

ICT

By

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Chapters - Covered

1) Word Processing Application – Microsoft Word (Notes & Lab Assignment1)

- <https://github.com/mkumakech/students/blob/main/Computer%20%20Word%20Processing.pdf>
- **Exercise2/Assignment2:**
- <https://github.com/mkumakech/students/blob/main/exercise%202.pdf>

2) Personal Computer Hardware Components (Notes)

[https://github.com/mkumakech/students/blob/main/PC Hardware components.pdf](https://github.com/mkumakech/students/blob/main/PC%20Hardware%20components.pdf)

Assignment3: State any **five** Input/Output Devices you know.

Chapters - being Covered

3) Spreadsheet Application – Microsoft Excel (Notes)

- https://github.com/mkumakech/students/blob/main/spreadsheet%20presentation_Lesson%201.pdf
- <https://github.com/mkumakech/students/blob/main/Excel%20Formulas%20and%20Functions.pdf>

Assignment4:

- https://github.com/mkumakech/students/blob/main/Spreadsheet_exercise1.pdf

Assignment5:

- https://github.com/mkumakech/students/blob/main/spreadsheet_exercise2.pdf

Assignment6:

- https://github.com/mkumakech/students/blob/main/Spreadsheet_exercise3.pdf

Chapters – to be covered

4) Presentation – Microsoft PowerPoint

(**Notes and Assignment** will be available on my Github account next week).

5) Basic Database – Microsoft Access

(**Notes and Assignment** will be available on my Github account next week).

6) Living Online

- (Social media such as LinkedIn, Twitter, etc)
- **Online Meeting:** Google meet, Zoom Meet, Cisco WebEx etc.)
- **Calendaring**

7) PC & Network troubleshooting

(**Notes and Assignment** will be available on my Github account next week).

Examinations

- **Continuous Assessment Tests (CATs)** – Give as many as possible.
Thus, do at least 5 CATs.
- **Exams** – An online exam.
- **Defense** – You will make a presentation on the areas asked in exam