

5. SUGGESTED YEAR PLANNING FOR GRADE 6

Unit 1	Unit 2	Unit 3	Unit 4
Internet	Internet and E-mail	Word Processing	Desktop Publishing
<ol style="list-style-type: none"> 1. Uses of Internet and E-mail 2. Terminology 3. Requirements for connecting 4. Elements of the Internet Window 5. Navigation on the Internet 6. Searching the Internet 7. Search Strategies 8. Print a web page 	<p>Internet</p> <ol style="list-style-type: none"> 1. Revision on Internet terminology 2. Save a website to disk 3. Open a website 4. Copy parts of a web page <p>E-Mail</p> <ol style="list-style-type: none"> 5. Revision on e-mail uses and terminology 6. Write an e-mail 7. Attach a file to an e-mail 8. Open and save an attachment 	<ol style="list-style-type: none"> 1. Word Processing terminology and toolbars 2. Open and save a document 3. Work with text in a document 4. The Drawing Toolbar 5. Insert a table 6. Add rows and columns 7. Delete rows and columns 8. Merge and split cells 	<ol style="list-style-type: none"> 1. Introduction to Desktop Publishing 2. Create a sign or a poster 3. Create a menu 4. Create a record cover 5. Create a newsletter 6. Create an advertisement 7. Create a brochure 8. Create a calendar
<u>Recommended Software</u> Internet Explorer	<u>Recommended Software</u> Outlook Express	<u>Recommended Software</u> Microsoft Word	<u>Recommended Software</u> Microsoft Publisher