

## SCHEME OF WORK FOR SUBSIDIARY ICT, SENIOR SIX TERM 1 2020.

### **Background**

In Term 3 of S5 2019, we did a project that involved writing a report on the ICT work so far done since Term 1 using MSWord processing software. We worked with various attributes of the programme and tried out different skills: *tables, columns, font types and faces, page orientation, inserting images, managing images and others*. Then we translated the report into MSPublisher where we learnt how to make *Newsletters* and learnt about *frames, textboxes, picture frames, resizing, moving, grouping, colours, margins, inserting pictures etc.*. Work in the two applications was done in small groups of four to five girls for purposes of being able to share the resources and creating competition through teams. The work is finally summarised into a report on the entire exercise given as a *presentation* using MSPowerPoint software. In this work, some data from a spreadsheet was integrated into the other three softwares.

### **Learning Outcomes**

The learner should be able to:

- i) To consolidate the skills learnt in Presentation, Word processing and Publishing and use them interchangeably within the various software packages to accomplish the desired tasks.
- ii) To learn and use more commands in the spreadsheet supplementary to what was already learnt earlier.
- iii) To discuss more theory topics and to consolidate on what was learnt earlier with special emphasis on forward and backward linkage of topics and principles.

<b>Sub-Topic</b>	<b>Competences</b>	<b>Content</b>	<b>Teaching/Learning Strategies</b>
1. MSWord – Mail Merge and document referencing and Printing	The learner: <ul style="list-style-type: none"><li>✓ Performs mail Merges of documents.</li><li>✓ Uses data from MSWd and MSXls.</li><li>✓ Inserts page numbers, page and section breaks, themes and effects.</li><li>✓ Uses Footnotes</li><li>✓ Uses Footers and Headers more</li></ul>	Setup and managing documents.	Demonstrating how to prepare document setup

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2. Presentations	<p>The learner:</p> <ul style="list-style-type: none"> <li>✓ Applies the concept of Master-Slide-Master.</li> <li>✓ Formatting the slides in a presentation</li> <li>✓ Inserting objects; <i>tables, charts, pix, etc.</i></li> <li>✓ Is able to print the slide presentation</li> </ul>	Presentations	Demonstrating of creating, editing and managing presentations.
3. Spreadsheet	<p>The learner:</p> <ul style="list-style-type: none"> <li>✓ Inserts and manipulates the <i>If Functions.</i></li> <li>✓ Inserts and manipulates the <i>V-Lookup</i></li> <li>✓ Inserts and manipulates the <i>WhatIF.</i></li> <li>✓ Inserts and manipulates the <i>COUNT + COUNTIF</i></li> <li>✓ Inserts and manipulates the <i>Charts</i></li> <li>✓ Inserts and manipulates the <i>Multiple Sheets</i></li> <li>✓ Is able to Print documents.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Manipulating Formula in the Spreadsheet.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Demonstrating the use of various formulae in a spreadsheet.</li> </ul>
4. Database	<p>The learner:</p> <ul style="list-style-type: none"> <li>✓ To use the MSAccess software to manipulate data and Printing.</li> </ul>	Using a database programme.	Demonstrating the use of a database programme.

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Assessment shall be done through three main strands:

- i. Verbal and continuous observation through Question and Answer sessions in class of all the students; individually and collectively as well.
- ii. Team/Group exercises/Assignments given in class and as homework to the students and looking at their findings and results or works produced.
- iii. Set, timed and controlled Tests and Examinations given to the students.
- iv. Students will be encouraged further to use the following **skills**:
  - Research – the basics of gathering, compiling, presenting and storing/saving ideas - Using the www as a tool.
  - Team work through group exercises.
  - Manipulate the mouse, keyboard for purposes of accomplishing class exercises.
  - Working with the typing tutor individually in order to acquire the skill of touch typing.
  - Working with the Application software in order to acquire proficiency in using them to accomplish tasks.

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