PRIMARY ICT BOOKLET

PRIMARY ONE -PRIMARY SEVEN



COMPUTER LESSON NOTES FOR PRIMARY ONE

TERM ONE

A computer

Is a machine that accepts inputs and gives out output.

Areas where computers are used

- Schools
- Hospitals
- Homes
- Banks
- Supermarkets
- Police stations

Oral Activity

1. Mention areas where computers are used.

Uses of a computer

- Computers are used for study purpose
- They are used for playing games, music.
- They are used for communication e.g. emails through internet.
- Keep records.
- Typing work.

Areas where computers are used

- Schools
- Hospitals
- Homes
- Banks
- Supermarkets
- Police stations

Oral Activity

1. Mention the uses of a computer.
2. Give areas where computers are used.

Parts of a computer

- Monitor
- Keyboard
- System unit
- Mouse

Activity

1. Identify the different parts of a computer.
2. Show by touching different parts of a computer



Function of the parts of a computer (hardware)

Monitor : The monitor displays/shows information /data on the screen. It's similar to a television.

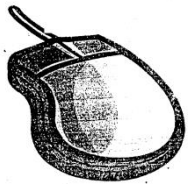
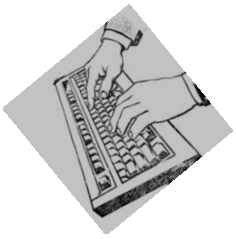
Keyboard : To type numbers and letters

Mouse : The mouse is used for clicking work.

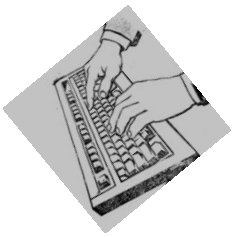
System unit: : To keep the inside parts of the computer.

Activity

1. Show by touching different parts of a computer
2. Name the parts of a computer

3. Names the parts of a computer and their uses.



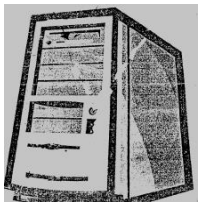
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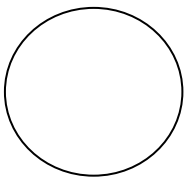
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Paint page



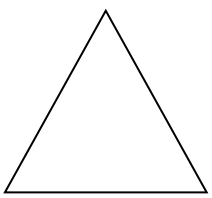
How to open paint page

1. Click on the start button
2. Click all programs
3. Click accessories
4. Click on paint the paint page will open.



Drawing shapes

1. Open paint page
2. Click home
3. Choose a shape from the shape group
4. Draw a shape.



Activity

1. Draw the following shapes
   - Circle
   - Square
   - Oval
   - Star

Color fill

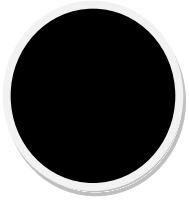
Steps

1. Select the shape.
2. Click on color fill
3. Choose the color from the color fill tool box
4. Then fill the shape with color.

Activity:

1. Draw the shapes and fill them with different colors





RESIZING AND NAMING SHAPES

Resizing shapes

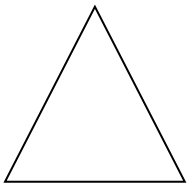
1. Draw the shape
2. Move the cursor in the small boxes
3. Then drag up to the required size.

Naming shapes

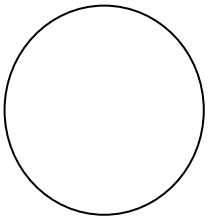
1. Click in the tools group
2. Click on "A"
3. Put the cursor where you want to name the shape.
4. Then name the shape.

Practical activity

Draw and Name the shapes below



Triangle



Circle

PRIMARY TWO

COMPUTER LESSON NOTES FOR PRIMARY TWO

TERM ONE

SCREEN SAVER

Changing screen saver

Steps

1. Right click on the desktop
2. Choose personalize
3. Click on screen saver
4. Choose the screen saver from the list provided
5. Click apply
6. Then click ok

Practical Activity

Practice the following screen savers

- Bubbles
- Mystify
- Ribbons

3D text setting

Steps for inserting 3D text

1. Right click
2. Click on personalize
3. Click on screen saver
4. Choose 3D text from the screen saver list

5. Click settings
6. In the custom text box type the text
7. Click apply then ok.

Practical Activity

1. Make your name as a screen saver

Changing Desktop Background

Steps

1. Right click on the desktop
2. Choose personalize
3. Choose the desktop background
4. Select where you want to import the back ground
5. Click on the back ground of your choice
6. Then click save changes

Practical Activity

Change the desktop background of your choice

Changing time and date settings

Setting time

Steps

1. Click on date and time on the task bar
2. Click on change date and time settings in the box

3. Click on change date and time in the date and time dialog box
4. Set time
5. Click ok and then ok

Practical Activity

Set the time on the computer as below
10: 32 am
7: 00 pm

Setting date (calendar)

Steps

1. Click on date and time on the task bar
2. Click on change date and time settings in the box.
3. Click on change date and time in the date and time box.
4. Click on the arrows to look for the right month in the date box.
5. Click on the date
6. Click Ok and then Ok.

Practical activity:

Change the date on the computer as below
11/ 6 / 2018

COMPUTER STUDIES LESSON NOTES

PRIMARY THREE

COMPUTER LESSON NOTES FOR PRIMARY THREE

TYPES OF COMPUTERS TERM ONE

- Desktop computers
- Laptop computers
- Tablet computers
- smart phone computers



Activity

1. What is a computer?
2. Mention four types of computers

FUNCTIONS /USES OF A COMPUTER

- Computers are used for study purpose
- They are used for research when connected to the internet

- They are for leisure (recreation) purpose e.g. games, music.
- They are used in communication e.g. emails through internet.
- Simplify work or tasks e.g. calculations, editing documents.
- They are used for trade e.g. buying and selling goods.

Activity

1. Give four functions of a computer

AREAS WHERE COMPUTERS ARE USED

1. **Schools** For Computer Studies
2. **Banks** For Customers Accounts Maintenance
3. **Hospitals** For Keeping Record
4. **Homes** For Entertainment
5. **Business** For Marketing Products
6. **Police** To Control Traffic
7. **Airport** For Booking Flights
8. **Secretaria**l For Typing Documents

Activity

Identify 7 areas where computers are used.

ADVANTAGES OF COMPUTERS.

- **Speed:** computers are fast in their operations.

- **Accuracy**: computers are so accurate that it's hard for them to make mistakes.

- **Storage:** computers store information /data.

- **Delegacy**: computers do not get tired or bored.

- **Artificial intelligence**: they respond to request and give solutions.

DISADVANTAGES OF USING COMPUTERS

- They are expensive to buy.
- They can easily be affected by dust.
- They are very delicate.
- They encourage immorality.

Activity

1. Give five uses of a computer.
2. Give four disadvantages of using a computer.

Common abbreviations used in Computer studies in full

CPU	Central Processing Unit
CD	Compact Disk
PC	Personal Computer
ROM	Read Only Memory
SMS	Short Message Service
RAM	Random Access Memory
OS	Operating System
MB	Megabyte
KB	Kilobyte

'Oral activity

Write the following abbreviations in full

i. KB ……

ii. PC……

iii. MB……

iv. CPU……

v. RAM……

COMPUTER STUDIES LESSON NOTES

PRIMARY FOUR

COMPUTER LESSON NOTES FOR PRIMARY FOUR

TERM ONE

COMPUTER SOFTWARE

Definition

Computer Software is the part of a computer you can see but cannot touch.

TYPES OF SOFTWARE

1. Operating system
2. Programming language
3. Application software

Operating system: is the program that tells a computer how to work.

Examples of operating system

- Microsoft windows
- Apples Mac
- Linux/Unix.

‘

Oral activity:

1. What is software
2. Mention two kinds of software
3. Mention two examples of operating system

Examples of Microsoft windows

95, 98, ME, 2000, XP, window 7, Vista. windows 10 and windows 8

APPLICATION SOFTWARE

Application software is a program put onto the computer to do specialized tasks.

Examples of Application software and their signs

APPLICATION	SIGN
Microsoft word:	_____
Down loading	
Microsoft excel :	
Microsoft power point	_____
Microsoft access :	
Graphics:	_____

Oral activity

1. Mention eight examples of window

FUNCTIONS OF EACH EXAMPLE OF APPLICATION SOFTWARE

- **Microsoft word**: is where we type letters and more documents.
- **Internet explorer** : used to explore the internet
- **Microsoft excel** : helps in calculations and number tools

- **Microsoft power paint**: helps in giving presentation

Microsoft access: allows you to organize data based on a specific report

- **Graphics:** it is used to represent data in pictures.

Activity

1. Mention two examples of application soft ware

INTRODUCTION TO WINDOWS

Microsoft windows: is an operating system found on computer.

Element of desktop

1. my computer
2. recycle bin
3. start button
4. task bar
5. files and folders

Activity

1. List down three features of desktop

Trial test

1. Define computer soft ware
2. Mention three kinds of computer software
3. Give at least five examples of Microsoft windows
4. ……is a program put onto a computer to do a specialized task

5. Give three features of a desktop window
6. Mention three examples of operating system
7. Give four areas where computers are used
8. Give two uses of a computer in your school
9. Mention the three buttons on the mouse

COMPUTER STUDIES LESSON NOTES

PRIMARY FIVE

COMPUTER LESSON NOTES FOR PRIMARY FIVE

TERM ONE

Formatting and editing

Page layout

What is a page margin?

It is a blank space at the side of a page.

Give the steps for creating page margins.

Open Microsoft office word

Click on page layout

Click on the margins

Click on custom margin

Select the top, left, bottom and the right margins

Activity

Type a story of your own and set the page margins as below

Left 0.5, Top 0.5, Right 0.5, bottom 0.5

Page orientation

What is page orientation?

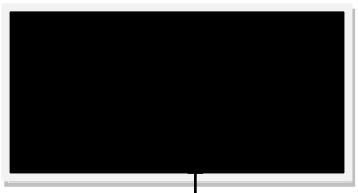
It refers to the position in which the page lies e.g. landscape or portrait.

Give the steps for setting page orientation

1. Open Microsoft Word.
2. Click on page layout.
3. Click on orientation.
4. Then choose the way you want the page to appear.



Portrait



Landscape

Activity

Type your profile in landscape.

What is a column break?

Is the splitting of text into two or more columns.

Mention the steps for creating a column break.

1. Open MS word
2. Type data
3. Highlight the text.
4. Click on column
5. Then choose the number of columns you want

Activity

1. Type the following text and put it into two columns.

Mary's fluency

When Mary joined our school last term, she was very poor at spoken English. Although many pupils laughed at her mistake, she kept on trying over and over again. After one, she is now the best English speaker in our school.

What is watermark?

Is a design or a mark behind the content on the page?

Give the steps for inserting watermark on a page.

1. Open the page
2. Click watermark
3. Click on custom watermark
4. Activate text watermark
5. Type text in the text space
6. Then click ok

Activity

Type the notice below and insert "St Apollo Junior School" in water mark

INVITATION

Please come to my party on 8th August 2020

From 5pm – 7 pm

We will play games and have special food and drinks

Trial questions

1. What is a page margins?
2. Give the steps for creating a page margin
3. _____ is the position in which a page lies.
4. Give the steps for setting page orientation
5. Draw and name the two types of page orientation
6. What is a column break?
7. Define watermark
8. Give the steps for inserting a water mark
9. What is a computer?
10. Give the steps for shutting down a computer

COMPUTER STUDIES LESSON NOTES

PRIMARY SIX

COMPUTER LESSON NOTES FOR PRIMARY SIX

TERM ONE

FILE MANAGEMENT

File:

A file is a collection text.

Folder: Is a collection of files.

How to create a file

Steps

1. Click on the office button
2. Click save as
3. Type your file's name in the file name box
4. Then click save

How to create a folder

1. Right click in a free space
2. Select 'new' from the list

3. Click folder
4. Then a new folder is created.

Activity

Type a dialogue below and create a file for it under the names "An accident".

THE ACCIDENT

Teacher: Hello, Babirye, where is your twin sister, Nakato?

Babirye: She was knocked down by a car and has been taken to hospital.

Teacher: Where exactly did the accident take place?

Babirye: Near the rail crossing.

Teacher: How did the accident happen?

Babirye: Nakato crossed the road before it was clear.

Teacher: That was a terrible thing to do. That place is a black spot.

Babirye: I think they should put a zebra crossing there.

Teacher: You are right but pedestrians must always look left and right then cross the road when it is clear.

Selecting a file/ a folder

Left click once on the file you want to select

Selecting multiple files grouped together

1. click on the first file while holding shift key
2. Then click the last file.

Selecting multiple file that are not grouped together

1. Click the first file
2. Press and hold the control key
3. Then click each of the other files you want to select.

Activity

Open "my documents" and Select five grouped files.
On the desktop select five ungrouped files.

How to copy a file/ a folder

1. highlight the file you want to copy
2. right click
3. click copy
4. move to the location you want to insert the copied file
5. Then click paste

How to move a file/ a folder

Cut and paste

1. select the file you want to move
2. Right click on the selected file
3. Click cut.
4. Browse to the folder you would like to move the file.
5. Right click with in the file.
6. Then click paste from the list

Drag and drop a file/ a folder

Highlight the file you want to move

Click with your right mouse button

Drag to where you want to move the file

In the menu select ''move here''.

Activity

1. Type a letter inviting your parent on your MDD festival

2. On 30th November 2018.
3. Cut and paste the file in a folder.

How to delete a file / a folder

1. Locate the file you want to delete
2. Right click

3. Choose delete from the pop- up menu

Restoring deleted files from the recycle bin

1. Right click on the recycle bin
2. Click open
3. Right click, on the file you want to restore
4. Then click on restore
5. Then the file will re- appear in its previous location

Renaming a file/ a folder

1. Right click on the file you want to rename
2. Click on rename option
3. Type in, the **'new name'** for the file
4. Then press enter or click anywhere on the screen to save the name

Activity

1. Type the story of your own
2. Create a folder for that file
3. Delete the file
4. Restore the file from the recycle bin
5. Rename the folder in the names of "your name"

Other trial questions

1. What is a file

2. Define a folder

3. Give the steps for creating a file

4. Give the steps for creating a folder

5. Give the steps for deleting a file or a folder

6. Give the steps for renaming a file or a folder

7. Re- arranges the steps for restoring a file or folder.

a) Click on restore

b) Click open

c) Right click on the file you want to restore

d) Right click on the recycle bin

e) The file will reappear on its previous location

COMPUTER STUDIES LESSON NOTES

PRIMARY SEVEN

COMPUTER LESSON NOTES FOR

PRIMARY SEVEN- TERM ONE

MICROSOFT EXCEL

Is a program used for calculations?

Steps

1. Click on start button
2. All programs
3. Click on Microsoft office
4. Then Microsoft excel

Mathematical symbols

These are signs used in mathematics to show operations.

Examples of mathematical symbols

÷, +, ¾, √, ◦, £, ±, ≤, ≥, ×, π, ∫, ļ, Σ, {}, <, >, $, #, /, *, &, %

Steps for inserting symbols

1. Open worksheet

2. Click insert
3. Click symbols ,dialog box will appear
4. Choose the symbol and click on insert.

Activity

Insert the following symbols in Microsoft excel

1. 1+2 =, ¼+½, 4÷2, 8 ≥ 8, 60%, √9

CHARTS

A chart is a graphical representation of data.

Examples of charts

1. Pie chart
2. Line chart
3. Column chart

Steps for creating a chart

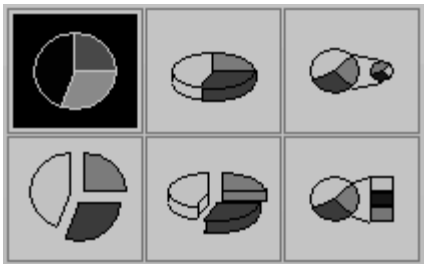
1) Open worksheet
2) Type data
3) Highlight data table
4) Click insert
5) Then click on chart

Pie Chart

A **pie chart** displays the contribution of each value to the total. Pie charts are a very effective way to display information when you want to represent different parts of the whole, or the percentages of a total.

Steps

1. Click insert
2. Select the data
3. Click on pie chart in the chart tool box



Activity

Put the following information in a pie chart

House	No of pupils
Mars	20
Neptune	40
Mercury	60
Jupiter	80

Steps for creating Line graph

1. Click insert
2. Select the data
3. Click on line chart in the chart tool box

Pupils names	score
Brenda	99
Ritah	50
Nicole	60
Sarah	80
patience	77

Chart title

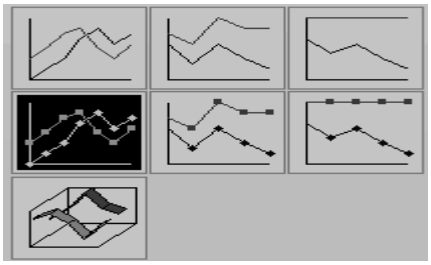
Steps

1. Select the chart
2. Click on layout
3. Click on chart title
4. Choose the position for the title from the list
5. Then type the title name

Axis title

Steps

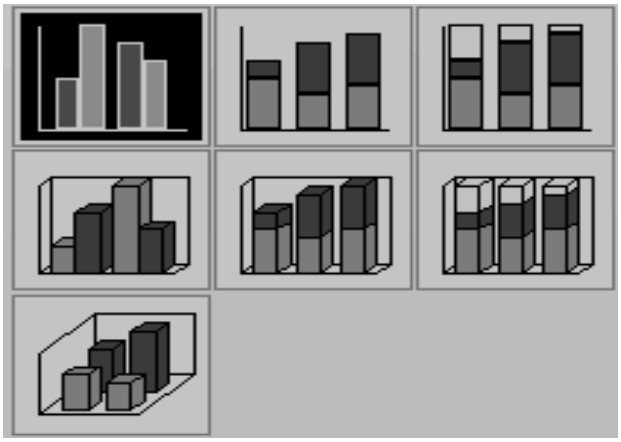
1. Click on lay out
2. Click on axis title
3. Choose the position of the axis title
4. Then type axis title



Steps for creating column chart

4. Click insert
5. Select the data
6. Click on column chart in the chart tool box

Pupils names	**score**
Brendah	99
Ritah	50
Nicole	60
sara	80
patience	77



TOPICAL QUESTION

1. Give the steps for opening Ms Excel.
2. _____is the graphical representation of data.
3. Give the steps for creating the following charts
   i. Column chart
   ii. Line chart
   iii. Pie chart
4. Define sorting
5. Give the steps for sorting
6. Define mathematical symbols

COMPUTER LESSON NOTES FOR PRIMARY ONE

TERM TWO

Trial questions

1. Mention the parts of a computer
2. Give the uses of a computer
3. Give the rules governing a computer lab
4. Give the functions of the following parts of a computer

   Keyboard

Monitor

Mouse

System unit

5. Give the steps for opening point page
6. Draw the shapes and fill them with color

Circle

Rectangle

Square

PAINT PAGE

Steps for opening paint page

Drawing pictures

Steps

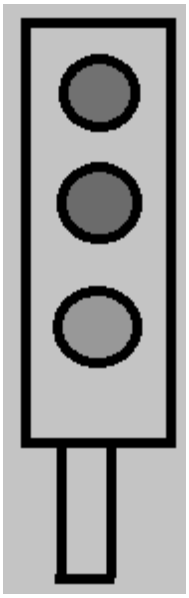
1. Click at Home.
2. Click on the shape from shape group.
3. Draw shapes.

Steps for drawing traffic lights.

1. Draw a rectangle
2. Draw three small circles inside the rectangle.
3. Draw two straight lines for the post

Activity

1. Draw traffic lights following the above steps.



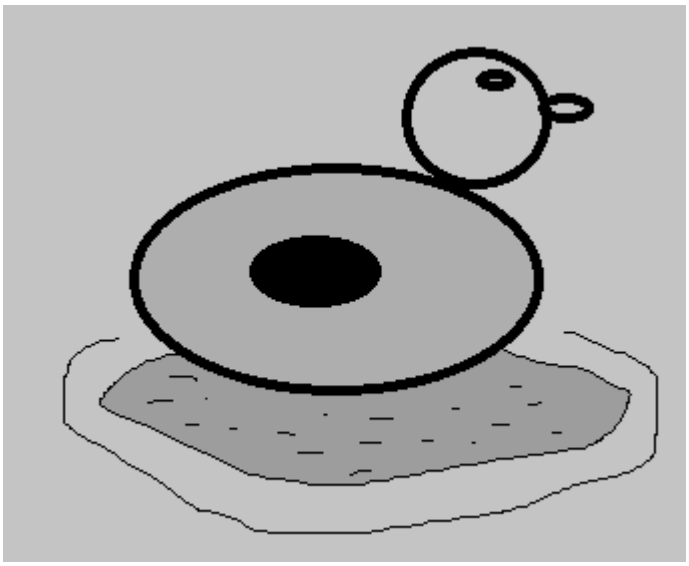
COLORING PICTURES

Steps

1. Click on fill with Color
2. Choose the color from the color tool box
3. Then fill the picture with color

Activity

Draw a duck and fill in the appropriate colors



Moving Objects

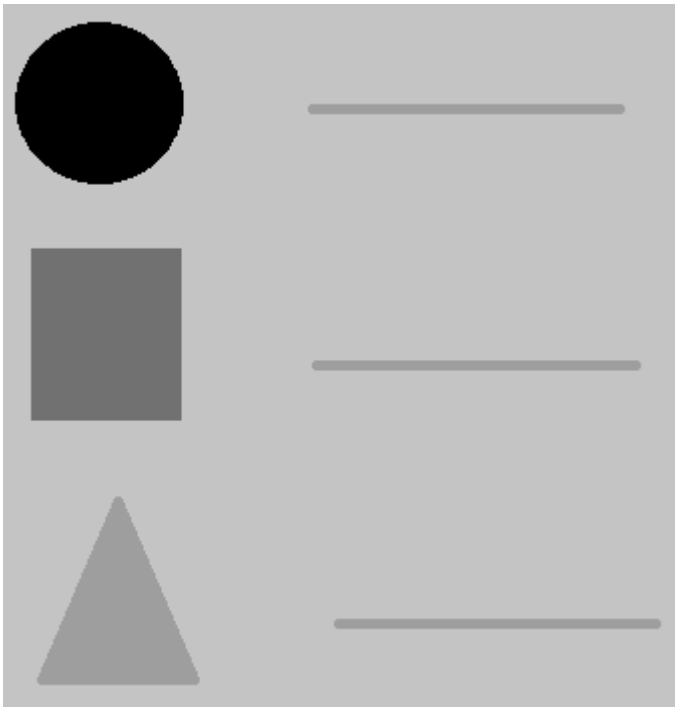
Steps

1. Use the mouse to drag and drop the objects to another place.

Note:
You can only move a shape when you can see the selection boxes around it.

Oral activity

1. Draw the following shapes in an organized way
   Circle, square and triangle.
2. Color and name them as below.



Activity

Open paint page, draw shapes, minimize the page, and maximize it.

Activity

1. Open paint page and draw a picture of a hut.
2. Restore the page, resize it and close it.

COMPUTER LESSON NOTES FOR PRIMARY TWO

TERM TWO

Topical questions

1. Give the steps for changing a screen saver
2. Set the following screen savers on your computer

   Bubbles

   Mystify

   Ribbons

   3D text
3. Give the steps for setting 3D text.
4. Make your name a screen saver

   Change time
5. Give the steps for setting time.
6. Set time of 7:40am on your computer screen

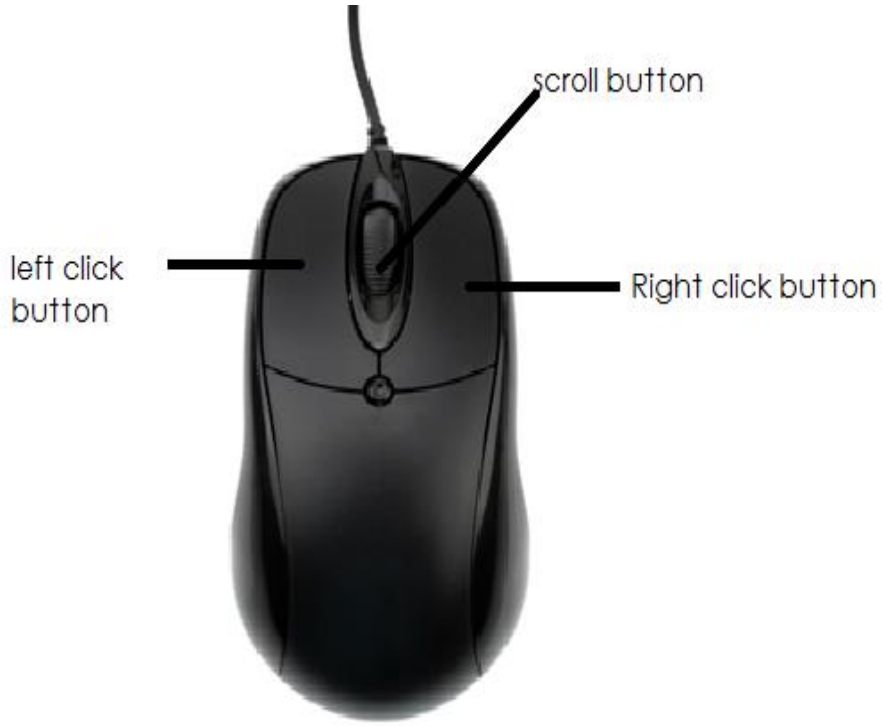
   Setting date
7. Give the steps for setting date on a computer
8. Set the date on a computer screen as 4:30pm

The mouse

A mouse: is a device used for clicking work or items.
It is moved on the flat surface and the cursor moves on the screen.

A mouse has three buttons

COMPUTER MOUSE



Functions/ uses of a mouse

A mouse is used for clicking on items
A mouse is used for pointing on items on a computer

Terms used

Clicking: means pointing to an item and quickly press and releasing the mouse button.

Buttons on the mouse

1. Left click button
2. Right click button
3. Scroll button

Activity

Practice how to click using all the buttons.

Change the desktop back ground using right click button to open the sub-menu.

Arrange the desktop icons on one side.

Terms used to describe the different ways a mouse can be used

1. **Double clicking:** means clicking twice with the left mouse button very fast to begin a program.
2. **Dragging:** holding down the mouse button with the left mouse button to move objects from one place to the other.
3. **Dropping:** after dragging an item release the mouse button to object to a new place.

Activity

1. Double click my computer then double click wild life sample videos.
2. Arrange the icons on the desktop from one side to another side.
3. Mention the terms used to describe different ways a mouse can be used

Microsoft office word

Auto shapes

Examples of Auto shapes

Smiley face, moon, heart, can, brackets, etc.

Steps

1. Open Microsoft office word

2. Click Insert from the menu bar.

3. Click AutoShape.

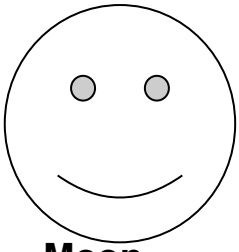
3. Click the shape you want to draw.

4. Press the cursor where you want to draw the shape, hold down the left button of the mouse and drag to draw the shape.

Activity

Draw the following auto shapes e.g.

Smiley face



Moon

Heart

Can

Brackets

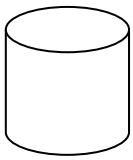
Selecting shape and Coloring

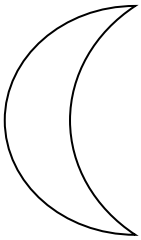
1. Select the shape
2. Click format
3. Click shape fill
4. Click on the color

Activity

Color the shapes below







Resize an AutoShape Using the Mouse

1. **Select** the shape you want to resize.

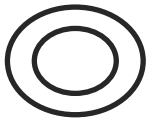
2. Position your mouse on one of the selection boxes that surround the shape.

3. Click and drag until the shape is of the desired size.

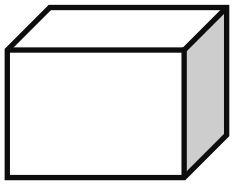
Practical activity

Draw the shapes below and resize to a maximum size.

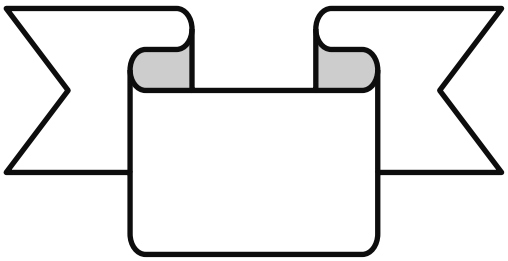
Donut



Cube



Down ribbon



COMPUTER LESSON NOTES FOR PRIMARY THREE

TERM TWO

Topical questions

1. What is a computer?

2. Give four uses of a computer you know
3. Mention the areas where computers are used.
4. Give the advantages of using a computer.
5. Give the disadvantages of using a computer
6. Write the following abbreviations in full

KB…… ROM…….. PC…….

MB……... CPU…… RAM…….

SMS…….. OS……... CD……

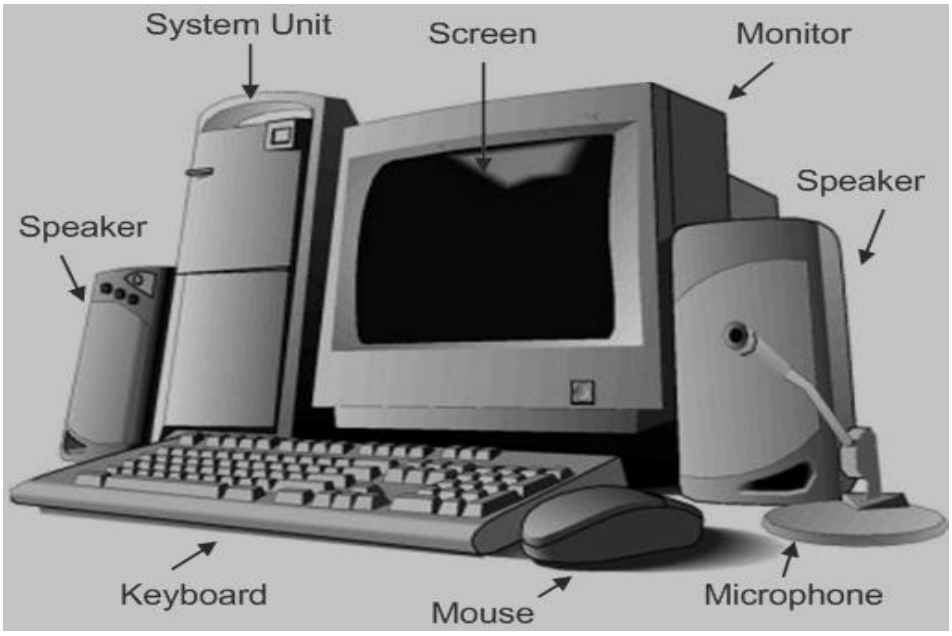
Basic parts of a computer

- Hardware
- Software
- Human ware

Hardware

Is a part of a computer you can touch.

Parts of computer hardware



Categories of computer hardware

Input devices
Output devices

1. **Input devices:** are devices used to enter data into a computer**.**

Example of input devices

1. Keyboard
2. Scanner
3. Light pen
4. Camera
5. Barcode reader
   Joystick

Activity

1. Name the input devices below

2. Give three basic parts of a computer
3. Define hardware

Output devices: are devices used to produce information from the computer.

Examples of output devices

1. Monitor
2. Printer
3. Speakers
4. plotters
5. projectors

Activity

1. Fill in the missing letters

   M__ __it__r

   pr__t__r

2. Give two categories of computer hardware.

3. Name the output devices below

Functions of the computer hardware components

Monitor: It displays data and images on a computer screen.

Keyboard: It is used for typing data in a computer.

Mouse: It is used to click and select items on computer screen.

System unit: To keep the inside parts of a computer.

Printer: It is used to produce a copy of data on a paper.

Scanner: Makes copies of images and sends them to a computer.

Oral activity

I. Give the function of the following parts of a computer
   a) Monitor
   b) Keyboard
   c) Mouse

ii. **Practical activity**

a) Type your names using a keyboard.
b) Type numbers from 1-10 including commas e.g. (1, 2, 3……) and a full stop at the end.

Topical questions

8. What is a computer?
9. _____is a part of a computer you can touch
10. Give the three basic parts of a computer
11. What is an input device
12. Give three examples of input devices you know
13. What is an output device
14. Give four examples of input devices
15. Give three areas where computers are used
16. Give two advantages of a computer

COMPUTER LESSON NOTES FOR PRIMARY FOUR

TERM TWO

HOW TO SWITCH ON AND OFF A COMPUTER

Terms used when switching on and off a computer

Booting

Cold booting
Warm booting

What is booting?
This is the process of starting a computer.

Give the two types of booting

i. Cold booting
ii. Warm booting

What is cold booting?
Is the starting of a computer from its power source.

What is warm booting?
It is the restarting of a computer when it has failed to respond.

Short cut for restarting a computer
Ctrl+Alt+Delete on the keyboard.

a. HOW TO SWITCH ON A COMPUTER (BOOTING)

Give the steps for switching on a computer.

1. Check whether the computer is connected to the power source.
2. Check whether all the computer components are connected and switch on.
3. Press the monitor power button first.
4. Then Switch on the computer system unit power button.
5. Relax and wait for your computer to start.

b. HOW TO SHUT DOWN A COMPUTER

Give the steps for shutting down a computer.

1. On the desktop click on start on the taskbar.
2. Select shut down.

3. Turn off the monitor button.
4. Finally switch off the power source

SIGNS FOR ADJUSTING WINDOWS

Minimize /Maximize / /resize restore and Close Button.

1. Minimize		Puts the program on hold and places it on the taskbar.
2. Restore		This restores a program's window to its original size.
3. Close		It stops/ closes the program you are using.

Practical activity

1. Open Microsoft Office word and type the following words

Program
Stretch
Windows
Taskbar
Edit
Title bar

2. Minimize it, maximize, resize it restore it and finally close it**.**

COMPUTER WINDOWS

Computer window is the on - screen window containing the displays.

THE ELEMENTS OF DESKTOP

a. My computer

b. Recycle bin

c. Start button

d. Taskbar

1. **Desktop:** is the very first screen you see after windows start.

2. **My computer:** is a tool that lets you see everything that is stored on your computer.

3. **Start button**: is where you access all the programs on the computer.

4. **Task bar:** is where all programs currently running are shown.

5. **Recycle bin**: is where all deleted files are stored.

Activity

1. Mention 3features in a desktop

Trial questions

1. Name the signs used to adjust computer window below



2. Mention three components of computer window
3. List the steps for switching on a computer in the correct order
4. What is booting?
5. Give two types of booting
6. What is the difference between cold booting and warm booting
7. Mention two kinds of software
8. Give two examples of application software
9. _____ is a key used to lock characters in uppercase.

10. List the three basic parts of a computer
11. Write the following abbreviations in full **CD** and **CPU**

COMPUTER LESSON NOTES FOR PRIMARY FIVE

TERM TWO

DROP CAP

1. What is Drop cap?

This is a large letter at the beginning of a paragraph.

2. Mention the steps for creating a drop cap.

1. Open Microsoft office word
1. Type data
2. Put the cursor on the paragraph where you want the letter to appear.
3. Click insert
4. Click on Drop cap icon 
5. Click on drop cap options
6. Choose the position ,lines to drop and the distance from text
7. Click ok.

Activity

Type the following text and put it into two columns and put "**I"** as a drop cap.

BANJO AND FRIEND SUSPENDED

It was Friday when banjo and his three friends escaped to attend a campaign rally near the school and were seen by the headmaster. That afternoon, the headmaster did not return to school .the boys thanked

God for the miracle and spent the weekend praying that by Monday, the headmaster would have forgotten about them.
On Monday morning, the headmaster inspected the assembly as usual and addressed all the pupils, asking them to study hard and be at their usual behavior.

Header

1. What is a header?

Is the content which appears at the top of each page.

STEPS FOR CREATING A HEADER

1. Open a program
2. click on insert
3. Choose a header.
4. Choose the position of a header.
5. Insert the content for the header to appear on the page
6. Click X to close header

Activity

1. Open Microsoft office word
2. Type your name as a header

Footer

1. What is a footer?

Is the content which appears at the bottom of each page.

STEPS FOR CREATING A FOOTER

1. Open a program
2. click on insert
3. Choose footer.
4. Choose the position of footer
5. Insert the content for the footer to appear on the page
6. Click X to close footer.

Activity

1. Open Microsoft office word
2. Type St Apollo Junior School as a footer

Paragraph alignment

It refers to how the left and right edges of a paragraph align

Types of alignment

1. **Left align:** the paragraph is aligned against the left text margin.
2. **Centered:** the paragraph is aligned in the middle of the left and right margin.
3. **Right align:** the paragraph is aligned on the right margin
4. **Justify:** the paragraph is aligned in both the left and the right text margin.

Steps

1. Click on home
2. Click anywhere in first paragraph
3. Click on any type of alignment you want.

Activity

1. Type the text below
2. Align it on the left

Alice had sat on the bank by her sister till she was tired .once or twice she had looked at the book her sister held in her hand .but there were no pictures in it.

Trial questions

1. What is a header?
2. What is footer?
3. What a drop cap?
4. Give the steps for creating a drop cap
5. Draw and name the two types of page orientation.
6. Give three advantages of computers
7. _____ if used to enter textual data into a computer

COMPUTER LESSON NOTES FOR PRIMARY SIX

TERM TWO

Topical questions

1. What is a file?
2. Give the steps for creating a file
3. What is a folder?
4. Give the steps for creating for creating a folder
5. Give the steps for selecting multiple files\folder that are groups together.
6. Give the steps for selecting multiple files\folder that are not groups together.
7. Give the steps for restoring a file from the recycle bin.

MEMORY

Memory is a storage space for a computer.

Types of memory

i. Primary memory

ii. Secondary memory

Primary memory - stores data when the computer is on. It is a temporary memory.eg **Random Access Memory**. (RAM).

Secondary memory: This stores data permanently .it is not dependent on power e.g. **Read Only Memory** (ROM)

STORAGE METHODS OF A COMPUTER

Storage device is a medium onto which data or information can be stored either temporarily or permanently.

EXAMPLES OF STORAGE DEVICES.

Hard disk

Floppy disk

Flash disk

Compact Disk

Memory cards



Activity

1. Mention the different storage devices
2. Give the steps for opening a file on CD

ABBREVIATIONS OF STORAGE DEVICES

CD –compact Disc

DVD- Digital versatile Disc

CD- R- Compact Disc Recordable

CD-RW-Compact Disc Rewritable (write erase add more)

DVD-R –Digital Versatile Disc Recordable (can't erase)

DVD-RW- Digital Versatile Disc Rewritable

COMPUTER VIRUS

A virus is a program which damages the computer software

Types of viruses

I. Trojan horse-This hides inside other programs
II. Worm

How viruses are transferred

- They can be carried on removable medium e.g. CDs, DVDs, flash disk
- Opening fake games
- Downloading files from internet

ANTI-VIRUS

1. Define anti- virus

Is software used to prevent, detect and remove viruses on a computer.

EXAMPLES OF ANTI –VIRUS

2. Give 6 examples of anti-viruses

Norton, vast, Avira, Ghost, Panda, SMADAV etc.

How canviruses be prevented?

I. By Installing an anti-virus
II. Avoid opening e-mail attachment unless expected.
III. By updating windows
IV. Scanning flash disks

MY COMPUTER

My computer is a tool that lets you see everything that is stored on your Computer.

HOW TO USE MY COMPUTER.

You can open it by double clicking on **my computer** icon on the desktop The icon my computer window represent all the drives, folders and files on your computer.

OR

I. Click on start button
II. Click my computer from the popup menu
III. My computer window will display

ACTIVITY

1. Define a anti-virus
2. Examples of anti-virus
3. How can a virus be prevented?

Tropical questions

1. What is a computer memory?
2. Give two types of memory
3. What is the different between Random Access Memory and Read Only Memory?
4. What is a virus?
5. Give three examples of viruses
6. How are virus transferred?
7. Give two ways of protecting our computers from virus.
8. What is an anti- virus?
9. Give four anti-virus you know
10. What is the difference between a file and a folder?
11. Give the two types of page orientation

COMPUTER LESSON NOTES FOR PRIMARY ONE

TERM THREE

Microsoft office word

How to open Microsoft office word

Steps

1. Click on the start button.
2. Click all programs
3. Click Microsoft office.
4. Click on Microsoft office word.

Practical Activity

3. Practice the steps for opening Microsoft office word.
4. Type your names below

Clip Art

Steps

4. Open Microsoft office word.
5. Click insert
6. Go to clip art.
7. Put the cursor where you want to place the picture
8. Type in what you want to search for then click on Go

Activity

2. Insert the following pictures in Microsoft office word.

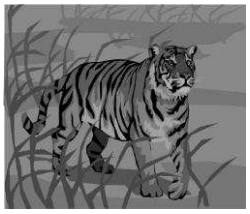
Flower



Computer



Cat



Selecting and Resizing Pictures

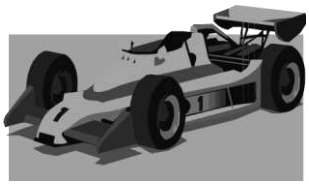
Steps

4. Click on the picture to select it.
5. Click on the edges then press the left mouse button and resize the picture.

Activity

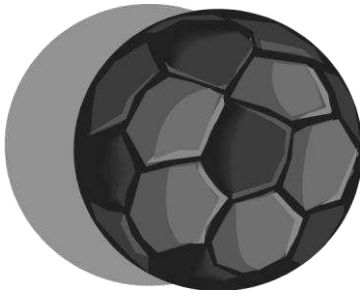
Select and resize the following pictures.

Car



Ball

Word Art in Microsoft office word



Steps for inserting word word.

1. Open Microsoft office word.
2. Click insert.
3. Click on word art
4. Type the text in the dialog box provided.
5. Then click ok.

Activity

Type your school in word art as below



Coloring and resizing text in word art

Coloring text

Steps

2. Select the text.
3. Click on format
4. Click shape fill then choose the color for your text

Resizing text

Steps

1. Select the text
2. Click in the boxes around the text and resize.

Activity

Type the text St Apollo Junior School, fill it with color and resize it to fill the page.



COMPUTER LESSON NOTES FOR PRIMARY TWO

TERM THREE

Font size

Steps

1. Type the text
2. select the text
3. Click home
4. Then click on the arrow to change the font size.

Activity

Type the words below and increase their font size to 50

Home

Font size

Microsoft

Office word

Bold

Steps

1. **Type** text.
2. Highlight **text.**
3. Click on home.
4. Click on bold **'B'**to make the text bold

Activity

Type the words below and bold them.

Mouse

Monitor

Printer

Flash

Keyboard

ITALICS

Change font style to Italic

Steps

1. *Type text.*
2. Select text.
3. Click on home menu.
4. Click on italics ***'I'***

Activity

Type the words below and put them in italics

Mouse

Printer

System unit

Keyboard

Underline 'U'

Steps

5. Type the text
6. Highlight text
7. Click on home, then click on ‘U‘to underline the text.
8. Click in the arrow to choose different underline styles.

Activity

Type the sentences below as they appear.

1. Rita is a girl.
2. She is **10**years old.
3. She lives in kawanda.
4. She goes to *St Apollo Junior School.*

Saving a text.

Steps for saving a text.

1. click on the office button / file
2. Clicks save as.
3. Give your work a file name you can easily remember. **file name**
4. Then click save Save

Practical activity

Type a story below and save it in your names

AN OLD HOUSE

I went to an old house with my friend Sarah .There was no one in the house but only a chimpanzee and a big lion.

COMPUTER LESSON NOTES FOR PRIMARY THREE

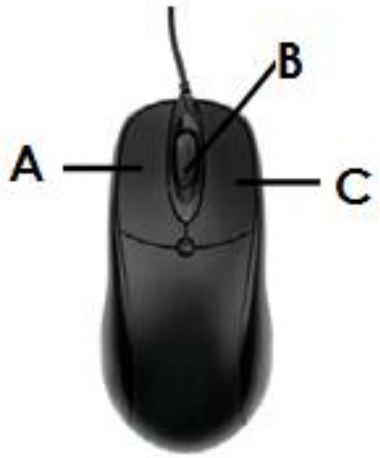
TERM THREE

Activity

1. Give two categories of computer hardware.
2. What is the difference between input and output devices?
3. Give examples of input and output devices.
4. Match the computer hardware component in list A to it function in list B.

A	B
Monitor	It is used to produce a copy of data on a paper.
keyboard	It is used to store and process information.
Computer system	It is used to enter textual data into a computer.
Printer	It is used to displays data and images on a computer screen.

5. _____is a device used to point and select items on the computer screen.
6. How many buttons has a mouse?



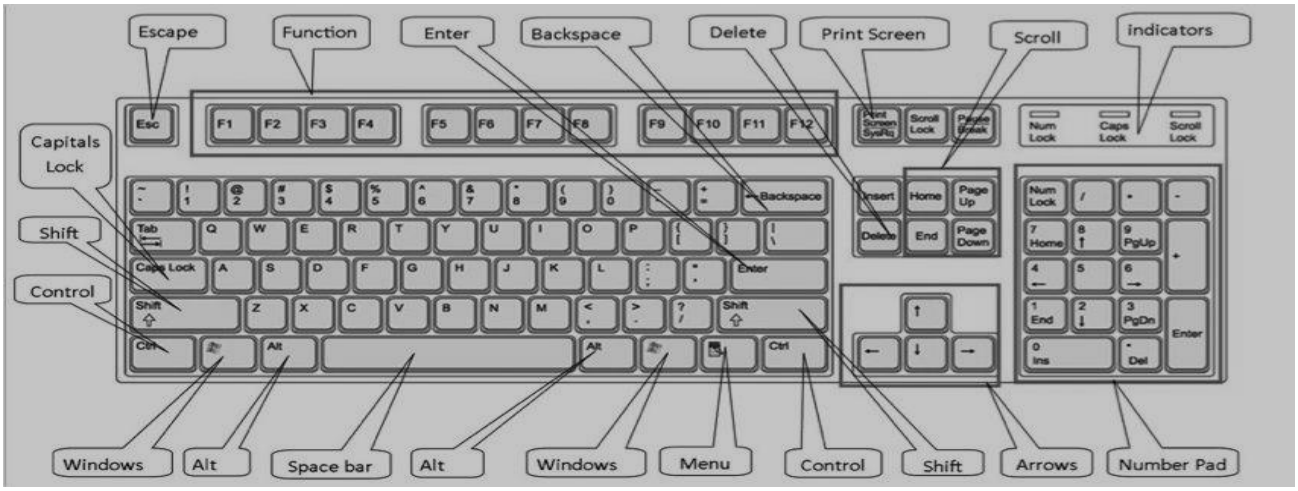
COMPUTER KEYBOARD

Definition: is a device used to type data into a computer

The keyboard has four main areas namely;

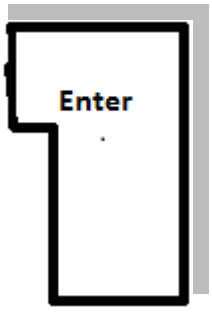
- The functional keys area e.g. caps lock, shift key, tab key enter key, space bar
- The typing area
- Cursor movement keys area i.e. arrow keys
- The numerical keys e.g. numbers, Numlock,/, *etc

THE COMPUTER ELECTRONIC KEYBOARD



Functions of some special keys on the keyboard

Caps Lock	**.Caps Lock**	: It puts on/off capital letters.

	**Spacebar key**	: It provides space between words or characters.
	**backspace key**	: It deletes a character to the left side of the cursor.
	**Enter key**	: It starts a new line or paragraph.

ACTIVITY

Type the sentences below as you practice the keys above

1. Computer studies is my best subject.
2. I go to St Apollo junior school.
3. My teachers are good
4. I can count
   1, 2,3,4,5,6,7,8,9,10
5. MY DAD PAYS MY SCHOOL FEES

Topical questions

1. Define computer keyboard.
2. How many areas has a computer keyboard.
   Mention them.
3. Name the keys below
4. Give the meaning of the following keyboard shortcut

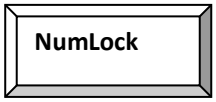
Ctrl	+	B	_____
Ctrl	+	I	_____
Ctrl	+	U	_____
Ctrl	+	S	_____

5. Name the longest button on the keyboard
6. Match the following keys in list A to their function in list B

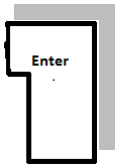


It starts a new or paragraph.





It puts on and off deactivates numbers on the key pad.



It deletes a character to the left side of the cursor.

It provides space between words or characters

.

COMPUTER LESSON NOTES FOR PRIMARY FOUR

TERM THREE

Questions

1. Mention the terms used when switching on a computer.
2. Define the following terms as used in a computer.
   a. Booting
   b. Cold booting
   c. Warm booting
3. Give the short cut for restarting a computer.
4. Give the steps for
5. Switching on a computer.
6. Give the steps for shutting down a computer.
7. Which sign does the following
   a. Puts the program on hold and presses it on a task bar.
   b. Restores the programs window to its original size.
   c. Opens the programs window so that it fills the screen.
   d. Stretches the programs window in any direction.
   e. Stops the program you are using
8. Name five features on a desktop window.

CREATING BULLETED LISTS IN MICROSOFT WORD

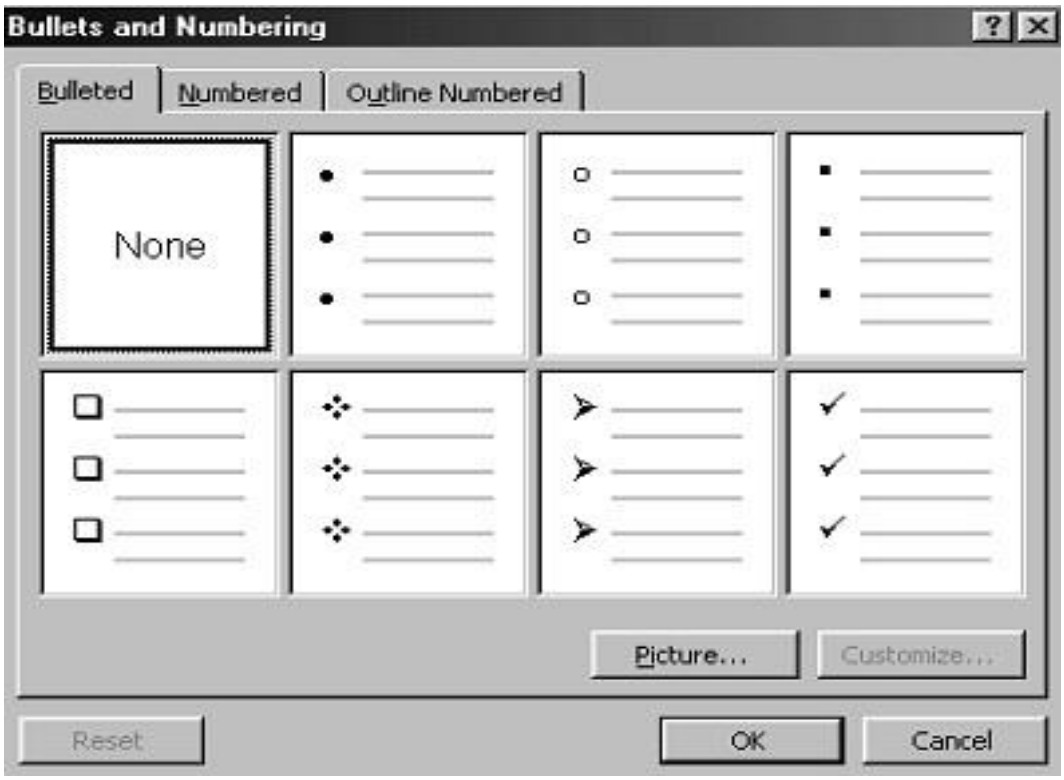
A bullet: is a symbol appearing at the beginning of an item on a list.

Steps

1. Highlight the text to format.
2. Click on **Home** from the menu bar
3. Click on bullets from the paragraph tool box.

4. From the bullets library box, click on the bullet style to use.

Activity



Type a list of words using different bulleted style.

- ❖ Print
- Chat
- ✓ Text
- • Folder
- ❖ Out put
- ❖ Input
- ❖ Memory
- ➢ Joystick

CREATING NUMBERED LISTS IN MICROSOFT OFFICE WORD

A number: is a symbol appearing at the beginning of an item on a list.

1. Highlight the text to number.
2. Click on **Home** from the menu bar.
3. Click on numbers from the paragraph tool box.

4. Choose the number format from the list provided.

Activity

Type a list of words using different numbering format.

1. Desktop
2. Start button
3. Task bar
4. Icons

a. Delete
b. Erase
c. Format
d. Insert
e. Paste

i. Minimize
ii. Maximize
iii. Close
iv. restore

CHANGE CASES

Changing cases: is the changing the selected text to upper, lower, sentence and capitalize case.

Steps

1. Highlight the text to format
2. Click on home
3. Click on change case **"Aa"** from the font tool bar.
4. Choose the alternative from the list.

Activity

1. Change the following words in **upper case**

a) computer
b) kilobyte
c) flash
d) keyboard
e) printer

2. Change The Following Words In **Lower Case**

I. SCREEN SAVER
II. monitor

III. DESKTOP
IV. BOLD
V. RECYCLE BIN

Find and Replace

Find and replace: is a tool that quickly searches for text in a document, and replaces it with another.

Steps

1. Click on **Home.**
2. On standard tool bar click replace option.
3. In find and replace box type the words to find and the words to replace with.
4. Then Click on **replace** or **replace all**.

TOPICAL QUESTIONS

1. Define a bullet.
2. Give the steps for creating a bullet in Ms Word.
3. Mention the steps for creating a numbered list in Ms Word.
4. List the steps for changing case.
5. Give the meaning of the term find and replace.
6. Give the steps for find and replace.

COMPUTER LESSON NOTES FOR PRIMARY FIVE

TERM THREE

Questions

1. Define watermark.
2. Give the steps for inserting a watermark on a page.

3. What is column break?
4. Give the steps for inserting a column break in a paragraph.
5. What name is given to a large letter at the beginning of a paragraph?
6. Give the steps for inserting a drop cap in a paragraph.
7. What is the difference between a header and footer?
8. Give the steps for inserting a header on a page
9. **Inserting a Table in Microsoft office Word**

A table: is an arrangement of data in rows and columns.

Steps

1. Open Microsoft office Word.*
2. Put the cursor where you want to insert a table.
3. Click on insert
4. Click on table
5. Click insert table from the pop down menu.
6. In the insert dialog box type the number of columns and number of rows
7. Click ok

Activity

Insert a table and feed in the following information

NAME	GENDER	CLASS
Sarah	female	P.1
David	male	P.3
Rafile	male	P.4
Peter	male	P.6

Zara	female	P.7

HOW TO DRAW A TABLE IN MICROSOFT OFFICE WORD

Steps

1. Open Microsoft office Word.
2. Click on insert.
3. Click on table.
4. Then Click, **Draw table**

MERGING CELLS

Merging is the combining of multiple cells into a single cell.

Steps

1. Select the cells
2. Click on layout
3. Click merge cell

To quickly merge cell that you've selected,

Right click on the mouse

From the pop menu

Choose merge cell.

Activity

Insert the table and merge as below.

	Members	Color		
9:30am		Blue	Green	Red
	Old	2	3	1
	Youth	3	5	2
	Babies	6	2	6
	Totals	11	10	9
	Grand totals			30

Text direction

Text direction is the rotation of text into different directions.

Steps

1. Select the text
2. Click on layout
3. Click text direction

To quickly insert text direction,

1. Select the text
2. Right click from the pop down menu
3. Click text direction
4. Choose the direction of your text from the dialog box
5. Click ok**.**

NOTE

To quickly insert text direction, select the text; right click, from the pop down menu, click text direction.

Activity

Draw the table below and change the text direction of time and the color cell plus the time cell

	Members	Color		
		Blue	Green	Red
9:30am	Old	2	3	1
	Youth	3	5	2
	Babies	6	2	6
	Totals	11	10	9
	Grand totals			30

How to Delete a Table in Microsoft Word

Steps

1. Select the table or cell you want to delete

2. Click on layout
3. Click on delete
4. Click delete table.

Activity

1. Draw a table using a mouse and fill in the following information

Name	gender		class
Sarah	female		P.1
David	male		P.3
Pretty	male	P.4	
Peter	male		P.6
Zara	female		P.7

2. **Delete the last cell**

Topical question

1. Define a table as used in a computer.
2. Give the steps for inserting a table in Microsoft office word.
3. Give the steps for drawing a table
4. How can one delete a table in Microsoft office word
5. What is merging?
6. Give the steps for merging cells.
7. Give the steps for inserting text direction

COMPUTER LESSON NOTES FOR PRIMARY SIX

TERM THREE

1. Define a computer memory.
2. Give two types of memory.

3. _____is a medium onto which data or information can be stored either temporarily or permanently.
4. Name the storage devices below

5. Write the following computer abbreviations in full
   i. CD
   ii. DVD
   iii. CD-R
   iv. DVD-RW
6. Give three examples of viruses
7. How are viruses transferred?
8. Give two ways of protecting our computers from virus.
9. What is an anti- virus?
10. Give four anti-viruses you know.
11. Give the steps for opening my computer.

MICROSOFT EXCEL

Is a program used for calculations.

Steps

1. Click on start
2. All programs
3. Click on Microsoft office
4. Then Microsoft excel

Mathematical symbols

These are signs used in mathematics to indicate operations.

Examples of mathematical symbols

÷,+,¾,√,◦,£,±,≤,≥,×,π,∫,ɳ,Σ,{},<,>,$,#,/,*,&,%

Steps for inserting symbols

1. Open worksheet
2. Click insert
3. Click symbols ,dialog box will appear
4. Choose the symbol and click on insert.

Activity

2. 1+2 =, ¼+½, 4÷2, 8≥8, 60%,√9

A CHART

A chart is a graphical representation of data.

Examples of charts

Pie chart

Line graph

Column chart

Steps for creating a chart

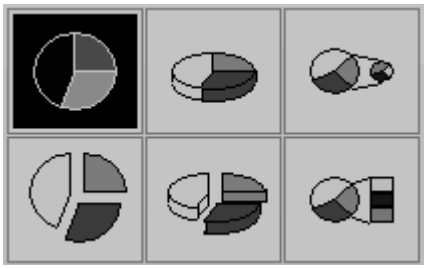
1. Open worksheet
2. Type data
3. Highlight data table
4. Click insert
5. Then click on chart

Pie Chart

A **pie chart** displays the contribution of each value to the total. Pie charts are a very effective way to display information when you want to represent different parts of the whole, or the percentages of a total.

Steps

1. Click insert
2. Select the data
3. Click on pie chart in the chart tool box



Activity

Put the following information in a pie chart

House	No of pupils
Mars	20
Neptune	40
Mercury	60
Jupiter	80

Line graph

Steps for creating Line graph

1. Click insert
2. Select the data
3. Click on column chart in the chart tool box

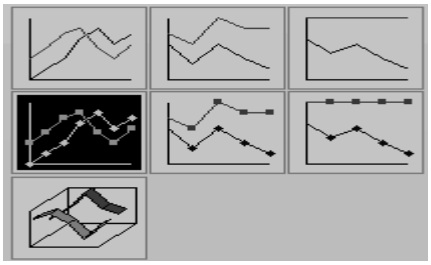


Chart title

Steps

1. Select the chart

2. Click on layout

3. Click on chart title

4. Choose the position for the title from the list

5. Then type the title name

Axis title

Steps

1. Click on lay out

2. Click on axis title

3. Choose the position of the axis title

4. Then type axis title

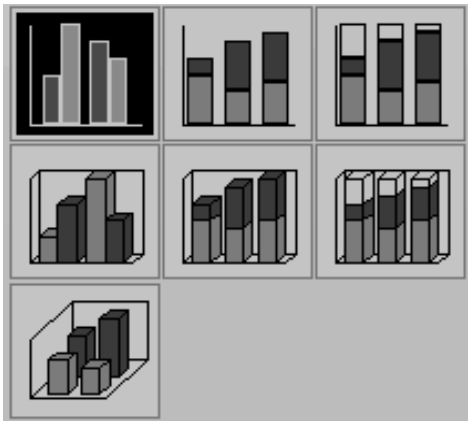
Pupils names	**score**
Brendah	99
Ritah	50
Nicole	60
sara	80
patience	77

Column Chart

A **column chart** uses vertical bars or columns to display values over different categories. They are excellent at showing variations in value over time.

Steps for creating column chart

1. Click insert
2. Select the data
3. Click on column chart in the chart tool box



Activity

Put the following information in a column chart

House	No of pupils
Mars	20
Neptune	40
Mercury	60
Jupiter	80

TOPICAL QUESTION

7. Give the steps for opening Ms Excel.
8. _____is the graphical representation of data.
9. Give the steps for creating the following charts
   iv. Column chart
   v. Line chart
   vi. Pie chart
10. Define sorting
11. Give the steps for sorting
12. Define mathematical symbols

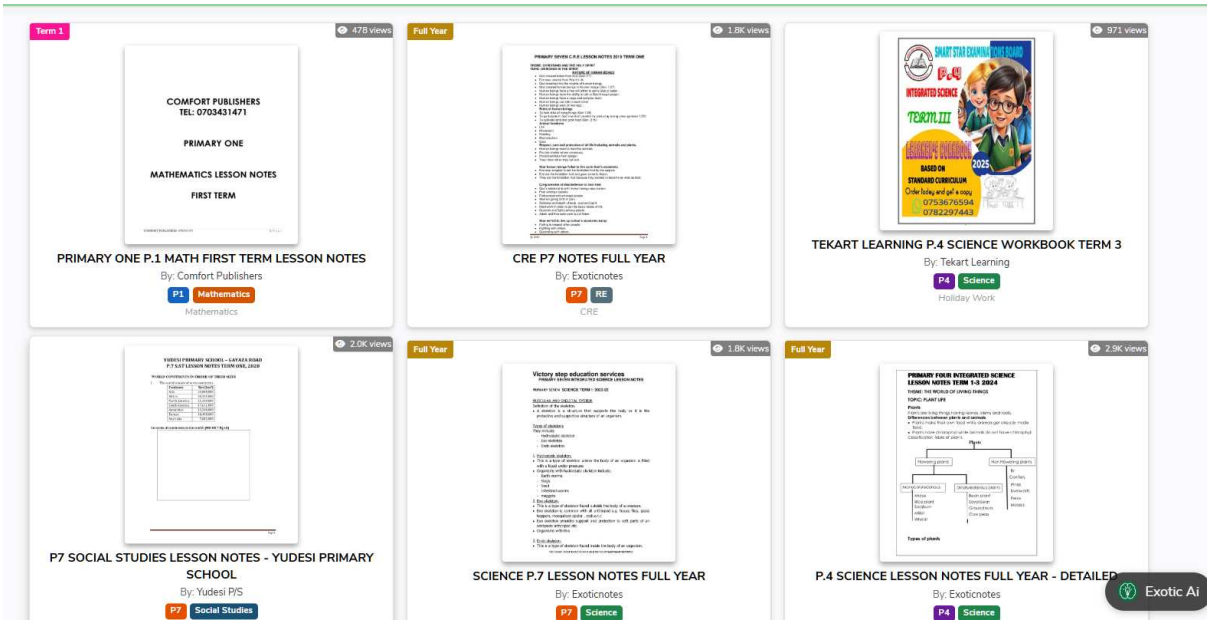
THE END!

GOOD LUCK

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