



**ROMAN CATHOLIC BISHOP OF NOVALICHES  
EDUCATIONAL SYSTEM (RCBN-ES, Inc.)**

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## **2<sup>ND</sup> QUARTER COMPUTER POINTERS TO REVIEW S.Y. 2017 – 2018**

<b><i>Computer 1</i></b> <ul style="list-style-type: none"><li>❖ Like a Shelf</li><li>❖ Computer On, Computer Off</li><li>❖ Habit that Help</li><li>❖ What's in a keyboard?</li><li>❖ More than letters</li><li>❖ Keys in Action</li></ul>	<b><i>Computer 6</i></b> <ul style="list-style-type: none"><li>❖ Hooking u via E-Mail</li><li>❖ Brushing Up on Word Processing</li><li>❖ Brushing Up on Worksheet</li><li>❖ Touching Base with Databases</li><li>❖ Brushing Up on Presentation</li></ul>
<b><i>Computer 2</i></b> <ul style="list-style-type: none"><li>❖ Starting the Computer</li><li>❖ Loading Up the Computer</li><li>❖ Protecting your Computer</li><li>❖ Lots of Software, Lots of tasks</li><li>❖ All about Words</li><li>❖ Writing Made Easy</li></ul>	<b><i>Computer 7</i></b> <ul style="list-style-type: none"><li>❖ The Personal Web page and The Home page</li><li>❖ Applying Headings</li><li>❖ Creating Paragraphs and Applying Line breaks</li><li>❖ Tags for Adding a List</li><li>❖ Insert Images and Apply Page Backgrounds</li><li>❖ Creating a Hyperlink</li></ul>
<b><i>Computer 3</i></b> <ul style="list-style-type: none"><li>❖ What Keeps the Computer Running?</li><li>❖ Help for Computer Task</li><li>❖ A Tool for Writing</li><li>❖ Changing What You Wrote</li><li>❖ Text on the Move</li><li>❖ Changing the Look of Letters</li><li>❖ Adding a Neat Look</li></ul>	<b>Computer 8</b> CHAPTER 3: BUSINESS MANAGEMENT ACTIVITIES USING 2010 <ul style="list-style-type: none"><li>• Product Price List</li><li>• Customer Database</li><li>• Financial Year Sales</li></ul> CHAPTER 4: FINANCE MANAGEMENT ACTIVITIES USING 2010 <ul style="list-style-type: none"><li>• My Family's Grocery List</li><li>• Creating a Loan Amortization Schedule</li><li>• Monthly Income and Expenses Accounts</li></ul>
<b><i>Computer 4</i></b> <ul style="list-style-type: none"><li>❖ The Works in the Worksheet</li><li>❖ Setting the Look of your Cells</li><li>❖ Sorting of Many Sorts</li><li>❖ Data in Charts</li><li>❖ Formulas for Figures</li><li>❖ Pictures in Worksheet</li></ul>	<b><i>Computer 9</i></b> <ul style="list-style-type: none"><li>❖ The Software Development Life Cycle</li><li>❖ C++ Overview and OOP Concepts</li><li>❖ Code::Blocks IDE</li><li>❖ Structure of a C++ Program/Types of Comments</li><li>❖ Basic Input/Output</li><li>❖ String Data Type</li><li>❖ Arithmetic Expression / Integer Data Types</li></ul>
<b><i>Computer 5</i></b> <ul style="list-style-type: none"><li>❖ When Computers Connect</li><li>❖ Connections, Small and Wide</li><li>❖ An Interconnected World</li><li>❖ Using the Worldwide Connection</li><li>❖ Software Works on Hardware</li><li>❖ Software of Other Sorts</li></ul>	<b><i>Computer10</i></b> Lesson 4: Working with Operators and Making Choices <ul style="list-style-type: none"><li>❖ Arithmetic Operators</li><li>❖ Comparison Operators</li><li>❖ Logical Operators</li><li>❖ Decision Structures</li><li>❖</li></ul> Lesson 5: Looping and Arrays <ul style="list-style-type: none"><li>❖ Do While Loop and Do Loop While</li><li>❖ Do Until Loop and Do Loop Until</li><li>❖ For Next</li><li>❖ Arrays</li></ul>