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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** | | | | | | | | | | | | | |