**COMPUTER LESSON NOTES FOR PRIMARY ONE**

**TERM TWO - 2020**

**Week2**

**Lesson 1**

**REVIEW OF FIRST TERM’S WORK**

**Topical questions**

1. Mention the parts of a computer
2. Give the uses of a computer
3. Give the rules governing a computer lab
4. Give the functions of the following parts of a computer

Keyboard

Monitor

Mouse

System unit

1. Give the steps for opening point page
2. Draw the shapes and fill them with color

Circle

Rectangle

Square

**Week3**

**Lesson 2**

**PAINT PAGE**

**Steps for opening paint page**

**Drawing pictures**

**Steps**

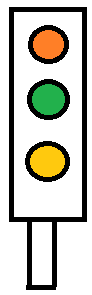
1. Click at Home.
2. Click on the shape from shape group.
3. Draw shapes.

**Steps for drawing traffic lights.**

1. Draw a rectangle
2. Draw three small circles inside the rectangle.
3. Draw two straight lines for the post

**Activity**

1. Draw traffic lights following the above steps.



**Week4**

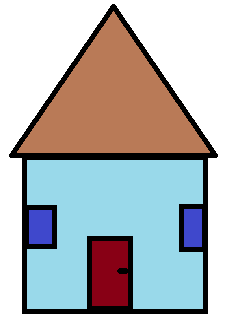
**Lesson 3**

**Naming pictures and shapes**

**Steps**

1. Click on text ‘A’ in the tools box.
2. Put the cursor on where you want to type
3. Then click to type.

**Activity**

Draw a hut and fill in the appropriate colors

**Week5**

**Lesson 4**

**Moving Objects**

Steps

1. Use the mouse to drag and drop the objects to another place.

**Note:**

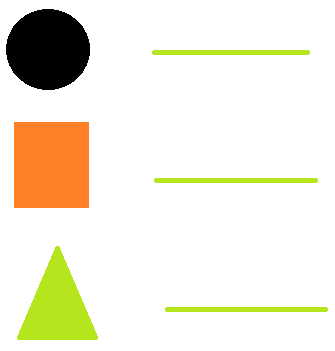
You can only move a shape when you can see the selection boxes around it.

**Oral activity**

1. Draw the following shapes in an organized way

Circle, square and triangle.

1. Color and name them as below.



**Week6**

**MIDTERM TWO ASSESSMENT**

**Week7**

**Lesson 5**

**How to adjust windows**

|  |  |
| --- | --- |
| Minimize |  |
| Maximize |  |
| Restore |  |

**Activity**

Open paint page, draw shapes, minimizes the page, and maximize it.

**Week 8**

**Lesson 6**

**How to adjust windows**

|  |  |
| --- | --- |
| Close |  |
| Resize |  |

**Activity**

1. Open paint page and draw a picture of a hut.
2. Restore the page, resize it and close it.

**Week 9**

**Lesson 8**

END OF TERM TWO COMPUTER EXAMINATION

**Week 10**

END OF TERM TWO INTERNAL EXAMINATION

**Week11**

END OF TERM TWO EXTERNAL EXAMINATION

**Week 12**

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY TWO**

**TERM TWO- 2020**

**Week2**

**Lesson 1**

**REVIEW OF FIRST TERM’S WORK**

**Topical questions**

1. Give the steps for changing a screen saver
2. Set the following screen savers on your computer

Bubbles

Mystify

Ribbons

**3D text**

1. Give the steps for setting 3D text.
2. Make your name a screen saver

**Change time**

1. Give the steps for setting time.
2. Set time of 7:40am on your computer screen

**Setting date**

1. Give the steps for setting date on a computer
2. Set the date on a computer screen as 4:30pm

**Week3**

**Lesson 2**

**The mouse**

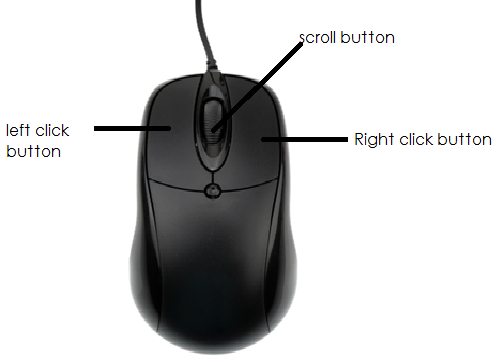
**A mouse:** is a hand held device that lets you interact with the computer by pointing to items.

A small device attached to a computer.

It is moved on the flat surface and the cursor moves on the screen.

A mouse has two or three buttons

**COMPUTER MOUSE**



**Functions/ uses of a mouse**

A mouse is used for clicking on items

A mouse is used for pointing on items on a computer

**Terms used**

**Clicking:** means pointing to an item and quickly press and releasing the mouse button.

**Buttons on the mouse**

1. Left click button
2. Right click button
3. Scroll button

**Activity**

Practice how to click using all the buttons.

Change the desktop back ground using right click button to open the sub-menu.

Arrange the desktop icons on one side.

**Week4**

**Lesson 3**

**Terms used to describe the different ways a mouse can be used**

1. **Double clicking:** means clicking twice with the left mouse button very fast to begin a program.
2. **Dragging:** holding down the mouse button with the left mouse button to move objects from one place to the other.
3. **Dropping:** after dragging an item release the mouse button to object to a new place.

**Activity**

1. Double click my computer then double click wild life sample videos.
2. Arrange the icons on the desktop from one side to another side.
3. Mention the terms used to describe different ways a mouse can be used.

**Week5**

**Lesson 4**

Microsoft office word

##### Auto shapes

Examples of Auto shapes

Smiley face, moon, heart, can, brackets, etc.

Steps

1. Open Microsoft office word

2. Click Insert from the menu bar.

3. Click AutoShape.

3. Click the shape you want to draw.

4. Press the cursor where you want to draw the shape, hold down the left button of the mouse and drag to draw the shape.

**Activity**

Draw the following auto shapes e.g.

Smiley face

**Moon**

**Heart**

**Can**

**Brackets**

**Week6**

**MIDTERM TWO ASSESSMENT**

**Week7**

**Lesson 5**

**Selecting shape and Coloring**

1. Select the shape
2. Click format
3. Click shape fill
4. Click on the color

**Activity**

Color the shapes below

**Week8**

**Lesson 6**

##### Resize an AutoShape Using the Mouse

1. **Select** the shape you want to resize.

2. Position your mouse on one of the selection boxes that surround the shape.

3. Click and drag until the shape is of the desired size.

**Practical activity**

Draw the shapes below and resize to a maximum size.

Donut

Cube

Down ribbon

**Week 9**

END OF TERM TWO COMPUTER EXAMINATION

**Week 11**

END OF TERM TWO INTERNAL EXAMINATION

**Week12**

END OF TERM TWO EXTERNAL EXAMINATION

**Week 13**

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY THREE**

**TERM TWO - 2020**

**Week2**

**Lesson 1**

**REVIEW OF FIRST TERM’S WORK**

**Topical questions**

1. What is a computer?
2. Give four uses of a computer you know
3. Mention the areas where computers are used.
4. Give the advantages of a computer of a computer
5. Give the disadvantages of a computer
6. Write the following abbreviations in full

|  |  |  |
| --- | --- | --- |
| KB………………… | ROM…………….. | PC………………. |
| MB……………….... | CPU……………… | RAM……………. |
| SMS……………….. | OS………………... | CD……………… |

**Week3**

**Lesson 2**

**INTRODUCTION TO COMPUTER**

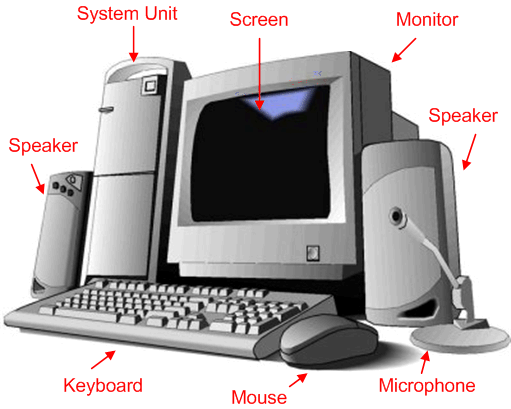
**Basic parts of a computer**

* Hardware
* Software
* Human ware

**Hardware**

Is a part of a computer you can touch.

**Parts of computer hardware**

****

**Categories of computer hardware**

Input devices

Output devices

1. **Input devices:** are devices used to enter data into a computer**.**

**Example of input devices**

1. Keyboard
2. Scanner
3. Light pen
4. Camera
5. Barcode reader
6. Joystick

**Activity**

1. Name the input devices below

|  |  |  |  |
| --- | --- | --- | --- |
|  | C:\Users\server\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\1000DPI-Optical-3D-USB-Wired-font-b-Mouse-b-font-Home-or-Office-Use-font-b.jpg |  |  |
|  |  |  |  |

1. Give three basic parts of a computer
2. Define hardware

**Week4**

**Lesson 3**

|  |  |
| --- | --- |
| **Output devices:**are devices used to produce information from the computer.  **Examples of output devices**   1. Monitor 2. Printer 3. Speakers 4. plotters 5. projectors |  |

**Activity**

1. Fill in the missing letters

Mo \_\_it\_\_r

pr\_\_t\_\_r

1. Give two categories of computer hardware.
2. Name the output devices below

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**Week5**

**Lesson 4**

**Functions of the computer hardware components**

|  |  |  |
| --- | --- | --- |
| **Monitor** | : | It displays data and images on a computer screen. |
| **Keyboard** | : | It is used to enter data in a computer. |
| **Mouse**: | : | It is used to point and select items on computer screen. |
| **Computer system** | : | To store and process data |
| **Printer** | : | It is used to produce a copy of data on a paper |
| **Scanner** | : | Makes copies of images and sends them to a computer. |

**Oral activity**

1. Give the function of the following parts of a computer
2. Monitor
3. Keyboard
4. Mouse

ii. **Practical activity**

1. Type your names using a keyboard.
2. Type numbers from 1-10 including commas e.g. (1, 2, 3………) and a full stop at the end.

**Week6**

**MIDTERM TWO ASSESSMENT**

**Week7**

**Lesson 5**

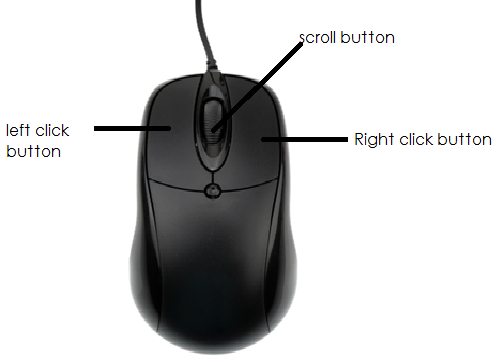
**THE MOUSE**

**A mouse:** is a hand held device used to point, select and move items on computer screen.

A mouse has two or three buttons

**Buttons on the mouse**

1. Left click button
2. Right click button
3. Scroll button.



**Terms used to describe the different ways a mouse can be used**

1. **Double clicking:** Double clicking means clicking twice with the left mouse button very fast to begin a program.
2. **Dragging:** Holding down the left mouse button to move objects from one place to another.
3. **Dropping:** After dragging an item release the mouse button to move objects to a new place.

**Activity:**

1. Double click very fast to begin a program
2. Arrange icon on the desktop from one side to another by dragging and dropping.
3. Briefly explain the following terms used to describe different ways of a mouse can be used.
4. Double clicking
5. Dragging
6. Dropping
7. Practice how to hold the mouse, how to click using all the buttons and scroll.
8. Right click, menu options appear, select personalize to change the back ground of the desk top.

**Week8**

**Lesson 6**

|  |  |
| --- | --- |
| **Topical questions**   1. What is a computer? 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a part of a computer you can touch 3. Give the three basic parts of a computer 4. What is an input device 5. Give three examples of input devices you know 6. What is an output device 7. Give four examples of input devices 8. Give three areas where computers are used 9. Give two advantages of a computer |  |

**Week 9**

**Lesson 7**

END OF TERM TWO COMPUTER EXAMINATION

**Week 11**

END OF TERM TWO INTERNAL EXAMINATION

**Week12**

END OF TERM TWO EXTERNAL EXAMINATION

**Week 13**

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY FOUR**

**TERM TWO - 2020**

**Week2**

**Lesson 1**

**REVIEW OF FIRST TERM’S WORK**

1. …………………………….is a part of a computer you cannot
2. Give the two kinds of computer software.
3. ……………………………is the program that tells a computer how to work.
4. Give two examples of operating system.
5. Mention three examples of Microsoft windows.
6. …………………………..is a program put onto a computer to do a specialized task.
7. Draw the application symbols below

Twitter

Microsoft office Word

Microsoft excel

Downloading

Uploading

**Week3**

**Lesson 2**

**HOW TO SWITCH ON AND OFF A COMPUTER**

**Terms used when switching on and off a computer**

Booting

Cold booting

Warm booting

**What is booting?**

This is the process of starting a computer.

**Give the two types of booting**

1. Cold booting
2. Warm booting

**What is cold booting?**

Is the starting of a computer from its power source.

**What is warm booting?**

It is the restarting of a computer when it has failed to respond.

**Short cut for restarting a computer**

Ctrl + Alt + Delete on the keyboard.

**Oral Activity**

1. Define the following terms

Booting

Cold booting

Warm booting

1. Give the short cut for restarting a computer

**Week4**

**Lesson 3**

1. **HOW TO SWITCH ON A COMPUTER (BOOTING )**

**Give the steps for switching on a computer.**

1. Check whether the computer is connected to the power source.
2. Check whether all the computer components are connected and switch on.
3. Press the monitor power button first.
4. Then Switch on the computer system unit power button.
5. Relax and wait for your computer to boot.
6. **HOW TO SHUT DOWN A COMPUTER**

**Give the steps for shutting down a computer.**

1. On the desktop click on start on the taskbar.
2. Select shut down.
3. Confirm that you want to shut down.
4. Click ok.
5. Turn off the monitor button.
6. Finally switch off the power source

**Activity**

Using the right procedures switch on and off a computer.

**Week5**

**Lesson 4**

**SIGNS FOR ADJUSTING WINDOWS**

**Minimize /Maximize / /resize restore and Close Button.**

|  |  |  |
| --- | --- | --- |
| 1. Minimize |  | Puts the program on hold and places it on the taskbar. |
| 1. Restore |  | This restores a program’s window to its original size. |
| 1. Maximize |  | It opens Program’s window so that it fills the screen. |
| 1. Resize |  | It stretches the program’s window in any direction. |
| 1. Close |  | It stops the program you are using. |

**Practical activity**

1. Open Microsoft Office word and type the following words

Program

Stretch

Windows

Taskbar

Edit

Title bar

1. Minimize it, maximize, resize it restore it and finally close it**.**

**Week: 6**

**MIDTERM TWO ASSESSMENT**

**Week: 7**

**Lesson 5**

**COMPUTER WINDOWS**

Computer window is the on - screen window containing the displays.

**THE FEATURES OF DESKTOP WINDOWS**

1. My computer
2. Recycle bin
3. Start button
4. Taskbar
5. **Desktop:** is the very first screen you see after windows start.
6. **My computer:** is a tool that lets you see everything that is stored on

your computer.

1. **Start button**: is where you access all the programs on the computer.
2. **Task bar:** is where all programs currently running are shown.
3. **Recycle bin**: is where all deleted files are stored.

**Activity**

1. Mention 3 features in a desktop windows

**Week: 8**

**Lesson 6**

**Trial questions**

1. Name the signs used to adjust computer window below



1. Mention three components of computer window
2. List the steps for switching on a computer in the correct order
3. What is booting?
4. Give two types of booting
5. What is the difference between cold booting and warm booting
6. Mention two kinds of software
7. Give two examples of application software
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a key used to lock characters in uppercase.
9. List the three basic parts of a computer
10. Write the following abbreviations in full **CD** and **CPU**

**Week 10**

**Lesson 8**

END OF TERM TWO COMPUTER EXAMINATION

**Week 11**

END OF TERM TWO INTERNAL EXAMINATION

**Week12**

END OF TERM TWO EXTERNAL EXAMINATION

**Week 13**

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY FIVE**

**TERM TWO - 2020**

**Week2**

**Lesson 1**

**REVIEW OF FIRST TERM’S WORK**

**Topical questions**

1. What is a page margin?
2. Give the steps for creating a page margin
3. What is page orientation
4. Name and draw the two types of page orientation
5. Give the steps for setting page orientation

**Week3**

**Lesson 2**

**DROP CAP**

1. **What is Drop cap?**

This is a large letter at the beginning of a paragraph.

1. **Mention the steps for creating a drop cap.**
2. Open Microsoft office word
3. Type data
4. Put the cursor on the paragraph where you want the letter to appear.
5. Click insert
6. Click on Drop cap icon
7. Click on drop cap options
8. Choose the position ,lines to drop and the distance from text
9. Click ok.

**Activity**

Type the following text and put it into two columns and put “**I”** as a drop cap.

**BANJO AND FRIEND SUSPENDED**

It was Friday when banjo and his three friends escaped to attend a campaign rally near the school and were seen by the headmaster. That afternoon, the headmaster did not return to school .the boys thanked God for the miracle and spent the weekend praying that by Monday, the headmaster would have forgotten about them.

On Monday morning, the headmaster inspected the assembly as usual and addressed all the pupils, asking them to study hard and be at their usual behavior.

**Week4**

**Lesson 3**

**Header**

1. **What is a header?**

Is the content which appears at the top of each page.

**STEPS FOR CREATING A HEADER**

1. Open a program
2. click on insert
3. Choose a header.
4. Choose the position of a header.
5. Insert the content for the header to appear on the page
6. Click X to close header

**Activity**

1. Open Microsoft office word
2. Type your name as a header

**Week: 5**

**Lesson 4**

**Footer**

1. What is footer?

Is the content which appears at the bottom of each page.

**STEPS FOR CREATING A FOOTER**

1. Open a program
2. click on insert
3. Choose footer.
4. Choose the position of footer
5. Insert the content for the footer to appear on the page
6. Click X to close footer.

**Activity**

1. Open Microsoft office word
2. Type Eliana Junior School as a footer

**Week 6**

**MIDTERM TWO ASSESSMENT**

**Week7**

**Lesson 5**

**Paragraph alignment**

It refers to how the left and right edges of a paragraph align

**Types of alignment**

1. **Left align:** the paragraph is aligned against the left text margin.
2. **Centered:** the paragraph is aligned in the middle of the left and right margin.
3. **Right align:** the paragraph is aligned on the right test margin
4. **Justify:** the paragraph is aligned in both the left and the right text margin.

**Steps**

1. Click on home
2. Click anywhere in first paragraph
3. Click on any type of alignment you want.

**Activity**

1. Type the text below
2. Align it on the left

Alice had sat on the bank by her sister till she was tired .once or twice she had looked at the book her sister held in her hand .but there were no pictures in it.

**Week 8**

**Lesson 6**

**Trial questions**

1. What is a header?
2. What is footer?
3. What a drop cap?
4. Give the steps for creating a drop cap
5. Draw and name the two types of page orientation.
6. Give three advantages of computers
7. \_\_\_\_\_\_\_\_\_\_\_ if used to enter textual data into a computer

**Week 9**

END OF TERM TWO COMPUTER EXAMINATION

**Week 11**

END OF TERM TWO INTERNAL EXAMINATION

**Week12**

END OF TERM TWO EXTERNAL EXAMINATION

**Week 13**

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY SIX**

**TERM TWO - 2020**

**Week2**

**Lesson 1**

**REVIEW OF FIRST TERM’S WORK**

**Topical questions**

1. What is a file?
2. Give the steps for creating a file
3. What is a folder?
4. Give the steps for creating for creating a folder
5. Give the steps for selecting multiple files\folder that are groups together.
6. Give the steps for selecting multiple files\folder that are not groups together.
7. Give the steps for restoring a file from the recycle bin.
8. Give the for renaming a file

**Week3**

**Lesson 2**

**MEMORY**

**Memory** is a storage space for a computer.

**Types of memory**

1. Primary memory
2. Secondary memory

**Primary memory** - stores data when the computer is on. It is a temporary memory.eg **Random Access Memory**. (RAM).

**Secondary memory:** This stores data permanently .it is not dependent on power e.g. **Read Only Memory** (ROM)

**STORAGE METHODS OF A COMPUTER**

**Storage device** is a medium onto which data or information can be stored either temporarily or permanently.

**EXAMPLES OF STORAGE DEVICES.**

Hard disk

Floppy disk

Flash disk

Compact Disk

Memory cards

****

**Activity**

1. Mention the different storage devices
2. Give the steps for opening a file on CD

**Week4**

**Lesson 3**

**ABBREVIATIONSOF STORAGE DEVICES**

**CD** –compact Disk

**DVD-** Digital versatile Disk

**CD- R-** Compact Disk Recordable

**CD-RW**-Compact Disk Rewritable (write erase add more)

**DVD-R** –Digital Versatile Disk Recordable (can’t erase)

**DVD-RW-** Digital Versatile Disk Rewritable

The Fox and the Stork

|  |
| --- |
| A selfish fox once invited a stork to dinner at his home and for a joke put nothing before her but some soup in a very shallow dish. The fox could easily lap this up, but the Stork could only wet the end of her long bill in it, and stayed hungry.  “I am sorry that the soup is not to your liking," said the fox with a sly smile.  "Oh, please do not apologize," said the Stork. "I hope you will return this visit, and come and dine with me too sometime." So a day was appointed when the Fox should visit the Stork |

**Week5**

**Lesson 4**

**COMPUTER VIRUS**

A virus is a program which damages the computer software

**Types of viruses**

1. Trojan horse-This hides inside other programs
2. Worm
3. Blended threats

**How viruses are transferred**

* They can be carried on removable medium e.g. floppy disk, CDs, DVDs USB, drive.
* Opening fake games
* Downloading files from internet

**Week 6**

**MIDTERM TWO ASSESSMENT**

**Week7**

**Lesson 5**

**ANTI-VIRUS**

1. Define anti- virus

Is software used to prevent, detect and remove viruses on a computer.

**EXAMPLES OF ANTI –VIRUS**

1. Give 6 examples of anti-viruses

Norton, vast, Avira, Ghost, Panda, SMADAV etc.

**How can viruses be prevented?**

1. By Installing an anti-virus
2. Avoid opening e-mail attachment unless expected.
3. By updating windows
4. By using fire wall alerts in case of virus outbreak.

**MY COMPUTER**

My computer is a tool that lets you see everything that is stored on your Computer.

**HOW TO USE MY COMPUTER.**

You can open it by double clicking on **my computer** icon on the desktop

The icon my computer window represent all the drives, folders and files on your computer.

OR

1. Click on start button
2. Click my computer from the popup menu
3. My computer window will display

**ACTIVITY**

1. Define a anti-virus
2. Examples of anti-virus
3. How can a virus be prevented?

**Week 8**

**Lesson 6**

**Tropical questions**

1. What is a computer memory?
2. Give two types of memory
3. What is the different between Random Access Memory and Read Only Memory?
4. What is a virus?
5. Give three examples of viruses
6. How are virus transferred?
7. Give two ways of protecting our computers from virus.
8. What is an anti- virus?
9. Give four anti-virus you know
10. What is the difference between a file and a folder?
11. Give the two types of page orientation

**Week9**

END OF TERM TWO COMPUTER EXAMINATION

**Week 10**

END OF TERM TWO INTERNAL EXAMINATION

**Week11**

END OF TERM TWO EXTERNAL EXAMINATION

**Week 12**

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

WITH LOVE FROM RAFILE AYO