

Subject: *Award in Digital Applications*

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Year 9 - Academic Year 2010-2011

Contents: what you will study

You will learn how to choose between sources of information, carry out effective searches, judge the quality and reliability of the information you find and be selective about what you use. You will then learn how to create effective paper-based publications such as reports and posters and screen-based publications such as presentations and websites.

You will demonstrate your ability to use ICT effectively to plan, research, analyse and present information through your work on a major project set by Edexcel.

National Curriculum levels at which you will work

You will be working at GCSE grades A* to G.

Skills which you will develop this year:

You will learn how to set up and search a database and how to produce reports. You will design and create a spreadsheet to collate data that you collected from a survey. You will develop presentation skills to display the results of your findings.

You will develop web design skills so that you can compile your final e-portfolio.

Assessment: how you will be tested this year

You will be assessed on the activities you complete in the lessons and on your major coursework project.

Key words which you will need to learn for this year's work

<i>Database</i>	A database is a computer based filing system, which can store a lot of information in a small space. The information is stored in a very logical and organized way so that it can be searched and sorted very quickly.
<i>File</i>	A file is a collection of related records.
<i>Field</i>	A field contains one individual item of data. A record must have at least one field
<i>Search</i>	Searching or interrogating a file, involves looking for an individual record or group of records that match a certain condition. Searches are also called queries.
<i>Sort</i>	Sorting involves putting the records in a file in a particular order, such as alphabetical order in a student's file, for example, a list of all the students in a particular form might need to be printed out in alphabetical order.
<i>Merging</i>	Merging involves combining two files to produce one new file. This can be done by merging a file of new records to be added with another file that contains all the existing records – called the master file.
<i>Spreadsheet</i>	Software designed for storing and calculating numerical data. Used to make calculations using formulae and functions
<i>Graph</i>	Method of displaying information in a graphical form.
<i>Function</i>	This will appear to be a number or label but really it is an action, usually based on other cells! If the labels or numbers in other cells change, then the function will cause its own cell to change, in response to these other changes.
<i>Formula</i>	This will appear to be a number but really it is calculation, usually based on other cells! If the numbers in other cells change, then the formula will recalculate itself to a new value, based on these changes.
<i>Multimedia</i>	The use of sound, moving and still images and text.
<i>Prototype</i>	A draft version of a publication.
<i>Primary sources</i>	Sources where information is gathered first hand.
<i>Secondary sources</i>	Sources of information that have already been collected by someone else.
<i>Plagiarism</i>	Presenting someone else's information without clearly acknowledging the source.