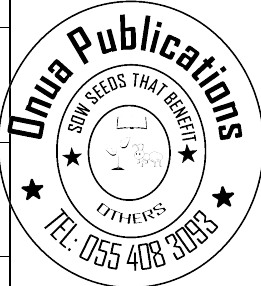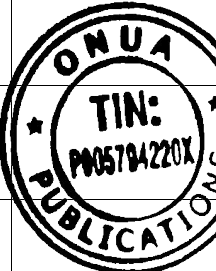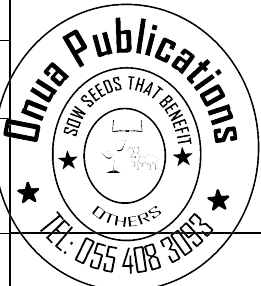# TERMLY SCHEME OF LEARNING – TERM 1
COMPUTING– Basic 7

Weeks	Strand	Sub Strand	Content Standard	Indicators	Resources
	Introduction to computing	Components of Computers and Computer Systems	B7.1.1.1. Identify parts of a computer and their uses	B7.1.1.1.1 Discuss the second and third generation of computers	
				B7.1.1.1.2 Demonstrate understanding of the use of input devices (wireless keyboard, and mouse, light pen, Touchscreen)	
			B7.1.1.2.Demonstrate the use of the features of the Windows Desktop	B7.1.1.2.1 Discover the new Windows Operating System (Start screen, Use of tiles, Taskbar **buttons, Preview thumbnails**	
				B7.1.1.2.2 Practice file management techniques (file and folder management**)**	
		Technology in the community	B7.1.2.1. Demonstrate the use of Technology in the community	B7.1.2.1.1. Describe and give examples of at least five technology tools for learning in each subject (e.g. spreadsheets, Encarta, virtual museum, scrabble, presentation, scra**tch etc.)**	
				B7.1.2.1.2. Demonstrate the use of at least three technology tools identified in	
				B7.1.2.1.3. Discuss the benefits of using technology tools in **learning**	
		Health and Safety in using ICT tools	B7.1.3.1. Demonstrate how to apply Health and Safety measures in using ICT Tools	B7.1.3.1.1 Describe Current Regulatory Requirements and Potential Computing-Related Disorders	
	Productivity Software	Introduction to Word Processing	B7.2.1.1Demonstrate how to use Microsoft Word (Editing**)**	B7.2.1.1.1. Demonstrate how to insert, select, delete, and move the text	
				B7.2.1.1.2. Demonstrate how to find and replace content and undo edited changes	
				B7.2.1.1.3. Demonstrate how to spell check, content translation, language **setting**	
		Introduction to Presentation	B7.2.2.1 Demonstrate how to use Microsoft PowerPoint (Editing**)**	B7.2.2.1.1. Explore features of MS PowerPoint's interface.	
				B7.2.2.1.2. Demonstrate how to use Special Characters. Authora7-slide presentation in MS-PowerPoint using the tools of the Editing **group.**	