

**Dawood Public School**  
**Computer Studies**  
**Course Outline for 2019-2020**  
**Grade II**

**Course book- Click Start – Computer Science for Schools (II)**  
**First edition (Cambridge University Press)**

**Month wise distribution of Course Work**

August	Working With Windows
September	Play With Input Devices (The Keyboard And The Mouse)
October	Fun With Paint (I)
<b>November</b>	<b>Revision</b>
<b>December</b>	<b>Mid-Year Examination</b>
January	Fun With Paint (II)
February	Applications Of A Computer In Society
March	Digital Citizenship Introduction To MS Word 2007
<b>April</b>	<b>Revision</b>
<b>May</b>	<b>Final Examination</b>

Content	Learning Objectives
<p><b>Working with Windows</b></p> <p>Windows is an operating system that runs and controls the other parts of the computer to work together.</p> <ul style="list-style-type: none"> <li>• Desktop</li> <li>• Icon</li> <li>• Start menu</li> <li>• Taskbar</li> <li>• Starting and shutting down the computer</li> <li>• Opening an application</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define desktop and icon</li> <li>• State the function of the operating system</li> <li>• Identify taskbar and start button</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Practically start up and shut down a computer <ul style="list-style-type: none"> <li>➤ Switch on the computer</li> <li>➤ Shut down the computer</li> </ul> </li> <li>• Identify desktop and icon</li> <li>• Open an application by start menu</li> <li>• Open an application by using icon</li> </ul>
<p><b>Glossary:</b> icon, operating system, start button, taskbar, windows</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice</li> </ul> <p><b>Practice in the Lab:</b> Page 23 (Activity) Page 12 (Activity) Page 17 (Activity)</p> <p><b>I.T Links:</b>  <a href="https://www.slideshare.net/meethimotto/computer-a-machine-grade-ii">https://www.slideshare.net/meethimotto/computer-a-machine-grade-ii</a>  <a href="https://www.youtube.com/watch?v=pDK0Vn6S1o8">https://www.youtube.com/watch?v=pDK0Vn6S1o8</a>  <a href="https://www.youtube.com/watch?v=ev-99L1rUu0">https://www.youtube.com/watch?v=ev-99L1rUu0</a>  <a href="https://www.youtube.com/watch?v=mBny3Pp0IQs">https://www.youtube.com/watch?v=mBny3Pp0IQs</a></p>	

Content	Learning Objectives
<p><b>Play With Input Devices (The Keyboard And The Mouse)</b></p> <p>Keyboard key and mouse are input devices to enter data into computer. Keys and clicks are used to perform different functions.</p> <ul style="list-style-type: none"> <li>• <b>Keyboard keys</b> <ul style="list-style-type: none"> <li>➤ Symbols</li> <li>➤ Function</li> <li>➤ Shift</li> <li>➤ Tab</li> <li>➤ Escape</li> </ul> </li> <li>• <b>Mouse</b> <ul style="list-style-type: none"> <li>➤ Click</li> <li>➤ Double click</li> <li>➤ Right click</li> <li>➤ Drag and drop</li> </ul> </li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• List different types of keys on keyboard.</li> <li>• Describe the function of the following: <ul style="list-style-type: none"> <li>➤ Symbols</li> <li>➤ Function</li> <li>➤ Shift</li> <li>➤ Tab</li> <li>➤ Escape</li> </ul> </li> <li>• State the function of a mouse pointer.</li> <li>• List four actions performed by mouse.</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Identify different types of keys on keyboard.</li> <li>• Type symbols.</li> <li>• Move cursor to the right direction.</li> <li>• Add space between two letters.</li> <li>• To close any program or menu.</li> <li>• Select icon on desktop.</li> <li>• Open icon.</li> <li>• Change the place of an icon on a monitor screen.</li> <li>• Identify and name the computer mouse in lab.</li> <li>• Identify mouse pointer on desktop.</li> <li>• Select and open “computer” icon.</li> <li>• Change the position of “Google” icon.</li> </ul>
<p><b>Glossary:</b> symbols, function, shift, tab, escape, click, double click, right click, drag and drop</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice</li> </ul> <p><b>Practice in the Lab:</b> Page 40 (Activities A ) Page 44 (Activities A and B)</p> <p><b>I.T Links:</b>  <a href="http://www.roomrecess.com/pages/DoubleClick.html">http://www.roomrecess.com/pages/DoubleClick.html</a> (Online game)  <a href="https://simple.wikipedia.org/wiki/Computer_mouse">https://simple.wikipedia.org/wiki/Computer_mouse</a>  <a href="https://simple.wikipedia.org/wiki/Computer_mouse">https://simple.wikipedia.org/wiki/Computer_mouse</a>  <a href="https://www.youtube.com/watch?v=wXQ8PPzCut4">https://www.youtube.com/watch?v=wXQ8PPzCut4</a>  <a href="https://www.computerhope.com/keys.htm">https://www.computerhope.com/keys.htm</a></p>	

Content	Learning Objectives
<p><b>Fun With Paint</b></p> <p>Paint is a drawing software that helps to draw pictures which has:</p> <ul style="list-style-type: none"> <li>• Starting and closing a paint</li> <li>• Components of the window <ul style="list-style-type: none"> <li>➤ Ribbon</li> <li>➤ Quick access tool bar</li> <li>➤ Drawing area</li> </ul> </li> </ul> <p>Various tools can be used to create drawings in MS Paint</p> <ul style="list-style-type: none"> <li>• Pencil tool</li> <li>• Eraser tool</li> <li>• Fill with color tool</li> <li>• Text tool</li> <li>• Magnifier tool</li> <li>• Color Picker tool</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• List drawing tools.</li> <li>• Describe the function of the drawing tools.</li> <li>• Name components of the Paint windows.</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Draw free form shape.</li> <li>• Erase mistakes.</li> <li>• Fill color in closed shapes.</li> <li>• Type text in paint.</li> <li>• Zoom in and zoom out a picture.</li> <li>• Pick the color from color palette.</li> </ul>
<p><b>Glossary:</b> tool, drawing area, colors, ribbon</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice</li> </ul> <p><b>Practice in the Lab:-</b> Pages 61 and 62 (Activity) Page 50 (Activity)</p> <p><b>I.T Links:</b>  <a href="https://www.youtube.com/watch?v=GpsyPTircB0">https://www.youtube.com/watch?v=GpsyPTircB0</a>  <a href="https://www.youtube.com/watch?v=qg24H4prRDE">https://www.youtube.com/watch?v=qg24H4prRDE</a>  <a href="https://www.techwalla.com/articles/ms-painting-tool">https://www.techwalla.com/articles/ms-painting-tool</a>  <a href="https://www.wikihow.com/Use-Microsoft-Paint-in-Windows">https://www.wikihow.com/Use-Microsoft-Paint-in-Windows</a></p>	

Content	Learning Objectives
<p><b>Fun with Paint</b></p> <p>Various tools can be used to create drawings in MS Paint</p> <ul style="list-style-type: none"> <li>➤ brush tool</li> <li>➤ line tool</li> <li>➤ rectangle tool</li> <li>➤ oval tool</li> <li>➤ curve tool</li> </ul> <p>The program also features other instructions:</p> <ul style="list-style-type: none"> <li>• Opening a drawing</li> <li>• Saving a drawing</li> <li>• Taking new drawing</li> <li>• Closing MS Paint</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• List drawing tools.</li> <li>• Describe the function of the drawing tools.</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Draw curve line.</li> <li>• Draw basic shapes.</li> <li>• Draw shapes with specified number of sides.</li> <li>• Draw happy face by using various drawing tools.</li> <li>• Use a combination of drawing tools to create: <ul style="list-style-type: none"> <li>➤ a tree</li> <li>➤ a leaf</li> <li>➤ a house</li> </ul> </li> </ul>
<p><b>Glossary:</b></p> <p>shapes, color palette</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice</li> </ul> <p><b>Practice in the Lab:-</b></p> <p>Page 63 (Activities 1, 3, 4, 5, 6, 10, 12 and 14)</p> <p>Page 52 (Activity)</p> <p><b>I.T Links:</b></p> <p><a href="https://www.youtube.com/watch?v=GpsyPTircB0">https://www.youtube.com/watch?v=GpsyPTircB0</a></p> <p><a href="https://www.youtube.com/watch?v=qg24H4prRDE">https://www.youtube.com/watch?v=qg24H4prRDE</a></p> <p><a href="https://www.techwalla.com/articles/ms-painting-tool">https://www.techwalla.com/articles/ms-painting-tool</a></p> <p><a href="https://www.wikihow.com/Use-Microsoft-Paint-in-Windows">https://www.wikihow.com/Use-Microsoft-Paint-in-Windows</a></p>	

Content	Learning Objectives
<p><b>Applications of a Computer in Society</b></p> <ul style="list-style-type: none"> <li>• Human and computer</li> <li>• Types of computer</li> </ul> <p>Computers are used everywhere in daily life. They can be seen in the following places:</p> <ul style="list-style-type: none"> <li>• Shops and super markets</li> <li>• Railway station and Airport</li> <li>• Office</li> <li>• School</li> <li>• Hospitals</li> <li>• Bank</li> <li>• Home</li> <li>• Making films</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Differentiate between a human and a computer.</li> <li>• Name the different types of computers.</li> <li>• List two uses of computer in a school.</li> <li>• Describe two uses of computer at the airport and railway station.</li> <li>• Describe two uses of computer at banks.</li> <li>• State the full form for ATM and PC.</li> <li>• Describe some two uses of computers at offices.</li> <li>• Describe three uses of computer in a hospital.</li> </ul>
<p><b>Glossary:</b> ATM, desktop, laptop, palmtop, tablet, personal computer</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Label and Identify</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice</li> </ul> <p><b>Practice in the Lab:</b> Page 30 and 31 (Activity) Page 34 (Activity 1,2,3)</p> <p><b>I.T Links:</b> <a href="https://www.informationq.com/uses-of-computers-in-different-fields-areas-sectors-industries-education">https://www.informationq.com/uses-of-computers-in-different-fields-areas-sectors-industries-education</a> <a href="https://www.slideshare.net/swatikakade/computer-uses-in-different-areas">https://www.slideshare.net/swatikakade/computer-uses-in-different-areas</a></p>	

Content	Learning Objectives
<p><b>Digital citizenship (Password Power Up)</b>                      A password is important to protect our information from unknown users. Password should be created in such a way that others cannot access easily.</p> <ul style="list-style-type: none"> <li>• Importance of password</li> <li>• Purpose of password</li> <li>• Use of the password in:                             <ul style="list-style-type: none"> <li>➤ Mobile devices</li> <li>➤ Email</li> <li>➤ Social sites</li> <li>➤ Bank account and credit card</li> </ul> </li> <li>• Create strong password</li> </ul> <p><b>Introductions to MS Word</b>                      Microsoft word is software that helps you to type text on computer.</p> <ul style="list-style-type: none"> <li>• Opening Microsoft word</li> <li>• Creating a documents</li> <li>• Saving Microsoft word</li> <li>• Features of MS word 2007                             <ul style="list-style-type: none"> <li>➤ Office button</li> <li>➤ Quick access tool bar</li> <li>➤ Ribbon</li> <li>➤ Work area</li> <li>➤ Title bar</li> <li>➤ Scroll bars</li> </ul> </li> <li>• Exiting and closing document</li> </ul>	<p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define the term "password"</li> <li>• Describe the purpose of a password.</li> <li>• Develop awareness for the importance of a strong password.</li> <li>• Practice creating a strong password that is easy to remember.</li> </ul> <p><b>Theory objectives</b></p> <ul style="list-style-type: none"> <li>• Define the following terms:                             <ul style="list-style-type: none"> <li>➤ Office button</li> <li>➤ Quick access tool bar</li> </ul> </li> <li>• State the function of the following:                             <ul style="list-style-type: none"> <li>➤ ribbon</li> <li>➤ title bar</li> <li>➤ work area</li> </ul> </li> <li>• Name the scroll bar.</li> </ul> <p><b>Practical objectives</b></p> <ul style="list-style-type: none"> <li>• Open Microsoft word.</li> <li>• Create a document.</li> <li>• Savea document in Microsoft word.</li> <li>• Exit and close a document.</li> <li>• Prepare a document on a given topic.</li> </ul>
<p><b>Glossary:</b>                      cursor, dialog box, office button, quick access tool bar, work area, title bar</p> <p><b>Types of Questions:</b></p> <ul style="list-style-type: none"> <li>➤ Fill in the Blanks</li> <li>➤ Short Answers</li> <li>➤ Multiple Choice</li> </ul> <p><b>Practice in the Lab:-</b>                      Page 73 &amp; 78 (Activities A and B)</p> <p><b>I.T Links:</b>  <a href="http://www.meddybemps.com/halloween/piratepuzzle.html">http://www.meddybemps.com/halloween/piratepuzzle.html</a> (Online game)  <a href="https://www.youtube.com/watch?v=ruhIWjLRX8Q">https://www.youtube.com/watch?v=ruhIWjLRX8Q</a>  <a href="https://www.youtube.com/watch?v=gnVdl3Ki-A4">https://www.youtube.com/watch?v=gnVdl3Ki-A4</a></p>	

**April 2020**

**Revision for Final Examination**

**May 2020**

**Final Examination**