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978-0-521-53293-8 - Career Award Information and Communications Technology: Foundation Level

P. K. McBride

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Career Award
**Information and
Communications Technology**
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How to use this book

This book is intended for students on courses leading towards the Cambridge Career Award, ICT Skills at Foundation level. The Award is designed for anyone who wishes to develop basic competencies in a variety of ICT applications, and to gain a broad, practical introduction to work-related ICT skills.

Chapter 1, *General principles and procedures*, is an introduction to the PC and covers the essential skills and concepts. It is not tested, but before you go any further you do need to understand the basics of Windows, be able to handle the mouse and keyboard confidently, and have a sound grasp of the core file and disk management techniques.

Chapters 2 to 4 cover the core modules. All students must study all of these.

- Chapter 2, *Communication*, introduces e-mail and the World Wide Web, using Internet Explorer and Outlook Express.
- Chapter 3, *Document production*, explains the basics of word processing, with examples from Word.
- Chapter 4, *Data manipulation*, introduces spreadsheets, using Excel.

Chapters 5 to 9 cover the optional modules. Students must take three of these.

- Chapter 5, *Creating Charts*, is written largely around the charting tools in Excel, but also introduces Microsoft Graph.
- Chapter 6, *Desktop publishing*, looks at DTP page layout concepts and skills, using Microsoft Publisher and Word.
- Chapter 7, *Computer graphics*, explores techniques for creating and manipulating drawn objects, using Microsoft Draw.
- Chapter 8, *Database operations*, introduces key concepts and skills for working with databases, using Access.
- Chapter 9, *Web site design*, shows how to create Web pages containing text, images and hyperlinks, using a text editor and a browser.

The skills builders

In each of Chapters 2 to 5 you will find one or two skills builder exercises. Each has been designed to reinforce and test your understanding of the skills and concepts covered in the preceding pages. Before tackling any skills builder, make sure that you have fully understood the material leading up to it.

A full range of sample tests, and other resources for students is available from the CIE Web site at www.cie.org.uk

Conventions

Menu items, labels on buttons, headings and other key words on the screen are shown in **bold**, e.g. the **File** menu, the **OK** button.

Filename are shown in *italics*, e.g. the *tes.doc* file.

Anything which you are asked to type is shown in single quotes, e.g. enter the formula 'A1 + B2'.

Keys are identified by [brackets], e.g. [Insert]. Where two or more keys must be pressed, they are linked by a + sign, e.g. [Alt] + [F] means hold down the [Alt] key and press [F].

Menu commands may be presented in a short form, with > indicating the steps through the menu, e.g. 'open the **File** menu and select **Print**' may be written as 'use **File > Print**'.

Which Windows? Which Office?

There are currently six versions of Microsoft Windows and three versions of Microsoft Office in general use. This book has been written around Windows 98 and Office 2000. The screen displays, toolbars and menu systems shown here can be found either unchanged or with very slight variations in Windows 95, Me, NT and 2000, and in Office 97. Where the differences may be enough to cause any confusion, they are pointed out. Windows and Office XP can look significantly different, though they work in almost exactly the same ways, and are not covered in this edition of the book.