Ms. Kester Small
&
Mrs. Vandana Kotai

FORM 5 2019/2020 EDPM YEAR PLANS

TERM ONE

UNITS

- **Spreadsheets**
- **Filing Systems**
- **Presentations**
- **Financial Documents**
- **Production Principles**

TERM TWO

UNITS

- **Newsletters**
- **Database Management**
- **Displays**
- **Mail Merge**

TERM THREE

- **Review – Past Papers**

School-based Assessment (SBA) Information &Deadlines

SBA	Date Distributed	Draft 1	Draft 2	Final
Portfolio	**Term three 2018/2019**	**Already submitted**	Friday September 9th, 2019	Friday September 23rd, 2019
Assignment #3 (Programme)	**May 21st, 2019**	**Already submitted**	Friday September 9th, 2019	Friday September 23rd, 2019
Assignment #2 (Powerpoint)	**TBD**	**Due September 16th, 2019**	**TBD**	**TBD**
Assignment #1 (Manuscript):	**TBD**	**TBD**	**Timed in-class**	

TENTATIVE DATES OF MAJOR ASSESSMENTS		
UNIT	**DATE OF ASSESSMENT**	**TYPE OF ASSESSMENT**

Week	Unit # & Period of Time	OBJECTIVE Students should be able to:	CONTENT	ASSESSMENT
		TERM ONE		
1-2	**1.** **Spreadsheets** **(August 19th – 30th)**	- Define the term spreadsheet - understand the concept of a spreadsheet - Create a spreadsheet containing labels, numbers and formulae - describe the difference between absolute and relative addressing - apply formatting to a spreadsheet - sort entries in a spreadsheet - create graphs using data stored in a spreadsheet	**What is a spreadsheet program?** A spreadsheet program is used to organize information. It has worksheets that are made up of cells. Each cell holds information. **What does a spreadsheet program do?** A spreadsheet program lets a person: • Enter information into cells. • Easily change what is written in the cells. • Calculate numbers easily. • Make a chart of the information in the cells. 🔲 **Spreadsheet terminology:** • Worksheet: A worksheet is a page made up of columns and rows. • Column: A column is a group of cells stacked vertically, one on top of each other in a 🔲worksheet.	Class assignment (pg. 18 Interact Bk 3) Past Paper **Test** **Workbook**

			• Column heading: A column heading is the name of the column. This is a letter. • Row: A row is a group cells that are placed horizontally, beside each other in a worksheet. • Row heading: A row heading is the name of the row. This is a number. • Cell: A cell is a box where information is put. A worksheet has many boxes or cells. • Cell name or cell address/reference: A cell name is the location of the box. It has the name of where the column and row meet. For example a box in column A - row 2, would be called cell A2. • Name box: The name box tells the name of the selected cell. Formula bar: The formula bar is an area where you can add or change information in a cell. **What is a cell reference?** Copying formulae can be extremely useful, and happens because the	

			spreadsheet is using relative cell references. A reference tells the spreadsheet where to look for the values or data you want to use in a formula. There are two (2) types of cell references**: Relative and Absolute.** **Relative cell referencing** Relative cell references are references to cells relative to the position of the formula. For example, if you put the formula =A1 into cell B1, A1 is the reference and the spreadsheet will automatically enter into cell B1 whatever is in cell A1. However, what is important to note is that a relative cell reference changes when a formula is copied or moved. Absolute cell referencing If you do not want the cell reference to change in this way, you can use an absolute cell reference. **Absolute references** are fixed references that do not change when a formula is moved or copied. In order to make a formula contain absolute references, a dollar sign ($) is inserted before the column or row reference that you do not want to change: for example, A2.	

			When to use Absolute cell referencing Absolute cell referencing is used, for example, when finding the percentage that one cell is of another.	

3-4	Filing Systems (Sept. 2nd - 13th)	**Document management** is an administrative function that sees to the efficient creation, storage, retrieval, retention and disposal of documents.	
	-	**Types of Documents** - **Source Documents** documents used for the initial recording data relating to business transactions is a source document. E.g. cheques, delivery notes, receipts, letters and invoices. - **Machine-readable documents**documents that can be read directly and understood by the computer. Automated data capture is a process during which data is directly entered into a computer with little or no user intervention e.g of hardwareused to accomplish this: microphones, barcode scanners and sensors E.g. of machine-readable documents are: airline boarding passes, bar codes, cheques, survey forms, typewritten texts. **Advs** - increases the speed and accuracy of the data collection exercise**.** **Turnaround document**	**End of Unit Assessment** Pg. 176 of the workbook

		A document which, after being output by the computer, can be used to record data. E.g. the bills produced by utility companies have machine-readable features such as the barcodes that may be scanned which the bill is being paid. This scanning causes data to be entered directly into the computer without the need for the cashier to type the data on the keyboard. **E.g. airline boarding passes, utility bills and invoices**	
-		<u>**Common file extensions**</u> A Database simply is a collection of related records or data. The concept of a database is simple: to gather a set of information of specific interest that is all related. Examples of databases include: Telephone directories, a Library Card catalogue and a student's permanent record. A Telephone directory, for example, contains data—names, address, and phone numbers—that are related. An electronic database, or computer-based database, has the same concept—to have related information in one location.	**Class Assignment** **Pg. 88 Pryce Workbook;** **70-71 Campbell** **Test (72-73)**
-	- modify a table structure; - sort a database - establish relationships;	**L**ayout of MSACCESS databases A database in Access is made up of Tables. A Table is laid out	

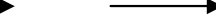| | | - query a database using multiple search conditions;

- determine the results of a search on a database given multiple conditions; | similarly to a spreadsheet, except what we call Columns in spreadsheets, are referred to as Fields in a database. Like in a spreadsheet, each column has a heading, called the Field Name. A field name can be up to 64 characters long, including spaces.

What to note when choosing a Field Name
The most important thing to bear in mind when choosing a field name is what the content of the field is going to be. In other words, the Field Name should identify what the information in the field contains.
 For example, if a Field is going to contain a list of surnames, a field Name called "Surname", "Lastname", or even "LName" will be more appropriate than simply "Name". Be as specific as possible when choosing a Field Name.

What is a Data Type?
It is important to set the Data Type when defining, or creating your field. Data Type is used to determine the type of data that | |

		will be stored in the field.
		
		Setting Data types
		Depending on the information that is stored within a field, you must set appropriate Data type. E.g. should you have employee's I.D. number in a particular field, you would choose the number type, since the field contains numeric information.
		
		Note: If the employee number contains letters and numbers (alpha numeric) you would choose Text as the data type.
		
		 If you have tuition, fees, or any field that contains money, choose the currency data type. Also, ensure that format also contains currency, and not general, in order for the $ dollar sign to show automatically.
		
		Commonly Used Data Types
		Text—the "Text" data type is used when you plan to store either
		     a) Alphabetic characters, meaning words, and
		     b) AlphaNumeric characters, meaning a combination of Words and Numbers.	

	Example, you would use a "Text" data type for a field containing surnames, firstnames, middle names, Countries, etc.. You would also use a "Text" data type for a field containing Serial numbers, Addresses, for example 12, elm drive, Zip Codes, Years, etc.. If you do not specify these as being of "Text" data type, the computer will interpret them as calculable fields. Number—as it implies, a "Number" data type will be given to a field containing numeric data. E.g. for fields that contain stock information, number of vehicles involved in an accident, etc. Date—given to fields containing dates. Lookup Wizard—used to create a combo box to enable persons to choose from a list of options. 12.Setting Field Size Ensure that you set an appropriate field size. E.g., if you have a field that contains only three characters, set the field size to 3. You may notice that the default field size is	

		50. Creating a new database The first thing you do is open Microsoft Access. You do this by going to programs, and clicking the Microsoft Access icon. You can also open access by clicking "run", then typing in msaccess, then your enter key. When in Access, choose blank database, since it is a new one that you are about to create. Give it a name, then click on create. Next, Maximize your database area, by clicking on the Maximize button. It is the middle, square button.	
-		**Creating relationships between tables** In a relational database, which is the official name given to the structure of an Access database, relationships must be made between, and among, tables, for the database to be effective, and serve its function adequately. Never make a decision to create	

		relationships based on FIELD NAMES. For instance, in last year's examination, each database table contained a "Department" field, yet they contained different information. There was a field name called "Code", which contained the same information as one of the "Department" tables. The relationship therefore had to be created between "Department", and "Code".	
		16. <u>To create a relationship</u>	
		You can create a relationship between tables by right-clicking in your database and choosing relationships, OR by clicking on the "relationships" icon. It is an icon showing 3 tables.	
		In relationships, you will see the tables that are available to add to create the relationships between, or among. Highlight the Tables, and choose add, OR double click ONCE on each. Double-clicking a table more than once, will add it more than once to the relationship. After choosing the tables that you want to create the relationships between or among, ensure that you know the information that is similar, and the fields in which that similar information is located.	

Next, Click the first field name, and holding down your left mouse button, drag it and select the field name in the other table, to which you want to create the relationship on. Repeat the steps, depending on the number of tables that you have.

Again, remember you can only create a valid relationship between similar data fields. After doing that, save the relationship.

When a relationship is created between tables, a plus sign (+) appears to the left of the data field. Clicking on the field expands it, and you should see information that is related to the current table in the other tables.

18. **Creating a query**

First, a definition of a query. A*Query* is a way of bringing data from more than one table together. With a query you request to extract useful data from one, or more tables. For example, a school may have a database containing information on its students.
Within the database, there might be a table called "students". The field names in students could be; "Lastname", "Firstname", "Middle initial", "Date of birth",

| | | StudentID"Address". | |
| | | | |

StudentID"Address".

There could be another table called "Parents". Field names in "parents", could be; "Last name", Firstname", Child/children's name, ChildId, Child's sex, Child's Date of birth.

And, there could be a third table, called, "grades". Fields in "grades" could be; Form, Last Name, First name, Sex, Grade, Mark, Results, ID.

Now, assuming that you have created your relationships, which in the example would be on StudentIDChildId   ID, because the information contained in each of these fields is the same, you can go to create your query.

So, assuming you want to find the Grade that a student with the Student ID 101 is in, along with the student's first name, last name, parents' first name, last name, and the student's home address. you would create a query to find that information.

Firstly, click on the query tab. There are two ways in which to create a query: Design view, and by using the query wizard. Choose design view. Next, add the tables that the information that you desire is located. In the example all three tables are

		required as the information needed for the query is needed from all three of them. After adding the table, choose the appropriate table and double click on the required field. Repeat the steps. Now, if like in the example you want to specify something unique, such as an I.D. number, in "criteria", you would use one of your logical operators. Logical operators are as follows: < (less than), >(greater than), = (equal), <>(not equal to). In the example your "criteria" would be =101. To actually view the results of your query, you need to run it. You do this by choosing the "run" icon which is a maroon exclamation mark, OR, click "query" in your menu, and "run". There are also update queries, and append queries, but it is best to give a practical example, therefore they are not going to be focused on in this handout. Remember to save your query.	
Financial Documents	- identify various types of financial documents	**FINANCIAL DOCUMENTS**	**Activity** **Pg. 116-117**

	- prepare financial statements	There are many different types of financial documents. Popular types include trial balances, balance sheets, profit and loss statements, income and expenditure statements, invoices, bank statements and receipts. **Trial balance**- used for checking that there are no mathematical errors in a company's accounting books. The totals from the different accounting records are entered into the debit and credit columns and they should balance. **Balance sheet –** shows the financial situation of a business at a particular date. **Profit and Loss statement**– used to summarise a company's profits or losses over a period of time, such as a year. It records all revenue and operating expenses. **Invoices** - statement or bill given by a seller to a buyer asking for payment; may be for goods or for services. It sets out the items purchased and delivered of the job done with any additional expenses such as the cost of the delivery, and may include a statement of sales tax. **Bank statements** – bank	

		statements are issued by banks for a particular bank account for a given period, usually a month. They list all transactions that have occurred during the period. **Receipts** – are issued to show that a sum of money has been received in exchange for goods or services. A receipt can be used as proof of purchase and is useful in case the goods are faulty and you have to return them.	

Term Three

Completion of SBA

Review of Past Papers