

Dawood Public School
Computer Studies
Course Outline for 2017-2018
Class III

Course book- Keyboard – Computer Science with Application Software (III)
Second edition (Oxford University Press)

Month wise Distribution of Course Work

August	Introduction to Computers
September	Keyboard
October	Operating System
November	More about MS Paint move to Oct
	Revision for Mid Year Examinations
December	Mid-Year Examination
January	Introduction to Logo
February	Logo Commands
March	Introduction to MS Word 2007
April	Revision
May	Final Examination

Content	Learning Objectives
<p>Introduction to Computers The working of Computer includes</p> <ul style="list-style-type: none"> • Input • Processing • Output <p>Parts of a Computer are divided as:</p> <ul style="list-style-type: none"> • Hardware • Software • Input Devices <ul style="list-style-type: none"> ➤ Keyboard ➤ Mouse • Storage Devices • Processing Unit (CPU) <ul style="list-style-type: none"> ➤ ALU ➤ MU(Registers) ➤ CU • Output Devices <ul style="list-style-type: none"> ➤ Monitor ➤ Printer <p>Uses of Computer</p>	<p>Theory Objectives</p> <ul style="list-style-type: none"> • Define the terms: <ul style="list-style-type: none"> ➤ Input ➤ Processing ➤ Output • List parts of computer • Describe the functions of each part • Provide examples of hardware and software • State the use for parts of CPU • List some uses for computers <p>Practical objectives</p> <ul style="list-style-type: none"> • Start up and Shut Down a computer • Identify parts of computer • Identify devices as input and output devices
<p>Tricky Terminology: hardware, software, data, input, processing, CPU, CU, hardcopy, register, output, softcopy, menu</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ True and False ➤ Picture Identification ➤ Multiple Choice ➤ Classification and Sorting ➤ Structured Questions <p>Practice in the Lab: Pg No. 9 (Practice Time) Pg No. 12 (Task 1 and 2)</p> <p>I.T Links: https://en.wikipedia.org/wiki/Input/output www.bbc.co.uk/guides/zx8hqv4 https://wiki.kidzsearch.com/wiki/Central_processing_unit</p>	

Contents	Learning Objectives
<p>Keyboard Types of Keys on the Keyboard (QWERTY) are as following: Cursor Control Keys or arrow keys Number Keys Alphabet Keys</p> <ul style="list-style-type: none"> • Shift Key • Capslock Key <p>Function Keys. Punctuation Keys. Symbol Keys. Special Keys.</p> <ul style="list-style-type: none"> • Delete Key • Backspace Key • Space bar Key • Enter Key 	<p>Theoretical Objectives</p> <ul style="list-style-type: none"> • State the function of different keys on keyboard • Explain the QWERTY keyboard • Differentiate between: <ul style="list-style-type: none"> ➤ delete and backspace keys ➤ caps lock and shift keys <p>Practical objectives</p> <ul style="list-style-type: none"> • Identify different keys of the keyboard like • Type numbers on QWERTY keypad and numeric keypad • Use Shift key to type symbols • Type given words in Capital and small caps • Use punctuation keys • Demonstrate understanding of special keys
<p>Tricky Terminology: cursor, cursor control keys, number keys, caps lock key , delete key , backspace key , space bar key, shift key</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ True and False ➤ Picture Identification ➤ Multiple Choice ➤ Classification and Sorting ➤ Structured Questions <p>Practice in the Lab:- Pg No. 16 Practice Time Pg No. 18 Practice Time Pg No. 20 Task 1 and 2</p> <p>I.T Links: https://simple.wikipedia.org/wiki/Keyboard_(computer) https://www.advance-africa.com/functions-of-every-key-keys-on-the-computer-key</p>	

Contents	Learning Objectives
<p>Operating Systems Definition of Operating system Types of Operating System:</p> <ul style="list-style-type: none"> • Single user Operating system • Multiuser Operating system <p>Features of Microsoft Windows includes:</p> <ul style="list-style-type: none"> • Desktop and Icons • Files and folders • Task bar • Start Button • Panes of Start menu 	<p>Theory Objectives</p> <ul style="list-style-type: none"> • Define operating system • Differentiate between single user operating system and multi user operating system • List some places where single user operating systems and multi user operating systems are used • Explain the reasons for using different operating systems in given places • Differentiate between file and folder • Differentiate between desktop and icon <p>Practical objectives</p> <ul style="list-style-type: none"> • Identify different icons on a computer screen (desktop) • Identify Taskbar • Identify Start button and panes of Start menu
<p>Tricky Terminologies: operating system , desktop , icon , folder , taskbar , file</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ True and False ➤ Picture Identification ➤ Multiple Choice ➤ Classification and Sorting ➤ Structured Questions <p>Practice in the Lab:- Pg No. 29 Task 1 and 3</p> <p>I.T Links: https://www.gcflearnfree.org/computerbasics/understanding-operating-systems/1 www.differencebetween.info/difference-between-single-user-and-multi-user-operatin.</p>	

Contents	Learning Objectives
<p>More about MS Paint Some tools use to make drawing in MS Paint are:</p> <ul style="list-style-type: none"> • Move and Copy Objects/Undo and Redo • Rotate/Flip a drawing • Resize a Drawing • Skew a Drawing • Set Drawing as a Desktop Background • Zoom In and Zoom Out 	<p>Practical objectives</p> <ul style="list-style-type: none"> • Create a drawing by using select tool • Flip, rotate , resize and skew a drawing or a part of drawing • Zoom in and zoom out a drawing • Redo and undo objects • Move and copy objects

Tricky Terminology:

undo, repeat, skew, zoom in, zoom out, cut, copy-paste, flip

Types of Questions

- Fill in the Blanks
- True and False
- Picture Identification
- Multiple Choice
- Classification and Sorting
- Structured Questions

Practice in the Lab:-

Pg No. 36 Practice Time

Pg No. 43 Task 1 and 3

I.T Links:

<http://fay.iniminimo.com/paint.html>

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

November 2017

Revision for Mid Term Examinations

December 2017

Mid Term Examinations

January 2018

Chapter 5: Introduction to Logo

Pages 44 – 51

Contents	Learning Objectives
<p>Introduction to Logo Starting MSW Logo</p> <ul style="list-style-type: none"> • Turtle <p>Sections of Logo Screen</p> <ul style="list-style-type: none"> • Main Screen • Commander Window <ul style="list-style-type: none"> • Input box • Recall List Box <p>Control Buttons in Logo</p> <ul style="list-style-type: none"> • Execute • Status • Reset <p>Exiting Logo</p> <ul style="list-style-type: none"> • Bye • Exit 	<p>Theory Objectives</p> <ul style="list-style-type: none"> • List parts of Logo window • List parts of Commander Window • Label the parts of Logo screen • State use of turtle • State ways to exit Logo • State use of control buttons <p>Practical objectives</p> <ul style="list-style-type: none"> • Start and exit Logo • Identify sections of Logo screen • Demonstrate understanding about the following <ul style="list-style-type: none"> ➤ execute ➤ status ➤ reset • Exit the Logo program

Tricky Terminology:

turtle, primitive, execute, status, reset

Types of Questions

- Fill in the Blanks
- True and False
- Picture Identification
- Multiple Choice
- Classification and Sorting
- Structured Questions

Practice in the Lab:

Pg No. 50 and 51: Task a, b, c, d, e

Contents	Learning Objectives
<p>Logo Commands Following commands can be used to write programs in LOGO: FORWARD Command Correcting Typing Mistakes BACKWARD Command RIGHT Command LEFT Command HOME Command CS Command SETH Command Setting Pen Width and Color</p>	<p>Theory Objectives</p> <ul style="list-style-type: none"> • State the use of following commands: <ul style="list-style-type: none"> ➤ Forward ➤ Backward ➤ Right ➤ Left ➤ Home ➤ SETH • State a command to change pen colour • State a command to change pen width • State the use of clear the screen <p>Practical objectives</p> <ul style="list-style-type: none"> • Start and exit Logo • Identify sections of Logo screen • Demonstrate understanding about the output of given commands • Change pen colour and pen width • Clear the screen
<p>Tricky Terminologies: home , FD , BK ,RT , LT, CS</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ True and False ➤ Picture Identification ➤ Multiple Choice ➤ Classification and Sorting ➤ Structured Questions ➤ Write short forms of the commands <p>Practice in the Lab:- Pg No. 63 and 64: Task 1, 2</p>	

Contents	Learning Objectives
<p>Introduction to MS Word2007 MS Word is a Word-Processing Software</p> <ul style="list-style-type: none"> • Starting MS Word • Creating a New Document • Saving a Document • Opening a Document • Closing a Document • Exiting Word 	<p>Theory Objectives</p> <ul style="list-style-type: none"> • List the parts of MS Word Software • State short keys for the following: <ul style="list-style-type: none"> ➤ save ➤ create ➤ open a document • Define word processor • Give examples of mostly used word processors <p>Practical objectives</p> <ul style="list-style-type: none"> • Create a document • Open, save and close a document • Exit MS Word

Tricky Terminology:

word processor, MS Word, menu, dialog box

Types of Questions

- Fill in the Blanks
- True and False
- Picture Identification
- Multiple Choice
- Structured Questions

Practice in the Lab:-

Pg No. 90: Task 1, 2

I.T Links:

<https://www.techwalla.com/articles/how-to-teach-microsoft-word-to-kids>
learningworksforkids.com/apps/microsoft-word/

April 2018

Revision for Final Term Examinations

May 2018

Final Term Examinations