



TEACHER'S GUIDE

Book - 3



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AL-BAKIO INTERNATIONAL

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Teaching Guide

Chapter no 1

Computer Fundamentals & devices

Learning objectives:

At the end of the chapter the students will be able to:

- Define computer
- Identify parts of computer
- Discuss parts of CPU
- Identify keys of keyboard
- Identify hardware devices
- Define software

Plan for achieving the learning objectives:

Step 1: Reinforce the concept of computer by asking what computer is? Demonstrate the flashcard of computer and ask them to name it

Step 2: Describe the parts of a computer to students and by displaying the flash cards make sure that students are able to identify the parts of computer

Step 3: Describe and explain parts of CPU

Step 4: Describe the keys of keyboard and explain their respective functions

Step 5: Describe the function of mouse and the actions performed by mouse

Step 6: Define students what are hardware devices and explain the functions of some hardware devices, also explain about software

Step 7: Discuss the must know, now you know and key terms.

Step 8: Use suitable examples to explain the mentioned steps.

Solutions:

Check your knowledge

Page no.10

Multiple choice questions.

1. c

2. b

3. b

Answers of exercise in textbook

Page no. 14

Exercise A:

1. Joystick

2. Scanner

3. Mouse

4. ROM

5. Microphone

Exercise B:

1. Hard copies

2. Spacebar

3. Hard disk

4. Software

5. CPU

6. Monitor

Exercise C:

1. ×

2. ×

3. ×

4. ×

5. ✓

6. ✓

7. ✓

Exercise D:

1. RAM & ROM are two types of computer memories

2. ALU, CU & MU are parts of CPU

3. A computer is an electronic device, which receives data; process it and convert it into useful information

4. MS-Paint, LOGO, MS-Word are some software programs

5. ALU performs all the arithmetic calculations and logical operations

Exercise E

Note: Students will draw the computer and will color and label its parts

Page no. 15, 16

Exercise F

1. CPU
2. Printer
3. Mouse
4. Keyboard
5. Monitor

In the lab:

- ◆ Students will list some devices which are used to store information like USB, floppy disk, CD etc.
 - ◆ We will use alphanumeric keys while entering the registration number of a ca
-

Chapter no 2

Computer care

Learning objectives:

At the end of the chapter the students will be able to:

- Take care of your computer
- Behave properly in computer room

Plan for achieving the learning objectives:

Step 1: Reinforce the concept of computer by asking how we can do care of computer?

Step 2: Discuss the must know, now you know and key terms.

Step 3: Use suitable examples to explain the mentioned steps.

Answers of check your knowledge in textbook

Page no. 21

1. A

2. B

3. A

Answers of exercise in textbook

Page no. 22

Exercise A:

1. Mouse pad

2. Straight

3. Shut down

4. Power button

Exercise B:

1. Gently

2. Wires

3. Clean

4. Cover

5. Eat & drink

Exercise C:

1. ✓

2. ×

3. ✓

4. ×

5. ×

6. ✓

7. ×

8. ✓

Exercise D:

1. It is a button used to switch ON or switch OFF the computer
2. It will harm our eyes
3. We should use mouse properly because if we will click mouse buttons continuously then they will become faulty
4. We should not touch the computer table because it disturbs the wires connections
5. Shutting down of a computer means to close the computer

Exercise E

- | | | |
|------|------|------|
| a. ✓ | b. × | c. × |
| d. ✓ | e. ✓ | f. × |

In the lab:

1. Students should press the keys of a keyboard gently
 2. They should use the mouse properly
 3. They should clean their computers and should cover them properly
 4. They should not eat and drink in computer room
 5. They should not shout in computer room
 6. They should not touch wires and drag the computer tables to change the setting of computer room
-

Exercise C:

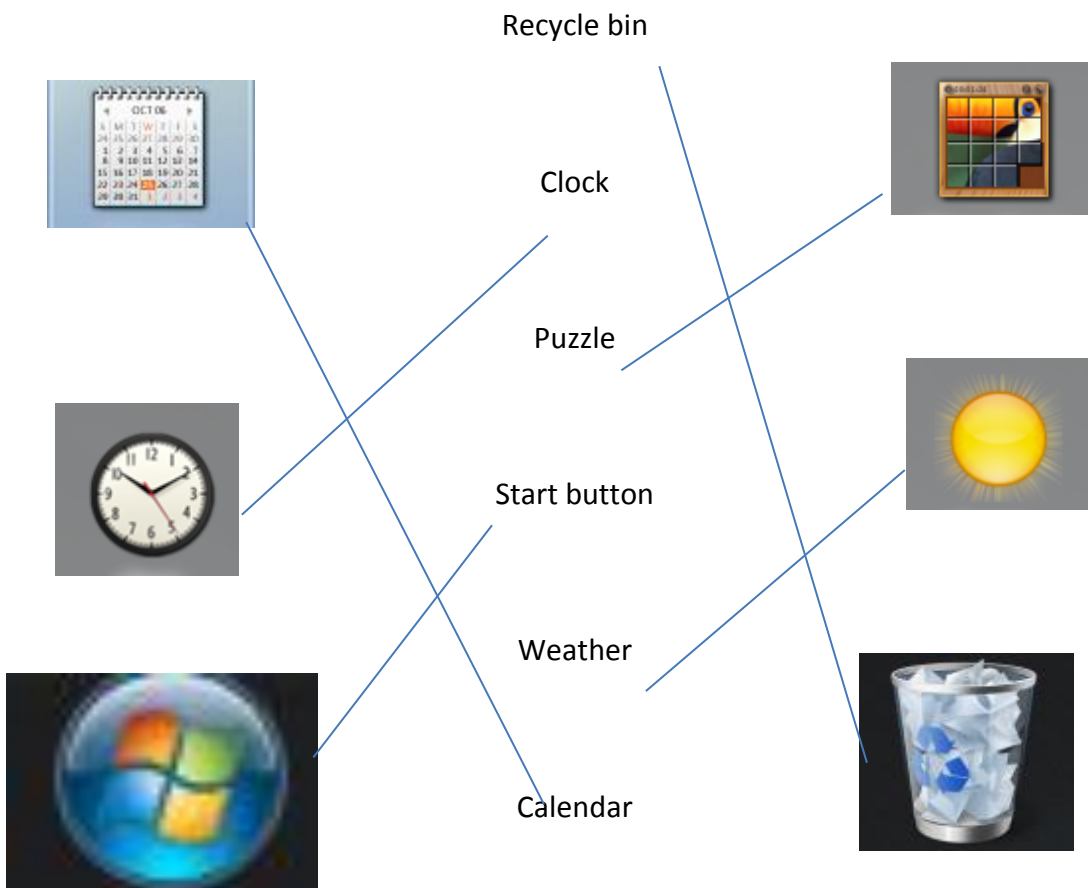
1. × 2. ✓ 3. ✓ 4. ✓ 5. ✓

Exercise D:

1. Computer, recycle bin are some important icons on desktop
2. Calendar, weather, clock and picture puzzle are some gadgets
3. An operating system is a software that carries out all the activities of the computer
4. Shut down means to close all the programs on the computer
5. Clock gadgets displays the time

Page no. 32

Exercise E:



Exercise F:

3

4

2

5

1

Note: The numbering is as according to the pictorial representation.

In the lab:

Take students to Computer lab and ask them to observe the icons present on the desktop, ask them to define the application from the icons



Chapter no 4

MS-Paint: Start & Close

Learning objectives:

At the end of the chapter the students will be able to:

- Start paint program on your computer
- Start paint program by using keyboard
- Identify components of paint window
- Close paint program

Plan for achieving the learning objectives:

Step 1: Demonstrate students how to start paint

Step 2: Describe the components of paint window

Step 3: Explain the steps to close paint

Step 4: Discuss the must know, computer etiquette, now you know and key terms

Step 5: Use suitable examples to explain the mentioned steps

Answer of check your knowledge

Page no. 38

1. a

2. a

3. c

Answers of exercise in textbook

Page no. 39

Exercise A:

1. b

2. a

3. c

4. b

Exercise B

1. Pencil

2. Eraser

3. Text

4. Magnifier

5. Fill with color

Exercise C

1. × 2. ✓ 3. ✓ 4. × 5. ×

Exercise D

1. Shape tool is used to use various styles of figures
2. The short cut command to close paint program is Alt + F & than press X or either press Alt + F4
3. The components of paint window are title bar, ribbon tab, tools group, brushes group, shapes group, color group, drawing board.
4. The title bar displays the name of the current program
5. To start paint program follow the following steps:

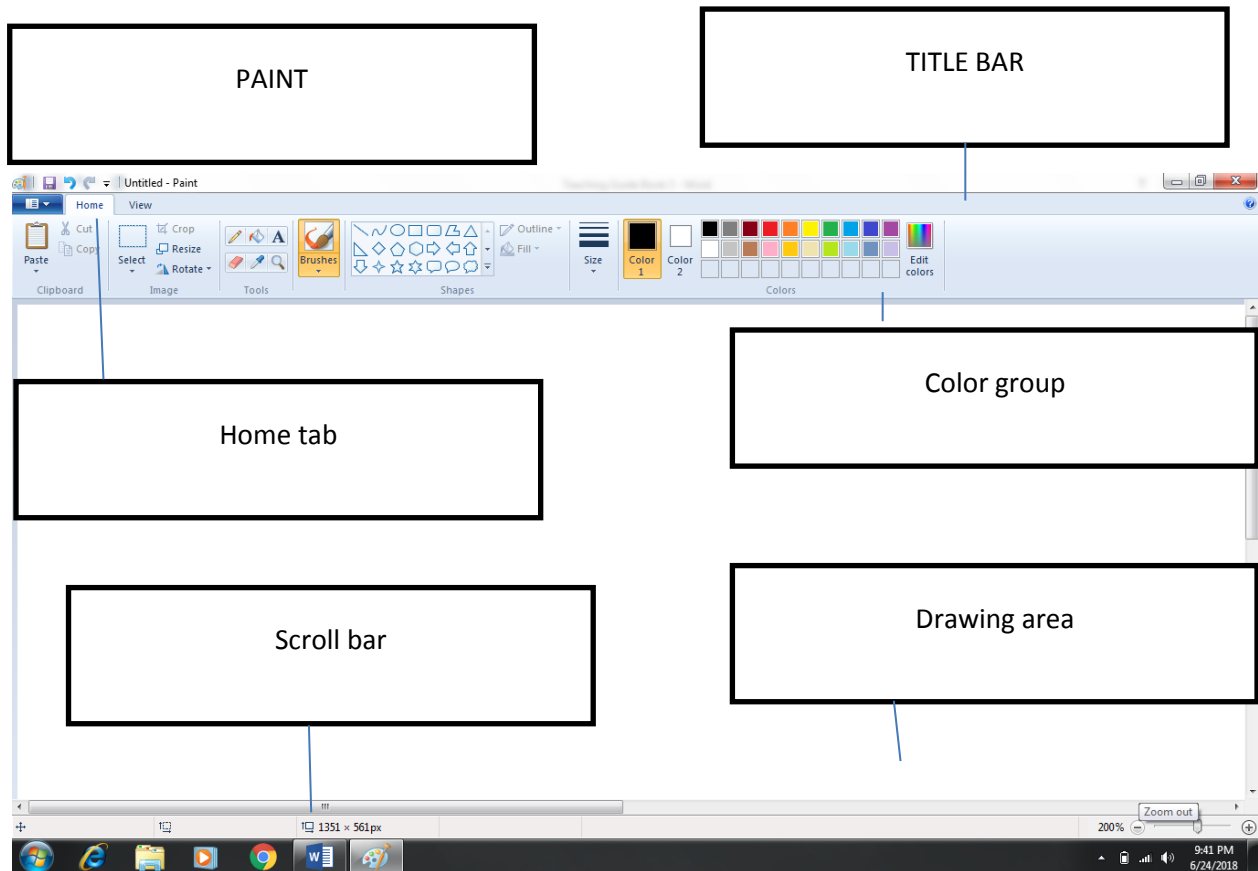
Click on start → All programs → Accessories → Paint

Exercise D

Page no. 39, 40

1. PAINT 2. COLOR 3. BRUSH 4. TITLE 5. PENCIL

Exercise F



Exercise G

Take students to computer lab and instruct them to follow the mentioned steps

In the lab

Take students to computer lab and ask them to identify the ribbon and various groups and tabs of the paint program.

Test paper 1

Based on chapter 1-4

Page no. 41

A. Fill in the blanks

1. Visual display unit 2. Keyboard 3. Backspace 4. Gadgets 5. X

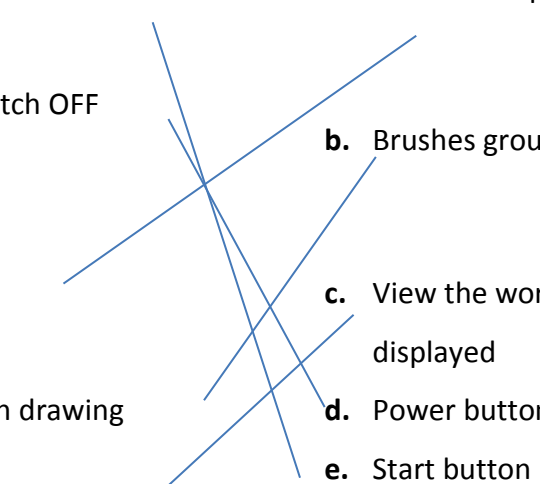
B. State T for true and F for false.

1. F 2. F 3. F 4. T 5. F

C. Match the columns.

Column A

Column B

- | | |
|---|--|
| 1. Button on the left corner of the taskbar in Window 7 | a. Version of operating system |
| 2. Used to switch ON or switch OFF the computer | b. Brushes group |
| 3. MS Window Vista | c. View the work area which is not displayed |
| 4. These brushes help you in drawing | d. Power button |
| 5. Scroll bar | e. Start button |
- 

Chapter no 5

MS Paint: Draw and color

Learning objectives:

At the end of the chapter the students will be able to:

- Use line tool
- Use rectangle tool
- Use ellipse tool
- Use text tool
- Fill color in drawing
- Draw curves and polygons
- Save a drawing
- Open a saved drawing
- Starting a new drawing

Plan for achieving the learning objectives:

Step 1: Demonstrate student's different tools of paint and describe the function of each tool

Step 2: Explain them how to draw in paint

Step 3: Describe students how to save drawing in paint

Step 4: Describe them how to open a saved drawing in paint

Step 5: Explain them how to start a new drawing

Step 6: Discuss the must know, computer etiquette, now you know and key terms.

Step 7: Use suitable examples to explain the mentioned steps.

Answers of check your knowledge in textbook

Page no. 50

1. a

2. b

3. b

Answers of exercise in textbook

Page no. 54

Exercise A:

1. b

2. b

3. c

4. a

Exercise B:

1. Paint

2. Shift

3. Text

4. Size

5. Polygon

Page no. 55

Exercise C:

1. x

2. x

3. x

4. ✓

5. x

Exercise D:

1. Ellipse tool is used to draw circle
2. Eraser tool is used to erase your drawing
3. Shift key is used to draw perfect square or circle
4. The tools used in paint are eraser tool, fill with color tool, text tool and ellipse tool
5. Following are the steps to save your drawing
 - a. Click the paint button
 - b. Click save option
 - c. Type the file name in the file name box
 - d. Click save button

Exercise E:

1. LINE

2. PENCIL

3. POLYGON

4. ERASER

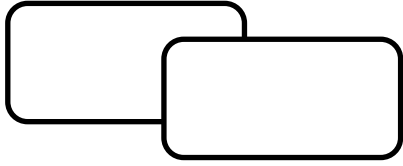
5. OVAL

6. SQUARE

7. CIRCLE

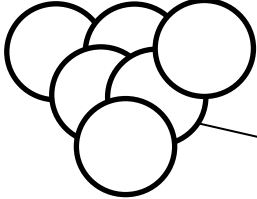
Exercise F:

1.



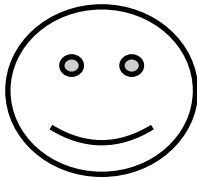
a. Curve tool

2.



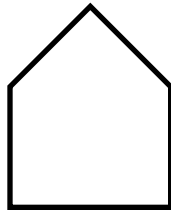
b. Rounded rectangle

3.



c. Ellipse tool + shift key

4.



d. Ellipse tool

5.



e. Polygon tool

Exercise G:

Take students to computer lab and organize them in different groups, let them draw and color a clown, an ice cream and bus. Assist them while they perform the activity

In the lab:

Take students to computer lab and ask them to make the picture of a house using pencil tool and eraser tool, ask them to save the file in their computer



Chapter no 6

More about Paint

Learning objectives:

At the end of the chapter the students will be able to:

- Use brush tool for freehand drawing
- Use airbrush tool for spray painting
- Use pick color tool
- Use magnifier
- Use select tool
- Use free form select tool
- Use rotate

Plan for achieving the learning objectives:

Step 1: Describe students different tools in paint

Step 2: Explain them different tools of paint

Step 3: Discuss the must know, computer etiquette, now you know and key terms.

Step 4: Use suitable examples to explain the mentioned steps.

Answers of check your knowledge in textbook

Page no. 65

1. a

2. a

3. a

Answers of exercise in textbook

Page no. 66

Exercise A:

1. B

2. C

3. B

4. C

Exercise B:

1. Irregular

2. Color
box

3. Size

4. Magnifier

5. Copy

Exercise C:

1. x 2. ✓ 3. x 4. x 5. x

Page no. 67

Exercise D:

1. Free form selection tool is used to select irregular portions of a drawing
2. Pick color is used to copy color from one object to another
3. Airbrush is used to spray painting
4. a. Click **HOME** tab
b. Click **Magnifier** from **Tools** group
c. Bring the **mouse** to work area
d. A **rectangle** with **magnifier** appears on screen
e. Click **Left** mouse button on that portion you want to **magnify**
f. The portion of image appears in **large** size
5. Following are the steps of a flowchart to use select tool
 1. Start
 2. Click home tab
 3. Click select drop down button
 4. Click rectangle selection
 5. A rectangular dotted bar around that part is the selection box
 6. Now the portion can be copied or deleted
 7. End

Page no. 68

Exercise E:

Let students explore the tools by practically drawing the figures
Do this exercise in groups

Page no. 69

Exercise F:

1. BRUSH
2. MAGNIFY
3. ROTATE
4. AIRBRUSH
5. SELECT

Exercise G

Take students to computer lab and ask them to draw a scenery in paint and color it, students will solve it in either pair form or in groups. Monitor students while they make a scenery.

In the lab:

Organize students in groups and take them to computer lab, instruct them to use magnifier tool to get a closer look at what they have drawn, also use eraser and change the size to draw a good picture.



Exercise C:

1. × 2. ✓ 3. × 4. × 5. ✓

Exercise D:

1. A LOGO program is called primitive
2. LOGO is used to draw, type text and calculate numbers
3. Click start → All Programs → Microsoft window logo → OK
4. Recall list box in commander window helps you to use command again as it keeps the lists of all commands which you use in the program.
5.
 1. Select file menu and click on exit option
 2. Click on close window button
 3. Type Bye

Exercise E:

Solve the activity in groups, and find the results by practically performing it

Page no. 81

Exercise F:

Let the student explore the LOGO window and find the components, help them and for assistance see page no. 72

In the lab:

Take students to computer lab, organize them in different groups and assign them with computers, ask them to try some LOGO Commands and see what figures are drawn in the window, make sure to use Reset and Execute buttons.

Chapter no 8

LOGO Commands

Learning objectives:

At the end of the chapter the students will be able to:

- Describe turtle position
- Use forward command
- Use backward command
- Use right, left command
- Use CS, CT, ST, HT command
- Draw figures in LOGO

Plan for achieving the learning objectives:

Step 1: Describe Commands use in LOGO

Step 2: Demonstrate them use of LOGO COMMANDS

Step 3: Demonstrate them by drawing in command window

Step 4: Discuss the must know, computer etiquette, now you know and key terms.

Step 5: Use suitable examples to explain the mentioned steps.

Answers of check your knowledge in textbook

Page no. 92

1. b

2. a

3. b

Answers of exercise in textbook

Page no. 93

Exercise A:

1. b

2. b

3. c

4. a

5. b

Page no. 80

Exercise B:

1. ST

2. Execute

3. Backward

4. Forward

Exercise C:

1. ×

2. ✓

3. ✓

4. ✓

5. ✓

Exercise D:

1. When LOGO starts, turtle is at home position.
2. Clear screen command is use to clear drawing made by turtle
3. Head & Tail
4. Click start → All Programs → Microsoft window logo → OK
5. We can move turtle forward by using BK command by using (-) minus sign
6. After moving 500 steps forward from HOME position turtle will move back to the HOME position
7. Click start → All Programs → Microsoft window logo → OK
8. We can check the position of turtle by
9. Type commands in same format or syntax, solve this part on LOGO window and check the results

In the lab:

Take students to computer lab, organize them in different groups and assign them with computers, ask them to draw some figures like square, rectangle in LOGO



Test paper 2

Based on chapter 5-8

Page no. 96

A. Fill in the blanks.

1. Eraser 2. Square 3. Three 4. Pick color 5. Recall list box

B. State T for True & F for False.

1. T 2. T 3. T 4. T 5. T

C. Match the columns

Column A

Column B

- | | |
|--|-------------------------------|
| 1. Turtle appears in the center of screen ,
pointing upward | a. Opposite directions |
| 2. FD50 in MS-LOGO | b. Irregular shaped selection |
| 3. CS Command | c. Error message |
| 4. Free form selection tool | d. Home position |
| 5. FD 20 & BK 20 | e. Stands for clear screen |
- 