

Let's Learn ICT SKILLS

GRADE 3

Pupil's textbook



Mauritius Institute of Education
under the aegis of
Ministry of Education and Human Resources, Tertiary Education and Scientific Research



Let's Learn ICT SKILLS

GRADE 3



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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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Computer Lab Rules



No Food
and Drink



Enter and Exit
Quietly



Do not run
in the Lab



Do not touch
cables



Do not use the
computer without
permission



Respect your
teacher and
classmates



Ask before
you print



Keep the
computer lab
clean



Do not move change
or delete files on
the computer



Do not use the
internet without
permission

Sitting Posture

When you sit in the computer lab, use a good sitting posture.



- 1** Sit up straight
- 2** Eyes level with the monitor
- 3** Shoulders and arms relaxed
- 4** Feel your back supported

KEYS



Activity on Computer



Activity in Textbook

UNIT 1

Computer Fundamentals

Aim:

To learn about computers

Learning Objectives:

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

- Describe what is a computer
- Name the type of computers
- Explain how a computer works
- State the uses of computers
- State the advantages of using computers





Computer Fundamentals

What is a computer?

A computer is an electronic machine.

Some types of computers



Desktop Computer



Laptop



Smart Watch

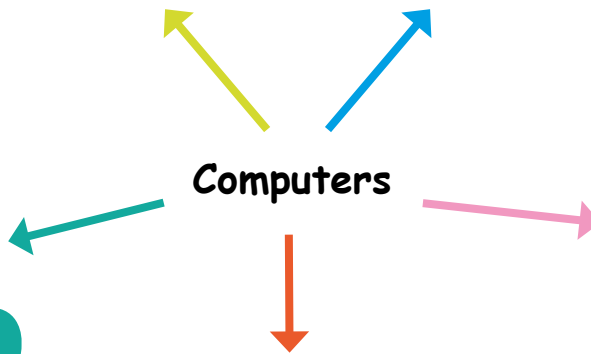


Smart Phone



Tablet

Computers



Parts of a Desktop Computer



System Unit



Monitor



Mouse



Keyboard



Printer



Speakers



Computer Fundamentals



Activity 1: I fill the crossword with the help of the pictures and letters given.



				s				
		s						
				e				
k		y		o		r		
						k		
		t						
						r		
		m		u		e		
				u				
p		i				t		r
				i				
m		n		t		r		





Activity 2: I name the types of computers below:



How do electronic machines work?

A washing machine takes a dirty t-shirt, washes it and gives us a clean t-shirt.



input

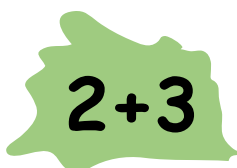


wash



output

A calculator takes two numbers, adds it and gives us the result.



input



calculate



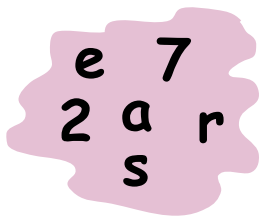
output



Computer Fundamentals

How do computers work?

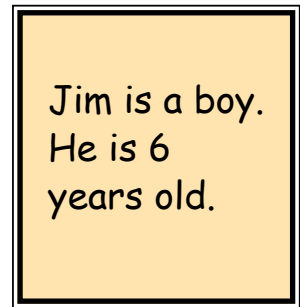
Computers take in data (input), work it out (process) and produce information (output).



input



process



output

Some uses of computers



To type documents



To draw



To play



To learn



To watch movies



To listen to music



To send e-mails



To chat



To view web pages

Computers in daily life



Education



Medical Services



Scientific Research



Industries



Office



Communication



Computer Fundamentals

Some advantages of using computers



Faster



Audio and visual



Less paper work



Online news



Helpful



Interactive





Computer Fundamentals



Evaluation



At the end of this unit, I can



1	Describe what is a computer	
2	Name the type of computers	
3	Explain how a computer works	
4	State the uses of computers	
5	State the advantages of using computers	

UNIT 2

Computer Operations

Aim:

To work with files, folders and drives

Learning Objectives:

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

- Describe what are files, folders and drives
- Create a folder on the desktop
- Rename files and folders on the desktop
- Delete files and folders on the desktop
- Restore deleted files and folders
- Search for files and folders





Computer Operations

Files

A file stores data and information. A file can be any document, a picture, audio or video.

On the computer, some icons represent files.



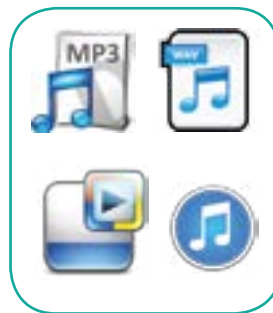
Files icon



Documents



Pictures



Audio



Videos

Folders



Files



Folder



Folder contains files

I store my files in a folder.



I can also store a folder in another folder.





Computer Operations

Drives

I store my files and folders on a drive.



Types of Drive



Local Drive



DVD RW Drive



Removable Drive

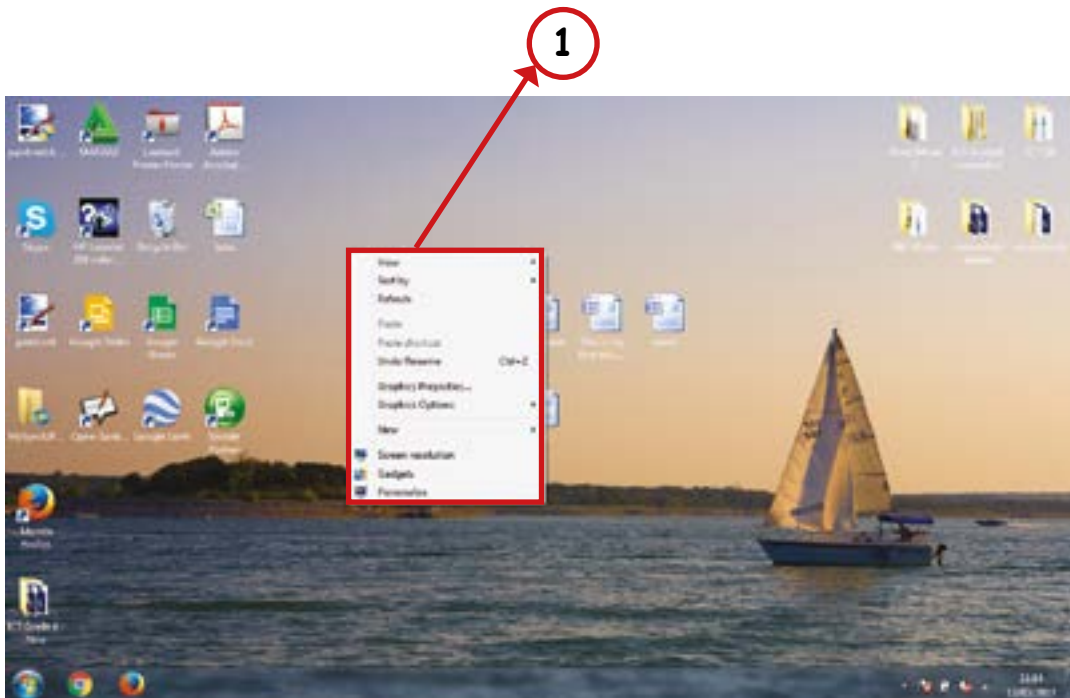


Drive Icon

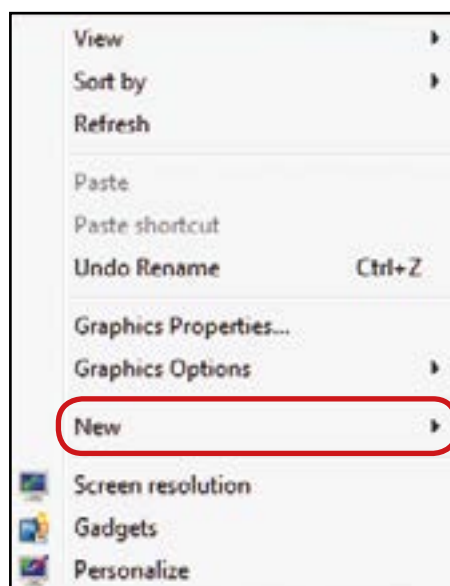


Creating a folder on the desktop

1. I right-click on a blank space on the desktop.



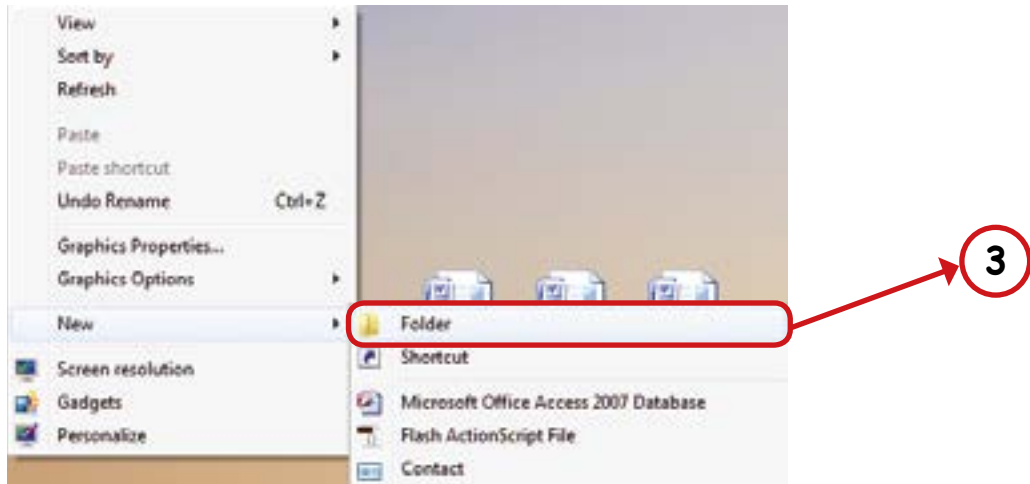
2. I click on **New** in the menu which appears.



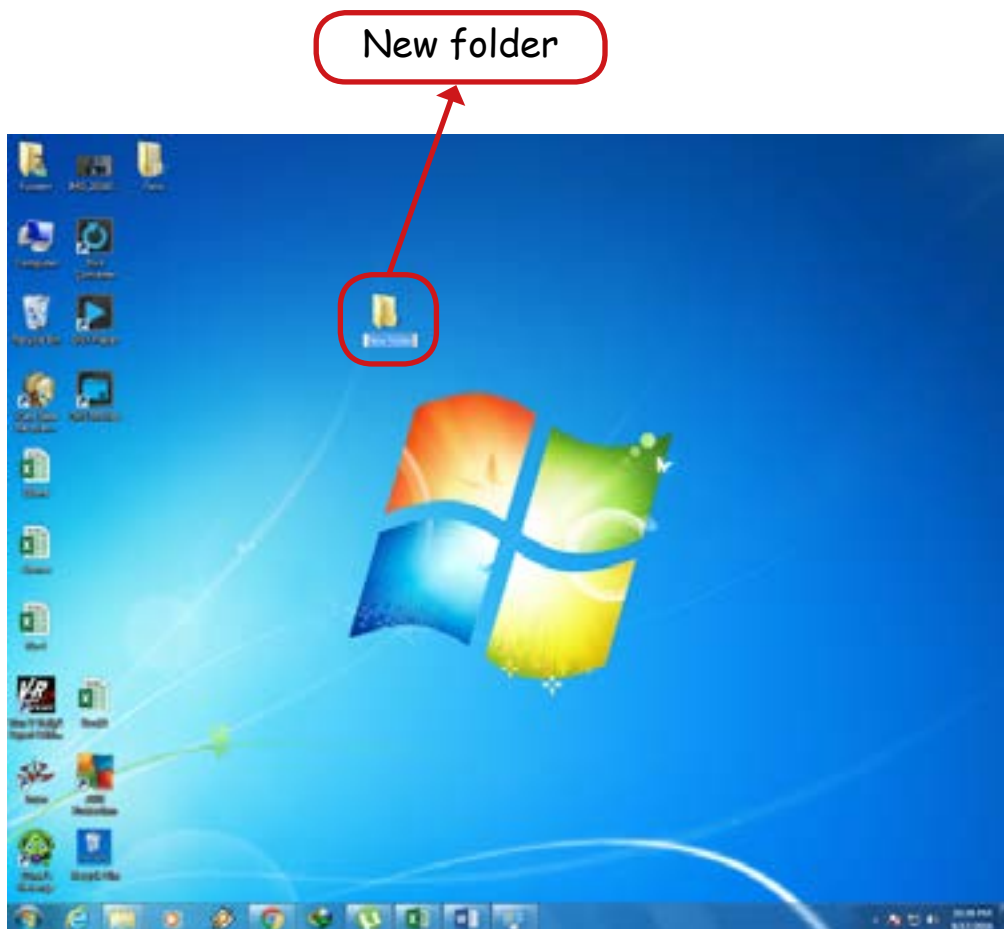


Computer Operations

3. I click on **Folder**.



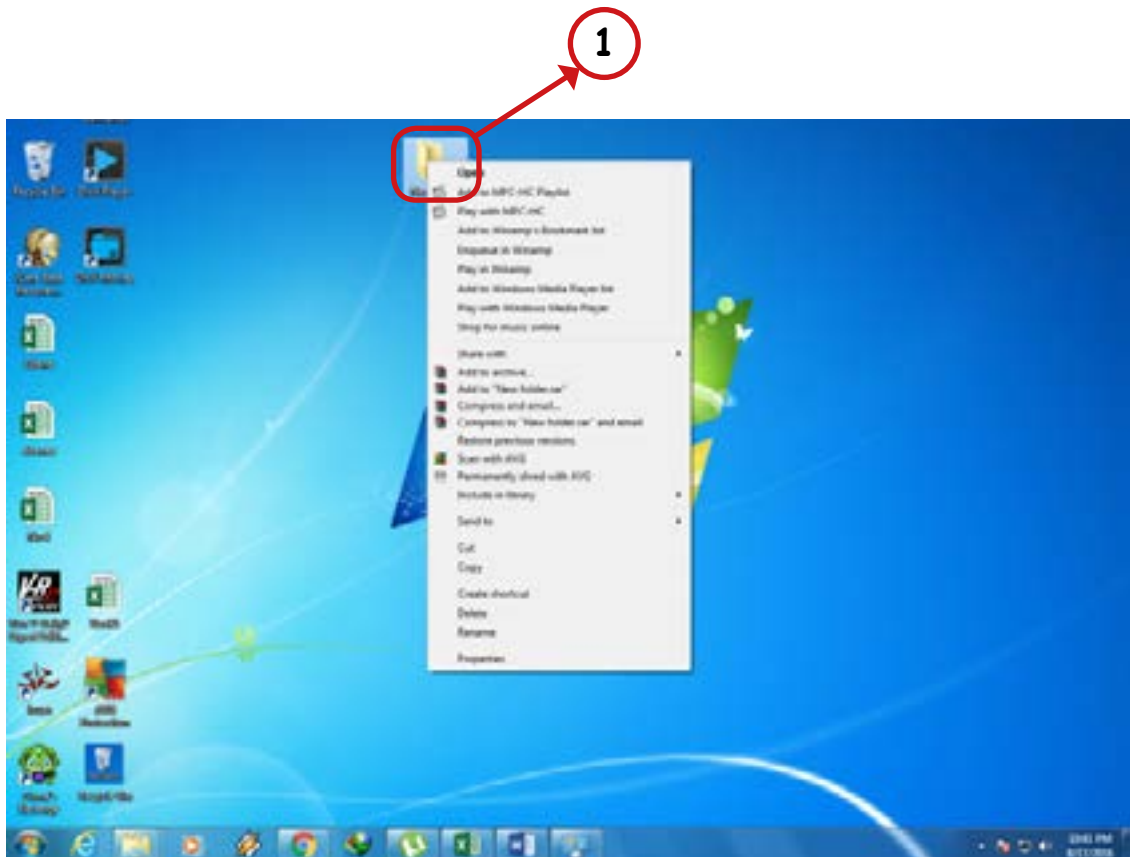
The icon of a new folder will appear on the desktop.



4. I click on the desktop **OR** I press Enter on the keyboard.

Renaming a folder on the desktop

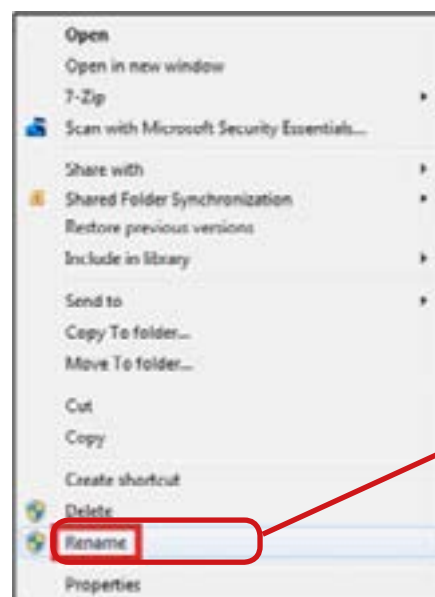
1. I right-click on the icon of the folder.



2. I click on **Rename**.

3. I type **Grade 3**.

4. I click on the desktop **OR**
I press Enter on the keyboard.

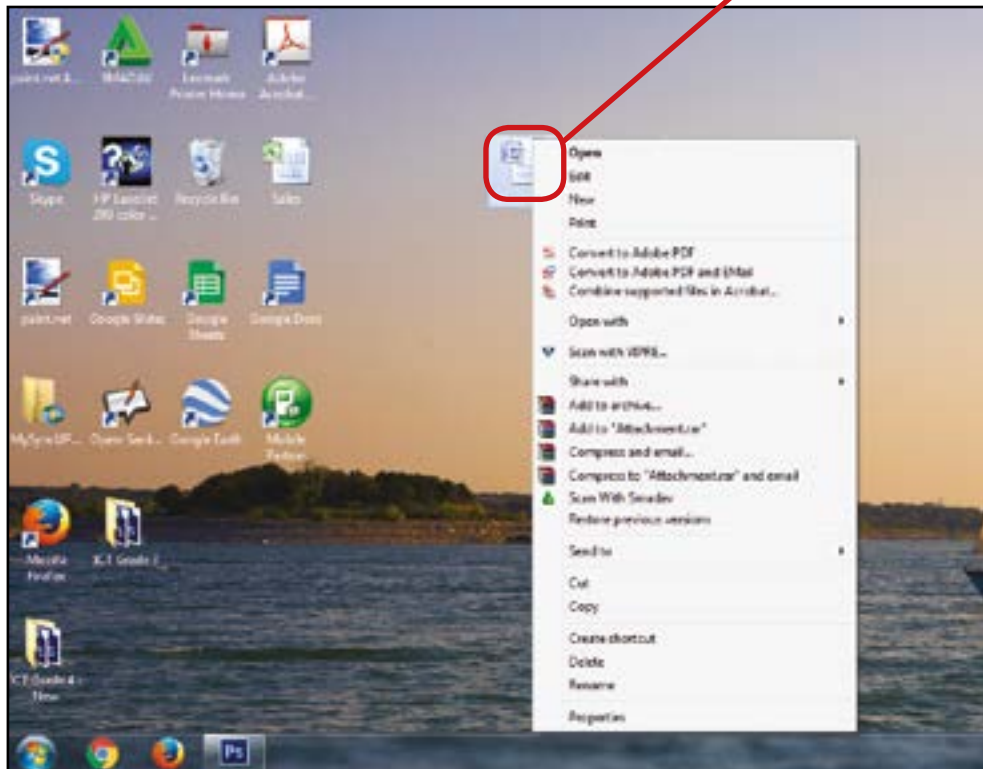




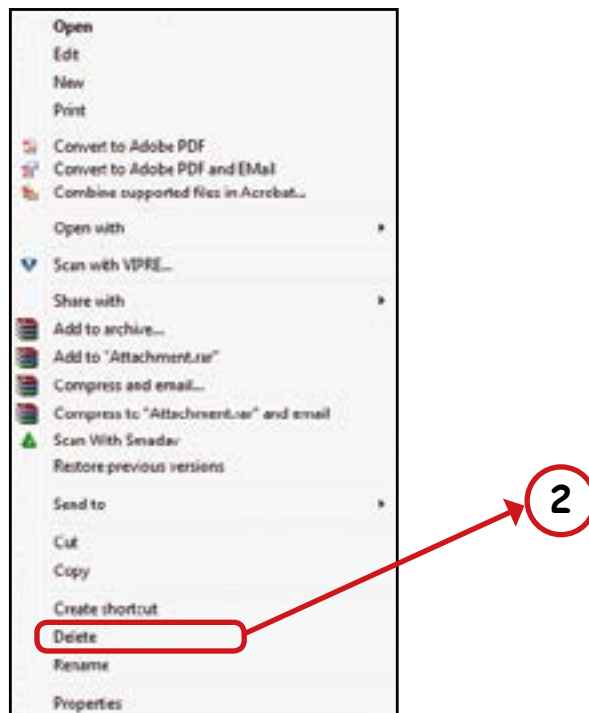
Computer Operations

Deleting a file on the desktop

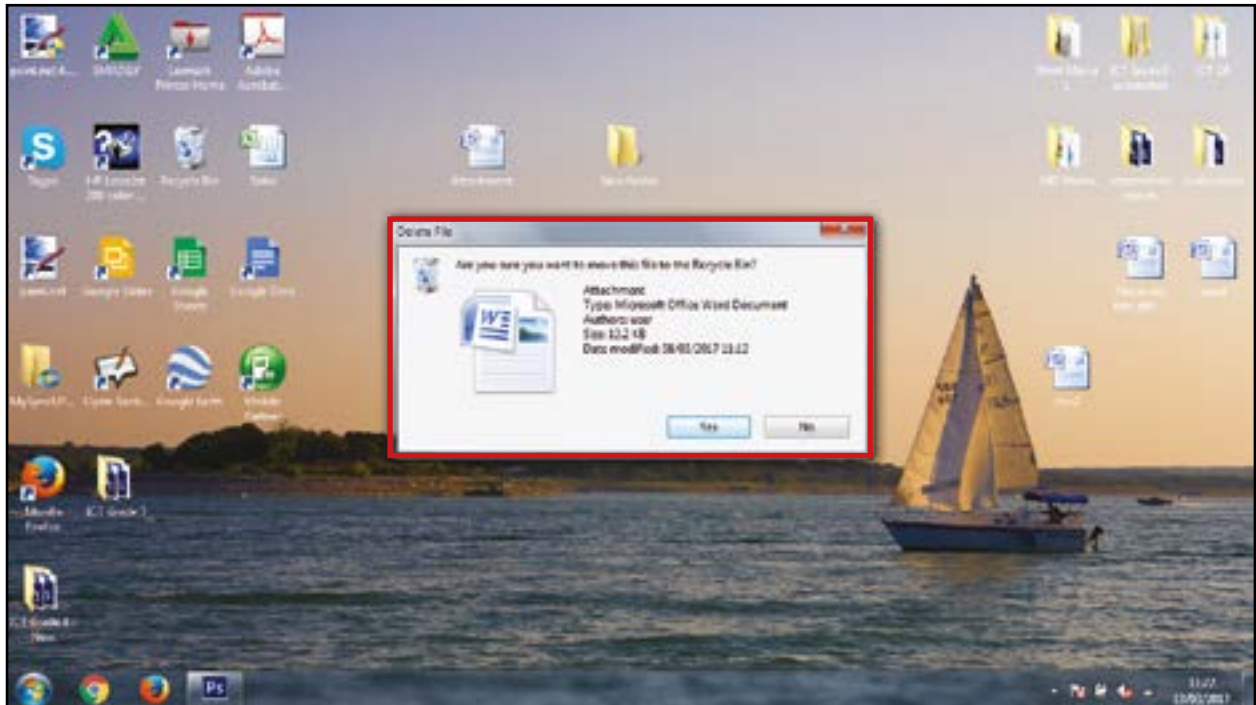
1. I right-click on the file icon.



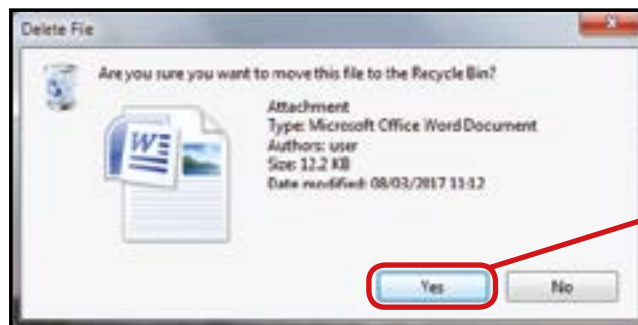
2. I click on Delete.



A dialog box appears.



3. I click on the **Yes** button.



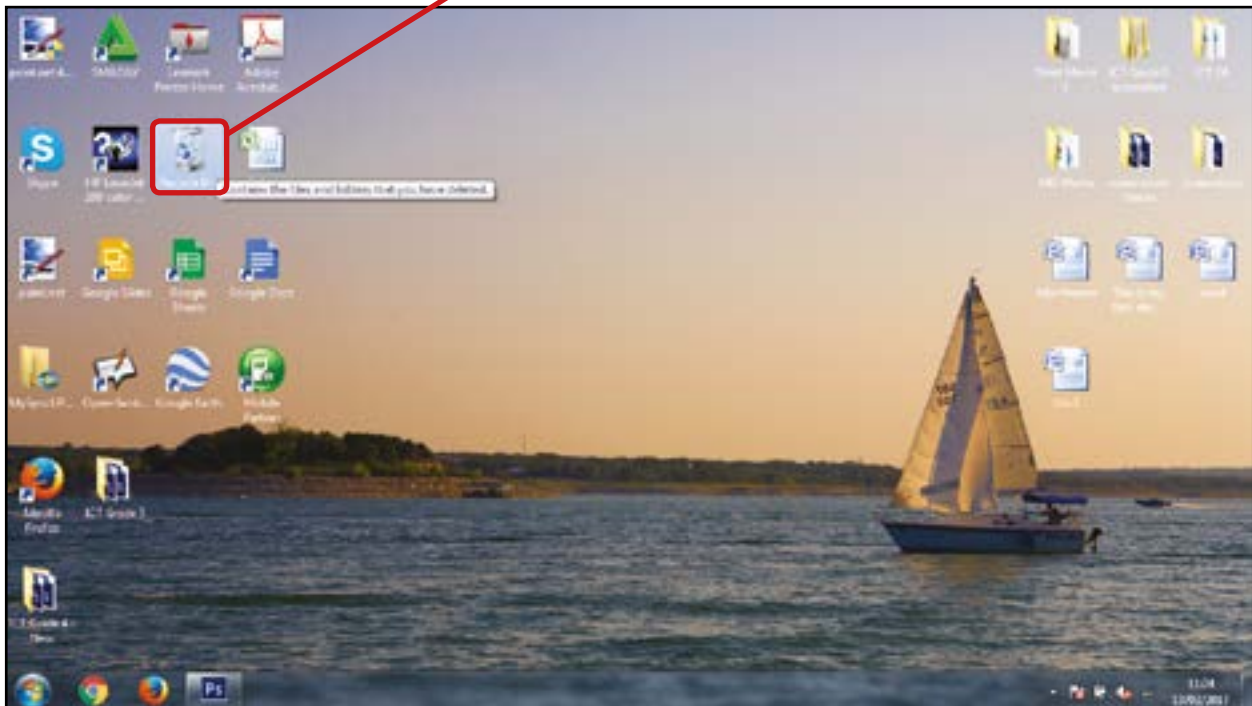
When I delete a file or a folder it goes to the Recycle Bin.



Computer Operations

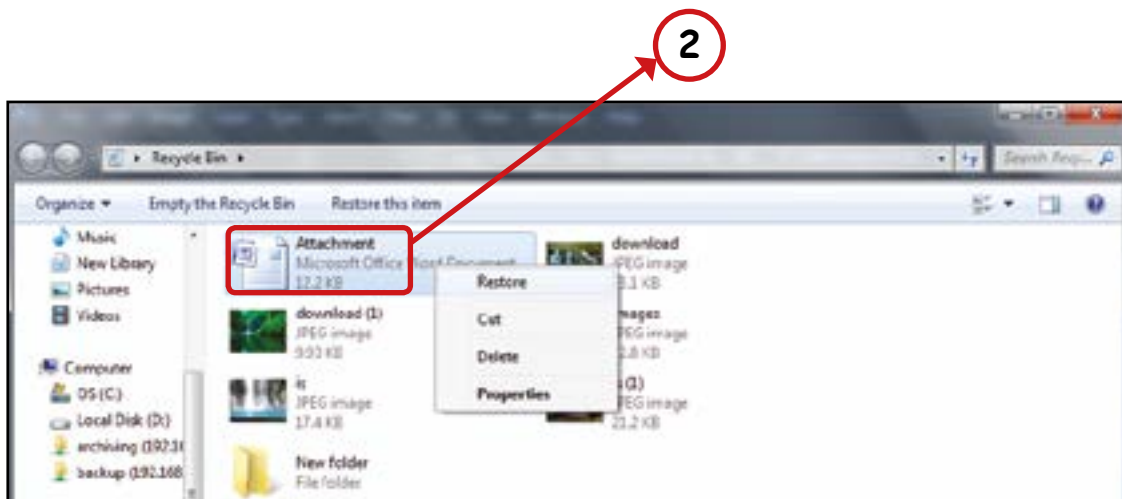
Restoring a file on the desktop

1. I double click on the Recycle Bin.

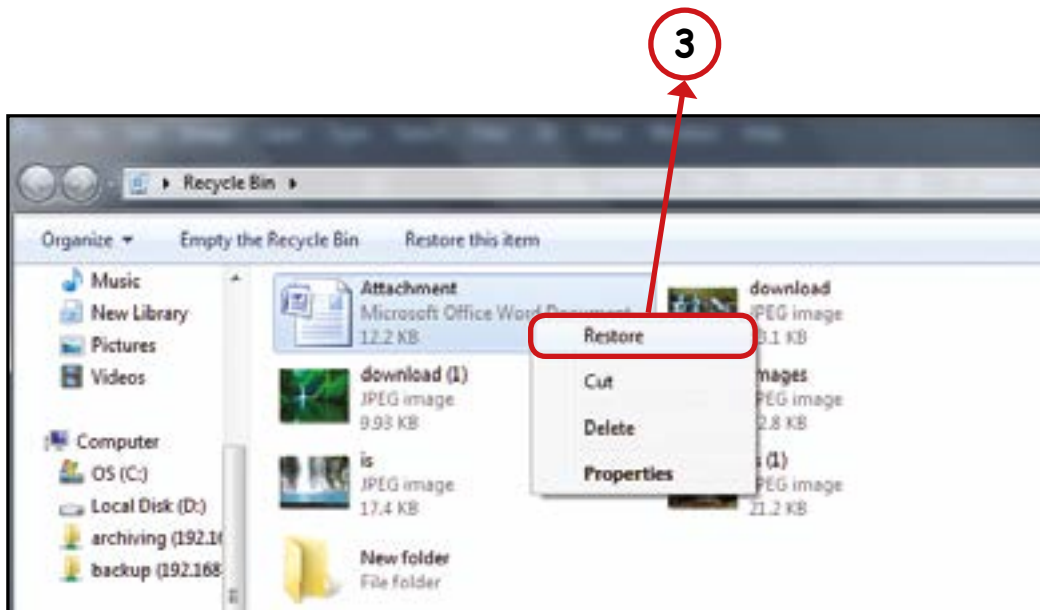


A window opens as shown below.

2. I right-click on the file I want to restore.



3. I click **Restore**.



The file goes back where it was before.



Activity 1: I tick (✓) the correct column.

	True	False
A file stores information		
Files can be stored in a folder		
A folder cannot contain other folders		
Files are represented by icons on the desktop		
When I delete a file it goes to the recycle bin		



Computer Operations

Searching for files and folders

1. I click on the Start button.

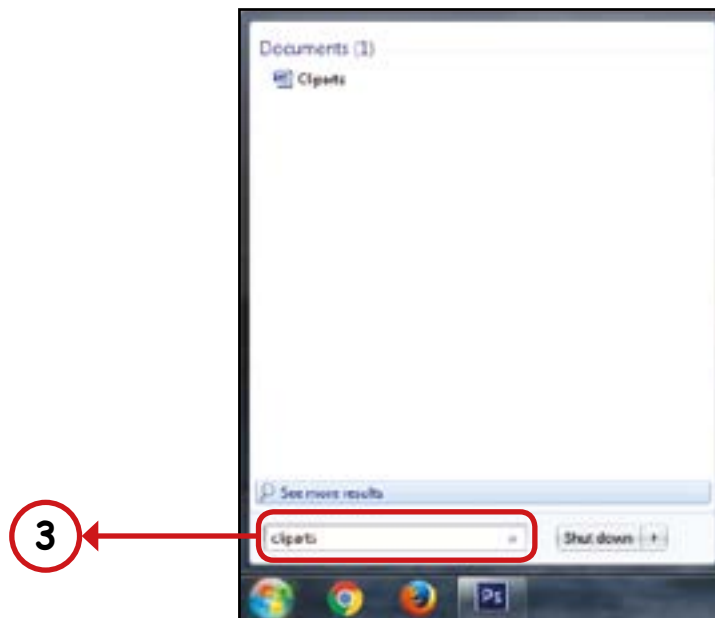


2. I type the name of the file OR folder which I am searching in the search box.

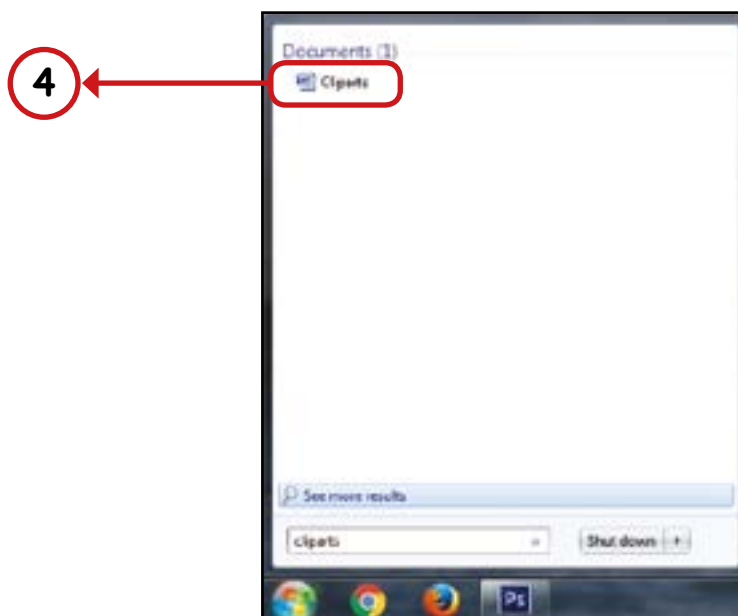




3. I type 'Cliparts' in the search box as shown below:



4. I click on the file named 'Cliparts' to open it.





Computer Operations

Evaluation



At the end of this unit, I can



1	Describe what are files, folders and drives	
2	Create a folder on the desktop	
3	Rename files and folders on the desktop	
4	Delete files and folders on the desktop	
5	Restore deleted files and folders	
6	Search for files and folders	

UNIT 3

Word Processing

Aim:

To work on a word processed document.

Learning Objectives:

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

- Save a word processed document
- Insert pictures in a word processed document using Clip Arts
- Use the **Home** and **End** keys





Word Processing



Activity 1: Use MS Word to type the following text:

Pupils of Grade 3

The pupils are in the classroom. They are sitting at their desks. Miss Molly is the teacher. She welcomes all the pupils to Grade 3. She is happy to see them.

Saving a file



I save the text that I am typing so that I can use it later.

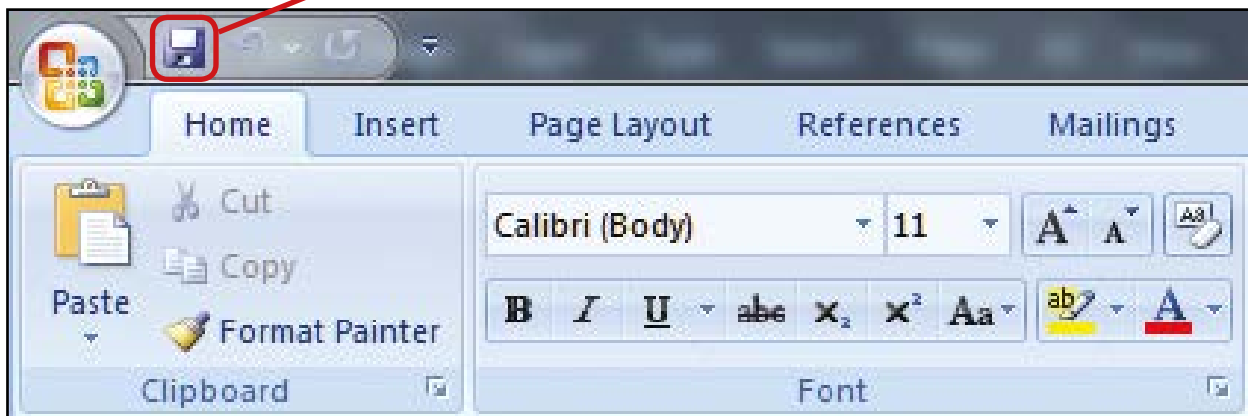
If I do not save my text, I will lose it when I switch off the computer.

When I save my work, I give it a name. I use a name which is easy to remember.

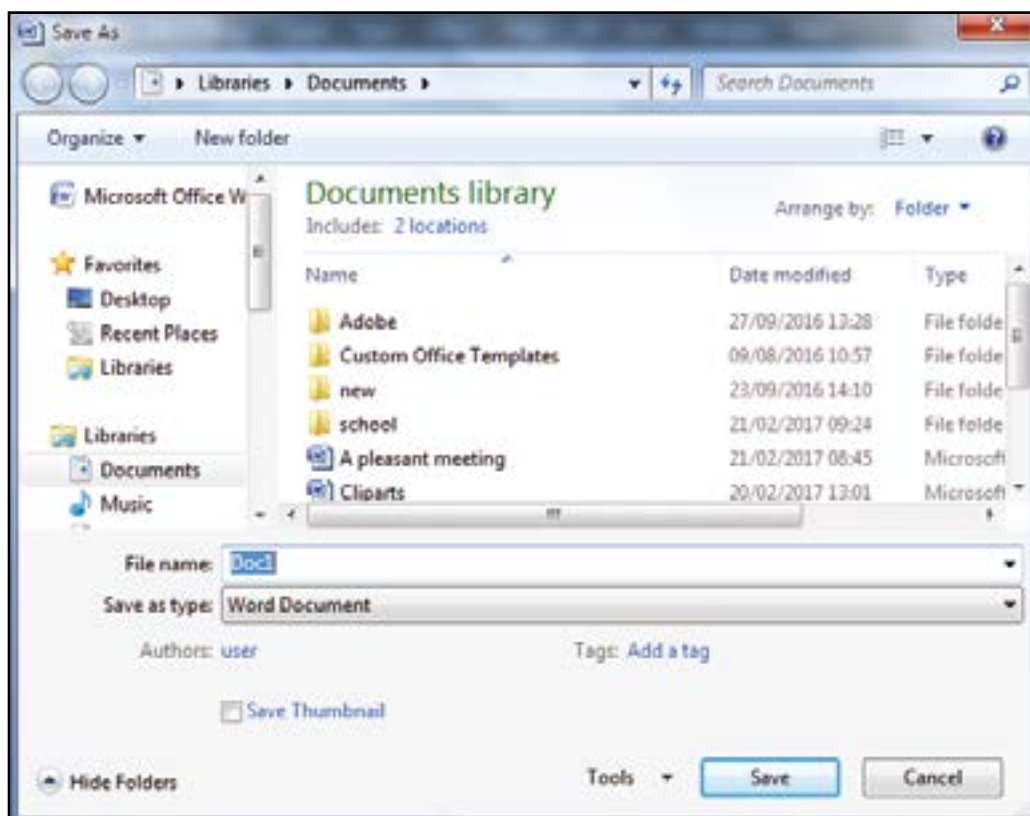


Activity 2: Save the text you type in Activity 1 in the folder *Grade 3* on the desktop using the name 'Pupils'.

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



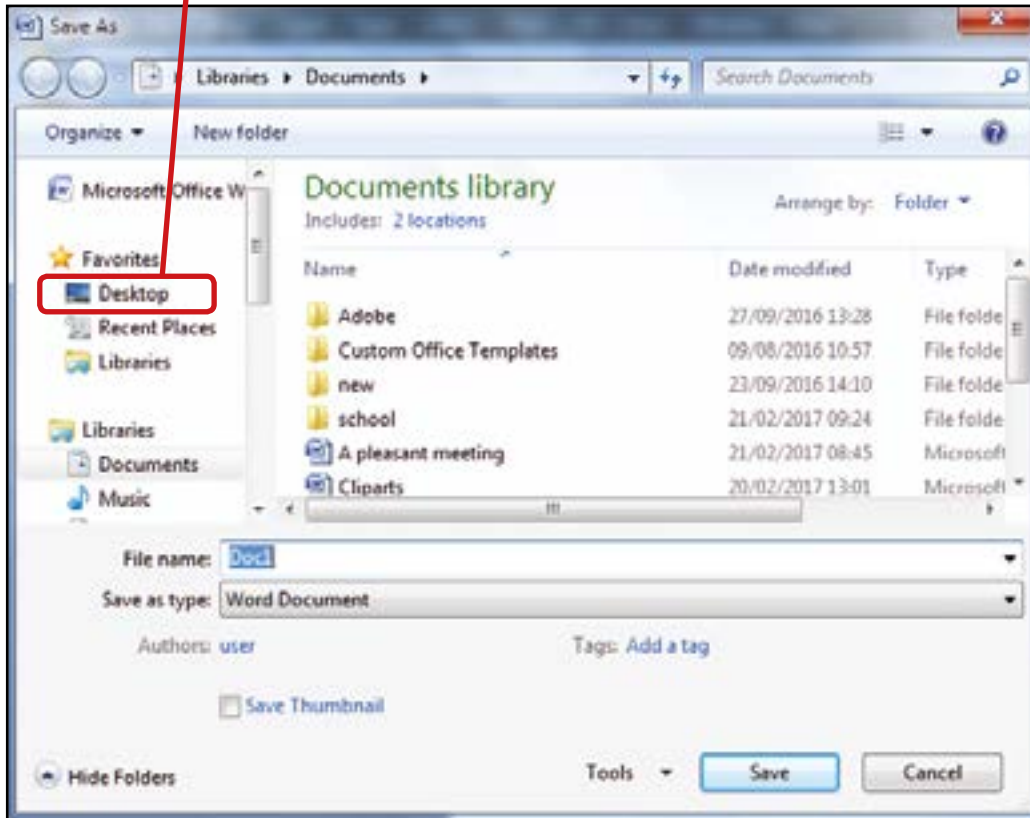
The "Save As" dialog box appears.



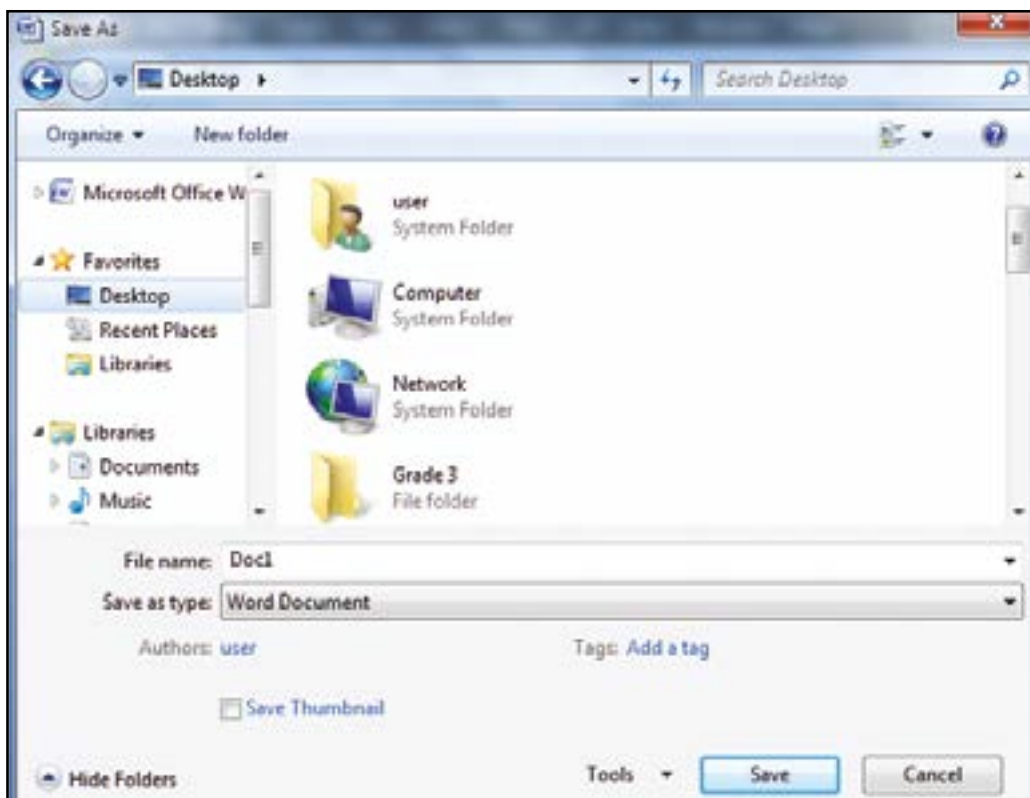


Word Processing

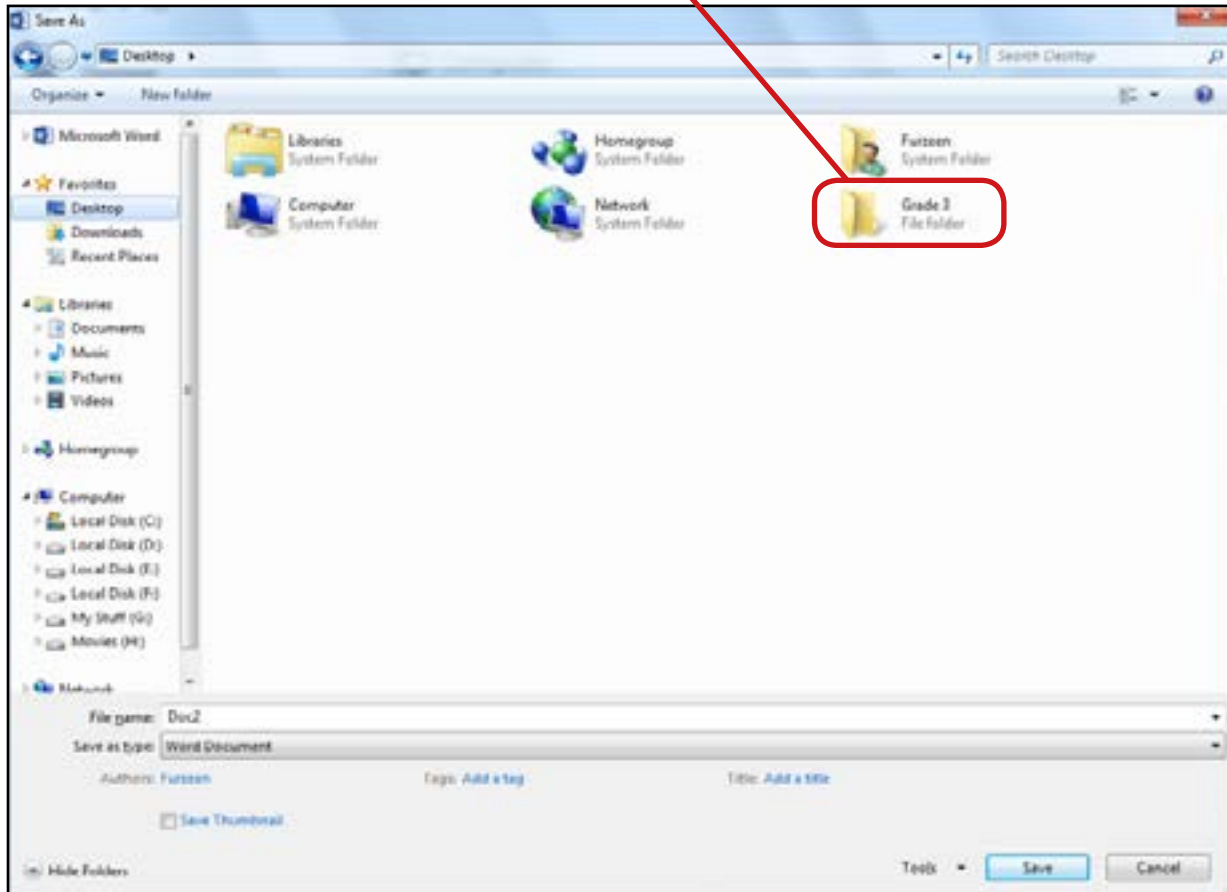
2. I click on "Desktop".



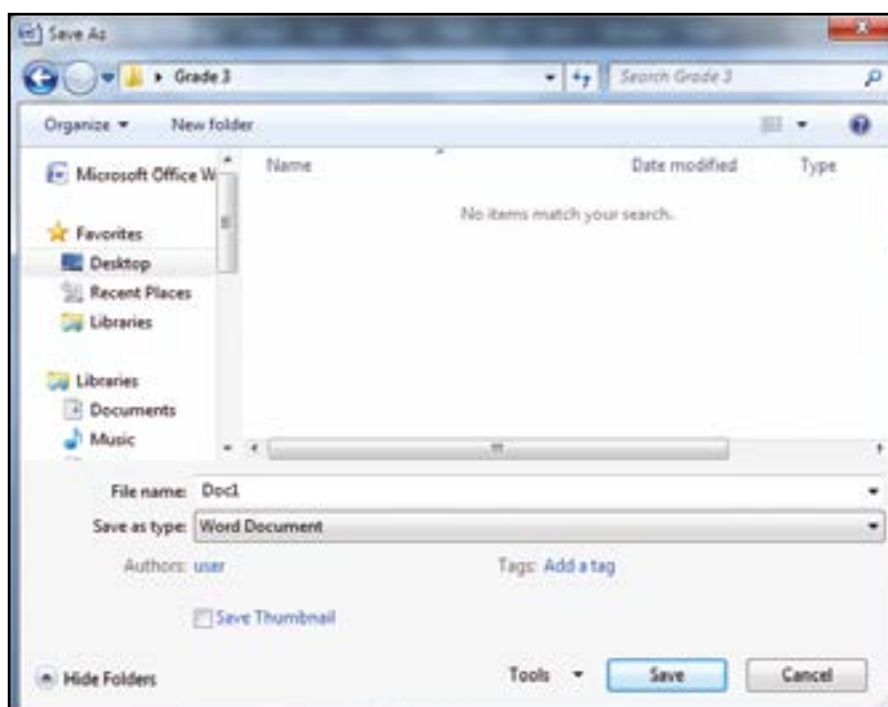
The "Save As" dialog box appears.



3. I double click on the folder "Grade 3".



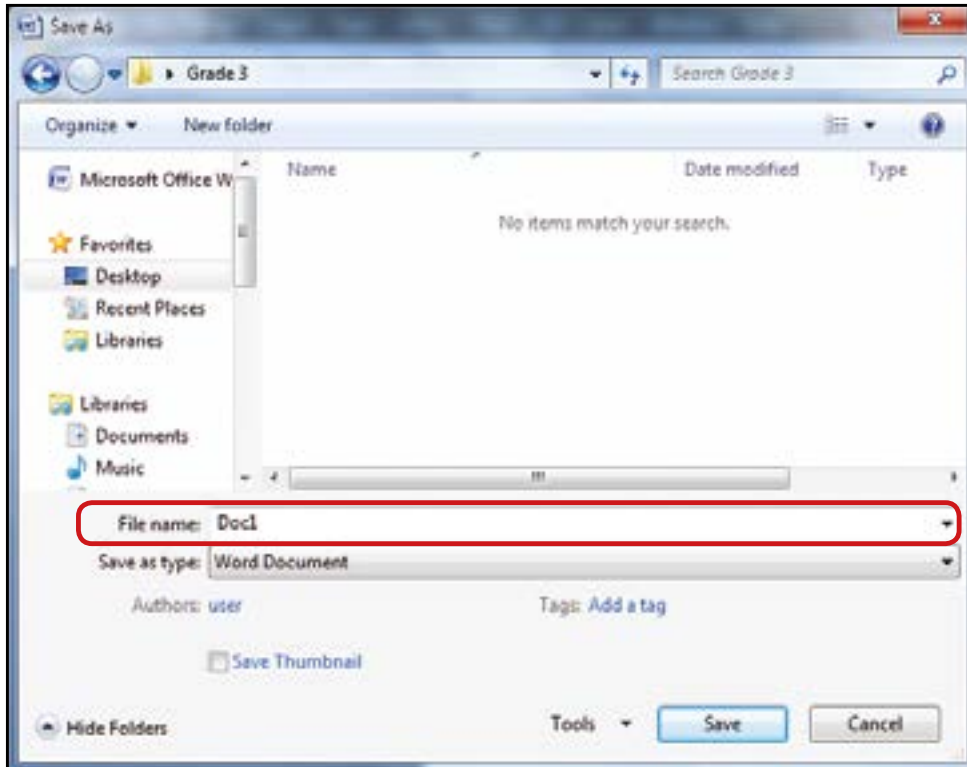
The following window appears:



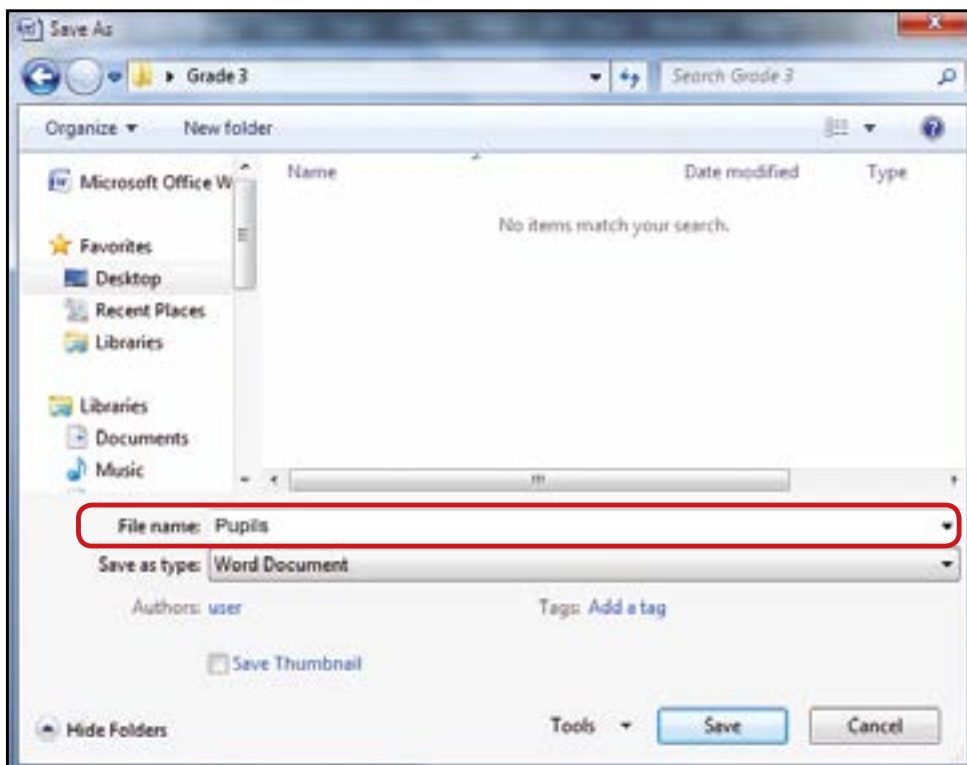


Word Processing

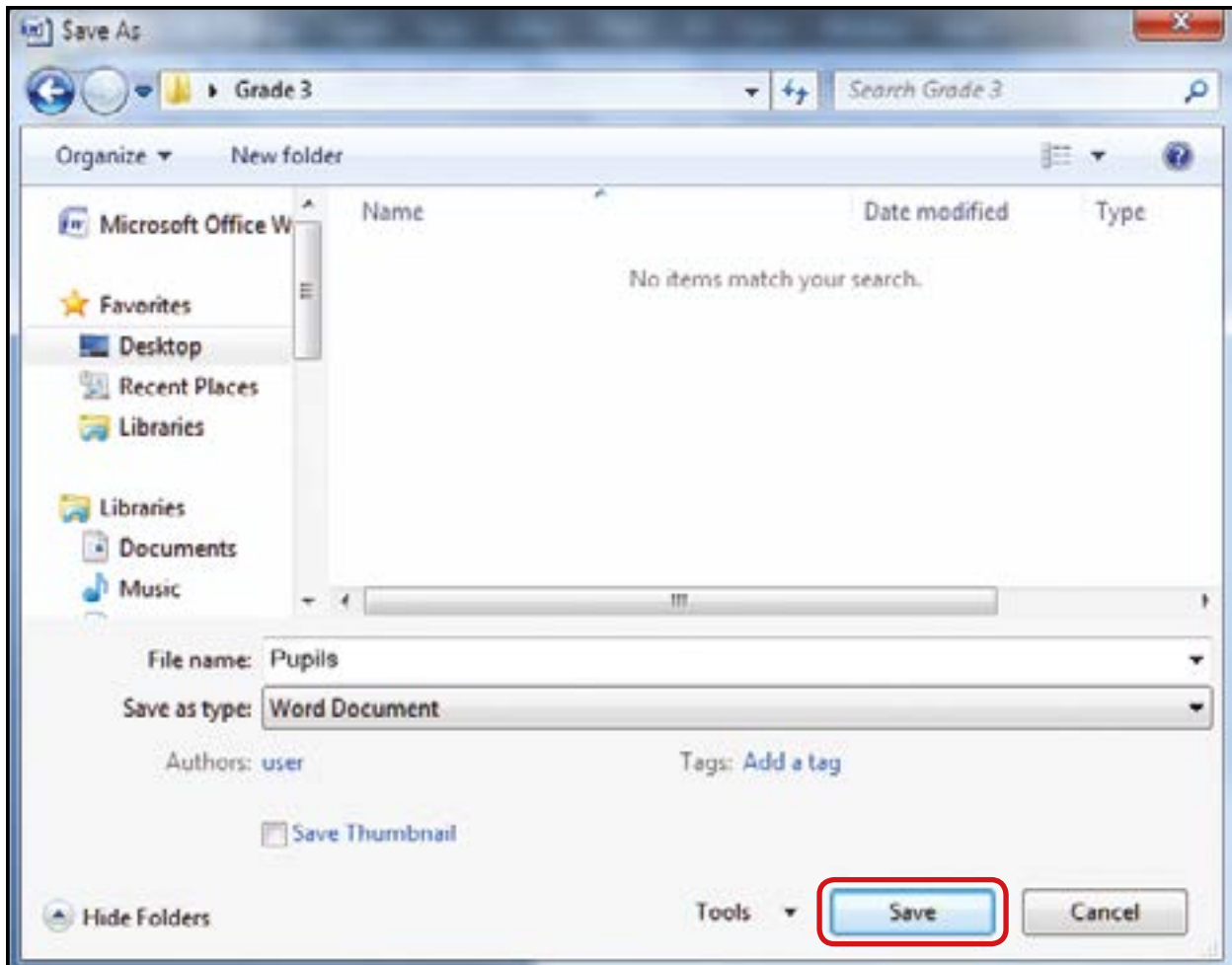
4. I click on the File Name box.



5. I type "Pupils".



6. I click on the "Save" button.





Word Processing



Activity 3: Use MS Word to type the following text:

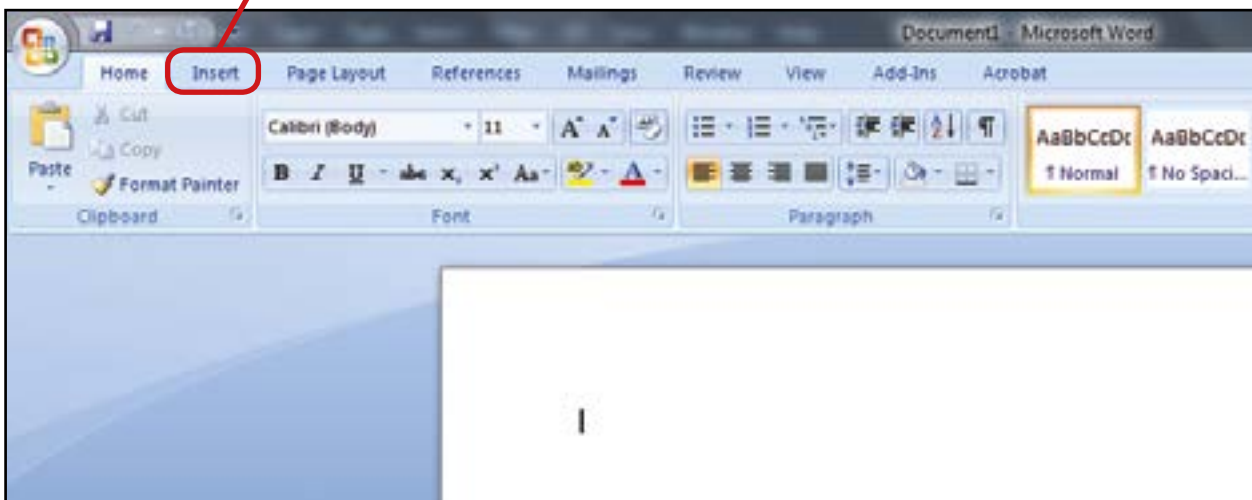
In the school yard

The children are in the school yard. They are playing with a ball.

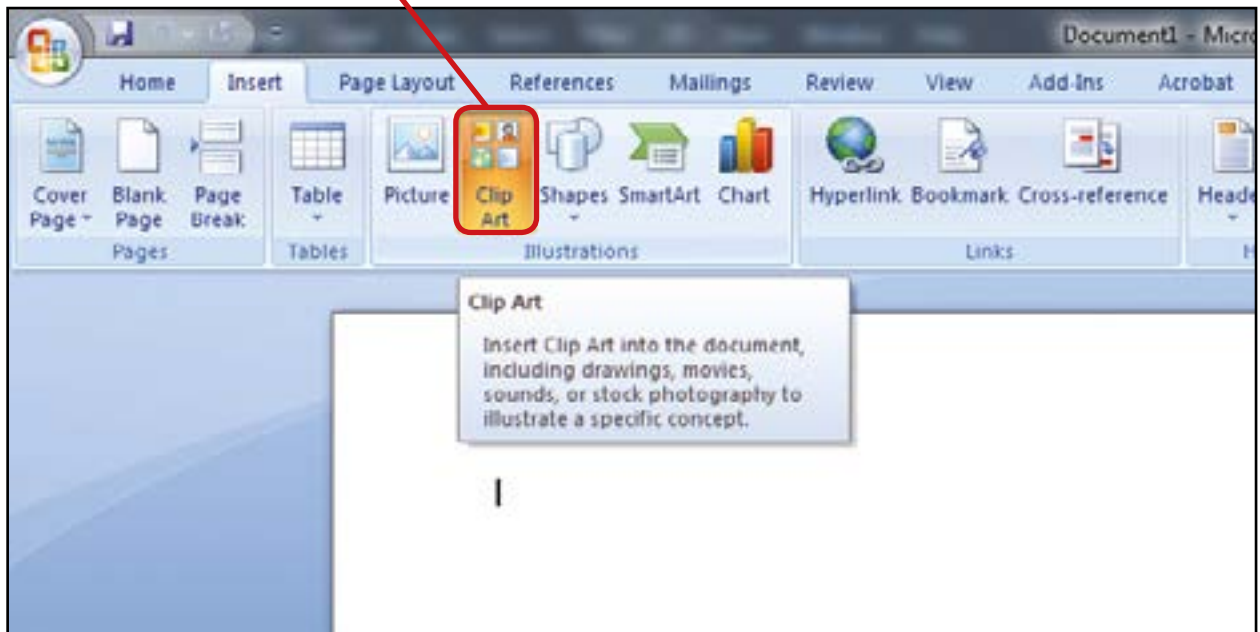
Save the text you type in the folder **Grade 3** on the desktop using the file name '**Yard**'.

Inserting a clip art in a word processed document

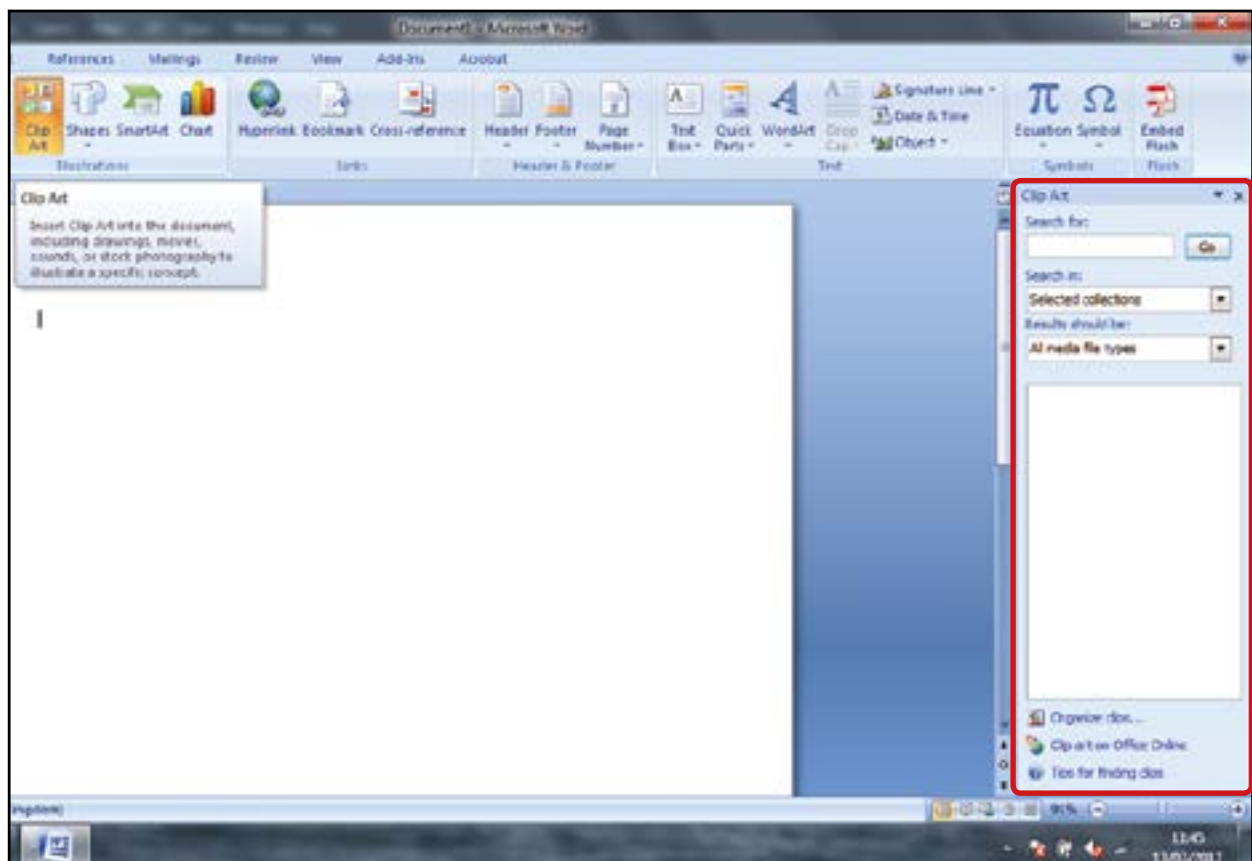
1. I open MS Word 2007
2. I place the cursor where I want to insert the clip art.
3. I click on the **Insert** tab.



4. I click on **Clip Art**.



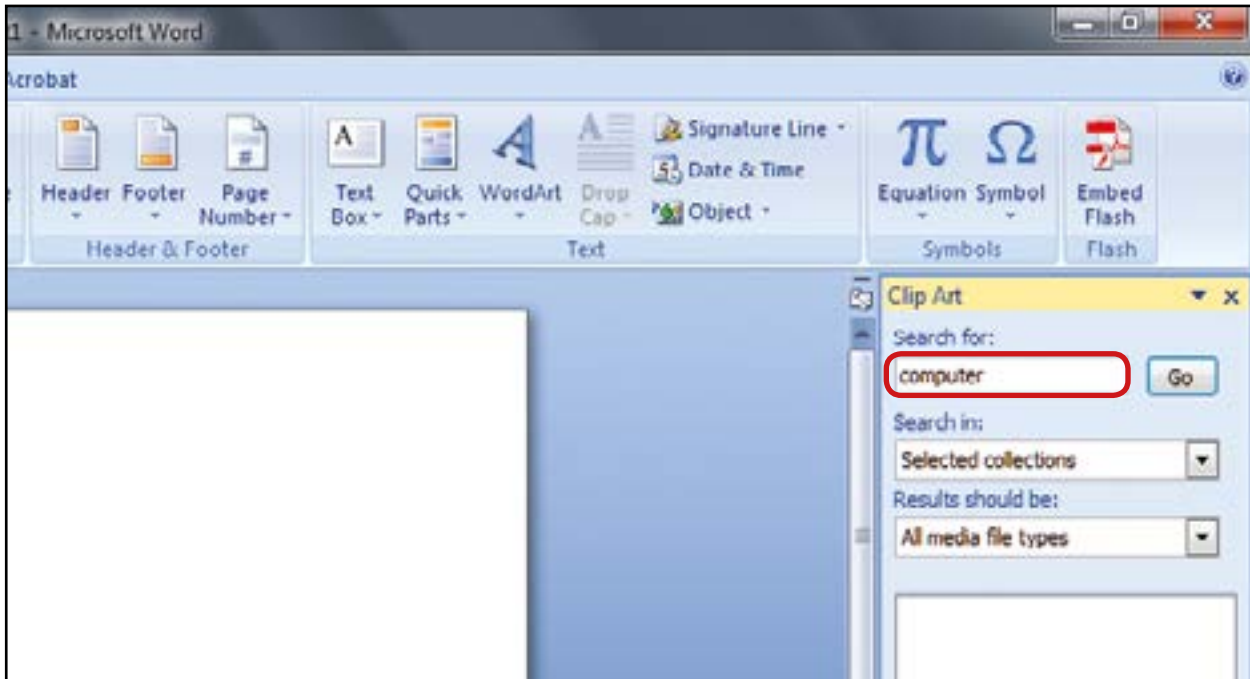
The Clip Art task pane will appear on the right as shown below:





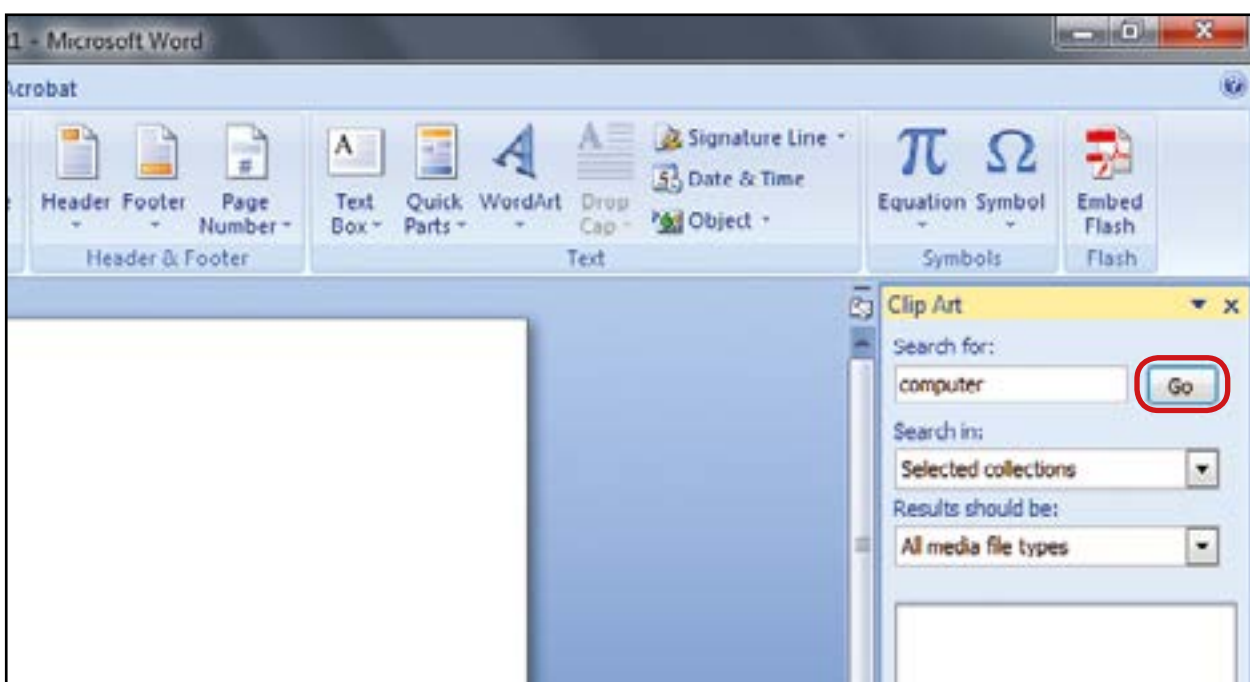
Word Processing

5. In the “**Search for**” box, I type the name of the clip art I want to insert. For example I type the word “computer”.

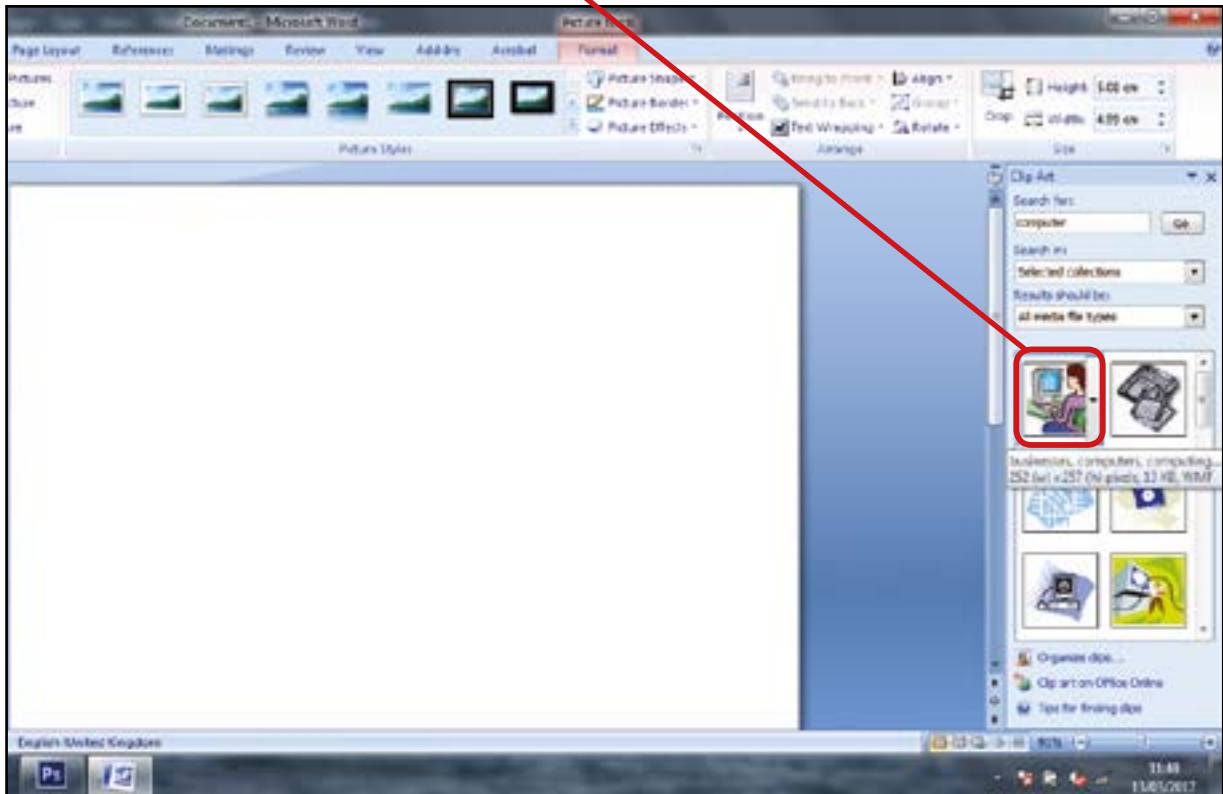


6. I click on the **Go** button.

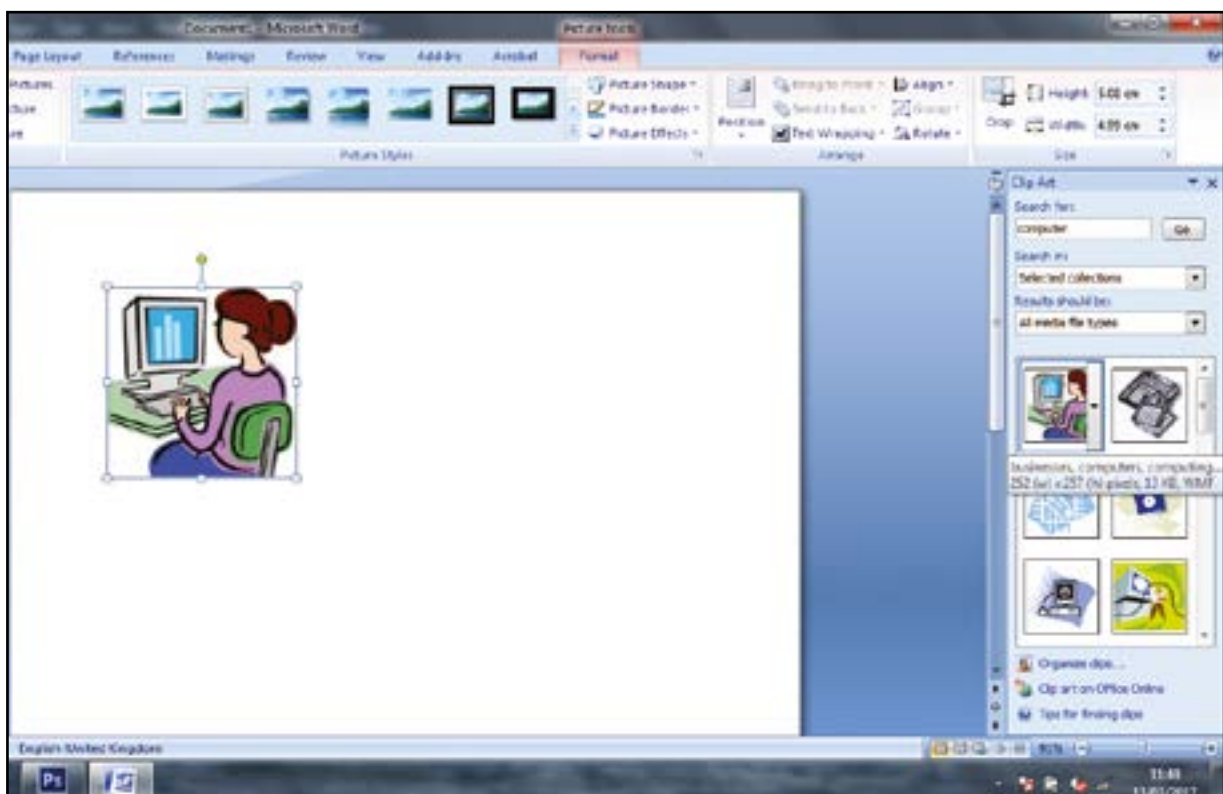
A list of clip art will be displayed as shown below:



7. I choose a clip art and click on it.



The clip art will appear on the page.






Word Processing

The Home and End keys



While editing a text, when I press the **Home** key , the cursor goes at the beginning of the line.

For example, in the text below the cursor is in the middle of the line.

In the school yard


The children are in the|school yard. They are playing with a ball.

When I press the **Home** key  , the cursor goes to the beginning of the line.

In the school yard

|The children are in the school yard. They are playing with a ball.




While editing a text, when I press the **End** key  , the cursor goes to the end of the line.

For example, in the text below the cursor is in the middle of the line.

In the school yard

The children are in|the school yard. They are playing with a ball.

When I press the **End** key  , the cursor goes to the end of the line.

In the school yard

The children are in the school yard. They are playing with a ball.|



Word Processing

Evaluation



At the end of this unit, I can



1	Save a word processed document	
2	Insert pictures in a word processed document using Clip Art.	
3	Use the Home and End keys	

UNIT 4

Spreadsheet

Aim:

To work with a spreadsheet software.

Learning Objectives:

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

- Open and close a spreadsheet software
- Create a simple spreadsheet
- Edit a simple spreadsheet
- Format a simple spreadsheet





Spreadsheet

What is a Spreadsheet?

A Spreadsheet consists of rows and columns.



I use a spreadsheet to represent information in the form of tables.

Some examples of Spreadsheet programs are:



Google Sheets



Apple Numbers



Microsoft Office Excel



Open Office Calc



I use Microsoft Office Excel 2007 to draw this table.

	A	B	C	D
1	NAME	ADDRESS	AGE	
2	Jane	Port Louis	10	
3	Tom	Goodlands	4	
4	Sheena	Rose Hill	15	
5	Raj	Grand Bay	13	
6	Ah Moy	Moka	6	
7	Rashid	Savanne	17	

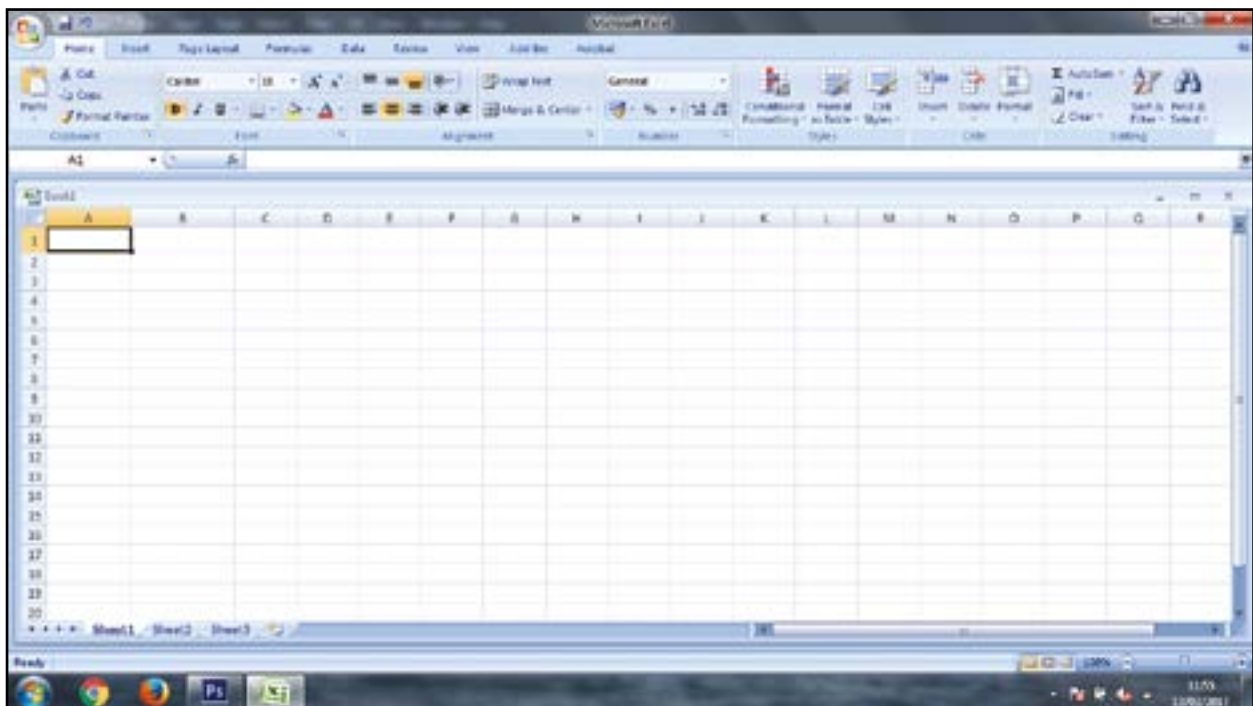
Opening Microsoft Office Excel 2007

1. I click on the **Start** button.
2. I click on **All Programs**.
3. I click on **Microsoft Office**.
4. I click on **Microsoft Office Excel 2007**.

OR

I double click on the **Microsoft Office Excel 2007** icon  on the desktop.

Microsoft Office Excel 2007 opens as shown below:

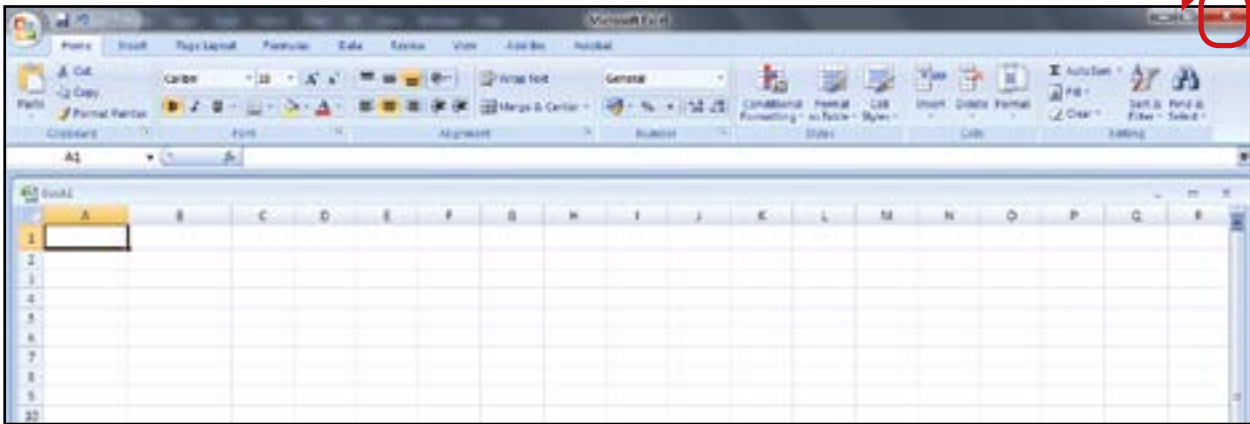




Spreadsheet

Closing Microsoft Office Excel 2007

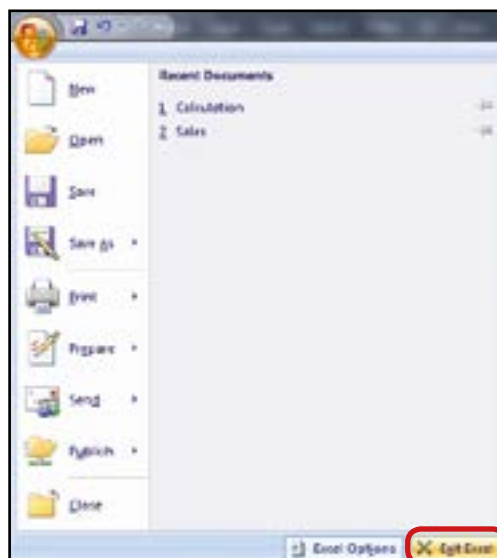
I click on the **Close** button at the upper right corner of the screen.



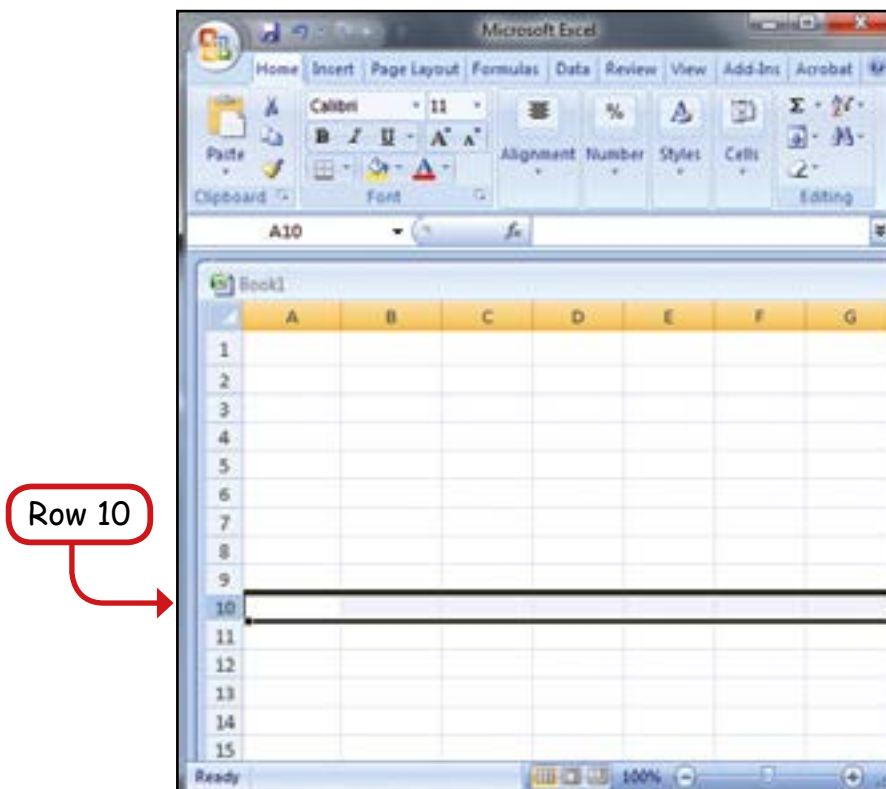
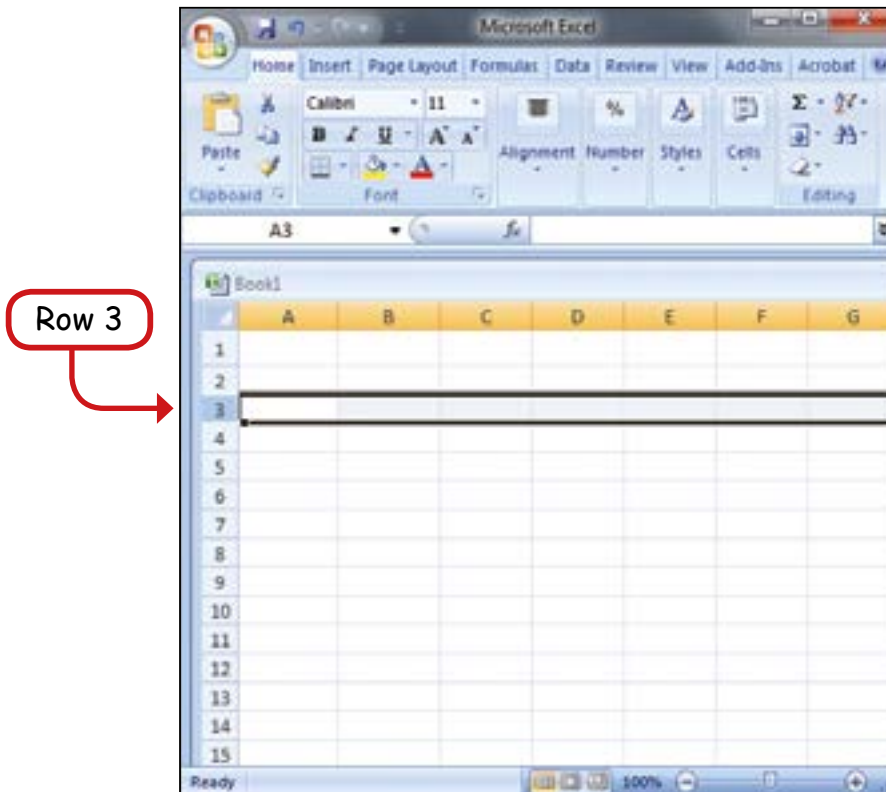
1. I click on the **Office** button.



2. I click on the **Exit Excel** button.

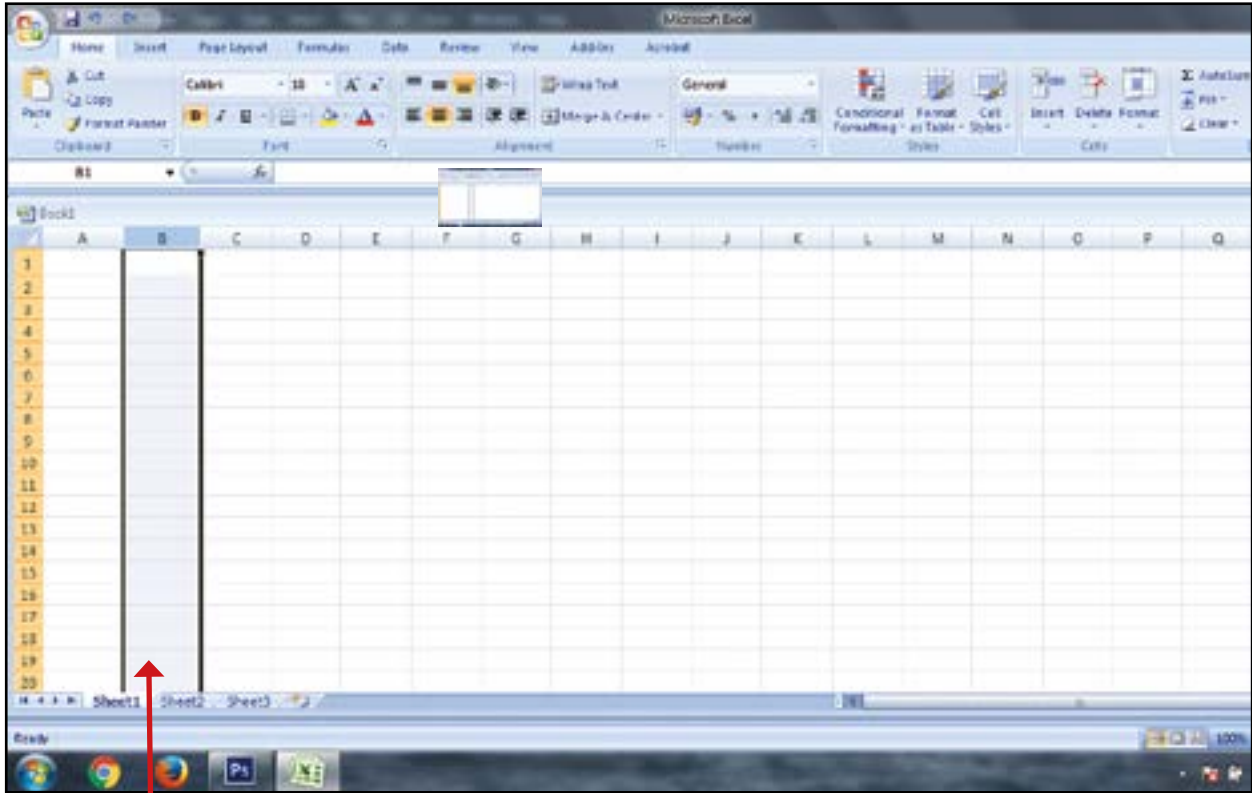


Row, Column and Cell





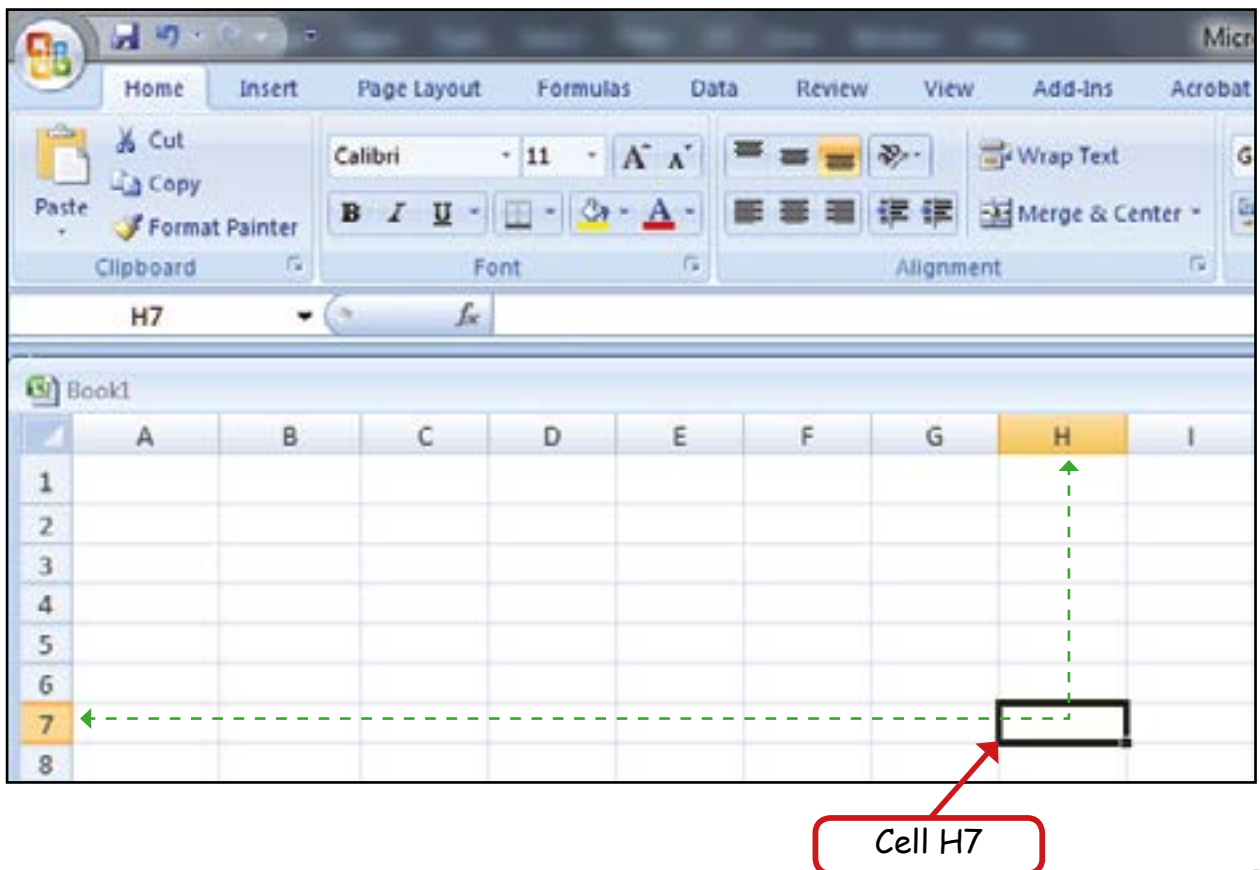
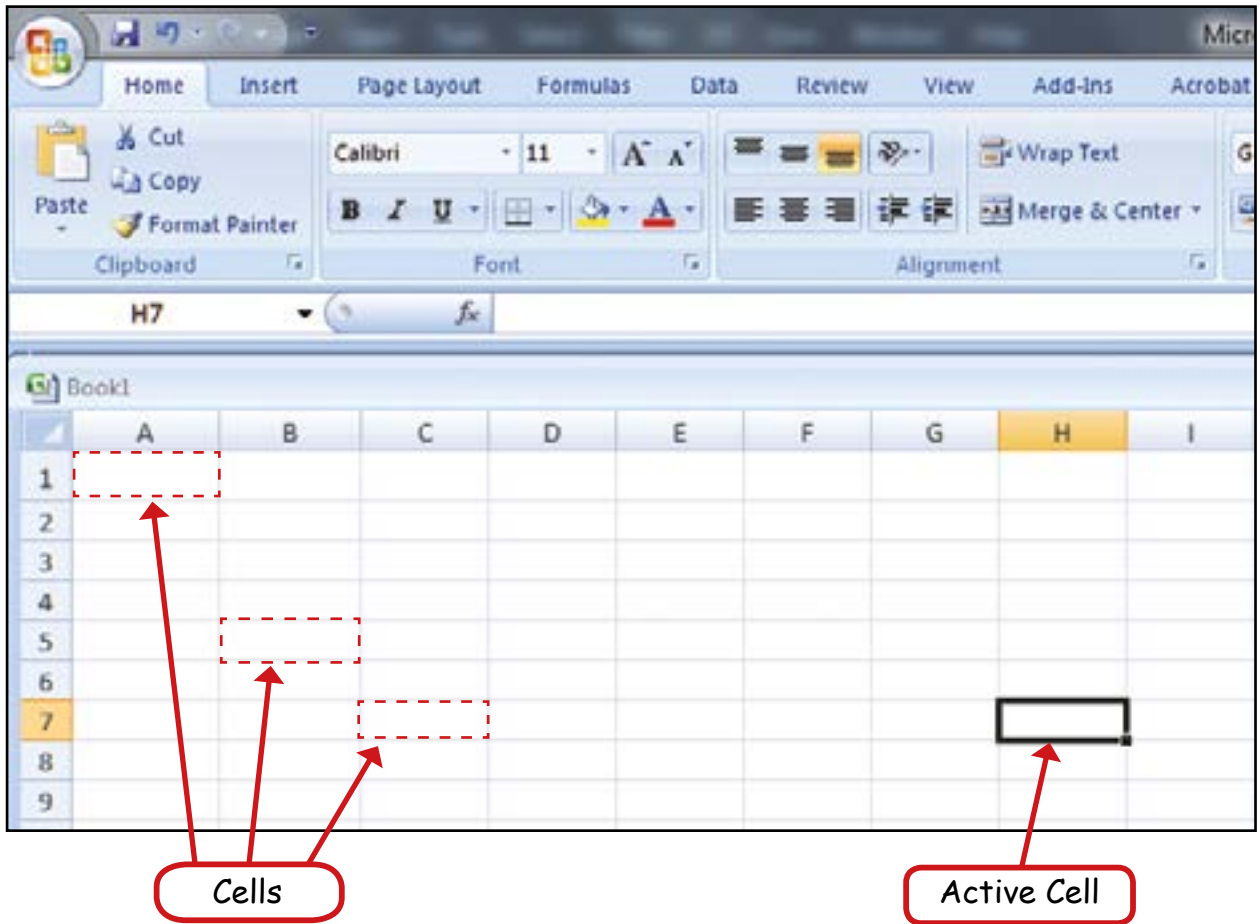
Spreadsheet



Column B

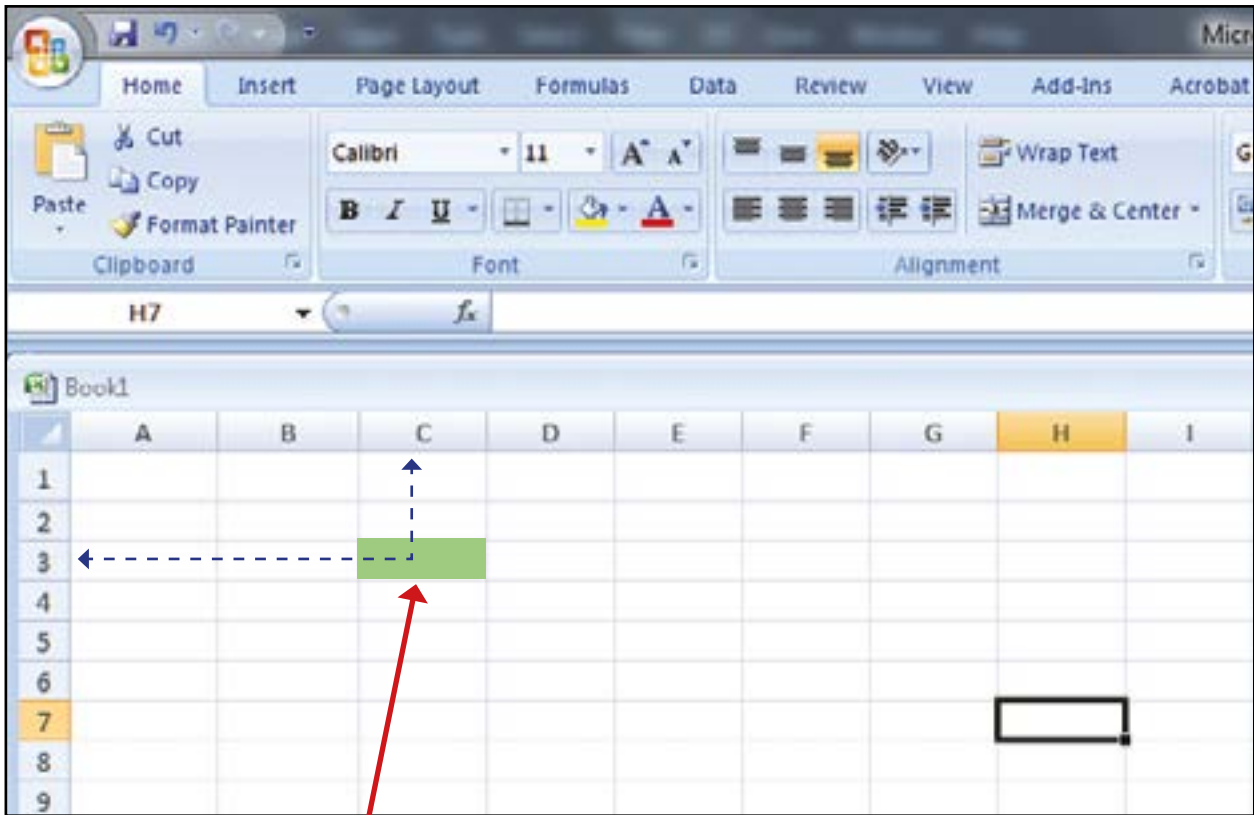


Column F





Spreadsheet



Cell C3



H7 and C3 are cell addresses

For cell C3, C is the column letter and 3 is the row number.



Activity 1: Shading columns

Shade **column A**, **column D** and **column G** in the spreadsheet below:

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									



Activity 2: Shading rows

Shade **row 2**, **row 6**, **row 4** and **row 7** in the spreadsheet below:

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									



Spreadsheet



Activity 3: Identifying cells

Write the following cell's addresses in the correct cell of the spreadsheet below:

E2, B7, H5, G1

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									



Activity 4: Identifying cells

Shade the following cells in the spreadsheet below:

A6, D3, H9, F4, C5

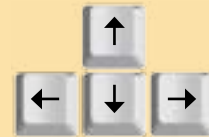
	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Moving around a spreadsheet



I click on a cell to make it active.

To move from one cell to another, I use the arrow keys of the keyboard.



Activity 5: Fill in the blanks

- When I open Microsoft Office Excel 2007, the active cell is _____.
- I press the right arrow key 3 times, now the active cell is _____.
- From there, I press the down arrow key 5 times, cell _____ becomes active.
- I must press the left arrow key _____ times so that B6 becomes active.

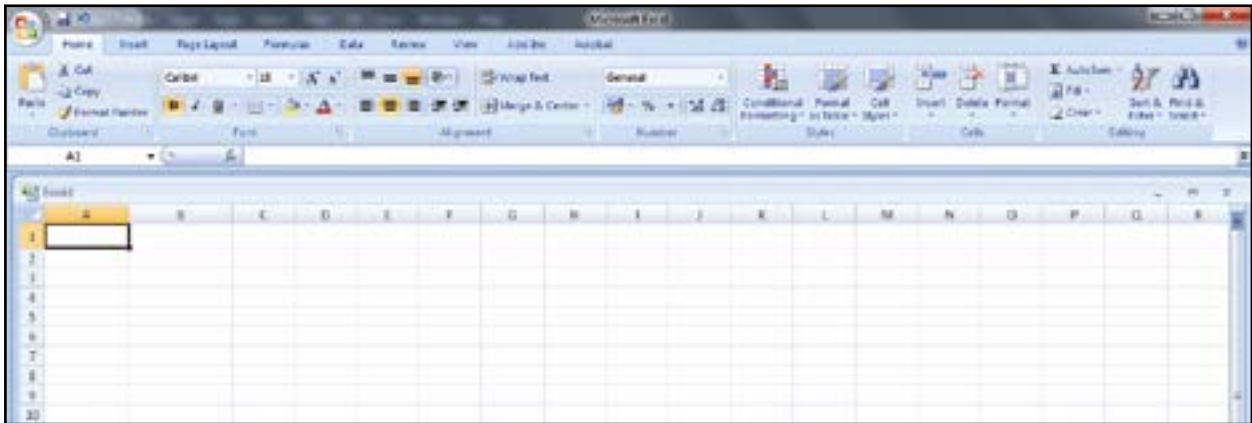


Spreadsheet



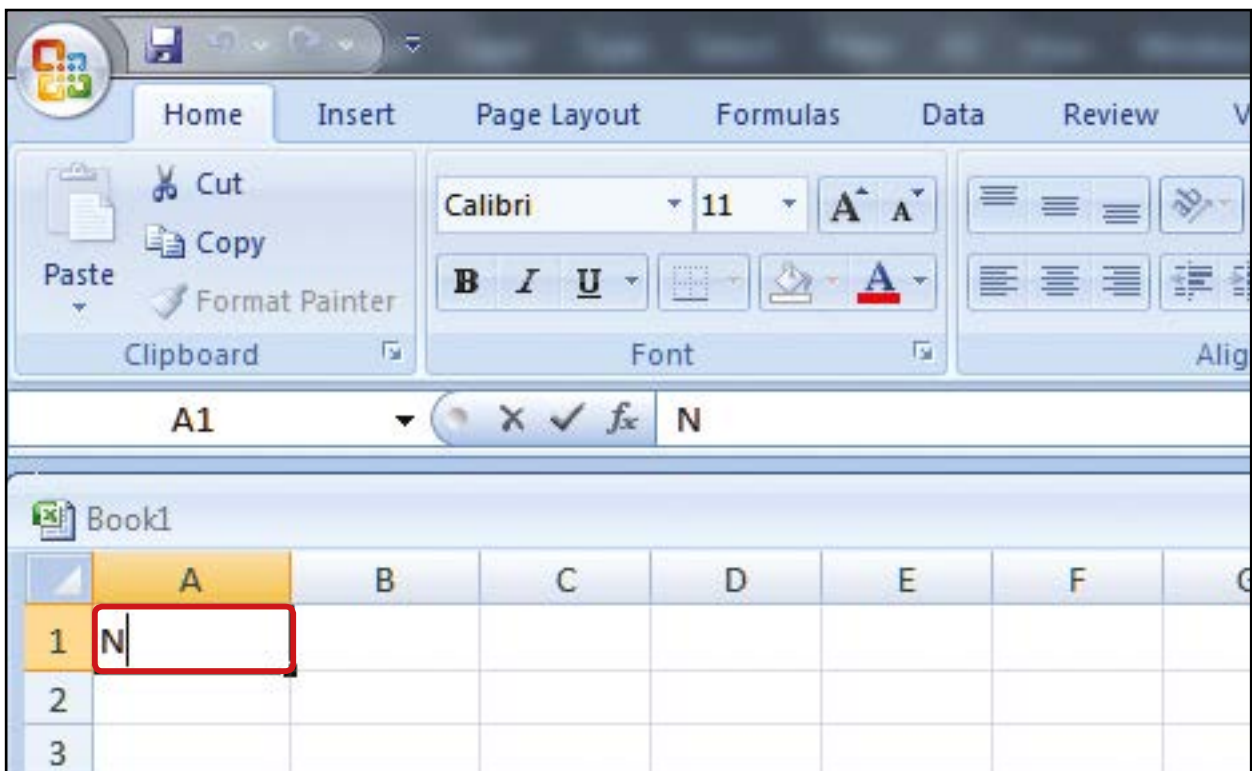
Activity 6: Entering text in the cells of a Spreadsheet

1. I open Microsoft Office Excel 2007.

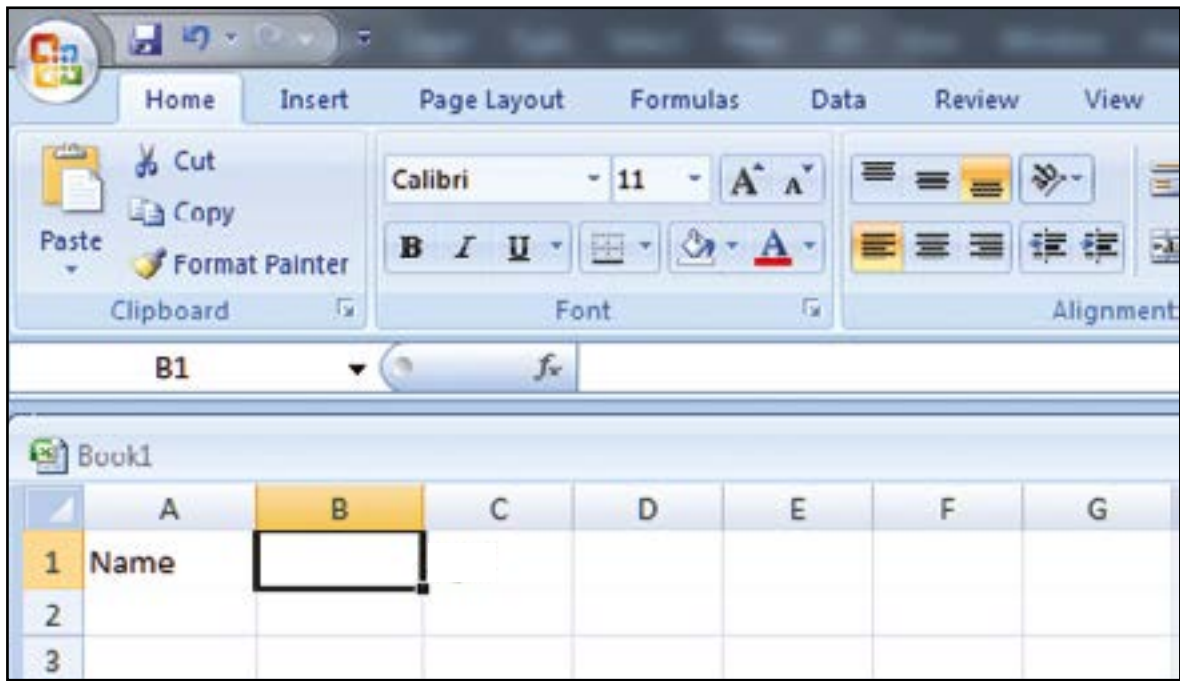


2. I type the word **Name**.

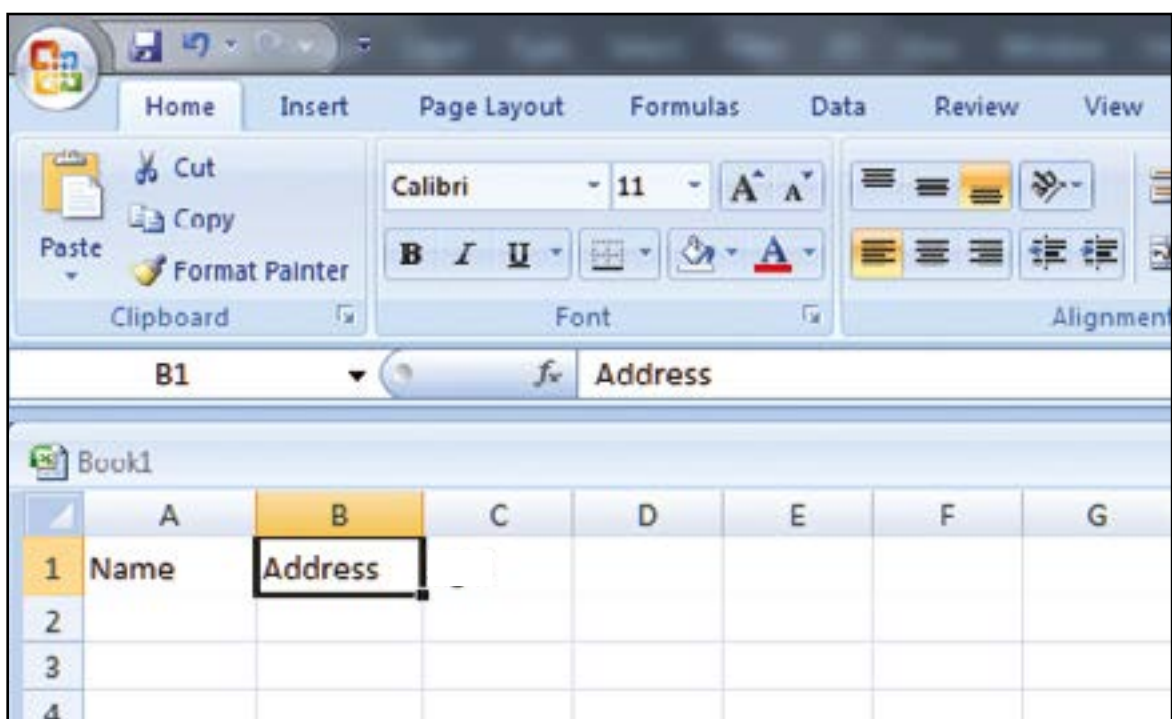
As I type the letter N, the **cursor** appears.



3. After typing **Name** in cell A1, I use the right arrow key to move to cell B1.



4. I type the word **Address** and then move to cell C1 to type the word **Age**.





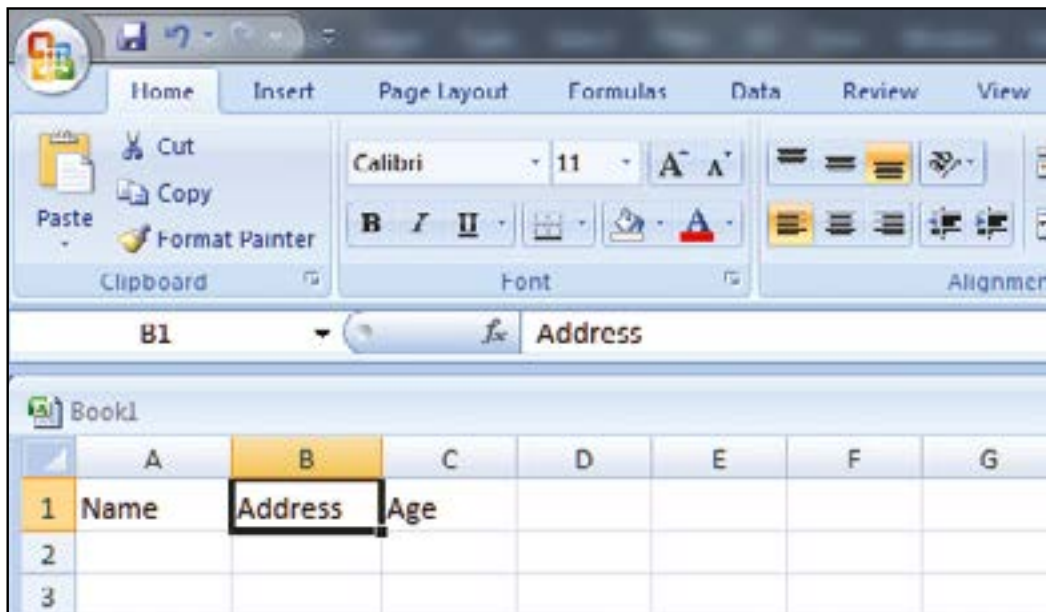
Spreadsheet



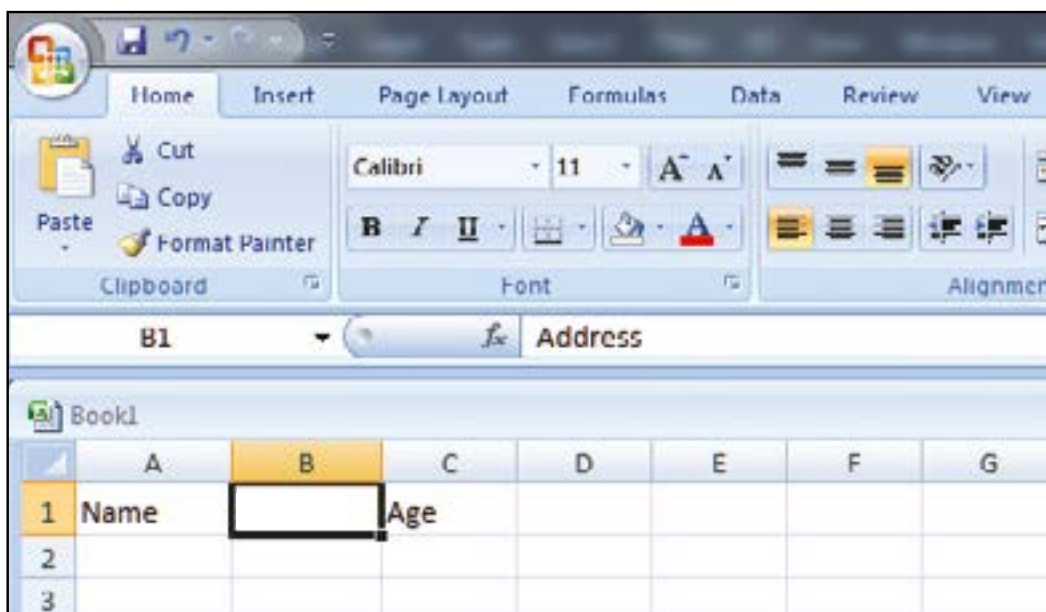
Activity 7: Deleting text in the cells of a spreadsheet

Delete the word **Address** in cell **B1** in activity 6.

1. I click on cell **B1**



2. I press the Delete key  on the keyboard.

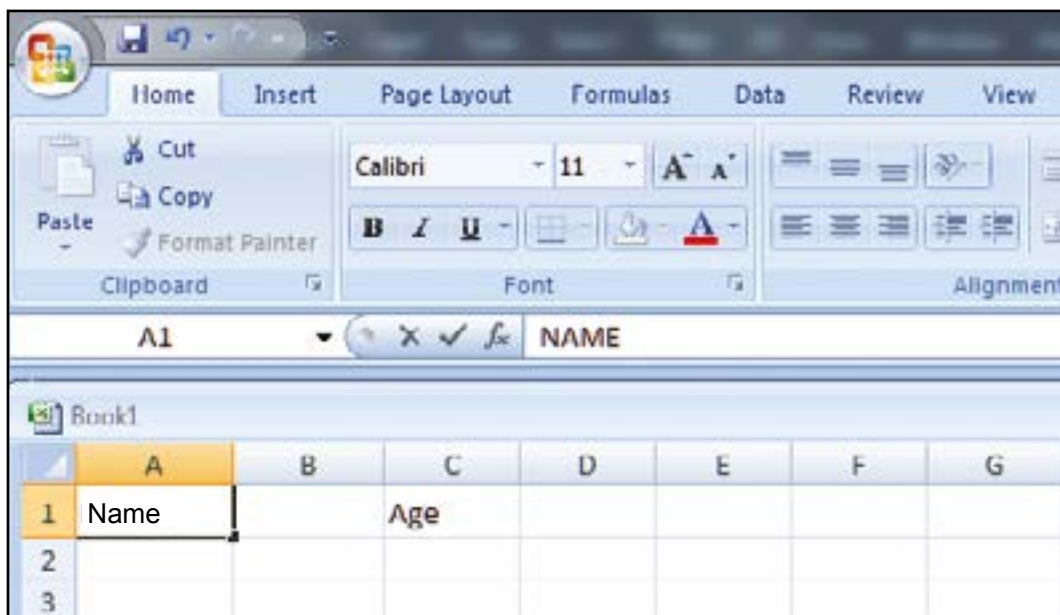




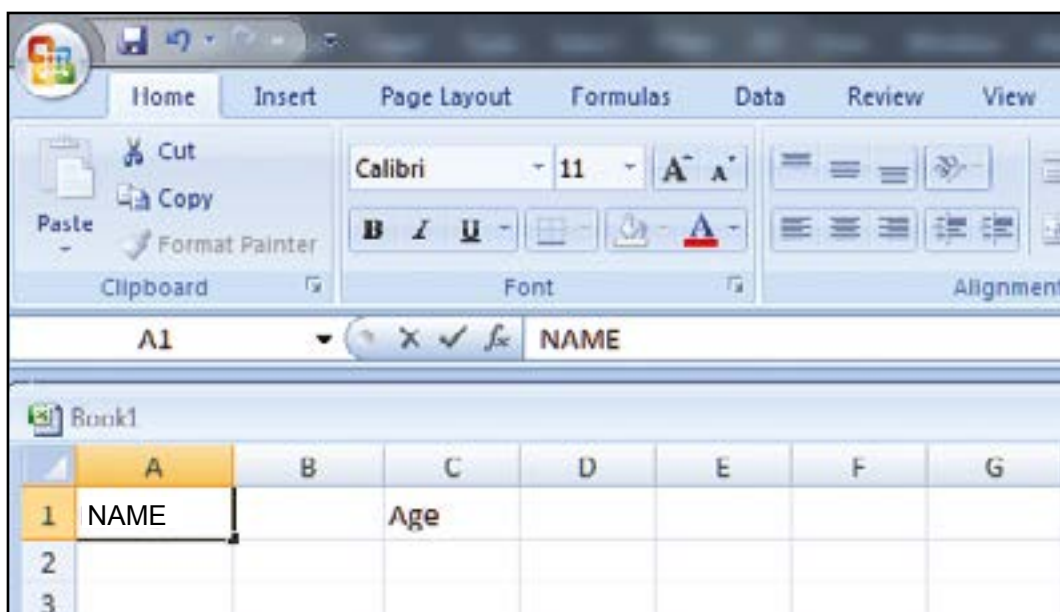
Activity 8: Changing text in the cells of a spreadsheet

Capitalize the word **Name** in cell **A1** in activity 6.

1. I click on cell A1.



2. I type the word **Name** in capital letters.





Spreadsheet



Activity 9: Create a simple spreadsheet to show Grade 3 pupils' information:

NAME	AGE	ADDRESS
Amira	7	Port Louis
Christian	7	Curepipe
Pravin	7	Rose Hill
Rita	7	Reduit

Save the spreadsheet in the folder **Grade 3** using filename "**Pupils Info**".



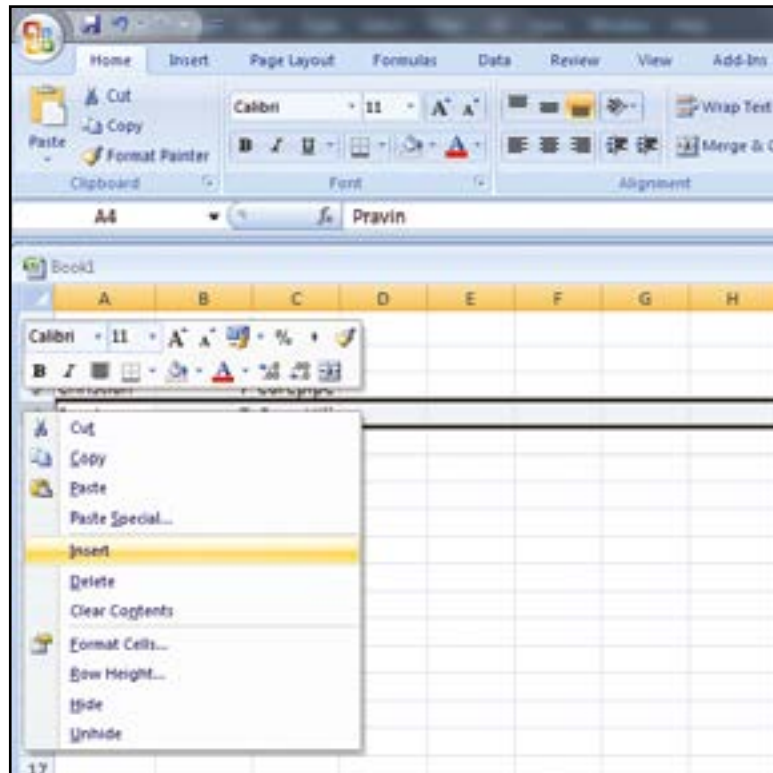
Activity 10: Adding a row in a spreadsheet

Insert a row between row 3 and row 4 in the spreadsheet "**Pupils Info**" to add information for Deven who is 7 years old and lives at Coromandel.

1. I open the file "Pupils Info".
2. I right click on row number 4.

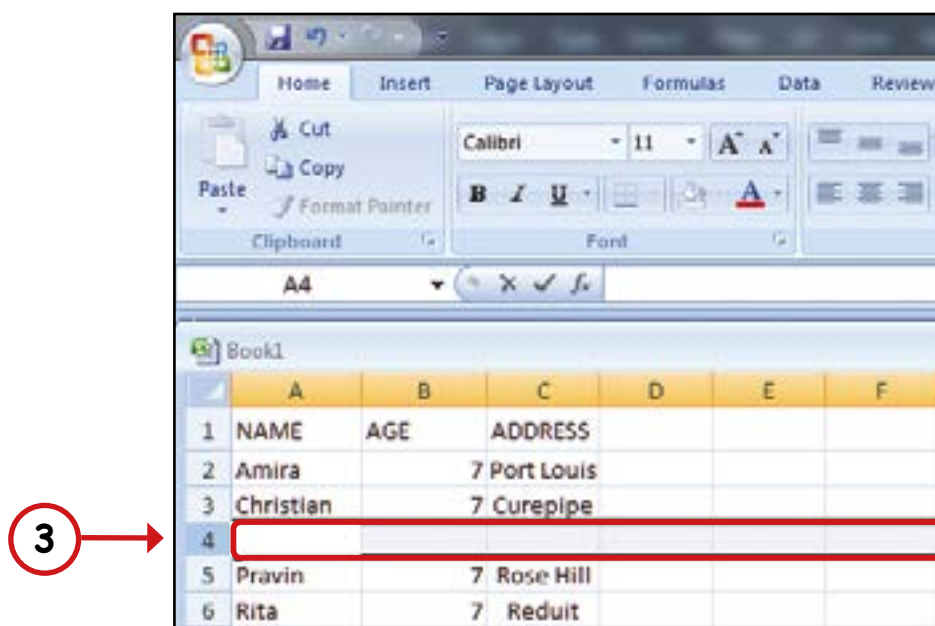
	A	B	C	D	E	F	G
1	NAME	AGE	ADDRESS				
2	Amira		7 Port Louis				
3	Christian		7 Curepipe				
4	Pravin		7 Rose Hill				
5	Rita		7 Reduit				
6							

A menu appears as shown below:



3. I click on "Insert"

A new row appears as shown below:



4. I fill the new row with the information given for Deven.

5. I save and close the file "Pupils Info"



Spreadsheet



Activity 11: Adding a column in a spreadsheet

Insert a column titled "SURNAME" between column A and column B in the spreadsheet "Pupils" and add the following surname of each pupil:

Amira: Mohamed

Christian: Ng

Deven: Ramsamy

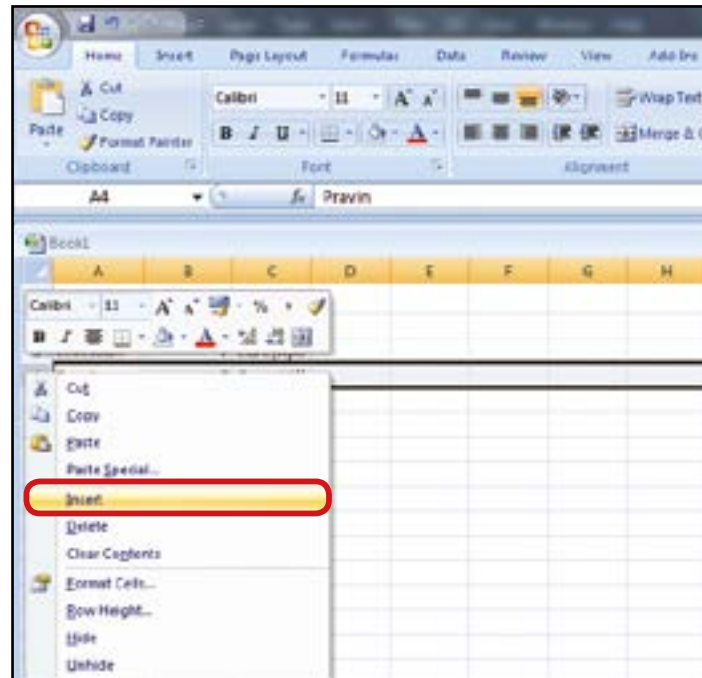
Pravin: Ramlall

Rita: Burton

1. I open the file "Pupils Info".
2. I right click on column letter B.

	A	B	C	D	E	F
1	NAME	AGE	ADDRESS			
2	Amira		7 Port Louis			
3	Christian		7 Curepipe			
4	Deven		7 Coromandel			
5	Pravin		7 Rose Hill			
6	Rita		7 Reduit			
7						

A menu appears as shown below:



3. I click on "Insert"

A new column appears as shown below:

 A screenshot of the Microsoft Excel interface showing a spreadsheet with a new column added. The 'Insert' tab is selected in the ribbon. The spreadsheet has columns A through F and rows 1 through 6. Column B is highlighted with a red rectangular box. The data in the spreadsheet is as follows:

	A	B	C	D	E	F
1	NAME		AGE	ADDRESS		
2	Amira			7 Port Louis		
3	Christian			7 Curepipe		
4	Deven			7 Coromandel		
5	Pravin			7 Rose Hill		
6	Rita			7 Reduit		

4. I fill the new column with the information given.

5. I save and close the file "Pupils Info"



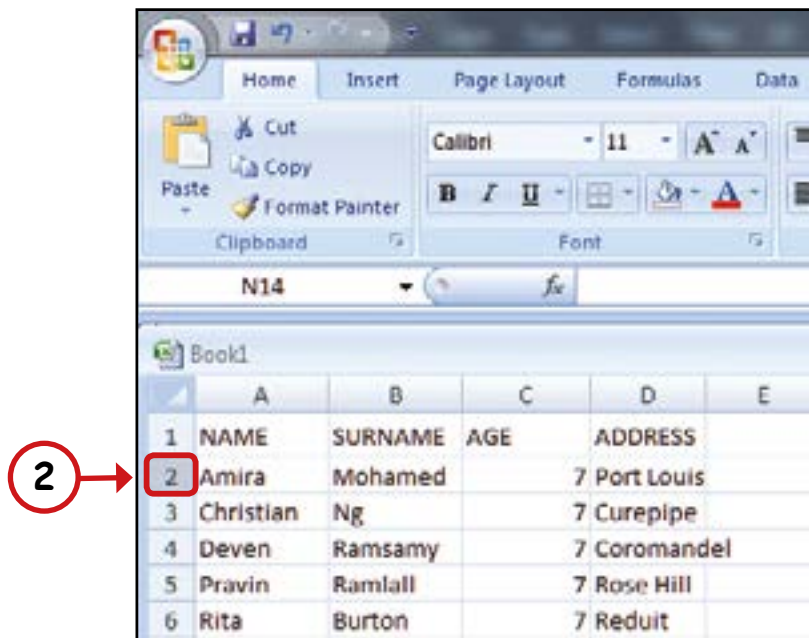
Spreadsheet



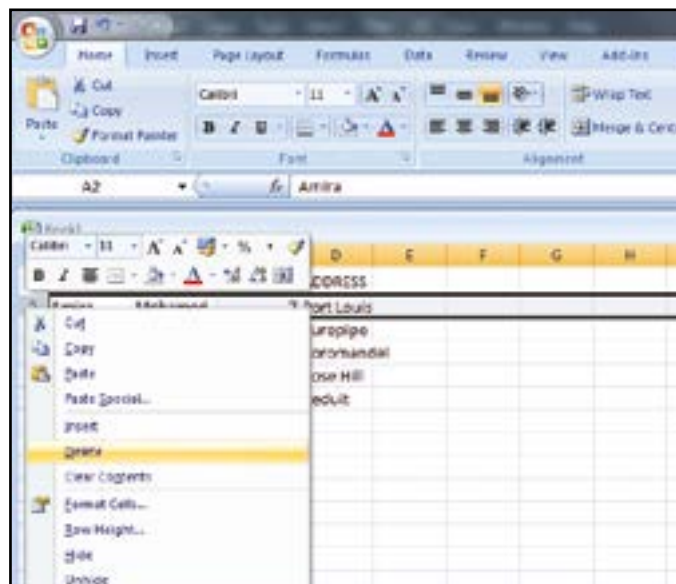
Activity 12: Deleting a row in a spreadsheet

Pupil Amira Mohamed has been transferred to another school. Delete her information from the spreadsheet "Pupils Info".

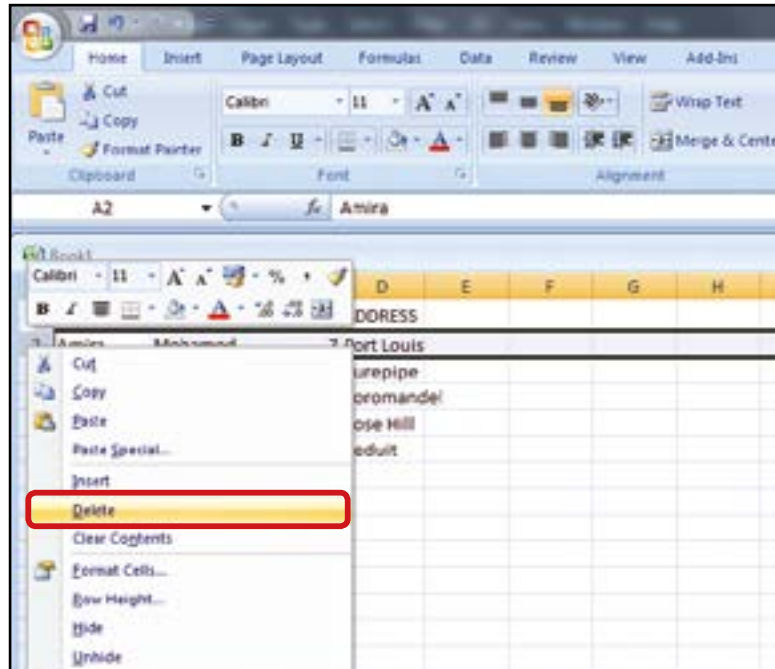
1. I open the file "Pupils Info".
2. I right click on row number 2.



A menu appears as shown below:



3. I click on "Delete"



The row containing Amira's information disappears as shown below:

	A	B	C	D	E	F
1	NAME	SURNAME	AGE	ADDRESS		
2	Christian	Ng		7 Curepipe		
3	Deven	Ramsamy		7 Coromandel		
4	Pravin	Ramlall		7 Rose Hill		
5	Rita	Burton		7 Reduit		
6						

4. I save and close the file "Pupils Info"



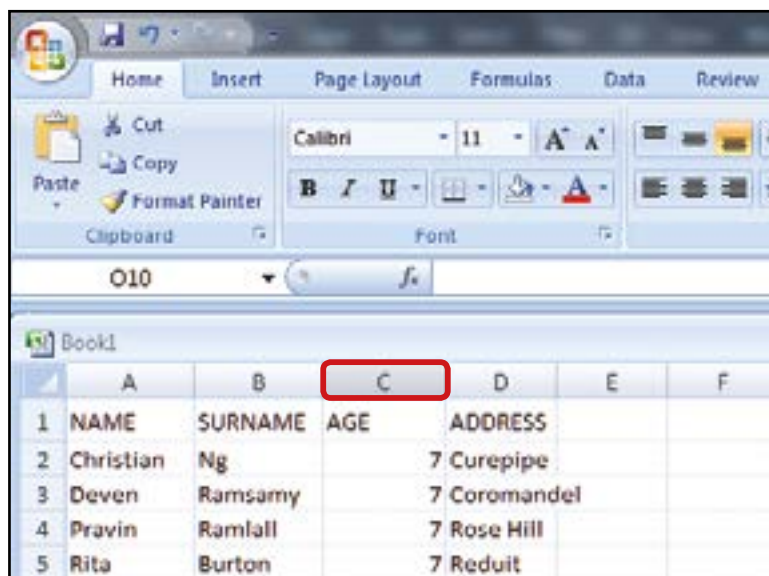
Spreadsheet



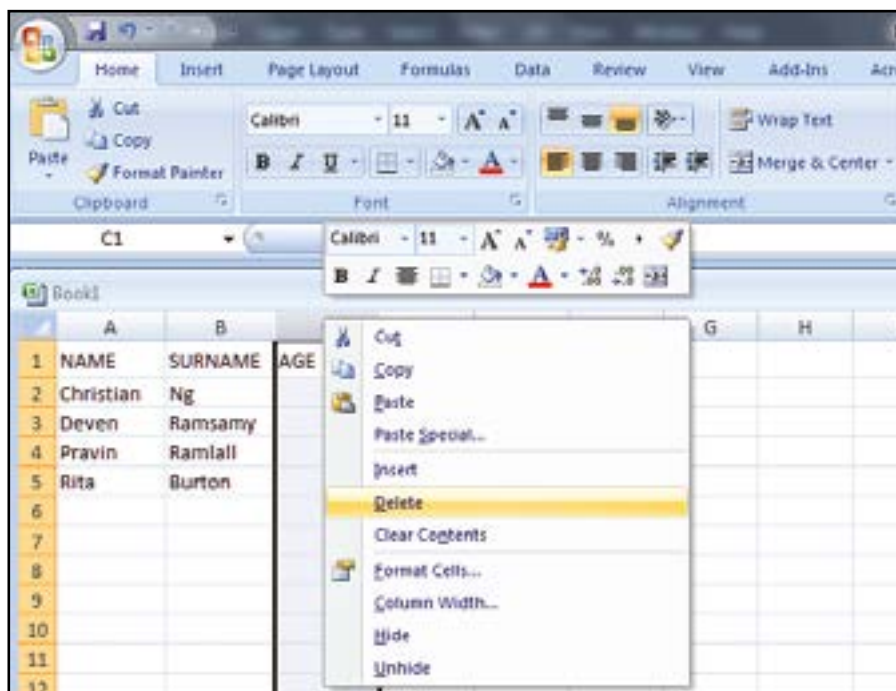
Activity 14: Deleting a column in a spreadsheet

Delete the column "Age" from the spreadsheet "Pupils Info"..

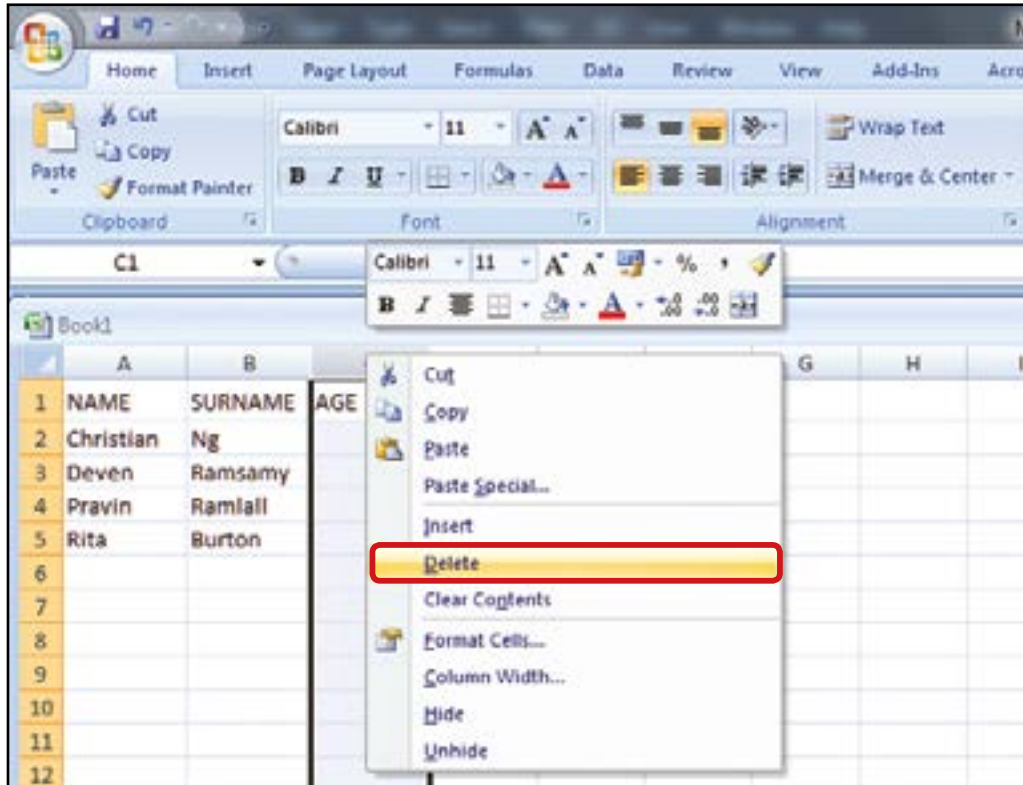
1. I open the file "Pupils Info".
2. I right click on column letter C.



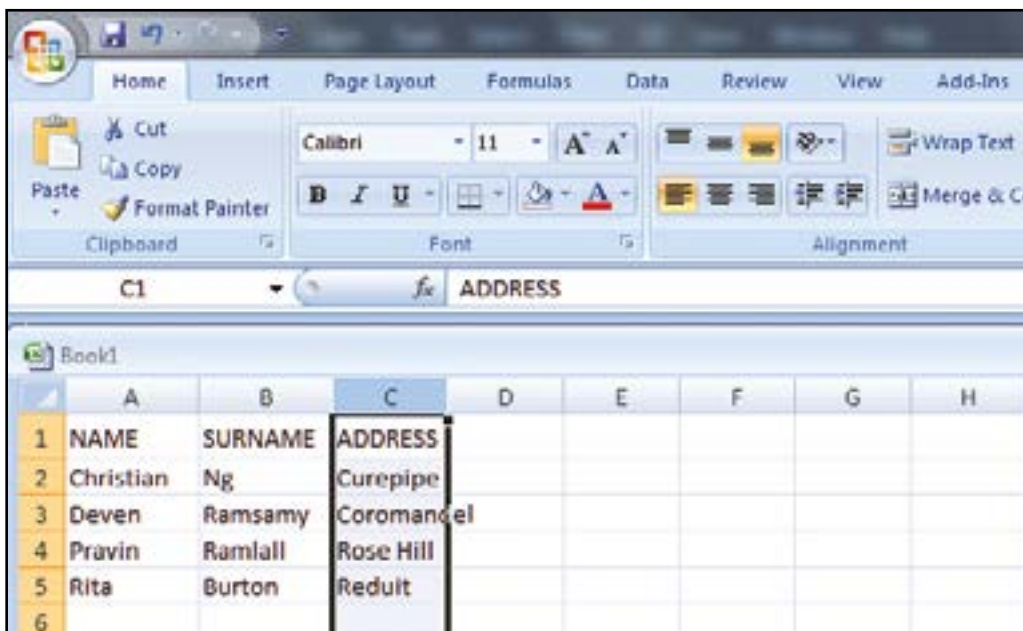
A menu appears as shown below:



3. I click on "Delete"



The column "Age" disappears as shown below:



4. I save and close the file "Pupils Info"



Spreadsheet



Activity 15: Adjusting a column's width in a spreadsheet


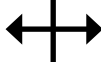
Adjust the width of column C.

1. I open the file "Pupils Info".

I can see that the word **Coromandel** does not fit in the **ADDRESS** column.

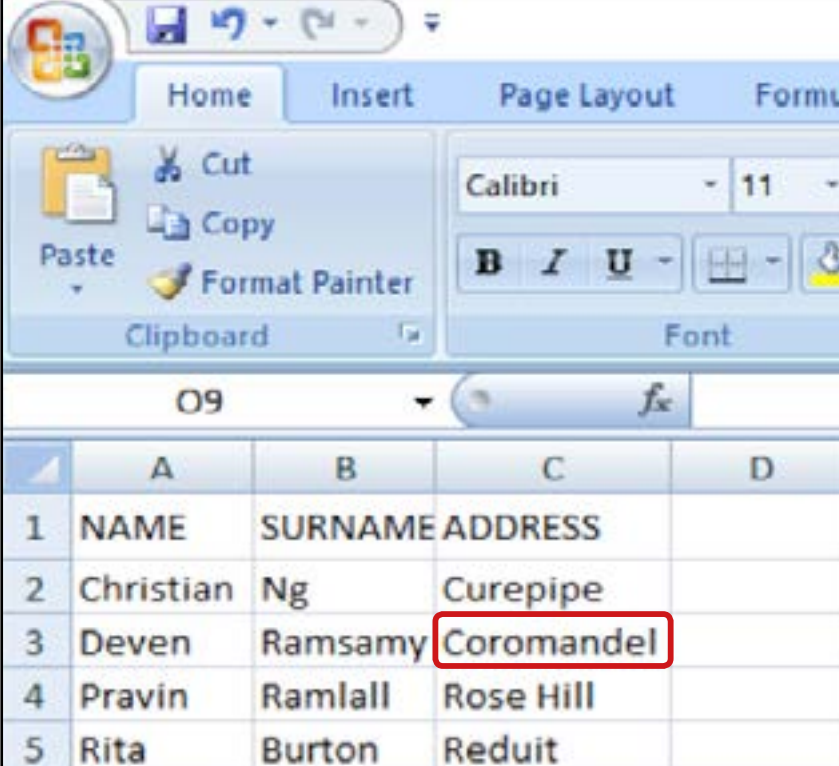
	A	B	C	D
1	NAME	SURNAME	ADDRESS	
2	Christian	Ng	Curepipe	
3	Deven	Ramsamy	Coromandel	
4	Pravin	Ramlall	Rose Hill	
5	Rita	Burton	Reduit	

2. I place the mouse pointer on the right border of the column letter C and I double click.

Note that the mouse pointer changes from  to 

	A	B	C	D
1	NAME	SURNAME	ADDRESS	
2	Christian	Ng	Curepipe	
3	Deven	Ramsamy	Coromandel	
4	Pravin	Ramlall	Rose Hill	
5	Rita	Burton	Reduit	

The adjusted column will look like as shown below:



	A	B	C	D
1	NAME	SURNAME	ADDRESS	
2	Christian	Ng	Curepipe	
3	Deven	Ramsamy	Coromandel	
4	Pravin	Ramlall	Rose Hill	
5	Rita	Burton	Reduit	

3. Now I adjust the width of the column SURNAME also.

4. I save and close the file "Pupils Info".



Spreadsheet



Activity 16: Fill in the blanks with the words given below:

click, tables, spreadsheet, rows

- A spreadsheet consists of _____ and columns.
- Spreadsheets are used to represent information in the form of _____.
- Microsoft Office Excel is an example of a _____ program.
- To make a cell active in a Microsoft Office Excel I _____ on it.



Activity 17: Interpreting data in a spreadsheet

Study the table below and fill in the blanks.

	A	B	C	D
1	NAME	SURNAME	ADDRESS	
2	Christian	Ng	Curepipe	
3	Deven	Ramsamy	Coromandel	
4	Pravin	Ramlall	Rose Hill	
5	Rita	Burton	Reduit	

- What is the surname of Deven? _____
- Christian lives at _____
- Burton is the _____ of Rita.
- Who lives at Reduit? _____

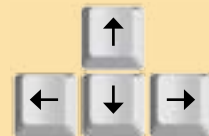
Selecting a range of cells in a spreadsheet



To select a range of cells in a spreadsheet, I click on one of the cells to make it active and then

use Shift key  and

the Arrow keys.



Activity 18: Select cells A2, A3, B2 and B3 in the spreadsheet "Pupils Info"

1. I open the file "Pupils Info".
2. I click on cell A2.

2 →

	A	B	C	D
1	NAME	SURNAME	ADDRESS	
2	Christian	Ng	Curepipe	
3	Deven	Ramsamy	Coromandel	
4	Pravin	Ramlall	Rose Hill	
5	Rita	Burton	Reduit	



Spreadsheet

3. I press



and



.

	A	B	C	D
1	NAME	SURNAME	ADDRESS	
2	Christian	Ng	Curepipe	
3	Deven	Ramsamy	Coromandel	
4	Pravin	Ramlall	Rose Hill	
5	Rita	Burton	Reduit	

Cells A2 and B2 are selected.

4. I then press



and



.

	A	B	C	D
1	NAME	SURNAME	ADDRESS	
2	Christian	Ng	Curepipe	
3	Deven	Ramsamy	Coromandel	
4	Pravin	Ramlall	Rose Hill	
5	Rita	Burton	Reduit	

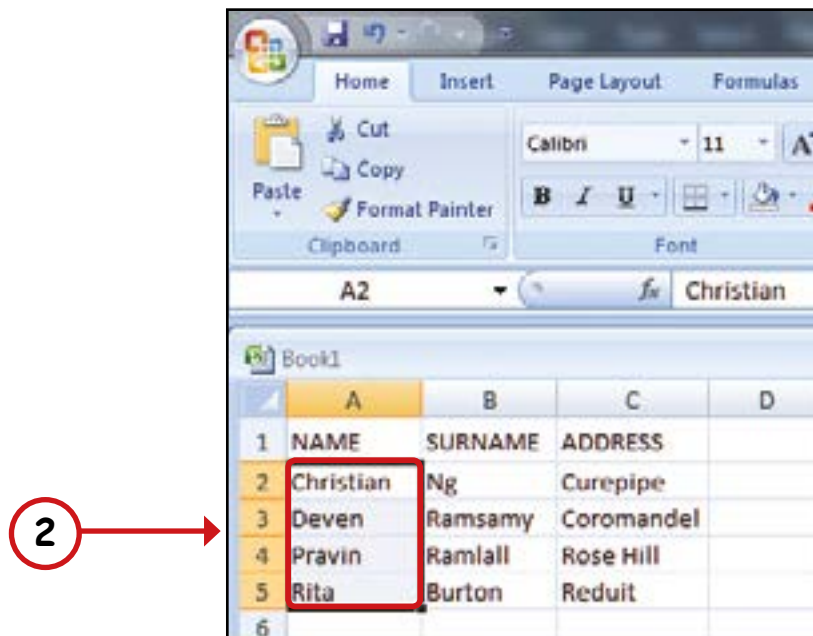
Cells A2, B2, A3 and B3 are selected.



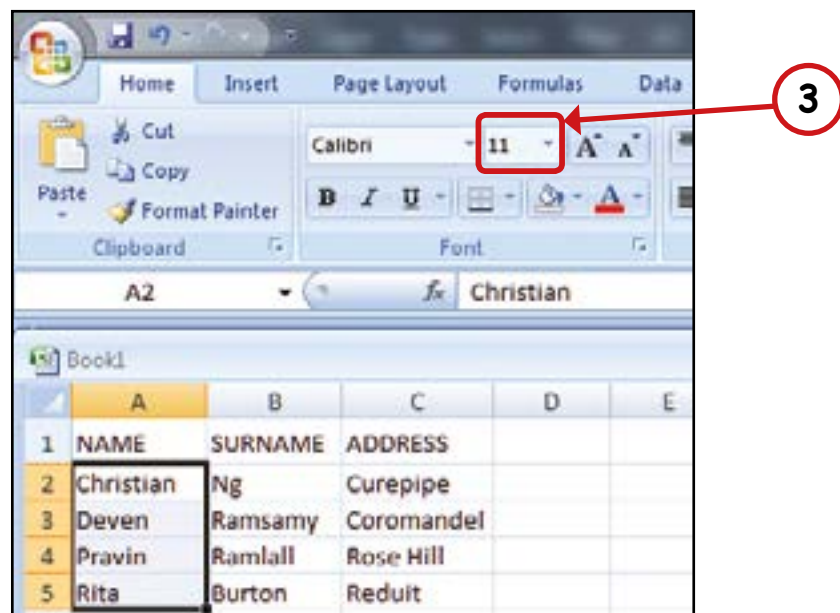
Activity 19: Changing font in a spreadsheet

Change the font of the pupils' name to **Comic Sans MS** in the spreadsheet "Pupils Info".

1. I open the file "Pupils Info".
2. I select cells A2, A3, A4 and A5.



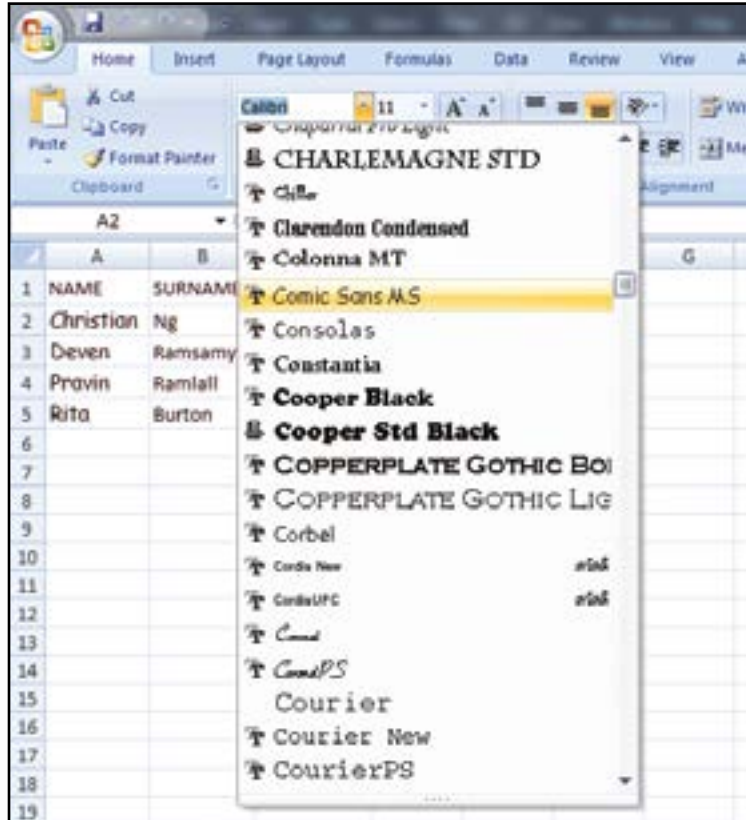
3. I click on the arrow near the font field.



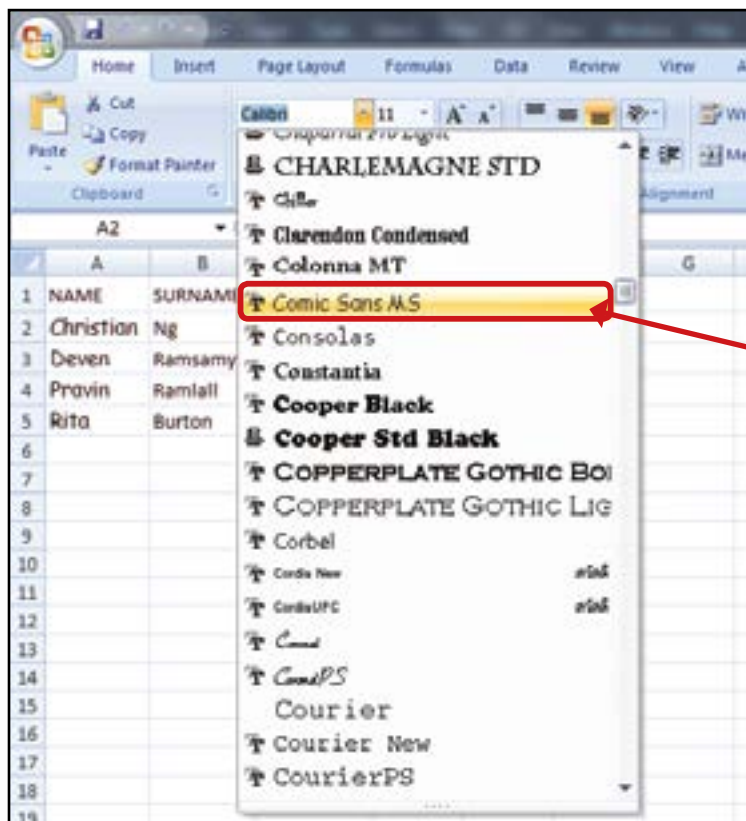


Spreadsheet

4. I go down the menu until I see the **Comic Sans MS** font.



5. I click on **Comic Sans MS**.



The font of pupils' names changes.



	A	B	C
1	NAME	SURNAME	ADDRESS
2	Christian	Ng	Curepipe
3	Deven	Ramsamy	Coromandel
4	Pravin	Ramlall	Rose Hill
5	Rita	Burton	Reduit
6			

6. I now adjust the width of the column NAME.

7. I save and close the file "Pupils Info".



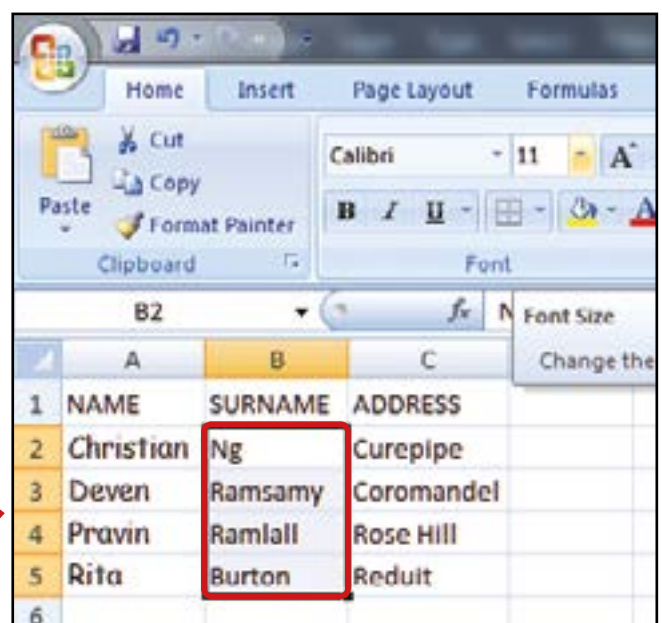
Activity 20: Changing the font size in a spreadsheet

Change the font size of the pupils' surnames to 14 in the spreadsheet "Pupils Info".

1. I open the file "Pupils Info".

2. I select cells B2, B3, B4 and B5.

2

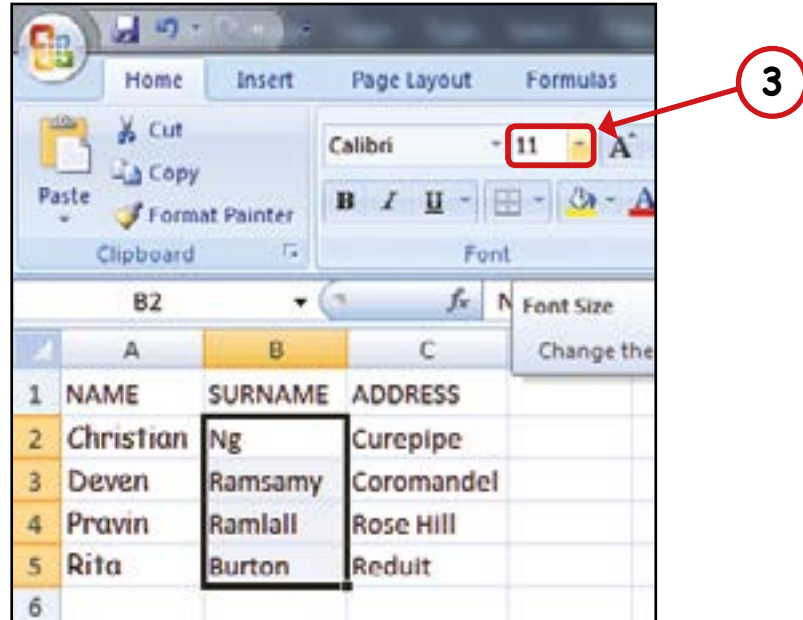


	A	B	C
1	NAME	SURNAME	ADDRESS
2	Christian	Ng	Curepipe
3	Deven	Ramsamy	Coromandel
4	Pravin	Ramlall	Rose Hill
5	Rita	Burton	Reduit
6			

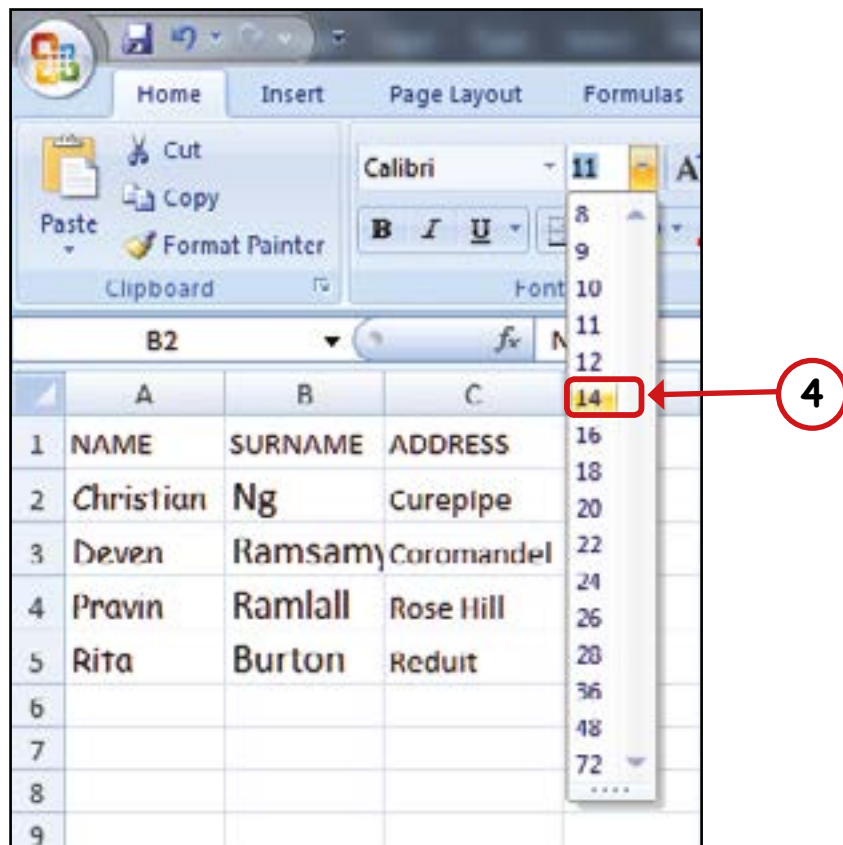


Spreadsheet

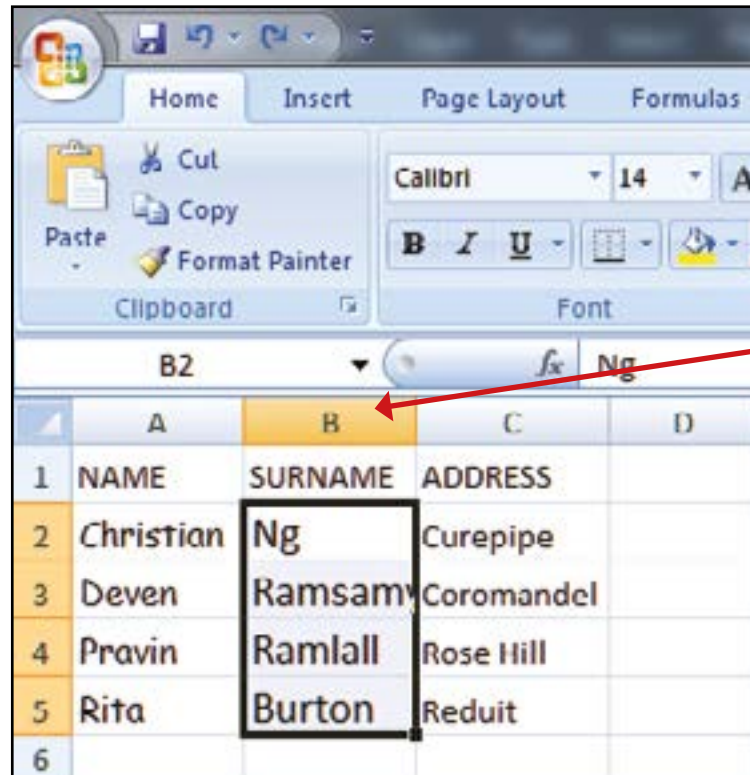
3. I click on the arrow near the font size field.



4. I click on font size 14.



The font size of pupils' surnames changes.



5. I now adjust the width of the column SURNAME.

6. I save and close the file Pupils.



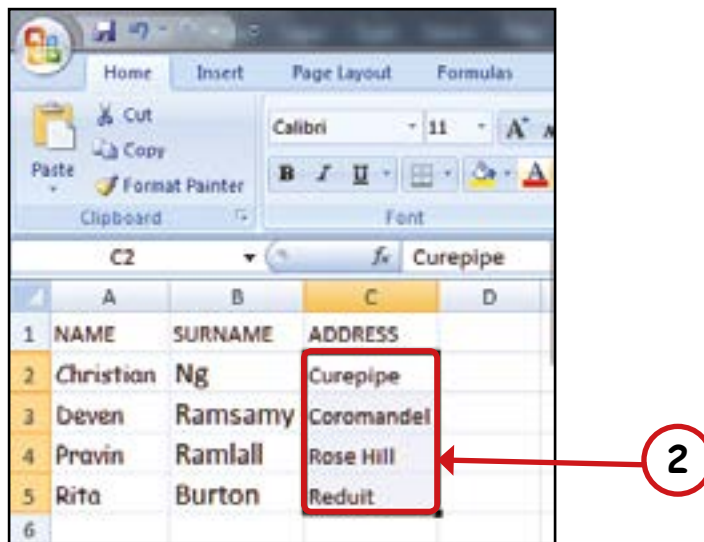
Spreadsheet



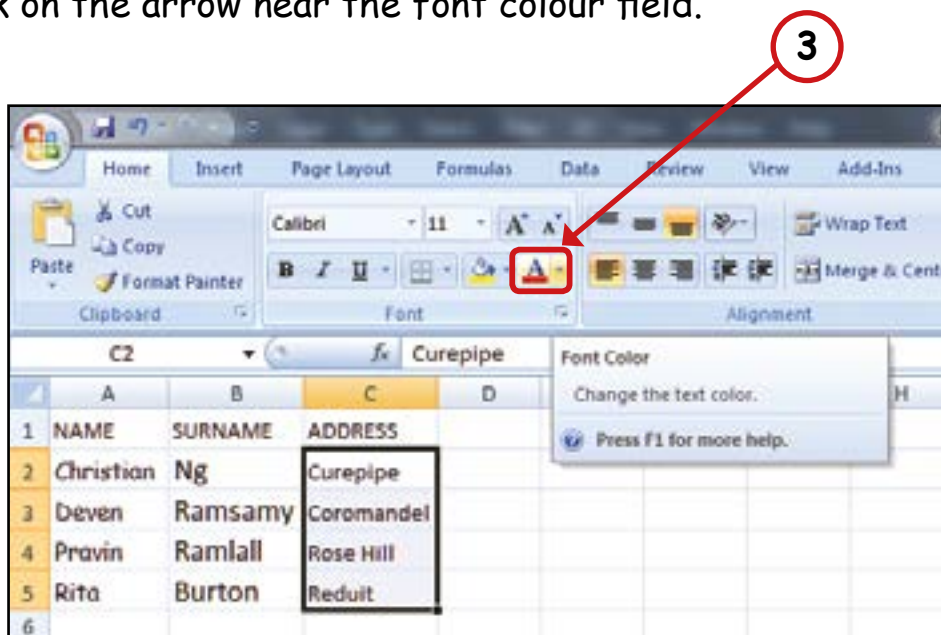
Activity 21: Changing the font colour in a spreadsheet

Change the font colour of the pupils' addresses to **red** in the spreadsheet "Pupils Info".

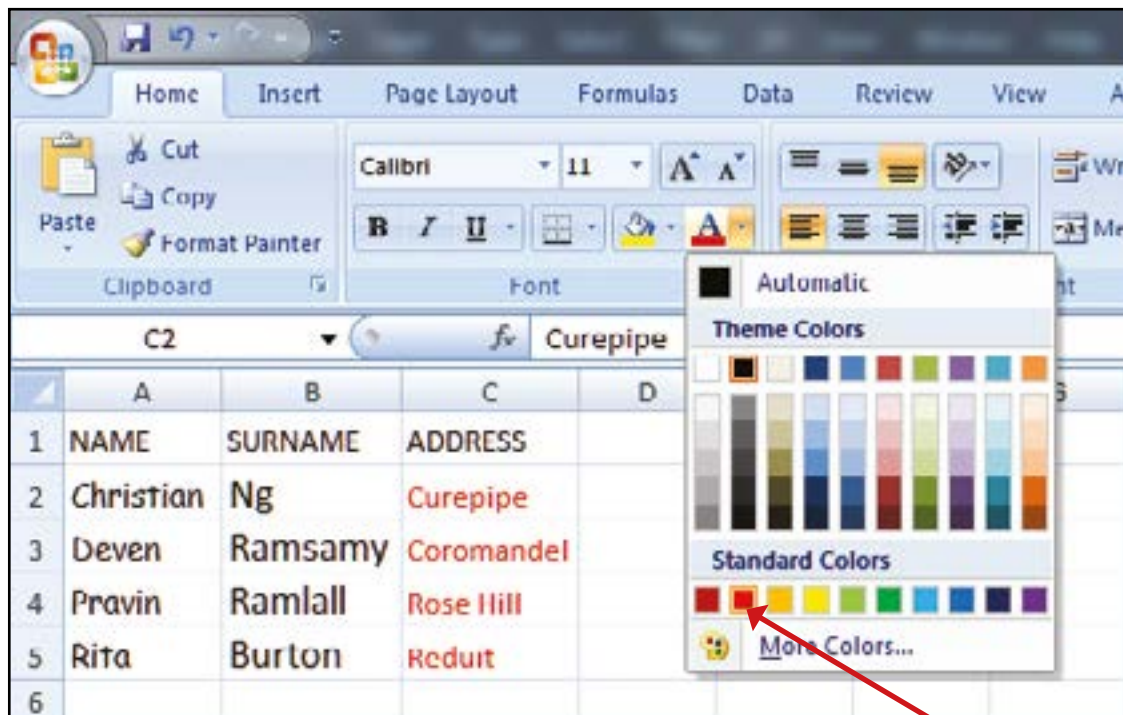
1. I open the file "Pupils Info".
2. I select cells C2, C3, C4 and C5.



3. I click on the arrow near the font colour field.



4. I click on font colour **red**.



4

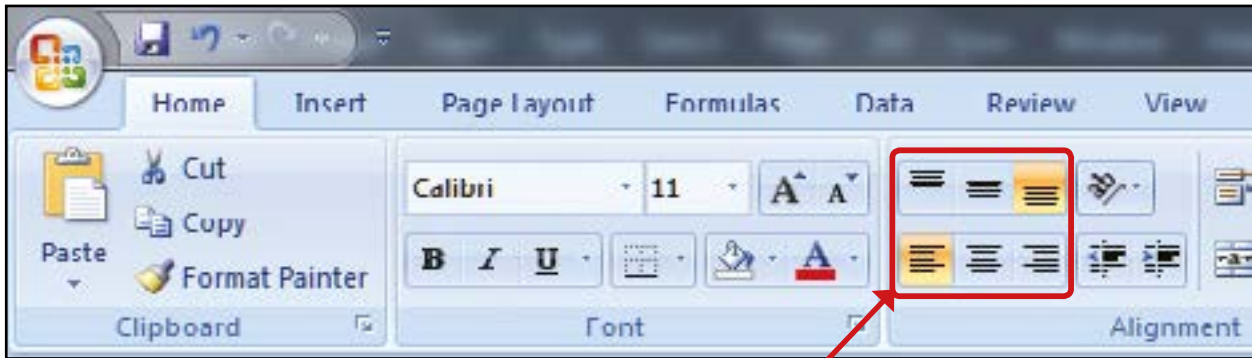
The font colour of pupils' addresses changes.

5. I save and close the file "Pupils Info".



Spreadsheet

Cell alignment in a spreadsheet



Top Align - align text to the top of the cell.



Bottom Align - align text to the bottom of the cell.



Middle Align - align text between the top and the bottom of the cell.



Align Text Left - align text to the left.



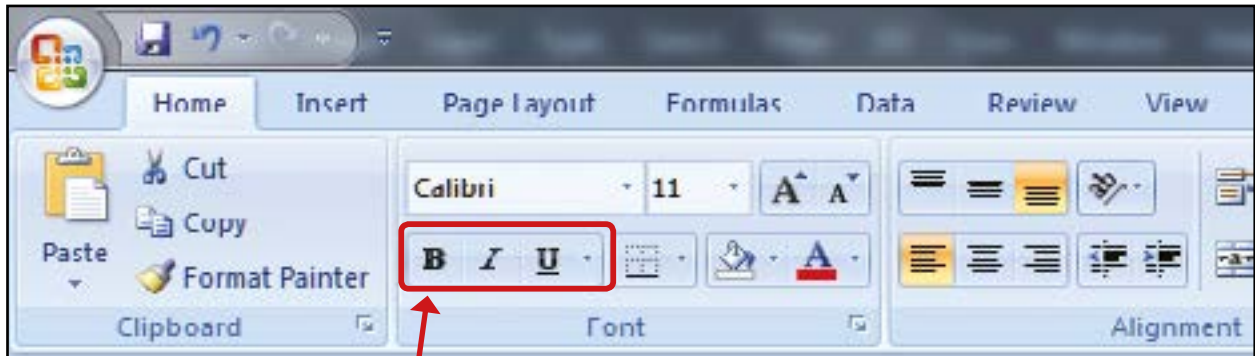
Centre - Centre text.



Align Text Right - align text to the right.



Applying Bold, Italics and Underline in a spreadsheet



	A	B	C
1			
2		mouse	
3			
4			
5		<i>mouse</i>	
6			
7			
8		<u>mouse</u>	
9			
10			

B

I

U



To align text in a spreadsheet, I select the cells and click on the alignment buttons.

To apply bold, italics and underline to text in a spreadsheet, I select the cells and click on their buttons.



Spreadsheet



Activity 22: Create a simple spreadsheet to show marks and grade of pupils of Grade 3 in a Maths test:

NAME	MARK	GRADE
Amira	87	A
Christian	71	B
Pravin	28	U
Rita	50	C

Save the spreadsheet in the folder **Grade 3** using filename "**Maths Test**".



Activity 23: Apply the following formatting to the file "Maths Test":

1. Change the font of the words NAME, MARK and GRADE to **Times New Roman** and their font size to **16**.
2. Change the colour of the names of pupils to blue.
3. Apply bold to the grade of Pravin and change its colour to red.
4. Italicize Amira's name.
5. Adjust the columns' widths where the text does not fit in.
6. Save and close the file.

Evaluation



At the end of this unit, I can



1	Open and Close Microsoft Office Excel 2007.	
2	Identify row, column, active cell and cells' name.	
3	Move around a spreadsheet.	
4	Enter, delete and change text in a spreadsheet.	
5	Add a row in a spreadsheet.	
6	Add a column in a spreadsheet.	
7	Delete a row in a spreadsheet.	
8	Delete a column in a spreadsheet.	
9	Adjust a column's width in a spreadsheet.	
10	Select a range of cells in a spreadsheet.	
11	Format text in a spreadsheet.	
12	Align text in a spreadsheet.	
13	Change font of text in a spreadsheet	
14	Change font size of text in a spreadsheet	
15	Change font colour of text in a spreadsheet	



Spreadsheet

UNIT 5

Presentation



Aim:

To create a presentation which includes graphics and different slide designs.

Learning Objectives:

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

- Create a simple presentation
- Add a new slide
- Change the layout of a slide
- Add text and pictures in a slide
- Format text in a slide

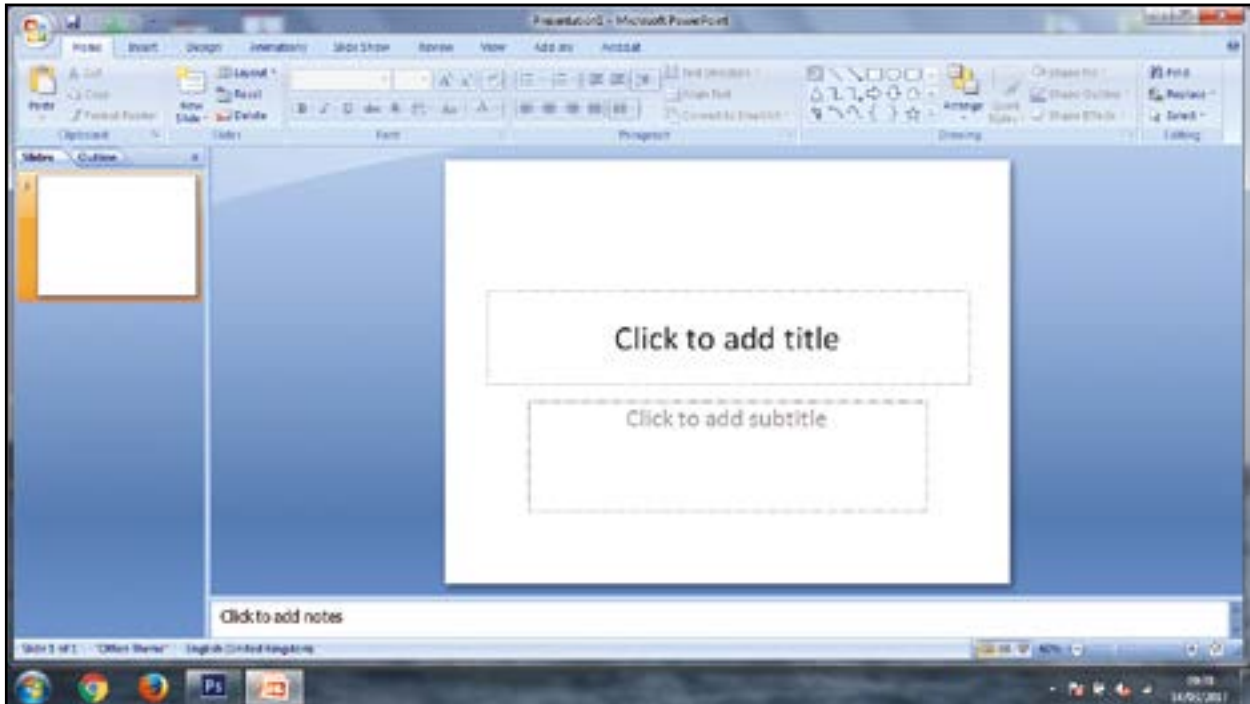


Presentation

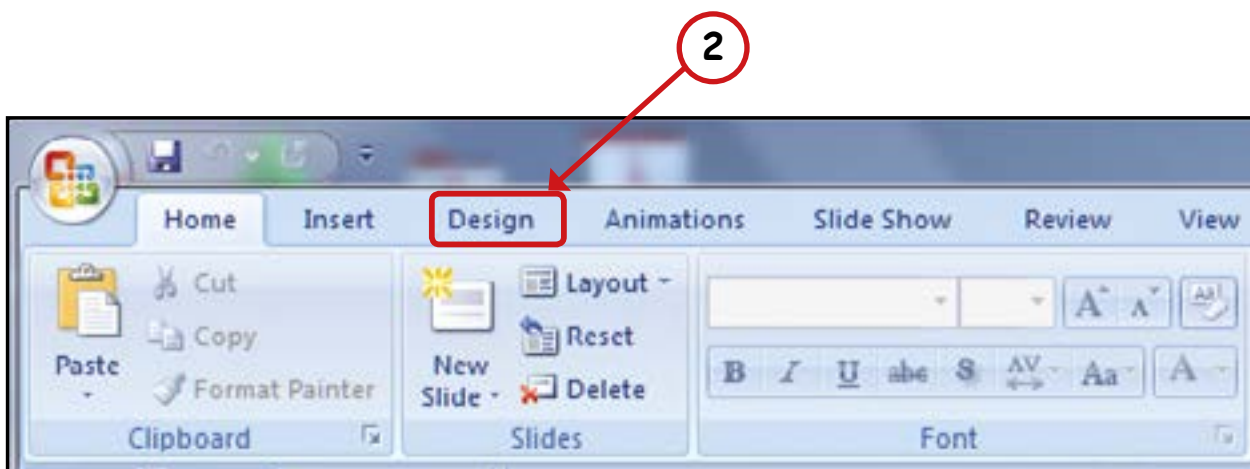


Activity 1: Creating a presentation

1. I open MS PowerPoint 2007



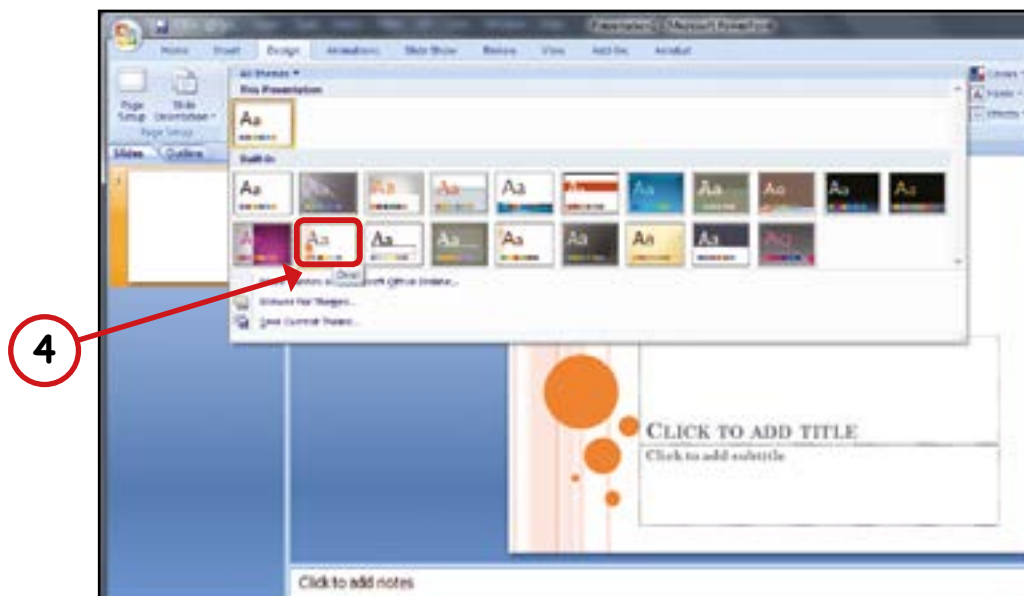
2. I click on **Design** to choose a theme.



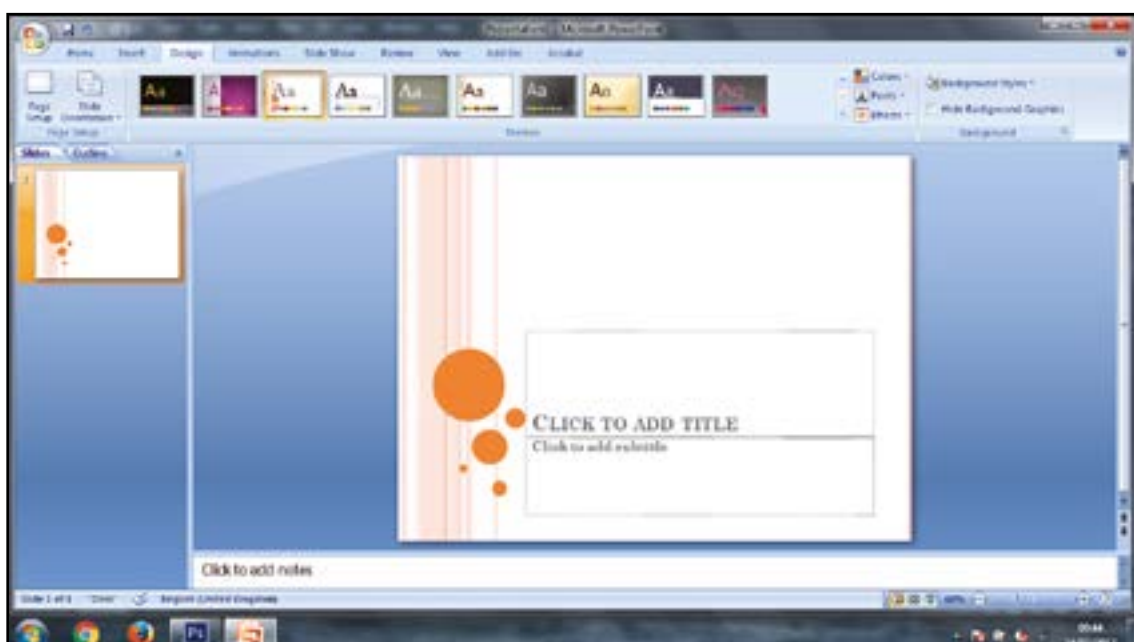
3. I click on the small arrow to view more themes.



4. I click on the theme **Oriel**.



The slide now looks like as shown below:

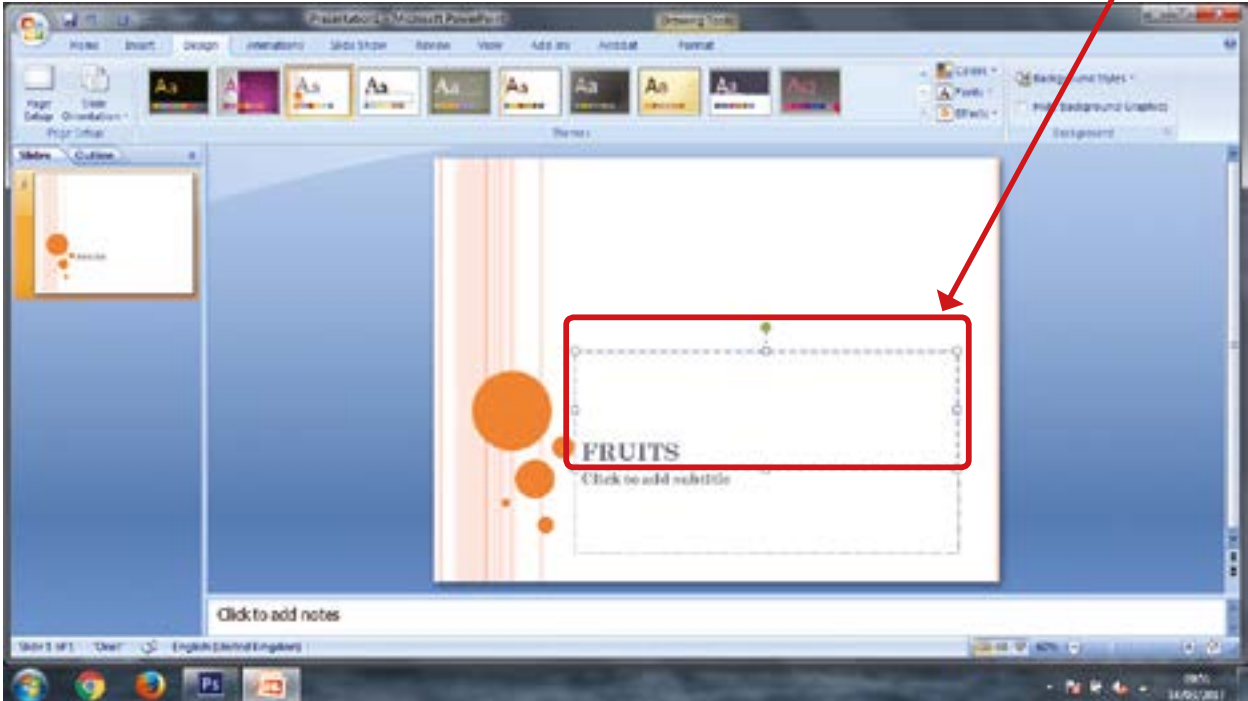




Presentation

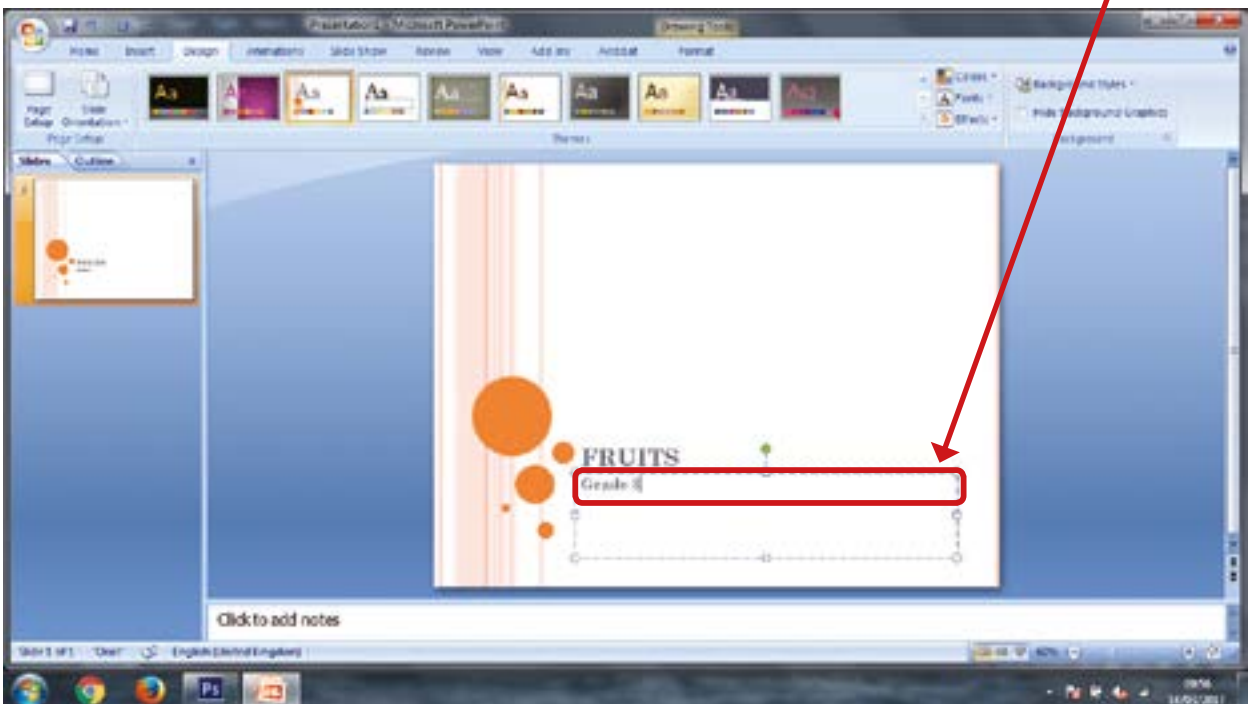
5. I click in the title box and type 'FRUITS'.

5



6. I click in the subtitle box and type 'Grade 3'.

6



7. I save the presentation in the folder **Grade 3** using filename 'Fruits'.

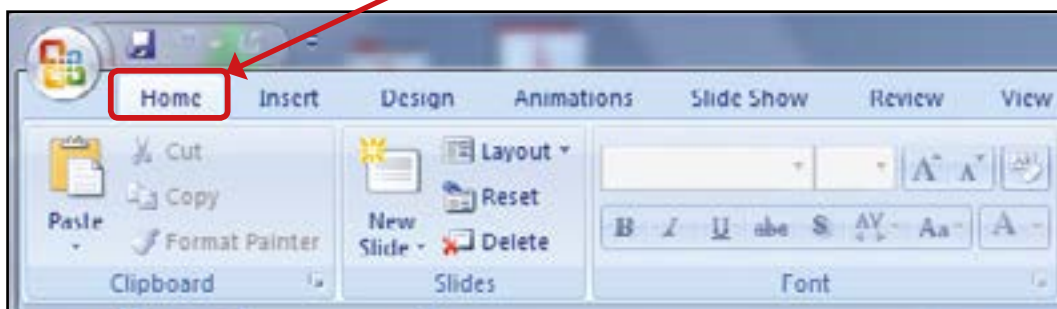


Activity 2: Adding a new slide and changing its layout

1. I open the PowerPoint presentation 'Fruits'.

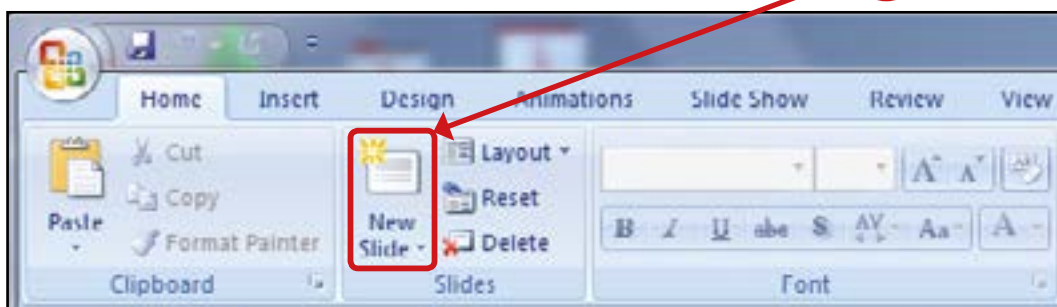
2. I click on the **Home** tab.

2

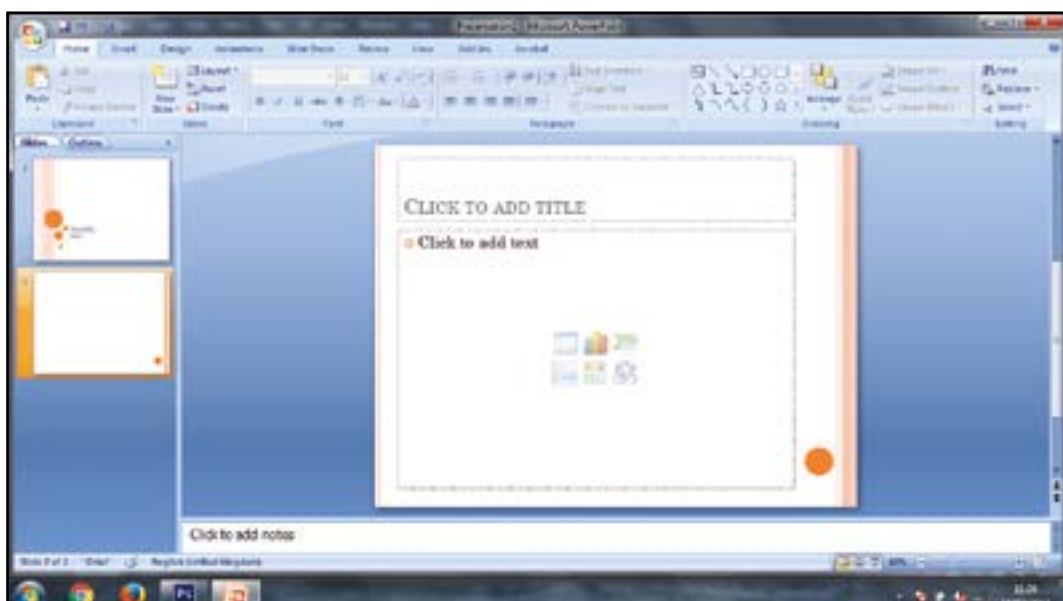


3. I click on the **New Slide** button to add a slide.

3



The new slide is appears as shown below:

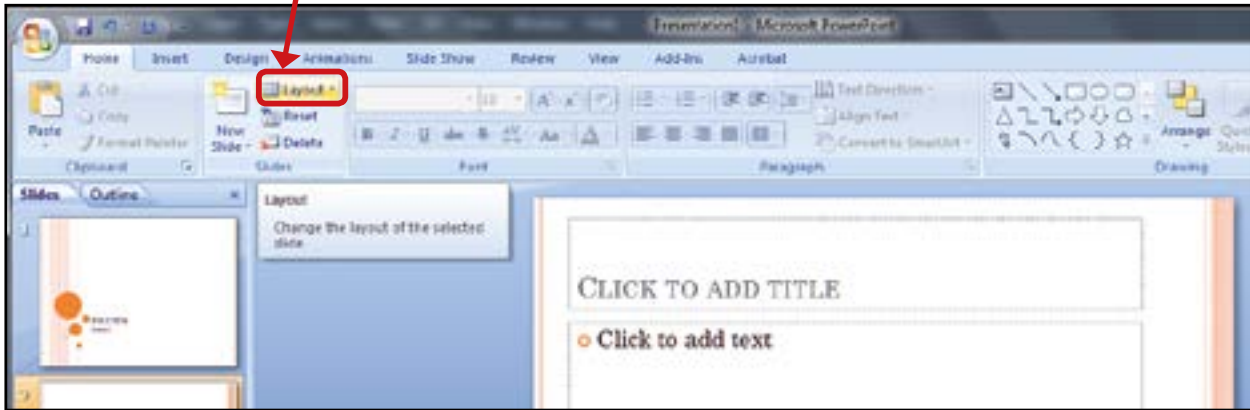




Presentation

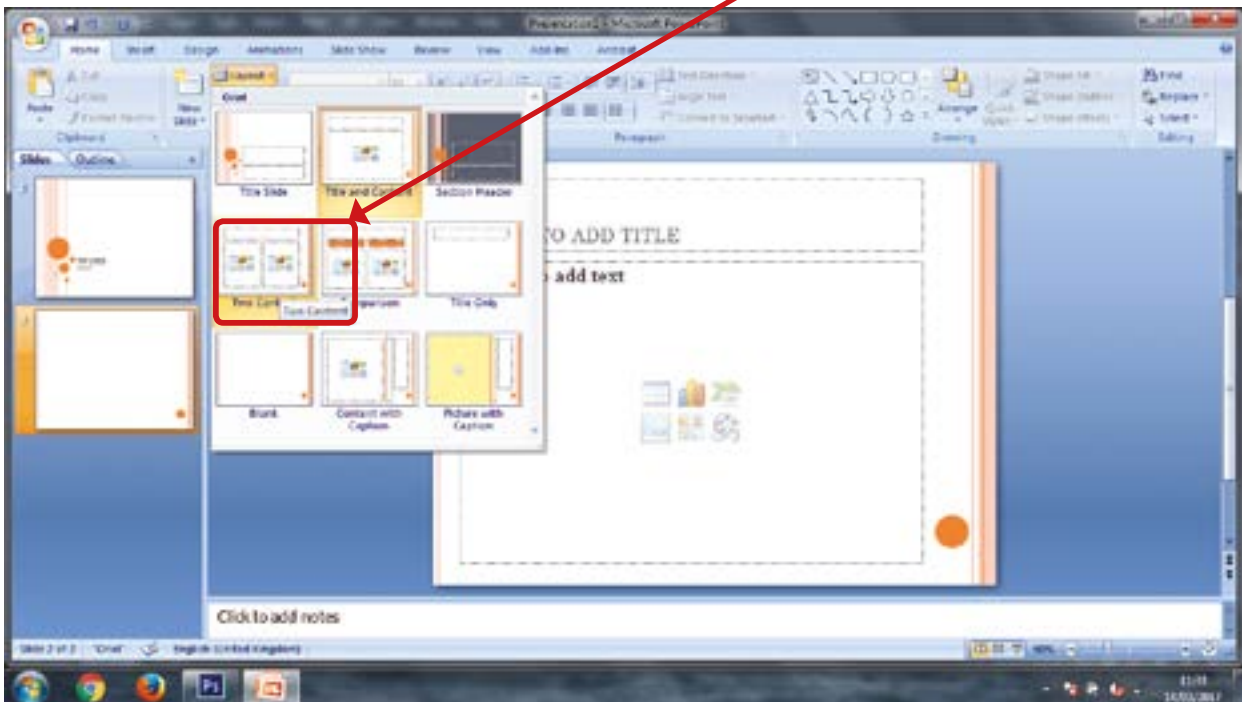
4. I click on the **Layout** button to change the layout of the new slide.

4

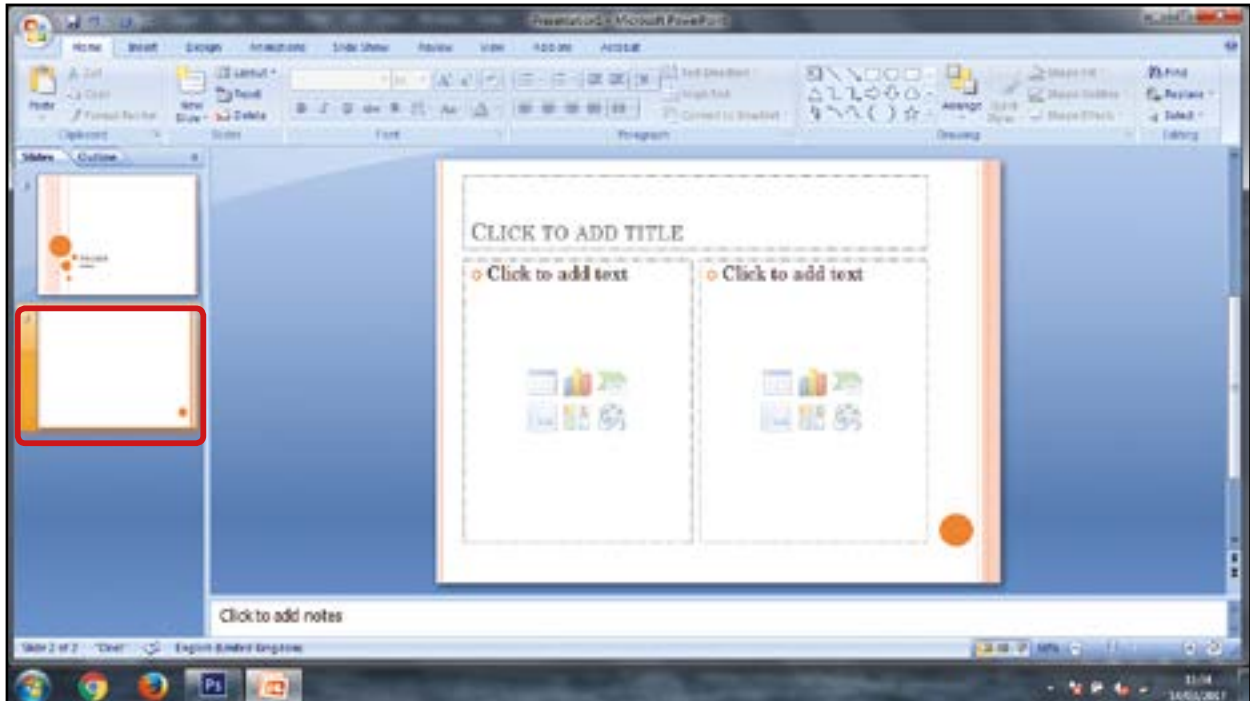


5. I click on the **Two Content** layout.

5

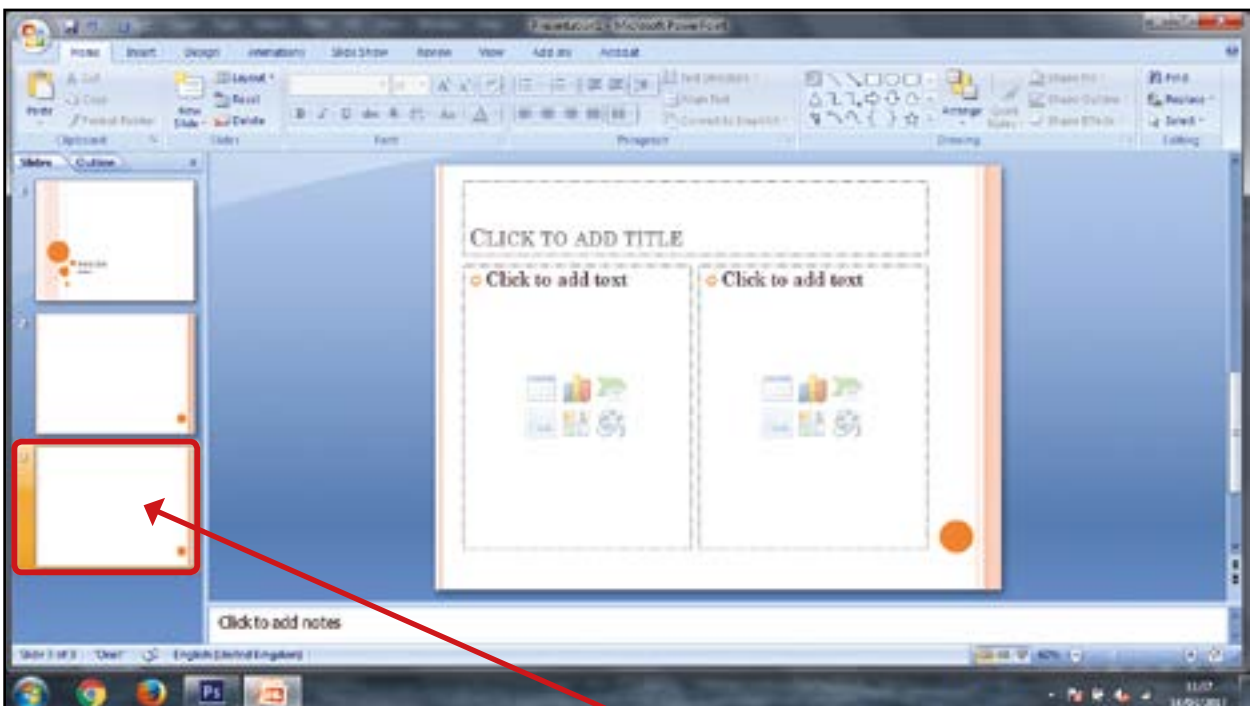


The second slide looks as shown below:



6. I click on the New Slide button to add another slide.

Note: The third slide has the same layout as the second slide.



7. I save and close the file 'Fruits'.

6

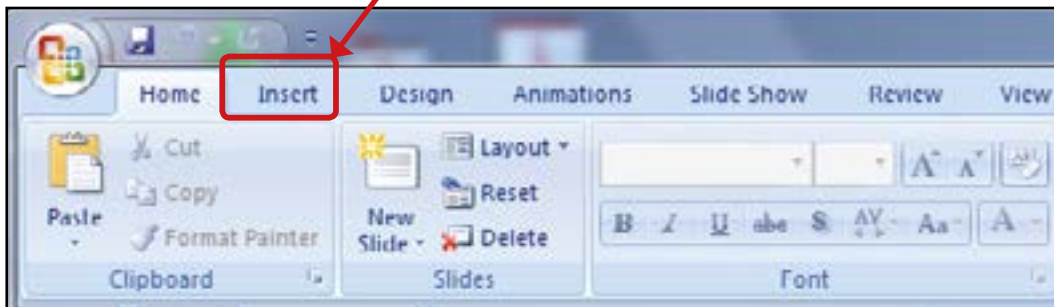


Presentation

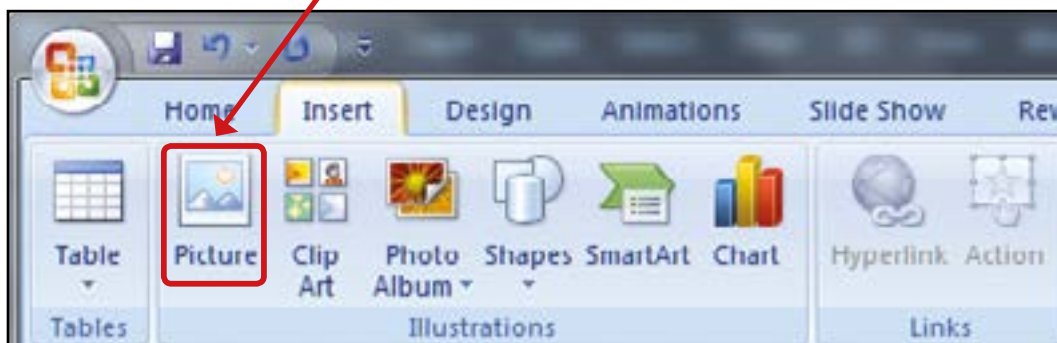


Activity 3: Adding text and pictures

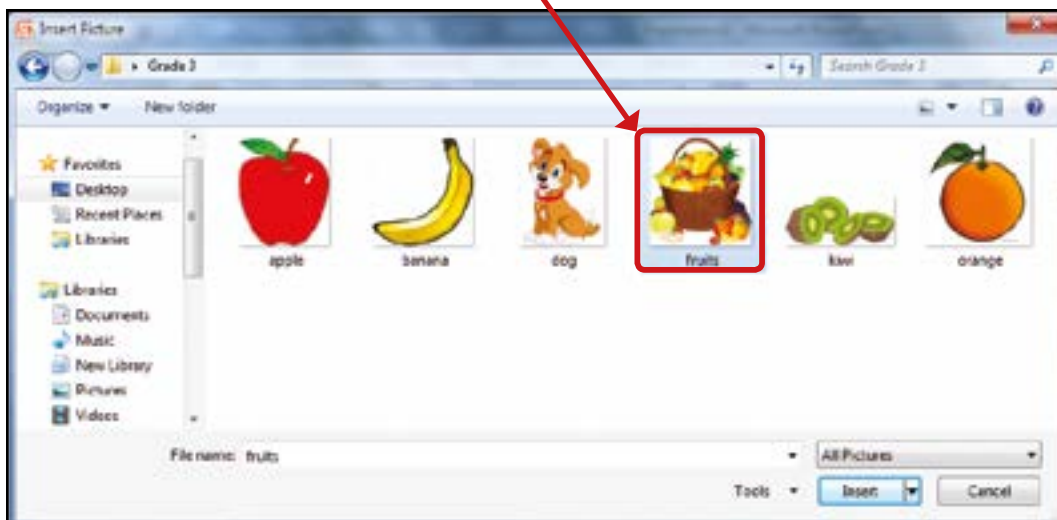
1. I open the PowerPoint presentation 'Fruits'.
2. I click on the **Insert**.



3. I click on **Picture**.



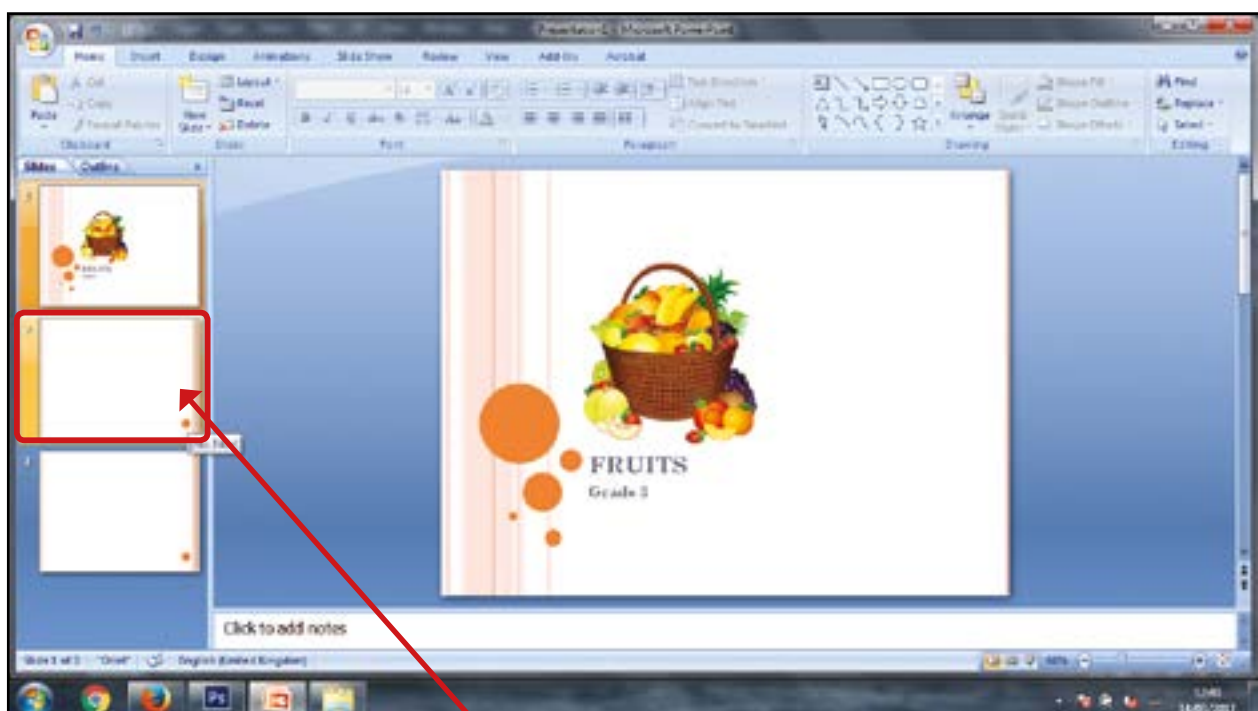
4. I double click on the picture **fruits** from the *Grade 3* folder.



The first slide looks as shown below:



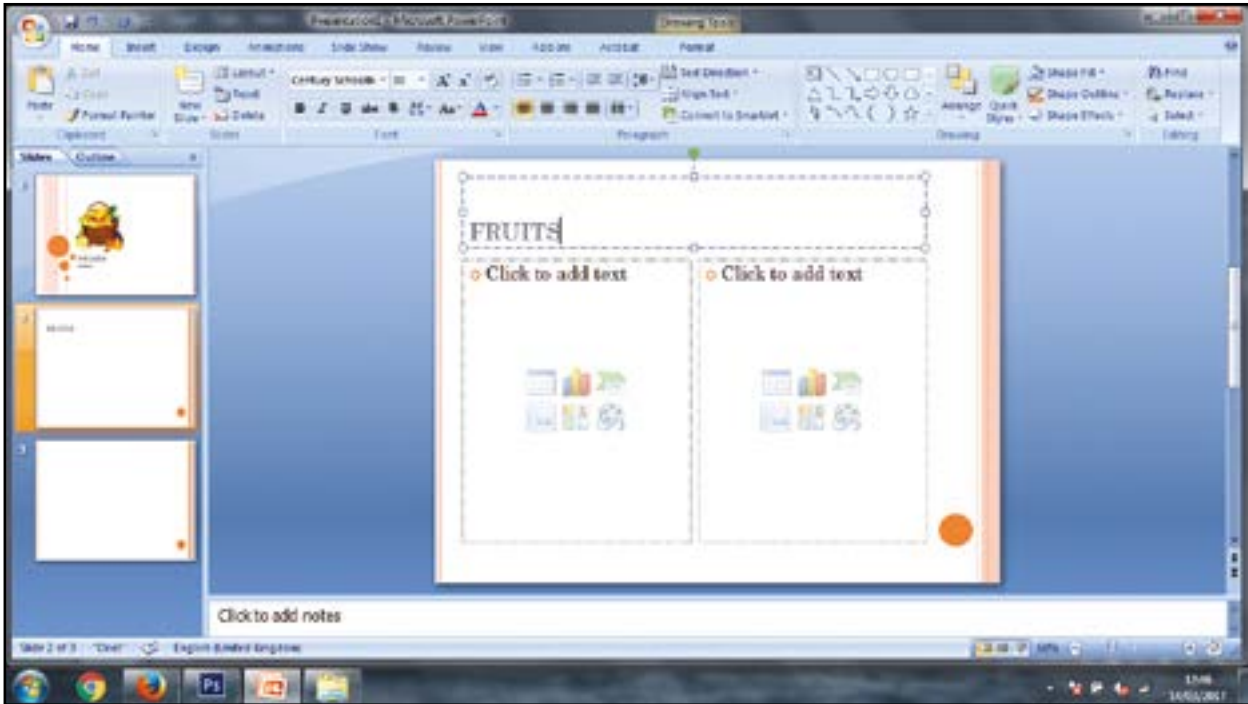
5. I click on the second slide in the Slide tab.





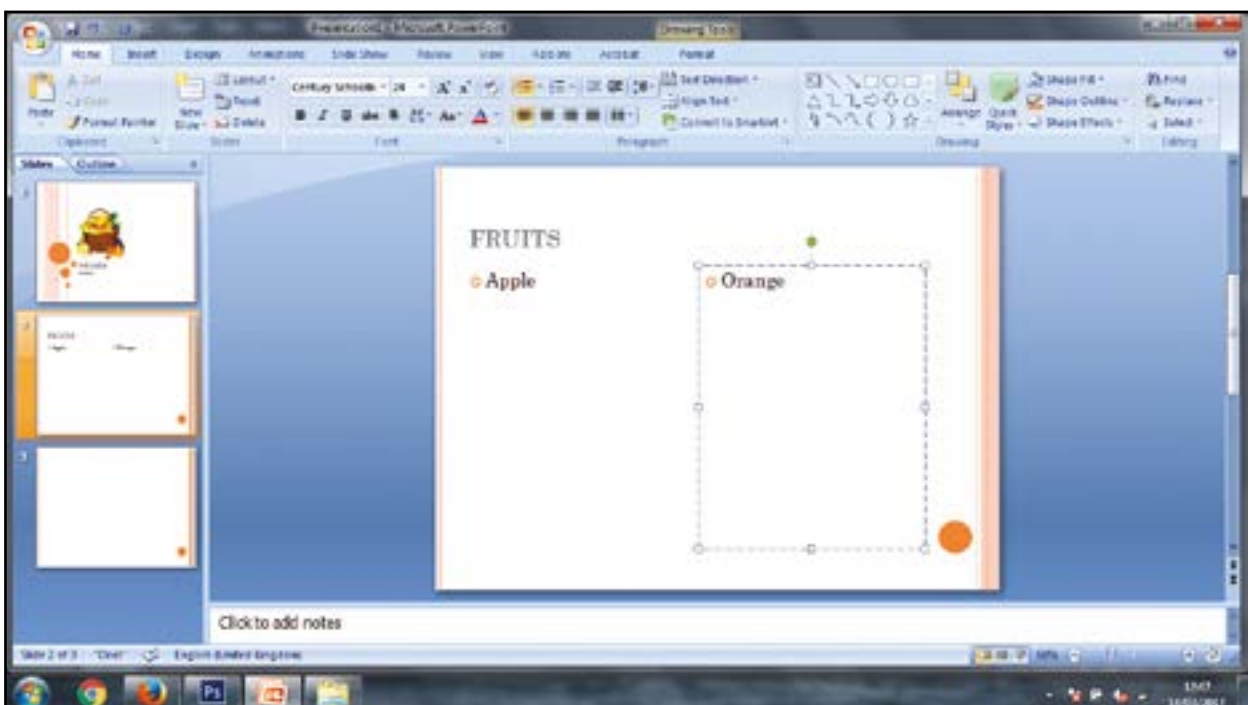
Presentation

6. I click in the title box and type FRUITS.



7. I click in left text box and type 'Apple'.

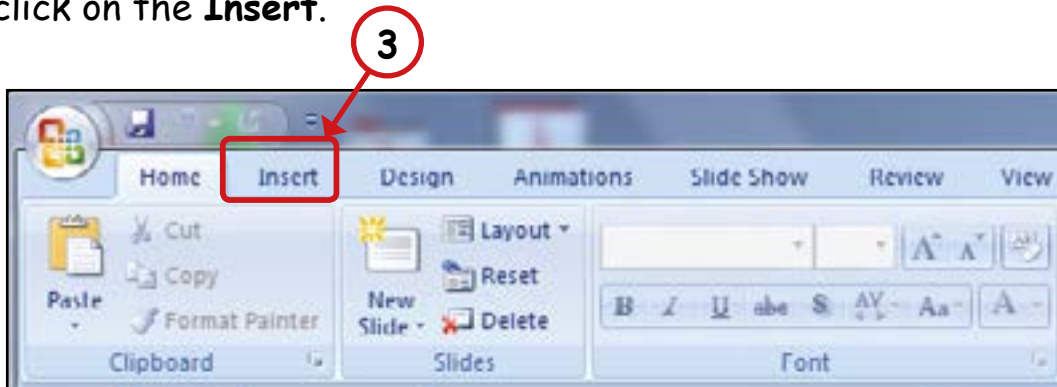
8. I click in right text box and type 'Orange'.



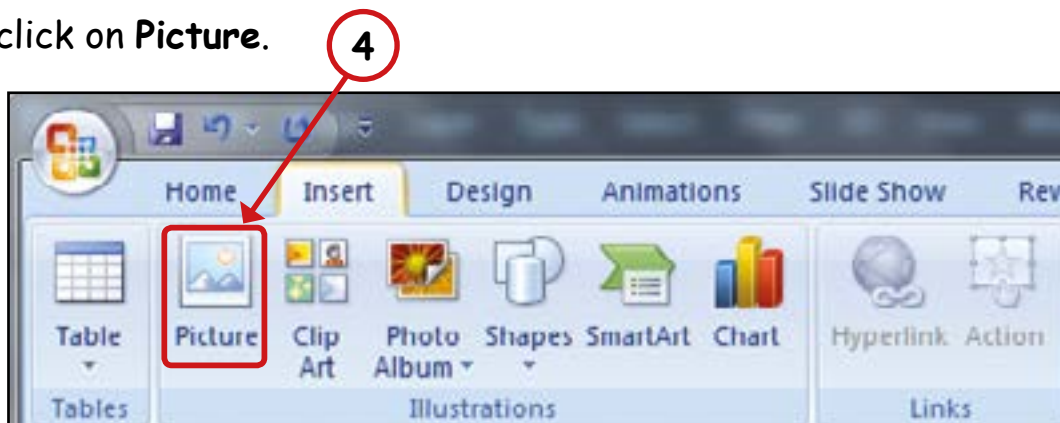


Activity 4: Adding text and pictures

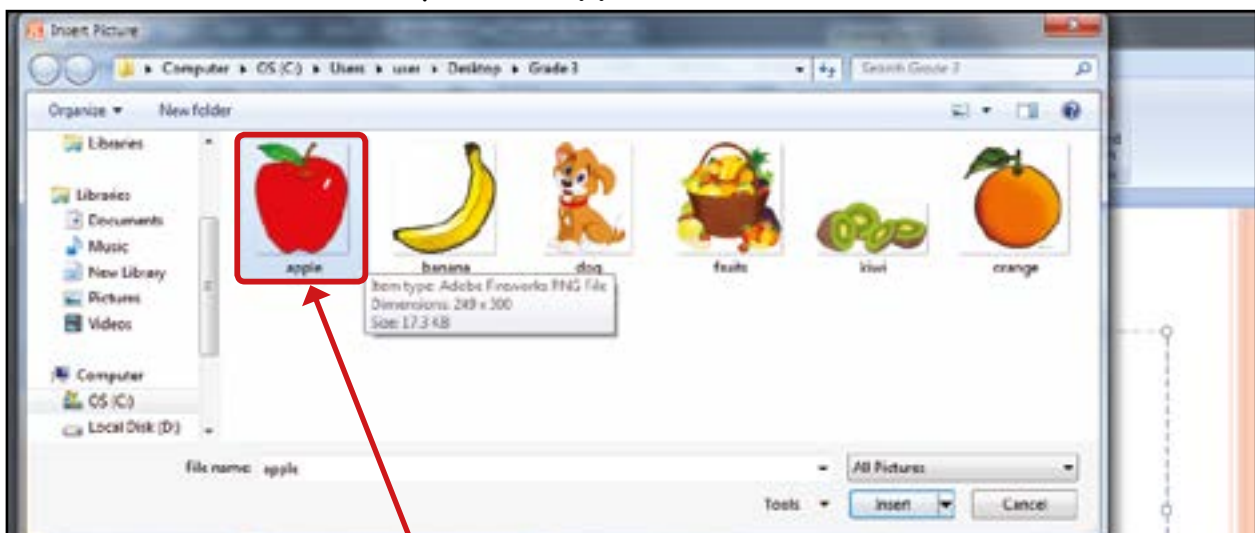
1. I open the PowerPoint presentation '**Fruits**'.
2. I click on the second slide in the Slide tab.
3. I click on the **Insert**.



4. I click on **Picture**.



5. I double click on the picture **apple** from the **Grade 3** folder.



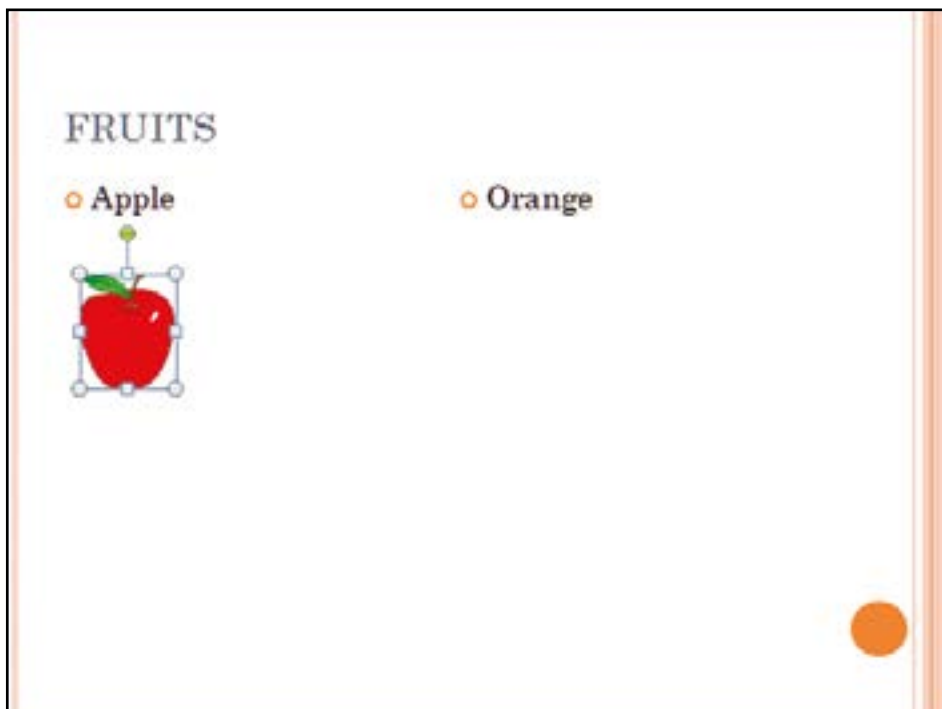


Presentation

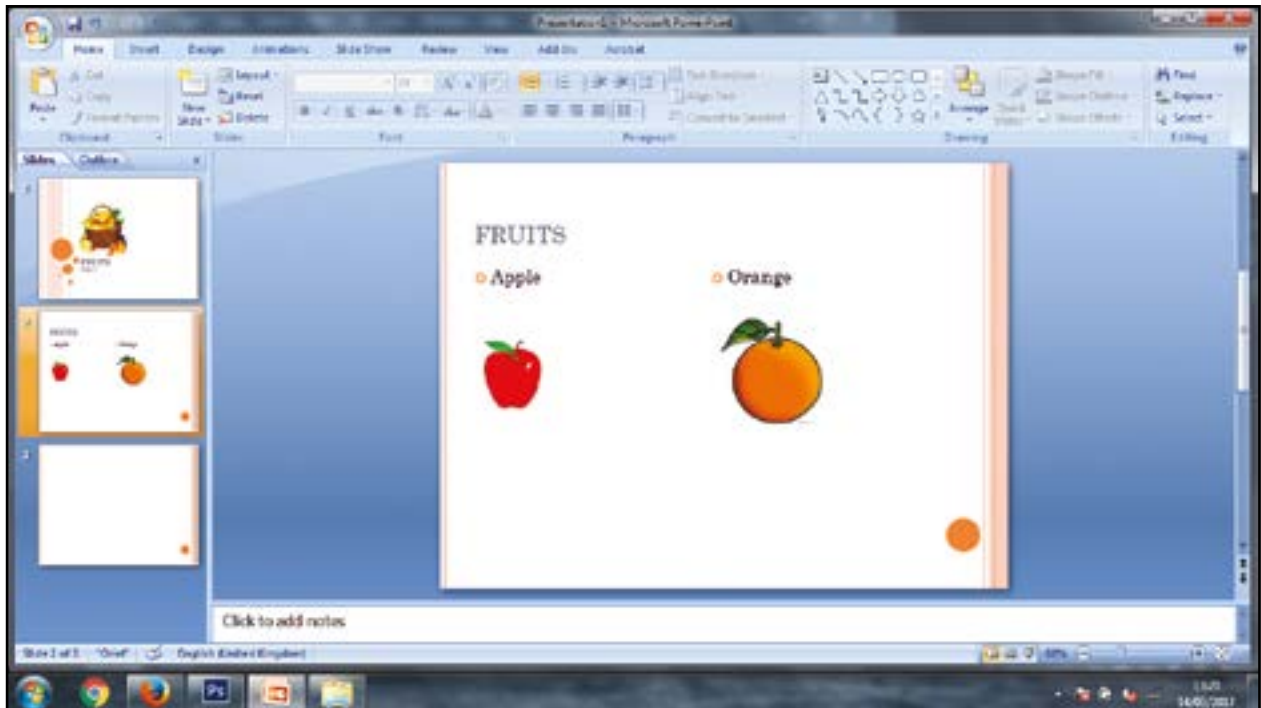
The slide looks as shown below:



6. I drag the picture and place it under the word apple.



7. I insert the picture of an orange from the folder **Grade 3** under the word orange.



8. I save and close the presentation '**Fruits**'.



Presentation



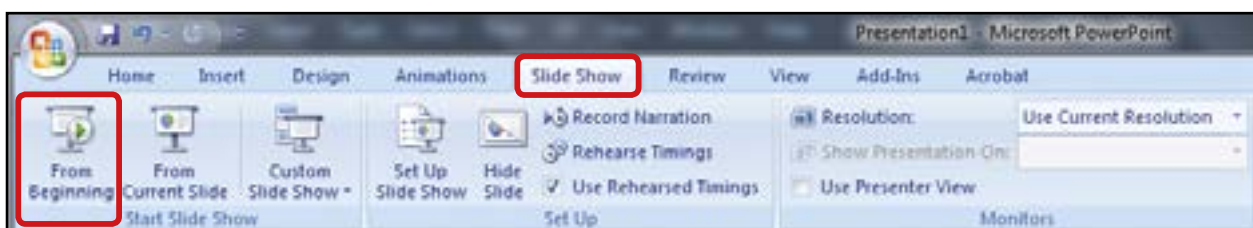
Activity 5: Adding text and pictures

1. I open the PowerPoint presentation 'Fruits'.
2. I click on the third slide in the Slide tab.
3. I click in the title box and type FRUITS.
4. I click in left text box and type 'Banana'.
5. I click in right text box and type 'Kiwi'.
6. I insert the picture of a banana from the folder **Grade 3** under the word Banana.
7. I insert the picture of a kiwi from the folder **Grade 3** under the word Kiwi.
8. I save and close the presentation 'Fruits'



Activity 6: Formatting text

1. I open the PowerPoint presentation 'Fruits'.
2. I change the font size of the title 'FRUITS' to 40 points in all the three slides.
3. I change the font colour of the word apple to red and that of the word Orange to orange in the second slide.
4. I change the font colour of the word banana to yellow and that of the word Kiwi to green in the third slide.
5. I italicize and underline the words 'Grade 3' in the first slide.
6. I save the presentation.
7. I click on Slide Show and then From Beginning to view the presentation.





Presentation

Evaluation



At the end of this unit, I can



1	Create a simple presentation	
2	Add a new slide	
3	Change the layout of a slide	
4	Add text and pictures in a slide	
5	Format text in a slide	

UNIT 6

Internet



Aim:

To use a web browser to access a website.

Learning Objectives:

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

- List the Do's and Don'ts when using the Internet
- Locate the address bar
- Access a website using a web address
- Save a web page
- Open a saved web page
- Print a web page



Internet

Do's and Don'ts when using the Internet

Do's

I follow the rules that my parents and teachers have set.

I inform my parents and teachers if I am having trouble.

I inform my parents or teachers if someone is harassing me.

I must treat people respectfully.

I must think carefully before writing anything.

Don'ts

I must not use the internet without my parents' or teachers' permission.

I must not spend too much time on the internet.

I must not give personal information and pictures of myself to strangers.

I must not forget that everything I read may not be true.

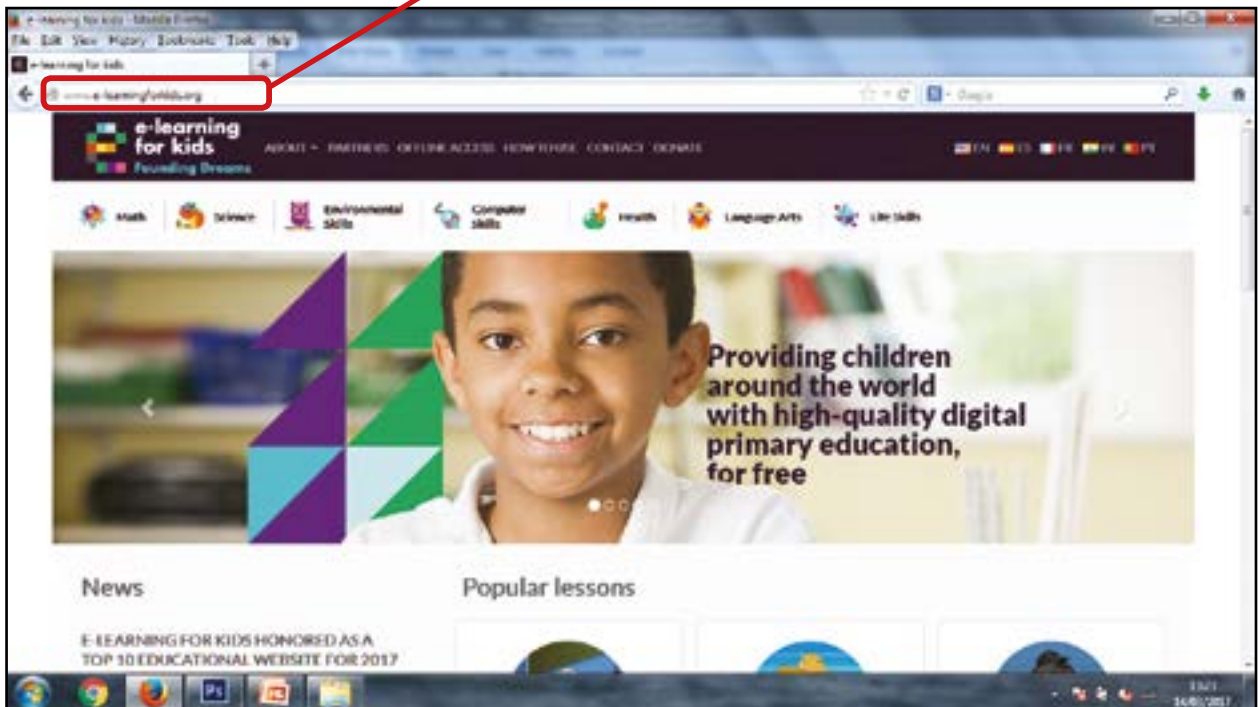
I must not fill online forms without my parents or teachers permission.

Web address



Every website has an address.
We call it a **web address**.

web address



The **web address** is found in the address bar at the top of a website.

Some examples of web addresses are:

www.e-learningforkids.org

www.kidsites.com

www.lexpress.mu

www.defimedia.info



Internet



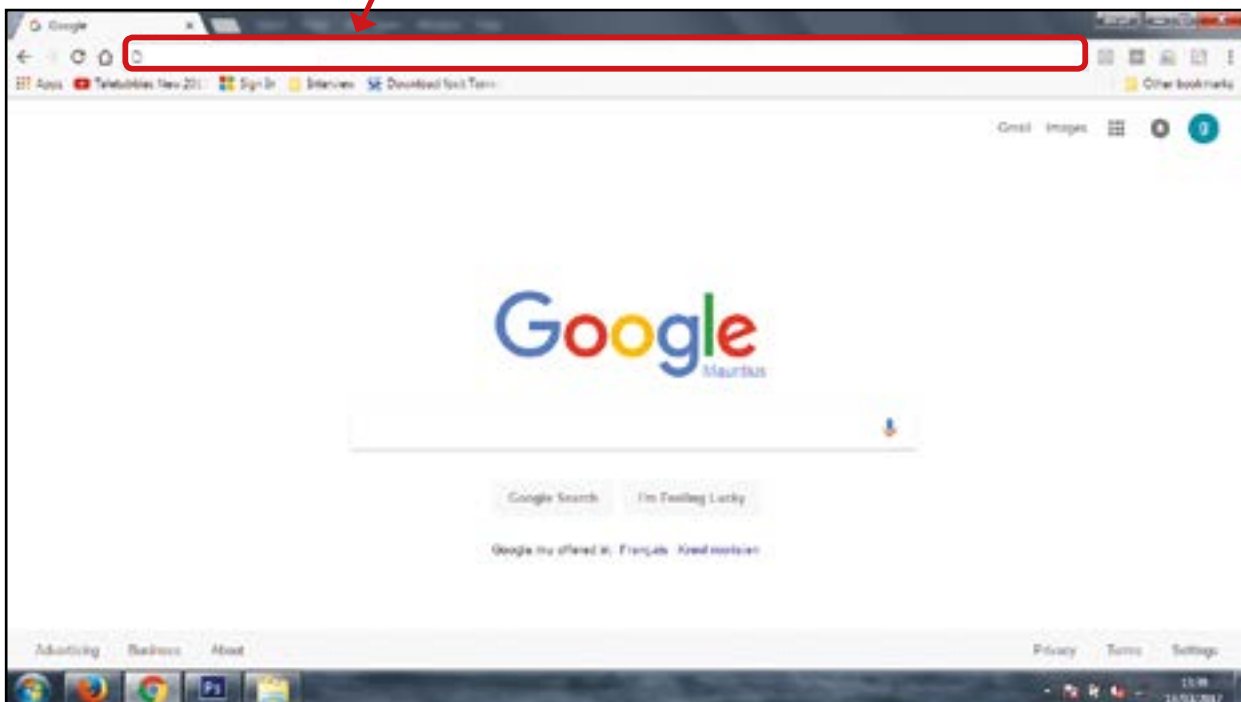
Activity 1: Browsing a web site

1. I double click on the icon of a web browser such as Google Chrome on the desktop.

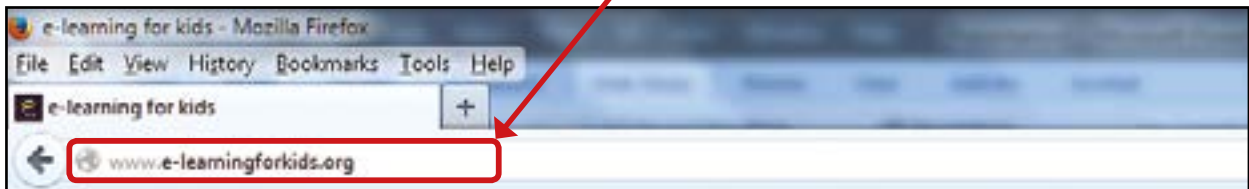


2. I click on the **address bar**.

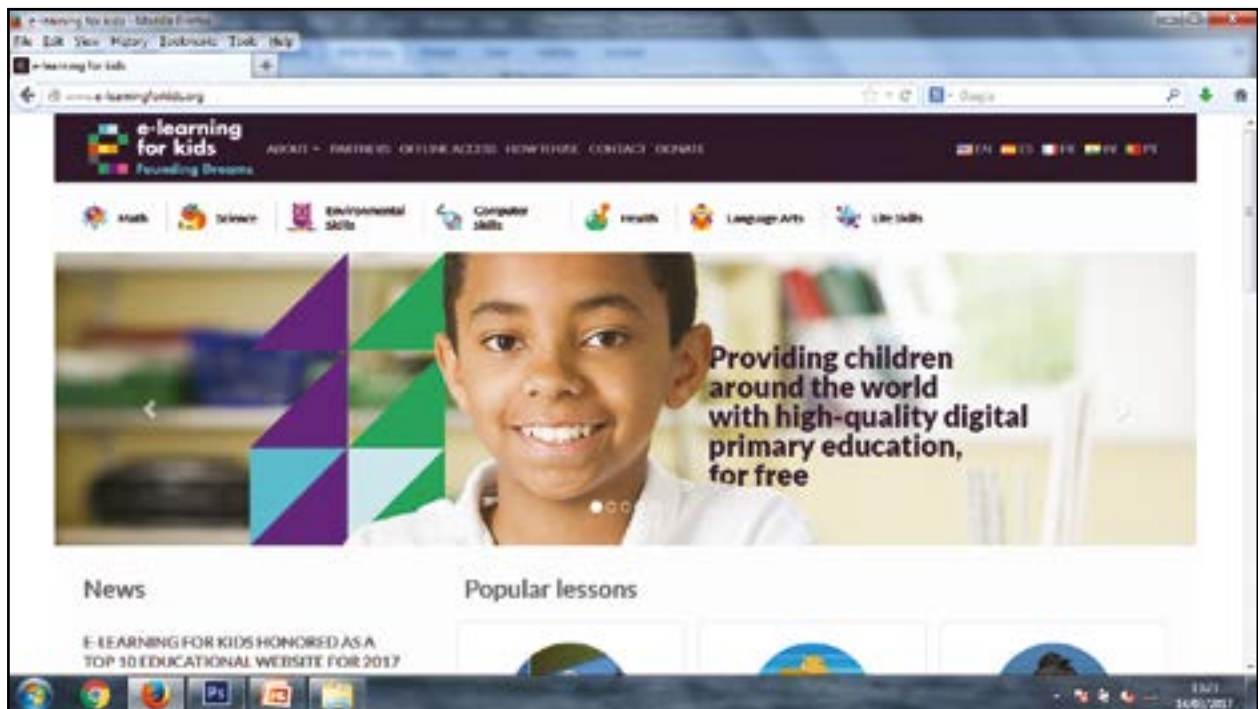
2



3. I type the web address: www.e-learningforkids.org in the address bar and I press the Enter Key.



The following screen appears:

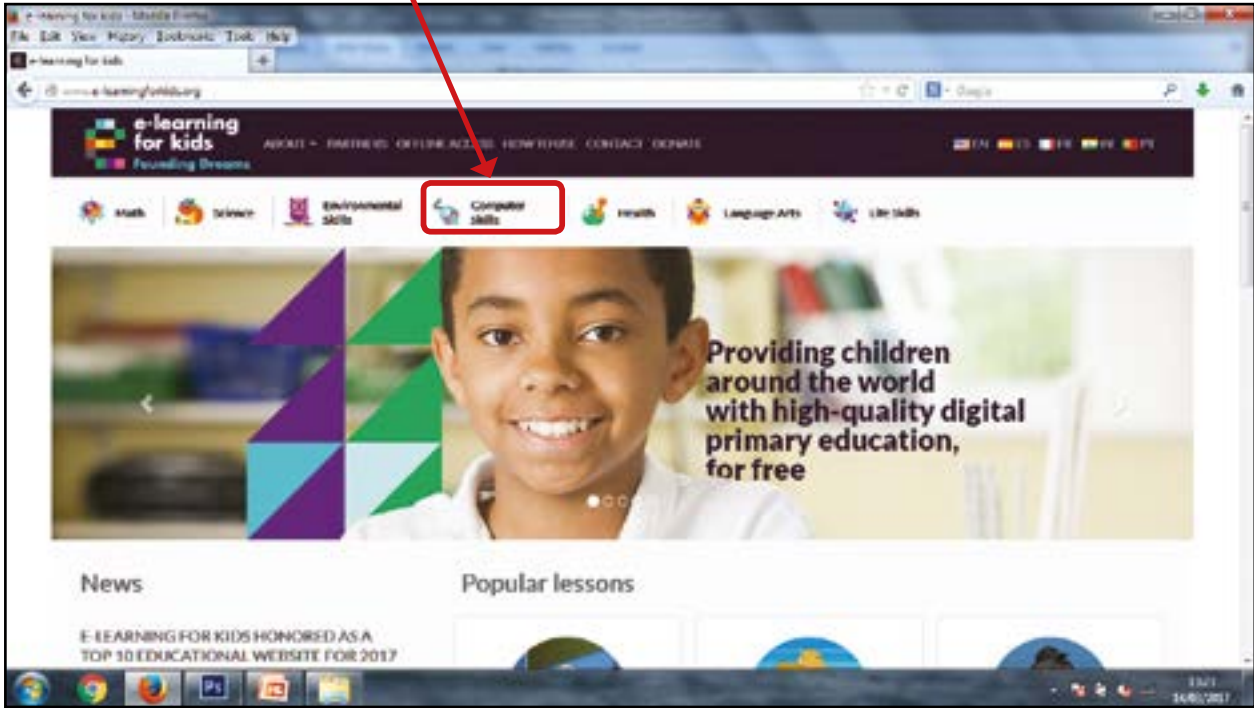




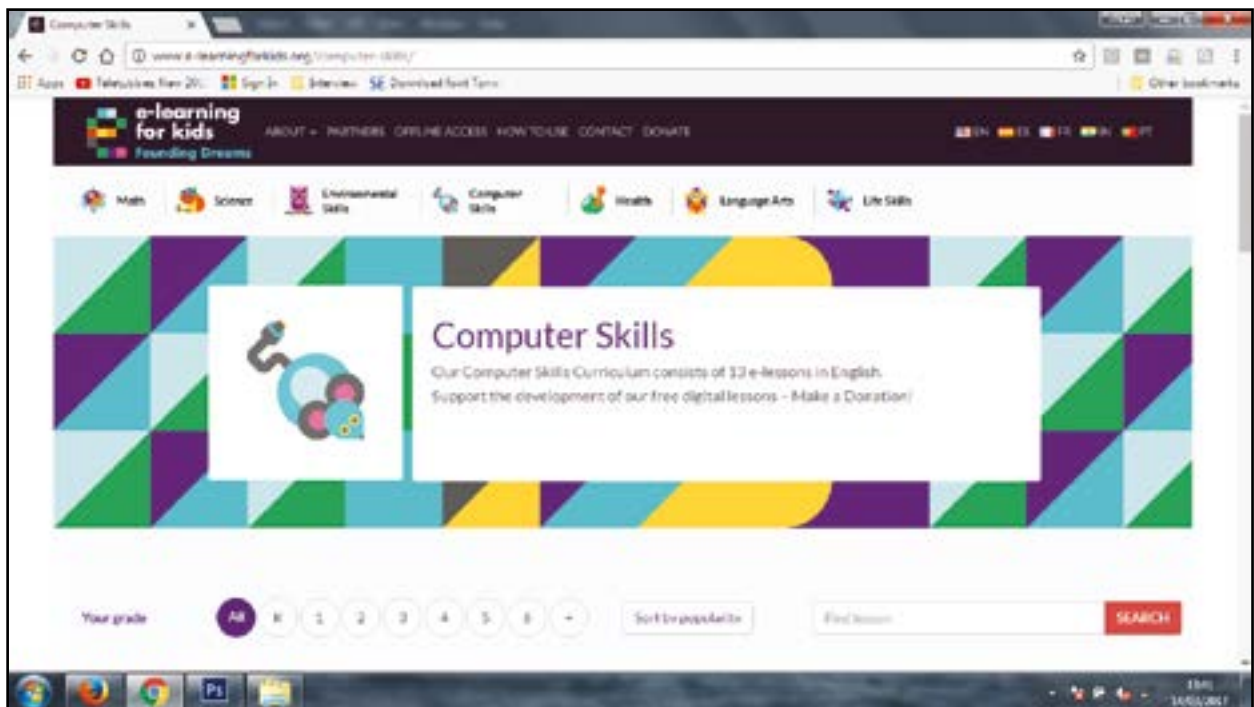
Internet

4. I click on **Computer Skills**.

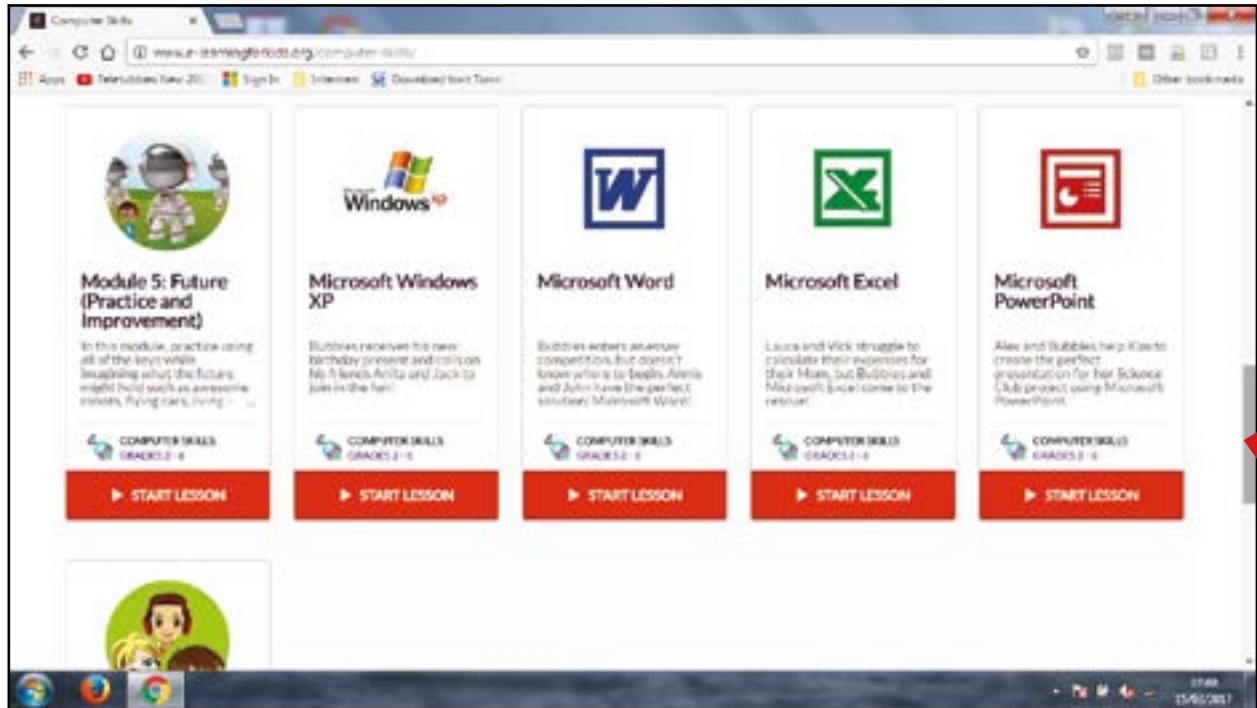
4



The following screen appears:



5. I use the **scroll button** of the mouse to go down the web page.



6. I click on the hyperlinks to navigate through the webpages.



Internet



Activity 2: Saving a web page

1. I double click on the icon of a web browser on the desktop.
2. I click on the address bar.
3. I type the web address learnenglishkids.britishcouncil.org/ in the address bar and I press the Enter Key.

The following screen appears:



4. I click on **Reading Practice** in the menu under **Read and Write**.

The screenshot shows the 'Learn English Kids' website interface. At the top, there is a navigation bar with 'Learn English', 'Teach English', and 'Learn English Tests'. Below this is a main menu with several categories: 'Learn and write', 'Read and write', 'Speak and listen', 'Grammar and vocabulary', 'Fun and games', 'Print and make', and 'Stories'. The 'Read and write' category is expanded, showing sub-options: 'Read and write', 'Reading practice', and 'Writing practice'. A blue circle with the number '4' is positioned above the 'Reading practice' link, with a blue arrow pointing to it. Below the menu, there are sections for 'Your turn' and 'Reading practice', each with a brief description and a 'Have you seen...' section featuring various activities like 'April Fool's day' and 'Helping others'.

5. I click on **Football World Cup**.

The screenshot shows the 'Reading practice' page on the Learn English Kids website. The page is titled 'Level Filter' and has three columns: 'Level A1', 'Level A2', and 'Level Pre-A2'. The 'Level A2' column is active, showing a list of reading practice activities. The 'Football World Cup' activity is highlighted with a blue box and a blue arrow pointing to it from a blue circle containing the number '5'. The activities listed include 'Helping others', 'Saying hello', 'Football World Cup', and 'The UK'. Each activity has a brief description, a star rating, and a play button icon. On the right side of the page, there is a 'A-Z of Content' section with a search bar and a list of topics including 'Animals', 'Football World Cup', 'Hobbies', 'Helping others', 'Playing musical games', 'Saying hello', 'Seasons', 'Superheroes', and 'The UK'. Below this is a 'Help and Support' section with links for 'Home index for kids' and 'Home index for parents and teachers', and a 'Courses' section with a link to 'Find a place to live or online courses in your country'. At the bottom, there is an 'A-Z of Topics' section with a search bar and a list of topics including 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z'.

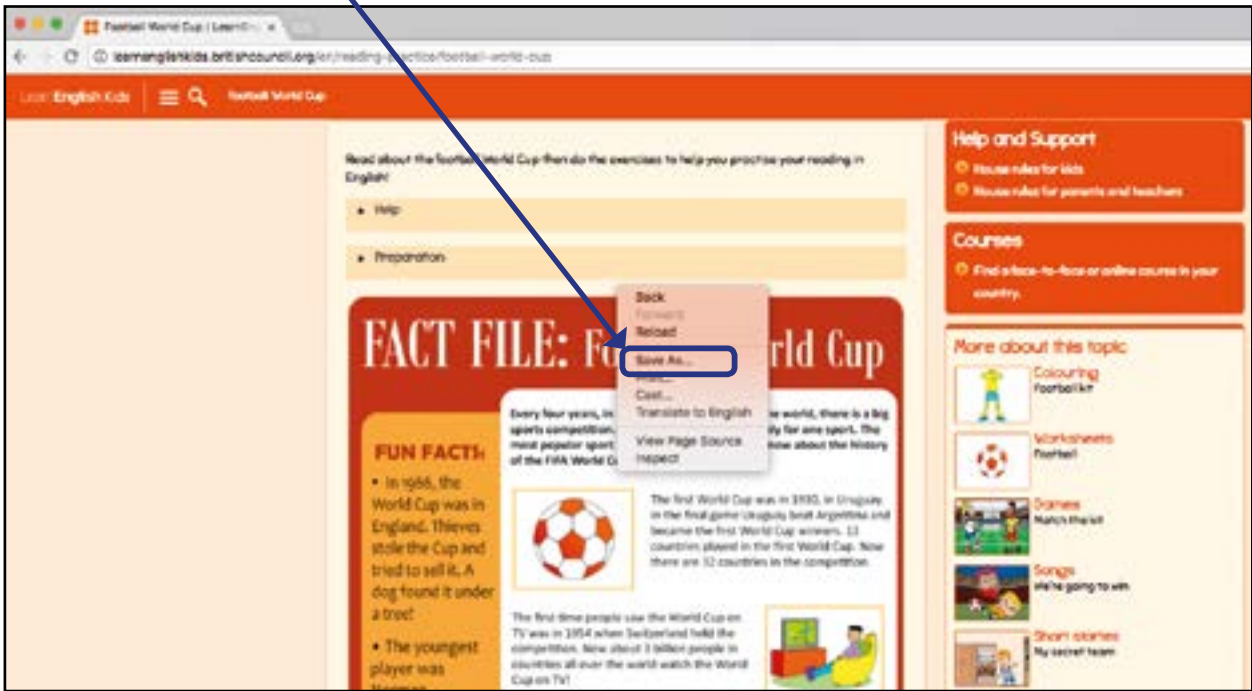


Internet

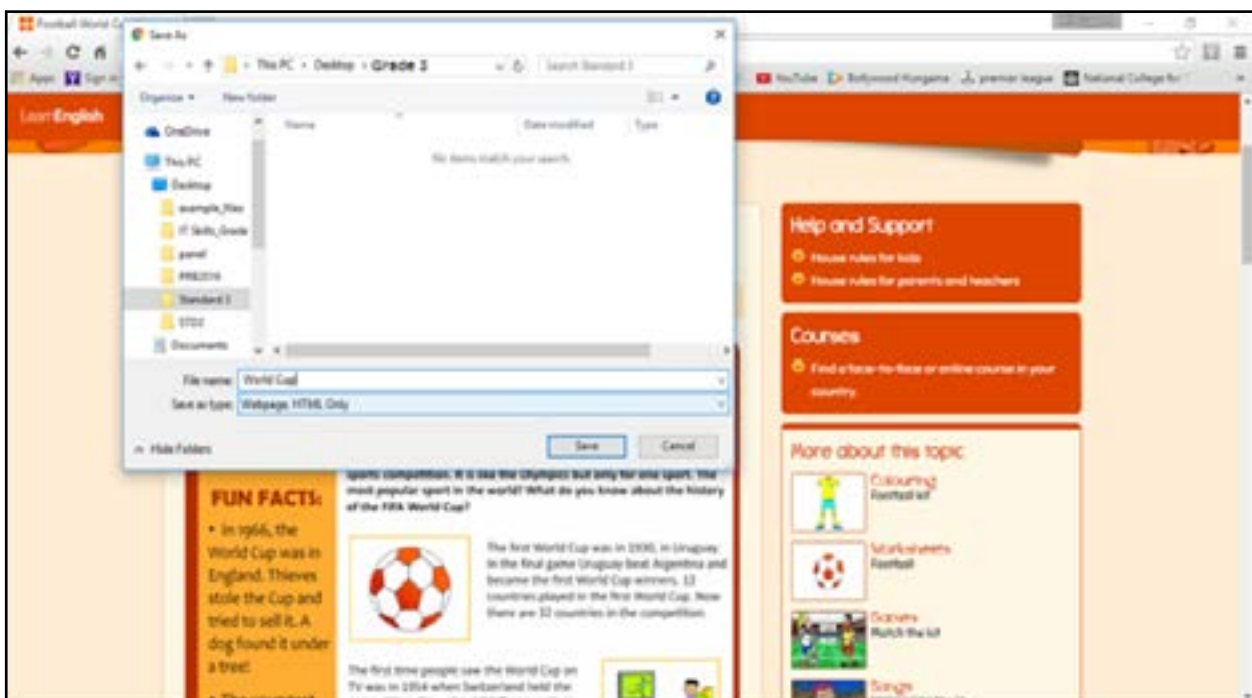
6. I right click on the page.

7. I click on 'Save as...' in the menu which appears.

7



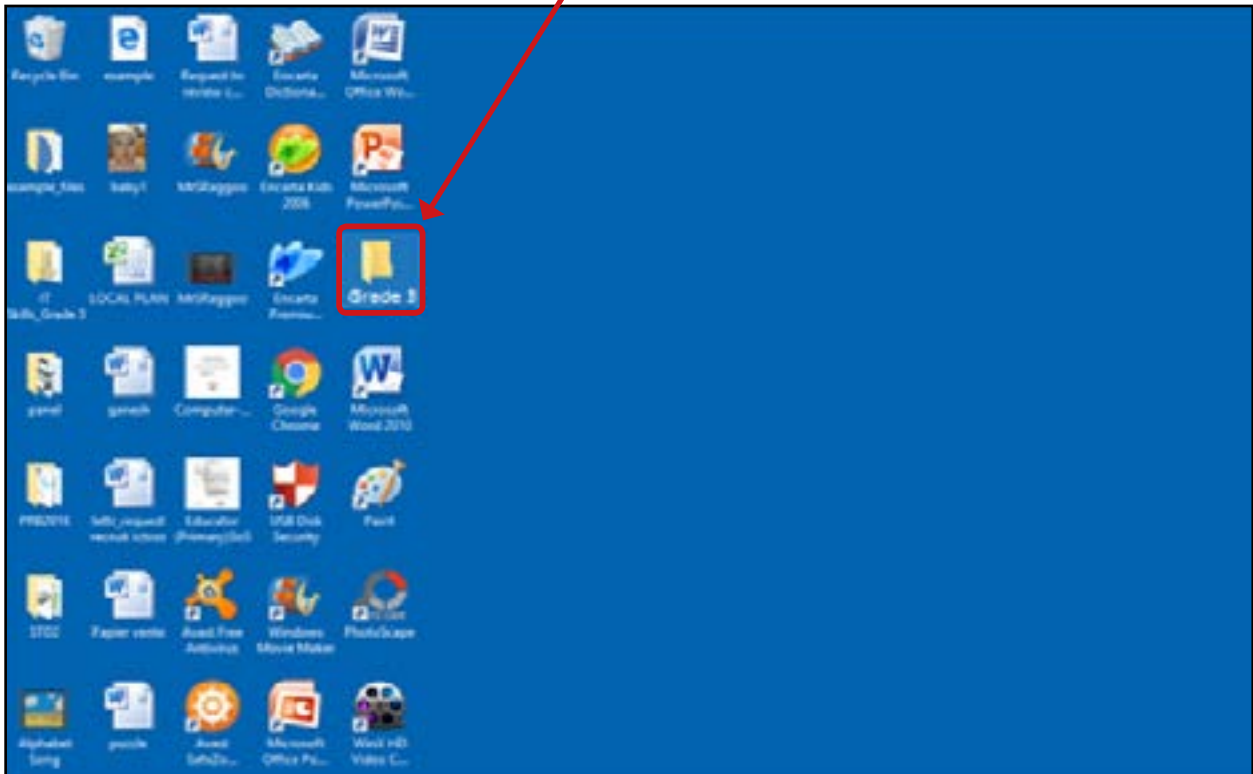
8. I save the page in the folder **Grade 3** using the name **World Cup**.



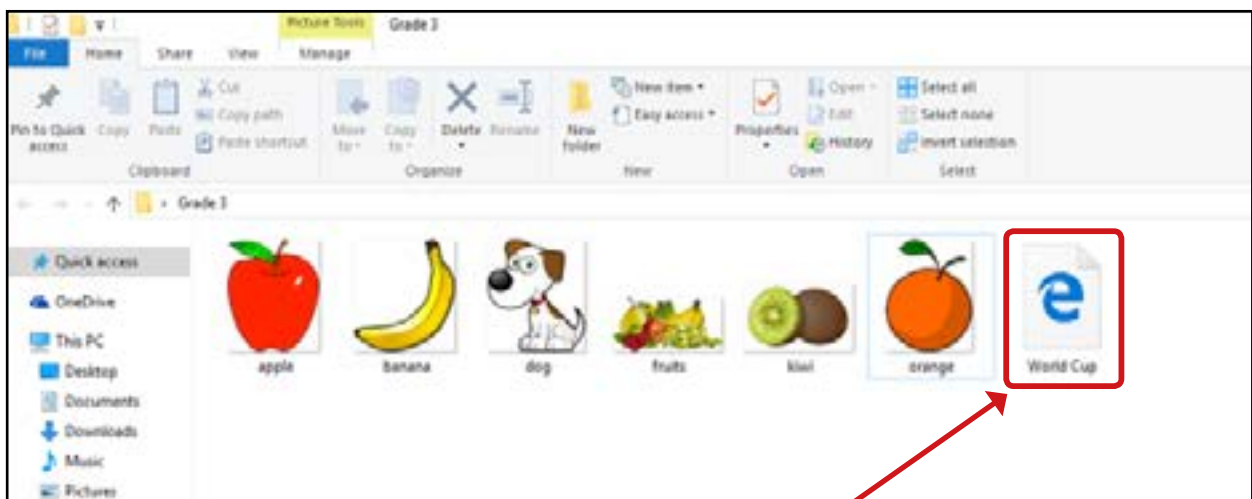


Activity 3: Opening a saved web page

1. I double click on the folder **Grade 3** on the desktop.



The following screen appears:



2. I double click on the file **World Cup**.

2



Internet



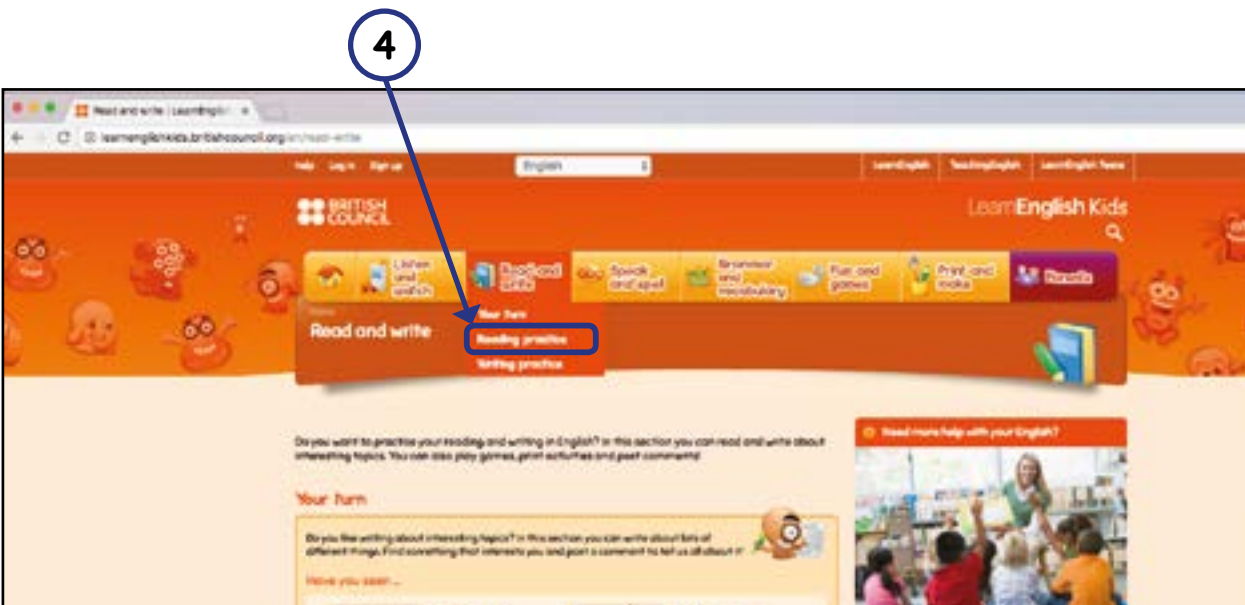
Activity 4: Printing a web page

1. I double click on the icon of a web browser on the desktop.
2. I click on the address bar.
3. I type the web address learnenglishkids.britishcouncil.org/ in the address bar and I press the Enter Key

The following screen appears:

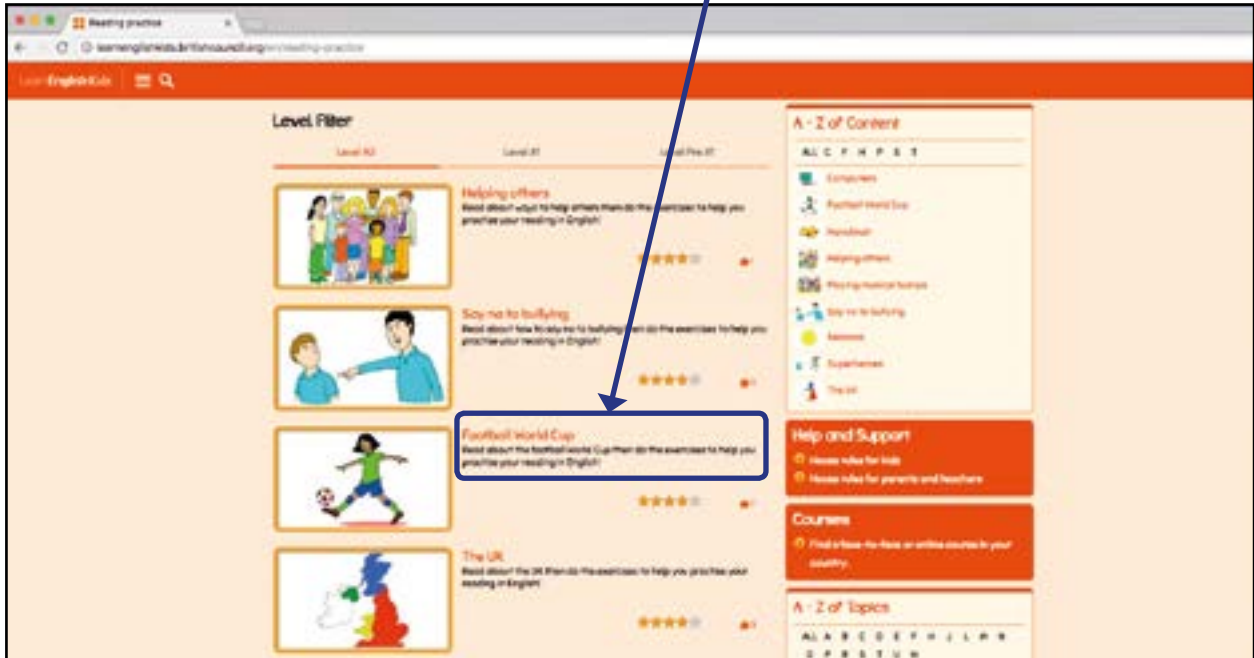


4. I click on **Reading Practice** in the menu under **Read and Write**.



5. I click on **Football World Cup**.

5



6. I right click on the page.

7. I click on 'Print...' in the menu which appears.

7

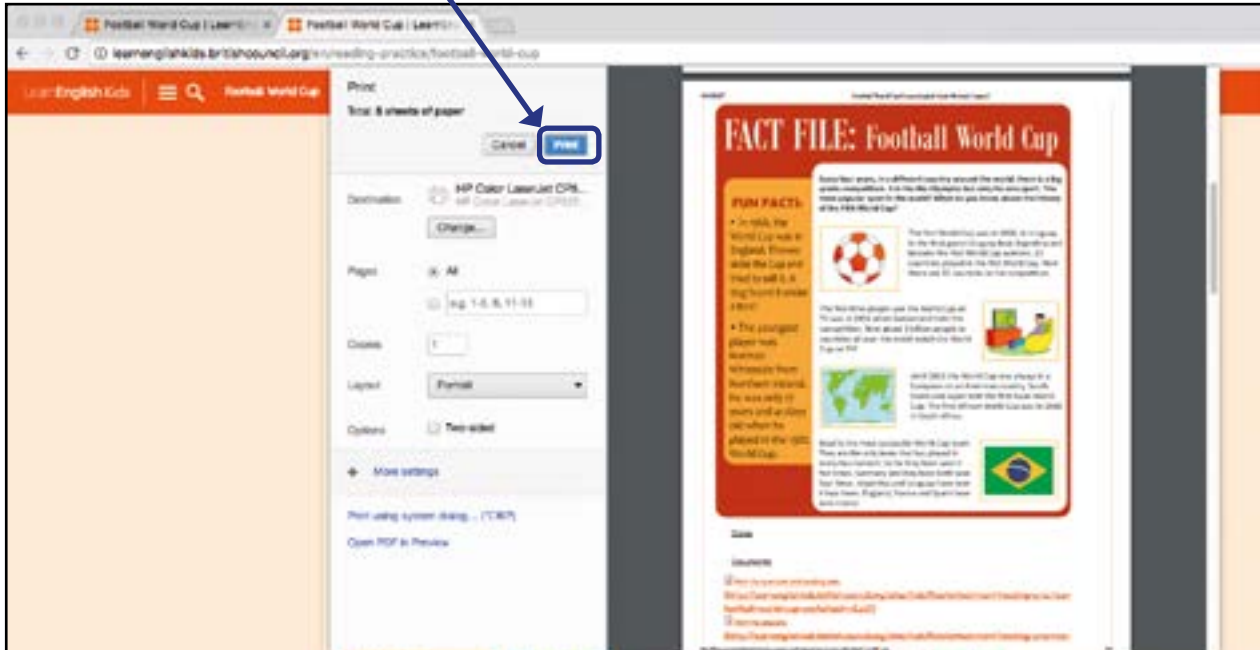




Internet

8. I click on the 'Print' button.

8



Evaluation



At the end of this unit, I can

1	List the Do's and Don'ts when using the Internet	
2	Identify a web address	
3	Access a website using a web address	
4	Save a web page	
5	Open a saved web page	
6	Print a web page	



Internet

UNIT 7

Multimedia



Aim:

To work with MS Paint.

Learning Objectives:

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


- Copy and paste shapes in MS Paint
- Import pictures into MS Paint
- Drag and drop shapes in MS Paint

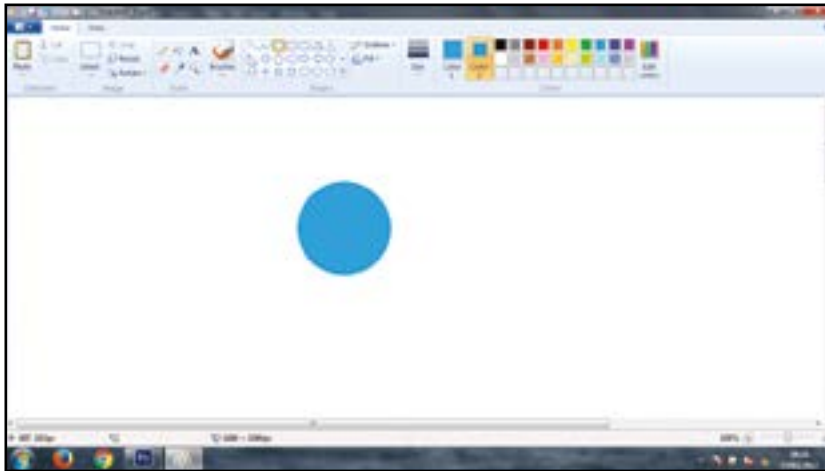


Multimedia



Activity 1: Copying and pasting shapes in MS Paint

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



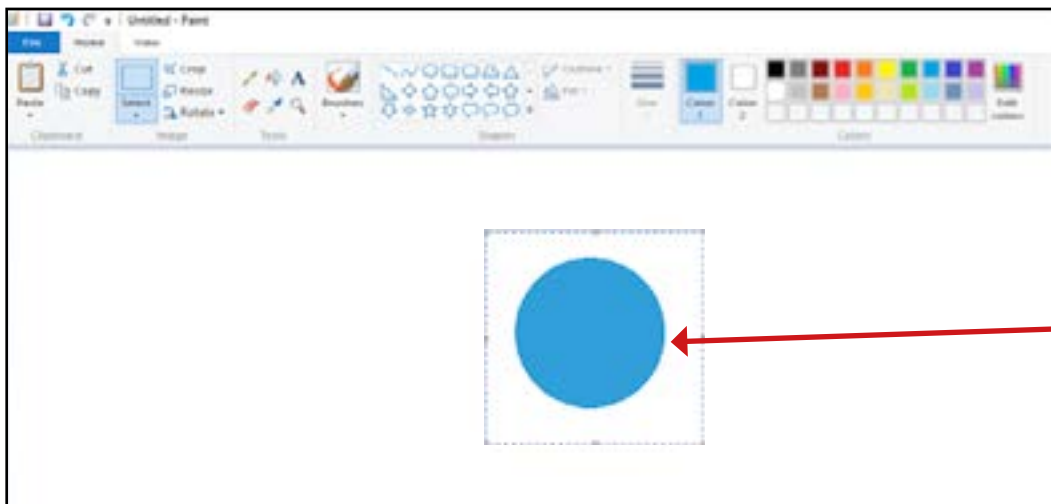
3. I click on the **Select** button.

3



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

4



5. I click on the **copy** tool



5



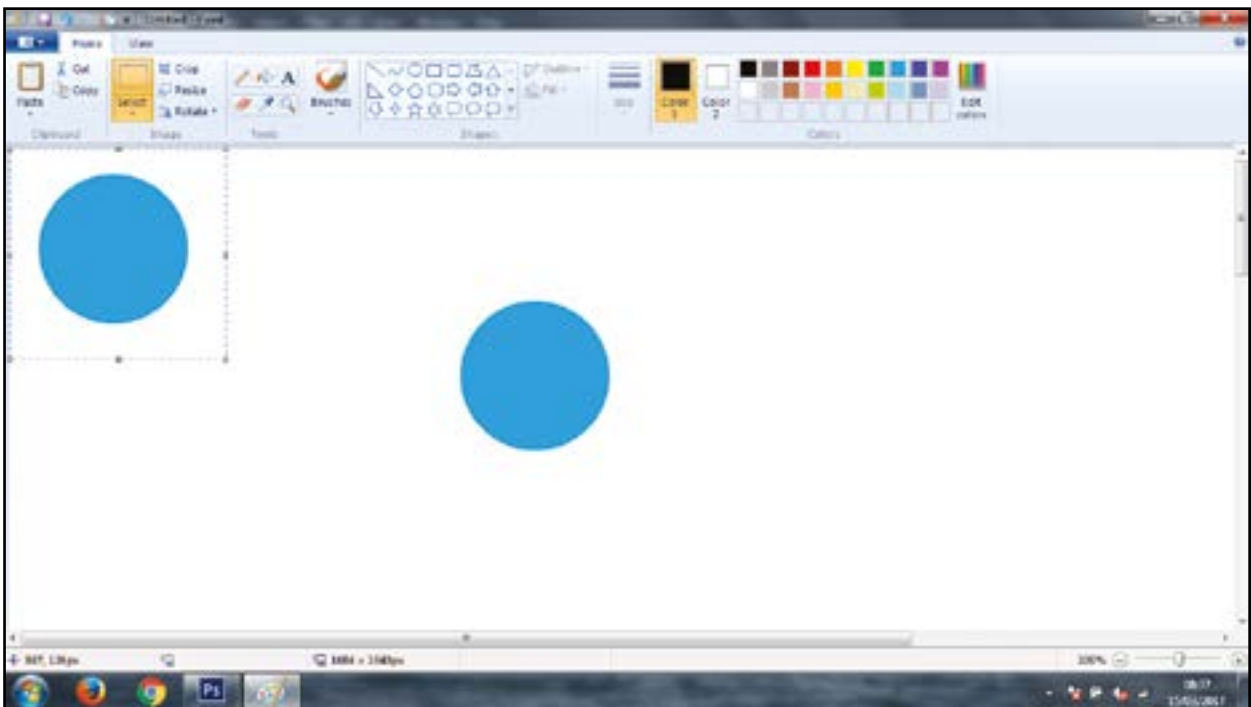
6. I click on the **paste** tool



6



Another blue circle appears





Multimedia



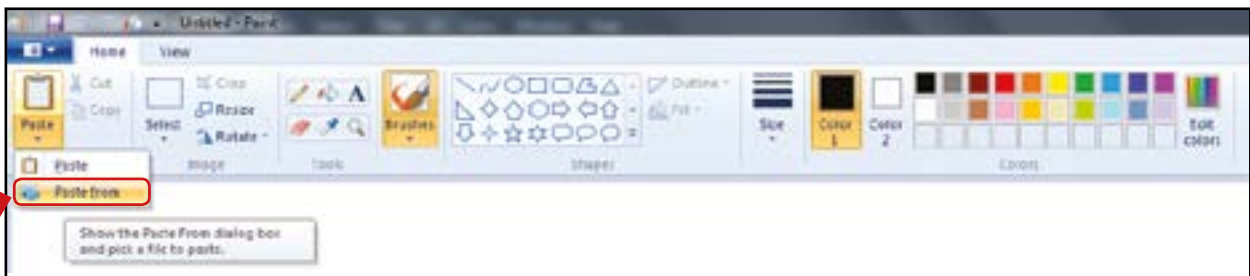
Activity 2: Importing pictures into MS Paint

1. I double click  on the desktop.

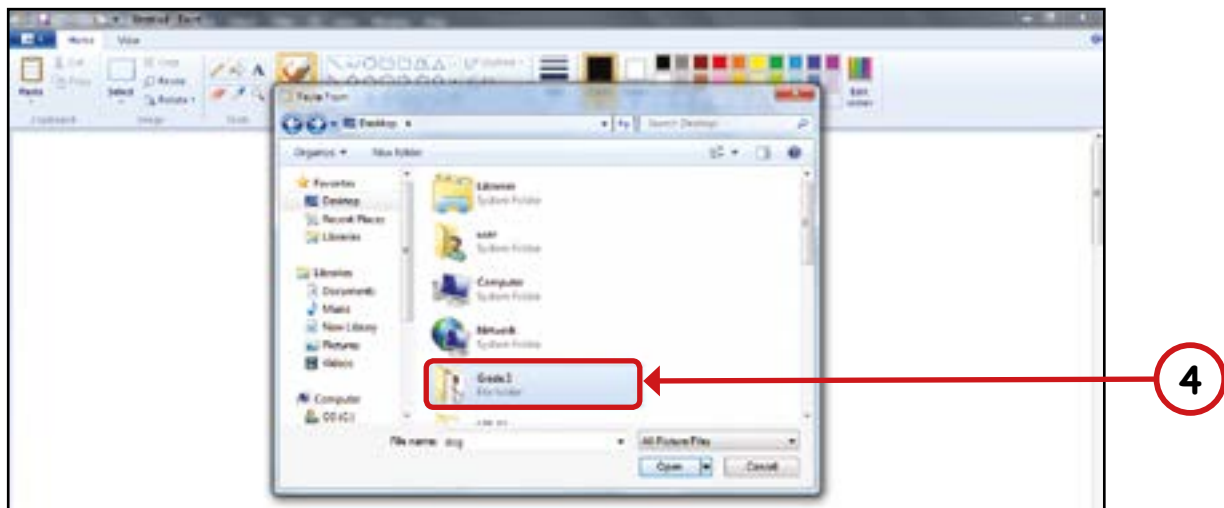
2. I click on the small rectangle under the **paste** tool to get more options.



3. I click on the 'Paste from' option 



4. I search for the folder **Grade 3** and double click on it.



5. I double click on the picture of the dog.

5



The dog's picture appears on the MS paint page.



I use the fill tool to change the dog's colour.





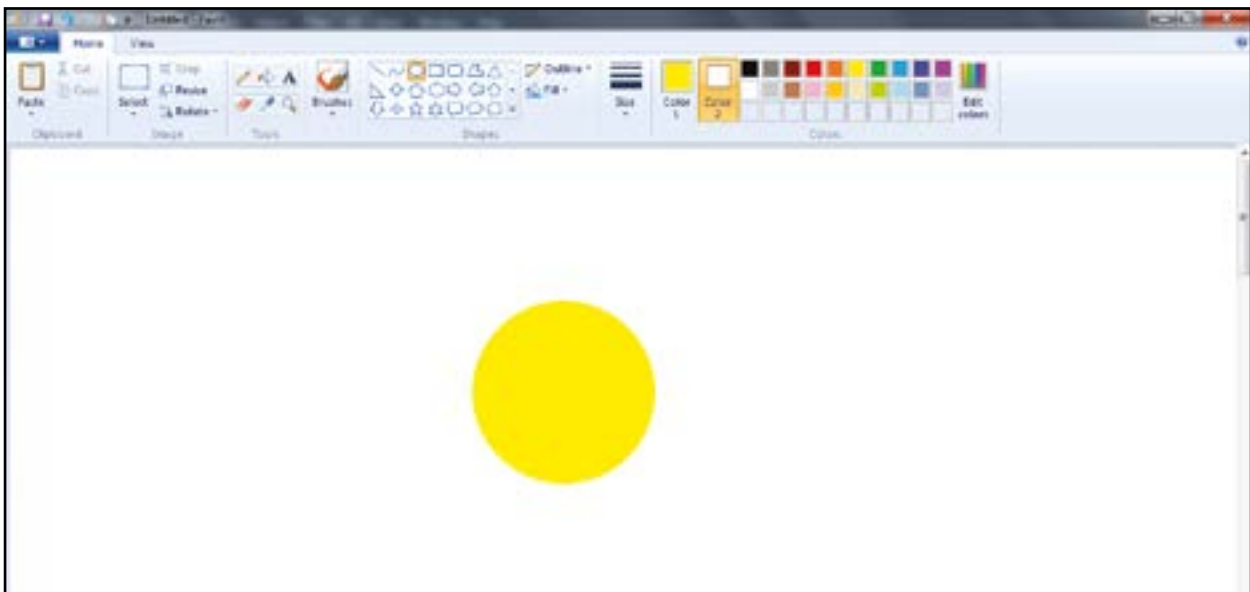
Multimedia



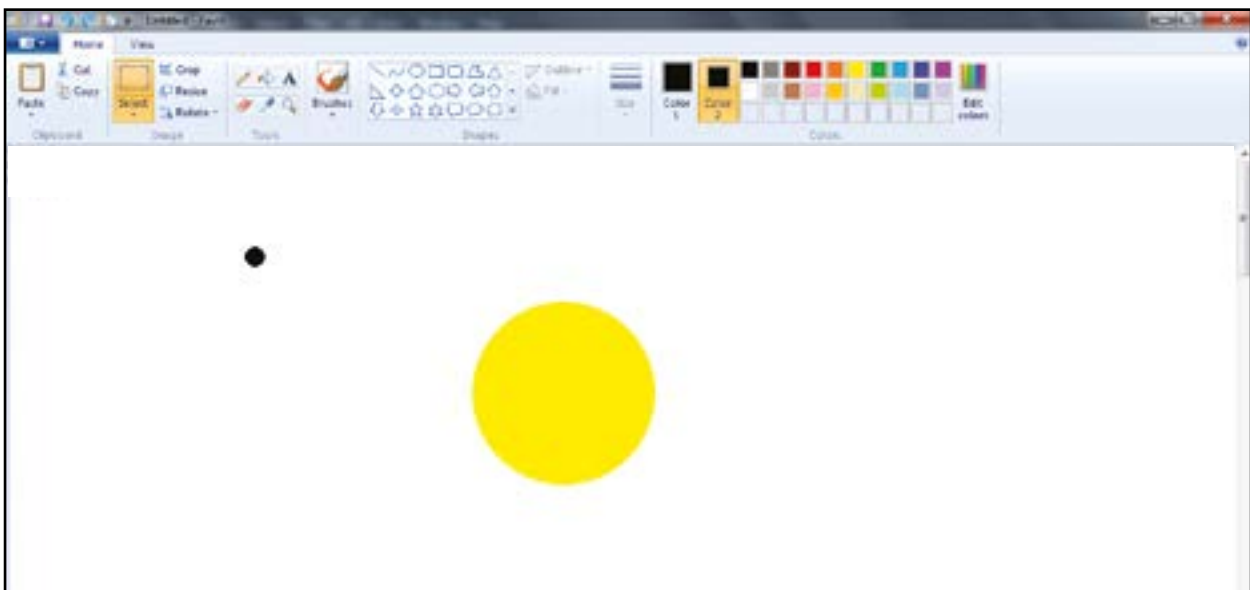
Activity 3: Drag and drop shapes in MS Paint

1. I double click  on the desktop.

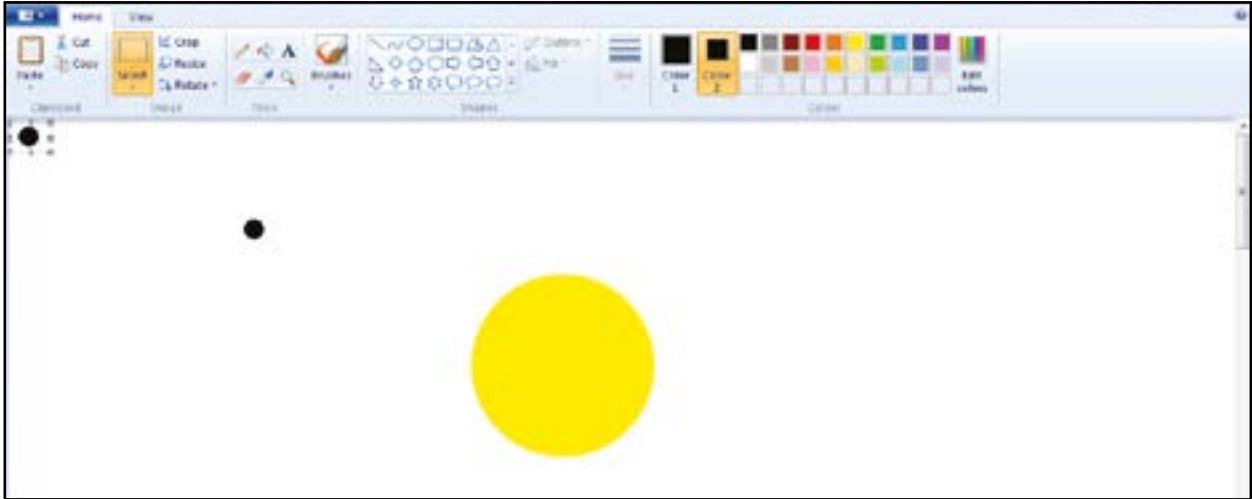
2. I draw a yellow circle in the middle of the page.



3. I draw a black circle smaller than the yellow one.



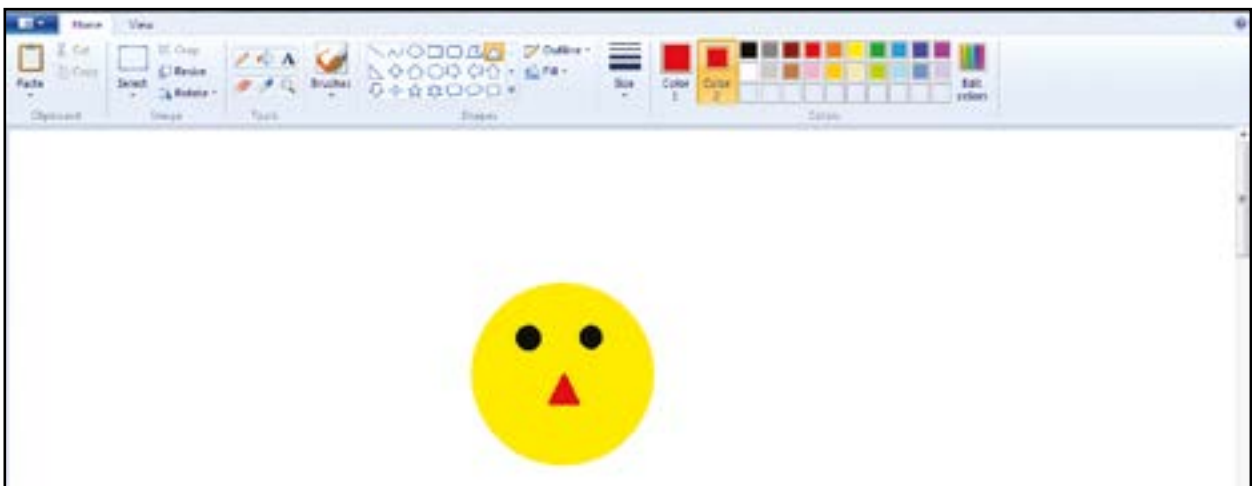
4. I copy and paste the small black circle.



5. I drag and drop the two black circles into the yellow circle.



6. I now draw a red triangle and place it in the yellow circle.





Multimedia

Evaluation



At the end of this unit, I can



1	Copy and paste shapes in MS Paint	
2	Import pictures into MS Paint	
3	Drag and drop shapes in MS Paint	

UNIT 8

Health, Safety and Ethics

Aim:

To be aware of health problems which may be caused by computer use

Learning Objectives:

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

- List health problems which may be caused by the use of computers



Health, Safety and Ethics

Use of computers and health problems



Working too long on the computer can cause health problems.

Some health problems when working too long on computers:



Neck pain



Back pain



Wrist pain



Head ache



Painful eyes

Evaluation



At the end of this unit, I can



- | | | |
|---|--|--|
| 1 | List health problems which may be caused by the use of computers | |
|---|--|--|



Teacher's Notes

General Notes



to be done in the book.



to be done on the computer.

- An evaluation section is found at the end of each topic to note progress of pupils.
- All computer activities have been designed to be used with **Windows 7** and **Office 2007**.

Chapter 1: COMPUTER FUNDAMENTALS

Page 6: Teacher may use other examples to explain the concept of input-output.

Page 8-9: The pictures in the green boxes on the left shows the advantages of using computers. Pictures in red boxes on the right are to be used for comparison.

Chapter 2: COMPUTER OPERATIONS

In this chapter, examples have been given for:

1. Renaming a folder
2. Deleting a file
3. Restoring a file

Teacher should inform pupils that:

- a file can be renamed using same instructions as Renaming a folder
- folders can be deleted and restored using same instructions as for deleting and restoring a file
- when a folder is deleted, its content, if any are also deleted.

Page 17: the folder created has been named **Grade 3** and all documents (Word, Excel, Powerpoint, MS Paint etc...) will be saved in this folder.

Teacher may use other names such as **Grade 3 Red** or other names depending on number of streams at school and also the number of computers available. Same applies for file names.

Chapter 3: WORD PROCESSING

Page 27: Teacher should elaborate on **using meaningful file names.**

Page 32: Teacher should ensure that the clipart used in the activity is available on the computer before starting the lesson.

Page 35: Teacher may carry out the example on the computer so that pupils understand better.

Pupils may be given other small activities to consolidate the '**Saving a file**' and '**Inserting clipart**' sections



Teacher's Notes

Chapter 4: SPREADSHEET

Page 66: The mouse may also be used to select (highlight) cells depending on ability of pupils.

Page 74: Teacher may carry out a simple activity to demonstrate the different alignments.

Chapter 5: PRESENTATION

Page 86: Pictures must be pre-loaded in the Grade 3 folder on the desktop before starting the activity.

Chapter 6: INTERNET

Pages 97, 99 and 102: Teacher is free to use other web sites for explanation purposes.

Chapter 7: MULTIMEDIA

Page 114: Picture must be pre-loaded in the Grade 3 folder on the desktop before starting the activity.

Pupils may be given other small activities to consolidate use of MS Paint.

