

2nd Term ICT year 11 Scheme of Work 2019/2020 session

WEEK	TOPIC
1	Revision of 1st term work
2	Concepts of a Computer Files
3	Concepts of a Computer Files
4	Handling Computer files
5	Handling Computer files
6	Logic Gate
7	Logic Gate
8	Word Processing
9	Alternative Logic Gate
10	Revision
11	examination

CONCEPTS OF COMPUTER FILE.

A computer file is a jacket or icon used to store or save data on the computer system. It is a collection of record.

NOTE: Every program, image, video, song and document is stored in a file.

A length of a file might be variable or fixed. For instance a company with a employee shall have three field and each field will contain a particular data of a staff.

Computer security basically is the protection of computer systems and information from harm, theft, and unauthorized use

(i) **File creation:** Creating a file with a given name

(ii) **File deletion:** Deleting files that are no longer wanted

(iii) **File retrieval:** Retrieving a lose file or stored file.

(iv) **File copy:** Copying a created file to either an external or in-built storage device.

(v) **File view:** Viewing a created file or granting privilege of viewing.

(vi) **File update:** Reading or changing the content of a file.

(vii) **File open:** Opening the content of a file on the screen.

(viii) **File close:** Losing access to a file by closing it , until it is opened again.

Data: This is refer to as a fact or raw material used to make information.

TYPES OF DATA

- i. Number Data e.g 0-9
- ii. Alphabetical Data e.g A-Z
- iii. Alphanumeric Data e.g The combination of numbers and alphabets
- iv. Sound Data: A teacher's voice, ringing tone., horn, whistle, bell etc
- v. Colors
- vi. Signs and symbols E.g +, - , x, /, @, #, \$, %, &, Σ , \geq , π , \neq , Ω , \int etc

Information: This is a processed data.

Record: A record is a collection of related data items or field.

Field: It is a space allocated for a particular item of data or information

In database, fields are smallest unit of information you can access. In spreadsheet, Fields are called cells. In video terminology, a field is one of many still images that make up a living picture.

A tax form for instance contains a number of fields; NAME, ID NUMBER,

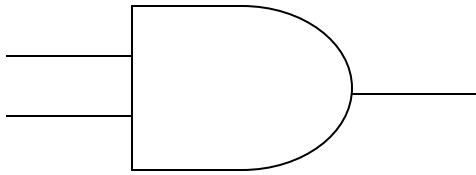
Data Item: It is the smallest unit of information stored in a computer file.

LOGIC GATE

Logic gate are basic building blocks of digital circuit.

The basic three symbols of logic gate we have are:

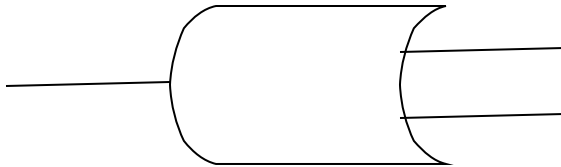
1. AND Gate



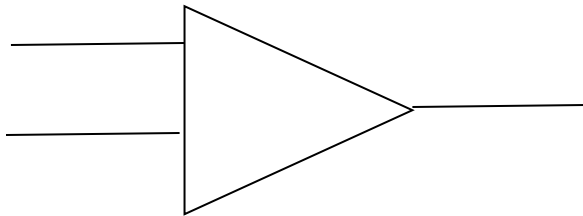
A B C D E

| 1 0 0 0 | 1 |

2. OR Gate



3. NOT Gate



USES OF LOGIC GATES

1. Logic gate are used to make alarm
2. Logic gate are used to build electrical circuit appliance.
3. They are the basic building blocks of a computer motherboard.
4. It is used in decision making.

Truth tables

A truth table is a good way to show the function of a logic gate. It shows the output states for every possible combination of input states. The symbols 0 (false) and 1 (true) are usually used in truth tables.

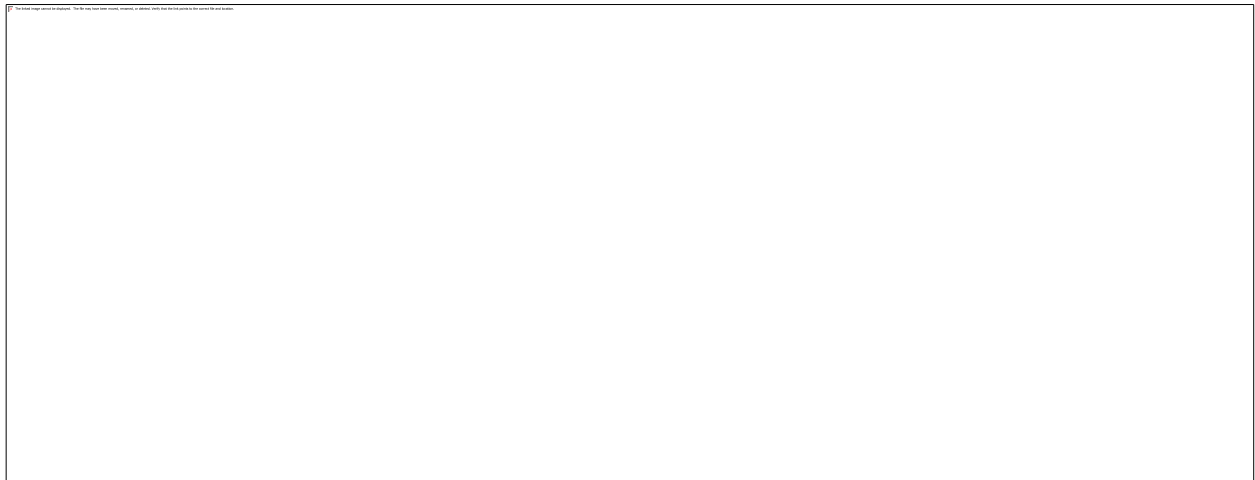
The example truth table shows the inputs and output of an

Alternative Logic Gate

Alternative logic gate is an alternate logic gate that produces the same output as the original logic gate. They are used during the unavailability of the original logic gate to serve the same purpose.

Alternative logic gates are also called as **Alternate Gate and Bubbled Gates** since they contain bubbles in them.

The following diagram shows the symbols of original logic gate and its corresponding alternate gate-



NOTE:

The following are alternative Logic Gate Symbols

1. XOR
2. XNOR
3. NAND
4. XOR
5. BUFFER

Summary of a truth table

These summary truth tables below show the output states for all types of 2-input and 3-input gates. Note that EX-OR and EX-NOR gates can only have 2 inputs.

Summary for all 2-input gates							
Inputs		Output of each gate					
A	B	AND	NAND	OR	NOR	EX-OR	EX-NOR
0	0	0	1	0	1	0	1
0	1	0	1	1	0	1	0
1	0	0	1	1	0	1	0
1	1	1	0	1	0	0	1

Word processing (word processor)

A word processor is software or a device that allows users to create, edit, and print document.

Examples of word processing packages:

1. **Word Star**
2. Adobe InCopy.
3. Corel WordPerfect (up to v. 9.0)
4. Hangul.
5. Ichitaro.
6. Kingsoft Writer.
7. Microsoft **Word**. StarOffice Writer.
8. Word perfect

9. Scrivener.
10. StarOffice Writer.
11. Word perfect

ADVANTAGES OF WORD PROCESSING

1. It enables you to write text.
2. It enable to store data electronically.
3. It displays data on its interface.
4. It create room to on a modify data.
5. it allows command from the keyboard to be used.
6. It provides access to print data.