

CONTENTS



1 Operating System and Graphical User Interface: Role and Functions 1

2 Spreadsheet—Formulas and Functions 10

3 Charts in Excel 2016 28

4 Algorithms and Flowcharts 43

5 Introduction to Program Coding: Java and BlueJ 52

6 Decision Control Structure 68

7 App Development 80

8 Networks 91

9 Cloud Computing 106

9 Practise More 117

9 Take Challenge 121

