THIRD TERM E-LEARNING NOTE

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 byHiiTPlc

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…