

# Digital Technologies Assessment Framework



Paper	General Skills	Word Processing	Graphics and Multimedia	Internet and Email	Spreadsheets and Databases	Programming and Scripting
A&B	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Common Hardware</li> <li>- Basic Software Concepts</li> <li>- Basic Terminology</li> </ul> <p><b>Questions may require the student to:</b></p> <ul style="list-style-type: none"> <li>Identify component parts: cables, etc</li> <li>Distinguish what is software/ hardware</li> <li>Understand menu bars; etc</li> <li>Understand basic terminology: file; application</li> <li>Understand purpose of back-up</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Basic Operations</li> <li>- Simple Formatting</li> </ul> <p><b>Questions may require the student to:</b></p> <ul style="list-style-type: none"> <li>Create a new document: enter text; delete; save; save as</li> <li>Use basic edit features: cut; copy; paste</li> <li>Identify features: tool bar; icons; cursor</li> <li>Apply basic formatting: font; font size; font style; colour; align text</li> <li>Use dictionary; spell check</li> <li>Operate print; print preview</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Basic Operations</li> <li>- Simple Presentations</li> <li>- Common Multimedia</li> </ul> <p><b>Questions may require the student to:</b></p> <ul style="list-style-type: none"> <li>Manipulate graphics: resize; rotate; flip; order; colour</li> <li>Understand function of drawing tools</li> <li>Know about some components of multimedia</li> <li>Recognise icons: audio; video</li> <li>Create simple powerpoint/other slideshow</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Basic Web Concepts</li> <li>- Email Fundamentals</li> <li>- Online Collaborative Platforms</li> </ul> <p><b>Questions may require the student to:</b></p> <ul style="list-style-type: none"> <li>Send/receive/reply to email</li> <li>Understand how to navigate using a browser</li> <li>Use bookmark/favourites</li> <li>Understand simple search terms/ conventions</li> <li>Locate web address</li> <li>Understand concept of hyperlink</li> <li>Understand safe use of online collaborative spaces</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Basic Operations</li> <li>- Spreadsheet Fundamentals</li> </ul> <p><b>Questions may require the student to:</b></p> <ul style="list-style-type: none"> <li>Recognise structure and purpose</li> <li>Recognise the active cell</li> <li>Interpret simple spreadsheets and data</li> <li>Know how to enter data</li> <li>Conduct a search in a simple database</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Basic Block-based Coding</li> </ul> <p><b>Questions may require the student to:</b></p> <ul style="list-style-type: none"> <li>Recognise sequence in basic block-based coding</li> </ul>
C&D	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Common Hardware</li> <li>- Software Concepts</li> <li>- Common Terminology</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Know basic network concepts</li> <li>Recognise hardware peripherals</li> <li>Understand basic file management conventions: naming; version control</li> <li>Understand how to customise tools</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Common Operations</li> <li>- Formatting</li> <li>- Tables</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Use 'find and replace'</li> <li>Justify text</li> <li>Import and paste images</li> <li>Create and format simple tables</li> <li>Organise toolbars</li> <li>Use thesaurus</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Common Operations</li> <li>- Presentations with Effects</li> <li>- Common Multimedia</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Create more complex presentations, incorporating: animation; audio files; video; colour; time delay</li> <li>Edit audio; video</li> <li>Manipulate graphics: crop</li> <li>Understand use of gradients; patterns; custom colours</li> <li>Manipulate tools: size of paintbrush</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Web Concepts</li> <li>- Internet Use</li> <li>- Email Fundamentals</li> <li>- Online Collaborative Platforms</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Know how to forward and cc emails</li> <li>Know how to add attachments to email</li> <li>Understand components of web addresses</li> <li>Know how to search; assess search results; download</li> <li>Understand basic conventions of web design</li> <li>Justify ethical use of online data and information</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Common Operations</li> <li>- Database Fundamentals</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Make simple calculations</li> <li>Know how to insert/delete rows/ columns; sort</li> <li>Know how to format data: font; colour; number; text, etc</li> <li>Understand that a change to one cell impacts on another</li> <li>Know how to draw graphs and make charts</li> <li>Know appropriate search terms for database searches</li> <li>Distinguish between spreadsheets and databases</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Basic Programming Concept</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise sequence in simple algorithm</li> </ul>
E&F	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Hardware Components</li> <li>- Basic Operating Systems</li> <li>- Maintenance</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Understand operating systems performance indicators: disk space; alert boxes; warnings; viruses; memory; CPU</li> <li>Know how to cable/unplug correctly</li> <li>Understand use of flash drives; memory cards</li> <li>Understand purpose and process for upgrade installation</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Advanced Operations</li> <li>- Formatting</li> <li>- Tables</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Create and format more complex tables</li> <li>Use tabs; line spacing</li> <li>Know how to create and use hyperlinks</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Advanced Operations</li> <li>- Presentations with Effects</li> <li>- Integrated Multimedia</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Insert links into presentations</li> <li>Understand image capturing: digital cameras; screen shots</li> <li>Know how to use CD; DVD; mp3</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Web Design</li> <li>- Internet Concepts</li> <li>- Advanced Email</li> <li>- Online Collaborative Platforms</li> <li>- Social Media</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Know how to append signature to email</li> <li>Recognise spam/security threats</li> <li>Know how to append and send hyperlinks</li> <li>Understand Internet structure: delays in sending/receiving; can't find page message, etc</li> <li>Understand basic website creation</li> <li>Recognise file formats</li> <li>Make responsible and ethical decisions in the use of online data</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Common Operations</li> <li>- Database Concepts</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Investigate formulas</li> <li>Conduct complex sorts</li> <li>Format dates; numbers</li> <li>Apply filters</li> <li>Recognise purpose of different views of databases</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Basic Programming Concept</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise sequence and loops in pseudocode</li> </ul>
G&H	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Hardware Components</li> <li>- Operating Systems</li> <li>- Maintenance</li> <li>- Cloud Computing</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Understand connectivity: Wireless; Bluetooth; broadband; dial up</li> <li>Define the use of Cloud Computing</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Advanced Operations</li> <li>- Advanced Formatting</li> <li>- Tables</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Understand purpose of outlines; style sheets</li> <li>Know how to insert images into tables</li> <li>Know how to animate text</li> <li>Use track changes</li> <li>Use insert references</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Advanced Operations</li> <li>- Advanced Presentations</li> <li>- Integrated Multimedia</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise image file formats</li> <li>Demonstrate aesthetic judgement in use of tools for image creation and manipulation</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Web Design</li> <li>- Internet Concepts</li> <li>- Advanced Email</li> <li>- Social Media</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Know about purpose and creation of distribution lists</li> <li>Understand bcc</li> <li>Demonstrate awareness of ethical use of email and Internet</li> <li>Understand basic file transfer</li> <li>Apply agreed ethical and social protocols in the use of online data and information</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Advanced Operations</li> <li>- Database Concepts</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Understand absolute/relative/circular references in spreadsheets</li> <li>Create 'if statement' formulas</li> <li>Create complex graphs/ charts/tables</li> <li>Know how to work across multiple spreadsheets</li> <li>Understand mail merge</li> </ul>	<p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>- Programming Principles</li> <li>- Programming Concepts</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise and understand sequence; conditionals; loops</li> <li>Understand variables; events</li> <li>Understand simple algorithms</li> </ul>