

## 5. SUGGESTED YEAR PLANNING FOR GRADE 2

| Unit 1  | Unit 2   | Unit 3  | Unit 4   |
|---|--|---|--|
| Basic Computer Skills   | Word Processing Skills   | Pictures in Word Processing   | Drawing in MS Word   |
| Basic Computer Skills<br>1. Parts of the computer<br>2. Peripherals<br>3. Saving and Opening<br>4. Drawing in Paint<br>5. Typing in Paint | 1. Introduction to word processing<br>2. Open and Save<br>3. Typing<br>4. Select text<br>5. Adding colour<br>6. Change font size<br>7. Change font type<br>8. Printing | 1. Inserting a picture<br>2. Delete a picture<br>3. Convert a picture<br>4. Resize a picture<br>5. Move a picture<br>6. Insert your own picture<br>7. Change order of more than one picture<br>8. Project | 1. The drawing toolbar<br>2. Draw a line<br>3. Draw a circle<br>4. Draw an arrowed line<br>5. Add text<br>6. Change line colour<br>7. Change fill colour<br>8. Project |
| Projects<br>6. Number table<br>7. Letter to Granny<br>8. Fridge Magnet  |  |   |  |
| <u>Recommended Software</u><br>Microsoft Paint  | <u>Recommended Software</u><br>Microsoft Word  | <u>Recommended Software</u><br>Microsoft Word   | <u>Recommended Software</u><br>Microsoft Word  |