

## Information Technology Form 2 Scholastic Year 2009-2010

TERM	Topic	Description
1	Computer file Management	<p>One of the most important basic things is to manage efficiently files and folders in a computer. In this section students will learn how to</p> <ul style="list-style-type: none"> <li>• Create</li> <li>• Move</li> <li>• Delete</li> <li>• Set attributes to files and folders.</li> <li>• General Windows skills.</li> </ul>
1	Basic Word Processing	<p>Using a word processor to write a letter and mail merge.</p> <p><b>Points Tackled:</b></p> <ul style="list-style-type: none"> <li>• Typing, fonts and alignment tools in Microsoft Word.</li> <li>• Using tables in Microsoft Word.</li> <li>• Using spell check in Microsoft Word.</li> <li>• Inserting pictures and formatting pictures.</li> <li>• Using shapes and formatting shapes to draw diagrams.</li> <li>• Inserting and using graphs in Microsoft Word.</li> <li>• Using bullets and numbered lists in Microsoft Word.</li> <li>• Basic Mail Merge.</li> </ul>
2	Using a Spreadsheet	<p>The second part of this chapter is continued from the previous year. In this section we will see how spreadsheets can help us to carry out tasks that involve simple calculations.</p> <p><b>Points Tackled:</b></p> <ul style="list-style-type: none"> <li>• Typing information in a spreadsheet.</li> <li>• Addressing Cells.</li> <li>• Basic Formulas and functions.</li> <li>• Formatting a sheet: Fonts, Colors, Setting column and row width, Currency.</li> </ul>

3	Navigating the Internet.	<p>Today Internet connects computers together to communicate between them even though they are miles away from each other. In this topic we are going to see how this is possible. The advantages of using Internet. The possible ways how we can make use of it.</p> <p><b>Points Tackled:</b></p> <ul style="list-style-type: none"> <li>• Using the internet properly.</li> <li>• Using Search Engines to find what is needed.</li> <li>• Using E-Mail.</li> <li>• Using the major facilities offered by a web browser.</li> </ul>
3	ECDL Module 7 CD-Notes	<p>During this year we will be starting by Module 7 ECDL V4. This module involves basic information about the computer. At the end the students will undergo the ECDL examination. Module 7 consists of a set of multiple choice questions and a practical about Web Browsing and E-mail.</p> <p><b>Points Tackled:</b></p> <ul style="list-style-type: none"> <li>• General guide about using the Internet properly</li> <li>• Common terms used in Internet</li> <li>• Browsing the web using Internet Explorer</li> <li>• Using E-mail</li> </ul>

**AIM:**

During this year students will be given a further view of what has been started in Form 1. Great part of the lessons are going to be based on practice so that students will become familiar with the software. As one can notice during Form 1 and even more this year students are trained in using Windows XP & Microsoft Office 2003 and other related software. This is done so that eventually students will start the ECDL courses leading to the ECDL qualification.

**NEW Long term plan.**

<b>FORM 2</b>	<b>Summer FORM 2</b>	<b>FORM 3</b>	<b>Summer FORM 3</b>
M7 (Internet and Email)	M2 (Windows and File Management) M3 (Word)	M1 (Basic Computer Theory) M6 (Power Point)	M4 (Excel) M5 (Access)