

# Let's Learn ICT SKILLS

## GRADE 2





Let's Learn  
**ICT SKILLS**  
GRADE 2

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# Foreword

We have the pleasure to offer you a new collection of textbooks as from 2016. These books have been written by experienced ICT Support Officers. We have done our best to ensure that children undergo a pleasant learning experience.

We have taken care to align the textbooks with very clearly defined learning outcomes and objectives set for the subject. This present textbook provides clear indication on the diverse skills that children should master at each stage. Additionally, we would request ICT Support Officers to use the online platform provided by MIE so as to enable children to make optimal use of the textbook. The web address of the platform is <http://eteach.ac.mu>.

We are extremely thankful to all those who have provided us with constructive feedback thereby enabling us to make this curriculum development endeavour come to fruition. We are also thankful to the artists who carried out the illustrations and to our graphic artists who have tried their best to create the right layout for the books. The authors and the curriculum team, under the guidance of Professor Vassen Naeck also deserves our thanks.

We hope that you enjoy this material and wish you lots of success

**Dr O. Nath Varma**  
**Director**  
**Mauritius Institute of Education.**



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# KEY



**Activity on Textbook**



**Activity on Computer**



**Activity on both Textbook  
and Computer**







# 1 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:

- ▶ Recognise the health risks existing in a computer laboratory.
- ▶ Show understanding of the proper way to sit in front of a computer.
- ▶ Switch on and 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.



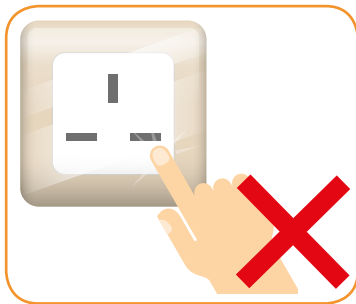
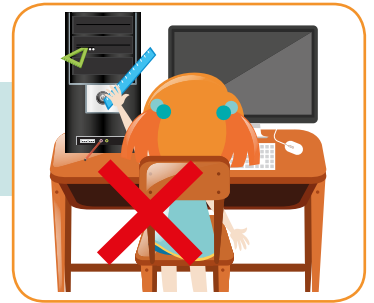
I keep the computer lab clean. I use the bin.

I wait for my teacher's permission before using my computer.



I do not touch the screen.

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.



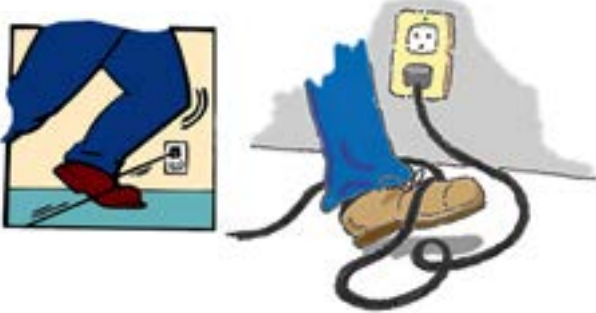
I push my chair under the table before leaving the computer lab.

I do not run in the computer lab.



# Risks in a computer laboratory

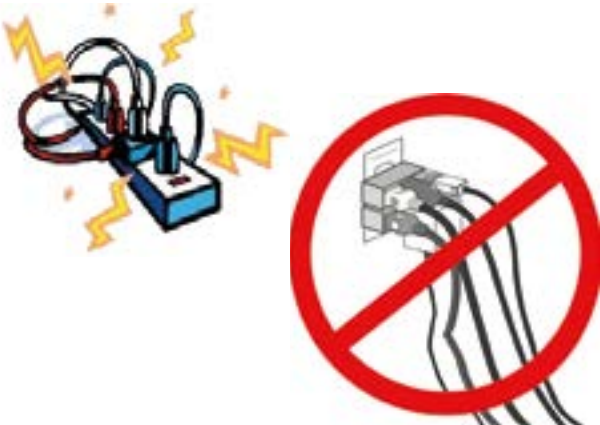
Trailing wires



Damaged electrical sockets and wires



Overloaded electrical sockets



Working with glare or reflections



Wrong sitting posture

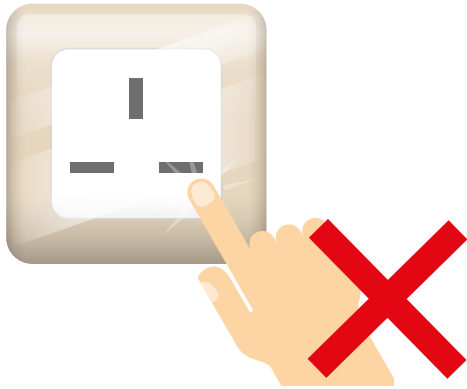


Food or liquids near computer



# Precautions to take in a computer laboratory

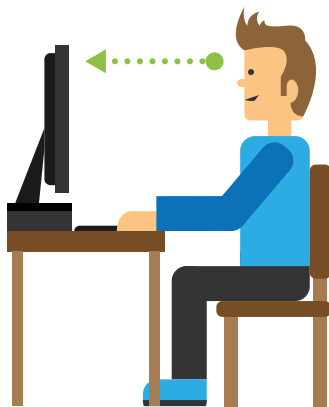
Do not touch electrical sockets



Do not insert objects in computer parts



Sit properly



Do not play or run in computer lab



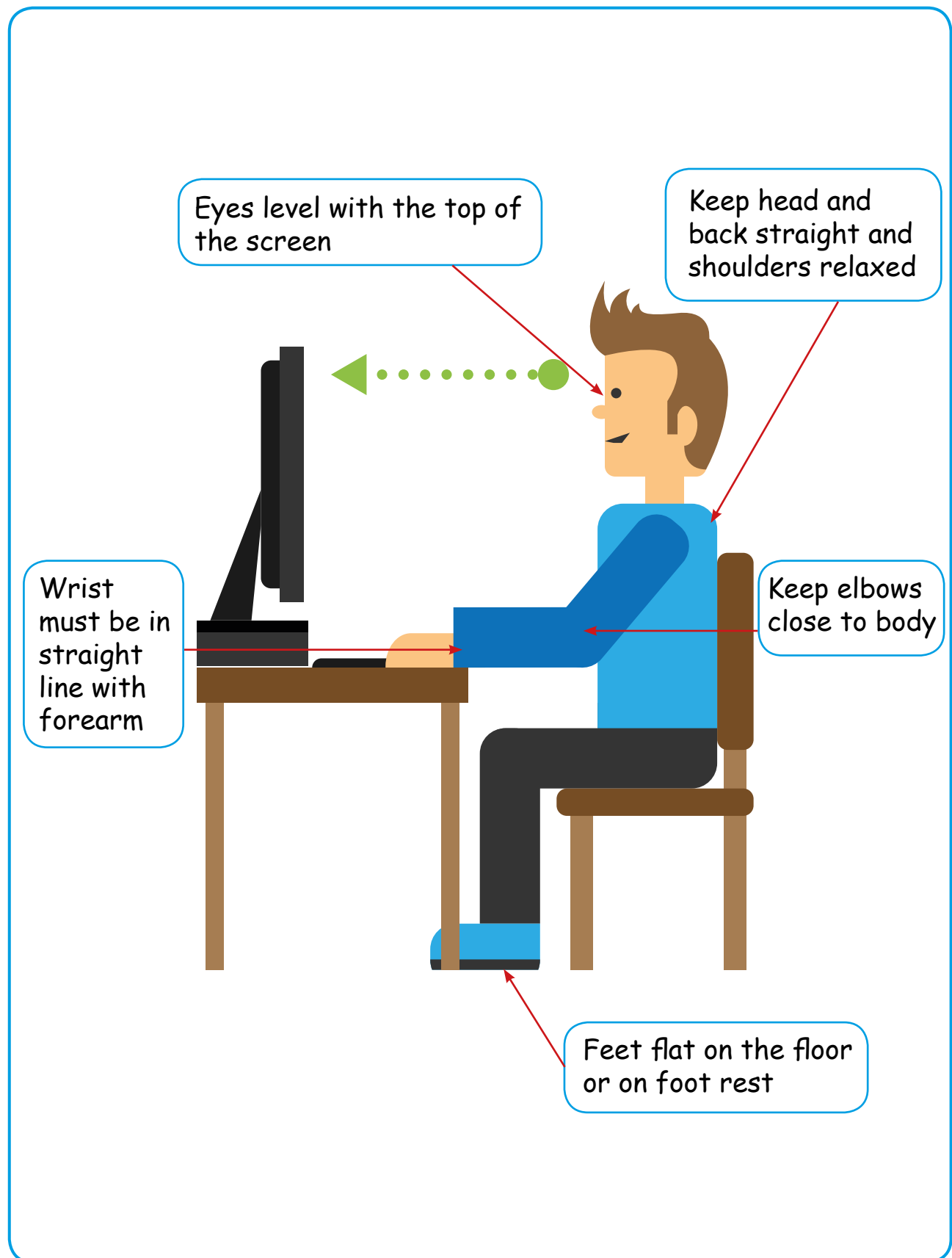
Do not touch computer parts with wet hands



Do not hit keys too hard

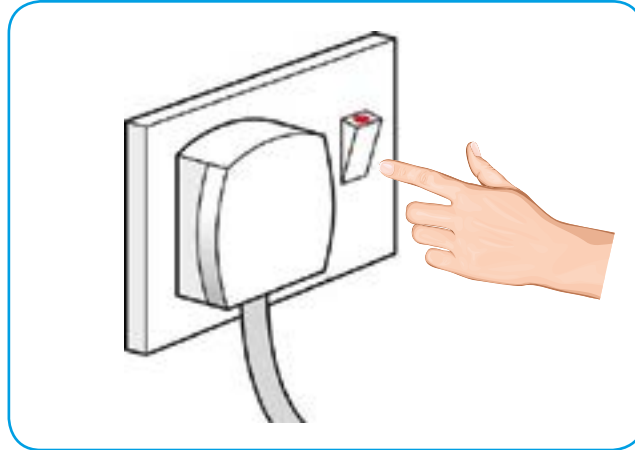


## Good sitting posture habits



## How to switch on a computer?

1. I see if the System Unit and the monitor are both plugged in and the switch is on.



2. I switch on the monitor.

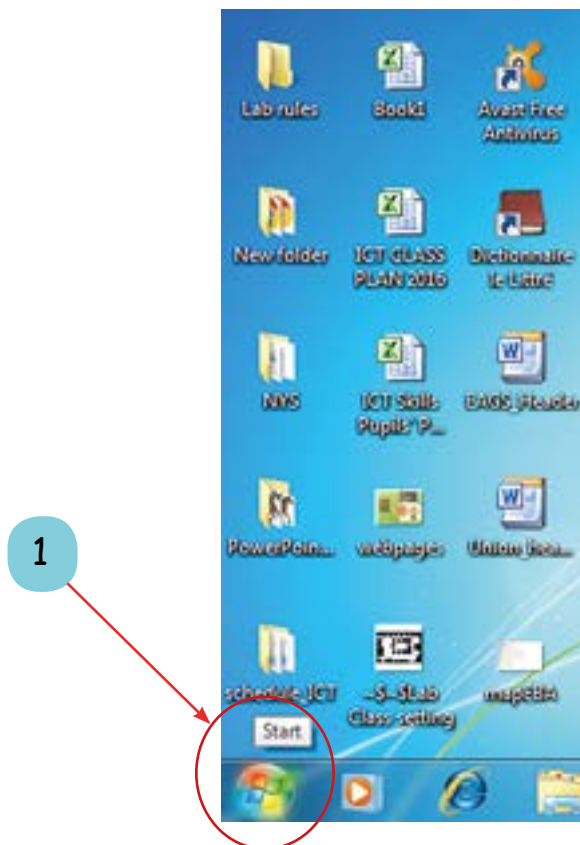


3. I press the power button of the system unit.



# How to switch off a computer?

1. I click on the Start button .



2. I click on the Shut down button.





## Evaluation

At the end of this unit, the pupil can



1 ► Recognise the risks existing in a computer laboratory.

2 ► Take precautions to dangers in a computer laboratory.

3 ► Sit properly in front of a computer.

4 ► Switch on a computer in a safe manner.

5 ► Switch off a computer in a safe manner.





## 2 Computer Operations and fundamentals

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

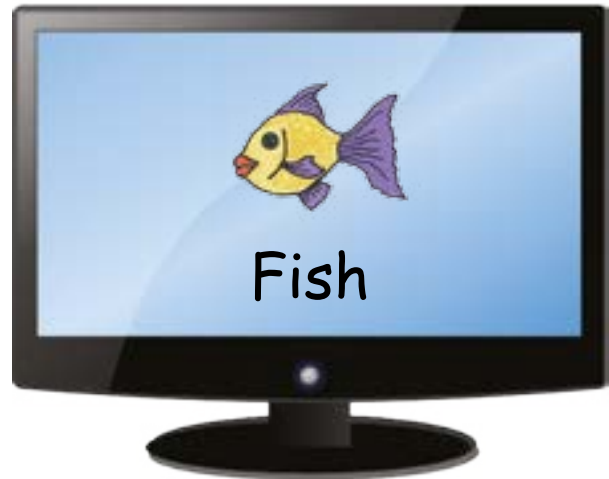
### Learning Objectives:

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 secondary storage devices like Hard Disk, CD, DVD, pen drive and memory card.
- ▶ Compare storage capacity of CD, DVD and Hard Disk.
- ▶ Identify the desktop, icons, Start button and the Start menu.
- ▶ Store a file on a pen drive.

## 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.



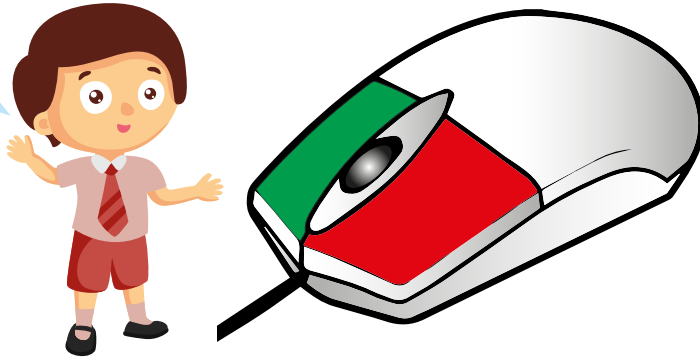
## The Printer

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

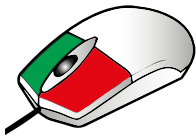


# The Mouse

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



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



Printer

Mouse

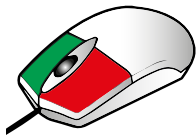
Monitor

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.



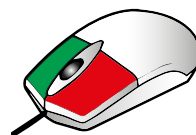
M \_ \_ n \_ \_ t \_ \_ r



P \_ \_ i \_ \_ t \_ \_ r



K \_ \_ y \_ \_ o \_ \_ r \_ \_



M \_ \_ u \_ \_ e

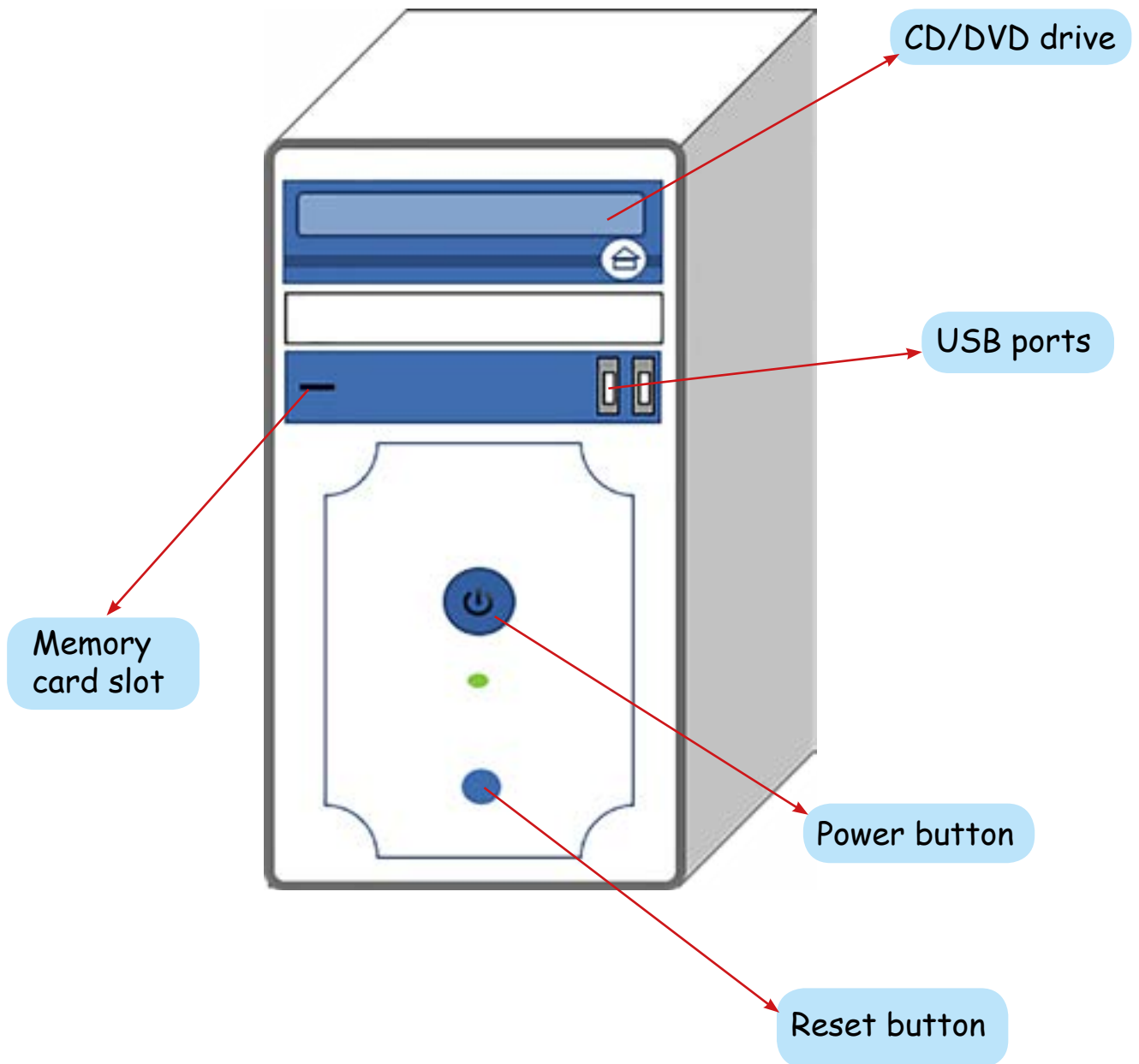
## The System Unit

System Unit



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

## The System Unit



## Secondary Storage Devices

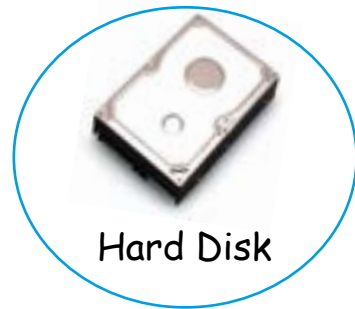
Secondary storage devices store information. Some examples of secondary storage devices are:



CD



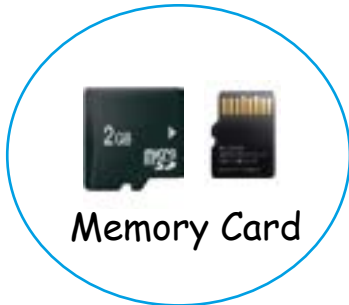
DVD



Hard Disk



Pen Drive



Memory Card



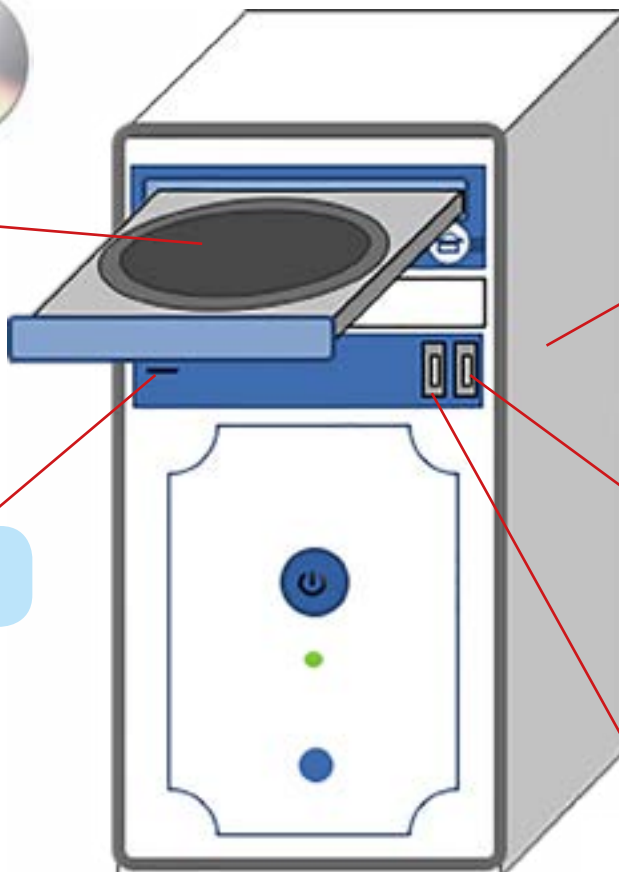
External hard disk



CD/DVD



Memory card



Hard Disk



Pen drive



External Hard disk

## Comparing storage capacity



Activity 4: I tick (✓) the computer part which stores information.





## Activity 5: Identifying secondary storage devices.

1) I tick ( ✓ ) the Hard Disk.



2) I tick ( ✓ ) the Pen Drive.



3) I tick ( ✓ ) the Memory Card.





**Activity 6: Comparing secondary storage devices.**

1) I circle the device which stores more information.



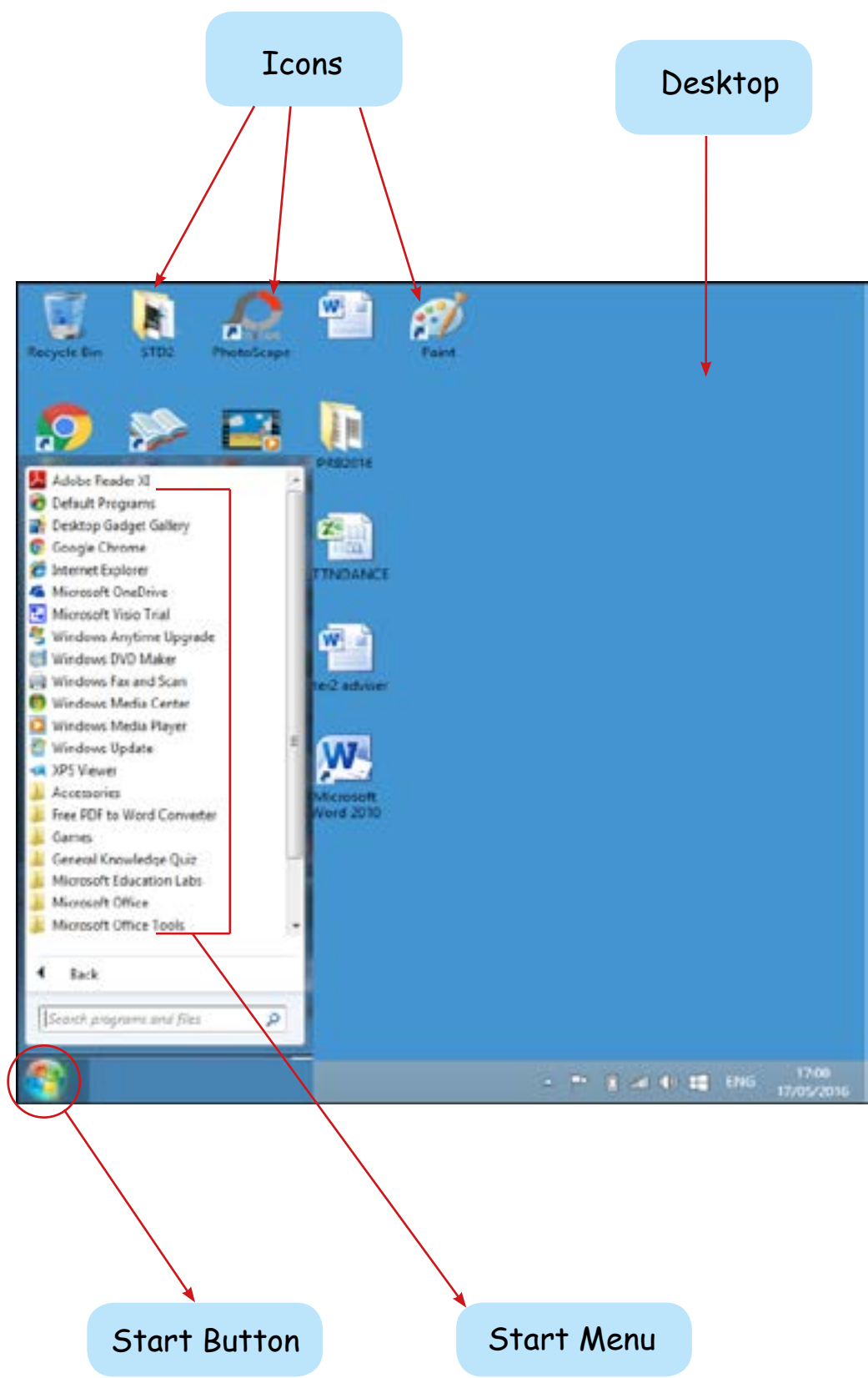
2) I circle the device which stores more information.



3) I circle the device which stores less information.



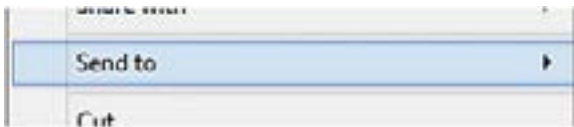
# The desktop



## Sending a file to a pendrive

1. Right click on the file you want to send.

2. Click on Send to.



3. Click on Removable Disk (F:).



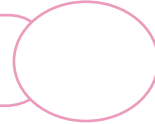


## Evaluation

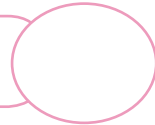
At the end of this unit, I can



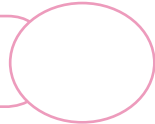
1 State the function of the monitor.



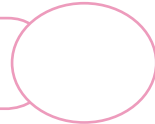
2 State the function of the keyboard.



3 State the function of the speakers.



4 State the function of the printer.



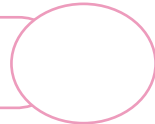
5 State the function of the mouse.



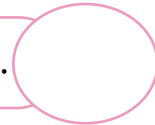
6 State the function of the System Unit.



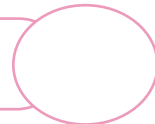
7 Identify secondary storage devices.



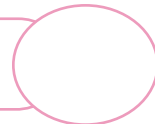
8 Compare storage capacity of secondary storage devices.



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



10 Store a file on a pen drive





## 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:

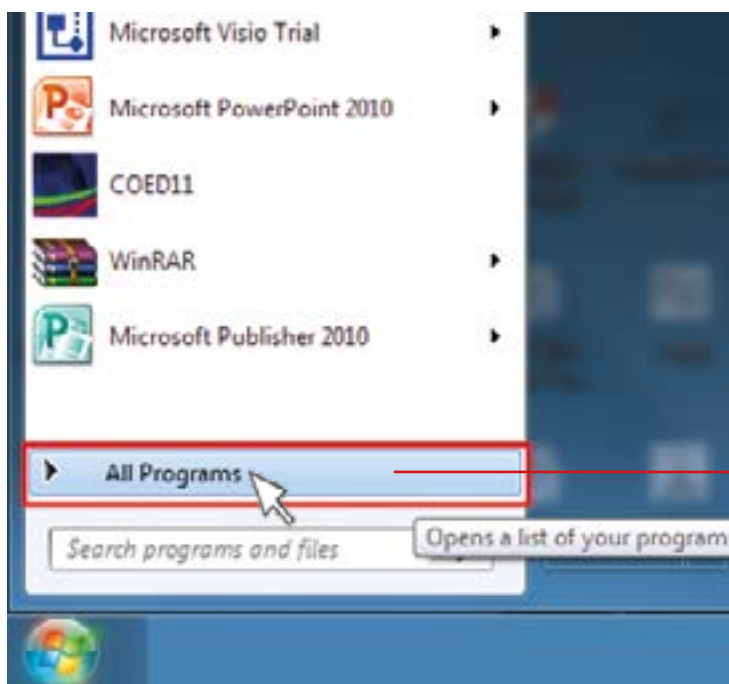
- ▶ Open MS Word program
- ▶ Close MS Word program
- ▶ Edit a sentence using the Delete key
- ▶ Use the Shift key
- ▶ Use the Arrow keys
- ▶ Select text using Arrow keys
- ▶ Copy and paste text
- ▶ Cut and paste text
- ▶ Format text
- ▶ Align text

# How to open MS Word 2007?

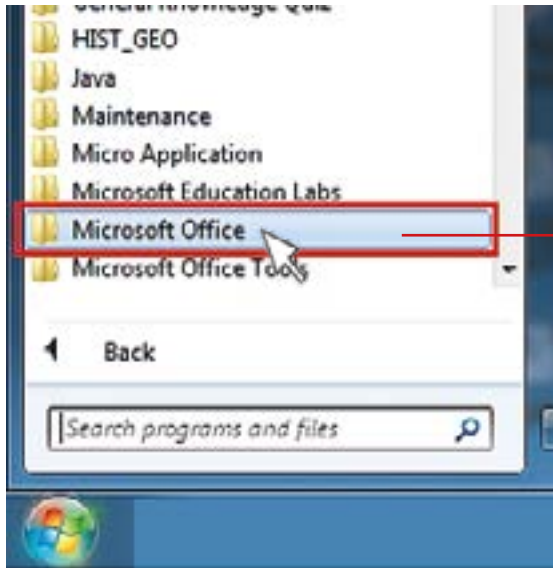
1. I click on the **Start** button.



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



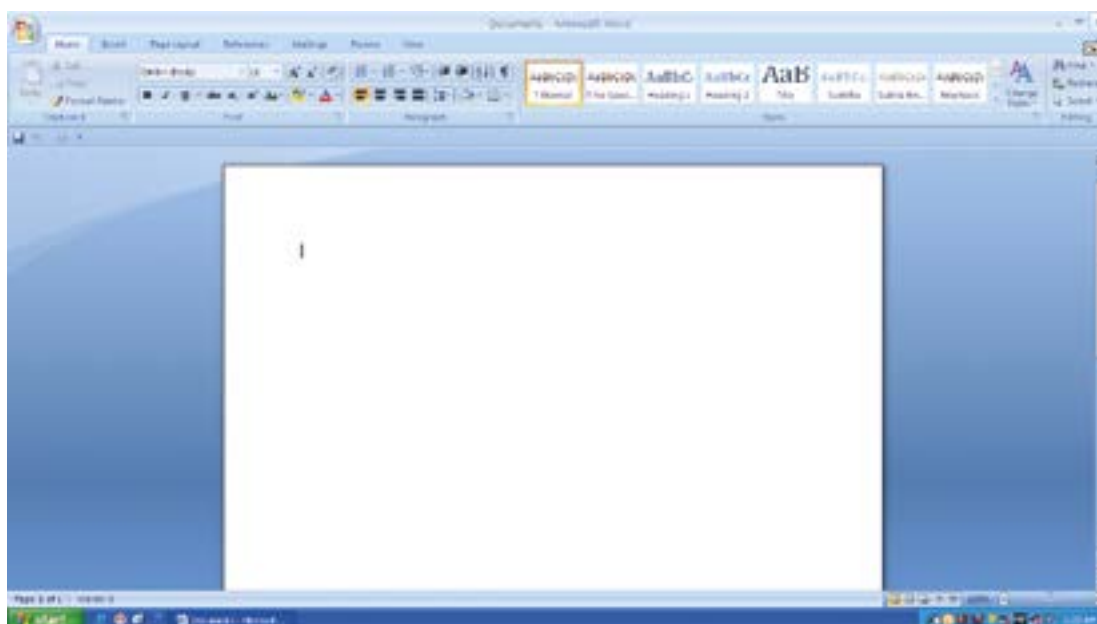
3. I click on **Microsoft Office**.



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

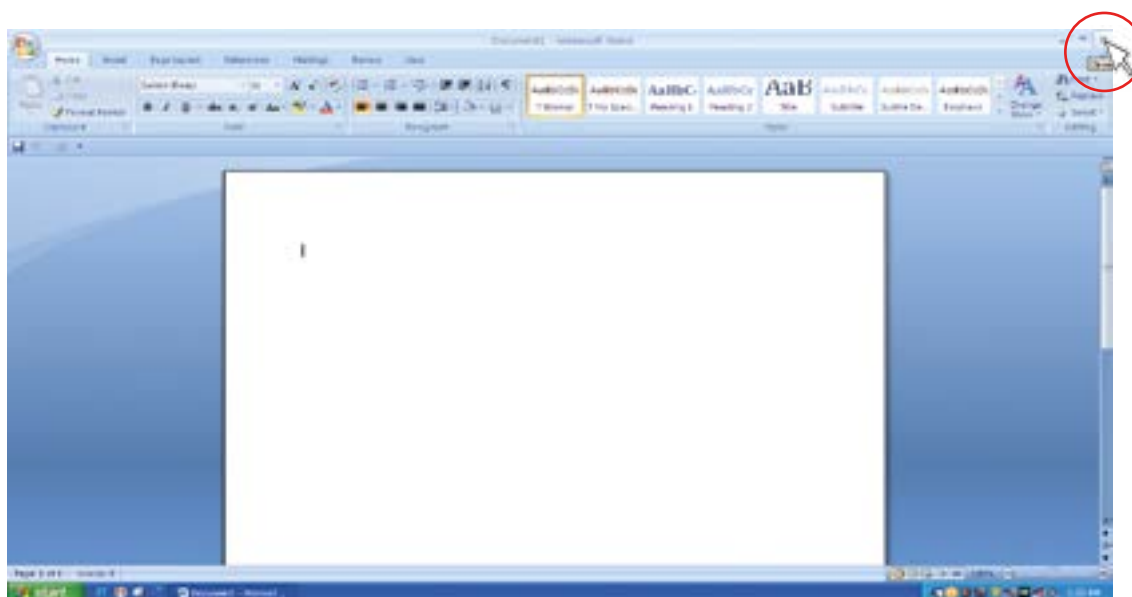


Microsoft Word 2007 opens as shown below.

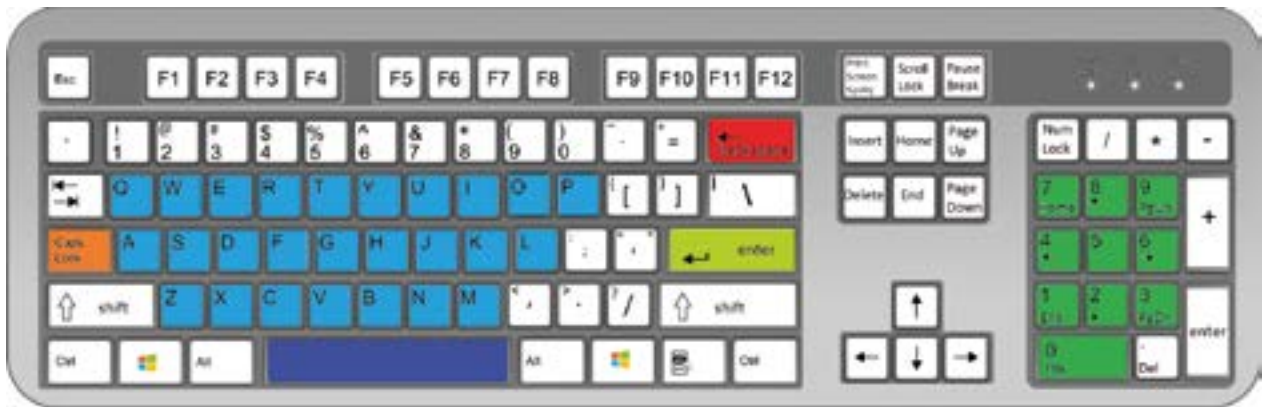


## How to close Microsoft Word 2007?

I click on the **Close** button.



# The Keyboard




Alphabet keys

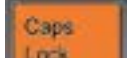


Number keys

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:

Back to school

The holidays are over. Renu and Alia go back to school. They are in *Grade 2*.

## 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

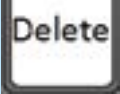
4. I press the  key

hierry  
ahmoy  
mauritus  
vacoas  
monday  
wednesday

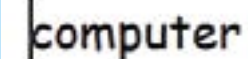
5. Now I type the letter **T** in capital.


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 

I press 

The letter C disappears 

I press  again

Now it is the letter O which disappears 



### Activity 3: Using the Delete key

1. I double click



on the desktop.

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

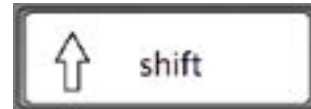


key to erase all the Z in the text.

# The Shift Key



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





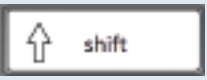




and press





## 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?"





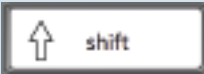


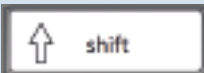

Brian: "Yes, it's mine."

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 	





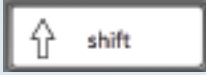






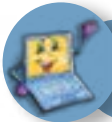
I can also use the  key to type in capital.



## 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 	

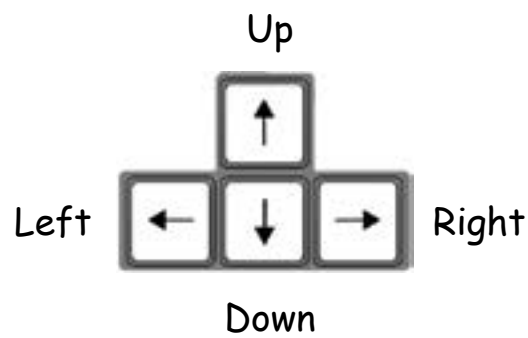


## Activity 10: Typing text

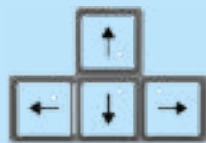
1. I open Microsoft Word 2007.
2. I type the following text:

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

# The arrow keys



The arrow keys are used to move the cursor.





## 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

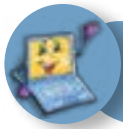
The cursor is between the letters \_\_\_\_\_ and \_\_\_\_\_

3. I press  5 times

The cursor is after the word "\_\_\_\_\_"

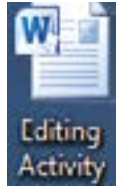
4. I press  once and  4 times

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 1<sup>st</sup> sentence.
4. I type the word **their** between "visit" and "grandparents" in the 3<sup>rd</sup> sentence.
5. I add the letter **s** at the end of the word "parent" in the 2<sup>nd</sup> sentence.
6. I replace the word "have" by **has** in the 4<sup>th</sup> sentence.


## How to select text?

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

3. I press hold the  key.

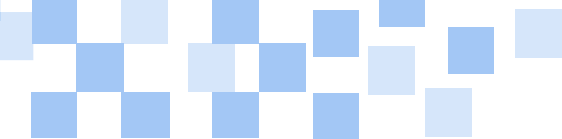
4. I press 

5. The letter "w" is selected.

The **w** weather is rainy

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

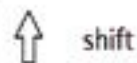
The **weather** is rainy



If the word "is" is also selected,

The weather is rainy

I continue to press hold the



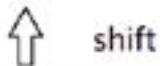
key and press



to unselect the

The weather is rainy

6. I can now release the



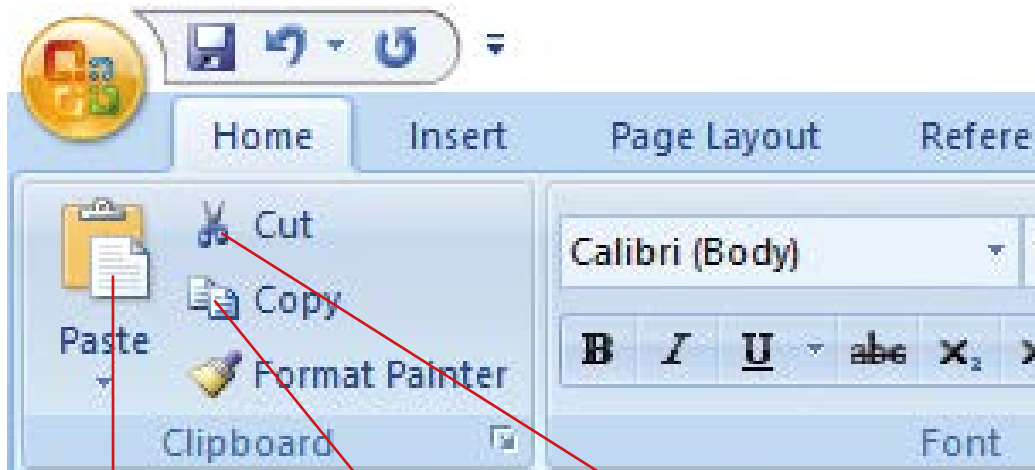
key.

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

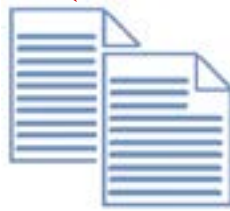
The weather is rainy |

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

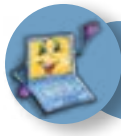
1. I double click  on the desktop.

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.

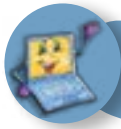


I complete the table below with the names of the Months given below:

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

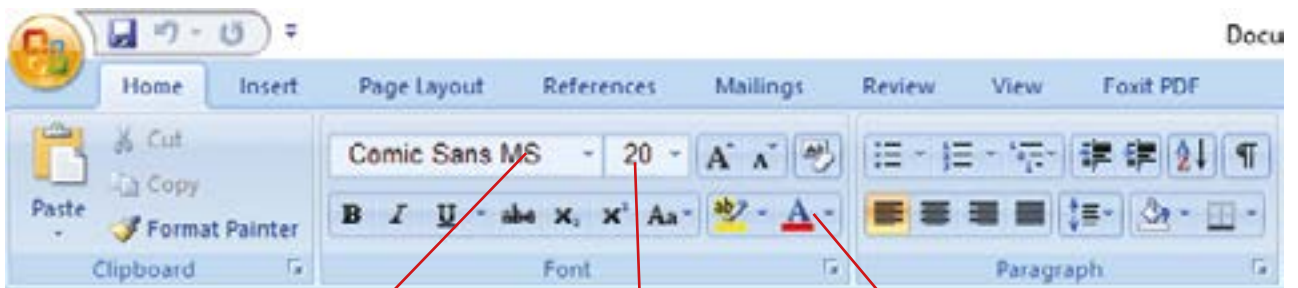
1. I double click  on the desktop.

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

Font Type

Computer  
Computer  
Computer  
*Computer*  
*Computer*

20

Font Size

Computer  
Computer  
Computer  
Computer  
Computer

A


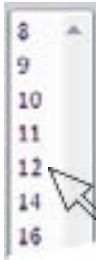


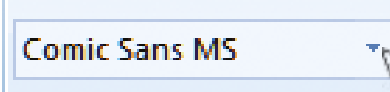

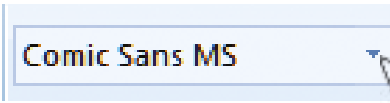



Font Colour

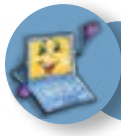
Computer  
Computer  
Computer  
Computer  
Computer

## Activity 17: Font Formatting

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

Little Sam is playing with a big blue ball.

3. I select the word **Little**
4. I click on the small arrow 
5. I click on the size **12** in the menu which appears 
6. I select the word **big**
7. I click on the small arrow 
8. I click on the number **36** in the menu which appears 
9. I select the word **Sam**
10. I click on the small arrow 
11. I click on **Bodoni MT Black** in the menu which appears 
12. I select the word **blue**
13. I click on the small arrow 
14. I click on **Bauhaus 93** in the menu which appears 
15. I click on the small arrow 
16. I click on the blue colour 



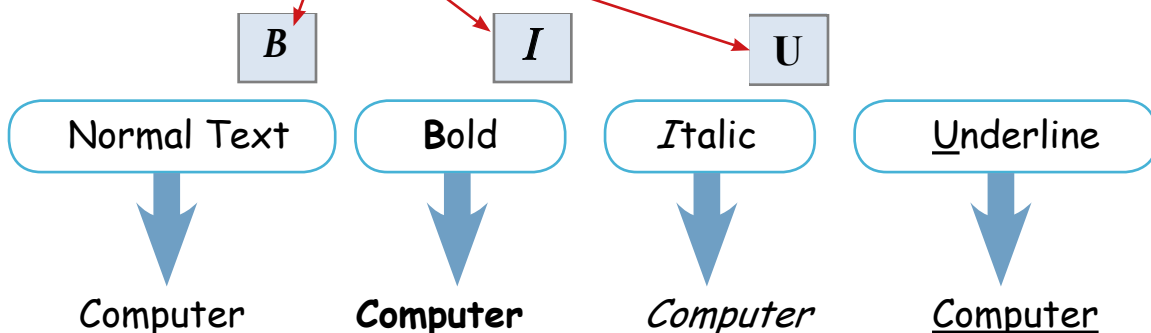
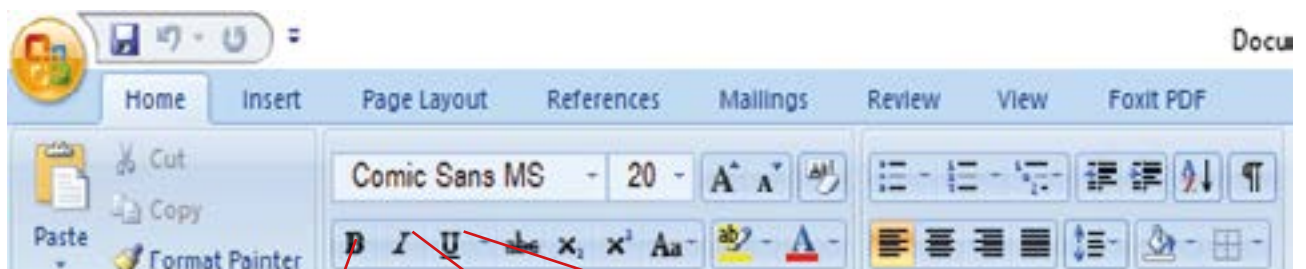
## Activity 18: Formatting Text

1. I double click  on the desktop.



2. I cut the word **years** in the 1<sup>st</sup> sentence and paste it between the words six and **old** in the 2<sup>nd</sup> sentence.
3. I copy the word **is** in the 1<sup>st</sup> sentence and paste it after the word **He** in the 2<sup>nd</sup> 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.

## Formatting text using Bold, Italic and Underline



## Activity 19: Formatting Text

1. I double click  on the desktop.

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 1<sup>st</sup> sentence and click on
3. I select the word **buy** in the 1<sup>st</sup> sentence and click on
4. I select the word **pen** in the 2<sup>nd</sup> sentence and click on
5. I select the word **shop** in the 1<sup>st</sup> sentence and click on
6. I select the word **eraser** in the 2<sup>nd</sup> sentence and click on
7. I select the word **book** in the 2<sup>nd</sup> sentence and click on



## Activity 20: Formatting Text

1. I double click  on the computer.

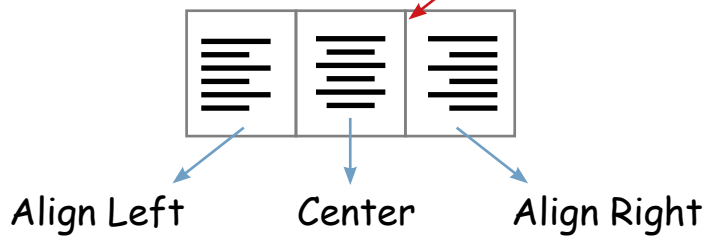
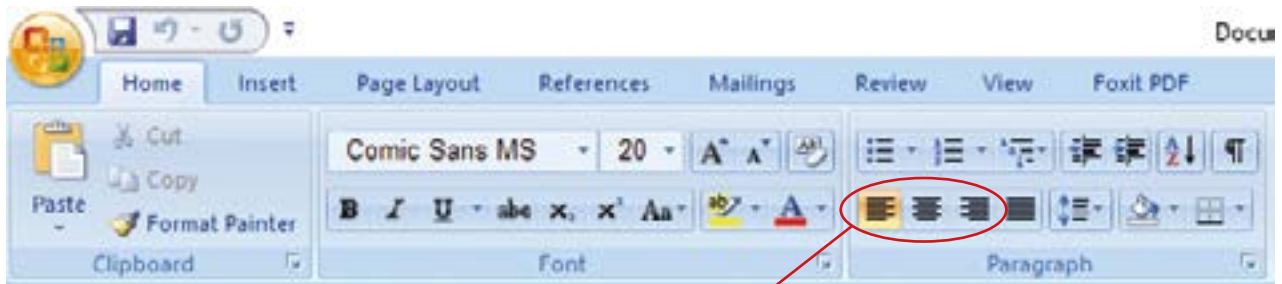
Amina has a small blue book.

David has a ruler.

Amina gives the book to David.

2. I cut the word **blue** in the 1<sup>st</sup> sentence and paste it between the letter **a** and the word **ruler** in the 2<sup>nd</sup> sentence.
3. I copy the word **small** in the 1<sup>st</sup> sentence and paste it after the word **the** in the 3<sup>rd</sup> sentence.
4. I underline the word **ruler** in the 2<sup>nd</sup> sentence.
5. I put the word **book** in italics in the 1<sup>st</sup> sentence.
6. I apply bold to the word **David** in the 3<sup>rd</sup> 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 1<sup>st</sup> sentence.
9. I change the font of the word **blue** to Arial in the 2<sup>nd</sup> sentence.


## Formatting text: Alignment of text



### Activity 21: Alignment of Text

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

The weather is rainy.

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

The weather is rainy.

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.

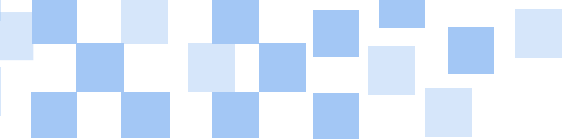
9 ▶ Cut and paste text.

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.





## 4 Presentation

**Aim:** To create and view a simple presentation

### Learning Objectives:

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

- ▶ View a slide show
- ▶ Open MS PowerPoint program
- ▶ Close MS PowerPoint program
- ▶ Create a presentation using MS PowerPoint Program
- ▶ Format text on slides of a presentation



## Activity 1: Viewing a Slide Show

1. I double click



on the desktop.

2. The following slide appears:

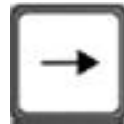


3. To view the next slide:

I click on the screen.

OR

I press the right arrow key



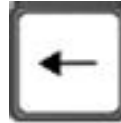
on the keyboard.

4. The next slide appears as below:



5. To view the previous slide:

I press the left arrow key



on the keyboard.

6. To end the slide show I press the Escape key



on the

keyboard.

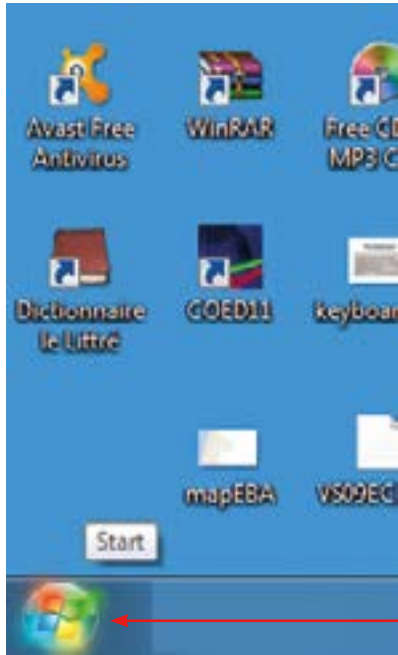


(Note: I can also click on the last slide to end the slide show)



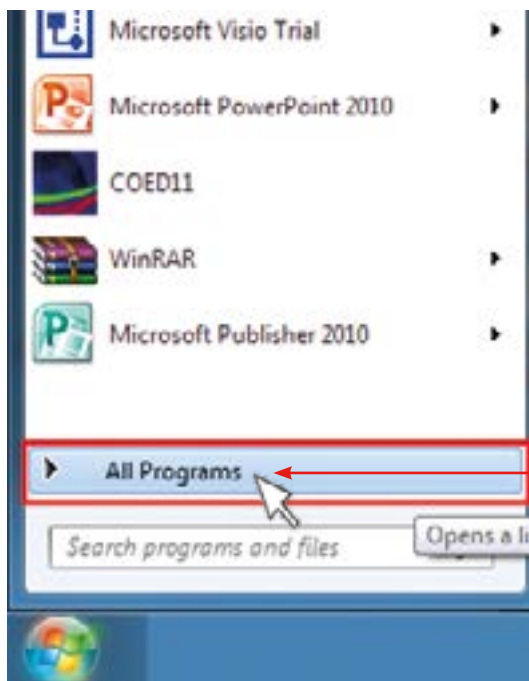
## Activity 1: Opening Microsoft PowerPoint 2007

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



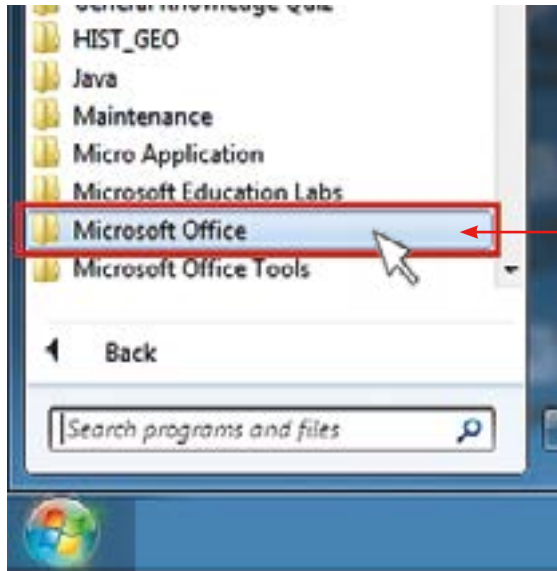
1

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

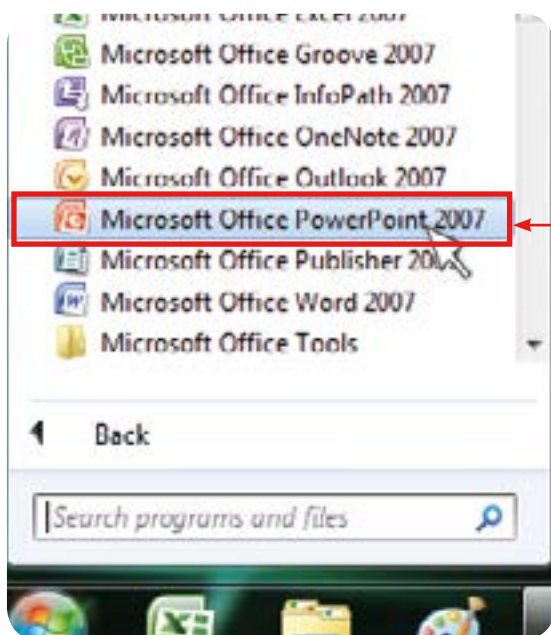


2

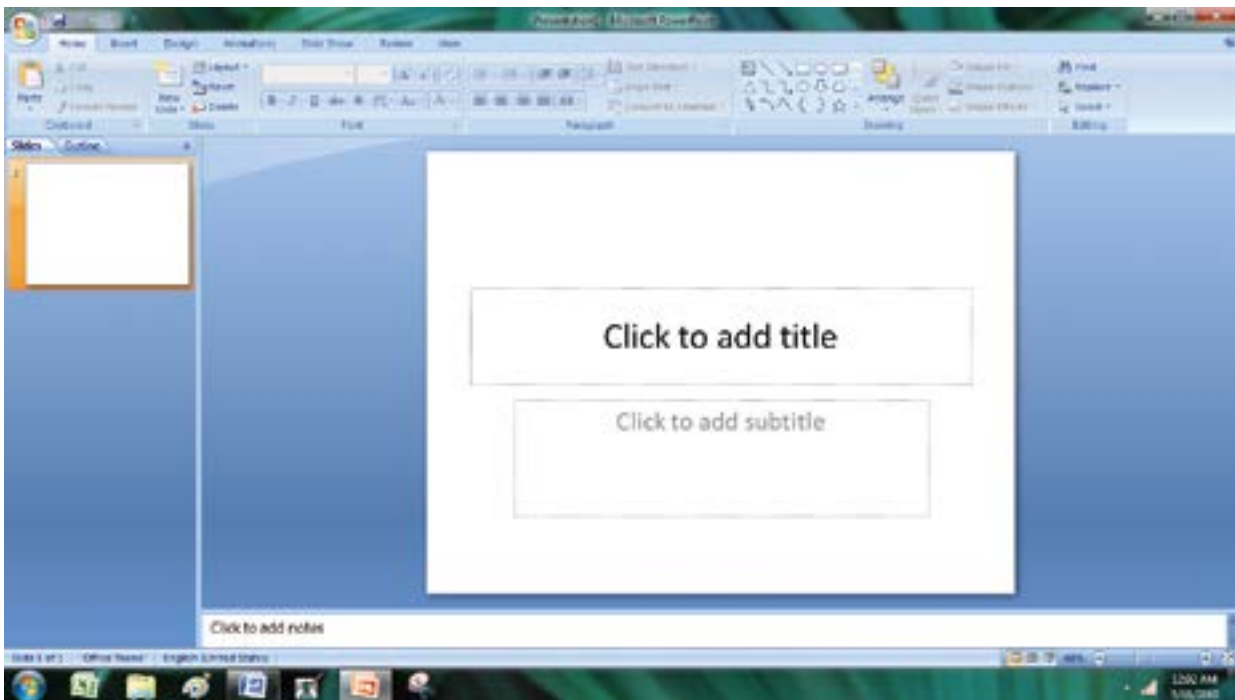
3. I click on Microsoft Office.



4. I click on Microsoft Office PowerPoint 2007.

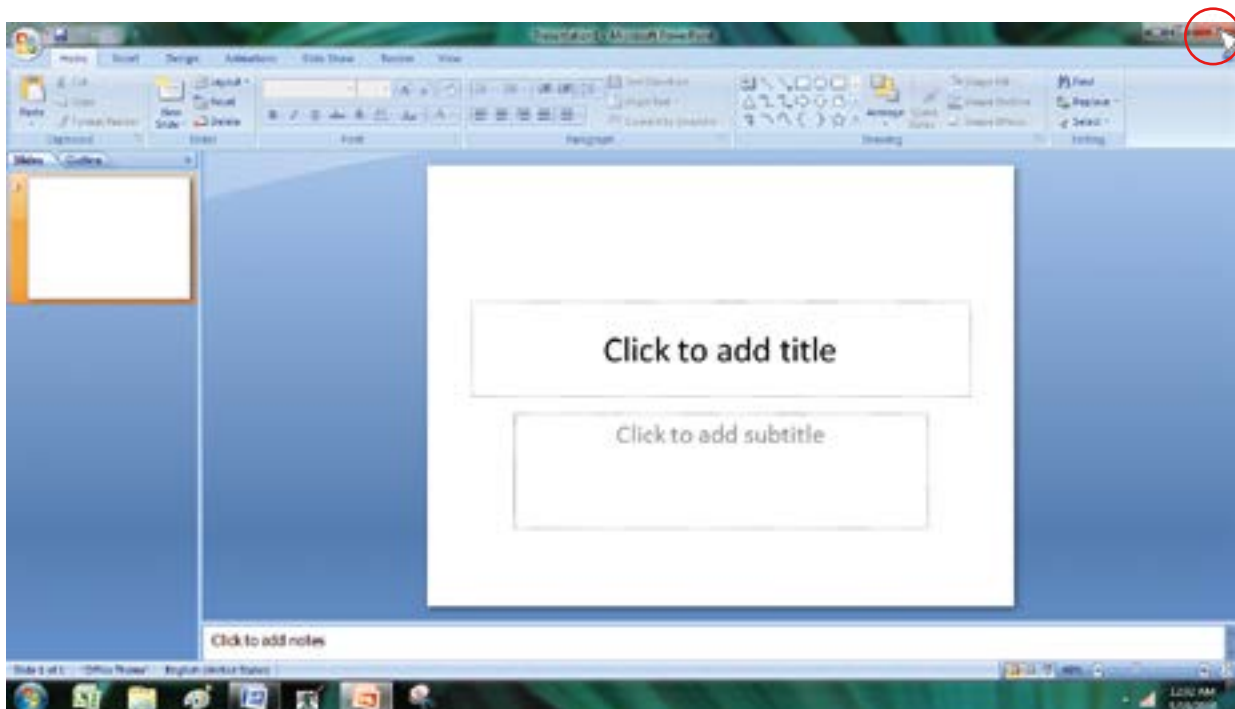


Microsoft PowerPoint opens as shown below.



## Activity 2: Closing Microsoft PowerPoint 2007

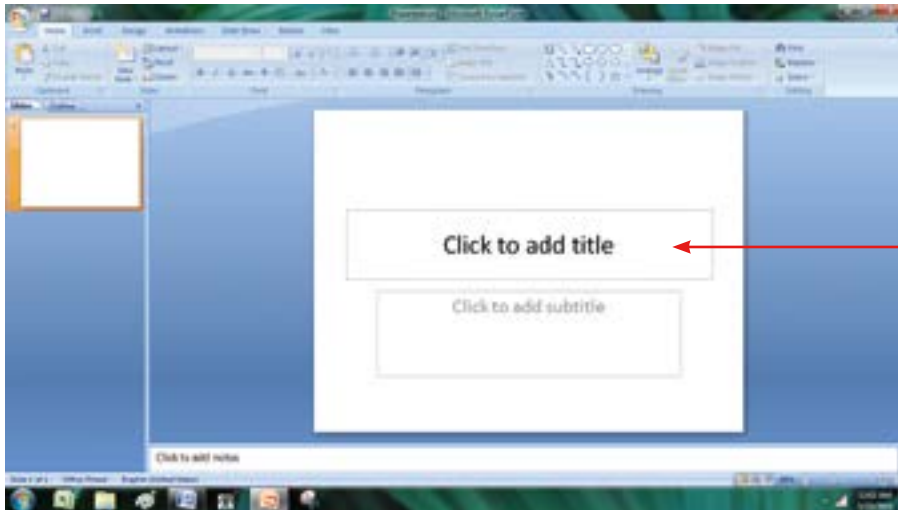
I click on the **Close** button.





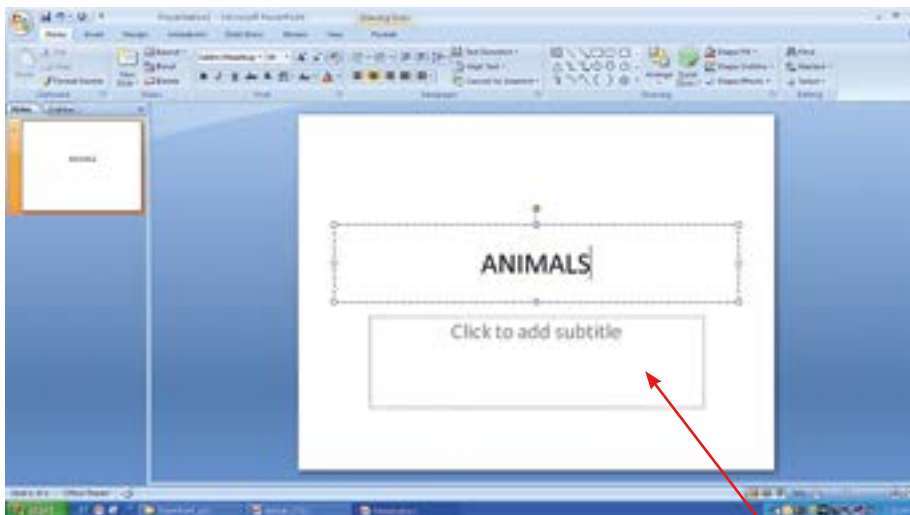
### Activity 3: Creating a presentation

1. I open Microsoft PowerPoint 2007.
2. I click on the title box and type the word **animals** in capital letters.



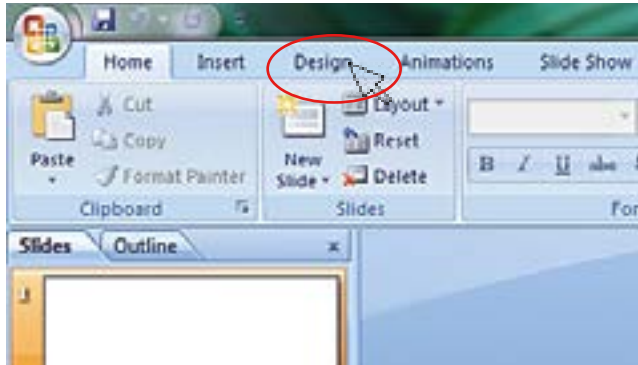
Title box

3. I now click the subtitle box and type my name.

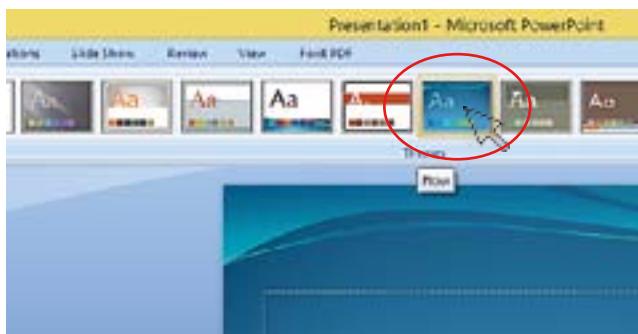


Subtitle box

4. I click on the slide
5. I click on the **Design** tab



6. I click on the theme 'Flow'



The first slide is ready and should look like this:





## Activity 4(a): Adding a new slide with picture

1. I double click  on the computer.

2. To add another slide, I click on



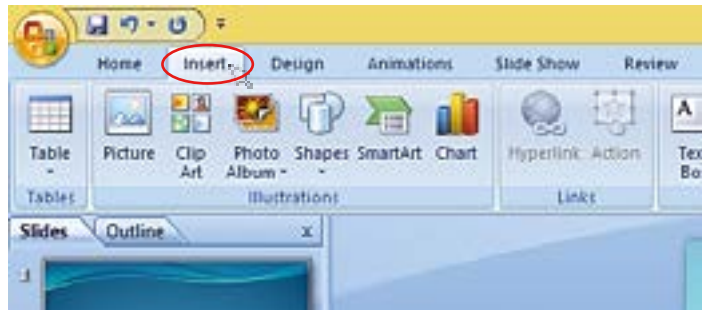
3. I click in the title box on the new slide and type **animals** in capital letters.

4. I click in the text box and type **Dog**.

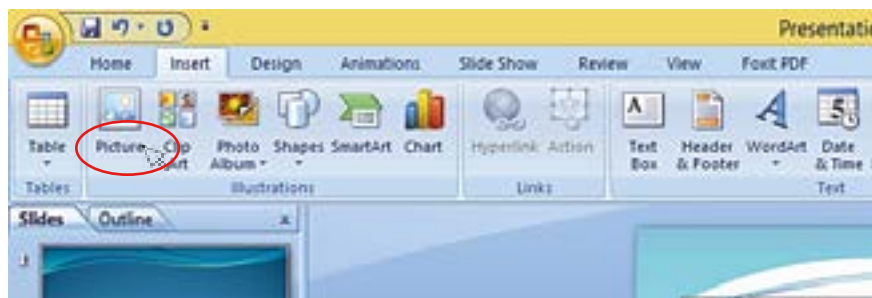


5. To add a picture on the slide:

(i) I click on the **Insert** tab.



(ii) I click on **Picture**.



(iii) I double click on the picture of the dog





### Activity 4(b): Adding a new slide with picture

1. I open my PowerPoint presentation "Animals".
2. I add a new slide.
3. I type **animals** in capital letters in the title box.
4. I type **Cat** in the text box.
5. I add the picture of a cat on the slide



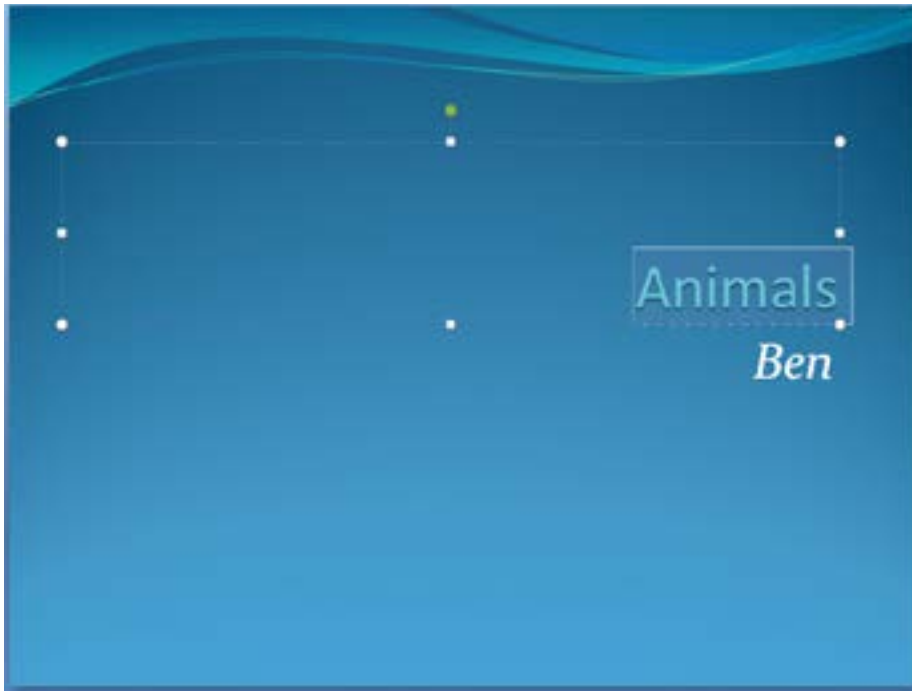
### Activity 4(c): Adding a new slide with picture

1. I open my PowerPoint presentation "Animals".
2. I add a new slide.
3. I type **animals** in capital letters in the title box.
4. I type **Horse** in the text box.
5. I add the picture of a horse on the slide



## Activity 5: Formatting text on a slide

1. I open my PowerPoint presentation "Animals".
2. I select the title *Animals*



3. I click on **B** to put the title in bold characters.
4. I change the font size of the title to 80.
5. I click on **U** to underline the title.
6. I change the font size of the subtitle to 40.
7. I click on **I** to underline the subtitle.



# Evaluation

At the end of this unit, I can



1 View a slide show.

2 Open Microsoft Powerpoint 2007.

3 Close Microsoft Powerpoint 2007.

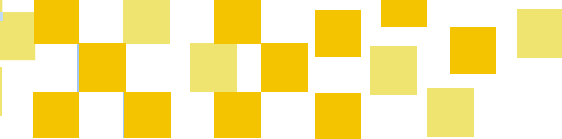
4 Create a presentation.

5 Add slides to a presentation.

6 Add text to a slide.

7 Insert a picture on a slide.

8 Format text on a slide.





## 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)   

(ii)   

(iii)   

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

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

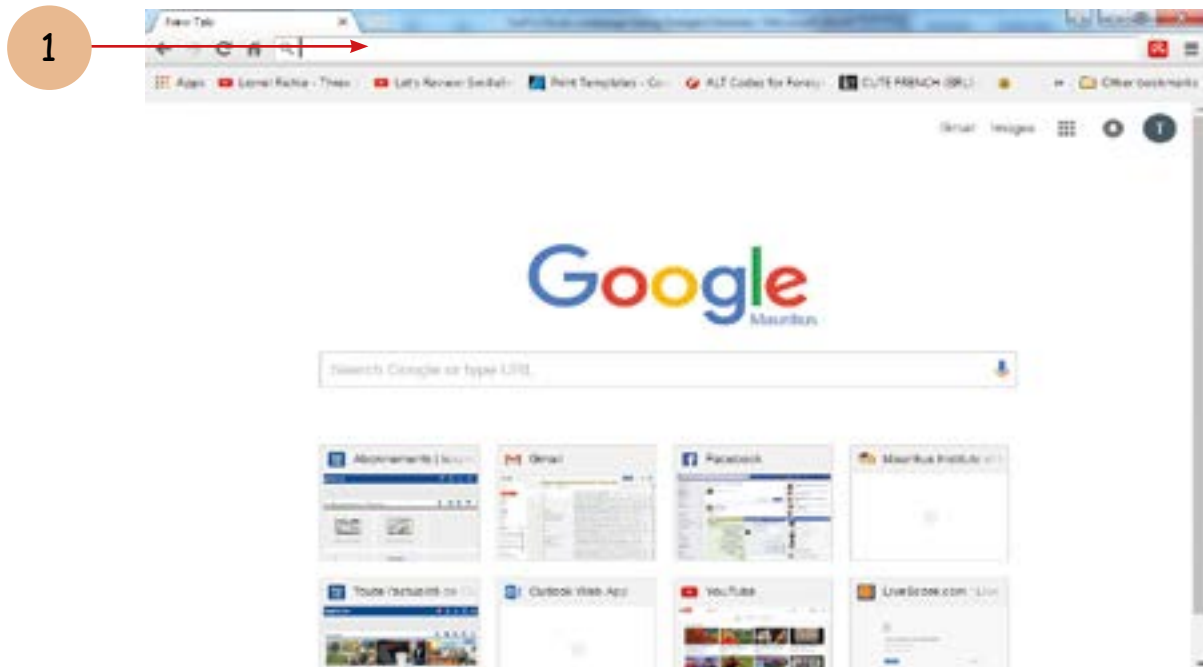
(d) I tick (✓) the **Internet Explorer** web browser icon.



# Browsing a given webpage using Google Chrome

1. I click on address bar.



2. I type `www.kidsite.com` in the address bar and I press the Enter Key.



The following screen appears:



3. I click on the text [Animals](#).








4. I click on [Animal Names](#).



The following screen appears as below:

The screenshot shows a page from Enchanted Learning.com titled 'Names of Males, Females, Babies, and Groups of Animals'. The page includes a navigation bar with 'Animal Pages to Color Online' and 'Animal Printouts Label Me! Printouts'. Below the title, there is a table with columns for 'Animal', 'Male', 'Female', 'Baby', and 'Group of Animals'. The table lists five animals: Alligator, Alpaca, Antelope, Ape, and Armadillo.

Animal	Male	Female	Baby	Group of Animals
 <a href="#">Alligator</a>	bul	cow	hatchling	congregation, pod (of young)
 <a href="#">Alpaca</a>	male	female	cria	herd
 <a href="#">Antelope</a>	buck	doe	calf	herd
 <a href="#">Ape</a>	male	female	baby	shrewdness
 <a href="#">Armadillo</a>	male	female	pup	-

5. Now click on the **Back** button



5

www.enchantedlearning.com/subjects/learning/animals/animals.html

Enchanted Learning.com  
**Names of Males, Females, Babies, and Groups of Animals**  
 What are the Males, Females, Babies, and Groups of Animals Called?

Click on a picture or an underlined word to go to an animal printout. Or go to a page on collective nouns.

Animal		Male	Female	Baby	Group of Animals
	<a href="#">Alligator</a>	bull	cow	hatchling	congregation, pod (of young)
	<a href="#">Alpaca</a>	stallion	female	cria	herd
	<a href="#">Antelope</a>	stallion	doe	calf	herd
	<a href="#">Ape</a>	male	female	baby	troop
	<a href="#">Armadillo</a>	male	female	pup	

The following screen appears as below:

www.kidsites.com/categories/animals.html

Have fun visiting these sites!

## Animals

Partners & Featured Sites

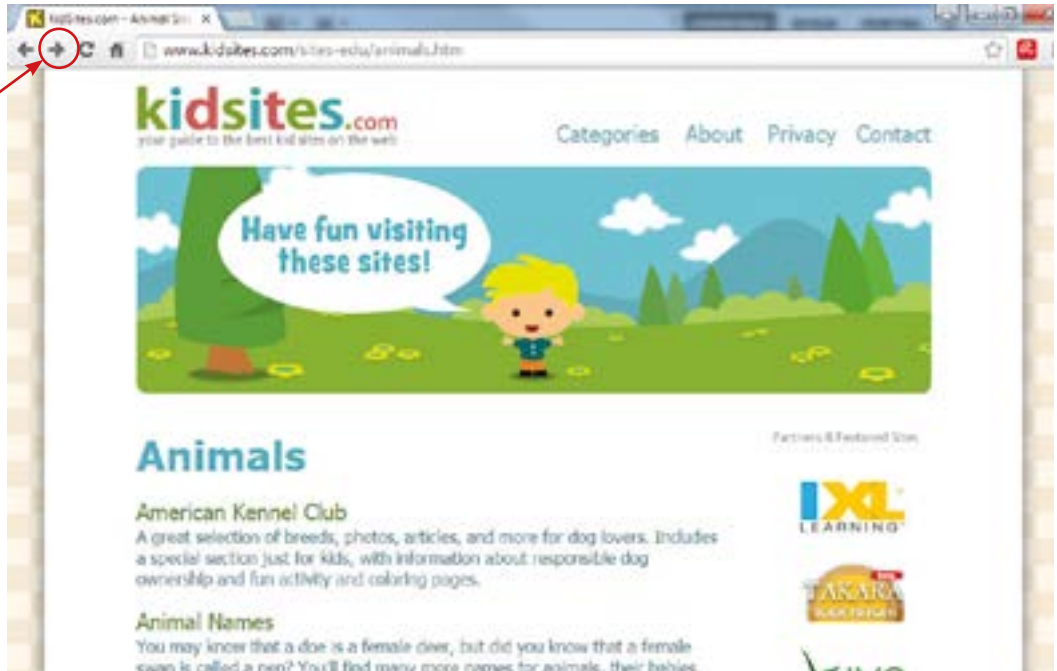
- American Kennel Club**  
A great selection of breeds, photos, articles, and more for dog lovers. Includes a special section just for kids, with information about responsible dog ownership and fun activity and coloring pages.
- Animal Names**  
You may know that a doe is a female deer, but did you know that a female swan is called a pen? You'll find many more names for animals, their babies and the groups they live in at this site, plus information printouts on each.
- Animal Planet**  
No matter what your favorite animal is, there's a good chance you'll find it at

Logos: IXL LEARNING, Animal Planet, KIVA, SOFT Time Machine

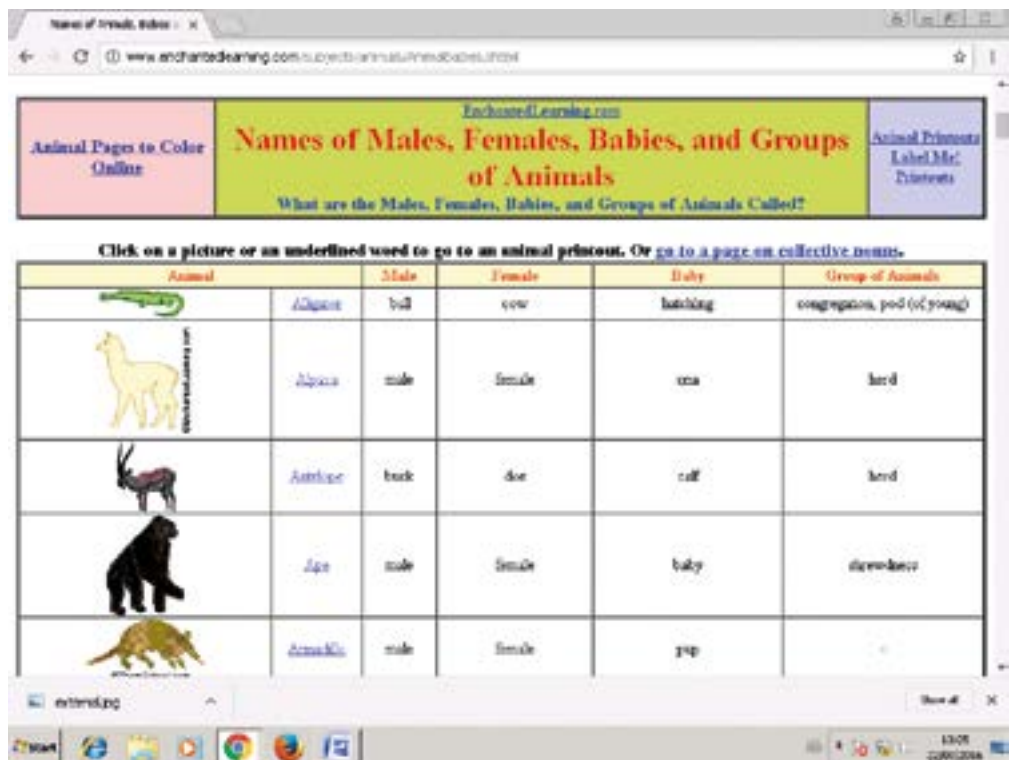
6. Now click on the **Next** button



6



The following screen appears back again:



7. Now I click on the Home button .



The following screen appears again.



8. I click on the Close button  to close the web browser





# Evaluation

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.



## 6 Multimedia

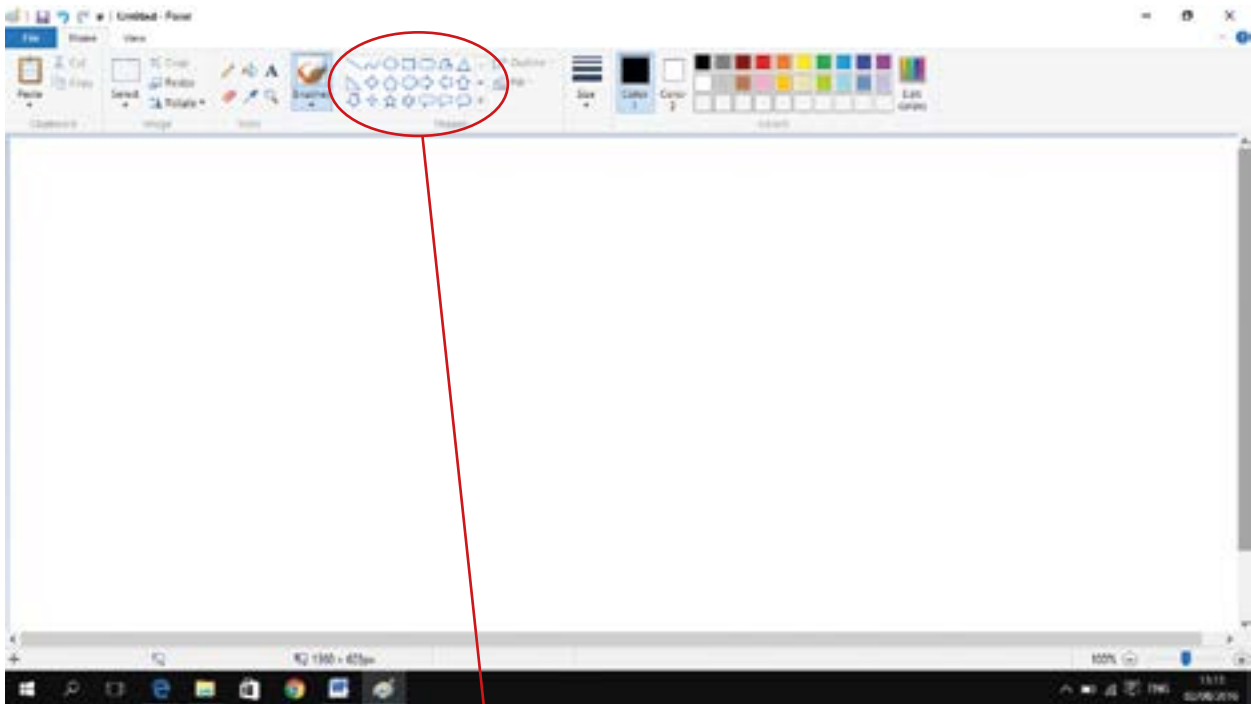
**Aim:** To make coloured drawings using a graphic software

### Learning Objectives:

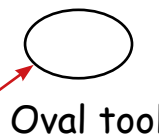
By the end of this unit, the pupil will be able to:

- ▶ Draw simple shapes
- ▶ Use the **Fill with colour** tool
- ▶ Use different types of **brushes**
- ▶ Use the **Rectangular Selection** tool
- ▶ Use the **Curve** tool

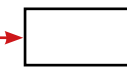
# Drawing simple shapes using the shapes tools



I use the Shapes tools to draw different kind of shapes.



Oval tool





Rectangle tool



Triangle tool




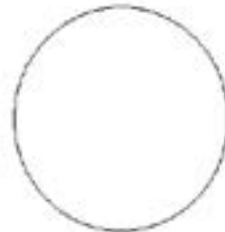
## Activity 1: Drawing a circle

1. I double click  on the desktop.
2. I click on the Oval tool. 



(Note that the pointer changes from  to  in the drawing area)

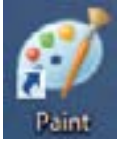

3. I press hold the Shift key  with one hand.
4. I click and drag the mouse with the other hand.

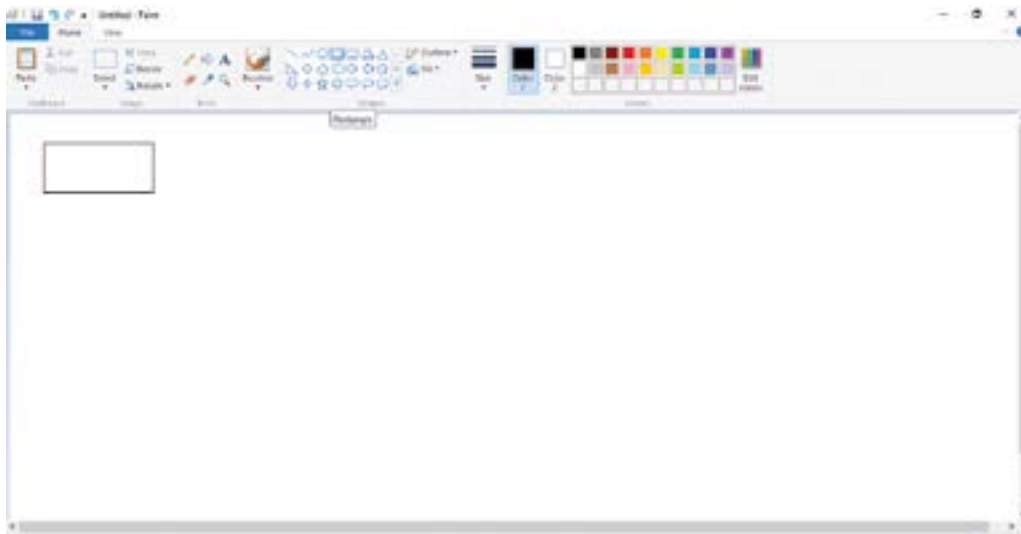


(Note: By dragging the mouse outward the circle becomes bigger.)

5. I release both the Shift key  and the mouse button.

## Activity 2: Drawing a rectangle

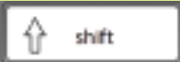
1. I double click  on the desktop.
2. I click on the **Rectangle** tool. 
3. I click and drag the mouse.



(Note: By dragging the mouse outward the rectangle becomes bigger.)


4. I release the mouse button.



I can also use the Rectangle tool to draw a square. I just have to press hold the **Shift** key  while I click and drag the mouse.



### Activity 3: Drawing a triangle

1. I double click  on the desktop.
2. I click on the **Triangle** tool.
3. I click and drag the mouse.



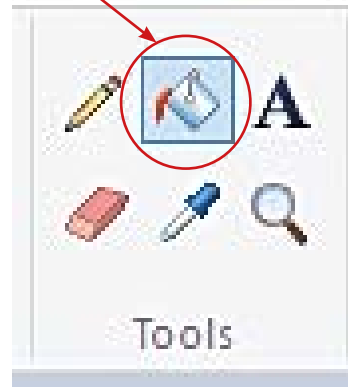
(Note: By dragging the mouse outward the triangle becomes bigger.)

4. I release the mouse button.

# The Fill with Color tool



I use the **Fill with color tool** to fill shapes with colour.





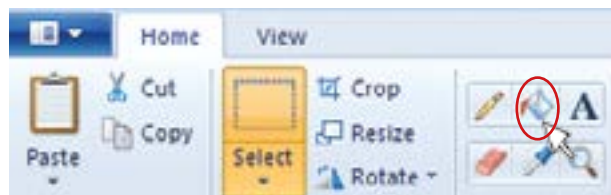
## Activity 4: Using the Fill with Color tool

1. I double click  on the desktop.

2. I use the shapes tools to draw a circle, a square and a triangle.



3. I click on the **Fill with color** tool.



(Note: The pointer changes from  to  in the drawing area)

4. I click on the red colour in the colour box.



5. I click in the circle shape.

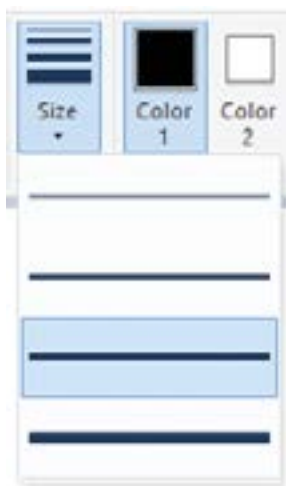
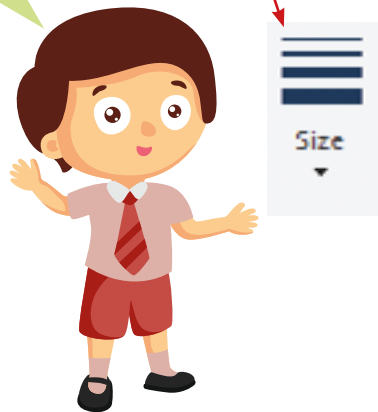


6. I use the **Fill with color** tool to paint the square blue and the triangle yellow.

## Changing the size of a selected tool



I click here to change the size of the **Shapes, Pencil, Eraser and Brushes** tools.




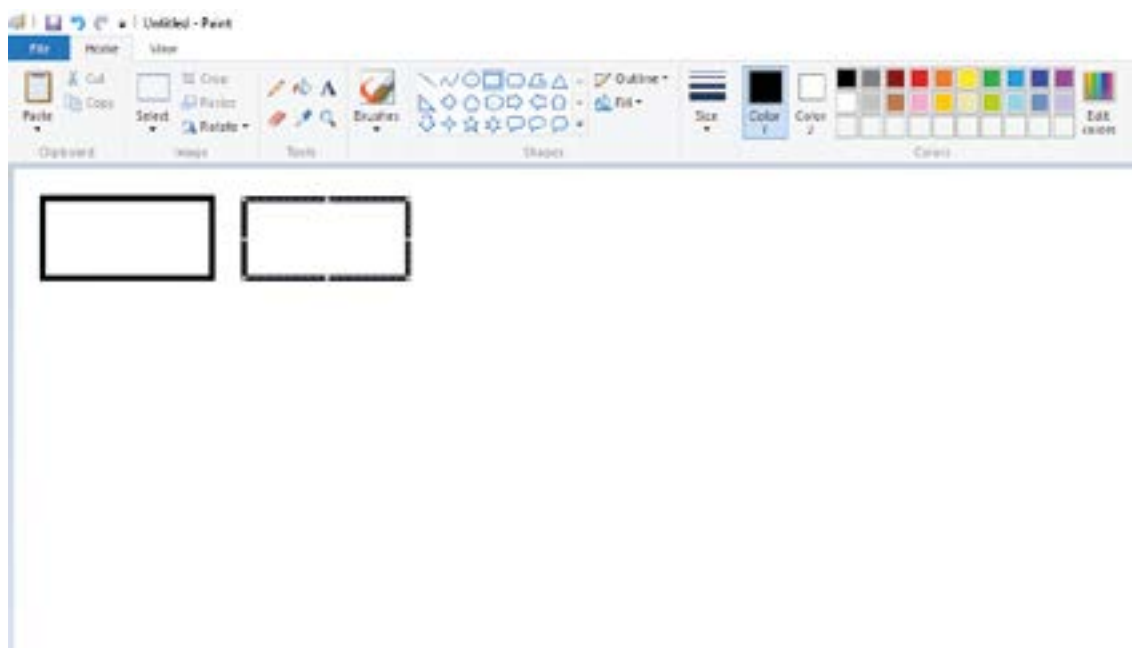
I can choose among four sizes for each tool.



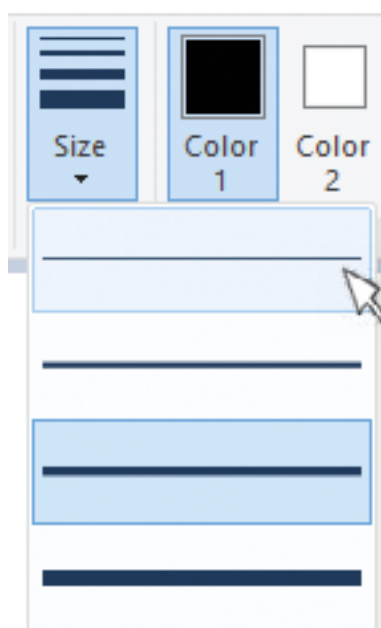


## Activity 5: Changing the size of the Shapes tool

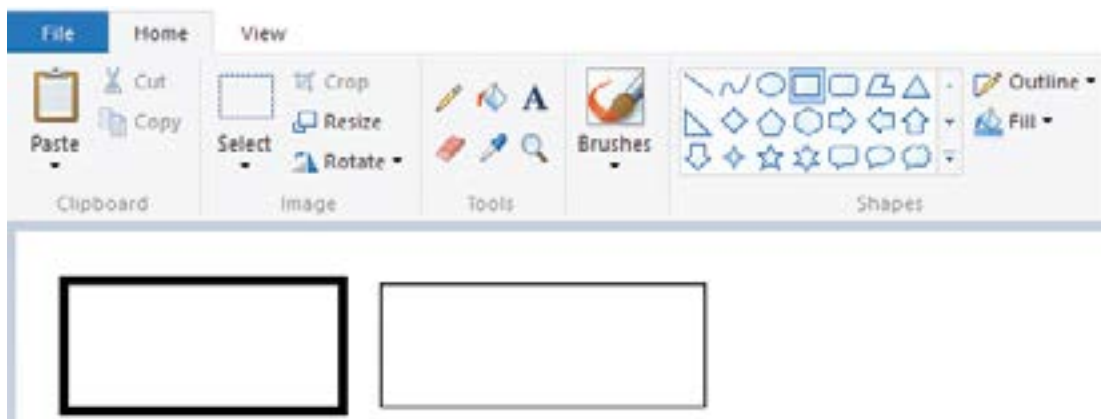
1. I double click  on the desktop.
2. I use the **Rectangle** tool to draw a rectangle.
3. I draw another rectangle next to the first one.



4. I click on the **Size** button and choose the first line from the top.



- I click on the drawing area.



The line of the second rectangle is thinner than the first one.

- I now draw a third rectangle.


- I then choose the thickest width



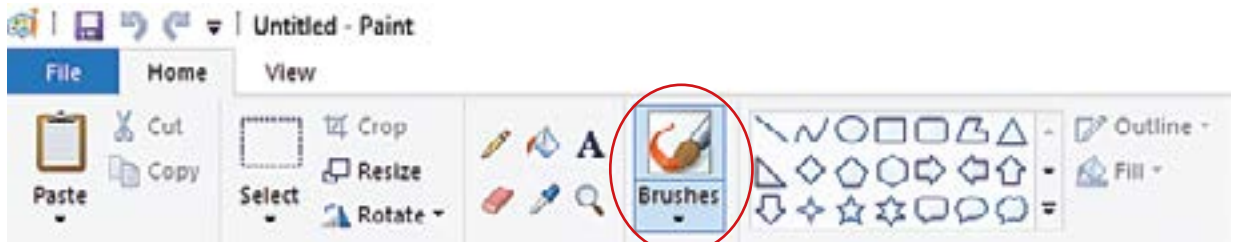
from the Size options.



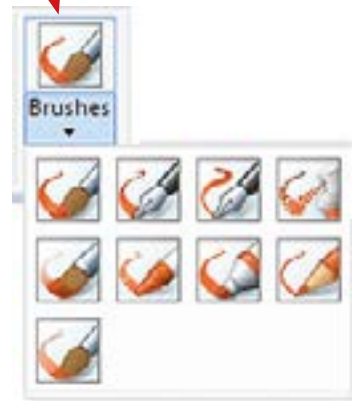
### Activity 6: Drawing and colouring shapes










- I double click  on the desktop.
- I draw 3 circles of 3 different widths.
- I use the **Fill with color** tool to paint each circle with a different colour.

# The Brushes tool




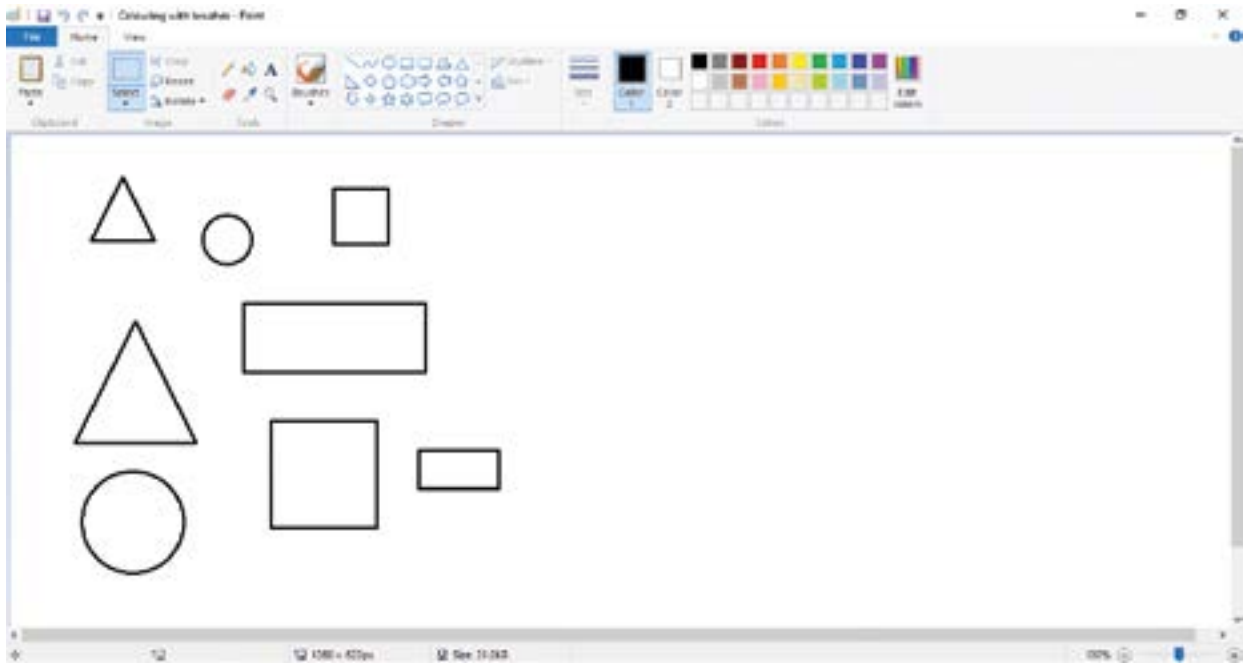
I click here to use different types of brush.



<p>Brush</p> 	<p>Calligraphy brush 1</p> 	<p>Calligraphy brush 2</p> 	<p>Airbrush</p> 
<p>Oil brush</p> 	<p>Crayon</p> 	<p>Marker</p> 	<p>Natural pencil</p> 
<p>Watercolour brush</p> 			

## Activity 7: Colouring with brushes

1. I open  with MS Paint.

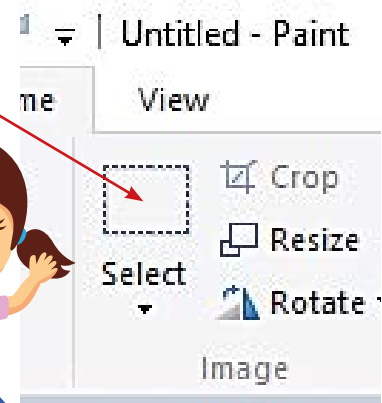


2. I use **Calligraphy brush 1** to colour the big circle red.
3. I use **Oil brush** to colour the small circle blue .
4. I use **Watercolour brush** to colour the big square green.
5. I use **Crayon** to colour the small square yellow.
6. I use **Natural pencil** to colour the big rectangle red.
7. I use **Marker** to colour the small rectangle blue.
8. I use **Airbrush** to colour the big triangle green.
9. I use **Calligraphy brush 2** to colour the small triangle yellow.

# The Rectangular selection tool



I use the **Rectangular Selection** tool to select a rectangular area around a picture.




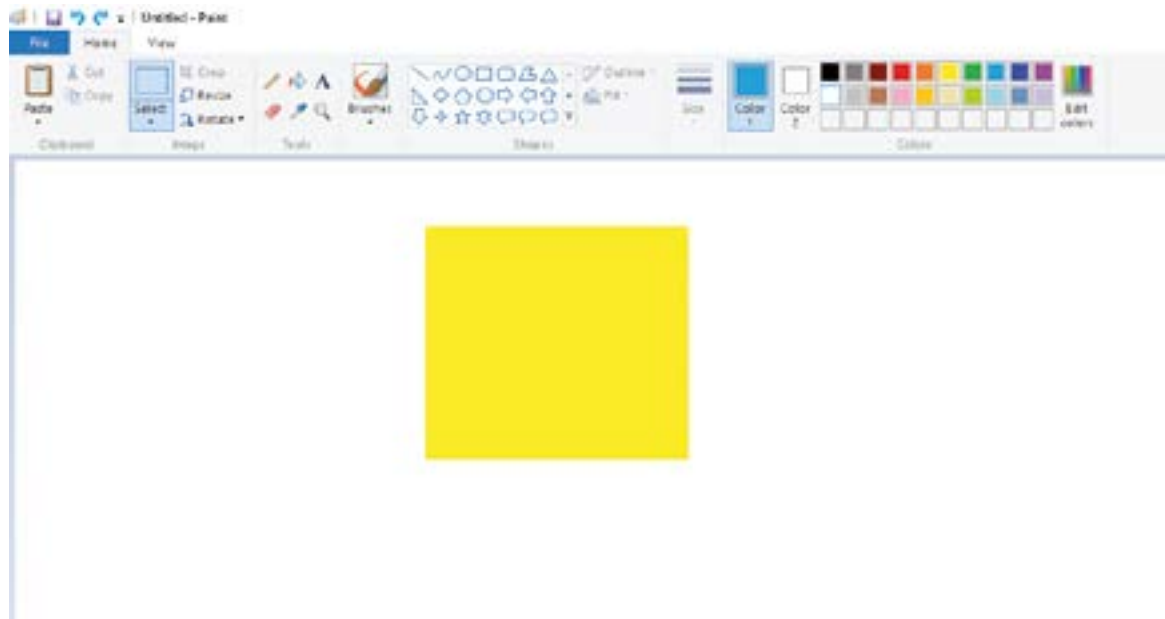
I can also use the **Rectangular Selection** tool to select part of a picture.



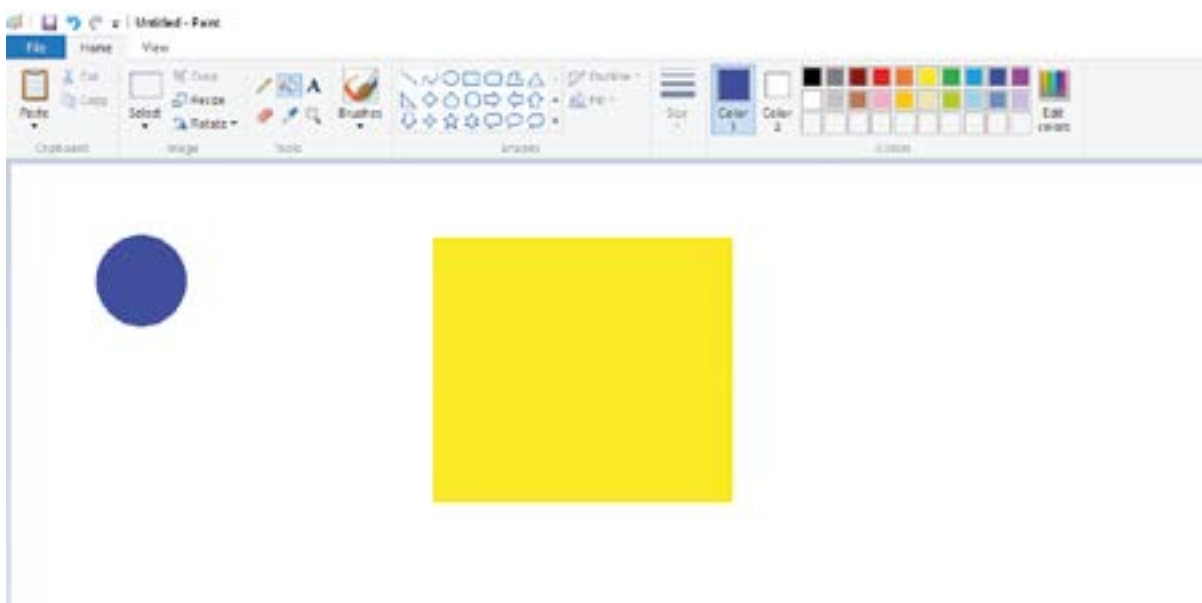


## Activity 8: Using the Rectangular Selection tool

1. I double click  on the desktop.
2. I draw a big yellow square in the middle of the page.



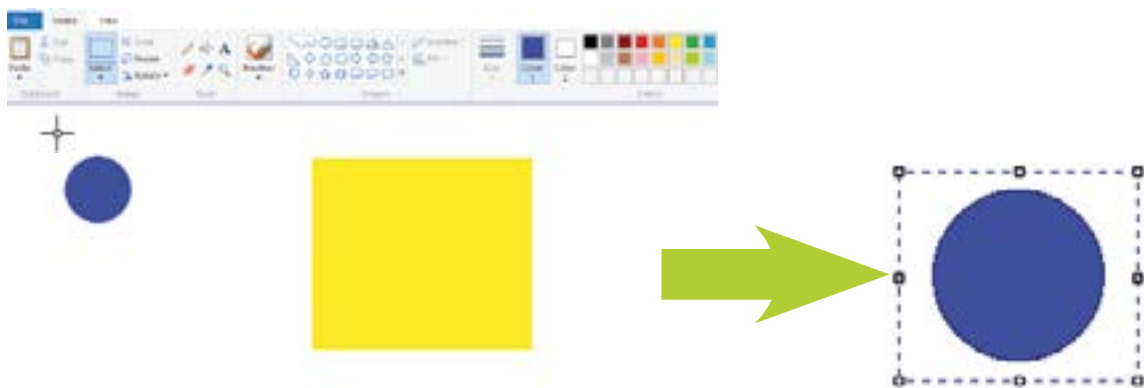
3. I draw a small blue circle.



- I click on the **Rectangular Selection** button.

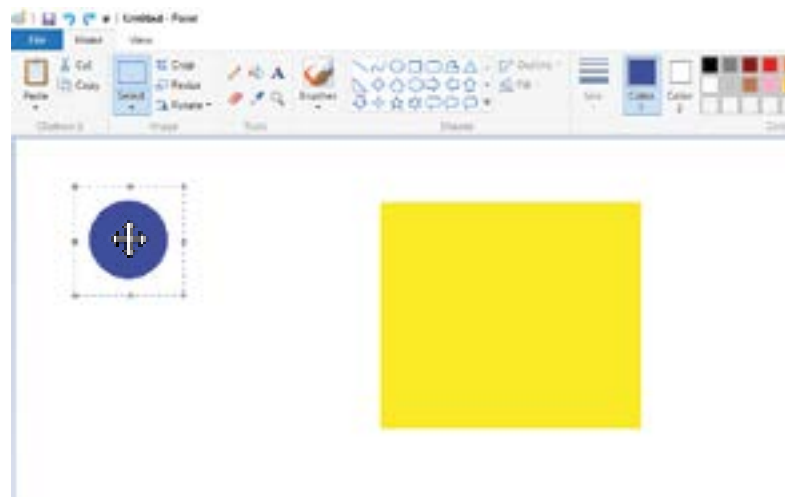


- I click and drag the mouse around the blue circle.

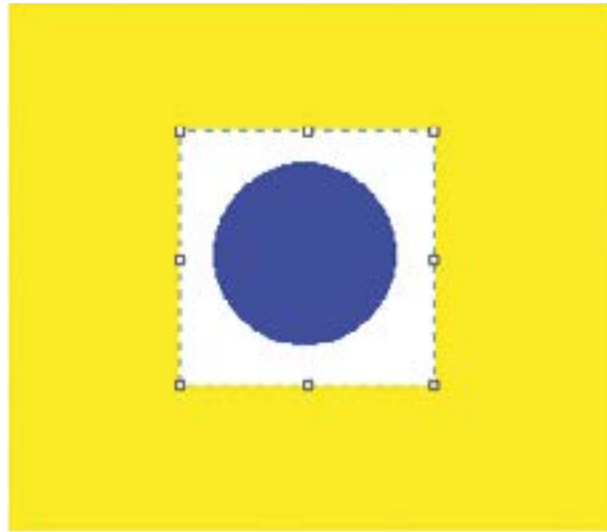


(Note: The blue circle must be within the **Rectangular selection**.)

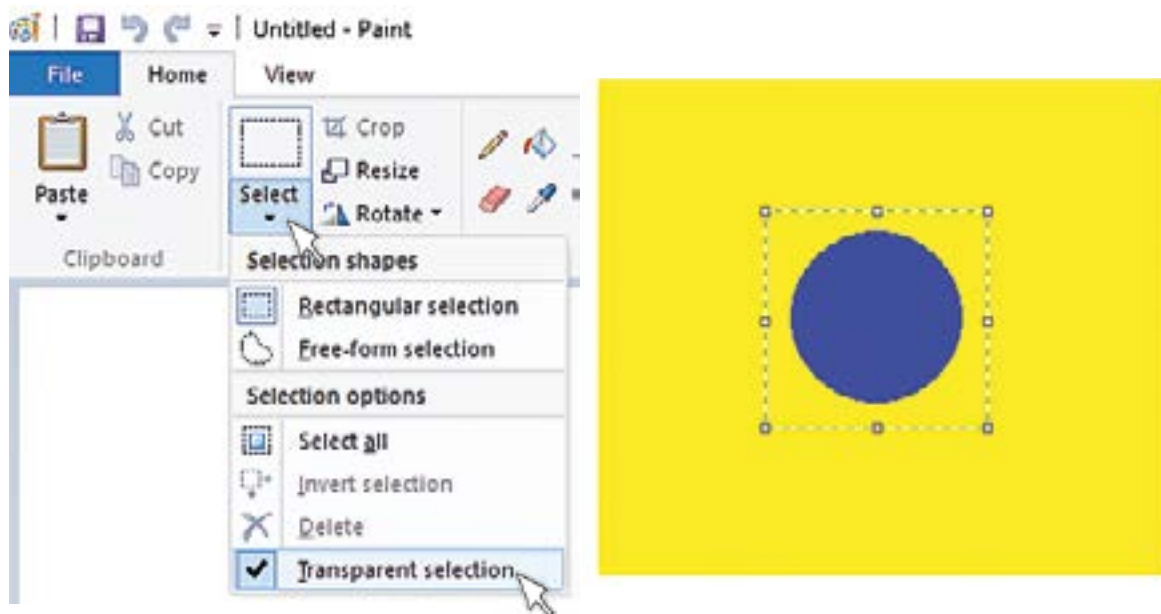
- I place the pointer inside the **rectangular selection**.



7. I press hold the left mouse button and drag the circle within the square.



8. I click on the **Transparent selection** option to remove the white background.



9. I click on the drawing area to remove the rectangular selection.

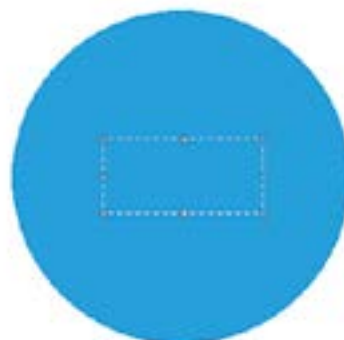


## Activity 9: Using the Rectangular Selection tool

1. I double click  on the desktop.
2. I draw a big blue circle in the middle of the page.



3. I use the **Rectangular selection** tool to select a part of the circle.

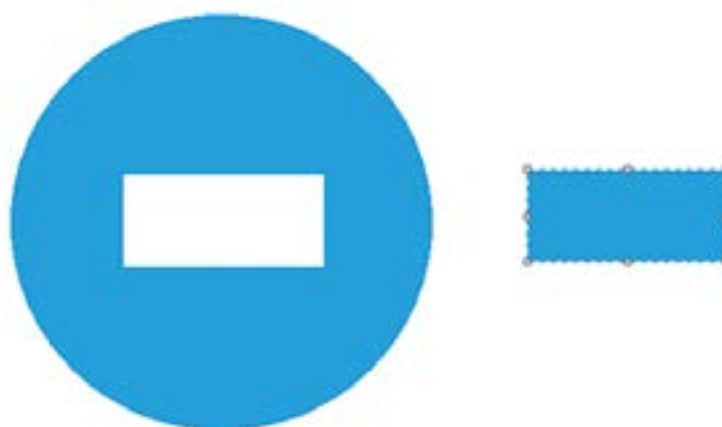
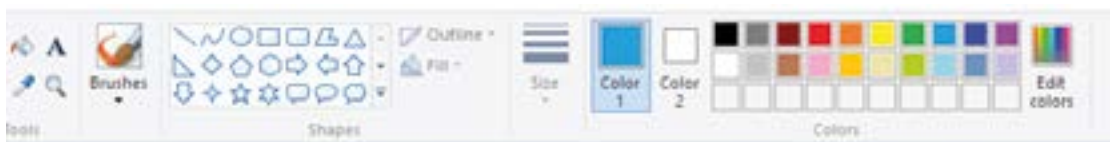


(Note: The Rectangular selection must be within the blue circle.)

4. I place the pointer inside the rectangular selection.

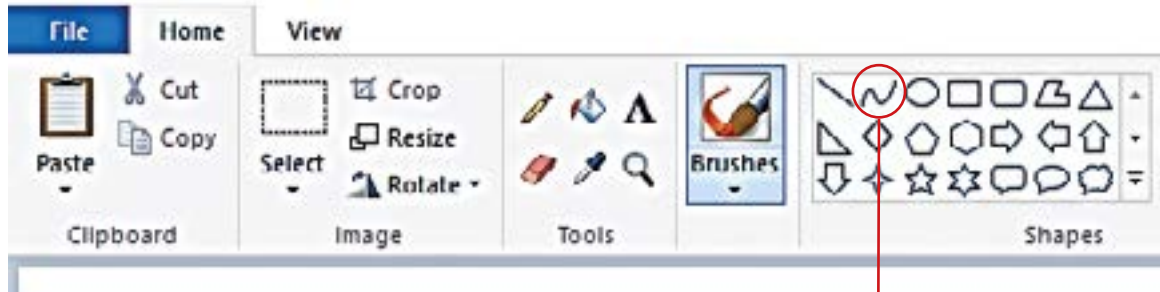


5. I press hold the left mouse button and drag the rectangular selection outside the blue circle.

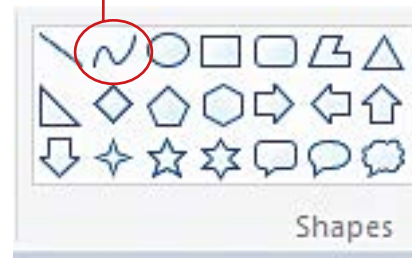


6. I click on the drawing area to remove the rectangular selection.


## The Curve tool

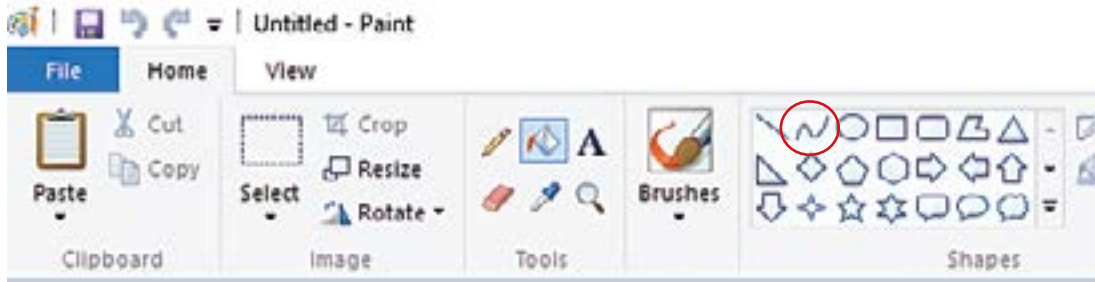


I use the **Curve** tool to draw curves.

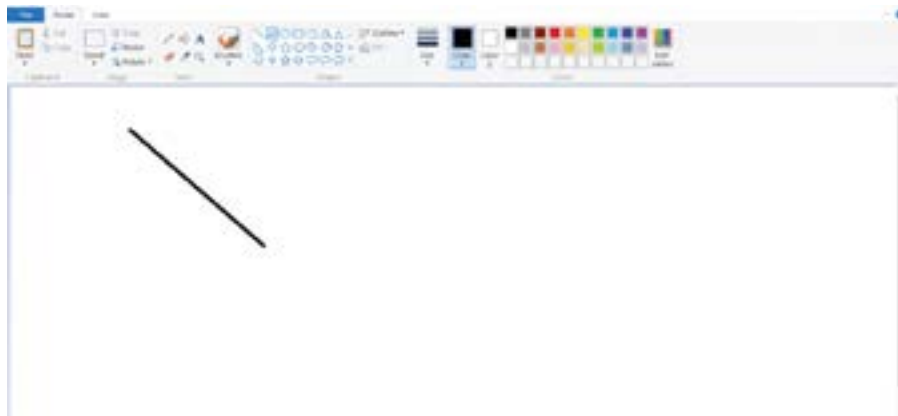


## Activity 10: Using the Curve tool

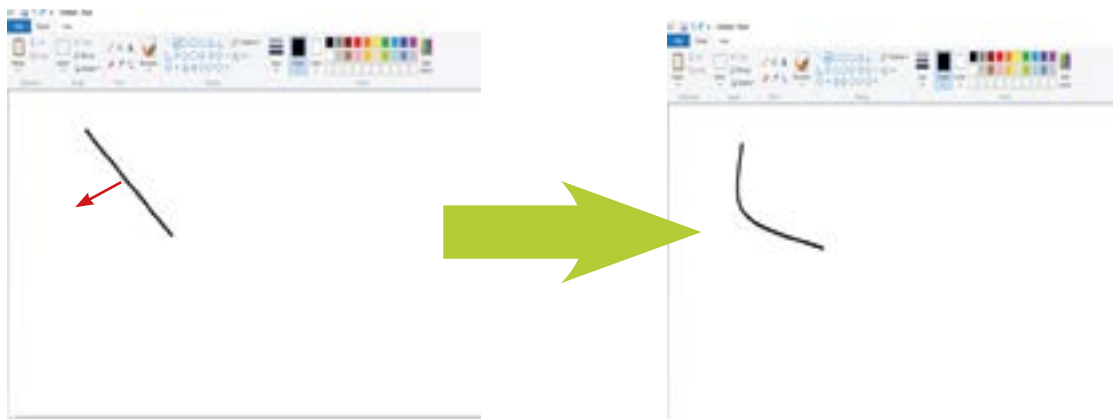
1. I double click  on the desktop.
2. I click on the **Curve** tool button.



3. I press hold the left mouse button and drag to draw a line.

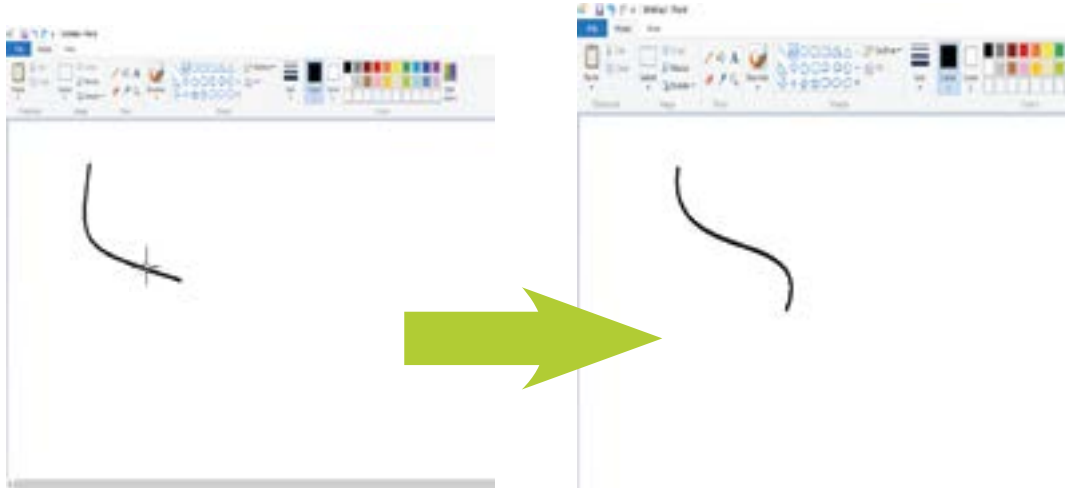


4. I place the pointer on the line and drag.





5. I place the pointer at another place on the line and drag again.



(Note: I cannot drag the line more than two times to make a curve)






## Evaluation

At the end of this unit, I can



- 1 Draw simple shapes.
- 2 Use the **Fill with color** tool.
- 3 Use different types of **brushes**.
- 4 Use the **Rectangular Selection** tool.
- 5 Use the **Curve** tool.

### 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**.

### Chapter 2: COMPUTER OPERATIONS AND FUNDAMENTALS

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

### Chapter 3: 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.

Page 33 Activity 3: For this activity pupils should be strictly forbidden to use the Backspace key.

## **Chapter 4: PRESENTATION**

Page 67 Activity 4: Teacher must ensure that pictures are pre-loaded in the 'My Pictures' folder before starting the activity.

## **Chapter 5: INTERNET**

Page 73: 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.*

