

Grade 10 ICT

Terms 1, 2 and 3 - notes for 9 topics

IN EVERY TOPIC

- What you will learn and the key words.
- Short, clear notes with worked examples.
- Questions to try and a topic test, with the answers at the back.

TOPICS IN THESE NOTES

Topic	Name	Term
1.1	Introduction to ICT	1
1.2	Application areas of ICT	1
1.3	Operating systems	1
2.1	Word Processing	1
2.2	Presentation	2
2.3	Desktop Publishing	2
3.1	The Internet	3
3.2	Digital Communication	3
3.3	Digital Citizenship	3

A TASTE OF THE FIRST TOPIC

Information and Communication Technology

ICT stands for Information and Communication Technology: the devices, software and networks used to collect, store, process, send and receive information. Information can be text, numbers, pictures, sound or video.

Communication technologies include the telephone and mobile phone (voice and SMS), radio and television (broadcast to many people), email and messaging apps such as WhatsApp (written messages and files), video calls, social media, and satellite systems that carry signals across long distances. Broadcast technologies send one message to many people; messaging and calls usually connect particular people.