



GIRLS' HIGH SCHOOL
INFORMATION TECHNOLOGY
FORM 1 ACADEMIC YEAR 2025 -2026
Term 2 – 12 Weeks (January – March)

Week 1	Define Software
	Name two categories of software: System software and application software
	Introduction to Operating Systems with special emphasis on Windows OS
Week 2	Identify the types of application software
Week 3	Describe the Windows Environment (User Interface/desktop)
	Introduction to Windows menu system
Week 4	Demonstrate mastery skills in: Open, close, minimize and maximize program windows
	Create folders in specific locations, save document (using save and save as) and open files
Week 5	Complete file actions (copy, cut, Paste, delete, move, rename)
Week 6	Define a Word Processor and states its advantages
	Identify basic features available on most Word Processors
Week 7	Create a standard document with no more than 2 paragraphs containing 5 lines each.
	Manipulate formatting features for a Word Processor (Margins, Spacing etc.)
	Demonstrate skills how to use print preview and printing steps using the printing option features
Week 8 - 11	Demonstrate Intermediate keyboarding skills using typing software – (Mavis Beacon, any other typing software, typing text)

NB: Research, Projects, and Portfolios to reinforce concepts covered