

First Term ICT E-lesson Note

PRIMARY 6 FIRST TERM ICT SCHEME OF WORK

- 1 COMPUTER SYSTEM
- 2 COMPUTER NETWORK
- 3 DESCRIPTION OF LOCAL AREA NETWORK AND LARGE AREA NETWORK
- 4 DEFINITION AND TYPES OF NETWORK TOPOLOGY
- 5 SKETCH AND DESCRIBE NETWORK TOPOLOGY
- 6 ADVANTAGES AND USES OF COMPUTER NETWORK
- 7 WORD PROCESSING
- 8 WORD PROCESSORS SKILLS
- 9 WORD PROCESSING ENVIRONMENT
- 10 TYOES OF TOOL BAR
- 11 REVISION
- 12 EXAMINATION

WEEK 1

Topic; The computer system

BEHAVIORAL OBJECTIVES

At the end of the lesson, Pupils should be able to:

- (i). Explain the term system Computer system computer system
- (ii). Explain the term hard Ware, software and users.

INSTRUCTIONAL MATERIALS:

A functional computer system

Reference Materials

Lagos state scheme of work,

Online information

Relevant materials

Pupils textbook

Behavioral Objectives: pupils are familiar with the topic in their previous classes.

CONTENT

COMPUTER SYSTEM

A computer system is a group of different devices that work together with the help of stored programs to accept process, store and retrieve information.

These groups of different devices are called **HARDWARE** while the stored programs are called **SOFTWARE**. The hardware of a computer system are explained below.

INPUT DEVICES

Examples of input devices are: keyboard, Mouse, Joystick, Light pen, Scanner etc. All these are used to send messages in form of data and instructions into the computer. The most common of these are keyboard and mouse.

OUTPUT DEVICES

Examples of output devices are: Monitor, printer, speakers, plotters, data projector etc. They are used for displaying or showing information from the computer.

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SYSTEM UNIT

The System Unit is a part of the computer that contain the processor also called the Central Processing Unit and some other parts. All the physical parts of the computer are connected to the System Unit.

The System Unit consists of: a power button, reset button and drive doors. At the back of the System Unit are the communication ports where other parts of the computer are connected.

ASSESSMENT AND EVALUATION

- (i). Explain the term system Computer system computer system
- (ii). Explain the term hard Ware, software and users.

WRAP-UP (CONCLUSION): Teacher goes over the topic once again for better understanding

WEEK 2

Topic: Computer networks

Behavioral Objectives:

At the end of the lesson, Pupils should be able to:

- i). Define computer net- computer net-

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ii). List the types of computer

INSTRUCTIONAL MATERIALS:

A functional computer system

Reference Materials

Lagos state scheme of work,

Online information

Relevant materials

Pupils textbook

Behavioral Objectives: pupils are familiar with the topic in their previous classes.

CONTENT

A computer network

A computer network is a group of two or more computers connected together so that they can share resources like hardware, software and data. Computers in a network can communicate with one another.

Computer network is the interconnection of computers and other telecommunication devices together for the purpose of sharing resources. There sources that can be shared in such interconnections include: files and folders, programs, printers, hard disk, processor etc.

When computers are interconnected through a central computer, communication link between users become easier. This could enable them to exchange information freely between each other, and also allow a common use of components.

In a network environment, when there is a centrally located computer to which all other computers are connected, it is called HOSTCOMPUTER or SERVER. The other computers connected to such a computer are called TERMINALS or WORKSTATION.

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There are three types of computer network e.g. Local Area Network, Metropolitan Area Network, Wide Area Network.

IMPORTANCE OF COMPUTER NETWORK

Computer network is important for the following reasons.

1. It enables users to access files or programs from another computer without carrying disk.
2. It enable computer to print documents on a printer attached to another computer
3. It enables users to be able to send messages by using electronic mail (E-mail).
4. It can make users to gain easy access to the internet.

There are three types of hardware needed for computer network for the purpose of data communication. They are:

1. Central processor.

There must be computer otherwise called the HOST Computer that must have a central processor.

2. Terminals or work stations.

These are the other computers that are connected to a server or central computer.

3. Communication channels

Communication channels refer to things that could link different systems together. Examples are: cables, telephones, satellite stations, etc.

Types of networks

The two types of computer networks are:

- 1 Local Area Networks (LAN); and
- 2 Wide Area Networks (WAN)

Local Area Networks

LAN consists of a collection of microcomputers that can share peripherals and information. They can also communicate with each other on the network.

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Microcomputers in a LAN are usually in the same building or a school. Each microcomputer in a LAN can work both as an independent personal computer running its own software and as a workstation. A LAN has a network server. This runs the network operating system which allows resources to be shared with other computers on the network. Each computer on a LAN is known as a client. The devices shared by a LAN are printers, hard disk drives, disk drives, CD-ROM drives, modems and fax machines.

Advantages of a LAN

- 1 Software and data files can be shared by many users.
- 2 It is usually cheaper to buy one copy of a software application and pay the license fee for several machines, than to buy individual packages for each computer.
- 3 Users can work together on a single document from different parts of the network (though not at the same time).
- 4 Users can communicate with other users on the network using e-mail.

Wide Area Networks (WANs)

A WAN connects networks across a large geographical area such as a city, state or country. Information can be transmitted using special high-speed telephone lines, microwave links, satellite links or a combination of all these. WANs are used in universities, research centers, companies and banks, so that information can be shared across a country or across many countries.

Metropolitan Area Network (MAN)

This type of network is mostly used by Radio and Television stations. In this case, computers are interconnected within a wider geographical location such as within a town, city or state for the purpose of data communication.

ASSESSMENT AND EVALUATION

- i). Define computer net- computer net-
- ii). List the types of computer

WRAP-UP (CONCLUSION): Teacher goes over the topic once again for better understanding

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Activity

- 1 What is the difference between a server and a client in a LAN.
- 2 Mention 5 organizations where LANs are used.
- 3 Mention 5 organizations where WANs are used.

WEEK 4&5

Topic; Network Topology

Behavioral Objectives: At the end of the lesson, Pupils should be able to;

- I). Define Network topology computer - Bus, Ring and star
- ii). State types of topology laboratory
- III) Sketch bus and ring work topology
- iv) Describe and sketch star Topology

INSTRUCTIONAL MATERIALS:

A functional computer system

Reference Materials

Lagos state scheme of work,

Online information

Relevant materials

Pupils textbook

Behavioral Objectives: pupils are familiar with the topic in their previous classes

CONTENT

NETWORK TOPOLOGY

Network topology is the techniques or methods by which computers are networked together in a Local Area Network. It can be described as the arrangement of computers in a Local Area Network

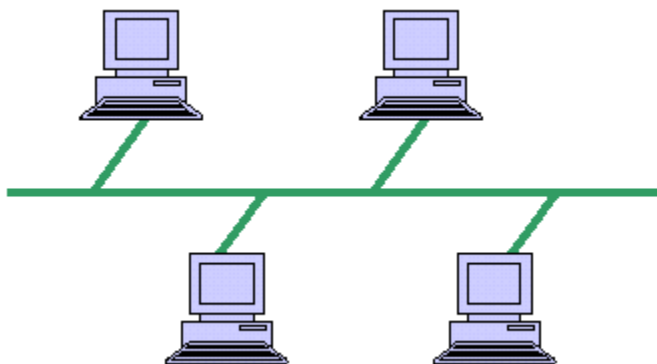
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environment. There are three major types of arrangement or network topology. These are:

1. Bus topology
2. Star topology and.
3. Ring topology.

BUS TOPOLOGY

In this type of network arrangement, computers are connected serially. This means they are connected to one central communication line. The effect of this is that transmission from one computer answers at the same time from both directions.

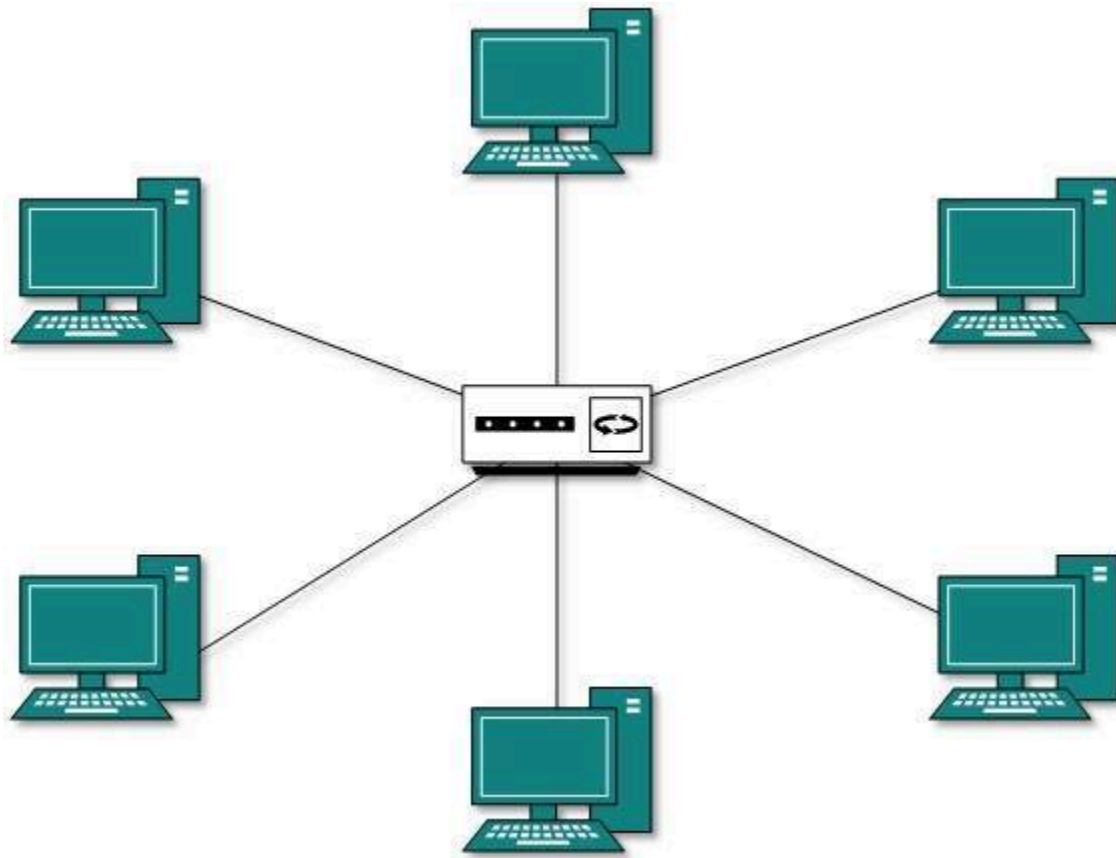


This type of networking system is not very good because if one work station breaks down, the whole network will automatically be affected.

STAR TOPOLOGY

This kind of network system allows work stations to be connected to a central computer or server. In this type of network communication link between the work stations is only through the server. This is because the work stations cannot communicate with one another without going through the server.

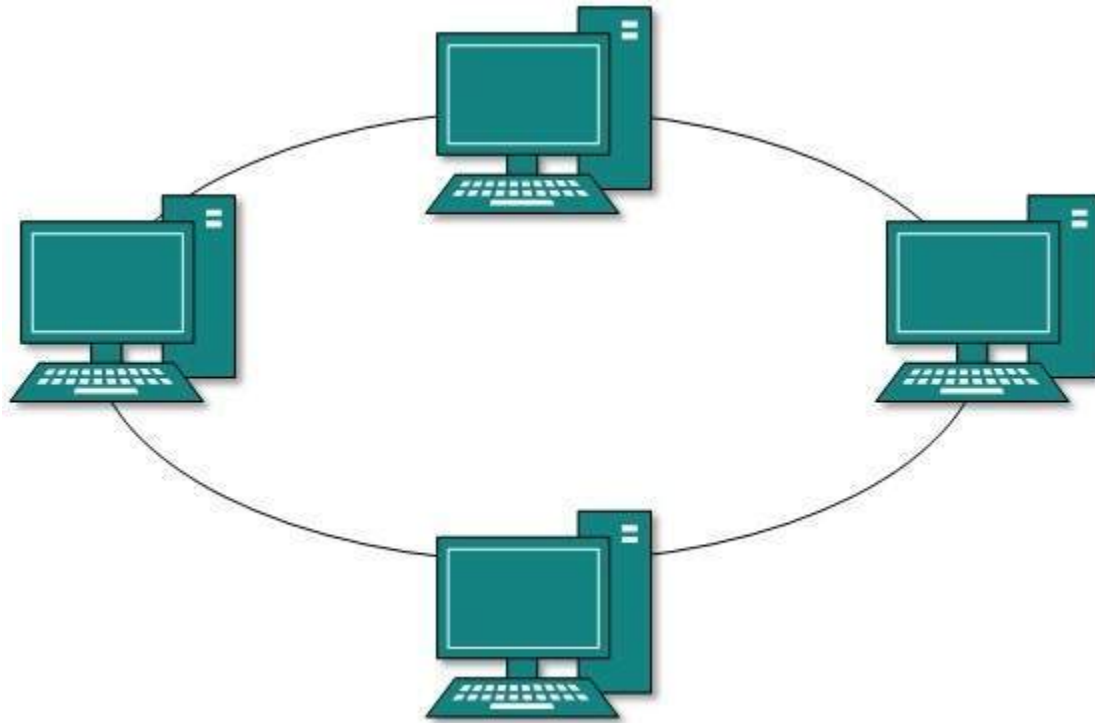
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RING TOPOLOGY

The method used in ring topology allows work stations to be connected to the server and as well to themselves i.e. work station to work station.

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This system allows work stations to communicate with one another without necessarily going through the server.

In this case if one system breakdown, it does not affect the operations of the other work stations on the network. This is the best network technique so far.

ASSESSMENT AND EVALUATION

Define Network topology computer- Bus, Ring and star

ii).State types of topology laboratory

III) Sketch bus and ring work topology

iv) Describe and sketch star Topology

WRAP-UP (CONCLUSION): Teacher goes over the topic once again for better understanding

ASSIGNMENT

Define Network topology computer- Bus, Ring and star

ii).State types of topology laboratory

III) Sketch bus and ring work topology

iv) Describe and sketch star Topology

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WEEK 6

Topic: Advantages and Uses of computer

Behavioral Objectives; At the end the lesson, Pupils should be able to:

- i). State advantages of Network computer network.
- li). List uses of computer Network

INSTRUCTIONAL MATERIALS:

A functional computer system

Reference Materials

Lagos state scheme of work,

Online information

Relevant materials

Pupils textbook

Behavioral Objectives: pupils are familiar with the topic in their previous classes

CONTENT

Advantages of Computer Networking

It enhances communication and availability of information. ...

It allows for more convenient resource sharing. ...

It makes file sharing easier. ...

It is highly flexible. ...

It is an inexpensive system. ...

It increases cost efficiency. ...

It boosts storage capacity.

Uses of Computer Networks

The computer networks are playing an important role in providing services to large organizations as well as to the individual common man.

Service Provided by the Network for Companies:

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- Many organizations have a large number of computers in operation. These computers may be within the same building, campus, city or different cities.

- Even though the computers are located in different locations, the organizations want to keep track of inventories, monitor productivity, do the ordering and billing etc.

- The computer networks are useful to the organizations in the following ways:

1. Resource sharing.

2. For providing high reliability.

3. To save money.

4. It can provide a powerful communication medium.

ASSESSMENT AND EVALUATION

State advantages of Network computer network.

li).List uses of computer Network

WRAP-UP (CONCLUSION): Teacher goes over the topic once again for better understanding

WEEK 7

Topic: Word Processing

Behavioural Objectives: At the end of the lesson, Pupils should be able to:

- (i). Identify word a word processor

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(ii). Mention types of word

INSTRUCTIONAL MATERIALS:

A functional computer system

Reference Materials

Lagos state scheme of work,

Online information

Relevant materials

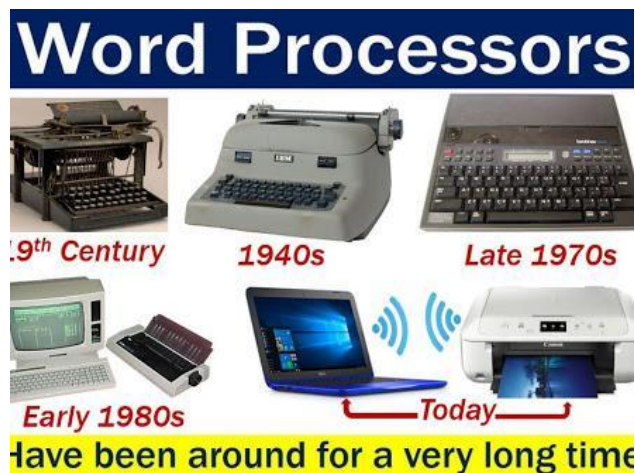
Pupils textbook

Behavioral Objectives: pupils are familiar with the topic in their previous classes

CONTENT

Word processor

A word processor is a device or computer program that provides for input, editing, formatting and output of text, often with some additional features. Early word processors were stand-alone devices dedicated to the function, but current word processors are word processor programs running on general purpose computers



MICROSOFT WORD

Microsoft word is a word processing package or software. It comes in what can be compared to different books otherwise called documents. More than sixteen documents can be opened at once

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provided the computer has enough memory. Each document in MICROSOFT word has several pages.

ACCESSING MS-WORD

1. Boot the computer
(Wait and ensure you are on the desk top screen)
2. Hold your mouse
3. Move the pointer to start and click
(Start menu appears)
4. Move the pointer to programs
(List of programs will appear)
5. Move your pointer to programs and click
(Microsoft word screen appears as shown below)

MICROSOFT-

Word screen has different parts. Some of these parts are outlined below.



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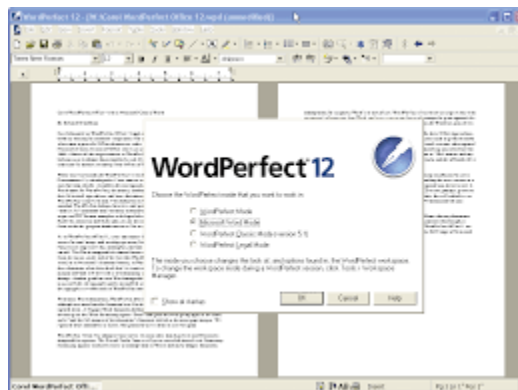
WORD PAD.

WordPad is a basic word processor that is included with almost all versions of Microsoft Windows from Windows 95 onwards. It is more advanced than Microsoft Notepad but simpler than Microsoft Word and the discontinued Microsoft Works. It replaced Microsoft Write.



WORD PERFECT

WordPerfect is a word processing application, now owned by Corel, with a long history on multiple personal computer platforms. At the height of its popularity in the 1980s and early 1990s, it was the dominant player in the word-processor market, displacing the prior market leader WordStar.



ASSESSMENT AND EVALUATION

(i).Identify a word processor

(ii).Mention types of word

WRAP-UP (CONCLUSION): Teacher goes over the topic once again for better understanding

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WEEK 8

Topic: Word Processor

Behavioral Objectives: At the end of the lesson, Pupils should be able to:

- (i). List word processor a word processor

INSTRUCTIONAL MATERIALS:

A functional computer system

Reference Materials

Lagos state scheme of work,

Online information

Relevant materials

Pupils textbook

Behavioral Objectives: pupils are familiar with the topic in their previous classes

CONTENT

Word Processor

1. Creating, Naming, and Saving a Document
2. Formatting (bold, italics, font sizes, aligning text)
3. Creating lists (bullet vs. numbered)
4. Line spacing
- .
5. Creating columns
6. Inserting a bookmark
7. Inserting an image
8. Hyper linking
9. Find & Replace
10. Grammar & Spell Check

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11. Inserting a page break

12. Using word count

13. Inserting Tables

14. Inserting Rows/Columns

15. Cell shading

16. Changing column/row width

17. Text alignment in tables

18. Changing text direction

19. Merging cells

20. Inserting a header

21. Inserting a footer

22. Footnotes

23. Page numbers

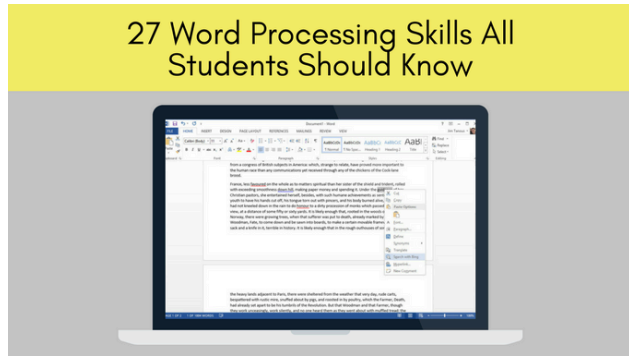
24. Inserting the date

25. Printing

26. Page orientation

27. Custom margins

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ASSESSMENT AND EVALUATION

Mention 10 word processor skills.

WRAP-UP (CONCLUSION): Teacher goes over the topic once again for better understanding

WEEK 9&10

Topic: Word processing Environment

Behavioral objectives: at the end of the lesson. Pupils should be able to:

- (i) Identify the title bar a word processor**
- (ii). Identify and use menu installed**
- iii).Identify tools bar and its Functions**

IV Identify and use the tool

V Bold, underline and Italicize text

Vi Format font type, font Size and color

INSTRUCTIONAL MATERIALS:

A functional computer system

Reference Materials

Lagos state scheme of work,

Online information

Relevant materials

Pupils textbook

Behavioral Objectives: pupils are familiar with the topic in their previous classes

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CONTENT

TITLE BAR

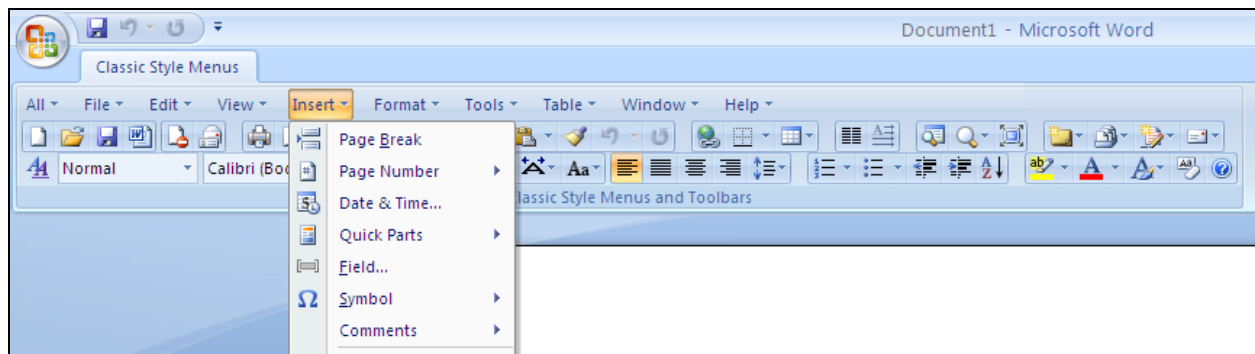
The title bar shows name of the program or application you are using. It also display which of the documents or books of MICROSOFT word you have opened.

It has the minimize, maximize, and close buttons to the extreme right hand side.

MENU BAR

The menu bar is located below the title bar. This bar has different menu such as file, edit, view, insert etc. Menu has different commands, which can be performed. When you click a menu the pull down menu appears. It contains different commands. The menu and their commands can be performed through the use of the mouse by clicking on the desired option or command.

You can also use the keyboard to select a menu option, press the ALT key and the underlined letter of the menu you want. To close a menu without making a selection press ESC key.



STANDARD TOOLBAR

The standard tool bar contains what is called icons. These icons are tools or commands we use when using Ms-Word. Some of the icons on the standard tool bar includes: New, open, save, print, cut, copy, paste, undo etc.

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They are used as shortcuts instead of going into the Menu to pick commands. Most of the commands on the standard toolbar are the commands found in File and Edit menu.

FORMAT TOOLBAR

The format toolbar or format icons are useful when adjusting the appearance of your document. They provide a shortcut for you to underline, italicize, bold, align, and change font size and font styles. These commands are also found inside the Format menu.

BLANK SCREEN

The blank screen of Microsoft word is also called the work area. This is the part of the screen where you can type your document. Whether it is a letter, note, memo or report.

When typing, the cursor begins to move to the right margin. The words that cannot fit into a line move into the next line. This is called word-wrap.

The ENTER key could only be used in MS-Word to:

- 1. End a short line.**
- 2. Create a blank line.**
- 3. End a paragraph.**
- 4. Create a new paragraph**

SCROLL ARROW:

There are two scroll bars containing scroll arrows in every application most especially Microsoft word, They are vertical and horizontal scroll bars. They contain scroll arrows, which are used to move around large documents.

SAVING FILES IN MS-WORD

When you are working with document, it is necessary that documents must be saved into disk to avoid sudden loss of data, which could

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sometimes be very painful. You could be working on an important document, which perhaps has taken two or three hours and all of a sudden your power source snapped off. This will lead to loss of document or data. It is. Therefore necessary tha document or data is saved into a disk.

The save option or command can be found under the **FILE MENU** in all window applications. The file menu contains two of these save commands. These are the **SAVE** and **SAVE AS**.

SAVE COMMAND

The save command is used to save changes to an existing file. This means the file or document existed before on the computer but you carried out some additions or deletion or little rearrangement on the document, which you have to save. While **SAVE AS** command is used to save a new file or to save an existing file under a new name.

USING SAVE AS

1. Hold your mouse
2. Point at file and click
3. Point at save as and click. (a dialog box appear)
5. Type your file name
6. Click on save.

USING SAVE OPTION

1. Hold your mouse.
2. Click on file on the menu bar.
3. Select **SAVE** and click.

You can as well use your keyboard by pressing **CTRL** and **S** together.

PRINTING A DOCUMENT.

Printing is the act of reproducing the same document on a computer screen on paper. In order words making a hard copy of a document.

To print a document in **MS-Word**, follow these steps.

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- 1. Point and click on file.**
- 2. Point and click on print. A print dialog box like this appears on the screen)**
- 3..Click on page range. e.g. All, Current page or pages).**
- 4 Click OK**

The keyboard shortcut for printing is CTRL + P.

EDITING DOCUMENT IN MS-WORD

Editing simply means making changes or correcting mistakes in a document. Some of the actions that can be performed when editing a document includes: cutting, copying, pasting, inserting, deleting etc.

OPENING A FILE OR DOCUMENT

When a file or document which has been saved previously on a disk is brought back to the screen, this means that the file or document is opened. This can be done through the open command in the file menu.

Remember that when you save a document, you saved it with a name called file name.

To open files follow this process:

- 1. Click on the menu called file.**
- 2. Click on open.**
- 3. Click on the name of the file you want to open. a**
- 4. Click on open.**

In case the file is saved inside a folder, double click the folder, then click your file name.

INSERTING TEXT

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Text can be inserted into a word, line, sentence or a paragraph into a document

- 1. Move your mouse to the exact place where you want your text to appear.**
- 2. Click the left button of your mouse to ensure your" cursor is there.**
- 3. Type the text.**

DELETING TEXT

A text can either be deleted to the right or left of a cursor to delete text to the right of a cursor, do these:

- 1. Move the mouse pointer to the beginning of the word or sentence.**
- 2. Click the left button of the mouse to ensure your cursor is at the beginning of the word or sentence.**
- 3. Press the delete key on the keyboard until everything is deleted.**

To delete text to the left of the cursor, do these:

- 1. Move the mouse pointer to the end of the word or sentence.**
- 2. Click the left button of the mouse to ensure your cursor is at the beginning of the word or sentence.**
- 3. Press the backspace key on the keyboard until everything is deleted.**

DELETE LONG SENTENCES OR PARAGRAPH

- 1. Select the sentences or paragraphs.**
- 2. Press the delete key on the keyboard.**

CUT AND PASTE

A paragraph or line within a document can be taken to another part of the same document or to a different document. You can also decide to remove a picture from a position and place it to be part of another document. This can be done by cutting and pasting. These commands can be found under the edit menu or by using the icons on the standard tool bar.

CUT AND PASTE:

- 1. Click and drag on the sentence or paragraph to select it.**

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2. Click on Edit menu on the Menu bar.
3. Click on cut.
4. Take your cursor to where you want it to appear on the screen.
5. Click on edit menu and click on paste.

COPY AND PASTE

When you copy, you are creating a duplicate of what you copied. You can copy a document, sentence, paragraph or a picture.

To copy:

1. Select what you want to copy.
2. Move your mouse pointer to Edit Menu and click.
3. Move to copy and click.
4. Move your cursor to where you want it to appear on the screen.
5. Click on edit again and click on paste.

FORMAT YOUR DOCUMENT

Formatting a text or document can make your work look very attractive. Through formatting, the sizes of your characters can be reduced or increased depending on your choice. You can also change your characters to italics or bold face your characters etc. Some of the features we can use includes: the different fonts, font size, bold, italics underline etc. All can be found either on the **FORMAT MENU** or on the **FORMAT TOOLBAR**

Look at the format toolbar above as we go step by step to learn how to format our document.

FONT

The tiny arrow in front of the font list show where you have different font types. This can be described as different method of writing.

1. Select your text.
2. Click on the tiny black arrow in front of the font list.

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3. Select the type of font you like by clicking on anyone.

Or

- 1. Select your text.**
- 2. Click on the format menu.**
- 3. Click on font**
- 4. Select the type of font you like by clicking on it.**

FONT SIZE

After the font list on the format tool bar shown above, is the font size. This is where you have a number shown with a tiny black arrow in front of it.

To select font size, do these.

- 1. Select your text.**
- 2. Click on the next arrow after font list.**
- 3. Click on the size you want**

FONT STYLE

Fonts or characters can be in different styles e.g. bold, italics or underline.

B-BOLD

- 1. Select your text.**
- 2. Click on B on the format tool bar.**

I-ITALICS

- 1. Select your text.**
- 2. Click on I or italics**

U - UNDERLINE

- 1. Select your text.**
- 2. Click on U for underline.**

ALIGN YOUR TEXT OR DOCUMENT

The facilities for aligning text can be found on the format tool bar. Text alignment can be left right center or justify.

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To align your document or text. To do the following:

- 1. Select your text.**
- 2. Move your mouse pointer to any of these alignment options below and click.**
 - a. Left align**
 - b. Center**
 - c. Align right**
 - d. Justify**

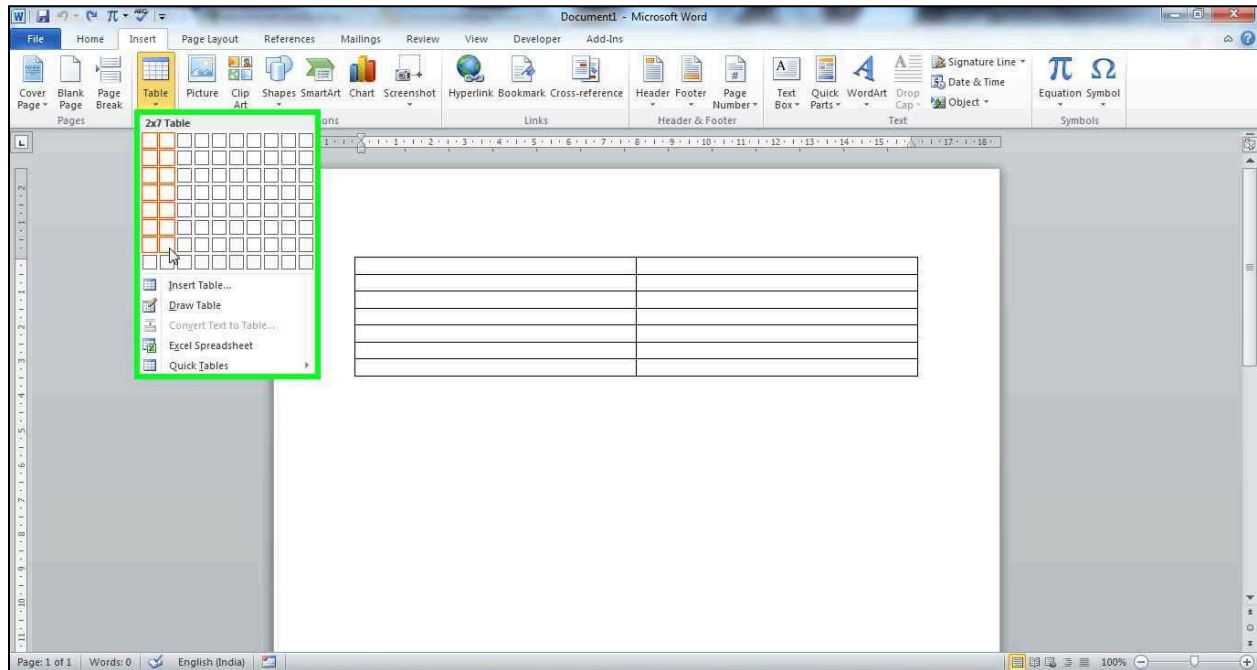
CHANGE CHARACTER CASE

- 1. Select the word or sentence.**
- 2. Point and click on the format menu.**
- 3. Click on change case (a dialog box like this appears)**
 - i. Sentence case.**
 - ii. Lowercase.**
 - iii. Uppercase**
 - iv. Title Case.**
- 4. Point and click on upper or lower case as the case maybe.**

CREATING TABLE

A table can be described as tabular columns and rows which intersect at some point. The rectangular point at which a row and column intersect is called cell. Microsoft word offers the facility for creating table. These facilities can be found either on the standard tool bar or on the menu called TABLE.

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Before using the facility provided by Microsoft word to create a table, the user must first decide the number of columns and rows to be found on the table to be created.

To create a table of five columns and five rows follow the following steps.

- 1. Move your mouse pointer to the point where you want the table to appear on the screen and click.**
- 2. Point and click on TABLE on the menu bar.**
- 3. Point and click on insert.**
(A dialog box as this seen on the next page appears on the screen).
- 4. Type the number of columns e.g 5 in the space where you see number of columns.**
- 5. Type the number of rows e.g 5 in the space where you see number of rows.**
- 6. Click on OK.**

Data can be entered into a table by creating an insertion point in the first cell on the top roll.

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Then you can continue to type. As you type, the characters begin to push the lines to the right. Once you are through with the width of the cell, you can press Enter key to lengthen the cell in case you need to.

You can move the cursor around a table simply by using the arrow keys i.e Up, Down, Left and Right arrow keys, depending on which ever cell or direction you want to move.

Pressing right arrow key moves the cursor to the next cell by the right. While pressing down arrow moves the cursor to the cell below the cell where your cursor is.

ASSESSMENT AND EVALUATION

- (i) Identify the title bar a word processor
- (ii). Identify and use menu installed
- iii).Identify tools bar and its Functions

IV Identify and use the tool

V Bold, underline and Italicize text

Vi Format font type, font Size and color

WRAP-UP (CONCLUSION): Teacher goes over the topic once again for better understanding

ASSIGNMENT

Create a folder on your computer.