# COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY ONE TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC /CONTENT	СОМРЕ	ETENCES	METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.1			SUBJECT	LANGUAGE						
		-			BE	GINNING	OF TERI	M THREE	EXAMS			
2	1				REV	IEW OFS	SECONI	) TERM	'S WOR	RK		
3	2		MICROSOFT WORD	steps for opening Ms word	The learner; - Identifies the steps for opening Microsoft office word	The learner; Listens and reads the steps for opening ms word	Explanation Observation	-Opening ms word	E Effective communication Accuracy Articulation	whiteboard computer	computer Cambridge ICT	
4	3			Clip Art	The learner; -Identifies the steps for inserting clip art pictures	The learner Listens, reads and spells the word Clip Art	Explanation Observation	Inserting pictures from Clip Art	Effective communication Accuracy Articulation	computer whiteboard	Computer	
5	4			Select and resize clip art	The learner; - Identifies the steps for selecting and resizing clip art	The learner; Listens ,speaks and reads the words Select Resize	Explanation Observation	Selecting and resizing clip art	Effective communication Accuracy Articulation	whiteboard computer	Computer	
6				1		MID TERM	PRACTICA	AL ASSESS	MENT			1

7	5	Word Art	The learner; Identifies the steps for creating Word Art.	The learner; Listens ,reads and spells words Word Art	Explanation Observation	Typing name in word art	Effective communication Accuracy Articulation	computer	computer	
8	6	Coloring and resizing text in word art	The learner:  Identifies the steps for colouring text in word art.  Identifies the steps for resizing text in word art.	The learner: Listens reads and spells Color Resize	Explanation Observation	Resizes and color word art text	Effective communication Accuracy Articulation	computer	Computer	
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**END OF TERM THREE COMPUTER EXAMS** 

# COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY TWO TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/C ONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.2			SUBJECT	LANGUAGE						
					BE	EGINNING	OF TERM	I THREE	EXAMS			•
2	1		MICROSOFT Steps for opening		REVI	EW OF	SECONI	) TERM	l'S WOF	RK		
3	2			Steps for opening MS word (font size)	The learner: Identifies the steps for opening Microsoft word. Identifies the steps for changing font size.	The learner: Reads and spells the words High light text font	Explanation Discussion	Typing the word sand increasing their font size to 50 Opening Mas word	Effective communication Articulation	whiteboard computer	computer	
4	3			Bold	The learner: Identifies the steps for bolding text.	The learner:  Reads and spells the words Bold Click text	Explanation Observation	Typing words and bolding them	Effective communication Accuracy Articulation	computer whiteboard	computer	
5	4			Italics	The learner: Identifies the steps for changing text in Italics.	The learner:  Reads and spells the words Italics Office word	Explanation Observation	Changing a text to italics	Effective communication Accuracy Articulation	Computer White board	computer	

6			M	ID TERM THI	REE PRACT	TICAL ASSE	SSMENT			
7	5	Underline	The learner: Identifies the steps for underlining text.	The learner: Reads and spells the words underline Office word	Explanation Observation	Typing the sentences e.g.  She is a girl.  She is 10 years old.	Effective communication Accuracy Articulation	computer	Computer	
8	6	Save	The learner: Identifies the steps for saving text in different file location.	The learner: Discuses the steps for saving text.	Explanation Observation	Typing a story of" An old house"	Effective communication Accuracy Articulation	projector board	Computer	
9		ŀ	ND OF T	ERM THRE	E COMP	UTER EXA	AMS			

### COMPUTER LITERACY SCHEME OF WORK FOR PRIMARYTHREE TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/ CONTENT	СОМРЕ	ETENCES	METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.3			SUBJECT	LANGUAGE						
				ı	BE	EGINNING	OF TERM	M THREE	EXAMS		1	
2	1				REVI	IEW OF	SECONI	D TERM	i'S WOR	K		
3	2		Computer hardware	Computer keyboard	The learner  Defines a keyboard  Identifies the main key areas on a keyboard.	The learner Reads and writes the vocabularies Keyboard Textual Numerical	Explanation Discussion Observation	Observing and giving the main keys on the keyboard. Drawing the computer electronic keyboard.	Effective communication Articulation	whiteboard computer keyboard	Basic computer/ICT skills course pg10-12	
4	3			Functions of the keys	The learner:  The learner:  The learner:  The learner:  Reys and Reys on the Reyboard.  Gives the functions of the Reyboard keys.	The learner Reads, spells and writes the vocabularies Escape Tab Caps Lock	Explanation Discussion Observation	Drawing the keyboard keys  Naming the keyboard keys.  Giving the functions of the keyboard keys.		computer whiteboard keyboard	Teach yourself computer ⁢ bk2 pg38-42	

5	4			The learner:  • Draws and names the keys on the keyboard.  • Gives the functions of the keyboard keys.	The learner Reads, spells and writes the vocabularies Shift key Ctrl Alt	Explanation Discussion Observation	Drawing the keyboard keys  Naming the keyboard keys.  Giving the functions of the keyboard keys  Practicing the keyboard short cuts given.	Effective communication Accuracy Articulation	Computer	Computer  Teach yourself computer ⁢ bk4 pg3-5
6				MI	D TERM THE	REE PRACT	ICAL ASSE	SSMENT		
7	5	Comput	· ·	The learner:  • Draws and names the keys on the keyboard.  Gives the functions of the keyboard keys	The learner Reads, spells and writes the vocabularies Spacebar key Back space Num lock Enter key	Explanation Discussion Observation	Drawing the keyboard keys  Naming the keyboard keys.  Giving the functions of the keyboard keys  Typing the sentences give as they practice the keys given.	Effective communication Accuracy Articulation	Computer White board Keyboard	Teach yourself computer ⁢ bk4 pg3-5
8	6	TOPICA QUEST S		The learner: Writes the topical questions and fills in the correct answers	The learner: Reads and fills in the correct answers	Explanation  Observation  Question and answer	Writing and answering questions	Effective communication Accuracy Articulation	computer  photocopies of the question paper	Computer , basic computer / ICT skills
9				END OF TE	RM THRE	E COMP	UTER EXA	AMS		

# COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY FOUR TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC /CONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.4			SUBJECT L	ANGUAGE						
					BEG	INNING	OF TERM	THREE	EXAMS			
2	1				REVIE	W OF S	ECOND	TERM'	S WOR	K		
3	2		MICROSOFT OFFICE WORD	Bullets	The learner: Identifies the steps for creating bullets  Types words using different bullet styles	The learner; reads, spells and pronounces the vocabularies.  • bullets  • Appears  • Symbols	Explanation Discussion	Typing words using different bullet styles	Effective communication Accuracy	whiteboard computer	computer	
4	3			Numbering	The learner: Identifies the steps for creating different number styles	The learner;reads, spells and pronounces the vocabularies.  Number format Appear	Explanation Observation	Typing words using different number formats	Effective communication Accuracy	computer whiteboard	computer	
5	4			Changing cases	The learner: Identifies the steps for changing case	The learner; reads, spells and pronounces the vocabularies.  • Lowercase • Uppercase • Sentence case • Capitalize	Explanation Observation	Typing words  Changing the selected text either in uppercase or lowercase from the story of the fox and stalk.	Effective communication Accuracy	computer	computer	

6				MIC	TERM THR	EE PRACTION	CAL ASSES	SMENT			
7	5	MICROSOFT OFFICE WORD	Find and replace	The learner: Identifies the steps for find and replace.	The learner: Reads, spells and writes the vocabularies Find Replace	Explanation Observation	Typing a story of Shinnah's profile then finding and replace as instructed	Articulation	computer	Computer	
8	6	TOPICAL QUESTION	Trial test	The learner: Writes the topical questions and fills in the correct answers	The learner: Reads and fills in the correct answers	Explanation  Observation  Question and answer	Writing and answering questions	Effective communicatio n Accuracy Articulation	computer photocopies of the question paper		
9			E	ND OF TE	RM THRE	E COMPU	TER EXA	MS	l	1	1

### COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY FIVE TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/ CONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.5			SUBJECT	LANGUAGE						
					ВЕ	GINNING	OF TERM	M THREE	EXAMS			
2	1				REVI	EW OF	SECON	D TERM	i'S WOR	K		
3	2		MICROSOFT WORD Table	Inserting a Table	The learner; Identifies the steps for inserting a table	The learner:reads , spells and writes the vocabulary Insert Cursor Rows column	Explanation Observation	Inserting a table and filling in the given information	Effective communication Accuracy Articulation	whiteboard computer	Computer	
4	3			Drawing a table	The learner; Identifies the steps for drawing a table	The learner; reads ,spells and writes the vocabulary, drag across deactivate	Explanation Observation	Drawing a table and filling in the given information	Effective communication Accuracy Articulation	computer whiteboard	Computer	
5	4			Merging a table	The learner; Defines merging Identifies the steps for merging cells	The learner: reads ,spells and writes the vocabularies merge cell	Explanation Observation	Drawing a table and merging the given cells	Effective communication	computer whiteboard	Computer	

6				M	D TERM THE	REE PRACT	TCAL ASSE	ESSMENT		
7	5	MICROSOF WORD	Text direction	The learner; Defines text direction Identifies steps for text direction	The learner; Reads, spells and writes the vocabularies Direction Select Cell	Explanation Observation	Inserting a table and	Effective communication Articulation	computer	Computer
8	6	TOPICAL QUESTION	Trial test	The learner: Writes the topical questions and fills in the correct answers	The learner: Reads and fills in the correct answers	Explanation  Observation  Question and answer	Writing and answering questions	Effective communication Accuracy Articulation	computer photocopies of the question paper	
9				END OF TE	RM THRE	E COMP	UTER EX	AMS		

### COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY SIX TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/C ONTENT			METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.6			SUBJECT	LANGUAGE						
					ВІ	EGINNING	OF TERM	I THREE	EXAMS			
2	1				F	REVIEW	TERM T	WO'S V	VORK			
3	2		Microsoft Excel	Mathematical symbols	The learner: Defines Excel -opens M  s Excel Defines mathematical symbols -gives the steps for inserting mathematical symbols	The learner: Reads, spells and writes the vocabulary, Mathematical Symbols Calculations worksheet	Explanation Observation	Defining Ms Excel Opening Ms Excel	Accuracy	whiteboard computer	computer	
4	3			chart Pie charts	The learner: Defines a chart Identifies the steps for creating a chart Mentions different chart types Identifies the steps for creating Pie charts.	The learner;reads, spells and pronounces the vocabularies.  Pie charts	Explanation discussion Observation	Mentioning different chart types.  Creating a Pie chart from the data provided.	Articulation Accuracy	computer	Internet	

5	4		Line graph	The learner: Defines a line graph Identifies the steps for creating line graph.	The learner;reads, spells and pronounces the vocabularies. Line	Explanation discussion Observation	Creating a line graph chart from the data provided.	Articulation Accuracy	computer	Internet	
6				M	ID TERM THE	REE PRACT	ICAL ASSE	SSMENT			
7	5		Column chart	The learner:  Defines a column chart Identifies the steps for creating column chart	The learner;reads, spells and pronounces the vocabularies.  • Vertical bars  • Columns	Explanation discussion Observation	Creating column chart from the data provided.	<ul><li>Articulation</li><li>Accuracy</li></ul>	computer	Internet	
8	6	TOPICAL QUESTION	Trial test	The learner: Writes the topical questions and fills in the correct answers	The learner: Reads and fills in the correct answers	Explanation  Observation  Question and  answer	Writing and answering questions	Effective communicatio n Accuracy Articulation	photocopies of the question paper		
9			E	ND OF TE	RM THRE	E COMPL	JTER EXA	AMS		1	