**Please refer to activities in prescribed text books**

* Avrakotos, F., Dlamini, N., Llewellyn, S.M., Oelofsen, B.R., van Kampen, A. (2013). *Via Afrika Computer Applications Technology: Grade 12 Learner’s Book.* Cape Town: Via Afrika
  + **Activity 15 Create shortcuts and screenshots (page 41)**
  + **Activity 16 Do computer management tasks (page 43)**
  + **Questions (page 44)**
* Dill,B., Francis, I., Nunkumar, S. (2013). *Focus Computer Application Technology: Grade 12.* Cape Town: Maskew Miller Longman
  + **Activity 1 – Check what you already know (page 133)**
  + **Activity 2 – Manage your printing (page 135)**
  + **Activity 3 – File management (page 138)**
* Jacobs, S., Barnard, R., Brenkman, R., Gibson, K., Labuschagne, E., Macmillan, P. et al. (2013). *Computers, part of your life Grade 12: A textbook for Computer Applications Technology.* Pretoria: Study Opportunities.
  + **Activity 1 Windows Explorer (page 45)**
  + **Activity 2 Navigate (page 46)**
  + **Activity 4 Shortcuts (page 51)**
  + **Questions (page 55)**