

# ICT & College

Information and Communication Technology  
College Titles

Introduction to

# Information and Communications Technology

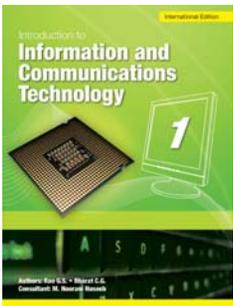
## Core Curriculum

Introduction to Information and Communications Technology Textbook

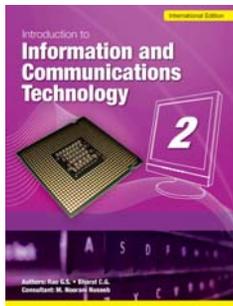
Introduction to Information and Communications Technology is a series of three textbooks specially written for Information and Communications Technology (ICT) learning at secondary school level. Aimed at giving students a basic knowledge of ICT, this series gears them towards exploring ICT for pleasure, self-study or ICT-related vocations.

The topics in these books are presented in an easy-to-understand format with ample illustrations and examples. Concepts and tasks are carefully sequenced and introduced to ensure a gradual progression in learner training and skills development.

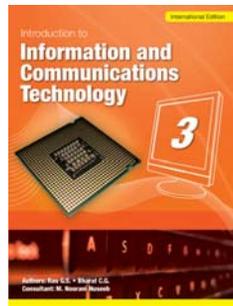
- The Lesson Opener contains activities that engage students' interest and stimulates them to ask or answer questions.
- Step-by-step instructions with visual screenshots help students to master the functions of applications software easily and quickly.
- Lesson summaries are available to help students recall and revise core concepts learnt.
- A variety of individual students' activities, explorative activities and group activities are provided to promote both independent and collaborative learning.
- Graded exercises at the end of each lesson help assess students' understanding of the topics.
- Students are able to engage in project work which provides an added platform for them to apply ICT to cross-curricular activities and real life situations.



**Textbook 1 (International Edition)**  
978981016409



**Textbook 2 (International Edition)**  
9789810166311



**Textbook 3 (International Edition)**  
9789810168674

**Activity Bag (10 stars)**

Can you remember the function and arrangement of the elements of the working screen? Divide yourself into groups of 2 or 3 and work together to match each element of the working screen with its function in the table below.

Element	Function
Cursor	Can be used to view long documents.
Status bar	Holds various buttons that can be used to change the appearance of text.
Vertical scroll bar	Displays useful information such as the total number of pages in the document, the current page number, line number, etc.
Standard toolbar	Indicates where the next letter that is typed will be inserted.
Formatting toolbar	Contains several icons for quick access to frequently used commands and utilities.

Next, label the elements marked out in the working screen using the boxes provided. Teamwork is important here! The winner would be the fastest team with the maximum number of correct answers.

116 Key Applications

**4 Instant Messaging**

How do we get in touch with people? Most people prefer writing emails or conversing on phones. Of course, meeting in person is usually ideal for many people.

Nowadays, students as well as business people are using a different method of getting in touch: instant messaging (IM). What is IM and what are its benefits in the real world? This lesson discusses the various features of an IM web service, especially the Windows Live Messenger.

**Learning Objectives**

- Understand instant messaging (IM) features.
- Learn to set up Windows Live Messenger (Windows LM).
- Practise IM with Windows LM.
- Learn advanced functions of Windows LM.
- Learn the procedures in using any IM service.

278 Living Online

**Quiz Time**

62 A worksheet and its related stacked bar chart are shown below. Fill in the boxes with the following labels: Chart title, 2006, 2009, 2010, Gridline, Horizontal axis and Vertical axis.

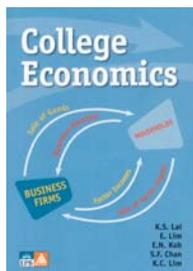
63 Given below is a list of statements. Can you identify which of these are true? Write 'T' or 'F' in the space provided.

No.	Statement	T/F
1.	A bar chart shows values as parts of a whole.	
2.	Click the chart title to select the entire chart.	
3.	The legend shows the key for the data series.	
4.	The vertical axis is also known as X-axis.	
5.	A chart can be moved or resized.	

8 | Creating and Formatting Charts 205

## COLLEGE Titles

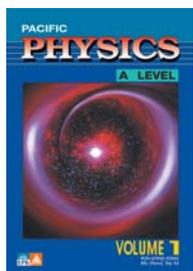
## College Economics



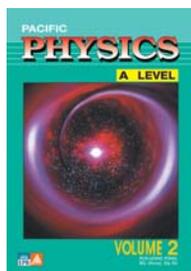
**College Economics**  
9789812732866

This book is designed to deliver complex economic concepts and theories in clear and concise language. Its comprehensive coverage of the key elements of economic theory provides students new to the subject a firm foundation for further study at the university level.

## Pacific 'A' Level Physics



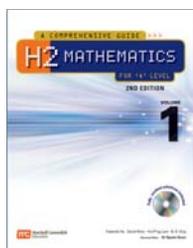
**Volume 1**  
9789812712547



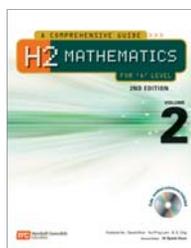
**Volume 2**  
9789812718334

This series of two books is specifically written for students preparing for the Cambridge G.C.E. 'A' level Examination. Presentation of various concepts in these books is comprehensive, accurate and easy to understand with important terms and definitions being highlighted. There is also a good selection of worked examples and exercises provide students with the necessary practice and reinforcement.

## H2 Mathematics: A Comprehensive Guide For 'A' Level (2nd Edition)



**Volume 1 (2nd Edition)**  
9789812803191

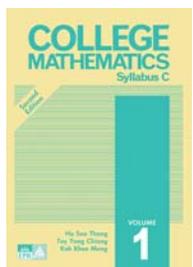


**Volume 2 (2nd Edition)**  
9789812803566

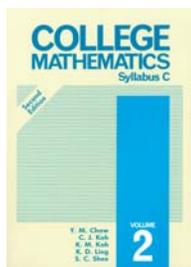
This series of two guidebooks is specially written for students taking H2 Mathematics in the latest Cambridge G.C.E. 'A' Level Mathematics Examination.

The series adopts a flexible modular approach with extensive coverage of all the topics in the new syllabus. Fully worked solutions are provided in a CD-ROM attached to each book.

## College Mathematics Syllabus C (2nd Edition)



**Volume 1 (2nd Edition)**  
9789812719423



**Volume 2 (2nd Edition)**  
9789971638634

College Mathematics Syllabus C is a series of two textbooks that cover all the topics, compulsory and optional, in Syllabus C of Cambridge G.C.E. 'A' Level Mathematics.

In Volume 1, emphasis is placed on illustrative examples, especially in topics related to geometrical properties, where diagrams are often used to provide an instinctive point of view. In Volume 2, theorems and definitions are emphasised and there are numerous examples to illustrate each new concept and to show different computational techniques involved.