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| **COMPUTER FORM 2 SCHEMES OF WORK – TERM 1** | | | | | | | | | | | | | | | | | | | | | | |
| **APPLICATION PACKAGES (WORD PROCESSORS)** | | | | | | | | | | | | | | | | | | | | | | |
| **WK** | | **LSN** | | **TOPIC** | | | **SUB - TOPIC** | | **OBJECTIVES** | **LEARNING/TEACHING ACTIVITIES** | | | | **LEARNING/TEACHING RESOURCES** | | | **REFERENCES** | | |  | | | |
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| **2** | | **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 | | |  | | | | |
| **3** | | **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 | | |  | | | | | |
| **4** | **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 | | |
| **5** | **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 | | |  | | | | |
| **6** | **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 | | |
| **7** | **1** | | |  | | TABLE CONVERSION/ ARITHMETIC CALCULATIONS | | 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 fields | | * Q/A Demonstration practical | | * Letters * Card * Working computer * Chalk board | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 44-46 | | |
| **8** | **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 | | |  | | | | | | |
| **9** | **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 spreadsheet | | * 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 | | |
| **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 | | |
| **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 | | |  | | | |
| **1** | | | |  | | DATA MANAGEMENT | | By the end of the lesson, the learner should be able to   * Explain the terms, Sort, filter, total forms * Apply the above features | | * Q/A Demonstration practical | | * Books * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 73-75 | | |
| **2-3** | | | |  | | CHARTS/GRAPHICS | | By the end of the lesson, the learner should be able to   * Definite the terms chart * Explain the different charts * Insert charts | | * Q/A Demonstration practical | | * Books * Handouts * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 77-79 | | |  | | | | | | | |
| **END TERM EXAMS/SCHOOLS CLOSE** | | | | | | | | | | | | | | | | | | | | |  | | | | |
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| **COMPUTER FORM 2 SCHEMES OF WORK – TERM 2** | | | | | | | | | | | | | | | | | | | | | | |
| **DATABASES** | | | | | | | | | | | | | | | | | | | | | | |
| **LESSON** | | | **TOPIC** | | | **SUB - TOPIC** | | **OBJECTIVES** | | **LEARNING/TEACHING ACTIVITIES** | | **LEARNING/TEACHING RESOURCES** | | | **REFERENCES** | | |  | | | | |
|  | | | Reporting from home and settling for the second term work | | | | | | | | | | | | | | | | | |  | |
| **1** | | |  | | | DATABASE | | By the end of the lesson, the learner should be able to   * Define the database * Explain the concept of D/base | | * Q/A discussion | | * Class list | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 93-94 | | |  | | | | |
| **2-3** | | |  | | | DATABASE MODELS | | By the end of the lesson, the learner should be able to   * Define the term d/base model * Explain the difference d/base models * Discuss the features of a database | | * Q/A demonstration practical | | * Handouts * Books * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 96-98 | | |
| **1** | | |  | | | DATA ORGANIZATION | | By the end of the lesson, the learner should be able to   * Organize data in a database * Start Ms Access | | * Q/A demonstration practical | | * Handouts * Books * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 97-100 | | |
| **2-3** | | |  | | | MS ACCESS SCREEN LAYOUT | | By the end of the lesson, the learner should be able to   * Explain the access screen layout * Create a database | | * Q/A Demonstration practical | | * Letters * Cards * Books * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 100-104 | | |
| **1** | | |  | | | EDITING A D/BASE | | By the end of the lesson, the learner should be able to   * Edict a data base | | * Q/A Demonstration practical | | * Letters * Cart * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 108-109 | | |
| **2-3** | | |  | | | QUERIES | | By the end of the lesson, the learner should be able to   * Define the term query * Crate a query | | * Q/A Demonstration Practical | | * Letters * Card * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 116-117 | | |
| **1** | | |  | | | UPDATING A QUERY | | By the end of the lesson, the learner should be able to   * Update a query * View a query | | * Q/A Demonstration practical | | * Handouts * Books * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 120-122 | | |
| **2-3** | | |  | | | FORM DESIGN | | By the end of the lesson, the learner should be able to   * Explain the form layout * Create a form | | * Q/A Demonstration practical | | * Books * Newspaper * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 110-113 | | |
| **1** | | |  | | | FORMATTING FIELDS | | By the end of the lesson, the learner should be able to   * Display records in a form * Format fields | | * Q/A Demonstration practical | | * Handouts | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 113 | | |
| **2-3** | | |  | | | REPORTS LAYOUT | | By the end of the lesson, the learner should be able to   * Define a report * Create a report * Modify a report | | Q/A Demonstration Practical | | * Handouts * Books * Working Computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 125-129 | | |
| **1** | | |  | | | REPORTS LAYOUT | | By the end of the lesson, the learner should be able to   * Sort and group data in a report * Design labels | | * Q/A Demonstration practical | | * Forms * Report * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 40-41 | | |
| **2-3** | | |  | | | PRINTING | | By the end of the lesson, the learner should be able to   * Define the term printing * Print: form and a report | | * Q/A Demonstration Practical | | * Forms * Report * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 112 | | |
| **DESKTOP PUBLISHING** | | | | | | | | | | | | | | | | | | | | | | |
| **1** | | |  | | | DESKTOP PUBLISHING | | By the end of the lesson, the learner should be able to   * Define DTP S/W * State then purpose of DTPS/W | | * Q/A Demonstration practical | | * Clip art * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 132-134 | | |
| **2-3** | | |  | | | DESIGNING A PUBLICATION | | By the end of the lesson, the learner should be able to   * Explain the DTP S/W * Discuss the types of DTP publications | | * Q/A Observation Practical | | * Letters * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 133-134 | | |
| **1** | | |  | | | DESIGNING A PUBLICATION | | By the end of the lesson, the learner should be able to   * Run the DTP program * Explain the DTP screen layout | | * Q/A discussion | | * Cards, certificates, text, calendars, text books | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 134-136 | | |
| **2-3** | | |  | | | DESIGNING A PUBLICATION | | By the end of the lesson, the learner should be able to   * Set up a publication * Manipulate text and graphics | | Q/A demonstration practical | | * Cards, certificates, text calendars, textbooks * Working Computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 139-143 | | |
| **1** | | |  | | | TEXT | | By the end of the lesson, the learner should be able to   * Design page layout * Use a ruler to measure | | * Q/A discussion | | * Calendars, textbooks | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 158 | | |
| **2-3** | | |  | | | GRAPHICS | | By the end of the lesson, the learner should be able to   * Define the term graphics * Change full stroke * Reshape objects | | * Q/A Demonstration practical | | * Books * Handouts * Working Computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 150 | | |
| **1** | | |  | | | GRAPHICS | | By the end of the lesson, the learner should be able to   * Copy an object * Import and wrap text | | * Q/A Demonstration Practical | | * Books * Handouts * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 161-162 | | |
| **2&3** | | |  | | | GRAPHICS | | By the end of the lesson, the learner should be able to   * Group objects * Lock objects | | * Q/A Demonstration Practical | | * Books * Handouts * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 164-168 | | |
| **1** | | |  | | | ROTATE/CROP | | By the end of the lesson, the learner should be able to   * Explain the terms, sort, filter, total, forms * Apply the above features | | * Q/A Demonstration practical | | * Books * Working computer | | | * Longhorn Computer studies Secondary. S.Mburu, G. Chemwa page 164 | | |
| **THE SCHOOL CLOSES/END OF TERM EXAMS** | | | | | | | | | | | | | | | | | | | | |