

# COMPUTER STUDIES FORM 1 2009-2010

## FIRST TERM

### General Introduction:

1. The difference between stand alone computers and network computers
2. Username, password, logging on.

### Keyboard Skills:

3. Several lessons will be dedicated to learning keyboard (typing) skills. At the College the program Typing Tutor will be used. Students are encouraged, as homework, to practice at home using Typing Tutor or a similar program.

### E-mail:

4. Account, username, password.
5. Email address, Address Book,
6. Inbox, Outbox, Draft,
7. Create, send and receive emails.

## SECOND TERM

### Windows Explorer:

8. Organization of files in Folders; the College's folder system,
9. Creating, renaming, deleting folders.

### Word:

10. Finding and saving in your folder
11. Inserting pictures, modifying pictures.
12. Inserting a table; adding columns and rows; changing size of columns and rows; colouring cells, changing text direction,
13. Creating a table for a school timetable.
14. Fonts, Find and Replace

## THIRD TERM

### Word:

15. Formatting pages (A4, Portrait, Landscape) paragraphs, (Line spacing, indent, alignment,).
16. Shading and borders, bullets and numbering; headers and footers.
17. Spell checker, printing.
18. Draw Toolbar, Layering/ordering, WordArt, Text box, Layout,

### Internet explorer:

19. Web sites, web pages, browsing, addresses
20. Favourites, search engines

### Assessment scheme:

<i>When</i>	<i>Criteria</i>	<i>Marks</i>
<b>Mid-Year Exam</b>	Exam	100
<b>Mid-Year Assessment</b>	Attitude, behaviour & participation during lessons	20
<b>Annual Exam</b>	Exam	100
<b>Annual Assessment</b>	Attitude, behaviour & participation during PE lessons	20