

## Content Outline

### Senior Phase Grade 7

Unit 1	Unit 2	Unit 3	Unit 4
Word Processing	Research	Desktop Publishing	Hardware
<ol style="list-style-type: none"> <li>1. Basic Terminology</li> <li>2. Different Software Types</li> <li>3. The Keyboard and Mouse</li> <li>4. Introduction to Word Processing Skills</li> <li>5. Basic Skills</li> <li>6. Basic Editing Skills</li> <li>7. Pictures and Drawings</li> <li>8. Tables</li> </ol>	<ol style="list-style-type: none"> <li>1. Copyright</li> <li>2. Handling Assignments</li> <li>3. Planning Research</li> <li>4. Searching Methods</li> <li>5. Layout and terminology</li> <li>6. Keywords</li> <li>7. Finding information</li> <li>8. Saving information</li> <li>9. Saving images</li> <li>10. Multimedia</li> </ol>	<ol style="list-style-type: none"> <li>1. What is DTP?</li> <li>2. Considerations when designing</li> <li>3. Logos</li> <li>4. Brochures</li> <li>5. Advertisements and Flyers</li> <li>6. Greeting Cards</li> <li>7. Letterheads</li> <li>8. Business Cards</li> </ol>	<ol style="list-style-type: none"> <li>1. Parts of a computer</li> <li>2. Buying a computer</li> <li>3. Working of a computer</li> <li>4. Software and drivers</li> <li>5. Safety first</li> <li>6. Installing components</li> <li>7. BIOS</li> <li>8. Basic Hardware problems</li> </ol>

### Senior Phase 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"> <li>1. Introduction to software</li> <li>2. Create and edit slides in different views</li> <li>3. Drawing Tools</li> <li>4. Tables and Charts</li> <li>5. Movement</li> <li>6. Presenting skills</li> <li>7. Setting up a presentation</li> <li>8. Presenting a presentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Difference between DTP and Word Processing</li> <li>2. Graphics</li> <li>3. Print Scrn and cropping</li> <li>4. Tables</li> <li>5. Newspapers</li> <li>6. Duplex printing</li> <li>7. Brochures</li> <li>8. Mail merging to create manuals</li> <li>9. Printed Forms</li> </ol>	<ol style="list-style-type: none"> <li>1. What is the WWW?</li> <li>2. Get connected</li> <li>3. Legislation</li> <li>4. E-mail and netiquette</li> <li>5. Write and send</li> <li>6. Attachments</li> <li>7. Address troubleshoot</li> <li>8. Antivirus and safety</li> <li>9. Protect yourself</li> <li>10. How to search</li> <li>11. Hyperlinks</li> <li>12. Chat Rooms</li> <li>13. Online Shopping</li> </ol>	<ol style="list-style-type: none"> <li>1. Computer Ergonomics</li> <li>2. Environmental factors</li> <li>3. Computer care</li> <li>4. Hackers and Crackers</li> <li>5. Online Crime</li> <li>6. Be safe online</li> <li>7. Antivirus</li> <li>8. Touch Typing</li> <li>9. Typing Skills</li> </ol>

### Senior Phase Grade 9

Unit 1	Unit 2	Unit 3	Unit 4
Websites with Word Processing	Operating Systems and File Management	Spreadsheets	Peripherals
<ol style="list-style-type: none"> <li>1. Good site design</li> <li>2. Terminology</li> <li>3. Basic Skills</li> <li>4. Formatting</li> <li>5. Links</li> <li>6. Lines, Pictures and multimedia</li> <li>7. Tables</li> <li>8. Electronic Forms</li> </ol>	<ol style="list-style-type: none"> <li>1. Desktop Layout</li> <li>2. File Naming and rules</li> <li>3. Shut down and restart</li> <li>4. Screensaver and Desktop Settings</li> <li>5. Recycle Bin</li> <li>6. Files and folders</li> <li>7. Windows Explorer</li> <li>8. Folders Management</li> <li>9. Shortcuts</li> </ol>	<ol style="list-style-type: none"> <li>1. Workbook environment</li> <li>2. Basics</li> <li>3. Formulas</li> <li>4. Formatting</li> <li>5. Printing</li> <li>6. Worksheets and integration</li> <li>7. Charts</li> </ol>	<ol style="list-style-type: none"> <li>1. Install plug and play devices</li> <li>2. Install other devices</li> <li>3. Printers</li> <li>4. Scanners</li> <li>5. Cameras</li> <li>6. Modems</li> <li>7. CD Writers</li> <li>8. Infrared devices</li> <li>9. Bluetooth</li> </ol>