COMPUTER STUDIES LESSON NOTES

PRIMARY ONE

TERM II - 2020

COMPUTER LESSON NOTES FOR PRIMARY ONE

TERM TWO - 2020

Week2

Lesson 1

REVIEW OF FIRST TERM'S WORK

Topical questions

1. Mention the parts of a computer
2. Give the uses of a computer
3. Give the rules governing a computer lab
4. Give the functions of the following parts of a computer

   Keyboard

   Monitor

   Mouse

   System unit
5. Give the steps for opening point page
6. Draw the shapes and fill them with color

   Circle

   Rectangle

   Square

Week3
Lesson 2

PAINT PAGE

Steps for opening paint page
Drawing pictures
Steps

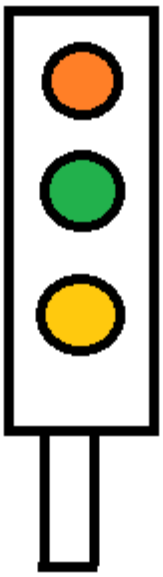
1. Click at Home.
2. Click on the shape from shape group.
3. Draw shapes.

Steps for drawing traffic lights.

1. Draw a rectangle
2. Draw three small circles inside the rectangle.
3. Draw two straight lines for the post

Activity

1. Draw traffic lights following the above steps.



Week4

Lesson 3

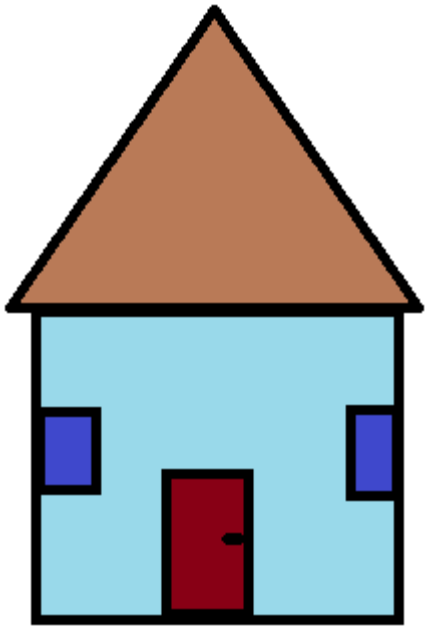
Naming pictures and shapes

Steps

1. Click on text ‘A’ in the tools box.
2. Put the cursor on where you want to type
3. Then click to type.

Activity

Draw a hut and fill in the appropriate colors



Week5

Lesson 4

Moving Objects

Steps

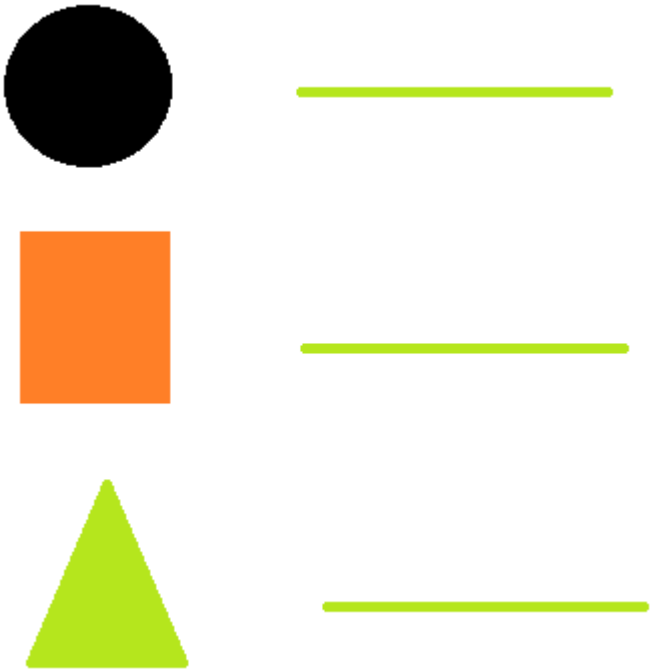
1. Use the mouse to drag and drop the objects to another place.

Note:

You can only move a shape when you can see the selection boxes around it.

Oral activity

1. Draw the following shapes in an organized way
   Circle, square and triangle.
2. Color and name them as below.



Week6

MIDTERM TWO ASSESSMENT

Week7
Lesson 5

How to adjust windows

Minimize

Maximize

Restore

Activity
Open paint page, draw shapes, minimizes the page, and maximize it.

Week 8
Lesson 6

How to adjust windows

Close

Resize

Activity

1. Open paint page and draw a picture of a hut.
2. Restore the page, resize it and close it.

Week 9
Lesson 8

END OF TERM TWO COMPUTER EXAMINATION
Week 10
END OF TERM TWO INTERNAL EXAMINATION
Week11
END OF TERM TWO EXTERNAL EXAMINATION
Week 12
CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

COMPUTER STUDIES LESSON NOTES

PRIMARY TWO

TERM II - 2020

COMPUTER LESSON NOTES FOR PRIMARY TWO

TERM TWO- 2020

Week2

Lesson 1

REVIEW OF FIRST TERM'S WORK

Topical questions

1. Give the steps for changing a screen saver
2. Set the following screen savers on your computer

   Bubbles

   Mystify

   Ribbons

   3D text
3. Give the steps for setting 3D text.
4. Make your name a screen saver

   Change time
5. Give the steps for setting time.
6. Set time of 7:40am on your computer screen

   Setting date
7. Give the steps for setting date on a computer
8. Set the date on a computer screen as 4:30pm

Week3
Lesson 2

The mouse

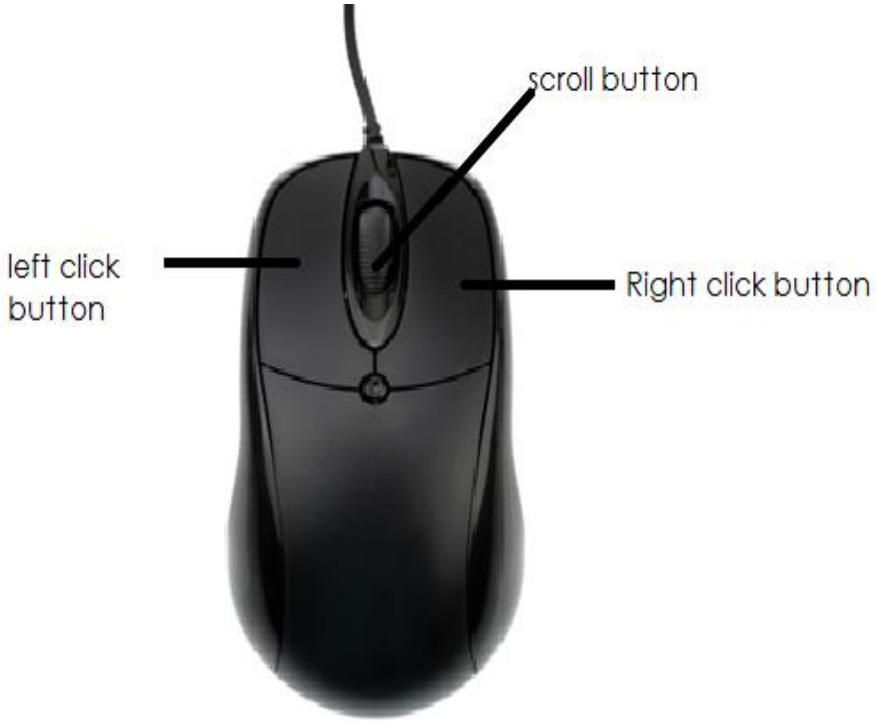
A mouse: is a hand held device that lets you interact with the computer by pointing to items.

A small device attached to a computer.

It is moved on the flat surface and the cursor moves on the screen.

A mouse has two or three buttons

COMPUTER MOUSE



Functions/ uses of a mouse

A mouse is used for clicking on items

A mouse is used for pointing on items on a computer

Terms used

Clicking: means pointing to an item and quickly press and releasing the mouse button.

Buttons on the mouse

1. Left click button
2. Right click button
3. Scroll button

Activity

Practice how to click using all the buttons.

Change the desktop back ground using right click button to open the sub-menu.

Arrange the desktop icons on one side.

Week4
Lesson 3

Terms used to describe the different ways a mouse can be used

1. **Double clicking:** means clicking twice with the left mouse button very fast to begin a program.
2. **Dragging:** holding down the mouse button with the left mouse button to move objects from one place to the other.
3. **Dropping:** after dragging an item release the mouse button to object to a new place.

Activity

1. Double click my computer then double click wild life sample videos.
2. Arrange the icons on the desktop from one side to another side.
3. Mention the terms used to describe different ways a mouse can be used.

Week5
Lesson 4
Microsoft office word

Auto shapes

Examples of Auto shapes
Smiley face, moon, heart, can, brackets, etc.

Steps

1. Open Microsoft office word

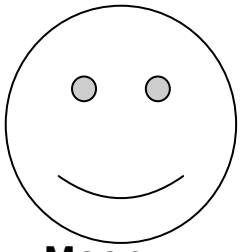
2. Click Insert from the menu bar.

3. Click AutoShape.

3. Click the shape you want to draw.

4. Press the cursor where you want to draw the shape, hold down the left button of the mouse and drag to draw the shape.

Activity
Draw the following auto shapes e.g.
Smiley face



Moon
Heart
Can
Brackets

Week6

MIDTERM TWO ASSESSMENT

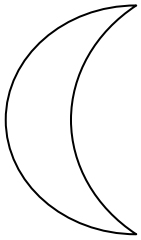
Week7
Lesson 5

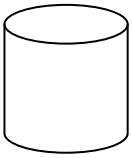
Selecting shape and Coloring

1. Select the shape
2. Click format
3. Click shape fill
4. Click on the color

Activity

Color the shapes below





Week8
Lesson 6

<u>Resize an AutoShape Using the Mouse</u>

1. Select the shape you want to resize.

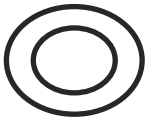
2. Position your mouse on one of the selection boxes that surround the shape.

3. Click and drag until the shape is of the desired size.

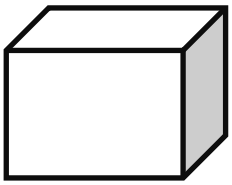
Practical activity

Draw the shapes below and resize to a maximum size.

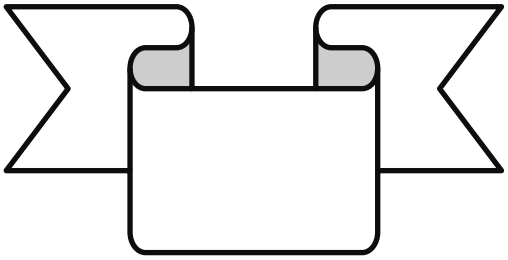
Donut



Cube



Down ribbon



Week 9

END OF TERM TWO COMPUTER EXAMINATION

Week 11

END OF TERM TWO INTERNAL EXAMINATION

Week12

END OF TERM TWO EXTERNAL EXAMINATION

Week 13

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

COMPUTER STUDIES LESSON NOTES

PRIMARY THREE

TERM II - 2020

COMPUTER LESSON NOTES FOR PRIMARY THREE

TERM TWO - 2020

Week2

Lesson 1

REVIEW OF FIRST TERM'S WORK

Topical questions

1. What is a computer?
2. Give four uses of a computer you know
3. Mention the areas where computers are used.
4. Give the advantages of a computer of a computer
5. Give the disadvantages of a computer
6. Write the following abbreviations in full

KB……	ROM……..	PC…….
MB…….....	CPU……	RAM…….
SMS……..	OS…….....	CD……

Week3
Lesson 2

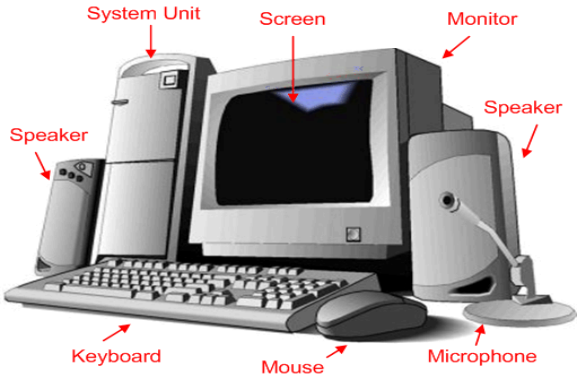
INTRODUCTION TO COMPUTER

Basic parts of a computer

- Hardware
- Software
- Human ware

Hardware
Is a part of a computer you can touch.

Parts of computer hardware



Categories of computer hardware
Input devices
Output devices

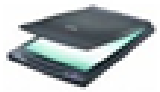
1. **Input devices:** are devices used to enter data into a computer**.**

Example of input devices

1. Keyboard
2. Scanner
3. Light pen
4. Camera
5. Barcode reader
6. Joystick

Activity

1. Name the input devices below

2. Give three basic parts of a computer
3. Define hardware

Week4
Lesson 3

Output devices:are devices used to produce information from the computer.

Examples of output devices

1. Monitor
2. Printer
3. Speakers
4. plotters
5. projectors

Activity

1. Fill in the missing letters

   Mo __it__r

   pr__t__r

2. Give two categories of computer hardware.

3. Name the output devices below

Week5

Lesson 4

<u>Functions of the computer hardware components</u>

Monitor : It displays data and images on a computer screen.

Keyboard : It is used to enter data in a computer.

Mouse: : It is used to point and select items on computer screen.

Computer system : To store and process data

Printer : It is used to produce a copy of data on a paper

Scanner : Makes copies of images and sends them to a computer.

Oral activity

I. Give the function of the following parts of a computer

a) Monitor

b) Keyboard

c) Mouse

ii. **Practical activity**

a) Type your names using a keyboard.
b) Type numbers from 1-10 including commas e.g. (1, 2, 3……) and a full stop at the end.

Week6
MIDTERM TWO ASSESSMENT

Week7
Lesson 5

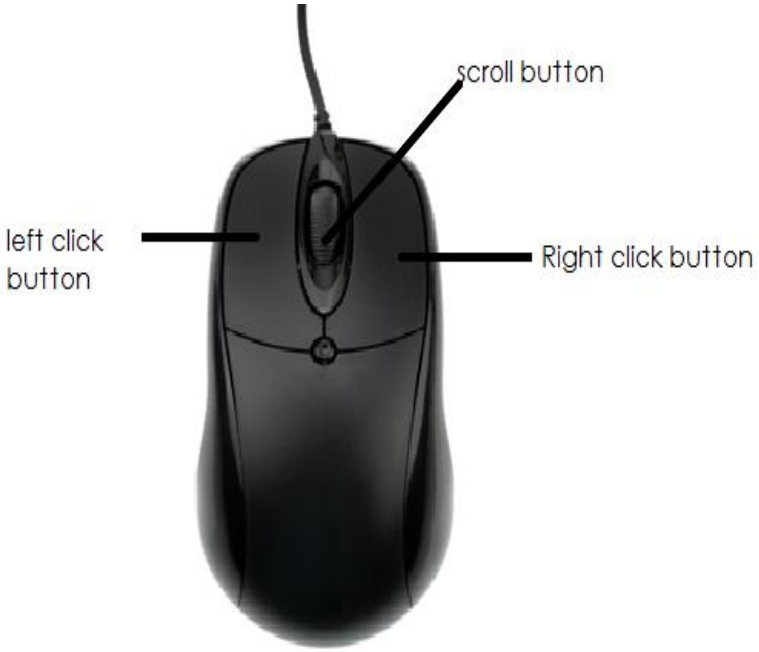
THE MOUSE

A mouse: is a hand held device used to point, select and move items on computer screen.

A mouse has two or three buttons

Buttons on the mouse

1. Left click button
2. Right click button
3. Scroll button.



Terms used to describe the different ways a mouse can be used

1. **Double clicking:** Double clicking means clicking twice with the left mouse button very fast to begin a program.

2. **Dragging:** Holding down the left mouse button to move objects from one place to another.

3. **Dropping:** After dragging an item release the mouse button to move objects to a new place.

Activity:

1. Double click very fast to begin a program

2. Arrange icon on the desktop from one side to another by dragging and dropping.

3. Briefly explain the following terms used to describe different ways of a mouse can be used.
    a. Double clicking
    b. Dragging
    c. Dropping
4. Practice how to hold the mouse, how to click using all the buttons and scroll.
5. Right click, menu options appear, select personalize to change the back ground of the desk top.

Week8
Lesson 6

Topical questions

1. What is a computer?
2. _____is a part of a computer you can touch
3. Give the three basic parts of a computer
4. What is an input device
5. Give three examples of input devices you know
6. What is an output device
7. Give four examples of input devices
8. Give three areas where computers are used
9. Give two advantages of a computer

Week 9
Lesson 7
END OF TERM TWO COMPUTER EXAMINATION
Week 11
END OF TERM TWO INTERNAL EXAMINATION
Week12
END OF TERM TWO EXTERNAL EXAMINATION
Week 13
CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

COMPUTER STUDIES LESSON NOTES

PRIMARY FOUR

TERM II - 2020

COMPUTER LESSON NOTES FOR PRIMARY FOUR

TERM TWO - 2020

Week2

Lesson 1

REVIEW OF FIRST TERM'S WORK

1. …….is a part of a computer you cannot
2. Give the two kinds of computer software.
3. ……is the program that tells a computer how to work.
4. Give two examples of operating system.
5. Mention three examples of Microsoft windows.
6. ……..is a program put onto a computer to do a specialized task.
7. Draw the application symbols below

   Twitter

   Microsoft office Word

   Microsoft excel

   Downloading

   Uploading

Week3
Lesson 2

HOW TO SWITCH ON AND OFF A COMPUTER

Terms used when switching on and off a computer

Booting

Cold booting

Warm booting

What is booting?
This is the process of starting a computer.

Give the two types of booting

i. Cold booting

ii. Warm booting

What is cold booting?
Is the starting of a computer from its power source.

What is warm booting?
It is the restarting of a computer when it has failed to respond.

Short cut for restarting a computer
Ctrl + Alt + Delete on the keyboard.

Oral Activity

1. Define the following terms

Booting

Cold booting

Warm booting

2. Give the short cut for restarting a computer

Week4

Lesson 3

a. HOW TO SWITCH ON A COMPUTER (BOOTING)

Give the steps for switching on a computer.

1. Check whether the computer is connected to the power source.
2. Check whether all the computer components are connected and switch on.
3. Press the monitor power button first.
4. Then Switch on the computer system unit power button.
5. Relax and wait for your computer to boot.

b. HOW TO SHUT DOWN A COMPUTER

Give the steps for shutting down a computer.

1. On the desktop click on start on the taskbar.
2. Select shut down.
3. Confirm that you want to shut down.
4. Click ok.
5. Turn off the monitor button.
6. Finally switch off the power source

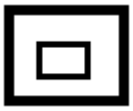
Activity

Using the right procedures switch on and off a computer.

Week5
Lesson 4

SIGNS FOR ADJUSTING WINDOWS

Minimize /Maximize / /resize restore and Close Button.

1. Minimize		Puts the program on hold and places it on the taskbar.
2. Restore		This restores a program's window to its original size.
3. Maximize		It opens Program's window so that it fills the screen.
4. Resize		It stretches the program's window in any direction.
5. Close		It stops the program you are using.

Practical activity

1. Open Microsoft Office word and type the following words

Program
Stretch
Windows
Taskbar
Edit
Title bar

2. Minimize it, maximize, resize it restore it and finally close it**.**

Week: 6

MIDTERM TWO ASSESSMENT

Week: 7
Lesson 5

COMPUTER WINDOWS

Computer window is the on - screen window containing the displays.

THE FEATURES OF DESKTOP WINDOWS

a. My computer

b. Recycle bin

c. Start button

d. Taskbar

1. **Desktop:** is the very first screen you see after windows start.
2. **My computer:** is a tool that lets you see everything that is stored on your computer.
3. **Start button**: is where you access all the programs on the computer.
4. **Task bar:** is where all programs currently running are shown.
5. **Recycle bin**: is where all deleted files are stored.

Activity

1. Mention 3 features in a desktop windows

Week: 8
Lesson 6
Trial questions

1. Name the signs used to adjust computer window below

2. Mention three components of computer window
3. List the steps for switching on a computer in the correct order
4. What is booting?
5. Give two types of booting
6. What is the difference between cold booting and warm booting
7. Mention two kinds of software
8. Give two examples of application software
9. _____ is a key used to lock characters in uppercase.

10. List the three basic parts of a computer
11. Write the following abbreviations in full **CD** and **CPU**

Week 10
Lesson 8
END OF TERM TWO COMPUTER EXAMINATION
Week 11
END OF TERM TWO INTERNAL EXAMINATION
Week12
END OF TERM TWO EXTERNAL EXAMINATION
Week 13
CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

COMPUTER STUDIES LESSON NOTES

PRIMARY FIVE

TERM II - 2020

COMPUTER LESSON NOTES FOR PRIMARY FIVE

TERM TWO - 2020

Week2
Lesson 1

REVIEW OF FIRST TERM'S WORK

Topical questions

1. What is a page margin?
2. Give the steps for creating a page margin
3. What is page orientation
4. Name and draw the two types of page orientation
5. Give the steps for setting page orientation

Week3
Lesson 2

DROP CAP

1. What is Drop cap?

This is a large letter at the beginning of a paragraph.

2. Mention the steps for creating a drop cap.

1. Open Microsoft office word
2. Type data
3. Put the cursor on the paragraph where you want the letter to appear.
4. Click insert
5. Click on Drop cap icon
6. Click on drop cap options
7. Choose the position ,lines to drop and the distance from text
8. Click ok.

Activity

Type the following text and put it into two columns and put "**I"** as a drop cap.

BANJO AND FRIEND SUSPENDED

It was Friday when banjo and his three friends escaped to attend a campaign rally near the school and were seen by the headmaster. That afternoon, the headmaster did not return to school .the boys thanked God for the miracle and spent the weekend praying that by Monday, the headmaster would have forgotten about them.

On Monday morning, the headmaster inspected the assembly as usual and addressed all the pupils, asking them to study hard and be at their usual behavior.

Week4
Lesson 3

Header

1. **What is a header?**

Is the content which appears at the top of each page.

STEPS FOR CREATING A HEADER

1. Open a program
2. click on insert
3. Choose a header.
4. Choose the position of a header.
5. Insert the content for the header to appear on the page
6. Click X to close header

Activity

1. Open Microsoft office word
2. Type your name as a header

Week: 5
Lesson 4

Footer

1. What is footer?

Is the content which appears at the bottom of each page.

STEPS FOR CREATING A FOOTER

1. Open a program
2. click on insert
3. Choose footer.
4. Choose the position of footer
5. Insert the content for the footer to appear on the page
6. Click X to close footer.

Activity

1. Open Microsoft office word
2. Type Eliana Junior School as a footer

Week 6

MIDTERM TWO ASSESSMENT

Week7
Lesson 5

Paragraph alignment

It refers to how the left and right edges of a paragraph align

Types of alignment

1. **Left align:** the paragraph is aligned against the left text margin.
2. **Centered:** the paragraph is aligned in the middle of the left and right margin.
3. **Right align:** the paragraph is aligned on the right test margin
4. **Justify:** the paragraph is aligned in both the left and the right text margin.

Steps

1. Click on home
2. Click anywhere in first paragraph
3. Click on any type of alignment you want.

Activity

1. Type the text below
2. Align it on the left

Alice had sat on the bank by her sister till she was tired .once or twice she had looked at the book her sister held in her hand .but there were no pictures in it.

Week 8

Lesson 6

Trial questions

1. What is a header?
2. What is footer?
3. What a drop cap?
4. Give the steps for creating a drop cap
5. Draw and name the two types of page orientation.
6. Give three advantages of computers
7. _____ if used to enter textual data into a computer

Week 9

END OF TERM TWO COMPUTER EXAMINATION

Week 11

END OF TERM TWO INTERNAL EXAMINATION

Week12

END OF TERM TWO EXTERNAL EXAMINATION

Week 13

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

RESEARCH WORK AND GAMES

COMPUTER STUDIES LESSON NOTES

PRIMARY SIX

TERM II - 2020

COMPUTER LESSON NOTES FOR PRIMARY SIX

TERM TWO - 2020

Week2

Lesson 1

REVIEW OF FIRST TERM'S WORK

Topical questions

1. What is a file?
2. Give the steps for creating a file
3. What is a folder?
4. Give the steps for creating for creating a folder
5. Give the steps for selecting multiple files\folder that are groups together.
6. Give the steps for selecting multiple files\folder that are not groups together.
7. Give the steps for restoring a file from the recycle bin.
8. Give the for renaming a file

Week3

Lesson 2

MEMORY

Memory is a storage space for a computer.

Types of memory

i. Primary memory

ii. Secondary memory

Primary memory - stores data when the computer is on. It is a temporary memory.eg **Random Access Memory**. (RAM).

Secondary memory: This stores data permanently .it is not dependent on power e.g. **Read Only Memory** (ROM)

STORAGE METHODS OF A COMPUTER

Storage device is a medium onto which data or information can be stored either temporarily or permanently.

EXAMPLES OF STORAGE DEVICES.

Hard disk

Floppy disk

Flash disk

Compact Disk

Memory cards

Activity

1. Mention the different storage devices
2. Give the steps for opening a file on CD

Week4

Lesson 3

ABBREVIATIONSOF STORAGE DEVICES

CD –compact Disk

DVD- Digital versatile Disk

CD- R- Compact Disk Recordable

CD-RW-Compact Disk Rewritable (write erase add more)

DVD-R –Digital Versatile Disk Recordable (can't erase)

DVD-RW- Digital Versatile Disk Rewritable

The Fox and the Stork

A selfish fox once invited a stork to dinner at his home and for a joke put nothing before her but some soup in a very shallow dish. The fox could easily lap this up, but the Stork could only wet the end of her long bill in it, and stayed hungry.

"I am sorry that the soup is not to your liking," said the fox with a sly smile.

"Oh, please do not apologize," said the Stork. "I hope you will return this visit, and come and dine with me too sometime." So a day was appointed when the Fox should visit the Stork

Week5

Lesson 4

COMPUTER VIRUS

A virus is a program which damages the computer software

Types of viruses

I. Trojan horse-This hides inside other programs
II. Worm
III. Blended threats

How viruses are transferred

- They can be carried on removable medium e.g. floppy disk, CDs, DVDs USB, drive.
- Opening fake games
- Downloading files from internet

Week 6

MIDTERM TWO ASSESSMENT

Week7
Lesson 5

ANTI-VIRUS

1. Define anti- virus

Is software used to prevent, detect and remove viruses on a computer.

EXAMPLES OF ANTI –VIRUS

2. Give 6 examples of anti-viruses

Norton, vast, Avira, Ghost, Panda, SMADAV etc.

How can viruses be prevented?

I. By Installing an anti-virus
II. Avoid opening e-mail attachment unless expected.
III. By updating windows
IV. By using fire wall alerts in case of virus outbreak.

MY COMPUTER

My computer is a tool that lets you see everything that is stored on your Computer.

HOW TO USE MY COMPUTER.

You can open it by double clicking on **my computer** icon on the desktop
The icon my computer window represent all the drives, folders and files on your computer.
OR

I. Click on start button
II. Click my computer from the popup menu
III. My computer window will display

ACTIVITY

1. Define a anti-virus
2. Examples of anti-virus
3. How can a virus be prevented?

Week 8

Lesson 6

Tropical questions

1. What is a computer memory?
2. Give two types of memory
3. What is the different between Random Access Memory and Read Only Memory?
4. What is a virus?
5. Give three examples of viruses
6. How are virus transferred?
7. Give two ways of protecting our computers from virus.
8. What is an anti- virus?
9. Give four anti-virus you know
10. What is the difference between a file and a folder?
11. Give the two types of page orientation

Week9

END OF TERM TWO COMPUTER EXAMINATION

Week 10

END OF TERM TWO INTERNAL EXAMINATION

Week11

END OF TERM TWO EXTERNAL EXAMINATION

Week 12

CORRECTIONS FOR END OF TERM TWO COMPUTER EXAMINATION

WITH LOVE FROM RAFILE AYO