PAREF Southcrest

Grade LEVEL 5 - (Computer)
Topic Outline
SY 2019 - 2020

Teacher: Maria Teresa Revilles

I. **Computer Basics**
1. Computer Fundamentals
2. Brief History Of Computer
3. Parts of a Computer
4. Computer Care

II. **Using the Computer**
1. Proper Posture
2. Power on and shutdown, logon and logoff
3. Navigating the desktop
4. Using the mouse

III. **Typing**
1. Review on Keyboarding skills
2. Typing with speed and accuracy

IV. **Word Processing**
1. Launching Pages
2. Creating and Saving a New Document
3. Typing Sentences and Paragraphs
4. Formatting document
5. Editing
6. Inserting Shapes and Images

V. **Presentation Tools**
1. Launching Keynote
2. Using Themes to Create a Presentation
3. Adding Text
4. Adding Shapes and Images
5. Adding Effects and Transitions

VI. **Using The Internet**
1. Proper Netiquette
2. Launching and using a Search Engine
3. Visiting and Navigating through Websites

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