

# MATTLO BOOKS CATALOGUE



MattLo

# MATTLO BOOKS CATALOGUE

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**M**attLo came into being as a result of a lack of practical, workplace-directed tasks for learners working with computer applications. Our range of books include tasks on word processing, spreadsheets, databases and underpinning theory of computers and computer applications programs. The books are mainly directed at the Computer Applications Technology educator, but can be used much more widely.

A thorough knowledge and consistent application of layouts used in the business world as well as frequent practice in the use of the word processing, spreadsheet and database functions is absolutely essential for success in the use of computer applications programs. These books meet this need to a large extent.

Because the books are task books and not textbooks, it does not matter which Office version is used because the books are not prescriptive in terms of **how** the end result should be achieved. These are practical tasks and the assumption is made that the learners are already *au fait* with the application programs and that the teacher will provide the necessary guidance in the use thereof when and where necessary. Should there be an aspect in the solutions that differs drastically in the newer versions from the older versions, your attention will be drawn to that aspect. Once the file/document has been opened, it can immediately be saved in the newer version, e.g. Word 2019 or Excel 365.

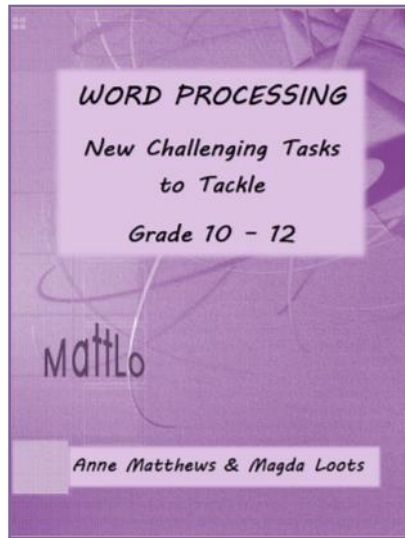
**e-books   e-books   e-books   e-books   e-books   e-books   e-books**

MattLo offers a number of titles in e-book format – see [ebooks](#) in this catalogue. You only need Adobe Acrobat Reader to read them.

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## WORD PROCESSING (MS WORD)



**R160**

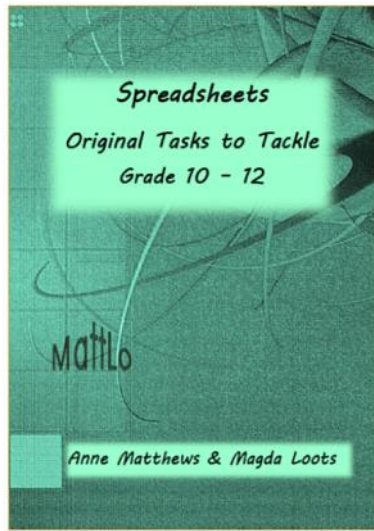
❖ **New Challenging Tasks to Tackle (Grade 10–12)**

**ISBN 978-1-920111-74-8**

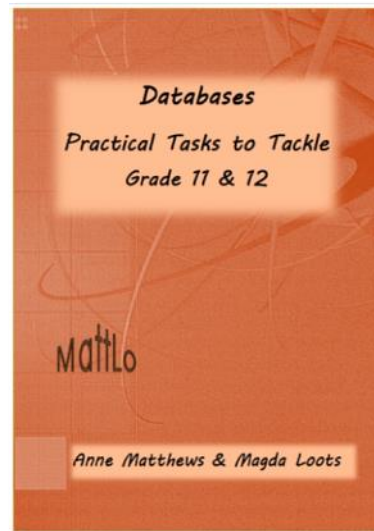
The purpose of this Word Processing book is to provide the Computer Applications Technology teacher with copyright-free tasks that can be used in the classroom for additional practice, revision and tests. The book is therefore meant to be used by the teacher and is not meant for distribution to the learners.

- ❖ The tasks are CAPS compliant, covering all required word processing functions as set out in the policy statement for Grades 10 to 12.
- ❖ The tasks are based on common business documents.
- ❖ The book includes tasks on HTML.
- ❖ The tasks have been drawn up specifically to test problem-solving skills.
- ❖ The book is accompanied by a CD containing the required data files for some of the tasks as well as suggested solutions and marking grids.

## SPREADSHEETS and DATABASES (MS EXCEL & MS ACCESS)



**R130**



**R130**

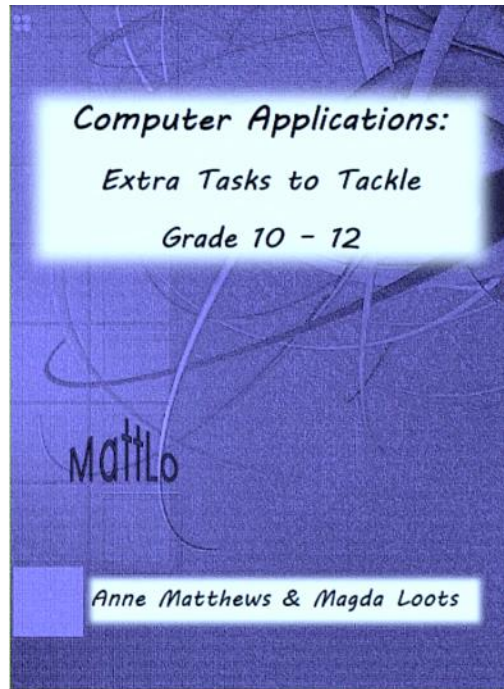
- ❖ **Spreadsheets: Original Tasks to Tackle (Grade 10–12)**
- ❖ **Databases: Practical Tasks to Tackle (Grade 11–12)**

**ISBN 978-1-920111-76-2**  
**ISBN 978-1-920111-78-6**

The purpose of these practical task books on Spreadsheets and Databases is to provide the Computer Applications Technology teacher with copyright-free tasks that can be used in the classroom for additional practice, revision and integration. The books are therefore meant to be used by the teacher and are not meant for distribution to the learners.

- ❖ The tasks have been arranged in an increasing level of difficulty, although the educator may elect to omit certain of the requested features, formulas or functions set in the task, thereby making it more suitable for a lower level.
- ❖ The tasks have been drawn up specifically to test problem-solving skills.
- ❖ The books are accompanied by a CD containing the required files for most of the tasks. Suggested solutions to these tasks, as well as a marking grid, checklist or rubric that can be used to determine the learner's achievement, are on this CD. The marking grid lists the actions, calculations, functions and/or formatting to be carried out or applied in the process of completing each task.
- ❖ These books have been updated to comply with CAPS requirements.

**COMPUTER APPLICATIONS  
(MICROSOFT ACCESS/EXCEL/WORD & HTML)**



**R130**

❖ **Computer Applications: Extra Tasks to Tackle (Gr. 10–12)**

**ISBN 978-1-920111-88-5**

The purpose of this book is to provide tasks that test the learner's ability to use computer applications in general, but with the focus on Access and Excel. Word and PowerPoint are included in the integrated tasks. A number of tasks that assess the learner's ability to use HTML are also included. This practical task book provides the Computer Applications Technology teacher with additional copyright-free tasks on spreadsheets, databases and HTML that can be used in the classroom for extra practice, revision and tests. The books are therefore meant to be used by the teacher and are not meant for distribution to the learners.

- ❖ The tasks have been arranged in an increasing level of difficulty, although the educator may elect to omit certain of the requested features, formulas or functions set in the task, thereby making it more suitable for a lower level. It can therefore be used in all three grades as prescribed. Some of the tasks are integrated across programs.
- ❖ The tasks have been drawn up specifically to test problem-solving skills.
- ❖ The user can select a suitable task from the description in the summary of tasks (in the front of the book) or from the list of functions and topics covered (on the CD).
- ❖ The book is accompanied by a CD containing the required files for most of the tasks. These files have been prepared in Microsoft Word, Excel, Access and HTML with a few text files. There are also a few graphics files. Suggested solutions to these tasks, as well as a marking grid, checklist or rubric that can be used to determine the learner's achievement, are available on the included CD. The marking grid lists the actions, calculations, functions and/or formatting to be carried out or applied in the process of completing each task.
- ❖ The tasks are fully compliant with CAPS and test most of the topics in the curriculum.

## WEB DESIGN (HTML)



**R130**

### ❖ **Web Design: HTML Tasks to Tackle (Gr. 11 & 12)**

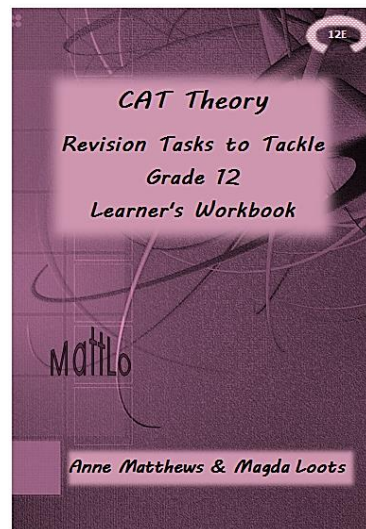
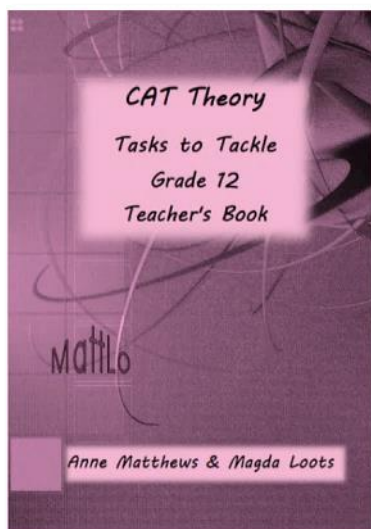
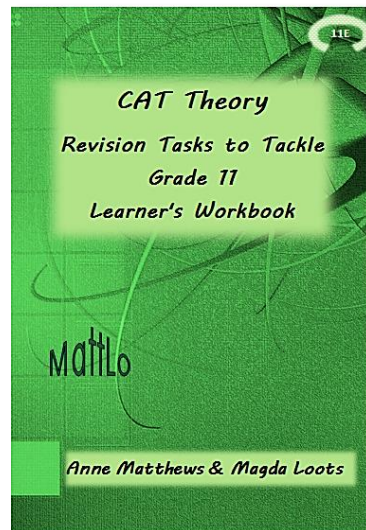
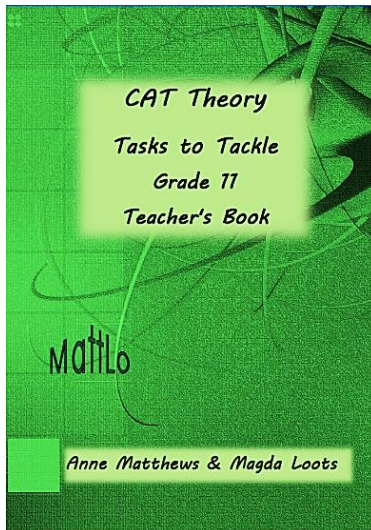
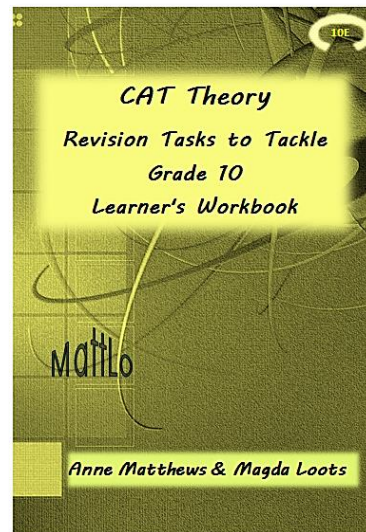
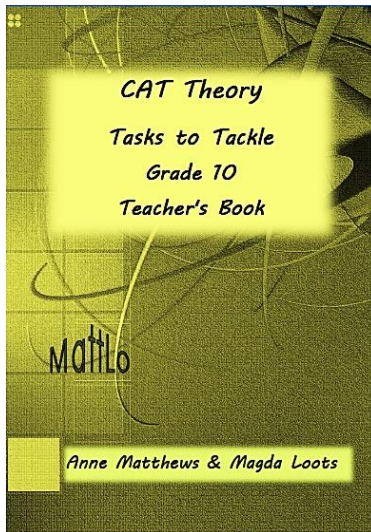
**ISBN 978-1-928323-15-0**

The purpose of this book is to provide tasks that test the learner's ability to use HTML code in the creation of a webpage. This practical task book provides the Computer Applications Technology teacher with additional copyright-free tasks on HTML that can be used in the classroom for extra practice, revision and tests. The book is therefore meant to be used by the teacher and are not meant for distribution to the learners.

- ❖ The Grade 11 tasks have been arranged in an increasing level of difficulty, although the educator may elect to omit certain of the requested instructions regarding formatting, lists, links, images, etc. set in the task, thereby making it more suitable for a lower level of competence. The Grade 12 tasks are similar in format to the web design question set in the final national examination.
- ❖ The user can select a suitable task from the list of HTML codes covered (on the CD).
- ❖ The book is accompanied by a CD containing the required files for the tasks. These files have been prepared in Notebook and saved as HTML files. There are also a few text files as well as graphics files. The suggested solutions to these tasks can be used to determine the learner's achievement, and are available on the included CD. The marking grid for each task lists the formatting and/or actions to be carried out or applied in the process of completing each task.
- ❖ The tasks are fully compliant with CAPS and test the relevant sections of the curriculum.



**THEORY OF COMPUTER APPLICATIONS TECHNOLOGY  
TEACHER'S BOOKS & LEARNER'S WORKBOOKS  
(CAPS – 2<sup>nd</sup> edition, October 2016)**



**R130**

**R100**

See details overleaf



❖ <b>Tasks to Tackle (Grade 10) – Teacher's book</b>	<b>ISBN 978-1-928323-01-3</b>
❖ <b>Revision Tasks to Tackle (Grade 10) – Learner's workbook</b>	<b>ISBN 978-1-928323-07-5</b>
❖ <b>Tasks to Tackle (Grade 11) – Teacher's book</b>	<b>ISBN 978-1-928323-03-7</b>
❖ <b>Revision Tasks to Tackle (Grade 11) – Learner's workbook</b>	<b>ISBN 978-1-928323-09-9</b>
❖ <b>Tasks to Tackle (Grade 12) – Teacher's book</b>	<b>ISBN 978-1-928323-05-1</b>
❖ <b>Revision Tasks to Tackle (Grade 12) – Learner's workbook</b>	<b>ISBN 978-1-928323-11-2</b>

The purpose of these theory books for the teacher and the learner is to assess the learner's knowledge of the theory underlying and underpinning the practical application of end-user computer programs and operating systems. The books are based on the Curriculum and Assessment Policy Statement (CAPS).

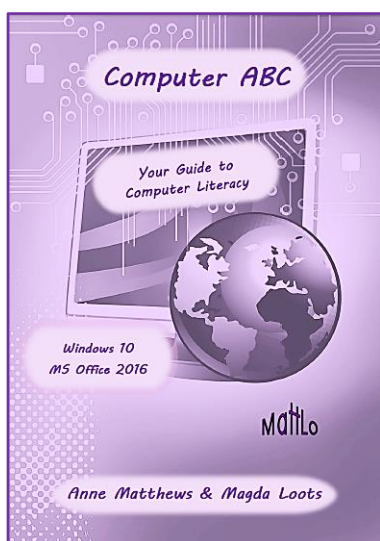
CAT Theory: Tasks to Tackle provides the Computer Applications Technology teacher with copyright-free tasks that can be used in the classroom for additional practice, revision and tests. The teacher's book is therefore meant to be used by the teacher and is not meant for distribution to the learners. The learner's workbook gives the learner many tasks, which will help him/her prepare for tests and examinations (Paper 2). Solutions are provided at the back of the learner's book, which makes the book most suitable for self-study purposes.

- ❖ The tasks in the Grade 10 books have been divided into the main sections as set out in CAPS, viz. Systems Technologies; Network Technologies; Internet Technologies; and Social Implications; Solution Development (software applications including Word, Excel and PowerPoint).
- ❖ The tasks in the Grade 11 books have been divided into the main sections as set out in CAPS, viz. Systems Technologies; Network and Internet Technologies; Social Implications; Solution Development (software applications including Word, Excel, Access and HTML).
- ❖ The tasks in the Grade 12 books have been divided into the main sections as set out in CAPS, viz. Systems Technologies; Network and Internet Technologies; Information Management; Social Implications; Solution Development (software applications including Word, Excel, Access and HTML).
- ❖ Tasks are included under the sub-topics appearing in these main sections, allowing the user to select a suitable task from the group of tasks in a specific sub-section.
- ❖ The main thrust of the books is that of objective-style assessment, i.e. multiple choice, match the columns, missing words, etc. It is assumed that learners will answer the questions in written format. The teacher's book is accompanied by a CD containing the solutions to the tasks.
- ❖ New technology is introduced by using source-based questions.
- ❖ The teacher's books are also available as **e-books** (see page 10):

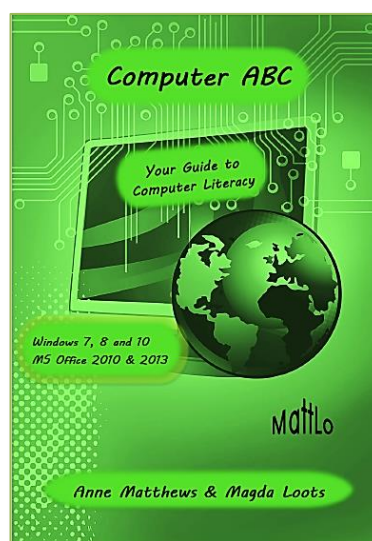
<b>E-Book: Tasks to Tackle (Grade 10) – Teacher's book</b>	<b>ISBN 978-1-920111-92-2</b>
<b>E-Book: Tasks to Tackle (Grade 11) – Teacher's book</b>	<b>ISBN 978-1-920111-94-6</b>
<b>E-Book: Tasks to Tackle (Grade 12) – Teacher's book</b>	<b>ISBN 978-1-920111-96-0</b>

**NOTE: The learner's workbooks are not copyright-free.**

## COMPUTER ABC: YOUR GUIDE TO COMPUTER LITERACY GRADE 8 & 9



**R180**



**R180**

The purpose of this book is to contribute to the enrichment of people who have little or no knowledge of working on computers. The name COMPUTER ABC refers to the concept COMPUTER LITERACY. This is the first step in the development of the end-user's computer skills. The book is not only suitable for basic computer training at school level but also for students and adults who want to become computer literate and who may not have had the opportunity to acquire computer skills in the past. Each book is accompanied by a CD.

Each study unit provides practical tasks and activities. There are also a number of tasks on the CD that can be used for formal assessment or for additional practice. All the proposed solutions, guidelines for assessment as well as the master documents (data files) that the learners have to retrieve for these tasks, are provided on the CD.

The book is available in **two** versions:

- ❖ **Office 2016 version (Windows 10)**
- ❖ **Office 2010/2013 version (Windows 7, 8 & 10)**

**ISBN 978-1-928323-13-6**  
**ISBN 978-1-920111-90-8**

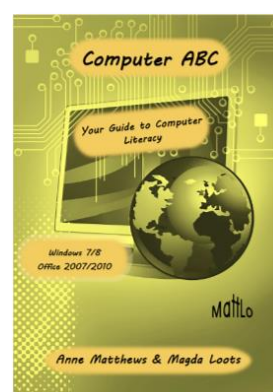
The books contain the following modules:

- |  |                        |
|--|------------------------|
| ** Introduction to Computers and Windows | ** Internet and E-mail |
| ** Microsoft Word                        | ** Microsoft Excel     |

**Note: These books are not copyright-free.**

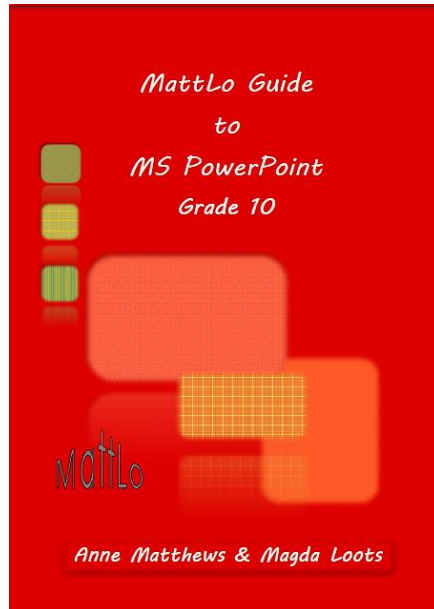
The previous version of this book is available on request (**R180**):

- ❖ **Office 2007/2010 version (Windows 7 & Windows 8)**  
**ISBN 978-1-920111-72-4**



## MattLo e-books

### MATTLO GUIDE TO MS POWERPOINT E-BOOK



**R100**

❖ **MattLo Guide to PowerPoint (E-book)**

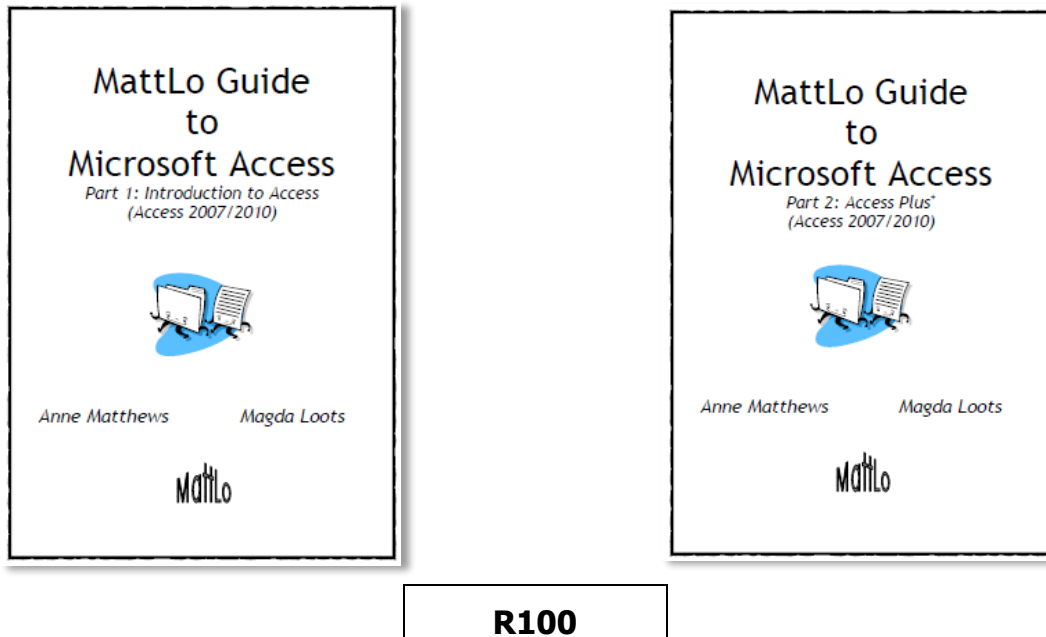
**ISBN 978-1-920111-86-1**

As the Curriculum and Assessment Policy Statement requires the Grade 10 learner to be examined on PowerPoint, this book aims to provide learners with information about PowerPoint 2010 (with references to PowerPoint 2013) as well as tasks that will assess their knowledge and skills.

- ❖ The content is divided into four study units.
- ❖ Each study unit (except for Study Unit 1) has two assessment sections, viz. TEST YOUR KNOWLEDGE and PRACTICAL TASKS.
- ❖ The first assessment section is based on the preceding text/content and tests conceptual knowledge of the functions of PowerPoint. The second assessment section tests the practical application of those functions.
- ❖ There are also folders on the CD that contain learner files, suggested solutions and marking instruments.

**Note: The content of the CD is not copyright-free.**

**MATTLO GUIDE TO MS ACCESS  
E-BOOK  
(Access 2007/2010)**



❖ **MattLo Guide to Access (E-book)**

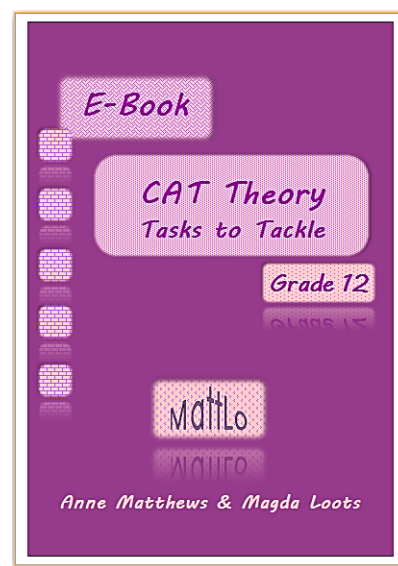
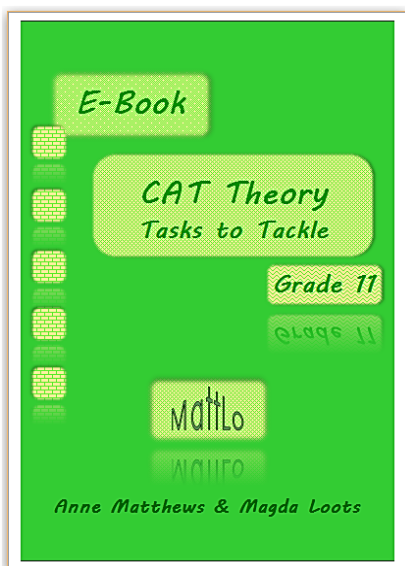
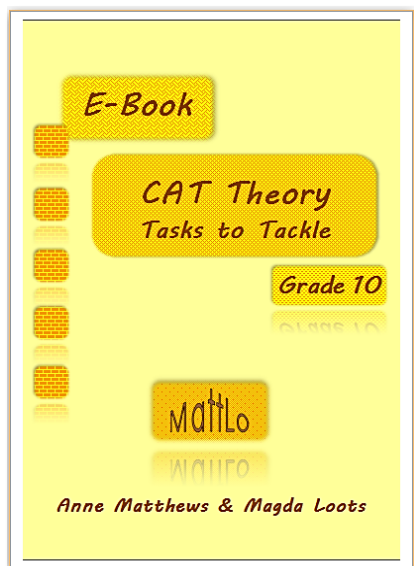
**ISBN 978-1-920111-70-0**

This CD provides guides to the Access database program for both teachers and learners by covering the basic aspects. Access 2007/2010 is covered.

- ❖ Part 1: Introduction to Access is presented to the learner in two study units, namely Tables & Forms and Queries & Reports. Each study unit is followed by eight practical tasks. The text is available in PDF format for easy printing. Part 1 is suitable for use in Grade 11.
- ❖ Part 2: Access Plus+ includes three study units that cover more advanced functions of Access, e.g. calculated controls, relational databases. Practical tasks are included in Study Unit 4. Part 2 is suitable for use in Grade 12.

**Note: The content of the CD is not copyright-free.**

**CAT THEORY E-BOOKS (TEACHER'S BOOKS)**  
**2<sup>nd</sup> edition – October 2016**



**R130**

**R130**

**R130**

**E-Book: Tasks to Tackle (Grade 10) – Teacher's book**

**E-Book: Tasks to Tackle (Grade 11) – Teacher's book**

**E-Book: Tasks to Tackle (Grade 12) – Teacher's book**

**ISBN 978-1-920111-92-2**

**ISBN 978-1-920111-94-6**

**ISBN 978-1-920111-96-0**

The purpose of these theory books for the teacher is to assess the learner's knowledge of the theory underlying and underpinning the practical application of end-user computer programs and operating systems. CAT Theory: Tasks to Tackle provides the Computer Applications Technology teacher with copyright-free tasks that can be used in the classroom for additional practice, revision and tests. The teacher's book is therefore meant to be used by the teacher and is not meant for distribution to the learners.

The **e-version** of this book makes it easier for the teacher to compile a test/exam from various sections of the curriculum. The books are available individually per grade on CD. There are two **PDF files** on each CD, containing the content and the solutions for each grade respectively.

For more details, see p. 6.

## WEB DESIGN E-BOOK (HTML)



**R130**

❖ **E-book: Web Design: HTML Tasks to Tackle (Gr. 11 & 12)**

**ISBN 978-1-928323-14-3**

The purpose of this book is to provide tasks that test the learner's ability to use HTML code in the creation of a webpage. This practical task book provides the Computer Applications Technology teacher with additional copyright-free tasks on HTML that can be used in the classroom for extra practice, revision and tests. The book is therefore meant to be used by the teacher and are not meant for distribution to the learners.

- ❖ The Grade 11 tasks have been arranged in an increasing level of difficulty, although the educator may elect to omit certain of the requested instructions regarding formatting, lists, links, images, etc. set in the task, thereby making it more suitable for a lower level of competence. The Grade 12 tasks are similar in format to the web design question set in the final national examination.
- ❖ The user can select a suitable task from the list of HTML codes covered (on the CD).
- ❖ The **e-version** of this book is in PDF format on a CD, which also contains the required files for the tasks. These files have been prepared in Notebook and saved as HTML files. There are also a few text files as well as graphics files. The suggested solutions to these tasks can be used to determine the learner's achievement, and are available on the included CD. The marking grid for each task lists the formatting and/or actions to be carried out or applied in the process of completing each task.
- ❖ The tasks are fully compliant with CAPS and test the relevant sections of the curriculum.
- ❖ The **e-book format** makes it easier for the teacher to find tasks that test specific codes and/or to compile a test/exam from various sections of the curriculum.
- ❖ This e-book is only available in English.