



Note: This is an overview of the assessable content. Not every single item is necessarily assessed.

Little Bytes

GRADE 10 MID-YEAR EXAMINATIONS OVERVIEW 2025

PAPER 1

Grade : 10
Paper I : Practical
Duration : 2 hrs
Marks : 120

Q1 : Computer Management (±25)
Q2 : Word Processing (±25)
Q3 : Word Processing (±25)
Q4 : Spreadsheets (±25)
Q5 : Spreadsheets (±20)

Computer Management (±25)

- Creating shortcuts
- Changing the default printer
- Basic printing and printer queue management on computing devices
- Compressing, decompressing files and folders
- File Management

- View options
- Document views
- Document and page layout
- Tables
- Arrange Document layout
- View options
- Insert and manipulate illustrations and text

Word Processing (±50)

- File Management
- Working with text
- Basic punctuation
- Editing
- Formatting
- Reviewing
- Autocorrect and basic Word processing typography
- Page layout
- Paragraphs
- Tabs

Spreadsheets (±45)

- Cell reference
- Cell ranges: Range names
- Basic calculations using basic operators
- Page Layout
- Format cells
- Formatting rows, columns and sheets
- Editing
- Basic functions
- Error indicators

PAPER 2

Grade : 10	Q1 : Multiple Choice (10)
Paper II : Theory	Q2.1 : Match Items (10)
Duration : 2 hrs	Q2.2 : Fill in missing words/Select the correct word in brackets (5)
Marks : 100	Q3 : Systems Technologies (±30)
	Q4 : Internet and Network Technologies (±20)
	Q5 : Social Implications (±5)
	Q6 : Information Management (±5)
	Q7 : Solution Development (±10)
	Q8 : Integrated Scenario (10)

System Technologies (±30 + 10 short questions + scenario)

- Explain what a computer is
- Overview of the different types of computing devices
- Overview and concepts of the main components of a computer system
- ICTs used in everyday life
- Concepts of data and information
- Start-up – switch on the computer, log on (concept of access control)
- Desktop (GUI): First looks, icons and shortcuts
- Introduce the desktop (GUI), icons and shortcuts
- Accessing apps
- Introduction and layout of keyboard
- Enhancing keyboarding skills
- Posture and ergonomics
- Basic concepts and introduction to file organisation: Drives, folders and files
- File specification: Drive, path, filename and file extension
- Files: File naming, conventions and properties – types and size
- File manager, e.g. This PC, hierarchy
- Organise, copy, rename, delete, restore, move, search, view and sort files and folders
- What is hardware?
- Overview of basic concepts relating to hardware
- Input
- Output
- Storage
- Definition of peripheral devices
- Methods for connecting peripheral devices (cabled and wireless)
- What is software?
- (GUI), minimising, restoring, resizing, moving and closing windows
- System software vs. application software
- Basic accessories
- Features for computing devices
- Application software (apps)
- System software
- Overview of basic concepts and introduction
- Basic security (PC, laptop, tablet, smartphone)

- Input (basic concepts, features and uses)
- Pointing devices
- Scanning and reading devices
- Video input
- Audio input: Microphone (including voice recognition)
- Biometric input
- Output (basic concepts, features and uses)
- Audio output: What is an audio output device?
- Other output
- Storage media and devices (basic concepts, features and uses)
- Memory cards: Size matches computing device, transfer speeds
- Card reader: Built-in, external multi-card reader
- Processing
- Overview of and introduction to the basic processing concepts
- Categories of software
- Licensing and licensing agreements
- System software
- Utility programs
- Taking screenshots
- Freeware, shareware and proprietary software
- Open-source software

Internet and Network Technologies (±20 + 10 short questions + scenario)

- What is a network?
- Aims and objectives of networks
- Basic security and privacy issues
- Examples of networks: Internet, LAN, HAN
- Wired vs. wireless
- Wired vs. wireless
- Internet as an example of a GAN

Social Implications (±5 + 5 short questions + scenario)

- Ethical use of content covered
- Software piracy, licensing, copyright and intellectual property

Information Management (±5 + 5 short questions + scenario)

- Data vs information
- Understand the problem or task
- Information sources and data gathering tools (including advantages and disadvantages)

Solution Development (±5 + 5 short questions + scenario)

- Computer Management
- Word Processing
- Spreadsheets