

S1 Computer Literacy Teaching Schedule 2015/2016

Cycle	Content	Task	Remark	Teacher
1	Regulation	Queuing and regulation of computer room & seating arrangement School and Teaching Web Site Rule of using iPads in CL lesson Ebook (ibook vs pdf), BYOD Basic File management at CAL Room eClass account distribution Password changing		KSY
2	eClass – E-mail	Campus email vs. External email Email Attachment Trash/Outbox (Disk quota) notification/important mail		TYS
3	eClass – Classroom	Classroom School facebook page		TYS & KSY
4	Webpage Lesson 1 Dreamweaver and HTML	Introduction to Dreamweaver Downloading Dreamweaver What is HTML? Setting up a web page file using Dreamweaver CS4 Uploading web page file Classwork	eBook (S1 Basic Web Authoring) Video 1 (Lesson 1 classwork) Complete the classwork and upload to ifolder of eclass	KSY
5	Webpage Lesson 2 Images	Inserting Images More about inserting image Animated gif Align an image Classwork	Video 2 (Lesson 2 classwork) Complete the classwork and upload to ifolder of eclass	KSY
6	Webpage Lesson 3 Multiple pages and Hyperlinks	Multiple pages Hyperlinks Classwork	Video 3 (Lesson 3 classwork) Complete the classwork and upload to ifolder of eclass	KSY
7	Webpage Lesson 4 Text and Paragraph Formatting	Text formatting New line, new paragraph and heading Preformatted tag Classwork	Video 4 (Lesson 4 classwork) Complete the classwork and upload to ifolder of eclass	KSY
8	*Webpage Lesson 5 Insert Table and YouTube Video	Create table Web page layout by table Insert YouTube Video Classwork	Video 5 (lesson 5 classwork) Complete the classwork and upload to ifolder of eclass	KSY
	Mid year Examination	Webpage (Dreamweaver)	All the above 5 class works will be part of the examination	KSY
9	Effective use of Internet resources I Search Engine	Web Search Engine Skills of Searching on the Internet (Using Google) Using Advanced Search WolframAlpha Classwork	eBook (Effective use of Internet Resources) How Search Works (Search task: http://goo.gl/zMASF) Power searching with Google PowerSearchingQuickReference.pdf	KSY

10	Effective use of Internet resources II	Google Map (Desktop & iPad) Google Translate (iPad)	Google Map Task Google Translate Task	KSY
11	Google Document	Google account Sharing QR Code		TYS
12	Google Spreadsheet	Google Form Spreadsheet view		TYS
13	Integration	Problem Solving by using various techniques	Exam II	KSY
14	Excel Lesson 1 Introducing Spreadsheet	Introduction to Microsoft Excel Working Environment of Excel The advantages of using spreadsheet Spreadsheet Basic Data Sorting Filtering	eBook (Microsoft Excel) Video 1 (Sorting) Video 2 (Filtering)	TYS
15	Excel Lesson 2 Editing and Formatting	Autofill (Using Autofill function to create a monthly calendar) Changing Column Width Changing Row Height Merging and Centering Cells Applying Cell Borders Formatting Text and Number Conditional Formatting	HW to be submitted via eClass Video 3 (Conditional formatting in Excel)	TYS
16	Excel Lesson 3 Calculation (Formulae and Functions)	Using Formulae Using Cell Address in Formulae Using Functions in Calculation Using SUM, AVERAGE, MAX, MIN, COUNT and * RANK Function Copy Formula	HW to be submitted via eClass Video 4 (Editing formula) Video 5 (Using Rank function)	TYS
17	Excel Lesson 4 Charts making I	Type of Charts Create and Editing Charts Create Column chart and Pie chart	HW to be submitted via eClass Video 6 (Editing Chart in Excel)	TYS
18	* Excel Lesson 5 Charts making II	To create a better chart		TYS
19	Excel Lesson 6 Integrated learning	Do practice paper to prepare for the examination	Video demo for Section A, Section B and Section C	TYS
	Final Examination	Excel Practical		TYS

* Non-foundation part