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SECOND TERM E-LEARNING NOTE

SUBJECT: COMPUTER STUDIES   **CLASS: JSS1**

SCHEME OF WORK

WEEK   TOPIC
1.   Introduction to Computer Monitor
2.   The System Unit
3.   Computer Ethics
4.   Word processing I
5.   Word processingII
6.   Data processing I
7.   Data Processing II
8.   Features of a Computer
9.   The keyboard and its sections I
10.   The Keyboard and its Sections II
11.   Revision
12.Examination

REFERENCE
A Handbook on Computer Studies (Practical Guide for Schools and Colleges By: NiyiAdekolegan, Computer Studies Stella Chiemeke, Modern computer studies by Victoria Dinehin.

WEEK ONE   **Date: ………………**
TOPIC: COMPUTER AND MONITOR
REF. BOOK: Welcome to Computer Studies. By BoyeJokotoye
CONTENT:
THE MONITOR
The monitor is an output device used to display information. The monitor is also called Visual Display Unit (VDU). It is similar to ordinary television screen. The output on a monitor is called softcopy. This output is available to the user only for as long as another output has not replaced it. Thus, the output in the monitor is temporary.

A monitor is one of the most common output devices which is used to display information (either data or result) on the screen.

TYPES OF MONITOR
There are two types of monitors.
1.   Monochrome monitor.
2.   Coloured Monitor.
MONOCHROME MONITOR
Monochrome monitors are very similar to black and white television sets. They display their output in just one colour. Monochrome monitors are of two types, **Monochrome Text Monitor** which can only display text and number character in single colour and **Monochrome Graphics Monitor** which can display texts as well as graphics such as charts, maps, diagrams and other

pictures all in one colour.

COLOURED MONITOR
Coloured monitor can display text and pictures in more than one colour. Different types of colour monitors have been developed. These are:
1. CGA (Colour Graphic Adapter) which can display only 16 colours.
2. EGA (Enhanced Graphic Adapter) which displays 64 colours.
3. VGA (Video Graphic Adapter). This can display 262,144 colours.
4. SVGA (Super Video Graphic Adapter). This can display more than 262,144 colours.

CATHODE RAY TUBE MONITORS
These are the most common type of monitors for office and the home. They make use of Cathode Ray Tube (CRT).

LCD MONITORS
Liquid Crystal Display (LCD) monitors were developed because of the bulky nature of CRTs. Unlike the technology used in CRTs, the technology for portable monitors involves liquid crystals. LCD monitors are thinner than CRTS.

EVALUATION
1. What is a Monitor?
2. Mention the two types of monitor.

CONCLUSION
We have learnt that the monitor is an output device used to display information. We have also known the differences between the Cathode Ray Tube (CRT) and Liquid Crystal Display (LCD) monitors.
There are two types of monitors i.e. Monochrome and Colour monitors. We have learnt that monochrome monitors can only display information in one colour while colour monitors can display information in more than one colour.

GENERAL EVALUATION
1a.   What is a monitor?
1b.   Give the full meaning of the following:
          (i)   VDU
          (ii)   LCD
          (iii)   CRT
2a.   Mention the two types of monitors.
2b.   Write out the full meaning of each of the following:
          (i) CGA   (ii) EGA   (iii) VGA   (iv) SVGA

READING ASSIGNMENT
A Handbook on Computer Studies (Practical Guide for Schools and Colleges.
By: NiyiAdekolegan. Chapter Ten, pages 63-64; 68 – 69.
Computer Studies Stella Chiemeke   book 1 pgs 69.
Modern computer studies by Victoria Dinehinpg 41-43

WEEKEND ASSIGNMENT
OBJECTIVES
1.   ………… is an output device that shows information.
        (a) Keyboard   (b) Monitor   (c) CPU (d) ALU
2.   Another name for monitor is ……………(a) CPU   (b) VDU   (c) DVU (D) MEMORY
3.   ………….. monitor can display information only in one colour.
        (a) Colour   (b) Black and White   (c) Monochrome (d) colour
4.   …………. monitor can display information in different colours.
        (a) Monochrome   (b) Black and White   (c) Colour (d) all of the above
5.   Which of the monitor can display 16 colours? (a) CGA   (b) EGA   (c) SVGA (d) EGA

THEORY
1.   Mention any TWO types of coloured monitor you know.
2.   Write short notes on: (a) Monochrome monitor.(b) Coloured monitor.

WEEKTWO   **Date:……………….**
TOPIC:THE SYSTEM UNIT
REF. BOOK: Early Learning of Computer Studies for Junior Secondary Schools.
            By: YomiSoyombo
CONTENT:
THE SYSTEM UNIT
A System unit also known as a base unit, is electronic circuitry housed within the computer cabinet. It is the part of the micro computer that contains the Central Processing Unit (CPU).
THE INTERNAL FEATURES OF THE SYSTEM UNIT
Is the main body of a personal computer, typically consisting of a plastic/metal enclosure containing thefollowing:
   i.   Motherboard,
  ii.   power supply,
 iii.   cooling fans,
  iv.   internal disk drives,
   v.   the memory modules and
  vi.   expansion cards that are plugged into the motherboard such as video and network cards.

CENTRAL PROCESSING UNIT
The CPU is a processing device found inside the system unit. It is mounted on the motherboard which is also inside the system unit. The function of a CPU is to perform the processing of data received from the input devices. The major components of the CPU are as follows:
   1. Arithmetic and Logic Unit (ALU)
   2. Control Unit
   3. Memory Unit
The system units of micro computers are of different shapes. These include the following:
(i)   Notebook
(ii)   Palmtop
(iii)   Desktop
(iv)   Tower
(v)   Slim line etc.

NOTEBOOK
This is a micro computer that is small and light enough to be moved easily from one place to another. It can fit into most briefcases. They are the most popular computers today.

PALMTOP
These are also known as Personal Digital Assistants (PDA) and are much smaller than laptops. This device combines pen input, writing recognition, personal organizational tools and communication capabilities in a very small package.

DESKTOP
These are small enough to fit on top or along the side of a desk and yet are too big to carry around.

TOWER
Tower casing system unit is a little bit taller than the desktop, hence, it is placed under the table or on the floor.

SLIM LINE
This is a system unit that stands independently beside the monitor and the keyboard.

EVALUATION
1. What is system unit?
2. List and explain the different shapes of the system unit.

THE EXTERNAL FEATURES OF SYSTEM UNITS
The external parts of system units include:
1. The power button
2. Reset button
3. The key lock
4. The Drives
5. The Ports

POWER BUTTON
The power button is pressed to put the system ON or OFF. It is used to start the system from scratch.

RESET BUTTON
Reset button is used to initialize the system. The button is pressed to restart the system.

THE KEY LOCK
The key lock is used to PUT ON and OFF the computer. When the key lock is in OFF mode, the system cannot accept data. For the system to accept data, the key lock must be on.

THE DRIVES
The disk drive is a part or device on which disks are loaded and run. It enables us to use compact disks and diskettes. A computer has more than one drive e.g. **A:** - Floppy disk drive, **C:**

- Hard disk drive,**D:** - Compact disk drive etc.

THE PORTS
These are sockets on the outside of the system unit into which you can plug a terminal or some other input/output devices. They are the areas where peripheral devices are connected to the system unit. Ports are used to connect the keyboard, the mouse, the monitor, the printer, etc.

CONCLUSION
External features of the system unit include the power button, reset button, key lock, drives, ports etc and their various functions.
We have also learnt that the system unit houses the Central Processing Unit (CPU) and comes in different shapes and sizes e.g. notebook, palmtop, desktop, etc.

GENERAL EVALUATION
1a.   What is a System Unit?
1b.   List any three system units casing.
2a.   Mention any THREE external features of a system unit.
2b.   State what each of these drives represents. (i) A: …………….(ii) C: …………….

READING ASSIGNMENT
A Handbook on Computer Studies Book 1 (Practical Guide for Schools and Colleges.
By: NiyiAdekolegan. Chapter Eight, pages 55 – 56; 69 – 70..
Computer Studies Stella Chiemeke   book 1 pg 73.
Modern Computer Studies by Victoria Dinehinpg50

WEEKEND ASSIGNMENT
OBJECTIVE
1.   ………………. is used to start the computer from the scratch.
        (a) Power button   (b) Ports   (c) Reset button (d) none of the above
2.   The ____ is used to restart the computer. (a) reset button (b) key lock (c) drive (d) power button
3.   A: drive represents ____ drive. (a) floppy disk   (b) hard disk   (c) compact disk (d) ports
4.   We can connect other peripheral devices to the system unit through the ………..
        (a) drives   (b) ports   (c) key lock (d) power button
5.   For the computer to accept data, the ……….. must be on.
        (a) drives   (b) key lock   (c) ports (d) none of the above

THEORY
1a.   What is a System Unit?
1b.   List any THREE system unit casings.
2a.   List any THREE internal and external features each of a system unit.
2b.   State what each of the following drives represents.
        A: ……………………
        D: ……………………

WEEKTHREE   **Date: ………………**

TOPIC: COMPUTER ETHICS
Introduction
Computers functions best when used in the right environment. The right environment can be refers to as the computer room/laboratory. Computer room is a room specially created for keeping computers and other peripheral devices.

COMPUTER ROOM REQUIREMENT
- Computer system
- Furniture
- Tiles
- Electricity source
- Stabilizer
- Air conditioners/fans
- Mouse and mouse pad
- Uninterruptible Power Supply(UPS).
- Printer
- Speaker
- Window Blind
- Fire extinguisher
- Surge protector
- Dusk cover
- Printer paper

WAYS OF MAINTAINING THE COMPUTER ROOM
1. A dust-free environment should be maintained in the computer room
2. The computer room should be appropriately ventilated.
3. The computer room should have appropriate lighting system.
4. The computer room should be well furnished.
5. All the computers in the computer room should be covered.
6. There should be strong security around the computer room.

EVALUATION
1. What is computer Ethics
2. Mention five ways of maintaining the computer room

Laboratory Rules and Regulations
1. Pupils are prohibited to enter the lab unless authorized by the teacher.
2. Scan flash drive before using them.
3. Report all problems related to the systems to the teacher.
4. Do not attempt to repair or tamper with lab equipment.
5. Be responsible when using equipment, software and facilities in the lab.
6. Do not move any equipment from it original position.
7. Do not remove or load any software into the computer.
8. All electrical appliances should be switched off at the end of each day activities.
9. Always cover the computer system after use.
10. Noise should be discouraged in the computer room.

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GENERAL EVALUATION
1. What is Computer Ethics?
2. Mention at least Ten Computer Room Requirements.
3. State five ways of maintaining the computer room.
4. State seven rules and regulations of the computer room.

READING ASSIGMENT
Computer studies for Junior Secondary Education JSS1 By HiitPlc pages 68 - 69

WEEKEND ASSIGNMENT
1. ………. is a room specially created for keeping computers and other peripheral devices. (a) clinic   (b) Computer room   (c) laundry   (d) Store house
2. Which of the following is not a computer room equipment?   (a) spoon   (b) fire extinguisher (c) dust cover (d) printer
3. There should be ……… around the computer room. (a) strong security (b) slack security (c) loose security (d) all of the above
4. Noise should be discouraged in the computer room. (a) True   (b) False
5. The Computer system should be covered with …….. after use. (a) dust cover (b) rag (c) window blind (d) none of the above

THEORY
1. What is computer ethics?
2. Mention five rules that must be observed in the computer laboratory.
3. List five ways of maintaining the computer room.
4. Mention Ten things that are required in the Computer room.

WEEK FOUR   **Date:……………….**
TOPIC: WORD PROCESSING I
Reference Book– Welcome to Computer Studies ByBoyeJokotoye
CONTENT
Definition
Uses of word processor
Loading and exiting word processor
Creating,saving and retrieve files

INTRODUCTION TO WORD PROCESSING PACKAGES
A word processing package enables you to type in and manipulate text. It helps you to enter, store, format, copy and print text. It is a software that turns the computer into a sophisticated typewriter.
With any type of word processing software, you can produce any kind of document, large or small, whether personal letter, business report, school report sheet, circular etc. and save the document for future reference.
The word processing software allows you to determine how you want the finished page to look i.e. page size, line, width, margin etc. Once you are satisfied that everything look all right, you can print out any number of copies on paper.

FUNCTIONS OF WORD PROCESSING
1.   Text correcting/Editing
2.   Inserting paragraph
3.   Deletion of sentence, words, paragraphs etc.
4.   Correction of wring spelling
5.   Inclusion of graphics

Examples of word processor: word perfect,word Star,MS-word,loco Script, Ami-Pro,Word Craft,notepad, WordPad.
Starting Microsoft word: Click the start button to bring the start menu; click program; click on Microsoft word
Create a new document: Click on file ,clicknew, start typing
Saving a document:click on file, click save, make a choice of location to save in, type the name you want to save it as, click command button 'save'
Opening an existing document: click on file, clickopen, click on the document- saved- in location or other storage devices.

EVALUATION
1. Define Word Processing Package?
2. State four uses of word processing.
3. List five examples of word processing packages.

FEATURES OF WORD PROCESSING PACKAGES
1.   **WORD WRAP** - Instead of pressing 'Enter key' at the end of every line while typing, word wrap automatically moves the insertion point to the next line when you reach the end of the current line and allows you to continue typing without having to press the 'Enter key' to start a new line.
2.   **EDITING OF DOCUMENT**– Once you have finished typing your document, you can then use WORD basic editing techniques. These include inserting text, deleting text, moving paragraphs from one position to another, etc.
3.   **DELETING TEXT**– Word processing features allows for deletion, that is, the removal of unwanted text. Some can be deleted using 'delete key' while you can also press 'back space key' to delete text depending on where you place the cursor before deletion.
4.   **INSERTING TEXT**– The process of adding text in-between existing text; it could be a character or a full statement.
5.   **PAGE FORMATING**– This is the standard setting of page format. Information in page formatting include the length of each line, number of lines per page, the size of the margin and line spacing.
6.   **SPELLING CHECKER**– This is a program to detect and correct wrongly spelt words. Spelling programs read word processing files and compare each word to the computer dictionary. It then underlines any wrongly spelt word and gives suggested spelling options.
7.   **SAVE AUTO RECOVER**– When you are working, you can sometimes forget to save regularly, which could mean you lose your work hence, you saved in the event of power outage. Microsoft Word provides an automatic save feature that you can set to ensure that your documents are saved regularly. However, this depends on the specific time

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interval in minutes set by you.

8. **NON-PRINTING CHARACTER**– Microsoft Word provides a feature called Non-Printing Characters that has certain landmarks you might find helpful as you create your document. These keys include 'ENTER key', 'TAB key' and 'SPACEBAR key'. They are called non-printing character because though they appear on the screen, they will not appear in the printed document.

ADVANTAGES OF USING WORD PROCESSING PACKAGES
1. The use of computer allows for neat jobs.
2. It makes typing pleasurable.
3. There is room for corrections such that it does not leave any scar on the document.
4. With the use of computer, text could be formatted to suit the user's taste.
5. It allows Mail Merging operation thereby relieving the secretary of the problem of having to type a particular document a number of times.
6. It allows the production of as many copies of the document as the owner will need and each appears as the original.
7. It has the capability of storing text for as long as it will be needed.
8. Document can be enhanced with graphics (pictures)

GENERAL EVALUATION
1. Define word processing.
2. List and explain five features of Word Processing
3. State what word processing can be used for.

READING ASSIGNMENT
Computer studies Stella Chiemeke   book 1 pgs 73-77.83-89
 Modern Computer Studies by Victoria Dinehinpg 47-53
 A Handbook On Computer   By: Kolawole S. Owolabi

WEEKEND ASSIGNMENT
1. …………package enables you to type in and manipulate text.
   (a) Word processing   (b) Spreadsheet   (c) Corel Draw (d) database
2. Which of these CANNOT be done with word processing package?
   (a) sleeping   (b) typing   (c) printing   (d) sorting
3. One of these is NOT a function of word processing.
   (a) Title bar   (b) Text correction   (c) Deletion of pages   (d) duplicating
4. Word processing can be used to produce any kind of document except
   (a) letter writing   (b) journalism   (c) memo   (d) graph
5. One of these is an example of word processing package.
   (a) Microsoft Word   (b) Microsoft Excel   (c) Corel Draw   (d) Graphics

THEORY
1. List the functions of Word Processing packages.
   Briefly explain the following: (i) Word wrap   (ii) Editing of document   (iii) Spelling checker   (iv) Non-printing character
2. Mention any FIVE examples of Word Processing packages.

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WEEK FIVE   **Date:……………….**

TOPIC: WORD PROCESSING II   (PRACTICAL)

ADVANTAGES OF USING WORD PROCESSING PACKAGES

1. The use of computer allows for neat jobs.
2. It makes typing pleasurable.
3. There is room for corrections such that it does not leave any scar on the document.
4. With the use of computer, text could be formatted to suit the user's taste.
5. It allows Mail Merging operation thereby relieving the secretary of the problem of having to type a particular document a number of times.
6. It allows the production of as many copies of the document as the owner will need and each appears as the original.
7. It has the capability of storing text for as long as it will be needed.
8. Document can be enhanced with graphics (pictures)

Steps in loading Microsoft Word

1. Click the start button to bring the stsart menu.
2. From the pull down menu, click on Microsoft word.

Steps in creating a New Document

1. Click on the office button.
2. Click on New.
3. Click on create
4. Start typing your work.

Steps for Saving a Document

1. Click on the office button.
2. Click on Save.
3. Make a choice of location to save in, type the name you want to save it with and click on save.
4. click command button 'save'

EVALUATION

1. State the steps in loading Microsoft word.
2. Highlight the steps in saving a document.

Steps in opening an existing

1. From the office button, click open.
2. Click on the document.
3. Click on open.
4. click on the document- saved- in location or other storage devices.

Steps for Printing a document

1. Click on the office button.
2. Click on Print.
3. Select print options such as printer's name, page range numbers of copy, print what, orientation and page seize.

4. Click on ok or press enter key.

Steps for Closing a document in Microsoft Word
1. From the title bar, click on X button and the document window closes.
2. To close and exist from Word: From the office button, choose exit.

GENERAL EVALUATION
1. State the steps in opening an existing document.
2. State the steps in printing a document
3. State the steps in closing a document.

READING ASSIGMENT
Computer studies Stella Chiemeke   book 1 pgs 73-77.83-89
 Modern Computer Studies by Victoria Dinehinpg 47-53

WEEKEND ASSIGNMENT
1. Word processing can be used to produce any kind of document.(a) Yes (b) No (c) None of the above (d) All of the Above
2. One of these is an example of word processing package.
   (a) Microsoft Word   (b) Microsoft Excel   (c) Corel Draw   (d) None
3. …………package enables you to type in and manipulate text.
   (a) Word processing   (b) Spreadsheet   (c) Corel Draw   (d) Excel
4. Which of these CANNOT be done with word processing package?
   (a) sleeping   (b) typing   (c) printing   (d) Excel
5. One of these is NOT a function of word processing.
   (a) Title bar   (b) Text correction   (c) Deletion of pages   (d) Query

THEORY
1. State the steps in opening an existing document.
2. State the steps in printing a document
3. State the steps in closing a document.

WEEKSIX   **Date:……………….**
TOPIC: DATA PROCESSINGI
Reference Book – Early Learning of Computer Studies By: YomiSoyombo
DATA PROCESSING
Data processing is the process of converting data into meaningful information. It involves collection of data or gathering of data. Data processing often refers to the use of computers in commercial applications as distinct from engineering applications. It is also an act of collecting data, assembling them and making them available to the processor in a machine form that the computer can work on.

DATA COLLECTION STAGES
Data collection stage is bringing data to a central point. It means gathering of data from its point of origin to be processed.
The stages include the following:

1. **DATA CREATION**– This is the process of getting data from source. The document of which data is first recorded is called Source Document.
2. **DATA TRANSMISSION**– This refers to sending and receiving of data via telecommunication network. That is, the movement of data from one location to another for processing.
3. **DATA PREPARATION**– This is a pre-processing of 'raw' data from the source document to machine sensible form.
4. **DATA VERIFICATION**– This is the process of checking input data to make sure it was entered correctly.
5. **SORTING**– This is a re-arrangement of data in some specified sequence required for processing.
6. **MEDIA CONVERSION**– It is a transfer of data from one medium to another. Data is often prepared in one medium and converted to another medium.
7. **VALIDATION**– Validation is a process of checking input data to make sure that it is logically correct. It enables us to correct error that escapes verification.
8. **INPUT/PROCESSING**– This is the act of passing data in a machine sensible form to processing stage. The data is submitted to the processor for processing.

EVALUATION
1. What is data processing?
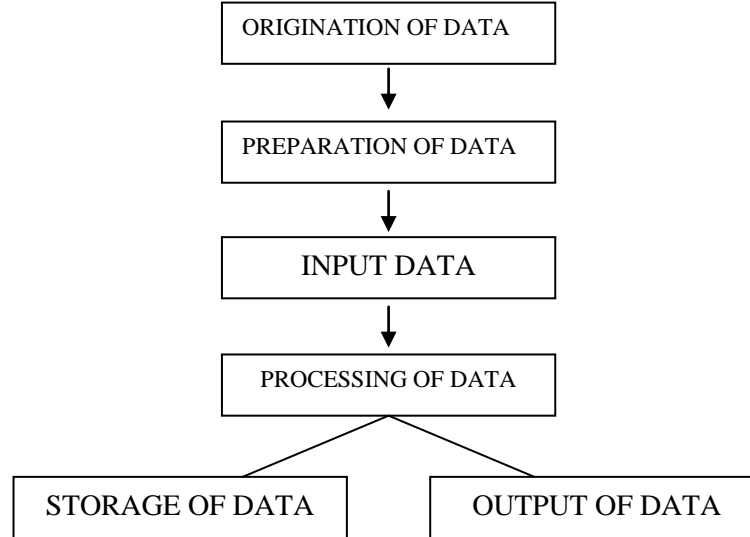2. List and explain any TWO data collection stages.

STAGES IN DATA PROCESSING
The repetitive nature of data processing can be well described as a processing cycle. It is simply a sequence of procedures or steps required to perform a given task repetitively.
Stages in data processing refer to various stages which data passes through before it becomes information. The stages include:
1. **ORIGINATION OF DATA**
   This can be described as the creating and gathering of data from elements such as source documents.
2. **PREPARATION**
   This step is associated with the transcription, sorting and arrangement of data before entry into a computer.
3. **INPUT DATA**
   This is the process of entering data into the computer. It is the entry of data through the input devices e.g. keyboard.
4. **PROCESSING OF DATA**
   It concerns all exercises of data processing such as calculating, sorting and classifying.
5. **OUTPUT OF DATA**
   The desired end of the processing of data will finally be reached and produced. The output in soft copy or hard copy will take the shape of written reports, graphical representation, drawing, etc.
6. **STORAGE OF DATA**
   This is the process of saving the result of the processed data in a manner that will permit easy retrieval.

STAGES IN DATA PROCESSING DIAGRAM

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```
              ┌─────────────────────────┐
              │   ORIGINATION OF DATA   │
              └────────────┬────────────┘
                           ↓
              ┌─────────────────────────┐
              │   PREPARATION OF DATA   │
              └────────────┬────────────┘
                           ↓
              ┌─────────────────────────┐
              │       INPUT DATA        │
              └────────────┬────────────┘
                           ↓
              ┌─────────────────────────┐
              │    PROCESSING OF DATA   │
              └────────────┬────────────┘
                    ┌──────┴──────┐
                    ↓             ↓
        ┌───────────────────┐ ┌───────────────────┐
        │  STORAGE OF DATA  │ │  OUTPUT OF DATA   │
        └───────────────────┘ └───────────────────┘
```

GENERAL EVALUATION
1. Explain the stages in data processing activities.
2. List and explain each stages in data processing.

READING ASSIGNMENT
Computer studies Stella Chiemeke   book 1 pgs33-38.
Modern Computer Studies by Victoria Dinehinpg18-19

WEEKEND ASSIGNMENT
1.   When data is fully processed it becomes ……………….
        (a) information   (b) word   (c) sentence   (d) Raw
2.   The process of converting data into meaningful information is called………..(a) data
        processing   (b) data creation   (c) sorting   (d) None
3.   The document of which data is first recorded is called ………………
        (a) source document   (b) object document   (c) real document   (d) code
4.   The process of getting data from source is called ……………….
        (a) data creating   (b) data preparation   (c) data validation   (d) data collation
5.   Sending and receiving of data via telecommunication network is called ……………..
        (a) data transmission   (b) data processing   (c) validation   (d) Output

THEORY
1.   What is data processing?
2.   With the aid of a diagram, explain in detail the stages in data processing concept.

WEEK SEVEN   **Date:……………….**
TOPIC: DATA PROCESSING II
COMPUTER PROCESSING MODES
There are different basic types of processing; namely:
    1. Batch processing

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2. Real time processing
3. Time sharing processing
4. Demand processing

Batch processing: In Batch processing, data are gathered over a period of time and the batch of transactions is processed together. It employs sequentially processing technique which consists of processing the first record of the file sequence, then the second record in that order. Examples of batch systems includepayroll system, stock control, sales ledger etc.

Advantages of batch processing
1. It is economical and efficient for applications such as preparation of customer bills
2. It saves time

Disadvantage
1. It may not be necessary or useful for all situations

EVALUATION
1. Explain computer processing modes.
2. State the four modes of data processing

Real time processing: With real time processing, data are processed one – by one within the same time – frame and the reports are produced quickly enough to influence decision in the ongoing process. It is appropriate for some banking applications, air line reservation system etc.

Interactive Processing: The system displays questions and prompt messages on VDU,screen and the users provides appropriate response through the keyboard e.g Purchasing, inventory etc.

On-Line Processing: This involves obtaining input data directly from the point where it is needed. Application areas include banking, Stock exchange etc.

TransactionProcessing: The transactions are processed randomly one by one as they supplied to the system e.g. real time banking.
Advantages of using computer for data Processing
1. Increased accuracy.
2. Efficient storage.
3. Quick access to information.
4. Ability to handle repetive tasks.

GENERAL EVALUATION
1. State the modes of computer processing
2. Mention the application areas of each processing mode.

READING ASSIGNMENT
Computer studies for Junior Secondary Education JSS1 By HiitPlcpages 22 – 24.

WEEKEND ASSIGNMENT
1. In ……. processing, data are gathered over a period of time and the batch of transactions is processed together.(a) batch (b) transaction (c) real time (d) on line

2. The …….. system displays questions and prompt messages on VDU,.screen and the users provides appropriate response through the keyboard (a) batch (b) interactive (c)transaction (d) real time

3. The …………..are processed randomly one by one as they supplied to the system. (a) real time (b) online (c) transaction (d) none of the above

4. ………. processing involves obtaining input data directly from the point where it is needed (a) online (b) transaction (c) real time (d) batch (b) purchasing (c)inventory (d) all of the above

5. …….. is an application area of on- line processing (a) banking

THEORY
1. State the modes of computer processing.
2. Mention the application areas of each processing mode.

WEEK EIGHT   **Date:……………….**
TOPIC: FEATURES OF A COMPUTER
TYPES OF MICRO COMPUTER
Micro computer is the smallest and the cheapest class of computers built for special purposes, e.g. for use in clocks, cameras etc. Micro computer contains between ten thousand and two million bytes of internal memory locations, a micro processor and can allow few input/output devices to be attached to it. Micro computer is often referred to as desktop computer because it can conveniently fit on desktop.
Another name for micro computer is PERSONAL COMPUTER (PC).

TYPES OF MICRO COMPUTER
1. Laptop
2. Palmtop
3. Notebook
4. Desktop
5. Tower etc.

EVALUATION
1. What is microcomputer?
2. Mention five types of micro computer.

REASONS WHY MICRO COMPUTERS ARE WIDELY USED
1. It is very cheap.
2. It has a small size.
3. It is built for special purposes.
4. It does not require special environment for its use.
5. Micro computers can be used anywhere.

FEATURES OF COMPUTER AS EXCELLENT TOOL FOR DATA PROCESSING
1. Increased Accuracy
2. Efficient Storage Facilities.
3. Fast Access to Information.

4.   Handles Repetitive Tasks
5.   Decision Making Capability

CONCLUSION
We have learnt that micro computers are the smallest and cheapest class of computers. There are various types of micro computers which are laptop, palmtop, notebook, desktop etc. We have also known why micro computers are widely used and the features of computer that makes it an excellent tool for data processing.

GENERAL EVALUATION
1.   List any THREE types of micro computer.
2.   State any TWO reasons why micro computer is widely used.
3.   State five features of a micro computer that makes it an excellent tool for data processing.

READING ASSIGNMENT
A Handbook on Computer Studies (Practical Guide for Schools and Colleges.
By: NiyiAdekolegan. Chapter Nine, pages 62 – 64.
Modern computer studies by Victoria Dinehinpg20

WEEKEND ASSIGNMENT
OBJECTIVE
1.   ……….. is the smallest computer in terms of size.
       (a) Micro computer   (b) Big computer   (c) Super computer (d) Mainframe
2.   Which of the following is an example of a micro computer?
       (a) Laptop   (b) Tabletop   (c) Knee top   (d) Super
3.   ……….. is another name for micro computer.
       (a) Personal computer   (b) Super computer   (c) Desktop   (d) Mini computer
4.   Micro computers can be used anywhere. (a) True   (b)False
5.   The computers that sit on desks in homes, offices etc. are called …………computers.
       (a) desktop   (b) mobile   (c) digital   (d) Hybrid

THEORY
1.   List any FOUR types of micro computer.
2.   State any TWO reasons why micro computer is widely used.
3.   State five features of a micro computer that makes it an excellent tool for data

WEEK NINE   **Date:……………….**
TOPIC: THE KEYBOARD AND TYPES OF KEYBOARD
CONTENT:
Definition of the Keyboard
The keyboard is an input device that is used to send data into the computer. Its cable must be connected to a port of the system unit before it can operate. It is similar to an ordinary typewriter keyboard. The keyboard is used mainly to enter alphabets from A – Z, numeric digits 0 – 9 and special signs and punctuation marks such as ( ), +, %, !etc.
This device converts numbers, letters, and special characters that people understand into electrical signals. These signals are sent to and processed by the CPU. It is the most important

input device.

TYPES OF KEYBOARD
There are two types of keyboard. These are:
1.   Standard keyboard
2.   Enhanced keyboard

STANDARD KEYBOARD
This is a keyboard that has between 84 – 89 keys. It has 10 function keys and 4 arrow keys.

ENHANCED KEYBOARD
This keyboard has between 101 – 104 keys. It has 12 function keys and 8 arrow keys.

DIFFERENT TYPES OF KEYBOARD
1.   Multimedia keyboard.
2.   Programming keyboard.
3.   Cordless keyboard.

SECTIONS OF THE KEYBOARD
The keyboard is divided into sections namely:
(i)   The numeric keys
(ii)   The alphabetic keys
(iii)   Function keys
(iv)   Arrow keys
(v)   Special keys

THE NUMERIC KEYS
This is used for fast entering of numeric data. It is located on the right side of the keyboard and contains numbers 0-9. The numeric key is active when Num Lock Key is on.

ALPHABETIC KEYS
 These are keys with letters A-Z. The alphabetic keys are 26 in number.

FUNCTION KEYS
These are the keys labeled F1 – F12 and are essentially used to perform special functions on the computer. They serve different purposes depending on which application is being used. Function keys are used in conjunction with other keys.

ARROW KEYS
They are navigation keys used to control the cursor either up or down, right or left on the screen.
SPECIAL KEYS
They are used to perform special functions. They include:
(a) Shift key   (b) Control key (Ctrl)   (c) Alternate key (Alt)   (d) Caps lock key   (e) Enter key   (f) Backspace key   (g) Tab key   (h) Space bar key which is the longest key on the keyboard   (i) Insert key   (j) Delete key, etc.

CONCLUSION

The keyboard is an input device used to send data into the computer. We have learnt that there are two types of keyboard which are Standard Keyboard and Enhanced Keyboard.

There are also five sections on the keyboard which are: Numeric keys, Alphabetic keys, Function keys, Arrow keys and Special keys.

EVALUATION
1a.   What is a keyboard?
1b.   List the TWO types of keyboard.
2a.   Mention any THREE sections of the keyboard.
2b.   List any FIVE special keys on the keyboard.

READING ASSIGNMENT
A Handbook on Computer Studies (Practical Guide for Schools and Colleges.
By: NiyiAdekolegan. Chapter Eight, pages 55– 61.
Computer Studies Stella Chiemeke   book 1 pg 62; pgs 73-77.
Modern Computer Studies by Victoria Dinehinpg 33-37; pg 47-53

WEEKEND ASSIGNMENT
OBJECTIVE
1.   ………… keyboard has 10 function keys.
        (a) Standard   (b) Enhanced   (c) Windows   (d) All of the Above
2.   The function keys are labelled………. on the keyboard.
        (a) Function   (b) F1 – F12   (c) 0 – 9   (d) F1 – F15
3.   The keys with A – Z on the keyboard are called …………
        (a) Numeric keys   (b) Alphabet keys   (c) Arrow keys   (d) Page
4.   ………… is the longest key on the keyboard.
        (a) Space bar key   (b) Delete key   (c) Enter key   (d) Shift Key
5.   ……….. keys are used to control the cursor. (a) Arrow (b) Function (c) Alphabet
        (d) Symbol

THEORY
1a.   What is a keyboard?
1b,   Write short notes on: (a)Standard keyboard(b) Enhanced keyboard
2a.   Mention any TWO sections of the keyboard.
2b.   List any THREE special keys on the keyboard.

WEEK: TEN   Date:……………….
TOPIC: THE KEYBOARD AND TYPES OF KEYBOARD II
CONTROL KEYS:they are used in line with other keys to instruct the computer to perform specific tasks. They are ctrl, del Esc and Alt.
CURSOR- CONTROL KEYS: otherwise known as curdor manipulations keys allow the user to move the cursor to the left, right, up one line and down one line.
APPLICATION (TASK MENU): This perform the same function as right clicking the mouse.
CTRL: This ia sometimes used in conjuction with one or two other keys to give command to the computer e.g. ctrl s, ctrl
DEL: Stand for Delete, it is used to cancel the character to the right of the cursor and it can be

used to delete selected text or object.

WINDOWS LOGO KEYS: They are used to activate the start menu from which programs can be launched.

ALT: This key can be used in combination with other keys e.g. ALT + F4

HOME: Moves the cursor to the beginning of a line.

END: Moves the cursor to the end of a line or screen display.

PAGE UP: Moves the page on the screen.

PAGE DOWN: Moves the page down on the screen

PRINT SCREEN: Copies the entire content of a computer screen of the clipboard.

TAP KEY: The key is marked with double arrows facing opposite directions. It shiftthe cursor eight spaces to the right at each press.

THE SPACE BAR: This is the longest key and it is used for producing spaces.

SHIFT KEY: It is used to enter both upper and lower case characters.

ENTER/ RETURN KEY: They enter or return key moves the cursor down.

BACK SPACE KEY: This key deletes the character to the left.

CAPS LOCK KEY: It is a toggle key that needs to be depressed in order to get out of capitalization.

DIRECTION KEYS: To move the cursor right, left, up, down without deleting any characters.

EVALUATION
1.   Explain the function of the following keyboard section keys (a) Print screen (b) shift key (c) home key   (d) alt (e) space bar key
2.   Explain task menu.

FEATURES OF KEYBOARD
1.   **Rollover Capability:** The keyboard has rollover capability i. e several keys can be pressed almost simultaneously and they will be registered in sequence.
2.   **Auto-Repeat Capability:** Most of the keys on the keyboard have auto-repeat capability. When a key with this feature is held down, it will repeat until it is release or another key is pressed.

Uses of keyboard
1.   It is used to enter text, number and punctuation mark.
2.   It can be used to shut down the computer system in the absence of the mouse.
3.   CTRL + ALT + DEL can be used to restart computer during warm booting.

GENERAL EVALUATION
1.   Explain the two features of keyboard.
2.   Mention three uses of the keyboard.

Computer studies for Junior Secondary Education JSS 1 By HiitPlc pages 41 - 43

WEEKEND ASSIGNMENT
1.   The ……… key is the longest key and it is used for producing spaces.(a) delete(b) space bar (c) home (d) print
2.   The **………** is used to enter both upper and lower case characters.(a) End key (b) ctrl key (c) shift key (d) page up

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3.   To enter or return key moves the cursor down use ……… key (a) enter (b) home (c) left arrow (d) shift

4.   . …. key deletes the character to the left.(a) back space (b) shift (c) home (d) Alt

5.   The keyboard features where several keys can be pressed almost simultaneously and they will be registered in sequence is called(a)page down (b) Auto repeat (c) Rollover Capability (d) Ctrl +Alt Del

THEORY
1.   Explain the function of the following keyboard section keys
      (a) Print screen (b) shift key (c) home key   (d) alt (e) space bar key
2.   Explain the following features of the keyboard
      (a) Rollover Capability   (b) Auto Repeat Capability