

## Content Outline

### Intermediate Phase Grade 4

Unit 1	Unit 2	Unit 3	Unit 4
Graphics	Word Processing	Word Processing	Integration
<ol style="list-style-type: none"> <li>Switching on and switching off</li> <li>The Paint Window</li> <li>Open and Save a drawing</li> <li>Draw a rectangle</li> <li>Change line and fill colour</li> <li>Erase small and large areas</li> <li>Create a text frame</li> <li>Format text</li> </ol>	<ol style="list-style-type: none"> <li>Introduction to Word Processing</li> <li>Open, save and close</li> <li>Type text in a document</li> <li>Change font size and type</li> <li>Change font style and colour</li> <li>Select and copy text</li> <li>Move and delete text</li> <li>Print a document</li> </ol>	<ol style="list-style-type: none"> <li>Revision on Word Processing</li> <li>Insert Clipart</li> <li>Resize and move clipart</li> <li>Wrapping of text</li> <li>Order of objects</li> <li>Insert WordArt</li> <li>Format WordArt</li> <li>Move and Resize WordArt</li> </ol>	<ol style="list-style-type: none"> <li>Revision on Paint</li> <li>Revision on Word Processing</li> <li>Copy from Paint into Word</li> <li>Insert a saved drawing in Word</li> <li>Copy, paste and delete an inserted drawing</li> <li>Resize a drawing</li> </ol>

### Intermediate Phase Grade 5

Unit 1	Unit 2	Unit 3	Unit 4
Word Processing	Word Processing	Research	Integration
<ol style="list-style-type: none"> <li>Uses of Word Processing</li> <li>MS Word toolbars and terminology</li> <li>New, Open and Save</li> <li>Type and Format text</li> <li>Search and insert clipart</li> <li>Insert own drawing</li> <li>Wrapping</li> <li>Insert WordArt</li> </ol>	<ol style="list-style-type: none"> <li>Select, cut and copy text</li> <li>The AutoShape toolbar</li> <li>Different AutoShapes</li> <li>Change background</li> <li>Change line colour</li> <li>Change line style</li> <li>Text boxes</li> </ol>	<ol style="list-style-type: none"> <li>Introduction to Encyclopedias</li> <li>Copyright</li> <li>Structured research</li> <li>Encarta screen layout</li> <li>Encarta terminology</li> <li>Navigation</li> <li>Search with keywords</li> <li>Print from Encarta</li> </ol>	<ol style="list-style-type: none"> <li>Revision on Word Processing</li> <li>Copy text from Encarta</li> <li>Copy picture from Encarta</li> <li>Copyright revision</li> <li>Resource Lists</li> </ol>

### Intermediate Phase 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"> <li>Uses of Internet and E-mail</li> <li>Terminology</li> <li>Requirements for connecting</li> <li>Elements of the Internet Window</li> <li>Navigation on the Internet</li> <li>Searching the Internet</li> <li>Search Strategies</li> <li>Print a webpage</li> </ol>	<ol style="list-style-type: none"> <li>Revision on Internet terminology</li> <li>Save a website to disk</li> <li>Open a website</li> <li>Copy parts of a webpage</li> <li>Copy a graphic</li> <li>Revision on e-mail uses and terminology</li> <li>Writing an e-mail</li> <li>Attach a file to an e-mail</li> <li>Open and save an attachment</li> </ol>	<ol style="list-style-type: none"> <li>Word Processing terminology and toolbars</li> <li>Open and save a document</li> <li>Work with text in a document</li> <li>The Drawing Toolbar</li> <li>Insert a table</li> <li>Add rows and columns</li> <li>Delete rows and columns</li> <li>Merge and split cells</li> </ol>	<ol style="list-style-type: none"> <li>Introduction to Desktop Publishing</li> <li>Create a sign or a poster</li> <li>Create a greeting card</li> <li>Create a banner</li> <li>Create a newsletter</li> </ol>