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Introduction

Cambridge ICT Starters: Initial Steps has been written to support learners who are following the Cambridge ICT Starters syllabus. It follows the syllabus closely and provides full coverage of all the modules. The sections of the book correspond to the modules and follow the order in which the modules appear in the syllabus. The book builds on keyboard skills and basic routines, such as emailing, handling data, basic spreadsheet management, creating and editing written work and handling images.

The book provides learners and their helpers with:
- examples of activities to do
- exercises for practice
- instruction in using their computers
- optional extension and challenge activities

It is designed for use in the classroom with coaching from trained teachers. Where possible the work has been set in real situations where the computer will be of direct use. The activities are fairly sophisticated yet simple enough to be followed by adults as well as children!

Some exercises require the learners to open prepared files for editing. These files are available to teachers on www.cambridgeindia.org website. The website provides useful graphics and templates for creating pictograms. Some pictures and text files are also included to help young learners so that they can learn editing without first creating the files required.

The activities in this book use Microsoft Office 2007 software, Paint, Wikipedia, Microsoft Outlook Express 2007 and MSWLogo. However, the syllabus does not specify any particular type of software in order to meet the learning objectives.

Please note that when learners view the screen shots contained in this book on their computer screens, all the type will be clearly legible.
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