

# ARK SCHOOLS NAGURU CAMPUS



## COMPUTER LESSON NOTES FOR PRIMARY ONE

TERM THREE- 2020

Week2

Lesson 1

## REVIEW OF SECOND TERM'S WORK

### QUESTIONS

1. Open paint page
2. Draw and color the following pictures
  - a. traffic light
  - b. Duck
3. Draw and color the following shapes
  - a. circle
  - b. rectangle
  - c. triangle

4. Practice the signs for adjusting windows below

Minimize



Maximize



Close



5. How can one switch on and off a computer using the correct steps.

### **Week3**

### **Lesson 2**

### **Microsoft office word**

### **How to open Microsoft office word**

#### **Steps**

1. Click on the start button.
2. Click all programs
3. ClickMicrosoft office.
4. Click on Microsoft office word.

#### **Practical Activity**

1. Practice the steps for opening Microsoft office word.
2. Type your names below

## **Week4**

### **Lesson 3**

#### **Clip Art**

##### **Steps**

1. Open Microsoft office word.
2. Click insert
3. Go to clip art.
4. Put the cursor where you want to place the picture
5. Type in what you want to search for then click on Go

##### **Activity**

1. Insert the following pictures in Microsoft office word.

Flower



Computer



Cat



## **Week5**

### **Lesson 4**

#### **Selecting and Resizing Pictures**

##### **Steps**

1. Click on the picture to select it.
2. Click on the edges then press the left mouse button and resize the picture.

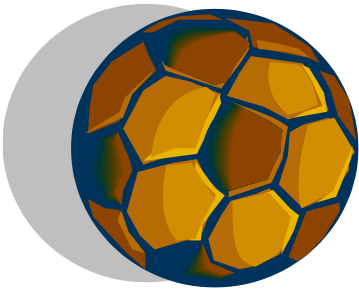
##### **Activity**

Select and resize the following pictures.

Car



Ball



## **Week6**

### **MIDTERM THREEPRACTICAL ASSESSMENT**

## **Week7**

### **Lesson 5**

#### **Word Art in Microsoft office word**

##### **Steps for inserting word word.**

1. Open Microsoft office word.
2. Click insert.
3. Click on word art
4. Type the text in the dialog box provided.
5. Then click ok.

#### **Activity**

Type your name in word art as below

**Ayo Rfile Apita**

## **Week8**

### **Lesson 6**

#### **Coloring and resizing text in word art**

##### **Coloring text**

###### **Steps**

1. Select the text.
2. Click on format
3. Click shape fill then choose the color for your text

##### **Resizing text**

###### **Steps**

1. Select the text
2. Click in the boxes around the text and resize.

##### **Activity**

Type the text Eliana Junior School, fill it with color and resize it to fill the page.

**ARK INTERNATIONAL SCHOOLS**

## **Week 9**

**Lesson 7**

END OF TERM THREE COMPUTER EXAMINATIONS

**Week 10**

END OF TERM THREE INTERNAL EXAMINATIONS

**Week 11**

END OF TERM THREE EXTERNAL EXAMINATIONS

**Week 12**

CORRECTIONS FOR END OF TERM COMPUTER EXAMS

REASERCH AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY TWO**  
**TERM THREE- 2020**

**Week 2**

**Lesson 1**

**REVIEW OF SECOND TERM'S WORK**

1. How many buttons has a mouse  
Mention them.
2. Give two uses of a mouse.
3. Change the desktop back ground using the right click button
4. Practice the terms used to describe difference ways a mouse can be used.
  - a. Double clicking
  - b. Dragging
  - c. Dropping
5. Open Microsoft office word and insert the following auto shapes
  - a. Smiley face
  - b. Moon
  - c. Heart
  - d. Can
  - e. Brackets
6. Select the shapes above and color fill.
7. Resize the shapes below
  - a. Cube
  - b. Donut



## **Week3**

### **Lesson 2**

#### **Opening Microsoft office word Steps**

1. Click start.
2. All programs.
3. Click Microsoft office.
4. Click on Microsoft office word.

#### **Font size**

##### **Steps**

1. Type the text
2. select the text
3. Click home
4. Then click on the arrow to change the font size.

#### **Activity**

Type the words below and increase their font size to 50

Home

Font size

Microsoft

Office word

## **Week4**

### **Lesson 3**

## **Bold**

### **Steps**

1. **Type** text.
2. Highlight **text**.
3. Click on home.
4. Click on bold '**B**' to make the text bold

### **Activity**

Type the words below and bold them.

**Mouse**

**Monitor**

**Printer**

Flash

Keyboard

## **Week5**

### **Lesson 4**

## **ITALICS**

**Change font style to Italic**

### **Steps**

1. *Type text.*
2. Select text.
3. Click on home menu.
4. Click on italics '*I*'

### **Activity**

Type the words below and put them in italics

*Mouse*

*Printer*

Scanner  
Plotter  
Keyboard  
Monitor

## **Week6**

### **MIDTERMTHREEPRACTICAL ASSESSMENT**

## **Week7**

### **Lesson 5**

#### **Underline ‘U’**

##### **Steps**

1. Type the text
2. Highlight text
3. Click on home, then click on ‘U’ to underline the text.
4. Click in the arrow to choose different underline styles.

##### **Activity**

Type the sentences below as they appear.

1. Rita is a girl.
2. She is **10**years old.
3. She lives in Natete.
4. She goes to Eliana Junior School.

## **Week8**

### **Lesson 6**

#### **Saving a text.**

##### **Steps for saving a text.**

1. click on the office button / file
2. Clicks save as.
3. Give your work a file name you can easily remember. **file name**
4. Then click save

#### **Practicalactivity**

Type a story below and save it in your names

##### **AN OLD HOUSE**

I went to an old house with my friend Sarah .There was no one in the house but only a chimpanzee and a big lion.

## **Week 9**

### **Lesson 7**

END OF TERM THREE COMPUTER EXAMINATIONS

## **Week 10**

END OF TERM THREE INTERNAL EXAMINATIONS

## **Week11**

END OF TERM THREE EXTERNAL EXAMINATIONS

## **Week 12**

# CORRECTIONS FOR END OF TERM COMPUTER EXAMS REASERCH AND GAMES

## COMPUTER LESSON NOTES FORPRIMARY THREE TERM THREE- 2020

### Week2

### Lesson 1

### REVIEW OF SECOND TERM'S WORK

#### QUESTIONS

1. Write the following computer abbreviations in full
  - I. PC
  - II. CPU
  - III. MB
  - IV. RAM
2. Give the three basic parts of a computer.
3. What is computer hardware?
4. Give two categories of computer hardware.
5. What is the difference between input and output devices?
6. Give examples of input and output devices.
7. Match the computer hardware component in list A to it function in list B.

#### A

Monitor

keyboard

Computer system

Printer

#### B

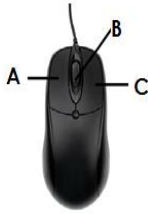
It is used to produce a copy of data on a paper.

It is used to store and process information.

It is used to enter textual data into a computer.

It is used to displays data and images on a computer screen.

8. \_\_\_\_\_ is a device used to point and select items on the computer screen.
9. How many buttons has a mouse?



## Week3

### Lesson 2

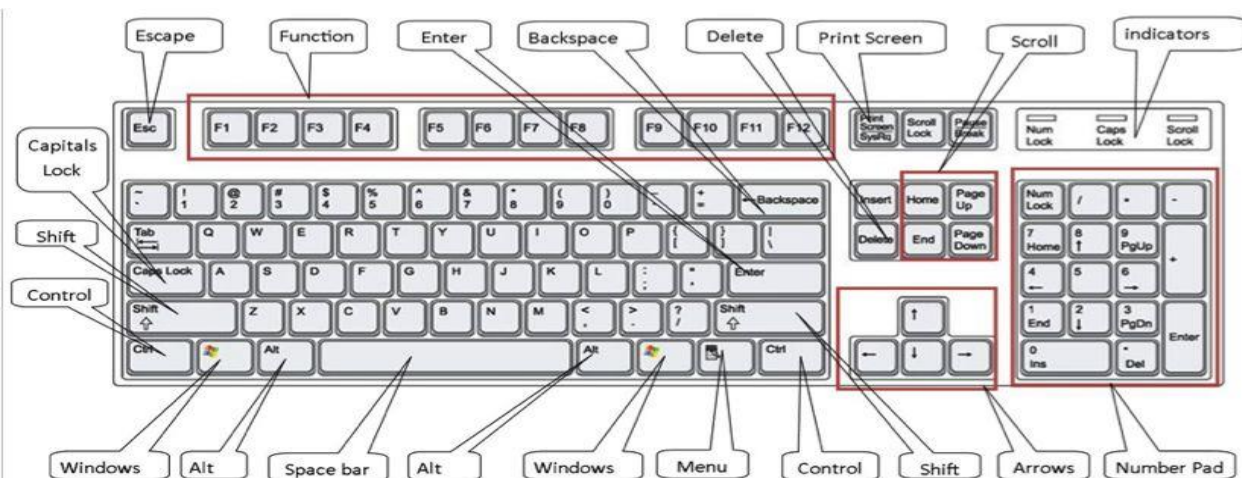
## COMPUTER KEYBOARD

**Definition:** is a device used to enter textual data into a computer

The keyboard has four main areas namely;

- The functional keys area e.g. caps lock, shift key, tab key enter key, space bar
- The typing area
- Cursor movement keys area i.e. arrow keys
- The numerical keys e.g. numbers, Numlock,/, \*etc

## THE COMPUTER ELECTRONIC KEYBOARD



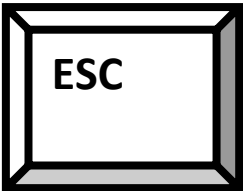
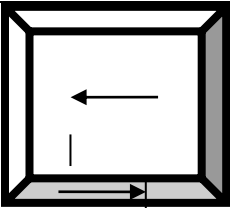
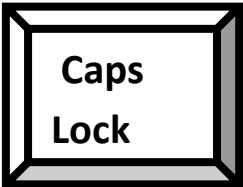
## Activity

Mention the keys on the keyboard

### Week4

#### Lesson 3

#### Functions of the keys on the keyboard

	<b>Escape key</b>	: It cancels the current drop down menu.
	<b>Tab key</b>	: It moves the cursor a distance away from the margin.
	<b>.Caps Lock</b>	: It locks characters into uppercase.

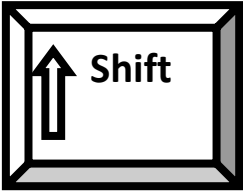
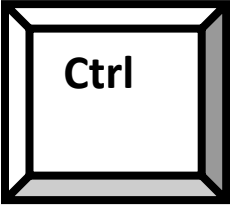

#### Oral activity

Type the words below the way they appear using caps lock and tab key.

Mouse	MOUSE
<b>Cursor</b>	<b>CURSOR</b>
<b>Monitor</b>	<b>MONITOR</b>
<b>Printer</b>	<b>PRINTER</b>

## Week5

### Lesson 4

	<b>Shift key</b>	: It is pressed with other keys to produce other keys.
	<b>Control key</b>	: It is pressed with other keys to access other functions.
	<b>Alt key</b>	: It is pressed with other keys to access other functions.

## Examples

[rafileayo67@gmail.com](mailto:rafileayo67@gmail.com)

0200934000

0784403126

P.O. BOX 871 LIRA UGANDA



Ctrl + **B** = Bold

Ctrl + **U** = Underline

Ctrl + **I** = Italics

Ctrl + **S** = Save

### Activity

Practice the keyboard short cuts above

**I love *computer* literacy.**


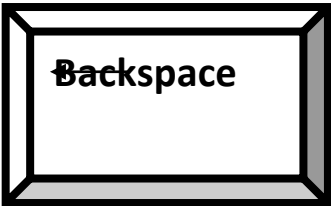
I am going to the computer lab.

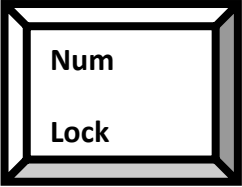
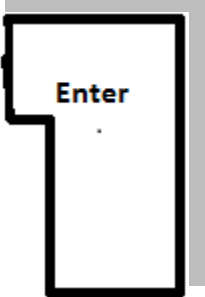
### Week 6

### MIDTERM THREE PRACTICAL ASSESSMENT

### Week7

### Lesson 5

	<b>Spacebar key</b>	:It provides space between words or characters.
	<b>Control key</b>	: It deletes a character to the left side of the cursor.

	<b>Numlock key</b>	: It activates and deactivates numbers on the key pad.
	<b>Enter key</b>	: It starts a new or paragraph.

## ACTIVITY

Type the sentences below as you practice the keys above

1. Computer literacy is my best subject.
2. I go to Eliana junior school.
3. My teachers are good
4. I can count

1, 2,3,4,5,6,7,8,9,10

5. MY DAD PAYS MY SCHOOL FEES

## Week8

## Lesson 6

Topical questions

1. Define computer keyboard.
2. How many areas has a computer keyboard.  
Mention them.
3. Name the keys below





4. Give the functions of the following keys

- a. Shift key
- b. Control key
- c. Alt key

5. Give the meaning of the following keyboard shortcut

Ctrl + B \_\_\_\_\_

Ctrl + I \_\_\_\_\_

Ctrl + U \_\_\_\_\_

Ctrl + S \_\_\_\_\_

6. Name the longest button on the keyboard

7. Match the following keys in list A to their function in list B



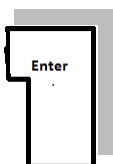
It starts a new or paragraph.



It activates and deactivates numbers on the key pad.



It deletes a character to the left side of the cursor.



It provides space between words or characters.

**Week 9****Lesson 7**

END OF TERM THREE COMPUTER EXAMINATIONS

**Week 10**

END OF TERM THREE INTERNAL EXAMINATIONS

**Week 11**

END OF TERM THREE EXTERNAL EXAMINATIONS

**Week 12**

CORRECTIONS FOR END OF TERM COMPUTER EXAMS

RESEARCH AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY FOUR  
TERM THREE- 2020**

**Week 2****Lesson 1**

REVIEW OF SECOND TERM'S WORK

**Questions**

1. Mention the terms used when switching on a computer.
2. Define the following terms as used in a computer.
  - a. Booting
  - b. Cold booting
  - c. Warm booting
3. Give the short cut for restarting a computer.
4. Give the steps for

5. Switching on a computer.
6. Give the steps for shutting down a computer.
7. Which sign does the following
  - a. Puts the program on hold and presses it on a task bar.
  - b. Restores the programs window to its original size.
  - c. Opens the programs window so that it fills the screen.
  - d. Stretches the programs window in any direction.
  - e. Stops the program you are using
8. Name five features on a desktop window.

## **Week3**

### **Lesson 2**

#### **CREATING BULLETED LISTS IN MICROSOFT WORD**

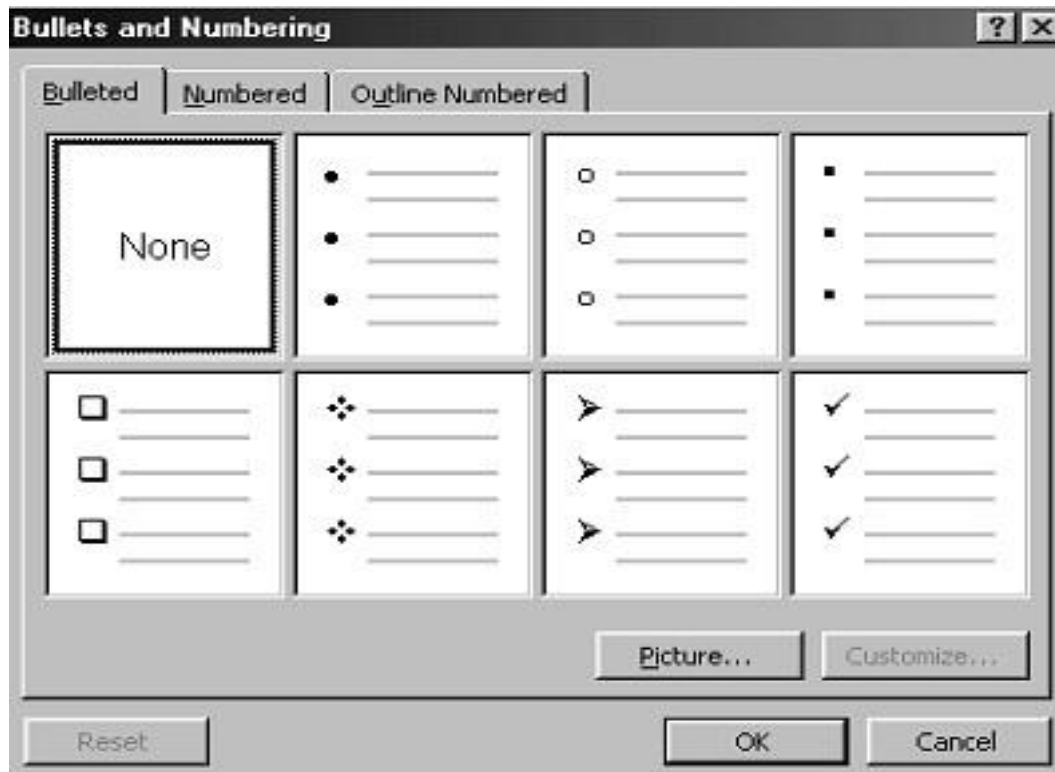
**A bullet:** is a symbol appearing at the beginning of an item on a list.

#### **Steps**

1. Highlight the text to format.
2. Click on **Home** from the menu bar
3. Click on bullets from the paragraph tool box.

4. From the bullets library box, click on the bullet style to use.

## Activity



Type a list of words using different bulleted style.

- ❖ Print
- ✚ Chat
- ✓ Text
- Folder
- ❖ Out put
- ❖ Input
- ❖ Memory
- Joystick
- Light pen
- Scanner
- Mouse

## Week4

### Lesson 3

## **CREATING NUMBERED LISTS IN MICROSOFT OFFICE WORD**

**A number:** is a symbol appearing at the beginning of an item on a list.

1. Highlight the text to number.
2. Click on **Home** from the menu bar.
3. Click on numbers from the paragraph tool box.
4. Choose the number format from the list provided.

### **Activity**

Type a list of words using different numbering format.

1. Desktop
  2. Start button
  3. Task bar
  4. Icons
- 
- a. Delete
  - b. Erase
  - c. Format
  - d. Insert
  - e. Paste
  - i. Minimize
  - ii. Maximize
  - iii. Close
  - iv. restore

## **Week5**

### **Lesson 4**

#### **CHANGE CASES**

**Changing cases:** is the changing the selected text to upper, lower, sentence and capitalize case.

#### **Steps**

1. Highlight the text to format
2. Click on home
3. Click on change case “**Aa**” from the font tool bar.

4. Choose the alternative from the list.

### **Activity**

1. Change the following words in **upper case**

- a) computer
- b) kilobyte
- c) flash
- d) keyboard
- e) printer

2. Change The Following Words In **Lower Case**

- I. SCREEN SAVER
- II. monitor
- III. DESKTOP
- IV. BOLD
- V. RECYCLE BIN

### **Week6**

### **MIDTERM TWOPRACTICAL ASSESSMEN**

### **Week7**

### **Lesson 5**

#### **Find and Replace**

**Find and replace:** is a tool that quickly searches for text in a document, and replaces it with another.

#### **Steps**



1. Click on **Home**.
2. On standard tool bar click replace option.
3. In find and replace box type the words to find and the words to replace with.
4. Then Click on **replace** or **replace all**.

## Activity

Type the story below then find and replace as instructed below

### A story

My name is Rafile Ayo.

I am 12 years old.

I live in Lira.

I go to Amuca primary school.

### N.B

#### Find what

#### Replace with

Ayo Rafile

Bracky Moses Apita

12

20

Lira

Juba

Amuca primary school.

Juba day boys school Hatlabarah

## Week8

## Lesson 6

### TOPICAL QUESTIONS

1. Define a bullet.

2. Give the steps for creating a bullet in Ms Word.
3. Mention the steps for creating a numbered list in Ms Word.
4. List the steps for changing case.
5. Give the meaning of the term find and replace.
6. Give the steps for find and replace.

**Week 9**  
**Lesson 7**

END OF TERM THREE COMPUTER EXAMINATIONS

**Week 10**

END OF TERM THREE INTERNAL EXAMINATIONS

**Week 11**

END OF TERM THREE EXTERNAL EXAMINATIONS

**Week 12**

CORRECTIONS FOR END OF TERM THREE EXAMS  
RESEARCH WORK AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY FIVE**

**TERM THREE- 2020**

**Week 2**  
**Lesson 1**

## REVIEW OF SECOND TERM'S WORK

### Questions

1. Define watermark.
2. Give the steps for inserting a watermark on a page.
3. What is column break?
4. Give the steps for inserting a column break in a paragraph.
5. What name is given to a large letter at the beginning of a paragraph?
6. Give the steps for inserting a drop cap in a paragraph.
7. What is the difference between a header and footer?
8. Give the steps for inserting a header on a page

### Week3

### Lesson 2

#### Inserting a Table in Microsoft office Word

**A table:** is an arrangement of data in rows and columns.

#### Steps

1. Open Microsoft office Word.\*
2. Put the cursor where you want to insert a table.
3. Click on insert
4. Click on table
5. Click insert table from the pop down menu.
6. In the insert dialog box type the number of columns and number of rows
7. Click ok

### **Activity**

Insert a table and feed in the following information

<b>NAME</b>	<b>GENDER</b>	<b>CLASS</b>
Sarah	female	P.1
David	male	P.3
Rafie	male	P.4
Peter	male	P.6
Zara	female	P.7
Janat	female	P.3
Bracky	male	P.2
Shamim	female	P.5

### **Week4 Lesson 3**

#### **HOW TO DRAW A TABLE IN MICROSOFT OFFICE WORD**

#### **Steps**

1. Open Microsoftoffice Word.

2. Click on insert.
3. Click on table.
4. Then Click, **Draw table**

## Week5

### Lesson 4

#### **MERGING CELLS**

**Merging** is the combining of multiple cells into a single cell (1).  
**Steps**

1. Select the cells
2. Click on layout
3. Click merge cell

**To quickly merge cell that you've selected,**

Right click on the mouse

From the pop menu

Choose merge cell.

### Activity

Insert the table and merge as below.

9:30am	Members	Color		
		Blue	Green	Red

	Old	2	3	1
	Youth	3	5	2
	Babies	6	2	6
	Totals	11	10	9
	Grand totals	30		

## Week 6

### MIDTERM THREE PRACTICAL ASSESSMENT

## Week7

### Lesson 5

#### Text direction

**Text direction** is the rotation of text into different directions.

#### Steps

1. Select the text
2. Click on layout
3. Click text direction

#### To quickly insert text direction,

1. Select the text
2. Right click from the pop down menu
3. Click text direction
4. Choose the direction of your text from the dialog box
5. Click ok.

#### NOTE

**To quickly insert text direction, select the text; right click, from the pop down menu, click text direction.**

#### Activity

Draw the table below and change the text direction of time and the color cell plus the time cell

Members	Color
---------	-------

		Blue	Green	Red
	Old	2	3	1
	Youth	3	5	2
	Babies	6	2	6
	Totals	11	10	9
	Grand totals	30		

## **How to Delete a Table in Microsoft Word**

### Steps

1. Select the table or cell you want to delete
2. Click on layout
3. Click on delete
4. Click delete table.

### **Activity**

1. Draw a table using a mouse and fill in the following information

Name	gender	class
Sarah	female	P.1
David	male	P.3
Bracky	male	P.4
Peter	male	P.6
Zara	female	P.7

2. Delete the last cell

## **Week 8**

### **Lesson 6**

### **Topical question**

1. Define a table as used in a computer.
2. Give the steps for inserting a table in Microsoft office word.
3. Give the steps for drawing a table
4. How can one delete a table in Microsoft office word
5. What is merging?
6. Give the steps for merging cells.
7. Give the steps for inserting text direction

### **Week9**

#### **Lesson 7**

END OF TERM THREE COMPUTER EXAMINATIONS

#### **Week 10**

END OF TERM THREE INTERNAL EXAMINATIONS

#### **Week11**

END OF TERM THREE EXTERNAL EXAMINATIONS

#### **Week 12**

CORRECTION FOR END OF TERM THREE COMPUTER  
EXAMINATIONS

### **COMPUTER LESSON NOTES FORPRIMARYSIX**



## TERM THREE- 2020

### Week2

### Lesson 1

### REVIEW OF SECOND TERM'S WORK

#### Question

1. Define a computer memory.
2. Give two types of memory.
3. \_\_\_\_\_ is a medium onto which data or information can be stored either temporarily or permanently.
4. Name the storage devices below

5. Write the following computer abbreviations in full
  - i. CD
  - ii. DVD
  - iii. CD-R
  - iv. DVD-RW
6. Give three examples of viruses
7. How are viruses transferred?
8. Give two ways of protecting our computers from virus.
9. What is an anti- virus.
10. Give four anti-viruses you know.
11. Give the steps for opening my computer.

## **Week3**

### **Lesson 2**

#### **MICROSOFT EXCEL**

Is a program used to enter data and play with numbers and calculations.

#### **Steps**

1. Click on start
2. All programs
3. Click on Microsoft office
4. Then Microsoft excel

#### **Mathematical symbols**

These are signs used in mathematics to indicate operations.

#### **Examples of mathematical symbols**

$\div, +, \frac{3}{4}, \sqrt{\phantom{x}}, \circ, \otimes, \pm, \leq, \geq, \times, \pi, \int, \lambda, \Sigma, \{\}, <, >, \$, \#, /, *, \&, \%$

#### **Steps for inserting symbols**

1. Open worksheet
2. Click insert
3. Click symbols ,dialog box will appear
4. Choose the symbol and click on insert.

#### **Activity**

1.  $1+2 =, \frac{1}{4}+\frac{1}{2}, 4\div 2, 8\geq 8, 60\%, \sqrt{9}$

## Week4

### Lesson 3

#### A CHART

A chart is a graphical representation of data.

#### Examples of charts

Pie chart

Line graph

Column chart

#### Steps for creating a chart

- 1) Open worksheet
- 2) Type data
- 3) Highlight data table
- 4) Click insert
- 5) Then click on chart

#### Pie Chart

A **pie chart** displays the contribution of each value to the total. Pie charts are a very effective way to display information when you want to represent different parts of the whole, or the percentages of a total.

#### Steps

1. Click insert
2. Select the data
3. Click on pie chart in the chart tool box



## Activity

Put the following information in a pie chart

House	No of pupils
Mars	20
Neptune	40
Mercury	60
Jupiter	80

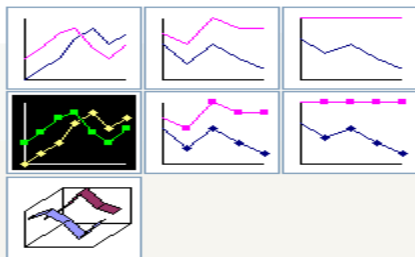
## Week5

### Lesson 4

Line graph

#### Steps for creating Line graph

1. Click insert
2. Select the data
3. Click on column chart in the chart tool box



#### Chart title

##### Steps

1. Select the chart
2. Click on layout
3. Click on chart title
4. Choose the position for the title from the list
5. Then type the title name

#### Axis title

##### Steps

1. click on lay out
2. click on axis title
3. choose the position of the axis title
4. Then type axis title

Pupils names	score
Brendah	99
Ritah	50
Nicole	60
sara	80
patience	77

## Week6

### MIDTERM THREE PRACTICAL ASSESSMENT

## Week7

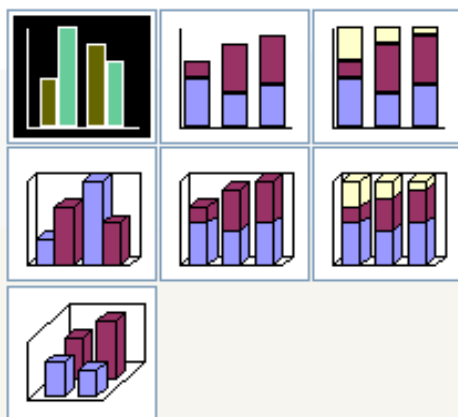
### Lesson 5

#### Column Chart

A **column chart** uses vertical bars or columns to display values over different categories. They are excellent at showing variations in value over time.

#### Steps for creating column chart

1. Click insert
2. Select the data
3. Click on column chart in the chart tool box



## Activity

Put the following information in a column chart

House	No of pupils
Mars	20
Neptune	40
Mercury	60
Jupiter	80

## Week8

### Lesson 6

#### TOPICAL QUESTION

1. Give the steps for opening Ms Excel.
2. \_\_\_\_\_ is the graphical representation of data.
3. Give the steps for creating the following charts
  - i. Column chart
  - ii. Line chart
  - iii. Pie chart
4. Define sorting
5. Give the steps for sorting
6. Define mathematical symbols

## Week 9

### Lesson 7

END OF TERM THREECOMPUTER EXAMINATIONS

## Week 10

END OF TERM THREEINTERNAL EXAMINATIONS

## Week11

END OF TERM THREEEXTERNAL EXAMINATIONS

## Week 12

CORRECTIONS FOR END OF TERM THREE EXAMS  
RESEARCH WORK &GAMES