

LESSON PLAN

Touchpad iPRIME Ver 1.1

Class-3

1. A Computer System

Teaching Objectives

Students will learn about

- | | |
|-------------------------|---------------------|
| ☞ Hardware | ☞ Software |
| ☞ Working of a computer | ☞ Types of computer |

Teaching Plan

Number of periods: 2

While teaching this chapter, tell the students computer is made up of various devices that helps you to do a task.

Discuss with students a computer system

Explain computer hardware

Discuss different types of input devices

- | | |
|----------------|--------------|
| • Keyboard | • Mouse |
| • Scanner | • Joystick |
| • Touch screen | • Microphone |
| • Web Camera | • Light pen |

Discuss different types of output devices

- | | |
|--------------------|------------|
| • Monitor | • Speakers |
| • Headphones | • Printer |
| • Types of printer | |
| ○ Plotter | |
| ○ Projector | |
| ○ Smart board | |

Explain processing device with students and explain CPU

Discuss different units inside a CPU

- | | | |
|-------|----------------|---------------|
| • ALU | • Control Unit | • Memory unit |
|-------|----------------|---------------|

Explain Storage device and its purpose

Explain computer software and its types:



- System software
- Application software

Tell the students about IPO cycle and its process.

Explain different types of computers based on shape and size:

- Microcomputers
- Minicomputers
- Mainframe computers
- Supercomputers

Explain mainframe computer and supercomputer to students with examples of areas where these types of computers are used.

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 hardware?
- Q. How many types of hardware are there?
- Q. Explain the following:
 - a. Input Devices
 - b. Processing Device
 - c. Output Devices
 - d. Storage Devices
- Q. What is a software?
- Q. How many types of software are there?
- Q. What is a system software?
- Q. What is an application software?
- Q. Explain microcomputers
- Q. Explain Minicomputers
- Q. What is a mainframe computer
- Q. Where supercomputers are used?
- Q. What is the name of a supercomputer designed by India?

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 16, 17 and 18 of the main course book as One Touch Learn and Let's Do It. After solving the course book exercises, tell the students to solve Crack the Code activity given on Page 18 of the main course book. Help the students to solve these questions.

In Creative Assignment, activities like Hands-On and Fun in Lab given on Page 18 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to collect pictures of different types of computers and paste them on a chart paper according to the categories explained in this chapter.



2. GUI Operating System—An Introduction

Teaching Objectives

Students will learn about

☞ Features of Windows 10

☞ Task view

☞ Windows 10 desktop

☞ Control buttons

Teaching Plan

Number of periods: 3

Tell the students about Windows Operating System.

Encourage the students to name commonly used Windows OS.

Explain to the students about features of Windows 7 and its desktop

Give explanations of icons, taskbar.

Share with them different parts of taskbar – Start menu, notification area etc.

Tell them about desktop background and steps to change desktop background. Also show the steps involved in hiding desktop icons.

Tell the steps to the students for setting the screen saver.

Share the shapes of mouse pointers.

Demonstrate the steps involved to start and shut down the computer.

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. Explain some features of windows 7.

Q. What are icons?

Q. What is a taskbar?

Q. What do you mean by start menu?

Q. Explain desktop background

Q. What is screensaver?

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 27, 28 and 29 of the main course book as One Touch Learn and Let's Do It. After solving the course book exercises, tell the students to solve Crack the Code activity given on Page 29 and 30 of the main course book. Help the students to solve these questions.

In Creative Assignment, activities like Hands-On and Fun in Lab given on Page 30 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Show pictures of desktops and icons etc. of some older windows OS and help students to note noticeable changes in the interface of Windows OS over time.

3. Word Processor- An Introduction

Teaching Objectives

Students will learn about:

- ☞ Uses of MS Word 2010
- ☞ Starting MS Word 2010
- ☞ Components of MS Word 2010 Window
- ☞ Working with MS Word 2010

Teaching Plan

Number of periods: 3

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

Make the students aware of the various uses of MS Word 2010.

Demonstrate to the students the steps involved in starting MS Word 2010.

Show the students the various components of MS Word 2010 window covering Title Bar, Quick Access Toolbar, Ribbon, Rulers, Horizontal and Vertical Scroll Bars, Text / Document Area and Status Bar.

Demonstrate to the students the steps involved in:

- Creating a new Word file
- Selecting the text
- Inserting the text
- Opening a saved document
- Closing MS Word
- Typing text
- Deleting the text
- Saving a document
- Printing a document

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 MS Word 2010?
- Q. Name some important components of MS Word 2010 window.
- Q. Which company developed MS Word?
- 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 MS Word 2010?

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 37, 38 and 39 of the main course book as One Touch Learn and Let's Do It. After solving the course book exercises, tell the students to solve Crack the Code activity given on Page 39 and 40 of the main course book. Help the students to solve these questions.



In Creative Assignment, activities like Fun in Lab given on Page 40 of the main course book 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.

4. Word Processor- An Introduction

Teaching Objectives

Students will learn about:

- | | |
|--------------------|---|
| ☞ Uses of internet | ☞ Requirements for an internet connection |
| ☞ Internet terms | ☞ Internet Explorer |

Teaching Plan

Number of periods: 2

While teaching this chapter, tell the students that a computer network is a connection between two or more computers.

Introduce Internet as a network in which millions of computers are connected to each other to share information and in an abbreviation of International Network.

Explain to the students the various uses of internet.

Share with the students the various requirements for an internet connection covering computer, telephone/cable line, modem/network card, software and company providing the connection.

Introduce the students to common internet terms like Website (collection of related web pages), Web Page (electronic page on a website), Home Page (main or first page of website), World Wide Web (largest collection of websites) and Web Browser (software to open websites).

Familiarize the students with the most common web browser, Internet Explorer and its components covering Title Bar, Menu Bar, Toolbar and Address Bar.

Make the students understand the use of common tools on the toolbar covering Back, Forward, Refresh and Stop buttons.

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 Website / Web Page / Home Page / World Wide Web / Web Browser.
- Q. What does WWW stand for?

- Q. Which is the most common Web Browser?
- Q. Define Title Bar / Menu Bar / Toolbar / Address Bar.
- Q. What is the use of Back / Forward / Stop / Refresh button in a web browser?

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 50 and 51 of the main course book as One Touch Learn and Let's Do It. After solving the course book exercises, tell the students to solve Crack the Code activity given on Page 52 of the main course book. Help the students to solve these questions.

In Creative Assignment, activities like Fun in Lab given on Page 52 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Ask the students to paste a picture of Internet Explorer in their computer notebook / practical file and label its components and tools discussed in the chapter.

5. Fun With Paint

Teaching Objectives

Students will learn about

- | | |
|---|--------------------------|
| ☞ Starting paint | ☞ Callout shape |
| ☞ Resizing an image | ☞ Flipping an image |
| ☞ Zooming an image | ☞ Copying and pasting |
| ☞ Saving a file in different formats | ☞ Color picker tool |
| ☞ Selecting an image | ☞ Rotating an image |
| ☞ Cropping an image | ☞ Cutting and pasting |
| ☞ Saving the drawing | ☞ Opening an old drawing |
| ☞ Setting a drawing as a desktop background | |

Teaching Plan

Number of periods: 3

Tell the students about MS Paint.

Encourage the students to explore the paint window.

Explain to the students about features and tools of the MS Paint window.

Explain color picker tool and callout shape.

Share with them procedure to select an image using rectangular selection and free form selection.

Tell them about resizing, skewing an image, flipping an image and rotating an image.

Explain about cropping an image, copying, cutting & pasting an image.

Explain how to save a drawing and open an already saved drawing.

Explain the students about the procedure of setting a drawing as desktop background and saving



a file in different formats.

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 use of paint program?
- Q. What are the main components of the paint window?
- Q. What is the use of color picker tool, skew command?
- Q. Explain differences between copy paste and cut paste.
- Q. What are the steps to resize an image?
- Q. Explain rectangular and free form selection.

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 69 and 70 of the main course book as One Touch Learn and Let's Do It. After solving the course book exercises, tell the students to solve Crack the Code activity given on Page 70 of the main course book. Help the students to solve these questions.

In Creative Assignment, activities like Fun in Lab given on Page 71 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.

Suggested Activity

Show some drawings made on MS paint to the students and ask them to come up with similar drawings.

6. File Management—Organisation of Folders

Teaching Objectives

Students will learn about

- | | |
|-----------------------|--------------------------|
| ✎ File/folder | ✎ Creating a new folder |
| ✎ Creating a new file | ✎ Deleting a file/folder |
| ✎ Saving a file | ✎ Opening a file/folder |

Teaching Plan

Number of periods: 5

While teaching this chapter, tell the students that all the data saved on a hard disk consists of files and folders.

Introduce file as an item that contains a collection of related information, a folder as a collection of files and a sub folder as a folder within a folder.

Introduce to the students the Windows Explorer as a file manager that manages files and folders.

Tell the students that Windows 7 has some default folders to organize similar files.

Demonstrate to the students the steps to:

- Open a file and a folder

- Select a file and a folder (including selecting a single file, selecting multiple files, selecting all files and deselecting a file)
- Creating a new file and a folder
- Deleting a file and a folder
- Saving a file and a folder

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 file / folder / subfolder?
- Q. Define a computer icon.
- Q. What is Windows Explorer?
- Q. Name the default folders of Windows 7 for organizing data.
- Q. Which key is used to select multiple files?
- Q. Which key is pressed to invert the selection?

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 77, 78 and 79 of the main course book as One Touch Learn and Let's Do It. After solving the course book exercises, tell the students to solve Crack the Code activity given on Page 79 of the main course book. Help the students to solve these questions.

In Creative Assignment, activities like Fun in Lab given on Page 79 of the main course book 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 features of Windows 7 other than those discussed in the chapter.