

PROGRAMME OF STUDY - TERM 1

TERM 1.1 DOCUMENT PRODUCTION

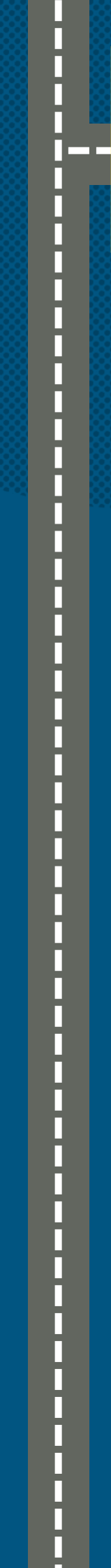
- **Organize Page Layout:**
 - Format documents with different page layouts.
 - Set page size, orientation, and margins.
 - Understand and apply gutter margins, page breaks, section breaks, and column breaks.
- **Format Text:**
 - Set text alignment, line spacing, and tabulation settings.
 - Apply text enhancement and create/edit lists.
 - Find and replace text, add/delete bookmarks, and add/edit/delete hyperlinks.

TERM 1.1 DATABASES

- **Create a Database Structure:**
 - Understand what a database is, including flat-file and relational database structures.
 - Learn about primary and foreign key fields.
 - Create a flat-file database from an existing data file.
 - Create a relational database by establishing relationships between tables.
 - Set appropriate data types and display formats.
 - Create and edit a data entry form and add new fields to forms.
 - Recognize characteristics of a well-designed form.
- **Manipulate Data:**
 - Perform searches and calculations within a database.
- **Present Data:**
 - Produce reports and export data for use in other packages.
 - Sort data within reports.

TERM 1.2 PRESENTATIONS

- **Create a Presentation:**
 - Understand what a presentation is and create one using a text file.
- **Use a Master Slide:**
 - Place objects and images using master slides.
 - Create styles for slide layout.
- **Edit a Presentation:**
 - Apply slide layouts, insert new slides, move slides, and delete slides.
 - Insert and edit objects on slides.
 - Create audience and presenter notes.
 - Apply transitions between slides and animation effects.

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- Output a Presentation:
 - Display a presentation and print it in various formats:
 - Full page slides.
 - Presenter notes.
 - Audience notes (handouts).
 - Evidence of animations.