**Unit: How does a Computer Work Time: 40 min**

**Topic: Working of a Computer Week: 1**

**Day 1**

**Objectives:**

Students should be able to:

• Know the derivation of the word computer.

• Know that whatever instructions we give to the computer; it converts them into binary codes.

• Know the three steps to perform any task on a computer.

**Resources:**

Book (Pg# 5,6)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• Three main uses of a computer.

Development: **(25 minutes)**

Introduce the children with the meaning and derivation of the word computer.

Explain that the computer language is different than the normal human language.

**Explanation:**

• Elaborate the text on page number 5 to the students.

• Explain the process on figure 1.2 (Input , process and output)

**Activity:**

Ask the students to read the 3 steps process in class for figure number 1.2 on page number 6.

**Class work:**

•Let the students read the text.

**Wrap up:**

Lesson will be concluded with the revision of the topics:

**Success Criteria:**

The teacher should ensure that after this lesson, the students are aware of the working of a computer.

**Unit: How does a Computer Work Time: 40 min**

**Topic: Difference between Humans and Computer Week: 1**

**Day 2**

**Objectives:**

Students should be able to:

• Know the difference between Humans and Computer.

• Know about some information about working of computer.

**Resources:**

•Book (Pg# 7,8)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• About working of computer.

Development: **(25 minutes)**

Introduce the children with the meaning and derivation of the word computer and its characteristics.

**Explanation:**

• Elaborate the text on page number 7,8 to the students.

• Explain key terms to students.

**Activity:**

* Ask the students to read and solve a exercise on page number 8

**Class work:**

•Let the students read the text.

**Wrap up:**

Lesson will be concluded with the revision of the topics:

**Success Criteria: (25 minutes)**

The teacher should ensure that after this lesson, the students are aware of difference between humans and computer and extra information given on page number 8.

**Unit: How does a Computer Work Time: 40 min**

**Topic: Exercises Week: 2**

**Day 1**

**Objectives:**

Students should be able to:

• learn about the working of computer.

• Solve the exercises.

**Resources:**

Book (Pg# 9,10)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• About input, output process

Development: **(25 minutes)**

Tell a brief history of computer to students.

**Explanation:**

• Ask the students to write the EX.A,B,C and D on note Books.

• Ask students to solve these exercises.

**Class work:**

•Let the student solve above mentioned exercises and then check the answers and guide the students.

**Wrap up:**

Class will be concluded with the revision of the topics:

**Success Criteria:**

The teacher should ensure that each student has attempted to solve the exercises.

**Unit: How does a Computer Work Time: 40 min**

**Topic: Activities based learning Week: 2**

**Day 2**

**Objectives:**

Students should be able to:

• Understand the IPO process.

**Resources:**

Book (Pg# 10,11)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• About input, output process

Development: **(25 minutes)**

Discussion about different types of the computers.

**Explanation:**

• Divide the class into two groups and discuss about parts of computer (activity E)

•. Ask students to give examples of IPO process .

**Class work:**

•Listen the answer of two groups and praise the better one.

**Wrap up:**

Class will be concluded with the revision of the topics.

**Success Criteria:**

The teacher should ensure that students are well aware of working of computer and IPO process.

**Unit: Characteristics of a Computer Time: 40 min**

**Topic: 5 main characteristics of a Computer Week: 3**

**Day 1**

**Objectives:**

Students should be able to:

• Discuss and write down the characteristics of a computer.

• Memorize at least one point each from all the characteristics.

**Resources:**

•Book (Pg# 12,13)

**Vocabulary:**

• Versatility, Diligence

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

The working of a computer, ask the students how does the computer work?

Development: **(25 minutes)**

Make students familiar with the characteristics of computer : speed , high storage capacity , versatility

**Explanation:**

• Explain the characteristics of each of the five points discussed.

**Activity:**

Ask the students to perform activity A on page number 15

**Class work:**

Instruct the students to read the 5 characteristics of a computer in class.

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• The working of the computer .

• Re-enforce the characteristics of the computer.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

• Well aware of the characteristics of the computer.

**Unit: Characteristics of a Computer Time: 40 min**

**Topic: Limitations of a computer and Now you know Week: 3**

**Day 2**

**Objectives:**

Students should be able to:

* List the limitations of a computer.
* Revision of characteristics of computer

**Resources:**

Book (Pg#13,14 )

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

Ask the students the characteristics of a computer

Development: **(25 minutes)**

Introduce the children with the limitations of a computer and tell them the meaning of limitation.

**Explanation:**

Explain the points given in the book for limitations of a computer.

**Activity:**

Ask the students to collect 3 different pictures of activities that only human beings can perform and a computer cannot, and list 3 different activities that a human being can perform through a computer ( for e.g. collect information , paint e.t.c.)

**Class work:**

•Ask the students to read out the limitations of the computer by themselves

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• Limitations of the computer and its inability to function without having a human input information.

**Home work:**

Ask students to solve multiple questions on page 14

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

• Well aware of the fact that that the computer is not capable to function without a human input.

**Unit: Characteristics of a Computer Time: 40 min**

**Topic: Key terms, Exercises Week: 4**

**Day 1**

**Objectives:**

Students should be able to:

• Learn about the characteristics of a computer by solving exercises.

• Remember the characteristics of computer by filling in the blanks.

**Resources:**

Book (Pg# 15,)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* The working of a computer, and limitation of computer

Development: **(25 minutes)**

Explain key terms to students.

**Explanation:**

• Explain the limitation of computer.

**Activity:**

Ask the students to solve exercise A,B,C on copies.

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• The working of the computer .

• Re-enforce the characteristics of the computer .

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

• Well aware of the limitation and characteristics of the computer .

**Unit: Characteristics of a Computer Time: 40 min**

**Topic: Key terms, Exercises Week: 4**

**Day 2**

**Objectives:**

Students should be able to:

* understand and explain the characteristics of computer
* Understand and explain limitation and uses of computer

**Resources:**

Book (Pg# 16,17)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* Characteristics and limitation of computer

Development: **(25 minutes)**

Ask students to solve exercise D on copies .

**Explanation:**

• Check the solutions of students and guide them .

**Activity:**

Divide class into several groups and ask them to write the uses of computer in daily life.

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• Uses of computer.

**Home work:**

Ask students to solve activity F .

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

• Well aware of the limitation, characteristics and uses of the computer

**Unit: Input and Output Devices Time: 40 min**

**Topic: Input devices Week: 5**

**Day 1**

**Objectives:**

Students should be able to:

* Know what an input device is.
* Name and functions of input devices.

**Resources:**

Book (Pg#18,19

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The uses of a computer, by dividing the class in groups and asking them to write down the uses as many as they can recall from the previous lecture.

Development: **(25 minutes)**

Start the lecture by the explanation of an input device.

* Revise the basic rule of Input-Process-Output

**Explanation:**

* Explain the function of the keyboard, mouse, joystick and track ball today.

**Activity:**

* Engage in discussion on the input devices and ask the students the devices they already have used and are familiar with.

**Class work:**

* Direct the students to read about the input devices and ask questions if any.

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• The uses of input devices.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

* Grasped the basic definition of an input device.
* Able to learn about different input devices.

**Unit: Input and Output Devices Time: 40 min**

**Topic Input devices, processing and Output devices Week: 5**

**Day 2**

**Objectives:**

Students should be able to:

Learn and understand the input ,processing and output devices

**Resources:**

Book (Pg#20,21)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The definition of input devices.
* The devices they have learnt in the previous lecture.

Development: **(25 minutes)**

Introduce the children to touch screen , touch pad , microphone , scanner , barcode reader and light pen.

**Explanation:**

Explain the uses of each of the input device in detail in interesting ways, by giving examples from everyday lives.

**Activity:**

Ask the students to collect different bar codes they can find in their homes and paste them in their note books .

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• All the input devices learnt.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

* Able to enlist the names and 1 use each of all the input devices.
* Able to define an processing devices and output devices.

**Unit: Input and Output Devices Time:40 min**

**Topic: Storage devices and exercises Week: 6**

**Day 1**

**Objectives:**

Students should be able to:

* Define the storage devices.
* Learn about input output devices by solving exercises.

**Resources:**

Book (Pg#22,23,24)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* Revising all types of devices.

Development: **(25 minutes)**

Introduce the students to the definition of storage devices and its features.

**Explanation:**

Explain hard disk , compact disk and pen drive and their uses.

**Activity:**

Show pictures of the devices and ask students to guess the names.

**Class work:**

Ask students to solve exercise A,B,C in the class.

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• The functions and features of the output devices.

**Home work:**

Ask students to write down the Multiple choices and Key terms from home.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

Enlist all the storage devices.

**Unit: Input and Output Devices Time: 40 min**

**Topic: Exercises Week: 6**

**Day 2**

**Objectives:**

Students should be able to:

Learn about input, output ,storage devices and storage devices by solving exercises

**Resources:**

Book (Pg#24,25,26)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* Revising all types of devices.

Development:

Introduce the students to the definition of storage devices and its features.

**Explanation:**

Explain the definition of input ,output, processing and storage devices.

**Activity:**

Ask students to think of some devices that can act both as input and output devices.

**Class work:**

Ask students to solve exercise D,E,F and G in the class.

**Wrap up:**

Lesson will be concluded with the revision of following topics:

• The functions and features of the storage devices.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

* Able to define inputs, output ,processing and storage devices.

**Unit: MS windows 7 Time: 40 min**

**Topic: Introduction to MS windows 7 Week: 7**

**Day 1**

**Objectives:**

Students should be able to:

* Identify the screen of MS Windows 7.
* Know the features of Windows 7

**Resources:**

* Book (Pg# 27,28)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* Revising output and input devices.

Development: **(25 minutes)**

* Introduce the topic to the students by giving an introduction on the features of MS Windows 7.
* Explain the function of an operating system.

**Activity**:

* Take the students to the computer lab and show them the desktop.
* Explain that the screen that appears after switching on a computer is called the desktop.

**Class work:**

* Direct the children to read the text in the book for the topic.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Features of an operating system
* Identify the desktop.

Success Criteria:

The teacher should ensure that after this lesson, the students are:

* Well aware of an operating system.
* Identify the desktop.

**Unit: Input and Output Devices Time: 40 min**

**Topic: Input devices, processing and Output devices Week: 7**

**Day 2**

**Objectives:**

Students should be able to:

* Identify the components of desktop.
* Learn the definition of an icon.
* Identify an icon.
* Know different icons of a desktop: Hard Disk Drives, Devices with removable storage, recycle bin, storage.
* Create a new folder.

**Resources:**

* Book (Pg# 29,30)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The importance of an operating system

Development: **(25 minutes)**

* Introduce the children to the icons on a desktop**.**
* Explain them by showing them the icons on a desktop.

**Activity**:

For the explanation of the topic, take the students to the computer lab.

**Class work:**

Ask the students to read about hard disk drives and devices with removable storage

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Desktop
* Icons on a desktop
* Hard Disk Drives
* Devices with Removable Storage
* Process of creating new folder.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Able to identify desktop.
* Able to differentiate between desktop and computer icons.
* Able to create a new folder.

**Unit: MS Windows 7 Time: 40 min**

**Topic: Creating a new folder using windows explorer Week: 8**

**Day 1**

**Objectives:**

Students should be able to:

* Create a new folder using windows explorer.
* Rename a folder.

**Resources:**

* Book (Pg# 31,32)
* Computer Lab

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking.

* Revision of how to create a folder

Development: **(25 minutes)**

* Introduce the children to the topic, tell them related information on creating a new folder using windows explorer
* Explain the topic by the following 4 steps:
* Move the mouse pointer on start button and right click on it.
* Click on “Open windows explorer”, libraries window will open.
* Click on Desktop in the left pane of the window. A new window will be opened.
* Click on New Folder. A new folder will be created.

**Activity**:

Demonstrate the above steps on a projector, in class (if available) , otherwise demonstrate It to the students in a computer lab as convenient.

**Class work:**

Ask the students to practice creating a new folder using windows explorer by themselves in the computer lab.

Wrap up:  **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Creating a new folder using windows explorer.
* How to rename a folder.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Able to create a new folder using windows explorer.
* Able to rename the folder.

**Unit: MS Windows 7 Time: 40 min**

**Topic: How to delete and copy paste a file or folder Week: 8**

**Day 2**

**Objectives:**

Students should be able to:

* Delete a file or folder.
* Copy paste a file and folder.

**Resources:**

* Book (Pg# 33,34)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking about all types of devices.

* The steps to rename an existing folder.

Development: **(25 minutes)**

* Introduce the children to the topic.
* Explain the following procedures to the students for deleting a file or a folder practically doing it:
* Select the folder that has to be deleted by single click of the left mouse button.
* Click the right mouse button and a list of options will be displayed.
* Click the “delete” option.

(Windows 7 confirms before deleting the file or folder by displaying a dialog box.)

* Press Enter or click the “Yes” button to delete the file or “No” to cancel deleting.
* Explain the procedure to copy paste a file and folder.

**Activity**:

* Ask the students to follow the steps to delete a file or folder.
* Read “Cool Tip” on page number 34

**Class work:**

* Ask the students to go through the points.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Deleting a file or folder
* Copy paste a file and folder

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Able to delete a file or folder by themselves.
* Able to copy pate a file and folder

**Unit: MS windows 7 Time: 40 min**

**Topic: How to cut and paste a file or folder Week: 9**

**Day 1**

**Objectives:**

Students should be able to:

* Cut and paste a file or folder.

**Resources:**

* Book (Pg# 35,36)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The steps to copy and paste a file or a folder

Development: **(25 minutes)**

* Introduce the children to the topic.
* Perform the following steps in class and ask the students to observe the steps to copy and paste a file or folder.

1. Select the file or folder to be cut.
2. Right click the mouse button and click the ‘cut’ option.
3. Select the location where the file is to be moved. Open this folder by double-clicking it.
4. Now right click the mouse button and click the Paste option. The file is moved to the new location.

**Activity**:

Ask the students to follow the steps to perform to cut and paste a file or folder.

**Class work:**

Direct the students to follow the steps to learn how to cut and paste a file or folder.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Steps to cut and paste a file or folder

Success Criteria:

The teacher should ensure that after this lesson, the students are:

* Able to follow the steps to cut and paste a file or folder by themselves.

**Unit: MS Windows 7 Time: 40 min**

**Topic: How to select various files and folders Week: 9**

**Day 2**

**Objectives:**

Students should be able to:

* Select various files and folders.

**Resources:**

* Book (Pg# 38,39)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The steps to cut and paste a file or folder.

Development: **(25 minutes)**

* Introduce the children to the topic.
* Explain the steps in the book by demonstrating to the students.

**Activity**:

Perform the steps in the lab.

**Class work:**

Ask the students to follow the steps.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Select various folders and files

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Able to perform the activities on their own.

**Unit: MS Windows 7 Time: 40 min**

**Topic: How to change the background of the desktop Week: 10**

**Day 1**

**Objectives:**

Students should be able to:

* Change the background of the desktop

**Resources:**

* Book (Pg# 38,39)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking.

* How to select various files or folder.

Development: **(25 minutes)**

* Introduce the children to the topic.
* Explain the steps in the book by demonstrating to the students.

**Activity**:

Perform the steps in the lab.

**Class work:**

Ask the students to follow the steps.

Wrap up:  **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to change the background.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Able to perform the activities on their own,

**Unit: MS Windows 7 Time: 40 min**

**Topic: How to delete and copy paste a file or folder Week: 10**

**Day 2**

**Objectives:**

Students should be able to:

* Change the screensaver
* Resize a window

**Resources:**

* Book (Pg 40,42)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking about all types of devices.

* Ask the students the steps of how to change the background of the desktop.

Development: **(25 minutes)**

* Introduce the children to the topic by demonstrating to the students by practically performing it in class on a projector or the lab room.
* Explain the steps in the book.

**Activity**:

* Ask the students to follow the steps to change the screensaver and follow the steps to resize a window.
* Read the first 6 points from “Now you know”

**Class work:**

* Direct the students to read the steps thoroughly in class and perform them again as revision.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Changing the screensaver.
* Resizing a window.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* By following the steps, the children are able to change screensavers and choose and apply different screensavers.

**Unit: MS windows 7 Time: 40 min**

**Topic: How to move a window Week: 11**

**How to exit or quit windows**

**Day 1**

**Objectives:**

Students should be able to:

* Move a window
* How to exit or quit windows

**Resources:**

* Book (Pg#43, 44 )

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The students the steps to resize a window and the steps to change the screensaver.

Development: **(25 minutes)**

* Introduce the children to the topic by performing the steps as demo.
* Explain the students the steps given in the book or the topic.

**Activity:**

* Ask the students to perform the steps on their own.

**Class work:**

* Ask the students to read the remaining “now you know” points and key terms.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* The steps to move a window
* The steps to exit or quit windows

Success Criteria:

The teacher should ensure that after this lesson, the students are:

* Well aware of the fact that a window can be move only if it is not maximized.
* The steps to move a windows and how to exit or quit windows.

**Unit: MS Windows 7 Time: 40 min**

**Topic: Exercise Week: 11**

**Day 2**

**Objectives:**

Students should be able to:

* Learn about window 7 by solving exercises.

**Resources:**

* Book (Pg# 45, 46, 47)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The students the How to create a folder.
* How to rename a folder.

Development: **(25 minutes)**

* Explain the students read exercises.

**Activity**:

* Ask the students to go in the lab and practice how to create a folder.

**Class work:**

* Ask the students to solve exercise from A to G.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to delete a file or folder.
* How to copy paste a file or folder.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Learn about the functions of window 7.

**Unit: MS Paint Time: 40 min**

**Topic: Introducing to MS Paint Week: 12**

**Drawing a new year**

**Day 1**

**Objectives:**

Students should be able to:

* Draw images on paint
* Type text in paint

**Resources:**

* Book (Pg# 48, 49, 50)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking few questions.

* What is the purpose of MS Paint?

Development: **(25 minutes)**

* Introduce the topics to the students, tell them the purpose of MS Paint, revise the features and show how to create basic lines, rectangles and curves.
* Explain the steps in the book for the topic, also perform the steps in class.

**Activity:**

* Direct the students to practice basic lines, rectangles and curves on MS Paint.
* Read “Cool tip” on page number 51 .and perform

**Class work:**

Direct the students to draw a New Year card while following the steps that the teacher performed.

Wrap up:  **( 05 minutes)**

Lesson will be concluded with the revision of following topics:

* Interactive and colorful images and cards can be made while using MS Paint

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Draw the images with colors. Type text on paint.

**Unit: MS Paint Time: 40 min**

**Topic: Introduction to MS Paint Week: 12**

**Drawing a New Year card**

**Day 2**

**Objectives:**

Students should be able to:

* Draw images on paint

**Resources:**

* Book (Pg# 50,51)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* What is the purpose of MS Paint?

Development: **(25 minutes)**

* Introduce the topics to the students, tell them the purpose of MS Paint, revise the features and show how to create basic lines, rectangles and curves.
* Explain the steps in the book for the topic, also perform the steps in class.

**Activity:**

* Direct the students to practice basic lines, rectangles and curves on MS Paint.
* Read “Cool tip” on page number 51 .and perform

**Class work:**

* Direct the students to draw a New Year card while following the steps that the teacher performed.  
  (Steps 5 to 10)

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Interactive and colorful images and cards can be made while using MS Paint

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Draw the images with colors.
* Successfully draw a New Year card.

**Unit: MS Paint Time: 40 min**

**Topic: Introduction to MS Paint Week: 13**

**Image group, How to crop an image**

**Day 1**

**Objectives:**

Students should be able to:

* Learn the commands of the image.

**Resources:**

* Book (Pg# 51, 52, 53 )

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* Ask the students 3 questions on MS Paint
* And also ask the basic use of MS Paint

**Development: (25 minutes)**

* Introduce the children to the image group
* Explain the commands
* Explain the use of the “select” command

**Activity**:

* Explain the steps to the students practically and direct them to do it on their own.

**Class work:**

* Ask the students to draw and color a birthday greeting for your friends.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* Practicing the functions of the image group.
* Cropping an image.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are:

* Well aware of the image group and its functions.
* Able to crop out images.

**Unit: MS Paint Time: 40 min**

**Topic: Resize and skew, Week: 13**

**Flip and rotate**

**Day 2**

**Objectives:**

Students should be able to:

* Resize and skew an image
* Flip/rotate an image

**Resources:**

* Book (Pg# 54, 55)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The steps of how to crop an image.

Development: **(25 minutes)**

* Introduce the children to the steps to resize and skew, flip and rotate.
* Explain thefollowing steps to the students and practically perform in the lab room or in class.

**Activity**:

* Direct the students to try the options flip/resize and rotate on their own

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* The steps to resize and skew and flip and rotate an image.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Capable of performing the steps by themselves and are thoroughly revising the past steps by reading “now you know”

**Unit: MS Paint Time: 40 min**

**Topic: Invert selection, Week: 16**

**How to cut an image**

**Day 1**

**Objectives:**

Students should be able to:

* Use invert selection command.
* Cut an image.

**Resources:**

* Book (Pg# 55,56,57)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking few questions.

* About resize and skew command.
* Flip or rotate

Development: **(25 minutes)**

* Introduce the children with invert selection meaning and steps of cutting an image.
* Perform the steps of invert selection in the lab.
* Explain the process of cutting an image in detail.

**Activity**:

* Ask students to perform the steps of invert selection themselves in the lab.

Wrap up:  **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* The steps to cut an image.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Able to use the invert selection command
* Able to cut an image.

**Unit: MS Paint Time: 40 min**

**Topic: How to copy an image, Week: 16**

**View tab**

**Day 2**

**Objectives:**

Students should be able to:

* Copy an image.
* Use commands of view tab.

**Resources:**

* Book (Pg# 58,59,60)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* About invert selection process.

Development: **(25 minutes)**

* Introduce the children with command of view tab and steps of copying an image.
* Explain the command in the view tab.
* Explain the process of copying an image in detail.

**Activity**:

* Ask students to perform the steps of copying an image themselves in the lab.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Using the commands of view tab.

Success Criteria:

The teacher should ensure that after this lesson, the students are able to:

* Copy an image.
* Use the commands in the view tab.

**Unit: MS Paint Time: 40 min**

**Topic:** **View tab, how to save the image Week 17**

**Day 1**

**Objectives:**

Students should be able to:

* Use commands of view tab.
* Save an image.

**Resources:**

* Book (61,62)

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking.

* About the command of view tab learned in the previous lecture.
* Introduce the children with command of view tab and steps of saving an image.

**Development: (25 minutes)**

* Explain the command in the view tab..
* Explain the process of saving an image in detail.

**Activity**:

* Ask students to perform the steps of saving an image themselves in the lab.

**Wrap up: (5 minutes)**

Lesson will be concluded with the revision of following topics:

Commands of view tab which are following:

1. Rulers.
2. Gridlines.
3. Full screen.

**Success criteria:**

Students are able to:

* Save an image.

Use the commands of the view tab which are following:

1. Rulers
2. Gridlines.
3. Full screen.

**Unit: MS Paint Time: 40 min**

**Topic: How to print the image,** **Week 17**

**How to set your picture as desktop**

**Day 2**

**Objectives:**

Students should be able to:

* Print the image
* set the picture as desktop background

**Resources:**

* Book (63,64)

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking:

* About the steps of saving an image
* Introduce the children with print of anything.
* Show them the print of a document.

**Explanation: (25 minutes)**

* Explain the steps of saving an image in detail.
* Explain the steps of setting a picture as desktop background.

**Activity**:

* Ask students to perform the steps of printing an image themselves in the lab.

**Wrap up: (5 minutes)**

Lesson will be concluded with the revision of:

* The steps of setting a picture as background of desktop.

**Success criteria:**

Students are able to:

* Print an image.
* Setting a picture as background of desktop.

**Unit: MS Paint Time: 40 min**

**Topic:** **Fill command and edit color Week 18**

**Day 1**

**Objectives:**

Students should be able to:

* Use fills command.
* Use edit color command.

**Resources:**

* Book (Page 65,66)
* Pictures

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking:

* Ask the students about how to print an image.
* Ask students about how to set a picture as desktop back ground.

**Development: (25 minutes)**

* Introduce fill command and edit color command.
* Explain the steps of fill command.
* Explain the steps of edit color command.

**Activity**:

* Take the students to lab and perform the steps of fill command.

**Wrap up: (5 minutes)**

Conclude the topic by:

* Revising the steps of edit color command.

**Success criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Use of fill command.
* Use of edit color command.

**Unit: MS Paint Time: 40 min**

**Topic: Exercises**  **Week 18**

**Day 2**

**Objectives:**

Students should be able to:

* Revise chapter by solving exercises.

**Resources:**

* Book (Pg#66,67,68)

**Methodology:   
Introduction: (10 minutes)**

Ask the students:

* About fill command.
* About edit color command.
* Ask students to read, key terms and exercise.

**Class work: (25 minutes)**

* Ask students to solve exercises from A to D.

. **Home work:**

* Ask students to solve exercise E to G from home.

**Wrap up: (5 minutes)**

* The lesson will concluded by checking the solved exercises.

.

**Success criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise the chapter by solving exercises.

**Unit: Logo primitives**  **Time: 40 min**

**Topic:** **Fill command and edit color Week 19**

**Day 1**

**Objectives:**

Students should be able to:

* Define Logo.
* Forward command.
* Backward command.
* Right command.

**Resources:**

* Book (Pg#69)

**Methodology:   
Introduction: (10 minutes)**

* Explain the Logo in detail.

**Development: (25 minutes)**

* Ask students what they know about the logo primitives?
* Explain the logo primitives.
* Explain the functions of forward command.
* Explain the functions of backward command.
* Explain the functions of right command.

**Class work:**

* Ask the students to read the page 69.

**Activity**:

* Take the students to lab and ask them to perform above mentioned commands.

**Wrap up: (5 minutes)**

Lesson will be concluded with the revision of following topics:

* Functions of forward command.
* Functions of backward command.
* Functions of right command.

**Success criteria:**

The teacher should ensure that after this lesson, the students are:

* Functions of forward command.
* Functions of backward command.
* Functions of right command.

**Unit: Logo primitives Time: 40 min**

**Topic: Left, Hide turtle, Show turtle, Week 19**

**Set heading and home.**

**Day 2**

**Objectives:**

Students should be able to:

* Left command.
* Hide turtle command.
* Show turtle command.
* Set heading command.
* Home command.

**Resources:**

* Book (Pg#70, 71).

**Methodology:   
Introduction: (10 minutes)**

* What is Logo?
* What are the functions of right command?

**Development: (25 minutes)**

* Ask students what they know about the logo primitives?
* Explain the functions of Left command.
* Explain the functions of Hide turtle command.
* Explain the functions of Show turtle command.
* Explain the functions of set heading command.
* Explain the functions of Home command.

**Class work:**

* Ask the students to read the page 70, 71.

**Activity**:

* Take the students to lab and ask them to perform above mentioned commands.

**Wrap up: (5 minutes)**

Lesson will be concluded with the revision of following topics:

* Explain the functions of Left command.
* Explain the functions of Hide turtle command.
* Explain the functions of Show turtle command.

**Success criteria:**

The teacher should ensure that after this lesson, the students are able to perform:

* Left command.
* Hide turtle command.
* Show turtle command.
* Set heading command.
* Home command

**Unit: Logo Primitive Time: 40 min**

**Topic: Pen Up, Pen down, Week: 20**

**Pen erases Pen paint**

**Day 1**

**Objectives:**

At the conclusion of the topic, the students will:

* Use of pen up command.
* Use of pen down command.
* Use of Pen erases command.
* Use of pen paint command.

**Resources:**

* Book, page 72, 73.

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking:

* Functions of Forward command, backward command.
* Functions of Right command and left command.

**Development: (25 minutes)**

* The function of following in detail.
* pen up
* pen down
* Pen erase
* pen paint

**Activity**:

* Ask students to practice Pen up and Pen down command in the lab.

**Wrap up: (05 minutes)**

Lesson will be concluded by revision of following topics.

* Pen erase
* pen paint

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* pen up
* pen down
* Pen erase
* pen paint

**Unit: Logo Primitives Time: 40 min**

**Topic: Print command Week: 20**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* Use of pen up command.
* Use of Print command.
* Use of pen paint command.

**Resources:**

* Book, page 74, 75.

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking:

* Functions of Pen up command Pen down command.
* Functions of Pen erase command and Pen paint command.

**Development:**

**(25 minutes)**

* The function of following in detail.
* Print command.

**Activity**:

* Ask students to practice Print command in the lab.

**Wrap up: (05 minutes)**

Lesson will be concluded by revision of following topics.

* Print command.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Use of print command.

**Unit: Logo Primitives Time: 40 min**

**Topic: Label command,** **Week: 21**

**Day 1**

**Objectives:**

At the conclusion of the topic, the students will:

* Able to learn print a number using label command.
* Able to learn print a word using label command.
* Able to learn print a sentence using label command.

**Resources:**

* Book page: 75, 76, 77, 78

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking:

* Functions of Pen up command Pen down command.
* Functions of Pen erase command and Pen paint command.

**Development: (25 minutes)**

* The procedure of using label command.
* Printing a number using label command.
* Printing word using label command.
* Printing a sentence using label command.

**Activity**:

* Take the students to and Ask students to practice printing a number, word and sentence using label command.

**Wrap up: (05 minutes)**

Lesson will be concluded by revision of following topics.

* Label command.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The procedure of using label command.
* Printing a number using label command.
* Printing word using label command.
* Printing a sentence using label command.

**Unit: Logo Primitives Time: 40 min**

**Topic: Clear text, clear screen Week: 13**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* Clear text command.
* Clear screen command.

**Resources:**

Book, page 78, 79

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking:

* The procedure of using label command.
* Printing a number using label command.

**Development: (25 minutes)**

* The procedure of using clear text command.
* The procedure of using clear screen command.

**Activity**:

* Take the students to and Ask students to practice clear text and clear screen command.

**Wrap up: (05 minutes)**

Lesson will be concluded by revision of following topics.

* Clear screen command.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Clear text command.
* Clear screen command.

**Unit: Logo Primitives Time: 40 min**

**Topic: Now you know, key terms and Exercises**  **Week: 22**

**Day 1**

**Objectives:**

Students should be able to:

* Revise the chapter by solving exercises.

**Resources:**

* Book (Pg.80, 81)

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are uses forward command?
* What are the uses of backward command?

**Development: (25 minutes)**

* Ask the students to read now you know.

**Activity**:

* Ask students to read the key terms and remember them.

**Class work:**

* Ask students to solve exercise A, B and C in the class.

**Wrap up: (05 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise chapter by solving exercises.

**Unit: Logo Primitives Time: 40 min**

**Topic: Exercises**  **Week: 22**

**Day 2**

**Objectives:**

Students should be able to:

* Revise the chapter by solving exercises.

**Resources:**

* Book (Pg.81,82)

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are uses Right command?
* What are the uses of Left command?

**Development: (25 minutes)**

* Ask the students to read exercise D,E and F.

**Activity**:

* Ask students to draw some figures where PU is required.

**Class work:**

* Ask students to solve exercise D,E and F in the class.

**Wrap up: (05 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Home work:**

* Ask students to solve exercise G.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise chapter by solving exercises.

**Unit: logo calculations Time: 40 min**

**Topic: Print command (addition)** **Week: 23**

**Day 1**

**Objectives:**

Students should be able to:

* Do calculations using print command.
* Addition of numbers

**Resources:**

* Book (pg. 83,84)
* Board
* Flash Cards

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are uses of pen erase command?
* What are uses of pen paint command?

**Development: (25 minutes)**

* Tell the students about logo primitives and use of print command for calculations.
* Explain different methods of addition.

**Activity**:

* Give students some questions for addition to solve using logo calculations.

**Class work:**

* Ask students to read page 83 and 84.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* Different methods of addition.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* To perform addition of number using print command.

**Unit: logo calculations Time: 40 min**

**Topic: subtraction, multiplication Week: 23**

**And division of numbers**

**Day 2**

**Objectives:**

Students should be able to:

* Subtract number
* Multiply numbers
* Divide numbers

**Resources:**

* Book (pg. 85, 86)

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are uses of pen erase command?
* What are uses of pen paint command?

**Development: (25 minutes)**

* Tell the students about logo primitives and use of print command for calculations.
* Explain different methods of addition.

**Activity**:

* Give students some questions for addition to solve using logo calculations.

**Class work:**

* Ask students to read page 83 and 84.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* Different methods of addition

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* To perform addition of number using print command.

**Unit: logo calculations Time: 40 min**

**Topic: Label command, now you know, exercises** **Week: 24**

**Day 1**

**Objectives:**

Students should be able to:

* Use label command.
* Revise chapter by reading now you know.

**Resources:**

* Book (pg.87, 88)
* Board
* Flash Cards

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are the methods for addition of numbers?

**Development: (25 minutes)**

* Tell the students about functions of label command.
* Ask students to read now you know

**Activity**:

* Ask students to solve MCQs in check your knowledge.

**Class work:**

* Ask students to solve exercise A in the class.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* Check the solution prepared by the students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* To perform label command.
* Revise chapter by solving exercises.

**Unit: logo calculations Time: 40 min**

**Topic: exercises Week: 24**

**Day 2**

**Objectives:**

Students should be able to:

* Use label command.
* Revise chapter by reading now you know.

**Resources:**

* Book (pg.87,88)
* Board
* Flash Cards

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are the methods for addition of numbers?

**Development: (25 minutes)**

* Tell the students about functions of label command.
* Ask students to read now you know.

**Activity**:

* Ask students to solve MCQs in check your knowledge.

**Class work:**

* Ask students to solve exercise A in the class.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* Check the solution prepared by the students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* To perform label command.
* Revise chapter by solving exercises.

**Unit: Introduction to MS word 2010 Time: 40 min**

**Topic: Features of a word processor,** **Week: 25**

**How to start MS Word**

**Day 1**

**Objectives:**

Students should be able to:

* Understand the advantages MS word.
* Understand the features of a word processor.
* Start Ms Word.

**Resources:**

* Book (pg.91,92)
* Board
* Flash Cards

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* How to divide and multiply the numbers.

**Development: (25 minutes)**

* Tell the students about the advantages of Ms Word.
* Compare the hand writing with the writing on ms word
* Explain the features of a word processor.
* Explain the steps to start the Ms Word.

**Activity**:

* Ask students to practice steps of starting Ms Word.

**Class work:**

* Ask students to read page 91 and 92.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to start MS word.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Understand the advantages MS word.
* Understand the features of a word processor.
* Start MS Word.

**Unit: Introduction to MS Word 2010 Time: 40 min**

**Topic: Components of MS word**  **Week: 25**

**Day 2**

**Objectives:**

Students should be able to:

Understand the components of Ms Word.

* Title bar
* Quick access tool bar
* Ribbon
* Scroll bars
* rulers
* status bars

**Resources:**

* Book (pg.92,93)
* Board
* Flash Cards

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are the steps to start MS word?

**Development: (25 minutes)**

* Explain following components.
* Title bar
* Quick access tool bar
* Ribbon
* Scroll bars
* rulers
* status bars

**Class work:**

* Ask students to read page 92 and 93.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* Title bar
* Quick access tool bar
* Ribbon
* Scroll bars
* rulers
* status bars

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Understand the components of MS Word.

**Unit: Introduction to MS word 2010 Time: 40 min**

**Topic:** **How to create a new document** **Week: 26**

**Day 1**

**Objectives:**

Students should be able to:

* Understand the features of a word processor.
* Create New Word Document.

**Resources:**

* Book (pg.94,95)
* Computer Lab

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* About different components of MS Word.

**Development: (25 minutes)**

* Tell the students about the advantages of Ms Word.
* Compare the hand writing with the writing on ms word
* Explain the features of a word processor.
* Explain the steps to create the new Word Document.

**Activity**:

* Ask students to practice steps of creating document.

**Class work:**

* Ask students to read page 94 and 95.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to create MS word document.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Understand the features of a word processor.
* Create new MS Word document.

**Unit: Introduction to MS Word 2010 Time: 40 min**

**Topic: How to change the font style Week: 26**

**Color and size of the text**

**Day 2**

**Objectives:**

Students should be able to:

* Change the style of the text
* Change font size of the text.

**Resources:**

* Book (pg.95,96,97)
* Computer Lab

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are the steps to create new document of word?

**Development: (25 minutes)**

* Explain the steps to change the font style of the text
* Explain the steps to change the font size of the text
* Explain the steps to change the font color of the text

**Class work:**

* Ask students to practice these steps

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to change the font style, color and size of the text

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* change the font style, color and size of the text

**Unit: Introduction to MS word 2010 Time: 40 min**

**Topic:** **How to make the text Bold,** **Week: 27**

**Italic and Underline**

**Day 1**

**Objectives:**

Students should be able to:

Know how to make text

* Bold
* Italic
* Underline

**Resources:**

* Book (pg.98)
* Computer Lab

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* How to change text style, font and size.

**Development: (25 minutes)**

Explain the students how to make the text Bold, Italic and Underline

**Activity**:

* Ask students to practice steps.

**Class work:**

* Ask students to read page 98.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to make the text Bold, Italic and Underline

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Make the text Bold, Italic and Underline

**Unit: Introduction to MS Word 2010 Time: 40 min**

**Topic: How to save and Week: 27**

**Open a saved document**

**Day 2**

**Objectives:**

Students should be able to:

* Save a document
* Open a saved document

**Resources:**

* Book (pg.98,99)
* Computer Lab

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* What are the steps to make the text bold?

**Development: (25 minutes)**

* Explain the steps to save the document.
* Explain the steps to open the saved document

**Class work:**

* Ask students to practice these steps

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to save a document
* How to open a saved document

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* save a document
* open a saved document

**Unit: Introduction to MS word 2010 Time: 40 min**

**Topic:** **How to exit MS Word** **Week: 28**

**Day 1**

**Objectives:**

Students should be able to:

Know how to exit MS Word

**Resources:**

* Book (pg.100)
* Computer Lab

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* How to open a saved document

**Development: (25 minutes)**

Explain the students how to exit MS Word

**Activity**:

* Ask students to practice steps.

**Class work:**

* Ask students to read page 100.

**Wrap up: (05 minutes)**

Lesson will be concluded with the revision of following topics:

* How to exit MS Word

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Exit MS Word

**Unit: Introduction to MS Word 2010 Time: 40 min**

**Topic: Exercise Week: 28**

**Day 2**

**Objectives:**

Students should be able to:

* Revise the chapter by solving exercises.

**Resources:**

* Book (pg.101,102,103)
* Board

**Methodology:   
Introduction: (10 minutes)**

Previous knowledge will be checked by asking

* How to exit MS word

**Development: (25 minutes)**

* Ask the students to solve the exercise

**Activity**:

* Ask students to tell give the answers of activity E one by one

**Wrap up: (05 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Home work:**

* Ask students to solve exercise G.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise chapter by solving exercises.