

5. SUGGESTED YEAR PLANNING FOR GRADE 7

Term 1	Term 2	Term 3	Term 4
Module 1: Word Processing	Module 2: Research	Module 3: Desktop Publishing	Module 4: Hardware
Introduction to Computers <ol style="list-style-type: none"> 1. Basic Terminology 2. Different Software Types 3. The Keyboard and Mouse 	Computers and Information <ol style="list-style-type: none"> 1. Copyright 2. Handling Assignments 3. Planning Research 4. Searching Methods 	The Theory of DTP <ol style="list-style-type: none"> 1. What is DTP? 2. Designing Skills 	Inside a Computer <ol style="list-style-type: none"> 1. Hardware and Software 2. Bytes and size of information 3. How a computer works 4. Inside a computer
Word Processing Skills <ol style="list-style-type: none"> 1. Introduction to Word Processing Skills 2. Basic Skills 3. Basic Editing Skills 4. Pictures and Drawings 5. Tables 	Digital Encyclopedia <ol style="list-style-type: none"> 1. Layout and terminology 2. Tools in Encarta® 3. Finding information 4. Saving information 5. Printing 	Desktop Publishing <ol style="list-style-type: none"> 1. Logos 2. Advertisements 3. Flyers 4. Greeting Cards 5. Letterheads 6. Business Cards 	Buying a Computer <ol style="list-style-type: none"> 1. What does the advertisement self? 2. Deciding what to buy 3. Your brand new computer
			Selling a Computer <ol style="list-style-type: none"> 1. Backup and Format 2. Create your own advertisement
Term Project	Term Project	Term Project	Term Project
Recommended Software Microsoft Word®	Recommended Software Microsoft Encarta®	Recommended Software Microsoft Publisher® or Microsoft Word® and Paint®	Recommended to have an old computer that can be opened