**COMPUTER LESSON NOTES FOR PRIMARY ONE**

**TERM ONE - 2020**

**Week2**

**Lesson 1**

**A computer**

Is a machine that accepts inputs and gives out output.

**Areas where computers are used**

* Schools
* Hospitals
* Homes
* Banks
* Supermarkets
* Police stations

**Oral Activity**

1. Mention areas where computers are used.

**Week: 3**

**Lesson 2**

**Uses of a computer**

* Computers are used for study purpose
* They are used for playing games, music.
* They are used for communication e.g. emails through internet.
* Keep records.
* Typing work.

**Areas where computers are used**

* Schools
* Hospitals
* Homes
* Banks
* Supermarkets
* Police stations

**Oral Activity**

1. Mention the uses of a computer.
2. Give areas where computers are used.

**Week: 4**

**Lesson 3**

**Parts of a computer**

* Monitor
* Keyboard
* Computer System
* Mouse
* Projector
* Printer
* Scanner

**Activity**

1. Identify the different parts of a computer.
2. Show by touching different parts of a computer

**Function of the parts of a computer (hardware)**

|  |  |
| --- | --- |
| **Monitor** | : The monitor displays information /data on the screen. It’s similar to a television. |
| **Keyboard** | : To type numbers and letters |
| **Mouse** | : The mouse is used to move the cursor (pointer) on the computer screen. |
| **Computer system:** | : To store and process data. |

**Activity**

1. Show by touching different parts of a computer
2. Names the parts of a computer

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

1. Names the parts of a computer and their uses.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ | http://media3.picsearch.com/is?hhfFfTeXy6_70A62KPQTyz8bePPkq7ubG4oYrrot4EE&height=294 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_ | 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 | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Week 5**

**Lesson 4**

**Paint page**

**How to open paint page**

1. Click on the start button
2. Click all programs
3. Click accessories
4. Click on paint the paint page will open.

**Drawing shapes**

1. Open paint page
2. Click home
3. Choose a shape from the shape group
4. Draw a shape.

**Activity**

1. Draw a the following shapes

* Circle
* Square
* Oval
* Star

**Week 6**

**MIDTERM ONE EXAMINATIONS**

**Week 7**

**Lesson 5**

**Color fill**

**Steps**

1. Select the shape.
2. Click on color fill
3. Choose the color from the color fill tool box
4. Then fill the shape with color.

**Activity:**

1. Draw the shapes and fill them with different colors

**Week 8**

**Lesson 6**

**Function of the parts of a computer (hardware)**

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

**Week8**

**Lesson 6**

**RESIZING AND NAMING SHAPES**

**Resizing shapes**

1. Draw the shape
2. Move the cursor in the small boxes
3. Then drag up to the required size.

**Naming shapes**

1. Click in the tools group
2. Click on “A”
3. Put the cursor where you want to name the shape.
4. Then name the shape.

**Practical activity**

Draw and Name the shapes below

Triangle

Circle

**Week 8**

**Lesson 6**

**Week9**

END OF TERM ONE COMPUTER EXAMINATION

**Week 10**

END OF TERM ONE INTERNAL EXAMINATION

**Week11**

END OF TERM ONE EXTERNAL EXAMINATION

**Week 12**

END OF TERM ONE COMPUTER EXAMINATION REVISION WORK

**END**

**COMPUTER LESSON NOTES FOR PRIMARY TWO**

**TERM ONE - 2020**

**Week2**

**Lesson 1**

**REVIEW OF THIRD TERM’S WORK**

**Week3**

**Lesson 2**

**SCREEN SAVER**

**Changing screen saver**

**Steps**

1. Right click on the desktop
2. Choose personalize
3. Click on screen saver
4. Choose the screen saver from the list provided
5. Click apply
6. Then click ok

**Practical Activity**

Practice the following screen savers

* Bubbles
* Mystify
* Ribbons

**Week 4**

**Lesson 3**

**3D text setting**

**Steps for inserting 3D text**

1. Right click
2. Click on personalize
3. Click on screen saver
4. Choose 3D text from the screen saver list
5. Click settings
6. In the custom text box type the text
7. Click apply then ok.

**Practical Activity**

1. Make your name as a screen saver

**Week 5**

**Lesson 4**

**Changing Desktop Background**

**Steps**

1. Right click on the desktop
2. Choose personalize
3. Choose the desktop background
4. Select where you want to import the back ground
5. Click on the back ground of your choice
6. Then click save changes

**Practical Activity**

Change the desktop background of your choice

**Week 6**

**MIDTERM ONE EXAMINATIONS**

**Week 7**

**Lesson 5**

**Changing time and date settings**

**Setting time**

**Steps**

1. Click on date and time on the task bar
2. Click on change date and time settings in the box
3. Click on change date and time in the date and time dialog box
4. Set time
5. Click ok and then ok

**Practical Activity**

Set the time on the computer as below

10: 32 am

7: 00 pm

**Week8**

**Lesson 6**

**Setting date ( calendar)**

**Steps**

1. Click on date and time on the task bar
2. Click on change date and time settings in the box.
3. Click on change date and time in the date and time box.
4. Click on the arrows to look for the right month in the date box.
5. Click on the date
6. Click Ok and then Ok.

**Practical activity:**

Change the date on the computer as below

11/ 6 / 2018

**Week9**

END OF TERM ONE COMPUTER EXAMINATION

**Week 10**

END OF TERM ONE INTERNAL EXAMINATION

**Week11**

END OF TERM ONE EXTERNAL EXAMINATION

**Week 12**

Game

**END**

**COMPUTER LESSON NOTES FOR PRIMARY THREE**

**TERM ONE - 2020**

**Week2**

**Lesson 1**

**REVIEW OF THIRD TERM’S WORK**

**Week3**

**Lesson 2**

**COMPUTER**

**Definition:**

Is a machine that accepts inputs and gives out output.

**TYPES / CATEGORIES OF COMPUTERS**

* Personal computer
* Minicomputers
* Mainframe
* Supercomputer

****

**Activity**

1. What is a computer?
2. Mention four types of computers

**Week4**

**Lesson 3**

**FUNCTIONS /USES OF A COMPUTER**

* Computers are used forstudypurpose
* They are used for research when connected to the internet
* They are for leisure (recreation) purpose e.g. games, music.
* They are used in communication e.g. emails through internet.
* Simplify work or tasks e.g. calculations, editing documents.
* They are used for trade e.g. buying and selling goods.

**Activity**

1. Give four functions of a computer

**Week5**

**Lesson 4**

**AREAS WHERE COMPUTERS ARE USED**

1. **Schools**  For Computer Studies
2. **Banks**  For Customers Accounts Maintenance
3. **Hospitals** For Keeping Record
4. **Homes**  For Entertainment
5. **Business** For Marketing Products
6. **Police** To Control Traffic
7. **Airport**  For Booking Flights
8. **Secretaria**l For Typing Documents

**Activity**

Identify 7 areas where computers are used.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P | Y | T | R | D | X | K | H | **B** |
| S | T | A | T | I | O | N | O | **A** |
| H | N | W | S | M | I | H | S | **N** |
| S | C | H | O | O | L | N | P | **K** |
| O | U | S | G | J | Z | X | I | C |
| O | F | F | I | C | E | B | T | T |
| A | X | S | H | O | P | V | A | A |
| A | I | R | P | O | R | T | L | L |

**Week6**

**MIDTERM ONE EXAMINATIONS**

**Week7**

**Lesson 5**

**ADVANTAGES OF COMPUTERS.**

* **Speed:** computers are fast in their operations.
* **Accuracy**: computers are so accurate that it’s hard for them to make mistakes.
* **Storage:** computers store information /data.
* **Delegacy**: computers do not get tired or bored.
* **Artificial intelligence**: they respond to request and give solutions.

**DISADVANTAGES OF USING COMPUTERS**

* They are expensive to buy.
* They can easy be affected by dust.
* They are very delicate.
* They encourage immorality.

**Activity**

1. Give five uses of a computer.

2. Give four disadvantages of using a computer.

**Week8**

**Lesson 6**

Common abbreviations used in Computer studies in full

|  |  |
| --- | --- |
| **CPU** | Central Processing Unit |
| **CD** | Compact Disk |
| **PC** | Personal Computer |
| **ROM** | Read Only Memory |
| **SMS** | Short Message Service |
| **RAM** | Random Access Memory |
| **OS** | Operating System |
| **MB** | Megabyte |
| **KB** | Kilobyte |

‘**Oral activity**

Write the following abbreviations in full

1. KB ……………………………………………………………………………
2. PC…………………………………………………………………………….
3. MB…………………………………………………………………………….
4. CPU…………………………………………………………………………..
5. RAM………………………………………………………………………….

**Week 9**

END OF TERM ONE COMPUTER EXAMINATION

**Week 10**

END OF TERM ONE INTERNAL EXAMINATION

**Week11**

END OF TERM ONE EXTERNAL EXAMINATION

**Week 12**

CORRECTIONS FOR END OF TERM ONE COMPUTER EXAMINATIONS

**COMPUTER LESSON NOTES FOR PRIMARY FOUR**

**TERM ONE - 2020**

**Week2**

**Lesson 1**

**REVIEW OF THIRD TERM’S WORK**

**Week3**

**Lesson 2**

**COMPUTER SOFTWARE**

**Definition**

Computer Software is the part of a computer you cannot touch but very important.

**KINDS OF SOFTWARE**

1. Operating system
2. Programming language
3. Application software

**Operating system:** is the program that tells a computer how to work.

**Examples of operating system**

* Microsoft windows
* Apples Mac
* Linux/Unix.

‘

**Oral activity:**

1. What is software
2. Mention two kinds of software
3. Mention two examples of operating system

**Week4**

**Lesson 3**

**Examples of Microsoft windows**

95, 98, ME, 2000, XP, NT, 7, Vista. 10, 8

**APPLICATION SOFTWARE**

Application software is a program put onto the computer to do specialized tasks.

**Examples of Application software and their signs**

|  |  |
| --- | --- |
| **APPLICATION** | **SIGN** |
| Microsoft word: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Down loading |  |
| Microsoft excel : |  |
| Microsoft power point | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Microsoft access : |  |
| Graphics: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Oral activity**

1. Mention eight examples of window

**Week5**

**Lesson 4**

**FUNCTIONS OF EACH EXAMPLE OF APPLICATION SOFTWARE**

* **Microsoft word**: is used to type letters and more documents.
* **Internet explorer** : used to explore the internet
* **Microsoft excel** : helps in calculations and number tools
* **Microsoft power point**: helps in giving presentation
* **Microsoft access** : allows you to organize date based on a specific report
* **Graphics:** it is used to represent data in pictures.

**Activity**

1. Mention examples of application soft ware

**Week 6**

**MIDTERM ONE EXAMINATION**

**Week7**

**Lesson 5**

**INTRODUCTION TO WINDOWS**

Microsoft windows: is an operating system found on computer.

Parts of Microsoft windows

1. desktop window
2. document window

**Features of desktop window**

1. my computer
2. recycle bin
3. start button
4. task bar
5. icon

**Activity**

1. List down the features of desktop windows

**Week 8**

**Lesson 6**

**Trial test**

1. Define computer soft ware
2. Mention three kinds of computer software
3. Give at least five examples of Microsoft windows
4. ……………………………….is a program put onto a computer to do a specialized task
5. Name the application symbols below

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

1. Give three features of a desktop window
2. Mention three examples of operating system
3. Give four areas where computers are used
4. Give two uses of a computer in your school
5. Mention the three buttons on the mouse

**Week 9**

END OF TERM ONE COMPUTER EXAMINATION

**Week 10**

END OF TERM ONE INTERNAL EXAMINATION

**Week11**

END OF TERM ONE EXTERNAL EXAMINATION

**Week 12**

CORRECTIONS FOR END OF TERM ONE COMPUTER EXAMINATION

**COMPUTER LESSON NOTES FOR PRIMARY FIVE**

**TERM ONE - 2020**

**Week2**

**Lesson 1**

**REVIEW OF THIRD TERM’S WORK**

**Week3**

**Lesson 2**

**Formatting and editing**

**Page layout**

**What is a page margin?**

It is a blank space at the side of a page.

**Give the steps for creating page margins.**

Open Microsoft office word

Click on page layout

Click on the margins

Click on custom margin

Select the top, left, bottom and the right margins

**Activity**

Type a story of your own and set the page margins as below

Left 0.5, Top 0.5, Right 0.5, bottom 0.5

**Week4**

**Lesson 3**

**Page orientation**

**What is page orientation?**

It refers to the position in which the page lies e.g. landscape or portrait.

**Give the steps for setting page orientation**

1. Open Microsoft Word.
2. Click on page layout.
3. Click on orientation.
4. Then choose the way you want the page to appear.

**Portrait Landscape**

**Activity**

Type your profile in landscape.

**Week5**

**Lesson 4**

**What is a column break?**

Is the splitting of text into two or more columns.

**Mention the steps for creating a column break.**

1. Open MS word
2. Type data
3. Highlight the text.
4. Click on column
5. Then choose the number of columns you want

**Activity**

1. Type the following text and put it into two columns.

**Mary’s fluency**

When Mary joined our school last term, she was very poor at spoken English. Although many pupils laughed at her mistake, she kept on trying over and over again. After one, she is now the best English speaker in our school.

**Week6**

**MIDTERM THREE EXAMINATION**

**Week7**

**Lesson 5**

**What is watermark?**

Is a design or a mark behind the content on the page.

**Give the steps for inserting watermark on a page.**

1. Open the page
2. Click watermark
3. Click on custom watermark
4. Activate text watermark
5. Type text in the text space
6. Then click ok

**Activity**

Type the notice below and insert “Bracky Junior School” in water mark

**INVITATION**

Please come to my party on 8th August 2020

From 5pm – 7 pm

We will play games and have special food and drinks

Please let me know if you can come.

**Week8**

**Lesson 6**

**Trial questions**

1. What is a page margins?
2. Give the steps for creating a page margin
3. ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the position in which a page lies.
4. Give the steps for setting page orientation
5. Draw and name the two types of page orientation
6. What is a column break?
7. Define watermark
8. Give the steps for inserting a water mark
9. What is a computer?
10. Give the steps for shutting down a computer

**Week 9**

END OF TERM ONE COMPUTER EXAMINATION

**Week 10**

END OF TERM ONE INTERNAL EXAMINATION

**Week11**

END OF TERM ONE EXTERNAL EXAMINATION

**Week 12**

CORRECTION FOR END OF TERM ONE COMPUTER EXAMINATION

**COMPUTER LESSON NOTES FOR PRIMARY SIX**

**TERM ONE- 2020**

**Week2**

**Lesson 1**

**REVIEW OF THIRD TERM’S WORK**

**Week3**

**Lesson 2**

**FILE MANAGEMENT**

**File:**

A file is a storage unit in a computer where all programs and data are contained.

**Folder**: Is a location where program’s fileand other folders can be located.

**How to create a file**

Steps

1. Click on the office button
2. Click save as
3. Type your file’s name in the file name box
4. Then click save

**How to create a folder**

1. Right click in space
2. Select ‘new’ from the list
3. Click folder
4. Then a new folder is created.

**Activity**

Type a dialogue below and create a file for it under the names “An accident”.

**THE ACCIDENT**

|  |  |
| --- | --- |
| Teacher: | Hello, Babirye, where is your twin sister,Nakato? |
| Babirye: | She was knocked down by a car and has been taken to hospital. |
| Teacher: | Where exactly did the accident take place? |
| Babirye: | Near the rail crossing. |
| Teacher: | How did the accident happen? |
| Babirye: | Nakato crossed the road before it was clear. |
| Teacher: | That was a terrible thing to do. That place is a black spot. |
| Babirye: | I think they should put a zebra crossing there. |
| Teacher: | You are right but pedestrians must always look left and right then cross the road when it is clear. |

**Week4**

**Lesson 3**

**Selecting a file/ a folder**

Left click once on the file you want to select

**Selecting multiple files grouped together**

1. click on the first file while holding shift key
2. Then click the last file.

**Selecting multiple file that are not grouped together**

1. Click the first file
2. Press and hold the control key
3. Then click each of the other files you want to select.

**Activity**

Open “my documents” and Select five grouped files.

On the desktop select five ungrouped files.

**Week5**

**Lesson 4**

**How to copy a file/ a folder**

1. highlight the file you want to copy
2. right click
3. click copy
4. move to the location you want to insert the copied file
5. Then click paste

**How to move a file/ a folder**

**Cut and paste**

1. select the file you want to move
2. Right click on the selected file
3. Click cut.
4. Browse to the folder you would like to move the file.
5. Right click with in the file.
6. Then click paste from the list

**Drag and drop a file/ a folder**

Highlight the file you want to move

Click with your right mouse button

Drag to where you want to move the file

In the menu select ‘’move here’’.

**Activity**

1. Type a letter inviting your parent on your MDD festival
2. on 30th November 2018.
3. Cut and paste the file in a folder.

**Week 6**

**MIDTERM THREE EXAMINATION**

**Week7**

**Lesson 5**

**How to delete a file / a folder**

1. Locate the file you want to delete
2. Right click
3. Choose delete from the pop- up menu

**Restoring deleted files from the recycle bin**

1. Right click on the recycle bin
2. Click open
3. Right click, on the file you want to restore
4. Then click on restore
5. Then the file will re- appear in its previous location

**Renaming a file/ a folder**

1. Right click on the file you want to rename
2. Click on rename option
3. Type in, the **‘new name’** for the file
4. Then press enter or click anywhere on the screen to save the name

**Activity**

1. Type the story of your own
2. Create a folder for that file
3. Delete the file
4. Restore the file from the recycle bin
5. Rename the folder in the names of ………

**Week 8**

**Lesson 6**

**Topical questions**

1. What is a file
2. Define a folder
3. Give the steps for creating a file
4. Give the steps for creating a folder
5. Give the steps for deleting a file or a folder
6. Give the steps for renaming a file or a folder
7. Re- arranges the steps for restoring a file or folder.
8. Click on restore
9. Click open
10. Right click on the file you want to restore
11. Right click on the recycle bin
12. The file will reappear on its previous location

**Week9**

END OF TERM ONE COMPUTER EXAMINATION

**Week 10**

END OF TERM ONE INTERNAL EXAMINATION

**Week11**

END OF TERM ONE EXTERNAL EXAMINATION

**Week 12**

CORRECTIONS FOR END OF TERM ONE COMPUTER EXAMINATION

RESEARCH AND GAMES

**COMPUTER LESSON NOTES FOR PRIMARY SEVEN**

**TERM ONE – 20204/6/2020**

**Week2**

**Lesson 1**

**REVIEW OF THIRD TERM’S WORK**

**Week3**

**Lesson 2**

**MICROSOFT EXCEL**

Is a program used to enter data and play with numbers and calculations.

**Steps**

1. Click on start
2. All programs
3. Click on Microsoft office
4. Then Microsoft excel

**Mathematical symbols**

These are signs used in mathematics to indicate operations.

**Examples of mathematical symbols**

÷, +, ¾, √, ◦, £, ±, ≤, ≥, ×, π, ʃ, ʅ, Ʃ, {}, <, >, $, #, /, \*, &, %

**Steps for inserting symbols**

1. Open worksheet
2. Click insert
3. Click symbols ,dialog box will appear
4. Choose the symbol and click on insert.

**Activity**

Insert the following symbols in Microsoft excel

1. 1+2 =, ¼+½, 4÷2, 8 ≥ 8, 60%, √9

**Week4**

**Lesson 3**

**CHARTS**

### A chart is a graphical representation of data.

**Examples of charts**

1. Pie chart
2. Line chart
3. Column chart

**Steps for creating a chart**

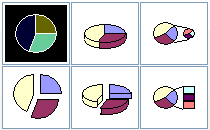
1. Open worksheet
2. Type data
3. Highlight data table
4. Click insert
5. Then click on chart

##### *Pie Chart*

A **pie chart** displays the contribution of each value to the total. Pie charts are a very effective way to display information when you want to represent different parts of the whole, or the percentages of a total.

**Steps**

1. Click insert
2. Select the data
3. Click on pie chart in the chart tool box



**Activity**

Put the following information in a pie chart

|  |  |
| --- | --- |
| **House** | **No of pupils** |
| Mars | 20 |
| Neptune | 40 |
| Mercury | 60 |
| Jupiter | 80 |

**Week:5**

**Lesson 4**

**Steps for creating Line graph**

1. Click insert
2. Select the data
3. Click on line chart in the chart tool box

|  |  |
| --- | --- |
| **Pupils names** | **score** |
| Brendah | 99 |
| Ritah | 50 |
| Nicole | 60 |
| sara | 80 |
| patience | 77 |

**Week6**

**MIDTERM THREE PRACTICAL ASSESSMENT**

**Week7**

**Lesson 5**

**Chart title**

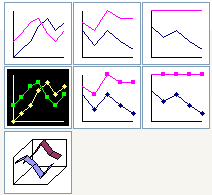
**Steps**

1. Select the chart
2. Click on layout
3. Click on chart title
4. Choose the position for the title from the list
5. Then type the title name

**Axis title**

**Steps**

1. Click on lay out
2. Click on axis title
3. Choose the position of the axis title
4. Then type axis title



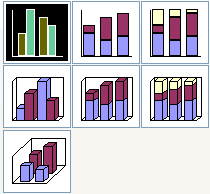
**Week: 8**

**Lesson 6**

**Steps for creating column chart**

1. Click insert
2. Select the data
3. Click on column chart in the chart tool box

|  |  |
| --- | --- |
| **Pupils names** | **score** |
| Brendah | 99 |
| Ritah | 50 |
| Nicole | 60 |
| sara | 80 |
| patience | 77 |



**Week8**

**Lesson 6**

**TOPICAL QUESTION**

1. Give the steps for opening Ms Excel.
2. \_\_\_\_\_\_\_\_\_\_is the graphical representation of data.
3. Give the steps for creating the following charts
4. Column chart
5. Line chart
6. Pie chart
7. Define sorting
8. Give the steps for sorting
9. Define mathematical symbols

**Week 9**

**Lesson 7**

END OF TERM ONE EXAMINATIONS

**Week 10**

END OF TERM ONE INTERNAL EXAMINATIONS

**Week11**

END OF TERM ONE EXTERNAL EXAMINATIONS

**Week 12**

CORRECTIONS FOR END OF TERM ONE COPUTER EXAMS

RESEARCH WORK & GAMES