If you have suggested additions, or you find that some links are not working, please email resourcelist@fess.ie

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| --- | --- |
| **Minor Award Name** | **Computer Applications**  |
| **Minor Award Code** | **4N1112** |
| **Level** | **4** |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Introduction to Database  | Website | Introduction to Database | gcflearnfree.org | <http://www.gcflearnfree.org/access2013/3>  |
| How databases are used in organisations | Website | Example of database uses | www.teach-ict.com | <http://www.teach-ict.com/gcse_new/databases/uses_of_databases/miniweb/index.htm> |
| Structure of a database | Website | Provides an overview of the structure of an Access Database | Microsoft | <https://support.office.com/en-ie/article/Learn-the-structure-of-an-Access-database-001a5c05-3fea-48f1-90a0-cccaa57ba4af#bm0> |
| Database terminology  | Video | Overview of Databases including Database terminology | Access Learning Zone | <https://www.youtube.com/watch?v=pHiOXZEbK-4> |
| Creating a database – entering/editing data | Video | Planning a Database | Access Learning Zone | <https://www.youtube.com/watch?v=cHRLNT4MdI4> |
| Video | Setting up a table | Firchild | <https://www.youtube.com/watch?v=Zyj5dCeO0so> |
| Add new records | Video | Adding records to a table | TeachUComp | <https://www.youtube.com/watch?v=IvnTBKUmBxQ> |
| Delete records | Video | Deleting records from a table | O’Reilly – Video Training | <https://www.youtube.com/watch?v=RcAvThetz04> |
| Add new fields to existing record | Website | How to add a field to a table, also moving a field and advanced field options | gcflearnfree.org | <http://www.gcflearnfree.org/access2013/15> |
| Video |  | gcflearnfree.org | <https://www.youtube.com/watch?v=jvoYLdvU2Fo> |
| Browsing, Querying and Sorting a table | Video | Table basics | gcflearnfree.org | <https://www.youtube.com/watch?v=maPdmocUgvk>  |
| Video | Creating a query | gcflearnfree.org | <https://www.youtube.com/watch?v=4bn58rlwKUc>  |
| Video | Sorting a table | O’Reilly – Video Training | <https://www.youtube.com/watch?v=Cp8v9yKVUr8> |
| Introduction to spreadsheets | Website | Introduction to Spreadsheets | [www.teach-ict.com](http://www.teach-ict.com) | <http://www.teach-ict.com/gcse_new/spreadsheets/spreadsheets/miniweb/index.htm>  |
| Website | Who uses a Spreadsheet | www.teach-ict.com | [http://www.teach-ict.com/gcse\_new/spreadsheets/spreadsheets/miniweb/pg9.htm#](http://www.teach-ict.com/gcse_new/spreadsheets/spreadsheets/miniweb/pg9.htm)  |
| Spreadsheet overview | Website | Creating, saving, cell addressing, adjusting column/rows, formatting, functions, formulas etc. covers all topics on the spreadsheet part of this component | gcflearnfree.org | <http://www.gcflearnfree.org/office2013/excel2013/4>  |
| Structure of a spreadsheet | Video | Getting started with spreadsheets | gcflearnfree.org | <https://www.youtube.com/watch?v=K0-svI94LuQ>  |
| Video | Creating and Opening workbooks | gcflearnfree.org | <https://www.youtube.com/watch?v=CQXjrdmeBdE>  |
| Creating a spreadsheet | Website | Saving workbooks | gcflearnfree.org | <http://www.gcflearnfree.org/office2013/excel2013/6>  |
| Enter/edit numeric and character data in a spreadsheet | Video | GCF Video demonstrating:* Cell address
* Entering text
* selecting cells and cell ranges
* copy/cut & paste cells
* drag & drop cells
* clearing cell content
* deleting cells
* fill handle & flash fill
* find & replace
 | gcflearnfree.org | <https://www.youtube.com/watch?v=StKtJCayVTk> |
| Editing Cells  | Website | Edit Cells using Shortcut Key | Spreadsheets.about.com | <http://spreadsheets.about.com/od/spreadsheetlessons/ss/2013-05-19-excel-F2-function-key.htm>  |
| Entering/editing data in cells | Website | Entering and editing data in a worksheet | Support.office.com | <https://support.office.com/en-us/article/Quick-Start-Edit-and-enter-data-in-a-worksheet-e5165ab8-6d78-4f90-801a-1d234652f203> |
| Spreadsheet terminology  | Website | Spreadsheet terms | Spreadsheets.about.com | <http://spreadsheets.about.com/od/excel101/tp/080726_ten_spreadsheet_terms.htm>  |
| Formulae | Website | Creating formulas using mathematical operators | gcflearnfree.org | <http://www.gcflearnfree.org/office2013/excel2013/13.2>  |
| Functions | Website | Functions | gcflearnfree.org | <http://www.gcflearnfree.org/office2013/excel2013/16> |
| Modifying a spreadsheet  | Website | Inserting, deleting and adjusting columns and rowsHiding rows and columnsWrapping text and merging cells | gcflearnfree.org | <http://www.gcflearnfree.org/office2013/excel2013/8>  |
| Introduction to Graphic Design | Website | What is graphic design | Graphicdesign.about.com | <http://graphicdesign.about.com/od/graphicdesignbasics/a/what_is.htm> |
| Applications suitable for graphics software | Website blog | Using Microsoft Office to create images | techsoupcanada.ca | <https://www.techsoupcanada.ca/en/community/blog/graphic-design-hacks-msoffice> |
| Graphics terminology | Website | Basic Design Terms | ucreative.com | <http://www.ucreative.com/resources/design-terms/>  |
| Pictures and Text Wrapping | Website | Inserting Pictures from a file and from online.Resizing PicturesText Wrapping | gcflearnfree.org | <http://www.gcflearnfree.org/office2013/word2013/18>  |
| Creating drawings usingShapes | Website | Inserting ShapesResizing ShapesChanging the order of shapesAdding a Fill Colour to a shapeChanging Shape Outline3-D EffectsAdding a Bevel Outline | gcflearnfree.org | <http://www.gcflearnfree.org/word2013/20>  |
| Inserting Text Boxes and Word Art | Website | Inserting and modifying Text BoxesInserting Word Art & converting regular text to word art | gcflearnfree.org | <http://www.gcflearnfree.org/word2013/21>  |
| Creating tables | Website | Inserting tablesChoosing table stylesModifying table style options | gcflearnfree.org | <http://www.gcflearnfree.org/word2013/23>  |
| Inserting Clip Art | Video | How to insert clip artSearching clip art libraryResizing clip art | Wordprocessing.about.com | <http://wordprocessing.about.com/video/Word-Tutorial--How-to-Insert-Clip-Art.htm>  |
| Printing  | Website | Printing a documentCustom printing | gcflearnfree.org | <http://www.gcflearnfree.org/word2013/10>  |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Microsoft - Excel Videos and Tutorials | [**https://support.office.com/en-IE/article/Excel-2013-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a**](https://support.office.com/en-IE/article/Excel-2013-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a) |
| Microsoft – Access Videos and Tutorials | <https://support.office.com/en-IE/article/Access-2013-videos-and-tutorials-a4bd10ea-d5f4-40c5-8b37-d254561f8bce>  |
| Goodwill Community Foundation – GCF LearnFree.org | [**www.gcflearnfree.org**](http://www.gcflearnfree.org) |
| GCF You Tube Channel | [**https://www.youtube.com/channel/UCeYUHG6o0YguM-g23htdsSw**](https://www.youtube.com/channel/UCeYUHG6o0YguM-g23htdsSw) |
| Microsoft Word 2013 – Graphic Displays – SkillpathSeminars | <https://www.youtube.com/watch?v=QHaAwZxFRHA>  |

**Recommended Reading**

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| --- | --- |
| **Book** | **Link** |
| Essential Computer Applications 4th Edition, Seamus O’Neill and Gerard Morgan | <http://www.gilleducation.ie/computer-applications/computer-applications/essential-computer-applications-4th-edition> |
| Step by Step Computer Applications, John Roche | <http://www.gilleducation.ie/computer-applications/computer-applications/step-by-step-computer-applications-2nd-ed> |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start dates | <https://www.mooc-list.com/>  |