**Unit: Evolution of Computers Time: 40 min**

**Topic: Evolution of computers Week: 1**

**Day 1**

**Objectives:**

Students should be able to:

* Learn that inventions have changed the way we live.
* Identify and list the early calculating devices.
* Mention the characteristics of the earlier devices.

**Resources:**

Book (Pg#5,6)

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

* Ask the students if the already know about calculation devices?

Development: **(25 minutes)**

* Introduce the children to the different early learning devices .
* Explain the difference and advancements in each of the following new inventions.

**Class work:**

Ask the student to read the content in the book and revise.

**Wrap up:** **( 5 min)**

Lesson will be concluded with the revision of following topics:

The history and evolution of computers.

**Success Criteria:**

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

* Learn about the early learning devices
* Learn about the generation of computers

**Unit: Evolution of Computers Time: 40 min**

**Topic: The Generations of computer Week: 1**

**Day 2**

**Objectives:**

Students should be able to:

Learn that inventions have changed the way we live.

Learn about different Generations of the computer

**Resources:**

Book (Pg#7,8,9)

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

Ask the students if the already know about Charles Babbage and what he invented?

Development: **(25 minutes)**

Explain the different generations of computer and their era.

Explain the difference and advancements in Generation and their characteristics and faults.

**Class work:**

* Ask the student to read the content in the book and revise.

**Wrap up:** **(5 min)**

Lesson will be concluded with the revision of following topics:

* The Generations of computers.

**Home Work:**

Ask the students to complete the exercise on page #8

**Success Criteria:**

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

* Learn about the generations of computers

**Unit: Evolution of Computers Time: 40 min**

**Topic: Types of computers Week: 2**

**Day 1**

**Objectives:**

Students should be able to:

* Learn about inventions that have been occurred.
* Learn about different Types of the computer
* Different facts about calculation devices and generation

**Resources:**

Book (Pg#9,10,11)

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

Ask the students if the already know about types of computers?

Development: **(25 minutes)**

* Explain the types of computers.
* Show the children the pictures of types of computers.

**Class work:**

Ask the student to read the content in the book and revise.

**Wrap up:** **(5 min)**

Lesson will be concluded with the revision of following topics:

* The Types of computers.

**Home work:**

Ask the students to write the key terms on their copies.

**Success Criteria:**

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

* Learn about the of computers.
* Facts about the calculation devices and generation of computers.

**Unit: Evolution of Computers Time: 40 min**

**Topic: Exercises Week: 2**

**Day 2**

**Objectives:**

Students should be able to:

* Learn about calculation devices, generation computers and types of computers by solving exercises .

**Resources:**

Book (Pg#12,13)

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

Ask the students to tell about generation of computers?

Development: **(25 min )**

Ask the students to solve the exercise number A,B,C,D,E,F,G on their copies

**Class work:**

Ask the student to bring their solution to teacher

**Wrap up:**

Class will be concluded with correction of mistakes made by students in solving exercises

* The Types of computers.

**Home work:**

Ask the students to list 10 different things that they have seen related to computer.

**Success Criteria:**

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

* Solve the all exercises.

**Unit: Computer Memory Time: 40 min**

**Topic: Computer Memory Week: 3**

**Day 1**

**Objectives:**

Students should be able to:

* Discuss about computer memory.
* Know about the primary memory.
* List the measuring units of computer memory

**Resources:**

Book (Pg#14,15)

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

* Name few early learning devices.
* Who invented the computer?
* How many generations of computers have evolved?

Development: **(25 minutes)**

* Introduce the children to the measuring units of computer memory and advise them to learn it thoroughly.
* Introduce and explain the types of memory.
* Tell the students about the different storage devices and also show them a few in the computer lab.

**Wrap up:** (5 min)

Lesson will be concluded with the revision of following topics:

* The measurements of computer memory.
* Types of memory.

**Success Criteria:**

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

* Expertise in the measurements of the memory.

**Unit: Computer Memory Time: 40 min**

**Topic: Secondary memory Week: 3**

**Day 2**

**Objectives:**

Students should be able to:

* Know about the types of computer memory.
* secondary memory.
* Secondary memory devices.

**Resources:**

Book (Pg#16,17)

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

* Who invented the computer?
* How many generations of computers have evolved?
* Introduction/Explanation/Activity:
* Introduce and explain the types of memory.
* Tell the students about the different storage devices and also show them a few in the computer lab.

Development: **(25 minutes)**

**Class work:**

Ask the students to read “now you know” on page number 17

**Wrap up:** ( **5 min )**

Lesson will be concluded with the revision of following topics:

* Different storage devices.
* Primary memory

**Home work:**

Ask the students to solve multiple choices on page 17.

**Success Criteria:**

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

* Expertise in the measurements of the memory.
* Primary memory and secondary memory.

**Unit: Computer Memory Time: 40 min**

**Topic: Exercises Week: 4**

**Day 1**

**Objectives:**

Students should be able to:

* Know about the types of computer memory by solving exercise.
* Units and measurement of computer memory.
* Secondary memory devices.

**Resources:**

Book (Pg#18,19)

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

* What is Computer memory?
* What are types of computer memory?

Development: **(25 minutes)**

Tell student about the measurements of memory.

**Class work:**

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

**Wrap up:**  **( 5 min )**

Lesson will be concluded with the revision of following topics:

* Primary and secondary memory.

**Success Criteria:**

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

* Units of computer memory.
* Primary or internal memory.

**Unit: Computer Memory Time: 40 min**

**Topic: Exercise Week: 4**

**Day 2**

**Objectives:**

Students should be able to:

* Know about the types of computer memory by solving exercise.
* Units and measurement of computer memory.
* Secondary memory devices.

**Resources:**

Book (Pg#19,20)

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

* What is Computer memory?
* What are types of computer memory?

Development: **( 25 min )**

* Ask students what they know about computer memory.

**Class work:**

* Ask students to answer the questions in exercise D.

**Wrap up:**

Lesson will be concluded with the revision of following topics:

* Full name of CD, CD-R and other name of primary and secondary memory.

**Success Criteria:**

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

* Learn thoroughly about the Computer memory.

**Unit: Networks and Multimedia Time: 40 min**

**Topic: Computer Networks Week: 5**

**Day 1**

**Objectives:**

Students should be able to:

* Learn about computer networks and networking.
* Discuss the different types of networks.

**Resources:**

Book (Pg#21,22,23)

**Vocabulary:**

* Transmission
* Interoperability
* Methodology:

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

**Post Assessment**

Ask the students about input and output devices and the functions of some of the devices

Development: **(25 minutes)**

Introduce the children to the topic; tell them the definition of computer networks.

* Explain the uses of computer networks.
* Explain the different types of networks and their features.
* Ask the students to give some examples of e-mail IDs of e-mail users throughout the world.

**Class work:**

* Explain the topics to students.

**Wrap up:**  ( **5 min )**

Lesson will be concluded with the revision of following topics:

* Networking
* The different types of networks

**Home work:**

Ask the students to read the content at home.

**Success Criteria:**

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

* Write the definition of computer networks
* Write the full form of the abbreviations of the different types of networks.

**Unit: Networks and Multimedia Time: 40 min**

**Topic: Multimedia Applications Week: 5**

**Day 2**

**Objectives:**

Students should be able to:

* Know the definition of multimedia.
* Know the uses of multimedia.
* Know the examples of multimedia applications.
* Learn the steps to open windows media player.

**Resources:**

Book (Pg#23,24,25)

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

Ask the students questions on the different types of networks

Development: **(25 minutes)**

Introduce the children to the multimedia application with explanations.

* Explain the steps to open windows media player.
* Explain the steps and practically demonstrate the steps to play music
* Show the control buttons..
* Read and demonstrate “Time savers” on page number 25.

**Class work:**

Students will open windows media player and play music by themselves.

**Wrap up:**  ( **5 min )**

Lesson will be concluded with the revision of following topics:

* Multimedia applications
* How to open and use windows media player.

**Success Criteria:**

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

* Write about the multimedia applications.
* Use windows media player on their own.

**Unit: Networks and Multimedia Time: 40 min**

**Topic: exercises Week: 6**

**Day 1**

**Objectives:**

Students should be able to:

* Understand the different computer networks by solving exercises.
* Understand the multimedia applications by solving exercises.

**Resources:**

Book (Pg#26,27)

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

* Ask the students about LAN, WAN,Internet,Intranet,E mail

Development: **(25 min)**

Ask students about process of starting window media player.

**Class work:**

Ask students to solve exercise A,B and C on their note books

**Wrap up:**  **(5 min)**

Lesson will be concluded with the revision of following topics:

* Computer networks

**Success Criteria:**

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

* Understand Computer networks.
* Understand multimedia applications.

**Unit: Networks and Multimedia Time: 40 min**

**Topic: exercises Week: 6**

**Day 2**

**Objectives:**

Students should be able to:

* Understand the different computer networks by solving exercises.
* Understand the multimedia applications by solving exercises.

**Resources:**

Book (Pg#28,29)

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

Ask the students about multimedia applications

Development: **(25 min )**

Ask students about process of starting window media player.

**Class work:**

Ask students to solve exercise D and E on their note books

**Activity:**

Divide class into 3 groups and ask them to prepare a chart on one of following .

* CAL
* Video conferencing
* Window media player

**Wrap up:**  **(5 min)**

Lesson will be concluded with the revision of following topics:

* Controls buttons of media player.

**Success Criteria:**

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

• Understand Computer networks.

• Understand multimedia applications.

**Unit: Computer Software Time: 40 min**

**Topic: Computer Software- Application Software, Week: 7**

**System Software**

**Day 1**

**Objectives:**

Students should be able to:

* Elaborate computer software.
* Learn about pre-written software and application software in detail.
* Explain the functions of pre-written software and application software.

**Resources:**

* Book (Pg# 30,31)

**Vocabulary:**

* Interoperability

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

Ask the students:

* What are computer networks?

Development: **(25 minutes)**

* Introduce the children to the topics by explaining the content.
* Introduce the functions of application packages, single-function application packages, and integrated-function application packages.
* Introduce the children to the system software packages in detail.
* Explain the major facilities provided by a modern operating system.

Class work: (10 min)

Ask the students to revise the information studied in class today.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

Computer software: pre-written software, application software, system software package.

Success Criteria:

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

* Understand the computer software in detail.

**Unit: Computer Software Time: 40 min**

**Week: 7**

**Day 2**

**Objectives:**

Students should be able to:

* Learn about utility software
* Learn about the different computer languages.

**Resources:**

* Book (Pg#32,33,34)

**Vocabulary:**

* Compiler

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

* Ask the students about computer software.

Development: **(25 minutes)**

* Introduce the children to the computer languages.
* Explain the uses of computer language.
* Differentiate between human and computer language.
* Explain the uses of the different computer languages.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Utility software.
* The different computer languages and their uses.

**Home work:**

* Ask the students to gather few points on the topic of programming language. Ask them to jot down points from home on the advantages and disadvantages of this method of programming

Success Criteria:

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

* Utility software.
* Write in detail about the computer languages.

**Unit: Computer Software Time: 40 min**

**Topic: Exercises Week: 8**

**Day 1**

**Objectives:**

Students should be able to:

* Remember the whole chapter through “now you know.”

**Resources:**

* Book (Pg#34, 35, 36)

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

* Ask the students about computer software.
* Ask students to tell about computer languages.

Development: **(25 minutes)**

Ask students to Read “Now you Know”

Class work:

Ask the students to write Key terms on their note books.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Now you Know. .

**Home work:**

* Ask students to solve multiple choices on page 34.

Success Criteria:

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

* Remember the whole chapter and understand key terms.

**Unit: Computer Software Time: 40 min**

**Topic: Exercises Week: 8**

**Day 2**

**Objectives:**

Students should be able to:

* Solve the exercise.

**Resources:**

* Book (Pg#36, 37)

**Methodology:**Introduction: **(05 minutes)**

* Ask the students about Prewritten software
* Ask students about application software.

Development: **(30 minutes)**

* Ask students to solve exercises on note books.

**Class Work:**

* Ask the students to solve exercise A,B,C and D on their note books and quide the students in solving exercises.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* With eliminating the mistakes made by students in solving exercises.

**Home work:**

* Ask students to solve exercise E and F from home.

Success Criteria:

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

* Learn about computer software by solving exercises.

**Unit: More on LOGO Primitives Time: 40 min**

**Topic: PU, PD, Commands Week: 9**

**Day 1**

**Objectives:**

Students should be able to:

* List the use of PU and PD command.

**Resources:**

* Book (Pg# 38,39)

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

Ask the students:

* What is LOGO?
* Do you remember and features/commands of LOGO?

Development: **(25 minutes)**

* Introduce the children to the PU, PD commands.
* Explain the function and feature of each command.
* Explain which function comes after which function.

Perform the functions in the lab room and let the students observe.

Class work: (10 min)

Ask the students to perform each step individually on their own.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Use of the commands and the features.

Success Criteria:

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

* Use the commands on their own

**Unit: More on LOGO Primitives Time: 40 min**

**Topic: PE and PPT Commands Week: 9**

**Day 2**

**Objectives:**

Students should be able to:

* Use PE and PPT command.

**Resources:**

* Book (Pg#39,40)

**Vocabulary:**

* Compiler

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

* What is PU and PD command?

Development: **(25 minutes)**

* Introduce the children to the computer languages.
* Explain the uses of computer language.
* Differentiate between human and computer language.
* Explain the uses of the different computer languages.

Perform the functions in the lab room and let the students observe.

Class work: (10 min)

* Ask the students to perform each step individually on their own.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Use of the commands and the features.

Success Criteria:

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

* Use the commands on their own

**Unit: More on LOGO Primitives Time: 40 min**

**Topic: use SHOW Command Week: 10**

**Day 1**

**Objectives:**

Students should be able to:

* Use SHOW command with LOWERCASE, UPPERCASE, COUNT and TIME.

**Resources:**

* Book (Pg# 41,42)

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

Ask the students:

* The features of PU, PD and PPT commands.

Development: **(25 minutes)**

* Introduce the children to the topic.
* Perform the commands in the lab for the children to observe.

Class work: (10 min)

* Ask the students to perform the commands by themselves.

Wrap up: **(05 minutes)**

* Use SHOW command with LOWE CASE , UPPERCASE , COUNT .

Success Criteria:

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

* Use SHOW command with LOWER CASE, UPPERCASE, COUNT and TIME.

.

**Unit: More on LOGO Primitives Time: 40 min**

**Topic: Repeat command,**

**drawing a circle and semicircle using repeat command. Week: 10**

**Day 2**

**Objectives:**

Students should be able to:

* Draw closed figures using REPEAT command and use SETSCREENCOLOR and SETPENCOLOR command
* Draw triangle, pentagon and hexagon using the repeat command.
* Draw a circle and semicircle using repeat command.

**Resources:**

* Book (Pg# 43, 44,45)

**Methodology:**Introduction: **(05 minutes)**

Ask the students:

* The steps to use different commands that have been learnt in the previous lectures.

Development: **(30 minutes)**

* Introduce the children to the topic.
* Introduce the children to the uses of the repeat command.
* Explain by demonstrating the steps of drawing a circle and semicircle using repeat command.

Class work: (10 min)

Direct the students to practice the command in class and entertain any questions that the students may have regarding the commands.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Repeat command
* Drawing a circle and semicircle using repeat command.

Success Criteria:

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

* Use the repeat command.
* Use repeat command to draw a circle and semicircle.

**Unit: More on LOGO Primitive Time: 40 min**

**Topic: Set screen color, set pen color, Week: 11**

**Set flood color and command**

**Day 1**

**Objectives:**

Students should be able to:

* Use SET SCREEN COLOR and SET PEN COLOR command
* Use SET FLOOD COLOR and FILL commands.

**Resources:**

* Book (Pg# 46, 47, 48)

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

Ask the students about the steps to use different commands that have been learnt in the previous lectures.

Development: **(25 minutes)**

* Explain by demonstrating the procedure of fill command.
* Explain by demonstrating the procedures of SETSCREENCOLOR, SETPENCOLOR and SETFLOODCOLOR

Class work:

* Direct the students to practice the command in class and entertain any questions that the students may have regarding the commands.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* SETPENCOLOR,
* SETFLOODCOLOR
* SETSCREENCOLOR

Success Criteria:

* The teacher should ensure that after this lesson, the students are able to:
* Use SETPENCOLOR, SETSCREENCOLOR and SETFLOODCOLOR on their own.

**Unit: More on LOGO Primitive Time: 40 min**

**Topic: Exercises Week: 11**

**Day 2**

**Objectives:**

Students should be able to:

* Revise the chapter through exercises.

**Resources:**

* Book (Pg# 49, 50, 51)

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

Ask the students questions about:

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

Development: **(25 minutes)**

* Ask students to read exercises.

Class work

* Direct the students to solve exercises A, B, C, D and E.

Wrap up: **(05 minutes)**

* Check the solutions of students.

Home work:

* Ask students to write key terms and now you Know on their copies

Success Criteria:

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

* Revise the chapter through solving exercises.

**Unit: LOGO Procedures Time: 40 min**

**Topic: Executing a procedure Week: 12**

**Day 1**

**Objectives:**

Students should be able to:

* Learn the procedure mode.
* Define modes of operation in LOGO.
* Execute a procedure.

**Resources:**

* Book (Pg 52, 53, 54, 55)
* Computer lab

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

Ask following questions from students:

* What are the features of LOGO?
* Do you remember the basic LOGO commands? Name few.

Development: **(25 minutes)**

* Introduce the children to the topic by explaining the functions of a “procedure”.
* Explain the difference between procedure and a command.
* Explain and demonstrate the steps to execute a procedure.

Class work: (10 min)

* Ask the students to perform the steps in class by themselves, entertain questions that the students may have regarding the topic.

Wrap up: **(05 minutes)**

The lesson will concluded by revision of the following topics:

* Execution of a procedure

Success Criteria:

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

* Execute a procedure.

**Unit: LOGO Procedures Time: 40 min**

**Topic: Save and Load a procedure Week: 12**

**Day 2**

**Objectives:**

Students should be able to:

* Save a procedure
* Load a procedure

**Resources:**

* Book (Pg#56,57)
* Computer lab

**Methodology:**Introduction: **(05 minutes)**

Ask the students about:

* What are the steps of executing a procedure

Development: **(30 minutes)**

* Explain and demonstrate the steps to load a procedure.
* Explain and demonstrate the steps to save a procedure.

Class work:

* Ask the students to perform the steps in class by themselves, entertain questions that the students may have regarding the topic.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Saving a procedure.
* Load a procedure.

Success Criteria:

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

* Save a procedure.
* Load a procedure.

**Unit: LOGO Procedures Time: 40 min**

**Topic: Editing and deletion of a procedure, Week: 13**

**Day 1**

**Objectives:**

Students should be able to:

* Edit a procedure
* Delete a procedure

**Resources:**

* Book (Pg# 57,58,59)

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

* Questions on the execution of a procedure.
* Ask steps of executing a procedure/direct them to perform the execution.

Development: **(25 minutes)**

* Introduce the children to the topic by explaining the steps of each of the following:

1) How to edit a procedure; explain the steps to edit a procedure step by step.

2) How to delete a procedure; explain the steps to delete a procedure.

Class work:

* Ask the students to follow the steps to complete the topic.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Editing and deletion of a procedure.

Success Criteria:

* Edit and delete a procedure on their own.

**Unit: LOGO Procedures Time: 40 min**

**Topic: Exercises Week: 13**

**Day 2**

**Objectives:**

Students should be able to:

* Revise the chapter through exercises.

**Resources:**

* Book (Pg# 60,61,62,63)

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

Ask the students questions about:

* Questions on the editing of a procedure.
* Ask steps of deleting a procedure.

Development: **(25 minutes)**

* Ask students read now you know page 60.

Class work

* Ask the students to solve exercise A, B,C,D,E,F,G ,H and I in the class.

Wrap up: **(05 minutes)**

* The lesson will concluded by checking the solved exercises of students.

Home work:

* Ask students to solve Test paper on page 63 from home.

Success Criteria:

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

* Revise the chapter through solving exercises.

**Unit: Window 7 Accessories Time: 40 min**

**Topic: Accessories Week: 16**

**Day 1**

**Objectives:**

Students should be able to:

* Go to Accessories
* Use notepad
* Title Bar
* Menu Bar

**Resources:**

* Book (Pg#64,65,66,67)
* Computer lab

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

Ask following questions from students:

* Questions on the previous chapter, LOGO procedures. Test them with brief questions on the chapter.

Development: **(25 minutes)**

* Introduce the children to the topic, tell them the meaning of accessories.
* Introduce the children to the contents of accessories
* Explain and demonstrate the simple step of how to navigate to accessories.
* Explain and demonstrate by viewing the notepad for the students.
* Show where the title bar is located.
* Show the menu bar : explain the steps to create a new file , save a file , open a file , to exit from notepad and to print a file.

Class work: (10 min)

* Ask the students to practice the steps to get familiar with the accessories.

Wrap up: **(05 minutes)**

The lesson will concluded by revision of the following topics:

* Going to “accessories”
* Use notepad
* Title Bar
* Menu Bar

Success Criteria:

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

* Go to accessories.
* Recognize the menu and title bar.
* Create and save a document on notepad.

**Unit: Window 7 Accessories Time: 40 min**

**Topic: Accessories Week: 16**

**Day 2**

**Objectives:**

Students should be able to:

* Learn about how to edit menu.
* Learn about word pad.

**Resources:**

* Book (Pg#68,69,70)
* Computer lab

**Methodology:**Introduction: **(05 minutes)**

Ask the students about:

* Questions on the notepad, title bar.

Development: **(30 minutes)**

* Show the edit menu : explain and demonstrate it in detail.
* Explain the uses of word pad.

Class work:

* Ask the students to practice the steps of edit menu.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Edit menu.
* Word pad.

Success Criteria:

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

Learn the steps of using edit menu.

Uses of word pad.

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

**Topic: Screen Week: 17**

**Day 1**

**Objectives:**

Students should be able to:

* Create new documents.
* Open a document.
* Save a document.
* Print a document.

**Resources:**

* Book (Pg#71,72)
* Computer lab

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

Ask the students:

* Define accessories.
* Name accessories.
* Ask steps to use the WordPad.
* What is WordPad?

**Development:** **(25 minutes)**

* Introduce the children to the topic.
* Show them the screen ribbon and tell its features and functions.
* Explain the steps to create a new document , to open a document , to save a document , to print a document,

**Class work:**

Ask the students to practice the steps to get familiar with the accessories.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* How to create a document.
* How to save a document.

**Success Criteria:**

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

* Create new documents.
* Open a document.
* Save a document.
* Print a document.

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

**Topic: Screen ribbon, View tab, snipping tool Week 17**

**Day 2**

**Objectives:**

Students should be able to:

* Exit from WordPad.
* Change the font style and size
* Change the text color.
* Insert a picture in the document.
* Get familiar with view tab
* Snipping tool

**Resources:**

* Book (Pg#73,74,75)
* Computer lab

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

Ask the students:

* Define accessories.
* Create new documents.
* Open a document.
* Save a document.

**Development: (25 minutes)**

Introduce the children to the topic:

* Show them the screen ribbon and tell its features and functions.
* Explain the steps to create a new document, to open a document, to save a document.
* To print a document, to exit from WordPad, to change the font style and size , to change the text color , to insert a Picture in the document.
* Show the view tab and explain its contents.
* Explain the function of the snipping tool; show them how to use the snipping tool.

**Class work:**

* Ask the students to practice the steps to get familiar with the accessories.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Screen ribbon.

**Home work:**

* Ask the students to complete activity A and B on page number 81.

**Success Criteria:**

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

* Exit from WordPad.
* Change the font style and size.
* Change the text color.
* Insert a picture in the document.
* Get familiar with view tab.
* Snipping tool.

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

**Topic: Option in snipping tool, sticky notes, Week 18**

**Calculator**

**Day 1**

**Objectives:**

Students should be able to**:**

* Use the snipping tool, use the sticky notes, perform the calculations using calculator.

**Resources:**

* Book (Pg#76.77.78,79,80)
* Computer lab

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

Ask the students:

* About screen ribbon.
* About view tab.

**Development:** **(25 minutes)**

* Explain the function of the snipping tool,
* Show them how to use the snipping tool.
* Show the use of the sticky notes and how to open and save sticky notes.
* Demonstrate the steps to use a calculator.

**Class work:**

* Ask the students to practice the steps to get familiar with the accessories.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Using the calculator, the snipping tool.

**Success Criteria:**

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

* Use the snipping tool ,
* Calculator and open and save text on sticky notes.

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

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

**Day 2**

**Objectives:**

Students should be able to:

* Revise chapter by solving exercises.

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**Resources:**

* Book (Pg#80,81,82)

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

Ask the students:

* About sticky notes.
* About performing calculations.

**Development: (25 minutes)**

* Ask students to read now you know, key terms and exercises.

**Class work:**

Ask students to solve exercises from A to E.

**Wrap up: (05 minutes)**

The lesson will concluded by checking the solved exercises.

**Home work:**

* Ask students to solve exercise F and G from home.

**Success Criteria:**

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

* Revise the chapter by solving exercises.

**Unit: More Features of MS Word 2010 Time: 40 min**

**Topic: Using MS Word Week 19**

**Day 1**

**Objectives:**

Students should be able to:

* Identify components of the MS Word Screen.
* Type text in a document.
* Insert text in the document.

**Resources:**

* Book (Pg#83,84,85)
* Computer lab

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

* Ask students questions on accessories.
* Ask students to open WordPad, create a document on WordPad, save text on sticky notes.

**Development:** **(25 minutes)**

Introduce the children to the topic by giving an overview of MS Word 2010.

* Explain its features.
* Explain tabs and groups.
* Demonstrate the steps to type text in a document.
* Demonstrate the steps to insert the text.

**Activity:**

* Take students in lab and ask them to practice inserting text on the MS word.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Inserting text on MS Word.

**Success Criteria:**

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

* Identify components of the MS Word Screen.
* Type text in a document.
* Insert text in the document.

**Unit: More Features of MS Word 2010 Time: 40 min**

**Topic: Using MS Word**  **Week 19**

**Day 2**

**Objectives:**

Students should be able to:

* Select text in a document (using keyboard and mouse).
* Insert picture in the MS word.

**Resources:**

* Book (Pg#85,86,87)
* Computer lab

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

* Ask students questions about inserting text in the MS word.

**Development: (25 minutes)**

Introduce the children to the topic by giving an overview of MS Word 2010.

* Explain its features.
* Explain tabs and groups.
* Demonstrate the steps to select the text.
* Show how to use keyboard.
* Show how to use mouse.
* Demonstrate the steps to insert picture in MS word.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Inserting text and images on MS Word.
* Inserting picture on MS Word.

**Home work:**

* Ask students to write on MS word a paragraph about themselves and insert their pictures.

**Success Criteria:**

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

* Select text in a document (using keyboard and mouse).
* Insert picture in the MS word

**Unit: More Features of MS Word 2010 Time: 40 min**

**Topic: Insert clip art Week: 20**

**Insert shapes in a document**

**Fill colors in the shape**

**Day 1**

**Objectives:**

Students should be able to:

* Insert clip art
* Insert shapes in a document
* Fill colors in the shape

**Resources:**

* Book (Pg#88, 89)
* Computer lab

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

* Ask questions from the previous lecture.
* Ask students to demonstrate steps to use keyboard and mouse.
* Ask students to perform steps to insert clip art.

**Development:** **(25 minutes)**

Introduce the children to the topic,

* Demonstrate the steps to insert clipart.
* Demonstrate the steps to insert shapes in MS-Word.
* Demonstrate the steps to fill color in the shapes inserted.

**Wrap up:** **(05 minutes)**

The lesson will concluded by revision of the following topics:

* To add shapes in MS Word.
* Use MS Word.
* To insert clip art.
* To fill color in the shapes.

**Success Criteria:**

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

* Use MS Word and work with images and clipart.

**Unit: More features of MS Word 2010 Time: 40 min**

**Topic: Insert WordArt in a document Week: 20**

**Change case of the letters**

**Day 2**

**Objectives:**

Students should be able to:

* Insert WordArt in a document
* Change case of the letters

**Resources:**

* Book (Pg#90-92)
* Computer lab

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

* Ask questions from the previous lecture.
* Ask students to perform steps to insert clip art

**Development:** **(25 minutes)**

* Demonstrate the steps to insert Word Art.
* Demonstrate the steps to change the case of the letters.

**Wrap up:** **(05 minutes)**

* The lesson will concluded by revision of the following topics:
* To insert word art.
* Steps to change the case of letters.
* Use MS Word.

**Success Criteria:**

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

* Insert WordArt in a document
* Change case of the letters

**Unit: More Features of MS Word 2010 Time: 40 min**

**Topic: Add page color, Print previewing, Week: 21**

**Print the document**

**Day 1**

**Objectives:**

Students should be able to:

* Add page color
* Print previewing
* Print the document

**Resources:**

* Book (Pg#93 to 95)
* Computer lab

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

Ask questions from the previous lecture.

**Development:** **(25 minutes)**

* Demonstrate the steps to add page color.
* Demonstrate the steps to print a document.

**Wrap up: (05 minutes)**

* The lesson will concluded by revision of the following topics:
* How to add color.
* Print a document.

**Success Criteria:**

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

* How to add color.
* Print a document.

**Unit: More Features of MS Word 2010 Time: 40 min**

**Topic:** **Exercises Week: 21**

**Day 2**

**Objectives:**

Students should be able to:

* Learn about lesson by solving exercises.

**Resources:**

* Book (Pg#95,96,97)
* Computer lab

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

* Ask questions from the previous lecture.

**Development: (25 minutes)**

* Ask students to read now you know on page 95.

**Class work:**

* Ask students to solve exercises A,B,C and D in class.

**Wrap up: (05 minutes)**

The lesson will concluded by:

* Checking the solution prepared by students.

**Home work:**

* Ask students to solve exercise E and F from home.

**Success Criteria:**

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

* Learn about lesson by solving exercises.

**Unit: Formatting and Editing in MS Word 2010 Time: 40 min**

**Topic: Using different styles of text Week: 22**

**Day 1**

**Objectives:**

Students should be able to:

* Insert different styles of text
* Align the text

**Resources:**

* Book (Pg#98,99,100)
* Computer lab

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

* Ask the students questions on accessories.
* Ask them to open and use calculator and sticky notes.

**Development:** **(25 minutes)**

* Steps to insert different styles of text,
* Demonstrate it for the students.
* Steps to align the text,
* Demonstrate,
* Show them that the text can be aligned to the left,
* Right and center.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Inserting different styles of text.
* Aligning the text.

**Success Criteria:**

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

* Use different styles of text in the document
* Align text to right, left and center on their own.

**Unit: Formatting and Editing in MS Word 2010 Time: 40 min**

**Topic: Using different styles of text Week: 22**

**Day 2**

**Objectives:**

* Students should be able to:
* Create numbered/bulleted texts.
* Move text in the document.

**Resources:**

* Book (Pg#101,102,103)
* Computer lab

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

* Ask the students questions about aligning text and process of using different text styles.

**Development: (25 minutes)**

Introduce the children to the following:

* Steps to use and create numbered lists and bulleted lists.
* Steps to move text in the document.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Steps of numbering of text.
* Steps of moving the text.

**Success Criteria:**

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

* Create numbered/bulleted texts.
* Move text in the document.

**Unit: Formatting and Editing in MS Word 2010 Time: 40 min**

**Topic: Move/copy the text, Highlight the text Week: 23**

**Undo and redo command**

**Day 1**

**Objectives:**

* Move/copy the text.
* Highlight the text
* Undo and redo command

**Resources:**

* Book (Pg#104-108)
* Computer lab

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

* Ask the students to perform the center alignment of sample text as revision to the previous topic.

**Development:** **(25 minutes)**

* Introduce the children to the following:
* Steps to copy the text in a document, demonstrate for the students.
* Steps to highlight the text, demonstrate.
* Steps to undo and redo commands.

**Wrap up: (05 minutes)**

* The lesson will concluded by revision of the following topics:
* Copying text from a document and also highlighting.
* Undoing and redoing commands.

**Success Criteria:**

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

* Copy text and highlight.
* Undo and redo commands.

**Unit: Formatting and Editing in MS Word 2010**  **Time: 40 min**

**Topic:** **format painter, borders**  **Week: 23**

**Day 2**

**Objectives:**

Students should be able to:

* Format painter command
* Apply page border in MS Word.

**Resources:**

* Book (Pg#109-110)
* Computer lab

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

* Ask the students the steps to align text.
* Ask the students questions on how to copy the text in a document.

**Development: (25 minutes)**

Introduce the children to the following:

* The format painter command, its features and steps to use format printer
* Demonstrate the steps to apply page border and tell why the borders are used.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Use format painter command.
* Apply borders.

**Success Criteria:**

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

* Use and execute the format painter command.
* Apply borders on text.

**Unit: Formatting and Editing in MS Word 2010 Time: 40 min**

**Topic: Insert header and footer Week: 24**

**Day 1**

**Objectives:**

* Insert header and footer

**Resources:**

* Book (Pg#111-113)
* Computer lab

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

* Ask the students the steps to align text.
* Ask the students questions on how to copy the text in a document.

**Development:** **(25 minutes)**

Introduce the children to the following:

* Demonstrate the steps to insert header and footer.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Insert header and footer.

**Success Criteria:**

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

* Insert header and footer.

**Unit: Formatting and Editing in MS Word 2010 Time: 40 min**

**Topic:** **Now you know, Exercises Week: 24**

**Day 2**

**Objectives:**

Students should be able to:

* Revise chapter by solving exercises.

**Resources:**

* Book (Pg.114,115,116 )

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

Previous knowledge will be checked by asking

* What are the steps to insert page boarder.

**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, C, D and E 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 F and G from home.

**Success Criteria:**

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

Revise uses of computer by solving exercises.

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

**Topic: Introduction to MS PowerPoint,**  **Week: 25**

**Day 1**

**Objectives:**

Students should be able to:

* Understand the importance of MS PowerPoint

**Resources:**

* Book (Pg#117,118)
* Computer lab

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

* Ask the students to open MS Word and type text on it and align it to the right.

**Development:** **(25 minutes)**

* Introduce the children to MS PowerPoint and explain its uses and advantages.
* Show some already made presentations.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Advantages of ms power point.

**Success Criteria:**

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

* Understand the uses and importance MS power point.

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

**Topic:** **How to start MS power point Week: 25**

**Day 2**

**Objectives:**

Students should be able to:

* Start MS PowerPoint

**Resources:**

* Book (Pg#119-120)
* Computer lab

**Methodology:   
Introduction:**

**(10 minutes)**

* Ask the students to discuss the advantages of power point.

**Development: (25 minutes)**

Explain the following:

* The steps to start MS PowerPoint; Title bar, Quick access toolbar, Office button, Ribbon, Status bar, Placeholder.

**Class work:**

* Ask students to solve exercises A, B, C and D in class.

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* Title bar, Quick access toolbar, Office button, Ribbon, Status bar, Placeholder.

**Home work:**

* A and B on page number 134 and 135

**Success Criteria:**

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

* Open MS PowerPoint

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

**Topic: How to create a blank presentation,**  **Week: 26**

**Day 1**

**Objectives:**

Students should be able to:

* create a blank presentation

**Resources:**

* Book (Pg#121,122,123)
* Computer lab

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

* Ask the students to open MS PowerPoint
* Show some already made presentations.

**Development:** **(25 minutes)**

* Explain them the steps to create a blank presentation
* Explain them the steps to create a slide layout
* Explain them the steps to the slide

**Activity**

Ask students to practice these steps

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* How to create a blank presentation
* How to create a slide layout
* How to add text to the slide

**Success Criteria:**

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

* create a blank presentation
* create a slide layout
* add text to the slide

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

**Topic:** **How to insert a new slide Week: 26**

**How to insert a new slide**

**How to insert text box to the slide**

**Day 2**

**Objectives:**

Students should be able to:

* insert a picture in the slide
* insert a new slide
* insert the text box to the slide

**Resources:**

* Book (Pg#123,124,125)
* Computer lab

**Methodology:   
Introduction:**

**(10 minutes)**

* Ask the students to recall the previous steps to add text to the slide

**Development: (25 minutes)**

Explain the following steps:

* How to insert a picture in the slide
* How to insert a new slide
* How to insert text box to the slide

**Class work:**

* Ask students to practice these steps

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* How to insert a picture in the slide
* How to insert a new slide
* How to insert text box to the slide

**Success Criteria:**

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

* Insert a picture in the slide
* Insert a new slide
* Insert text box to the slide

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

**Topic:** **How to insert shapes in the slide Week: 27**

**How to insert wordart**

**How to insert slide number**

**Day 1**

**Objectives:**

Students should be able to:

* insert shapes in the slide
* insert wordart
* insert slide number

**Resources:**

* Book (Pg#126,127)
* Computer lab

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

* Ask the students to open MS PowerPoint

**Development:** **(25 minutes)**

* Explain them the steps to insert shapes in the slide
* Explain them the steps to insert wordart
* Explain them the steps to insert slide number

**Activity**

Ask students to practice these steps

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* How to insert shapes in the slide
* How to insert wordart
* How to insert slide number

**Success Criteria:**

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

* insert shapes in the slide
* insert wordart
* insert slide number

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

**Topic:** **How to add a theme to the slide Week: 27**

**How to view your presentation**

**Day 2**

**Objectives:**

Students should be able to:

* add a theme to the slide
* view your presentation

**Resources:**

* Book (Pg#128-130)
* Computer lab

**Methodology:   
Introduction:**

**(10 minutes)**

* Ask the students to recall the previous steps to insert slide number

**Development: (25 minutes)**

Explain the following steps:

* How to add a theme to the slide
* How to view your presentation

**Class work:**

* Ask students to practice these steps

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* How to add a theme to the slide
* How to view your presentation

**Success Criteria:**

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

* add a theme to the slide
* view your presentation

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

**Topic:** **How to delete a slide Week: 28**

**How to save a presentation**

**How to close a presentation**

**Day 1**

**Objectives:**

Students should be able to:

* delete a slide
* save a presentation
* close a presentation

**Resources:**

* Book (Pg#131,132)
* Computer lab

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

* Ask the students to recall the steps of how to view a presentation

**Development:** **(25 minutes)**

* Explain them the steps to delete a slide
* Explain them the steps to save a presentation
* Explain them the steps to close a presentation

**Activity**

Ask students to practice these steps

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* How to delete a slide
* How to save a presentation
* How to close a presentation

**Success Criteria:**

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

* delete a slide
* save a presentation
* close a presentation

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

**Topic:** **How to open a saved presentation Week: 28**

**How to exit PowerPoint**

**Day 2**

**Objectives:**

Students should be able to:

* open a saved presentation
* exit power point

**Resources:**

* Book (Pg#132-135)
* Computer lab

**Methodology:   
Introduction:**

**(10 minutes)**

* Ask the students to recall the previous steps to close a presentation

**Development: (25 minutes)**

Explain the following steps:

* How to open a saved presentation
* How to exit PowerPoint

**Class work:**

* Ask students to practice these steps

**Wrap up: (05 minutes)**

The lesson will concluded by revision of the following topics:

* How to open a saved presentation
* How to exit PowerPoint

**Success Criteria:**

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

* open a saved presentation
* exit power point