

## SCHEME OF WORK

### ICT

CLASS	WEEKS/SECOND TERM	WEEKS/THIRD TERM
1	<ol style="list-style-type: none"><li>1. Home row keys of the keyboard</li><li>2. Home row keys of the keyboard</li><li>3. Home row keys of the keyboard</li><li>4. Forms of communication</li><li>5. Forms of communication</li><li>6. Technology tools</li><li>7. Technology tools</li><li>8. Dragging of mouse</li><li>9. Revision of mouse clicking</li><li>10. Revision of tools for communication</li><li>11. Revision</li><li>12. Revision</li></ol>	<ol style="list-style-type: none"><li>1. Top row keys of the keyboard</li><li>2. Top row keys of the keyboard</li><li>3. Top row keys of the keyboard</li><li>4. Home and top row keys</li><li>5. Home and top row keys</li><li>6. Home and top row keys</li><li>7. Revision of sources of information</li><li>8. Revision of sources of information</li><li>9. Revision of sources of information</li><li>10. Revision mouse clicking</li><li>11. Revision</li><li>12. Revision</li></ol>
2	<ol style="list-style-type: none"><li>1. The use of spacebar and backspace keys</li></ol>	<ol style="list-style-type: none"><li>1. Introduction to games application</li><li>2. Introduction to games application</li></ol>

	<ol style="list-style-type: none"> <li>2. The use of spacebar and backspace keys</li> <li>3. The use of spacebar and backspace keys</li> <li>4. The use of spacebar and backspace keys</li> <li>5. Bottom row keys of the keyboard</li> <li>6. Bottom row keys of the keyboard</li> <li>7. Bottom row keys of the keyboard</li> <li>8. Typing short passages</li> <li>9. Typing short passages</li> <li>10. Typing short passages</li> <li>11. Revision</li> <li>12. Revision</li> </ol>	<ol style="list-style-type: none"> <li>3. Introduction to games application</li> <li>4. Introduction to games application</li> <li>5. Introduction to games application</li> <li>6. Introduction to games application</li> <li>7. Revision second term</li> <li>8. Revision second term</li> <li>9. Revision second term</li> <li>10. Revision second term</li> <li>11. Revision</li> <li>12. Revision</li> </ol>
3	<ol style="list-style-type: none"> <li>1. Double clicking the mouse</li> <li>2. Double clicking the mouse</li> <li>3. Double clicking the mouse</li> <li>4. Use of lower and upper case characters in typing</li> <li>5. Use of lower and upper case characters in typing</li> <li>6. Use of lower and upper case characters in typing</li> <li>7. Basic window management</li> <li>8. Basic window management</li> <li>9. Basic window management</li> </ol>	<ol style="list-style-type: none"> <li>1. the use of game application</li> <li>2. the use of game application</li> <li>3. the use of game application</li> <li>4. the use of game application</li> <li>5. the use of game application</li> <li>6. drawing and colouring images with paint application tools</li> <li>7. drawing and colouring images with paint application tools</li> <li>8. drawing and colouring images with paint application tools</li> </ol>

	<ul style="list-style-type: none"> <li>10. Basic window management</li> <li>11. Revision</li> <li>12. revision</li> </ul>	<ul style="list-style-type: none"> <li>9. drawing and colouring images with paint application tools</li> <li>10. drawing and colouring images with paint application tools</li> <li>11. revision</li> <li>12. revision</li> </ul>
4	<ul style="list-style-type: none"> <li>1. drag and drop</li> <li>2. drag and drop</li> <li>3. drag and drop</li> <li>4. fair copying</li> <li>5. fair copying</li> <li>6. fair copying</li> <li>7. basic parts of the computer hardware</li> <li>8. basic parts of the computer hardware</li> <li>9. basic parts of the computer hardware</li> <li>10. basic parts of the computer hardware</li> <li>11. revision</li> <li>12. revision</li> </ul>	<ul style="list-style-type: none"> <li>1. typing the number row</li> <li>2. typing the number row</li> <li>3. typing the number row</li> <li>4. sustained copying</li> <li>5. sustained copying</li> <li>6. sustained copying</li> <li>7. sustained copying</li> <li>8. revision general care of ICT tools and environment</li> <li>9. revision general care of ICT tools and environment</li> <li>10. revision general care of ICT tools and environment</li> <li>11. revision</li> <li>12. revision</li> </ul>
5	<ul style="list-style-type: none"> <li>1. saving file in paint application</li> <li>2. saving file in paint application</li> <li>3. saving file in paint application</li> <li>4. re-naming file</li> </ul>	<ul style="list-style-type: none"> <li>1. basic typing skills</li> <li>2. basic typing skills</li> <li>3. basic typing skills</li> <li>4. typing speed development</li> </ul>

	<ol style="list-style-type: none"> <li>5. re-naming file</li> <li>6. re-naming file</li> <li>7. creating folders</li> <li>8. creating folders</li> <li>9. creating folders</li> <li>10.revision of creating and saving new document</li> </ol>	<ol style="list-style-type: none"> <li>5. typing speed development</li> <li>6. typing speed development</li> <li>7. typing speed development</li> <li>8. creating folders</li> <li>9. revision typing speed development</li> <li>10.revision typing speed development</li> <li>11.revision</li> <li>12.revision</li> </ol>
6	<ol style="list-style-type: none"> <li>1. the internet</li> <li>2. the internet</li> <li>3. the internet</li> <li>4. typing speed development</li> <li>5. typing speed development</li> <li>6. typing speed development</li> <li>7. typing speed development</li> <li>8. typing speed development</li> <li>9. typing speed development</li> <li>10.typing speed development</li> <li>11.revision</li> <li>12.revision</li> </ol>	<ol style="list-style-type: none"> <li>1. the use of the right mouse click</li> <li>2. the use of the right mouse click</li> <li>3. the use of the right mouse click</li> <li>4. printing documents</li> <li>5. printing documents</li> <li>6. printing documents</li> <li>7. printing documents</li> <li>8. typing speed development</li> <li>9. typing speed development</li> <li>10.typing speed development</li> <li>11.revision</li> <li>12.revision</li> </ol>