

**MADAM LAU KAM LUNG SECONDARY SCHOOL
OF MIU FAT BUDDHIST MONASTERY
F.1 Computer Literacy Teaching Schedule, 2011-2012**

Date	Week No.	Topic
1st Term		
5/9 – 9/9	2	Using computers in the school - rules for using the MMLC - using the school website – check assignments, circulars, ... - logging in the school LAN and use network facilities such as shared folders and printers - using the CCA system - basic computer glossary
12/9 – 30/9	3-5	Chinese system and Changjei input method - Features of a Chinese system - Principles of Changjei input method - Inputting Chinese characters by Changjei input method
3/10 – 4/11	6-10	Text processing (MS Word) - the working environment - basic editing techniques: adding text at insertion point, selecting block of text, deleting text, moving or copying a block of text, searching and replacing a word in a document. - basic formatting techniques: page setup, paragraph line spacing, character font, style and font size, justification, header, footer. - more advanced techniques: table handling, inserting pictures, spell check, password, statistics, ..., etc. - saving and retrieving a document
7/11 – 16/12	11-16	Developing multimedia presentation (MS PowerPoint) - inserting text, graphics and hyperlinks - inserting other multimedia components, e.g. sound, animation - creating slide show - adding building effect - controlling the slide show
2nd Term		
1/2 – 9/3	21-26	Logo Programming 1 – Turtle Graphics - the working environment of MSW Logo - simple drawing commands and color settings - text, arithmetic and sound
12/3 – 27/4	27-32	Logo Programming 2 – Procedures - the REPEAT command - defining procedures and calling procedures - workspace and file management
30/4 – 12/6	33-39	Logo Programming 3 – Variables - ideas of variables - polygons, circles and arcs