



GIRLS' HIGH SCHOOL
INFORMATION TECHNOLOGY
Form 2 Academic Year 2025 -2026
Term 2 – 12 Weeks (January – March)

Week 1	1) Effectively use proofing functions in preparing a document: Use of search and find function, redo and undo, spelling and grammar checks, copy, cut and paste functions. Correctly insert headers, footers, endnotes and footnotes Shortcut keys to use in documents (Commonly used)
Week 2	2) Change page setup, margins and paper size
	3) Change font style, font color and font size
	4) View documents in different formats
Week 3	5) Insert and display comments within a document
	6) Insert and format page breaks, text boxes, auto shapes and auto text
Week 4	7) Create a new document
	8) Insert tables in a document
Week 5	9) Explain and use correctly the different alignment of document (left, right, center, justify)
	10) Create and locate bookmarks
Week 6	11) Insert tables into a word document
Week 7	12) Inserting symbols and special characters
Week 8	13) Create newspapers columns/ Newsletters
Week 9 - 11	14) Correctly print a document

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