What to Revise For BTT1O Exam

Digital Literacy

* parts of a computer
* motherboard, cpu, usb port, monitor, keyboard, hard drive, circuit board, different drive options
* rom, ram
* keyboard shortcuts
* programming languages; html
* file management; naming files, save, save as, where to save work on school computers,
* input/output/storage devices
* networks: LAN, WLAN, WAN
* bit, bytes, kilobyte, megabyte, gigabyte, terabyte
* software application examples
* icon, menu, toolbar
* using features in your web browser (google search tips)
* citation format: mla

Issues and ethics in Ict

* be able to explain your issue, as well as provide examples and solutions
* ergonomics (ergonomic workstation)
* T.H.I.N.K
* digital dummies
* website analysis (6 criteria)
* know what each of the following are:

viruses

cyber bullying / stalking

digital dummies/dependence on technology

copyright

piracy

data protection

cyber crimes (phishing scams)

government surveillance

spam

e-waste

health risks

identity theft

keeping your information secure

business communication

* format of a business letter (block format, complimentary close, salutation, subject line, body, return address, date line, inside address)
* presentation tips / skills
* etiquette / netiquette
* how to communicate electronically in business?
* skype, conference call, e-mail, instant msg
* prezi/google slides/.ppt/sway – how to make a good slide show

productivity software

* spreadsheets - MS Excel; formulas, cell, column, row, characters to perform tasks (=,+, \*, -), AVG, SUM, MIN, MED
* word processing - MS word; bullets, tabs, word art, wingdings, header, footer, watermark, format painter, superscript, subscript, portrait/landscape, smart art, font, ruler, format painter)
* keyboard shortcuts
* databases - ms access – query, sort, field, record, file, query

design software

* ms publisher – what can you create using this software?
* web page development – guidelines for developing effective websites/ website design basics (mind map), asymmetrical balance, symmetrical balance, radial balance