

## 5. SUGGESTED YEAR PLANNING FOR GRADE 1

Unit 1	Unit 2	Unit 3	Unit 4
Introduction to computers	Mouse and Keyboard Skills	Graphics	Graphics
<p>Introduction to Computers</p> <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. Mouse skills in Action</li> </ol>	<p>The mouse</p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Click and draw</li> <li>3. Right-click and double click</li> </ol> <hr/> <p>The keyboard</p> <ol style="list-style-type: none"> <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>	<p>Drawing in Paint</p> <ol style="list-style-type: none"> <li>1. MS Paint Introduction</li> <li>2. Open and Save</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> <li>8. Self Portrait</li> </ol>	<p>Typing in Paint</p> <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> <hr/> <p>Projects</p> <ol style="list-style-type: none"> <li>6. My missing dog</li> <li>7. Door poster</li> <li>8. Birthday poster</li> </ol>
<p><u>Recommended Software</u></p> <p>Microsoft Paint®</p>	<p><u>Recommended Software</u></p> <p>Microsoft Paint®</p>	<p><u>Recommended Software</u></p> <p>Microsoft Paint®</p>	<p><u>Recommended Software</u></p> <p>Microsoft Paint®</p>

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