

COMPUTER STUDIES LESSON NOTES

PRIMARY ONE

TERM ONE 2020

COMPUTER LESSON NOTES FOR PRIMARY ONE

TERM ONE - 2020

Week2

Lesson 1

A computer

Is a machine that accepts inputs and gives out output.

Areas where computers are used

- Schools
- Hospitals
- Homes
- Banks
- Supermarkets
- Police stations

Oral Activity

1. Mention areas where computers are used.

Week: 3

Lesson 2

Uses of a computer

- Computers are used for study purpose
- They are used for playing games, music.
- They are used for communication e.g. emails through internet.
- Keep records.
- Typing work.

Areas where computers are used

- Schools
- Hospitals
- Homes
- Banks
- Supermarkets
- Police stations

Oral Activity

1. Mention the uses of a computer.
2. Give areas where computers are used.

Week: 4

Lesson 3

Parts of a computer

- Monitor
- Keyboard
- Computer System
- Mouse
- Projector
- Printer
- Scanner

Activity

1. Identify the different parts of a computer.
2. Show by touching different parts of a computer



Function of the parts of a computer (hardware)

Monitor : The monitor displays information /data on the screen. It's similar to a television.

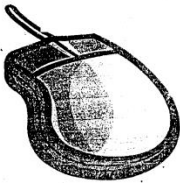

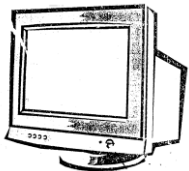

Keyboard : To type numbers and letters

Mouse : The mouse is used to move the cursor (pointer) on the computer screen.

Computer system: : To store and process data.

Activity

1. Show by touching different parts of a computer
2. Names the parts of a computer

3. Names the parts of a computer and their uses.







Week 5

Lesson 4

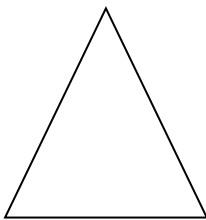
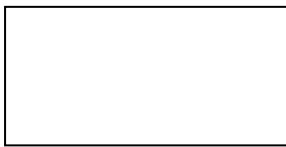
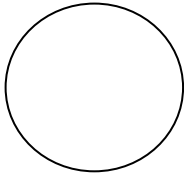
Paint page

How to open paint page

1. Click on the start button
2. Click all programs
3. Click accessories
4. Click on paint the paint page will open.

Drawing shapes

1. Open paint page
2. Click home
3. Choose a shape from the shape group
4. Draw a shape.



Activity

1. Draw a the following shapes
 - Circle
 - Square
 - Oval
 - Star

Week 6
MIDTERM ONE EXAMINATIONS

Week 7
Lesson 5

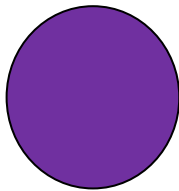
Color fill

Steps

1. Select the shape.
2. Click on color fill
3. Choose the color from the color fill tool box
4. Then fill the shape with color.

Activity:

1. Draw the shapes and fill them with different colors



Week 8
Lesson 6
Function of the parts of a computer (hardware)

Week8
Lesson 6

RESIZING AND NAMING SHAPES

Resizing shapes

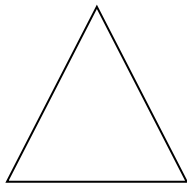
1. Draw the shape
2. Move the cursor in the small boxes
3. Then drag up to the required size.

Naming shapes

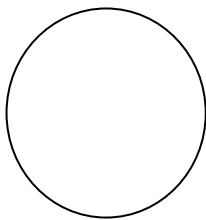
1. Click in the tools group
2. Click on "A"
3. Put the cursor where you want to name the shape.
4. Then name the shape.

Practical activity

Draw and Name the shapes below



Triangle



Circle

Week 8
Lesson 6
Week9

END OF TERM ONE COMPUTER EXAMINATION

Week 10

END OF TERM ONE INTERNAL EXAMINATION

Week11

END OF TERM ONE EXTERNAL EXAMINATION

Week 12

END OF TERM ONE COMPUTER EXAMINATION REVISION WORK

END

COMPUTER STUDIES LESSON NOTES

PRIMARY TWO

TERM ONE 2020

COMPUTER LESSON NOTES FOR PRIMARY TWO

TERM ONE - 2020

Week2

Lesson 1

REVIEW OF THIRD TERM'S WORK

Week3

Lesson 2

SCREEN SAVER

Changing screen saver

Steps

1. Right click on the desktop
2. Choose personalize
3. Click on screen saver
4. Choose the screen saver from the list provided
5. Click apply
6. Then click ok

Practical Activity

Practice the following screen savers

- Bubbles
- Mystify
- Ribbons

Week 4

Lesson 3

3D text setting

Steps for inserting 3D text

1. Right click
2. Click on personalize
3. Click on screen saver
4. Choose 3D text from the screen saver list
5. Click settings
6. In the custom text box type the text
7. Click apply then ok.

Practical Activity

1. Make your name as a screen saver

Week 5

Lesson 4

Changing Desktop Background

Steps

1. Right click on the desktop
2. Choose personalize
3. Choose the desktop background
4. Select where you want to import the back ground
5. Click on the back ground of your choice
6. Then click save changes

Practical Activity

Change the desktop background of your choice

Week 6

MIDTERM ONE EXAMINATIONS

Week 7

Lesson 5

Changing time and date settings

Setting time

Steps

1. Click on date and time on the task bar
2. Click on change date and time settings in the box
3. Click on change date and time in the date and time dialog box
4. Set time
5. Click ok and then ok

Practical Activity

Set the time on the computer as below

10: 32 am

7: 00 pm

Week8

Lesson 6

Setting date (calendar)

Steps

1. Click on date and time on the task bar
2. Click on change date and time settings in the box.
3. Click on change date and time in the date and time box.
4. Click on the arrows to look for the right month in the date box.
5. Click on the date
6. Click Ok and then Ok.

Practical activity:

Change the date on the computer as below

11/ 6 / 2018

Week9

END OF TERM ONE COMPUTER EXAMINATION

Week 10

END OF TERM ONE INTERNAL EXAMINATION

Week11

END OF TERM ONE EXTERNAL EXAMINATION

Week 12

Game

END

COMPUTER STUDIES LESSON NOTES

PRIMARY THREE

TERM 1 - 2020

COMPUTER LESSON NOTES FOR PRIMARY THREE

TERM ONE - 2020

Week2

Lesson 1

REVIEW OF THIRD TERM'S WORK

Week3

Lesson 2

COMPUTER

Definition:

Is a machine that accepts inputs and gives out output.

TYPES / CATEGORIES OF COMPUTERS

- Personal computer
- Minicomputers
- Mainframe
- Supercomputer



Activity

1. What is a computer?
2. Mention four types of computers

Week4

Lesson 3

FUNCTIONS /USES OF A COMPUTER

- Computers are used for study purpose
- They are used for research when connected to the internet
- They are for leisure (recreation) purpose e.g. games, music.
- They are used in communication e.g. emails through internet.
- Simplify work or tasks e.g. calculations, editing documents.
- They are used for trade e.g. buying and selling goods.

Activity

1. Give four functions of a computer

Week5

Lesson 4

AREAS WHERE COMPUTERS ARE USED

1. **Schools** For Computer Studies
2. **Banks** For Customers Accounts Maintenance
3. **Hospitals** For Keeping Record
4. **Homes** For Entertainment
5. **Business** For Marketing Products
6. **Police** To Control Traffic
7. **Airport** For Booking Flights
8. **Secretarial** For Typing Documents

Activity

Identify 7 areas where computers are used.

P	Y	T	R	D	X	K	H	B
S	T	A	T	I	O	N	O	A
H	N	W	S	M	I	H	S	N
S	C	H	O	O	L	N	P	K
O	U	S	G	J	Z	X	I	C
O	F	F	I	C	E	B	T	T
A	X	S	H	O	P	V	A	A
A	I	R	P	O	R	T	L	L

Week6

MIDTERM ONE EXAMINATIONS

Week7

Lesson 5

ADVANTAGES OF COMPUTERS.

- **Speed:** computers are fast in their operations.
- **Accuracy:** computers are so accurate that it's hard for them to make mistakes.
- **Storage:** computers store information /data.
- **Delegacy:** computers do not get tired or bored.
- **Artificial intelligence:** they respond to request and give solutions.

DISADVANTAGES OF USING COMPUTERS

- They are expensive to buy.
- They can easy be affected by dust.
- They are very delicate.
- They encourage immorality.

Activity

1. Give five uses of a computer.
2. Give four disadvantages of using a computer.

Week8

Lesson 6

Common abbreviations used in Computer studies in full

CPU	Central Processing Unit
CD	Compact Disk
PC	Personal Computer
ROM	Read Only Memory
SMS	Short Message Service
RAM	Random Access Memory
OS	Operating System
MB	Megabyte
KB	Kilobyte

‘Oral activity

Write the following abbreviations in full

- i. KB
- ii. PC.....
- iii. MB.....
- iv. CPU.....
- v. RAM.....

Week 9

END OF TERM ONE COMPUTER EXAMINATION

Week 10

END OF TERM ONE INTERNAL EXAMINATION

Week11

END OF TERM ONE EXTERNAL EXAMINATION

Week 12

CORRECTIONS FOR END OF TERM ONE COMPUTER EXAMINATIONS

COMPUTER STUDIES LESSON NOTES

PRIMARY FOUR

TERM ONE - 2020

COMPUTER LESSON NOTES FOR PRIMARY FOUR

TERM ONE - 2020

Week2

Lesson 1

REVIEW OF THIRD TERM'S WORK

Week3

Lesson 2

COMPUTER SOFTWARE

Definition

Computer Software is the part of a computer you cannot touch but very important.

KINDS OF SOFTWARE

1. Operating system
2. Programming language
3. Application software

Operating system: is the program that tells a computer how to work.

Examples of operating system

- Microsoft windows
- Apples Mac
- Linux/Unix.

Oral activity:

1. What is software
2. Mention two kinds of software
3. Mention two examples of operating system

Week4

Lesson 3




Examples of Microsoft windows

95, 98, ME, 2000, XP, NT, 7, Vista. 10, 8

APPLICATION SOFTWARE

Application software is a program put onto the computer to do specialized tasks.

Examples of Application software and their signs

<u>APPLICATION</u>	<u>SIGN</u>
Microsoft word:	<hr/>
Down loading	
Microsoft excel :	
Microsoft power point	<hr/>
Microsoft access :	
Graphics:	<hr/>

Oral activity

1. Mention eight examples of window

Week5

Lesson 4

FUNCTIONS OF EACH EXAMPLE OF APPLICATION SOFTWARE

- **Microsoft word:** is used to type letters and more documents.
- **Internet explorer :** used to explore the internet
- **Microsoft excel :** helps in calculations and number tools
- **Microsoft power point:** helps in giving presentation
- **Microsoft access :** allows you to organize data based on a specific report
- **Graphics:** it is used to represent data in pictures.

Activity

1. Mention examples of application soft ware

Week 6

MIDTERM ONE EXAMINATION

Week7

Lesson 5

INTRODUCTION TO WINDOWS

Microsoft windows: is an operating system found on computer.

Parts of Microsoft windows

1. desktop window
2. document window

Features of desktop window

1. my computer
2. recycle bin
3. start button
4. task bar
5. icon

Activity

1. List down the features of desktop windows

Week 8

Lesson 6

Trial test

1. Define computer software
2. Mention three kinds of computer software
3. Give at least five examples of Microsoft windows
4.is a program put onto a computer to do a specialized task
5. Name the application symbols below

6. Give three features of a desktop window
7. Mention three examples of operating system
8. Give four areas where computers are used
9. Give two uses of a computer in your school
10. Mention the three buttons on the mouse

Week 9

END OF TERM ONE COMPUTER EXAMINATION

Week 10

END OF TERM ONE INTERNAL EXAMINATION

Week11

END OF TERM ONE EXTERNAL EXAMINATION

Week 12

CORRECTIONS FOR END OF TERM ONE COMPUTER EXAMINATION

COMPUTER STUDIES LESSON NOTES

PRIMARY FIVE

TERM ONE - 2020

COMPUTER LESSON NOTES FOR PRIMARY FIVE

TERM ONE - 2020

Week2

Lesson 1

REVIEW OF THIRD TERM'S WORK

Week3

Lesson 2

Formatting and editing

Page layout

What is a page margin?

It is a blank space at the side of a page.

Give the steps for creating page margins.

Open Microsoft office word

Click on page layout

Click on the margins

Click on custom margin

Select the top, left, bottom and the right margins

Activity

Type a story of your own and set the page margins as below

Left 0.5, Top 0.5, Right 0.5, bottom 0.5

Week4

Lesson 3

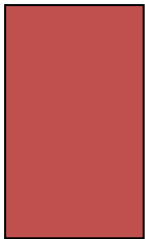
Page orientation

What is page orientation?

It refers to the position in which the page lies e.g. landscape or portrait.

Give the steps for setting page orientation

1. Open Microsoft Word.
2. Click on page layout.
3. Click on orientation.
4. Then choose the way you want the page to appear.



Portrait Landscape

Activity

Type your profile in landscape.

Week5

Lesson 4

What is a column break?

Is the splitting of text into two or more columns.

Mention the steps for creating a column break.

1. Open MS word
2. Type data
3. Highlight the text.
4. Click on column
5. Then choose the number of columns you want

Activity

1. Type the following text and put it into two columns.

Mary's fluency

When Mary joined our school last term, she was very poor at spoken English. Although many pupils laughed at her mistake, she kept on trying over and over again. After one, she is now the best English speaker in our school.

Week6

MIDTERM THREE EXAMINATION

Week7

Lesson 5

What is watermark?

Is a design or a mark behind the content on the page.

Give the steps for inserting watermark on a page.

1. Open the page
2. Click watermark
3. Click on custom watermark
4. Activate text watermark
5. Type text in the text space
6. Then click ok

Activity

Type the notice below and insert “Bracky Junior School” in water mark

INVITATION

Please come to my party on 8th August 2020

From 5pm – 7 pm

We will play games and have special food and drinks

Please let me know if you can come.

Week8

Lesson 6

Trial questions

1. What is a page margins?
2. Give the steps for creating a page margin
3. _____ is the position in which a page lies.
4. Give the steps for setting page orientation
5. Draw and name the two types of page orientation
6. What is a column break?
7. Define watermark
8. Give the steps for inserting a water mark
9. What is a computer?
10. Give the steps for shutting down a computer

Week 9

END OF TERM ONE COMPUTER EXAMINATION

Week 10

END OF TERM ONE INTERNAL EXAMINATION

Week11

END OF TERM ONE EXTERNAL EXAMINATION

Week 12

CORRECTION FOR END OF TERM ONE COMPUTER EXAMINATION

COMPUTER STUDIES LESSON NOTES

PRIMARY SIX

TERM ONE - 2020

COMPUTER LESSON NOTES FOR PRIMARY SIX

TERM ONE- 2020

Week2

Lesson 1

REVIEW OF THIRD TERM'S WORK

Week3

Lesson 2

FILE MANAGEMENT

File:

A file is a storage unit in a computer where all programs and data are contained.

Folder: Is a location where program's file and other folders can be located.

How to create a file

Steps

1. Click on the office button
2. Click save as
3. Type your file's name in the file name box
4. Then click save

How to create a folder

1. Right click in space
2. Select 'new' from the list
3. Click folder
4. Then a new folder is created.

Activity

Type a dialogue below and create a file for it under the names "An accident".

THE ACCIDENT

Teacher: Hello, Babirye, where is your twin sister, Nakato?

Babirye: She was knocked down by a car and has been taken to hospital.

Teacher: Where exactly did the accident take place?

Babirye: Near the rail crossing.

Teacher: How did the accident happen?

Babirye: Nakato crossed the road before it was clear.

Teacher: That was a terrible thing to do. That place is a black spot.

Babirye: I think they should put a zebra crossing there.

Teacher: You are right but pedestrians must always look left and right then cross the road when it is clear.

Week4

Lesson 3

Selecting a file/ a folder

Left click once on the file you want to select

Selecting multiple files grouped together

1. click on the first file while holding shift key
2. Then click the last file.

Selecting multiple file that are not grouped together

1. Click the first file
2. Press and hold the control key
3. Then click each of the other files you want to select.

Activity

Open “my documents” and Select five grouped files.
On the desktop select five ungrouped files.

Week5

Lesson 4

How to copy a file/ a folder

1. highlight the file you want to copy
2. right click
3. click copy
4. move to the location you want to insert the copied file
5. Then click paste

How to move a file/ a folder

Cut and paste

1. select the file you want to move
2. Right click on the selected file
3. Click cut.
4. Browse to the folder you would like to move the file.
5. Right click with in the file.
6. Then click paste from the list

Drag and drop a file/ a folder

Highlight the file you want to move

Click with your right mouse button

Drag to where you want to move the file

In the menu select “move here”.

Activity

1. Type a letter inviting your parent on your MDD festival
- 2.
3. on 30th November 2018.
4. Cut and paste the file in a folder.

Week 6

MIDTERM THREE EXAMINATION

Week7

Lesson 5

How to delete a file / a folder

1. Locate the file you want to delete
2. Right click
3. Choose delete from the pop- up menu

Restoring deleted files from the recycle bin

1. Right click on the recycle bin
2. Click open
3. Right click, on the file you want to restore
4. Then click on restore
5. Then the file will re- appear in its previous location

Renaming a file/ a folder

1. Right click on the file you want to rename
2. Click on rename option
3. Type in, the '**new name**' for the file
4. Then press enter or click anywhere on the screen to save the name

Activity

1. Type the story of your own
2. Create a folder for that file
3. Delete the file
4. Restore the file from the recycle bin
5. Rename the folder in the names of

Week 8

Lesson 6

Topical questions

1. What is a file
2. Define a folder
3. Give the steps for creating a file
4. Give the steps for creating a folder
5. Give the steps for deleting a file or a folder
6. Give the steps for renaming a file or a folder
7. Re- arranges the steps for restoring a file or folder.
 - a) Click on restore
 - b) Click open
 - c) Right click on the file you want to restore
 - d) Right click on the recycle bin
 - e) The file will reappear on its previous location

Week9

END OF TERM ONE COMPUTER EXAMINATION

Week 10

END OF TERM ONE INTERNAL EXAMINATION

Week11

END OF TERM ONE EXTERNAL EXAMINATION

Week 12

CORRECTIONS FOR END OF TERM ONE COMPUTER EXAMINATION

RESEARCH AND GAMES

COMPUTER STUDIES LESSON NOTES

PRIMARY SEVEN

TERM ONE - 2020

COMPUTER LESSON NOTES FOR PRIMARY SEVEN

TERM ONE – 2020/4/6/2020

Week2

Lesson 1

REVIEW OF THIRD TERM'S WORK

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

÷, +, $\frac{3}{4}$, $\sqrt{}$, °, £, ±, ≤, ≥, ×, π, ∫, ∪, Σ, {}, <, >, \$, #, /, *, &, %

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

Insert the following symbols in Microsoft excel

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

Week4

Lesson 3

CHARTS

A chart is a graphical representation of data.

Examples of charts

1. Pie chart
2. Line chart
3. Column chart

Steps for creating a chart

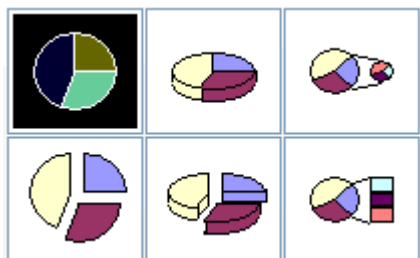
- 1) Open worksheet
- 2) Type data
- 3) Highlight data table
- 4) Click insert
- 5) Then click on chart

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

Week:5

Lesson 4

Steps for creating Line graph

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

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

Week6

MIDTERM THREE PRACTICAL ASSESSMENT

Week7

Lesson 5

Chart title

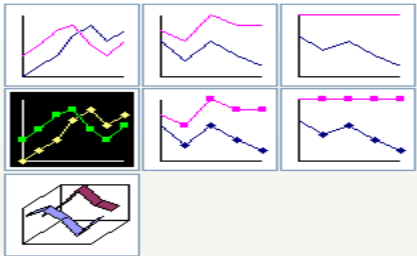
Steps

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



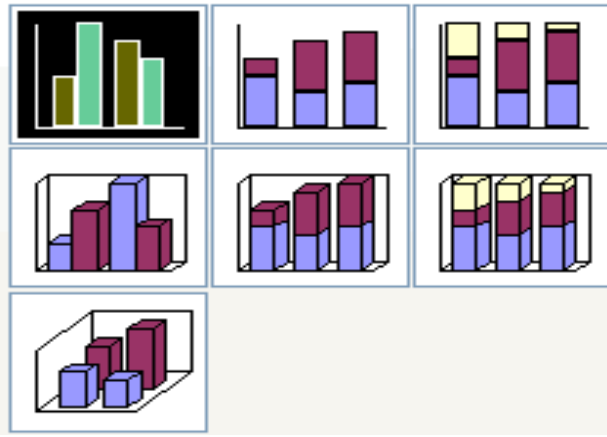
Week: 8

Lesson 6

Steps for creating column chart

4. Click insert
5. Select the data
6. Click on column chart in the chart tool box

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



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 ONE EXAMINATIONS

Week 10

END OF TERM ONE INTERNAL EXAMINATIONS

Week11

END OF TERM ONE EXTERNAL EXAMINATIONS

Week 12

CORRECTIONS FOR END OF TERM ONE COMPUTER EXAMS

RESEARCH WORK & GAMES