



My Book Of **Computer**

2

***Teacher's
Resource Book***

For Order : 0320-5899031

✉ info@learningwell.pk 🌐 www.learningwell.pk

Table of Contents:

S. No.	Lesson Name	Page No.
1	Types of computer	03.
2	Input and Output devices	05
3	Connecting it all	09
4	Software, programs and applications	12
5	Inputting sound and images	16
6	Understanding Paint	18
7	Working with Paint	20
8	Understanding WordPad	23
9	Working with WordPad	25
10	Let us get the print out	27
11	Organize your files	30
12	Get to know the internet	32

Lesson 1: Types of computers

Aim of the lesson:

Students have learnt in previous lessons about general computer and its basic functions. This lesson aims to elaborate different types of computer according to the requirement of computer at different places. This lesson broadens their vision about versatile use of computer. It will get them ready to learn effectively about the history of computer in following grades.

Learning objectives

The main purpose of this lesson is to focus on range of computers. You will learn

- Different types of computers at different places.
- Their purposes and functions.

Teacher support:

As in basic rules of “How-to-teach” we have already discussed that before a class, you must be well prepared. You should have ample information of the topic and command on **learning objectives**. Go through **how-to-teach techniques** from TRB and get detail of learning objectives from the following available resources:

Visit:

www.cs.cmu.edu

<http://www.byte-notes.com>

<http://typeslist.com/>

<http://www.webopedia.com/guides/index.asp>

<http://www.computerhope.com/jargon.htm>

Warm up:

Make mind of your students for learning different types of computer. As we have mentioned that brainstorming is the best tool for it. **Connecting with previous knowledge of a computer from grade 1**, let students involve eagerly in obtaining further information. You may start up with the bunch of questions, e.g.

- How many types of computers do you know? (in terms of shapes)
- Which type you have in home?
- Have you ever seen large computers in any industry?
- Which computer do you carry with yourself while traveling?
- Do you think that to run a big organization, a tablet is a better option? Etc.

Discussion:

As in this lesson, you are going to tell them different types of a computer and their preferences in different organizations, its better you explain them through images. You can show them different types of computers, their structures, sizes, purposes, and functions at different places.

When most people hear the word "computer" they think of a personal computer such as a desktop or laptop computer. However, computers come in many shapes and sizes, and they perform different

functions in our daily lives. When you withdraw cash from an ATM, scan groceries at the store, or use a calculator, you're using a type of computer.

Computers can be generally classified by size, power, speed and memory.

As your students are actively participating in demonstration, explain them the mid-range, mainframe, and the super computers in **ascending order** in order to harmonize the given concepts.

You should write difficult words and terms of the topic on the board. It will enhance their vocabulary accordingly.

Now in class, let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
Personal computers	searching
Midrange computers	recording
Mainframe computer	internet surfing
Supercomputers	organizations
Microcomputers	huge
Desktop	expensive
	scientists

Summary:

- There are four types of computers according to the need of a place.
- Everyone can use Personal computers.
- Midrange computers are faster than PCs and are used by medium and large companies.
- Mainframe computers are huge and very costly and are used by very large companies. They are faster than the Midrange computers.
- The scientists use supercomputers, as they are very accurate. They are faster than the Mainframe computers.
- Desktops, Laptops, Tablets are the available forms of the PCs.

Assessment:

Once explanation and demonstration is completed, find if any of the students have any problem in identifying the types and purpose of different computers.

You should ask questions differently about a lesson showing pictures and places. You may ask e.g

- Name movable computers?
- What are personal computers used for?
- Which is the fastest computer in the world?
- Which computer do scientists and engineers prefer?
- What are minicomputers called now?

Assignment:

As you know that **Skill development** is the core objective of the assignment. Enhance students' creative writing, thinking and speaking. Build their confidence and boast their progress.

- You may ask them to make a list of types of computers and their function using internet resources
- You can ask them to jot down points get them ready for demonstration showing pictures
- You may ask them for a class presentation.

Activity:

Guide your students to do online activity

Visit: <http://activities.macmillanmh.com>

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which are **educational kids computer games and activities** for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. We use laptops because they portable due to their lightweight and small size.
2. We need different types of a computer according to our needs.
3. Super computers are the fastest computers in the world. They are very accurate in a sensitive calculation that is why scientists and engineers use them.

Lesson 2: Input and output devices**Aim of the lesson:**

In previous lessons students have learnt parts of computer and their functions. Here they need to know specific computer key terms. By understanding Input and Output devices and their purpose, they will be able to know what software is and why it is used for, in succeeding level.

Learning objectives

This lesson focuses on:

- Input devices, their structures and their functions, and
- Output devices, their structures and their functions

Teacher support:

For teachers' support we have provided you "How-to-teach" techniques in the manual. We encourage you to have ample information of the topic and command on **learning objectives**.

Go through **how-to-teach techniques** from TRB and detail of learning objectives from the following available resources:

Visit:

www.cs.cmu.edu

<http://www.byte-notes.com>

<http://typeslist.com/>

<http://www.webopedia.com/guides/index.asp>

<http://www.computerhope.com/jargon.htm>

Warm up:

Your students are already aware of different parts of a computer. In continuation with the previous understandings, you may evaluate their concepts they have had.

Make up their minds for learning specific terms. Like always, brainstorming is the best tool for it.

Connecting with previous knowledge of a computer, let students involve eagerly in further information. Creative thinking and active learning is the outcome of the warm up. You may start up with the bunch of questions, e.g.

- How many parts of a computer you know?
- What other things do you see with the computer?
- Have you seen printers and the scanners?
- Do you turn on speakers to listen music?
- Do you love typing through keyboarded? Etc.

Discussion:

Take students to the lab.

Ask about different parts of computer. They will recognize mouse, keyboard, speakers, CPU, monitor, etc. Type few lines in MS Word or create a new folder. Tell them that parts that are used to enter anything like words or sentences or insert data into the computer are called Input devices.

Keyboard and mouse are most commonly used input devices to enter data in the computer.(repeat the action)

Show the body structure of every Input device and demonstrate their function.

Keyboard:

Show its body and help them define it. It is a rectangular board consists of a set of typewriter keys through which we put data into computer.

The mouse:

Shaped like rodent mouse and is designed to control the movement of the cursor, or pointer, on the computer screen. It allows movement along a surface to help move that pointer.(show the function of a mouse)

Scanners:

Show them the body of scanner, its shape and material and tell that it is an input device that can read text or picture printed on paper and translates the information into a form that the computer can use. (Scan anything if possible)

For output devices, explain them that all the devices that show data on screen/monitor are called output devices.

Monitor:

Help them define its structure. It looks like a T.V screen. We can see results on monitor. Whatever we do on a computer it shows on Monitor.(Show things on monitor like movie clips, typing etc)

Printer:

Show them the difference between scanner and the printer by their structure and function.

Printer prints text or picture on a paper and in many cases on transparencies and other media. There are many different types of printers.

In class, you should write difficult words and terms of the topic on the board. It will enhance their vocabulary accordingly.

Let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
Input devices	Text
Output devices	Delete
Data	Folders
Scanner	Photographs
Mouse	Images
Keyboard	Videos
Printer	Compulsory
Speakers	Optional

Summary:

- Input is the command, which we give to the computer.
- Output is everything a computer gives out.
- All those devices, which enter the data into the computer, are called Input devices.
- Keyboard, mouse, and scanner are the Input devices.
- Those devices, which show us computer work, are called Output devices.
- Images, sounds, videos, data we see on screen are the example of Output.
- Monitor, printers, and speakers are the example of Output devices.

Assessment:

Once explanation is completed, find if any of the students have any problem in identifying the Input and Output devices of the computers. You should check the understanding of every student. If any of the students have difficulty in understanding the concept, you may give chance to your students to explain. It will build the confidence of the students and hence the interpersonal skills.

You should ask questions differently about a lesson showing parts of a computer. You may ask e.g

- Which type of device is a keyboard?
- Speakers are output device. Why?
- Which part of the computer is the basic Input device and why?
- Which device helps us in printing out images and texts?
- Scanner is an Output device. Is it right?

Assignment:

During assignment your key focus should be on **Skill development** that is the reading, writing skills,, thinking and speaking skills. Enhance students' creative writing, thinking and speaking abilities through interactive assignments. You may ask them to make a list of types of computers and their function using internet resources.

As an assignment, you may ask them:

- To make a note on Input and Output devices.
- Internet browsing to make a list of Input and Output devices other than mentioned in book.

Activity:

Guide your students to do online activity

<http://activities.macmillanmh.com>

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which are **educational kids computer games and activities** for elementary students to learn on the web.

Visit: <http://www.abcya.com/input.html>



Comprehension Assessment (Answers)

1. We use an input device to put the data into a computer.
2. We can use LCD, tablets, notebooks, mini-laptops, smart phones to display the output of the computer.

Lesson 3: Connecting it all**Aim of the lesson:**

Students see the wires of devices which are connected to the CPU through connectors. This lesson tells that why connectivity is important and what helps in connectivity. This lesson will help in understanding the Network and problems associated with internet and hardware of the computer on later stages.

Learning objectives

In this lesson, students will learn about

- How to connect parts of the computer to the CPU to make them functional?
- What are ports of the CPU?
- What are specific and general ports of the CPU?

Teacher support:

As a teaching support material, we have provided you “How-to-teach” techniques in the TRBs. You will learn through this TRB that how to deliver a concept to your students effectively. We encourage you to have ample information of the topic and command on **learning objectives**. For further detail of learning objectives, you may follow given sites.

Visit:

http://www.tutorialspoint.com/computer_fundamentals/computer_ports.htm

[http://en.wikipedia.org/wiki/Computer_port_\(hardware\)](http://en.wikipedia.org/wiki/Computer_port_(hardware))

<http://www.computerports.net/>

<http://www.gcflearnfree.org/computerbasics/6.2>

Warm up:

This topic is a little different from the previous lessons however your students are aware of different parts of a computer. In continuation with the previous understandings, you may evaluate their concepts they have had.

Make up their minds for learning specific terms. Like always, brainstorming is the best tool for it.

Connecting with previous knowledge of a computer, let students involve eagerly in further information.

Creative thinking and active learning is the outcome of the warm up. Keeping the objectives in your mind, you may start brain storming with the bunch of questions, e.g.

- How many parts of a computer you know?
- What other things do you see with the computer?



- Have you seen printers and the scanners?
- Do you turn on speakers to listen music?
- Do you love typing through keyboard?
- What if you keep different parts of the computer in different rooms? Will your mouse, keyboard, etc work? etc.

Discussion:

As in previous lessons, students have learned about parts of a computer and their functions, it is not difficult to let them understand the importance of connectivity of the parts to the computer.

Take them to the computer lab, show the functions of different parts of computer again. Once they are fully indulged, disconnect the parts one by one, and show their inactivity. For instance, you may take off the wire of the keyboard from the back of the CPU, showing the ports and the cables clearly and ask them to type with keyboard while they type show them that now keyboard doesn't enter the data in the computer and monitor doesn't show anything. Similarly, detach the mouse, speakers, and cable of monitor in the end and ask them describe what happens. Here you can elaborate the concept of "connecting it all." You should tell them about cables of different parts to connect with the ports. Tell that Ports are connection points where we attach the cables to run that part of the computer. Show them the differences between general (USB ports) and specific purpose ports (for monitor, speakers and the keyboard) by showing them the back of the CPU. Show them that specific connector is required for the specific. You can show different mobiles with their chargers to demonstrate importance of same connector and the port. Show serial, parallel and three pin ports with their purpose. Clear every concept friendly to the student, which is covered in the textbook. Never forget that the **visual aid is always effective for active learning and long-term memory.**

In class you can show charts papers with different ports and there connections with different parts. You should write difficult words and terms of the topic on the board. It will enhance their vocabulary accordingly.

Let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
CPU, Cables	attach
Ports, USB	purpose
Connectors, Plug, VGA port, Power port	external
Serial and parallel ports	internal
	power

Summary:

- CPU is the brain of a computer
- All parts need to be connected with the CPU to work.
- Ports are available at the back of the CPU. These are the points where parts are attached
- Device specific purpose ports are used for keyboard, monitor and the speakers

- General ports are for USBs.
- Three pin port is the power port of the computer,
- **Power supply Port:**
Show them the port at the back of the CPU and its connector and explain them this port has three pins and the connector has three holes. It is used to supply the current or electricity to the computer.
- **VGA Port:**
Show them the VGA (Video Graphics Array) port at CPU's back and then its connector. Explain them this port has 15 holes in three rows and its connector has 15 pins in three rows. It is used to connect monitors.
- **USB Port:**
Show the port and the USB device. In new computers, mouse and keyboard are also attached with the USB ports.
- **PS/2 Port:**
These ports are sometimes used for connecting mouse and keyboard. Typically, the mouse port is green, and the keyboard port is purple. In latest computers, these ports have been replaced by USB.

Assessment:

Once explanation is completed, find if any of the students have any problem in identifying the ports and their connectors. You should check the understanding of every student. If any of the students is still confused, you may give extra time to your students, and you can contact us for further help. You should ask questions differently about a lesson showing ports of a computer. How much questions you ask, that much your students will learn. You may ask e.g.

- Where do we connect all parts of the computer?
- What if we do not connect them to the CPU?
- What is a connection point called?
- To which port we connect monitor.
- What can we connect to the serial and the parallel ports?

Split all the discussion in questions. Make very simple questions, which are very easily answered. This way will help students grasp a concept.

Assignment:

This is the time for **Skill development**. Through assignments, **improve** reading, writing, thinking and speaking skills of your students. You can give them different tasks, e.g.

- To make a note on ports of the computer and their function.
- Jot down points for class presentation and demonstration.
- Internet browsing to make a list of ports.

Activity:

Guide your students to do online activity

Visit: <http://activities.macmillanmh.com>

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which are **educational kids' computer games and activities** for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. We have ports in CPU to connect different parts of a computer and other devices.
2. If we plug in wrong device in a port, the computer will not accept it and device will not run.

Lesson 4: Software, Programs and Applications**Aim of the lesson:**

This lesson aims to tell about the basic concept of Software. This lesson will tell that if there is no software, computer cannot perform any task. They will have basic idea of Programs and applications so that they can understand the generation of computers, its revolution and advancement.

Learning objectives

This lesson gives the concept of:

- A command to a computer
- Software and its aim
- Types of software
- Operating system and its function
- Different types of operating system
- Programs and application and they are used for
- Some well-known programs and their functions.

Teacher support:

As a teaching support material, we have provided you general “**How-to-teach**” techniques in the TRBs. Through this TRB, you will easily give the concepts to your students. To get the detail on learning objectives, you may follow given sites.

Visit:

<http://ecomputernotes.com/fundamental/disk-operating-system/difference-between-application-software-and-system-software>

<http://en.wikipedia.org/wiki/Software>

http://simple.wikipedia.org/wiki/Computer_software

http://www.sciencedaily.com/articles/c/computer_software.htm

We always encourage you to have ample information of the topic and command on **learning objectives**.

Warm up:

In this modern era, generally, we see our children operating electronic devices, androids etc. From the age of three, they start operating many applications like photo editing, voice calling, playing online games, watching online cartoon films etc. In grade 2, a child is of almost 8 years. In this age, he wants to know the terms and he is capable enough to learn few terminologies.

Keeping the objectives of the lesson in your mind, ask your students:

- When you order pizza in any pizza outlet, the waiter serves pizza to you but when you order computer to play a game, who tells game to run?
- Do your parents have smart phones?
- What they do on it?
- Do you shoot a picture and make changes in them?
- What changes do you make?
- If you want to play a game on a computer, how will you start a game? (help them to tell you from the first step)
- If you do not use key board and mouse, what will happen?

Discussion:

Take your students to computer lab. Connecting with their answers, give them the concept of a command. Relate the computer command to the orders given by elders. When we take orders from the elders, we act on it. Our brain tells what to do and how. Similarly, when we give command to a computer, software in a CPU tells the computer how to execute it. You can make a new folder on a desktop, delete or add text etc. here students will understand that what we say to computer, the computer performs. Tell that software is set of instructions which tell computer how to obey your command.

Before explaining the types of software, ask them if they know about MS word, Windows, MS Excel, etc. Here you should display these software and tell them differences which can easily be shown. Also, ask them if they know how to make changes in a photo and how to do drawing on a computer. Go to the painting, make any picture, and help them color it. Meanwhile keep them telling that all of these work are performed by the instructions given by the CPU, the brain of the computer. Also, ask them if they

have watched Avatar, Spiderman, transformers, Narnia, etc. and ask does Spiderman jump so high in real? You can also play few clips of the 3D movies under your supervision through some safe sites. Ask, do machines change them into a robot in real? Are people and machines in avatar real? Tell them that **Software** does all changes to entertain us. Software is of two types. One, which runs hardware and allows other works to perform, is called the operating system and the other which manages and controls the operating system and performs specific task is called programs and applications. For programs and applications, give them demonstration specifying each work as mentioned above.

MS word: used for documentation or writing.

MS Excel: used for calculations.

Adobe Photoshop: used for editing by photographers. Have you ever seen the wedding albums?

Quark Xpress: used for publishing books, newspapers, magazines, pamphlets etc.

Except these, there is a lot of application programs that are being used in our daily life.

You should write difficult words and terms of the topic on the board. Read aloud the following terms:

Operating system:

Windows, Windows XP, Windows Vista, Windows 7

Programs:

Microsoft Word, Microsoft Excel, Adobe Photoshop, Avid Media Composer, Auto Desk Maya, QuarkXPress

Keywords	Common words
Software	instructions
Operating system	improved
Windows	editing
Programs and	dimension
Applications	Objects
MS word	magazines
MS Excel	
Adobe Photoshop	
AutoDesk Maya	
QarkXPress	

Let students read the book with more understanding and mark difficult words as well as the key words.

Summary:

- Command is the order or the instruction given to a computer
 - Set of instruction for a computer is called Software.
 - There are two types of Software, Operating system and Programs and Applications
 - Operating system runs the Hardware of the computer. Without Os computer cannot work.
 - Windows is the example of OS.
 - Programs and applications are used to perform specific task.
 - There is specific Operating system for specific Programs.
- MS word is famous for writing

- MS Excel is famous for calculations
- Adobe Photoshop is used for picture editing.
- Avid Media Composer is the Video editing software.
- Autodesk Maya is used for making three dimension objects
- QuarkXPress is for designing magazines, newspapers etc.

Assessment:

Once explanation is completed, find if any of the students have any problem in identifying the ports and their connectors. You should check the understanding of every student. If any of the students is still confused, you may give extra time to your students, and you can contact us for further help.

You should ask questions differently about a lesson showing ports of a computer. How much questions you ask, that much your students will learn. You may ask e.g.

- How do you give order or command to the computer?
- Which type of software is used for making animated movies?
- What else a program can do for us?
- Is Ms Word software or hardware?
- Name some programs and application you do.
- **(Note: there is more to ask)**

Split all the discussion in questions. Make very simple questions, which are very easily answered. This way will help students grasp a concept.

Assignment:

In this lesson, you may focus on computer skills through assignments. You may give them task to do in the lab. Like:

- Typing text on MS Word, changing its font's type and size, and color
- Painting
- Drawing. etc.

Activity:

You can arrange a movie show for your students within the school.

Guide your students to do online activity

Visit: <http://activities.macmillanmh.com>

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text



material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which educational kids computer games and activities are for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. Operating system runs hardware and manages the sets of programs while program performs a particular task e.g. painting, typing, drawing, etc.
2. If we plug in wrong device in a port, the computer will not accept it and device will not run.

Lesson 5: *Inputting sounds and images*

Aim of the lesson:

Connecting with lesson 2, this lesson is designed to elaborate the function of Input devices and inputting data in computer.

Learning objectives

This lesson focuses on:

- Transferring images and sounds to computer from mobiles or cameras.
- Recording through webcam
- Inputting image through scanner
- Recording voice on computer.

Teacher support:

To get the detail on learning objectives, you may visit given site.

<http://www.wikihow.com/Transfer-Data-Between-a-Cell-Phone-and-Computer>

Warm up:

Students studied about Input and Output devices in lesson 2. You may ask:

- Name some Input device and Output device
- What is the function of Input device?
- Why monitor is not considered as Input device?



Discussion: (friendly explained in the Textbook: Page18)

Note: Drives such as a CD-ROM, a Floppy disk drive, DVD, send the computer information, but they are *not* input devices but considered storage devices.

Students are well aware of shooting pictures from mobile, digital cameras etc. Discuss with them that how often we take pictures and make movies.

Students must see their elders recording their voices. Ask them do you know how you transfer the pictures and the videos on computer from mobile and camera?

Tell them we need a data cable to transfer. Show data cables of mobiles/cameras (if possible) to them

Data cable is used to connect mobile phones to a computer to enable the transfer of photos, messages, music and videos.

Webcam (show webcams on laptops/mobiles or ask if they have seen) sends live via internet.

Scanner sends the print of the image to computer.

Show, how voice is recorded in the system.

You should write difficult words and terms of the topic on the board. Read aloud the following terms

Let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
Data cable	transferring sound
USB Ports	
Digital cameras	photocopy machine
Printed Image	
Inputting sounds	
Scanner	
Sound Recorder	
Built-in microphone	

Let students read the book with more understanding and mark difficult words as well as the key words.

Summary:

- Data cable is used to transfer recorded sound, pictures, movies, files, etc, to a computer.
- Webcams are used to transfer live movies and sounds to the computer.
- Scanner takes the print of the image or document and scans it to computer.
- We can record and send our sounds via Microphone and Windows Sound Recorder

Assessment:

You may ask:

- How do we connect a mobile to computer in order to transfer data?
- What does scanner do?
- What will you do if your computer doesn't have Webcam in it?

(Note: there is more to ask)

Assignment:

- With the help of their elders students can upload their pictures/recorded voice on computer.
- See book activity page21

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which are **educational kids computer games and activities** for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. Data cable is basic hardware to copy sound and images into a system.
2. Webcam and scanner
3. Listening to music, voice chatting.

Lesson 6: Understanding Paint**Aim of the lesson:**

Students are fond of drawing and painting. This lesson aims to develop their understanding with tools used for Painting and Drawing on computer.

Learning objectives

This lesson focuses on:

- MS Paint,
- Features of MS Paint
- Tools in MS Paint



Teacher support:

To get the detail on learning objectives, you may visit given site.

<http://windows.microsoft.com/en-us/windows7/getting-started-with-paint>

Warm up:

You may ask:

- Do you remember that how we enter the MS Paint Window?
- What are major areas of MS Paint?
- What do you do on drawing area?
- Why do you need Ribbon in MS Paint?

(Note: there is more to ask)

Discussion:

Students have practiced on MS Paint in Grade 1. They love drawing and painting. Take them to computer lab and show the features of MS Paint. Show each feature in detail with its function. Focus on tools of Ribbon. Once they practice in the lab using the tools of MS Paint, they will learn it.

See Textbook, P: 22

You should write difficult words and terms of the topic on the board. Read aloud the following terms. Let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
MS Paint	exciting program
Title bar, Menu bar	features
Quick Access Toolbar	brush
Drawing area	shapes
Ribbon, Status bar	sizes
Clipboard, View tab	clicking
Undo/redo	zoom

Let students read the book with more understanding and mark difficult words as well as the key words.

Summary:

- MS Paint is used for painting and drawing
- Title bar shows the file name
- Quick Access Toolbar is used to save or undo work
- Paint Button, Home and View are in Menu Bar.
- Ribbon contains all the tools required for Painting and drawing

Assessment:

For assessment you may ask:

- How can we open Paint?

- What features you see when you open Paint?
- What is Ribbon?
- How many tabs are found on Menu bar?
- Name the tools of Home tab?

(Note: there is more to ask)

Activity:

Help them draw anything they want and color, in the lab.

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which are **educational kids computer games and activities** for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. There are so many bars for our ease.
2. Quick Access Toolbar (QAT) contains most used and favorite menu options while Menu bar contains sub categories
3. Undo is used for removing the action.
4. Ribbon provides quick access to commonly used tasks.
5. Zoom and Zoom slider increase the size of drawing.

Lesson 7: Working with Paint

Aim of the lesson:

This lesson focuses on skill development in young children. Working with Paint will help them understand the world of graphics and animation in later stages.



Learning objectives

This lesson focuses on:

- How to bring picture from any other location to Paint.
- How to customize color.
- Purpose of using Magnifier.

Teacher support:

To get the detail on learning objectives, you may visit given site.

<http://windows.microsoft.com/en-us/windows7/getting-started-with-paint>

Warm up:

You may ask:

- What are the features of MS Paint?
- What is Ribbon? Name its tools.
- How many tabs are found on Menu bar?
- Name the tools of Home tab?

(Note: there is more to ask)

Discussion:

Take students to computer lab and show them how we can add/paste pictures from the computer file via Paste **from option** onto the Drawing area of MS Paint. Using all the tools tell them how to edit and color a picture. Practice the Painting given in textbook page: 28

You should write difficult words and terms of the topic on the board. Read aloud the following terms

Let students read the book with more understanding and mark difficult words as well as the key words

Keywords	Common words
MS Pain	exciting program
Title bar	features
Menu bar	brush
Quick Access Toolbar	shapes
Drawing area	sizes
Ribbon	clicking
Status bar	zoom
clipboard	
View tab	
Undo/redo	

Let students read the book with more understanding and mark difficult words as well as the key words.

Summary:

- MS Paint has 'Paste from' through which we paste pictures from the computer to the MS Paint.
- Colors can be added to **Colors of MS Paint** as needed in the drawing
- To fill the colors in an object it is important to avoid broken lines.
- When we enlarge the drawing it shows line with clarity and helps us to join broken line too.

Assessment:

For assessment you may ask:

- What steps do we follow to enter MS Paint?
- What happens if there are broken lines in our drawing?
- How can we add colors of our choice?
- What is the function of a Magnifier in MS Paint?
- Why do we use slider? etc.

(Note: there is more to ask

Activity:

You can ask your students to paste pictures from the gallery and color them accordingly in the lab.

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which educational kids' computer games and activities are for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. Before filling an object with colors close all the open line.
2. Working on small area we can use Magnifier tool to clarify the area.
3. We need Edit Color tool because it allows us to make color of our choice in our drawing.

Lesson 8: Understanding WordPad

Aim of the lesson:

MS Word is the world's most famous program of word processing. It is very simple to use and helps in creating different types of documents. This lesson will develop the understanding of students with Word Processing and curiosity to work more on it in the next lesson.

Learning objectives

This lesson focuses on:

- WordPad and why it is used for
- Tools of WordPad and their use.

Teacher support:

To get the detail on learning objectives, you may visit given site.

<http://shaunakelly.com/word/concepts/starttyping.html>

Warm up:

You may ask:

- What is computer Program and applications
- Is MS Word a Program or Operating system?
- What is MS Word used for?

Discussion:

Take your students to the computer lab.

You have already taught and show MS Word. Repeat the step to enter the MS Word. Follow the steps:

Click Start button → Start menu opens → click all Programs → click accessories
 → Menu opens → click MS Word → MS word opens

Show the features of MS Word as shown in the Textbook, Page 32 and tell the function of each tool. You can also visit the following link; it will help in learning with fun.

<http://www.sabrinasterling.com/Lesson1.html>

You should write difficult words and terms of the topic on the board. Read aloud the following terms

Let students read the book with more understanding and mark difficult words as well as the key words

Keywords	Common words
WordPad	separate
Document area	combined
Undo/Redo	displays
Font	blank sheet
Paragraph section	format
Alignment	

Let students read the book with more understanding and mark difficult words as well as the key words.



Summary:

- WordPad is used worldwide and popular for word processing
- It has the following features: (see Textbook page 32)
 1. Title Bar
 2. Menu bar
 3. Ribbon
 4. QAT
 5. WordPad Button and
 6. Document area
- Font section changes the size of word typed and its color
- Paragraph menu changes the alignment of the text.

Assessment:

For assessment you may ask:

- Why do we use WordPad?
- Why and how the computer document is better than manual document?
- What does Title bar show?
- What is Quick Access Tool bar?
- If we mistakenly delete something what we can do? etc

(Note: there is more to ask

Assignment:

You may ask them to:

- Take printouts of MS Word Window, leaving the labeling and ask them to fill them up.

Activity:

Help them do activity of textbook page 35

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which educational kids' computer games and activities are for elementary students to learn on the web.

Visit: <http://www.abcya.com/input.html>



Comprehension Assessment (Answers)

1. Quick Access Toolbar (QAT) contains some of most used and favorite menu options.
Menu bar contain options with sub categories
2. Font means size and style of the letter.
3. Centralized align brings text in centre and right align brings text to right side.

Lesson 9: Working with WordPad**Aim of the lesson:**

Students learnt in previous lesson about the features of the MS Word and how it is helpful in word processing. This lesson will help them practice word processing in order to understand how documentation can be carried in high grades.

Learning objectives

This lesson focuses on:

- Practice word processing
- Font section, Ruler, and how to use it
- Bullets, Date and Time insertion into the text
- Alignment of text.

Teacher support:

To get the detail on learning objectives, you may visit given site.

<http://shaunakelly.com/word/concepts/starttyping.html>

<http://www.sabrinasterling.com/Lesson1.html>

Warm up:

You may ask:

- What is MS Word?
- Why is it famous for?
- Why MS Word document is better than manual document?

(Note: there is more to ask)

Discussion:

Take your students to the computer lab.

They have already studied MS Word in previous lesson. Repeat the step to enter the MS Word. Follow the steps:

Click Start button → Start menu opens → click all Programs → click accessories
 → Menu opens → click MS Word → MS word opens



Again show the features of MS Word and tell the function of each tool while processing words. You can also visit the following link; it will help in learning with fun.

<http://www.sabrinasterling.com/Lesson1.html>

You should write difficult words and terms of the topic on the board. Read aloud the following terms
Let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
MS Word, WordPad	to begin
Inserting	to bring
Bold/Italic/underline	to select
Down arrowhead	to cdrag
Highlight, Bullets	
Editing, Ruler Bar	
Document area	
Undo/Redo	
Font, Alignment	
Paragraph section	

Let students read the book with more understanding and mark difficult words as well as the key words.

Summary:

- WordPad is used for making document
- Keyboard is used to enter text on MS Word
- Mouse helps to select text
- We can change the color and style of the text via fond section
- Date and time can also be changed by using Date and Time
- Text alignment and making bullet points can be done by using Paragraph section
- Ruler bar, as the name shows, insert margin in the text.

Assessment:

For assessment you may ask:

- What is the role of Enter key?
- Is it important to type Date and Time in our document?
- How can we change writing style and color of the words?
- Why we use bullets?
- What is ruler bar?

(Note: there is more to ask

Assignment:

You may ask them to:

- Type their names using Arial Narrow
- Change the name to Times New Roman

- Make this **Bold**
- Underline it
- Change the color to RED

Activity:

Help them visit and work online in the lab

<http://www.sabrinasterling.com/exercises.html>

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which educational kids' computer games and activities are for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. We need WordPad to create documents
2. It is used for typing a letter in capital.
3. Double click on the word and press left mouse button and drag are the two ways to select a word.
4. We should make it bold to emphasize it.
5. We add bullets to important points of the document.

Lesson10: Let us get the printouts**Aim of the lesson:**

Printout is the general document we develop in computer. It is sometimes important to have records of computer file in separate manual files to show to a teacher or instructor. Books are also compiled by taking printouts of researched document created on computer. Students need to know the steps involved in taking printouts.

Learning objectives

This lesson focuses on:

- Steps to printouts
- Hardcopies and soft copies of the document

Teacher support:

To get the detail on learning objectives, you may visit given site.

http://www.nitrkl.ac.in/IntraWeb/Current_Students/Regulation_Forms/2013/131209362605_1.pdf

<http://www.wikihow.com/Print-a-Document>

Warm up:

You may different printouts to them and ask:

- Do you know how I took this out of computer?
- Have you ever seen taking printouts in your school's office?
- Who has Printer in home for elders?

(Note: there is more to ask)

Discussion:

Review hardware and Output devices and take student to the either lab or office where Printer is attached.

Show its structure and feature to them so that they learn visualizing it. You should tell them how it is connected to the computer. Show the steps we take printouts. Repeat the steps and explain every step friendly and in easy terms. **Your basic aim** is to make them able to take printout themselves.

Follow the steps, see textbook page 42.

You should also tell the importance of printout like we use it when need to read without computer, or get it signed or show to our teachers to check, etc.

Once they have printout, tell them it's also called a hardcopy when it is computer it is called a Softcopy which can be edited easily.

Relate with previous learning that soft copy is saved on a computer hard disk, floppy, CDs DVDs.

You should write difficult words and terms of the topic on the board. Read aloud the following terms

Let students read the book with more understanding and mark difficult words as well as the key words

Keywords	Common words
Printouts	blank papers
Printer	connect
Paper tray	copies
Hardcopy	document
Softcopy	
Dialogue box	

Let students read the book with more understanding and mark difficult words as well as the key words.

Summary:

- Printout is the hardcopy of the document
- Printout is taken out through a printer
- Printer needs to be attached first with the computer
- Files have Print options
- Before sending to print, Print dialogue is filled to specify the range of pages to print, number of copies of a document. Etc
- File in a computer is called Softcopy which is the electronic document and can be edited easily
- Hardcopy is the printout which is required when to signed, read, checked without computer.

Assessment:

For assessment you may ask:

- What is a printout?
- Why do we need a printout of the document?
- What is the difference between Softcopy and the Hardcopy?
- Tell the steps to printout

(Note: there is more to ask)

Assignment:

You may ask them to:

- Take printout of the files they made on WordPad.

Activity:

Do activity, Textbook Page, 43.

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we give other sites also which educational kids' computer games and activities are for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>



Comprehension Assessment (Answers)

1. Softcopy is the file we see on monitor and it is called a Hardcopy when we take it out on paper by printer.
2. Number of pages means page number we want to print number of copy means how many sets of single file we need.

Lesson 11: Organize you files**Aim of the lesson:**

In grade 1 we gave the concept “Save Early, save frequently” to our young children. We also mentioned the importance of saving files in permanent storage medium like a hard drive, USB drive, floppy disk, or CD-ROM. This lesson helps students organize themselves by organizing their work. When we talk about computer it’s about saving, managing and organizing their files.

Learning objectives

This lesson focuses on:

- Saving files
- Creating new folders and sub folders
- Naming files
- Opening up saved files.

Teacher support:

For your assistance get information on **learning objectives** and on **how-to-teach techniques** from TRB and from the following available resources:

Visit: <http://www.ed.ac.uk/>
http://www.irwhipple.com/sup_savefiles.html

Warm up:

For lesson stimulus, you may ask:

- How can we save files of computer?
- Where do we save our files?
- What is the store room of computer?
- Name different permanent memory drives?
- Why USB is easy to use?
- Do you how to create and name the folder?

Discussion:

Students learnt saving files on computer. They are taught how to create folder, name them and open them up. They have worked on WordPad and know this is their file. Take them to computer lab and



review saving files, naming files and opening up the saved files. You may elaborate the previous learning like

Files: File is anything that is made (Word files) on computer or placed (e.g. from USB) on computer. It may be text, pictures, audios, videos

Saving: It reflects the storage of files into the storage devices of computer like hard drive or keeps in any Removable storage device like USB.

Folder: A folder has many files and it may contain other folders too.

Sub-folder: it is a folder inside a folder. **(see textbook : page: 46)**

Demonstrate how to make and save files, how to make new folder and sub-folders and let them repeat themselves to practice.

In class, write difficult words and key words of the topic on the board

Let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
File	
File menu	contains
Saving files	options
Naming files	scenery
Folder	highlighted area
Sub-folder	category
arrowhead	manner

Summary:

- Anything we save on computer is called a file
- Save As of dialogue box also saves files
- Always name the file according to the type of work in it.
- Files are kept in the folder to organize them
- New folder can also be made by right clicking at the place we want to create.
- In a folder another folder can be created and it is called a sub folder of the main folder.
- Folder helps us to find out our files quickly and it also keep things organized

Assessment:

For assessment you may ask:

- Why we need to save our work?
- What steps do we follow to make folder on computer?
- What is a file?
- What is a folder?
- What is sub-folder?
- What happen if we do not save our work?
- Why we give descriptive name to our file?
- How we create a new folder?

(Note: there is more to ask)

Assignment:

- You may ask them to make Word document of an essay, make a folder and keep Word documents in it. Name the folder describing the work in file.

Activity:

Do activity from textbook, page: 47

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at:

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we mention links to sites which have **educational computer games and activities** for elementary students to learn on the web.

Visit:

<http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. Descriptive name of a file helps in its easy finding
2. Folder keeps our different files together.
3. An icon is a small picture on monitor shows an application or a program.
4. We will waste our time in searching our files.

Lesson 12: Get to know the Internet**Aim of the lesson:**

In this era of internet, everyone is influenced by its benefits. Young kids also well aware of internet and its usage. We aim to provide them academic terms to their knowledge in order to upgrade them in the modern world.

Learning objectives

This lesson focuses on:

- Internet , E-mail ,
- World Wide Web , Websites, Web browser
- Search engines

Teacher support:

For assistance get information on **learning objectives** and on **how-to-teach techniques** from TRB and from the following available resources:

Visit: <http://simple.wikipedia.org/wiki/Internet>
<http://www.computerhope.com/jargon/e/email.htm>
<http://designhammer.com/services/seo-guide/search-engines>
http://www.webopedia.com/TERM/S/search_engine.html

Warm up:

For lesson stimulus, you may ask:

- Do you talk to your relatives or friends on Skype?
- Do you play online games?
- Who can tell what email is?
- If you want to read about story of snow white, how can you read on computer?

Discussion:

Discuss internet in general if they know. Many of them must be aware of emails, Google, face book, twitter, etc. they are generally used to playing internet games. Elaborate that all is possible because of internet. Internet connects all computers together by telephone lines or Wi-Fi (may hear it.)

It is not a good choice to explain verbally. It is always better to show them in lab.

Take them to lab if internet is available.

There focus on internet, emails, Websites, WWW, and types of websites. Tell the importance and function of each component of the internet. **(Explained very friendly in textbook. See page 48)**

Note: The basic aim is to familiarize these terms to them.

In class, write difficult words and key words of the topic on the board

Let students read the book with more understanding and mark difficult words as well as the key words.

Keywords	Common words
Internet, Wi-Fi, Wireless system E-mail Worldwide Web, Websites, Hypertext Web pages, Social networking sites Online shopping, News websites Search engines and web browsers	connection format, messages countless, specialized websites famous sites description

Summary:

- Internet connects computers together worldwide through wireless system and telephone lines
- Emails are the electronic letter and are used to send pictures and messages
- Hypertext files are accessed via Worldwide Web
- Hypertext files are also called Web pages or Websites
- There are so many popular sites on internet like News websites, shopping, etc
- Internet also helps us to talk online
- Search engines look for the things we need to know.
- Browser is the Software to view the websites.

Assessment:

For assessment you may ask:

- What is internet?
- Why it is famous for?
- How internet helps us?

(Note: there is more to ask)

Assignment:

- You may ask your students to visit Net Extra.

Activity:

Do activity from textbook, page: 52

Helping tools:

As a support material, you should tell them about the information pools.

- **The Net Extra.**

As it has been mentioned that the Net extra is especially designed for the teachers and the students. Here you can find not only the text material but also the related information, activities and exercises. You can guide your students to use net extra for more information.

Log on to net extra account at:

www.learningwell.pk

- **Other links:**

Besides the Net Extra, here we mention links to sites which have **educational computer games and activities** for elementary students to learn on the web.

Visit: <http://www.abcya.com/input.html>

Comprehension Assessment (Answers)

1. Internet is connected through telephone lines or wireless
2. If we don't have internet we can't use Worldwide Web.
3. People visit the sites of online shopping and order the things.
4. We need a search engine to search the things we look for.
5. Browsers help us to read and use Websites.

