

LESSON PLAN

Touchpad MODULAR Ver 2.0
Class-7

1. Types of Software

Teaching Objectives

Students will learn about

☞ Software

☞ Application Software

☞ System Software

Number of Periods

Theory

2

Practical

1

Teaching Plan

While teaching this chapter, tell the students that a computer system is made up of a number of electronic devices which are connected together.

Teach them that Software is a set of instructions that makes the computer perform tasks.

Make them understand the different types of software as System Software (comprising of Operating System, Programming Software and Utility Software) and Application Software (comprising of General Purpose Software and Customised Software).

Tell the students about different types of General Purpose Software like word processors, spreadsheets, presentation software, DBMS, DTP software, and multimedia Software (refer Suggested Activity also).

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

Ask the students to read the **Clickipedia** given on page 9.

Extension

Ask the students some oral questions based on this chapter.

Q. What is a computer system?

Q. What is software?

Q. What are the different types of software?

Q. How is system software different from application software?

Q. What is the benefit of using customized software?

Q. Define the terms:

- Utility software
- Operating system
- Word processor
- Spreadsheets



- Presentation Graphics software
- DBMS
- DTP software

Encourage the students to walk through the chapter and ask them to explain any one topic from the chapter.

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 12 and 13 of the main course book as **Exercise**.

Take the students to the computer lab and let them practice the activity given in **In the Lab** section on Page 13 in the main course book. This will enhance the abilities of the students and serve as a subject enrichment activity.

Suggested Activity

Ask the students to collect pictures of interfaces of various types of application software and paste them on a chart paper in a hierarchical chart as shown on Page 9 of the course book.

2. Advanced Features of Windows 10

Teaching Objectives

Students will learn about

- Understanding File Explorer
- Searching of Files or Folders
- Different Views of Files and Folders
- Control Panel

Number of Periods

Theory

2

Practical

2

Teaching Plan

While teaching this chapter, tell the students that all the data in a computer can be arranged in the form of files and folders.

Introduce file explorer as a file manager of Windows operating system

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

Demonstrate to the students the steps to open File Explorer.

Tell the students about the different views of files and folders.

Demonstrate the following views to the students:

- Extra Large Icons View
- Medium Icons View
- List View
- Tiles View
- Large Icons View
- Small Icons View
- Details View
- Content View

Teach them how to search the files or folders using File Explorer and Wildcard Characters.



Explain the students that the Control Panel is used to control and modify many features of Windows 10 on your computer.

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

Ask the students to read the **Tech Funda** given on page 14.

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?
- Q. What is the difference between copying a file and moving a file?

Encourage the students to walk through the chapter and ask them to explain any one topic from the chapter. Also, ask them to solve Worksheet 1 given on page no. 22.

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 20 and 21 of the main course book as **Exercise**.

Take the students to the computer lab and let them practice the activity given in **In the Lab** section on Page 21 in the main course book. This will enhance the abilities 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.

3. Introduction to Excel 2016

Teaching Objectives

Students will learn about

- | | |
|------------------------------|--------------------------------|
| ☞ Starting Excel 2016 Window | ☞ Components of Excel 2016 |
| ☞ Creating a New Workbook | ☞ Entering Data in a Worksheet |
| ☞ Saving a Workbook | ☞ Data Types in Excel 2016 |

Teaching Plan

While teaching this chapter, tell the students that Excel 2016 is an application software that is used to store and analyse data.

Demonstrate to the students the steps to start Excel 2016 .

Familiarize the students with the various components of Excel 2016 window covering Title Bar, File Tab, Quick Access Toolbar, Ribbon, Formula Bar, Name Box, Worksheet Window, Worksheet, Status Bar, Row, Column, Row and Column Heading Buttons, Cell, Active Cell, Mouse Pointer, Worksheet Tab, Worksheet Tab Scrolling buttons, Workbook and Cell Range.

Demonstrate to the students the steps to:

- Create a new workbook
- Enter data in a worksheet
- Save a workbook

Tell the students that Excel 2016 has three data types to be entered in a spreadsheet which are Labels, Values or Numbers and Formula.

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

Ask the students to read the **Clickipedia** given on page 9

Extension

Ask the students some oral questions based on this chapter.

Q. What is Excel 2016?

Q. What are the features of Excel 2016?

Q. Name any five components of Excel 2016.

Q. Define the terms:

- Formula Bar
- Name Box
- Row
- Column
- Cell
- Active Cell

Q. State the situation when Number / Text / Date and Time data type used for.

Q. State the shortcut key to save an Excel worksheet.

Encourage the students to walk through the chapter and ask them to explain any one topic from the chapter.

Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 26 and 27 of the main course book as **Exercise**.

Take the students to the computer lab and let them practice the activity given in **In the Lab** section on Page 27 in the main course book. This will enhance the abilities of the students and serve as a subject enrichment activity.

Suggested Activity

Ask the students to prepare a table in this format for their family members.

S.No.	Name	Relation with Me	Date of Birth	Age
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Number of Periods	
Theory	Practical
2	1