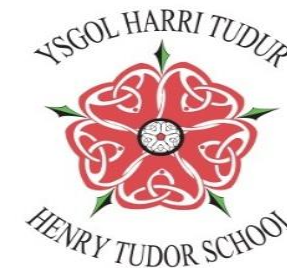


# ICT Revision Guide



***Your ICT written paper at a glance:***

***Unit 3: ICT in Organisations: 1½ hours 20% of qualification (80 Marks)***

***A mix of short answer and extended answer questions that will assess the “application” content of ICT in a business and industry context.***

**Revision Techniques:**

***Digital resources and theory workbooks for all topics, past papers and mark schemes can be accessed via our ‘Google’ classroom.***

***Try creating topic mind maps and display them in prominent places around the house (bedroom, bathroom, on the fridge, above the TV etc... but somewhere you will see them regularly)***

***Definitions are key. Being able to explain what something is and then giving some advantages and disadvantages will score lots of basic marks.***

**Finished your exam?**

***You must go back and check your spelling, punctuation and grammar. Re-read your answers and see if you can improve detail in terms of vocabulary and processes.***

**Summer Exam Date:**

***Unit 3 – Wednesday 10<sup>th</sup> June 2020***

***The exam will cover the following topics: -***

- ***Web Software***
- ***Presentation Software***
- ***Multimedia***
- ***Digital Imaging***
- ***Animation***
- ***Sound and Music***
- ***Networks***
- ***Human Computer Interfaces (HCIs)***
- ***Organisations***
- ***Social and environmental impact of ICT***
- ***Legal and Ethical Issues***
- ***Emerging technologies***

**Don't leave ANY gaps!**

***You won't score anything if you don't put anything down. Some grades can come down to one or two marks which can be gained by having a go! A guess is better than a blank!***

Week beginning (Monday)	Suggested Topics to Revise:
24/02/20	<b>Animation</b> – Persistence of vision, rotoscoping, tweening, stop motion animation, key frame animation, frame rates, Claymation, storyboard, moodboard, looping, onion skinning
02/03/20	<b>Sound and Music</b> – MIDI, sound cards, input devices, output devices, sound conversion (analogue to digital and digital to analogue), sequencers, notators, sound wave editors, advantages and disadvantages of digital sound and music
09/03/20	<b>Digital Imaging</b> – Vector and Bitmap graphics and the advantages and disadvantages of both, pixel, tools and techniques for image manipulation, red eye removal, resizing, cropping, cutting, zoom, selection tools, scaling, cloning, moving, copying, layering, transparency, image file formats and their advantages and disadvantages (bmp, jpeg, gif, tiff, png etc...)
16/03/20	<b>Emerging technologies</b> – smart technology, Internet of Everything (IoE), autonomous vehicles, Wearable tech (fitness tech etc...), artificial intelligence, Augmented and virtual reality, applications and use of these technologies, benefits and drawbacks they bring to individuals, organisations, society.
23/03/20	<b>Multimedia</b> – what is multimedia?, multimedia in education, business, entertainment, society, system requirements for multimedia, input and output devices for multimedia, multimedia components (quizzes, presentations, games, questionnaires, links, videos, sound)
30/03/20	<b>Web Software</b> – Web browser software, URLs, keyword searches, links, menus, house style, interactive features (games, questionnaires, online forms, emails, quizzes), master page, home page, navigation techniques (menu bars, navigation buttons, links, hotspots) Golden triangle, rollover buttons/images, leader boards, banners, web icons, HTML, image maps
20/04/20	<b>Presentation software</b> - animation, hyperlinks, bookmarks, transitions, target audience, disability considerations, system capability, user capability
27/04/20	<b>Networks</b> – peer to peer and client server networks, network topology (draw and label a ring, bus and star topology and state advantages and disadvantages of each), LANs and WANs, intranet, extranet, routers, switches, hubs, bridges, gateway, packet switching, compare the advantages and disadvantages of network systems against

	standalone computers. understand and describe integrated point of sale (PoS) systems and automatic stock control systems
04/05/20	<b>Organisations</b> – E-commerce (advantages and disadvantages to customers and business), banking (advantages and disadvantages of online banking, services available), payroll, control systems, robotics, expert systems and Artificial Intelligence
11/05/20	<b>Social and environmental issues</b> – impact of ICT on people's lives, <b>Social issues</b> (lack of privacy, addiction to gaming, chat rooms, social networking, online gambling addiction, grooming, health issues such as eye strain and RSI, Identity theft, trolling). <b>Economic issues</b> (changing job roles, loss of jobs, online shopping causing loss of physical stores, globalisation, videoconferencing, teleworking, retraining for different jobs). <b>Political issues</b> (online voting, fake news, censorship and control),
18/05/20	<b>Legal and ethical issues</b> - Know and understand the provisions of the Data Protection Act (DPA) 1998 (rights of the data subject and the holder, exemptions from the DPA), Computer Misuse Act 1990, Electronic Communications Act 2000, Regulation of Investigatory Powers Act 2000, Freedom of Information Act 2000, Health and Safety legislation, Identify new crimes created and the implications for computer users from pharming, phishing, ransomware.