**Exam Review: BTT 1O1**



**UNIT 1: DIGITAL LITERACY & BUSINESS COMMUNICATIONS**

* Parts of a computer
* Hardware & Software
* Computer memory and processing speeds
* File Management
* Electronic research: how to create proper search terms, evaluating search results
* Business Reports

**UNIT 2: PRODUCTIVITY SOFTWARE**

* Computer software: operating software, types of applications (eg. Wordprocessing)
* Word Processing - terminology
* Spreadsheets: terminology and uses
* Databases: what is it and what does it do?

**Exam Format:**

Multiple Choice 10 marks

Matching 10 marks

Definitions 10 marks (5 terms)

Short Answer 20 marks (4 questions)

Total 50 marks

**UNIT 3: DESIGN SOFTWARE**

* Presentations

o Uses and terminology

o Tips with presenting

* Marketing: what it is and how it helps businesses
* Publisher
* Uses and terminology

**UNIT 4: WEBSITE DESIGN & CYBERETHICS**

* Web terminology eg. Internet, www, ISP, HTML
* Web site evalution

o Characteristics of good and bad sites

* Computer ethics and issues surrounding them...eg. Piracy
* How social media is used in business