IGCSE ICT

Syllabus Checklist · 大纲自查表

Tick one box per statement: ☐ not yet ☐ nearly ☐ confident. 每条打一个勾：尚未掌握 / 快会了 / 有把握。

1. Types and components of computer systems 计算机系统的类型与组成

1.1 Hardware and software 硬件与软件

☐☐☐ Hardware and software

1.2 The main components of computer systems 计算机系统的主要组成部分

☐☐☐ The main components of computer systems

1.3 Operating systems 操作系统

☐☐☐ Operating systems

1.4 Types of computer 计算机的类型

☐☐☐ Types of computer

1.5 Emerging technologies 新兴技术

☐☐☐ Emerging technologies

2. Input and output devices 输入与输出设备

2.1 Input devices and their uses 输入设备及其用途

☐☐☐ Input devices and their uses

2.2 Direct data entry and associated devices 直接数据录入及相关设备

☐☐☐ Direct data entry and associated devices

2.3 Output devices and their uses 输出设备及其用途

☐☐☐ Output devices and their uses

3. Storage devices and media 存储设备与介质

3 Storage devices and media 存储设备与介质

☐☐☐ Storage devices and media

4. Networks and the effects of using them 网络及其使用的影响

4.1 Networks 网络

☐☐☐ Networks

4.2 Network issues and communication 网络问题与通信

☐☐☐ Network issues and communication

5. The effects of using IT 使用 IT 的影响

5.1 Microprocessor-controlled devices 微处理器控制的设备

☐☐☐ Microprocessor-controlled devices

5.2 Potential health problems related to the prolonged use of IT equipment 长期使用 IT 设备可能引发的健康问题

☐☐☐ Potential health problems related to the prolonged use of IT equipment

6. ICT applications ICT 应用

6.1 Communication 通信

☐☐☐ Communication

6.2 Modelling applications 建模应用

☐☐☐ Modelling applications

6.3 Computer controlled systems 计算机控制系统

☐☐☐ Computer controlled systems

6.4 School management systems 学校管理系统

☐☐☐ School management systems

6.5 Booking systems 预订系统

☐☐☐ Booking systems

6.6 Banking applications 银行业务应用

☐☐☐ Banking applications

6.7 Computers in medicine 计算机在医学中的应用

☐☐☐ Computers in medicine

6.8 Expert systems 专家系统

☐☐☐ Expert systems

6.9 Computers in the retail industry 计算机在零售业中的应用

☐☐☐ Computers in the retail industry

6.10 Recognition systems 识别系统

☐☐☐ Recognition systems

6.11 Satellite systems 卫星系统

☐☐☐ Satellite systems

7. The systems life cycle 系统生命周期

7.1 Analysis 分析

☐☐☐ Analysis

7.2 Design 设计

☐☐☐ Design

7.3 Development and testing 开发与测试

☐☐☐ Development and testing

7.4 Implementation 实施

☐☐☐ Implementation

7.5 Documentation 文档编制

☐☐☐ Documentation

7.6 Evaluation 评价

☐☐☐ Evaluation

8. Safety and security 安全与防护

8.1 Physical safety 人身安全

☐☐☐ Physical safety

8.2 eSafety 网络安全

☐☐☐ eSafety

8.3 Security of data 数据安全

☐☐☐ Security of data

9. Audience 受众

9.1 Audience appreciation 理解受众需求

☐☐☐ Audience appreciation

9.2 Copyright 版权

☐☐☐ Copyright

10. Communication 通信

10.1 Communication with other ICT users using email 使用电子邮件与其他 ICT 用户通信

- ☐☐☐ Communication with other ICT users using email

10.2 Effective use of the internet 有效使用互联网

- ☐☐☐ Effective use of the internet

11. File management 文件管理

11.1 Manage files effectively 有效管理文件

- ☐☐☐ Manage files
- ☐☐☐ Candidates should know and understand:
- ☐☐☐ File formats

11.2 Reduce file sizes for storage or transmission 缩小文件大小以便存储或传输

- ☐☐☐ Compress files
- ☐☐☐ Candidates should know and understand:
- ☐☐☐ File compression

12. Images 图像

12 Images 图像

- ☐☐☐ Place and edit an image
- ☐☐☐ Candidates should know and understand:
- ☐☐☐ File size reduction

13. Layout 版面布局

13.1 Create or edit a document 创建或编辑文档

- ☐☐☐ Create a new document, or edit an existing document

13.2 Tables 表格

- ☐☐☐ Work with tables within documents

13.3 Headers and footers 页眉与页脚

- ☐☐☐ Use headers and footers appropriately within a range of software packages
- ☐☐☐ Candidates should know and understand:
- ☐☐☐ The purpose of headers and footers

14. Styles 样式

14 Styles 样式

- ☐☐☐ Create, edit and apply styles

☐☐☐ Candidates should know and understand:
☐☐☐ Corporate house style

15. Proofing 校对

15.1 Software tools 软件工具

☐☐☐ Reduce errors
☐☐☐ Candidates should know and understand:
☐☐☐ Spell check software
☐☐☐ Validation checks

15.2 Proofing techniques 校对方法

☐☐☐ Perform visual verification
☐☐☐ Proofread
☐☐☐ Candidates should know and understand:
☐☐☐ Verification

16. Graphs and charts 图形与图表

16 Graphs and charts 图形与图表

☐☐☐ Create, label and edit a graph or chart

17. Document production 文档制作

17 Document production 文档制作

☐☐☐ Organise page layout
☐☐☐ Format text
☐☐☐ Find and replace text
☐☐☐ Navigation
☐☐☐ Candidates should know and understand:
☐☐☐ Pagination
☐☐☐ Gutter margin

18. Databases 数据库

18.1 Create a database structure 创建数据库结构

☐☐☐ Create an appropriate database structure
☐☐☐ Create and use a data entry form
☐☐☐ Candidates should know and understand:
☐☐☐ Types of database
☐☐☐ Primary and foreign keys
☐☐☐ Form design

18.2 Manipulate data 处理数据

☐☐☐ Perform calculations
☐☐☐ Sort data
☐☐☐ Search and select data

18.3 Present data 呈现数据

☐☐☐ Display data

19. Presentations 演示文稿

19 Presentations 演示文稿

☐☐☐ Create a presentation
☐☐☐ Use a master slide
☐☐☐ Edit a presentation
☐☐☐ Output the presentation

20. Spreadsheets 电子表格

20.1 Create a data model 创建数据模型

☐☐☐ Create and edit a spreadsheet model
☐☐☐ Candidates should know and understand:
☐☐☐ Formulae and functions
☐☐☐ Order of operations
☐☐☐ Cell referencing

20.2 Manipulate data 处理数据

☐☐☐ Sort data
☐☐☐ Search and select data

20.3 Present data 呈现数据

☐☐☐ Adjust the display features
☐☐☐ Format a spreadsheet
☐☐☐ Set page layout

21. Website authoring 网站制作

21.1 Web development layers 网页开发层次

☐☐☐ Web development layers

21.2 Create a web page 创建网页

☐☐☐ Use HTML in the content layer
☐☐☐ Candidates should know and understand:
☐☐☐ The use of HTML in the content layer

21.3 Use stylesheets 使用样式表

- ☐☐☐ Use CSS in the presentation layer
- ☐☐☐ Candidates should know and understand:
- ☐☐☐ The use of CSS in the presentation layer