

Chapter 1

Total Periods: 3

Prior Knowledge Required:

The student should be able to:

- know about computer.
- read sentences.

Learning Outcomes:

At the end of the chapter, the student will be able to:

- understand about the computers.

Chapter Name: Our Friendly Computer

Teaching Aid

- Take the students to the computer lab and ask them what they know about computers?
- Show pictures of laptop and computers.

LESSON CONNECT:

- Show the live computer to the students.
- Ask them to decorate their own computer with the help of the colouring activity.

Sub Topics: What is a computer		Page No: 5
Period No.	Learning Outcomes	Methodology
1	<ul style="list-style-type: none">• To understand about the computers.	LESSON CONDUCT: <ul style="list-style-type: none">• Discuss about computers with the students. LESSON CONCLUSION: <ul style="list-style-type: none">• Discuss the uses of a Computer and laptop.
Sub Topics: Activity Section		Page No: 6-7
Period No. : 2-3		
Ask the students to complete the activity given in the activity section.		

EXERCISE:

1. Name some places where computers are used?
2. Write any three uses of computer.
3. Do you have computer or laptop at your home?

ANSWERS:

1. Homes, Schools, etc.
2. We can play games, make drawings and watch cartoons on a computer.
3. Computer/Laptop

Chapter 2

Total Periods: 4

Prior Knowledge Required:

The student should be able to:

- name some simple machines around him.
- read sentences.

Learning Outcomes:

At the end of the chapter, the student will be able to:

- know which machines runs on electricity.
- know which machines runs on fuel.
- know which machines work with human power.
- identify different types of machine.
- know about computer is a machine which runs on electricity.

Chapter Name: Computer... A Machine

Teaching Aid:

- Show the pictures of different machines that the student can see around him every day.
- Show the pictures of different types of computers.

LESSON CONNECT:

- Show the picture of different machines that are used in our daily life.
- Emphasize that machines are man-made and help us to do different types of work.
- Discuss with them what a computer can do.

Sub Topics: What is a Machine?		Page No: 8-10
Period No.	Learning Outcomes	Methodology
1-2	<ul style="list-style-type: none"> To appreciate the role of a machine in making our work easier To identify that the computer is a special machine 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> Discuss about Natural things and introduce the concept of Man-made things such as Machines. Ask the students to name some machines around them and discuss their functions. <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none"> Discuss the functions of machine and computer.

Sub Topics: Brain Developer	Page No: 11-12
Period No. : 2	
Ask the students to complete the questions given in the brain developer.	

Sub Topics: Lab Activity	Page No: 13
Period No. : 3	
Ask the students to complete the activity given in the activity section.	

EXERCISE:

1. Name some machine that you see in your daily life.
2. Write the functions of any two machines that you have seen at home.
3. Name a machine that starts with the alphabet 'C' and can be seen easily at homes and schools.

ANSWERS:

1. Aeroplane, Rickshaw
2. Juicer – for making fruit juice
Washing machine – for washing clothes
3. Computer

Chapter 3

Total Periods: 6

Prior Knowledge Required:

The student should be able to:

- tell the uses of computer.
- read sentences.

Learning Outcomes:

At the end of the chapter, the student will be able to:

- know the uses of computers.
- tell the places where the computers are used.

Chapter Name: Uses of a Computer

Teaching Aid:

- Take students to the computer lab.
- Show them the pictures of different place where computers are used.

LESSON CONNECT:

- Practical show the uses of the computers.
- Tell them some places where computers are used.

Sub Topics: Places where computers are used		Page No: 14
Period No.	Learning Outcomes	Methodology
1	<ul style="list-style-type: none">• Identify the places where computers are used.	LESSON CONDUCT: <ul style="list-style-type: none">• Ask the students to name some places around them where computers are used. LESSON CONCLUSION: <ul style="list-style-type: none">• The students will be able to tell places where computers are used.
Sub Topics: Uses of a computer		Page No: 15-16
Period No.	Learning Outcomes	Methodology

2	<ul style="list-style-type: none"> To know the uses of computers. 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> Discuss the uses of computers in their day to day life. <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none"> The students will be able to give uses of the computers.
---	--	---

Sub Topics: Brain Developer	Page No: 17
Period No. : 3	
Ask the students to complete the questions given in the brain developer.	

Sub Topics: My Activity +Lab Activity	Page No: 18-19
Period No. : 4-5	
Ask the students to complete the activity given in the activity section.	

EXERCISE:

1. Computers are used to _____ games.
2. Computers are used to _____ the movies.
3. Name the place where the computers are used to record guest details.

ANSWERS:

1. Play
2. Watch
3. Hotels and Resorts

Chapter 4

Total Periods: 7

Prior Knowledge Required:

The student should be able to:

- know some parts of the computer.
- read sentences.

Learning Outcomes:

At the end of the chapter, the student will be able to:

- know different parts of the computer.

Chapter Name: Parts of a Computer

Teaching Aid:

- Pictures of different parts of the computers.

LESSON CONNECT:

- Show the picture of different parts of the computer.
- Tell them names of different parts and show them how these parts are connected to the computer.

Sub Topics: Parts of a computer		Page No: 20-21
Period No.	Learning Outcomes	Methodology
1	<ul style="list-style-type: none">• To identify different parts of the computer.	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none">○ Ask students to observe computer and discuss how different parts are connected to each other.○ Introduce various parts of the computer to them○ Monitor○ CPU○ Keyboard○ Mouse○ Printer <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none">○ The students will be able to know some parts of the computer.

Sub Topics: Brain Developer +My Activity	Page No: 21-22
Period No. : 2-3	
Ask the students to complete the questions given in the brain developer and activity given.	

EXERCISE:

1. Name the part of the computer which helps to point at things on the monitor.
2. Name the part of the computer where you can see movies and cartoons.
3. _____ is the brain of a computer.

ANSWERS:

1. Mouse
2. Monitor
3. CPU

Chapter 5

Total Periods: 7

Prior Knowledge Required:

The student should be able to:

- know some parts of the computer.
- read sentences.

Learning Outcomes:

At the end of the chapter, the student will be able to:

- know about Monitor.

Chapter Name: A Monitor

Teaching Aid:

- Show them the coloured pictures/ cardboard models.
- Show them the computer systems in school's computer lab.

LESSON CONNECT:

- Show the picture of Monitor to the students.
- Ask them to observe it properly and share their thoughts.
- Discuss the use of monitor.

Sub Topics: Monitor		Page No: 23
Period No.	Learning Outcomes	Methodology

1	<ul style="list-style-type: none"> To understand the significance of monitor. 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> Ask the students to share their observation regarding the monitor. Explain why a monitor is an important component of a computer system. <p>LESSON CONCLUSION: The students will be able to know about monitor in detail.</p>
---	--	---

Sub Topics: Brain Developer +My Activity	Page No: 24
Period No. : 2-3	
Ask the students to complete the questions given in the brain developer and activity given.	

EXERCISE:

1. We can _____ and _____ is displayed on the monitor.
2. We can get results on the _____.
3. Which part of the computer looks like a television?

ANSWERS:

1. Type, draw
2. Monitor
3. Monitor

Chapter 6

Total Periods: 7

Prior Knowledge Required:

The student should be able to:

- differentiate between alphabet and numbers.
- read sentences.

Learning Outcomes:

At the end of the chapter, the student will possess adequate knowledge about:

- alphabet keys (A-Z) on the keyboard.
- number keys (0-9) on the keyboard.
- special keys.

Chapter Name: The Keyboard

Teaching Aid:

- Coloured pictures/ cardboard models.
- Computer systems in school's computer lab.

LESSON CONNECT:

- Show the picture of keyboard to the students.
- Ask them to observe it properly and share their thoughts.
- Discuss the use of keyboard.

Sub Topics: Keyboard		Page No: 25
Period No.	Learning Outcomes	Methodology
1	<ul style="list-style-type: none">• To understand the significance of keyboard• To understand the different keys on the keyboard and their functions	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none">• Ask the students to share their observation regarding the keyboard of a computer and different devices that use keyboard.• Explain why a keyboard is an important component of a computer system.• Ask the students about the various other devices that make use of a keyboard for taking inputs.• Introduce the keys on the keyboard<ul style="list-style-type: none">○ Alphabet keys○ Number keys○ Special keys <p>LESSON CONCLUSION: The students will be able to use different keys of the keyboard.</p>

Sub Topics: Keys on Keyboard		Page No: 26
Period No.	Learning Outcomes	Methodology

2	<ul style="list-style-type: none"> To understand the different keys on the keyboard and their functions 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> Explain why a keyboard is an important component of a computer system. Introduce the keys on the keyboard <ul style="list-style-type: none"> Special keys Spacebar key Enter key Backspace key Caps Lock key <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none"> The students will be able to use different keys of the keyboard.
---	--	---

Sub Topics: Brain Developer	Page No: 27
Period No. : 3	
Ask the students to complete the questions given in the brain developer.	

Sub Topics: Lab Activity	Page No: 28
Period No. : 4	
Ask the students to complete the activity given in the lab activity.	

EXERCISE:

- Z is an example of the _____ key.
- A keyboard consists of alphabet keys only. (True/False)
- The caps lock key is used to turn on the cursor.
- Name any two special keys.

Answers:

- Alphabet
- False
- False
- Space bar, Enter Key

Chapter 7

Total Periods: 7

Prior Knowledge Required:

The student should be able to:

- know about the main parts of a computer.

Learning Outcomes:

At the end of the chapter, the student will be able to:

- know about the computer mouse and how it is different from a house mouse.
- Know the uses of computer mouse.
- how to hold and move a mouse.
- use the mouse buttons and scroll wheel.

Chapter Name: Using a Mouse

Teaching Aid:

- Coloured pictures/ cardboard models
- Computer mouse

LESSON CONNECT:

- Ask students to share their observation regarding the main parts of a computer that they have seen in the lab.
- Show the picture of mouse attached to computer.
- Discuss with them what a mouse can do.

• Sub Topics: Uses of a mouse		Page No: 29
Period No.	Learning Outcomes	Methodology
1	<ul style="list-style-type: none">• To understand the structure and working of a computer mouse• Different uses of a computer mouse• To know about mouse pointer	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none">• In the class, show a computer mouse and discuss how it is different from a house mouse.• Explain its applications and functions.• Tell them about mouse pointer <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none">• The students will get to know how to use a mouse for selecting the different items.

Sub Topics: Brain Developer	Page No: 30
Period No. : 4	
Ask the students to complete the questions given in the brain developer.	

Sub Topics: Lab Activity	Page No: 30
Period No. : 5	
Ask the students to complete the activity given in the activity section.	

EXERCISE:

1. A computer mouse is always kept on a _____ .
2. A mouse is used to point and _____ any item on the screen.
3. You always place your middle finger on the left mouse button.(True/False)

Answers:

1. Mouse pad
2. Select
3. False.

Chapter 8

Total Periods: 7

Prior Knowledge Required:

The student should be able to:

- Know some places that are used to store our things/objects.
- read sentences.

Learning Outcomes:

At the end of the chapter, the student will possess adequate knowledge about:

- the concept of storage.
- the different storage devices.

Chapter Name: Storage in a Computer

Teaching Aid:

- Coloured pictures/ cardboard models
- Pen drive, CD/DVD, Memory card

- Computer systems in school's computer lab

LESSON CONNECT:

- Ask the students to share their observation regarding the different storage places that they have seen at home or in school.
- Tell them the importance of storage places at homes and computers.

Sub Topics: Storage places		Page No: 31-32
Period No.	Learning Outcomes	Methodology
1	<ul style="list-style-type: none"> • To know about storage places at homes and in computers. 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> • In the class, show a drawer on a table or almirah kept in the lab and ask the purpose of the same from the students. • Then, show them a pen drive or CD and ask them for what are these objects used for. • Then, explain the utility of these objects and also introduce hard disk and memory card as storage devices. <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none"> • The students will get to know the different storage devices of a computer.

Sub Topics: Brain Developer	Page No: 32
Period No. : 2	
Ask the students to complete the questions given in the brain developer.	

Sub Topics: Lab Activity	Page No: 33
Period No. : 3	
Ask the students to complete the activity given in the lab activity section.	

EXERCISE:

1. The objects that are used to store things are called _____ devices.
2. A _____ is round in shape.
3. Storage places are used to store things.(True/False)

Answers:

1. Storage
2. CD
3. True

Chapter 9

Total Periods: 7

Prior Knowledge Required:

The student should be able to:

- draw pictures on the computer.

Learning Outcomes:

At the end of the chapter, the student will be able to:

- know how to use Paint tool.
- know parts of Paint window.
- draw rectangle, circle, straight lines.
- erase the drawing.

Chapter Name: Fun with Paint

Teaching Aid:

Take students to the computer lab.

LESSON CONNECT:

- Introduce various drawing program to the students.
- Ask them to draw a simple drawing on the computer.
- Discuss simple tools with them.

Sub Topics: How to open Paint? Parts of paint window.		Page No: 34
Period No.	Learning Outcomes	Methodology

1	<ul style="list-style-type: none"> To open Paint program 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> Show the students how they can open a Paint program. Discuss various parts of the paint window with them. <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none"> The students will be able to open the paint program easily and will get familiar to the parts of the paint window.
---	---	--

Sub Topics: Drawing a Rectangle, Drawing a Circle		Page No: 35
Period No.	Learning Outcomes	Methodology
2	<ul style="list-style-type: none"> To draw rectangle, circle in Paint program 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> Show them how they can draw rectangle and circle in Paint program. <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none"> The students can try easy objects with the Paint tool.

Sub Topics: Drawing a Straight line, Erasing a drawing, Selecting the Brushes tool, Filling an object with colour		Page No: 36-37
Period No.	Learning Outcomes	Methodology
3	<ul style="list-style-type: none"> To draw a straight line. To erase a drawing To select the Brushes tool To fill an object with colour 	<p>LESSON CONDUCT:</p> <ul style="list-style-type: none"> Show them how they can draw straight lines in Paint program. Tell them how to erase a drawing. Show them how to select the brush tool and fill an object with colour. <p>LESSON CONCLUSION:</p> <ul style="list-style-type: none"> The students can try easy objects with the Paint tool.
Sub Topics: Brain Developer		Page No: 38

Period No. : 6

Ask the students to complete the questions given in the brain developer.

Sub Topics: Activity Section

Page No: 39

Period No. : 4-5

Ask them to complete their My activity given at the end of the chapter.

EXERCISE:

1. Rectangle tool can be found in the _____ group.
2. To draw a straight line, press and hold down the _____ key while dragging the mouse on the drawing area.
3. Which tool can be used to erase any part of a picture?

ANSWERS:

1. Shapes
2. Shift key
3. Eraser tool

Sub Topics: Project work

Page No: 40

Period No. : 5-6

Help the students to complete the project work given at the end.