

LESSON PLAN

Touchpad PRIME Ver 2.0

Class-4

1. Computer Memory

Teaching Objectives

Students will learn about

☞ Memory

☞ Measuring the computer's memory

Teaching Plan

Number of periods: 2

While teaching this chapter, tell the students that like human beings, computers also have memory to store all data and instructions for performing various tasks.

Tell the students about the two types of computer memory – primary memory and secondary memory. Share with the students that the primary memory of the computer is fixed on the motherboard of the computer.

Explain in detail about the types of Primary Memory covering:

- Random Access Memory (RAM) – the volatile memory
- Read Only Memory (ROM) – the non-volatile memory

Share with the students the meaning and difference between the two types of RAM – Dynamic RAM and Static RAM.

Give a brief introduction about secondary memory or secondary storage devices covering in detail:

- Magnetic Disk (Hard Disk – Internal and External)
- Optical Disk (CD, DVD, Blue-ray Disk – ROM, R and RW)
- Flash Drive (Pen Drive, Memory Card) (See Suggested Activity also)

Introduce byte as the basic unit of measuring computer memory and nibble as half a byte.

Share with the students the meaning and relationship between higher units of measurement of computer memory – KB, MB, GB, TB, PB, EB, ZB and YB.

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 computer memory?

- Q. What is primary memory?
- Q. Name the different types of primary memory.
- Q. Expand RAM / ROM.
- Q. What are the different types of RAM?
- Q. What is the difference between primary and secondary memory?
- Q. Name the categories in which secondary storage devices are divided into.
- Q. What are the different types of CDs and DVDs?
- Q. Expand CD / DVD.
- Q. What is a pen drive / memory card?
- Q. Define a byte.
- Q. Name any three higher units of measurement of computer memory.

Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 10, 11 and 12 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Pages 12 in the main course book.

Take the students to the computer lab and let them practice the activity given in the In the Lab section on Page 12 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 research and collect information about some secondary storage devices like floppy disks, which have now become obsolete.

2. More About Windows 10

Teaching Objectives

Students will learn about

☞ Windows 10 Desktop

☞ Start Menu

Teaching Plan

Number of periods: 3

While teaching this chapter, tell the students that Windows is a GUI based operating system developed by Microsoft.

Make the students recall desktop as the first screen on which they can work.

Familiarize the students with the components of Windows 10 desktop covering Start button, Icons, Taskbar, and Desktop background.

Explain briefly about each of these components of Windows 10.

Share with the students the usefulness of Show Desktop button.



Tell the students about the Live Tiles and Taskbar.

Demonstrate the steps to resize, move and add tile.

Tell the students about File and Folder.

Demonstrate to the students about Icons, This PC and Taskbar.

Explain briefly the steps to students to:

- Pin an application to the Taskbar.
- Unpin an application from the Taskbar.
- Moving the Taskbar.

Tell the students about Recycle Bin and its use.

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 Windows 10?
- Q. Name the components of Windows 10 desktop.
- Q. Define Desktop Background.
- Q. What are icons?
- Q. In how many parts is the Start menu divided?
- Q. What are Live Tiles?
- Q. What is an icon?
- Q. What is the use of This PC?
- Q. What is the use of Taskbar?
- Q. What is Recycle Bin?

Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 17 and 18 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Page 18 and 19 in the main course book.

Take the students to the computer lab and let them practice the activity given in In the Lab section on Page 19 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 note on any one Gadget provided by Windows 10 on an A4 sheet of paper.

3. Tables in Word 2016

Teaching Objectives

Students will learn about

- | | |
|----------------------------|---------------------------|
| ✎ Table | ✎ Inserting a Table |
| ✎ Entering Data in a Table | ✎ Selecting Row or Column |
| ✎ Inserting Row or Column | ✎ Deleting Row or Column |
| ✎ Deleting a Table | ✎ Merging Cells |
| ✎ Splitting a Cell | ✎ Formatting a Table |

Teaching Plan

Number of periods: 3

While teaching this chapter, tell the students that a table is an arrangement of text in the form of columns and rows.

Also tell them that an intersection of a row and a column is called a cell.

Demonstrate to the students the method of inserting a table in a Word document.

Show to the students how to select a cell, a group of cells, a row, a column or the whole table.

Demonstrate to the students the steps to:

- | | |
|-------------------------------|-------------------------------|
| • Add more rows to a table | • Delete rows from a table |
| • Add more columns to a table | • Delete columns from a table |
| • Change width of a column | |

Introduce merging of cells as combining two or more cells in the same row or the same column into a single cell.

Show to the students the steps to merge two or more cells. Introduce splitting of cells as dividing one cell into two or more cells. Show to the students the steps to split a cell.

Demonstrate to the students the steps to move a table and resize a table.

Tell the students that Word 2016 allows to apply borders to tables and cells as well as to shade the cells and table.

Make the students understand that Word offers some built-in formats as Table Styles to apply to a table.

Ask the students to solve the exercise Warm 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 a table?

Q. Define a cell.



- Q. What is the shape of the mouse pointer while selecting a cell / row / column / table?
- Q. Can more rows or columns be added to a table?
- Q. Define merging / splitting of cells.
- Q. What is the difference between moving a table and resizing a table?
- Q. What is the use of Table Styles feature of Word 2016?

Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 31, 32 and 33 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Page 33 in the main course book.

Take the students to the computer lab and let them practice the activity given in In the Lab section on Page 33 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 comparative mark sheet for your marks in different subjects for last three classes..

4. Shapes, Graphics and Pictures in Word 2016

Teaching Objectives

Students will learn about

 Shape

 WordArt

 Pictures

Teaching Plan

Number of periods: 4

While teaching this chapter, tell the students that although MS Word is a word processor, yet it allows three types of graphics to work upon – Shapes, WordArt and Pictures.

Familiarize the students with various categories of Shapes under Illustrations group of Home tab explaining use of Lines, Basic Shapes, Flowchart, Stars and Banners and Callouts.

Demonstrate to the students the steps involved in the process of:

- Drawing a shape
- Adding text to the shape

Tell the students the various types of modifications that can be done on the inserted shape – changing outline color, changing fill colour, adding shape effects like 3-D rotation and bevel.

Introduce WordArt as application to create text effects which are not possible through text formatting.

Demonstrate to the students the steps to:

- Insert WordArt in a document
- Insert Pictures

Ask the students to solve the exercise Warm Up! given on page number 36.

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. Name any three categories of Shapes in Word 2016.
- Q. What do you mean by formatting a shape?
- Q. What does Add Text option do?
- Q. What does Bevel do?

Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 41 and 42 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Page 42 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Find Out and In the Lab section on Page 42 and 43 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 paragraph in Word 2016 on 'Festivals of India'. The paragraph must be supported with relevant pictures.

5. Introduction to PowerPoint 2016

Teaching Objectives

Students will learn about

- | | |
|----------------------------|--------------------------------|
| ☞ Starting Powerpoint 2016 | ☞ Components of the Powerpoint |
| ☞ Window | ☞ Creating a New Presentation |
| ☞ Saving a Presentation | ☞ Opening a Saved Presentation |
| ☞ Closing a Presentation | ☞ Exiting PowerPoint |

Teaching Plan

Number of periods: 5

While teaching this chapter, tell the students that PowerPoint 2016 is a part of Microsoft Office 2016 package or suite.

Share with the students that it is used to create presentations.

Demonstrate to the students the steps to start PowerPoint 2016.

Familiarize the students with various components of PowerPoint screen covering Title Bar, Ribbon,



Quick Access Toolbar, File Tab, Slide, Placeholder, Slides / Outline Pane and Status Bar.

Introduce slide as a single page of a presentation.

Demonstrate the steps to:

- Create a new presentation
- Enter data on a slide in title and subtitle placeholders.
- Add new slide to a presentation
- Deleting a placeholder
- Deleting a slide

Introduce slide show as full screen view of the presentation.

Show to the students the method of viewing a slide show.

Tell the students how to:

- Save a presentation
- Exit PowerPoint 2016

Ask the students to solve the exercise Warm Up! given on page number 52.

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 PowerPoint 2016?
- Q. Define Title Bar / Status Bar.
- Q. What do you mean by Ribbon / Placeholder?
- Q. What is a slide in a presentation?
- Q. Which key is pressed to delete a selected placeholder?
- Q. What are the various ways in which a slide show can be started?
- Q. What are the steps to exit PowerPoint 2016?

Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 54 and 55 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Pages 55 in the main course book.

Take the students to the computer lab and let them practice the activity given in In the Lab section on Page 55 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 presentation on 'The Cartoon Character I Like The Most'.

6. More on PowerPoint 2016

Teaching Objectives

Students will learn about

- ☞ Slide Layout
- ☞ Inserting WordArt
- ☞ Inserting a Picture from a File
- ☞ Viewing a Presentation
- ☞ Deleting a Slide

Teaching Plan

Number of periods: 5

Before starting the chapter, ask the students to solve the question in Let's Plug In given on Page 63 of the main course book.

While teaching this chapter, tell the students that PowerPoint is a program that allows creating interesting and exciting presentations.

Introduce slide layout as arrangement of text, image, WordArt, Charts, etc. on a particular slide.

Share with the students the names of some commonly used slide layout options.

Demonstrate to the students the steps involved in changing the slide layout.

Tell the students that just like in Word document, WordArt can be added in a PowerPoint slide also.

Show to the students that the steps involved in Word and PowerPoint are almost similar.

Similarly, demonstrate to the students that Pictures from other files can also be added to a slide just like those inserted in Word.

Introduce SmartArt as a diagrammatic representation of some information. Tell the students about different types of SmartArt diagrams and the situations when each of them is used.

Explain to the students the names of different types of slide views in MS PowerPoint covering Normal View, Outline View, Slide Sorter View and Reading View.

Ask the students to solve the exercise Warm Up! given on page number 60.

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. Define slide layout.
- Q. What is WordArt?
- Q. Can pictures be inserted on a slide?
- Q. What is the use of SmartArt?
- Q. When is Normal / Outline / Slide Sorter / Reading View used?



Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 66, 67 and 68 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Pages 68 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Find Out and In the Lab section on Page 68 and 69 in the main course book. This will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Create a PowerPoint presentation on the topic "Are we conserving natural resources?". Use pictures to increase the effectiveness of the presentation.

7. More Blocks in Scratch

Teaching Objectives

Students will learn about

- 📖 Block Categories
- 📖 Setting the Sprite Position
- 📖 Programs in Scratch

Teaching Plan

Number of periods: 3

Explain the Block categories and its types using appropriate examples:

- Motion blocks
- Looks blocks
- Sound blocks
- Control blocks

Show the students how to change the sprite position with suitable example.

Ask the students to solve the exercise Warm Up! given on page number 73.

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 blocks?
- Q. What is motion block?
- Q. What is looks block?
- Q. What is sound block?

- Q. What is control block?
- Q. How to change sprite's position?

Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 76 and 77 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Pages 78 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Find Out and In the Lab section on Page 77 and 78 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 program in Scratch to move sprite 360 degree and reverse to its original position.

8. More About Internet

Teaching Objectives

Students will learn about

- ☞ What is Internet?
- ☞ History of Internet
- ☞ Commonly Used Internet Terms
- ☞ Microsoft Edge

Teaching Plan

Before starting the chapter, ask the students to solve the question in Let's Plug In given on Page 94 of the main course book.

While teaching this chapter, recall about Internet to students and explain the brief history of Internet.

Tell the students the basic common Internet terms:

- | | | | |
|------------------|-----------------|---------------|-------------|
| • World Wide Web | • Web Page | • Website | • URL |
| • Web Browser | • Hyperlink | • Downloading | • Uploading |
| • ISP | • Search Engine | | |

Show the students the steps involved in using the search engines.

Tell the students about the Microsoft Edge and parts of Edge.

Ask the students to solve the exercise Warm Up! given on page number 81.

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 ARPANET?
- Q. What do you understand by Downloading / Uploading data?
- Q. Define URL / Hyperlink / Downloading / Uploading / Website / Web Page / ISP / Search Engine.

Evaluation

After explaining the chapter, let the students do the Mind Drill given on Page 86 and 87 in the main course book as Rapid Fire and Evaluation Time. Tell the students to try sections under Activity Time given on Page 87 in the main course book.

Take the students to the computer lab and let them practice the activity given in the Find Out and In the Lab section on Page 88 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 paste a picture of Microsoft Edge in their computer notebook / practical file and label its components and tools discussed in the chapter.