

spring 2009

ICT

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AS/A-Level ICT Exam Revision Notes

New

Ian Paget

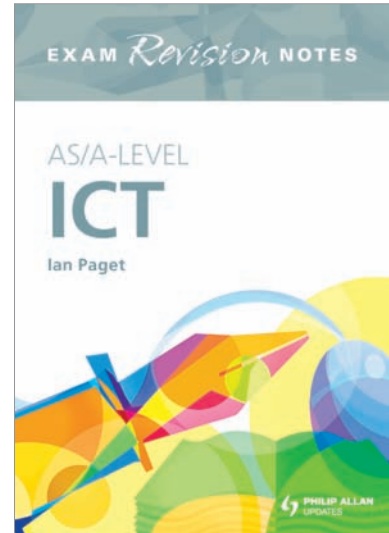
Written for the new specifications, this guide provides students with the perfect foundation for successful revision.

AS/A-Level ICT Exam Revision Notes systematically covers the core topics common to the main specifications in the form of concise and highly relevant notes. This helps students to **identify the areas they need to revise**, allowing them time to develop the higher-level skills of analysis and evaluation.

At the start of each topic there is a checklist of important points that students will need to know before entering the examination room. The introduction features invaluable advice on revision and exam technique.

Students will be able to:

- revise core topics effectively
- prepare a thorough revision plan
- learn to identify what they are being asked in the exam
- improve their exam technique and ultimately their grade



September 2008
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Contents

Topic 1 Data, information, knowledge and processing

- 1 Data
- 2 Quality of information
- 3 Encoding data
- 4 Verification and validation
- 5 Test data
- 6 Backup and archive
- 7 Cost of information
- 8 Input-process-output-feedback loop

Topic 2 Software and hardware components

- 1 The difference between hardware and software
- 2 Input, output and storage devices
- 3 Specialist hardware and software
- 4 Types of software
- 5 User interfaces

Topic 3 Standard applications software and systems

- 1 Basic tasks for types of software
- 2 Characteristics of systems
- 3 Wizards and macros
- 4 Data entry screens
- 5 Templates, master documents and corporate identity
- 6 Transfer of data between applications

Topic 4 Spreadsheet concepts

- 1 Worksheets, workbooks and ranges
- 2 Absolute and relative cell referencing

- 3 Spreadsheets and mathematical modelling

Topic 5 Relational database concepts

- 1 Database terminology
- 2 The data dictionary
- 3 Relationships between entities
- 4 Normalisation of a database
- 5 Searches and parameters

Topic 6 Presentation and communication of data

- 1 Characteristics of documents
- 2 Reformatting documents to meet the needs of an application
- 3 Mail merge
- 4 Clipart and thumbnail images
- 5 Bitmap and vector graphics
- 6 Features of presentation software

Topic 7 The role and impact of ICT

- 1 Impact of ICT on society, organisation and individuals
- 2 Legal aspects of ICT
- 3 Combating ICT crime and protecting ICT systems
- 4 Health and safety

Topic 8 The systems cycle

- 1 The systems cycle
- 2 Project management
- 3 Process modelling

Topic 9 Designing computer-based information systems

- 1 Processing systems
- 2 The human-computer interface

Topic 10 Networks and communication

- 1 Networks
- 2 Internets and intranets
- 3 Communicating data
- 4 Communication applications
- 5 Standards and communications

Topic 11 Applications and limitations of ICT

- 1 Applications of ICT
- 2 Distributed databases
- 3 Limitations of ICT

Topic 12 Implementing computer-based information systems

- 1 Upgrading systems
- 2 System installation
- 3 System maintenance

Topic 13 Implications of ICT

- 1 The impact of external change
- 2 Managing change
- 3 Ethics and professional bodies
- 4 Advances in ICT

AS/A2 ICT Student Workbooks

Ian Paget

AS ICT

A2 ICT 

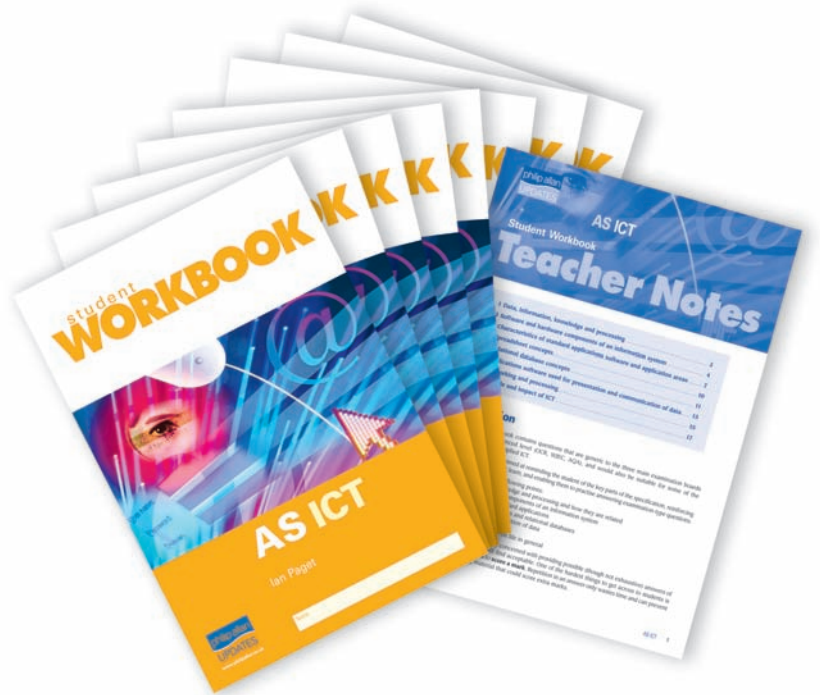
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Student Workbooks are only sold in class sets of 10, priced at £40 per set plus postage and packing. Each set of workbooks includes one free copy of the **Teacher's Notes**.

The workbooks have been written by **Ian Paget**, a head of ICT, successful author and principal examiner with a major examining board.



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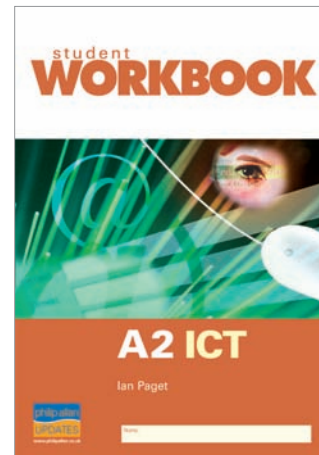
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