

5. SUGGESTED YEAR PLANNING FOR GRADE 8

Unit 1	Unit 2	Unit 3	Unit 4
Presentations	DTP with Word Processing Software	Internet and E-mail	Living with computers
<ol style="list-style-type: none"> 1. Introduction to software <ul style="list-style-type: none"> • Toolbars and screen • Different views • Open and save 2. Create and edit slides in different views 3. Drawing Tools 4. Tables and Charts 5. Transitions, Animation and Multimedia 6. Presentation Notes - theory on presenting skills 7. Setting up a presentation 	<ol style="list-style-type: none"> 1. Difference between DTP and Word Processing 2. Graphics 3. Print Scrn and cropping 4. Tables 5. Newspapers 6. Duplex printing 7. Brochures 8. Mail merging to create manuals 9. Printed Forms 	<p>Basics</p> <ol style="list-style-type: none"> 1. Introduction to the World Wide Web <p>E-Mail</p> <ol style="list-style-type: none"> 2. Write and send e-mail 3. The Internet community <p>Internet</p> <ol style="list-style-type: none"> 4. Online safety 5. Browsers 6. Browsing and searching 7. Web sites in action 8. Web services 	<p>Taking care</p> <ol style="list-style-type: none"> 1. Computer Ergonomics 2. Environmental factors 3. Computer care <p>Computer Crime</p> <ol style="list-style-type: none"> 1. Hackers and Crackers 2. Online Crime 3. Be safe online 4. Antivirus <p>Typing Skills</p> <ol style="list-style-type: none"> 1. Typing Skills
<u>Recommended Software</u> Microsoft PowerPoint	<u>Recommended Software</u> Microsoft Word	<u>Recommended Software</u> Internet Explorer/Outlook Express	<u>Recommended Software</u> Typing Tutor