

5. SUGGESTED YEAR PLANNING FOR GRADE 9

Unit 1	Unit 2	Unit 3	Unit 4
Websites with Word Processing	Operating Systems and File Management	Spreadsheets	Peripherals
Introduction to website design 1. Good site design 2. Terminology 3. Basic Skills	Windows 1. Desktop Layout 2. File Naming and rules 3. Screensaver and Desktop Settings 4. Recycle Bin	1. Workbook environment 2. Basics 3. Simple Formulas 4. Formatting 5. Printing 6. Worksheets and integration 7. Charts	1. Install plug and play devices 2. Install other devices 3. Printers 4. Scanners 5. Cameras 6. Modems 7. Removable storage 8. Infrared devices 9. Wi-Fi
4. Formatting 5. Links 6. Lines, Pictures and multimedia 7. Tables 8. Electronic Forms	File Management 5. Files and folders 6. Windows Explorer 7. Folders Management 8. Shortcuts		
<u>Recommended Software</u> Microsoft Word	<u>Recommended Software</u> Windows	<u>Recommended Software</u> Microsoft Excel	<u>Recommended Software</u> Microsoft Word