

CAT

Grade 12 - September Exam Work

1.1	Upgrading your computer
1.2	Buying a computer
1.3	Internet connection choices
1.4	Some problems and solutions
1.5	Problems with I/O devices and storage
2.1	Communication and networks in modern society
2.2	Security, legal and ethical issues
2.3	The impact of ICT
3.1	Mail merge
3.2	Using styles
3.3	Working with long documents
3.4	Forms created in <i>Word</i>
4.1	Working with dates and times
4.2	Text and statistical functions
4.3	Worksheets and choices
5.1	Designing a simple database
5.2	Calculations in queries and reports
6.1	Successfully working with information (<i>whole year</i>)
6.2	Test and improve your knowledge