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| **COMPUTER FORM 2 SCHEMES OF WORK – TERM 1** | | | | | | | | |
| **APPLICATION PACKAGES (WORD PROCESSORS)** | | | | | | | | |
| **LESSON** | **TOPIC** | **SUB - TOPIC** | **OBJECTIVES** | **LEARNING/TEACHING ACTIVITIES** | **LEARNING/TEACHING RESOURCES** | **REFERENCES** |
|  | Reporting from home and settling for first term work | | | | | | |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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** | | | | | | | |