

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