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| **COMPUTER FORM 2 SCHEMES OF WORK – TERM 1 2021** |
| **APPLICATION PACKAGES (WORD PROCESSORS)** |
| **WK** | **L****E****S****S****O****N** | **TOPIC** | **SUB - TOPIC** | **OBJECTIVES** | **LEARNING/TEACHING ACTIVITIES** | **LEARNING/TEACHING RESOURCES** | **REFERENCES** |
| 1 |  |
|  | **1** |  | DEFINITION OF WORD PROCESSOR | By the end of the lesson, the learner should be able to* Define the term word processor
* Explain the purpose of a word processor
 | * Q/A discussion
 | * Newspapers
* Letters
* Cards
* books
 | * Longhorn Secondary. S.Mburu, G. Chemwa page 1-3
 |
|  | **2****-****3** |  | USING A WORD PROCESSING PACKAGE | By the end of the lesson, the learner should be able to* Start a Microsoft word
* Explain the Microsoft screen layout
 | * Q/A demonstration practical
 | * Handouts
* Books
* Working personal computer
 | * Longhorn Secondary. S.Mburu, G. Chemwa page 5-10
 |
| **2** | **1** |  | RUNNING THE PROGRAMME | By the end of the lesson, the learner should be able to* Save and retrieve
* Close and exit
 | * Q/A demonstration practical
 | * Books
* Handouts
* Working computer
 | * Longhorn Secondary. S.Mburu, G. Chemwa page 13-17
 |
|  | **2-3** |  | EDITING AND FORMATTING A DOCUMENT | By the end of the lesson, the learner should be able to* Select a document
* Move, copy and delete
* Insert and type over
 | * Q/A demonstration practical
 | * Handouts
* Books
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 16-19
 |
| **3** | **1** |  | FIND AND REPLACE | By the end of the lesson, the leaner should be able to* Define the term find and replace
* Find and replace a documents
* Use thesaurus
 | * Q/A Demonstration practical
 | * Letters
* Card working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 16-24
 |
|  | **2-3** |  | TEXT FORMATTING | By the end of the lesson, the learner should be able to* Bold, italicize, underline, change fonts
 | * Q/A Demonstration practical
 | * Letters
* Cards
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 22-23
 |
| **4** | **1** |  | PARAGRAPH FORMATTING | By the end of the lesson, the learner should be able to* Drop cap, sub and superscript
* Align and indent text
 | * Q/A demonstration practical
 | * Handouts
* Cards
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 22-23
 |
|  | **2-3** |  | PARAGRAPH FORMATTING | By the end of the lesson, the learner should be able to* Space and section break
* Bullet and number
* Insert columns/page headers and footers
 | * Q/A demonstration practical
 | * Books
* Newspapers
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 22-23
 |
| **5** | **1** |  | SET-UP | By the end of the lesson, the learner should be able to* Set up margins
* Set paper size and orientation
 | * Q/A demonstration practical
 | * Handouts
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 33-35
 |
|  | **2-3** |  | SET-UP | By the end of the lesson, the learner should be able to* Define the term table
* Crate tables
* Insert rows and columns
* Merge/split rows
 | * Q/A Demonstration practical
 | * Handouts
* Working computer
* books
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 37-39
 |
| **6** | **1** |  |  | By the end of the lesson, the learner should be able to* convert text to a table and vice verse
* import tables/perform calculations
 | * Q/A Demonstration practical
 | * Handouts
* Working computer
* Chalk board
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 40-41
 |
|  | **2-3** |  | MAIL MERGE | By the end of the lesson, the learner should be able to* Define the term
* mail merge
* Create: main document and data source
* Merge field

  | * Q/A Demonstration practical
 | * Letters
* Card
* Working computer
* Chalk board
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 44-46
 |
|  | **1** |  | GRAPHICS | By the end of the lesson, the learner should be able to* Define the term graphic
* Insert/edit graphics
 | * Q/A Demonstration practical
 | * Clip art
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 44-49
 |
|  | **2-3** |  | PRINTING | By the end of the lesson, the learner should be able to* Define the term printing
* Set up the printer and print
 | * Q/A Demonstration practical
 | * Letters
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 44
 |
| **7** | **1** |  | SPREAD SHEETS (SPREADSHEETS) | By the end of the lesson, the learner should be able to* Define the term spreadsheets
* Explain the application areas of spreadsheets
 | * Q/A Discussion
 | * Call register
* Accounts book
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 52-53
 |
|  | **2-3** |  | CREATING A WORKSHEET | By the end of the lesson, the learner should be able to* Define the term worksheet
* Create a worksheet
* Save/retrieve a worksheet
 | * Q/A demonstration practical
 | * Handouts
* Class register
* Accounts book
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 57-65
 |
| **8** | **1** |  | CELL DATA TYPES | By the end of the lesson, the learner should be able to* Define the term cell data type
* Explain the different data types
 | * Q/A discussion
 | * Books
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 66
 |
|  | **2-3** |  | CELL REFERENCING | By the end of the lesson, the learner should be able to* Define the term cell referencing
* Explain the different cell referencing
* Apply cell referencing on a computer
 | * Q/A Demonstration practical
 | * Books
* Handouts
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 66-69
 |
| **9** | **1** |  | FUNCTIONS AND FORMULAE |  | By the end of the lesson, the learner should be able to* Differentiate between functions and formulae
* Apply functions and formulae on a document
 | * Q/A demonstration Practical
 | * Working computer
* Books
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 70-73
 |
|  | **2-3** |  |  | WORKSHEET FORMATTING | By the end of the lesson, the learner should be able to* Format a worksheet: text, numbers, rows, columns and global
 | * Q/A Demonstration practical
 | * Books
* Handouts
* Working computer
 | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 74-79
 |
| **10** |  | **END TERM EXAMS/SCHOOLS CLOSE** |