COMPUTER STUDIES SYLLABUS OUTLINE

1. Computer Fundamentals

   1.1 introduction to computers

2. Word Processing skills (MS Word)

   2.1 Definition of word processor.

   2.2 Purpose of word processing.

   2.3 Using a word processing package (Microsoft word).

   2.4 Editing and formatting a document

   2.5 Creating and editing a table.

   2.6 Mail merge documents

   2.7 Inserting graphics

   2.8 Printing a document

3. Spreadsheet Skills (MS Excel)

   3.1 definition of spreadsheet

   3.2 components of a spreadsheet

   3.3 application areas of a spreadsheet

   3.4 creating a worksheet/workbook using Microsoft excel

   3.5 cell data types

   3.6 cell referencing

   3.7 basic functions and formulae

   3.8 Editing a worksheet

   3.9 Worksheet formatting

   3.10 Data management

   3.11 Charts/graphs

   3.12 Printing worksheets

4. Database Management Skills (MS Access)

   4.1 introduction to database

   4.2 database concepts

   4.3 data organization in a database

   4.4 creating a database using Microsoft access

   4.5 editing a database

   4.6 form design

   4.7 searching for specific records in a database

   4.8 creating reports

4.9 creating labels

5. DESKTOP PUBLISHING(DTP) (MS Publisher)

   5.1 introduction

   5.2 definition of desktop publishing

   5.3 purpose of desktop publishing

   5.4 types of desktop publishing

   5.5 designing a publication

   5.6 manipulating text using the toolbox

   5.7 editing a publication

   5.8 formatting a publication

   5.9 printing a publication

6. .Presentation Skills (MS PowerPoint)

   6.1 introduction

   6.2 creating a presentation

   6.3 working with a presentation

   6.4 printing a presentation

   6.5 outlining your ideas

   6.6 adding and modifying text\templates

   6.7 using a colour scheme

   6.8 drawing and modifying objects

   6.9 inserting information into PowerPoint

   6.10 producing a slideshow

   6.11 creating a multimedia presentation

7. Internet and Communication

7.1 introduction

7.2 definition of the internet

7.3 development of the internet

7.4 importance of the internet

7.5 internet connectivity requirements

7.6 internet services

7.7 accessing the internet

7.8 electronic mail

7.9 accessing information on emerging issues