

SUBJECT: DATA PROCESSING

CLASS: SS2

SCHEME OF WORK

WEEKTOPIC

1. Revision
2. Presentation Package I
3. Presentation Package II
4. Web Design Package I
5. Web Design Package II
6. Web Design Package III
7. Graphical Package I
8. Graphic Package II
9. Graphic Package III
10. Maintenance of Computer I
11. Revision
12. Examination

REFERENCE TEXTBOOK

DATA PROCESSING for SENIOR SECONDARY EDUCATION by HiiTPic

WEEK ONE

TOPIC: Revision

Questions on previous term topic

1. Give four examples of a web browser
2. Explain internet security
3. List four types of file organization
4. List four types of internet security
5. What are the criteria for choosing a file organization
6. What is the full meaning of the following: i. SQL ii. RDBMS iii. DML iv. DDL
7. List four standard SQL Command
8. Explain the following: i. Entity ii. Relationship iii. Attributes iv. identifiers
9. What is Normalization
10. What is Data Modeling?
11. List types of data model
12. Write down the full meaning of the following basic internet terminologies: i. POP ii. SMTP
iii. ISP iv. HTML v. HTTP

WEEK TWO

TOPIC: Presentation Package

CONTENT

Definition: A presentation package is a computer software package that is used to display information usually in form of a slide show.

Examples of presentation package

Microsoft PowerPoint

Macromedia flash

Windows movie maker

Open Office

Uses of Presentation Package

- (1) As a slide show
- (2) In delivering multimedia lectures
- (3) In writing multimedia story book

Getting Started with PowerPoint

Ways to start PowerPoint

- (1) Double-clicking the icon on the desktop
- (2) Using the Start menu

Ways to Create a New Presentation

- (1) Using Blank presentation
- (2) Using Templates
- (3) Auto Content Wizard

How to Insert Text

Placeholders are the dotted outline that appear when you create a new slide. These boxes serve as placeholders for objects such as the slide title, text, chart, table, and clip art. Just click to add text in any placeholder or double click to add the specified object.

Evaluation

1. Mention two ways to start a PowerPoint
2. State two ways to create a new presentation

General Evaluation

1. What is a presentation package
2. List three examples of a presentation package
3. State two uses of a presentation package
4. Describe how you would create a slide in Ms- PowerPoint

Reading Assignment

Data Processing for senior secondary education by Hiit Plc. Pages 89-95

Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. The following are examples of a presentation package except
(a) Ms-PowerPoint (b) Macromedia Flash (c) Windows Movie Maker (d) Ms Excel
2. is the main reason/use of presentation package (a) calculation (b) word processing
(c) presentation (d) analysis
3. package is a software package that is used to display information usually in form
of a slide (a) graphic (b) spreadsheet (c) database (d) presentation
4. is an act of delivering a seminar, talk, lecture etc to the audience either formally or
informally (a) presentation (b) chanting (c) teaching (d) talking
5. are the dotted outline that appears when you create a new slide (a) slides (b) template (c)
placeholder (d) animation

SECTION B

1. State two uses of a presentation package
2. List five examples of a presentation package

WEEK THREE

TOPIC: Features of a Presentation Package

A presentation package has certain features such as:

1. **Creation of Slides:** to create presentations, group of slides are created. Presentation packages contain slides.
2. **Insertion of Pictures:** presentation packages allow users to insert pictures and objects into their presentation from external sources.
3. **Insertion of Video and Audio:** presentation packages allow users to insert video and audio into their presentation from external sources.
4. **Animation:** this feature makes presentation package different from other packages. It allows users to create motion effect on their slides.
5. **Slide Show:** this feature makes users to view how the group of slides will be displayed. It displays the content to the audience during the presentation.
6. **Creation of Graphics:** this feature enables the presentation package to provide users with graphics inform of shapes that can create an object from the scratch.
7. **Creating organizational and other Types of Chart:** charts such as pie chart, bar chart etc. can be created easily with presentation package.

Evaluation

1. What is a presentation package?
2. Mention two features of a presentation package.

Using Presentation Package Microsoft PowerPoint 2007

How a window displays depends on the size of the window. Resolution determines how much information your computer monitor can display. If you use a low resolution, less information fits on your screen, but the size of your text and images are larger. If you use a high resolution, more information fits on your screen, but the size of the text and images are smaller.

Microsoft Office Button: in the upper-left corner is this button. You can use the menu to create a new file, open an existing file, save a file, etc.

Quick Access Toolbar: this tool provides you with access to commands you frequently use. The save, undo and redo appear on the Quick access toolbar.

Title Bar: it displays the name of the currently working presentation. PowerPoint names presentation start with Presentation1.

Ribbon: this is located near the top of the PowerPoint window, below the Quick Access toolbar.

Ruler: rulers are vertical and horizontal guides. They are used to determine where you want to place an object.

Slides, Placeholders and Notes: slides appear in the center of the window to create your presentation. Placeholders hold the objects in your slide. You can use placeholders to hold text, clip art, charts, and more. You use the notes area to create your notes. You can refer to these notes as you give your presentation.

Status Bar, Tabs and View Buttons: The view buttons appear near the bottom of the screen. It is used to change between Normal view, slide sorter view, and the slide show view.

Zoom: This allows you to zoom in and zoom out on the window. Zooming makes the window larger so you focus on an object. Zooming out makes the object smaller so you can see the entire window. You can click and drag the vertical and horizontal splitter bars to change the size of your panes.

To open the Ms PowerPoint application: click on START button, navigate to All programs, navigate to Microsoft Office, click on Microsoft Office PowerPoint.

Creating a New Presentation: PowerPoint presentation can be created on slides. Use layouts to organize the content on each slide. PowerPoint has several slide layouts. You can add effects such as theme and backgrounds to slides. Themes are set of colours, fonts, and special effects. Backgrounds add a coloured background to your slides.

Evaluation

1. Mention four features of Microsoft PowerPoint 2007
2. Mention the uses of the above-mentioned features

Inserting the Contents: PowerPoint displays default slides in the slide pane when you open the package.

To Enter Text: click and type the title of your presentation in the “click to add title area”, “click and type a subtitle in the click to add subtitle” area.

To Insert Graphics or Pictures: Click in the “click to add title” or “click to add subtitle” area, press the enter key to bring the cursor down, from the ribbon bar, click on the insert menu, select the type of graphic options from clip art, select shapes, and pictures buttons from the menu.

To Add Clip Art Object: Click on clip art button, in the search for textbox, type a general description of the graphics you want to insert, then click on the ‘Go’ button., click on any image from the list of displayed graphics to insert into the slide.

To Add Picture Object: Click on picture button, the insert dialog box is displayed, click on the location of the picture on the computer from the look in options, click on the desired image and click on insert command button. The picture is inserted into the slide as desired.

To Choose an Effect: Select the object you want to animate, choose the animation tab, click the custom animation button, the custom animation button pane appears, click the Add Effect button a menu appears, choose the type of effect you want. A submenu appears, click the effect you want, PowerPoint applies the effect.

To Add New Slides: Choose the Home tab, click the New slide button in the slides group, the office theme dialog box appears and displays several layout templates, click the layout you want, the layout appears in the slide pane of the PowerPoint window. To add text, click inside the placeholder and type. To add additional slide to your presentation, right click the slide layout, a menu appears, click layout and then click the layout you want, choose the Home tab, click the New slide button, select from the options.

To Save a Presentation: Click on the office button, select save from the options displayed, select the drive you want to save the document, click on the file name, type the desired document name, click on the save button.

To Run a Slide Show: Choose the slide show tab, click the “from the beginning button” in the start slide show group, click the slide show icon on the bottom right corner of your screen. Your slide show appears on your screen.

To Print Presentation: Click the Ms office button, a menu appears, choose print, click print preview, click the down arrow next to the print what field in the page setup group and then select what you would like to print. A preview appears on the screen, click the print, the print dialog box appears, click the down arrow next to the colour/grayscale field to select whether you want your slides to print in colour, grayscale, or black and white, click ok.

To Close Presentation: click on the close button from the title bar.

General Evaluation

1. Define a presentation package.
2. Mention two examples of presentation packages.
3. Describe how you would do the following in Ms PowerPoint: (i) add new slide (ii) print (iii) add picture

Reading Assignment

Data Processing for Senior Secondary Education by HiiT Plc. Pages 89-94

Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. To close a presentation, click on the ___ bar. a) title b) task c) status d) menu
2. To add new slides, you choose the ___. a) animation b) Home tab c) office button d) file
3. To save a document, which of these will you click on? a) animation b) Home tab c) office button d) file
4. To run a slide, you choose from the ___ tab. a) menu bar b) taskbar c) quick access toolbar d) slide show tab
5. To add clip art object, you click the ___ button. a) clip art b) office c) home d) graphic

SECTION B

1. Describe how you would add picture objects to your slides
2. Describe how you would create a new presentation
(a) insert pictures(b) animate the presentation(c) run a slide(d) close the presentation

WEEK FOUR

TOPIC: WEB DESIGN PACKAGE I

Meaning of Web Design

Website design means planning, creation and updating of websites. Website design also involves information architecture, website structure, user interface, navigation ergonomics, website layout colors, contrasts, fonts and photography as well as icons design. All these website elements combined together to form websites.

Understanding a Web Page

A web page is a text file containing Hypertext Markup Language (HTML) formatting tags and links to graphic files and other web pages thorough a web server. Web pages are unique in such a way that the can

be interactive and use multimedia. The main thing to remember when creating a web is to establish a goal by setting many links.

Uses of a Web Design Package

A web page is basically used to create web pages. Other uses include:

Accessibility Checker: Which gives the users the ability to check if their codes is standard complaint and their website is easily accessible for people width disabilities.

Split View Option: Allow users to code in code view and preview in design view without the hassle of switching from design and code view tab.

Interactive Buttons: Give users a new easy way to create web graphics for navigation and eliminating the need for a complicated image –editing package such as Adobe Photoshop.

Dynamic Web Template (DWT): Allow users to create a single template that could be used across multiple pages and even the whole website.

Code Snippets: Give users the advantage to create snippets of their commonly used pieces of code allowing them to store it for easy access when next it is needed.

Evaluation

1. What is the meaning of HTML?
2. What is Dynamic Web Template?

General Evaluation

1. Explain the meaning of the term web design
2. State three uses of a web design package

Reading Assignment

Data Processing for Senior Secondary School by Hiit Plc. Pages 95-97

Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. _____ package is used create web pages.(a) graphic (b) web design (c) presentation (d) word processing
2. _____ means planning, creation, and updating of websites. (a) animation (b) website design (c) database (d) download
3. _____ gives the user the ability to check if their code is standard complaint. (a) accessibility checker (b) dynamic web template (c) code snippets (d) split view
4. _____ gives users a new easy way to create web graphics for navigation(a) code snippets (b) accessibility checker (c) dynamic web template (d) interactive button
5. _____ gives users the advantage to create snippets of their commonly used pieces of code (a) accessibility checker (b) dynamic web template (c) code snippets (d) split view

SECTION B

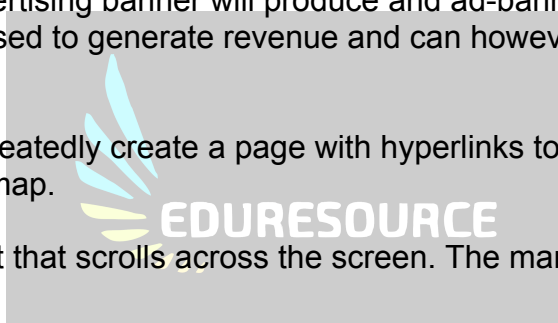
1. Explain the meaning of the term web design
2. Explain the following:(a) code snippets (b) Interactive buttons (c) Split view option

WEEK FIVE

TOPIC: Web Design Package II

Component of a Web Design Package

1. **A Solid Layout:** In web design, the foundation is your layout. Laying out a web design involves placing all the content and navigational elements.
2. **Effective Typography:** It is the flow of the words and it is important for a web design's typography to be easy to read and follow while establishing structure and hierarchy within the content.
3. **The Right Color Scheme:** Choosing the right color scheme is extremely important, because it will set the mood of your design more so than any other component.
4. **Appropriate Design Elements:** Your creativity can go wild here with texture, icons, patterns, etc. However, keep in mind that design elements also play a big role in setting the mood of the design. So keep things consistent with the goals of the website and its audience.
5. **Hit Counter:** This gives details about the number of a visitor to a website through a graphic counter.
6. **Advertising Banner:** The advertising banner will produce an ad-banner rotator with images of your choice. Ad-banners are usually used to generate revenue and can however be used to rotate many images to create a slide show effects.
7. **Table of Content:** This will repeatedly create a page with hyperlinks to each page on your site. The table of content can be used as a site map.
8. **Marquees:** A marquee is a text that scrolls across the screen. The marquee is used when you want to draw attention to a certain point.
9. **Scheduled Pictures:** This component can be used when you have a limited offer or you want to add variety to your page.
10. **Search Form:** This lets one have an easy way to search one's site.



Evaluation

1. What is a search form?
2. Explain the term, Hit Counter.

General Evaluation

1. List five components of a web design package
2. Write short note on the following component of web design package: solid layout, scheduled pictures, marquees and animation button.

Reading Assignment

Data Processing for Senior Secondary Education by HiiT Plc. Pages 95-97

Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. ____ can be used when you have a limited time offer or you want to add variety to your page (a) scheduled pictures (b) search form (c) marquees (d) animated button
2. ____ is a text that scrolls across the screen (a) scheduled pictures (b) search form (c) marquees (d) animated button
3. ____ will repeatedly create a page with hyperlink to each page on your site. (a) scheduled pictures (b) search form (c) marquees (d) animated button
4. ____ uses a java applet to generate button that respond to mouse-over movement. (a) scheduled pictures (b) search form (c) marquees (d) animated button
5. ____ will produce an ad-banner rotator with images of your choice. (a) advertising banner (b) scheduled pictures (c) table of content (d) marquees

SECTION B

1. List five component of a web design package
2. Write short note on the following component of web design package: scheduled pictures, marquees, animated button, hit counter, advertising banner, and table of content.

WEEK SIX

TOPIC: WEB DESIGN PACKAGE III

Examples of a Web Design Package

Examples are as follows:

1. **iWeb:** iWeb allows users to create websites and blogs and customize them with their own text, photos and movies. iWeb integrates with other services, including Facebook, YouTube, Google AdSense and Google Maps. It allows user to create a website in just a few minutes without the knowledge of programming or HTML. iWeb provides beautiful, Apple-designed templates that you can easily customized so don't have to worry about design.
2. **Microsoft FrontPage:** It is a web tool that allow users to create accustom web sites without having to know HTML code. It helps you to manage the pages in your web as well as create and edit web pages in a What-You-See-Is-What-You-Get (WYSIWYG) fashion.
3. **Adobe Dreamweaver:** It is a web design package that is suitable for everything from simple page design to development of dynamic pages written with ColdFusion, PHP, ASP, CSS, XML, XSLT, and JavaScript. Dreamweaver is the most powerful, most fully featured web developer tool. It combines a great WYSIWYG editor, an FTP client, and a convenient scripting environment.
4. **Microsoft Expression Web & Studio:** It is a web design tool you can use to design and developed web pages using XML, CSS, ASP.NET, ASP.NET AJAX, XHTML, XSLT, PHP and JavaScript. Expression Web requires .NET Framework and Silverlight to install and run. It uses its own standards-based rendering engine which is different from internet Explorer's Trident engine.
5. **Webplus X4:** Is the quick and easy way for anyone who wants to create and publish eye-catching desktop and mobile sites, without having to use any code.
6. **NetObjects Fusion:** Are commercial programs with a graphical user interfaces and generates HTML or XHTML through its own proprietary database.

7. **Amaya:** Is a free and open source WHYSIWYG authoring tool with browsing abilities. It has XML-based capabilities such as XHTML, MathML and Scalable Vector Graphics (SVG). It displays free and open image formats such as PNG and SVG, as well as a subset of SVG animation.

Evaluation

1. What is WHYSIWYG?
2. Mention one commercial web design package

General Evaluation

1. Explain the term web design.
2. Mention four examples of web design package and where they are used.

Reading Assignment

Data Processing for Senior Secondary Education by HiiT Plc. Pages 95-97

WEEKEND ASSIGNMENT

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. ____ allows users to create website and blogs and customized them with their own text, photos and movies (a) Microsoft Frontpage (b) iweb (c) Dreamweaver (d) Amaya
2. ____ is a web tool that allow users to create accustom websites without having to know HTML code(a)Microsoft Frontpage(b) iweb (c) Dreamweaver (d) Amaya
3. One of the following is not an example of a web design package (a) iWeb (b) CorelDraw (c) Microsoft Frontpage(d) Amaya
4. ____ is the most powerful, most fully featured web developer tool (a) Microsoft Frontpage (b) iweb (c) Dreamweaver (d) Amaya
5. Which of the following web design tool is both a design and developer tool (a) Expression Web (b) Dreamweaver (c) Frontpage (d) Amaya

SECTION B

1. List and explain four examples of a web design package
2. Explain the following examples of web design package(a)iweb (b)Dreamweaver (c) Microsoft Frontpage

WEEK SEVEN

TOPIC: GRAPHICS (Introduction to CorelDraw)

Definition of Graphics

Computer Graphics are graphics created using computer and, more generally, the representation and manipulation of image data by a computer.

Examples of Graphics Packages

- ☐ Paint
- ☐ CorelDraw
- ☐ Adobe Photoshop
- ☐ Harvard graphics
- ☐ Print Master
- ☐ Ventura
- ☐ Photoshop Pro
- ☐ Adobe Page Maker

Features of CorelDraw or CorelDraw Environment

Title Bar

The title bar displays the name of the CorelDraw file on which you are working. It is also used to reposition the CorelDraw window on the screen.

Menu Bar

There are 11 pull down menus in the menu bar. All menu commands are found in these pull down menus.

Rulers

Rulers serve as a positioning and sizing aid. They can be turned off optionally. In addition, you can drag guidelines off the rulers to serve as drawing aids.

Scroll Bars

The scroll bars allow you to shift the page horizontally and vertically.

Drawing Windows

The large white portion of the screen is the drawing windows. The rectangle with the drop shadow is the printable page.

Roll-up Window

The Transform (Position) roll-up is shown on the left. Although they are not permanent part of the interface (they can be if you want). You can use them to control many of CorelDraw's operations. Their beauty lies in the fact that they can remain active for playing quick "what-ifs" without going through the longer process of invoking a standard menu dialog box.

Status Bar

Status bar shows the fill pattern, outline location, movement and absolute coordinates of selected object.

Colour Palette

The colour palette allows for the quick application of a colored fill or outline colour. Selecting the scrollbar at the bottom of the palette opens an expanded color palette.

Page Counter

CorelDraw allows you to create drawings consisting of multiple pages. The total number of pages is displayed in the page counter box along with arrows that allow you to page forward or back in your document.

Standard Toolbar

Toolbar provides quick access to commonly used features. Almost all of these can be accessed through the Menu Bar. CorelDraw provides a series of different toolbars for your use. Additionally, toolbar are completely customizable. You can add buttons to invoke just about any command that you regularly use.

NOTE: There are keyboard shortcuts that are often faster than toolbar usage. Once memorized, you won't need to waste precious time with a Toolbar button.

Ctrl + S = Save; Ctrl + P=Print; Ctrl + Z=Undo; Ctrl + X = Cut; Ctrl + C =Copy; Ctrl + V= Paste

Evaluation

1. Differentiate between a standard toolbar and status bar

2. What is a page counter?

General Evaluation:

1. Give four examples of graphic package.
2. Mention four features a graphic package.

Reading Assignment

Senior Secondary Education by HiiT Plc. Pages 149-153

Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. ____ software is used for representation and manipulation of image data by a computer. (a) graphics (b) presentation (c) spreadsheet (d) word processor
2. Which of these is not a graphic software? (a) Tally (b) Adobe Fireworks (c) Print Artist (d) Instant Artist
3. ____ is used to display the name of the program and the user file (a) Title Bar (b) Status Bar (c) Scroll Bar (d) Printable Page
4. ____ portion will print all the objects that are required to be printed (a) printable page (b) drawing window (c) canvas (d) text area
5. ____ bar provides quick access to commonly used features (a) standard tool (b) title (c) status (d) scroll

SECTION B

1. What is a graphic software?
2. Explain two features of a CorelDraw



WEEK EIGHT

Topic: Operational Tools

The operational tools are as follows:

The Toolbox

The toolbox provides you with operational tools. The basic categories of tools are:

- ☐ Utility Tools
- ☐ Diagramming Objects
- ☐ Interactive Tools
- ☐ Painting Tools

Utility Tools

The Pick Tool

- For selecting objects.
- For moving, sizing, rotating and skewing object.

The Shape Tool

- For editing the shapes of the diagramming object and text.
- The shape fly-out give access to knife tool, eraser tool, Free Transform tools.

The Zoom Tool

- For changing views.
- The zoom fly-out gives you access to the Panning tool.

Diagramming Object

The Freehand Tool

- For drawing straight lines, curves.
- For auto-tracking a bitmap images.
- The freehand fly-out gives you access to the Bezier (curve) tool; Natural Pen tool; Dimension line tool and connector line tool.

Rectangle Tool

- For drawing rectangles and squares

Ellipse tool

- For drawing ellipse and circles.

The polygon Tool

- For drawing multi-sided shapes like stars or polygons.
- The polygon fly-out gives access to the spiral tool and Graph paper tool.

The Text tool

- For placing Artistic text and paragraph text.

Interactive Tools

Interactive fill Tool

- For placing various fills on the page interactively.

Interactive Transparency Tool

- For creating transparent effects interactively.

Interactive Blend tool

- The interactive Blend fly-out gives you access to the new distorted tool; Interactive envelop; Extrude and Drop shadow tools.

Painting Tool

Outline Tool

- For setting outline thickness and color.
- For creating line ending attributes.
- For creating calligraphic effect.
- For applying dash line patterns.

Fill Tool

- For setting fill colors and screens.
- For creating fountain fill.
- For applying pattern tile fills.
- For applying texture fills.
- For applying special PostScript fills.

Evaluation

1. What is the function of the shape tool?
2. Differentiate between a fill tool and an outline tool



General Evaluation

1. List the categories of a toolbox
2. Explain four functions of any tool in the tool box

Reading Assignment

Senior Secondary Education by HiiT Plc. Pages 149 – 153.

Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. Which of these is not a category for a tool box? (a) diagrammatic (b) interactive (c) utility(d) shaping
2. Which of these is not a utility tool? (a) pick tool(b) zoom tool(c) shape tool(d) outline tool
3. Which of these is not diagramming object tool?(a) freehand tool (b) polygon tool (c) text tool (d) fill tool
4. ____ tool is used for placing various fills on a page interactively(a) interactive fill (b) interactive transparency(c) interactive blend(d) fill
5. ____ tool is used for setting outline thickness and colour(a) outline (b) fill (c) transparency(d) interactive

SECTION B

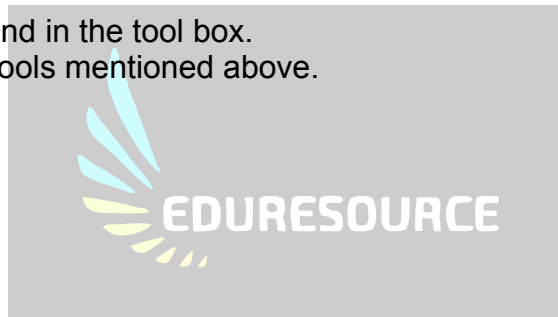
1. List 10 tools that you can find in the tool box.
2. Explain the functions of 5 tools mentioned above.

WEEK NINE

TOPIC: Graphical Package III

Practical Class

Designing Drawings



Loading CorelDraw Application

To access the CorelDraw application, take the following steps:

1. Click on the start button
2. Point to all Program
3. Point to CorelDraw Graphic Suite 12 (Depending on the version you are using)
4. Select CorelDraw

Exiting CorelDraw

To leave the CorelDraw environment, take the following actions;

1. Save your drawing (In CorelDraw your document is called drawing)
2. Click on File Menu and select exit.

Drawing Shapes

- ☐ After loading application
- ☐ On the tool bar, Click Shapes
- ☐ At the drawing area, drag to create shape.

Add Colour to your Shapes

- ☐ After drawing your shapes
- ☐ Select the Drawing by clicking on it

- ☐ On the Tool bar, Click on the Fill Colour

Convert your Writing to Curve

- ☐ On your drawing area, type the text
- ☐ Draw a circle shape beneath the text
- ☐ Select all
- ☐ On the Text Menu, Click on "Fit text to Path"
- ☐ Click on the Circle Shape only and delete it

Evaluation

1. Explain how to convert a curve a text
2. How would you add colour to a shape?

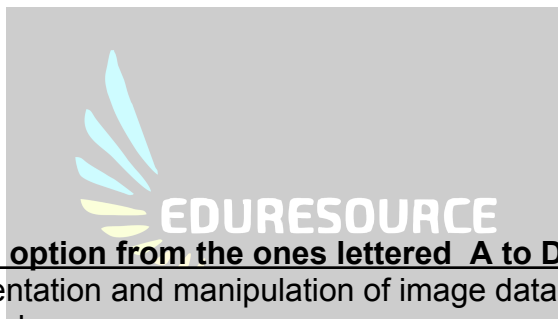
General Evaluation

1. Explain the meaning of the term Graphics package
2. State uses of Graphics package
3. Menton 4 examples of Graphics package

Practical Assignment

Design the following:

- ☐ National Flag
- ☐ School Logo/Badge
- ☐ Coat of Arm
- ☐ Complimentary Card
- ☐ Letter Head



Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. ____ package is the representation and manipulation of image data by a computer.(a) web database (b) graphics (c) word (d) word
2. Which of these is not an example of graphics package (a) Paint (b) Corel Draw (c) Amaya (d) Adobe Photoshop
3. The large white portion of the screen is the (a) Docker(b) Roll-up window (c) Rulers window (d) Drawing window
4. ____ tool is used to paint diagrammatic objects(a) text (b) zoom (c) shape (d) outline
5. Which of these tools might not be classified as *diagramming* objects(a) pick tool (b) curve tool (c) interactive tool (d) polygon tool

SECTION B

1. State the features of CorelDraw or CorelDraw environment.
2. List five (5) tools you can find in the toolbox.

WEEK TEN

TOPIC: Maintenance of Computer I

General Computer Cleaning

Cleaning Mouse

Step 1: Disconnect the mouse cable from the back of the computer case.

Step 2: Lightly dampen a cleaning cloth with isopropyl alcohol and wipe down the outside of the computer mouse and mouse pad.

Step 3: Remove the bottom cover of the mouse. To this, turn it over and note the directional arrows that indicate the direction of rotation, or how to slide it off. Press with your fingers in the direction of the arrows and then turn the mouse right side up, letting the cover and mouse ball drop into your hand.

Step 4: Wipe the computer mouse ball with a lint-free cloth dampened with isopropyl alcohol. Put it aside.

Step 5: Dampen a swab with isopropyl alcohol and clean between, around and on top the keys. Change swabs as they become dirty. You may need several swabs.

Step 6: Replace the mouse ball and cover.

Step 7: Wipe the mouse cord. Lightly dampen a cleaning cloth with mild soap solution and gently pull the cord through the cloth.

Step 8: Plug the mouse back into the computer.

How to Clean Your Monitor

Step 1: Unplug the power supply cord and cable from the back of the monitor and allow it to cool for at least 20 minutes.

Step 2: Vacuum the outside of the monitor, particularly the cooling grooves, holes or slots in the top surface where heavy dust or other debris may have collected. Blow compressed air in short puffs at an angle to the monitor surface. The goal is to remove dust and dirt without letting anything fall into the ventilation holes.

Step 3: Lightly dampen a cloth with a mild soap solution and wipe down the outside plastic portions of the monitor.

Step 4: Clean the monitor cables and power cord while they are disconnected. Lightly dampen a cloth with mild soap solution and gently pull the cables and cords through the cloth.

Step 5: Check the documentation or call the manufacturer to find out if your monitor screen has anti-glare, or other delicate coatings. If so, ask the manufacturer or cleaning instructions. If it does not have these special coatings you may spray a window cleaner onto a lint-free cloth and wipe it clean. Do not spray directly onto the screen. Chemicals may drip inside the monitor and damage it.

Step 6: For dusty or dirty manufacturing environments use a computer dust cover to protect the monitor

Evaluation

1. State how you would clean a mouse
2. List the steps to clean a monitor

How to Clean a Keyboard

Step 1: Remove the cable from the back of the computer case.

Step 2: Use a vacuum cleaner to remove debris between the key. If no vacuum is available, turn the keyboard upside down and gently tap on the back side dislodge debris.

Step 3: Aim between the keys and compressed air to remove remaining dust and debris. Use short puffs of air applied at about a 30-45 degree angle to the keyboard surface. Alternate between blowing the keys and tapping the keyboard upside down to dislodge particles until it is clean.

Step 4: Lightly dampen a cloth with a mild soap solution and wipe down the outside of the keyboard. Do not spray soap solution directly onto the keyboard.

Step 5: Dampen a swab with isopropyl alcohol and clean between, around and on top of the keys. Change swabs as they become dirty. You may need several swabs.

Step 6: Wipe the keyboard cord. Lightly dampen a cleaning cloth with mild soap solution and gently pull the cord through the cloth. Dry the cord with a dry cloth.

Step 7: For dusty or dirty manufacturing environments a good keyboard cover is recommended.

How to Charge a Laptop Battery

1. Plug your laptop into the socket and you can leave it there whenever possible.
2. You can recharge your laptop's battery whether the battery is fully drained or not.
3. There is no need to fully drain your laptop's lithium-ion battery every time you use it.
4. Lithium-ion battery have a rapid-charging option. This option is available either on a custom tab inside the Power Option dialog box or from special battery software that came with your laptop.

How to Clean a DVD Drive

1. Purchase DVD laser cleaning kit. The kit is comprised of a single disc that is design to spin in your drive and remove all dust from the lens.
2. Place the CD/DVD laser lens cleaning disc inside your DVD drive's tray. Close the tray and allow the CD spin in the drive. As it spins, it will clear your lens of most, if not all, of the dust that is on it.
3. Purchase a can of spray air. As an extra precaution, open your drive's disc tray and gently spray a can of spray air into it. This will remove any of the big pieces of dust that may be lurking inside the tray.

General Evaluation

1. Explain steps for cleaning the following (a) Keyboard (b) Monitor
2. List steps to clean DVD drive lens.

Weekend Assignment

SECTION A

Instruction: Choose the correct option from the ones lettered A to D

1. ____ is the first thing to do when cleaning a mouse (a) connect the mouse (b) disconnect the mouse (c) plug the mouse (d) do not touch the mouse
2. One of the following options is not a step to be taken when cleaning a mouse (a) remove the cable from the back of the computer case (b) use a vacuum cleaner to remove debris between the key. (c) use a wet a cloth (d) dampen a swab with isopropyl alcohol and clean between, around and on tap the keys
3. One of the following options is not a step to be taken when cleaning a monitor (a) unplug the power supply cord and cable from the back of the monitor and allow it to cool for at least 20 minutes(b) vacuum the outside of the monitor(c) lightly dampen a cloth with a mild soap solution and wipe down the outside plastic portions of the monitor(d) clean the monitor cables and power cord while they are connected
4. One of the following options is not a step to be taken when cleaning a keyboard (a) remove the cable from the back of the computer case(b) use a vacuum cleaner to remove debris between the keys (c) aim between the keys and compressed air to remove the remaining dust and debris (d) wet cloth with soap solution and wipe down the outside of the keyboard
5. The first thing to do when cleaning a DVD Drive (a) connect the drive (b) disconnect (c) purchase a DVD laser cleaning kit (d) do not touch the DVD

SECTION B

1. State one reason why you have to disconnect the cable before any cleaning
2. Explain steps for cleaning the following: (a) Keyboard (b) Monitor