

CYPF

COMPUTER BASICS

For Children



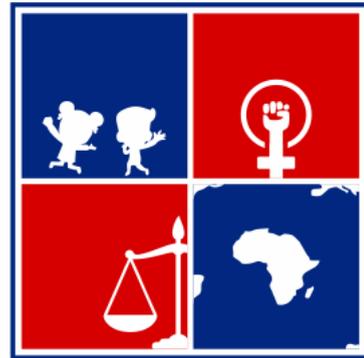
**NOT
FOR
SALE**

CYPF
CHILD & YOUTH PROTECTION FOUNDATION



Laying a good foundation...

global fund
for
children



Laying a good foundation...

Let's Learn

ICT SKILLS

Introduction

Every day, the world is becoming inclined to digital interface. The need for every child to be saturated with computer skills cannot be overstated.

Computers are now part of us and there's need to teach our children the necessary skills so they can fit it and be able to work easily in the fast digital changing world.

For this Reason, CYPF, in its quest to enhance the educational, mental and social wellbeing of the child has come up with a simplified module for children to learn the basic ICT skills through theories and practical exercises.

This module is suitable for primary school pupils and junior secondary school students with the aid of the teacher. Throughout the module, efforts have been made to simplify the processes in order for the pupils and students to follow.

It is our eminent hope that this simplified version will go a long way in developing the capacities of the children in line with our vision and mission.

1 Health, Safety and Ethics

2 Computer Operations
and fundamentals

3 **Word Processing**

4. Internet



Health, Safety and Ethics

Aim: To work in a safe and healthy computer laboratory environment

Learning Objectives:

By the end of this unit, the pupil will be able to:

- ▶ Recognize the health risks existing in a computer Laboratory.
- ▶ Switch off a computer in a safe manner.



Rules and Regulations of the computer laboratory

I enter and leave the computer lab quietly.



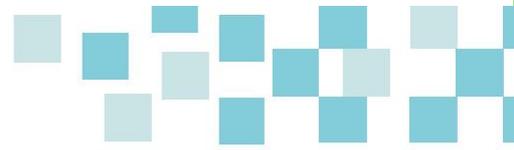
I make sure that my hands are clean before using the computer.

I do not eat or drink in the computer lab.

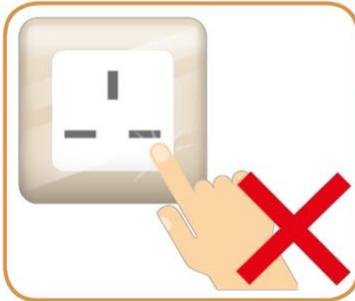


I keep the computer lab clean. I use the bin.





I must not insert any object in drives, USB port or jack socket.



I do not touch electrical sockets and plugs.

I tell my teacher if I have problems with the computer.



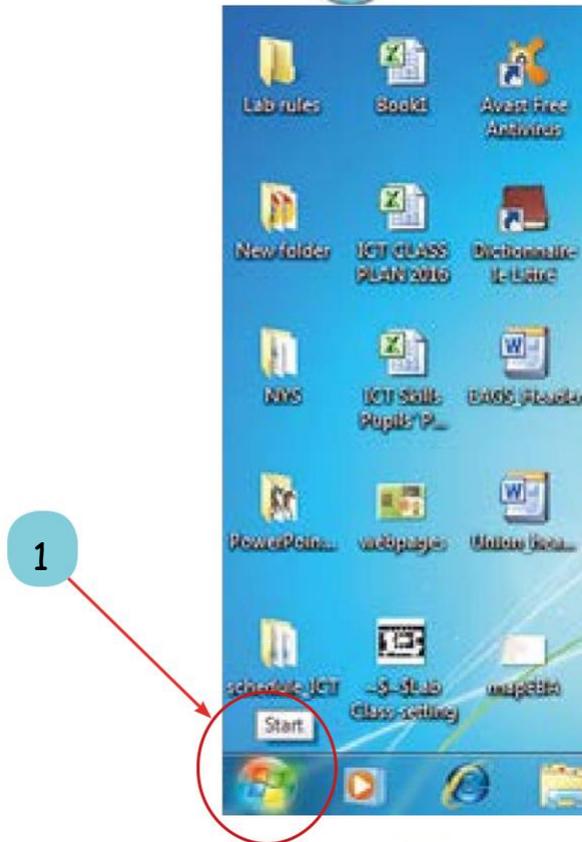
I push my chair under the table before leaving the computer lab.

I do not run in the computer lab.



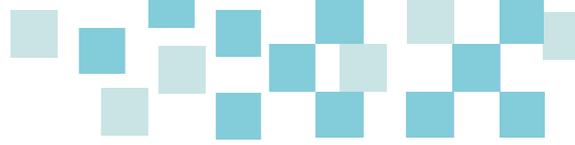
How to switch off a computer?

1. I click on the Start button



2. I click on the Shutdown button.





Evaluation

At the end of this unit, the pupil can



- 1 Recognize the risks existing in a computer laboratory.
- 4 Switch on a computer in a safe manner.
- 5 Switch off a computer in a safe manner.





Computer Operations and fundamentals

Aim: To introduce the parts of a computer system and their functions

Learning Objectives:

- ▶ By the end of this unit, the pupil will be able to:
- ▶ State the function of the monitor, keyboard, speakers, printer, mouse and the C.P.U.
- ▶ Identify the desktop, icons, Start button and the Start menu.

The Monitor

I see text and images on the monitor.



The Keyboard

I use the keyboard to type and give instructions to the computer.



The Speakers

I hear sound and music from the speakers.



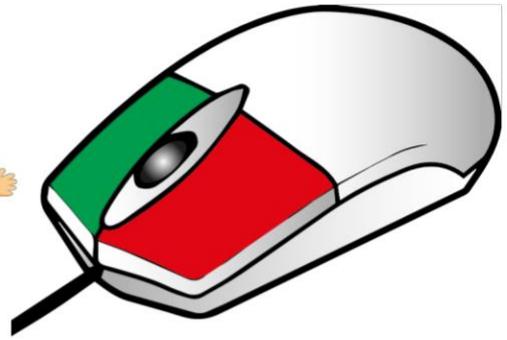
The Printer

I use the printer to print text and images on paper.



The Mouse

I use the mouse to point, click, double click, drag and drop objects.



Activity 1: I match each computer part with its correct name.

1



Printer

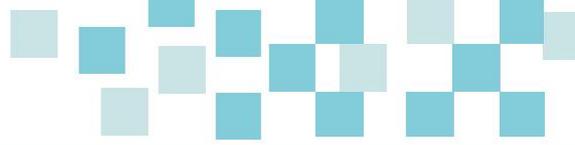
Mouse

Monitor

Speakers

Keyboard





Activity 2: I match each computer part with its function.



Play sound

Shows text and images

Is used to type

Prints text and images on paper

Is used to click and drag



Activity 3: I complete the name of each computer part.



M _ _ n _ _ t _ _ r



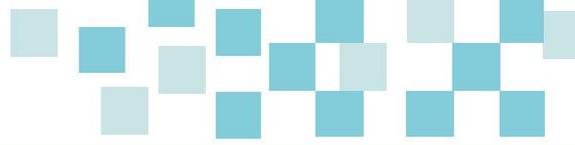
P _ _ i _ _ t _ _ r



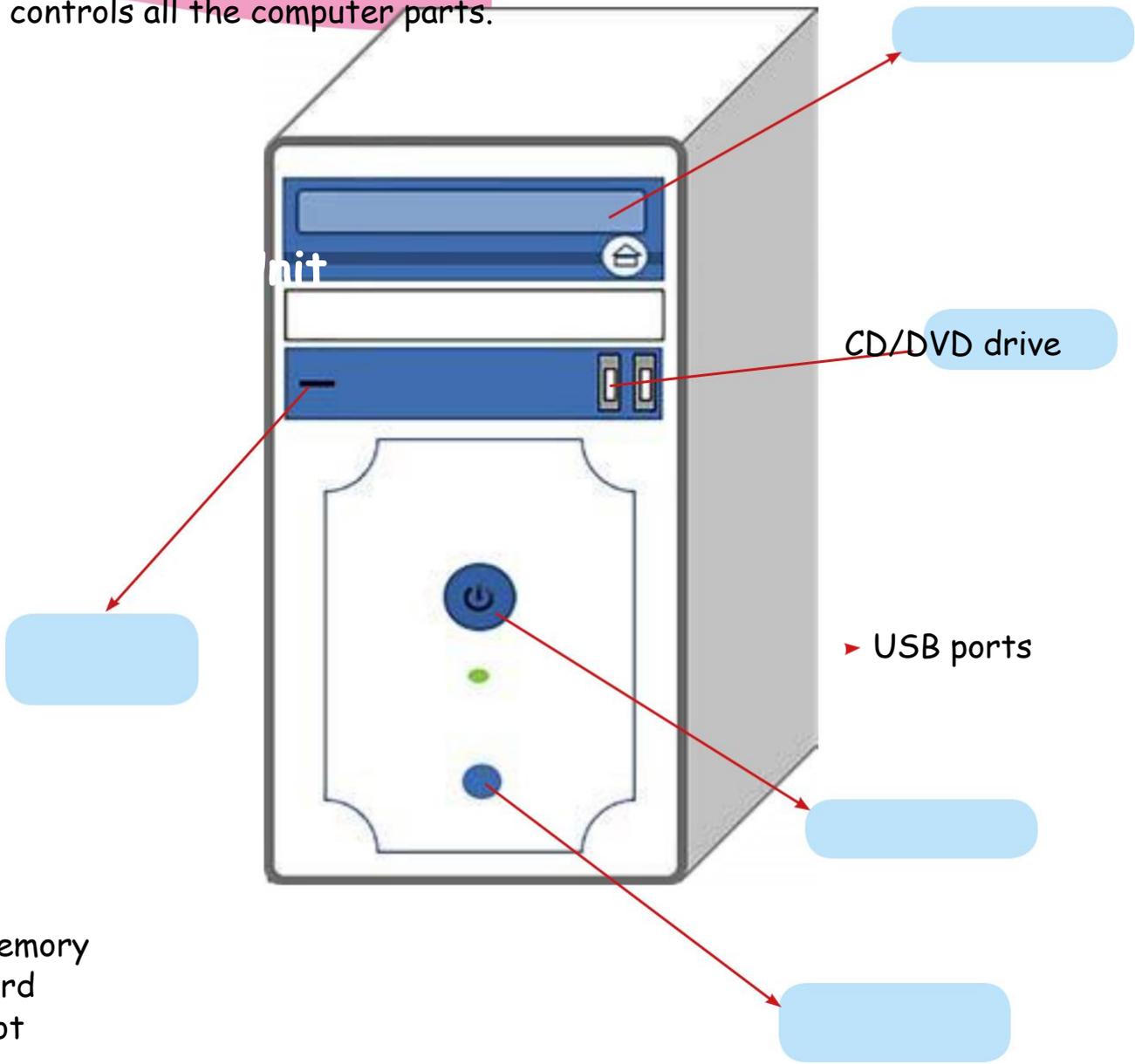
The System Unit

System Unit





All the computer parts are connected to the system unit. The system unit controls all the computer parts.



Memory card slot

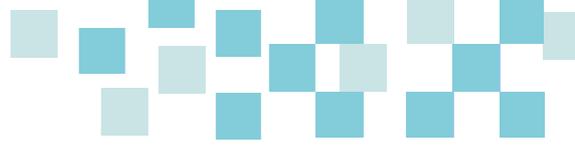
CD/DVD drive

USB ports

Power button

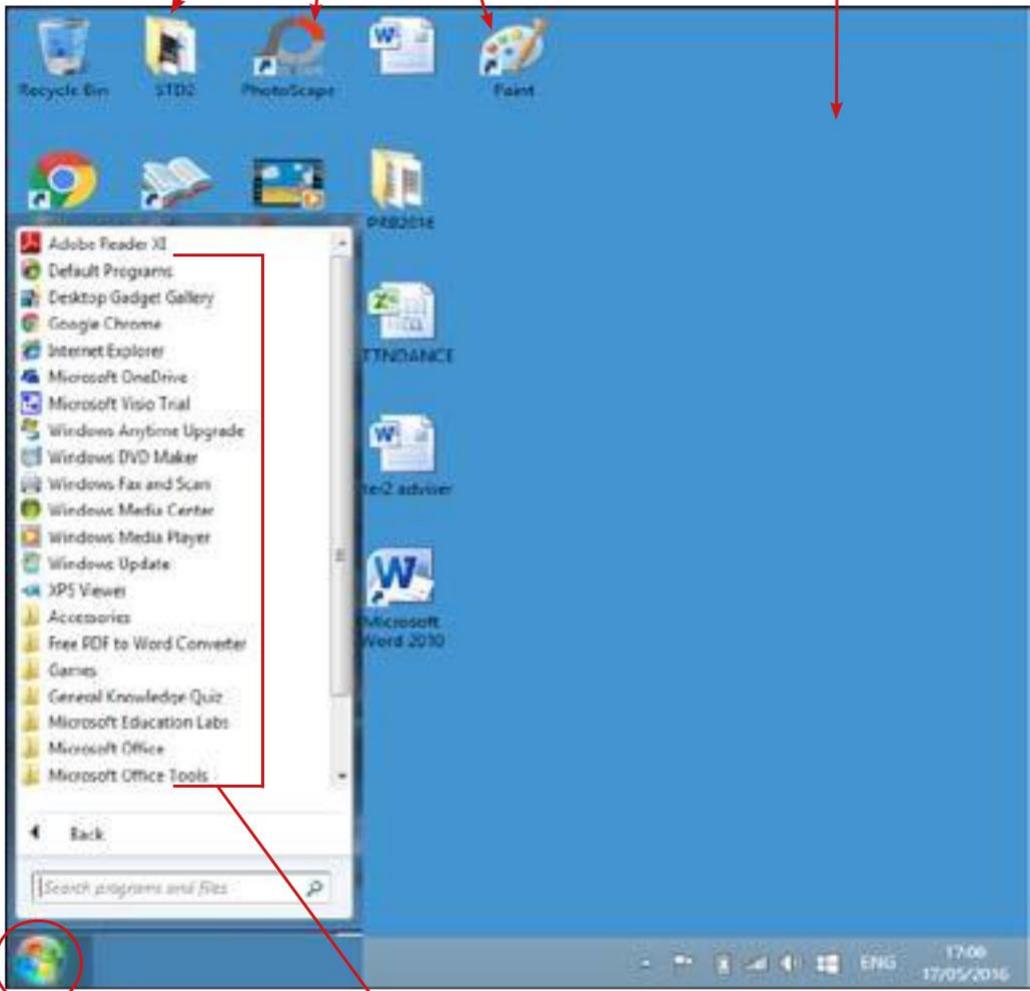
Reset button





Icons

Desktop



Start Button

Start Menu



Evaluation

At the end of this unit, I can



1 State the function of the monitor.

2 State the function of the keyboard.

3 State the function of the speakers.

4 State the function of the printer.

5 State the function of the mouse.

6 State the function of the System Unit.

9 Identify desktop, Start Menu, Start Button and icons.





3 Word Processing

Aim: To create and edit a word document

Learning Objectives:

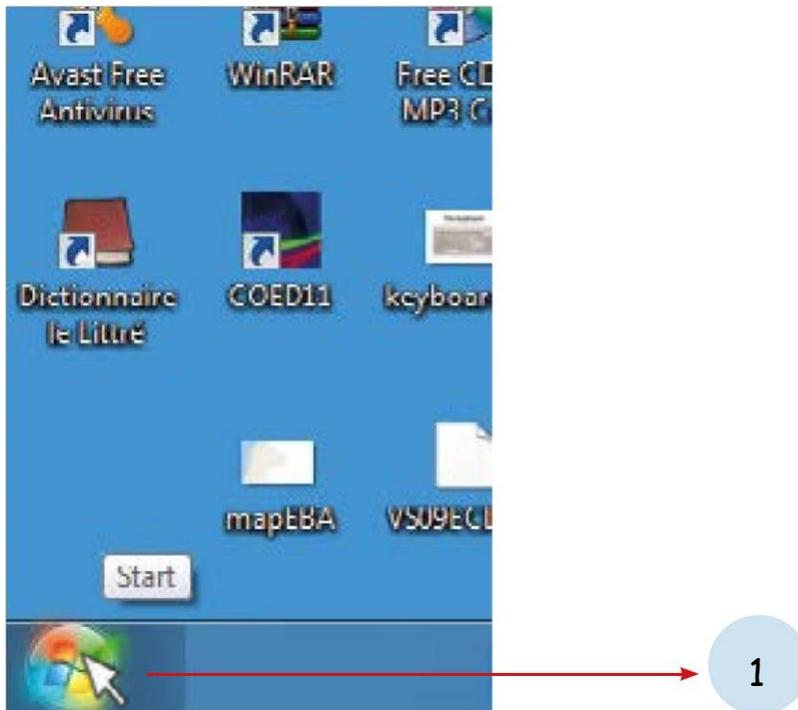
By the end of this unit, the pupil will be able to:

- ▶ Open MS Word program
- ▶ Close MS Word program
- ▶ Edit a sentence using the Delete key
- ▶ Use the Shift key
- ▶ Use the Arrow keys
- ▶ Select text using Arrow keys
- ▶ Copy and paste text
- ▶ Cut and paste text

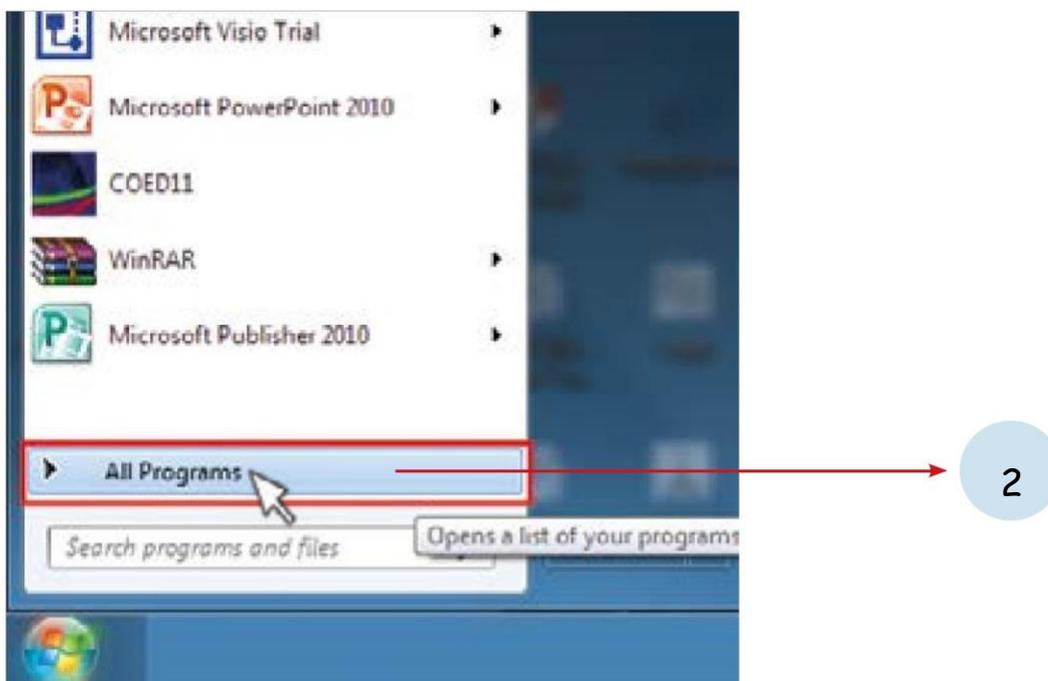


How to open MS Word 2007?

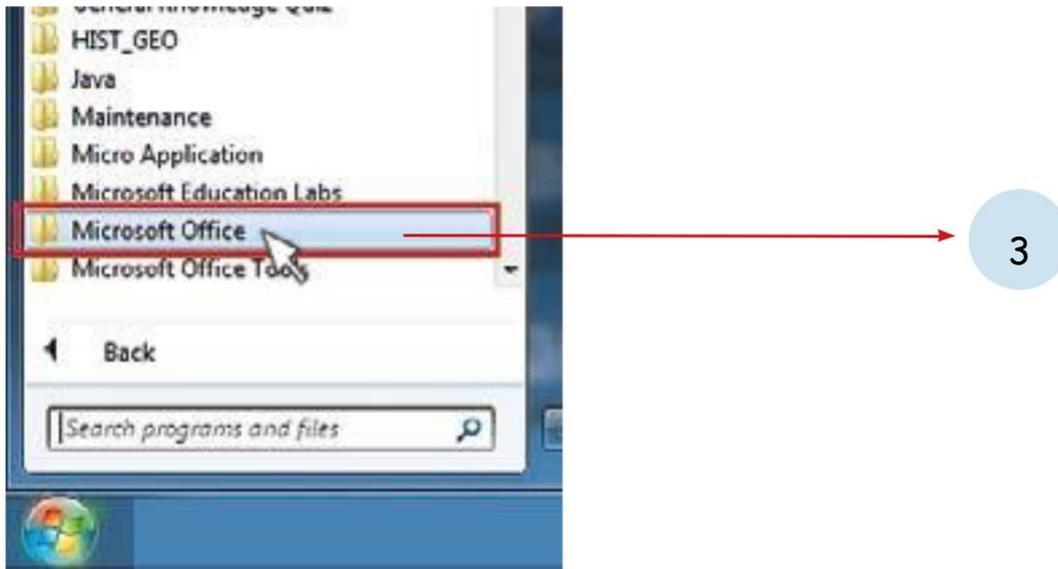
1. I click on the **Start** button.



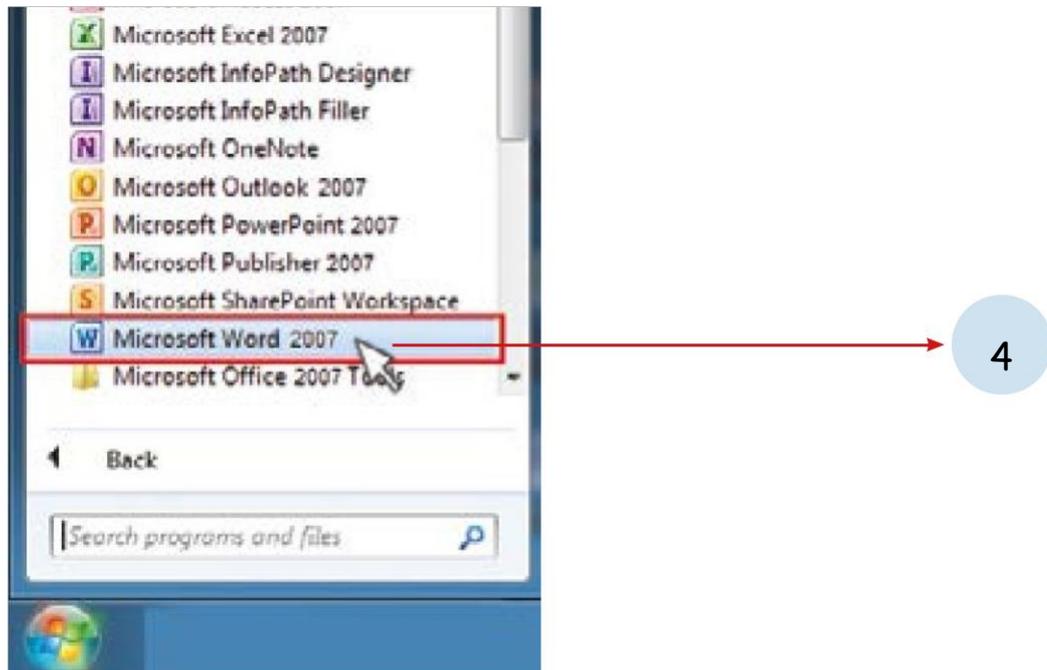
2. I click on **All Programs**.



3. I click on **Microsoft Office**.

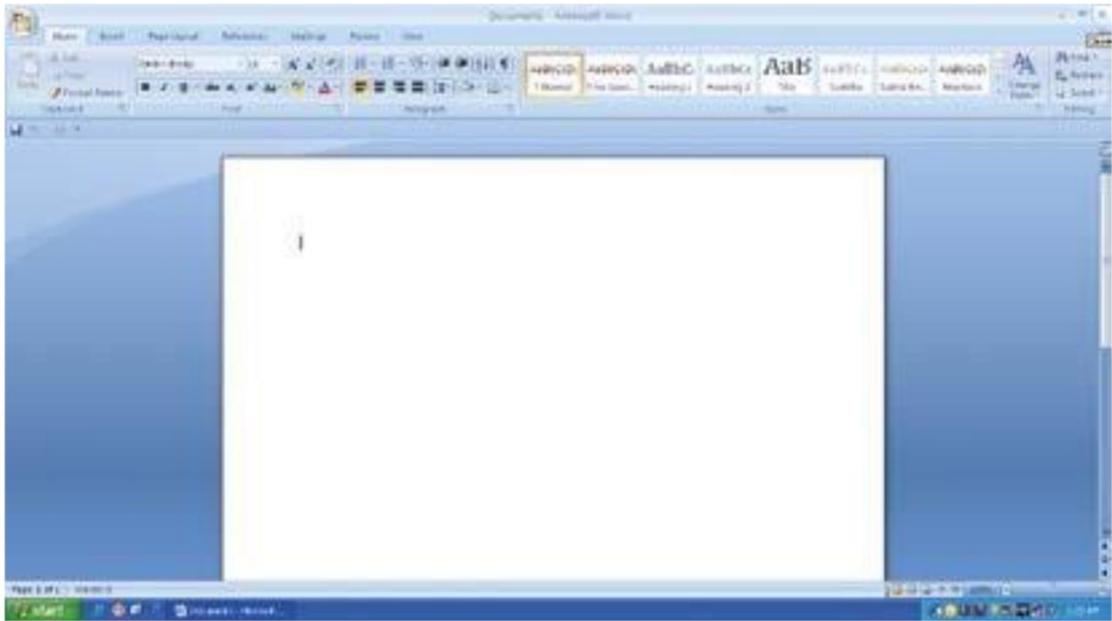


4. I click on **Microsoft Word 2007**.



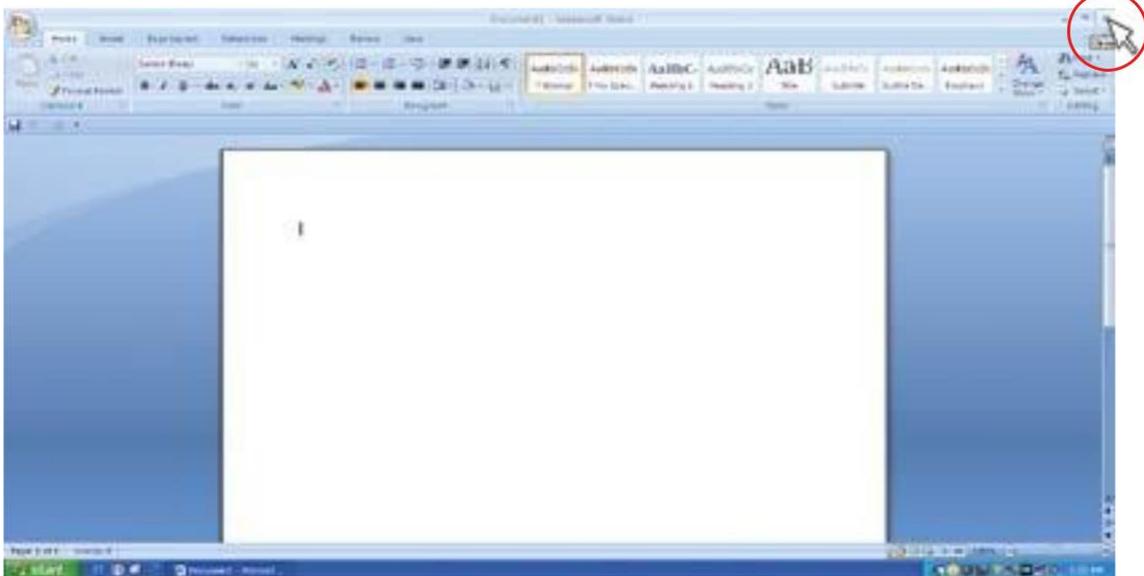
Microsoft Word 2007 opens as shown below.

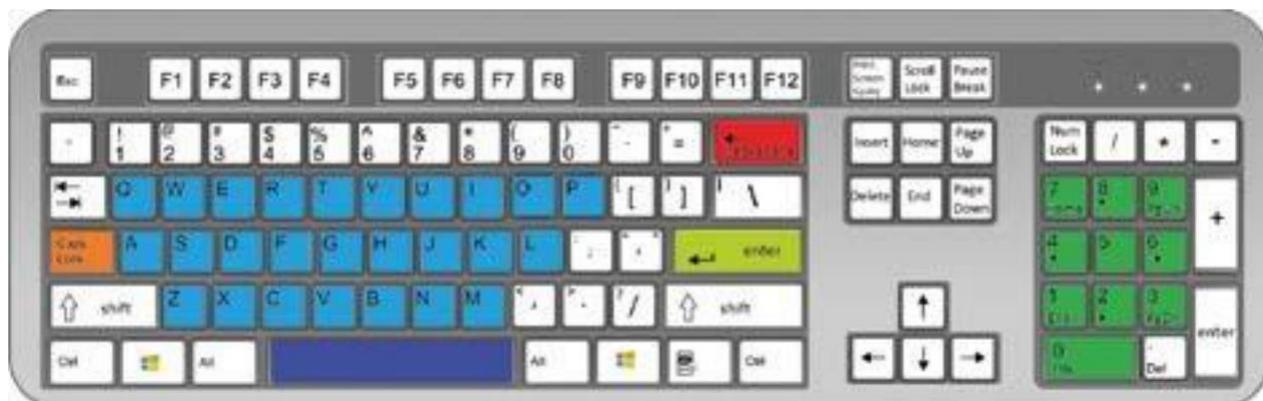




How to close Microsoft Word 2007?

I click on the **Close** button.





the Keyboard

Alphabet keys

Number keys

I use the spacebar  to leave space between words.

I use the  key to change line

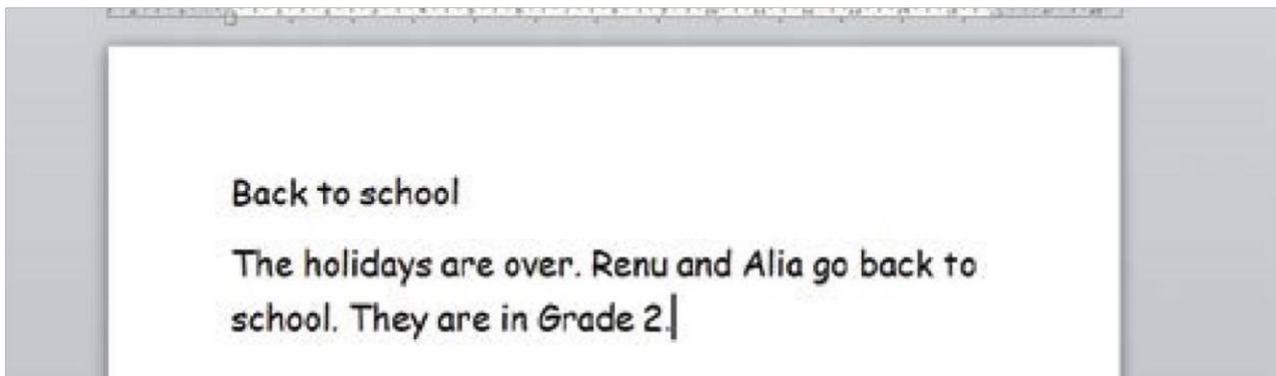
I use the  key to erase mistakes while typing

I use the  key to type in capital letters.



Activity 1: Typing text

1. I open **Microsoft Word 2007**.
2. I type the following text:



The Delete key



The **Delete** key



Activity 2: Using the Delete key

1. I open **Microsoft Word 2007**.

2. I type the following words:

```
thierry  
ahmoy  
mauritus  
vacoas  
monday  
wednesday
```

3. I use the mouse to place the cursor at the beginning of the first word.

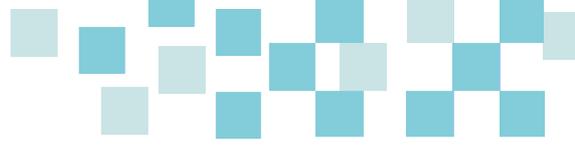
```
|thierry  
ahmoy  
mauritus  
vacoas  
monday  
wednesday
```

4. I press the  key

```
hierry  
ahmoy  
mauritus  
vacoas  
monday  
wednesday
```

5. Now I type the letter **T** in capital.





Thierry
 ahmoy
 mauritius
 vacoas
 monday
 wednesday

6. I put the first letter of the other words in capital.

The Delete key  erases text on the right of the cursor.



I type the word **computer**

I press 

The letter C disappears **pmputer**

I press  again

Now it is the letter O which disappears **mputer**

Activity 3: Using the Delete key

1. I double click  on the desktop.



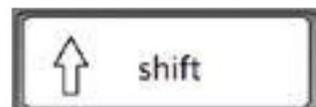
The Shift Key

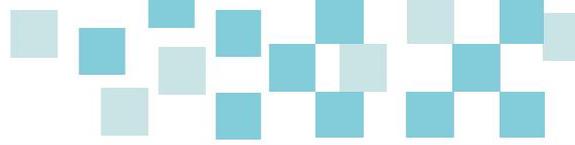
The Zchildren like Zsummer because Zit is Zsunny and hot. They Zplay in the Zgarden and go Zto the Zseaside. They Zeat ice-cream.

2. I use the  key to erase all the Z in the text.

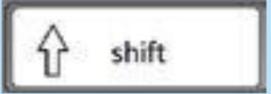


There are 2 Shift keys.



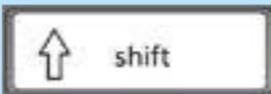


1. To type the question mark (?),

I press hold the  key

and press. 

2. To type the exclamation mark (!),

I press hold the  key

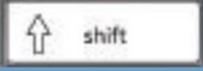
and press  .

Activity 4: Using the Shift key with other keys

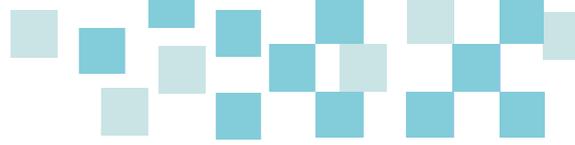
1. I open Microsoft Word 2007.
2. I do the following actions on the computer.
3. I write the result in the table below.





Action	Result
Press 	/
Press hold  and press 	?
Press 	
Press hold  and press 	
Press 	
Press hold  and press 	





Activity 5: Using the Shift key

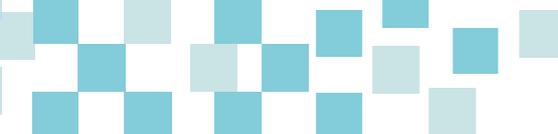
1. I open Microsoft Word 2007 2. I type the following text:

What's the weather
like today?
Look outside,
Can you say?
Today, it's a sunny,
sunny day!

Activity 6: Using the Shift key with other keys

Action	Result
Press 	
Press hold  and press 	
Press 	
Press hold  and press 	
Press 	
Press hold  and press 	





Activity 7: Typing text

1. I open Microsoft Word 2007.
2. I type the following text:

Brian and Alia are playing. Alia finds a blue boat under the bed.

Alia: "Is this yours Brian?"

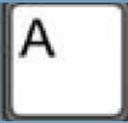
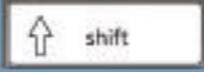
Brian: "Yes, it's mine."

Alia: "Oh! It is beautiful!"

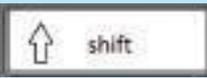


Activity 8: Using Shift key to type capital letters

1. I open Microsoft Word 2007.
2. I carry out the following actions on the computer.
3. I write the result in the table below.

Action	Result
Press 	
Press hold  and press 	
Press 	
Press hold  and press 	
Press 	
Press hold  and press 	

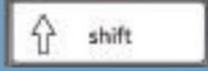


I can also use the  key to type in capital.



Activity 9: Using Shift key to type capital letters

1. I write the result for each action in the table below.

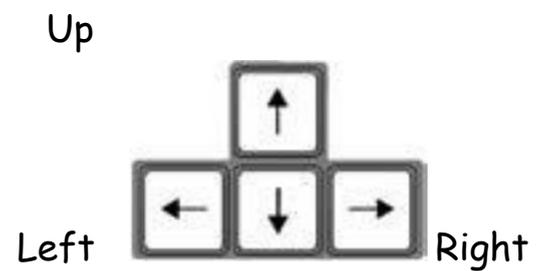
Action	Result
Press 	
Press hold  and press 	
Press 	
Press hold  and press 	
Press 	
Press hold  and press 	

Activity 10: Typing text

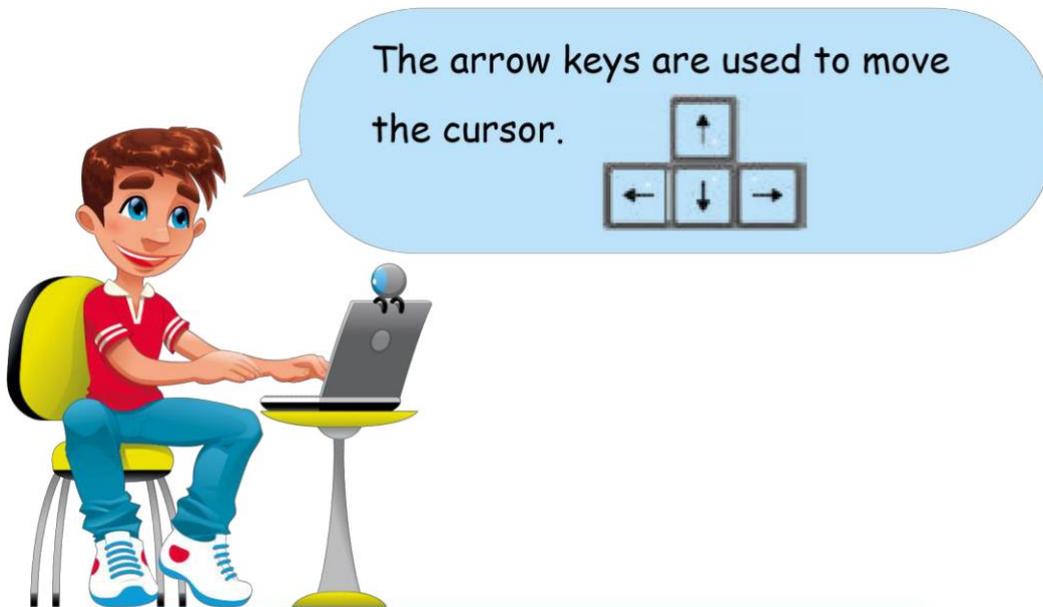
1. I open Microsoft Word 2007.
2. I type the following text:

It is Monday morning. Chicky Chick is sleeping.
"Wake up Chicky Chick! It's time for school!"
says Mother Hen.

The arrow keys



Down



Activity 11: Using the Arrow keys

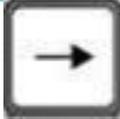
1. I double click  on the desktop.

The weather is rainy and windy. Dylan and Oshika are in the house. They drink hot chocolate and watch cartoons. "We do not like winter," say the children. "It is too cold!"

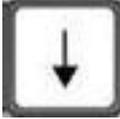
2. I press  2 times

The cursor is between the letters _____ and _____



3. I press  5 times

The cursor is after the word "_____"

4. I press  once and  4 times

The cursor is before the word "_____"

Activity 12: Editing text

1. I double click  on the desktop.

It is the new year.

Kevin and Brenda wish their parent a 'Happy
New Year'.

They visit grandparents.

Grandfather have bought fire crackers.

The children burst them with their cousins.

2. I use the arrow keys to move the cursor.
3. I change the letters **n** and **y** into capital letters in the 1st sentence.



- I type the word **their** between "visit" and "grandparents" in the 3rd sentence.
- I add the letter **s** at the end of the word "parent" in the 2nd sentence.
- I replace the word "have" by **has** in the 4th sentence.

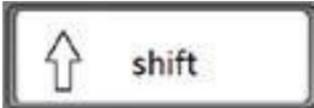
How to select text?



- I double click on the desktop.

The weather is rainy and windy. Dylan and Oshika are in the house. They drink hot chocolate and watch cartoons. "We do not like winter," say the children. "It is too cold!"

- I use the arrow keys and place the cursor before the word "weather".

- I press hold the  key.

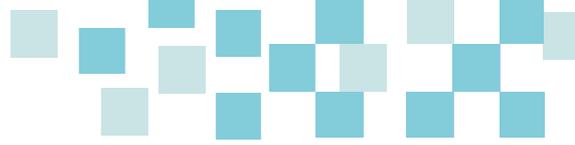


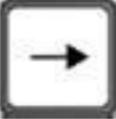
- I press

- The letter "w" is selected.

The **w** weather is rainy





I continue to press  until the word "weather" is selected.

The weather is rainy



If the word "is" is also selected,

The weather is rainy

I continue to press hold the

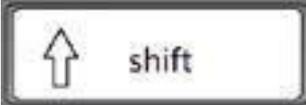


key and press



to unselect the

The weather is rainy

6. I can now release the  key.

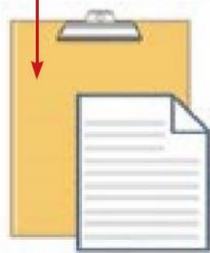
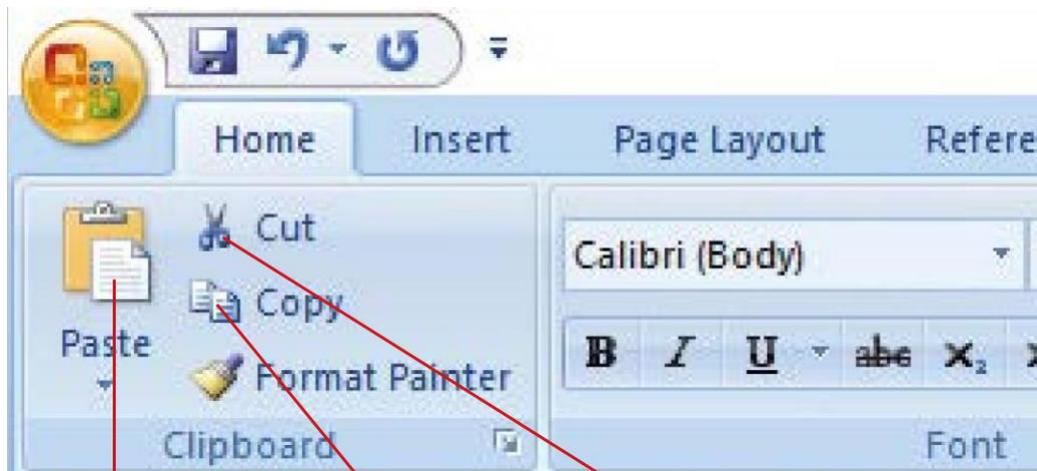
7. I click anywhere on the page to unselect the word "weather".

The weather is rainy |

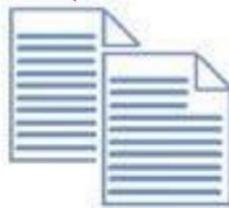
8. I will now select the word "children".



Editing text using Cut, Copy and Paste



Paste



Copy



Cut

The Cut tool  cut a selected text.

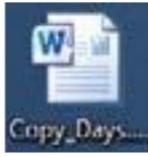
The Copy tool  copies a selected text.

The Paste tool  paste a selected text which has been cut or copied.



Activity 13: Copying and Pasting text

1. I double click  on the desktop.



I complete the table with the names of the days given below:

Tuesday Saturday Thursday Monday
Sunday Wednesday Friday

Days of the week	
1	Monday
2	
3	
4	Thursday
5	
6	
7	

2. I select the word **Tuesday**.
3. I click on .
4. I click in the correct box.
5. I click on .
6. I copy and paste the remaining days of the week in their correct boxes.



Activity 14: Copying and Pasting text

1. I double click  on the computer.

girl. is a Rita

is two. standard in She

2. I Copy and Paste the words in the correct order in the boxes.



Activity 15: Cutting and Pasting text

1. I double click  on the desktop.

I complete the table below with the names of the Month given below:

February September May March
July October November June

The 12 Months	
1	January
2	
3	
4	April
5	
6	
7	
8	August
9	
10	
11	
12	December

2. I select the word **February**
3. I click on 
4. I click in the correct box
5. I click on 
6. I cut and paste the remaining months in their correct boxes.



Activity 16: Cutting and Pasting text

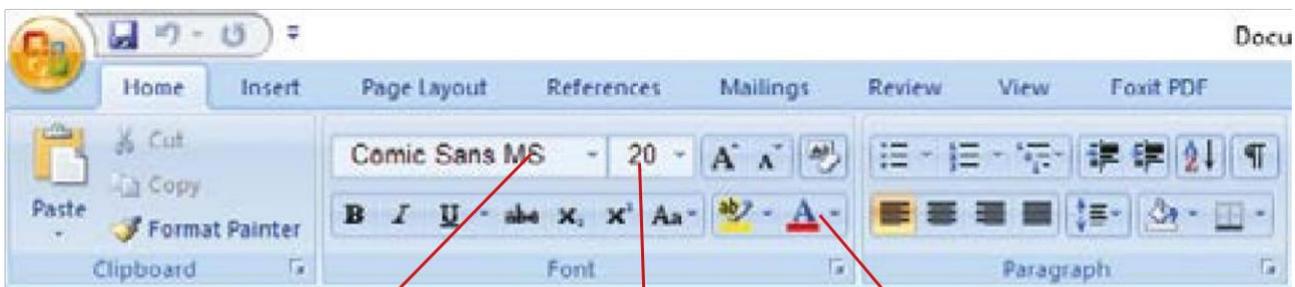
1. I double click  on the desktop.

I complete the table with the words given below.

Grandmother Sister Aunt Father

Masculine	Feminine
Brother	
	Mother
Uncle	
Grandfather	

Formatting text using font type, font size and font colour



Comic Sans MS

20

Font Type

Font Size

Font Colour

Computer
Computer
Computer
Computer
Computer

Computer
Computer
Computer
Computer
Computer

Computer
Computer
Computer
Computer
Computer



1. I open MS Word program.
2. I type the following text:

Little Sam is playing with a big blue ball.

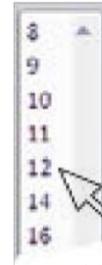
Little

I click on the small arrow



I click on the size 12 in the menu which appears

big

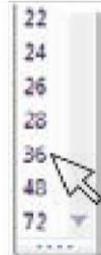


I click on the small arrow

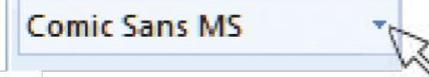


I click on the number 36 in the menu which appears

Sam



I click on the small arrow

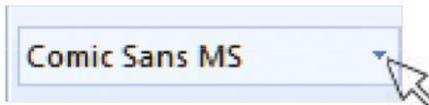


I click on **Bodoni MT Black** in the menu which appears



blue

I click on the small arrow



I click on **Bauhaus 93** in the menu which appears



I click on the small arrow



I click on the blue colour



3. I select the word



Activity 17: Font Formatting

16.

Activity 18: Formatting Text

1. I double click  on the desktop.

Jim is a years boy.

He six old.

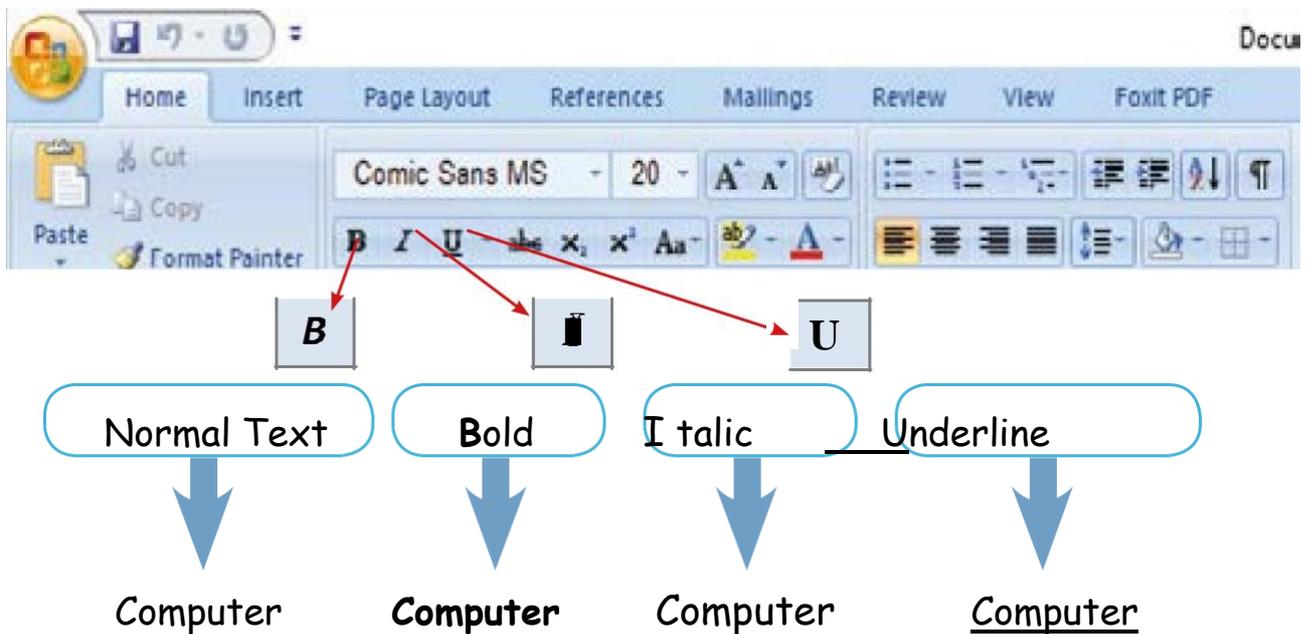


2. I cut the word **years** in the 1st sentence and paste it between the words six and **old** in the 2nd sentence.
3. I copy the word **is** in the 1st sentence and paste it after the word **He** in the 2nd sentence.
4. I change the font colour of the word Jim to **red**.
5. I change the font size of the word **boy** to 14.
6. I change the font type of the word **He** to Times New Roman.

Activity 19: Formatting Text

1. I double click  on the desktop.

Formatting text using Bold, Italic and Underline



I go to the **shop** to buy a cake.

Raj has a pen, an eraser and a book.

2. I select the word **cake** in the 1st sentence and click on 
3. I select the word **buy** in the 1st sentence and click on 
4. I select the word **pen** in the 2nd sentence and click on 
5. I select the word **shop** in the 1st sentence and click on 
6. I select the word **eraser** in the 2nd sentence and click on 

7. I select the word book in the 2nd sentence and click on

Activity 20: Formatting Text

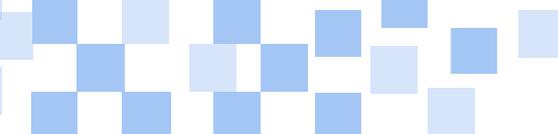
1. I double click  on the computer.

Amina has a small blue book.

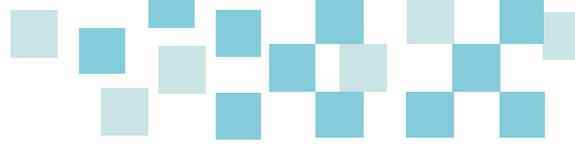
David has a ruler.

Amina gives the book to David.

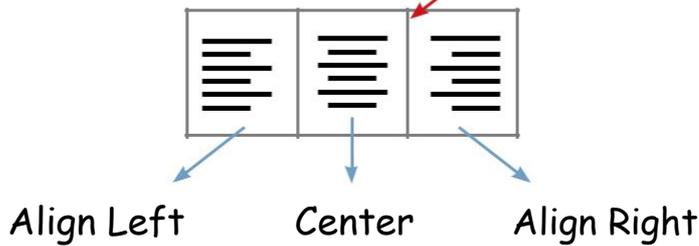
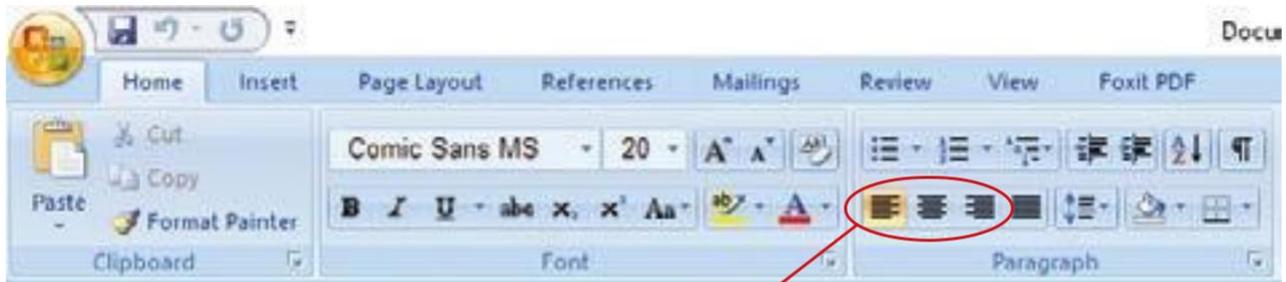


- 
2. I cut the word **blue** in the 1st sentence and paste it between the letter **a** and the word **ruler** in the 2nd sentence.
 3. I copy the word **small** in the 1st sentence and paste it after the word **the** in the 3rd sentence.
 4. I underline the word **ruler** in the 2nd sentence.
 5. I put the word **book** in italics in the 1st sentence.
 6. I apply bold to the word **David** in the 3rd sentence.
 7. I change the font size of the word **Amina** from 20 to 26 8. I change the font colour of the word **has** to green in the 1st sentence.
 9. I change the font of the word **blue** to Arial in the 2nd sentence.



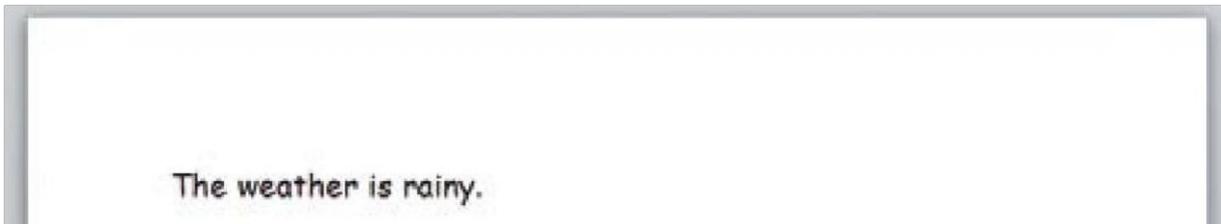


Formatting text: Alignment of text

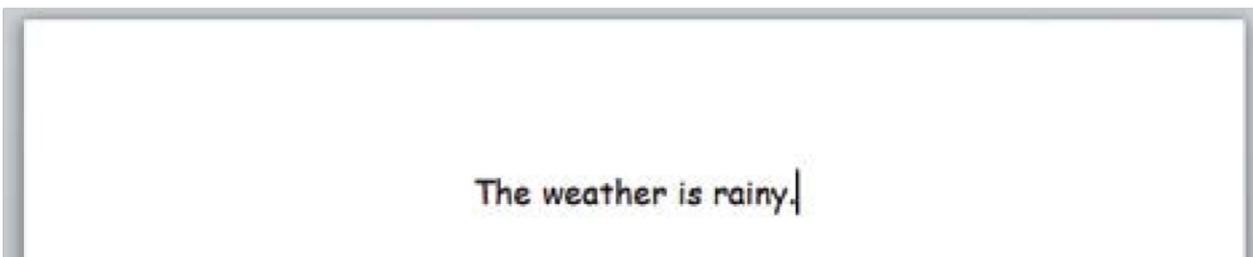


Activity 21: Alignment of Text

1. I open **Microsoft Word 2007**.
2. I type the sentence below:



3. I select the sentence.
4. I click on 



5. I click on 





The weather is rainy|

6. I click on 

The weather is rainy.



Activity 21: Formatting Text



1. I double click on the computer.



2. I change the font size of the word **big** from 20 to 28.
3. I align the word **up** to the left.
4. I apply bold to the word **thick**.
5. I align the word **down** to the right.
6. I put the word **thin** in italics.
7. I underline the word **under**.
8. I change the font size of the word **small** from 20 to 14.
9. I change the font of the word **over** to **Arial Black**.
10. I align the word **middle** to the centre.



Evaluation

At the end of this unit, the pupil can



1 ▶ Open Microsoft Word 2007 using the **Start** menu.

2 ▶ Close Microsoft Word 2007 using the **Close** button.

3 ▶ Edit text using the delete key.

4 ▶ Use the shift key to type special characters.

5 ▶ Use the shift key to type capital letters.

6 ▶ Use the arrow keys to move the cursor.

7 ▶ Use shift key and arrow keys to select a text.

8 ▶ Copy and paste text.

9 ▶ Cut and paste text.

10 ▶ Change font, font colour and font size.

11 ▶ Apply bold to text.

12 ▶ Italicize and underline text.

13 ▶ Align text to the right, left and Centre.





5 Internet

Aim: To work with a web browser software

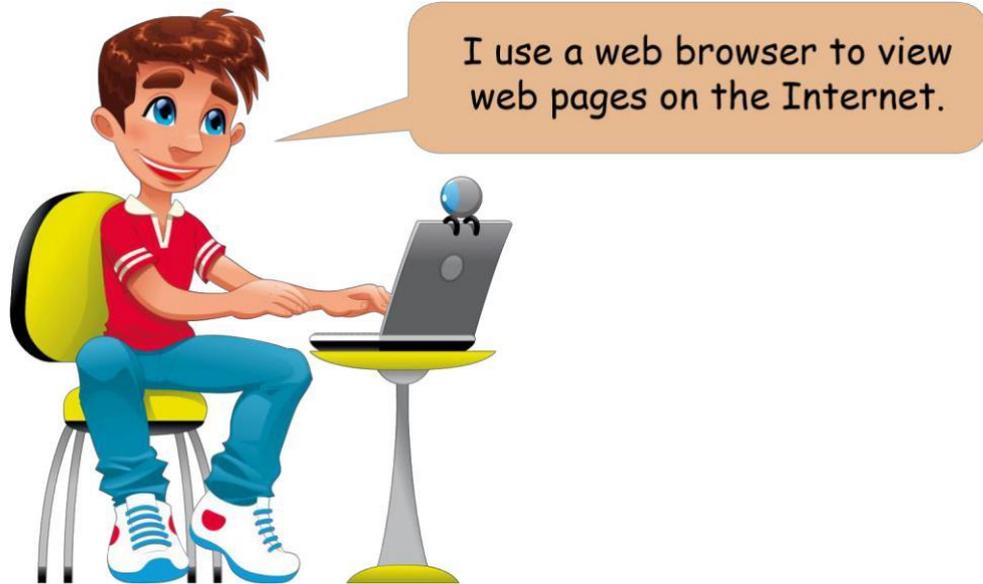
Learning Objectives:

By the end of this unit, the pupil will be able to:

- Identify a web browser
- Open a web browser
- Access the web using a web browser
- Close a web browser



Web Browser



Some common examples of web browsers



Internet Explorer

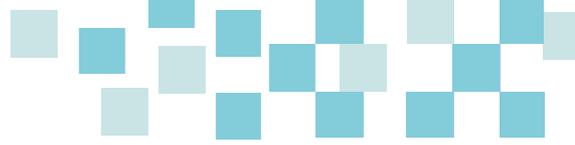


Mozilla Firefox



Google Chrome





Activity 1: Identifying web browsers

(a) I tick (✓) the web browser icon.

(i)

	<input type="checkbox"/>		<input type="checkbox"/>
-----------------------------------------------------------------------------------	--------------------------	-----------------------------------------------------------------------------------	--------------------------

(ii)

	<input type="checkbox"/>		<input type="checkbox"/>
-----------------------------------------------------------------------------------	--------------------------	-----------------------------------------------------------------------------------	--------------------------

(iii)

	<input type="checkbox"/>		<input type="checkbox"/>
------------------------------------------------------------------------------------	--------------------------	------------------------------------------------------------------------------------	--------------------------

(b) I tick (✓) the **Google Chrome** web browser icon.

(c) I  tick () the **Mozilla Firefox** web browser icon.

(d) I  tick () the **Internet Explorer** web browser icon.

✓

	<input type="checkbox"/>		<input type="checkbox"/>
-------------------------------------------------------------------------------------	--------------------------	--------------------------------------------------------------------------------------	--------------------------



Opening a web browser

To open a web browser (for example, Google Chrome) I double click on its icon on the desktop.



The web browser opens as shown below:





At the end of this unit, I can

-  1 Identify a Web Browser.
-  2 Open a Web Browser.
-  3 Surf a given website using a web browser.
-  4 Close a Web Browser.



Teacher's notes

General Notes:

1. **Activity:** to be done in the book.
 2. **Activity:** to be done on the computer.
 3. **Activity:** to be done simultaneously on the computer and in the book.
4. An evaluation section is found at the end of each topic to note down the progress of the pupils.
5. All computer activities have been designed to be used with **Windows 7 and Office 2007.**

COMPUTER OPERATIONS AND FUNDAMENTALS

Page 23: Teacher is required to demonstrate how to send a file to the pen drive.

WORD PROCESSING

It is recommended that for all MS Word activities to be carried out on the computer, the default font type and font size are set to *Comic Sans MS* and minimum 20 pts respectively.

Activity 3: For this activity pupils should be strictly forbidden to use the Backspace key.



INTERNET

: If *Google Chrome* is not available, other browsers may be used.

Activities in the book are not limited. The teacher is recommended to give additional activities depending on the ability of the pupils.







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