



## Grade LEVEL 6 - (Computer) Topic Outline SY 2019 - 2020

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### I. Computer Basics

1. Computer Fundamentals
2. Brief History Of Computer
3. Parts of a Computer
4. Computer Care
5. Using the Computer

### II. Typing

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

### III. 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

### IV. Presentation Tools

1. Launching Keynote
2. Using Themes to Create a Presentation
3. Adding Text
4. Adding Shapes and Images
5. Adding Videos
6. Adding Effects and Transitions
7. Adding Links

### V. Using The Internet

1. Proper Netiquette
2. Launching and using a Search Engine
3. Visiting and Navigating through Websites
4. Capturing and Inserting graphics into documents
5. Citing sources

