

PRIMARY SCHOOL ICT CURRICULUM



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1. PREAMBLE

The DAS Computer teaching Syllabus for upper primary is meant to run all the year period covering classes from Primary 1 to Primary 6. It is intended to introduce learners to computers and provide them with skills, which they can use in their schoolwork, in further education and in future employment.

2. AIMS

The syllabus aims to:

- 2.1 develop in pupils an interest in and enjoyment of the many uses of computers
- 2.2 develop in pupils an awareness of computer technology and its role in society
- 2.3 develop in pupils an appreciation of the use of computers in solving a wide variety of problems in information and communication technology
- 2.4 help pupils acquire computer skills and knowledge which can be applied in future training or studies
- 2.5 develop an appreciation of different computer applications
- 2.6 encourage creativity and logical thinking.

3. ASSESSMENT OBJECTIVES

The pupils should be able to:

- 3.1 identify the hardware components and software of a computer
- 3.2 generate and manipulate documents (word processing)
- 3.3 carryout simple mail merge
- 3.4 create spreadsheets and apply the various in-built functions
- 3.5 demonstrate a sound knowledge and understanding of the operating systems
- 3.6 create presentations
- 3.7 use the Internet and e-mail.

4. ASSESSMENT

There should be continuous assessment throughout the course (Primary 1-6)

5. SCHEME OF ASSESSMENT

Paper	Description	Duration	Marks	Weighing	
1 Multiple choice and		1½ hours	100	50%	
	Structured questions				
2	Practical Coursewo	ork	100	50%	

Paper 1 (1½ hours)

- ✓ Pupils answer all questions.
- ✓ Multiple choice and structured questions.
- ✓ The paper will account for 50% of the final mark.

Paper 2

✓ This will be assessed by the teacher/supervisor and will account for 50% of the final mark.

6. METHODOLOGY AND TIME ALLOCATION

A pupil-centered approach is essential. This is a hands-on process approach involving problem identification and problem solving using the computer. The hands-on process approach stimulates curiosity and encourages learners to be innovative. With this approach the development of concepts and skills is achieved simultaneously in the learning activities.

Some of the participatory and pupil centered methods that could be used to teach computer studies include:

- ✓ Demonstration and observation
- ✓ Discussion
- ✓ Question and answer
- ✓ Group work
- ✓ Discovery and experimentation
- ✓ Research
- ✓ Field trips
- ✓ Project work
- ✓ Visual display
- ✓ Games
- ✓ Use of audiovisual media

7. TIME ALLOCATION

The allocation of time (in periods) caters for 2 periods a week of 30 minutes each for each term. It is assumed that there will be ten weeks of effective teaching

At least **1hour** per week per class should be allocated to computer lessons.



LOWER PRIMARY



ORGANISATION OF THE LOWER PRIMARY SYLLABUS

This syllabus has been structured to cover the three years of Lower Primary School. Each year's work has been divided into three terms. Each term has a number of topics. The structure is presented in the table below.

ORGANIZATION AND STRUCTURE OF THE LOWER PRIMARY SYLLABUS

PRIMARY ONE

TERM ONE INTRODUCTION TO INFORMATION TOOLS	TERM TWO INTRODUCTION TO COMMUNICATIONS TOOLS	TERM THREE INTRODUCTION TO TECHNOLOGY TOOLS
TOPIC 1 SOURCES OF INFORMATION Definition of Information Sources of Information Tools for sending and receiving Information TOPIC 2 MOUSE CLICKING TOPIC 3 HOME ROW KEYS OF THE KEYBOARD Mouse Skills Selection of icons on the desktop Single left click Keyboarding Skills Typing letters of the alphabet using Notepad Using numeric keys to type numbers using Notepad	TOPIC 1 TOOLS FOR COMMUNICATION Definition of Communication Tools for Communication Uses of tools for Communication TOPIC 2 FORMS OF COMMUNICATON Forms of Communication TOPIC 3 DRAGGING OF MOUSE Mouse Skills Using the mouse to drag items UNT 4 TOP ROW KEYS OF THE KEYBOARD Keyboarding Skills Typing letters of the qwerty row using Notepad	TOPIC 1 TECHNOLOGY TOOLS Definition of Technology Technology Tools Uses of Technology tools TOPIC 2 DRAGGING OF MOUSE (2) Dragging of mouse pointer to draw shapes TOPIC 3 HOME AND TOP ROW KEYS Typing words using home and µqwerty¶ rows



PRIMARY TWO

TERM ONE MOUSE AND KEYBOARDING SKILLS (1)	TERM TWO MOUSE AND KEYBOARDING SKILLS (2)	TERM THREE MOUSE AND KEYBOARDING SKILLS (3)
TOPIC 1 DOUBLE CLICKING OF MOUSE Mouse Skills Double clicking of mouse Opening icons on the desktop	TOPIC 1 DRAGGING OF MOUSE Dragging the mouse pointer to draw and colour shapes using the Paint Application	TOPIC 1 USING DRAWINGS AND IMAGES TO PRESENT INFORMATION Using drawings and images to record and present information
TOPIC 2 THE USE OF SPACEBAR AND BACKSPACE KEYS Keyboarding skills Using spacebar and backspace keys to type words using home and qwerty keys	TOPIC 2 BOTTOM ROW KEYS OF THE KEYBOARD Typing of words using the home, bottom and qwerty rows keys. TOPIC 3 INTRODUCTION TO GAMES APPLICATION	TOPIC 2 TYPING SHORT PASSAGES Typing ± reinforcement of spacebar and backspace using Notepad
TOPIC 3 INTRODUCTION TO GAMES APPLICATION Using Games Application to reinforce mouse skills	Using Games Application to reinforce mouse skills	TOPIC 3 INTRODUCTION TO GAMES APPLICATION Using Games Application to reinforce mouse skills

PRIMARY THREE

TERM ONE INTRODUCTION TO ICT TOOLS	TERM TWO INTRODUCTION TO ICT TOOLS	TERM THREE INTRODUCTION TO WIINDOW MANAGEMENT
TOPIC 1 USES OF ICT TOOLS IN EVERYDAY LIFE Uses of ICT tools in everyday life	TOPIC 1 MOUSE SKILLS REVIEW Using the mouse to locate: Paint Application Notepad Application Start menu	TOPIC 1 BASIC WINDOW MANAGEMENT Maximizing and restoring window using the maximize button in the control box Typing short sentences using Text Editor or Notepad Application
TOPIC 2 DOUBLE CLICKING THE MOUSE (2) Double clicking the mouse	TOPIC 2 USE OF LOWER AND UPPER CASE CHARACTERS IN TYPING	Minimizing land closing Text Editor or Notepad Application window using the minimize and close button in the control box
TOPIC 3 THE USE OF GAMES APPLICATION Using Games Application to reinforce mouse skills	Combining of upper and lower case characters in typing TOPIC 3 THE USE OF GAMES APPLICATION Using Games Application to reinforce mouse skills	TOPIC 2 DRAWING AND COLOURING IMAGES WITH PAINT APPLICATION TOOLS Drawing shapes and objects using the Pencil tool of the Paint Application
		Colour shapes and objects using the Fill With Colour tool of the Paint Application tool

PRIMARY ONE ICT

TERM ONE

INTRODUCTION TO INFORMATION TOOLS

General Objective: The pupil will:

- 1. Understand information
- 2. Recognize the sources of information tools

WEEK	TOPIC	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
1 & 2	TOPIC 1 SOURCES OF INFORMATION	The pupil will be able to: 1.1.1 explain Information	Definition of Information? Something told e.g. news, message, story	Ask a pupil to tell the class how she/he spent the weekend. Teacher explains that information is based on the above activity. Let pupils understand that ideas, thoughts and messages are referred to as information. Pupils in groups discuss a given topic and share the information with the rest of the class.	Exercise: Pupils to describe what the people in the picture are doing.
3		1.1.2 identify sources of Information	Sources of information: people newsletters films teaching announcements bulletins magazines newspapers books music etc.	Pupils brainstorm to come up with the various sources of information. Display real or pictures of various sources of information for pupils to identify and discuss.	Assignment: Pupils to find out more sources of information and report in class

WEEK	ТОРІС	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION	
		The pupil will be able to:				
4		1.1.3 Name tools for	Tools for sending and receiving information:	Display real objects or pictures of tools of Information.	Home work:	
		sending and	Radio ± news, announcements etc	Let pupils name the things they see in the picture.	Pupils to draw and name any four tools	
		receiving info	TV, news, announcement, films, drama, events from other countries, etc	Discuss the uses of the various tools as in content.	of information and report to class.	
			Calculator ± information on calculations	Let pupils handle and operate some of the tools.		
			Telephone (including mobile phones) messages			
			Camera- sending pictures Microphone ± talking to large audience			
			Talking drums ± sending messages			
			Computer ± information, sending and receiving messages			
			Mouse skills: Mouse clicking			
7 & 8	TOPIC 2	1.2.1 single click the mouse		Let pupils practice how to hold the mouse correctly. Guide pupils to use the mouse pointer to identify icons on the desktop. Assist pupils to practice how to click the		
	CLICKING			mouse.		
			Keyboarding skills: Home row keys on the keyboard	Assist pupils to identify the home row keys		
_		1.3.1 identify the home row keys on the		on the keyboard.		
8		keyboard	Typing letters of the home row keys using Notepad	Guide pupils to type the home row keys		
9 & 10	ТОРІС З	1.3.2 type letters of the home row keys using Notepad		using Notepad.	Home work: Pupils practice typing on the home row keys using	
	HOME ROW KEYS OF THE KEYBOARD	using Notepau			NotePad	

TERM TWO

INTRODUCTION TO COMMUNICATIONS TOOLS

General Objective: The pupil will; 1. Identify communication tools

2. Use communication tool such as mouse and keyboard

WEEK	TOPIC	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
1 & 2	TOPIC 1 TOOLS FOR COMMUNICATION	The pupil will be able to: 2.1.1 explain communication	Definition of Communication It Is a way people exchange ideas, Information etc.	Review lesson on information tools and sources through questions and answers. Ask two pupils to chat on a given topic (Teacher should make sure that both are involved in the dialogue) Let pupils understand that when they talk to friends, parents, teachers and others and they also talk to them, they are communicating. So giving information and receiving response is communication.	Assignment: Pupils to draw people communicating using the Tools.
3 & 4		2.1.2 identify communication tools and their uses	Tools for communication: person radio TV radio cassette recorder telephone computer talking drum Uses of tools for Communication e.g. telephone for conversation radio for news, announcements TV for news, announcements talking drum for announcements bell (Dawuro) for announcements	Ask pupils to tell how they can talk to their parents in their homes whilst in school e.g by letter or telephone Let pupils mention other tools that can be used to communicate. Display real objects or pictures of tools for communication for pupils to identify and discuss their uses. NOTE: Pictures should include people using the tools	

WEEK	торіс	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
6	TOPIC 2 FORMS OF COMMUNICATON		Forms of communication: Verbal e.g. conversation, teaching Written e.g. letters, class exercises, homework posters - announcements, directions signs - road signs, traffic lights, sign board body language - smiling, weeping, nodding,	Discuss the forms of communication as in content. Pupils use body language to communicate e.g. nodding of head, winking of the eye, shrugging shoulders etc. Teacher takes pupils out on a visit to identify road signs, posters etc Pupils in groups draw and label road signs and posters.	
7 & 8	TOPIC 3 DRAGGING OF MOUSE (1)	2.3.1 drag items using the mouse	Mouse skills: Using the mouse to drag items	Teacher to open Paint Application for pupils to draw any object of their choice to improve upon mouse skills. Guide pupils to use the mouse to draw some letters of the alphabet eg. A - D	Class Exercise: Pupils to draw objects using the Paint Application.
9 to 11	UNT 4 TOP ROW KEYS OF THE KEYBOARD	2.4.1 type letters of the qwerty row using Notepad	Keyboarding skills: Typing letters of the μqwerty¶ row using Notepad	Guide pupils to type letters of the 'qwerty' row using Notepad.	Pupils to type two to three letter words

TERM THREE

INTRODUCTION TO TECHNOLOGY TOOLS

General Objective: The pupil will:

- 1. Recognize technology tools and their uses
- 2. Use technology tool such as mouse and keyboard

WEEK	ТОРІС	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
1 & 2 3 to 5	TOPIC TOPIC 1 TECHNOLOGY TOOLS	The pupil will be able to: 3.1.1 explain Technology 3.1.2 identity and state the uses of Technology tools	Definition of Technology e.g Tools and equipment that help to make work easy. Technology tools: radio	Review lesson on information and communication through questions and answers. Show real or pictures of technology tools for pupils to identify and describe their uses. Discuss and demonstrate how technology tools are used in sending and receiving information. Pupils in pairs to improvise and demonstrate how to use the following Technology tools to communicate: Telephone Radio Cassette Recorder Television Field Trip: A visit to a Technology Centre Take pupils out to a Technology Centre e.g. communication center or community center to observe how technology tools	Group work: Pupils to make improvised technology tools
				are used. Pupils to report in class on what they saw.	

WEEK	ТОРІС	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
6 to 8	TOPIC 2 DRAGGING OF MOUSE (2)	The pupil will be able to: 3.2.1 Drag the mouse pointer to draw shapes.	Mouse skills : Dragging of mouse pointer to drawing shapes e.g. circle, square, triangle	Guide pupils to drag the mouse pointer to draw shapes e.g. circles, squares, triangles	Exercises: Pupils to drag mouse pointer to draw circles, triangles and squares
9 & 10	TOPIC 3 HOME AND TOP ROW KEYS	3.3.1 type words using the home and 'qwerty' rows	Keyboarding skills: Typing of words using home and qwerty row	Assist pupils to type names and words using the home and qwerty row e.g. Word, type, the, so, what, you, due, are, etc	Pupils to type words and names using the home and qwerty row

PRIMARY TWO ICT

TERM ONE

MOUSE AND KEYBOARDING SKILLS

General Objective The pupil will:

1. Acquire more skills in the use of the mouse and keyboard

WEEK	TOPIC	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
1 & 3	TOPIC 1	The pupil will be able to: 1.1.1 double click the	Mouse skills: Double-clicking of	Guide pupils to practice double	<u>Exercises</u>
	DOUBLE CLICKING OF MOUSE	1.1.1 double click the mouse	mouse opening icons on the desktop	clicking on the desktop. Pupils practice double clicking to open icons on the desktop.	Pupils practice double clicking on the desktop
4 to 6	TOPIC 2 THE USE OF SPACEBAR AND BACKSPACE KEYS	1.2.1 use the spacebar and backspace to type words	Keyboarding skills: Using spacebar and backspace keys to type words using home and qwerty rows.	Let pupils type words leaving space in between using the spacebar. Guide pupils to use the backspace key in typing and explain its uses e.g. - Used for correcting letters wrongly typed - Used to close up spaces in between words	Pupils to type and separate word using the space bar.
7 to 10	TOPIC 3 INTRODUCTION TO GAMES APPLICATION	1.3.1 use Games Application to reinforce mouse skills	Using Games Application to reinforce mouse skills	Guide students to open any Games Application involving the use of mouse to play.	Students to use Games Application to practice mouse skills

TERM TWO

MOUSE AND KEYBOARDING SKILLS

General Objective The pupil will:

1. Acquire skills mouse and keyboarding

WEEK	ТОРІС	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND	EVALUATION
		The pupil will be able to:			
1 to 3	TOPIC 1 DRAGGING OF MOUSE	2.1.1 drag the mouse pointer to draw and colour shapes using the mouse in Paint Application	Mouse skills: Dragging the mouse pointer to draw and colour shapes using the mouse in Paint Application	Assist pupils to select some Paint Application tools to draw and colour shapes using the mouse.	
				NOTE. The focus should be on dragging of the mouse pointer not on the drawing	
4 to 6	TOPIC 2				
	BOTTOM ROW KEYS OF THE KEYBOARD	2.2.1 type words using the home, bottom and qwerty row	Keyboarding skills : Typing of words using the home, bottom and qwerty row	Guide pupils to type meaningful words using the home, bottom and qwerty row	
7 to 10	TOPIC 3			Let pupils practice typing more short sentences to improve upon keyboarding skills NOTE Let pupils use Notepad Application	
7 to 10	101163				
	THE USE OF GAMES APPLICATION	2.3.1 use Games Application to reinforce mouse skills	Using Games Application to reinforce mouse skills	Students to open any Games Application involving the use of mouse to play.	
				Games Application involving the use of	

TERM THREE

MOUSE AND KEYBOARDING SKILLS

General Objective The pupil will:

1. Improve upon mouse and keyboarding skills

WEEK	TOPIC	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
1 to 4	TOPIC 1 USING DRAWINGS AND IMAGES TO PRESENT INFORMATION	The pupil will be able to: 3.1.1 use drawings and images to present information	Using drawings and images to record and present information	Guide pupils to use Paint Application to draw images to present information.	
5 to 8	TOPIC 2 TYPING SHORT SENTENCES	3.2.1 type two short sentences using spacebar, backspace in Notepad	Typing & reinforcement of spacebar and backspace using Notepad	Pupils to explain in class the information they want to carry through the images drawn. Teacher should assist pupils do more practice in keyboarding.	Pupils to type short sentences using spacebar and
9 to 11	TOPIC 3 THE USE OF GAMES APPLICATION	3.3.1 use Games Application to reinforce mouse skills	Using Games Application to reinforce mouse skills	Students to open any Games Application involving the use of mouse to play.	backspace using Notepad

PRIMARY THREE ICT

TERM ONE

INTRODUCTION TO ICT TOOLS

General Objective: The pupil will:

- 1. Be aware of the uses of ICT tools in everyday life
- 2. Acquire skill in doubling clicking.

WEEK	TOPIC	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
1 to 3	TOPIC 1	The pupil will be able to:			
4 to 5	USES OF ICT TOOLS IN EVERYDAY LIFE TOPIC 2 DOUBLE-CLICKING OF THE MOUSE (2)	1.1.1 identify ways in which ICT tools can be used in everyday life	reproduction of copies of text by duplicating machine e.g. Photocopies, using networking in banking digital thermometer for temperature Speedometer for speed, weighing scale for weighing calculator for computations Computer for processing, document, for entertainment, music, films etc.	Pupils brainstorm and discuss the uses of ICT tools in everyday life as in content. Use the computer to demonstrate how music, games, movies are played on the computer. Pupils practice playing music and games on the computer.	Assignment: Pupils to find out and report in class more about the uses of computers.
6 to 10	TOPIC 3 THE USE OF GAMES APPLICATION	1.2.1 double click the mouse	Double clicking of the mouse	Guide pupils to practice double clicking on icons on the desktop and let them describe what happens when an icon is double clicked.	
		1.3.1 use Games Application to reinforce mouse skills	Using Games Application to reinforce mouse skills	Students to open any Games Application involving the use of mouse to play.	

TERM TWO

MOUSE AND KEYBOARDING SKILLS

General Objective: The pupil will:

1. Improve upon mouse and keyboarding skills

WEEK	TOPIC	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING ACTIVITIES	EVALUATION
		The pupil will be able to:			
1 to 3	TOPIC 1			Assist assistance the assistance to be added as	
	MOUSE SKILLS	2.1.1 use the mouse to locate and	Using the mouse to locate Paint Application	Assist pupils to use the mouse to locate and open Start menu, Paint and Notepad	
	REVIEW	click on the	Notepad	Application.	
		Start menu,	Application Start	, p	
		Paint and	menu		
		Notepad			
4 to 6	TOPIC 2	Applications			
4 to 6	USE OF LOWER AND				
	UPPER CASE			Assist pupils to type short sentences and	Exercise:
	CHARACTERS IN TYPING		Combining lower and upper	phrases using lower and upper case	Open
			case characters in typing	characters.	Notepad and
		2.2.1 use upper and			type five
		lower case			short
		characters to type short			sentences using
		sentences and			lower and upper
		phrase			case characters.
	TOPIC 3				
				Students to onen any Cames Application	
7 to 10	THE USE OF GAMES	2.3.1 use Games Application to	Using Games Application to reinforce mouse skills	Students to open any Games Application involving the use of mouse to play.	
	APPLICATION	reinforce mouse	to remote mouse skins	mooning the use of mouse to play.	
	7 TELEPHION	skills			

TERM THREE

INTRODUCTION TO WINDOW MANAGEMENT

General Objective: The pupil will:

VEEK	TOPIC	SPECIFIC OBJECTIVES	CONTENT	TEACHING AND LEARNING	EVALUATION
		The pupil will be able to:	Maximizing and restoring Notepad/ Text Editor Application window using		
1 to 3	TOPIC 1	3.1.1 maximize and	the maximize and restore buttons in		
		restore	the control box	Assist pupils to open Notepad/Text Editor	
	BASIC WINDOW	Notepad/Text		Application and practice how to	
	MANAGEMENT	Editor	Maximize Testore	maximize and restore the window using	
		Application window using	Close X	the appropriate buttons.	
		the maximize			
		and restore			
		buttons in the			
		control box	Typing short sentences using	Pupils to type short sentences after	
4 & 5			Notepad/Text Editor Application	restoring the window.	
		3.1.2 type short		Pupils to minimize and close the window	
		sentences		after typing.	
	TOPIC 2	using Notepad/Text			
	TOPIC 2	Editor	Minimizing and closing Notepad		
7 to 9	DRAWING AND	Application	Application window using the minimize		
	COLOURING IMAGES	T P P T S T S T S T S T S T S T S T S T	and close buttons in the control box		
	WITH PAINT	3.1.3 minimize and close			
	APPLICATION TOOLS	Notepad			
		Application			
		window using			
		the minimize and			
		close buttons			
10		in the control box	Drawing shapes and objects using the		
10		3.2.1 draw shapes and	Pencil tool of the Paint Application	Assist pupils open Paint Application	Exercise:
		objects using	Pench tool of the Famil Application	window and use Pencil tool to draw	Pupils to
		the Pencil tool		shapes and objects.	draw objects
		of Paint			and shapes
		Application	Colour shapes and objects using the Fill		and colour
			With Colour tool of the Paint Application	Assist pupils to pick colours from the	
11		2.2.2	tool	Colour Pallet and use the Fill With Colour	
		3.2.2 colour shapes and images using the		tool to colour the shapes and objects	
		Fill With Colour		drawn.	
		tool of the Paint			
		Application tool			
		''			i

UPPER PRIMARY

UPPER PRIMARY SYLLABUS TOPICS

The syllabus consists of six core areas which all pupils must study, are:

Theory
Basic settings and File Management
Word Processing
Spreadsheets
Presentations
Information Communication Technology (ICT)

UPPER PRIMARY SCOPE AND SEQUENCE CHART

THEORY

Topic	Primary 4	Primary 5	Primary 6
Rules and requirements	Basic handling of Computers	Basic handling of Computers	Basic handling of Computers
for the Computer			
laboratory			
Introduction to	Computer Hardware and Software.	Types of computers	Computer Hardware and Software.
Computers	Advantages and disadvantages of using	Computer Hardware and Software.	Advantages and disadvantages of using
	Computers.	Advantages and disadvantages of using	Computers
		Computers.	Viruses.
Information	Introduction to ICT	Introduction to ICT	Introduction to ICT and the Internet
Communication			
Technology (ICT).			

BASIC SETTINGS AND FILE MANAGEMENT

Topic	Primary 4	Primary 5	Primary 6
Starting up and shutting	Shutting down the computer	Shutting down the computer	Shutting down the computer
down			
Use of the mouse	Use of the mouse -starting programme	Use of the mouse-double clicking	Use of the mouse-right clicking
Desktop features	Desktop features -start button	Desktop features – start button, task bar	Desktop features

Screen savers		Screen savers-basic procedures	Screen savers – changing settings
Settings		Date and time settings using start menu	Date, time and volume settings – using shortcuts
My computer icon		Using my computer icon – identifying and opening	Using my computer icon-opening C drive
		Drives, Folders and Files-identification	Files, Folders and Drives identification + creating folders
My computer icon (cont.)		Deleting files and folders	Searching for files and folders by name and location Deleting files and folders from hard disk
Recycle bin		Recycle bin concept and identification	Display and empty files in recycle bin
Printing	Printing – using shortcut	Printing – using shortcut	Printing – using menu

WORD PROCESSING

Topic	Primary 4	Primary 5	Primary 6
Loading a word	Loading a Word Processor using start	Loading a Word Processor using start	Loading a Word Processor using start
processor program	menu	menu	menu
	Exiting a program using the close icon and the close command in the file menu	Exiting a program using the close icon and the close command in the file menu	Exiting a program using the close icon and the close command in the file menu
Word processing	Inserting and colouring Auto Shapes	Inserting symbols and pictures	Inserting symbols and pictures
features	and pictures using the mouse	Inserting text	Inserting text
		Designing patterns using Auto Shapes	Designing patterns using Auto Shapes
Word processing	Word Processing screen: menu bar and	Word Processing screen: tool bars and	Word Processing screen: tool bars and
setting	scroll bars	scroll bar	scroll bar

SPREADSHEETS

Topic	Primary 4	Primary 5	Primary 6
Introduction to a Spreadsheet		Basic spreadsheet concepts	Basic spreadsheet concept
		Creating a spreadsheets: spreadsheet structure, spreadsheet navigation and simple functions	Creating a spreadsheet- spreadsheet structure, spreadsheet navigation and simple functions
Saving and opening documents		Saving and opening a document in the hard disk using the save and open commands in the file menu	Saving and opening a document in the hard disk and other media using the save and open commands in the file menu
Spreadsheet formatting		Width adjustments, settings, deleting, inserting, formatting cells, page breaks	Width adjustments deleting, inserting, formatting cells, rows and columns Previewing and printing
Charts and graphs			Creating charts/graphs

PRESENTATIONS

Topic	Primary 4	Primary 5	Primary 6
Drawing	Drawing and combining shapes	Drawing and combining shapes	Drawing and combining shapes
Loading a presentation programme	Loading a drawing programme Saving and exiting	Loading a presentation	Loading a presentation
Slide creation			Creating presentations using more challenging slides and saving
Opening and closing presentation		Opening and closing existing presentations	Opening and closing existing presentations
Formatting text		Formatting text on slides	Formatting text on slide

	Apply font, colour and size	Apply font colour, type and size.
Slide show	Slide transition	Slide transition
	Applying design templates	Custom animation Applying design templates
	Slide show presentation	Slide show presentation and printing slides

INFORMATION COMMUNICATION TECHNOLOGY

Topic	Primary 4	Primary 5	Primary 6
			Setting up of a mail account
			E-mail and internet security concerns
			Opening mailbox
			Creating mail
			Sending e-mail
			Deleting mail
			Replying mail including original
			message
			Deleting mail
Internet			Setting of the internet
			Security concerns – virus and Spam
			control
			Making connection
			Searching

PRIMARY FOUR ICT

TERM ONE

TOPIC 1: THEORY

WEEK	TOPIC	OBJECTIVES	CONTENT	SUGGESTED LEARNING	EVALUATION
				ACTIVITIES AND NOTES	
1	Rules and	Pupils should be able to;	The basic rules	Discussing the need for rules	
	requirements	explain the basic rules	Environmental	in the Computer room	
	for the	to be observed in the	conditions such as	Discussing the importance of	
	computer	computer laboratory	ventilation	environmental conditions and	
	laboratory	name the basic	Security of and in the	security	
		environmental	computer laboratory		
		conditions and security			
		of the computer			Assignment
		laboratory			The pupils draw and label the main
2	Introduction	identify computer	Hardware:	Drawing and labelling	parts of the computer
	to computers	hardware and software	Input and output:	components of the computer	
			System Unit,	Classifying input and output	
			Keyboard, Mouse and	devices	
			Screen, Speakers and	Listing the types of storage	
			Printers,	devices	
			Storage devices:	NB: Teacher to restrict to	
			floppy disks, flash	available equipment	
			disk/memory stick,	Identifying the Software in use	
			compact disk (CD),	by name and function	
			digital video disk		
			(DVD)		
			Software		

TOPIC 2: BASIC SETTINGS AND FILE MANAGEMENT

WEEK	TOPIC	OBJECTIVES	CONTENT	SUGGESTED LEARNING	EVALUATION
		Pupils should be able to;		ACTIVITIES AND NOTES	
3	Starting up	switch off the computer	Start menu	Identifying power buttons	Exercise:
	and shutting		Power buttons	Turning off the computer	The pupils start up and shut
	down				down the PCs
4	Desktop	use the start button	Start button	Identifying the start button	
	features	use a mouse to start a	Programme using a	Starting a programme using a	

	programme	mouse	mouse	

TOPIC 3: WORD PROCESSING

WEEK	TOPIC	OBJECTIVES	CONTENT	SUGGESTED LEARNING	EVALUATION
		Pupils should be able to;		ACTIVITIES AND NOTES	
5	Loading a word processor programme	load a word using start menu exiting a programme using the close icon and	Word processor programme Close icon and close command in the file	Opening and closing a word processor programme Exiting a programme using the close button	
6 – 8	Word processing	close command in the file menu insert and colour auto shapes and pictures	Auto shapes and pictures	Using the mouse to colour auto shapes and pictures	Exercise: The pupils insert shapes and picture into a word document
	features	using the mouse	pictures	date shapes and pictures	
9	Word processing setting	use the menu bar and scroll bars	Word processing screen: menu bar and scroll bars	Manipulating the menu and scroll bars	

TERM TWO

1-4	Typing	type a short paragraph	Short paragraphs Punctuation Four Special Characters i.e. !?,.	Typing short paragraphs and inserting correct punctuation marks	Homework/ Assignment 1: Pupils type, highlight and edit documents on any given topic by the teacher
5 & 6	Text selection and correction	select/highlight text using the shift and arrow keys and mouse delete sentences	Shift and arrow keys and mouse Backspace and delete key	Blocking text Erasing sentences from right to left and from left to right	Assignment 2: Teacher asks pupils to identify and open word documents, edit and 'save as'.
7	Basic keyboard keys and their uses	identify numeric keyboard keys use the numeric keyboard key	Short paragraphs that integrate the numeric keys	Playing games using keyboard keys	
8 - 10	Opening and Saving	identify documents in a folder retrieve documents from a folder save a document in the hard disk close a document	Default location (My Documents) Double clicking the document in the folder Saving documents Close button	Launching a programme Retrieving a document by double clicking it in the folder Using the save and open commands in the file menu Saving and closing a document	

TERM THREE

1-3	Formatting text	block text bold text colour text underline text	The bold icon The font colour icon The underline icon Alignment icons	Blocking text Bolding text Changing colour of text Underlining text
4		align text apply font size and type	Font size and type icons	Changing text alignment Aligning text Changing font size and text Using the scroll bar to see more fonts
5 & 6	Editing text	copy and paste text	Copy and paste	Copying and pasting using the Edit command menu Copying and pasting using the icons NB Activities to focus first on the Edit command menu before shortcuts are introduced
7	Printing using shortcut	generate a hard copy	Print process	Printing using the print icon

TOPIC 4: PRESENTATION

WEEK	TOPIC	OBJECTIVES	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
9	Loading a presentation programme	Pupils should be able to; load a presentation programme using a mouse;	Presentation programme	Opening a presentation programme Creating a blank presentation Typing basic text	Assignment: Pupils should design a power point presentation about their school with relevant photos
10	Drawing	open a drawing programme; combine shapes and drawings	Drawing programme icon Saving drawings Shapes, drawings and pictures	Drawing according to instruction Using the short cut to save drawings	

PRIMARY FIVE ICT

TERM ONE

TOPIC 1: THEORY

WEEK	TOPIC	OBJECTIVES Pupils should be able to;	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
1	Rules and requirements for the laboratory	 explain the basic rules to be observed in the computer laboratory name the basic environmental conditions and security of the computer laboratory 	The basic rules Environmental conditions such as ventilation Security of and in the computer laboratory	Discussing the need for rules in the Computer laboratory Discussing the importance of environmental conditions and security	
2 & 3	Introduction to computers/ Computer hardware and software	 identify computer hardware and software Hardware Understand the term hardware. Understand what a personal computer is. Distinguish between desktop, laptop (notebook), tablet PC in terms of typical users. Identify common handheld portable digital devices like: personal digital 	Hardware: Desktop, laptop (notebook), tablet PC in terms of typical users. Handheld portable digital devices like: Personal digital assistant (PDA), mobile phone, smartphone, multimedia player and know their main features. Input and output: System Unit (CPU), Keyboard, Mouse and Screen, Speakers and Printers,	Drawing and labeling components of the computer Classifying input and output devices Listing the types of storage devices NB: Teacher to restrict to available equipment Identifying different system and application software Discussing the advantages and disadvantages of using computers	

assistant (P mobile pho smartphone multimedia and know to features. Know the ro of a component central point (CPU), memory, rommon ioutput devi ldentify input/output like: USB parallel, port, FireW list advanta disadvanta gusing component mobile pho mobile pho features. Know the ro of a component central point (CPU), memory, rommon ioutput devi lidentify input/output like: USB parallel, port, FireW	floppy disks, flash disk/memory stick, compact disk (CD), digital video disk (DVD) neir main like: USB, serial, parallel, network port, FireWire. processing types of ard disk, put and tess. common t ports serial, network re. ges and es of
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TOPIC 2: BASIC SETTINGS AND FILE MANAGEMENT

WEEK	TOPIC	OBJECTIVES Pupils should be able	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
		to;			
4	Starting up and shutting down	 select options for shutting down computers 	Shutting down options	Applying different options for shutting down	
5	Use of mouse	perform different tasks by double clicking the mouse	Double clicking	Playing games using the mouse	

6	Settings	•	adjust date and time settings identify Task bar and its function	Date and time settings Task bar functions	Checking current date and time Changing date and time settings using shortcut Minimizing and restoring using mouse
7	My computer icon and local drives	•	identify drives and folders on the computer	A, C, and D drives	Opening C drive Distinguishing folders from files
8	Deleting files and folders	•	delete files and folders from the C drive	C drive files and folders	Deleting files and folders
9	Recycle bin concept	•	identify the recycle bin and its uses	Recycle bin icon	Opening recycle bin Closing recycle bin
10	Desktop features	•	use short cut menu for desktop displays	Desktop displays using shortcut menu	Applying desktop displays using shortcut menu

TERM TWO

1	Printing	print documents using	Printing	Applying the printing
		the shortcut		technique using an icon
2	Screen savers	set screen savers on the	Screen savers	Selecting and applying screen
		monitor		savers
				Creating them and adding
				animations to them
3	Loading a word	load a word processor	Word processor	Using the start menu to load
	processor	using start menu	Close button	a word processor
	programme	close a document		
		exit a programme		

TOPIC 3: WORD PROCESSING

WEEK	TOPIC	OBJECTIVES	CONTENT	SUGGESTED LEARNING	EVALUATION
		Pupils should be able		ACTIVITIES AND NOTES	
		to;			
4	Word	insert symbols, pictures	Symbol, pictures and	Selecting symbols and	
	processing	and text	text	pictures	
	features	design patterns using auto shapes;	Patterns	Identifying patterns	
5 – 7	Typing	type a paragraph	Short paragraphs	Typing short phrases (Week	
			Punctuation	5)	
			Special Characters!?	Typing paragraphs (week 6)	
			,%\$()	Type an essay (week 7)	
8	Text selection	select/highlight text	Shift and arrow keys	Blocking text	
	and correction	delete sentences	and mouse	Erasing sentences from right	
			Backspace and delete	to left and from left to right	
			key		
9	Keyboard keys	identify numeric	Short paragraphs that	Playing games using keyboard	
	and their uses	keyboard keys	integrate the numeric	keys	
		use the numeric	keys		

		keyboard key			
10	Saving and	open, save and close	Open, save and close	Opening, saving and closing a	
	opening	documents in the hard	commands in the file	document	
	documents	disk	menu		

TERM THREE

1	Formatting	block text	The bold icon	Bolding text
	Text	bold text	The font colour icon	Changing colour of text
		colour text	The underline icon	Underlining text
		underline text	Alignment icons	Aligning text
		align text	Font size and type	Changing font size and text
		apply font size and type	icons	
2	Editing Text	copy and paste text	Copy and paste	Copying and pasting using the
			Cut and paste	Edit command menu
		move text		Copying and pasting using the
				icons
				Cutting and pasting using the
				Edit command menu
				Cutting and pasting using the
				icons
				NB Activities to focus first on
				the Edit command menu
				before shortcuts are
				introduced

TOPIC 4: SPREADSHEETS

WEEK	TOPIC	OBJECTIVES	CONTENT	SUGGESTED LEARNING	EVALUATION
		Pupils should be able		ACTIVITIES AND NOTES	
		to;			
3	Introduction to		Spreadsheet structure:	Explaining what constitutes a	
	a Spreadsheet	describe the	Columns, rows,	spreadsheet	
		spreadsheet structure	column headings, row	Explaining the difference	
		create a spreadsheet	headings, cells, cell	between workbooks and	
			names, cell pointer,	worksheets	

			sheet tabs, navigating in the spreadsheet	Creating a spreadsheet- spreadsheet structure, cursor manipulation	
4	Spreadsheet Formatting	set width adjustments; insert formatting cells and page cells	Width adjustments Formatting cells and page breaks	Formatting a spreadsheet	
5	Saving and Opening Documents	open, save and close documents in the hard disk	Open, save and close commands in the file menu	Opening, saving and closing using the file menu	

TOPIC 5: PRESENTATIONS

WEEK	TOPIC	OBJECTIVES Pupils should be able to;	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
6	Loading a presentation programme	load a presentation	Presentation programme	Viewing of different available slides Adding text to a slide Saving the presentations	
7	Drawing	save drawings	Drawings	Saving the drawings	
8	Opening and closing a presentation	open and close existing presentation	Presentations	Typing in the file name Saving in the correct folders	
9	Formatting text	format text on slides apply font, colour and size on text	Slides, font, colour and size	Changing the font size Changing the text colour	
10	Slide show	apply slide transitions effects apply design templates present a slide show	Slide transitions effects Design templates Side show presentation	Adding transitions in normal view Using existing template design	

PRIMARY SIX ICT

TERM ONE

TOPIC 1: THEORY

WEEK	TOPIC	OBJECTIVES Pupils should be able to;	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
1	Rules and requirements for computer laboratory	explain the basic rules to be observed in the computer laboratory.	The basic rules.	Discussing the need for rules in the Computer laboratory and the consequences of breaking the rules.	
2	Introduction to computers	 identify different types of computers identify computer hardware and software. identify computer viruses and their causes list advantages and disadvantages of using computers 	Advantages and disadvantages of using computers	Compare the different types of computers. Entering data using the input devices. Discussing the suitability in the application of different types of storage devices. NB: Teacher to restrict to available equipment. Discussing the problems resulting from computer viruses. Discussing the advantages and disadvantages of using computers	
3	Information Communication Technology (ICT)	identify the benefits and limitations in the use of Internet and email.	Internet and e-mail.	Demonstrating how to access internet. Sending and receiving e-mail	

TOPIC 2: BASIC SETTINGS AND FILE MANAGEMENT

WEEK	TOPIC	OBJECTIVES Pupils should be able to;	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
4	Shutting down options	distinguish restart from shut down	Shut down windows	Restarting the computer	
5	Use of mouse	perform tasks using the mouse right clicking.	Use of mouse right clicking	Identifying tasks which require the use of mouse right clicking.	
	Desktop features	rearrange icons use short cut menu for desktop display.	Icons Desktop displays	Arranging icons by name, date, size Using auto arrange option	
6	Screen savers	change settings of screen savers on the monitor	Screen saver settings	Selecting screen savers	
7	Settings	adjust time, date and volume using short cut adjust date	Date, time and volume settings	Checking current date and time Changing date and time settings using shortcut	
8	My computer icon	delete files and folder from hard disk.	C drives	Inserting storage media in appropriate drives	
	My computer icon (cont)	open C drive create folders/files search for files/folders	Files and folders Deleting files and folders	Opening drives	
9	Recycle bin	display and empty the recycle bin	Recycle bin icon	Opening recycle bin Emptying recycle bin	
10	Printing	print using shortcut	Printing	Using the shortcut command to print	

TOPIC 3: WORD PROCESSING

WEEK	TOPIC	OBJECTIVES Pupils should be able to;	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
11	Loading a word processor programme	access word processing using start menu and icon.	Word processor icon	Opening word using both mouse and keyboard	
	Word processing features	insert symbols and pictures insert text design patterns using auto shapes	Symbols and pictures Auto shapes	Creating patterns using auto shapes	
12	Word processing setting	use tool bars and scroll bars	Word processing Screen: tool bars and scroll bar	Identifying tool bars and scroll bars	

TERM TWO

1	Typing	type compositions and letters	Punctuated compositions and letters Special Characters !?,.;""()%\$# @`*<>	Typing compositions and letters.	
2	Text selection and correction.	select text using the shift and arrow keys and mouse correct spellings and grammar	Shift and arrow keys and mouse Errors: spellings and grammar.	Blocking text Erasing sentences from right to left and from left to right. N.B. Non English and scientific words are	
3	Loading a word processor programme	access word processing using start menu and icon.	Word processor icon	Opening word using both mouse and keyboard	
4	Word processing features	insert symbols and pictures insert text design patterns using auto shapes	Symbols and pictures Auto shapes	Creating patterns using auto shapes	
5	Word processing setting	use tool bars and scroll bars	Word processing Screen: tool bars and scroll bar	Identifying tool bars and scroll bars	
6	Typing	type compositions and letters	Punctuated compositions and letters 7Special Characters !8?,.; ""() % \$ # @`*<>	Typing compositions and letters.	
7	Text	select text using the	Shift and arrow keys	Blocking text	

	selection	shift and arrow keys	and mouse	Erasing sentences from right to	
	and	and mouse	Errors: spellings and	left and from left to right.	
	correction.	correct spellings and	grammar.	N.B. Non English and scientific	
		grammar	g. a	words are treated as errors by the	
		6 -		computer. Teacher is to use	
				discretionary powers. Correction	
				of errors is taught progressively.	
8	Keyboard	identify functions	Keyboard keys and	Using QWERTY in document	
	keys and	frequently used.	their uses	manipulation and production.	
	their uses.	manipulate the entire			
		keyboard keys.			
		,			
9	Saving and	open commands in	Opening, saving and	Storing documents in different	
	opening	the file menu	closing a document in	media	
	documents	retrieve documents	the hard disk (C-drive)	Retrieving a document by using	
		saved	and other media	the open command in the Open	
		save documents in	Open, save and exit	dialogue box	
		hard disk and other	commands	Opening documents in different	
		media		media	
10	Formatting	bold text.	The bold icon.	Bolding text.	
	Text	colour text.	The font colour icon.	Changing colour of text.	
		underline text	The underline icon	Underlining text	
		align text	Alignment icons	Aligning text	
		apply font size and	Font size and type	Changing font size and text	
		type	icons	Spacing lines	
		space lines	Line spacing	Applying word art	
		apply Word Art	Word Art	Printing documents	
		print documents	Print outs		
11	Editing Text	cut and paste text	Cutting and pasting	Copying and pasting using the Edit	
		copy and paste text	Copying and pasting	command menu	
		change case	Lower and upper case	Copying and pasting using the	
		find and replace		icons	
		words	Replacing words	Cutting and pasting using the Edit	
				command menu	
				Cutting and pasting using the	
				icons	
				N.B. Activities to focus first on the	

		Edit command menu before	
		shortcuts are introduced.	
		Changing lower to upper case and	
		vice	
		versa	
		Finding & Replacing words	

TERM THREE

TOPIC 4: SPREADSHEETS

WEEK	TOPIC	OBJECTIVES Pupils should be	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
		able to;			
1	Introduction to a spreadsheet	identify functions of spreadsheets	Basic spreadsheet concept Spreadsheet structure Spreadsheet navigation and simple functions	Explaining what constitutes a spreadsheet. Explaining the difference between workbooks and worksheets	
		create a Spreadsheet	Spreadsheet structure: Columns, rows, column headings, row headings, cells, cell names, cell pointer, Sheet tabs, navigating in the spreadsheet, select all button.	Creating a spreadsheet- spreadsheet structure, cursor manipulation	
2	Saving and opening documents	open, save and close documents	File retrieval Saving Closing Exiting	Retrieving, saving, closing, and exiting a file in a specific location such as 'My Documents'.	
3	Spreadsheet formatting	insert rows and columns adjust rows and columns	Insert :Rows, columns, Worksheet Delete :Rows, columns, Worksheet Adjust row height,	Editing a spreadsheet by inserting and deleting rows and columns. Adjusting row height and column width.	

		preview	column width	Blocking/highlighting specific	
		documents before	Rename a Worksheet	cells, such as TOTAL's, using the	
		printing	Block/highlight specific	'fill colour' button.	
			cells	Preview document before	
			Preview and printing	printing a must.	
4	Charts and	create a	Column and bar	Creating a bar and column	
	graphs	chart/graph	chart/graph	chart/graph using information	
				from a created spreadsheet.	
				Using the insert- chart menu	

TOPIC 5: PRESENTATION

WEEK	TOPIC	OBJECTIVES Pupils should be able to;	CONTENT	SUGGESTED LEARNING ACTIVITIES AND NOTES	EVALUATION
5	Loading a presentation programme	load a presentation programme	Presentation programme	Loading a presentation	
	Drawing	add drawings	Drawings	Inserting drawing and adding colour to pictures	
6	Slide creation	create presentations using more challenging slides insert pictures to a presentation Save presentations	Presentations using slides Pictures	Creating presentations Saving presentations	
7	Opening and closing presentation	Open and close existing presentations	Open and save	Opening and closing existing presentation	
	Formatting text	format text on slides apply font, colour, type and size.	Font, colour, type and size	Changing font, colour, type and size.	
8	Slide show	view a slide show add transition effects apply design templates animate slides	Slide show Transition: normal view and slide shorter view Design templates Animation effects: Preset and custom	Viewing a slide show Applying transition effects on slide Selecting a transition effect from the drop down list. Choosing the speed of the	

				transition	
				Selecting objects which is to	
				be animated	
9	Slide show		Slide show	Selecting slides to be printed.	
	(cont)	present a slide show	Presentation		
		print slides	Printing		

TOPIC 6: INFORMATION COMMUNICATION TECHNOLOGY

WEEK	TOPIC	OBJECTIVES Pupils	CONTENT	SUGGESTED LEARNING	EVALUATION
		should be able to:		ACTIVITIES	
10	Internet	set internet	Internet icon	Opening the internet	
		make a connection	Web sites	Opening different websites	
		using shortcut	Search engines	Typing/Selecting search	
		disconnect the internet	Security issues	engine	
		connection		Entering search	
		install security features		criteria/subject	
				Disconnecting using shortcut	
11 & 12	e-mail	set e-mail account	e-mail account	Opening the mailbox	
		identify and open	Mailbox	Composing mail	
		mailbox	e-mail message	Sending mail	
		create mail	Inbox deleting	Opening inbox	
		send mail		Replying to mail	
		reply mail		Signing out	
		opening in-box			
		delete message			