## PAPER A & B

### GENERAL SKILLS

**AREAS:**
- Digital Systems, including hardware and software
- Peripheral Devices
- Basic Terminology

**Questions may require the student to:**
- Identify components of digital systems
- Distinguish what is software/hardware
- Identify/recognition components of the menu bars, etc.
- Identify and use basic terminology
- Justify decisions about the purpose of back-up
- Recognise the use of apps on mobile devices

### WORD PROCESSING

**AREAS:**
- Basic Operations
- Simple Formatting

**Questions may require the student to:**
- Create a new document: enter text, delete, save, save as
- Use basic edit features such as: cut, copy, paste
- Identify features such as: tool bar, menus, icons, cursor
- Apply basic formatting including: font, font size, font style, colour, align text
- Use dictionary including spell check
- Operate print, print preview

### GRAPHICS & MULTIMEDIA

**AREAS:**
- Basic Operations
- Simple Presentations
- Common Multimedia

**Questions may require the student to:**
- Manipulate graphics: resize, rotate, flip, order, colour
- Identify function/s of drawing tools
- Recognise and use components of multimedia
- Recognise icons: audio, video
- Create simple PowerPoint/other slideshows

### INTERNET & EMAIL

**AREAS:**
- Basic Web Concepts
- Email Fundamentals
- Social Media
- Cyber Safety
- Online Collaborative Platforms

**Questions may require the student to:**
- Send, receive and reply to email
- Identify components of a web browser
- Use bookmark/favourites
- Apply simple search terms and conventions
- Locate web address
- Recognise hyperlinks
- Make decisions about the implications of digital footprint

### SPREADSHEETS & DATABASES

**AREAS:**
- Basic Operations

**Questions may require the student to:**
- Recognise structure and purpose
- Recognise the active cell
- Interpret simple spreadsheets and data
- Present data in the required format
- Conduct a search in a simple database

### PROGRAMMING & SCRIPTING

**AREAS:**
- Basic Block-based Coding

**Questions may require the student to:**
- Recognise sequence in basic block-based coding
### PAPER C & D

#### GENERAL SKILLS
- Digital systems, including hardware and software
- Common Terminology
- Peripheral Devices

#### AREAS:
- Recognise components of digital systems
- Recognise and identify basic network concepts
- Recognise and explain the purpose of hardware peripherals
- Define and implement basic file management conventions: naming, version control
- Explain terminology including, Wi-Fi, Bluetooth
- Explain the purpose of mobile devices as digital peripherals and systems

#### WORD PROCESSING
- Common Operations
- Formatting
- Tables

Questions may require the student to do all of the above and:
- Use Find and Replace
- Justify text
- Import and paste images
- Create and format simple tables
- Use toolbars
- Use thesaurus

#### GRAPHICS & MULTIMEDIA
- Common Operations
- Presentations with Effects
- Common Multimedia

Questions may require the student to do all of the above and:
- Create more complex presentations incorporating: animation, audio files, video, colour, time delay
- Edit audio, video
- Manipulate graphics: crop
- Explore and identify the use of gradients, patterns, custom colours
- Manipulate tools: size of paint brush

#### INTERNET & EMAIL
- Web Concepts
- Internet Use
- Email Fundamentals
- Social Media
- Cyber Safety
- Online Collaborative Spaces

Questions may require the student to do all of the above and:
- Use forward and cc functions in emails
- Know how to add attachments to email
- Recognise components of web addresses
- Use search engines; assess search results; download information.
- Identify and use conventions of web design
- Use online platforms
- Make responsible and ethical decisions in the use of online data and information

#### SPREADSHEETS & DATABASES
- Common Operations
- Database Fundamentals

Questions may require the student to do all of the above and:
- Make simple calculations
- Modify and manage data: insert/delete rows/columns; sort
- Identify and use formatting tools to manage and maintain data: font; colour; number; text; etc.
- Recognise a change to one cell impacts on another
- Create and present graphs and charts
- Distinguish between spreadsheets and databases

#### PROGRAMMING & SCRIPTING
- Block-based Coding
- Simple Algorithm

Questions may require the student to do all of the above and:
- Recognise simple algorithms
- Recognise sequence and loops in pseudocode

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Learn more about the ICAS Paper to Year Level Conversion Table [here](www.eaa.unsw.edu.au/icas/paper-to-year-level-equivalent-table.asp)
# PAPER E & F

## GENERAL SKILLS
- Information Systems including hardware and software
- Basic Operating Systems
- Maintenance

### AREAS:
- Information Systems including hardware and software
- Basic Operating Systems
- Maintenance

### Questions may require the student to do all of the above and:
- Recognise/interpret/identify operating systems performance indicators: disk space; alert boxes; warnings; viruses; memory; CPU
- Recognise procedures to cable/unplug correctly
- Identify the use of flash drives; memory cards
- Identify purpose and process for upgrade installation
- Investigate and use a variety of storage devices, including cloud storage

## WORD PROCESSING
- Advanced Operations
- Formatting
- Tables

### AREAS:
- Advanced Operations
- Formatting
- Tables

### Questions may require the student to do all of the above and:
- Create and format more complex tables
- Use tabs, line spacing
- Create and use hyperlinks
- Use concept mapping and brainstorming software

## GRAPHICS & MULTIMEDIA
- Advanced Operations
- Presentations with Effects
- Integrated Multimedia
- Data Visualisation

### AREAS:
- Advanced Operations
- Presentations with Effects
- Integrated Multimedia
- Data Visualisation

### Questions may require the student to do all of the above and:
- Insert links into presentations
- Investigate and use online presentations
- Select and use image capturing devices/formats: digital cameras, screenshots
- Interpret visual representation of data

## INTERNET & EMAIL
- Web Design
- Internet Concepts
- Advanced Email
- Social Media
- Cyber safety
- Online Collaborative Projects

### AREAS:
- Web Design
- Internet Concepts
- Advanced Email
- Social Media
- Cyber safety
- Online Collaborative Projects

### Questions may require the student to do all of the above and:
- Investigate formulas
- Conduct complex sorts
- Format dates; numbers
- Apply filters
- Recognise purpose of different views of databases

## SPREADSHEETS & DATABASES
- Common Operations
- Database Concepts

### AREAS:
- Common Operations
- Database Concepts

### Questions may require the student to do all of the above and:
- Investigate formulas
- Conduct complex sorts
- Format dates; numbers
- Apply filters
- Recognise purpose of different views of databases

## PROGRAMMING & SCRIPTING
- Basic Programming Principles
- Basic Programming Concepts

### AREAS:
- Basic Programming Principles
- Basic Programming Concepts

### Questions may require the student to do all of the above and:
- Recognise sequence and loops in pseudocode
- Recognise simple algorithms
- Conduct desk checking using test data
## Paper G & H

### General Skills
- Information Systems including hardware, software and data
- Cloud Computing
- Data Representation e.g. Binary
- Operating Systems
- Maintenance of IT Systems

**Questions may require the student to do all of the above and:**
- Identify and define connectivity: Wireless; Bluetooth; broadband; dial up
- Investigate and define the use of Cloud Computing
- Apply conventions related to ethical use of data and information

### Word Processing
- Advanced Operations
- Advanced Formatting
- Tables

**Questions may require the student to do all of the above and:**
- Recognise and use outlines, style sheets
- Insert images into tables
- Apply animation to text
- Use track changes
- Use insert references
- Use project planning software

### Graphics & Multimedia
- Advanced Operations
- Advanced Presentations
- Integrated Multimedia
- Data visualisation

**Questions may require the student to do all of the above and:**
- Recognise image/audio file formats
- Use online presentations
- Demonstrate aesthetic judgement in use of tools for image creation and manipulation
- Interpret and use visual representation of data

### Internet & Email
- Web Design
- Internet Concepts
- Advanced Email
- Social Media
- Cyber Safety
- Online Collaborative Projects

**Questions may require the student to do all of the above and:**
- Recognise the purpose and creation of distribution lists
- Use bcc
- Recognise basic file transfer
- Use complex security settings for collaborative spaces and online sites
- Apply agreed ethical, social and technical protocols in the use of emails and internet

### Spreadsheets & Databases
- Advanced Operations
- Database Concepts

**Questions may require the student to do all of the above and:**
- Apply absolute/relative/circular references in spreadsheets
- Create 'if statement' formulas
- Create and present complex graphs/charts/tables
- Recognise and use multiple spreadsheets
- Apply and identify mail merge fields and functions

### Programming & Scripting
- Programming Principles
- Programming Concepts

**Questions may require the student to do all of the above and:**
- Recognise and understand sequence; conditionals; loops in pseudocode and algorithms represented diagrammatically
- Recognise and use simple algorithms
- Identify variables; events
- Conduct desk checking using test data
- Use structured English to express algorithmic instructions

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