Dennis

SCHEME OF WORK COMPUTER STUDIES FORM 2 2022

TERM I ENDARASHA BOYS

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| **2** | 1 | Word processors | Electronic word processing Common features in word processors | By the end of the lesson, the learner should be able to:  Define word processing Explain advantages and disadvantages of electronic word processing  Explain the common features in word processors  Discuss the purpose of word processing | Definition of terms Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 1-2 |  |
|  | 2-3 | Word processors | Choosing a word processor Creating documents using a word processor Microsoft word screen layout | By the end of the lesson, the learner should be able to:  Discuss the factors that affect the choice of a word processor  Create documents using a word processor  Explain the layout of Microsoft word | Definition of terms Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 2 Longhorn Computer Studies by S.Mburu and C.Chemwa page 3-4 |  |
| **3** | 1 | Word processors | Creating a word document | By the end of the lesson, the learner should be able to:  Create a document using word processor | Definition of terms Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 6-8 |  |
|  | 2-3 | Word processors | Protecting a document with a password Editing word documents Copying and moving text and objects | By the end of the lesson, the learner should be able to:  Protect a document with a password  Define editing  Edit word documents  Define copying  Copy and move text and objects in word | Definition of terms Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 8-11 Longhorn Computer Studies by S.Mburu and C.Chemwa page 13-14 |  |
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| **4** | 1 | Word processors | Replacing words using replace command Proofreading a document | By the end of the lesson, the learner should be able to:  Replace words using replace command in word processor Define proofreading Proofread a document | Definition of terms Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 15- |  |
|  | 2-3 | Word processors | Formatting word documents Paragraph formatting Indenting paragraphs | By the end of the lesson, the learner should be able to:  Define text formatting Format a word document Format a paragraph Indent paragraphs | Definition of terms Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 22-24 Longhorn Computer Studies by S.Mburu and C.Chemwa page 24-26 |  |
| **5** | MID TERM EXAMS AND BREAK | | | | | | | |
| **6** | 1 | Word processors | Setting tab stops | By the end of the lesson, the learner should be able to:  Set tab stops  Change default tab stops | Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 28-31 |  |
|  | 2-3 | Word processors | Page and document formatting Generating table of contents and indexes Creating and manipulating tables  Table conversions | By the end of the lesson, the learner should be able to:  Use word to set a column, page and section breaks  Insert table of contents in a word processor  Create a table  Format and edit a table Convert a table to text Import tables | Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 32-38 Longhorn Computer Studies by S.Mburu and C.Chemwa page 43-45 |  |
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| **7** | 1 | Word processors | Performing calculations in a table | By the end of the lesson, the learner should be able to:  Perform calculations in a table  Sort a text in a table | Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 47-48 |  |
|  | 2-3 | Word processors | Generating merged documents Insert graphics and special symbols Drawing shapes | By the end of the lesson, the learner should be able to:  Explain steps to generate merged documents Discuss steps of inserting graphics and special symbols  Explain the steps of drawing shapes in word processor, insert smart art and screenshot | Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 48-58 Longhorn Computer Studies by S.Mburu and C.Chemwa page 61-63 |  |
| **8** | 1 | Word processors | Editing and formatting pictures Formatting graphical objects | By the end of the lesson, the learner should be able to:  State the steps to editing and formatting pictures State the steps to editing and formatting graphical objects | Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 63-64 |  |
|  | 2-3 | Word processors | Formatting shapes Formatting smartArt Inserting spread symbols | By the end of the lesson, the learner should be able to:  State the steps to editing and formatting shapes State the steps to editing and formatting smartart State the steps to editing and formatting spread symbols | Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 65-66 Longhorn Computer Studies by S.Mburu and C.Chemwa page 66-67 |  |
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| **9** | 1 | Word processors | Printing word documents | By the end of the lesson, the learner should be able to:  State the steps to printing a word document | Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 69-70 |  |
|  | 2-3 | Word processors Spreadsheets | Customizing print options Electronic spreadsheets Components of a spreadsheet | By the end of the lesson, the learner should be able to:  State the steps to customize print options Define electronic spreadsheets  Discuss the advantages of electronic spreadsheets | Explaining Demonstration Discussions Definition of terms Definition of terms Explaining Demonstration Discussions | Newspaper Letters Books Internet Handouts | Longhorn Computer Studies by S.Mburu and C.Chemwa page 70-71 Longhorn Computer Studies by S.Mburu and C.Chemwa page 74- |  |
|  |  |  |  | Discuss the components of a spreadsheet |  |  |  |
| **10** | END OF TERM EXAMS | | | | | | | |

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