1) Information and its measures.

2) Computer Software: System software, Application software.

3) Insert footnotes and Text from File in Word document.

4) Description of database software - MS Access.

5) The main types of Networks.

1) What are modern ICT tools?

2) Computer Hardware: input device, processing device, output device.

3) Windows Accessories - WordPad, Notepad, Paint.

4) Description of database software - MS Access.

5) Scanning paper documents in Abbyy FineReader.

1) What are modern ICT tools?

2) Devices inside of computer case and their function.

3) Short description of all tabs functions of MS Word.

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5) Topologies of Local Networks.

1) Description number system.

2) Windows Operating System and its Desktop.

3) Using the SUM function of MS Excel.

4) Description of URL, HTTP, domain, and World Wide Web.

5) Advantages and disadvantages of a bus, ring, star network.

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4) Description of data types in Ms Access.

5) Abbyy FineReader and its function.

1) The role of modern ICT in education.

2) Operating System, functions, Job, and types.

3) Short description of all tabs functions of MS Excel.

4) Description of objects in Ms Access.

5) Abbyy FineReader and its function.

1) Description number system.

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3) Short description of all tabs functions of MS Excel.

4) Searching the web. Web browsers.

5) Computer viruses, their types and antiviruses.

1) Description number system.

2) Computer software, hardware, brainware.

3) Insert Table of contents and a cover page in MS Word document.

4) Description of data, and database in Ms Access.

5) History of E-government in Azerbaijan.

1) Information and its properties.

2) Character encoding: ASCII and UNICODE.

3) Short description of all tabs functions of MS Word.

4) Description of database software - MS Access.

5) Topologies of Local Networks.

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1) What are ICT and examples of modern ICT?

2) The main devices of the personal computer.

3) Windows Accessories - Disk cleanup, Disk defragmenter, Snipping Tool.

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5) Scanning paper documents in Abbyy FineReader.