**COMPUTER LESSON NOTES FOR PRIMARY ONE TO SIX**

**TERM THREE- 2020**

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| **CLASS** | **TOPIC** | **SUBTOPIC** |
| **PRIMARY ONE** | Microsoft office word | * Steps for opening Ms word   **HOME**  **Clip art**   * Steps for inserting clip art * Selecting and resizing clipart   **Word art**   * Steps for inserting word art * Coloring and resizing text |

**COMPUTER LESSON NOTES FOR PRIMARY ONE TO SIX**

**TERM THREE- 2020**

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| **CLASS** | **TOPIC** | **SUBTOPIC** |
| **PRIMARY TWO** | Microsoft office word | **Home**   * Steps for opening Microsoft word * Font size * Bold * Italics * Underline * Save |

**COMPUTER LESSON NOTES FOR PRIMARY ONE TO SIX**

**TERM THREE- 2020**

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| **CLASS** | **TOPIC** | **SUBTOPIC** |
| **PRIMARY THREE** | Computer hardware | **Computer keyboard**   * Definition * Main key areas of a keyboard * Drawing and naming a computer keyboard * Functions of the keyboard keys   **Topical questions** |

**COMPUTER LESSON NOTES FOR PRIMARY ONE TO SIX**

**TERM THREE- 2020**

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| **CLASS** | **TOPIC** | **SUBTOPIC** |
| **PRIMARY FOUR** | Microsoft office word | **Home**  **Bullets**   * Definition * Steps for creating bullets   **Numbering**   * Definition * Steps for creating numbered list.   **Changing cases**  Steps for changing cases  Find and replace   * Definition * Steps for find and replace   **Topical questions** |

**COMPUTER LESSON NOTES FOR PRIMARY ONE TO SIX**

**TERM THREE- 2020**

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| **CLASS** | **TOPIC** | **SUBTOPIC** |
| **PRIMARY FIVE** | Microsoft office word | **Table**   * Definition * Steps for inserting a table.   **Drawing a table**   * Steps for drawing a table.   **Merging calls**   * Definition * Steps for merging cells.   **Text direction**   * Definition * Steps for rotating text.   **Topical questions** |

**COMPUTER LESSON NOTES FOR PRIMARY ONE TO SIX**

**TERM THREE- 2020**

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| **CLASS** | **TOPIC** | **SUBTOPIC** |
| **PRIMARY SIX** | 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** |