

GRADE
2

Let's Learn

ICT SKILLS

GRADE 2 | PUPIL'S TEXTBOOK



Mauritius Institute of Education
under the aegis of
Ministry of Education, Tertiary Education, Science and Technology



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Preface

Information and communication technology (ICT) is a broad area of study that at one end, has core computer science concept and at the other, digital literacy and computer fundamentals. At the same time, with technological advancements, children are exposed to the world of technology at a young age. It becomes therefore important to help our children have a good understanding of how computers work in this highly digital world.

This book has been written by taking into consideration the National Curriculum framework. With the introduction of tablets, EDLP, Sankoré and projectors, teaching and learning has become more ICT based. More practical activities have been enhanced throughout the textbook to cater for needs of our young pupils to a next level of interaction with the ICT world. The book is more child-centered. It includes more practical activities designed with well illustrated pictures and simple step-by-step instructions. A new chapter has been included namely “Introduction to Tablets”.

The workbook consists of seven different units:

1. Working safely with computers.
2. Working with tablets.
3. Computer operations.
4. Developing word processing skills.
5. Using presentation software.
6. Browsing the Internet safely.
7. Multimedia: Working with shapes.

The workbook is learner-centered and consists of:

1. Practical activities.
2. Book activities in the forms of drawing, colouring and matching.
3. Activities on Tablet.
4. Extra challenge activities.

A new innovating aspect was also brought to the book with the introduction of a child friendly Avatar named Kimo. The Avatar will guide the pupil throughout the book.

The Information and Communication Technology Panel



Introduction

Hello Friends,

My name is Kimo,

I will guide you throughout your ICT Skills book.

What is your name?



Key



Activity on computer



Activity in books



Activity on tablet



Observation



Reward



Tips



?



Extra challenge



Note to teacher:





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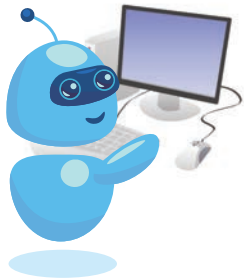
Unit 7

Multimedia: Working with shapes..... 107 - 138





Unit 1



Working safely with computers

Aim

To work in a safe and healthy environment.

Learning objectives:

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

- Recognize the health risks existing in the computer lab.
- Show understanding of the proper way to sit in front of the computer.
- Switch on and off a computer in a safe manner.

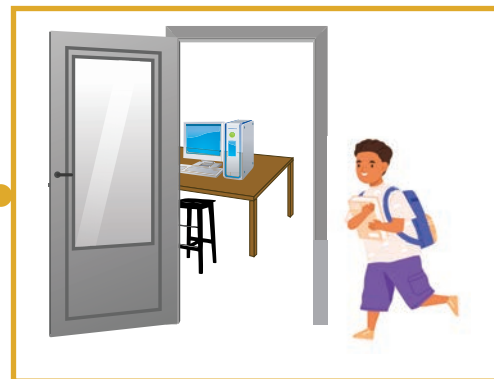


Rules and regulations of a computer lab



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

I enter and leave the computer lab quietly.



I do not eat or drink in the computer lab.

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



Unit 1 - Working safely with computers



I sit properly in front of the computer.

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



I tell my teacher if I have a problem with the computer.

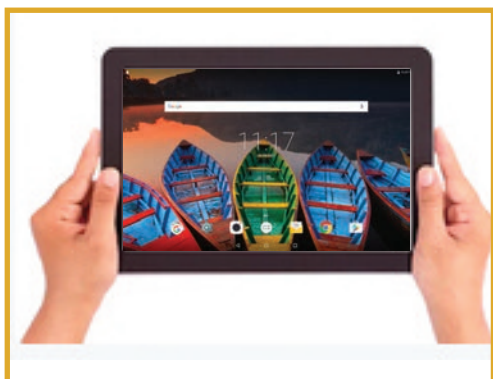
I do not touch the screen.





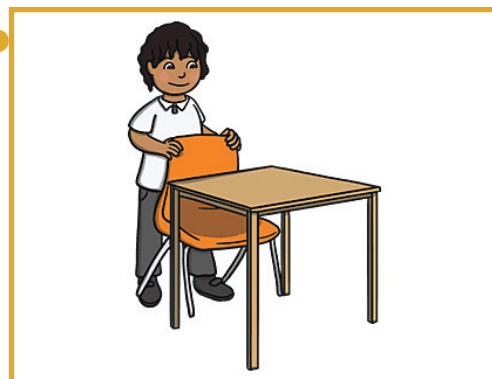
I do not touch the electrical wires and sockets.

I do not run in the computer lab.



I handle my tablet properly.

I push my chair under the table before leaving.



Risks in the computer lab

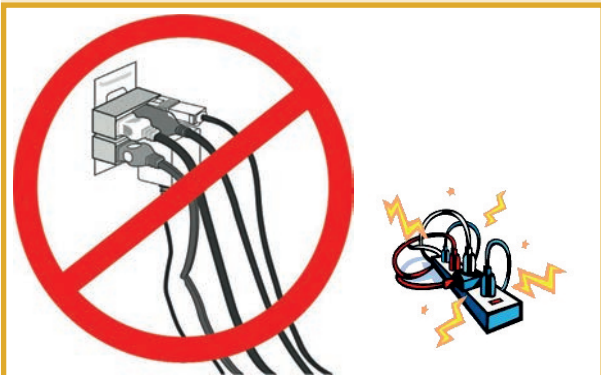
Trailing wires



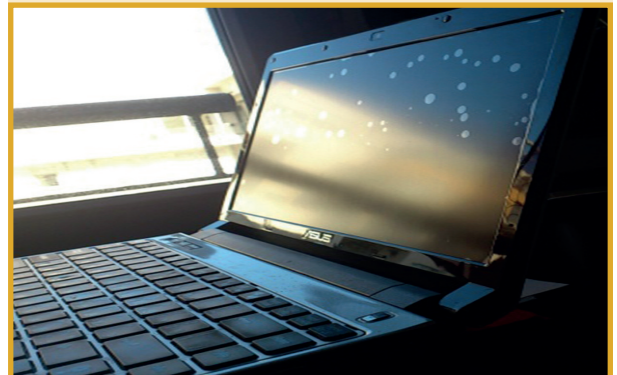
Damaged electrical sockets and wires



Overloaded electrical sockets



Working with glare or reflections



Wrong sitting posture



Food or liquids near computer

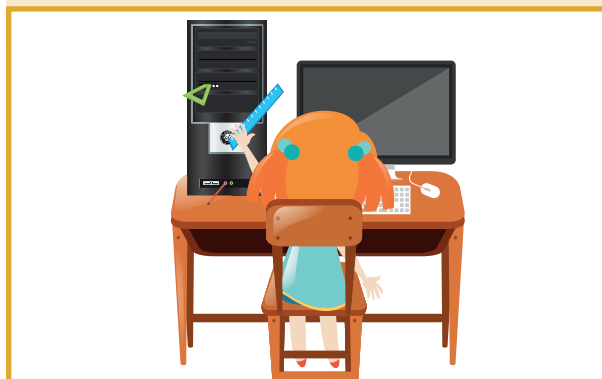


Risks in the computer lab

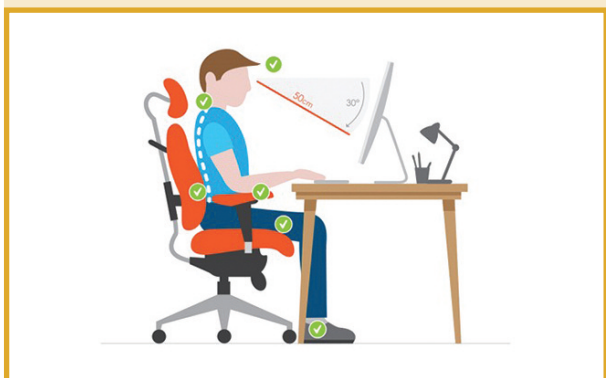
Do not touch electrical sockets



Do not insert objects in the computer parts



Sit properly



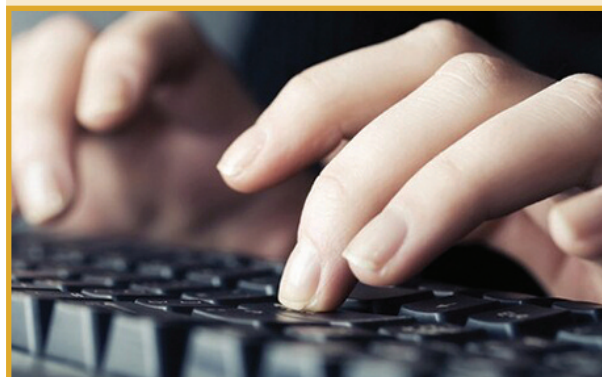
Do not play or run in the computer lab



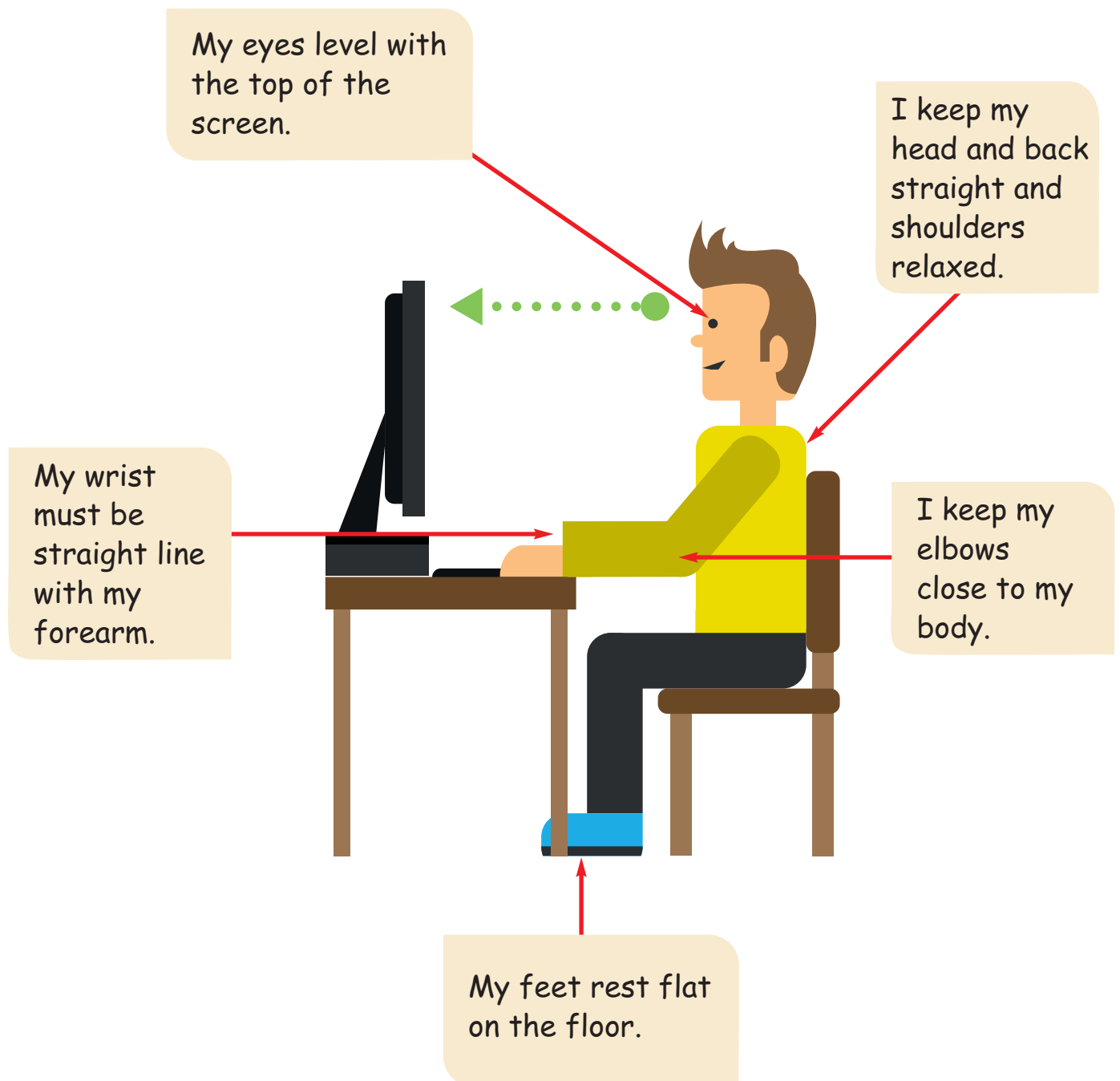
Do not touch computer parts with wet hands



Do not hit the keys too hard



Good sitting posture in front of the computer.



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

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 check if the monitor is turned on.

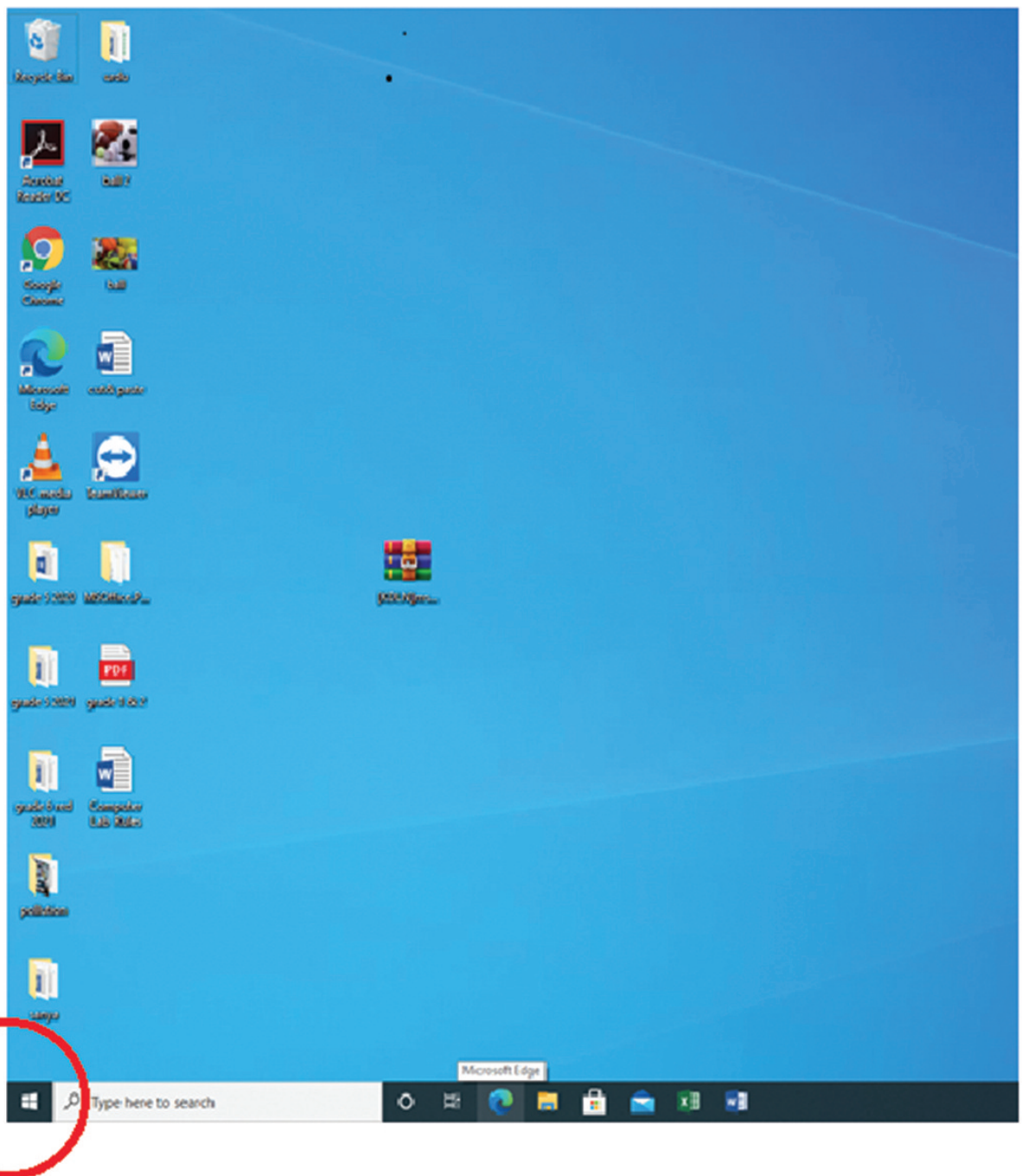


3. I switch on the power button on the system unit.



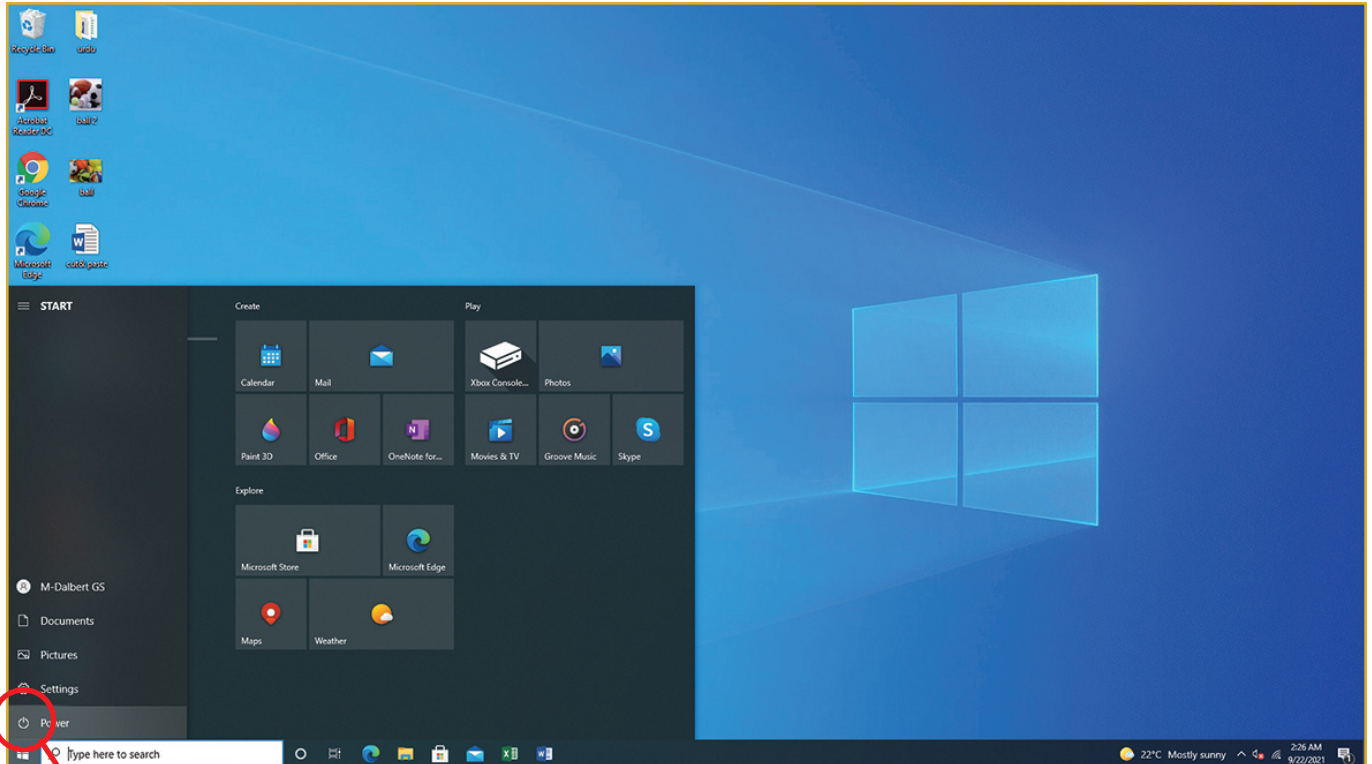
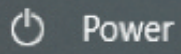
How to switch off a computer?

1. I click the Start button.



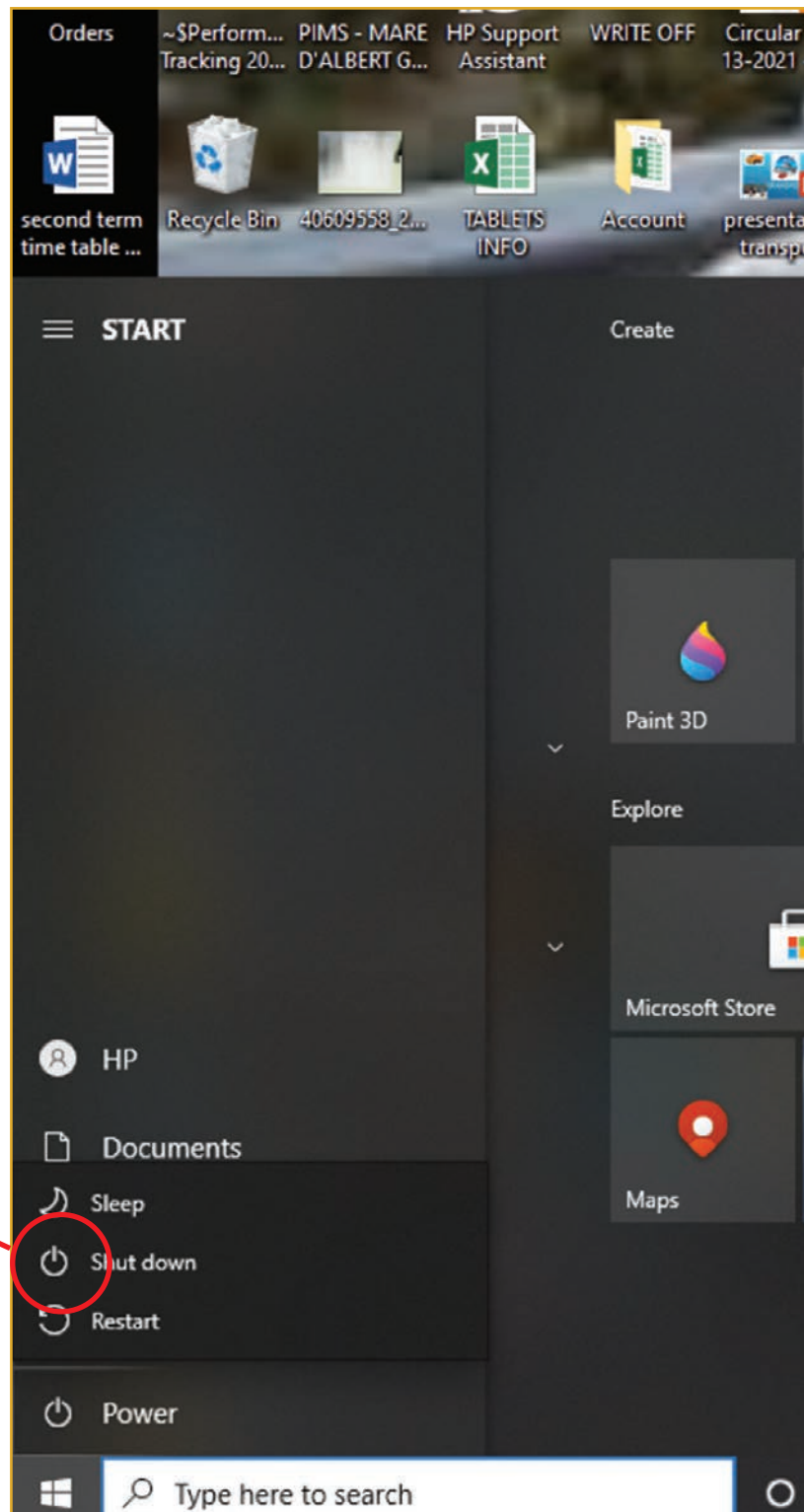
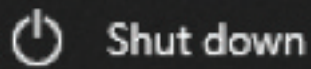
Unit 1 - Working safely with computers

2. I click on power.



2

3. Click on Shut down.



3



Unit 2



Working with Computers: Tablets

Aim

To introduce pupils to tablets.

Learning objectives:

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

- Handle a tablet.
- Identify the parts of a tablet.
- Draw on Sketch.



How should we handle a tablet?



- Keep the tablet in the tablet casing.



- Tap softly on the screen.



- Keep your keyboard clean.



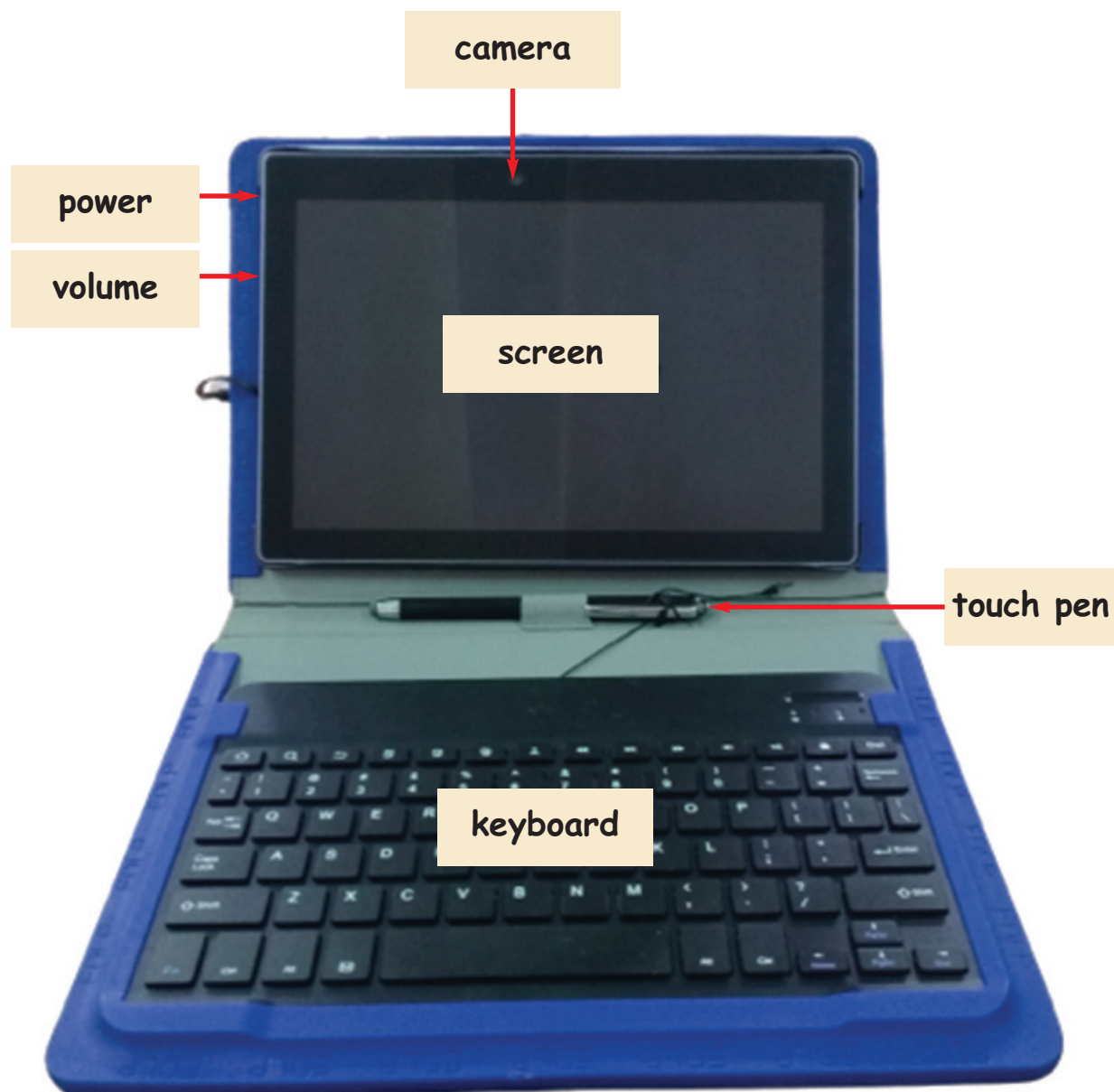
- Use the pen stylus with care.



- Avoid eating and drinking when using the tablet.

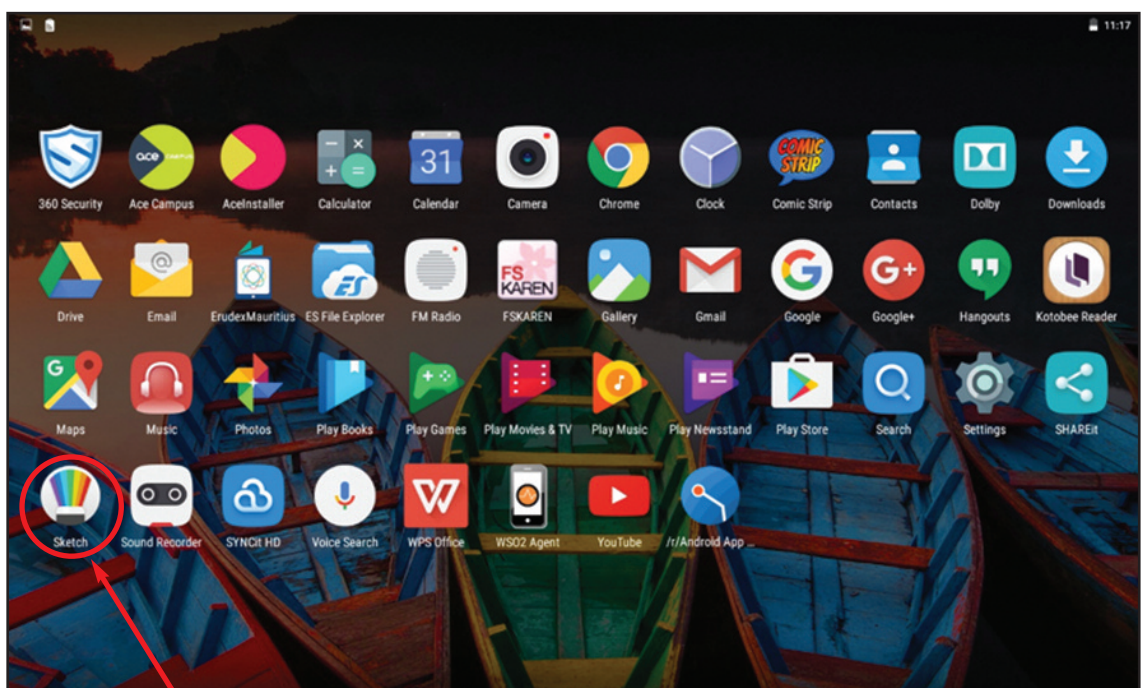
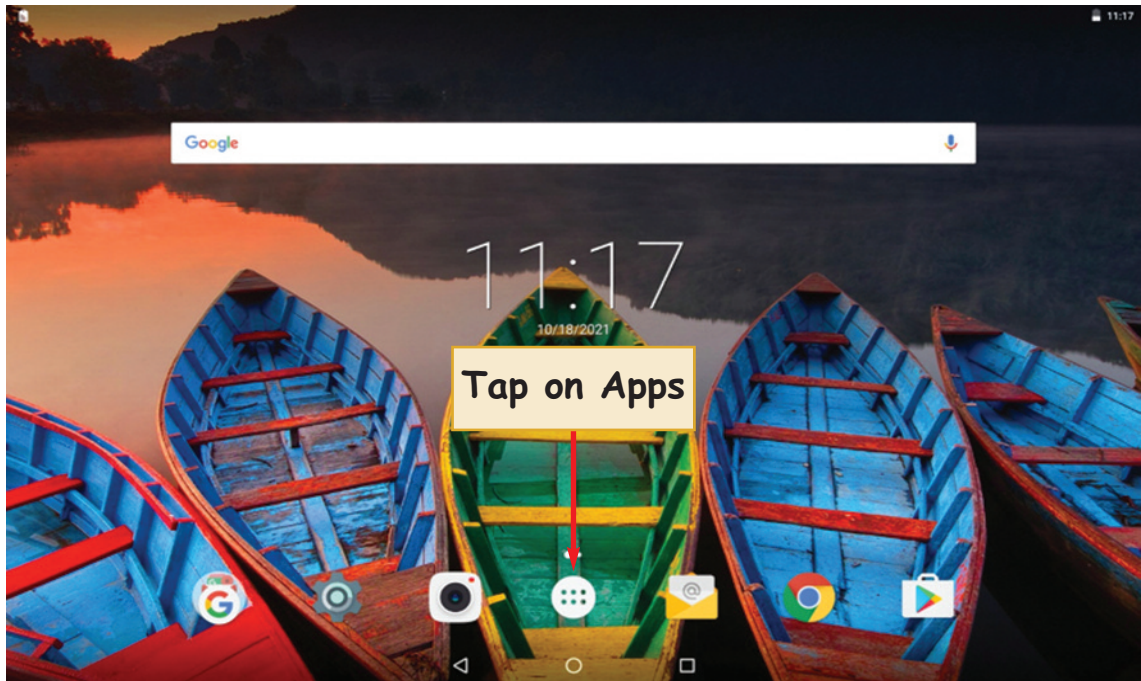


Parts of a tablet



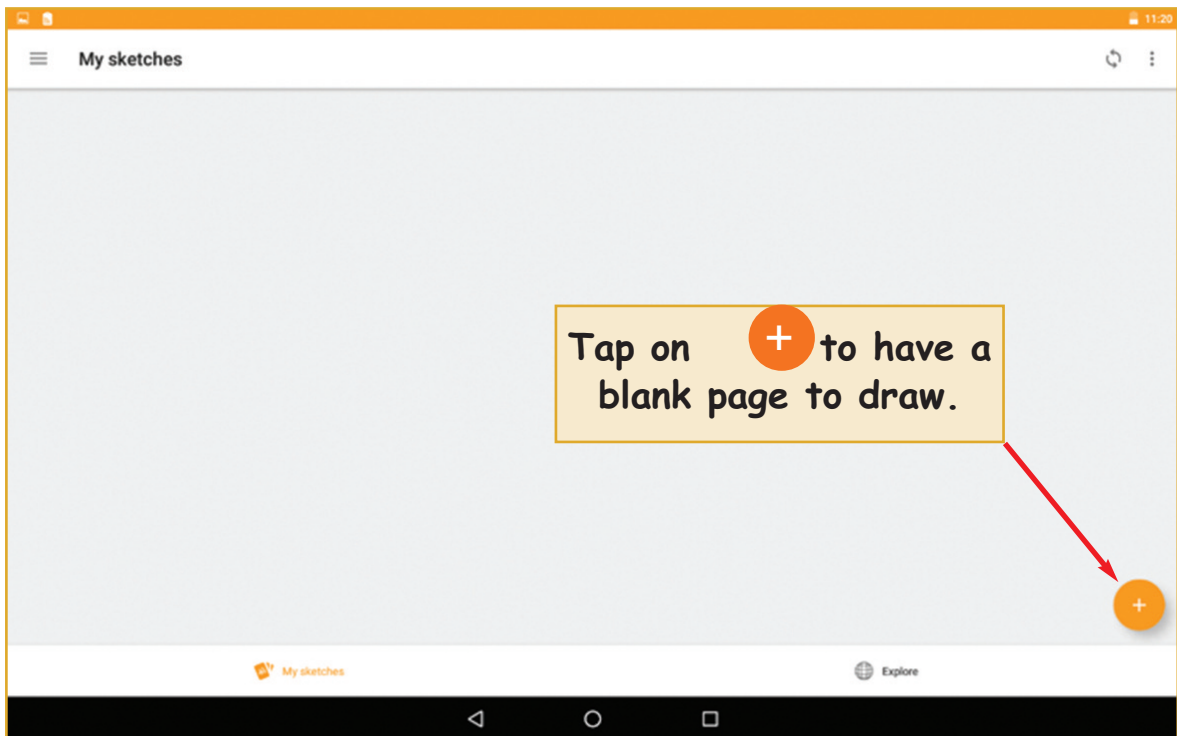
Drawing on Sketch

To draw with fun brushes and tools.

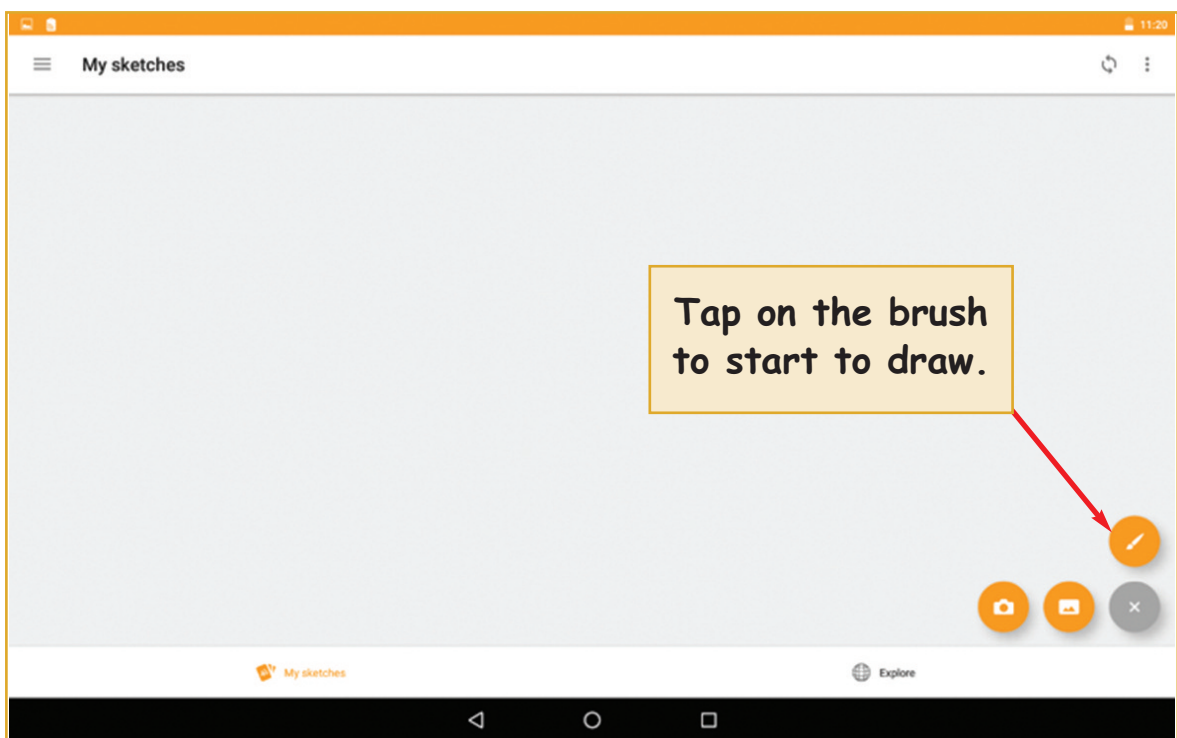


Tap on Sketch

The following screen appears :

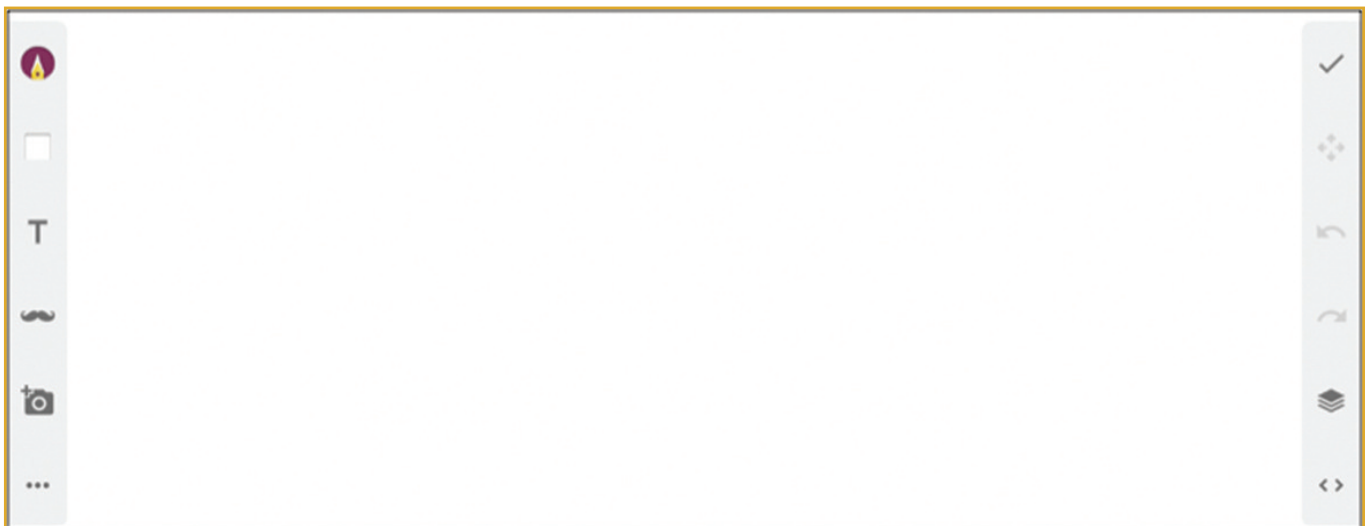


The following blank page will appear:

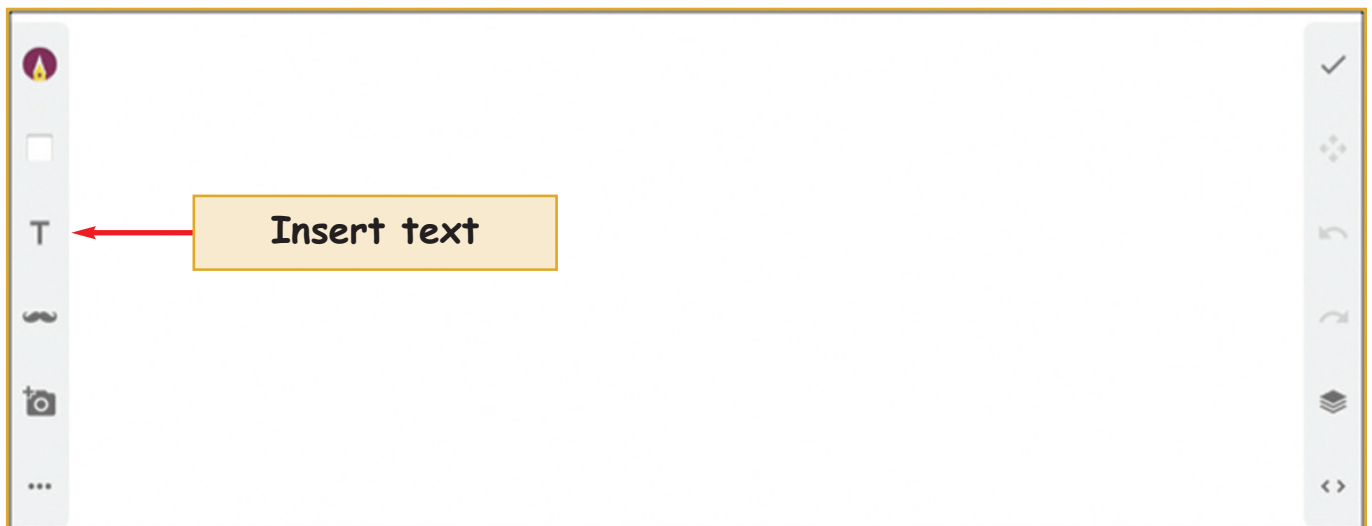
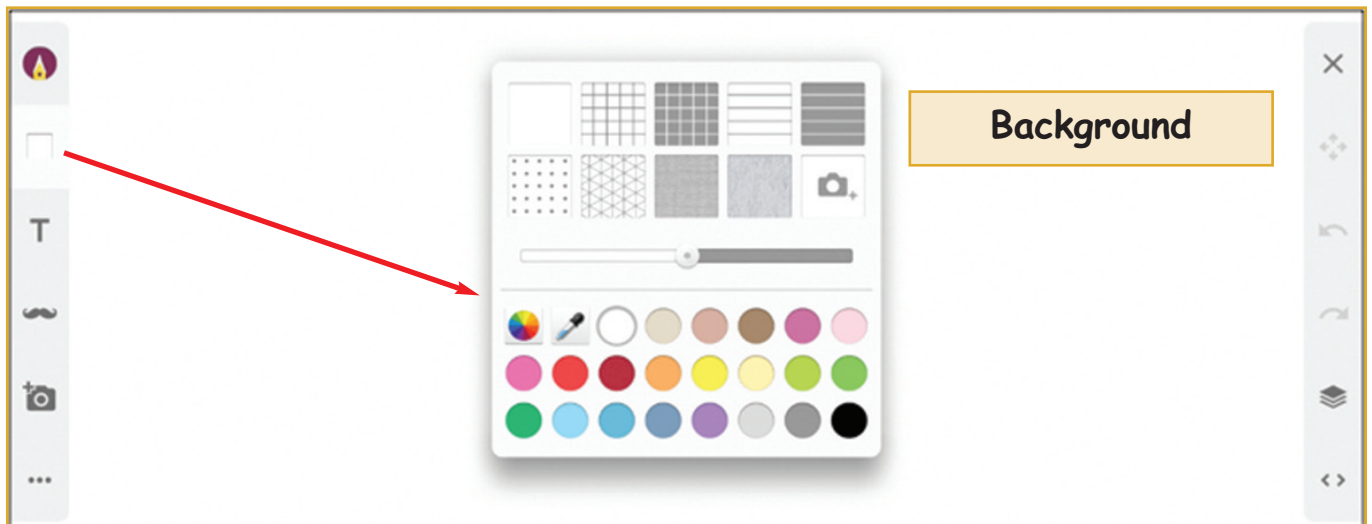
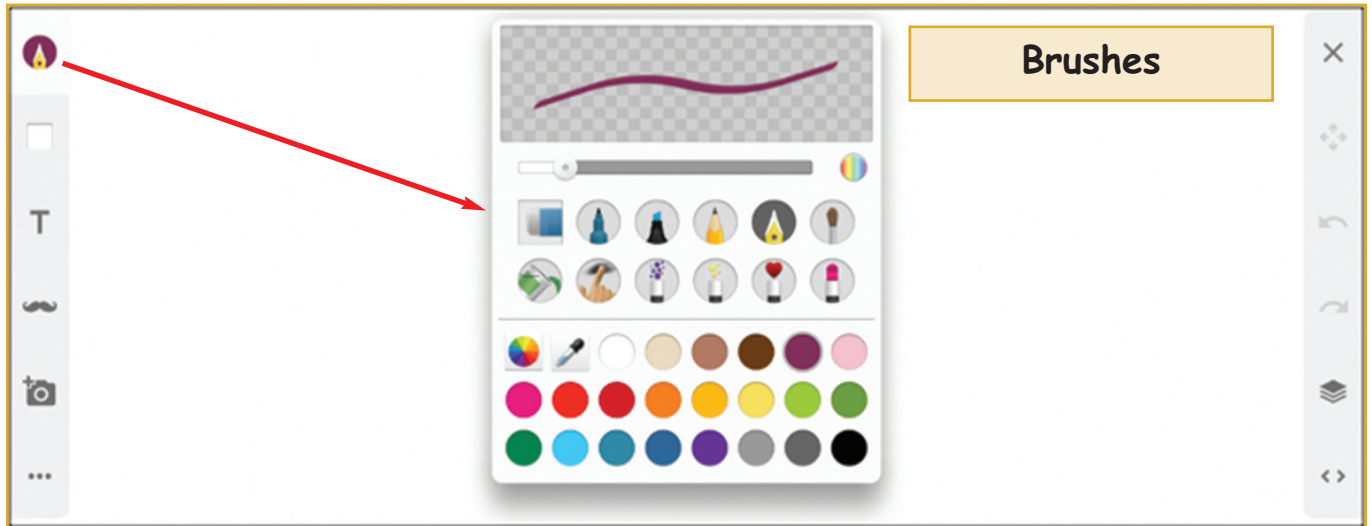


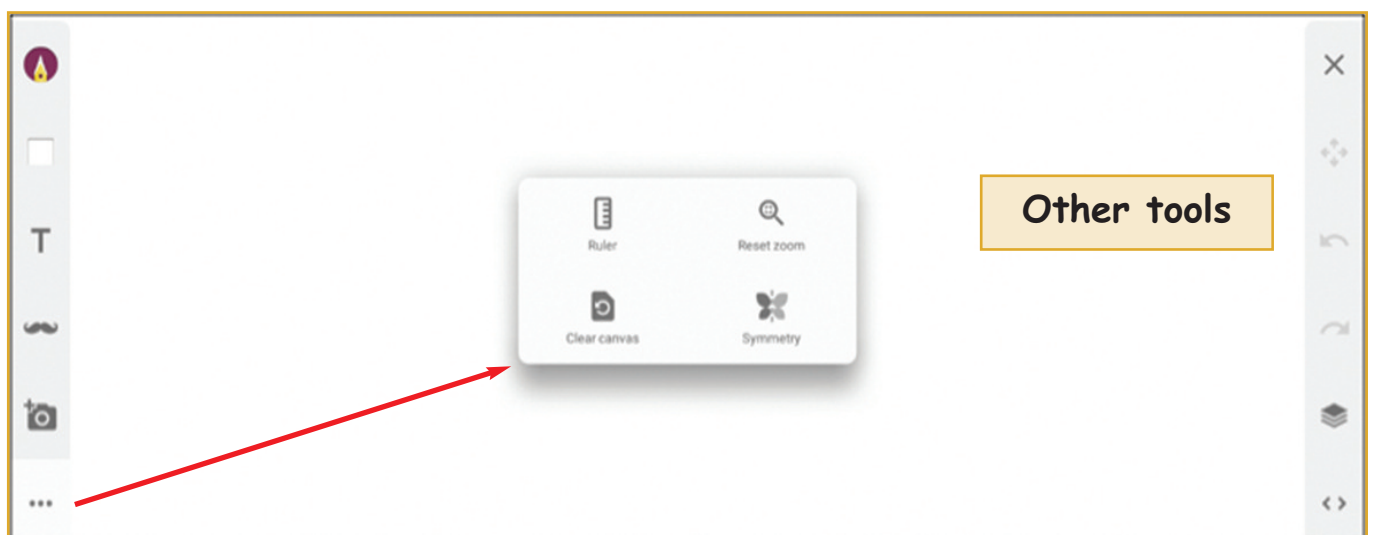
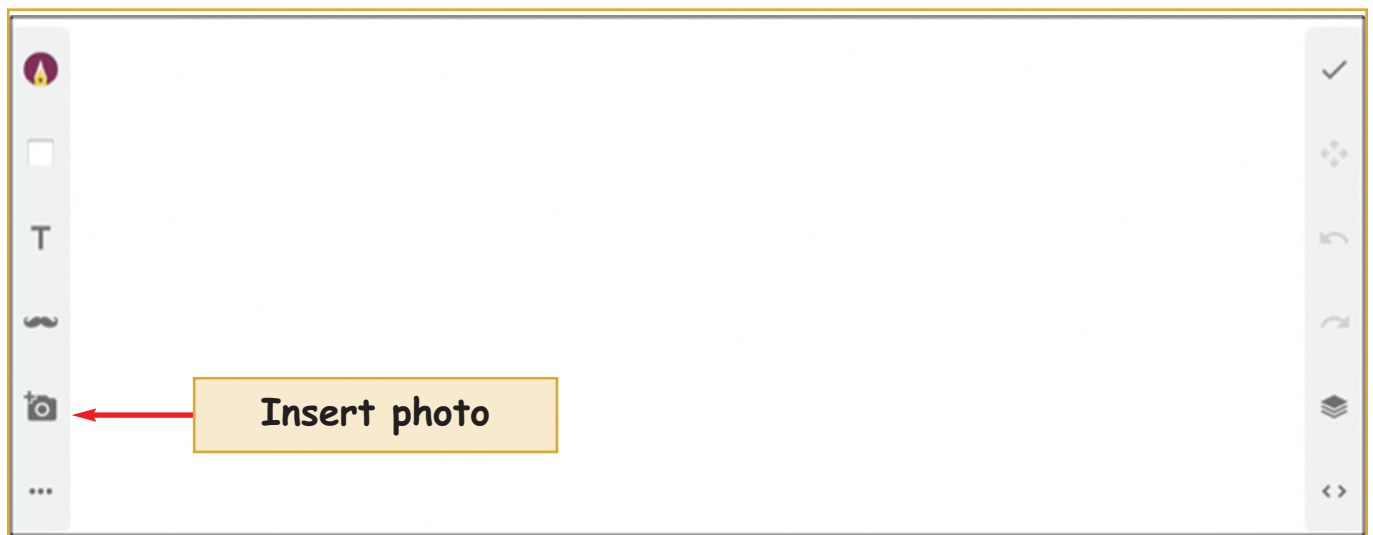
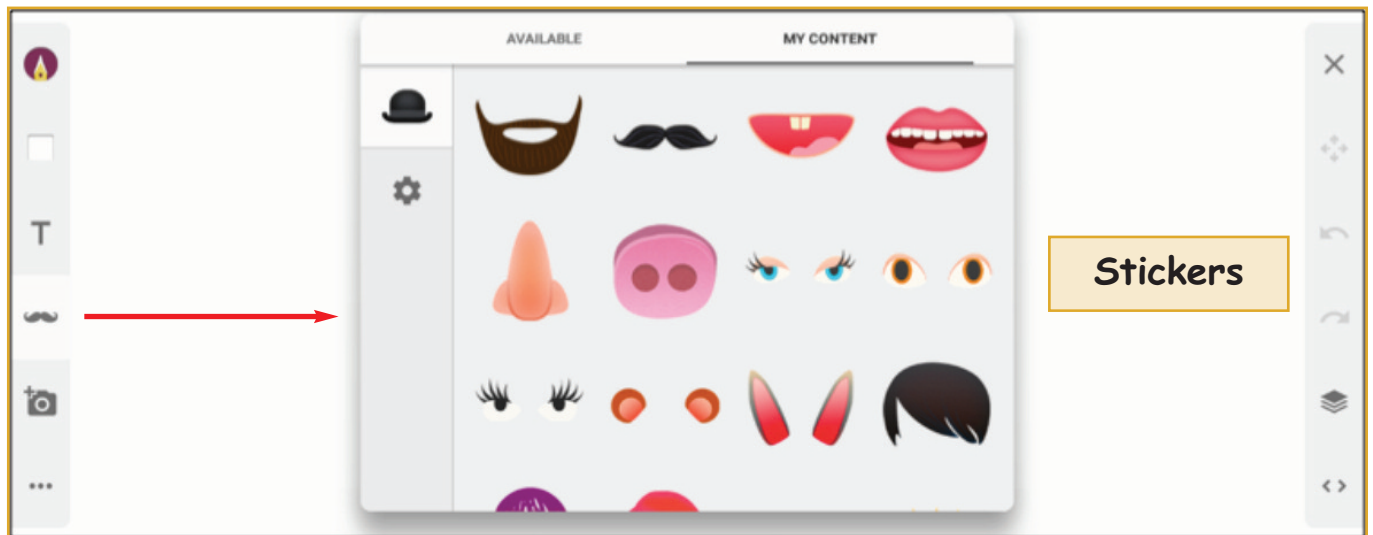


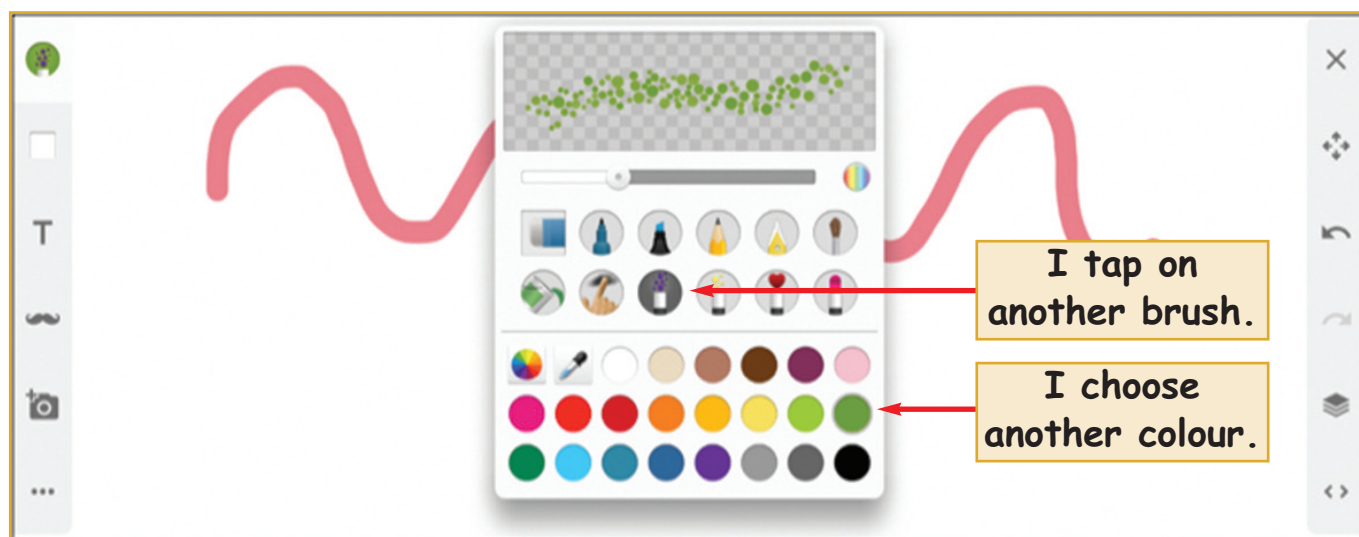
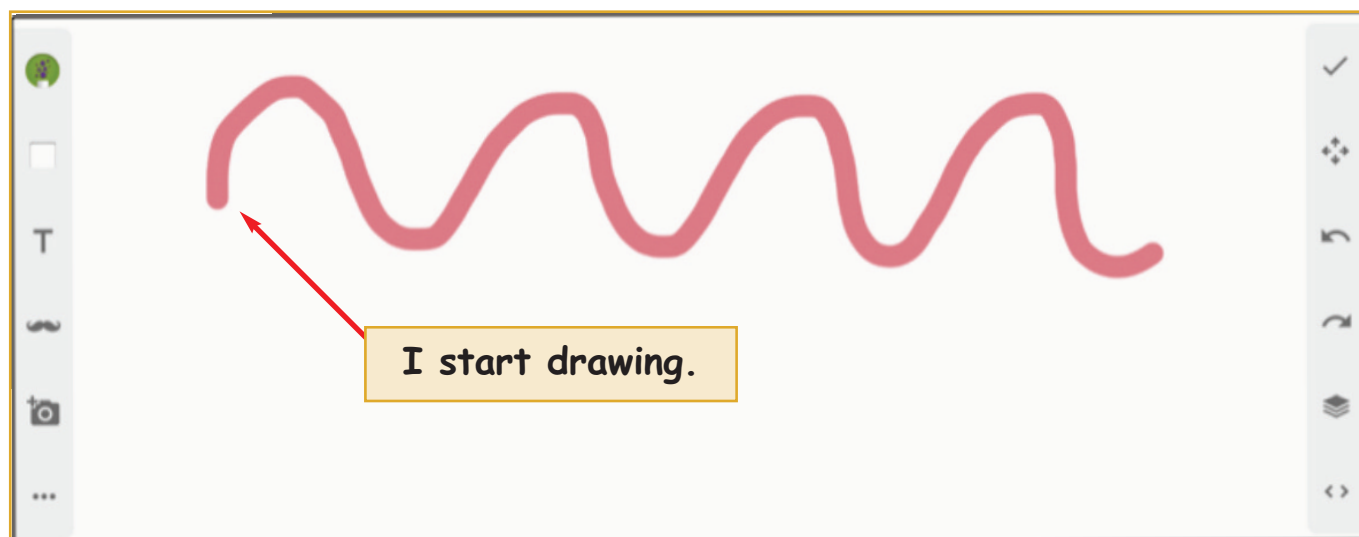
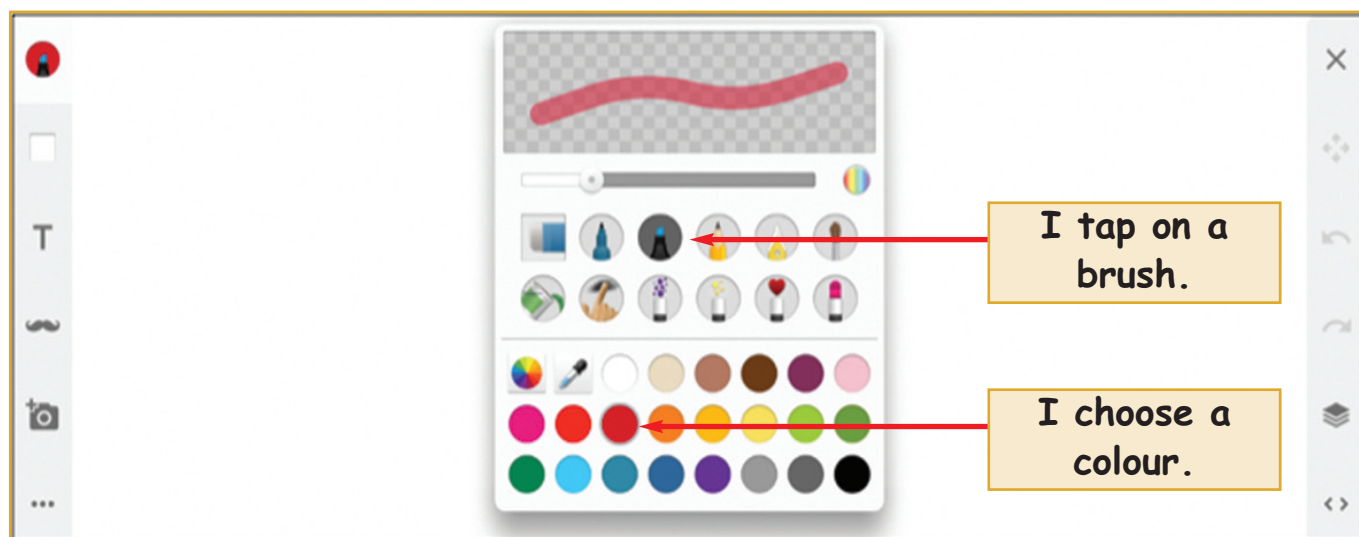
The following blank screen appears:

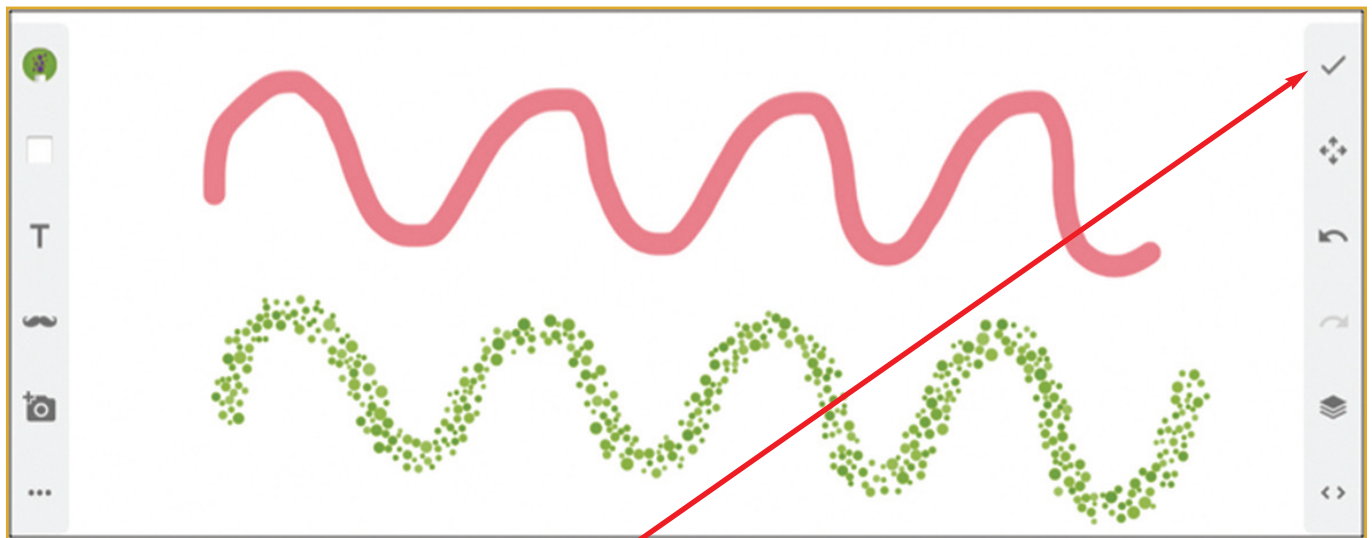


Unit 2 - Working with Computers: Tablets

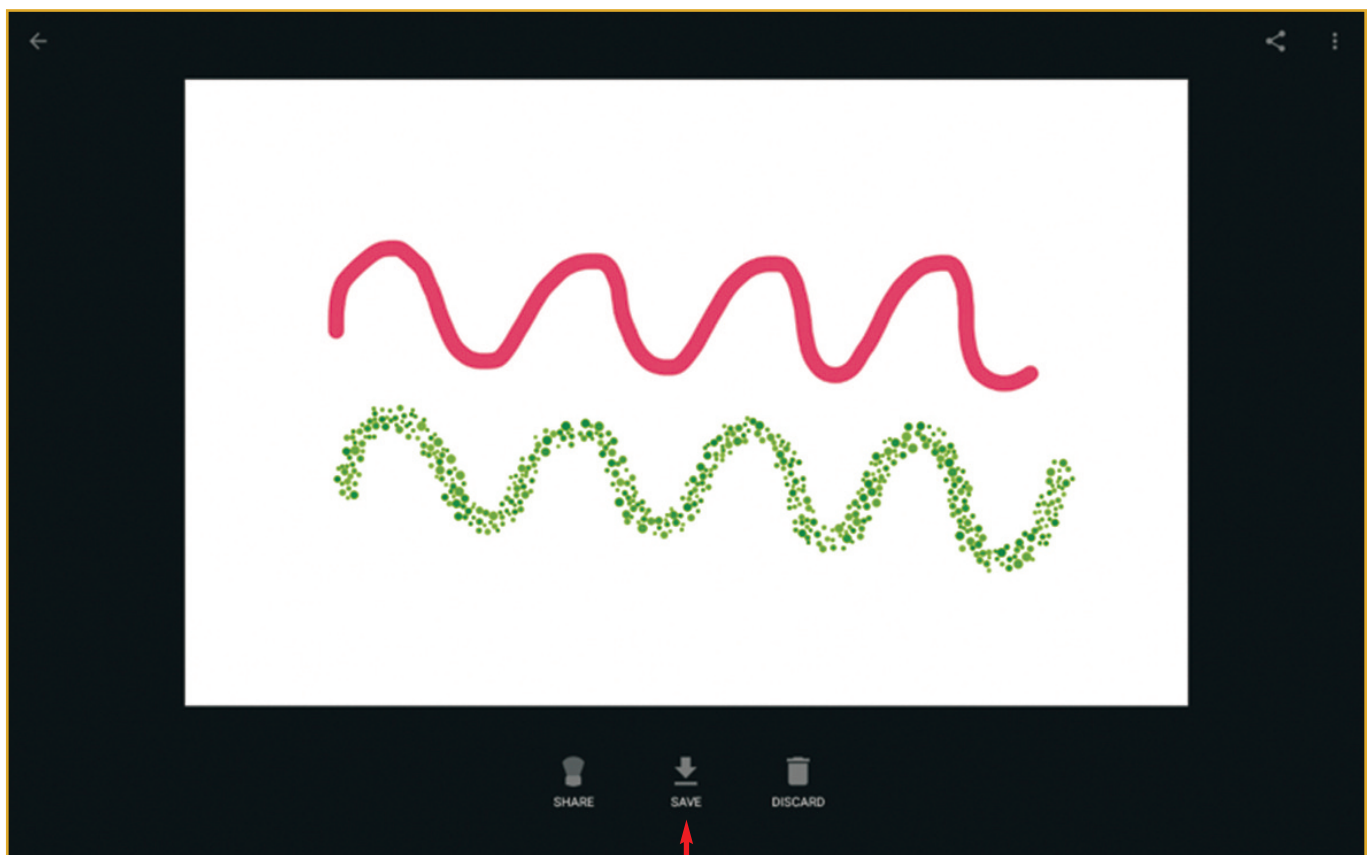






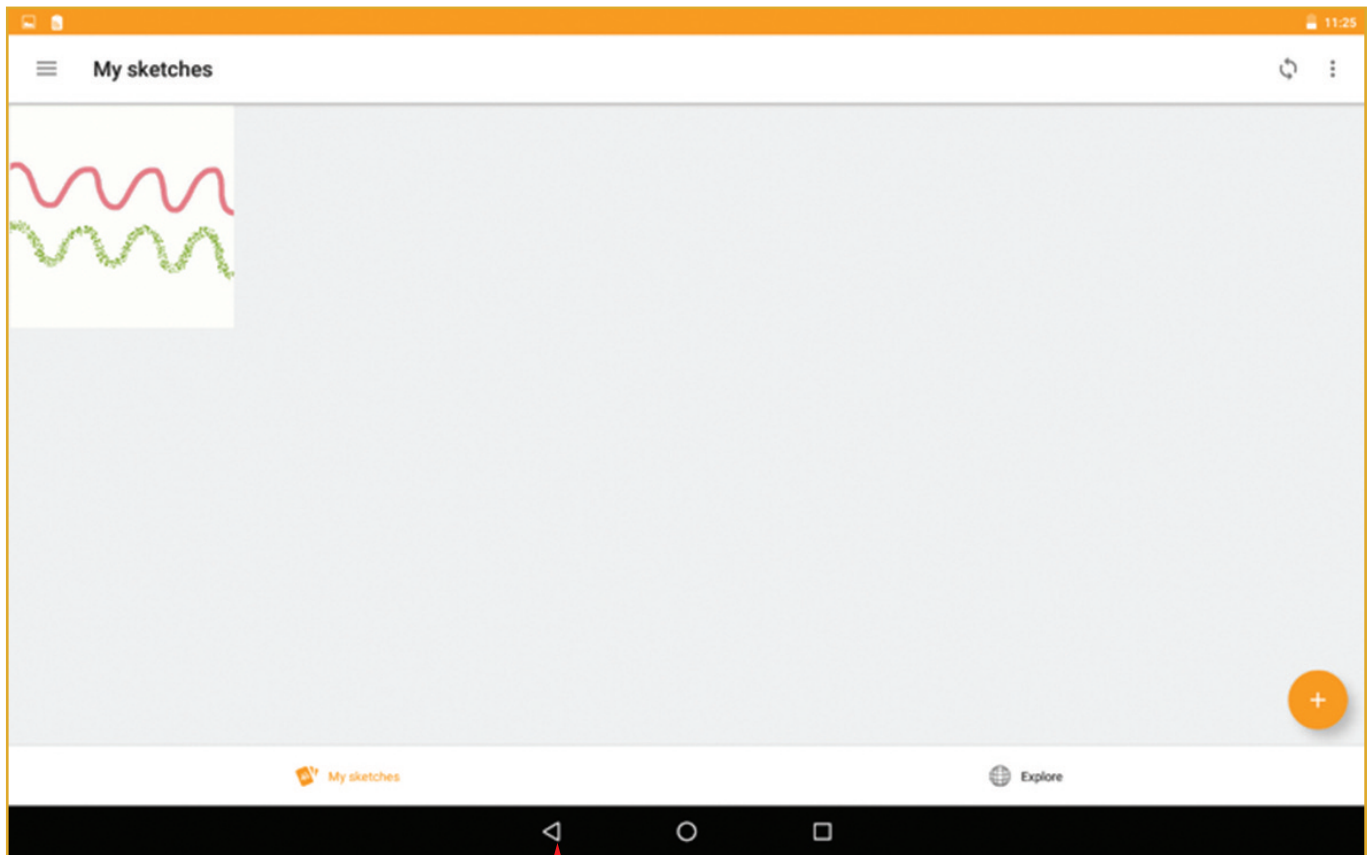


When I finish to draw, I tap on ✓.



I tap on
SAVE.

Unit 2 - Working with Computers: Tablets



I tap on  to close sketch.

A graphic for Unit 3 featuring three overlapping yellow diamond shapes. The top-left diamond contains a black computer mouse, the top-right contains a desktop computer monitor and keyboard, and the bottom-left contains a blue CD/DVD. The text 'Unit 3' is written in red in the center diamond.

Unit 3



Computer Operations :

.....

Identify the different parts of the computer and their functions.

.....

Aim

To introduce the different parts of the computer and their functions.

Learning objectives:

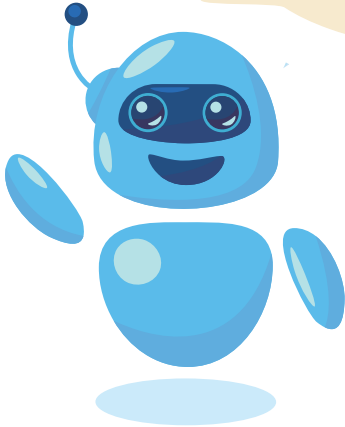
By the end of this unit, pupils will be able to:

- State the function of the monitor, keyboard, speakers, printer, mouse and system unit.
- Identify secondary storage devices like the hard disk, CD, DVD, Pen drive and memory card.
- Identify the desktop icons, start button, taskbar bar and the start menu.

Unit 3 - Computer Operations :
Identify the different parts of the computer
and their functions.

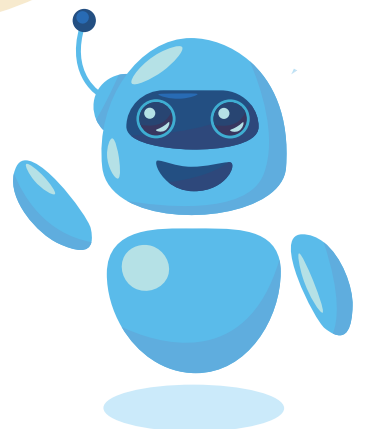
The Monitor

I see texts and
images on the monitor.



The Keyboard

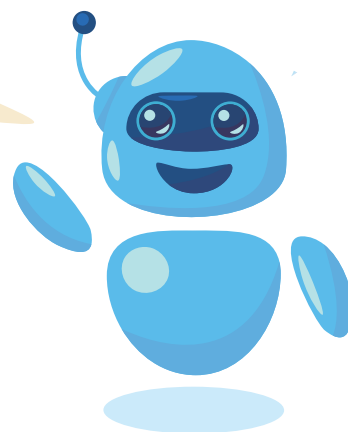
I use the keyboard
to type and give
instructions to the
computer.



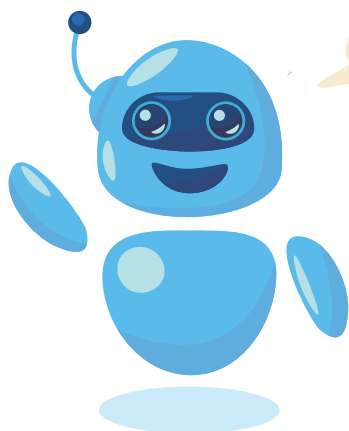
The Mouse



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



The Speakers



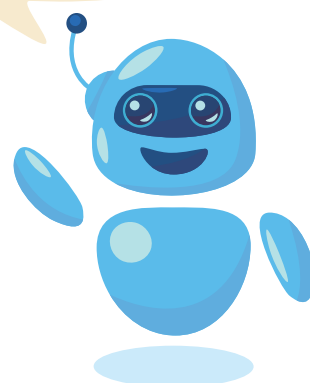
I hear sound and music from the speakers.



The Printer



I use the printer to print text and images.



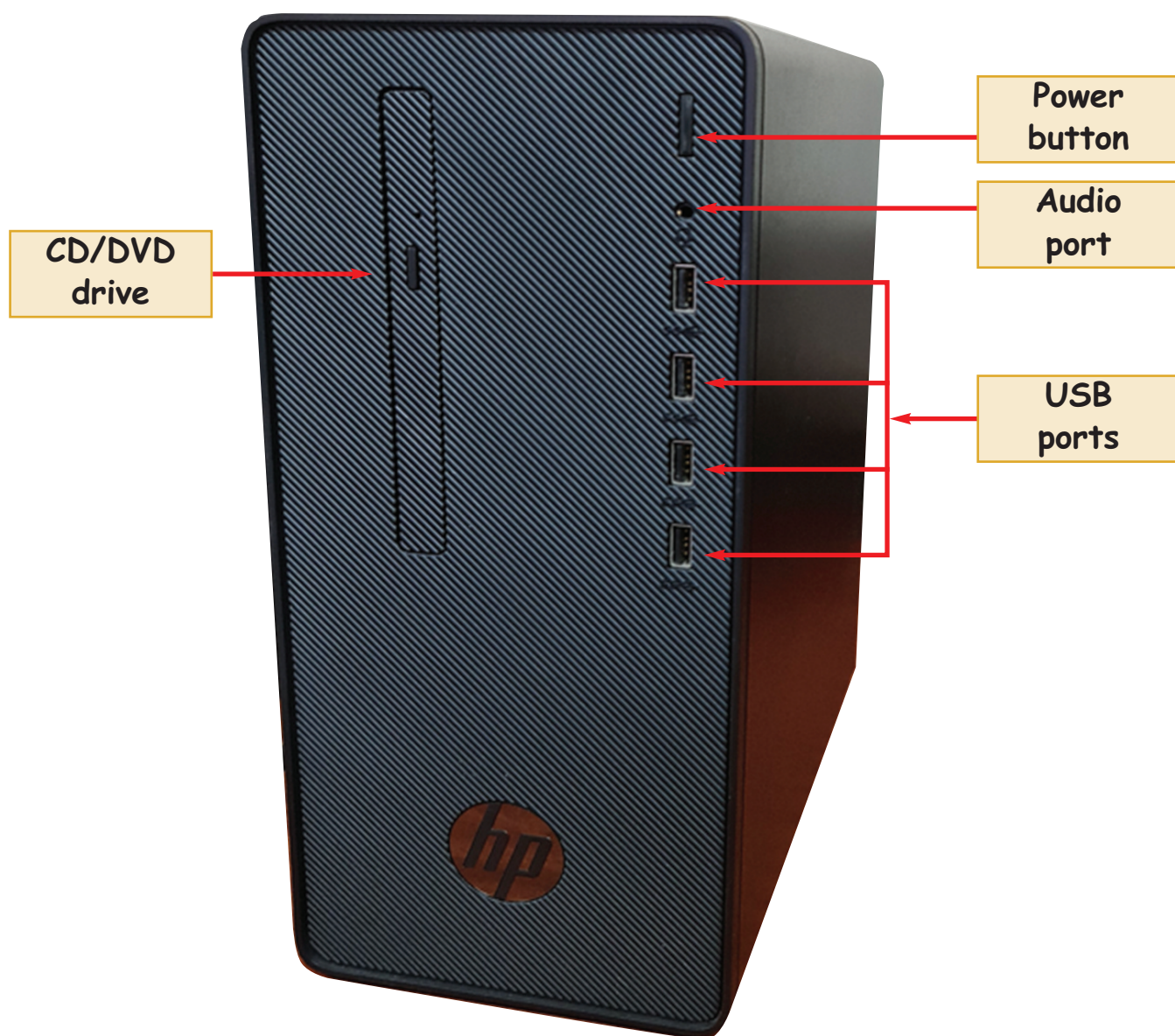
Unit 3 - Computer Operations :
Identify the different parts of the computer
and their functions.

The System Unit

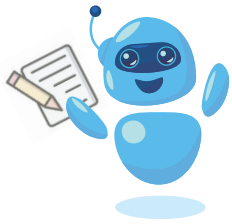


All the computer parts are connected to the system unit.
The system unit controls all the computer parts.

The System Unit

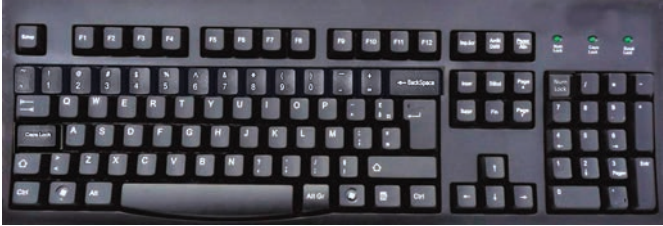






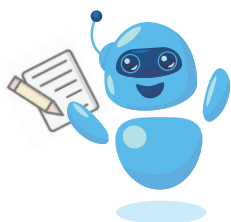
Unit 3 - Computer Operations :
Identify the different parts of the computer
and their functions.



Activity 1

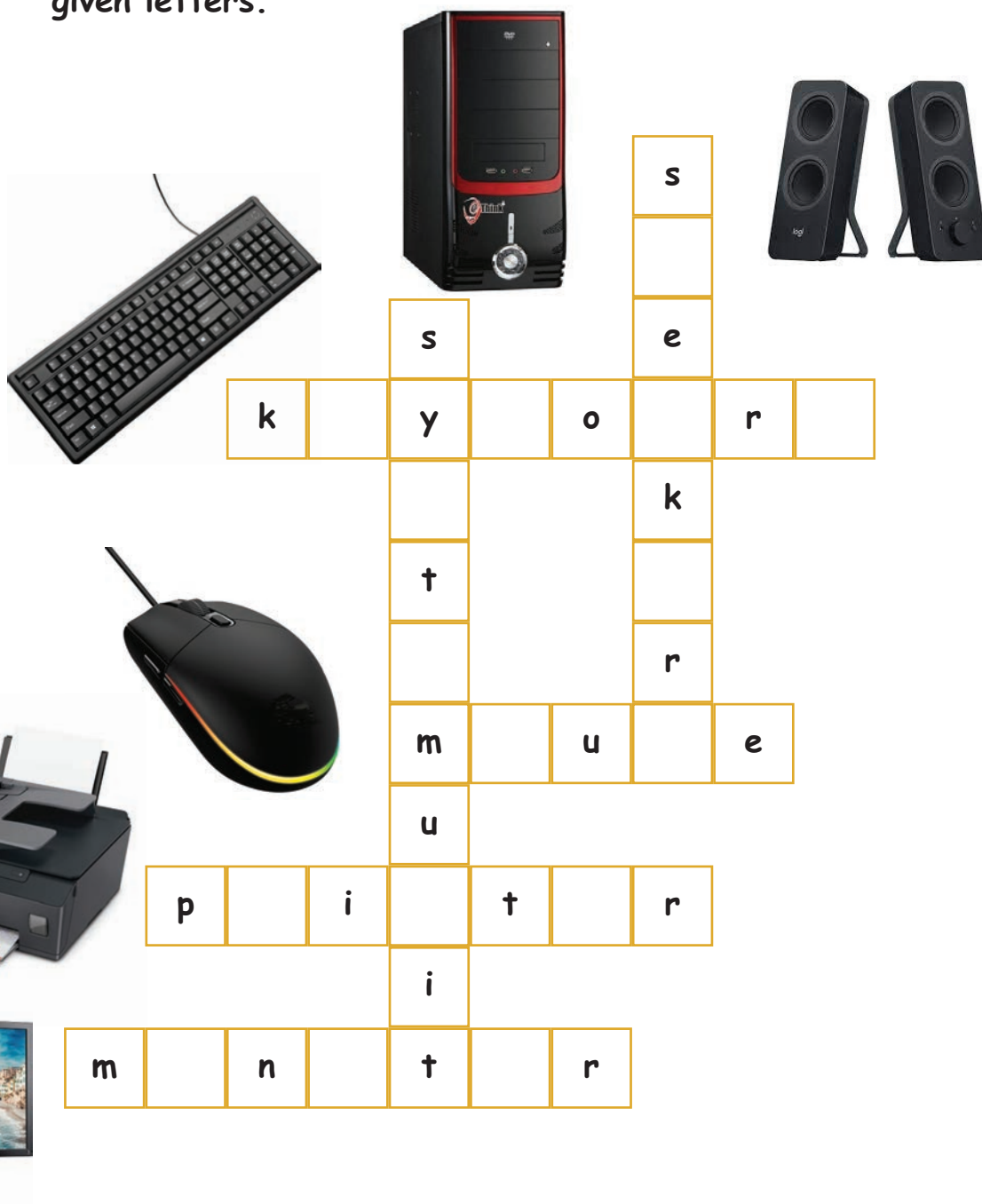
I tick  on the correct name.

	<div>Monitor</div> <div>Keyboard</div>
	<div>Speakers</div> <div>Mouse</div>
	<div>Printer</div> <div>Monitor</div>
	<div>Mouse</div> <div>Monitor</div>
	<div>Speakers</div> <div>Printer</div>

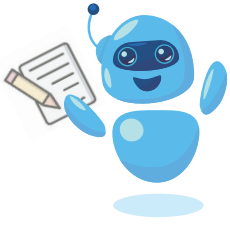


Activity 2

Complete the crossword with the help of the pictures and given letters.



Unit 3 - Computer Operations :
Identify the different parts of the computer
and their functions.



Activity 3

Match each computer part with its function.



play sound.



is used to type.



shows text and
images.

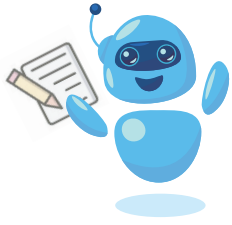


prints text and
images on paper.



is used to click and
drag.





Activity 4

Complete the name of each part of the computer.



M _ _ n _ _ t _ _ r



P _ _ i _ _ t _ _ r



M _ _ u _ _ e



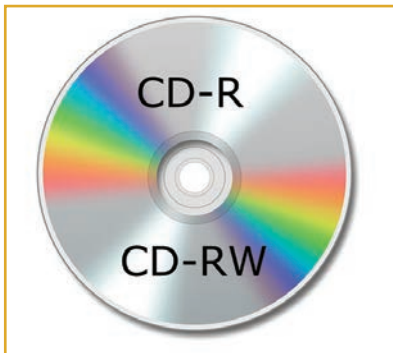
K _ _ y _ _ o a _ _ d



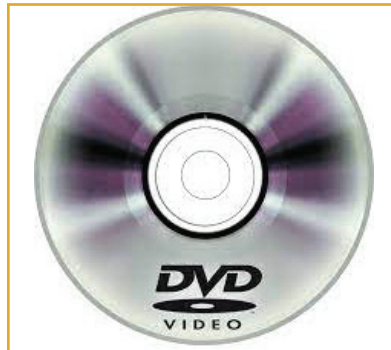
S _ _ e _ _ k _ _ r s

Secondary Storage Devices

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



CD



DVD



Hard Disk



Memory Card

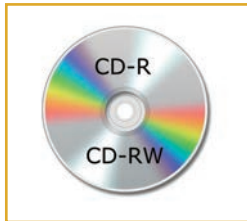
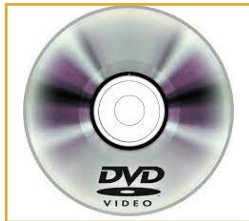


Pen Drive



External
Hard Disk

Secondary storage devices and the system unit



CD/DVD



Hard Disk



Pen drive

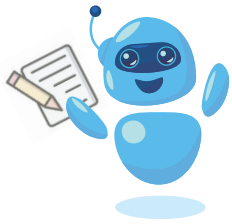
External
Hard disk



Memory cards are used in mobile phones.

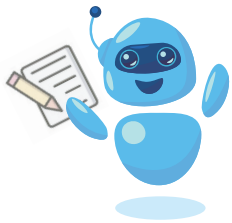


Unit 3 - Computer Operations :
Identify the different parts of the computer
and their functions.



Activity 5

I circle the parts which store information.



Activity 6

Identifying secondary storage devices.

1. I (✓) the hard disk.



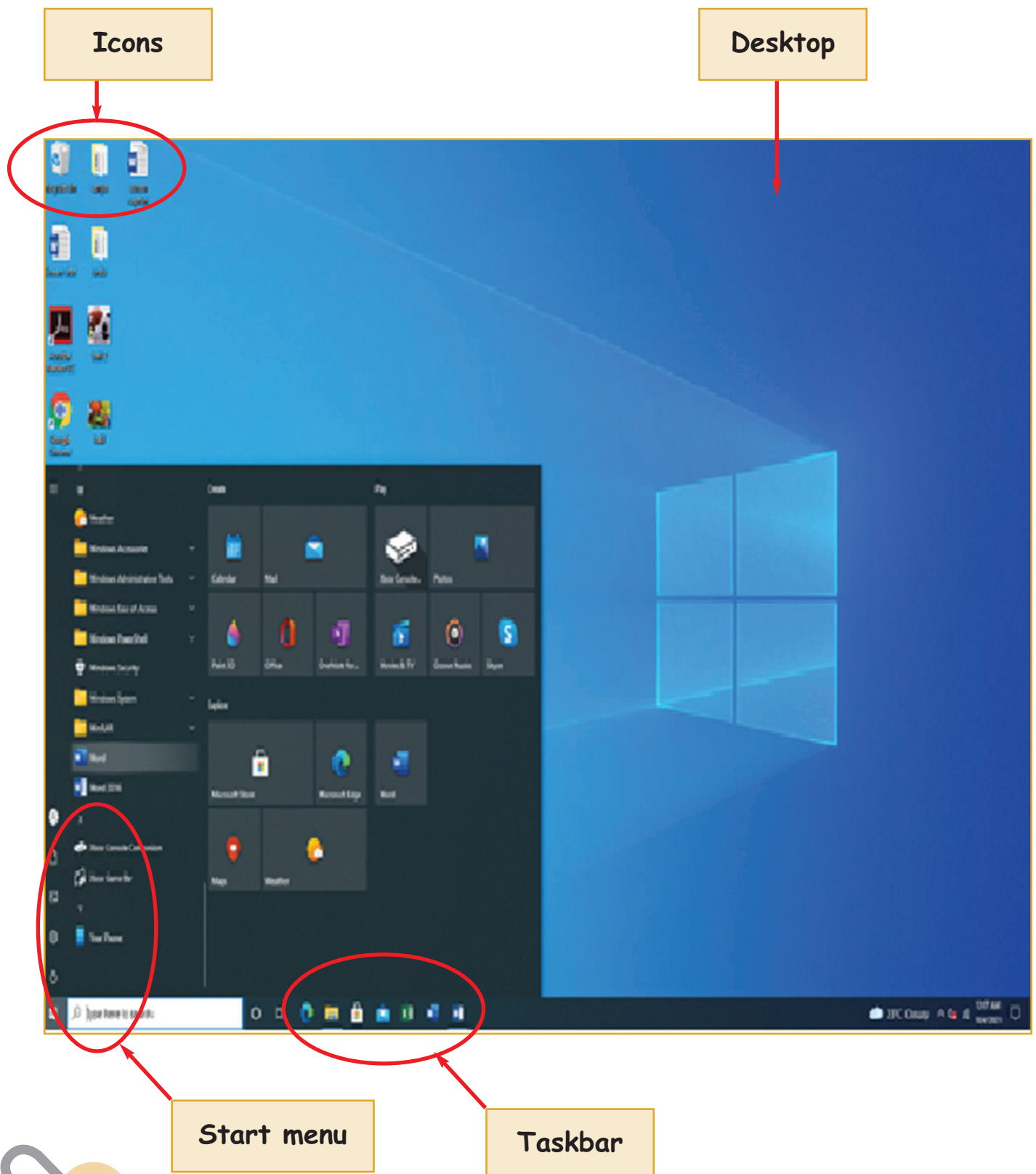
2. I (✓) the Pen Drive.



3. I (✓) the Memory Card.



The Desktop





Unit 4



Developing Word Processing Skills

Aim

To edit a word document.

Learning objectives:

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

- Open and close Word 2019.
- Edit a sentence using the delete key.
- Use shift key.
- Use the arrow keys while selecting text.
- Cut, copy and paste text appropriately.
- Use formatting features to format a text.
- Align text.



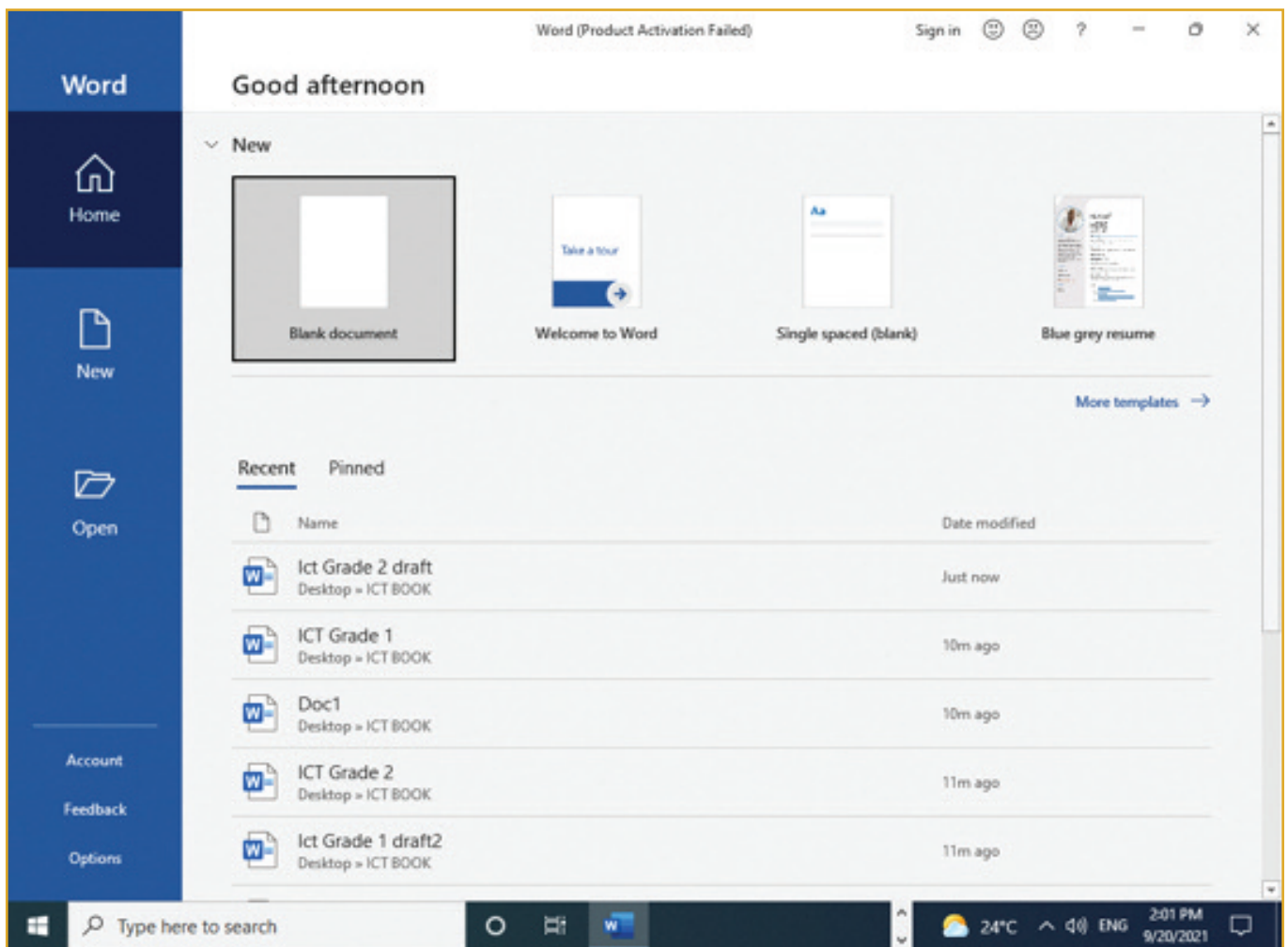
Word Processing



I open a
word processing program
to type a document.

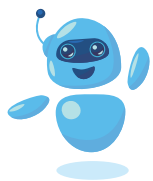
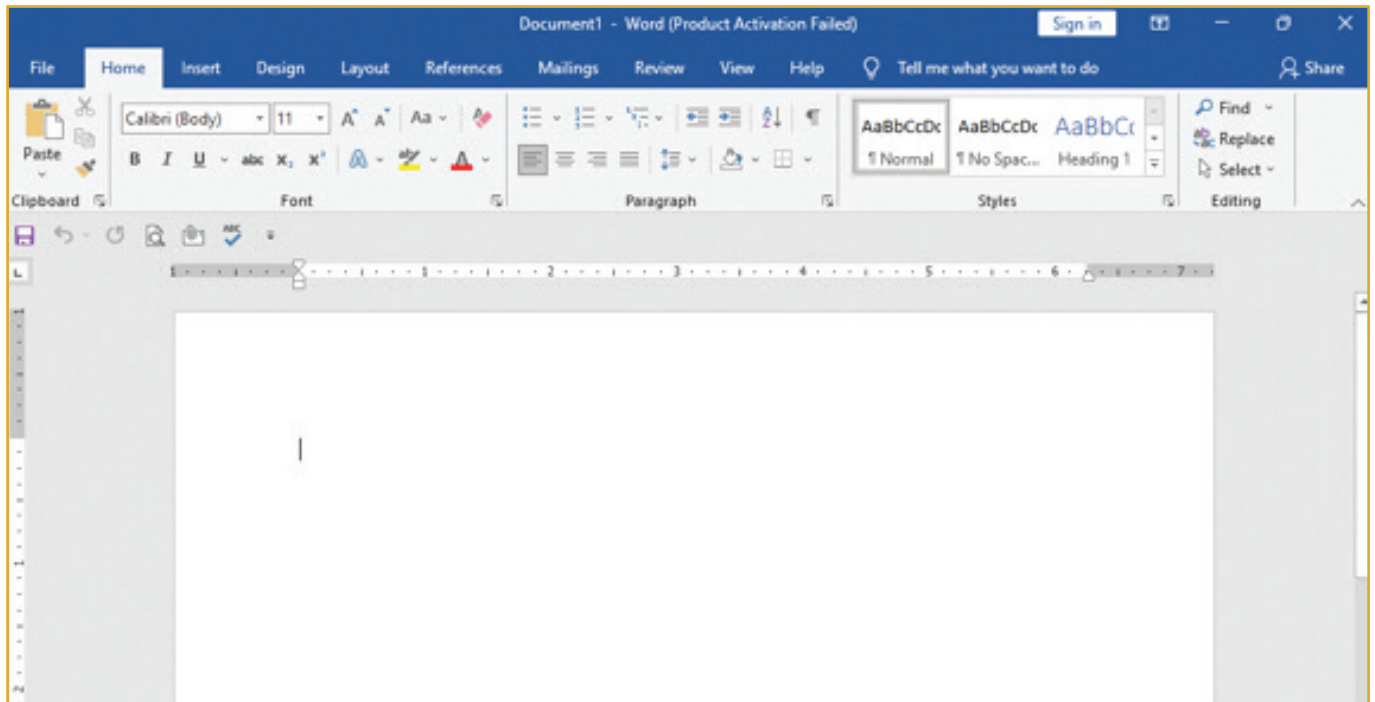
To open Word, I click on  on the taskbar.

When I click on , I can see the following:

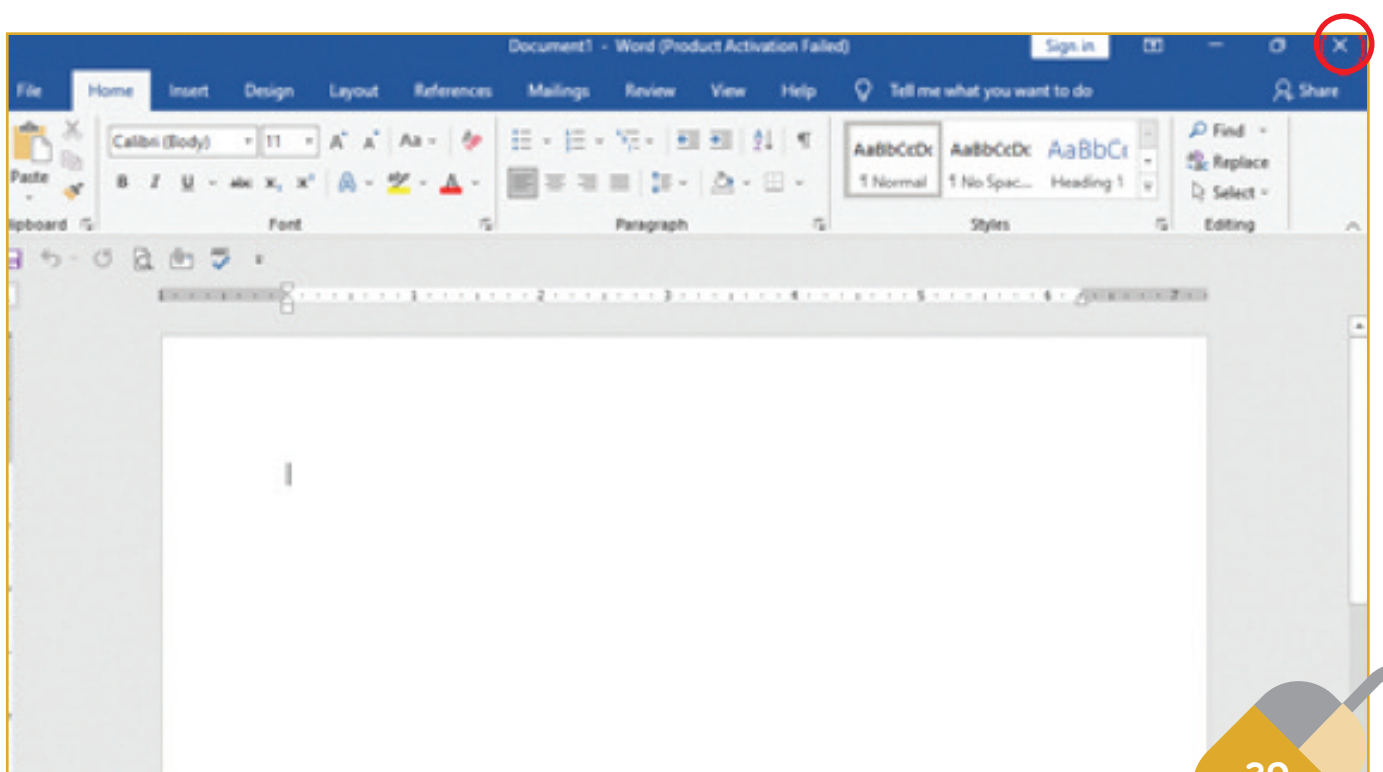


Unit 4 - Developing Word Processing Skills

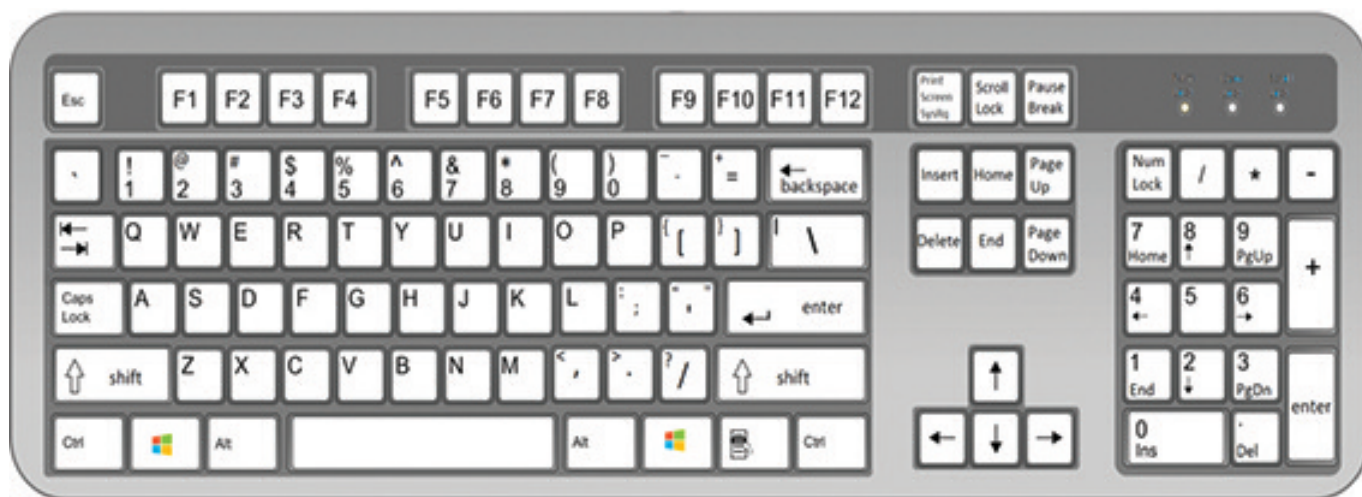
I click on the blank document. Word opens as shown below:



I close
Word program.
I click on the cross.



The Keyboard



Alphabet keys



I use the **alphabet keys** to type alphabets.



Number Keys



I use the **number keys** to type numbers.



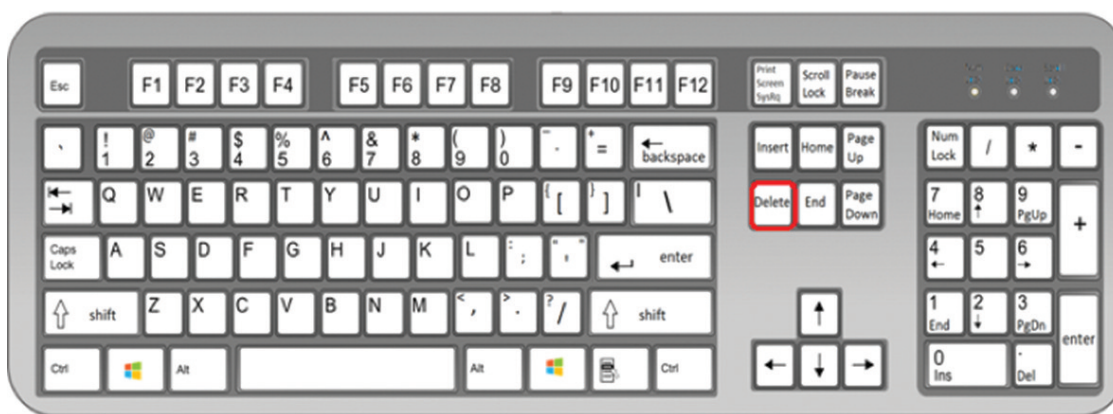
Let's learn about keys of the keyboard



Activity 1

Using the Delete Key.

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




I type the following sentences with typing mistakes. I rewrite the correct sentences.

My name ise Rita.

I put the cursor after the letter "s" and press  .


.....

I ams six years old.

I put the cursor after the letter "m" and press  .

.....

I like to playr.


I put the cursor after the letter "y" and press  .

.....



Activity 2

Using the Delete Key.


1. I open  by clicking on the taskbar.
2. I type the text below and save it.

At the Zoo

At the Rzoo, there are many Rdifferent Ranimals and birds.

I can Rsee big lions Rsleeping under the Rtree.

I can also Rsee colourful Rpeacocks and I Rlove them a lot.

3. Use the  key to erase all the **R**.
4. I close my work without saving the changes.



Activity 3

Using the Shift Key.

The shift key can be used to type uppercase and symbols. There are two shift keys on the keyboard.








I press hold on the shift key and press on the **\$ 4** key to type the symbol \$.



Activity 4

Using the Shift key to type symbols.

Action	Observation
 + 	
 + 	
 + 	
 + 	
 + 	
 + 	



Activity 5

Using the Shift key to type uppercase.

I can also use the shift key to type capital letters.

Action	Observation
A	
↑ shift + A	
D	
↑ shift + D	
T	
↑ shift + T	



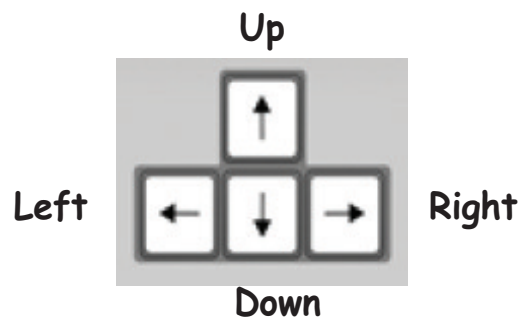
Activity 6

Using the Arrow keys.



The Arrow keys

The arrow keys are used to move the cursor up, down, right and left.



1. I open my Zoo file.

At the Zoo

At the Rzoo, there are many Rdifferent Ranimals and birds.

I can Rsee big lions Rsleeping under the Rtree.

I can also Rsee colourful Rpeacocks and I Rlove them a lot.

2. I move throughout the text using the arrow keys to erase all the alphabet R.
3. I save my work.



Activity 7

Typing and editing a word document.

1. I open the document ZOO.

At the Zoo

At the zoo, there are many different animals and birds.

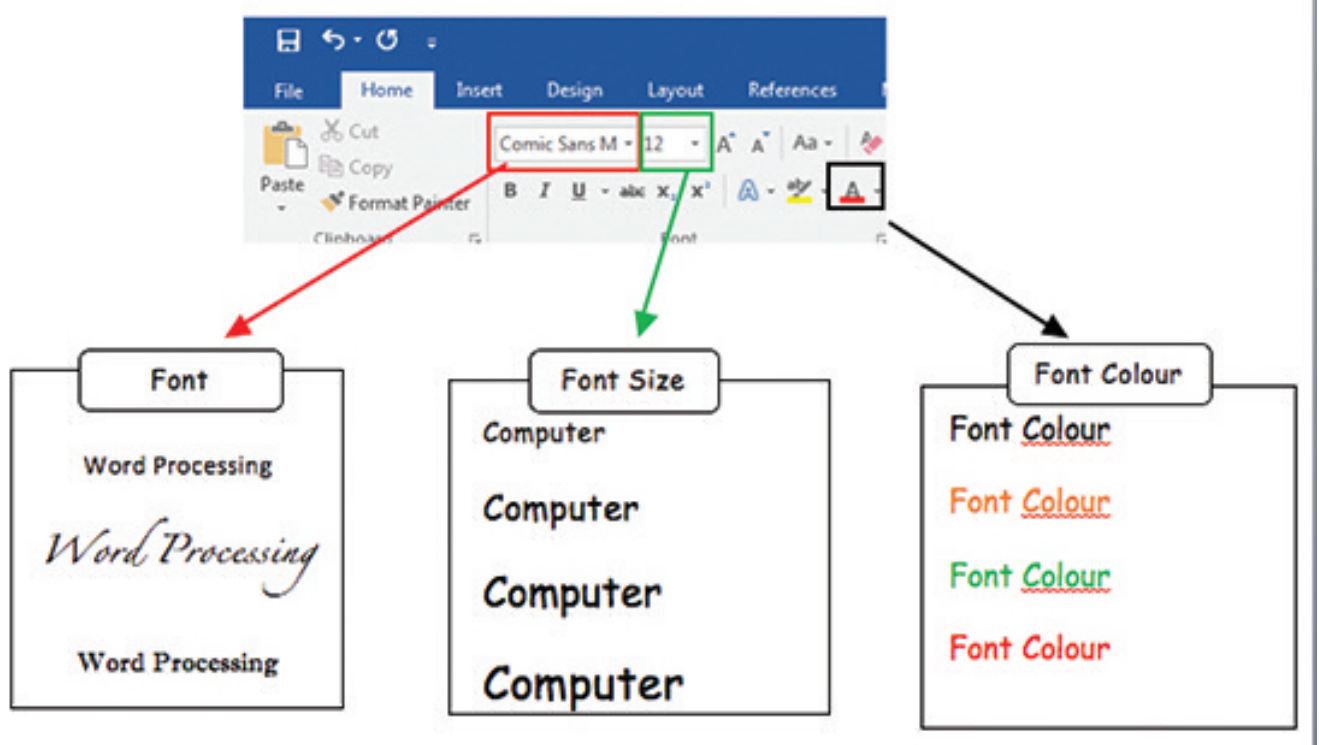
I can see big lions sleeping under the tree.

I can also see colourful peacocks and I love them a lot.

2. I add the word 'peacefully' after 'sleeping' in the second sentence.
3. I erase the words 'a lot' in the last sentence and replace them by the word 'loads'.

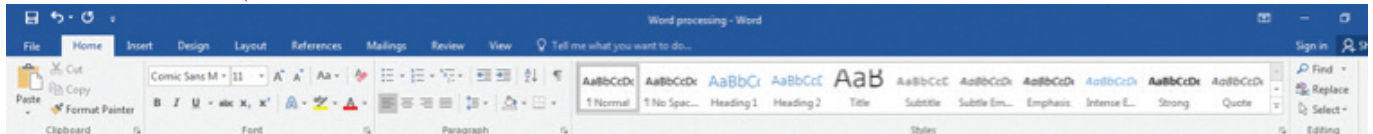


Formatting features in Word processing



Formatting

This is the Ribbon.



To format is to change the appearance of a text in a word document.



Activity 8

Typing Practice.

1. I type the text below and save it as 'LUNCH'.

LUNCH



The family is in the kitchen. Suzan wants to prepare lunch for her family. She washes the vegetables and cooks rice.

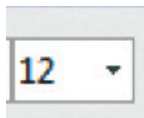


Activity 9

Selecting text to make changes to a document.

Font size

1. Select the word **Lunch**.
2. I use the arrow keys to select the word 'Lunch'. I place the cursor before the word.
3. I press hold the  and press  to select.
4. Click on the down arrow on the **Font size** button.



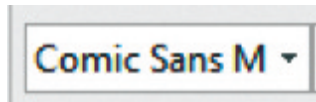
5. Choose and click on the **Font size 16**.



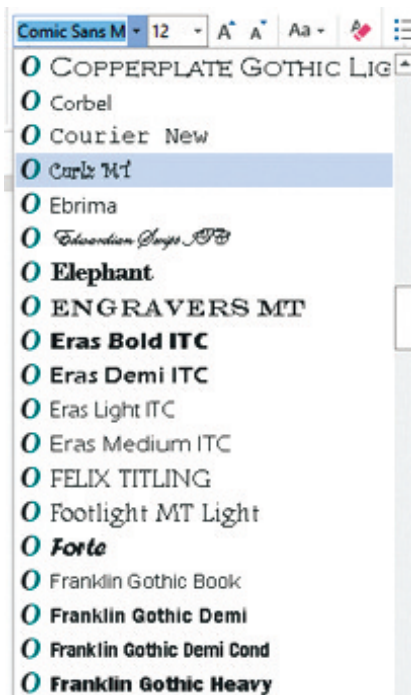
6. Your text should look like this: **LUNCH**

Font Style

1. Select the word **Suzan**.
2. Click on the arrow on the **Font** button.



3. Select the Font **Curlz MT**.



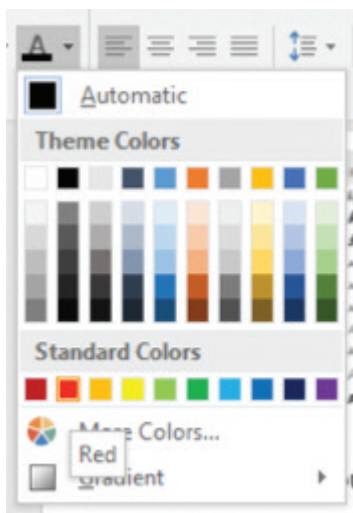
4. Your text should look like this: **Suzan**

Font Colour

1. Select the text **family**.
2. Click on the arrow on the **Font Colour** button.



3. Select the colour **red**.



4. Your text should look like this: **family**

Font Formatting



Bold

Bold is used to make a selected text darker and thicker.

Italic

Italic is used to incline a selected text to the right.

Underline

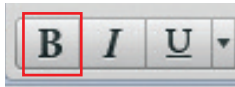
Underline is used to underline a selected text.



Activity 10

Using the Caps Lock Key.

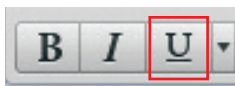
1. Select the word **rice**.
2. Click on the **Bold** button.



3. Your text should look like this: **rice**
4. Select the word **vegetables**.
5. Click on the **Italic** button.



6. Your text should look like this: *vegetables*
7. Select the word **washes**.
8. Click on the **Underline** button.

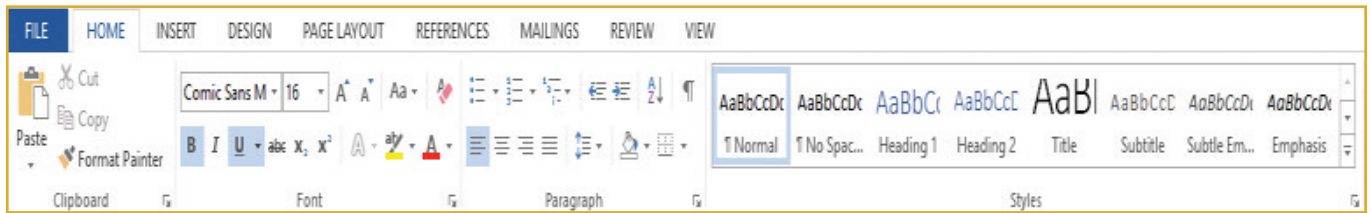


9. Your text should look like this: washes



Activity 11

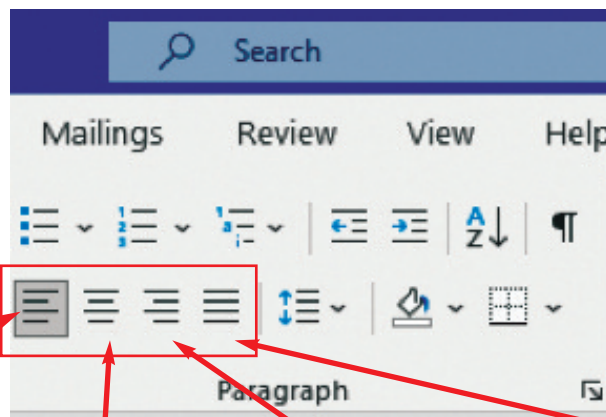
Alignment



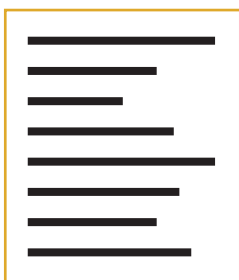
Alignment of Text



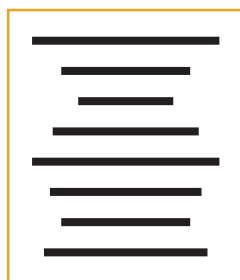
1. Alignment refers to positioning of text.
2. Alignment depends on the type of document you work on.



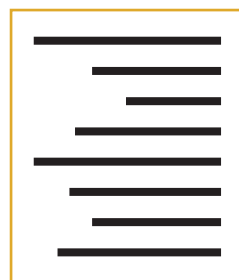
Left Align



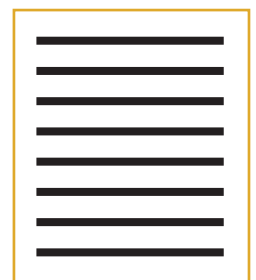
Center



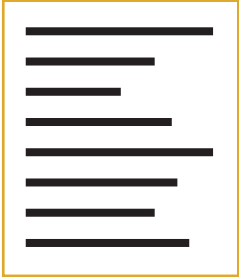
Right Align



Justify



Left Align



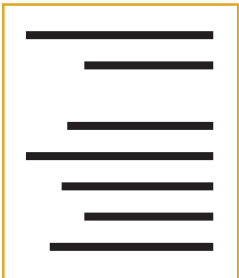
Aligns text to the left of the page.

Center



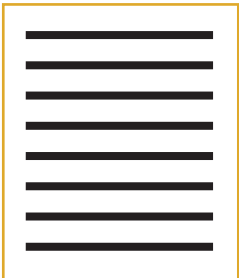
Aligns text to the center of the page.

Right Align



Aligns text to the right of the page.

Justify



Gives your text straight edges on both sides of the paragraph.

1. I Open Word 2019.



2. I type the following text.

The weather is sunny.

3. I select the text.

4. I click on



Observation:

5. The text stays to the left.

The weather is sunny.

6. I select the text.

7. I click on



8. The text moves to the right.

The weather is sunny.

9. I select the text

10. I click on



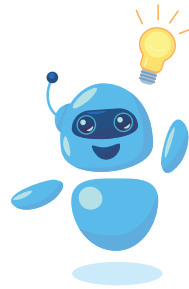
11. The text moves to the center.

The weather is sunny.



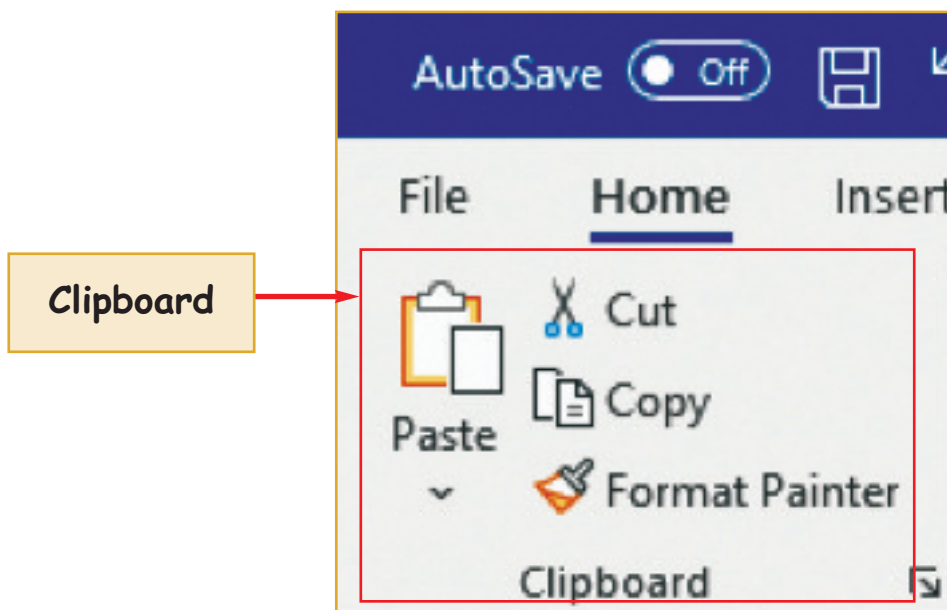
Activity 12

Cut, Copy and Paste text.



IMPORTANT

When you have selected a text or a picture, you can use the right click option to cut, copy or paste your text or picture instead of using the buttons on the clipboard.




Is used to cut selected text or image.



Is used to copy selected text or image.



Is used to paste text or image that has been copied/cut.

1. I open Word 2019. 
2. I type the following text:

Music Day at school

All my friends are busy getting ready for the show.

On the occasion, I will be dancing on the song 'Zenfants tous couler'.

3. I select the words '**at school**', and I click on cut. 

4. I place my cursor after the word '**couler**', I click on paste. 

5. I select the words '**zenfants tous couler**', I click on copy. 

6. I place my cursor after the word '**show**'. 

I click on paste the text and it should appear like this:

Music Day

All my friends are busy getting ready for the show " Zenfants tous couler".

On the occasion, I will be dancing on the song "Zenfants tous couler' at school.



Unit 5



Using a Presentation Software

Aim

To create and view a simple presentation.



Learning objectives:

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

- Open Microsoft PowerPoint program.
- Close Microsoft PowerPoint program.
- Create a simple presentation that contains a few slides of text and images.
 - Insert text on slides.
 - View a slideshow.
 - Format text on slides like Font, Size, Colour, Bold, Italic and Underline.
 - Insert New Slide.
 - Insert and resize pictures.
 - Move between slides.

Presentation

A presentation is a document that has two or more slides.

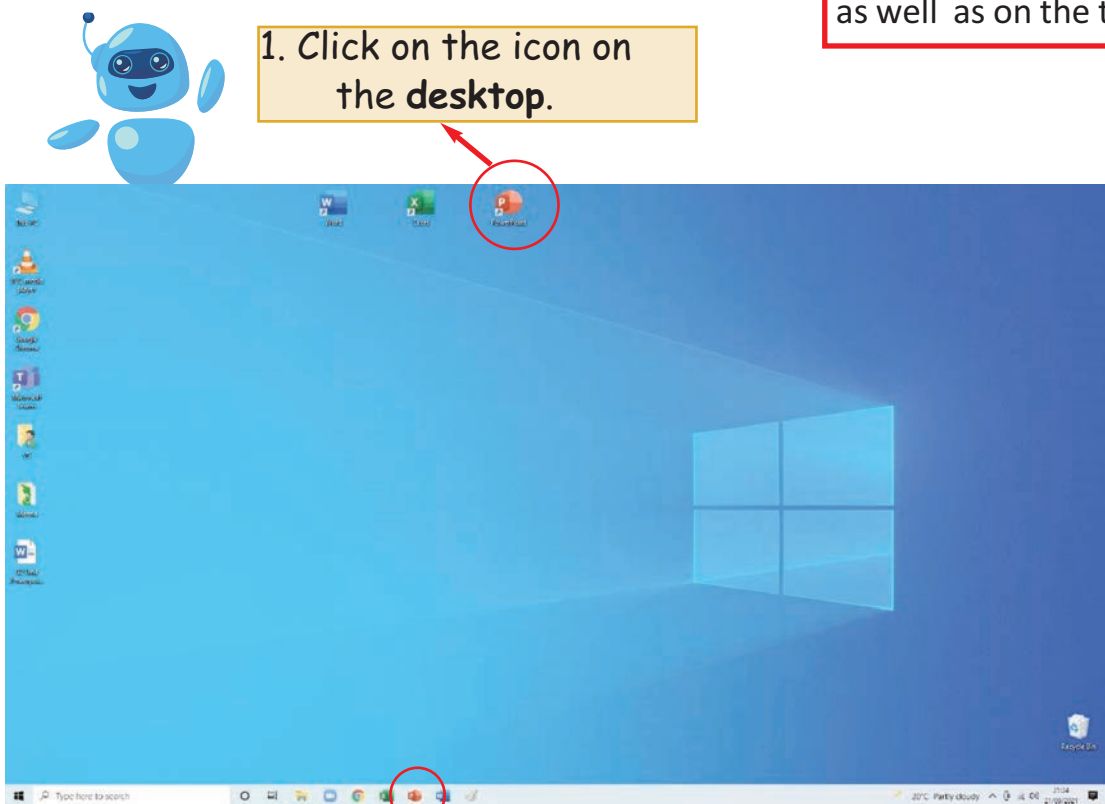
The slides consist of text, images, videos and music (sound), etc.

PowerPoint 2019  is a presentation program.

Opening PowerPoint 2019

There are 3 ways to open the PowerPoint 2019:

1. Click on the icon  on the desktop.



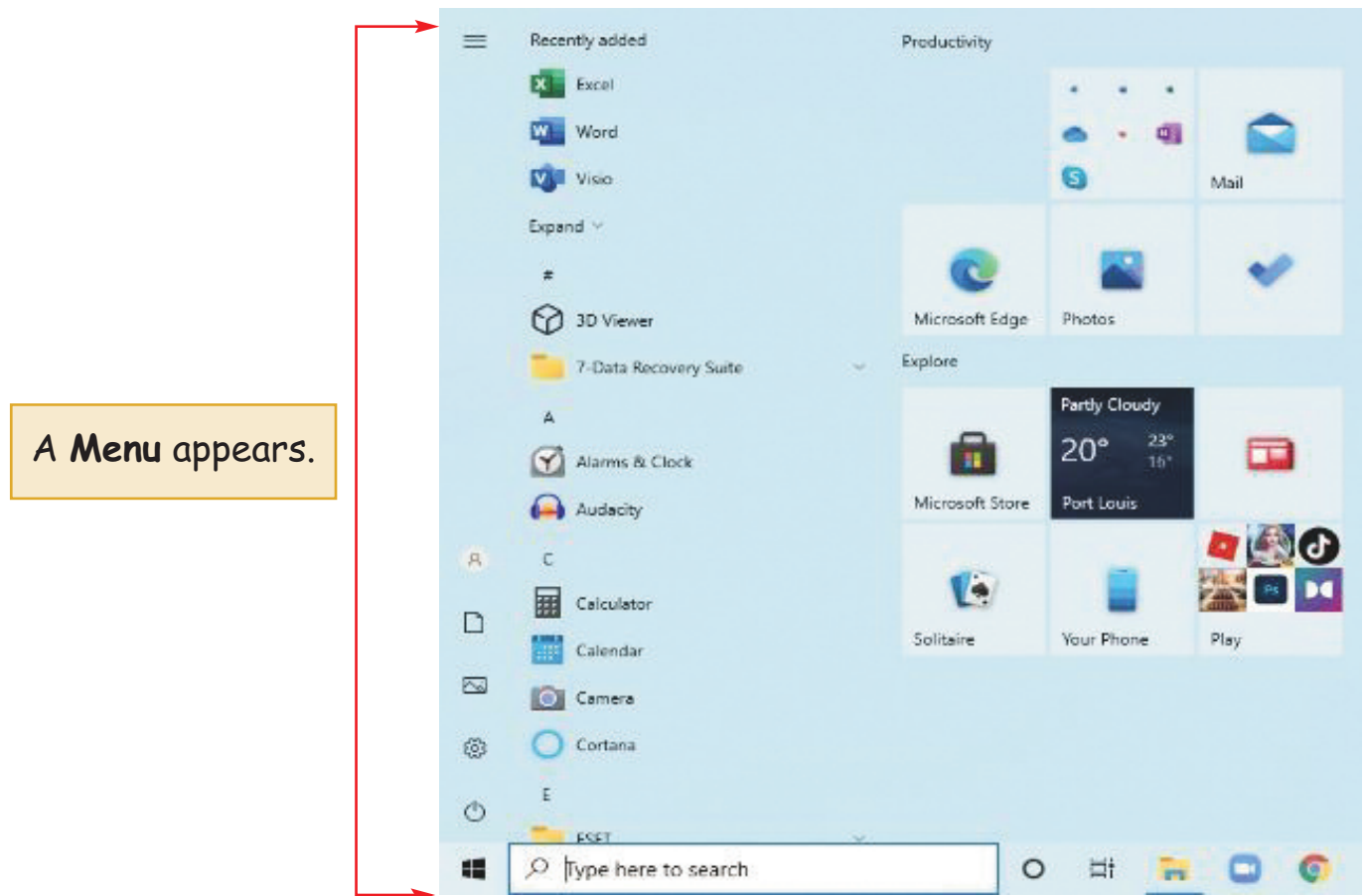
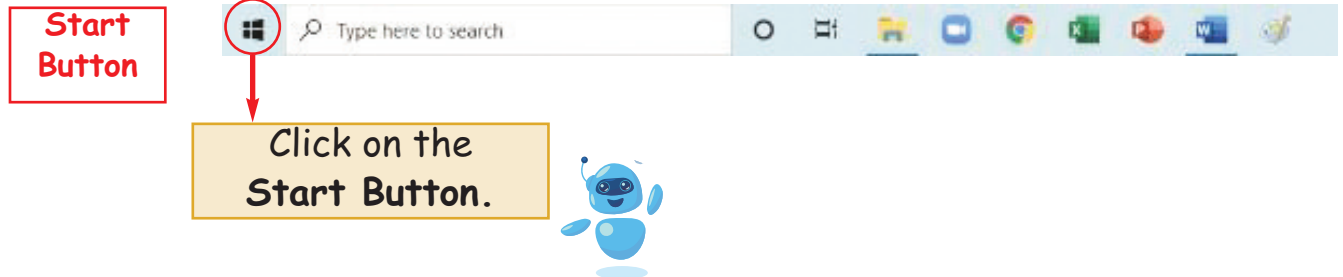
Note to teacher:

Please ensure that the icon of the program PowerPoint 2019 is available on the desktop as well as on the taskbar.

2. Click on the icon  on the taskbar.

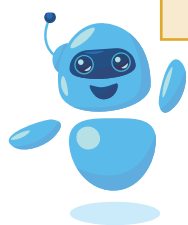
Unit 5 - Using a Presentation Software

3. Click on the Start Button. A menu appears.



Scroll down on the menu till the  PowerPoint icon is found.

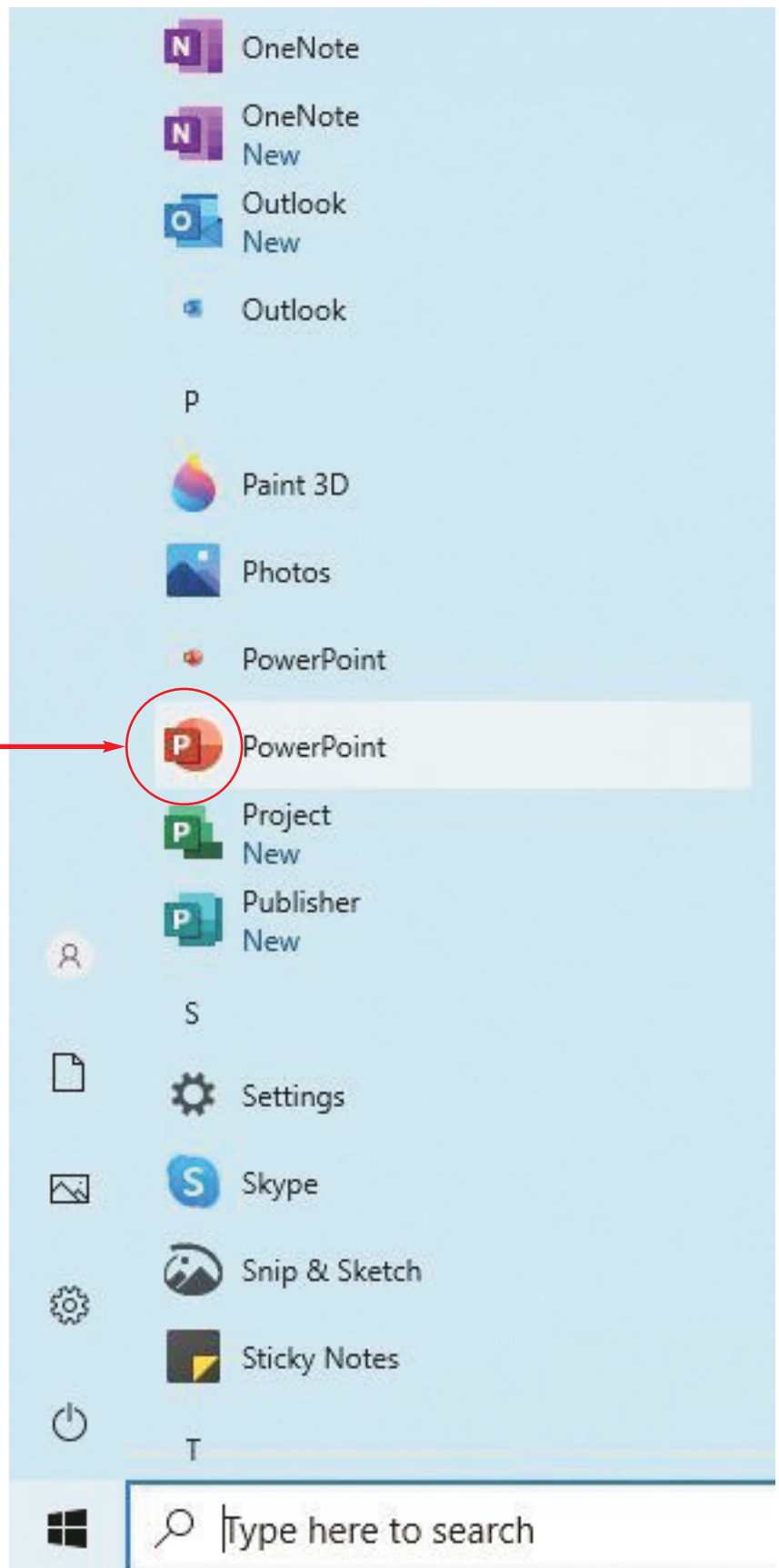
Click on the  PowerPoint icon on the menu.



Click on the
PowerPoint

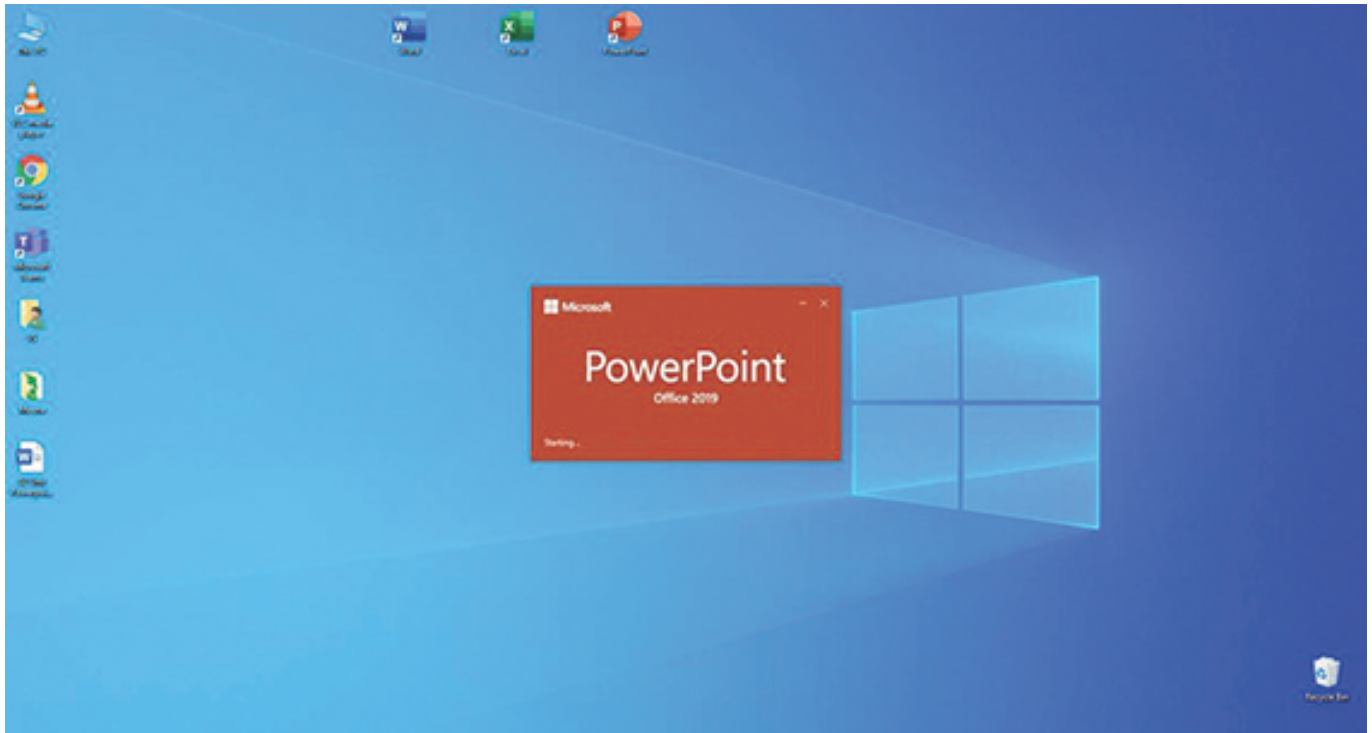


icon.

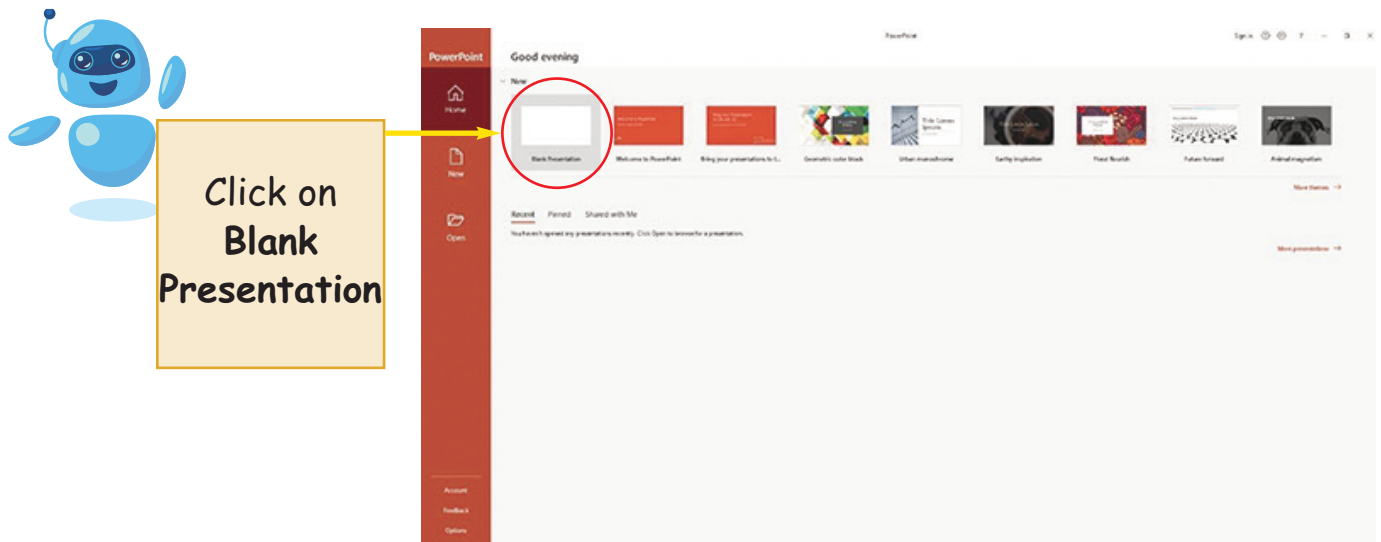


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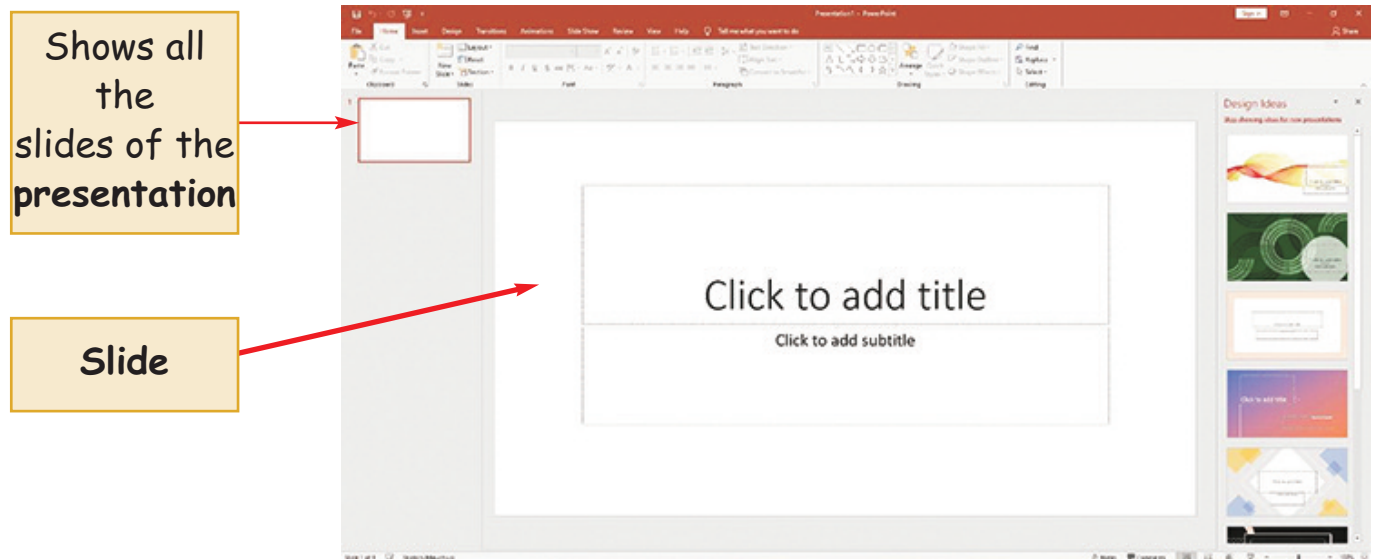
The program opens.



4. Click on **Blank Presentation**.

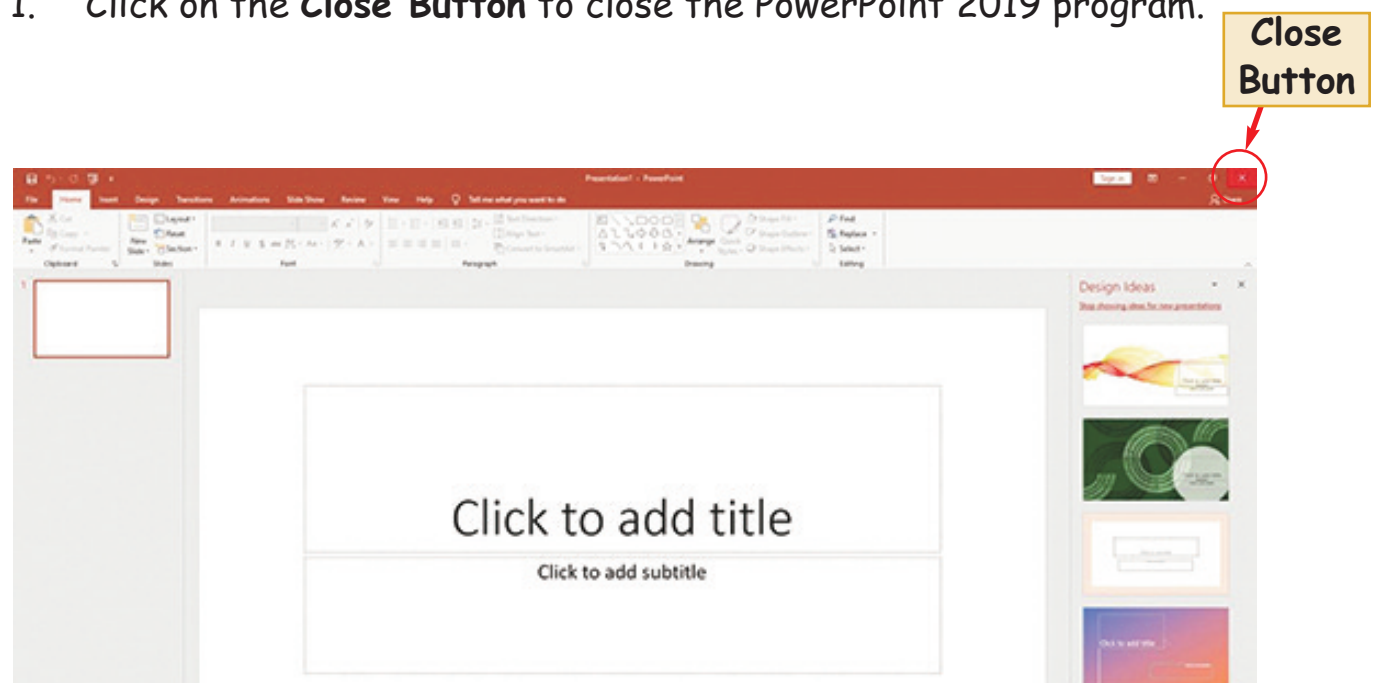


The following screen appears:

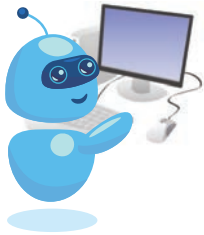


Closing PowerPoint 2019

1. Click on the **Close Button** to close the PowerPoint 2019 program.



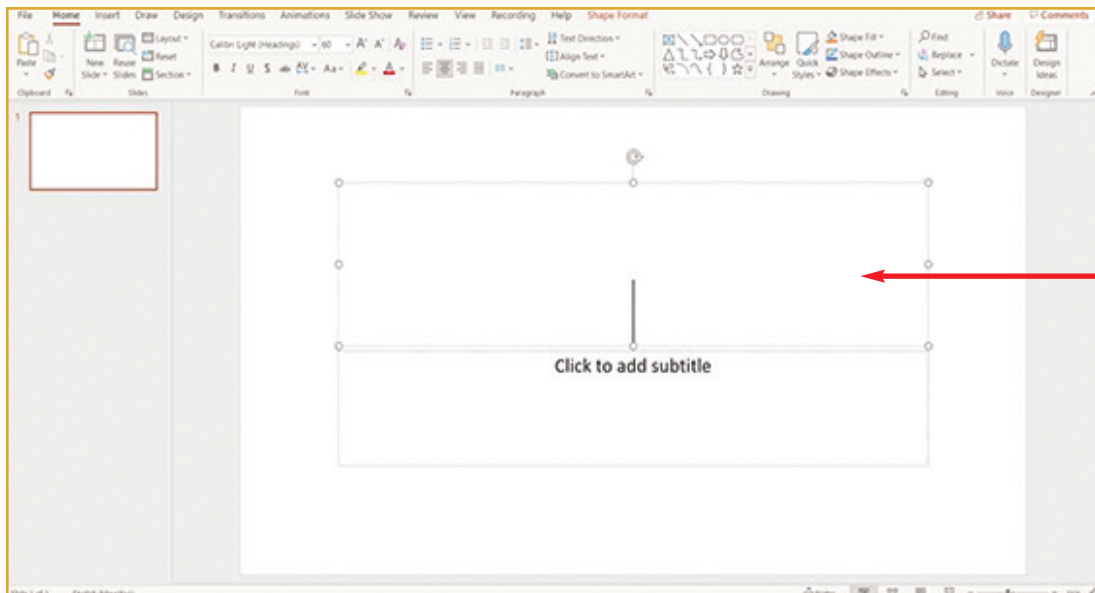
Create a Simple Presentation



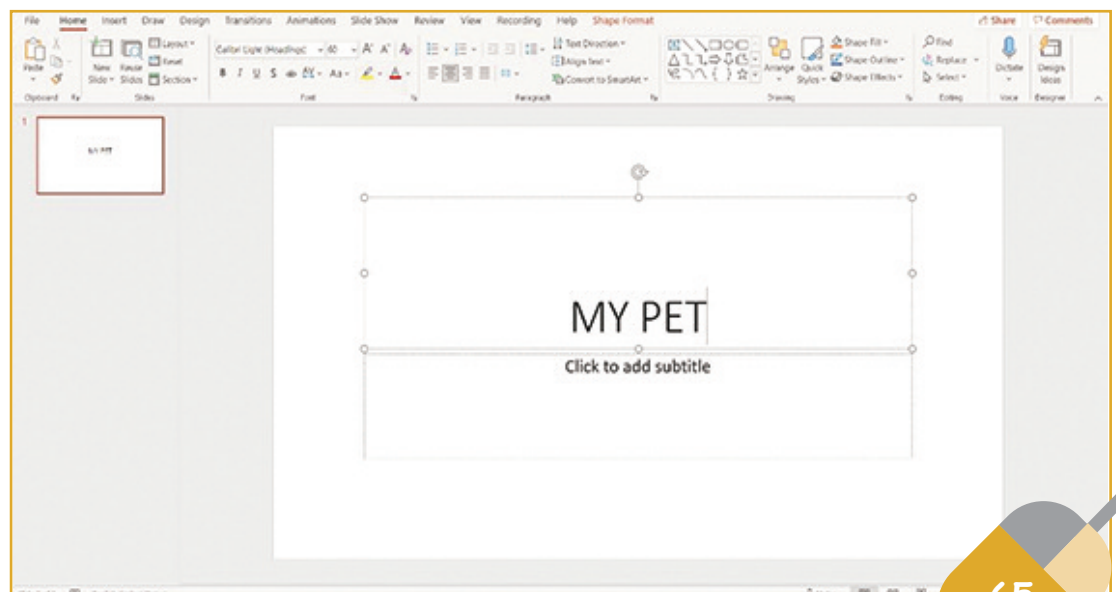
Activity 1

Insert text on a slide.

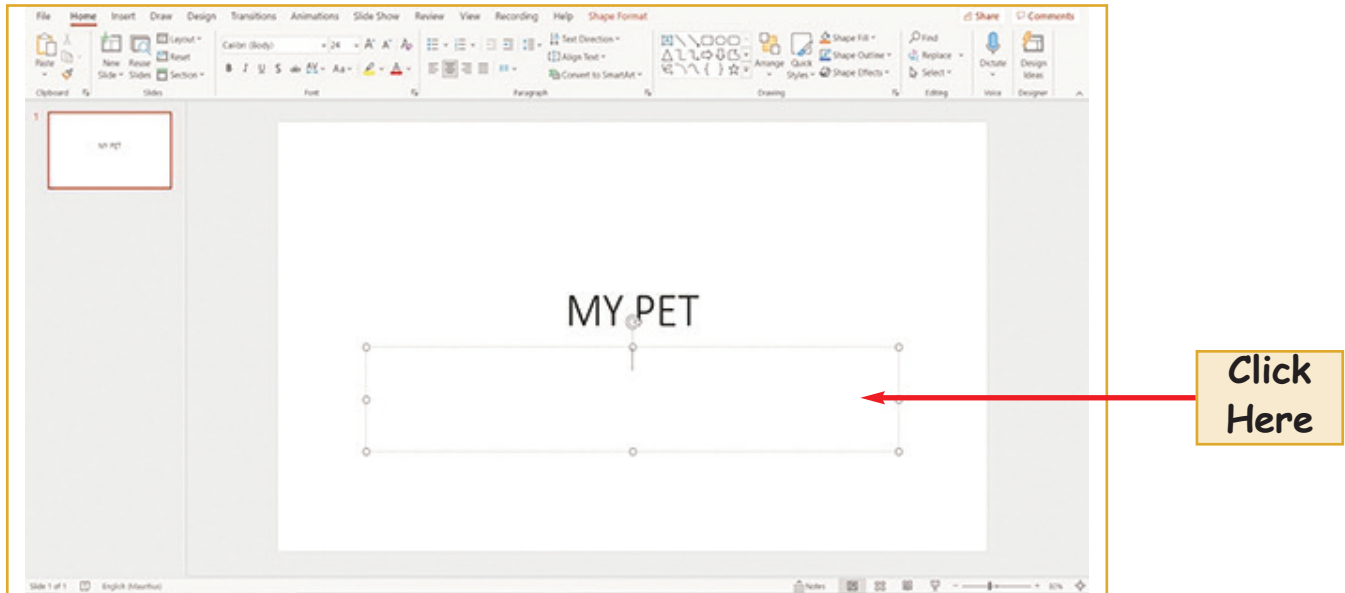
1. Open PowerPoint 2019.
2. Click on "Blank Presentation".
3. Click on the "Click to add title" text box.



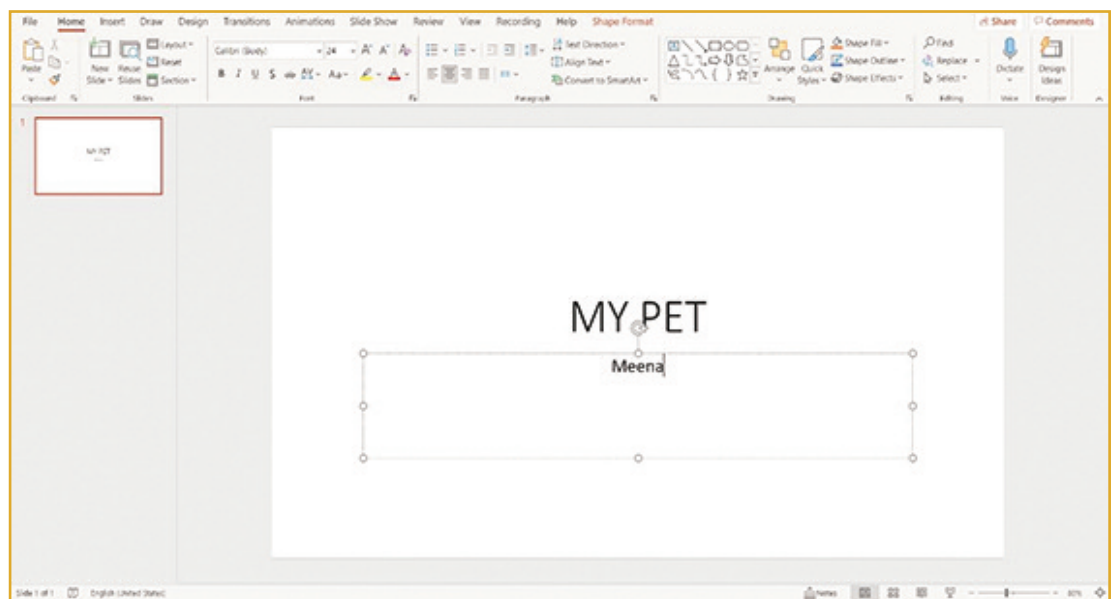
4. Type "MY PET"



5. Click on the "Click to add subtitle" text box.



6. Type your
NAME.





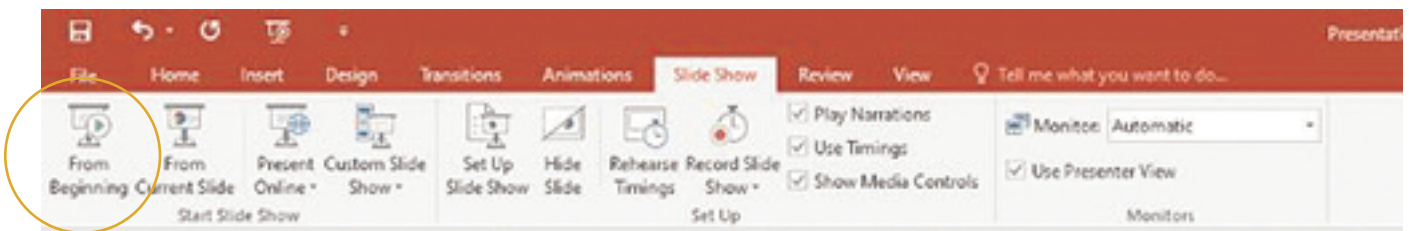
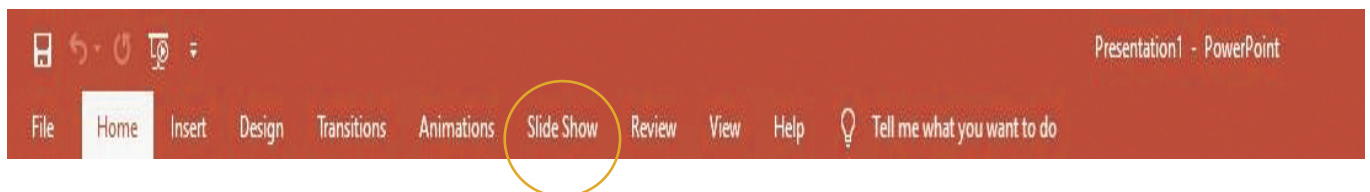
Activity 2

View a slideshow.

There are 3 ways to view a slideshow :

Method 1: Click on the "Slide Show" tab at the top of the screen.

The following icons will appear:



Click on "From Beginning" icon.

The following will appear on the screen:

MY PET

Meena

The slide fills up
the whole screen.



Note to teacher:

Brainstorm with pupils on
their observations.

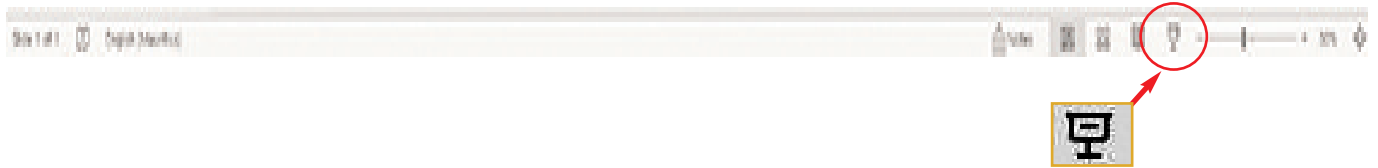
To return to the PowerPoint program:

1. Press on "Enter Key" on the keyboard.
The following screen appears:



2. Press "Enter" Key **once** more to return to the program.

Method 2: Click on the "Slide Show" icon found below on the screen:

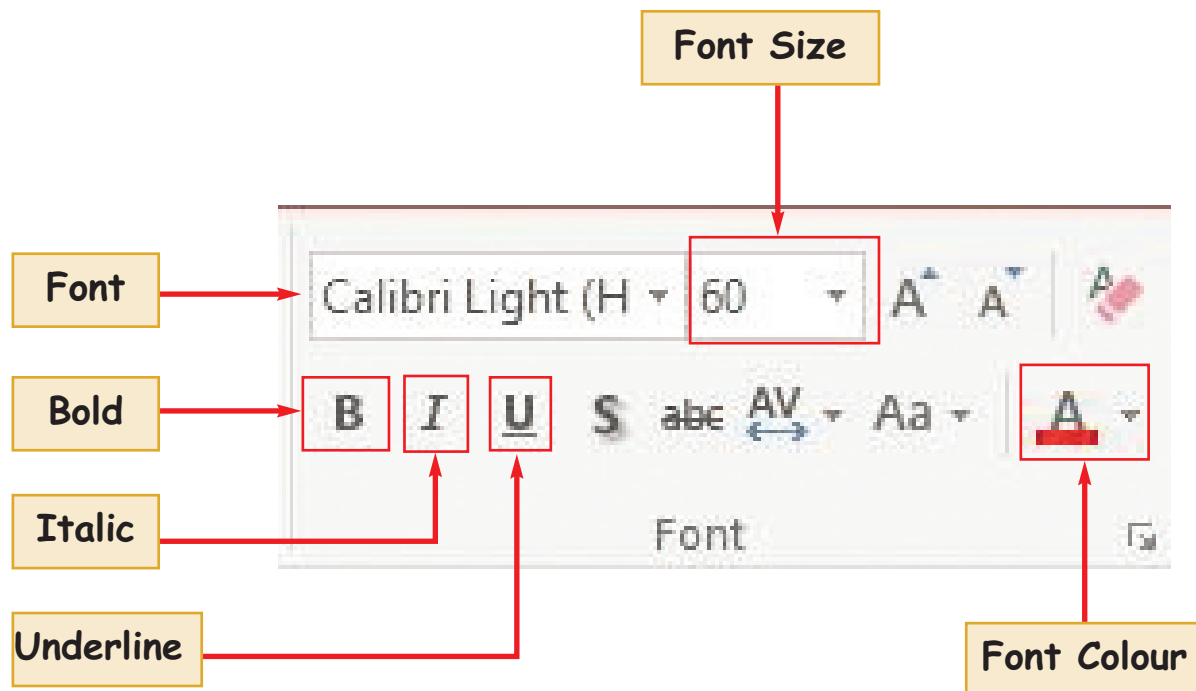


Method 3: Press the "F5" Key on the keyboard.



Format text on slides using Font Size, Colour, Bold, Italic and Underline.

The icons below are used to format the text:



Note to teacher:

Recap about these icons which pupils had learned in Unit 4.



Activity 3

Format text on slide using font, font colour, bold, italic and underline icons.



Note to teacher:

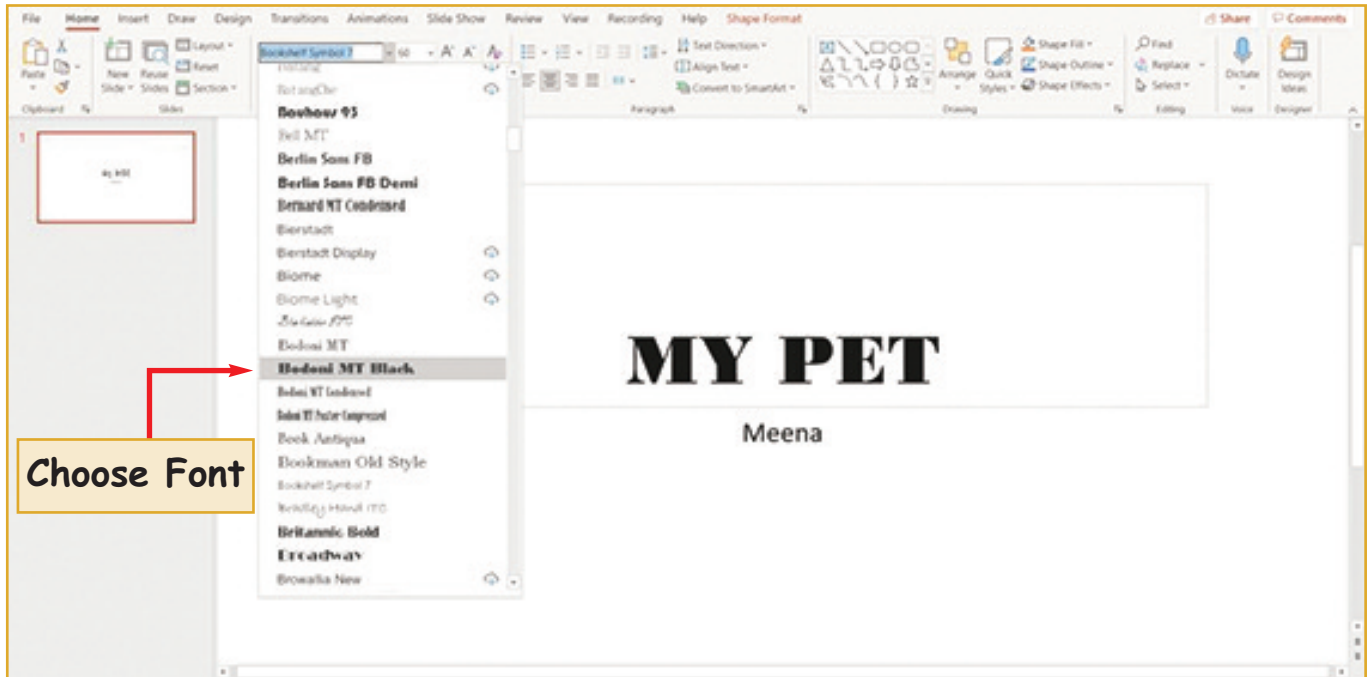
After each step, pupils can do slide show to observe the changes.

1. Open PowerPoint 2019.
2. Click on "**Blank Presentation**".
Follow the steps 1 to 5 of **Activity 1** again.
3. Select the text of the **title** textbox as shown below :

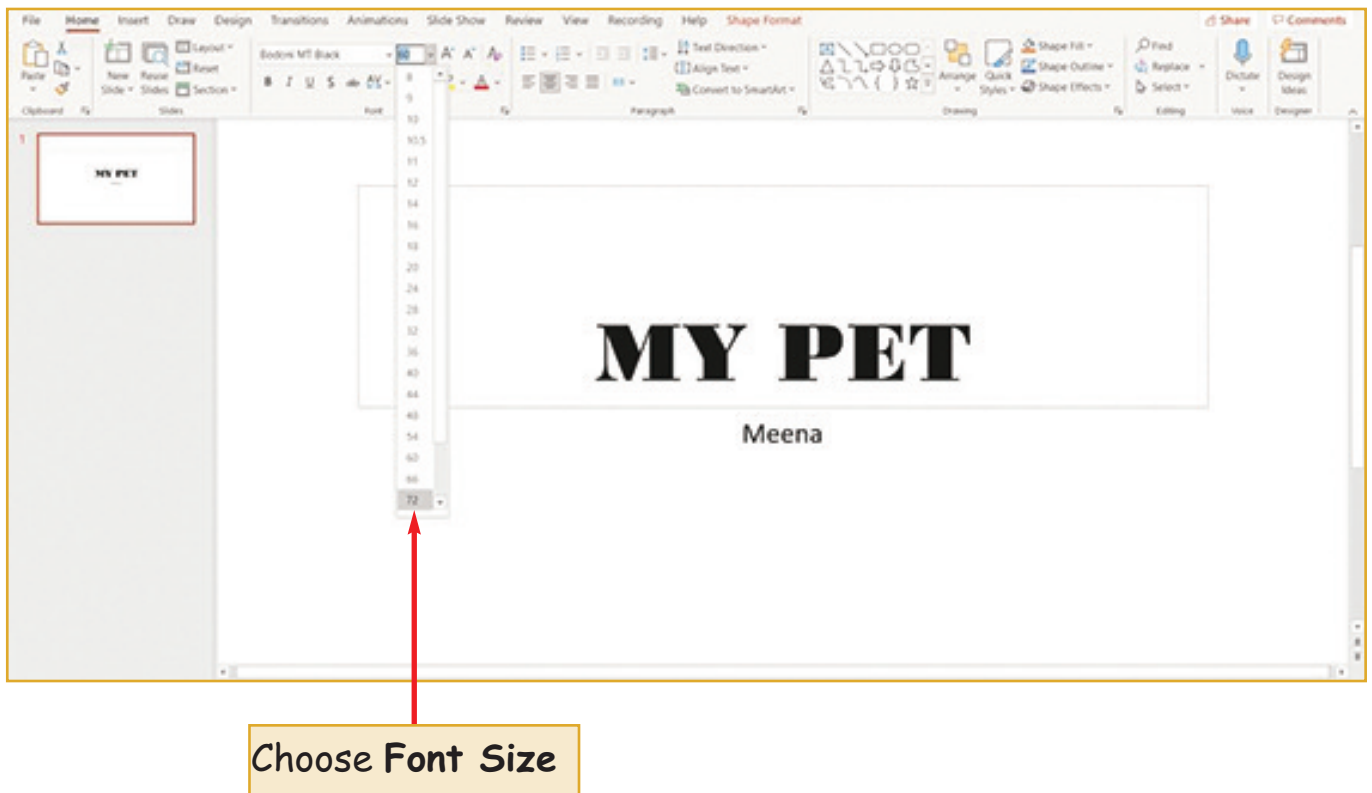


Unit 5 - Using a Presentation Software

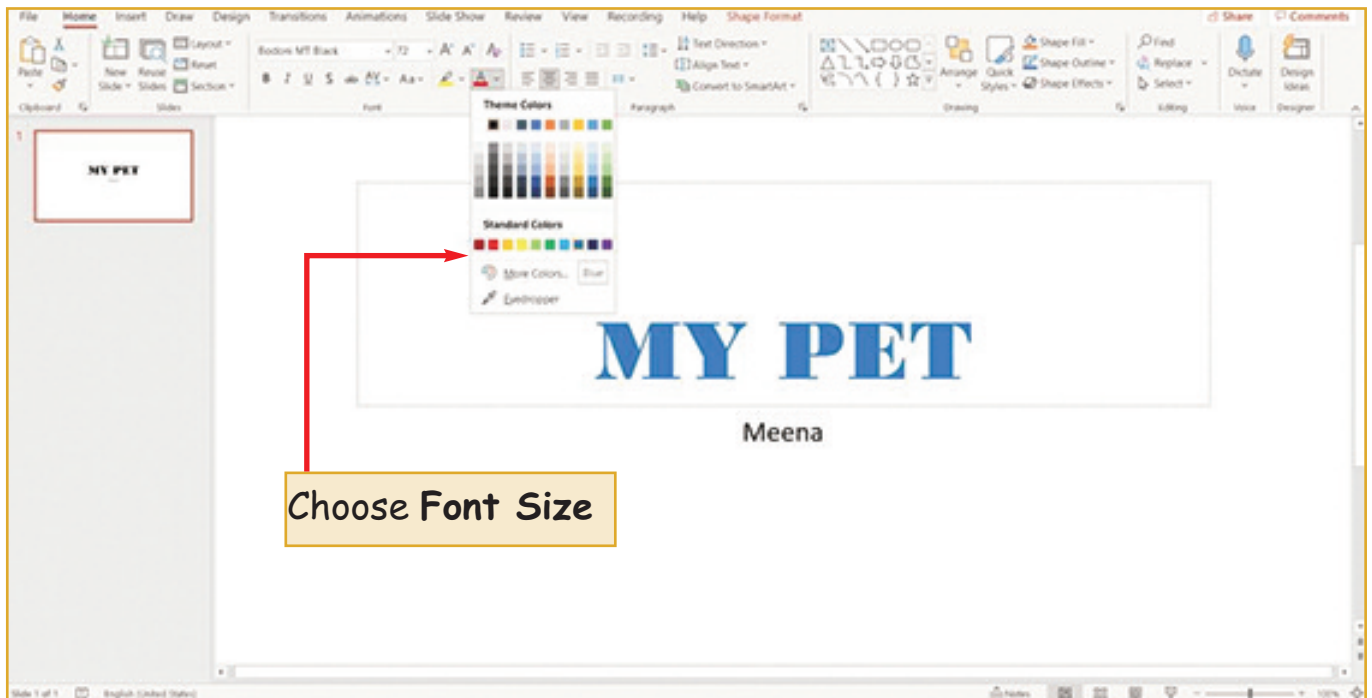
4. Click on "Font" icon and choose **Bodoni MT Black**.



5. Click on the "Font Size" icon and change the size to **72**.



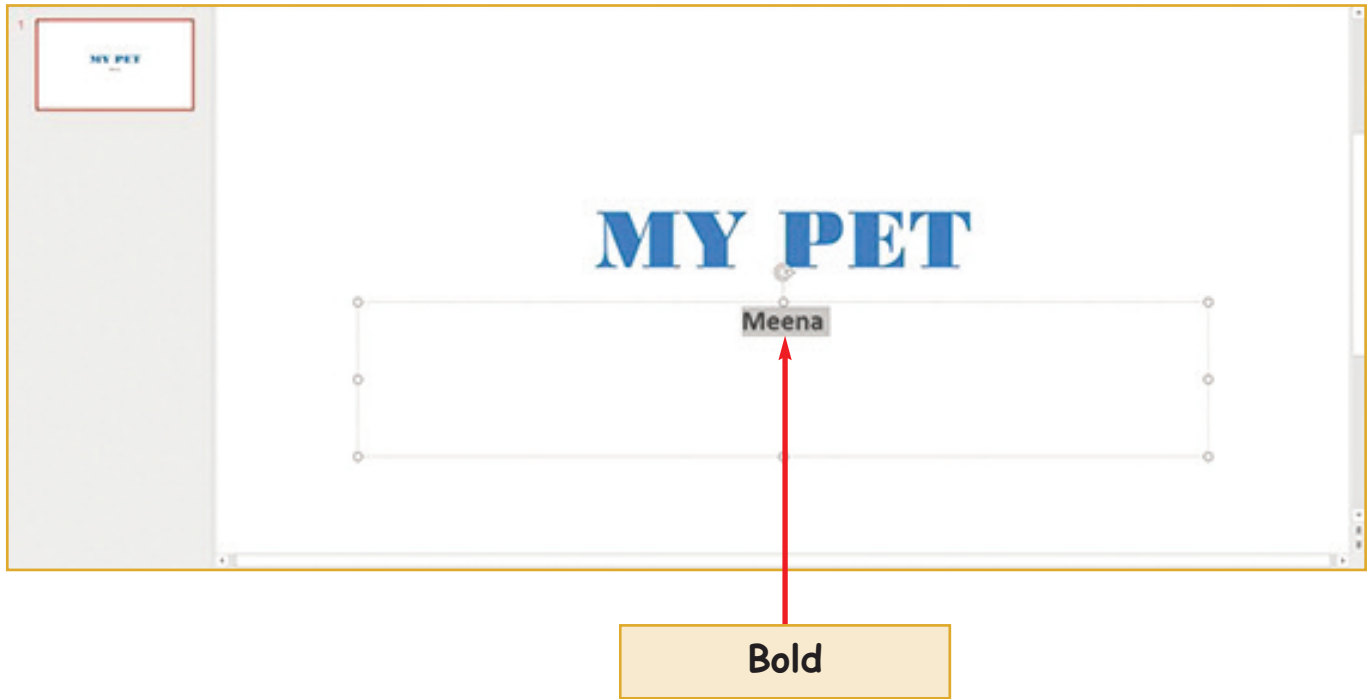
6. Click on the "Font Colour" and change the colour to **Blue**.



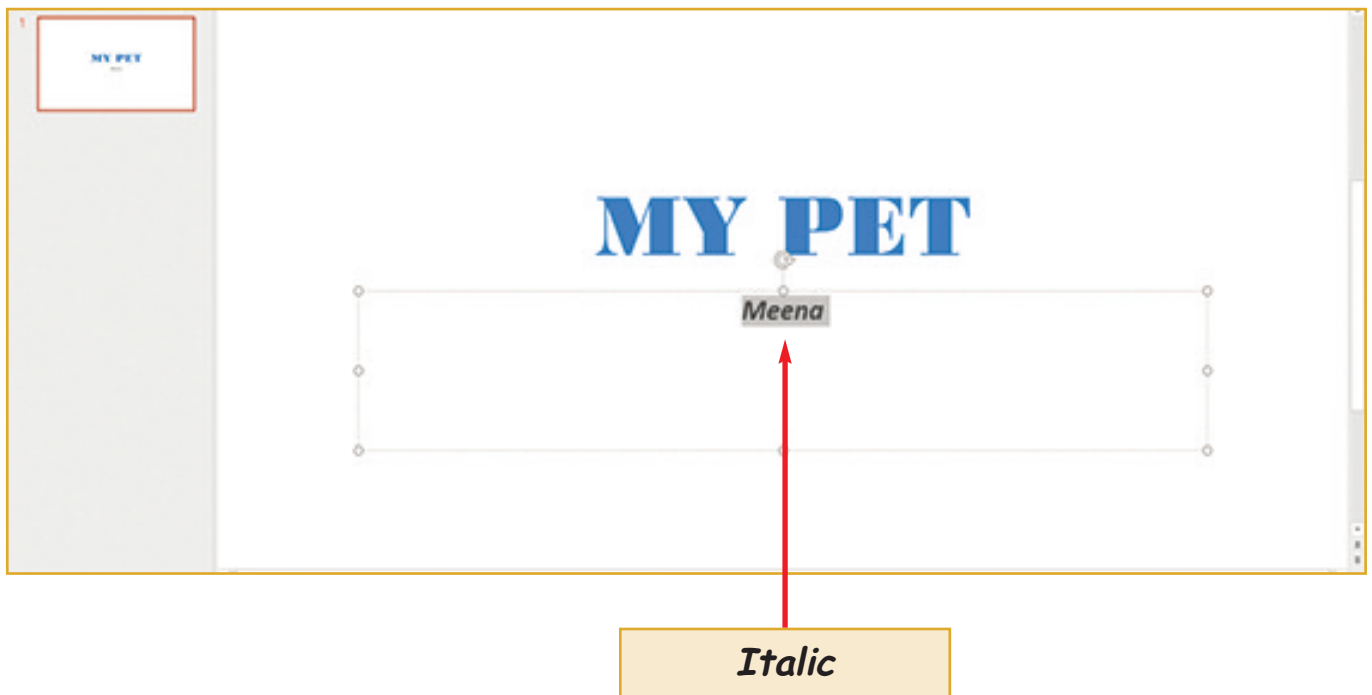
7. Select the text of the **subtitle** textbox as shown below:



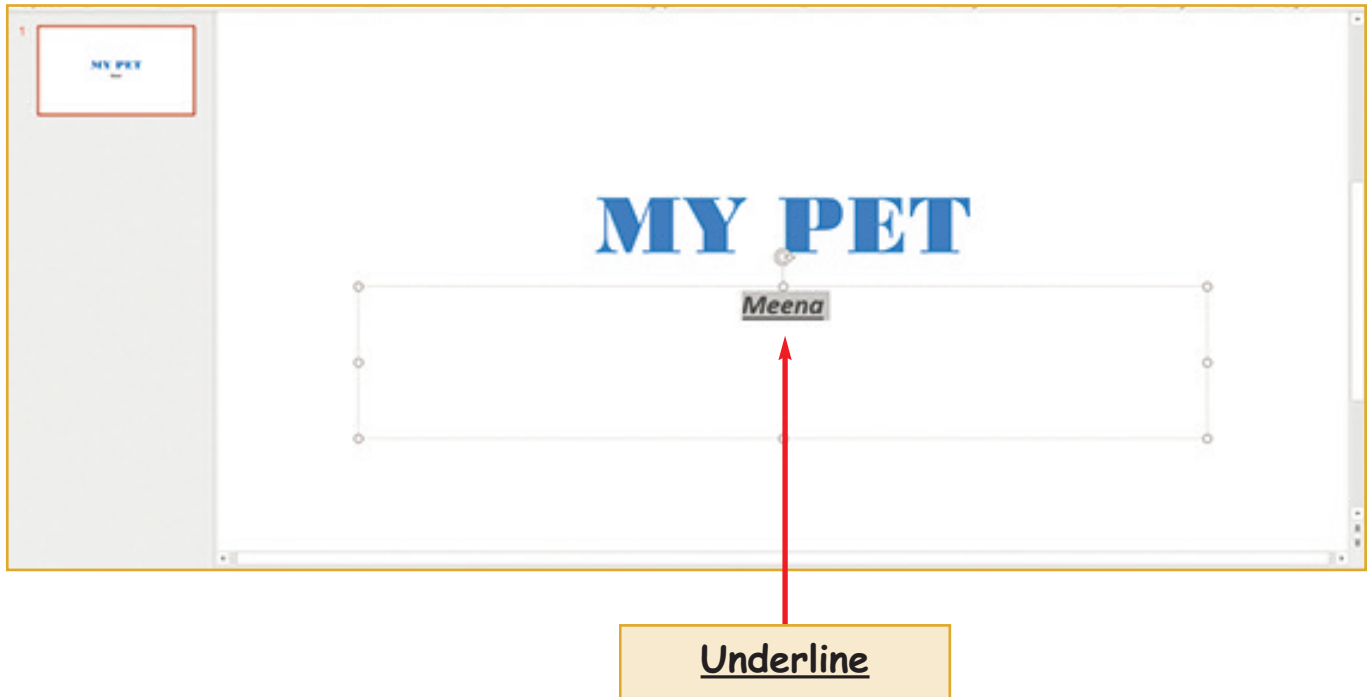
8. Click on the **Bold**  icon.



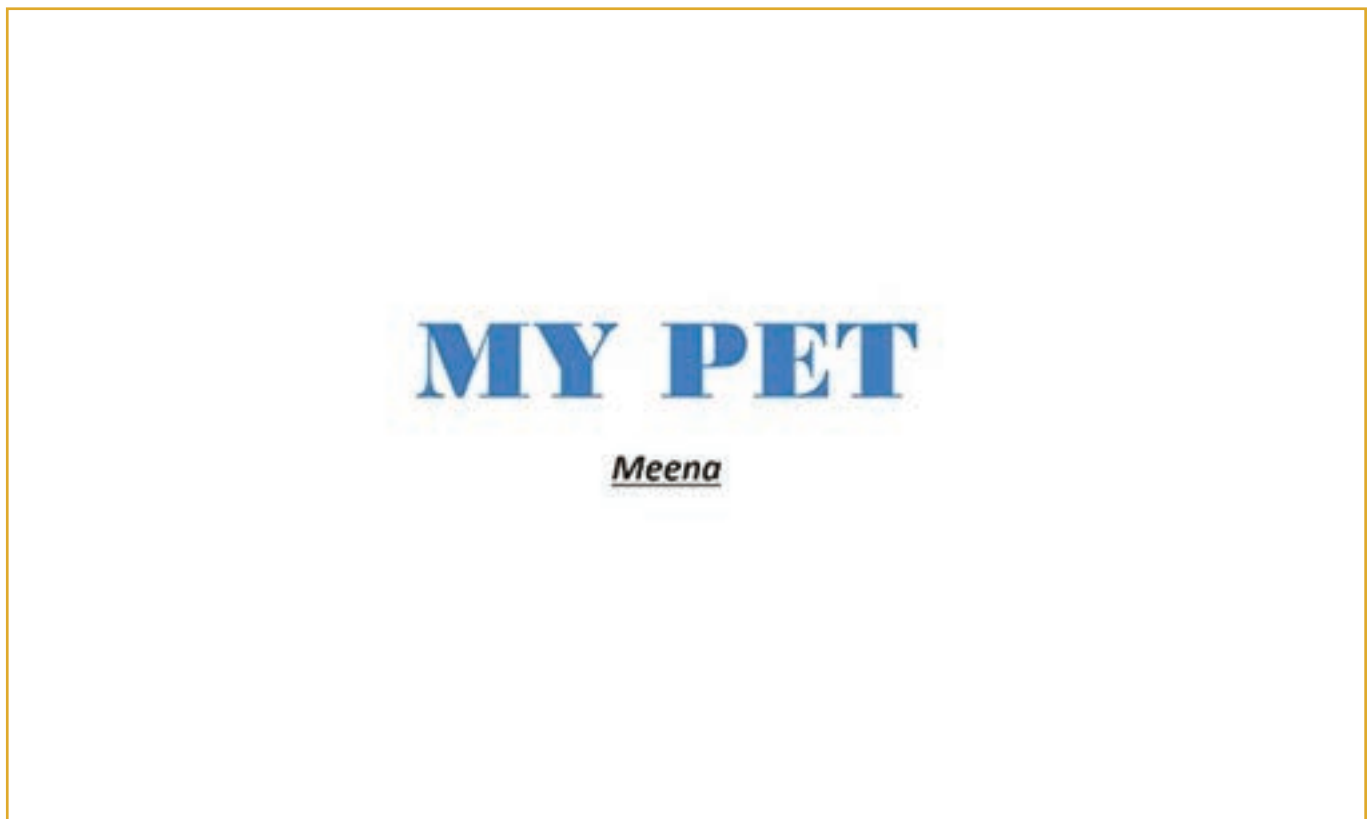
9. Click on the *Italic*  icon.



10. Click on the **Underline**  icon.



11. Click on **slideshow**  icon to view the final result as shown below:





Extra challenge

Activity 4

Format text on slide using font, font size, font colour, bold, italic and underline icons (cont.).

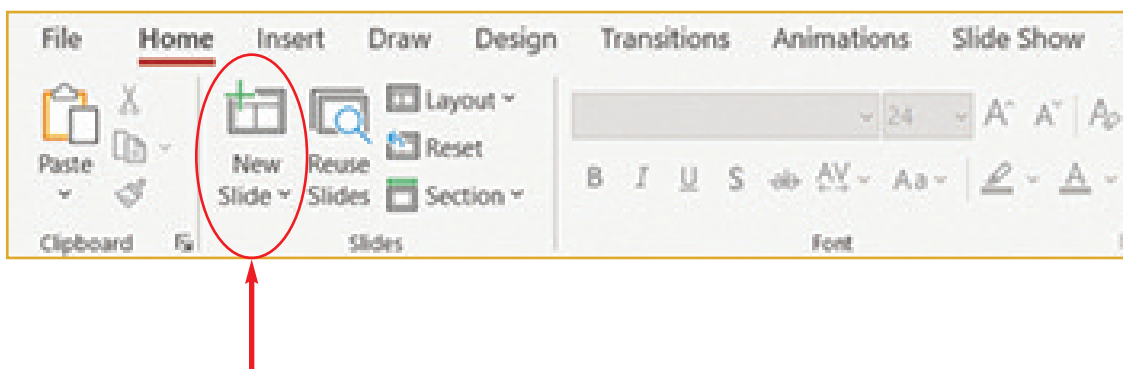
Create a presentation and format the text as follows:



1. Open PowerPoint 2019.
2. Click on **Blank Presentation**.
3. Click on "Click to add title" textbox and type "My Favourite Food".
4. Click on "Click to add subtitle" textbox and type your name "Name".
5. Format the text using font, font colour, font size, bold, italic and underline.

Insert New Slide

On the HOME Tab, there is the **New Slide** icon.

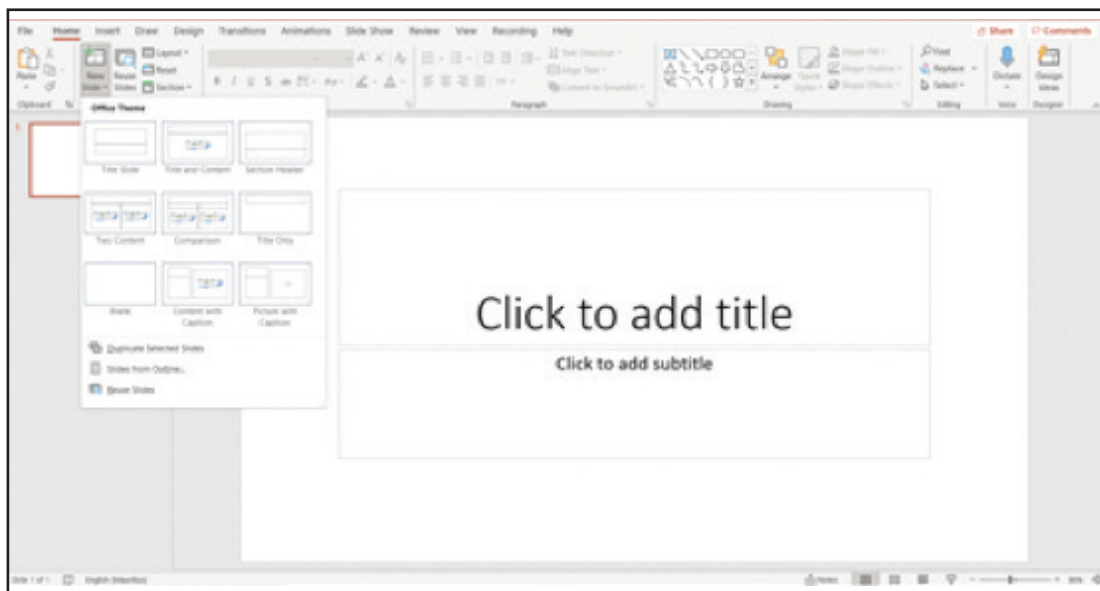




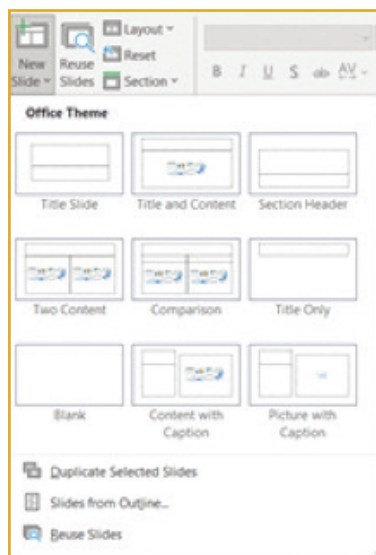
Activity 5

Insert a New Slide.

1. Open PowerPoint 2019.
2. Click on **"Blank Presentation"**.
3. Click on the **"New Slide"** icon.



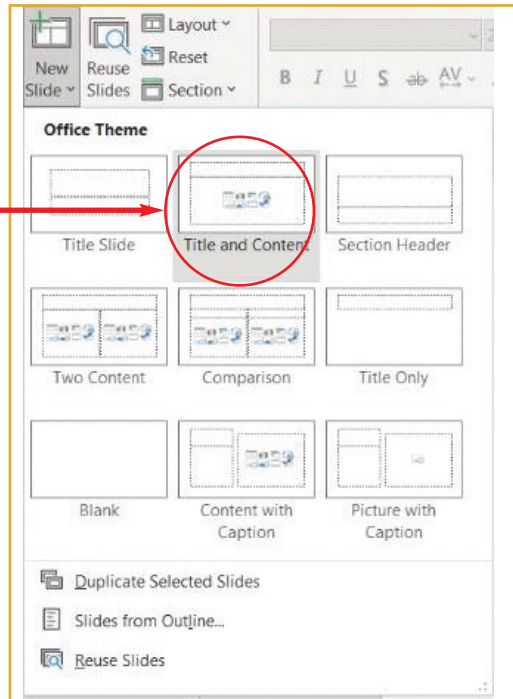
A menu appears:



Different slide
options available.

Unit 5 - Using a Presentation Software

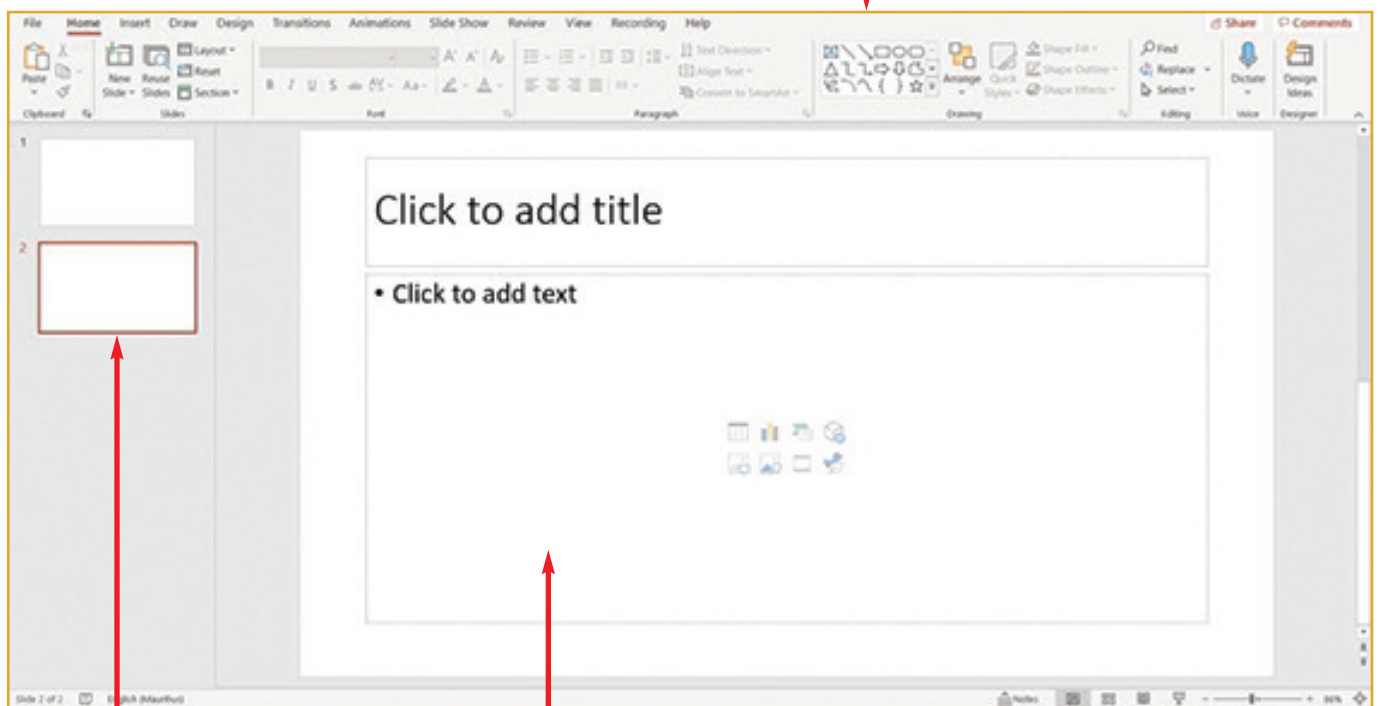
4. Click on "Title and Content".



Note to teacher:

Brainstorm with pupils on their observations.

- Show slide 2 which appears on the left of the screen.



Slide 2
appears here.

A new slide
appears here.

A new slide is added
to the presentation.

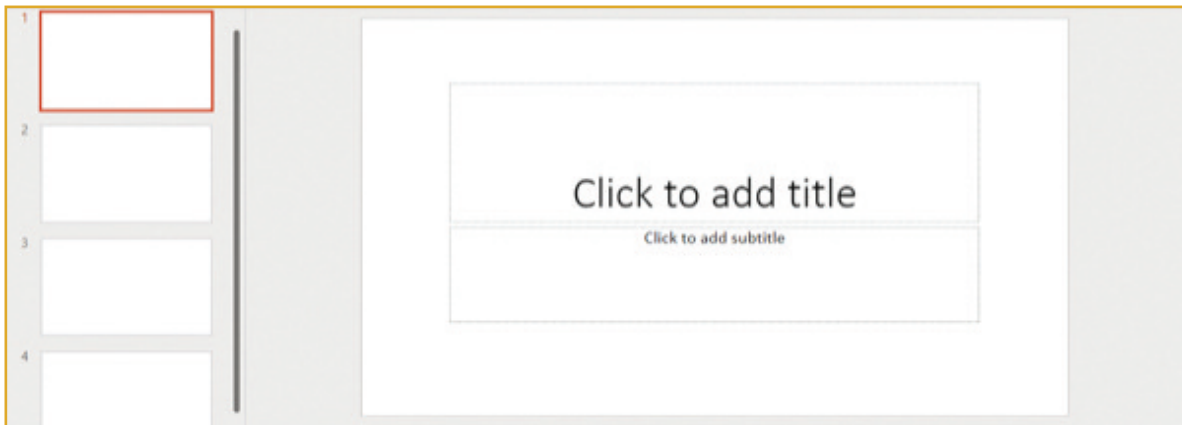


Extra challenge

Activity 6

Insert a new slide

Prepare a presentation of 4 slides as follows:



1. Open PowerPoint 2019.
2. Click on "Blank Presentation".
3. Click on the "New Slide" icon.
4. Click on one option of the slides available.

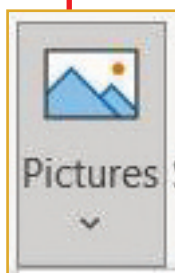
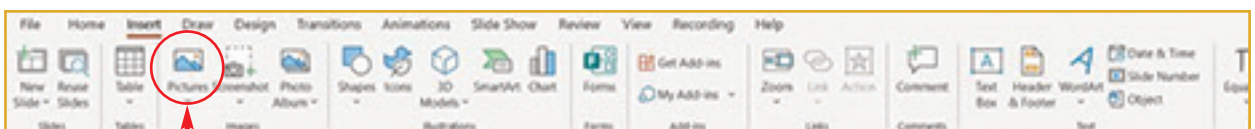
Repeat steps 3 and 4 to insert all the slides.

Insert a Picture

There are 2 ways to insert a picture in a presentation.

Method 1: Use the Insert Tab.

The Insert Tab





Activity 7

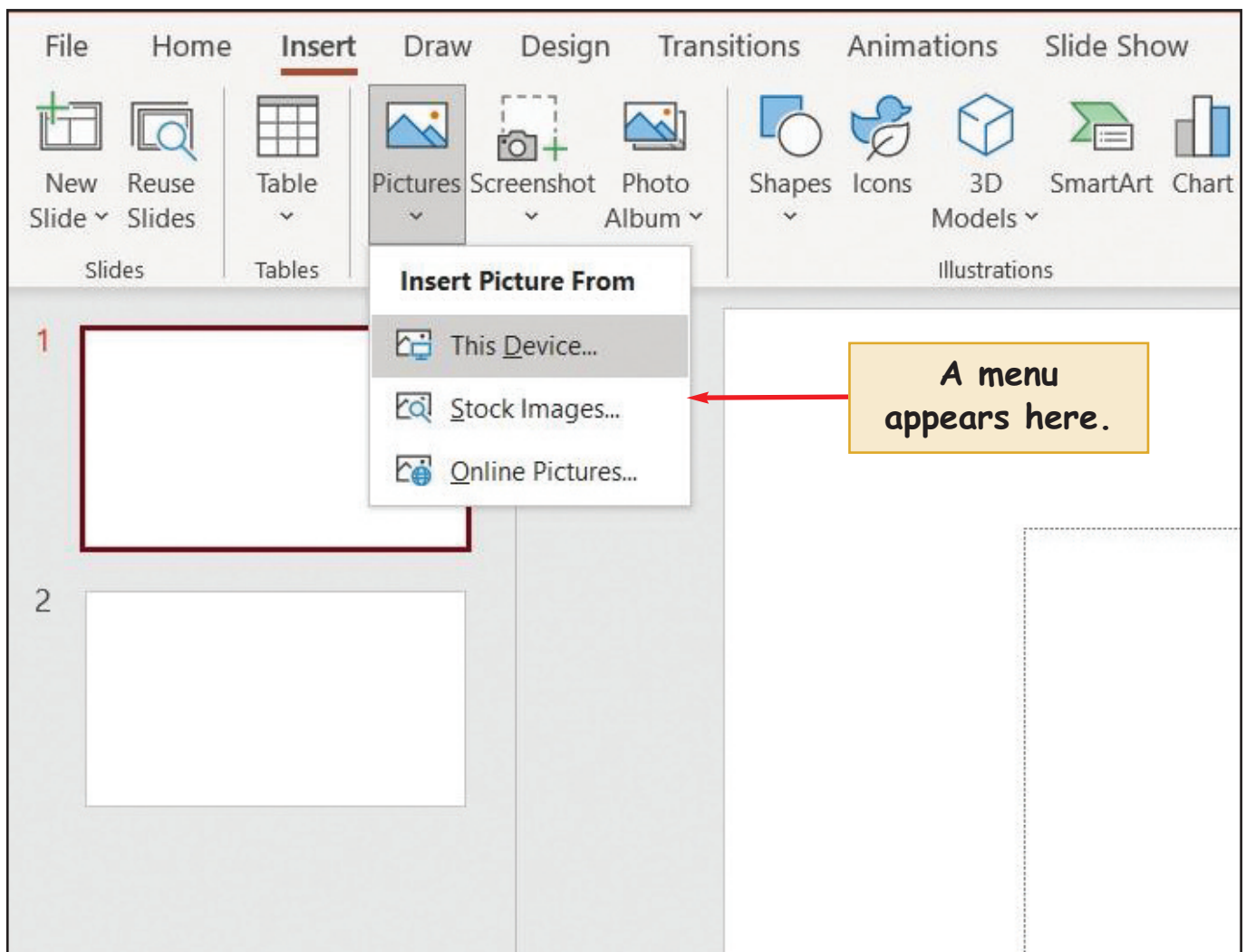
Insert a picture using the Insert Tab.

1. Open PowerPoint 2019.
2. Click on "Blank Presentation".
3. Click on the **Pictures** icon on the Insert Tab.



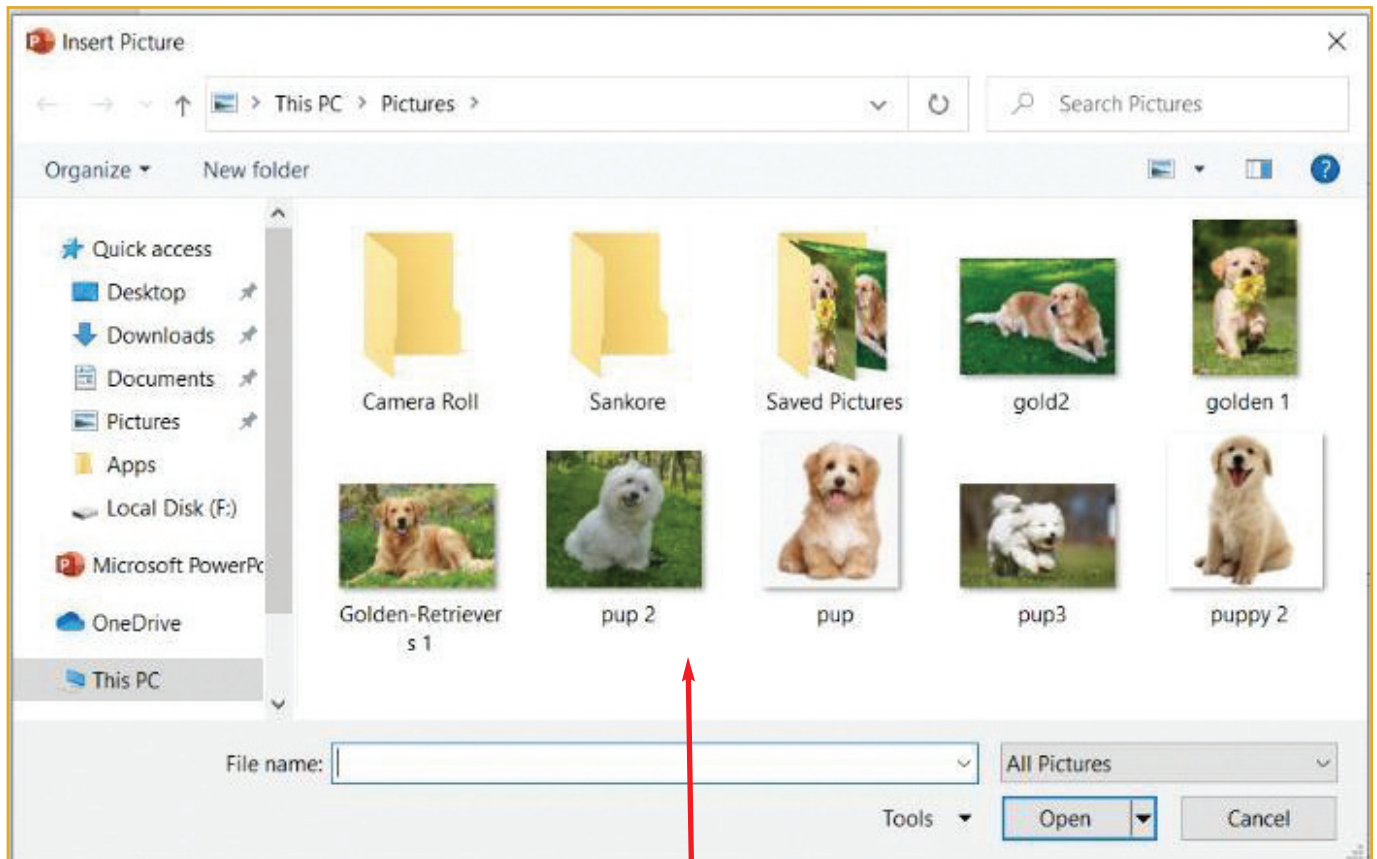
Note to teacher:

Ensure that there are images in the pictures folder before doing this activity.



4. Click on "This Device" on the menu.

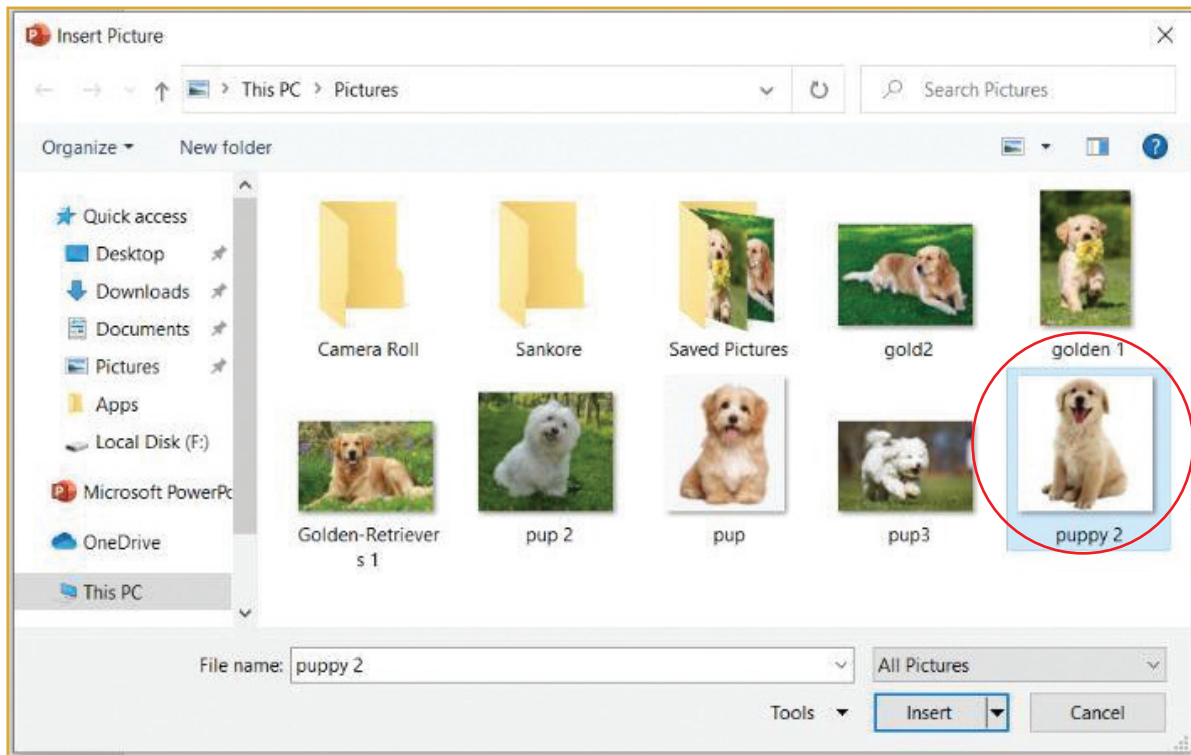
The following dialog box appears:



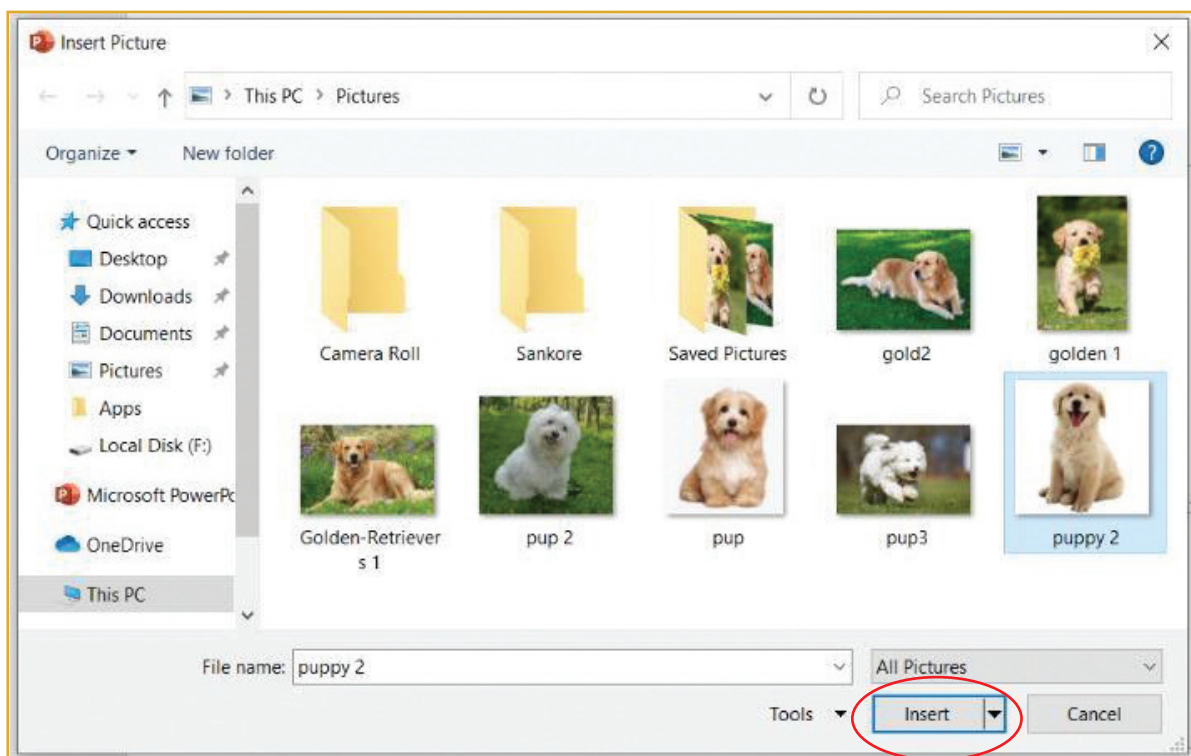
The Pictures
folder opens.

Unit 5 - Using a Presentation Software

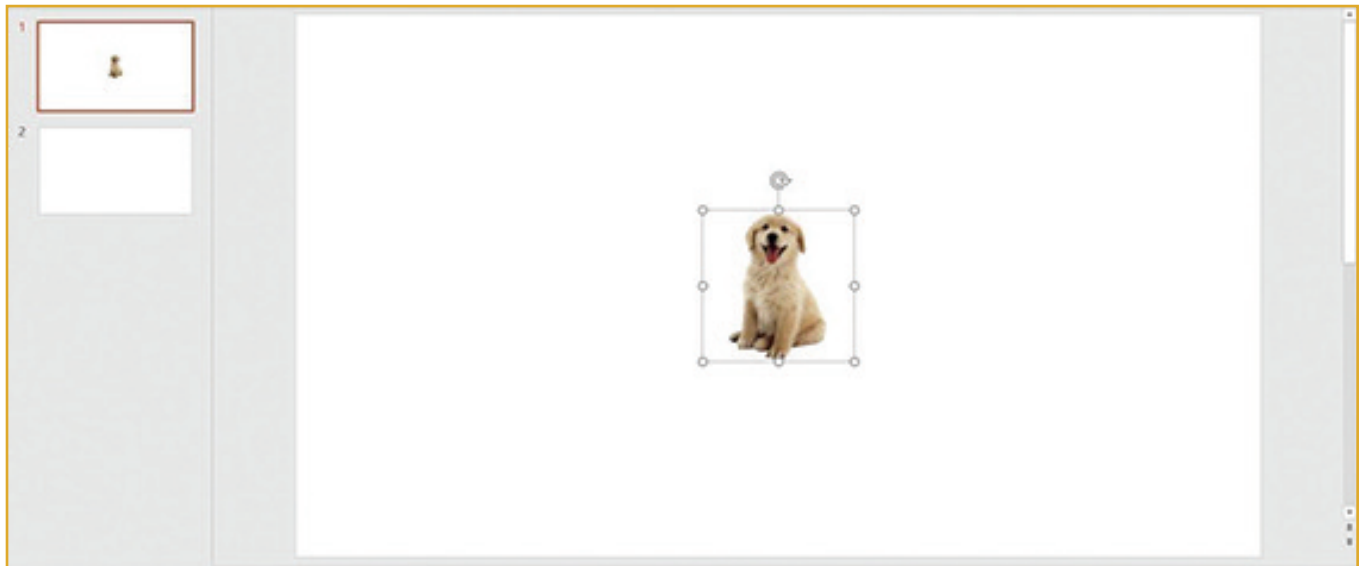
5. Click on a picture to select it.



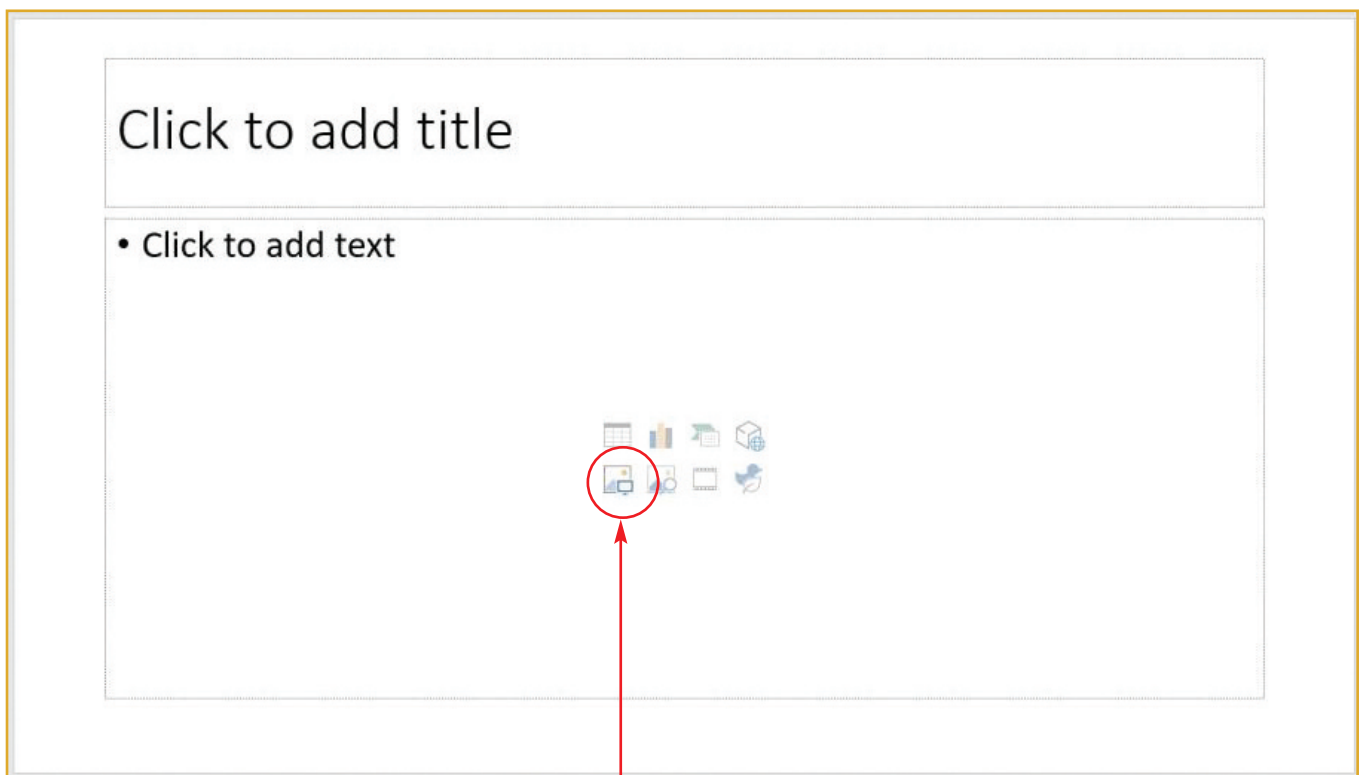
6. Click on the Insert Button.



The picture is inserted in the slide.



Method 2: Use the Pictures Icon on a slide.



Pictures Icon



Activity 8

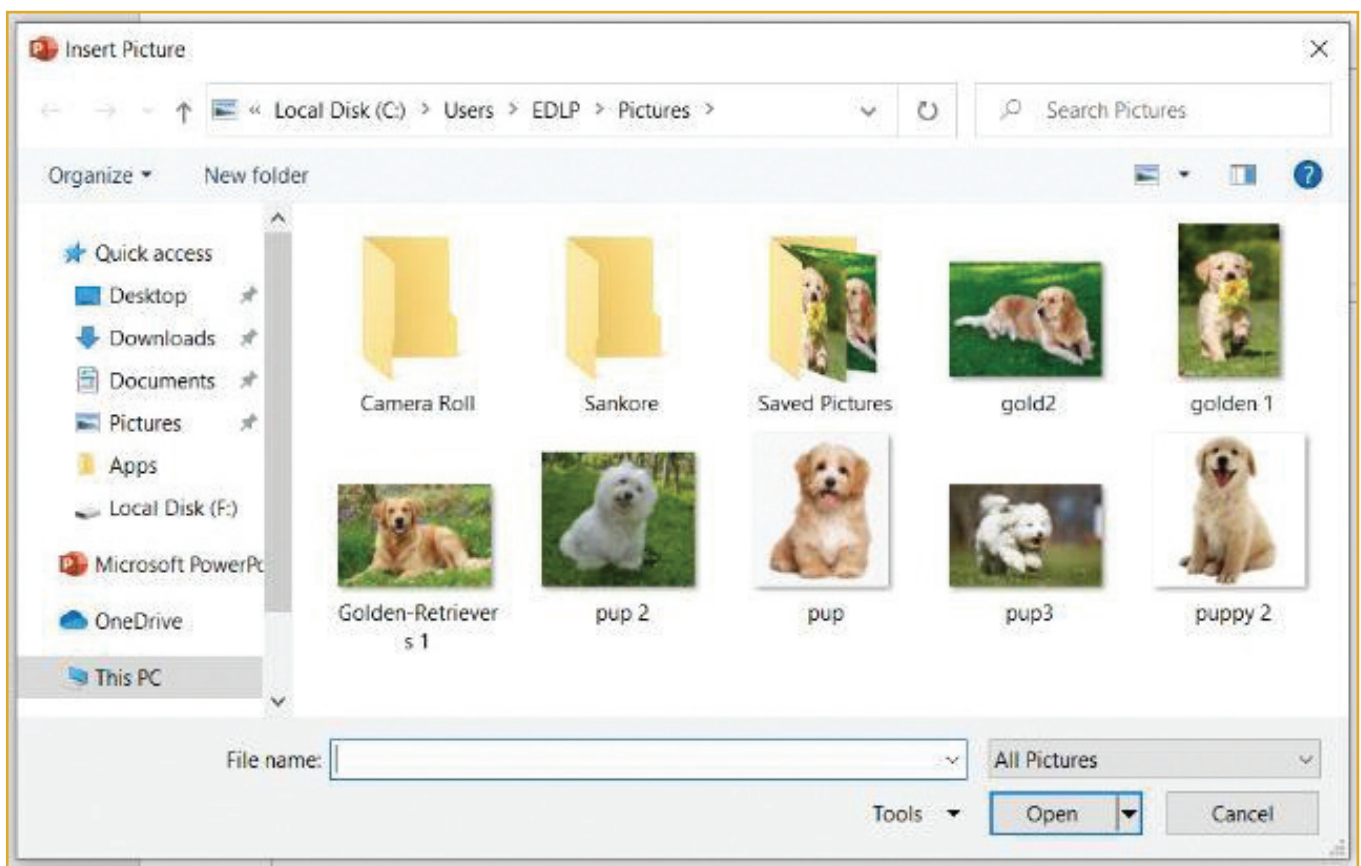
Insert a picture using the Pictures Icon.



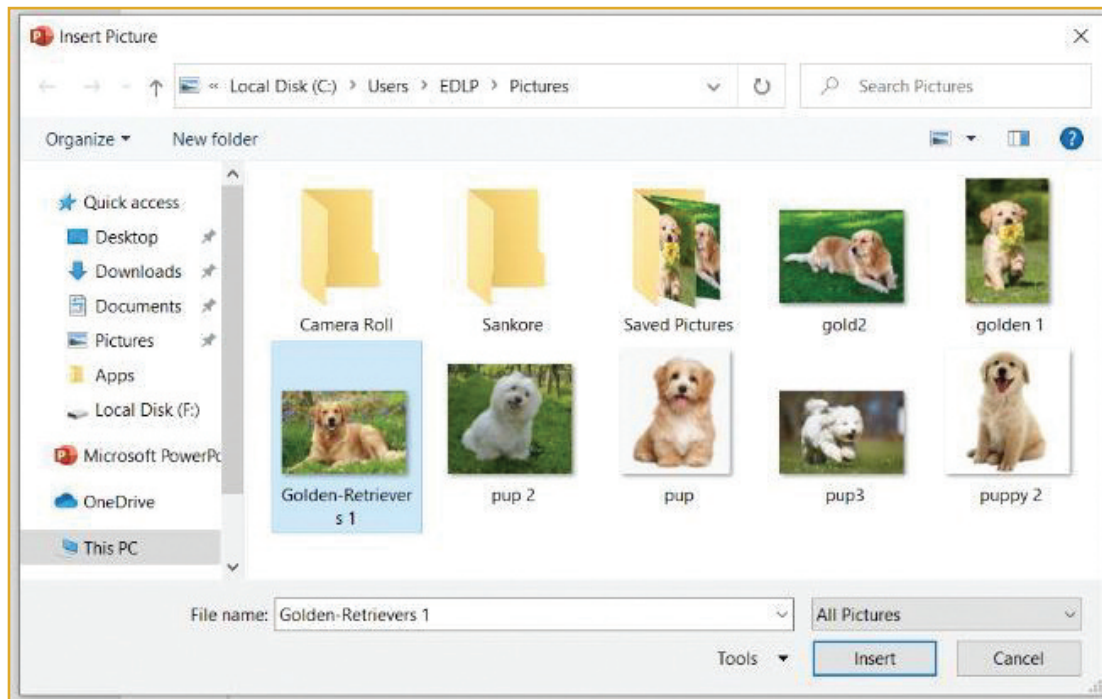
Note to teacher:

Ensure that there are images in the pictures folder before doing this activity.

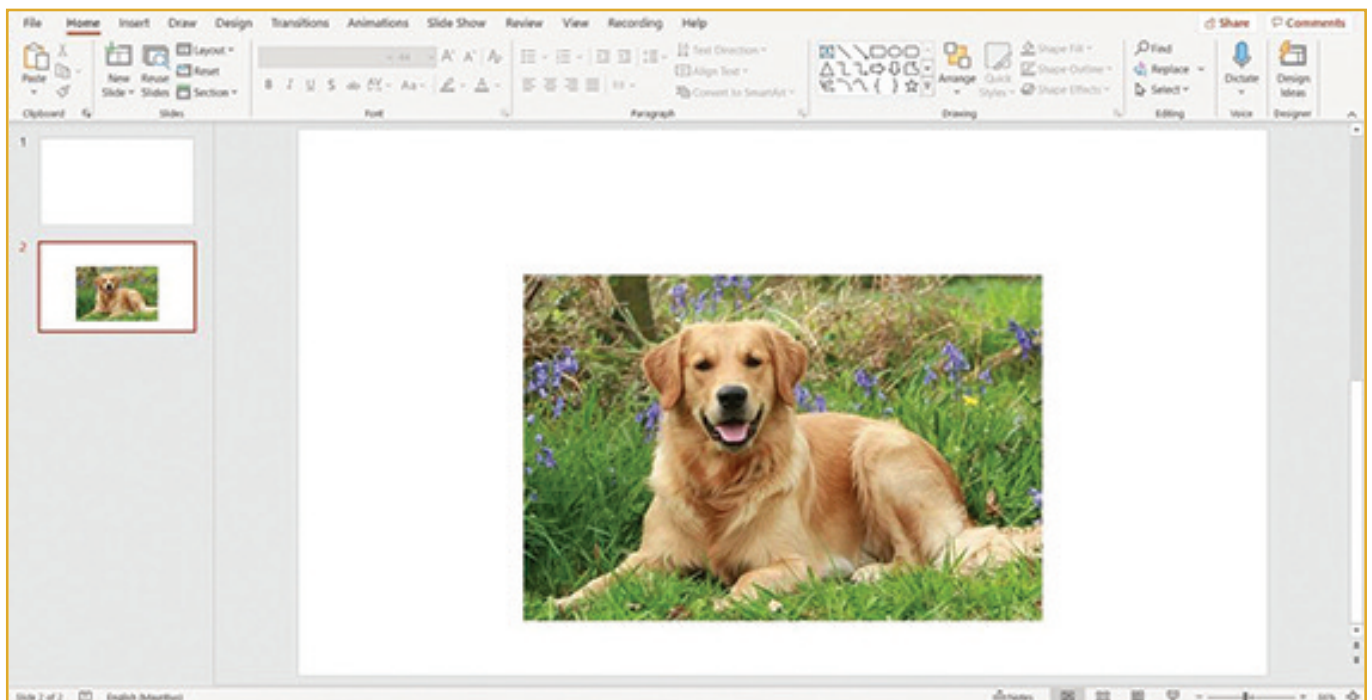
1. Open PowerPoint 2019.
2. Click on **"Blank Presentation"**.
3. Add a new slide **"Title and Content"**.
4. Click on the **"Pictures"** Icon on the new slide as shown above.
The pictures folder appears:



5. Click on a picture.



6. Click on "Insert Button".
The picture is inserted in the slide.



Resize a Picture

Resize means to change the size of a picture to make it bigger or smaller.



Activity 9

Resize a picture to a bigger size.

1. Click on the picture.



A square with dots
appears around the picture.



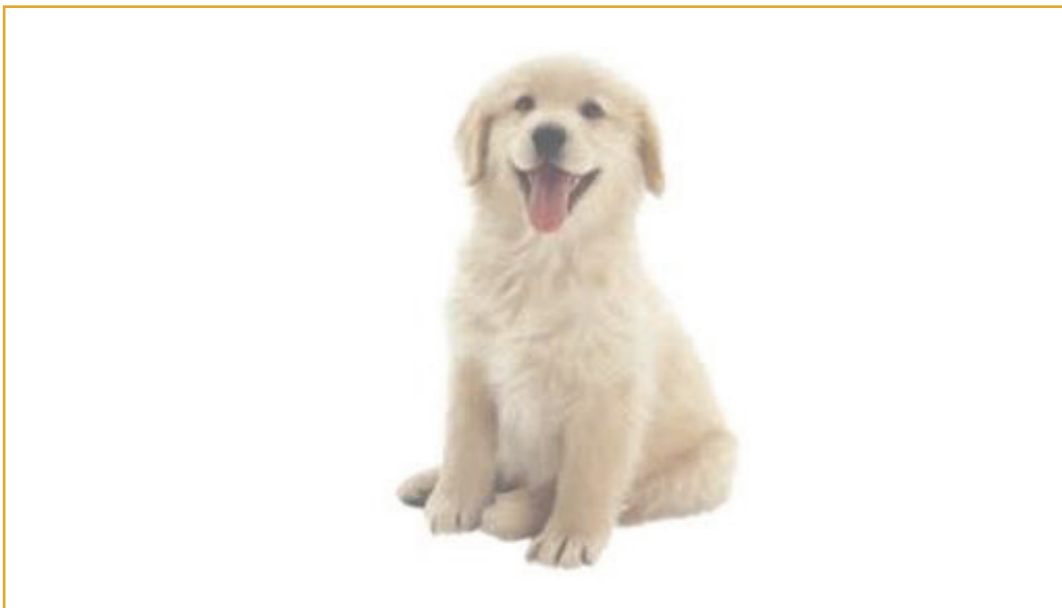
Square with dots



2. Click on any dot and drag your mouse **outwards**.



3. Release the mouse button and observe.



The picture grows **BIGGER** as the mouse pointer moves outwards.



Activity 10

Resize a picture to a smaller size.

1. Click on a picture.
2. Click on any dot and drag it **inwards**.
3. Release the mouse button. Observe.



Note to teacher:

Guide pupils and brainstorm about their observations.



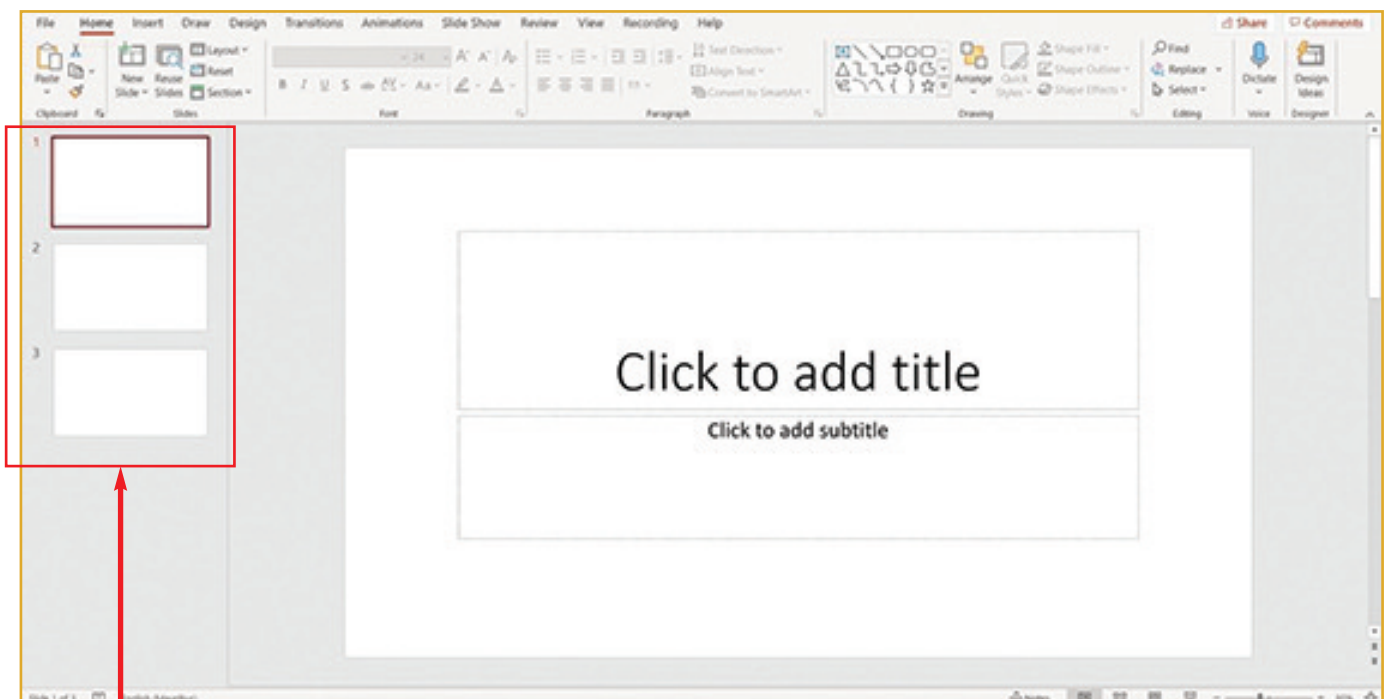
Moving between slides



Activity 11

Moving between slides.

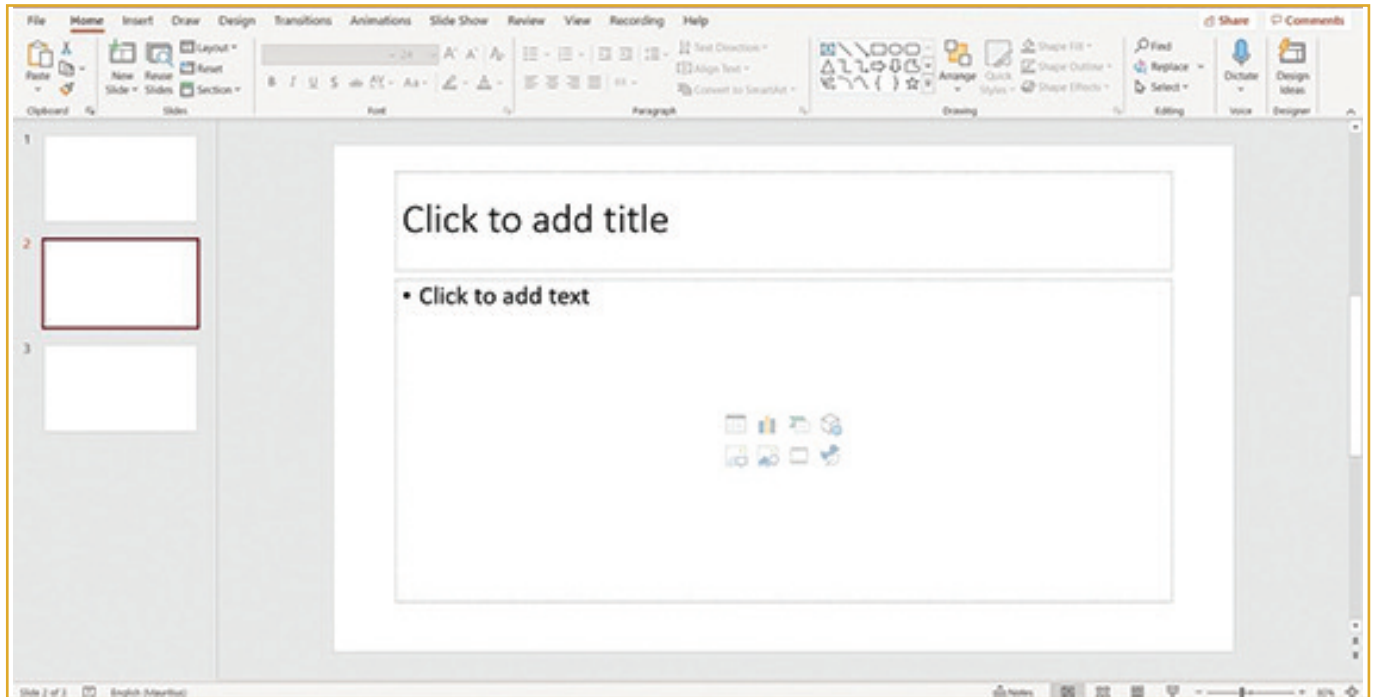
1. Open a new blank presentation.
2. Add 3 new slides.



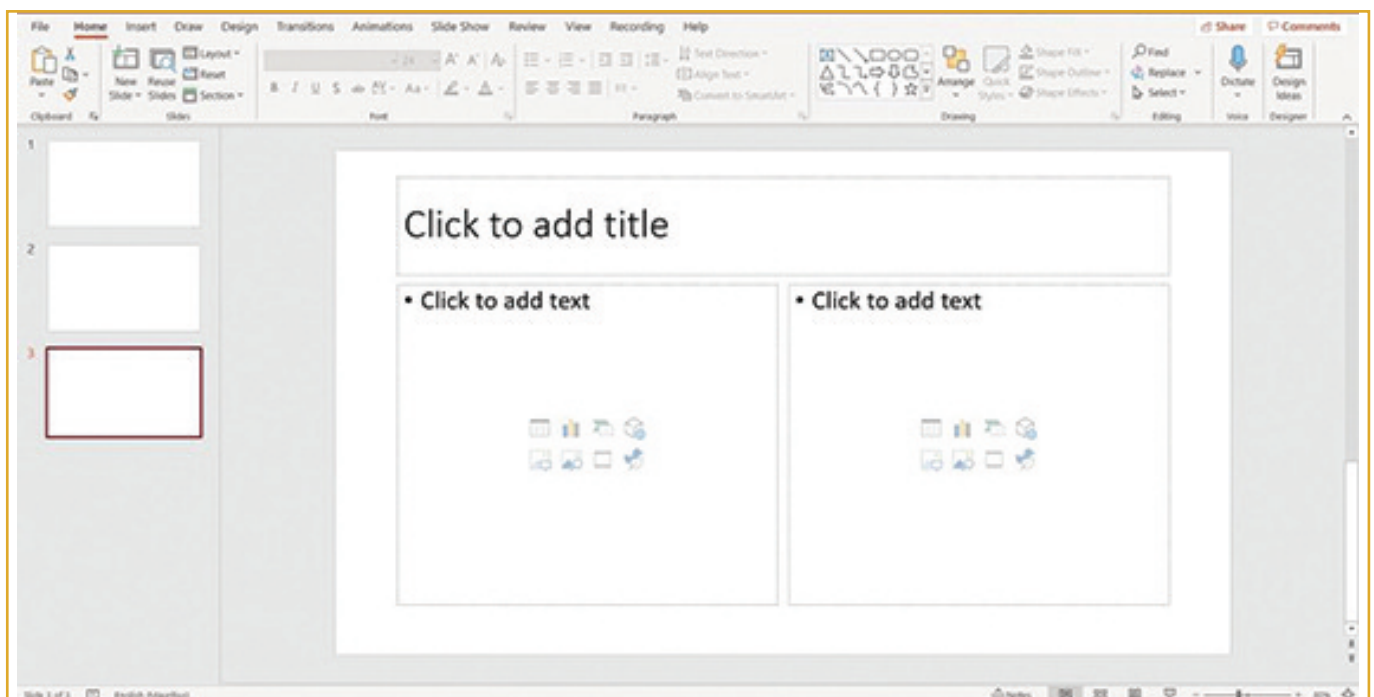
**There are 3
slides in this
presentation.**

Unit 5 - Using a Presentation Software

3. Click on Slide 2 and observe.



4. Click on Slide 3 and observe.



Click on the slides
on the left of the screen
to move between slides.



Extra challenge

Activity 12

Create a presentation of 3 slides.



Note to teacher:

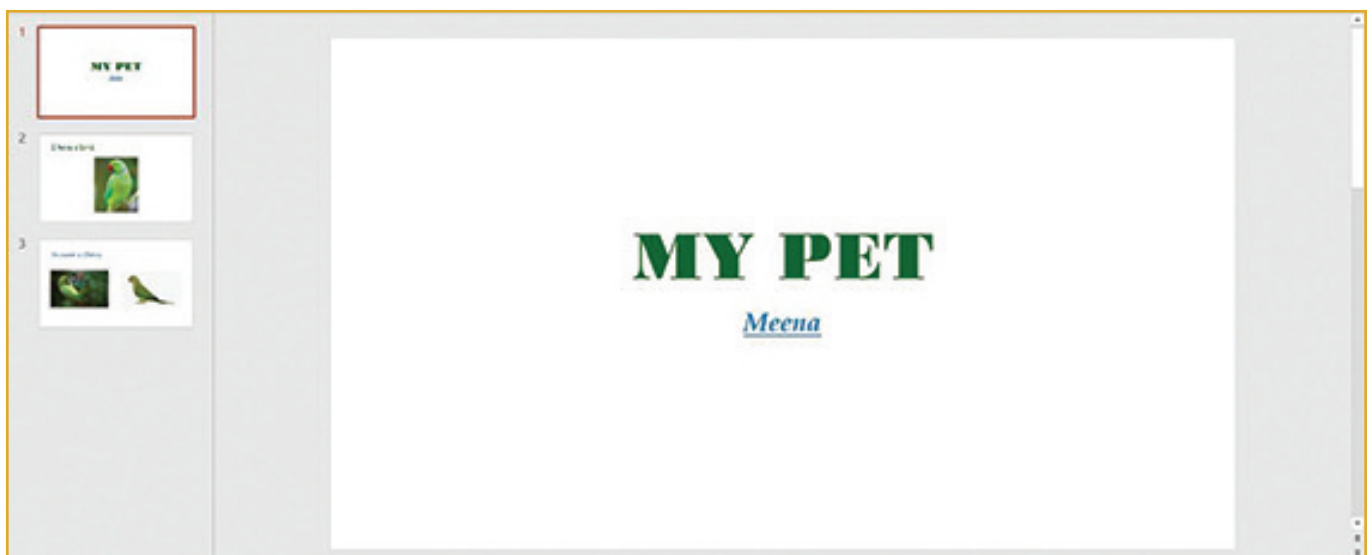
Please ensure that there are specific pictures on pets available in the picture folder for Activity 12.

Pictures of any other pets can also be used.

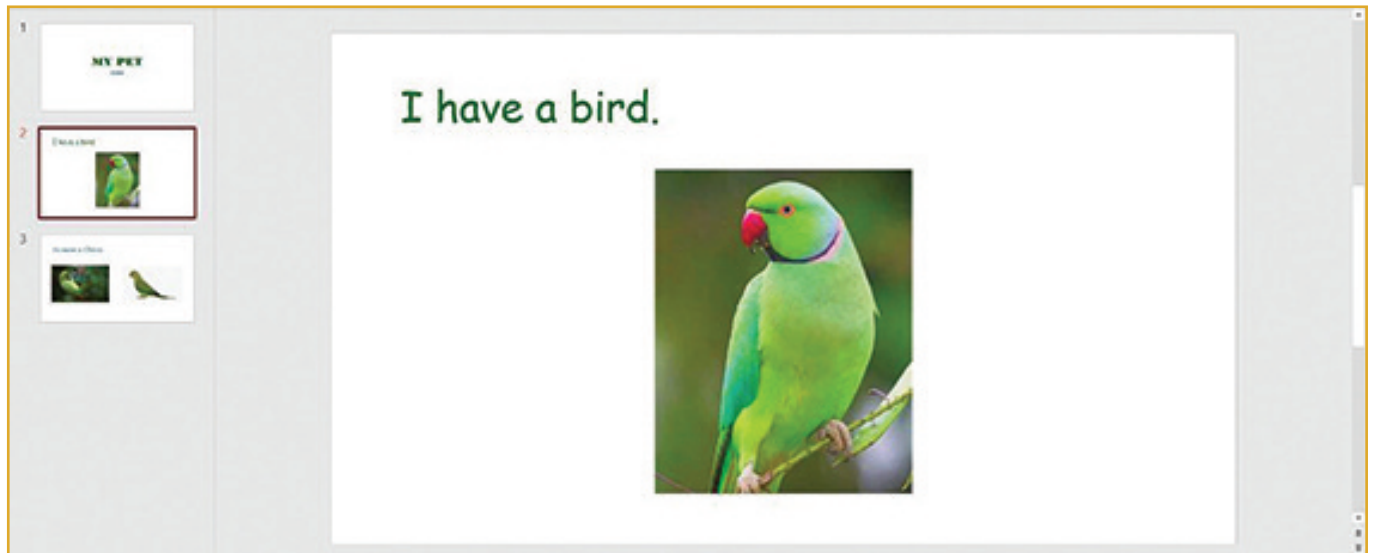
1. Open a **New Blank Presentation**.
2. Add 3 slides to the presentation as shown below:
Format the text using font, font colour, font size, bold, italic and underline.

Insert pictures of pets and resize them accordingly.

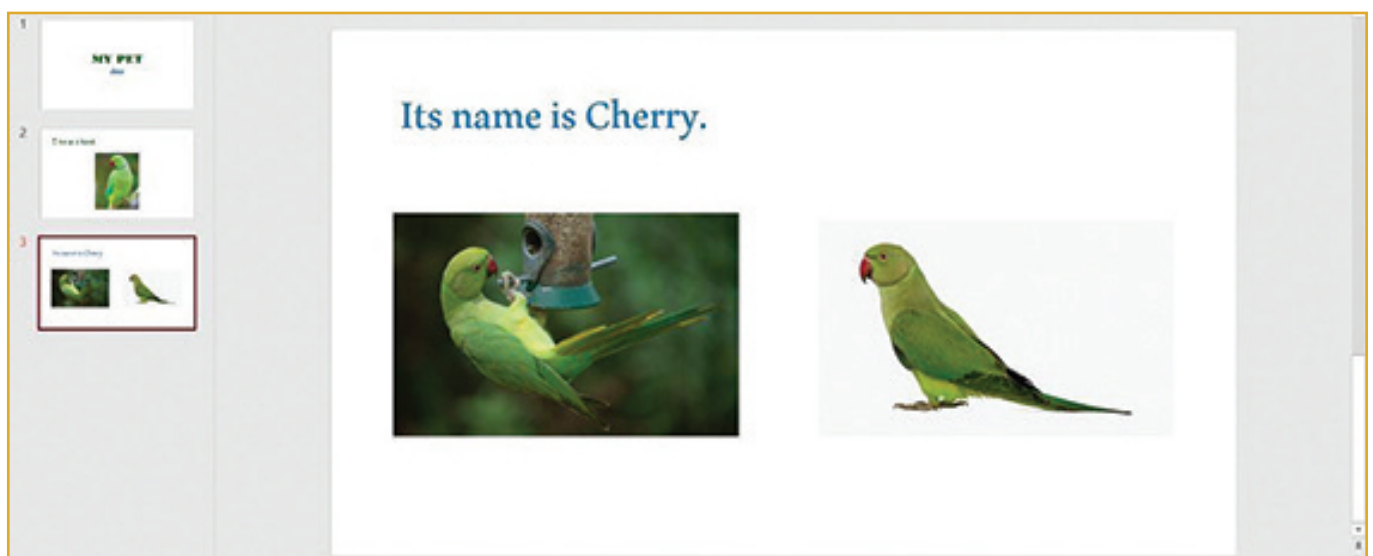
Slide 1



Slide 2



Slide 3



A large yellow diamond shape containing the text 'Unit 6' in red. To the left of the diamond are two smaller yellow diamonds, one containing the Google Chrome logo and the other the Mozilla Firefox logo. To the right is a yellow diamond containing a laptop icon.

Unit 6



Browsing the Internet safely

Aim

To work with a web browser software.

Learning objectives:

By the end of this unit, pupils 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



I use a web browser to view web pages on the Internet.

Some common examples of web browsers are:



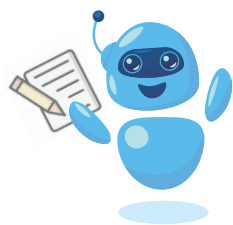
Google Chrome



Mozilla Firefox



Microsoft Edge



Activity 1

Identifying web browsers

(a) I tick ✓ the web browser icons.

☐☐☐☐☐☐

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

☐☐

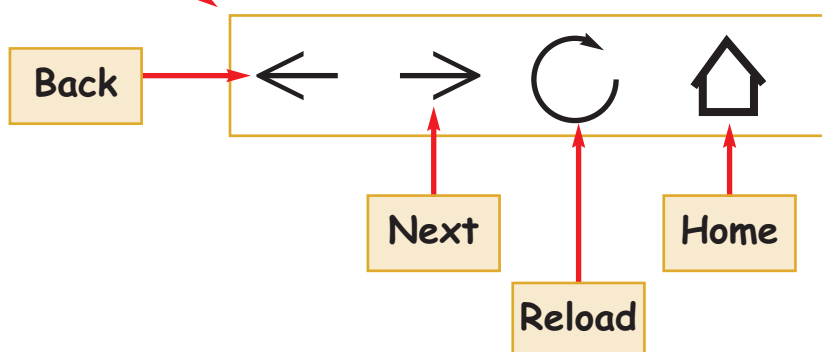
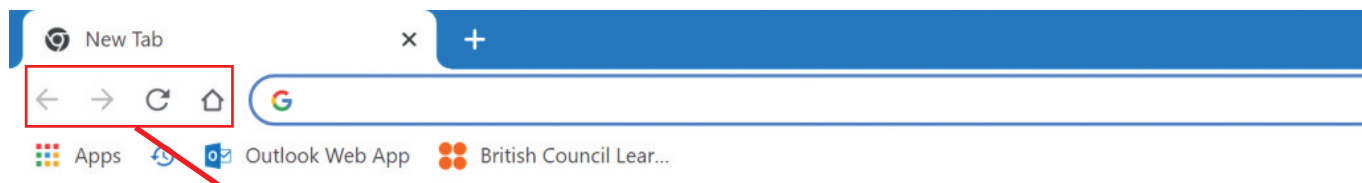
(c) I tick ✓ the Mozilla Firefox web browser icon.

☐☐

(d) I tick ✓ the Microsoft Edge web browser icon.

☐☐

Navigation buttons



Opening a web browser

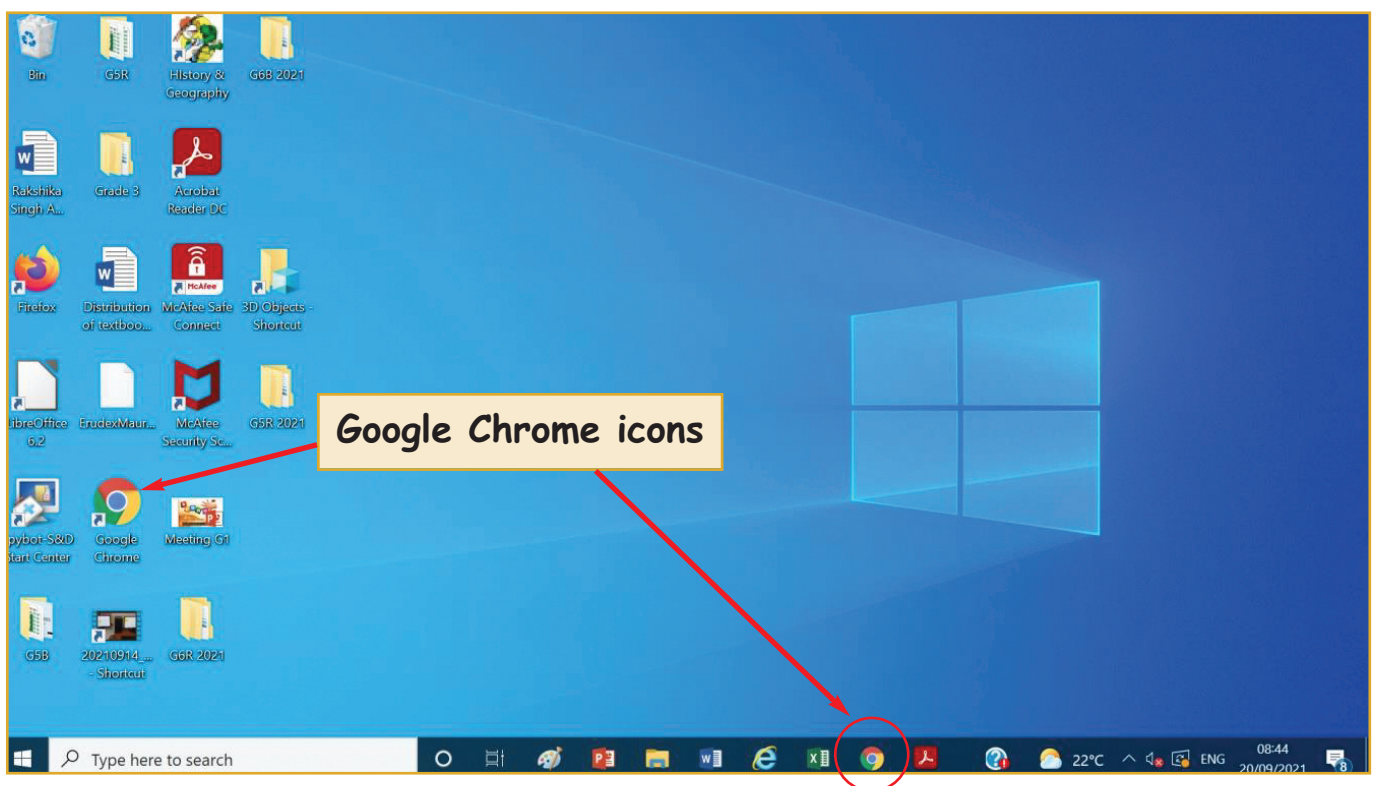


Note to teacher:

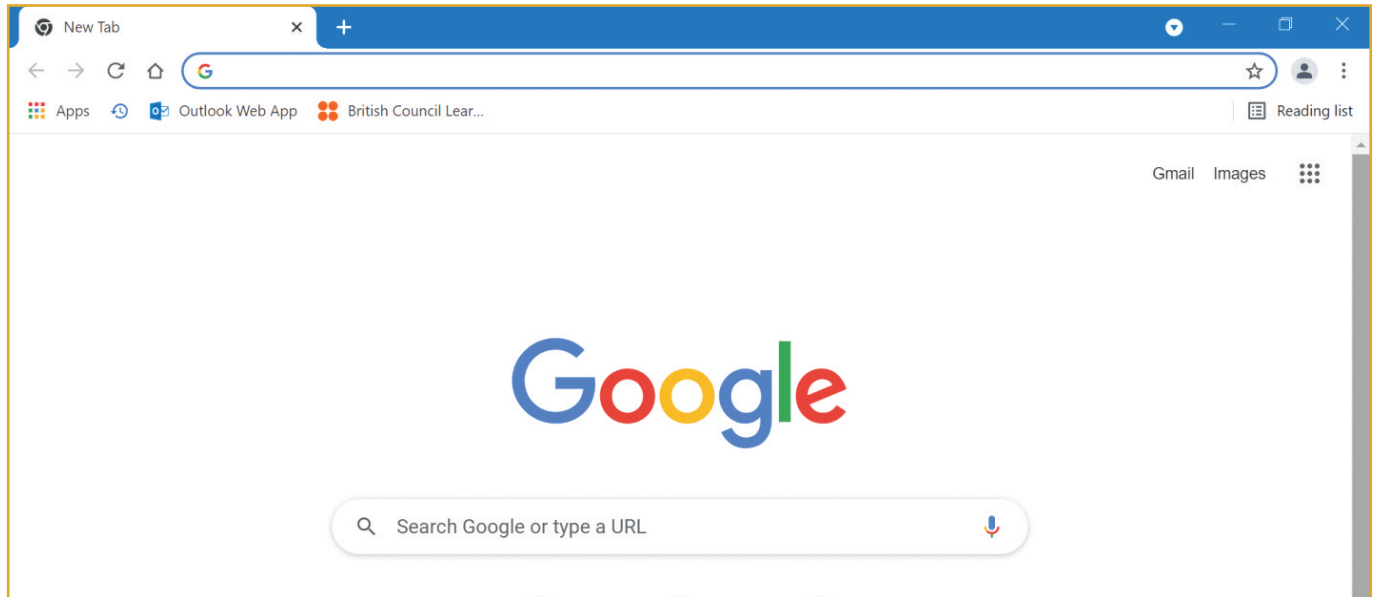
Ensure that the Google Chrome icon is on the desktop and pinned to the taskbar. The website is regularly updated. The pictures might not be the same.

To open a web browser, I double click on the Google Chrome icon on the desktop.

I can also click  on the taskbar.

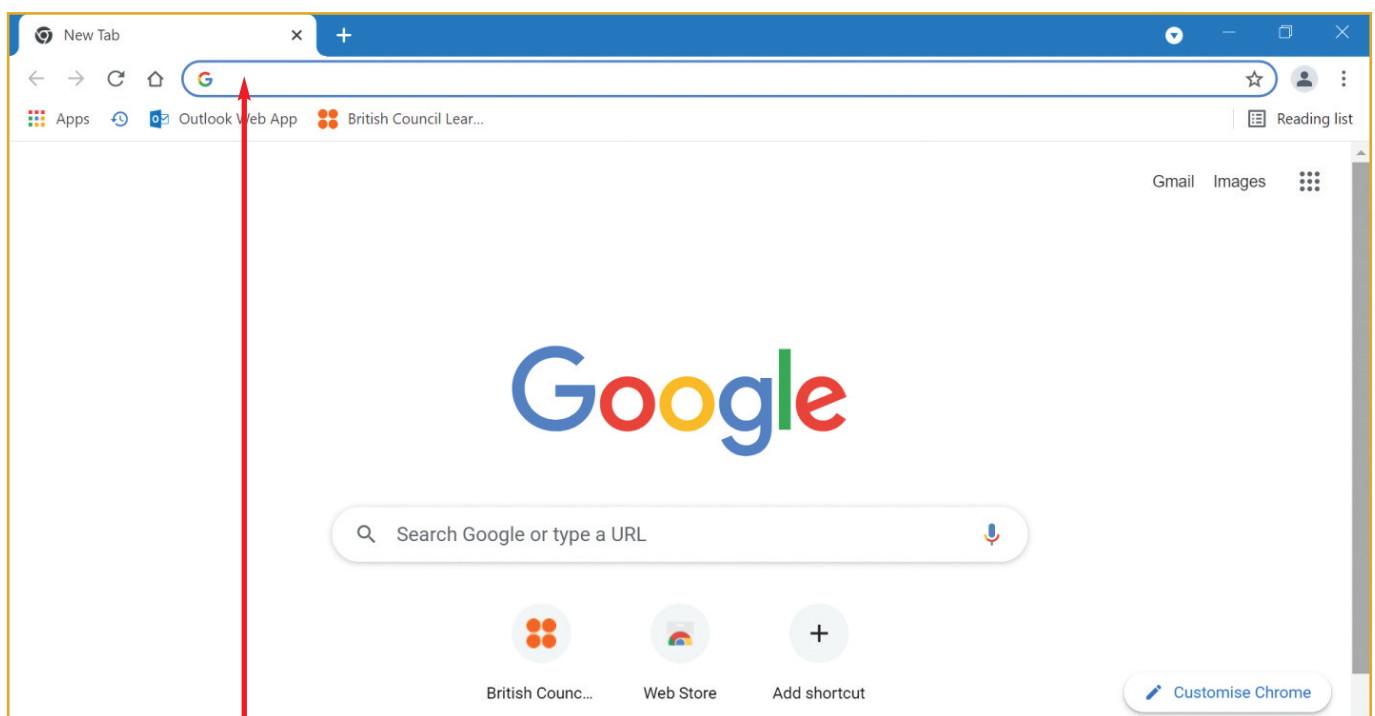


The web browser opens as shown below:



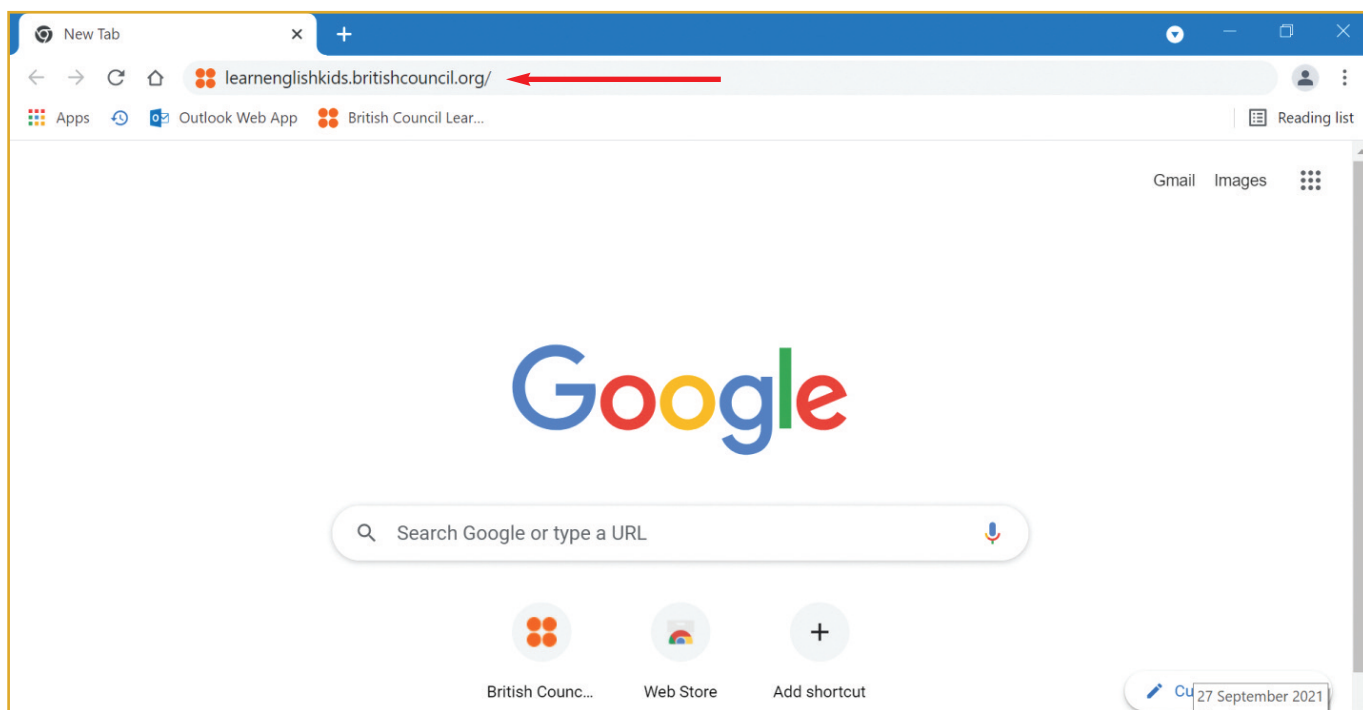
Browsing a given webpage using Google Chrome

1. I click on the address bar.



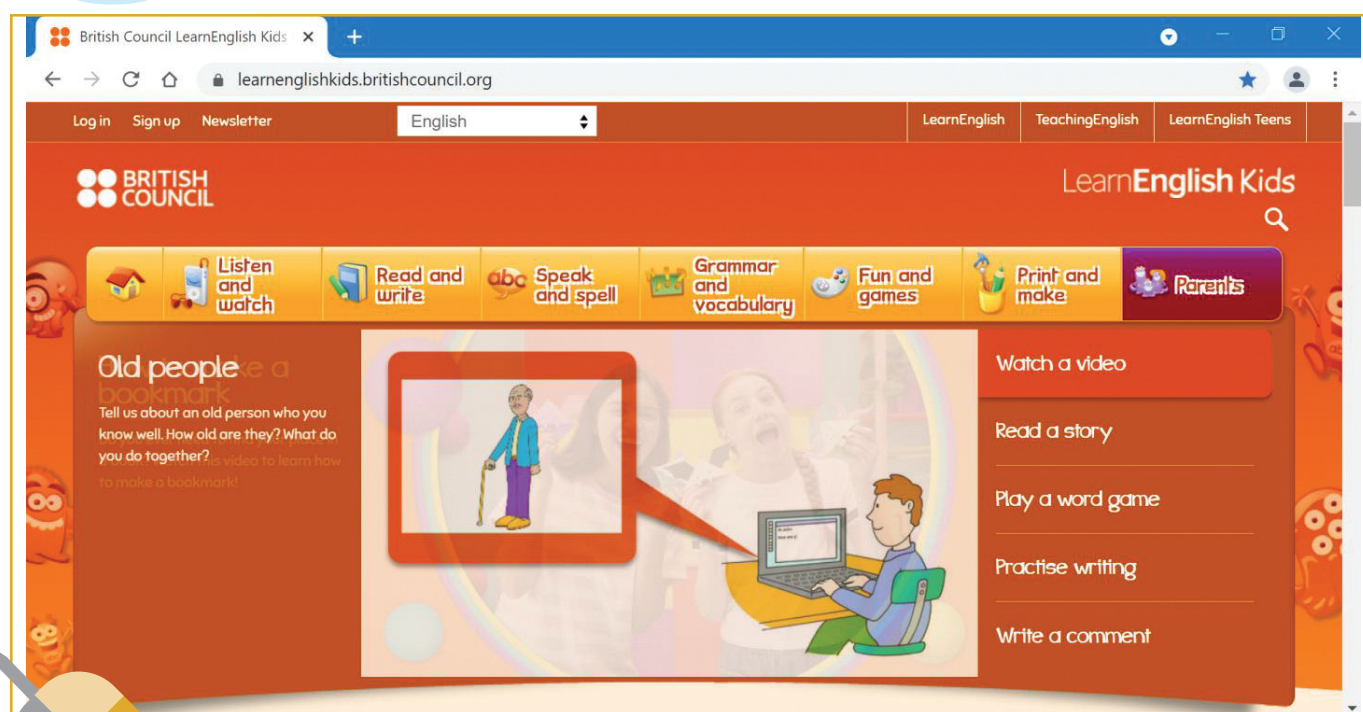
Address bar

2. I type [learnenglish.britishcouncil.org](https://learnenglishkids.britishcouncil.org) in the address bar and I press the Enter Key.



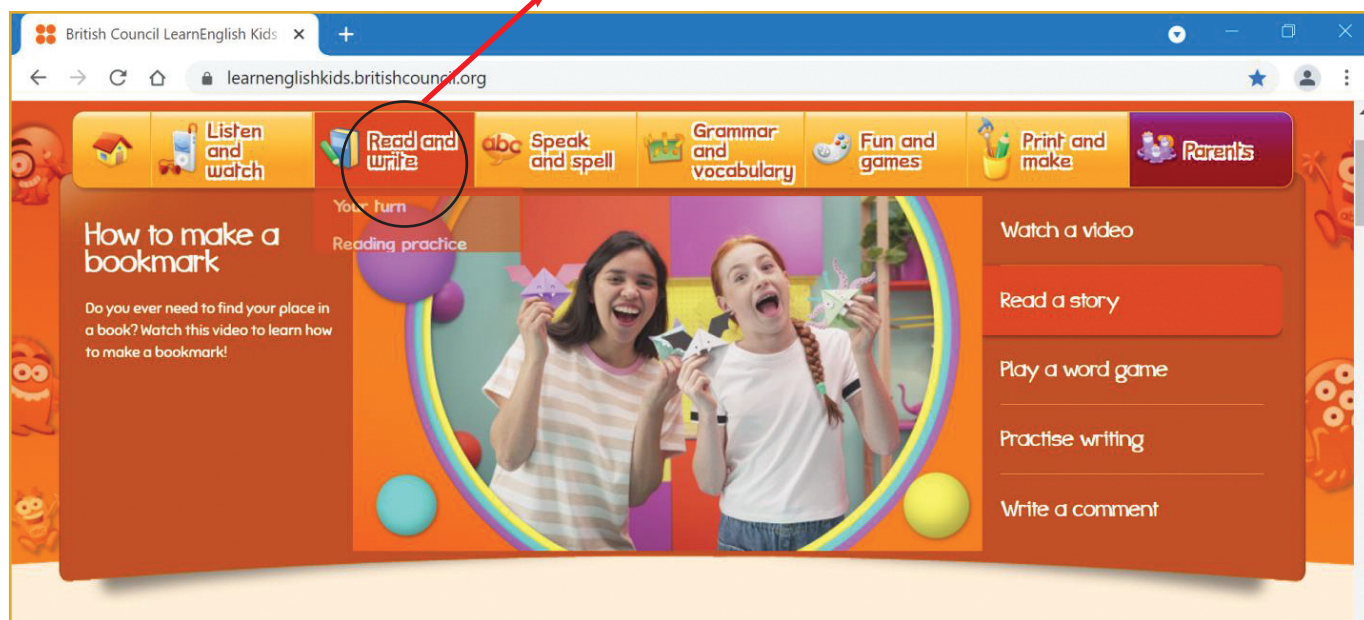
Observation:

The following screen appears:



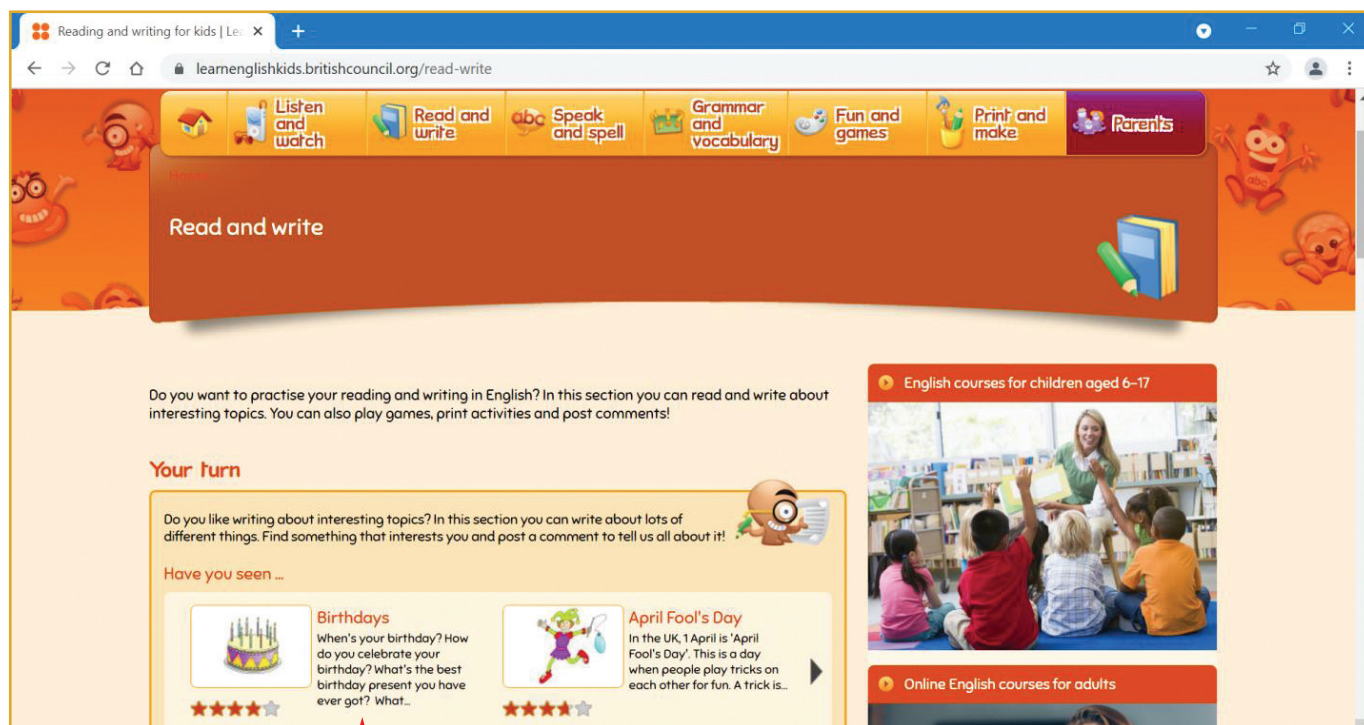
Unit 6 - Browsing the Internet safely

3. I click on the text 'Read and write'.



Observation:

The following screen appears:

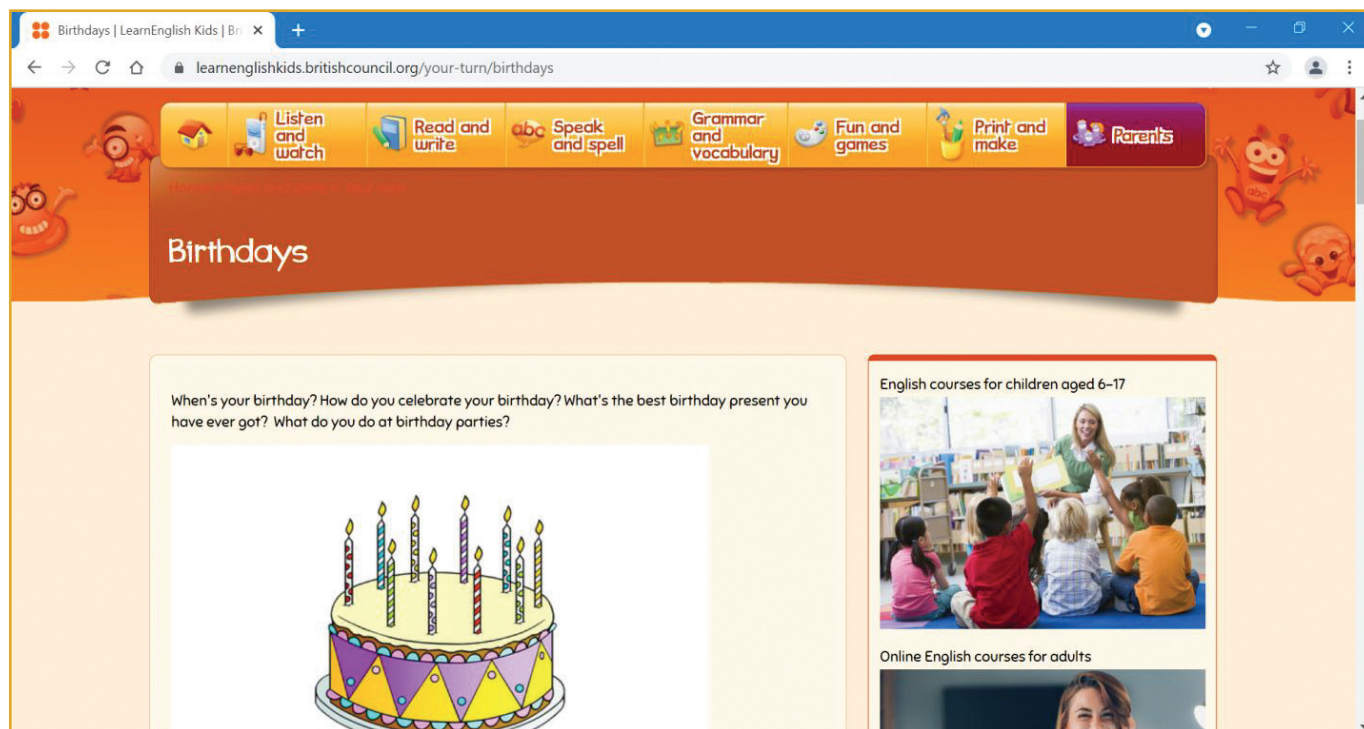


4. I click on Birthdays.



Observation:

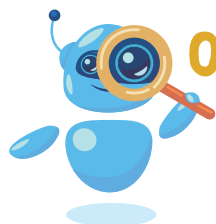
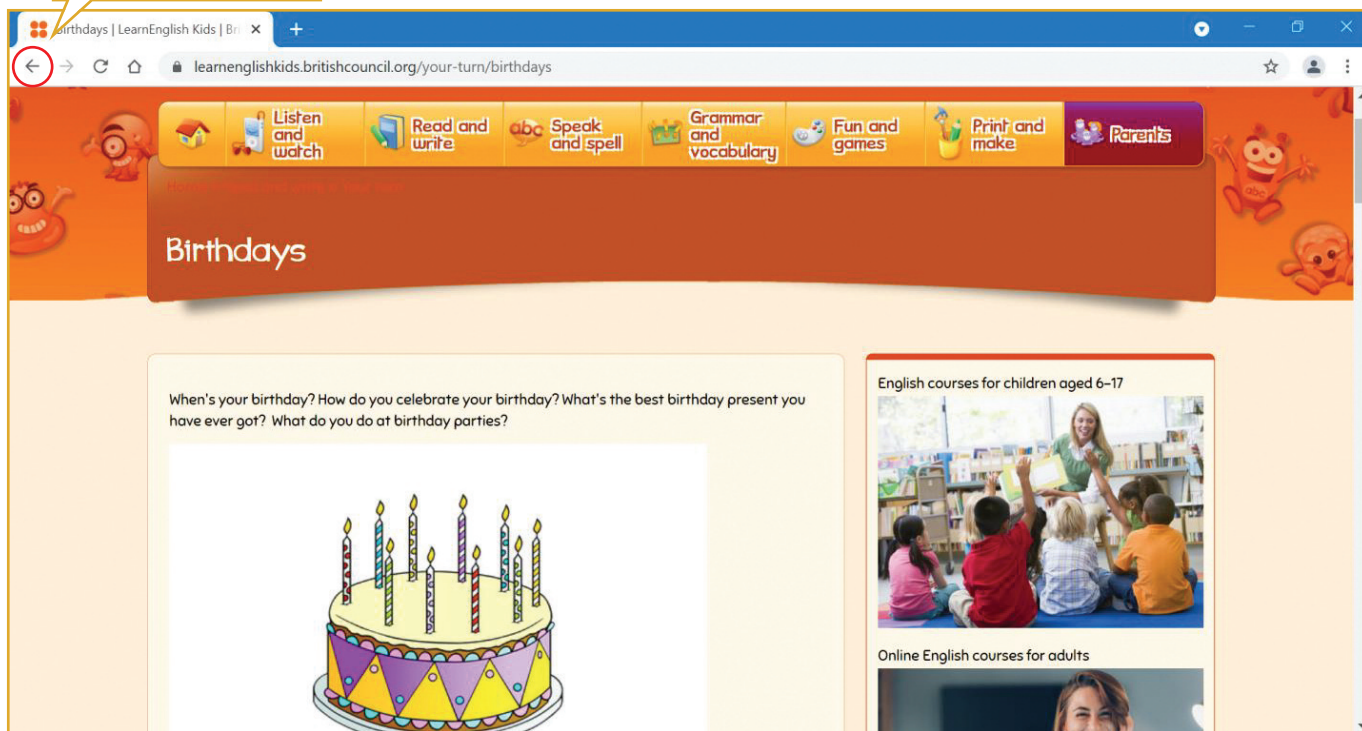
The following screen appears as below:



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



Back button



Observation:

The following screen appears as below:



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



Next button



Observation:

The following screen appears back again:

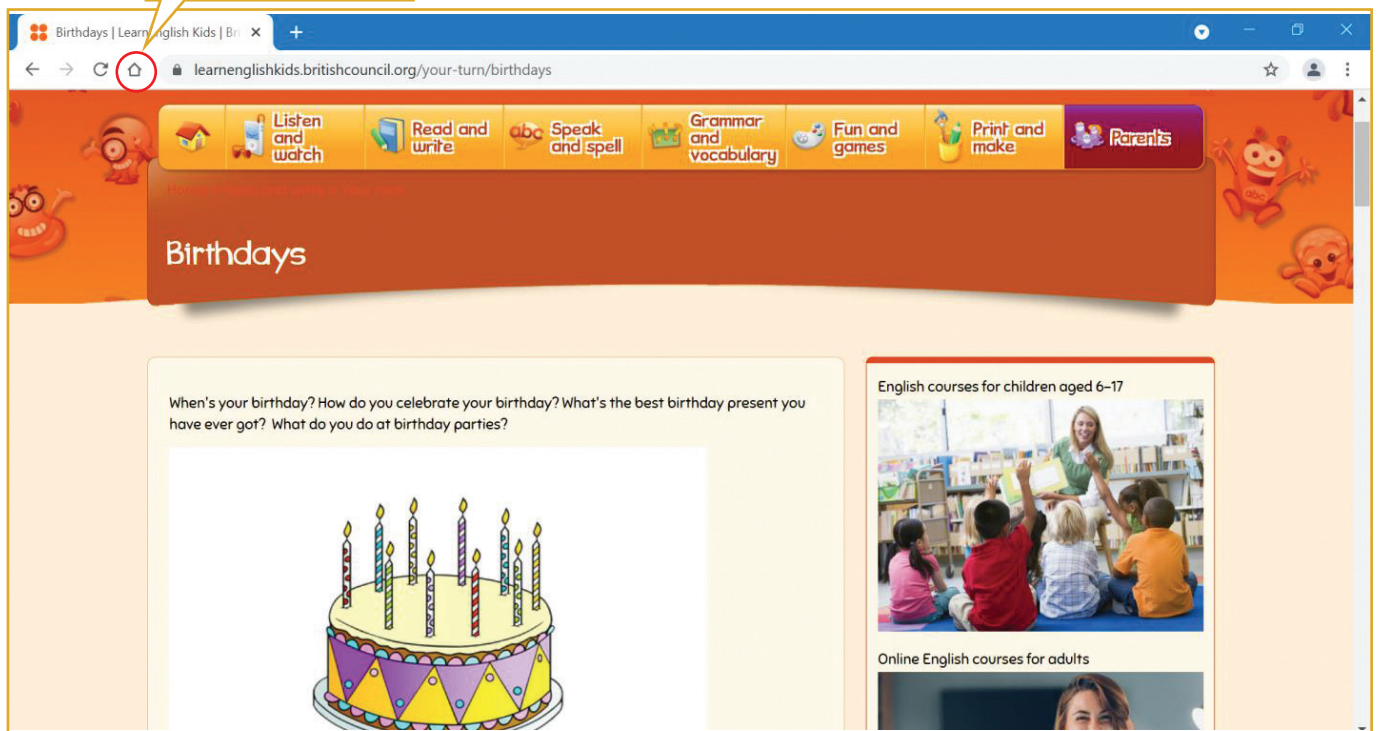


Unit 6 - Browsing the Internet safely

7. I click on the Home button.

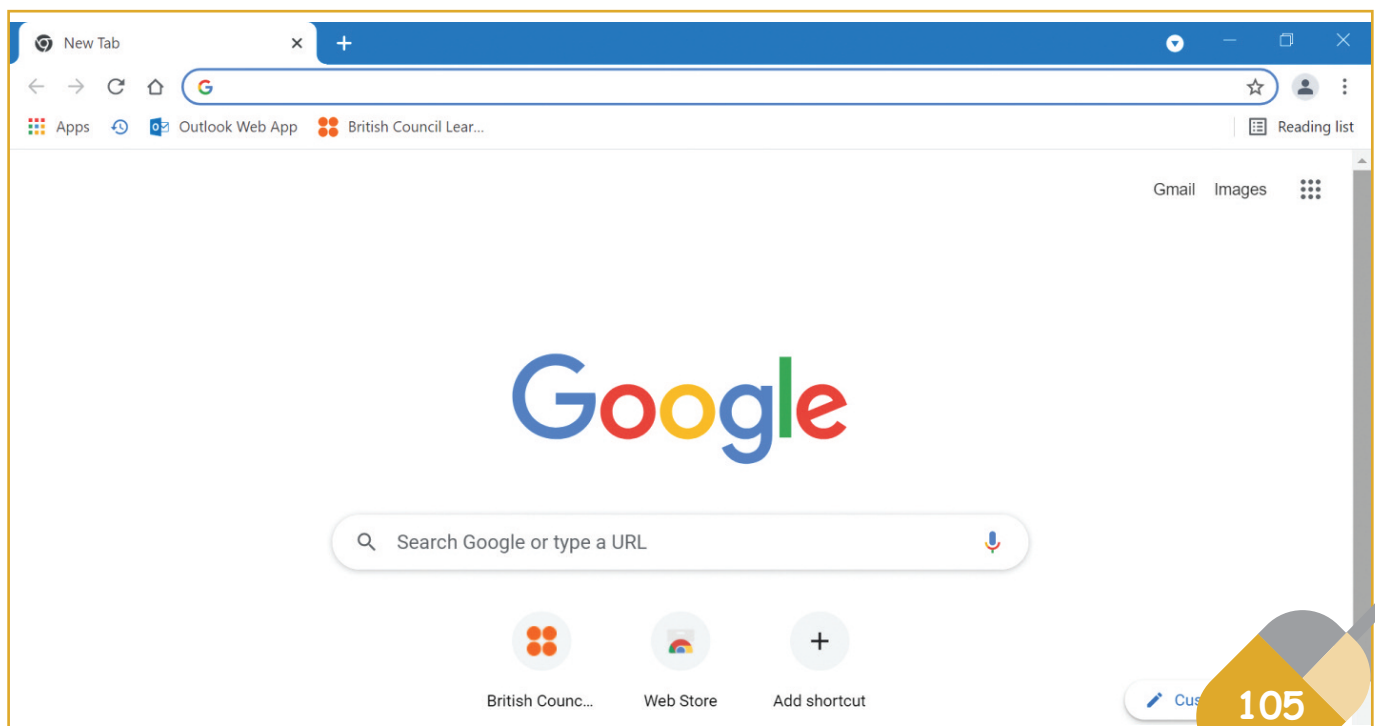


Home button



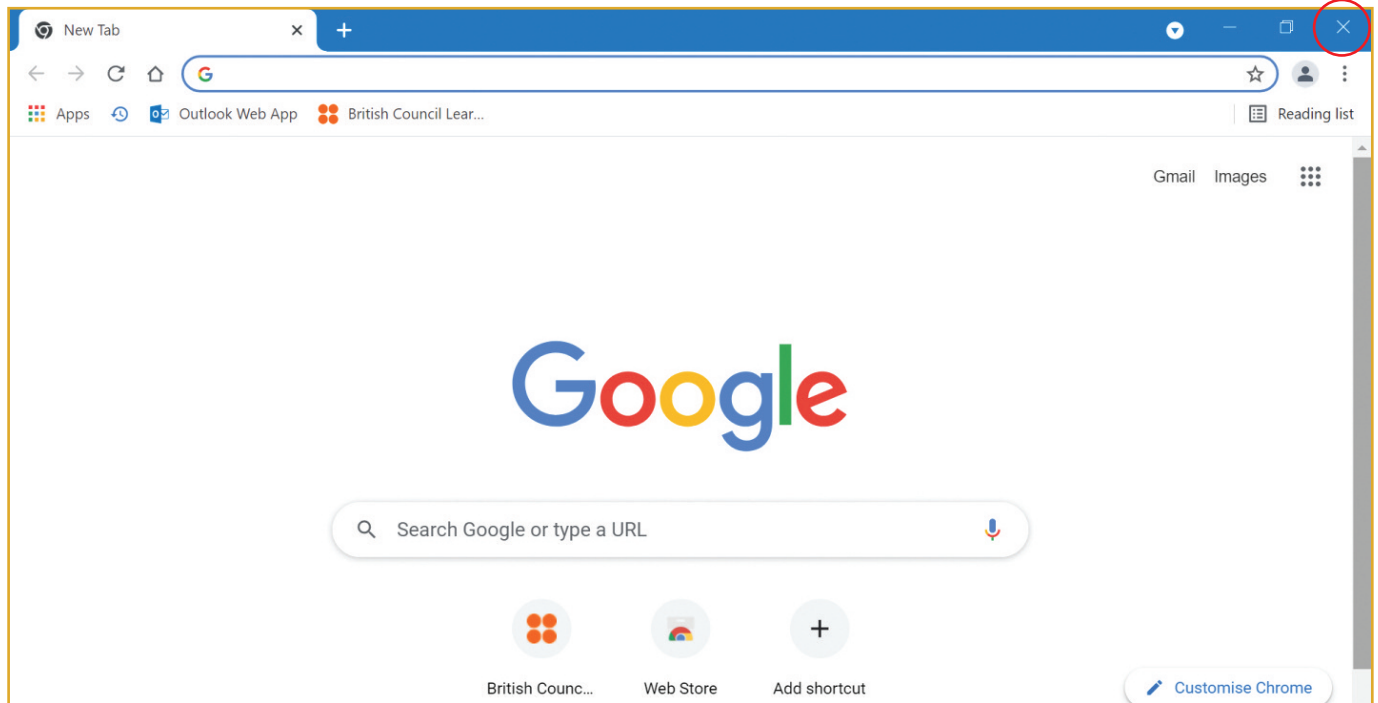
Observation:

The following screen appears again:



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

Close button



Unit 7



Multimedia: Working with shapes

Aim

To make coloured drawings using a graphic software.

Learning objectives:

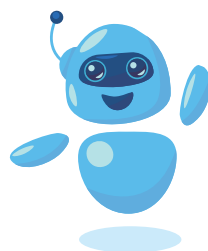
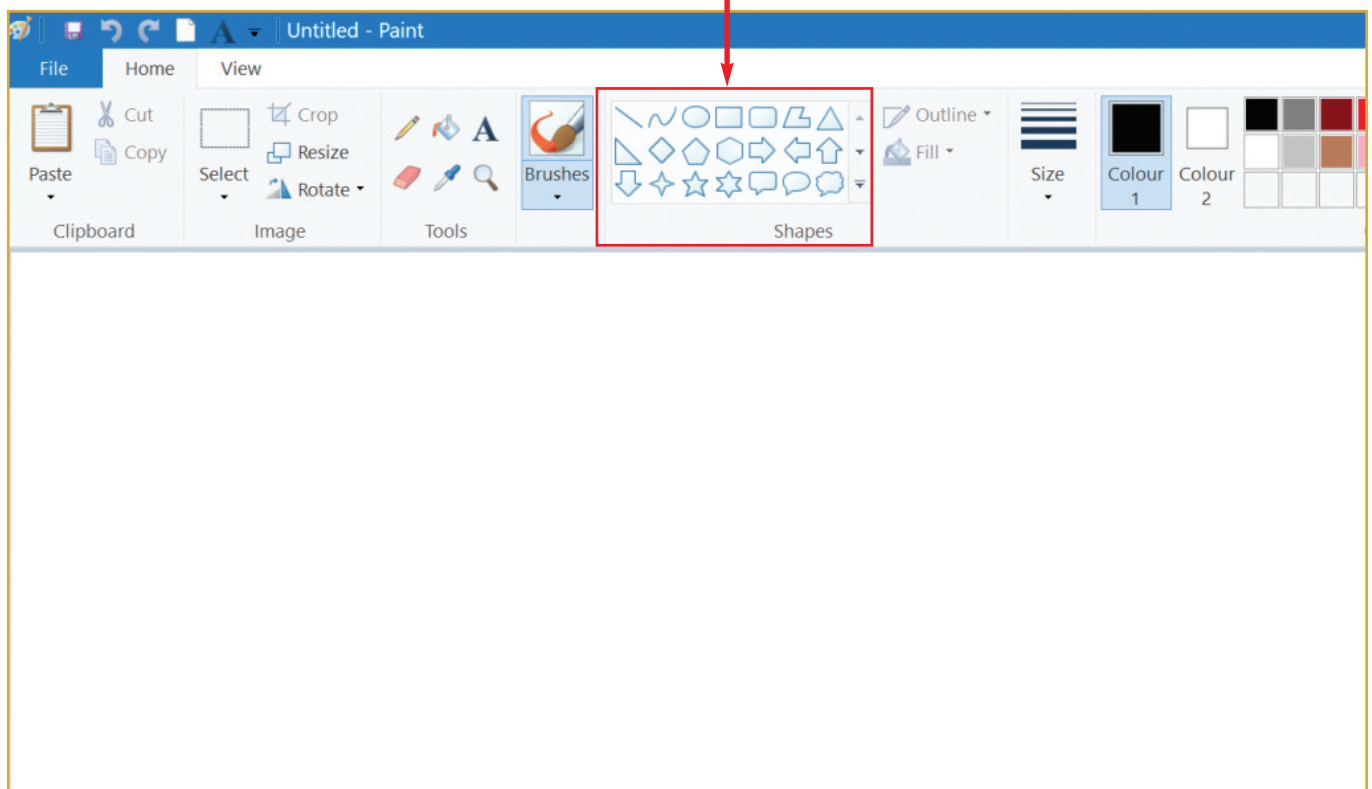
By the end of this unit, pupils will be able to:

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



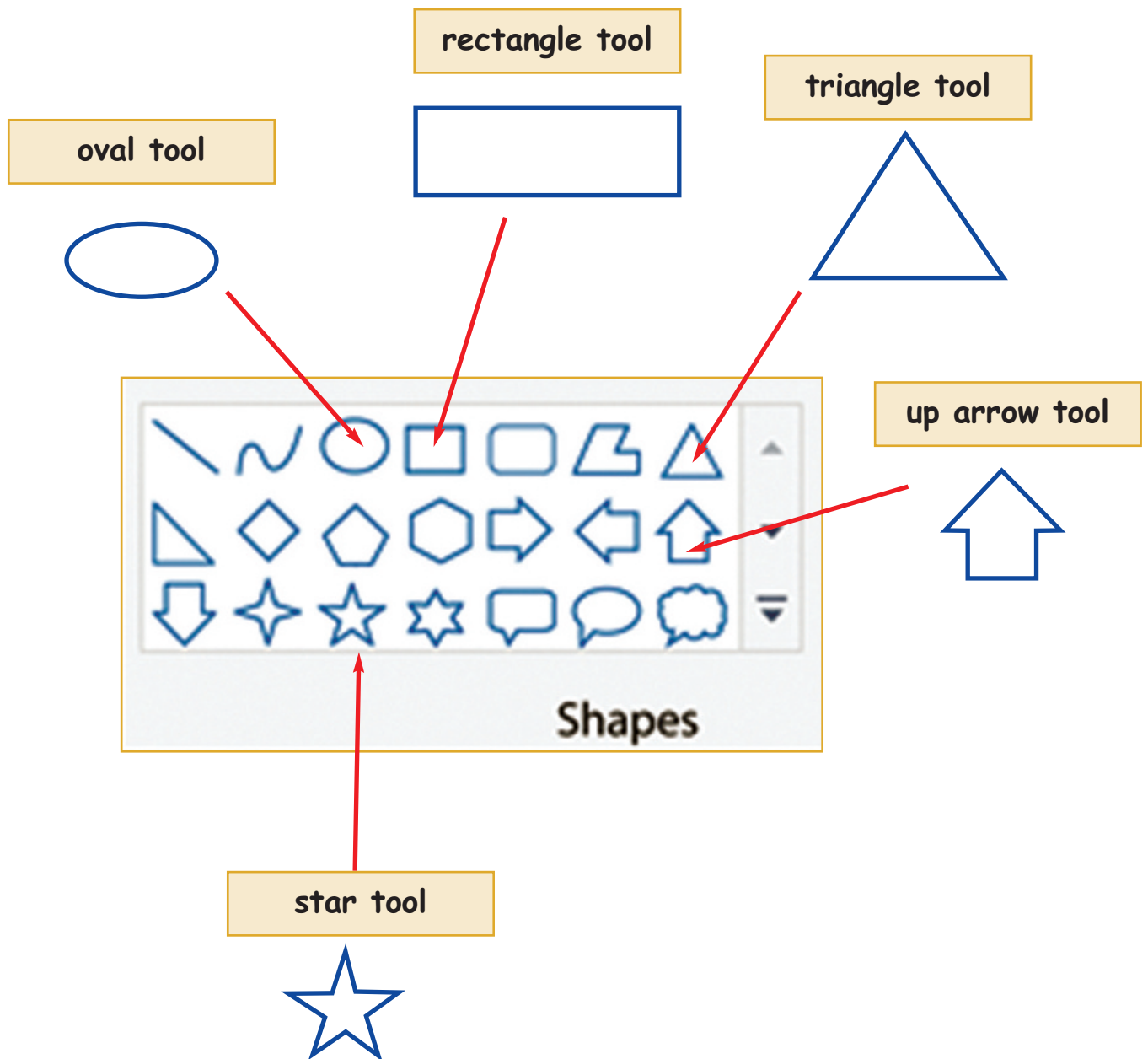
Drawing simple shapes using the Shapes toolbox

Shapes toolbox



I use the Shapes toolbox to draw different kinds of shapes.

Drawing simple shapes using the Shapes toolbox

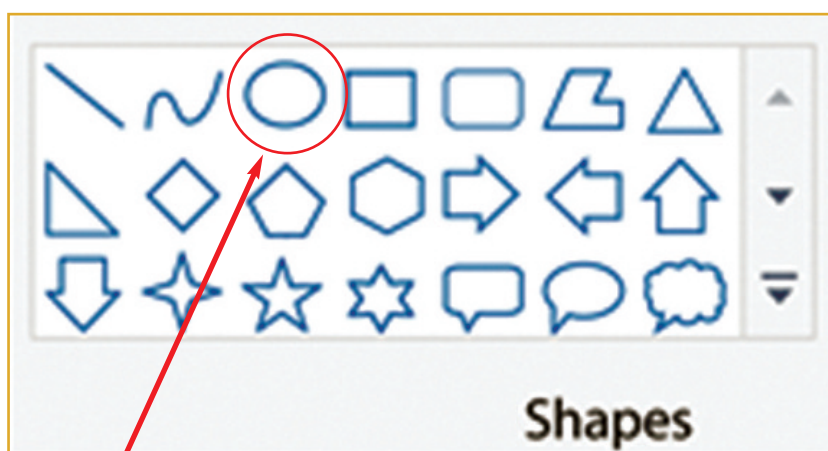




Activity 1

Drawing a circle.



1. I click on Ms Paint  on the taskbar.



2. I click on the **Oval** tool.



Observation:

The pointer changes from  to  in the drawing area.

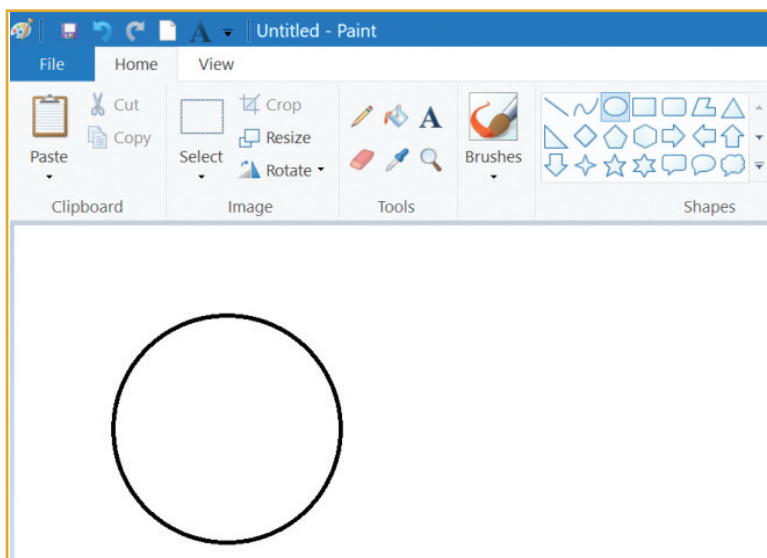
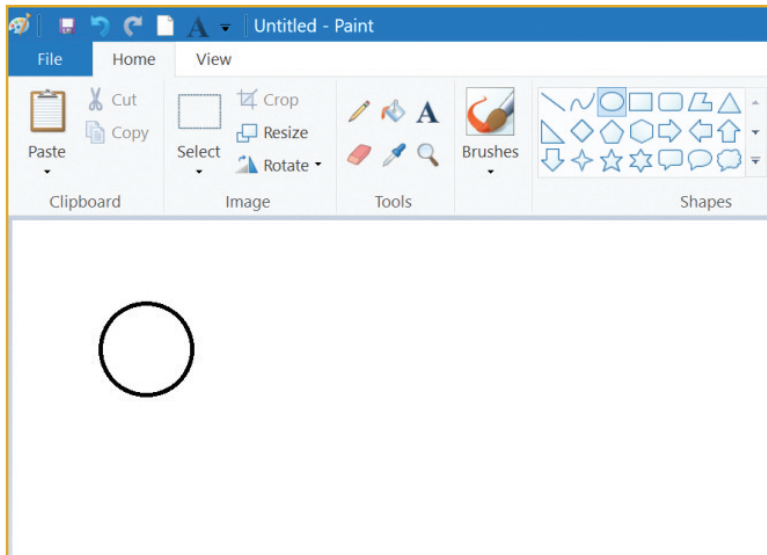
Unit 7 - Multimedia: Working with shapes

3. I click and drag the mouse to draw a circle.



Note to teacher:

Ensure that the Paint icon is pinned to the taskbar.



Observation:

By dragging the mouse outward, the circle becomes bigger.


4. I release the mouse button.
5. I close Ms Paint.

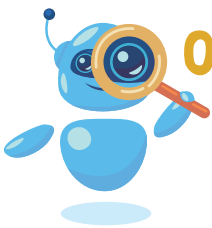
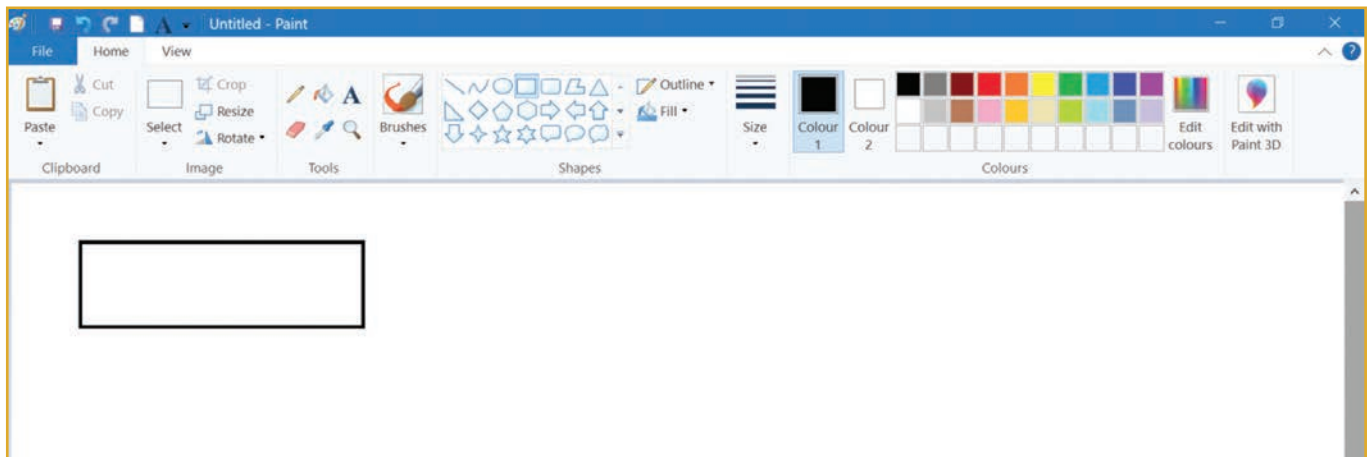




Activity 2

Drawing a rectangle.

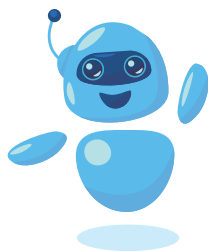
1. I click on Ms Paint  on the taskbar.
2. I click on the **Rectangle** tool.
3. I click and drag the mouse.



Observation:

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.

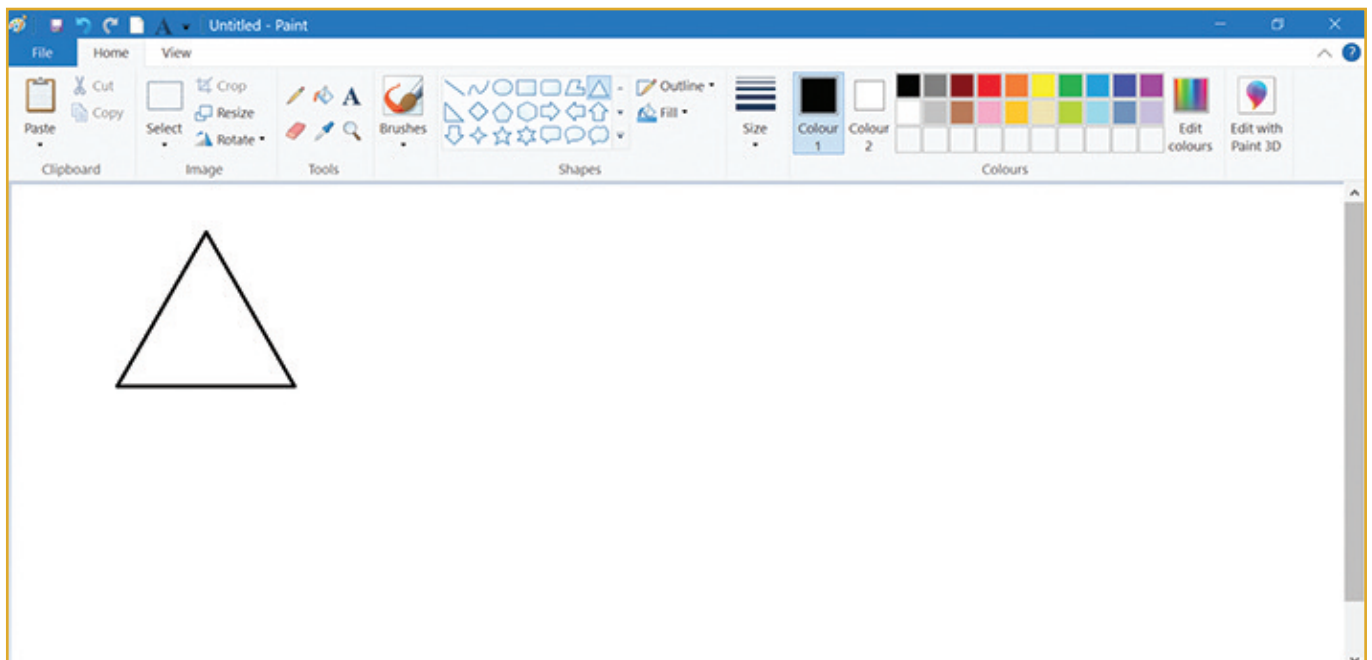
5. I close Ms Paint.



Activity 3

Drawing a triangle.

1. I click on Ms Paint  on the taskbar.
2. I click on the **Triangle tool**.
3. I click and drag the mouse.

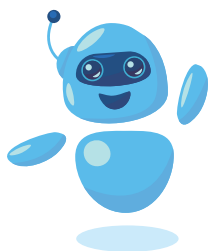
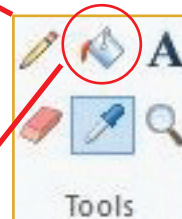
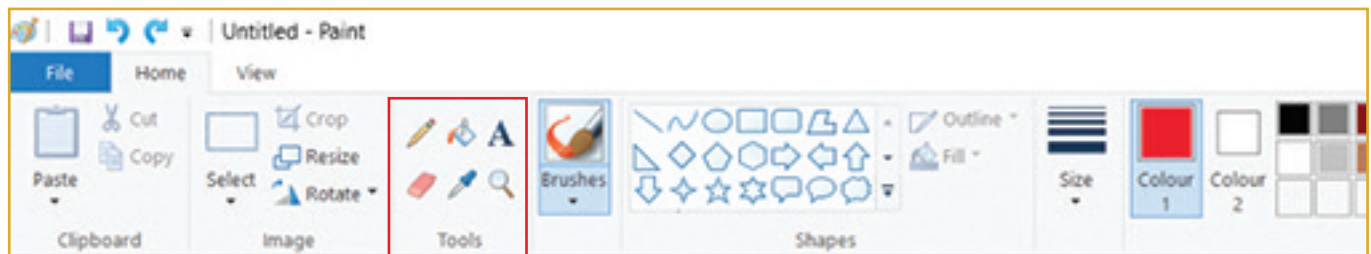


Observation:

By dragging the mouse outward, the triangle becomes bigger.

4. I release the mouse button.
5. I close Ms Paint.

The Fill with colour tool




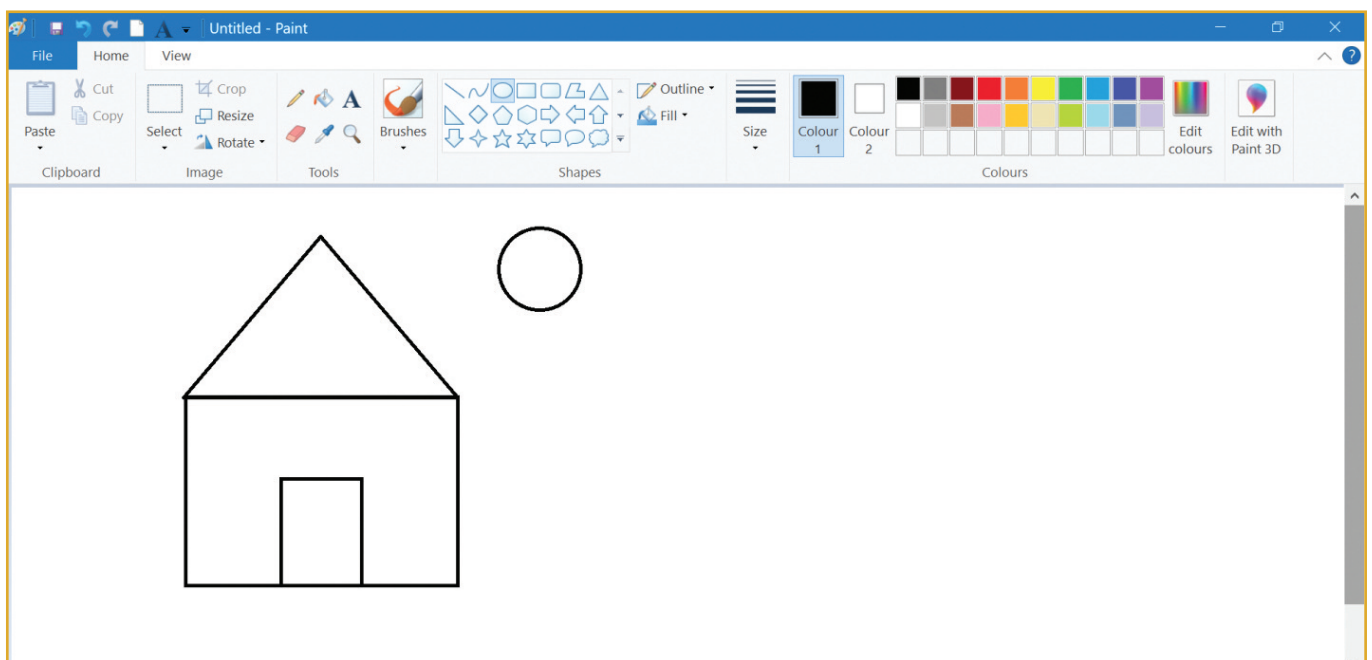
I use the Fill with
colour tool to fill the
shapes with colour.



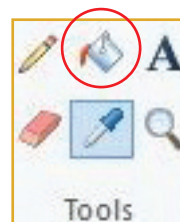
Activity 4

Using the Fill Colour Tool.



1. I click on Ms Paint  on the taskbar.
2. I use the **Shapes** tools to draw the picture below:



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



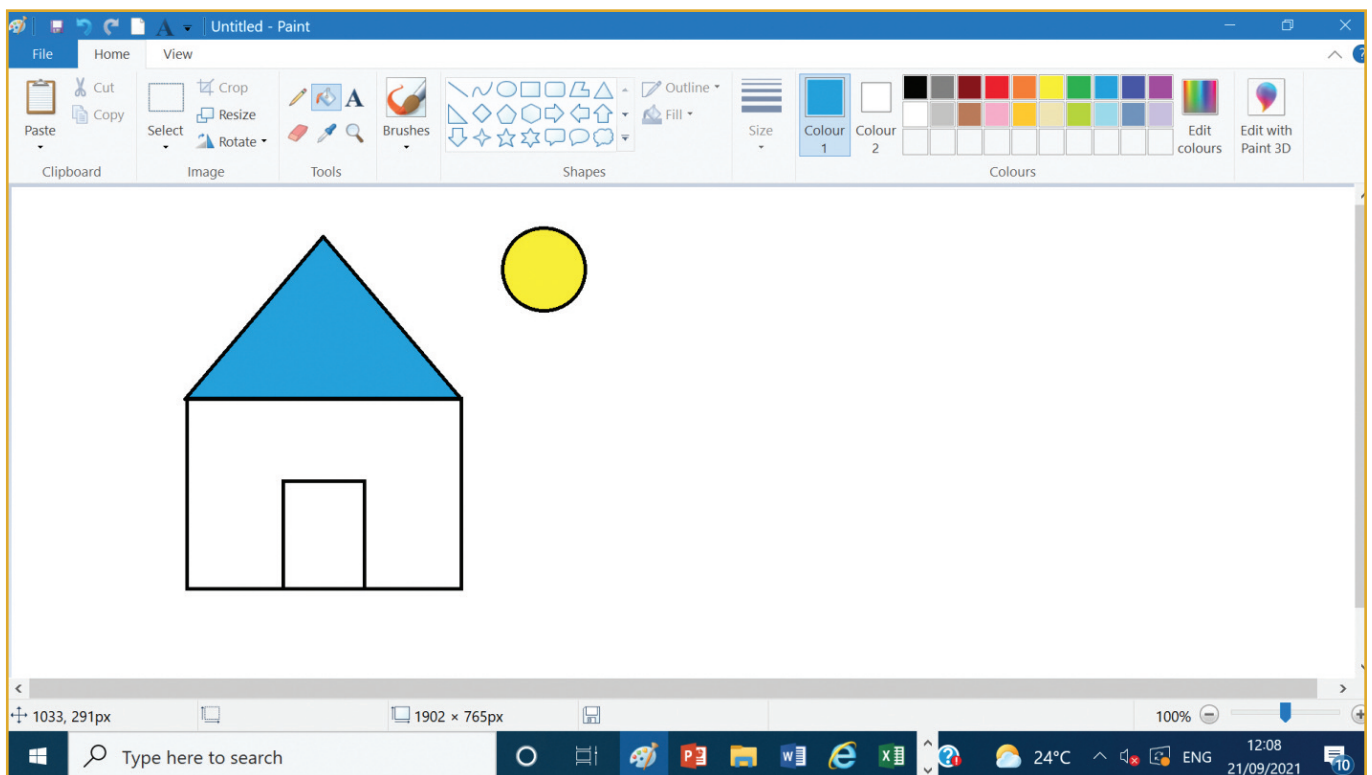
Observation:

The pointer changes from  to  in the drawing area.

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



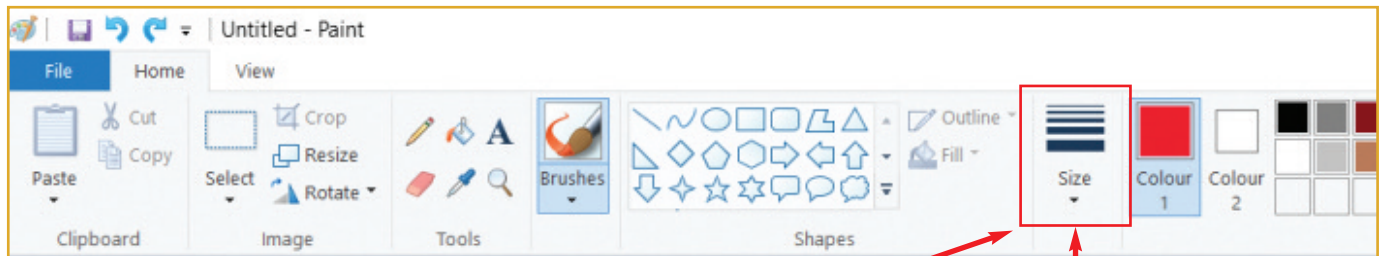
5. I click in the circle.



Note to teacher:

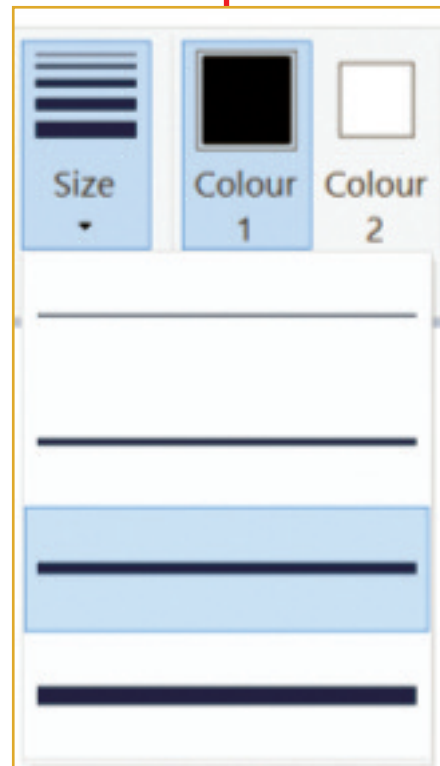
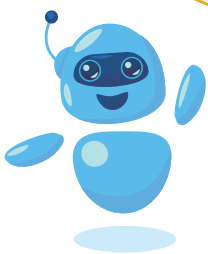
Instruct pupils to continue to fill colour in the remaining shapes.

Changing the size of a selected shape



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


I can choose among four sizes for each tool.

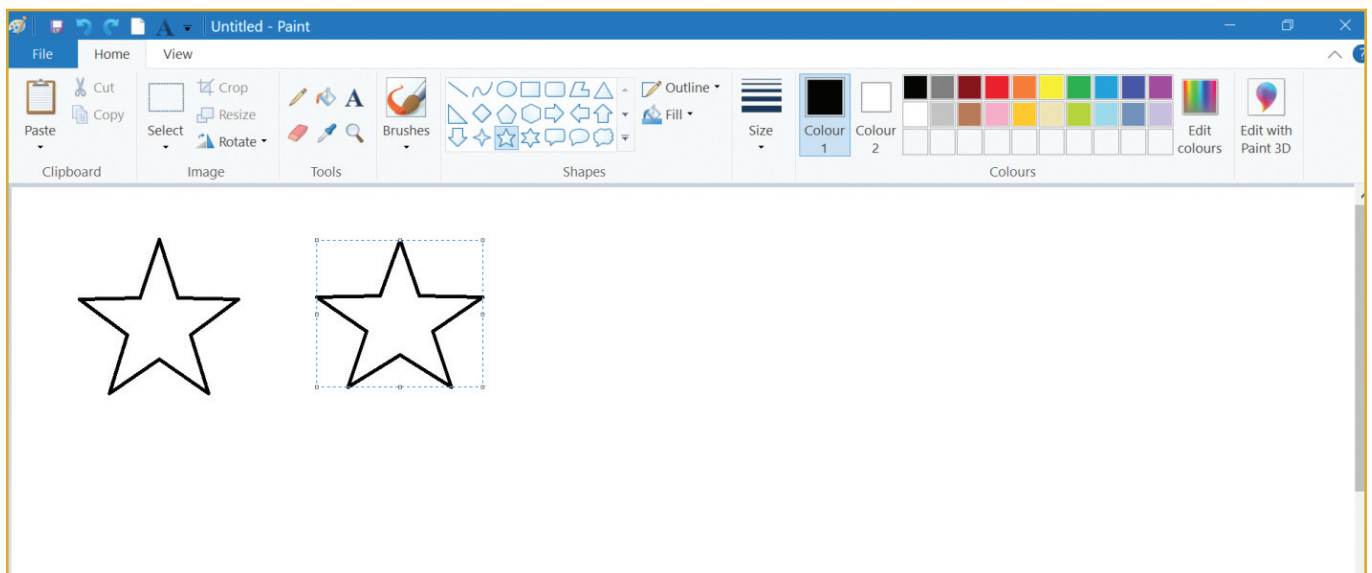




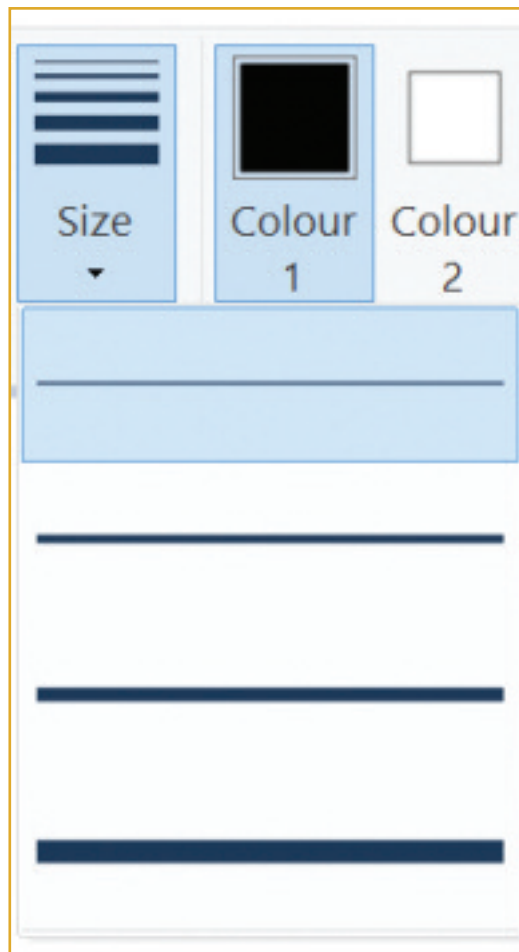
Activity 5

Changing the size of the Shapes Tool.

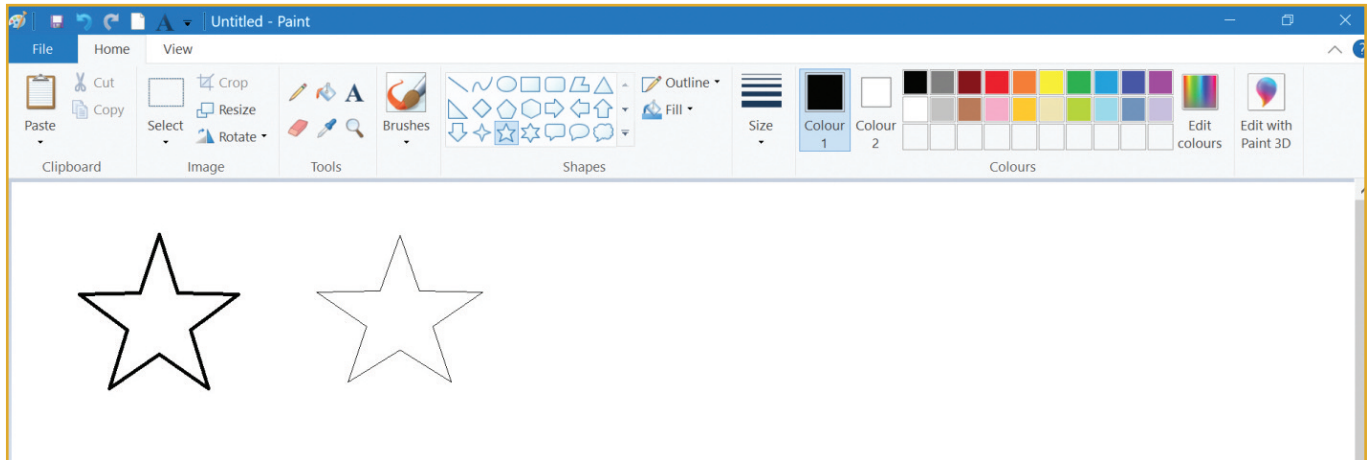
1. I click on Ms Paint  on the taskbar.
2. I use the **Star** tool to draw a star.
3. I draw another **Star** next to the first one.



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



5. I click on the drawing area.

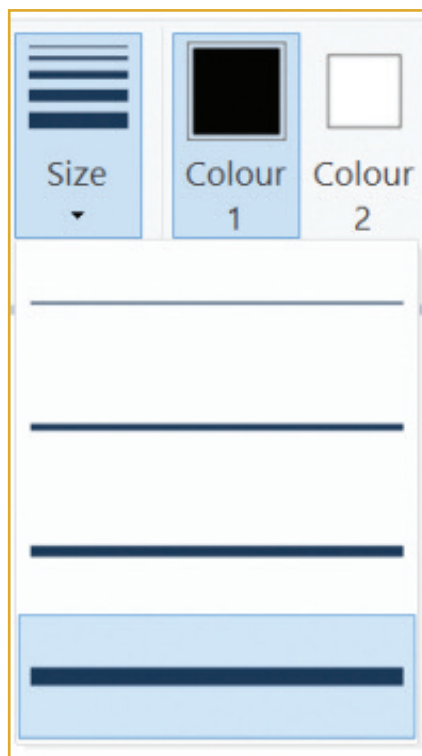


Observation:

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

6. I draw a third **star**.


7. I then choose the thickest width from the **Size** options.





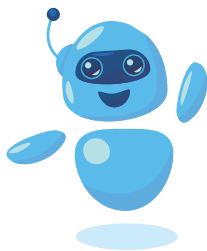
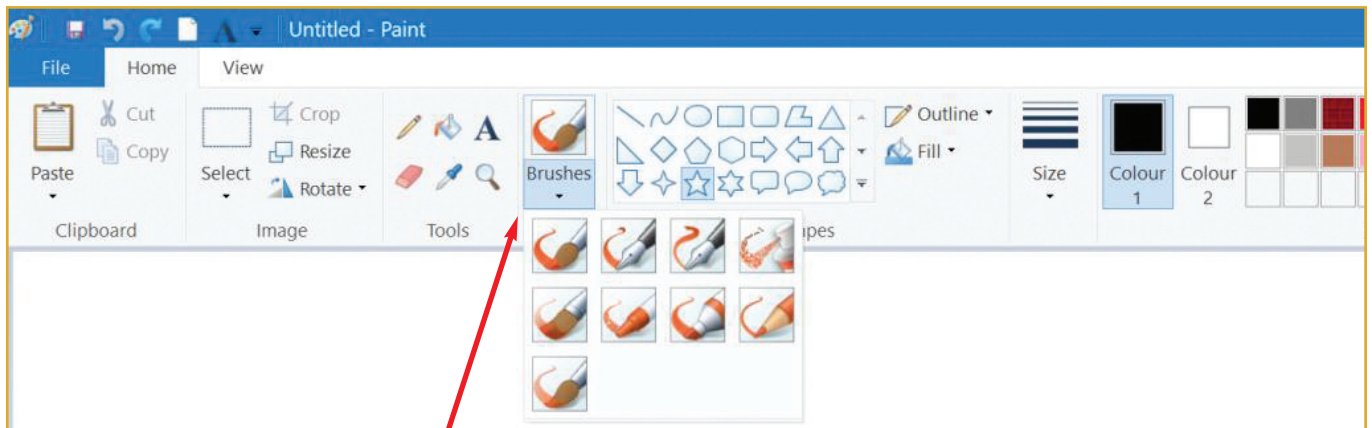
Activity 6

Drawing and colouring shapes.


1. I click on  Ms Paint on the taskbar.
2. I draw 3 circles of 3 different widths.
3. 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.

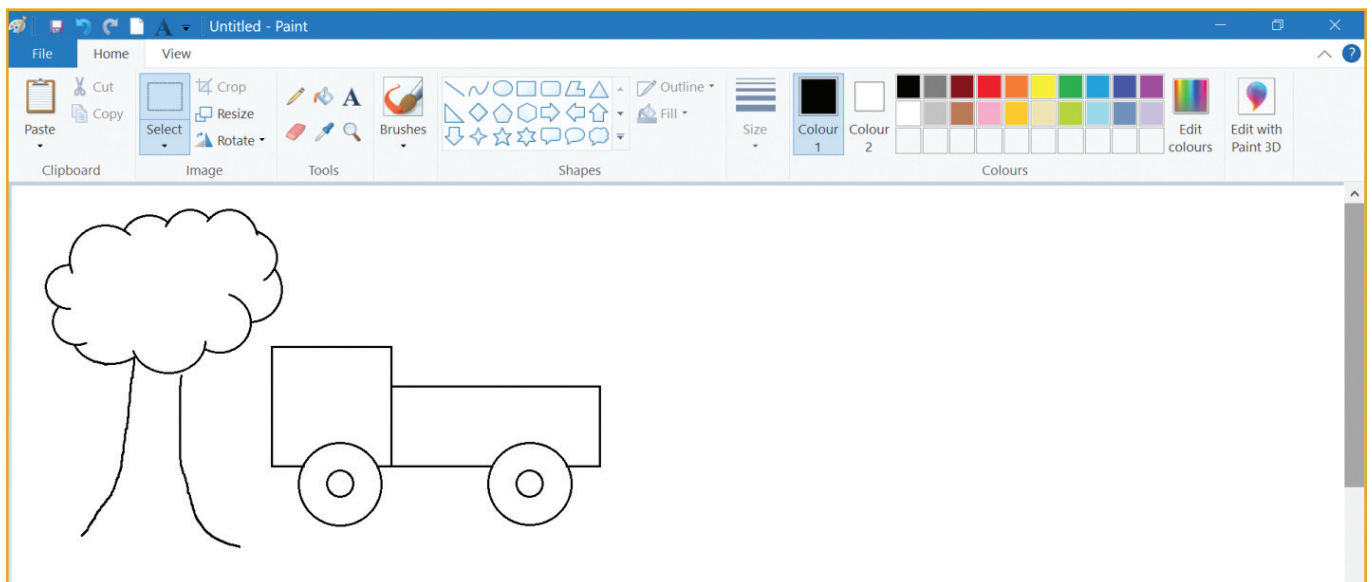
Brush 	Calligraphy brush 1 	Calligraphy brush 2 	Airbrush 
Oil brush 	Crayon 	Marker 	Natural pencil 
Watercolour brush 			




Activity 7

Colouring with brushes.

1. I open Ms Paint. 
2. I use the different tools and shapes to make the drawing below:



3. I use **Calligraphy brush 1**  to colour the big circle red.

4. I use **Oil brush**  to colour the small circle blue.

5. I use **Watercolour brush**  to

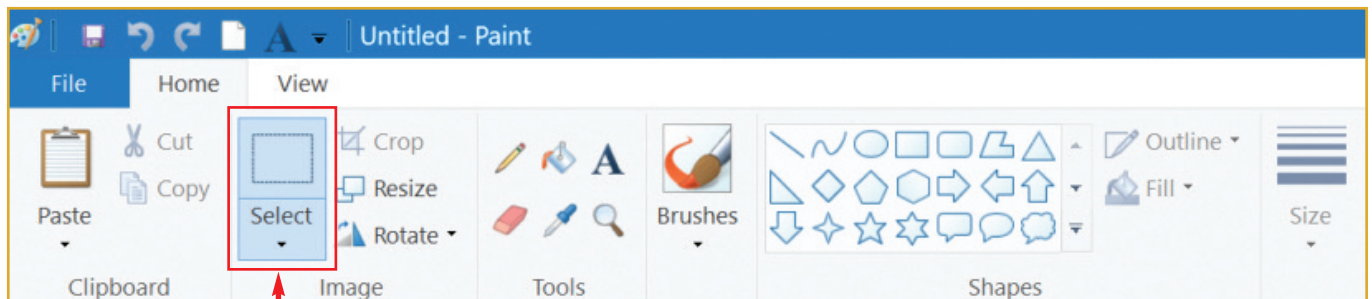
6. I use **Crayon**  to colour the rectangle yellow.



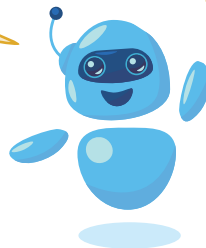
Note to teacher:

Instruct pupils to continue the colouring of the drawing using the different brushes.

The Rectangular Selection Tool



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



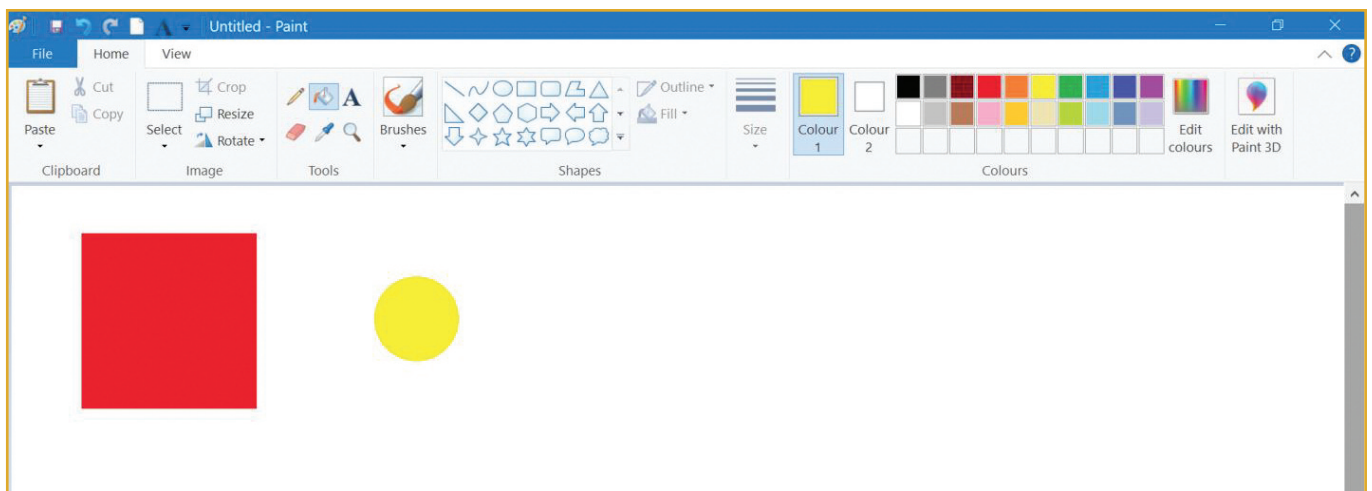
I can also use the **Rectangular Selection** tool to select a part of a picture.



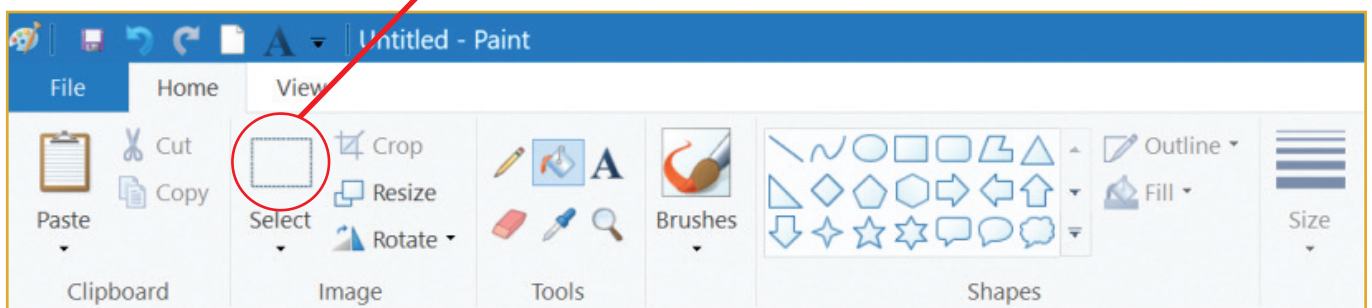
Activity 8

Using the Rectangle Selection Tool.

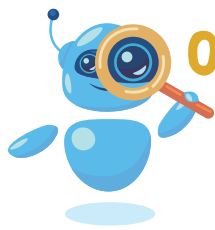
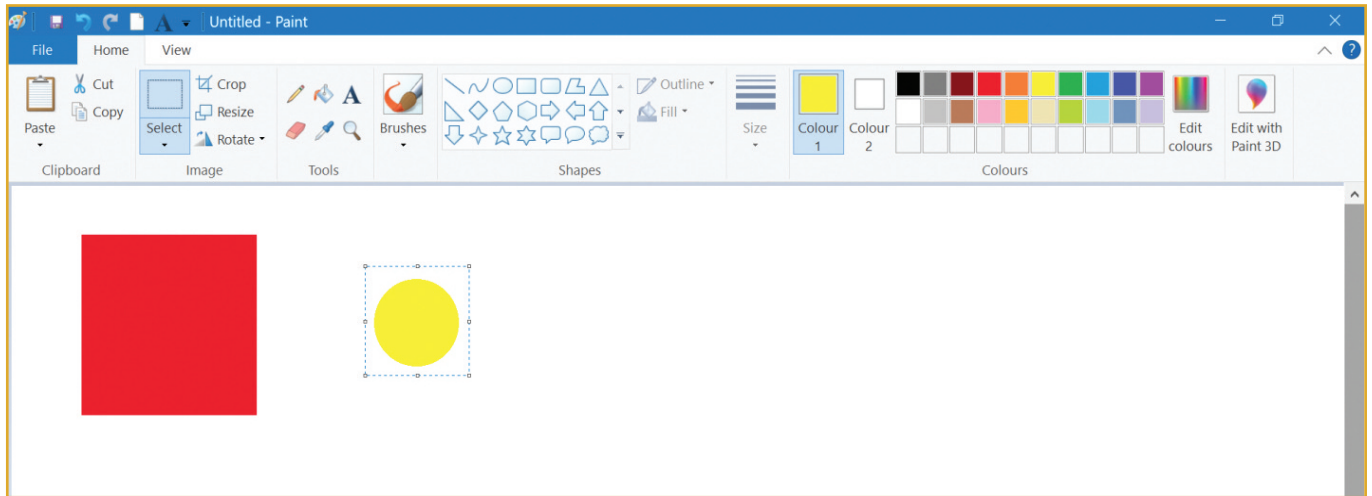
1. I open Ms Paint. 
2. I draw a **big red square** and a **small yellow circle**.



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



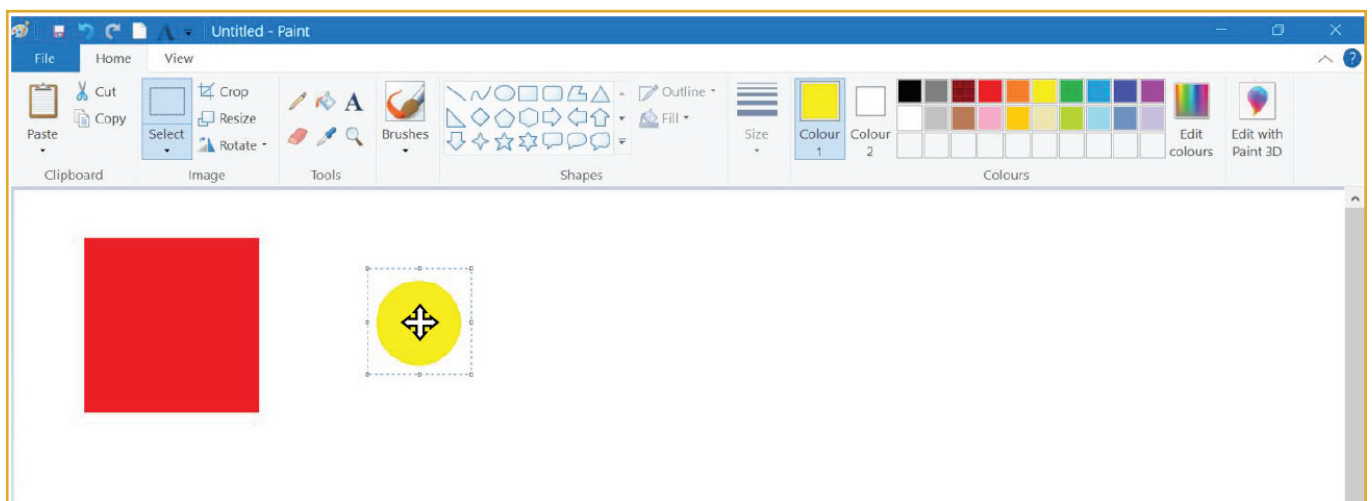
4. I click and drag the mouse around the **yellow circle**.



Observation:

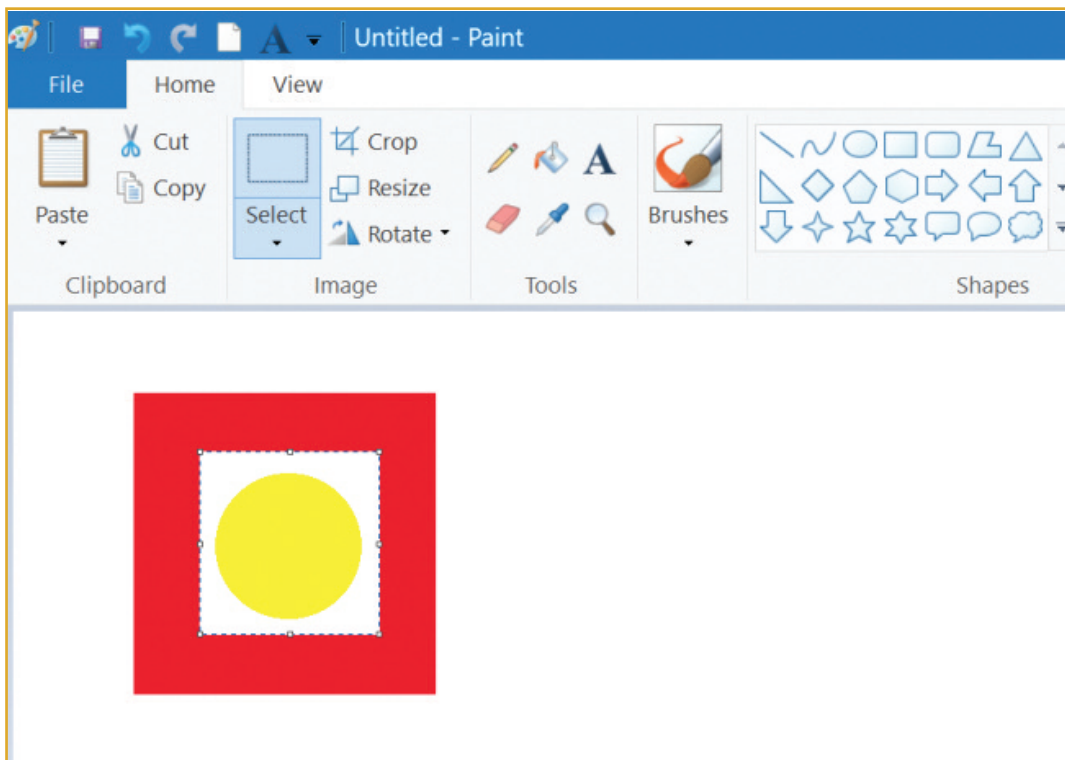
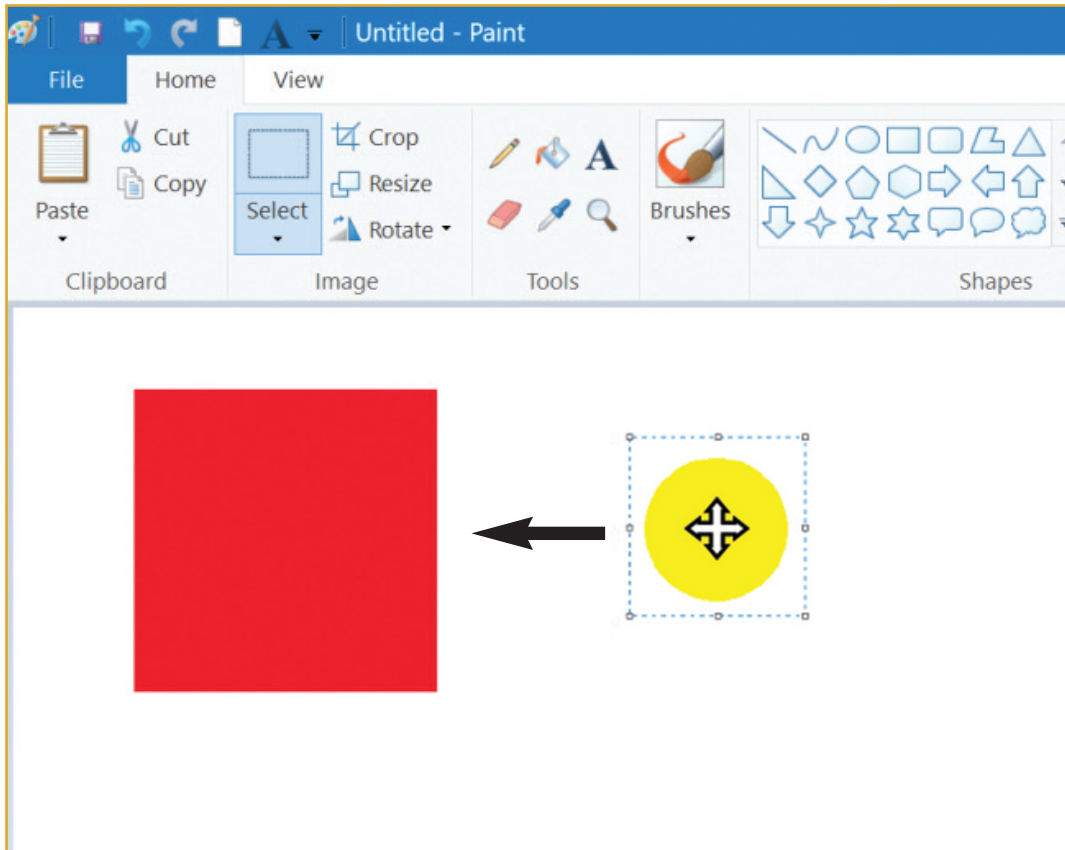
The yellow circle must be within the Rectangular selection.

5. I place the pointer inside the rectangular selection.

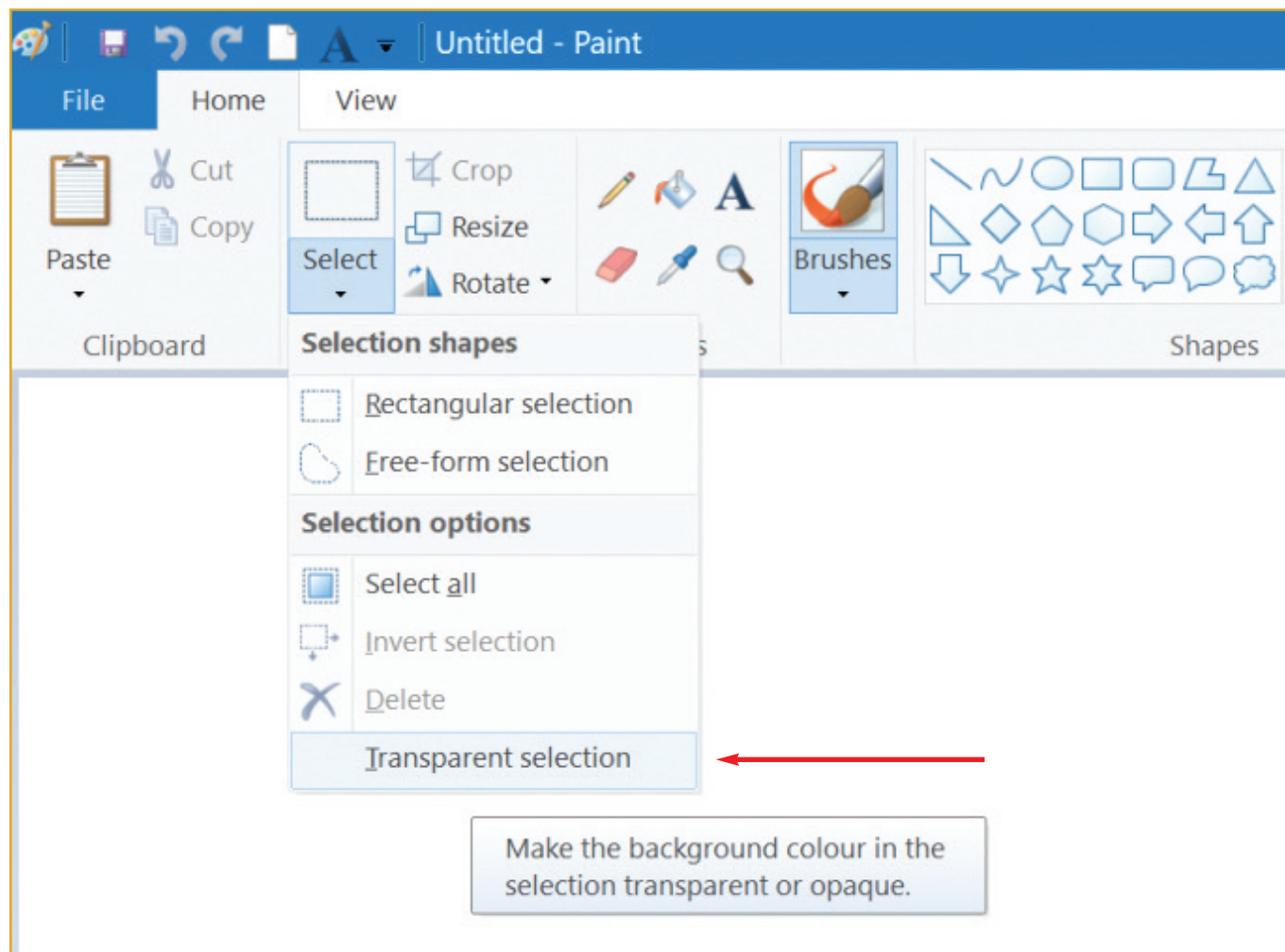


Unit 7 - Multimedia: Working with shapes

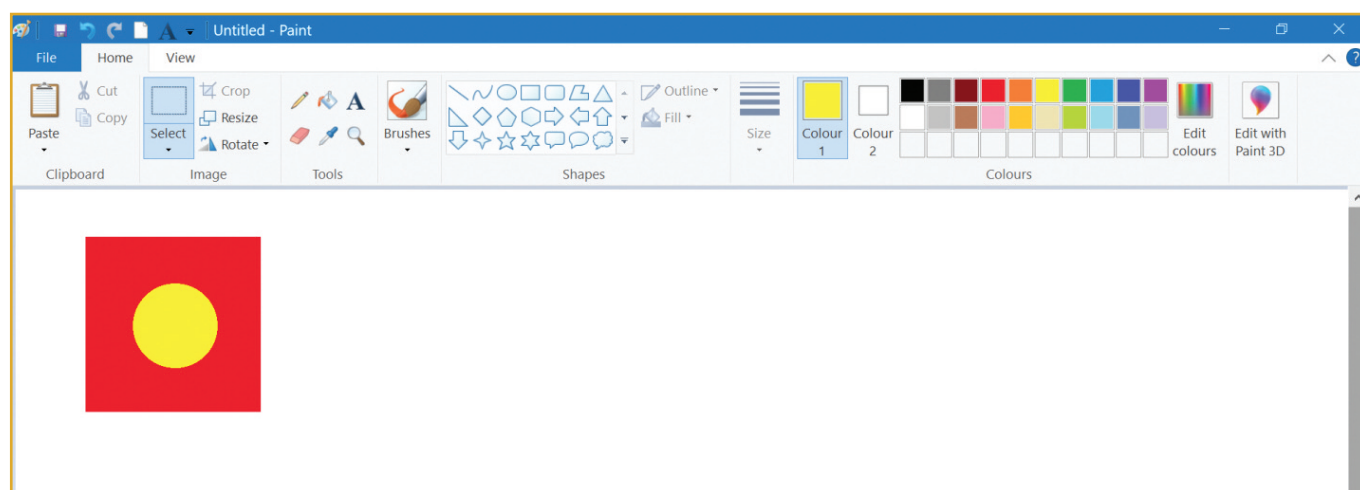
6. I press hold the left mouse button and drag the circle inside the square.



7. I click on **Select** and then **Transparent selection** option to remove the white background.




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

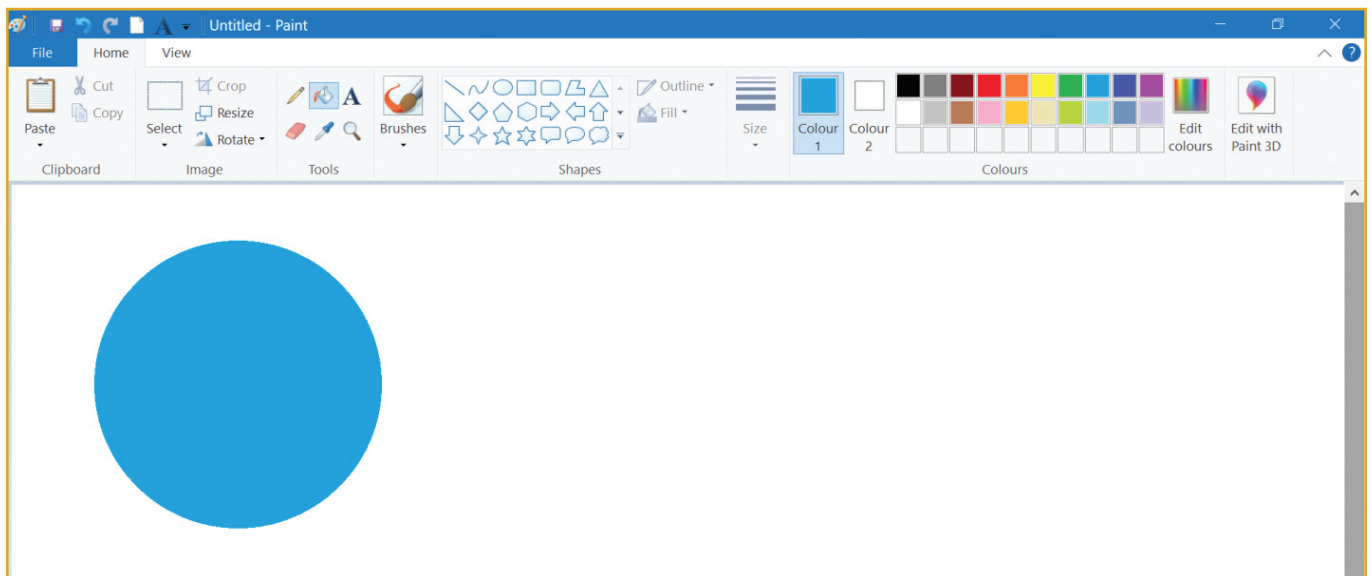




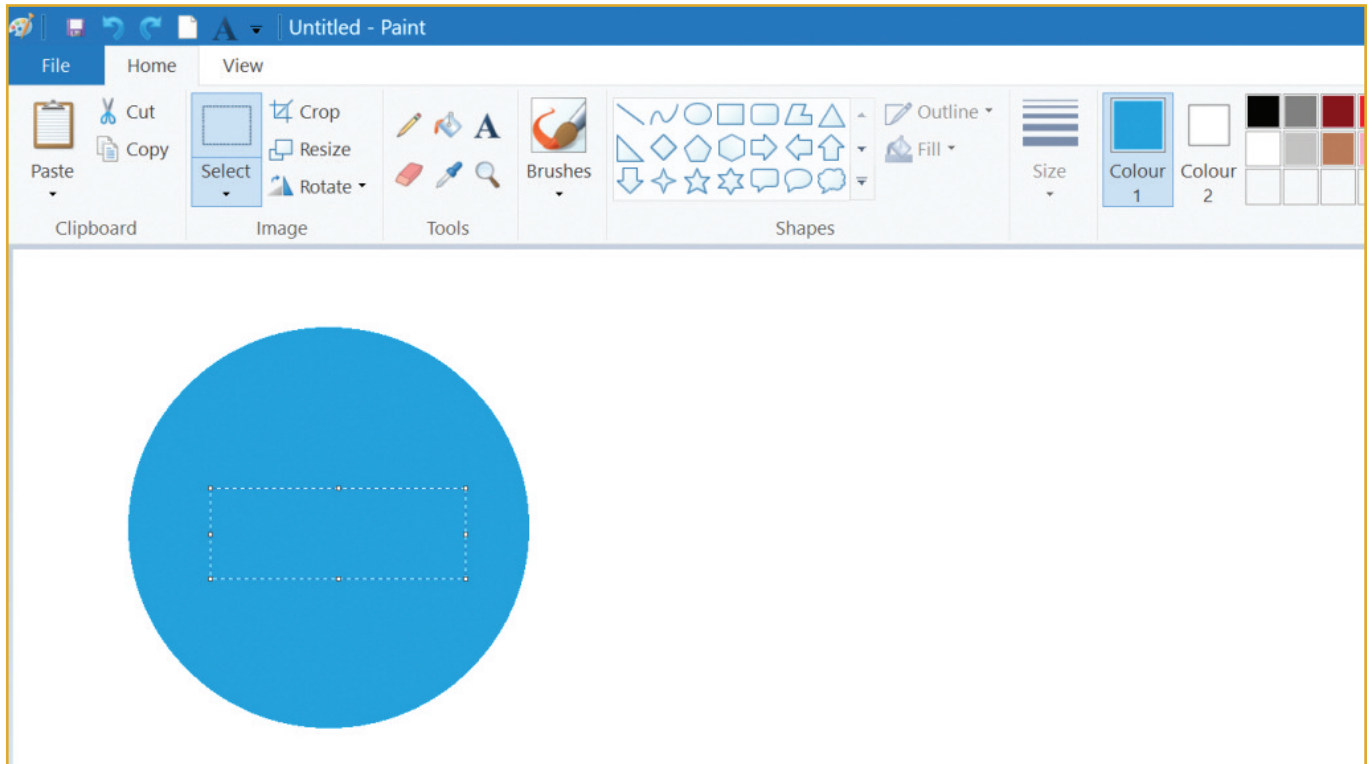
Activity 9

Using the Rectangle Selection Tool.

1. I open MS Paint. 
2. I draw a **big blue circle**.



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

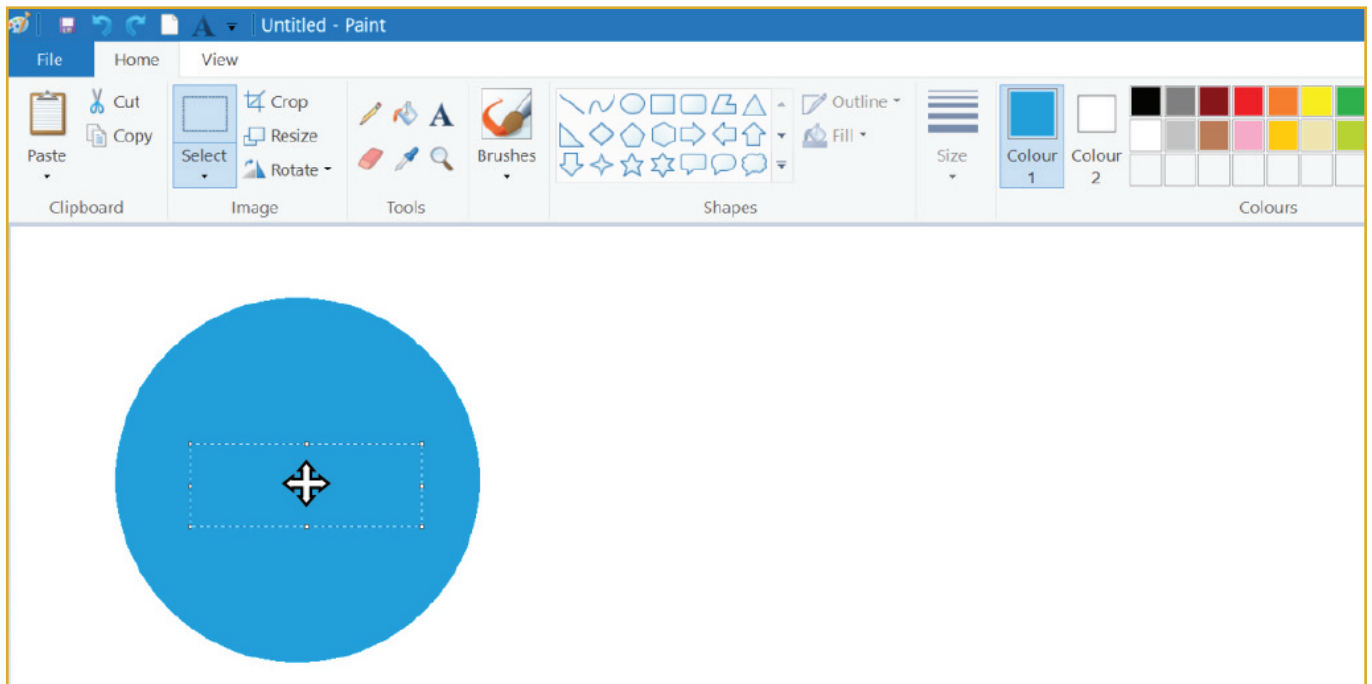


Observation:

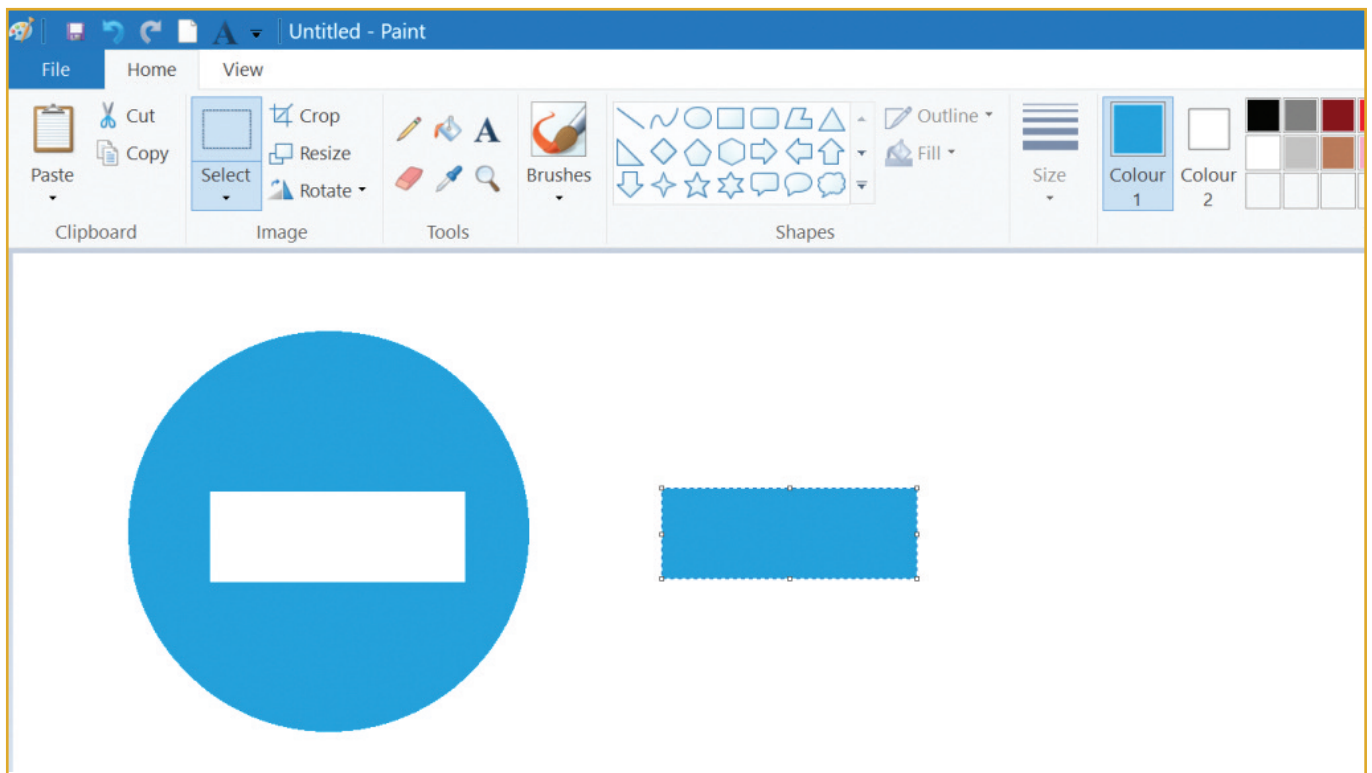
The **Rectangular selection** must be inside the **blue circle**.

Unit 7 - Multimedia: Working with shapes

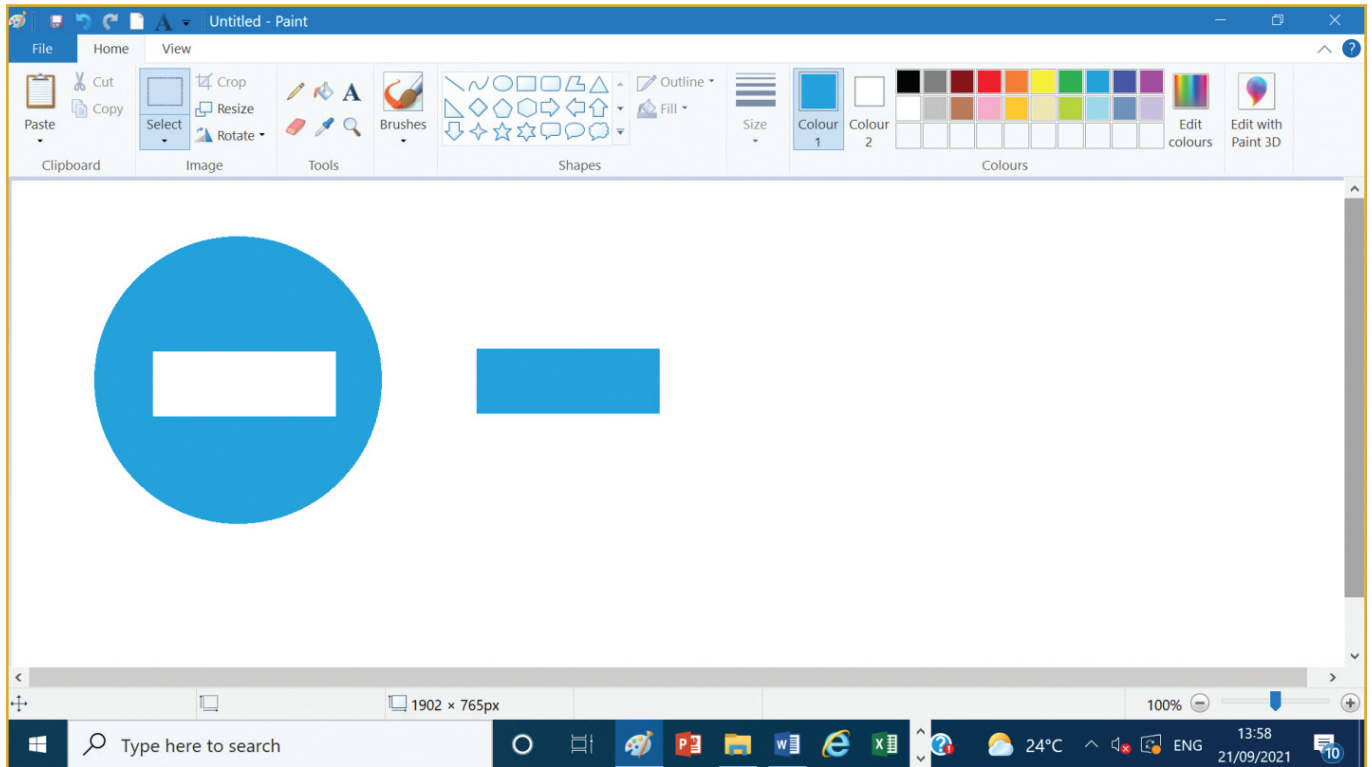
4. I place the pointer **inside** the rectangular selection.



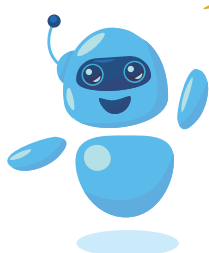
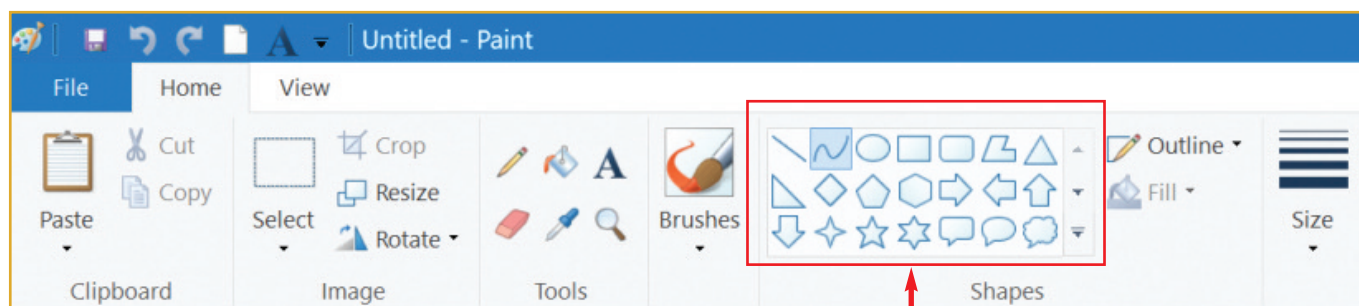
5. I press hold the **left mouse button** and drag the **rectangular selection** outside the **blue circle**.



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



The Curve Tool




I use the
Curve tool
to draw curves.



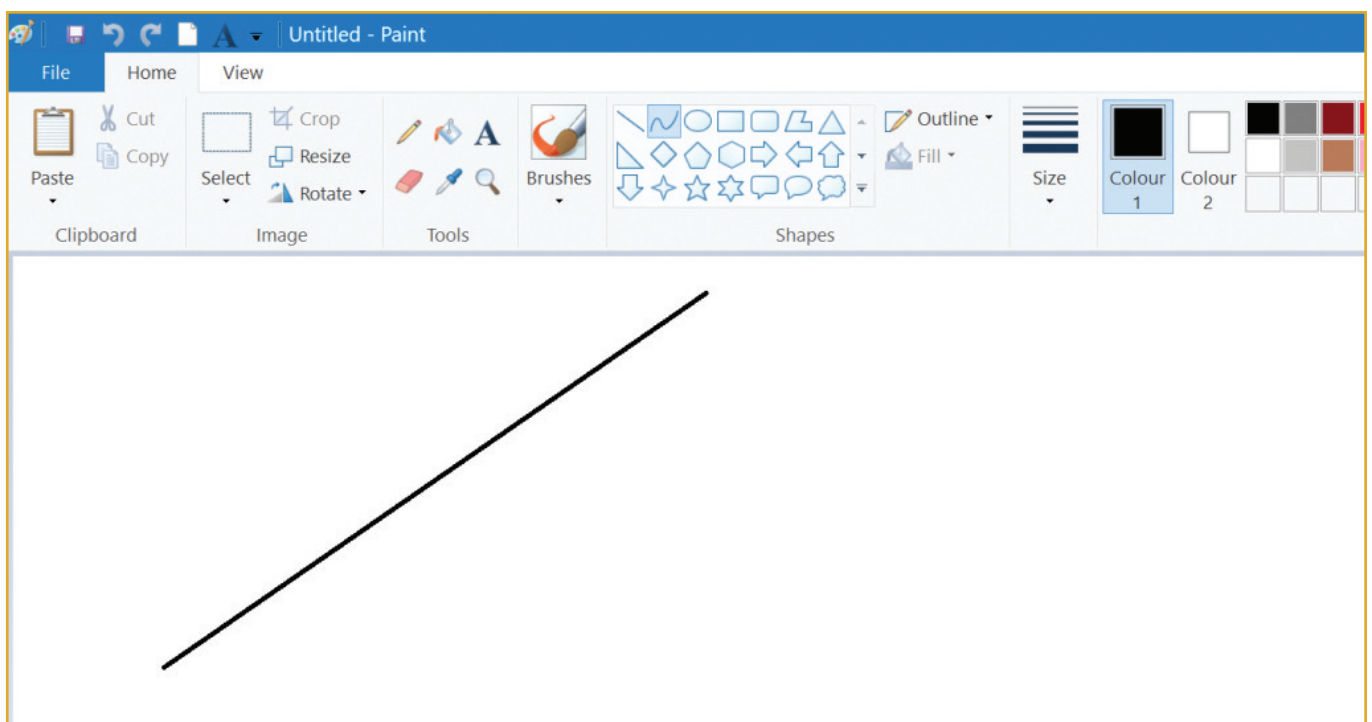
Activity 10

Using the Curve Tool.

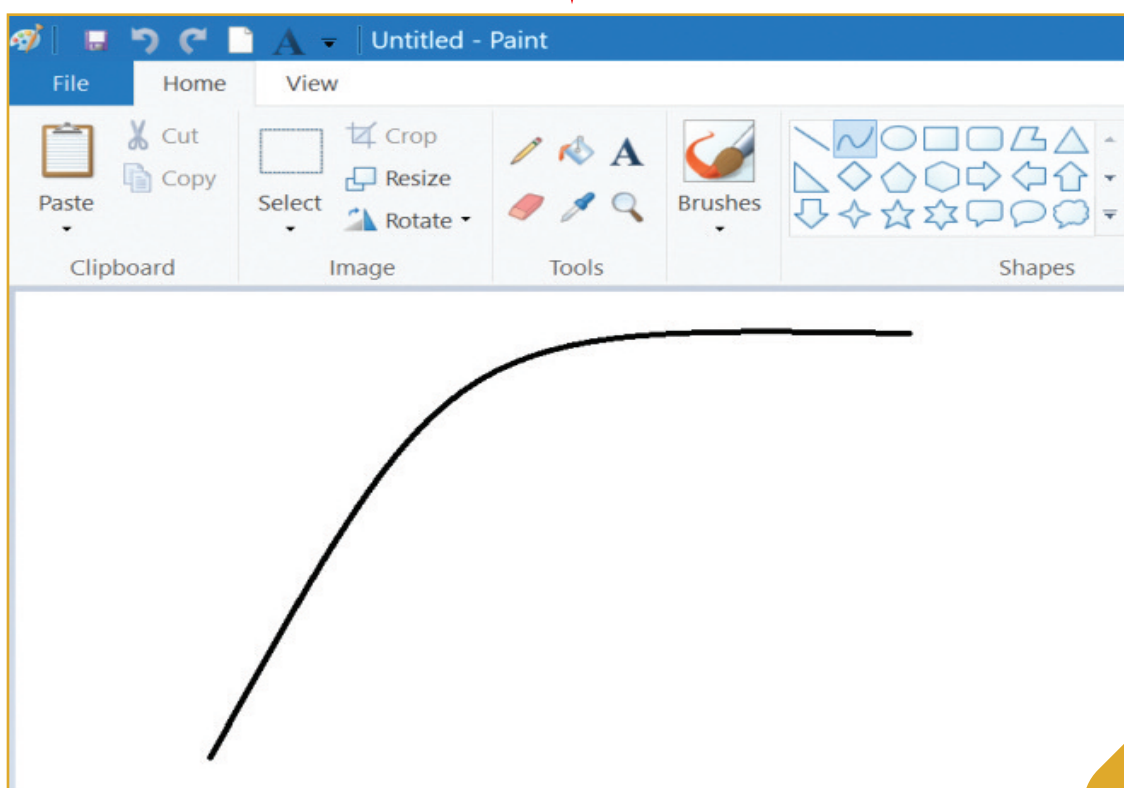
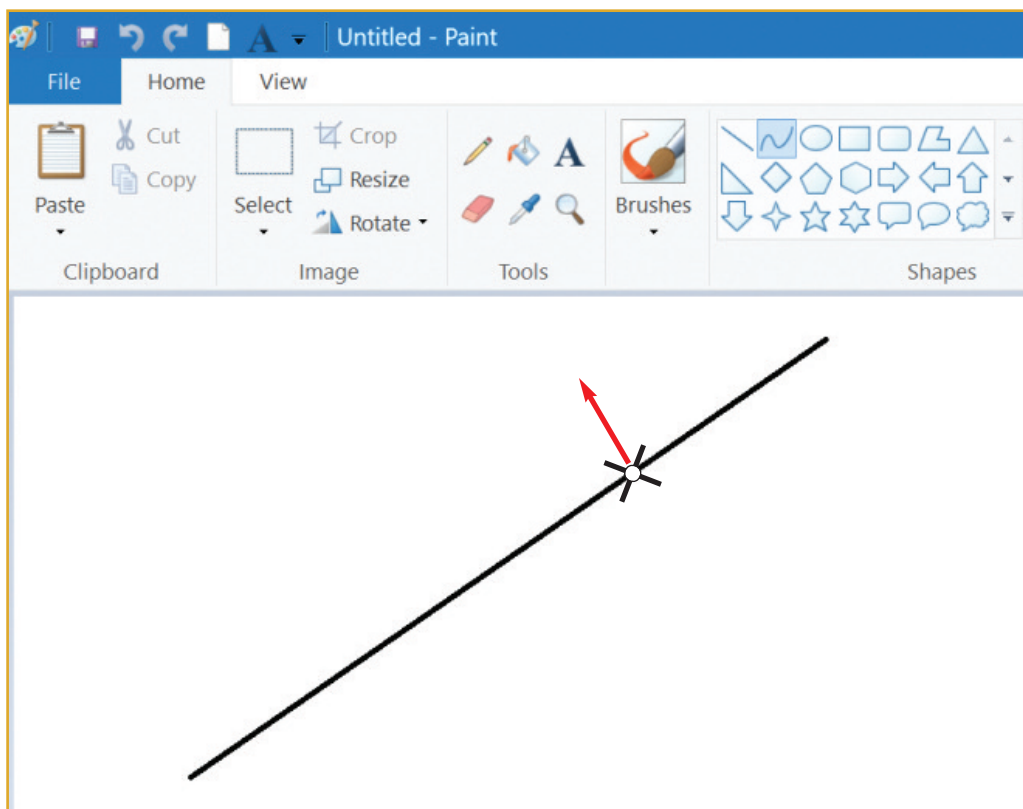
1. I open MS Paint. 
2. I click on the **Curve** tool button.



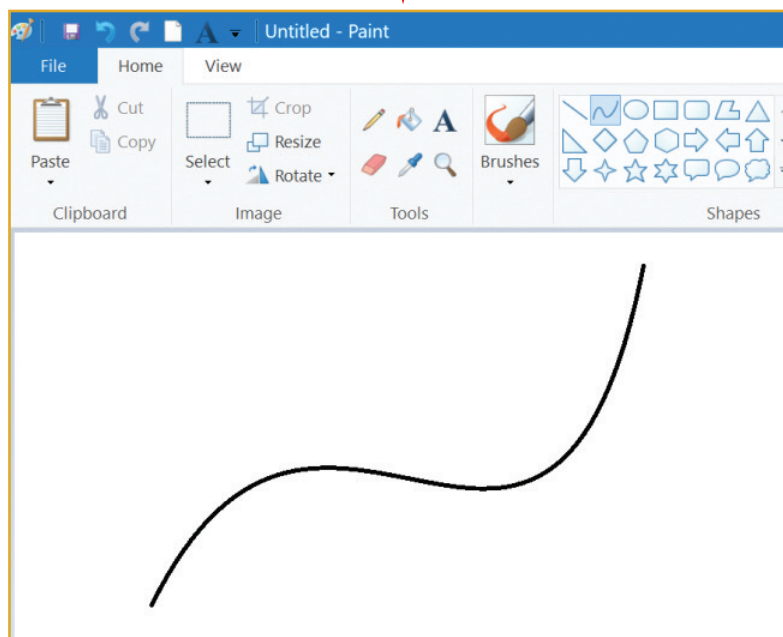
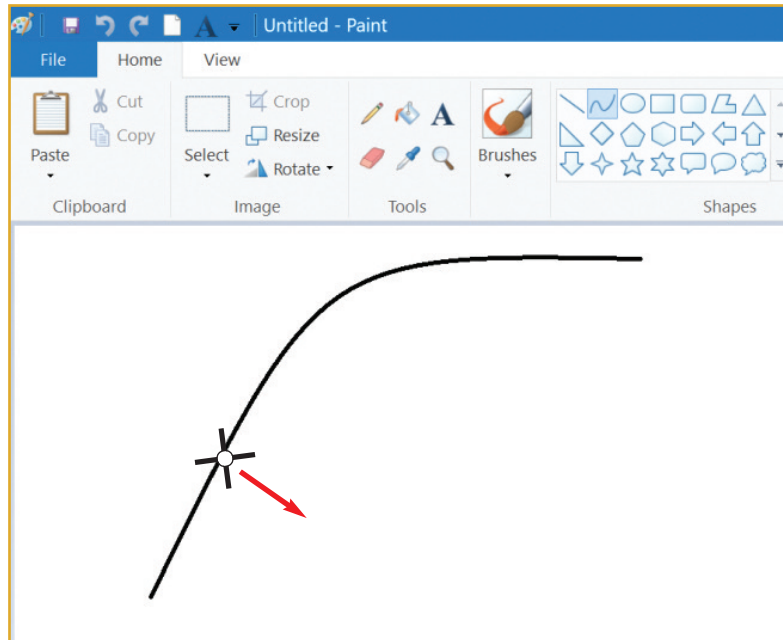
3. I press hold the left mouse button and drag it to draw a line.



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



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



Observation:

I cannot drag the line more than two times to make a curve.

Notes :

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Notes :

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