

INFORMATION COMMUNICATION TECHNOLOGY

STUDENT TEXTBOOK

Grade 10

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PREFACE

Information and Communication Technology (ICT) is so important in the world today that it makes it imperative for every person to be competent in the use of ICT for the many tasks that one will have to accomplish. This book is written to provide the basic skills in ICT for Grade 10 students of Federal Democratic Republic of Ethiopia. It is expected that the knowledge and skills gained through this book will help the students to use ICT in almost all their courses at school. The book covers selected basic topics in ICT which offer hands-on activities to help students in acquiring the required ICT skills.

The key features of this book will help the students to:

- develop the basic ICT skills.
- understand the components of ICT and computer system.
- understand the application of word processing, presentation software and desktop publishing.
- understand the application of ICT & its elements for different purposes.
- understand information and computer security and be aware with the copyright issues.
- understand the use of spreadsheet in creating charts, graphs and for different applications.
- learn database and use of Query, Form and Report in it.
- learn the uses of internet, download, upload files using the Internet and list some uses of the WWW.
- plan and develop a simple webpage.
- use variables in writing procedures and create a recursive procedure using LOGO language.
- follow basic ethics in the use of ICT.
- have excellent ICT skills which will serve them well in their future studies.

The text has been designed in a simple and user friendly way. This text focuses on the fundamentals of ICT, which change slowly. This not only makes the information remain useful to a student when one graduates, but also makes the student focus on the foundation concepts of ICT. This book also illustrates the latest developments in the rapidly changing world of ICT. Review questions have also been given at the end of each unit.

Suggestions for the improvement of this book will be gratefully acknowledged.

Authors