PAREF Southcrest

Grade LEVEL 7 - (Computer)
Topic Outline
3rd and 4th Quarter
SY 2017 - 2018

Teacher:

I. **Computer Basics**
   1. Brief History Of Computer
   2. Computer Fundamentals
   3. Computer Care

II. **Using the Computer and The Internet**
   1. User Accounts
   2. Navigating the desktop
   3. Files and folders
   4. Icons and toolbars
   5. Accessing the Internet and navigating through websites
   6. Proper Netiquette
   7. Citing sources

III. **Word Processing: Pages**
   1. Creating and saving a new Document
   2. Formatting a document
   3. Editing
   4. Using the templates

IV. **Slide Presentation: Keynote**
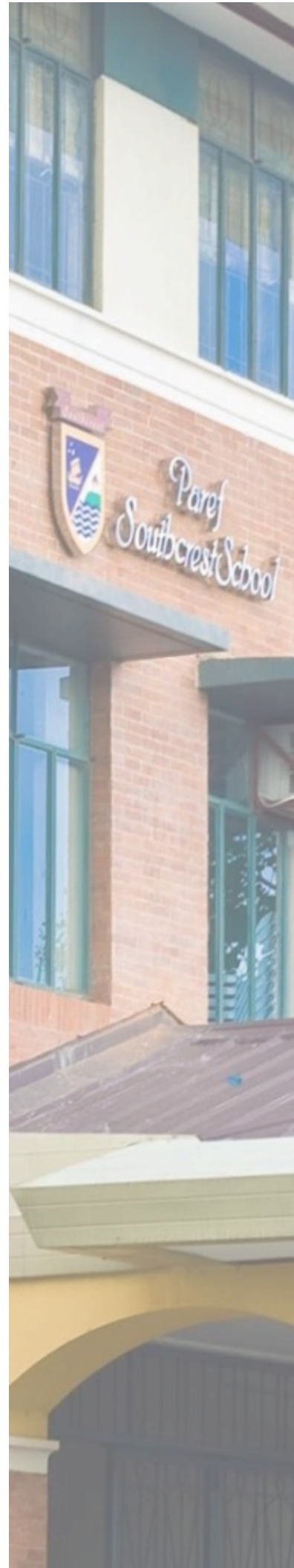   1. Creating and saving a new slide presentation
   2. Using themes
   3. Adding text, shapes, images, and sound
   4. Using hyperlinks
   5. Adding effects

V. **Spreadsheets: Numbers**
   1. Introduction to Numbers
   2. Entering data
   3. Formatting
   4. Using formula
   5. Charts and graphs

VI. **Introduction to Video Editing: iMovie**
   1. Introduction to iMovie
   2. Creating a project
   3. Adding text, images, and sound
   4. Transitions and effects

Grade LEVEL 7 - (Computer)
Topic Outline
3rd and 4th Quarter
SY 2017 - 2018

Teacher:

For inquiries, contact: Info@parefsouthcrest@edu.ph