COMPUTER TOPICAL BREAKDOWN FOR PRIMARY ONE

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY ONE	Introduction to Computer	• Definition of a computer. • Uses of a computer • Areas where computers are used. • Parts of a computer • Functions of the parts of a computer - Monitor - Keyboard - Computer - System unit.

COMPUTER TOPICAL BREAKDOWN FOR PRIMARY TWO

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY TWO	**Screen saver**	• Steps for screen saving - 3D text setting
	Desktop background	• Steps for changing desktop background
	changing Time and Date settings	• Changing time • Calendar

COMPUTER TOPICAL BREAKDOWN FOR PRIMARY THREE

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY THREE	Computer	• Definition of a computer • Types of computer • Functions of a computer • Uses of a computer • Categories of a computer • Areas where computers are used • Advantages and disadvantages of a computer • Common abbreviations used in computer

COMPUTER TOPICAL BREAKDOWN FOR PRIMARY FOUR

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY FOUR	Computer software	- Definition - Kinds of software - Definition of operating system - Examples of operating system - Examples of Microsoft windows - Application software - Functions of each application

COMPUTER TOPICAL BREAKDOWN FOR PRIMARY FIVE

TERM ONE - 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY FIVE	Formatting and editing text.	**Page layout** • Page margins • Orientation • Column break • Water mark • Picture mark

COMPUTER TOPICAL BREAKDOWN FOR PRIMARY SIX

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY SIX	File management	Definition of a , • **File** - Creating a file - Selecting a file - moving a file - copying a file - renaming a file - deleting a file • **Folder** - Creating a folder - Selecting a folder - Moving a folder - Copying a folder - Renaming a folder - Deleting a folder • **Restoring a file or a folder**(Recycle bin)

COMPUTER TOPICAL BREAKDOWN FOR PRIMARY SEVEN

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY SEVEN	Microsoft Excel	• Definition • Steps for opening Microsoft excel. **Mathematical symbols** • Definition • Steps for inserting symbols. **Charts** • Definition steps for inserting charts • Identifying different chart types • Line charts • Pie chart **Topical questions**