

**Study
Text**

ICAP

P

Introduction to Information Technology



**The Institute of
Chartered Accountants
of Pakistan**

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Contents

	<i>Page</i>
Syllabus objective and learning outcomes	v
Chapter	
Section A: Computer hardware and operating systems	
1 Computer hardware, software and operating systems	1
2 Core Windows tasks	21
3 Security and safeguarding your work	47
Section B: Microsoft Excel	
4 Introduction to Microsoft Excel	59
5 Formatting data and contents	75
6 Organizing and analysing data	131
7 Managing data and workbooks	165
8 Security and sharing	189
Section C: Microsoft Word	
9 Introduction to Microsoft Word	227
10 Formatting, illustrations and tables	279
11 Table of contents and other references	317
Section D: Microsoft PowerPoint	
12 Introduction to Microsoft PowerPoint	341
13 Using visual aids in presentations	393
14 Slide transitions and animation	439
Index	451



Syllabus objective and learning outcomes

ASSESSMENT OF FUNDAMENTAL COMPETENCIES

INTRODUCTION TO INFORMATION TECHNOLOGY

Objective

To enable candidates to equip themselves with the fundamental skills and proficiency required to cope with today's highly challenging IT oriented business environment.

Learning Outcome

The candidates will be able to:

LO1	describe and classify different elements of a computer system
LO2	describe the basic operations in commonly used operating systems
LO3	demonstrate performance level knowledge in Microsoft Excel
LO4	demonstrate performance level knowledge in Microsoft Word
LO5	demonstrate performance level knowledge in Microsoft PowerPoint

Grid	Weighting
A. Computer hardware and types of operating system	10
B. Microsoft Excel	40
C. Microsoft Word	30
D. Microsoft PowerPoint	20
Total	100