



INTERPRETING A COMPUTER BOOKLET ORGANIZED BY
THE CRANES EXAMINATIONS BOARD
LESSON NOTES BOOKLETE FOR PRIMARY ONE TO SEVEN
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COMPUTER LESSON NOTES FOR PRIMARY ONE-SEVEN

TERM ONE

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.

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.

Parts of a computer

- Monitor
- Keyboard
- System unit
- Mouse

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/shows information /data on the screen. It's similar to a television.

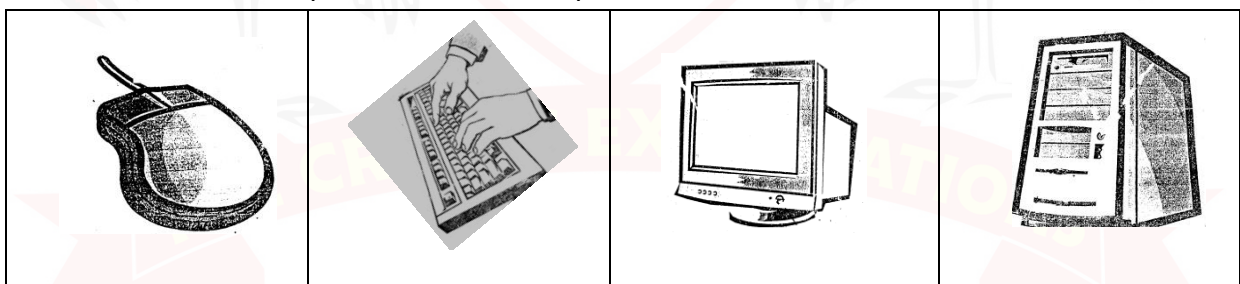
Keyboard : To type numbers and letters

Mouse : The mouse is used for clicking work.

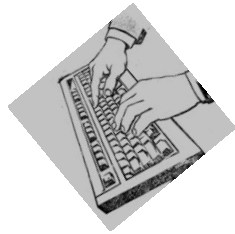
System unit: : To keep the inside parts of the computer.

Activity

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

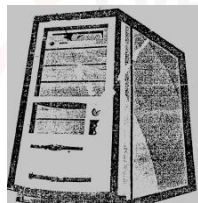


3. Names the parts of a computer and their uses.









Paint page

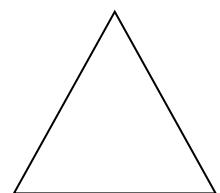
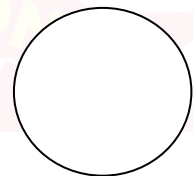
How to open paint page

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 the following shapes
 - Circle
 - Square
 - Oval
 - Star

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



RESIZING AND NAMING SHAPES

Resizing shapes

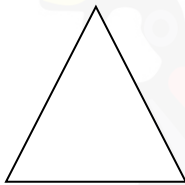
1. Draw the shape
2. Move the cursor in the small boxes
3. Then drag up to the required size.

Naming shapes

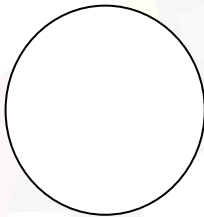
1. Click in the tools group
2. Click on "A"
3. Put the cursor where you want to name the shape.
4. Then name the shape.

Practical activity

Draw and Name the shapes below



Triangle



Circle

PRIMARY TWO

THE CRANES EXAMINATIONS

COMPUTER LESSON NOTES FOR PRIMARY TWO

TERM ONE

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

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

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

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

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

**IN BOX OR CALL US ON 0762136454 FOR A
COMPLETE BOOKLET
OF NOTES FROM P.1 TO P.7**

INTERPRETINGA COMPUTER LESSON NOTES-THE CRANES