

LESSON PLAN

Touchpad PLUS Ver 2.0

Class-3

1. Computer System

Teaching Objectives

Students will learn about

- Computer system
- IPO cycle

- Computer hardware
- Computer software

Teaching Plan

Number of periods: 2

While teaching this chapter, ask the students to match the following given on Page 7 of the main course book.

While teaching this chapter, tell the students that a computer is an electronic machine made up of various devices that help to enter data, process it and give the results.

Tell the students that the parts of the computer that can be touched are called hardware.

Tell them about Computer Hardware and how it is divided into four groups.

Tell them that a computer works through Input-Process-Output (IPO) cycle.

Explain the meaning of the terms input and input devices.

Tell them how keyboard, mouse and scanner are used to input data into a computer.

Explain the meaning of the terms process, processor and processing.

Tell them how CPU processes data with the help of Arithmetic Logic Unit (ALU) – for arithmetic and logical calculations, Memory Unit (MU) – for storing data and instructions and Control Unit (CU) – for coordinating between all parts of the CPU.

Explain the meaning of the terms output and output devices.

Make the students understand the meaning of the term Storage.

Ask the students to solve the exercise Let's Catch Up given on page number 8 and 10.

Tell them examples of some commonly used storage devices and basic features of each of the storage device.

Share some examples of software with the students.

Introduce the students to the two broad categories of software as System software and Application software.

Tell the students the importance of system software for the functioning of the computer system.

Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What is a Computer System?
- Q. Explain Computer Hardware.
- Q. Expand IPO.
- Q. Define input / output / processing.
- Q. Name some input, processing and output devices.
- Q. What is storage?
- Q. Give examples of some storage devices.
- Q. What is a Software?
- Q. Explain Application software and System software.

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 13 and 14 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone—Let's Solve, Let's Explore and Let's Get Better given on Pages 14 and 15 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 15 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.


Suggested Activity

Ask the students to prepare a comparative table on chart paper comparing different groups of hardware on various parameters with the help of examples and pictures/drawings.

2. Input and Output Devices

Teaching Objectives

Students will learn about

 Input Devices

 Output Devices

Teaching Plan

Number of periods: 2

While teaching this chapter, ask the students to identify hardware and software in the given pictures and write the H or S for each given in page no 16 of main course book.

Tell the students the devices that help us to enter data into the computer and give orders are called input devices.

Explain some of the input devices are keyboard, mouse, scanner, joystick, touchscreen, microphone, web camera, light pen, etc.

Tell the students the devices that show us the result of processing done by the CPU are called output devices.



Explain that the result can be in any of these forms: display on the monitor, print by the printer, sound from the speakers.

Demonstrate to them the difference between hard copy and soft copy.

Ask the students to solve the exercise Let's Catch Up given on page number 19.

Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What are input devices?
- Q. Name some input devices.
- Q. What is a Keyboard / Mouse / Scanner / Joystick / Touchscreen / Microphone / Web Camera and Light Pen?
- Q. What are output devices?
- Q. What is the difference between hard copy and soft copy?
- Q. Name some output devices.
- Q. What is a Monitor / Speakers / Headphones / Printer?
- Q. Name different types of Printers.
- Q. What is a Plotter / Projector and Smartboard?

Evaluation

After explaining the chapter, let the students do the exercises given on Page 20 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone—Let's Solve, Let's Explore and Let's Get Better given on Page 21 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 21 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to collect information about some more input/output devices and the purpose for which they are used.

3. Windows 10

Teaching Objectives

Students will learn about

- 🖱️ Features of Windows 10
- 🖱️ Task View
- 🖱️ Windows 10 Desktop
- 🖱️ Control Buttons

Teaching Plan

Number of periods: 3

Before starting the chapter, ask the students to solve the question in Let's Plug In given on Page 23 of the main course book.

While teaching this chapter, tell the students that operating system is one of the most important software as without this software we cannot use our computer at all.

Give a brief introduction of Microsoft Windows.

Tell the students the about the useful features of Windows 10.

Demonstrate to the students the steps to start Windows 10.

Make the students aware about the concept of desktop.

Demonstrate to the students the steps to sort icons on the desktop.

Introduce the students to the taskbar and its components covering Start button, Opened program icons and Notification Area.

Demonstrate to the students the steps involved in changing the position of the taskbar.

Tell the students about Control buttons and Taskview.

Ask the students to solve the exercise Let's Catch Up given on page number 28.

Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What is the importance of an operating system?
- Q. Give examples of some popular operating systems.
- Q. Which company developed Windows operating system?
- Q. What are the important features of Windows 10?
- Q. What is desktop?
- Q. Define icons.
- Q. What is taskbar?
- Q. Can the position of the taskbar be changed?
- Q. What are Control Buttons?
- Q. What is Taskview?
- Q. What are the steps to change the desktop background?

Evaluation

After explaining the chapter, let the students do the exercises given on Pages 30 and 31 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone—Let's Solve, Let's Explore and Let's Get Better given on Pages 31 and 32 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 32 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to change desktop background and the position of taskbar.



4. Let's Learn Paint 3D

Teaching Objectives

Students will learn about

- ☞ Paint 3D
- ☞ Paint 3D Window
- ☞ Creating 3D Shapes
- ☞ Changing Colour in a Shape
- ☞ Saving the Drawing
- ☞ Closing Paint 3D
- ☞ Starting Paint 3D
- ☞ Creating 2D Shapes
- ☞ Selecting a Shape
- ☞ Adding Text
- ☞ Opening a Saved Drawing

Teaching Plan

Number of periods: 4

Before starting the chapter, ask the students to solve the question in Let's Plug In given on Page 33 of the main course book.

Tell the students about Paint 3D and the steps involved in starting Paint 3D.

Demonstrate to the students about all the components of Paint 3D window:

- Title bar displays the name of the program and the name of your drawing on the top-left corner.
- Menu displays options such as New, Open, Insert, Save and Save As.
- Canvas is the area where you can create or draw your shape or you can say it is the drawing area of Paint 3D.
- Brushes Tool opens a panel on the right side of the drawing area and displays brush options, and colour palette. It has options Brushes Option and Color Palette.
- 2D Shapes Tool replaces brushes option and displays a 2D shapes library with options like line and curve and 2D shapes to select from.
- 3D Shapes Tool replaces the Brushes options and displays options like Open 3D library, 3D Doodle, 3D Objects and 3D Models to select from.

Show the step involved in creating 2D and shapes with example.

Demonstrate the step involved in creating 2D and 3D text with example.

Explain the steps involved in selecting a shape and changing colour in a shape.

Show to the students the steps involved in saving and opening a drawing. Also show the steps to close Paint 3D.

Ask the students to solve the exercise Let's Catch Up given on page number 40.

Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What can Paint 3D be used for in computers?
- Q. State the use of Shapes / Text / Brushes Tool.

- Q. How to add 3D shape and text?
- Q. How to save a drawing?
- Q. How to open a saved drawing?

Evaluation

After explaining the chapter, let the students do the exercises given on Page 43 and 44 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone– Let’s Solve, Let’s Explore and Let’s Get Better given on Page 44 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 45 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to draw a bus using shape tool and also add 3D text in the drawing.

5. Using Word 2016

Teaching Objectives

Students will learn about

- | | |
|----------------------------------|--|
| ☞ Uses of Word 2016 | ☞ Starting Word 2016 |
| ☞ Components of Word 2016 Window | ☞ Creating a new Document in Word 2016 |
| ☞ Entering the Text | ☞ Saving a Document |
| ☞ Opening a Saved Document | ☞ Exiting Word |

Teaching Plan

Number of periods: 4

Before starting the chapter, ask the students to solve the question in Let’s Plug In given on Page 49 of the main course book.

While teaching this chapter, tell the students that Word 2016 is word processing software in the category of application software.

Make the students aware of the various uses of Word 2016.

Demonstrate to the students the steps involved in starting Word 2016.

Show to the students the various components of Word 2016 window covering Title Bar, Quick Access Toolbar, Ribbon, Rulers, Horizontal and Vertical Scroll Bars, Text / Document Area and Status Bar.

Familiarize the students that while working on MS Word, some frequently used keys other than alphabet and number keys are Spacebar, Enter, Delete and Backspace.

Demonstrate to the students the steps involved in:

- | | |
|----------------------------|----------------------------|
| • Creating a new Word file | • Typing text |
| • Saving a document | • Opening a saved document |
| • Printing a document | • Closing Word 2016 |



Ask the students to solve the exercise Let's Catch Up given on page number 54.
Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What is MS Word?
- Q. What are the various uses of Word 2016?
- Q. Name some important components of Word 2016 window.
- Q. Which company developed Word 2016?
- Q. What are the shortcut keys to open / save / print a document?
- Q. What are the various ways in which the user can exit from Word 2016?

Evaluation

After explaining the chapter, let the students do the exercises given on Page 56 and 57 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone– Let's Solve and Let's Explore given on Page 57 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 57 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to create a Word document on Myself. The students should take a printout of the document and paste it in their computer notebook / practical file.

6. Editing and Formatting in Word 2016

Teaching Objectives

Students will learn about

-  Selecting the Text
-  Formatting the Text
-  Editing the Text

Teaching Plan

Number of periods: 4

Before starting the chapter, ask the students to solve the question in Let's Plug In given on Page 58 of the main course book.

Share with the students that to edit text, first it needs to be selected.

Tell the students about selecting text with the help of mouse and with the help of keyboard.

Show to the students that text can simply be inserted by moving the cursor to the point where text is to be entered and start typing.

Introduce Undo as a feature used to cancel the command and Redo as a feature to reverse the action of Undo.

Familiarize the students with the icons and the shortcut keys to Undo and Redo actions.

Introduce Cutting as moving the text from one place to another and Copying as duplicating text at another place also.

Demonstrate the steps to Cut-Paste and Copy-Paste text in a Word document.

Share with the students the default font and font size in a Word 2016 document.

Demonstrate to the students the method of changing font and font size.

Tell the students the steps involved in changing color of the selected text in the document.

Share with the students about the Bold, Italic and Underline features and the method of applying these features to the text.

Demonstrate to the students the method of:

- Applying text effects
- Applying borders
- Applying shading
- Changing text alignment
- Applying artistic borders

Introduce bullets as small symbol used to mark items in a list.

Show to the students the method of adding bullets or numbers to the items in a list.

Ask the students to solve the exercise Let's Catch Up given on page number 64.

Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What is editing?
- Q. How is letter / word / text / paragraph selected using a keyboard?
- Q. Which key is used to delete a letter?
- Q. What is the use of Undo command?
- Q. When is Redo command used?
- Q. What is the difference between cutting and copying text?
- Q. Define formatting a text.
- Q. What is the default font / font size of text in a document?
- Q. What is the difference between bold and italic format of the text?
- Q. What are text effects?
- Q. Define text alignment.
- Q. What are the different types of text alignment options?
- Q. Why is shading added to text?
- Q. What are bullets?
- Q. When are bullets or numbers added to text?



Evaluation

After explaining the chapter, let the students do the exercises given on Page 69 and 70 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone– Let’s Solve, Let’s Explore and Let’s Get Better given on Page 70 and 71 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 71 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to collect write a paragraph on My Favourite Sport in Word 2016 applying various formatting features to make the paragraph attractive.

7. Stepwise Thinking

Teaching Objectives

Students will learn about

- | | |
|---------------------------------|---------------------|
| ☞ Reasoning and Problem Solving | ☞ Stepwise Thinking |
| ☞ Case Study | ☞ Programming |

Teaching Plan

Number of periods: 4

Before starting the chapter, ask the students to solve the question in Let’s Plug In given on Page 73 of the main course book.

Tell the students about the following in detail using appropriate examples:

- Reasoning
- Problem Solving

Explain the Stepwise Thinking to the students with the steps involved in the process using suitable examples.

Share some Case Study with the students to explain the above taught factors in problem solving approach.

Tell the students about Programming and give a brief introduction about it.

Ask the students to solve the exercise Let’s Catch Up given on page number 75.

Ensure that the scope of Teacher’s Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What is reasoning?
- Q. What is problem solving?
- Q. What is stepwise thinking?
- Q. What is case study?
- Q. What is programming?

Evaluation

After explaining the chapter, let the students do the exercises given on Page 78 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone– Let’s Solve, Let’s Explore and Let’s Get Better given on Page 79 and 80 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 80 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to write a case study to create a greeting card.

8. Let’s Learn Scratch

Teaching Objectives

Students will learn about

- | | |
|---------------------------------|-------------------------------------|
| ➤ Scratch | ➤ Starting Scratch |
| ➤ Components of Scratch Desktop | ➤ Blocks |
| ➤ Adding a Sprite | ➤ Changing the Backdrop |
| ➤ Creating a new Project | ➤ Changing Appearance of the Sprite |
| ➤ Saving a Project | ➤ Opening a Project |
| ➤ Exiting Scratch | |

Teaching Plan

Number of periods: 3

Before starting the chapter, ask the students to solve the question in Let’s Plug In given on Page 81 of the main course book.

While teaching this chapter, tell the students that Scratch is a block-based programming language. Demonstrate to the students the steps to start Scratch 3.0.

Make the students understand the features of Scratch.

Familiarize the students with the various components of Scratch window covering Title bar, Menu bar, Sprite, Stage, Blocks Palette, Scripts Area, Coding Area, Blocks Menu, Backdrop, Tabs, Green Flag and Stop button.

Introduce Motion Blocks for changing placement, direction, rotation and movement of sprites.

Tell the students the method of identifying Motion Blocks which are colour coded as blue.

Show to the students the steps to choose a sprite from the Library.

Make the students recall backdrop as background of the stage.

Tell the students the steps to change the backdrop in Scratch.

Demonstrate the use of Motion Blocks by developing new project.

Tell the steps to save a program, opening a project and exiting Scratch.



Ask the students to solve the exercise Let's Catch Up given on page number 86.
Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What is Scratch?
- Q. What are the features of Scratch?
- Q. Name the various components of Scratch window.
- Q. Define Sprite / Stage / Scripts Area / Green Flag / Stop button.
- Q. What is a backdrop in Scratch?
- Q. What is the use of Motion block?
- Q. What is the colour code for Motion block?
- Q. What are the steps to save a project in Scratch?
- Q. What are the steps to open a project in Scratch?
- Q. What are the steps to exit Scratch?

Evaluation

After explaining the chapter, let the students do the exercises given on Page 90 and 91 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone– Let's Solve, Let's Explore and Let's Get Better given on Page 91 and 92 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 92 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity

Suggested Activity

Ask the students to develop a program of speaking and moving cat in Scratch.

9. Internet

Teaching Objectives

Students will learn about

- 👉 Internet
- 👉 Requirements for an Internet Connection
- 👉 Disadvantages of Internet
- 👉 Uses of Internet
- 👉 Internet Terms

Teaching Plan

Number of periods: 2

Before starting the chapter, ask the students to solve the question in Let's Plug In given on Page 93 of the main course book.

While teaching this chapter, tell the students that computers connected to a network can share data and files efficiently without any delay.

Make the students learn that internet is a global network of millions of computers and computer networks.

Share with the students the various requirements for an internet connection covering computer system, telephone/cable line, modem, web browser and Internet Service Provider (ISP).

Explain the meaning of some common internet terms like URL, Web Browser, Home Page, Website and Web page.

Introduce Uniform Resource Locator (URL) as a unique address or website address used for locating websites.

Tell the students about the disadvantages of Internet.

Ask the students to solve the exercise Let's Catch Up given on page number 95.

Ensure that the scope of Teacher's Corner given at the end of the chapter has been covered.

Extension

Ask the students some oral questions based on this chapter.

- Q. What is a computer network?
- Q. What is Internet?
- Q. What are the uses of Internet?
- Q. What are the requirements for an Internet connection?
- Q. Define URL, Web Browser, Home Page, Website and Web page.

Evaluation

After explaining the chapter, let the students do the exercises given on Page 97 and 98 in the main course book as Test Your Skills. Tell the students to try sections under Fun Zone– Let's Solve, Let's Explore and Let's Get Better given on Page 98 and 99 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Tech Practice section on Page 99 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to prepare a report on some more uses of Internet and present the observations to the class.

