

SCHEME OF WORK FOR 3RD TERM

CLASS : SS1

WEEKS	TOPICS
1.	Revision
2.	Word Processing : definition and uses
3.	Word Processing : examples of word processing package; Ms office suite
4.	Word Processing : loading ,exiting ,creating , saving ,and retrieving files
5.	Spreadsheet : definition and uses
6.	Spreadsheet : examples ,using MS EXCEL
7.	Spreadsheet : loading ,exiting , Ms excel ,creating ,saving and retrieving files
8.	Databases management : definition and examples
9.	Database management : uses of Ms Access and spreadsheet for database
10.	Database management : loading ,editing Ms access, creating , saving and retrieving files
11.	Revision
12.	Examination

WEEK 1 AND 2

Word Processing

Word processing means to use a computer to create, edit, format and print documents. The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document

Word Processor

A word processor is computer application software that enables a user to create a document, edit and format, store it electronically and print

Uses of Word Processing

Some of the functions of word processing software include:

- Creating, editing, saving and printing documents.
- Copying, pasting, moving and deleting text within a document.
- Formatting text, such as font type, bolding, underlining or italicizing.
- Creating and editing tables.
- Inserting elements from other software, such as illustrations or photographs.
- Correcting spelling and grammar.

Application of Word Processor

A word processor can be used for creating documents like :

- Memo
- Letters...