

## Content Outline

### Foundation Phase Grade 1

Unit 1	Unit 2	Unit 3	Unit 4
Introduction to computers	Mouse and Keyboard Skills	Graphics	Graphics
<ol style="list-style-type: none"> <li>1. Introduction and Rules</li> <li>2. Parts of a computer</li> <li>3. Switching on and off</li> <li>4. Care for your computer</li> <li>5. Basic terminology (hardware and software)</li> <li>6. The mouse</li> <li>7. Mouse skills</li> <li>8. Graphics</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Click and draw</li> <li>3. Right-click and double click</li> <li>4. Layout of the keyboard</li> <li>5. Touch Typing</li> <li>6. Basic Typing</li> <li>7. The Home Row</li> <li>8. The number pad</li> <li>9. Special Keys</li> </ol>	<ol style="list-style-type: none"> <li>1. Open and Save</li> <li>2. MS Paint Introduction</li> <li>3. Draw a line</li> <li>4. Draw a circle</li> <li>5. Change line colour</li> <li>6. Change fill colour</li> <li>7. Erase</li> </ol>	<ol style="list-style-type: none"> <li>1. Open and Save</li> <li>2. Basic Typing</li> <li>3. Change transparency</li> <li>4. Format typing</li> <li>5. Copy and Paste</li> </ol>

### Foundation Phase Grade 2

Unit 1	Unit 2	Unit 3	Unit 4
Introduction to Computers	Word Processing Skills	Pictures in Word Processing	Drawing in MS Word
<ol style="list-style-type: none"> <li>1. Parts of the computer</li> <li>2. Switching on and off</li> <li>3. Saving and Opening</li> <li>4. Drawing in Paint</li> <li>5. Typing in Paint</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduction to word processing</li> <li>2. Open and Save</li> <li>3. Typing</li> <li>4. Select text</li> <li>5. Adding colour</li> <li>6. Change font size</li> <li>7. Change font type</li> <li>8. Printing</li> </ol>	<ol style="list-style-type: none"> <li>1. Inserting a picture</li> <li>2. Delete a picture</li> <li>3. Convert a picture</li> <li>4. Resize a picture</li> <li>5. Move a picture</li> <li>6. Insert your own picture</li> <li>7. Change order of more than one picture</li> </ol>	<ol style="list-style-type: none"> <li>1. The drawing toolbar</li> <li>2. Draw a line</li> <li>3. Draw a circle</li> <li>4. Draw an arrowed line</li> <li>5. Add text</li> <li>6. Change line colour</li> <li>7. Change fill colour</li> </ol>

### Foundation Phase Grade 3

Unit 1	Unit 2	Unit 3	Unit 4
Word Processing	Desktop Publishing	Internet and E-mail	Integration
<ol style="list-style-type: none"> <li>1. Different parts of the computer</li> <li>2. The keyboard</li> <li>3. Open and Save</li> <li>4. Typing in Word</li> <li>5. Adding pictures</li> <li>6. Change wrapping</li> <li>7. Adding WordArt</li> <li>8. Format text</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduction to DTP</li> <li>2. Working with wizards</li> <li>3. Create a sign</li> <li>4. Create a greeting card</li> <li>5. Create a flyer</li> <li>6. Create a banner</li> </ol>	<ol style="list-style-type: none"> <li>1. What is the Internet?</li> <li>2. Uses of the Internet</li> <li>3. Terminology</li> <li>4. Working in a browser</li> <li>5. Dangers of the Internet</li> <li>6. What is e-mail?</li> <li>7. Parts of an e-mail message</li> <li>8. Write your own message</li> </ol>	<ol style="list-style-type: none"> <li>1. Draw in Paint</li> <li>2. Select part of a drawing</li> <li>3. Copy and paste</li> <li>4. Open and Save</li> <li>5. Type text</li> <li>6. Wrapping</li> <li>7. Copy from Paint</li> </ol>