



Grade LEVEL 4 - (Computer)
Topic Outline
SY 2019 - 2020

Teacher: Maria Teresa Reviles

I. Computer Basics

1. Computer Fundamentals
2. Brief History Of Computer
3. Parts of a Computer

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. 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

