

General Topic: Basic Computer Operation

Lesson Overview:

Learning how to use a computer includes understanding its parts, turning it on and off properly, and using the basic functions.

Key Concepts and Subtopics:

1. Parts of a Computer – Monitor, keyboard, mouse, CPU, speakers, printer



Reference:<https://www.colourbox.com/vector/computer-parts-vector-5812728>

2. Starting and Shutting Down – Safe procedures to avoid damage

3. Basic Skills – Using the mouse (click, drag, scroll) and keyboard (typing)

4. Desktop Navigation – Opening and closing applications, saving files

Real-Life Example:

Opening a paint program to draw and saving your work in the “Pictures” folder.

Remember This!

- Properly shutting down keeps your computer safe from errors and damage.
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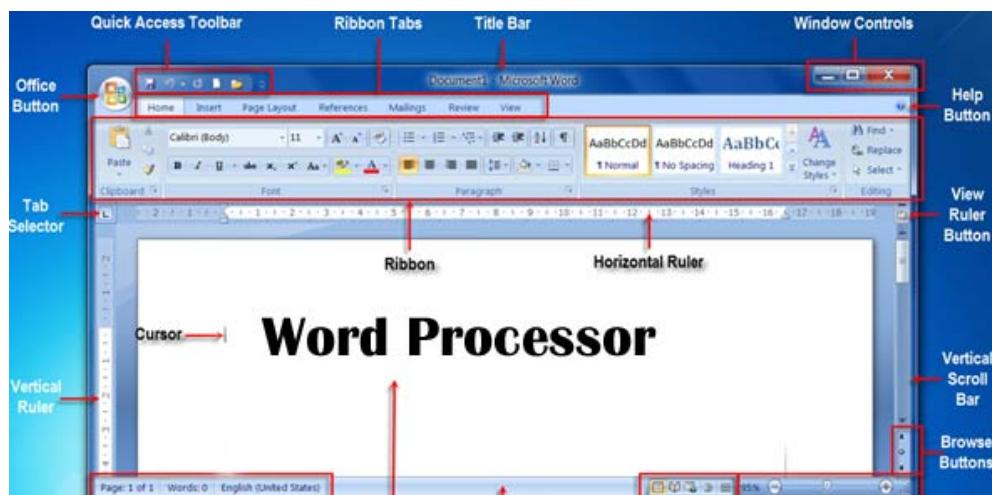
General Topic: Word Processing and Presentations

Lesson Overview:

Word processors and presentation software help create and share information in a clear, professional way.

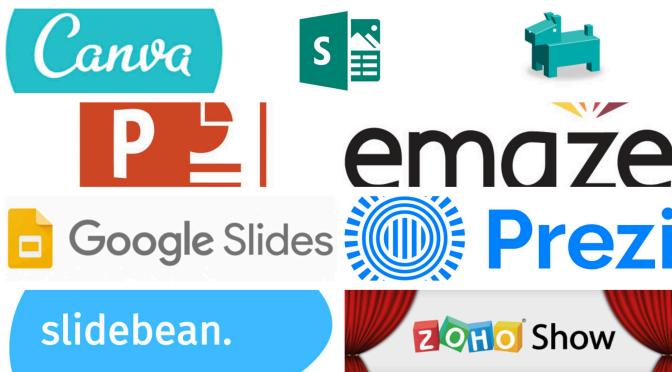
Key Concepts and Subtopics:

1. Word Processing – Typing, formatting text (font, size, style), inserting images



Reference:<https://theintactone.com/2019/07/04/ca-u3-topic-1-introduction-to-word-processor/>

2. Presentation Tools – Creating slides, adding pictures, text, and simple animations



Reference:<https://storage.googleapis.com/dxfaryqkghce/best-interactive-presentation-tools.html>

3. Saving and Printing – Keeping a file for future use and sharing printed copies

4. Layout and Design – Organizing content for easy understanding

Real-Life Example:

Creating a short presentation about your favorite animal with pictures and bullet points.

Remember This!

- *Good design makes your document or slideshow easier to read and understand.*

General Topic: Internet Safety and Responsible Use

Lesson Overview:

The internet is a powerful tool, but it **must be used safely and respectfully**.

Key Concepts and Subtopics:

- 1. Personal Information** – Never share your full name, address, or passwords online
- 2. Safe Websites** – Look for “https” and trusted sources



Reference:<https://www.whatgadget.net/five-tips-to-know-if-a-website-is-safe/>

- 3. Digital Etiquette** – Be polite and respectful in online communication
- 4. Cybersecurity** – Use strong passwords and avoid clicking unknown links



Real-Life Example:

Using a nickname instead of your real name when joining an online game.

Remember This!

- *Think before you click, and protect your personal information online.*

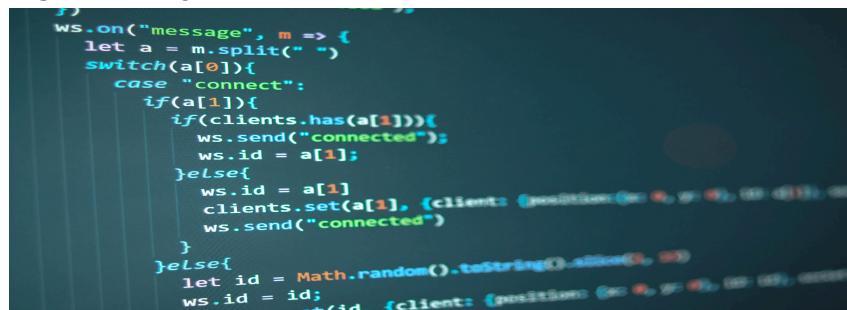
General Topic: Intro to Coding and Logical Thinking

Lesson Overview:

Coding is giving instructions to a computer to make it do specific tasks. **Logical thinking** helps you solve problems step by step.

Key Concepts and Subtopics:

1. **What is Coding?** – Writing commands for the computer to follow



```
        }
        ws.on("message", m => {
            let a = m.split(" ")
            switch(a[0]){
                case "connect":
                    if(a[1]){
                        if(clients.has(a[1])){
                            ws.send("connected");
                            ws.id = a[1];
                        }else{
                            ws.id = a[1];
                            clients.set(a[1], {client: {position: 0}, id: a[1]});
                            ws.send("connected")
                        }
                    }else{
                        let id = Math.random().toString(36).substr(2, 9);
                        ws.id = id;
                        clients.set(id, {client: {position: 0}, id: id});
                    }
                }
            }
        })
    
```

Reference: <https://codingweek.org/5-top-tips-in-learning-to-code/>

2. **Programming Languages** – Basic tools like Scratch for beginners

3. **Logical Thinking** – Breaking a problem into smaller steps

4. **Algorithms** – A set of instructions to solve a problem

Real-Life Example:

Using Scratch to make a cat move across the screen when you press the arrow keys.

Remember This!

- *Coding is like giving step-by-step directions so the computer understands exactly what to do.*