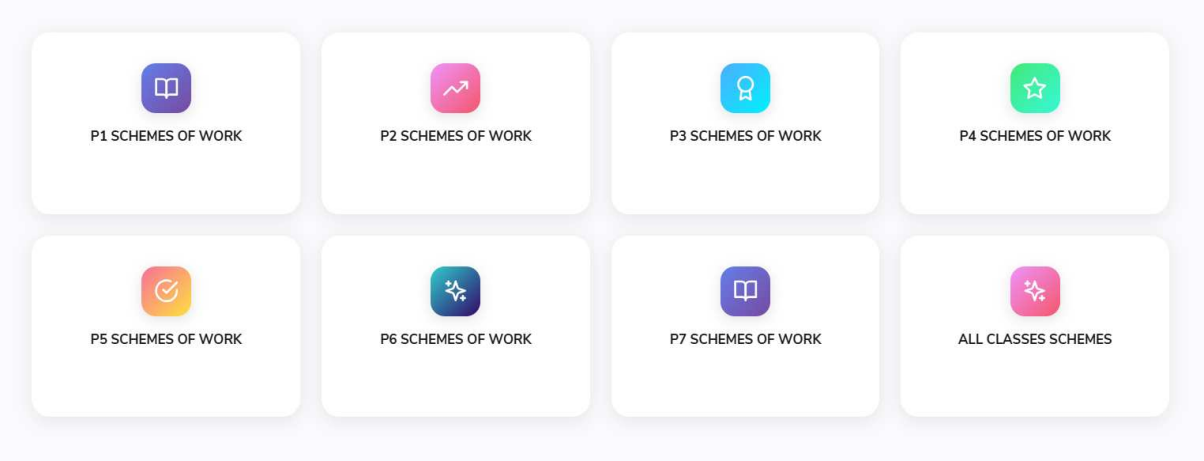
COMPUTER SCHEME FOR P.3 TERM I

WK	PD	TOPIC	COMPETENCES	CONTENT	METHOD	REFERENCES
1	1	Changing case	The learner, • Types a document and changes case to upper case, lower case, sentence case e.t.c.	**Changing case** Highlight the sentence, then go to "Aa" and left click. Choose the case type you want. e.g. upper, lower, e.t.c.	Practicals Explanation	Microsoft office 4.2 for Windows Simplified Teaching Yourself computer & IT bk 1
2		Bolding, underlining and italics	The learner, • Types a document, bolds, underlines and changes his/her work to italics • Understands the meaning of bolding, underlining and italics	**Bolding, underlining, italics** Highlight the work, to bold move the mouse to the capital "B" and left click. e.t.c. **Meaning of bold, underline and italics** Bold means making a sentence look darker. e.t.c..		
3		Undo and redo changes	The learner, • Will be able to undo and redo changes in his/her work	**How to undo and redo** Select /highlight the work, then left click on undo or redo until you get to the work you need.		
4		Copying, pasting and cutting	The learner, • Copies text/work • Pastes the copied work • Cuts work • Understands the meaning of cut, copy and paste.	**Copying work** Highlight your work and left click on "copy" **Pasting work** Move the mouse to where you want to place your work and left click on "paste" **Cutting work** Highlight the work and left click on "cut"		
5		Changing font type	The learner, • Changes the font type of his/her work. • Understands the meaning of font type	**Changing font type** Select the work you want to change, then left click on font type feature/box, choose the font type of your choice. **Font type** changes the design and size of characters in the work to emphasize headings and make work easier to read.		

6	1	Changing font size	The learner, • Changes font size of his/her work • Understands the meaning of font size	**Changing font size** Select the work then left click on the font size box to choose the size you want. **Font size** helps us to increase or decrease the size of letters or numbers in your work.	Practicals Explanation	Microsoft office 4.2 for Windows Simplified Teaching Yourself computer & IT bk 1
7		Bulleting and numbering work	The learner, • Bullets and numbers his/her work.	**Creating numbered and bulleted lists.** Select the work, move the mouse to the bullet box and left click. **To number**, select the work and move the mouse to the numbers box and left click. These help us to separate items in the list.		
8		Changing line spacing	The learner, • Changes line spacing of his/her work	**Changing line spacing** Select the work, left click on line spacing and choose the one of your choice. e.g. 1.5, 1.15 e.t.c. It helps us in spacing work.		

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