

## COMPUTER TOPICAL BREAKDOWN FOR PRIMARY ONE

### TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
<b>PRIMARY ONE</b>	Introduction to Computer	<ul style="list-style-type: none"><li>• Definition of a computer.</li><li>• Uses of a computer</li><li>• Areas where computers are used.</li><li>• Parts of a computer</li><li>• Functions of the parts of a computer<ul style="list-style-type: none"><li>- Monitor</li><li>- Keyboard</li><li>- Computer</li><li>- System unit.</li></ul></li></ul>

## COMPUTER TOPICAL BREAKDOWN FOR PRIMARY TWO

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
<b>PRIMARY TWO</b>	Screen saver	<ul style="list-style-type: none"><li>• Steps for screen saving<ul style="list-style-type: none"><li>- 3D text setting</li></ul></li></ul>
	Desktop background	<ul style="list-style-type: none"><li>• Steps for changing desktop background</li></ul>
	changing Time and Date settings	<ul style="list-style-type: none"><li>• Changing time</li><li>• Calendar</li></ul>

## COMPUTER TOPICAL BREAKDOWN FOR PRIMARY THREE

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
<b>PRIMARY THREE</b>	Computer	<ul style="list-style-type: none"><li>• Definition of a computer</li><li>• Types of computer</li><li>• Functions of a computer</li><li>• Uses of a computer</li><li>• Categories of a computer</li><li>• Areas where computers are used</li><li>• Advantages and disadvantages of a computer</li><li>• Common abbreviations used in computer</li></ul>

## COMPUTER TOPICAL BREAKDOWN FOR PRIMARY FOUR

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
<b>PRIMARY FOUR</b>	Computer software	<ul style="list-style-type: none"><li>• Definition</li><li>• Kinds of software</li><li>• Definition of operating system</li><li>• Examples of operating system</li><li>• Examples of Microsoft windows</li><li>• Application software</li><li>• Functions of each application</li></ul>

## COMPUTER TOPICAL BREAKDOWN FOR PRIMARY FIVE

### TERM ONE - 2020

CLASS	TOPIC	SUBTOPIC
<b>PRIMARY FIVE</b>	Formatting and editing text.	<b>Page layout</b> <ul style="list-style-type: none"><li>• Page margins</li><li>• Orientation</li><li>• Column break</li><li>• Water mark</li><li>• Picture mark</li></ul>

## COMPUTER TOPICAL BREAKDOWN FOR PRIMARY SIX

TERM ONE- 2020

CLASS	TOPIC	SUBTOPIC
PRIMARY SIX	File management	<p>Definition of a ,</p> <ul style="list-style-type: none"><li>• <b>File</b><ul style="list-style-type: none"><li>- Creating a file</li><li>- Selecting a file</li><li>- moving a file</li><li>- copying a file</li><li>- renaming a file</li><li>- deleting a file</li></ul></li><li>• <b>Folder</b><ul style="list-style-type: none"><li>- Creating a folder</li><li>- Selecting a folder</li><li>- Moving a folder</li><li>- Copying a folder</li><li>- Renaming a folder</li><li>- Deleting a folder</li></ul></li><li>• <b>Restoring a file or a folder</b>(Recycle bin )</li></ul>

## COMPUTER TOPICAL BREAKDOWN FOR PRIMARY SEVEN

TERM ONE- 2020

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