

4-Month Computer Skills Tracker

JHS 2 Student - Weekly Checklist

Month 1

Week 1:

- ☐ Power on/off the computer
- ☐ Open and close Notepad
- ☐ Create a folder on Desktop
- ☐ Type name 10 times

Week 2:

- ☐ Create 3 folders
- ☐ Save files in folders
- ☐ Rename and delete a folder
- ☐ TypingClub practice 15 mins

Week 3:

- ☐ Open Word, type 5 lines
- ☐ Format text
- ☐ Insert image
- ☐ Save and show document

Week 4:

- ☐ Create 'About Me' doc
- ☐ Add picture and styles
- ☐ Save in 'Docs'
- ☐ Present to parent

Month 2

Week 5:

- ☐ Type letter to friend
- ☐ Add bullet points
- ☐ Insert a table
- ☐ Save as Letter.docx

Week 6:

- ☐ Create 3-slide PowerPoint
- ☐ Insert transitions
- ☐ Save and preview
- ☐ Practice slideshow

Week 7:

- ☐ Design a flyer

4-Month Computer Skills Tracker

☐ Use WordArt and colors

☐ Save

☐ Review old slides

Week 8:

☐ Create 5-slide presentation

☐ Add images and transitions

☐ Practice presenting

☐ Show to parent

4-Month Computer Skills Tracker

Class 3 Student - Weekly Checklist

Month 1

Week 1:

- ☐ Point and name computer parts
- ☐ Move mouse and click icons
- ☐ Open Paint
- ☐ Type name

Week 2:

- ☐ Draw a tree
- ☐ Use eraser tool
- ☐ Save as tree.png
- ☐ Show family

Week 3:

- ☐ Open Word
- ☐ Type 'I love computers'
- ☐ Change font and size
- ☐ Add emojis

Week 4:

- ☐ Draw Ghana flag
- ☐ Type 3 lines in Word
- ☐ Save work
- ☐ Show to parent

Month 2

Week 5:

- ☐ Draw family in Paint
- ☐ Label with text tool
- ☐ Save file
- ☐ Type names in Word

Week 6:

- ☐ Write 5 favorite things
- ☐ Make each colorful
- ☐ Add picture
- ☐ Save file

Week 7:

- ☐ Create birthday invite

4-Month Computer Skills Tracker

- ☐ Use WordArt
- ☐ Save file
- ☐ Share with friend

Week 8:

- ☐ Type 5-line story
- ☐ Add image
- ☐ Change font
- ☐ Show document

4-Month Computer Skills Tracker

KG Student - Weekly Checklist

Month 1

Week 1:

- ☐ Name screen, mouse, keyboard
- ☐ Practice mouse movement
- ☐ Open Paint
- ☐ Draw line

Week 2:

- ☐ Use brush and fill
- ☐ Paint with 3 colors
- ☐ Erase parts
- ☐ Save artwork

Week 3:

- ☐ Press keys A-G
- ☐ Type name with help
- ☐ Decorate name
- ☐ Click desktop icons

Week 4:

- ☐ Draw and color flag
- ☐ Type letters A-F
- ☐ Save
- ☐ Show to parent

Month 2

Week 5:

- ☐ Open Paint by yourself
- ☐ Draw house
- ☐ Color roof and walls
- ☐ Write name

Week 6:

- ☐ Draw pet or toy
- ☐ Use brushes
- ☐ Change background
- ☐ Save drawing

Week 7:

- ☐ Free draw in Paint

4-Month Computer Skills Tracker

- ☐ Try undo/redo
- ☐ Save best work
- ☐ Show to family

Week 8:

- ☐ Draw picture using 3 tools
- ☐ Save and reopen
- ☐ Explain work
- ☐ Show to guardian