

FORM 2 (Grade 8)
TERM III

1. Introduction to Excel
2. Define a spread sheet, cell, cell address, active cell, cell references, labels, values, cell range, title locking, an argument
3. Enter and format data
4. Add formulae to a worksheet,
5. Write formulae /functions
6. Perform basic functions – average, sum, min, max, date
7. Create tables and charts
8. Use AutoFill and AutoComplete
9. Manage and sort data
10. Insert, delete and rename worksheets
11. Demonstrate skills to format numbers in a spread sheet, align data(wrap text, shrink to fit, merge cells)
12. Create and insert charts into a spreadsheet, modify
13. Quickly exchange information between worksheets and workbooks
14. Print a spreadsheet using gridlines, draft quality, normal quality and best quality
15. Correctly import files into a spreadsheet,

NB: Research, Projects, and Portfolios to reinforce concepts covered

FORM 3 (Grade 9)
TERM III

1. Describe appropriate hardware and software to meet the particular needs of a given application
2. Describe current and emerging technology trends
3. Define Programming Concepts such as:
 - a. Pascal compiler
 - b. Pseudo code
 - c. Algorithm
 - d. Integers
 - e. Character
 - f. Variables
 - g. Program
 - h. Flowchart
 - i. Input
 - j. Processing
 - k. Output
 - l. Strings
 - m. Errors
4. Describe the roles of various personnel in computer-related professions
5. Introduction to problem solving for programming

NB: Research, Projects, and Portfolios to reinforce concepts covered