITY 12	

					WEEK 25
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Database	Defining the term	Textbooks	Oral questioning
OF APPLICATION	i. become familiar with	A database is an electronic filing system containing records or	database and	Electronic Document	
SOFTWARE	the concept of database	data related to a particular subject or purpose that can be	explaining its purpose	Preparation and	Practical
	and its purpose;	retrieved for analysis and also be updated.		Management for	Demonstration
		Database terms:	Explaining the terms	CSEC, Macmillan	
What is a database?	ii. develop an awareness of	i. Tables	table, records, fields	Education, 2012.	Practical Exercise
Database	database terminologies;	ii. Records	and data type.	Dansa 121 27	
terminologies		iii. Fields		Pages: 131 – 37	
	iii. develop an	iv. Data type	Identifying the data		
Data type Creation of a database	understanding of the data type settings; iv. develop an understanding of	V. Reports Setting Type of data Text Text or combinations of text and numbers, as well as numbers that don't require calculations, such as phone numbers. Memo Lengthy text or combinations of text and numbers. Number Numeric data used in mathematical calculations. Date/Time Date and time values. Currency Currency values and numeric data used in mathematical calculations involving data with one to four decimal places. AutoNumber AutoNumber assigned by Access whenever a new record is added to a table. Yes/No Yes and No values and fields that contain only one of two values	type settings and the type of data that may be stored Creating a database file Creating a table	Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014	
	creating a database file with a table and adding data.	(Yes/No, True/False, or On/Off). Hyperlink Text or combination of text and numbers stored as text and used as a link to another object or location. Data type settings and the type of data that may be stored	Adding data to the table	Pages: 147 – 49	

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE CONTENT ACTIVITY		ACTIVITY RESOURCE		EVALUATION STRATEGY
SECTION IV: USE	Students will:	Performing a simple query	Defining the term	Textbooks	Oral Questioning
OF APPLICATION	i. become familiar with the	A query is access to information from a database table to look	query	Electronic Document	
SOFTWARE	concept query;	at data edit and analyze it and display specific information on		Preparation and	Practical
Queries	ii. develop an	a table.	Explaining the terms	Management for	Demonstration
	understanding of select		action query and	CSEC, Macmillan	
Types of queries	queries and action	Queries that are used to retrieve data from a table or to make	select query	Education, 2012.	Practical Exercise
	queries;	calculations are called select queries. Queries that add, change		Dagger 125	
Simple queries	iii. demonstrate accuracy	or delete data are called action queries. A select query is the	Performing simple	Pages: 135	
	in performing simple	most common type of query. It retrieves data from one or more	queries		
Sort queries Preparation of a report	queries; iv. develop an appreciation for sorting queries and preparing a report.	tables and displays the results in a datasheet.	Sort queries Preparing report	Electronic Document Preparation and Management, Caribbean Educational Publishers, 2021 Pages: 158 – 65	

											WEEK 27
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE			CONTE	NT				ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Further	r Practice ACT	IVITY						Textbook	Practical Evaluation
OF APPLICATION	i. develop an appreciation		form the following ta Create a database nan						Creating database file	Electronic Document	
SOFTWARE	of computation skills to	b (Create a table based on as Entries.			oelow. S	save the tabl	le		Preparation and	Oral questioning
	produce professionally	г	Field name	Field type	Field si	7e			Creating table	Management for	End of TOPIC/ SUB-
Produce a	finished queries and	+	Country	Text	30					CSEC, Macmillan	TOPIC test
professionally	reports in a database.	+	EntryDate NumInDelegation	Date/Time Number	Mediun Integer	n Date			Adding data to the	Education, 2012.	
finished database	-		FeesPaid	Currency					table	Pages: 142 – 3	
		L	HotelRequired Enter the following of	Yes/No							
			Country	EntryDate	NumIn	Fees	Hotel		Performing queries	Past CSEC papers	
			Anguilla	12-Mar-2012	Delegation 2	\$500	Required Yes				
			Bahamas	12-Mar-2012	4	\$500					
			Barbados	13-Mar-2012	5	\$500					
			Grenada	13-Mar-2012	4	\$500	No				
			Guyana	14-Mar-2012	11	\$1,100	No				
			Jamaica	14-Mar-2012	12	\$1,200					
			St. Kitts and Nevis	14-Mar-2012	5	\$500					
			St. Lucia	15-Mar-2012	5	\$500					
			St. Vincent and the Grenadines Trinidad and Tobago	15-Mar-2012	6	\$600 \$1,200					
			c Design and run the f i List all the countri 14, 2012. Hint: Us ii List all the countri iii List the countris iv List the countries v List all the countri	es that submittee >=#14-Mar-1 es that paid \$56 that require a h with 10 or mor	ed entries o 2# as the co 00. otel. e persons in	iteria. their del					

GRADE 10 2 Perform the following tasks in Access 2010. a Create the following database table. Follow all instructions. Creating database file Table name : Arrines Airline No of Destinations / North America / Nationality Air Barbados Yes Barbados Creating table Blue Jet Yes 9 Barbados Carib Arrays 4 No Trinidad Digi Air 10 Yes Adding data to the St. Lucia Eastern Air 8 stet Yes Antiqua PErenettie Avline table st. Martin No French St. Martin Performing queries Use the following structure field Name , Dato type , Arline No of Destinations Numeric Integer Yes/No North America Nationality Text 12 b Design and run the following queries: i List the airlines with more than nine destinations. ii List the airlines with less than four destinations. iii List the airlines that have Barbadian nationality. iv List the airlines that fly to North America. Play Typing Games using Mavis Beacon or Free typing games, typing lessons and typing tests. | FreeTypingGame.net

					WEEK 28
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Presentation	Defining the term	Textbooks	Oral Questioning
OF APPLICATION	i. develop an understanding	A presentation is an information about an idea or a proposal	presentation and	Electronic Document	
SOFTWARE	of presentation and its	transmitted to an audience in the form of a slide show using	explaining its purpose	Preparation and	Practical
	purpose;	presentation software.		Management for	Demonstration
What is		Views on Microsoft PowerPoint	Stating the use of	CSEC, Macmillan	
Presentation?		1. Normal, Full or Slide View (Tri-Pane View)	various Views on PPT	Education, 2012.	Practical Exercise
	ii. become familiar with the	i. Slides/Outline pane		Pages: 118 – 26	
Views on Microsoft	views in PPT;	ii. Slide Area			
PowerPoint		iii. Notes pane			
		2. Outline View		Electronic Document	
		3. Slide Sorter View		Preparation and	
		4. Notes Page View		Management,	
		5. Slide Show View		Caribbean Educational	
Views for presenting		6. Master Views		Publishers, 2021	
your slides	iii. become familiar with	Views for presenting your slides	Identifying the	Pages: 166 – 80	
	views for presenting	1. Slide Show View	different views for		
	slides;	2. Presenter View	presenting		
		3. Reading View			
Views for organizing					

and printing your	iv. become familiar with the	Views for organizing and printing your presentation	Using views for	GRADE 10
presentation	views for organizing and	1. Slide Sorter View	organizing and	
	printing presentations;	2. Print Preview	printing your	
			presentation	
Slide Master				
	v. develop an appreciation	Slide Master – This controls the formatting of the	Stating the use of slide	
	for the concept slide	placeholders in the title and text placeholders and applies any	master	
	master;	change you make to all the slides in your presentation.		
		i. Title master		
		ii. Object Area		
Slide layouts		iii. Templates		
	vi.appropriately use	Slide layouts		
	different slide layouts;	1. Title slide	Identifying and using	
		2. Title and Content	the different slide	
		3. Section Header	layouts	
		4. Two Content		
		5. Comparison		
		6. Title only		
		7. Blank		
		8. Content and Caption		
		9. Picture and Caption		

Creation of a simple			Creating a
presentation		Creating a presentation in a normal view	presentation in a
	vii. develop an	1. Launch the Microsoft PowerPoint window with a	normal view
	understanding to	Slide thumbnail at the left pane and a slide area at the	Adding and editing
	properly create a	right.	text on the master
	presentation;	2. Click on the Design tab to show template thumbnails	slide
		of themes on the Ribbon .	Inserting a new slide
		3. Point at each template thumbnails to display a larger	Adding text to the new
		image.	slide bulleted style
Save the slide as a	viii. become familiar with	Saving your slide as a picture	Saving your slide as a
picture	saving a slide as a	1. Click on the slide you want to save as a picture.	picture
	picture.	2. Display the Save As dialogue box.	
		3. In the Save as type box, select an image format from	
		the menu, e.g., GIP, JPEG, PNG, TIFF and click the	
		Save button.	

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

					WEEK 29
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Insert tab	Inserting the various	Textbooks	Oral Questioning
OF APPLICATION	i. develop an understanding	i. New slide	features from the	Electronic Document	
SOFTWARE	of the use of various	ii. Table	Insert tab, e.g., new	Preparation and	Practical
DDT Ingont Tob	features of the Insert tab	iii. Pictures	slide, pictures, date	Management for	Demonstration
PPT Insert Tab	ribbon;	iv. Shapes	and time, slide number	CSEC, Macmillan	
		v. SmartArt		Education, 2012.	Practical Exercise
		vi. Chart		Dagger 119 26	
		vii. Textbox		Pages: 118 – 26	
		viii. WordArt			
		ix. Date and Time		Electronic Document	
		x. Slide Number		Preparation and	
		xi. Object		_	
		xii. Video		Management, Caribbean Educational	
		xiii. Audio			
				Publishers, 2021	
PPT Design Tab	ii. become familiar with the features on the design	i. Side Size	Adjusting the slide size and formatting the	Pages: 166 – 80	

tab;	ii. Background format	background	
iii. develop an	Transition tab	Applying transition(s)	
understanding to use the	This is the visual and sound effects applied to movements on	to slides	
transition tab;	the screen to launch a new slide. Transition settings determine		
	how a new slide enters the screen and the previous one exits		
	on its own. You can control the speed and sound effects.		
	Animation tab		
iv. appropriately use the	This is how each component of a slide, e.g. text or an object		
animation tab;	moves onto a slide and how long it remains during a slide	Applying animation to	
	show presentation. You can set text to appear by letter, work,	text and objects on	
	or paragraph. Visual effects can be applied.	slides	
		Setting the timing	
		Printing a presentation	

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

GRADE 10 WEEK 30

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE OF APPLICATION SOFTWARE Export presentation to a Word document	Students will: i. become familiar with exporting a presentation to a Word document; ii. develop an awareness to import Excel worksheets	Export presentation to a Word document Import an Excel worksheet or a Word document into your presentation Effective communication improves relations with the audience. Test sound system and equipment. Your slides and	Exporting presentation to a Word document Importing an Excel worksheet or a Word document into your presentation	Textbook Electronic Document Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 118 – 126	Oral Questioning Practical Exercise
Import an Excel worksheet or a Word document into a presentation Effective communication	import Excel worksheets or a Word document into a presentation; iii.develop an appreciation of effective communication using PPT.	audience. Test sound system and equipment. Your slides and notes must contain graphics for an audience who absorb content visually and sound effects for those who absorb by hearing. Bullet your points and bold your text to make them more visible. Content must be accurate, clear, and complete to produce the desired effect. Know your audience and maintain a good posture. Use simple language and control question and answer with eye contact. Repeat questions when necessary. Obtain feedback and recap at the end.	Discussing effective communication Adding sound effects to a slide and the presentation Hide the sound icon	Pages: 118 – 126 Electronic Document Preparation and Management, Caribbean Educational Publishers, 2021 Pages: 166 – 180	

GRADE 10 (i) Produce the required documents following ALL instructions. Using A4 or letter size paper, create a 6-slide Presentation as outlined below, following the (iii) Use a larger font size for ALL slide headings. Apply a suitable design template. (v) Insert appropriate graphics. Allow two clear line spaces between the headings and the contents. (vii) Save the file as PRESENTATION. Impact of vision impairment Association for the Blinds Presents * Personal Impact Community Outreach Session Presenter: * Economic Impact Aug. 30, 2023 Strategies to Prevent Vision Impairment Causes of Vision * cataract * Early diagnosis * Glaucoma * Trachoma * Treatment * Diabetes * Surgery * Infections Specialize Aids & Equipment QEA * Magnifier * Braille * ccTV's The End ! Additional info. 1 Insert suitable graphics on Slides 3 & 2) Notes for Slide 3.
Personal impact in crease rates of depression + anxiety. Also, contribute to social isolation.
Economic impact poses financial burden

					WEEK 31
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SCHOOL-BASED ASSESSMENT: Assignment 3	Students will: i. display a professionally finished presentation.	Assignment 3 Teachers can use scenarios (real or imagined) that will allow the students to use various applications to design documents, such as flyers, menus, invitations and newsletters which will enable them to engage their creative abilities. EXEMPLAR This is, for example, purposes only and must not be reproduced as part of the SBA to be submitted. You are a teacher of the new and exciting CXC subject, Electronic Document Preparation and Management. In your school, there are large overhead monitors for classroom presentations. You want to present the content of Section I, Objectives 1 to 3, to the class clearly and interestingly using a PowerPoint or Lotus presentation.	Creating PowerPoint Presentations Presenting to the subject teacher Making necessary corrections	Textbook Electronic Document Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 315 Syllabus Page: 29	
		Prepare the presentation, including the following: (a) definition of the term 'computer'; (b) components of the computer system; and, (c) functions of various hardware devices.			

GRADE 10 WEEK 32

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SECTION IV: USE	Students will:	Working with Access data in Excel	Stating the ways to	Textbooks	Oral questioning
OF APPLICATION	i. become familiar with the	There are several ways to bring data into Excel from Access.	take data into Excel	Electronic Document	
SOFTWARE	ways to take data into	You may:	from Access	Preparation and	Practical Exercise
	Excel from Access;	i. copy data from an Access database and paste it into		Management for	
SUB-TOPIC/SUB-		an Excel worksheet;	Copying Access data	CSEC, Macmillan	Take home
<u>TOPICS</u>		ii. connect to an Access database from an Excel	to Excel	Education, 2012.	assignment
Working with Access		worksheet;		Pages: 144 – 49	
data in Excel		iii. export Access data into an Excel worksheet.			
	ii. develop an				
	understanding of the	Mail merge is a software function that guides you through a	Explaining the concept	Electronic Document	
What is mail merge?	concept of mail merge;	process to produce several documents – letters, e-mail	of mail merge and	Preparation and	
		messages, envelopes and mailing labels – from a template.	associated	Management,	
	iii.become aware of the		terminologies	Caribbean Educational	
	components of mail	To create a mail merge, you need the following components:		Publishers, 2021	
Components of mail	merge;	i. Main document	Stating the	Pages: 181 – 86	
merge		ii. Data source	components of a mail		
		iii. Merge document	merge		
			Setting up the main		

	iv. develop the mastery to	Steps in a Mail Merge Process	document	
Steps in a Mail Merge	accurately perform a mail	i. Create the Main Document with the identical		
Process	merge using an external	information for the merge document and save it.	Creating a data source	
	data source.	ii. Create the Data Source with the different	table	
		information (merge fields) to be merged into the main		
		document and save it.	Choosing a Microsoft	
		iii. Open the main document.	Access database data	
		iv. Edit your data file.	file	
		v. Insert placeholders, and call merge fields, at the		
		correct destinations. The merge fields are placed	Adding mail merge	
		within chevrons << >>.	fields to the document	
		vi. Preview the first new document, if necessary.		
		vii. Complete the merge to show the new document(s).	Previewing the mail	
		viii. Print the new documents (s).	merge	
			Printing the merged	
			documents	

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

				WEEK 33
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY RESOURCE	EVALUATION STRATEGY
SECTION IV: USE OF APPLICATION SOFTWARE Information Integration	Students will: i. become familiar with the integration of information to produce professionally finished documents for dissemination.	You work with Classic Jewellers located at Room 235, Level 2, OceanView Mall, Lowlands. You want to send a circular letter to a number of preferred customers. Perform a mail merge using the following information: 1 For the data source use the table below and save the document as Recipients. First_Name Surname Address1 Address2 Anthony Griffith 75 Erin Road PENAL Kavita Singh Green Street BRIDGETOWN Su Lin Chang 25 Sunset Drive Drive Reish Persad Kayak Avenue Address Recipients Wiza	ting up the main cuments Electronic Document Preparation and Management for CSEC, 2 nd Edition, Oxford University Press, 2014	Oral Discussion Practical Exercise End of TOPIC/ SUB- TOPIC test
		Settlement Crear 2 Type the following form letter on a letterhead of your design using A5 paper. N8: Do not type in the merge fields. Insert them by following the instructions for performing a mail merge. Ensure that you leave a space between << First_Name>> and << Surname>>. Date as postmark Crear Compare C	eating data source les Pages: 150 Electronic Document Preparation and Management for CSEC, Macmillan	

					WEEK 34
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
SCHOOL-BASED	Students will:	CONTINUATION OF SBA		Mark Scheme	Oral Discussion
ASSESSMENT: Assignment 3	i. display a professionally finished presentation.	EXEMPLAR This is, for example, purposes only and must not be reproduced as part of the SBA to be submitted.	Creating PowerPoint Presentations	Electronic Document Preparation and Management for	Practical Exercise
		You are a teacher of the new and exciting CXC subject, Electronic Document Preparation and Management. In your school, there are large overhead monitors for classroom	Presenting to the subject teacher	CSEC, Macmillan Education, 2012. Pages: 315	
		presentations. You want to present the content of Section I, Objectives 1 to 3, to the class clearly and interestingly using a PowerPoint or Lotus presentation.	Making necessary corrections	Syllabus	
		Prepare the presentation, including the following: (a) definition of the term 'computer'; (b) components of the computer system; and, (c) functions of various hardware devices.	Submitting PowerPoint Presentation to the subject teacher	Page: 29	

Play Typing Games using Mavis Beacon or <u>Free typing games</u>, typing lessons and typing tests. | <u>FreeTypingGame.net</u>

					WEEK 35
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITY	RESOURCE	EVALUATION STRATEGY
Week 34 cont.d	Students will:	Prepare the presentation, including the following:		Mark Scheme	Oral Discussion
SCHOOL-BASED ASSESSMENT: Assignment 3	i. display a professionally finished presentation.	(a) definition of the term 'computer';(b) components of the computer system; and,(c) functions of various hardware devices.	Submitting PowerPoint Presentation to the subject teacher	Electronic Document Preparation and Management for CSEC, Macmillan Education, 2012. Pages: 315	Practical Exercise
				Syllabus Page: 29	

Additional Resources

Website

- (7) What is word processing? YouTube
- (7) 1.2 What is a Spreadsheet YouTube
- (7) What Is a Database Management System? | What Is DBMS? YouTube
- (7) Presentation software and characteristics YouTube
- (159) CSEC IT: Microsoft Word | Formatting Features Part 1 YouTube
- (159) CSEC IT: Editing Features in Microsoft Word Using Columns YouTube
- (159) Tabulation/Tabular Work (Part 1) | CSEC EDPM YouTube
- (159) Tabulation in MS Excel (Part 2)| Spreadsheet| CSEC EDPM YouTube
- (159) CSEC EDPM Database Complete Overview YouTube
- (159) CSEC EDPM Database Practice Question YouTube
- (159) The Beginner's Guide to Microsoft PowerPoint YouTube
- (159) Mail Merge MS Word CSEC EDPM YouTube

Other suggested Teaching and Learning ACTIVITY facilitate students' attainment of the objectives of this Section.

To facilitate students' attainment of the objectives of this syllabus, teachers are advised to engage students in the teaching and learning activities listed below.

- 1. Arrange students into small groups and assign them different application software to be researched. Their findings should be used to facilitate class discussions.
- 2. After the teacher demonstrates the application of different software, students should be engaged in activities which allow them to select and apply them to different cases. Teachers should ensure that aspects of the SBA are covered in the exercises completed by the students.

Engage students in the ACTIVITY relevant to the completion of Assignments 2 and 3 of the SBA. During these activities, they should use the feedback given during the practice exercises done in Section II as their guide.

The teacher should ensure that there is **at least one** activity related to techniques or skills to be mastered, as well as each software to be applied.