Month wise Distribution of Course Work

August

Chapter 1: A Computer - A Machine

Contents:
Computer-A Machine:

- Explain them about Machines.
  - Machines are things made by humans to make our work easy

Humans and Computers:
Discuss the difference between humans and computers. For example:
  - A computer can work very fast. Humans cannot work as fast as a computer.
  - A computer does not make mistakes. Humans can make mistakes. etc

Types of computers:
  - Desktop computers that are placed on a desk.
  - Laptops are small computers that can be placed on our laps.
  - Personal computers can only be used by one person at a time.

Starting up and shutting down a computer:
Explanation on how to start a computer and shut down a computer.

Activity:
- Visit the computer lab to have a look at the computers there.
- Make a list of different types of computers that you have seen.
- Picture Fun
- Think-pair-share
- KQL activity (LFL)

Assessment:
- Exercises done at the end of the chapter in the book.
- Worksheets
- Concept review

Resources
- [http://techterms.com/definition/desktop_computer](http://techterms.com/definition/desktop_computer)
- [http://searchmobilecomputing.techtarget.com/definition/laptop-computer](http://searchmobilecomputing.techtarget.com/definition/laptop-computer)
- [www.yourdictionary.com/palmtop](http://www.yourdictionary.com/palmtop)
- [http://www.computerhope.com/jargon/d/desktop.htm](http://www.computerhope.com/jargon/d/desktop.htm)
Chapter 2: Parts of a Computer

Contents:
- Identify the different parts of a computer.
  - Monitor.
  - Keyboard
  - CPU
  - Mouse
  - Printer
  - Microphone, speakers and headphones
  - UPS
  - Storage Devices

Explain their functionality:
- Monitors look like TVs. We can see pictures on them.
- Keyboard has many keys on it. These keys are used for typing on computer.
- CPU is the brain of computer. Computer mouse has two or three buttons. It helps us to draw pictures and point at things on the computer monitor.
- Printer is used to get a copy, usually on a sheet of paper.
- This copy on a paper is called a printout.
- A microphone and speakers attached to the computer make up the sound system of the computer.
- A UPS keeps the computer working for sometime even after the electricity goes off.
- CD-ROMs and DVD-ROMs are used to store information permanently

Activity:
- Students will visit the computer lab and identify the various devices attached to the computers and tell what each is used for.
- Picture fun
- Dot vote
- List five (In lab)

Assessment:
- Exercise done in the book
- Work sheet
- Concept review

Resources
http://www.informationq.com/about-the-basic-parts-of-a-computer-with-devices/
https://www.youtube.com/watch?v=K00dKueUDuI

October

Chapter 4: Keyboard
Chapter 6: Introduction to MS Paint

Contents:
- Explain them about Keyboard.
  - Keyboard is a device which is made up of different keys.
  - We can type by pressing keys on the keyboard. Keyboard generally has 104 keys.

Recognize the different keys on the Keyboard. Identify their functions:
- CURSOR CONTROL KEYS are also called Arrows Keys and they are used for moving the cursor on the monitor.
- BACKSPACE KEY erases anything typed on the left of the cursor.

Activity:
- Visit the computer lab and look at the keyboards and identify various keys
- Type the names of your family members, friends, etc. in capital as well as small letters.
- Typing Activity on note pad.
- What am I? (LFL)
- KQL (LFL)

Lab activity:
- Students will be asked to open and close MS Paint.
- Students will save the paint with their name and class
**November**

Revision

**Contents:**
- Revision for Mid-year Examinations:
  - Revision of Chapter: 1
  - Revision of Chapter: 2
  - Revision of Chapter: 4 and 6

**Assessment:**
- Work done in the book
- Worksheet
- Concept review

**Resources**
- [http://www.computerhope.com/keys.htm](http://www.computerhope.com/keys.htm)
- [http://www.gcclc.org/StudentFiles/Mouse-Keyboard/Keyboard.htm](http://www.gcclc.org/StudentFiles/Mouse-Keyboard/Keyboard.htm)
- [https://www.sumopaint.com/home/](https://www.sumopaint.com/home/)

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**December**

**Mid-Year Examination**

**January**

**Chapter 6: Introduction to MS Paint**

**Contents:**
Discuss them how to use different tools in MS Paint
- Pencil tool
- Brushes tool
- Line tool

**Activity:**
Practical work on drawing skills in MS Paint.
Draw different objects using pencil tool, brush tool and line tool.
- cloud
- Tree
- Sea
- House
- Leaf
- Draw 2 thick blue vertical lines just inside the airbrushed areas near the left and right margins on either side of the page.

**Assessment:**
- Work will be done in book.
- Worksheet
- Concept review.
February

Chapter 7: Drawing in MS Paint

<table>
<thead>
<tr>
<th>Contents: Explanation about the following tools:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Curve tool is used to draw curved lines.</td>
</tr>
<tr>
<td>• Shapes tool is used to draw different readymade shapes like rectangles, ovals, triangles, arrows, hearts, stars etc.</td>
</tr>
<tr>
<td>• Polygon tool is used to draw a shape with any number of sides.</td>
</tr>
<tr>
<td>• Eraser tool is used to rub out any part of the picture.</td>
</tr>
<tr>
<td>• Fill with color tool is used to fill in a selected color in any closed shape.</td>
</tr>
<tr>
<td>• Text tool is used to add text to a drawing.</td>
</tr>
<tr>
<td>• Select tool is used to select a part of a drawing. Magnifier tool is used to zoom in on a part of your drawing.</td>
</tr>
<tr>
<td>• Color picker tool is used to set the current foreground or background color.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Practical work on drawing different objects using various tools in MS Paint.</td>
</tr>
<tr>
<td>• Draw happy face by using various tools.</td>
</tr>
<tr>
<td>• Draw a square and a rectangle above the arcs near the page bottom. Fill with the color of your choice.</td>
</tr>
<tr>
<td>• Students will create a landscape or seascape (i.e. underwater) containing at least 15 different elements such as plant and animal life, human activity, and forces of nature (i.e. weather, etc.) Again, try to make use of as many different tools as possible.</td>
</tr>
</tbody>
</table>

Assessment:
- Work will be done in book.
- Worksheet
- Concept review

Recourses:
- https://www.sumopaint.com/home/ (Online paint)
- https://mudcu.be/sketchpad/ (Online paint)
- www.digitalcitizen.life/how-work-new-paint?page=1
March

Chapter 5: Computer Mouse  
Chapter 3: Uses of Computers

<table>
<thead>
<tr>
<th>Contents:</th>
<th>Activity:</th>
</tr>
</thead>
</table>
| Uses of computer: To identify different uses of a computer. Computers are used: | • Statement rather than question (LFL)  
• What am I (LFL)  
• List five (LFL)  
• KQL (LFL)  
• Pair and share activity |
| • In schools, computers are used for learning writing, drawing. In library, for preparing results.  
• At railway station and airports for booking tickets. In making films  
• In banks  
• In hospitals, for maintaining records and doctors also used computers for work etc.  
• In offices for sending mails etc.  
• For designing of clothes etc.  
• Space research  
• Publishing Mouse Actions: | |
| Explain them about computer mouse: | |
| • A computer mouse consists of two or three buttons.  
• The central button is known as scroll wheel.  
• The scroll wheel helps us to move the page up and down | |
| Explanation about different mouse actions: | |
| • Click: is generally used to select an item on the monitor.  
• Double-click: is used to open a file or a folder.  
• Right-click: display the list of commands.  
• Drag and drop: is used to move an item from one position to another. | |

Activity:

• Statement rather than question (LFL)
• What am I (LFL)
• List five (LFL)
• KQL (LFL)
• Pair and share activity

Assessment:

• Work will be done in book.
• Worksheet
• Concept review

Resources:

http://www.meddybemps.com/halloween/piratepuzzle.html (Online game)
http://www.meddybemps.com/halloween/piratepuzzle.html (Ogame)
http://www.roomrecess.com/pages/DoubleClick.html (Online game)
https://simple.wikipedia.org/wiki/Computer_mouse
https://simple.wikipedia.org/wiki/Computer_mouse
http://greatinformer.blogspot.com/2012/11/6-main-fields-where-computers-are.html
http://ecomputernotes.com/fundamental/introduction-to-computer/uses-of-computer

April

Revision

<table>
<thead>
<tr>
<th>Contents:</th>
<th>Assessments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision of all the Chapters.</td>
<td>Worksheets, tests and practical work will be given to students to make sure they have understood all the topics.</td>
</tr>
<tr>
<td>Objectives: Revision of all chapters will be done and practice of all work will be done</td>
<td></td>
</tr>
</tbody>
</table>

May

Course completion/Revision  
Final Examinations