

COMPUTER LESSON NOTES FOR PRIMARY ONE TO SIX

TERM THREE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY ONE	Microsoft office word	<ul style="list-style-type: none">• Steps for opening Ms word HOME Clip art <ul style="list-style-type: none">• Steps for inserting clip art• Selecting and resizing clipart Word art <ul style="list-style-type: none">• Steps for inserting word art• Coloring and resizing text

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CLASS	TOPIC	SUBTOPIC
PRIMARY TWO	Microsoft office word	Home <ul style="list-style-type: none">• Steps for opening Microsoft word• Font size• Bold• Italics• Underline• Save

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CLASS	TOPIC	SUBTOPIC
PRIMARY THREE	Computer hardware	Computer keyboard <ul style="list-style-type: none">• Definition• Main key areas of a keyboard• Drawing and naming a computer keyboard• Functions of the keyboard keys Topical questions

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CLASS	TOPIC	SUBTOPIC
PRIMARY FOUR	Microsoft office word	Home Bullets <ul style="list-style-type: none">• Definition• Steps for creating bullets Numbering <ul style="list-style-type: none">• Definition• Steps for creating numbered list. Changing cases Steps for changing cases Find and replace <ul style="list-style-type: none">• Definition• Steps for find and replace Topical questions

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CLASS	TOPIC	SUBTOPIC
PRIMARY FIVE	Microsoft office word	Table <ul style="list-style-type: none">• Definition• Steps for inserting a table. Drawing a table <ul style="list-style-type: none">• Steps for drawing a table. Merging calls <ul style="list-style-type: none">• Definition• Steps for merging cells. Text direction <ul style="list-style-type: none">• Definition• Steps for rotating text. Topical questions

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CLASS	TOPIC	SUBTOPIC
PRIMARY SIX	Microsoft Excel	<ul style="list-style-type: none">• Definition• Steps for opening Microsoft excel. Mathematical symbols <ul style="list-style-type: none">• Definition• Steps for inserting symbols. Charts <ul style="list-style-type: none">• Definition steps for inserting charts• Identifying different chart types• Line charts• Pie chart Topical questions