

**DAS SECOND
SEMESTER SCHEME OF
WORK FOR ICT**

JHS 2

**SECTION 1
WORD PROCESSING APPLICATION (4)**

UNIT 1: THE USE OF THE DRAWING TOOLBAR IN WORD PROCESSING DOCUMENT

- Tools on the Drawing Toolbar
- Drawing in Word Processing Document Using the Tools on the Drawing Toolbar

UNIT 2: INSERTING PICTURES IN WORD PROCESSING DOCUMENT

- Copying and Pasting Pictures in Word Processing Document using the Copying and Paste Method

UNIT 3: PRINTING A WORD PROCESSING DOCUMENT

- Previewing and editing printable area
- Printing a Word Processing Document

SECTION 2 ACCESSING INFORMATION

UNIT 1: BROWSING THROUGH WEBSITES USING HYPERLINKS UNIT 2: ACCESS INFORMATION

USING WEBSITE ADDRESS

UNIT 3: ACCESSING INFORMATION FROM EDUCATIONAL SOFTWARE

- Sources of educational software
- Browsing information from educational software - Encarta
- Using the Search Facility in Encarta

UNIT 4: TRANSFERRING INFORMATION FROM WEBSITE TO WORD PROCESSING DOCUMENT