



# TOUCHPAD<sup>®</sup>

MODULAR Ver 1.1

## Teacher's Manual

*Extended Support for Teachers*



[www.orangeeducation.in](http://www.orangeeducation.in)  
[www.thetouchpad.com](http://www.thetouchpad.com)

## Teacher's Time Table

[illegible]



# DEVELOPMENT MILESTONES IN A CHILD

Development milestones are a set of functional skills or age-specific tasks that most children can do at a certain age. These milestones help the teacher to identify and understand how children differ in different age groups.

Age 5 - 8 Years	
<b>Physical</b>	<ul style="list-style-type: none"><li>• First permanent tooth erupts</li><li>• Shows mature throwing and catching patterns</li><li>• Writing is now smaller and more readable</li><li>• Drawings are now more detailed, organised and have a sense of depth</li></ul>
<b>Cognitive</b>	<ul style="list-style-type: none"><li>• Attention continues to improve, becomes more selective and adaptable</li><li>• Recall, scripted memory, and auto-biographical memory improves</li><li>• Counts on and counts down, engaging in simple addition and subtraction</li><li>• Thoughts are now more logical</li></ul>
<b>Language</b>	<ul style="list-style-type: none"><li>• Vocabulary reaches about 10,000 words</li><li>• Vocabulary increases rapidly throughout middle childhood</li></ul>
<b>Emotional/Social</b>	<ul style="list-style-type: none"><li>• Ability to predict and interpret emotional reactions of others enhances</li><li>• Relies more on language to express empathy</li><li>• Self-conscious emotions of pride and guilt are governed by personal responsibility</li><li>• Attends to facial and situational cues in interpreting another's feelings</li><li>• Peer interaction is now more prosocial, and physical aggression declines</li></ul>

"If you cannot do great things, do small things in a great way."

Age 9 - 11 Years	
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Motor skills develop resulting enhanced reflexes</li> </ul>
<b>Cognitive</b>	<ul style="list-style-type: none"> <li>• Applies several memory strategies at once</li> <li>• Cognitive self-regulation is now improved</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Ability to use complex grammatical constructions enhances</li> <li>• Conversational strategies are now more refined</li> </ul>
<b>Emotional/Social</b>	<ul style="list-style-type: none"> <li>• Self-esteem tends to rise</li> <li>• Peer groups emerge</li> </ul>

Age 11 - 20 Years	
<b>Physical</b>	<ul style="list-style-type: none"> <li>• If a girl, reaches peak of growth spurt</li> <li>• If a girl, motor performance gradually increases and then levels off</li> <li>• If a boy, reaches peak and then completes growth spurt</li> <li>• If a boy, motor performance increases dramatically</li> </ul>
<b>Cognitive</b>	<ul style="list-style-type: none"> <li>• Is now more self-conscious and self-focused</li> <li>• Becomes a better everyday planner and decision maker</li> </ul>
<b>Emotional/Social</b>	<ul style="list-style-type: none"> <li>• May show increased gender stereotyping of attitudes and behaviour</li> <li>• May have a conventional moral orientation</li> </ul>

Managing the children's learning needs according to their developmental milestones is the key to a successful teaching-learning transaction in the classroom.



“Family is the most important thing in the world.”



# TEACHING PEDAGOGIES

Pedagogy is often described as the approach to teaching. It is the study of teaching methods including the aims of education and the ways in which such goals can be achieved.

## Lesson Plans

A lesson plan is the instructor's road map which specifies what students need to learn and how it can be done effectively during the class time. A lesson plan helps teachers in the classroom by providing a detailed outline to follow in each class.

A lesson plan addresses and integrates three key components:

- Learning objectives
- Learning activities
- Assessment to check the student's understanding

A lesson plan provides an outline of the teaching goals:

### Before the class:

1. Identify the learning objectives.
2. Plan the lesson in an engaging and meaningful manner.
3. Plan to assess student's understanding.
4. Plan for a lesson closure.



### During the class:

Present the lesson plan.



### After the class:

Reflect on what worked well and why. If needed, revise the lesson plan.

"Knowing yourself is the beginning of all wisdom."

## Teaching Strategies

Numerous strategies have evolved over the years to facilitate the teaching-learning process in the classrooms.



## Bloom's Taxonomy

Bloom's Taxonomy was created by **Dr Benjamin Bloom** and several of his colleagues, to promote higher forms of thinking in education instead of rote learning. There are three domains of learning: cognitive (mental), affective (emotional), and psychomotor (physical). However, when we refer to Bloom's Taxonomy we speak of the cognitive domain. Bloom's Taxonomy is a list of cognitive skills that is used by teachers to determine the level of thinking their students have achieved. As a teacher, one should attempt to move students up the taxonomy as they progress in their knowledge.



Teachers should focus on helping students to remember information before expecting them to understand it, helping them understand it before expecting them to apply it to a new situation, and so on.

*"If you have no confidence in self, you are twice defeated in the race of life."*

# LESSON PLAN

Touchpad MODULAR Ver 1.1  
Class-2

## 1. Applications of a Computer

### Teaching Objectives

Students will learn about

☞ Features of a computer

☞ Types of computers

### Teaching Plan

**Number of periods: 2**

While teaching this chapter, tell the students that a computer is an electronic machine which helps us to solve many problems.

Tell them that the word 'computer' has been derived from the word 'compute' which means 'to calculate'.

Share with the students the features of a computer covering:

- Accuracy – does not make mistake
- Storage – stores information and does not forget it
- Work Process – does not get tired and work for long hours
- Speed – works at a very high speed

Make the students understand that there are certain things which man can do better than computers covering:

- Feelings – computer does not have feelings and does not understand emotions
- Instruction – computer cannot work without our instructions
- Decision – computer cannot take its own decisions

Explain to the students about the different types of computers covering:

- Desktop computer – kept on desk or table
- Laptop computer – can be kept on lap also and is portable
- Tablet computer – smaller than a laptop and has a touchscreen
- Smartphone – mobile phone which has computer facilities

Tell the students that all these types of computers are called Personal Computers or PCs.

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?



- Q. How has the word 'computer' been derived?
- Q. State any two features of a computer.
- Q. Name two things which man can do better than computers.
- Q. Name any two types of computers.
- Q. Which is the largest type of computer?
- Q. Which is the smallest type of computer?
- Q. Can we keep all computers in our pocket?
- Q. Name two computers which we can keep in our pocket.
- Q. Name the computer which we keep on a desk or a table.

### Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 10 and 11 of the main course book as Exercise.

In Creative Assignment, activity like Hands-On given on Page 11 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.

### Suggested Activity

Show the pictures of different types of computers to the students and ask the name of each type of computer.

## 2. Computer Devices

### Teaching Objectives

Students will learn about

☞ Input devices

☞ Storage devices

☞ Output devices

### Teaching Plan

**Number of periods: 3**

While teaching this chapter, tell the students that a computer is made up of many devices which are categorized as input devices, output devices and storage devices.

Introduce input devices as the parts that are used to give commands or instructions to the computer or tell the computer what to do.

Share with them pictures / models of some input devices like:

- Keyboard – used for typing text and numbers through keys
- Mouse – used for drawing pictures and selecting objects through click
- Scanner – used to send document or images from paper to computer
- Microphone – used to record voice, music and sounds.

Introduce output devices as the parts that are used to show result or output after processing.

Share with them pictures / models of some output devices like:





- Monitor or Visual Display Unit (VDU) – used to show the data that is input and its result after computer process through its front portion, screen.
- Printer –used to print the work done by computer on paper
  - ◆ Tell the students about the types of printers as Inkjet printers and Laser printers
- Speakers – used to listening to music, sound and voice on a computer
- Headphones – work as small speaker and used to hear sound without disturbing others

Introduce storage devices as the parts that are used to store our work in the computer.

Share with them pictures / models of some storage devices like:

- Hard Disk – rectangular in shape and fixed inside the CPU box
- Compact Disc (CD) – circular in shape and portable storage device
- Digital Versatile Disc (DVD) – circular in shape but with more storage capacity than CD
- Pen Drive or USB Flash Drive –having more storage capacity than DVD but less than Hard Disk

Show to the students CD/DVD Drive and USB ports used to read the files stored in CD/DVD and Pen Drive respectively.

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 the parts of a computer?
- Q. What are input / output / storage devices?
- Q. Give two examples of input / output / storage devices.
- Q. What is a USB port used for?
- Q. What is the name given to the combination of microphone and headphones?
- Q. Expand CD / DVD.
- Q. Which has more storage capacity: CD or DVD?

### Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 15 and 16 the main course book as Exercise.

In Creative Assignment, activity like Hands-On and In The Lab given on Page 16 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 a modern storage device – Blue Ray Disc which looks like a CD/DVD but has much more storage capacity than the two.

## 3. Working of a Computer

### Teaching Objectives

Students will learn about

☞ IPO Cycle

☞ Process

☞ Input

☞ Output

## Teaching Plan

**Number of periods: 3**

While teaching this chapter, tell the students that a computer works according to the commands or instructions given by us.

Tell the students about the working of some machines like washing machine.

Share with the students that the first step is input, the second step is process and the third step is output.

Tell the students that similarly computer takes instructions (2, 3, +), adds them (2+3) and gives the result (5).

Share with the students that this cycle of working of machines is called Input-Process-Output cycle or IPO cycle.

Introduce the term Input as giving instructions to the computer.

Tell the students that keyboard and mouse are used as input devices in a computer.

Introduce the term Process as action performed by computer on the instructions given by us.

Tell the students that Central Processing Unit (CPU) is processing device of a computer and is called Brain of the computer.

Introduce the term Output as result given by the computer after processing.

Tell the students that monitor and printer are used as output devices in a 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. What does IPO stand for?

Q. What is Input-Process-Output cycle?

Q. Define Input / Process/ Output.

Q. Name two input / output devices.

Q. Which part of the computer is called Brain of the computer?

Q. Why is CPU called brain of the computer?

## 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.

In Creative Assignment, activity like In The Lab given on Page 21 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.



## Suggested Activity

Show some more machines with input and output to the students and ask the students to arrange these in correct order of the IPO cycle.

# 4. Using the Keyboard

## Teaching Objectives

Students will learn about

- |                 |               |
|-----------------|---------------|
| ☞ Shift Key     | ☞ Symbol Keys |
| ☞ Function Keys | ☞ Delete Key  |
| ☞ Caps Lock Key | ☞ Tab Key     |
| ☞ Escape Key    |               |

## Teaching Plan

**Number of periods: 2**

While teaching this chapter, tell the students that keyboard and mouse are used to perform various functions.

Show to the students a keyboard and demonstrate:

- A keyboard has 104 keys
- **Shift key** – used with other keys for different purposes like with alphabet keys to type in capital letters with caps Lock turned off and with number keys and symbol keys to type the symbols in the upper row of that key.
- **Symbol keys** – used to type special signs like @, \$, %, \*, etc. and punctuation marks like ?, !, ;, “”, etc.
- **Function keys** – 12 in number from F1 to F12 and used to perform a different function like F1 for Help, etc.
- **Delete key** – used to delete the letter or number from left to right.
- **Caps Lock key** – used to type in capital letters
- **Tab key** – used to move cursor several spaces forward at once
- **Escape or Esc key** – used to cancel a task

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 the two commonly used input devices.
- Q. How many keys are there on a standard keyboard?
- Q. State one use of Shift key.
- Q. What is Escape / Tab / Caps Lock key used for?
- Q. How many Shift / Function keys / Delete key are there on a keyboard?
- Q. What is the use of Function / Symbol keys?

## Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 24 and 25 of the main course book as Exercise.

In Creative Assignment, activity like In The Lab given on Page 25 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 draw a keyboard on an A4 sheet of paper and label these keys:

- Shift keys
- Enter key
- Escape key
- Tab key
- Symbol keys
- Function keys
- Keys to spell the name of the student

# 5. Using the Mouse

## Teaching Objectives

Students will learn about

 Mouse

 Actions of a Mouse

## Teaching Plan

**Number of periods: 2**

While teaching this chapter, tell the students that mouse is used to perform various functions.

Show to the students a mouse and demonstrate:

- A mouse has buttons to click and wheel to scroll
- Displays an arrow called pointer on the screen
- **Click or Single-click** – used to select an item
- **Double-click** – used to open the selected item
- **Right-click** – used to display list of properties of the selected item
- **Drag** – used to move an item from one location to another

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 mouse?

Q. What is pointer?

Q. What is single-click / double-click / right-click / drag used for?



## Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 27 and 28 of the main course book as Exercise.

In Creative Assignment, activity like In The Lab given on Page 28 of the main course book will enhance the ability of the students and serve as a Subject Enrichment activity.

# 6. Operating a Computer

## Teaching Objectives

Students will learn about

☞ How to start a computer

☞ How to shut down a computer

## Teaching Plan

**Number of periods: 2**

While teaching this chapter, tell the students that we need to follow proper steps to switch on and shut down a computer.

Share with the students the steps to switch on a computer as:

- (i) Switch on main power supply button
- (ii) Switch on UPS (inverter of the computer) button
- (iii) Switch on power supply button of CPU
- (iv) Switch on monitor

Explain to the students that:

- The first screen that appears on the monitor is called desktop.
- Small pictures on the desktop are icons.
- Long bar at the bottom of the desktop is called Taskbar.
- Start button is on the left corner of the taskbar and used to open different programs.
- Start menu has Shut Down button which is used to shut down the computer.
- Clock is on the right corner of the taskbar.
- Rectangular box that opens when we start a program is called Window.
- Control buttons on every window include Maximize and Minimize buttons to resize the window and Close button to close the window.

Share with the students the steps to shut down a computer as:

- (i) Click on Start button.
- (ii) Click on Shut Down button and wait.
- (iii) Switch off monitor button.
- (iv) Switch off UPS button.
- (v) Switch off main power supply button.

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 first step to switch on a computer?
- Q. What is the first step to shut down a computer?
- Q. What is the last step to shut down a computer?
- Q. What are icons?
- Q. Where is taskbar located?
- Q. Where is Start button / Clock located on the taskbar?
- Q. Which part is called inverter of the UPS?
- Q. Do we need to switch off the CPU button while shutting down a computer?
- Q. Which menu is used to shut down a computer?

## Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 34 and 35 of the main course book as Exercise.

In Creative Assignment, activity like Hands-On and In The Lab given on Page 35 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 draw images showing the steps to switch on a computer and to shut down a computer in their computer notebook.

# 7. Wordpad

## Teaching Objectives

Students will learn about

- |                            |                                |
|----------------------------|--------------------------------|
| ☞ How to Open WordPad      | ☞ Components of WordPad Window |
| ☞ Enter Text in a Document | ☞ Saving a Document            |
| ☞ Opening a Document       | ☞ Closing WordPad              |

## Teaching Plan

**Number of periods: ?**

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

Make the students aware of the various uses of WordPad.

Demonstrate to the students the steps involved in starting WordPad.

Show to the students the various components of WordPad 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 WordPad, 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
- Saving a document
- Printing a document
- A Typing text
- Opening a saved document
- Closing Word 2016

### Extension

Ask the students some oral questions based on this chapter.

- Q. What is WordPad?
- Q. What are the various uses of WordPad?
- Q. Name some important components of WordPad window.
- Q. Which company developed WordPad?
- 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 WordPad?

### Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 39 of the main course book as Exercise.

In Creative Assignment, activity like Hands-On and In The Lab given on Page 39 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.

## 8. Fun with Tux Paint

### Teaching Objectives

Students will learn about

☞ Steps to Start Tux Paint

☞ Tools of Tux Paint

### Teaching

**Number of periods: 4**

While teaching this chapter, tell the students that Tux Paint has a lot of tools, animations and effects to enhance your creativity in drawing.

Tell the students that the Tux mascot, that is, a penguin guides you while working in Tux Paint.

Make the students recall the components of the Tux Paint window covering Toolbar, Colors Palette, Help Area, Selector, Up and Down Arrows and Drawing Area or Canvas.

Introduce New tool as the tool used to open a new page for drawing.

Demonstrate to the students the steps involved in use of New tool.

Make the students understand that Open tool is used to open an existing drawing in Tux Paint.

Show to the students the method to use Open tool.

Introduce Stamp tool as the tool used to insert different stamps or images from the Selector.

Explain the steps involved in the use of Stamp tool to the students.

Tell the students that just like in Paint, Text tool is used in Tux Paint to type some text in the drawing area or canvas.

Demonstrate to the students the steps involved in using Text tool in Tux Paint.

Tell the students that Magic tool in Tux Paint is used to add special effects to a drawing.

Show to the students some of the Magic tool effects which can be added to a drawing.

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 Text / Magic / Stamp / New / Open tool?

Q. When is New tool used?

Q. Can Open tool be used to open a drawing which was not saved earlier?

Q. What is the use of Selector in Tux Paint?

### Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 44 and 45 of the main course book as Exercise.

In Creative Assignment, activity like In The Lab given on Page 45 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 draw a jungle scene in Tux Paint.

## 9. Drawing with Paint

### Teaching Objectives

Students will learn about

☞ Rounded Rectangle Shape

☞ Drawing Freehand

☞ Curve Shape

☞ Selecting a Part of an Image

### Teaching Plan

**Number of periods: ?**

While teaching this chapter, make the students recall that Paint can be used to draw and paint shapes on computer.

Tell the students that Rounded Rectangle shape is used to draw rectangles and squares with rounded corners.

Demonstrate to the students the steps involved in use of Rounded Rectangle shape.





Share with the students that Curve shape is used to draw curved lines.

Show to the students the steps involved in use of Curve shape.

Show the students the use of Pencil tool and steps involved in using the tool.

Explain to the students the use of Brushes tool and steps involved in using the tool.

Tell the students that Select command is used to select a drawing or part of a drawing.

Show to the students how a drawing or part of a drawing can be selected.

Demonstrate to the students the steps involved in moving the selected part of an image from one place to another using click and drag feature of the mouse

### Extension

Ask the students some oral questions based on this chapter.

- Q. What is Paint?
- Q. What is the use of Rounded Rectangle shape?
- Q. What is Curve Shape used for?
- Q. What is the use of Pencil tool?
- Q. What is the use of Brushes tool?
- Q. What is the Select command used for?
- Q. What do you mean by moving the selected area?

### Evaluation

After explaining the chapter, let the students do the course book exercises given on Pages 48 and 49 of the main course book as Exercise.

In Creative Assignment, activity like In The Lab given on Page 49 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 draw a picture of a school with its name written on a board at the top of the school building.