SECOND TERM COMPUTER STUDIES E LESSON NOTE FOR BASIC SIX

Table of content

Week	Topic
1.	Revision
2.	Retrieve and edit saved document
3.	Using tool bars to format a document
4.	Using artistic text
5.	Copy and paste
6.	Drawing with computer
7.	Microsoft paint environment
8.	Drawing with paint artists
9.	Painting objects using the fill tools
10.	Save and print a drawing

Class: Basic Six

Week: Two

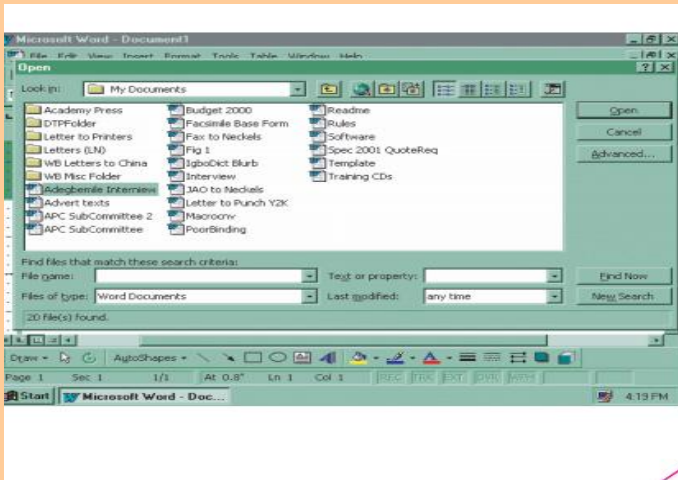**Topic**: Retrieve and edit saved document

Behavioural objectives: At the end of the lesson, students should be able to;

1. Retrieve saved document

2. Edit and save a document

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with how to save a document

Content:

Opening an old file
Sometimes, one may need to work on documents that are stored or saved in the computer system.
Such documents would usually have a name given to the file.
To bring out the file to the screen of the computer system:
1 Click, File on the menu bar; a sub-menu ap   pears.
2 Click, Open on the sub-menu and a list of all the files in the Microsoft Word package shows on the screen.

.

3. Search for the file needed and click.

4. The file then comes on screen and the necessary work on the file can be done.

Saving an old document

To save an old document:

1 Click the File menu.

2 Select Save.

Evaluation:-

1. List the steps involved in retrieving saved files on a system.

2. How do you save an old document?

Class: Basic Six

Week: Three

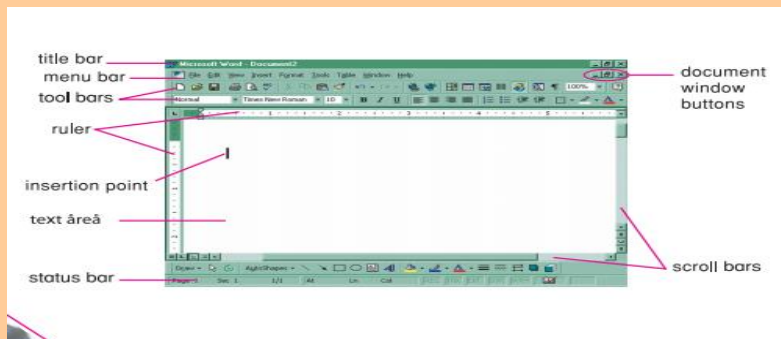**Topic**: Using tool bars to format a document

Behavioural objectives: At the end of the lesson, students should be able to;

1. Apply bold, underline and italics to texts

2. Format font types, sizes and colour.

3. Justify text position

4. Apply undo and Redo

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with undo and red when using microsoft word

Content:

==Boldening, italicising and underlining==
To bolden, italicise or underline a letter, word or sen tence:
1 Type the sentence

2 Highlight the sentence

3 Locate the letters B, *I* and U on the tool bar
4 Clicking B boldens, clicking *I* changes to italics while clicking U underlines.

 Instead of using the mouse, certain keys on the key   board could be used having selected the words.
These are:
1 To change to bold
Ctrl + B
2 To change to italics

Ctrl + I
3 To underline
Ctrl + U

Changing font types

There are many font types also known as **typefaces**. While using the MS-Word, the computer user may change from one font to the other. To do this:
1 Select the words.
2 Click on the font type menu and a list of the font types are shown.
3 Click on the font type of your choice.

Changing case
Changing case means changing from a capital let   ter to a small letter or from a small letter to a capital letter. A capital letter is in upper case while a small letter is in lower case. To change case:
1 Select the letter or word.
2 Click Format on the menu bar, a list of option ap   pears.
3 Click Change case.
4 Click upper case or lower case, depending on the case you wanted
Evaluation:

1 Type, 'I have a nice computer at home.'

2 Let 'nice' be in italics.

3 Let 'computer' be bold.

4 Let 'home' be underlined.

Class: Basic Six

Week: Four

Topic: Using Artistic text

Behavioural objectives: At the end of the lesson, students should be able to;

1. Apply word art to texts

2. Insert pictures, objects to documents

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with the topic from the previous lesson

Content:

Using Artistic text

To apply word arts to text

1. Highlight the text

2 Click the menu bar

3. Select the desires artistic text

To insert pictures, objects to document

1. Place the cursor where the object should be

2. Right click the mouse

3. Click the insert icon

4. Select the desires picture of object

5. Resize the object to taste.

Evaluation:

1. Download the picture of a school from the internet on your computer, insert this picture using Microsoft word and save your work.

Class: Basic Six

Week: Five

Topic: Copy and paste, cut and paste, save and print document.

Behavioural objectives: At the end of the lesson, students should be able to;

1. Copy and paste a text

2. Cut and paste a text

3. Save a document

4. Print a document

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with a printer

Content:

Copy and paste a text

To copy a text highlight the text then press Ctrl + c

To paste the text take your cursor to the designated place and press Ctrl + v

Cut and paste a text

To cut a text highlight the text then press Ctrl + x

To paste the text take your cursor to the designated place and press Ctrl + v
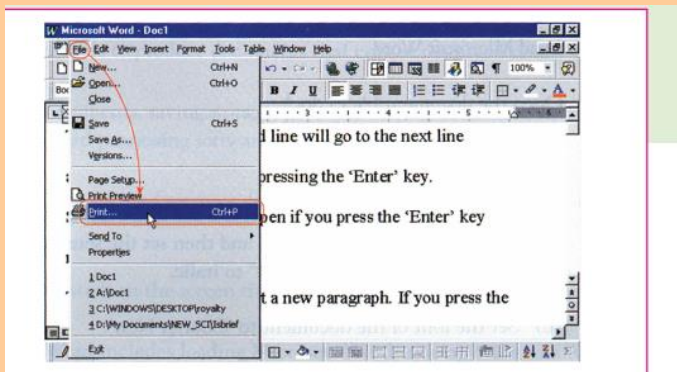
Saving an old document

To save an old document:

1 Click the File menu.

2 Select Save.

Saving a new document

Steps for saving a new document are as follows:

1 Click the File menu and then select Save.

2 The 'Save As' dialogue box will be displayed.

3 Type in the File name of your choice in the File name box.

4 Select the drive or folder in the 'Save in.'

5 Click the Save button.

Printing a document

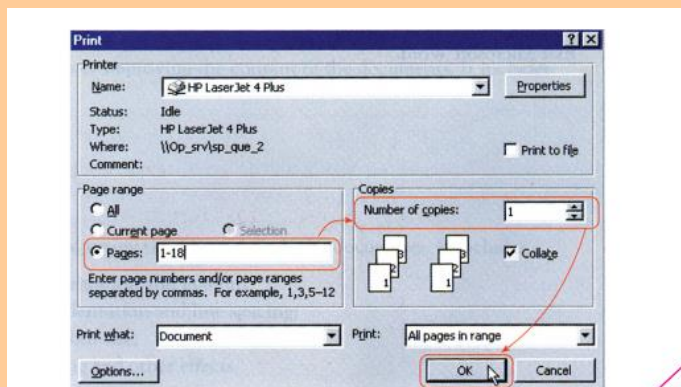To print a document, the computer user must first switch on the printer. Then take the following steps:

1 Click the File menu and then select Print. The Print dialogue box will be shown.

2 Type the number of pages, if required.
3 State the number of copies.
4 Click the OK button.

Evaluation:

Type and print the document below:

'What shall we do?' the people cried. 'There will be no more food' they shouted. 'We shall all die of **hunger**,' they moaned. They went to call their chief. Their chief came and

spoke to the Sky King. He said, 'Lord of the sky, why are you doing this to us? Why have you moved away?

We cannot touch the **sky**. We cannot get our **food**. We are very **hungry**.

The Sky King opened his window and looked down.

He told the chief, 'Your people have been disobedient. They are greedy people. I told them not to waste food, but they went on wasting it. Now you will all have to work before you can eat.'

'Work?' the chief said, 'We do not think we can work. We are not used to working.'

The Sky King said, 'In that case, there will be no food for any of you.' He shut his window and went away.

(*Mabel Segun's The first corn*)

Class: Basic Six

Week: Six

Topic:Drawing with Computer

Behavioural objectives: At the end of the lesson, students should be able to;

1. Identify computer drawing packages

2. List component of the paint environment

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with how to draw an object.

Content:

Artists and other computer users draw, paint and de   sign using various application packages. These are called graphical application packages. Examples of graphical application packages are:

1. Adobe Photoshop

2. Microsoft Power Point

3. Adobe Illustrator
4. Microsoft Publisher

5. CorelDraw.
We shall learn how to make use of one of these graphical application packages. We shall learn how to use CorelDraw.
Using CorelDraw
CorelDraw is the most powerful graphical application package in modern times. Publishers, media houses, graphics students and professionals, secretaries and many individuals find it very useful and important for creating drawings, paintings and designs.

There are many versions of CorelDraw and the most recent one is CorelDraw 11. In this unit, we shall learn about CorelDraw 8. CorelDraw also makes use of Windows as its operating system.

Starting CorelDraw

To start working on the CorelDraw package:

1 Click on the start button on the Windows desktop and move to program on the items listed.

2 Locate CorelDraw 8 on the packages listed. The program starts by showing CorelDraw 8 page.

Evaluation

1. List five graphical application package

2. State the meaning of graphical application package.

Class: Basic Six

Week: Seven

Topic: Microsoft paint environment

Behavioural objectives: At the end of the lesson, students should be able to;

1. Identify icons in the tool box

2. Identify the colors on Color palette.

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6
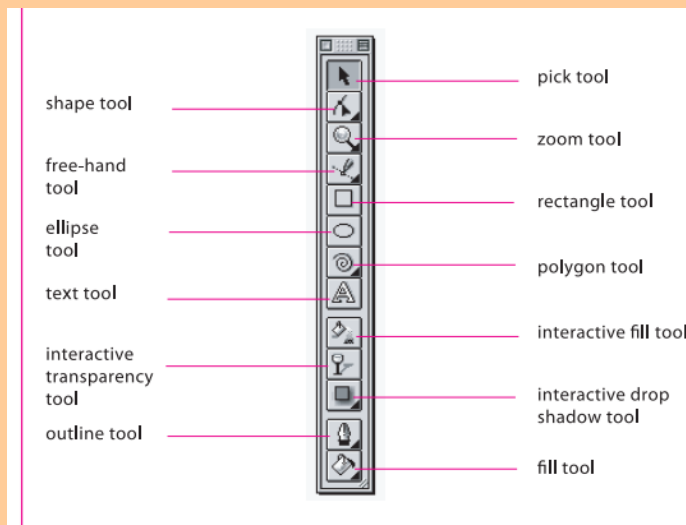
Building Background /connection to prior knowledge : Students are familiar with a paint software

Content:

Microsoft Paint Environment

The tool box contains the thirteen tools that are used in performing the many drawing activities of CorelDraw. They are:

1 Pick tool: This is used in picking up other tools from the tool box

shape tool — pick tool

free-hand tool — zoom tool

— rectangle tool

ellipse tool — polygon tool

text tool

— interactive fill tool

interactive transparency tool

— interactive drop shadow tool

outline tool — fill tool

The tool box contains the thirteen tools that are used in performing the many drawing activities of CorelDraw. They are:

1 Pick tool: This is used in picking up other tools from the tool box.

2 Shape tool: This is used in changing the shapes of objects.

3 Zoom tool: This is used in enlarging or reducing an object or what a page looks like.

4 Free-hand tool: This is used in drawing free-hand lines and curves.

5 Rectangle tool: This is used in drawing rectan   gles.

6 Ellipse tool: This is used in drawing oval shapes and circles.

7 Polygon tool: This is used in drawing many-sided polygons.

8 Text tool: This adds text to drawings.

9 Interactive fill tool: This fills objects with colours.

10 Interactive transparency tool: This adds trans   parency to objects.

11 Interactive drop shadow tool: This adds shadows to objects.

12 Outline tool: This adds or removes outline from objects.

13 Fill tool: This fills objects with different things.

Evaluation:-.

1. List the 13 icon in the tool box

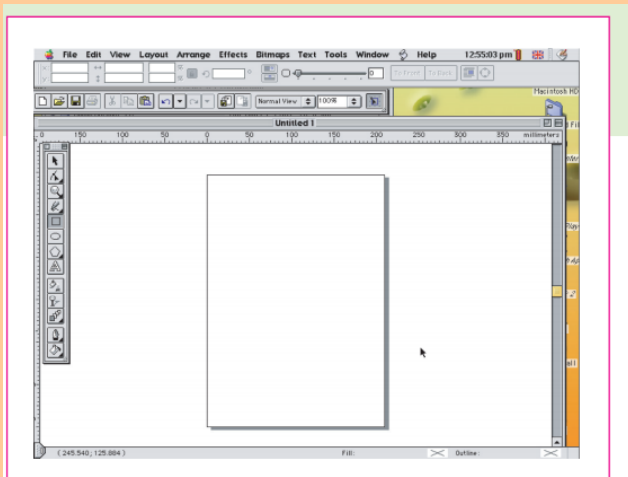**2. State the uses of each**

Class: Basic Six

Week: Eight

Topic: Drawing with paint artists

Behavioural objectives: At the end of the lesson, students should be able to;

1. Draw geometrical figures

2. Do freehand drawings of objects and figures

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with the topic from the previous lesson

Content:

Drawing a rectangle
To draw a rectangle:
1 Click on the rectangle tool.
2 Drag from the upper end to the lower end of the page.
3 Go back to the pick tool and then the rectangle tool.

Drawing a circle

To draw a circle:

1 Click the ellipses tool.

2 Click and draw on the page to produce a circle.

To draw a perfect circle:
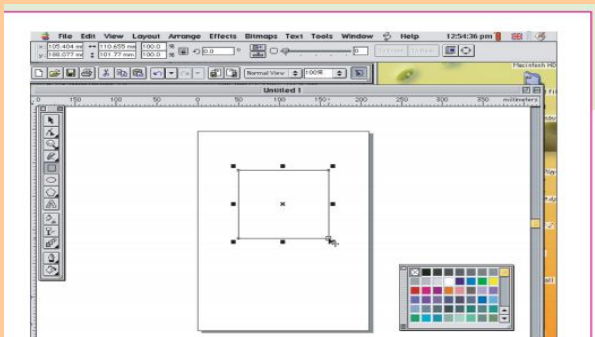
1 Click the ellipses tool.

2 Hold down the Ctrl key; click and drag on the page to produce a perfect circle.

Drawing a polygon

1 Click the polygon tool.

2 Click and drag on the page

Evaluation

1. Draw a square, star and hexagon

2. Save your work

Class: Basic Six

Week: Nine

Topic: Painting objects using the fill tools

Behavioural objectives: At the end of the lesson, students should be able to;

1. Use the fill tool to color objects and figures

2. List the alphabet tool to label drawings

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with the topic from the previous lesson

Content:

Filling a perfect circle with a special fill

1. Draw a circle and select it.

2. Click on the fill tool; a flyout appears.

3. On the flyout, click on the fourth tool which is the texture-fill dialogue box.

4. Click on any of the texture list. Click OK to accept the texture clicked.

5. Click the pick tool.

6. Click the outline tool and there is a flyout.

7. Click the fourth tool; there is no outline. The circle loses its outline and leaves only the fill.

<mark>Typing some texts</mark>

1 Click on the text tool.

2 Click anywhere on the page and start typing.

3 The fonts, sizes and colours of the text typed can then be changed

Evaluation

1. Retrieve your saved work from previous lesson and paint with blue, orange and pink colour respectively

Class: Basic Six

Week: Ten

Topic: Save and print a Drawing

Behavioural objectives: At the end of the lesson, students should be able to;

1. Save a drawing

2. Print a drawing

Instructional material/Reference material: Learn Africa Basic Agricultural Science UBE edition for primary schools pupils 6

Building Background /connection to prior knowledge : Students are familiar with how to save a document

Content:

Save and print a Drawing

Saving your drawing

To print job done on the CorelDraw:

1 Click File on the menu bar.

2 Click save on the sub-menu.

Printing your drawing

To print job done on the CorelDraw:

1 Click File on the menu bar.

2 Click Print on the sub-menu.

Evaluation

1. Using the CorelDraw, draw the following shapes: circle, rectangle, square, kite, cone, cylinder and triangle.

2 Colour each of the shapes with colours such as red, blue, yellow, brown, black, green and or   ange.
3 Label each shape with the name of the shape.
4 Give different colours to the labels.

5 Print this activity