

Let's Learn

ICT SKILLS

GRADE 1 PUPIL'S TEXTBOOK







1

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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. It also takes into account that children are now exposed to learning through the tablet as part of the EDLP project as from Grade 1. The panel has carefully designed activities that can be easily contextualised to the learner's environment and the practical activities are relevant to the learner's everyday life. The learners will develop their skills and knowledge of the subject area gradually and will advance with confidence through the various topics and contents presented in the workbook.

The workbook consists of seven different units:

- 1. Working safely with computers.
- 2. Working with tablets.
- 3. Identify parts and types of computers.
- 4. Developing mouse skills.
- 5. Developing keyboarding skills.
- 6. Browsing the Internet safely.
- 7. Multimedia: Video viewing and drawing.

The workbook is learner-centered and consists of:

- 1. Practical activities.
- 2. Book activities in the form of drawing, colouring and joining the dots.
- 3. Activities on tablet.

Throughout the workbook, there are a number of colours, boxes and symbols used to facilitate learning. We have created an avatar named Kimo that will be used as guidance throughout the book and to make the book child friendly.

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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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:

- Recognise the health risks existing in the computer lab.
- Show understanding of the proper way to sit in front of a computer.



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 keep the computer lab clean.

I use the bin.

I do not eat or drink in the computer lab.

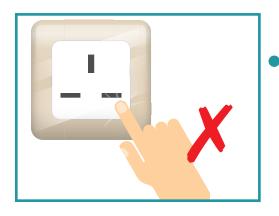




I do not touch the screen.

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





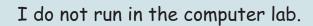
I do not touch the electrical sockets and plugs.

I do not insert any objects in the drives, USB ports or jack socket.





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

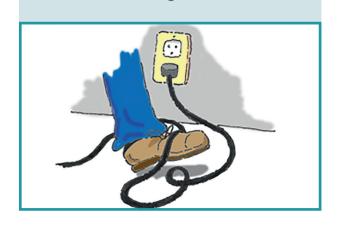






Risks in the computer lab

Trailing wires



Damaged electrical sockets and wires



Overloaded electrical sockets



Working with glare or reflections



Wrong sitting posture

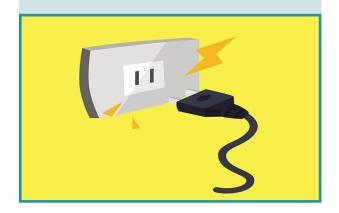


Food or liquids near computer



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



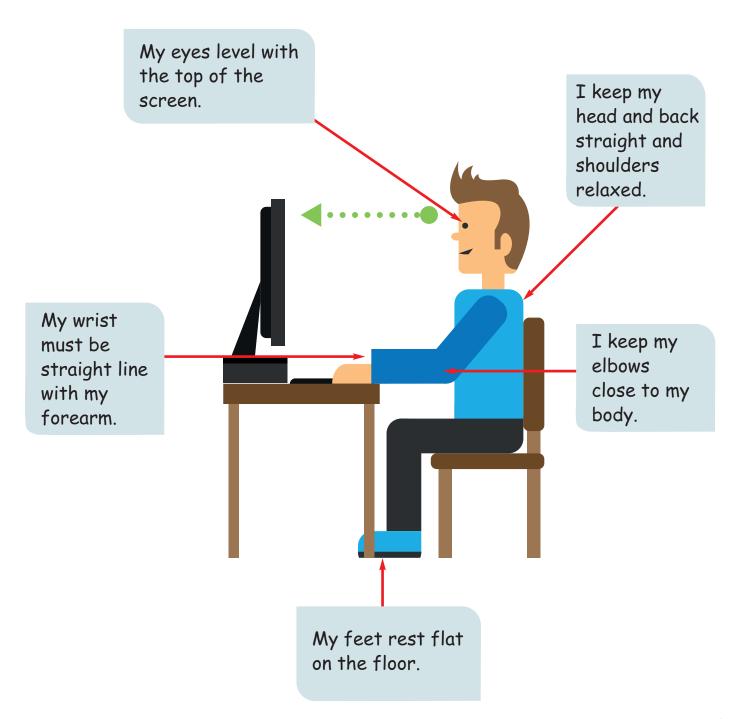
Do not touch computer parts with wet hands



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.















Working with Computers: Table

Aim

To introduce pupils to tablets.

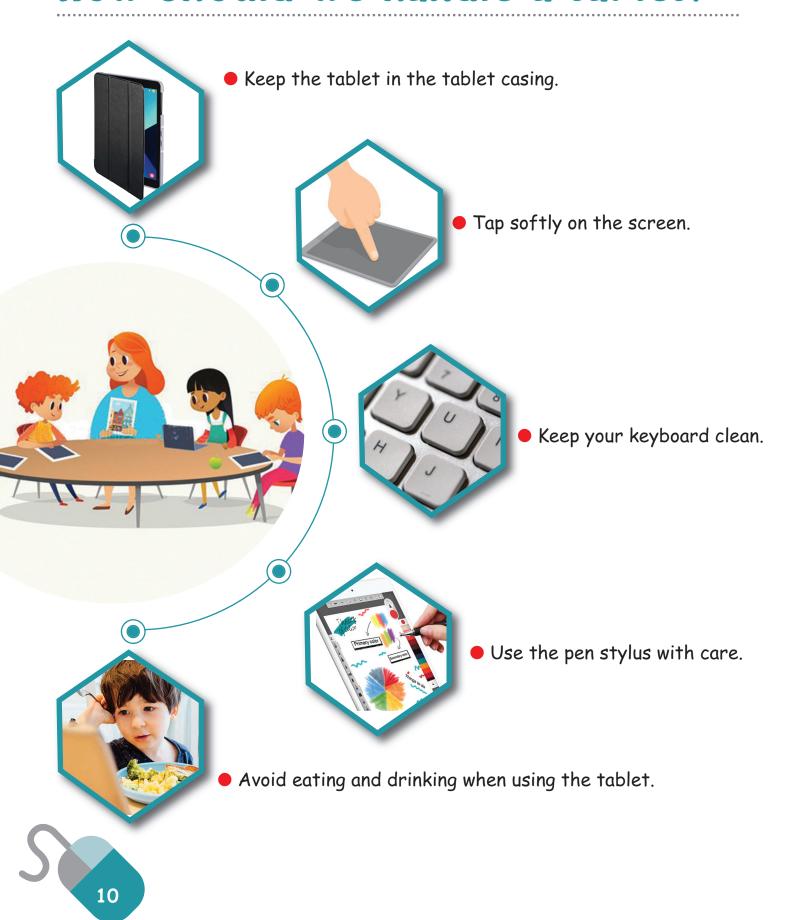
Learning objectives:

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

- Handle a tablet.
- Identify the parts of a tablet.
- Switch on and switch off a tablet.



How should we handle a tablet?



Parts of a Tablet

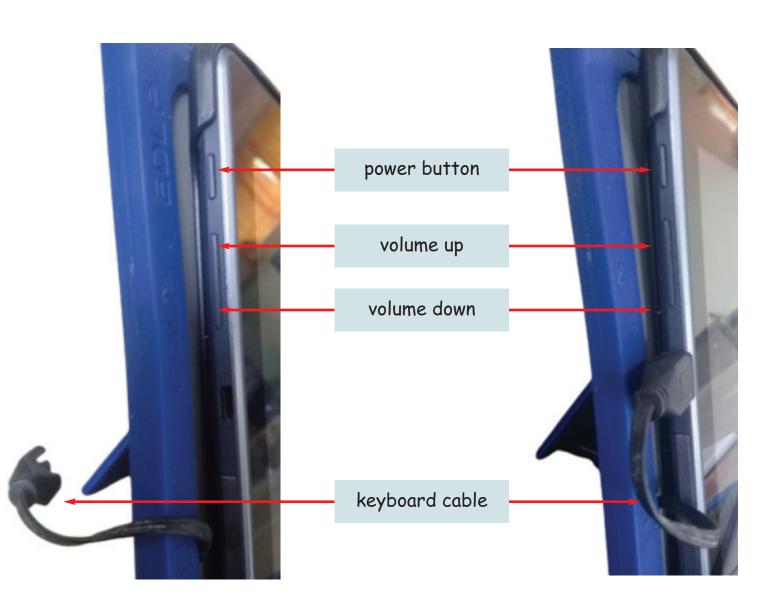


The Tablet





Parts of a Tablet



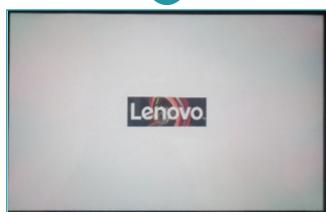
How to switch on a Tablet.

Press and hold the power button for 3 seconds. The following screens appear:

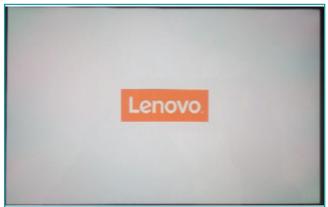














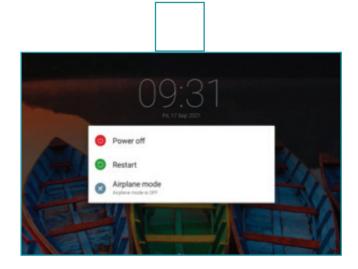


How to switch off a Tablet.

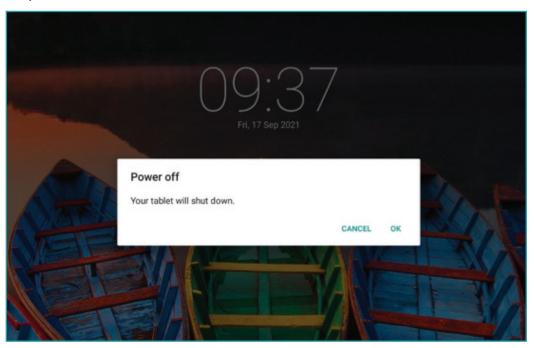
Press and hold the power button for 3 seconds.

Tick \checkmark the screen that appears :





Tap on Power off.



Tap on OK.
The Tablet shuts down.





Identifying parts and types of computers

Aim

To introduce pupils with the different parts and types of computers.

Learning objectives:

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

- Identify the desktop computer, tablet, laptop, smartphone and the smartwatch.
- Recognise the different parts of the computer: monitor, mouse, keyboard, speakers, printer, system unit and headsets.



Types of computers



The Desktop Computer



System unit



Monitor



Headset



Keyboard



Printer





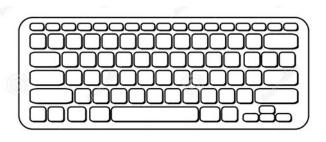
Activity 1

I colour the different parts of the computer.

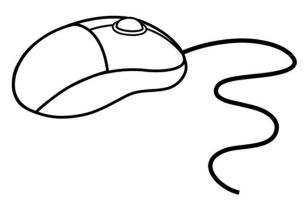
I colour the monitor blue.



I colour the keyboard yellow.



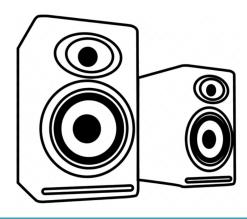
I colour the mouse red.



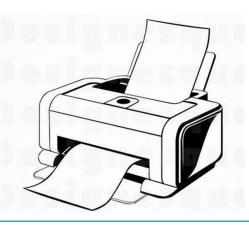
I colour the system unit green.



I colour the speakers grey.



I colour the printer orange.





Activity 2

I match each computer part with its correct name.



Keyboard

Mouse

Printer

Monitor

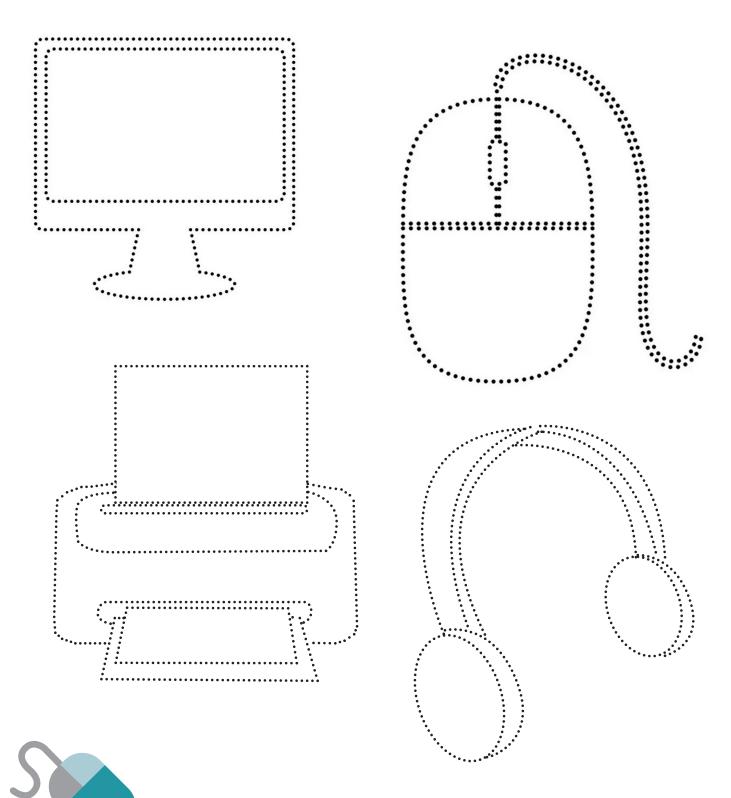
System Unit

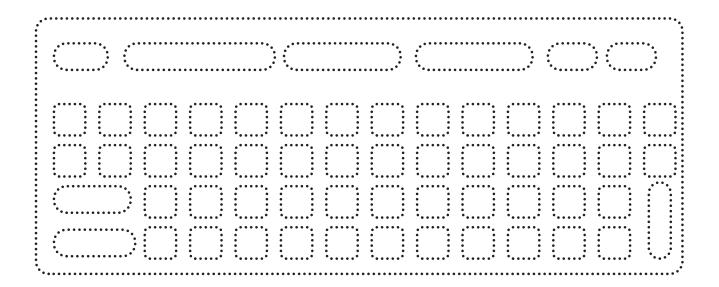
Headset

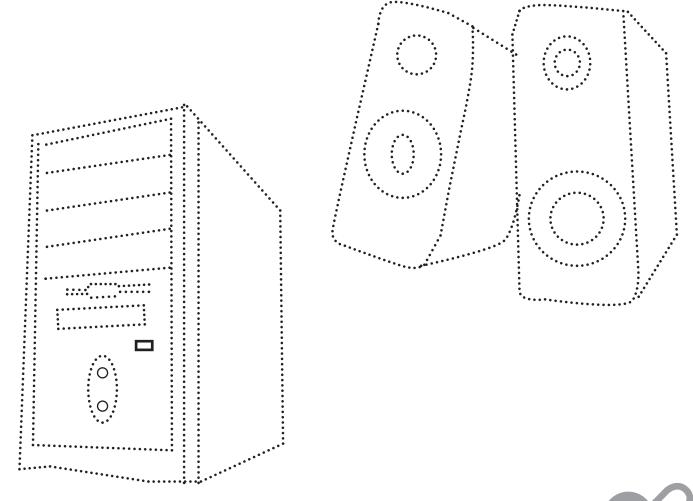


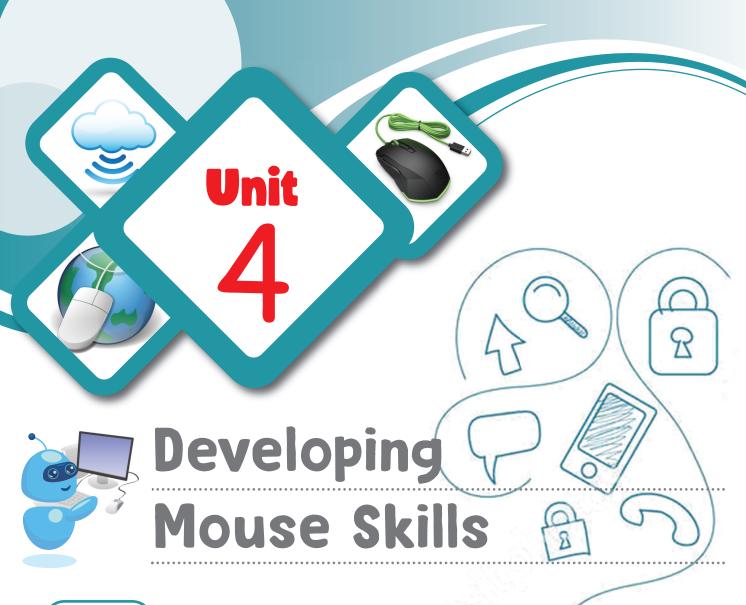
Activity 3

I join the dots to complete the parts of the computer.









Aim

To introduce pupils to the use of the mouse.

Learning objectives:

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

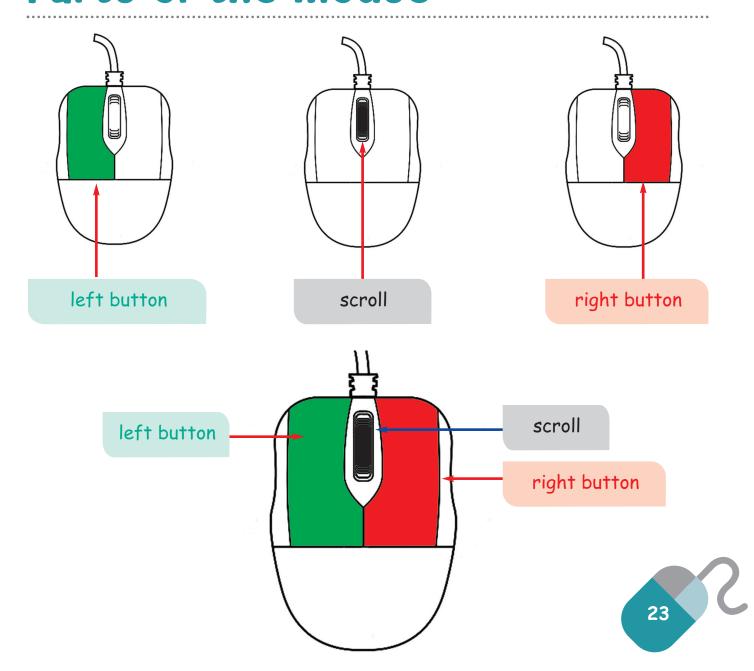
- Hold the mouse properly.
- Show an understanding of the various functions of the mouse.
- Manipulate the mouse.



THE MOUSE

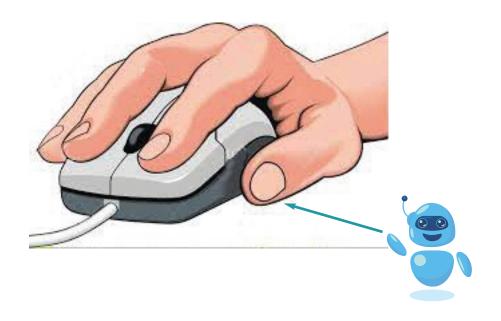


Parts of the mouse



Holding the Mouse

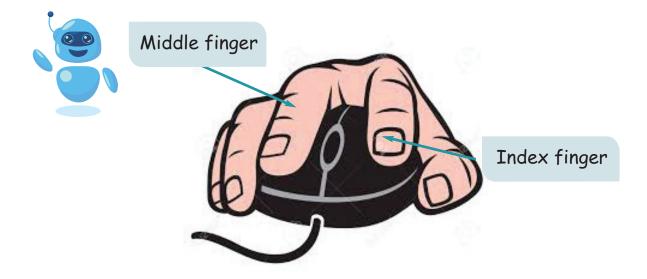
I place my thumb on left side of the mouse.



• I place my ring finger and my little finger on the right side of the mouse.



- I place my index finger on the left button.
- I place my middle finger on the right button.



Handling of the mouse

I always put the mouse on a flat surface. I can also use a mouse pad.



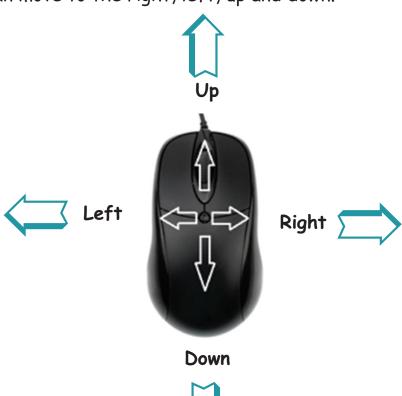
Mouse Pointer







When I move the mouse, the pointer moves on the screen.
 The pointer can move to the right, left, up and down.









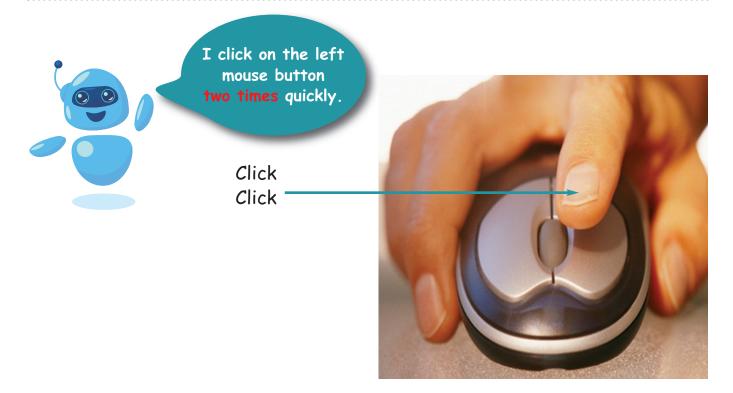
Let's learn about the different mouse functions

 I can use the mouse to: Click, Double click, Right click, Point, Drag and drop.

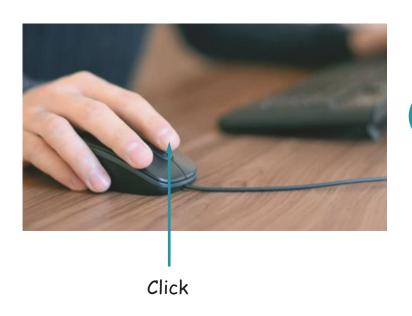
Using the mouse to click



Using the mouse to double click



Using the mouse to right click



I click on the Right mouse button once



Using the Mouse to Drag and Drop

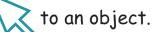


I select an item and move it to another place on the computer.



To drag and drop an icon:

1. I move the mouse pointer



- 2. I click and hold on it with the left mouse button.
- 3. I pull the object to the place I want.(drag)
- 4. I release the button.(drop)





Using the mouse to point at objects.

1. I move the pointer on the Word f W



icon on the taskbar.

2. I click on the left mouse button once.



Note to teacher:

Pin Word program on the taskbar.



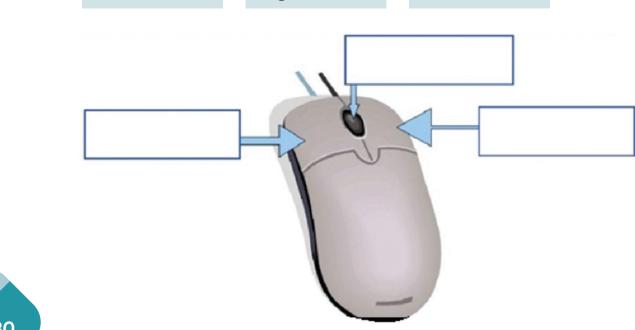
Activity 2

Label parts of the mouse using words below.

Scroll Wheel

Right button

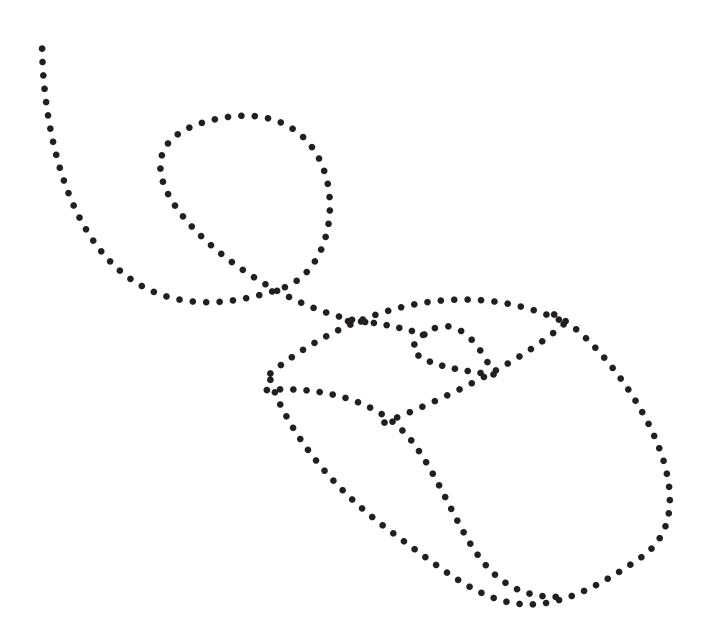
Left button







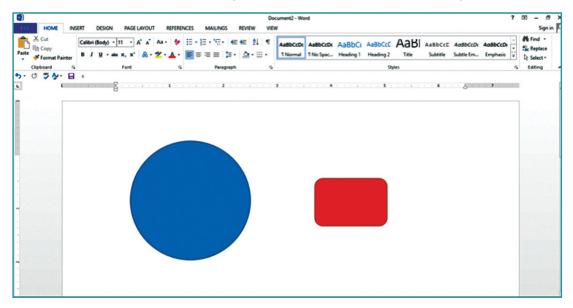
Join the dots to draw the mouse.



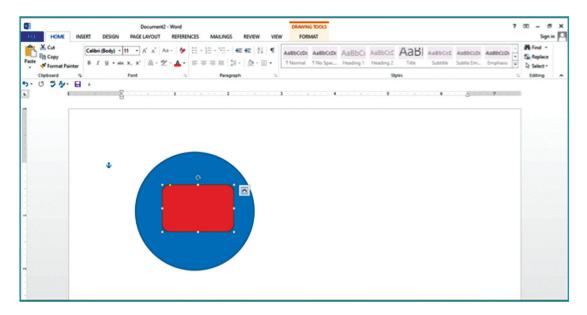


Using the mouse to drag and drop.

- 1. Open Word 2019.
- 2. Open a blank page.
- 3. Use Insert Tab to insert a big circle and a small rectangle as shown below.



4. I drag the small rectangle and drop it in the big circle.





Aim

To introduce pupils to the computer keyboard and the Word Processing Program.

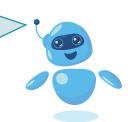
Learning objectives:

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

- Identify a Word Processing Program.
- Open a Word Processing Program.
- Identify the cursor.
- Close a Word Processing Program.
- Recognise different keys of the keyboard.
- Type letters and numbers using Alphabet Keys and Number Keys.
- Type simple words and sentences.
- Edit a sentence using the Spacebar Key, Enter Key,
 Caps Lock Key and Backspace Key.

WORD PROCESSING

I use a word processing program to write (type).



Microsoft Word 2019



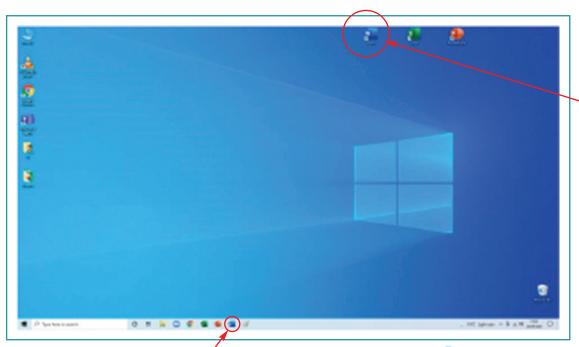
is an example of a Word Processing Program.

Opening Word 2019 Program

I double click on the icon Word 2019.



on the desktop to open the program



I double click on this icon to open Word 2019 program.

I click on this icon to open Word 2019 program.

I can **also** click on the icon W



on the

taskbar to open the program Word 2019.

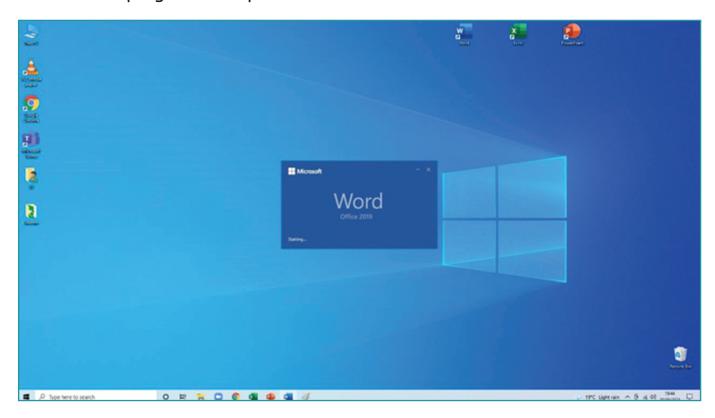


Note to teacher:

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

Unit 5 - Developing Keyboarding Skills

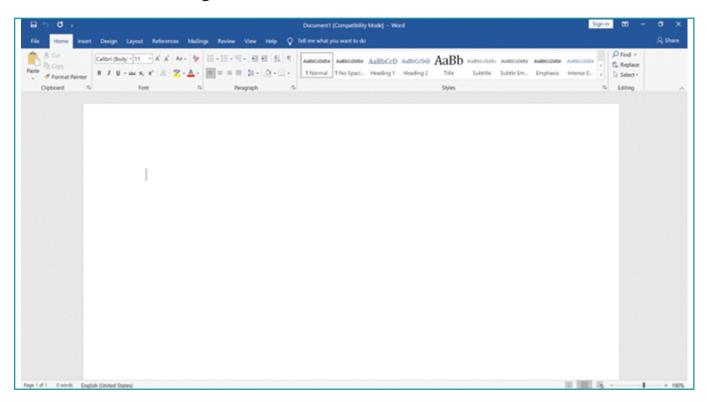
Word 2019 program will open:



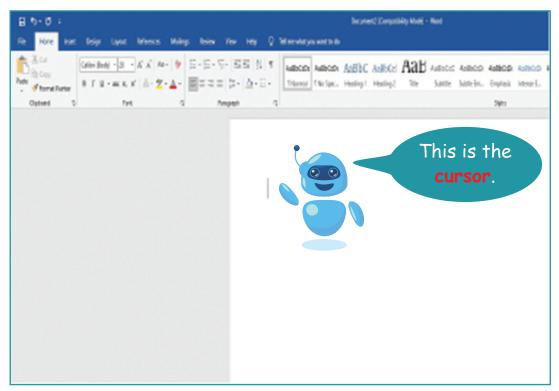
I click on Blank Document:



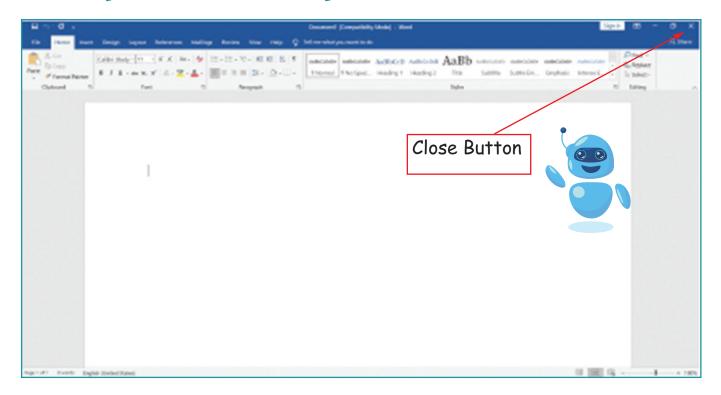
I can see the following:

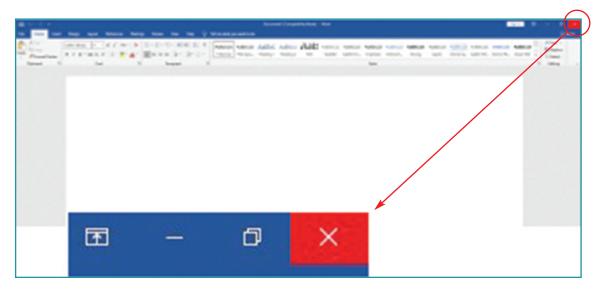


The Cursor



Closing Word 2019 Program







This is the close button. I click on it to close the program.



Identify the Word 2019 program and the cursor.

I circle the Word 2019 program.





I circle the cursor.





Activity2

Join the dots.

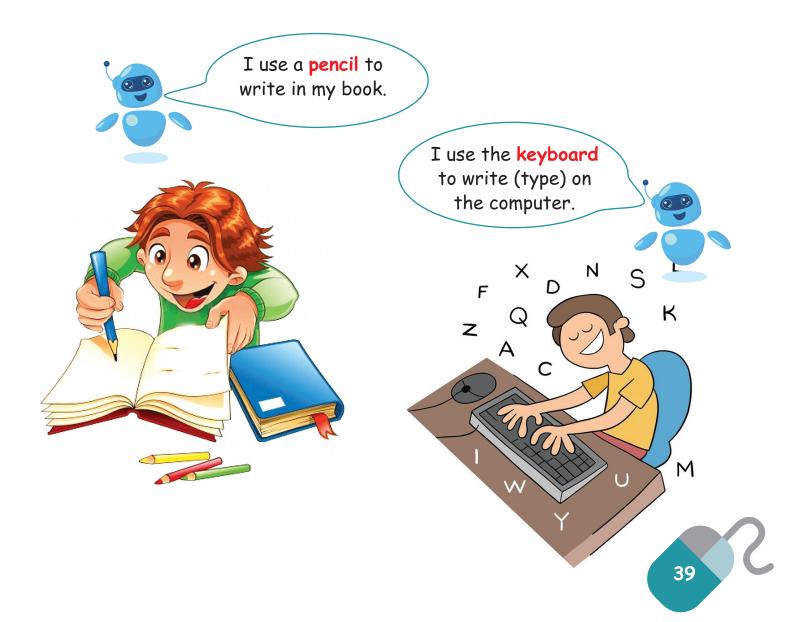


cursor

The Keyboard



There are many keys on the keyboard.



Alphabet Keys





I use the Alphabet Keys to type alphabets.

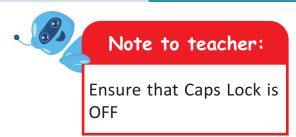
Caps Lock Key





The pictures show some Caps Lock Keys.





- 1. I click on Word 2019 icon we on the taskbar.
- 2. I press the Caps Lock Key on the keyboard.

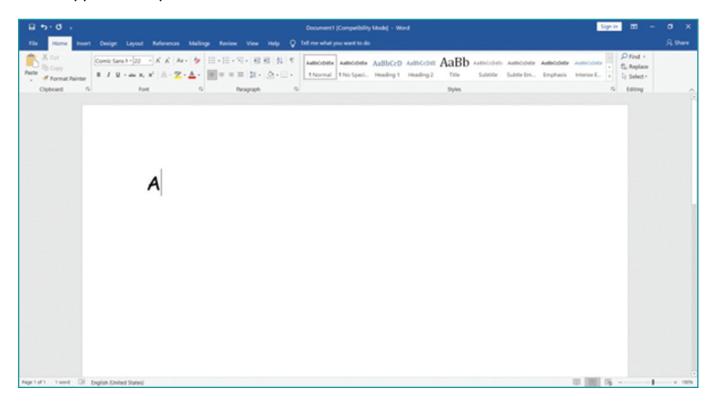


3. What do I observe?





4. I type the alphabet A.



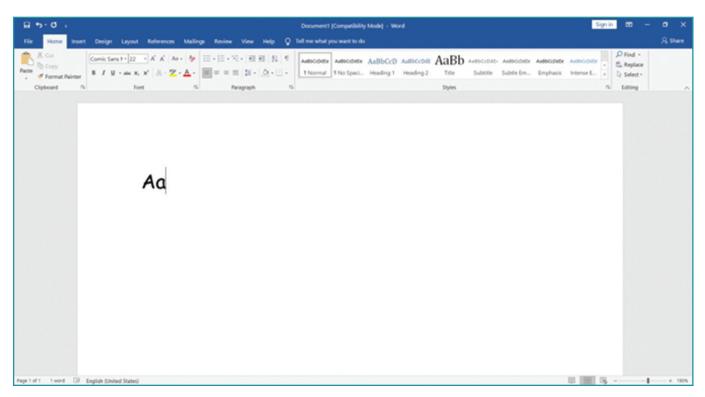
5. I press the Caps Lock Key once again.



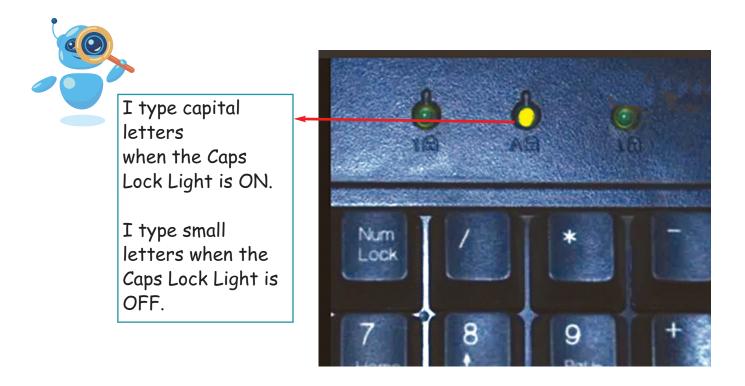
6. What do I observe?



7. I press the alphabet A once more.



8. What do I observe?





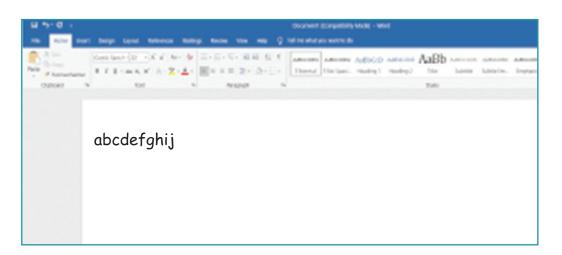
Using the Caps Lock Key.



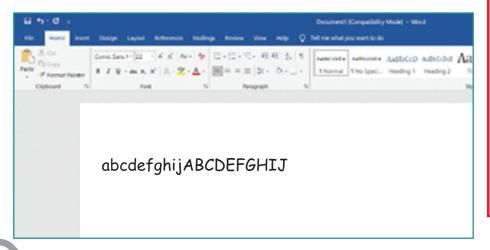
- 1 I click on Word 2019 icon W
- W

on the taskbar.

- I ensure that the Caps Lock Light is OFF.
- 3. I type the alphabets in small letters.



- 4. I press the Caps Lock Key.
- 5. I check if the Caps Lock Light is ON.
- 6. I type the alphabets in capital letters.



Note to teacher:

Pupils can type as many alphabets as the latter can depending on their ability.

This exercise can be carried many times to help pupils get familiar with the Alphabet Keys.

Number Keys

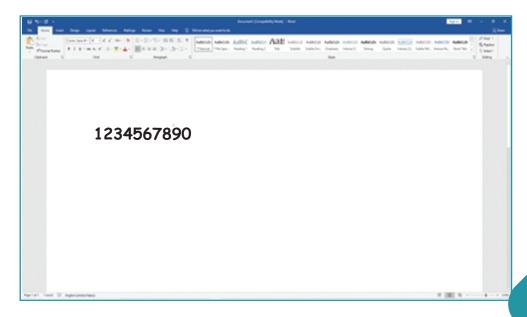


1. I click on Word 2019 icon W



on the taskbar.

2. I type numbers 1 to 0, as shown below:



45

Backspace Key



There are different types of keyboards.

Each keyboard has different Backspace Key.

The pictures below show some Backspace Keys:









Using the Backspace Key

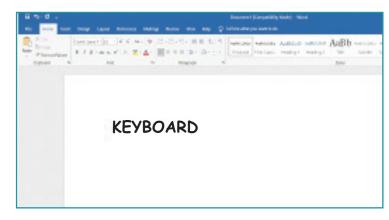


1. I click on Word 2019 W



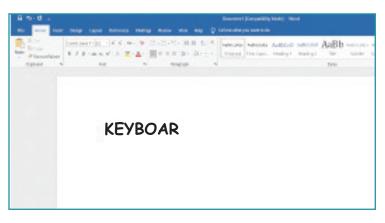
on the taskbar.

2. I type the word KEYBOARD.



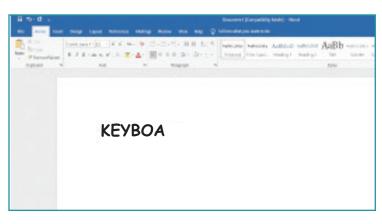
- 3. Press the Backspace Key once.
- 4. What do I observe?

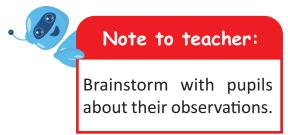
OBSERVATION:





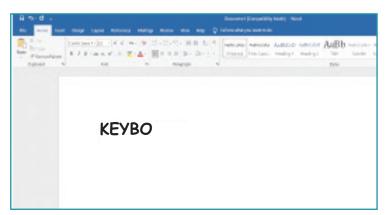
5. I press the Backspace Key again.







6. I press the Backspace Key once again.





Activity 7

Using the Backspace Key.

I put a cross (x) on the letter which disappears when I press Backspace



once.

monitor printer speaker



Activity 8

Using the Backspace Key.

I put a cross (x) on the letters which disappear when I press Backspace



2 times.

keyboard mouse system unit

Note to teacher:

Activity 7 and Activity 8 can be done simultaneously on the computer and then the pupil crosses the specific alphabet(s) upon observation.

Enter Key



Each keyboard has different Enter Key.

The pictures below show some Enter Keys:





Using the Enter Key.

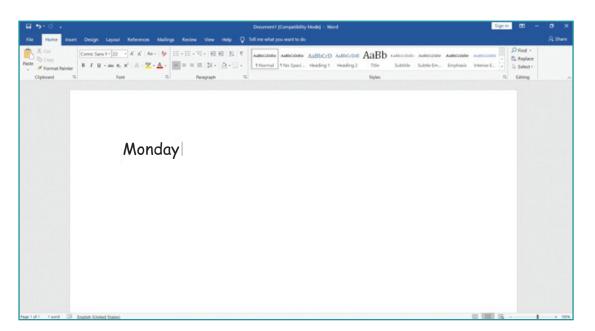


1. I click on Word 2019 icon

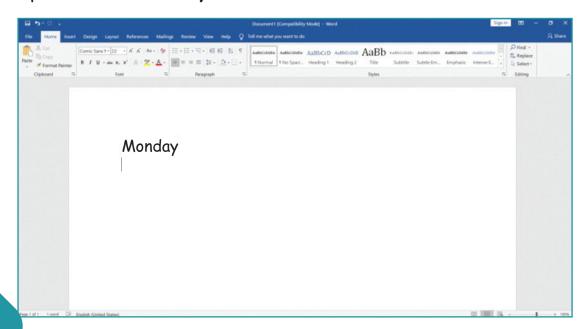


on the taskbar.

2. I type the word Monday.

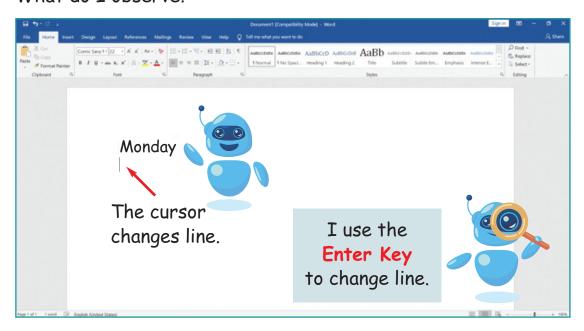


3. Then I press the Enter Key.

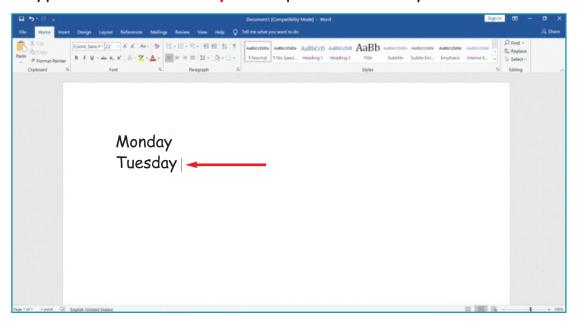


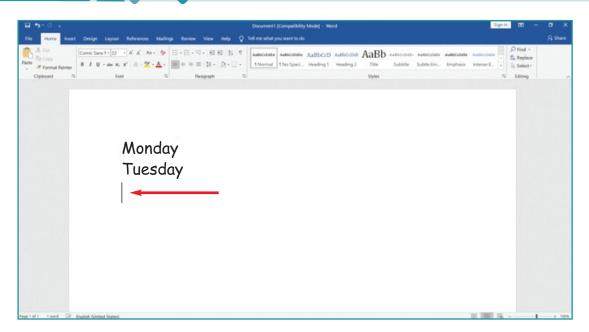
Unit 5 - Developing Keyboarding Skills

4. What do I observe?



5. I type the word Tuesday and I press Enter Key once.

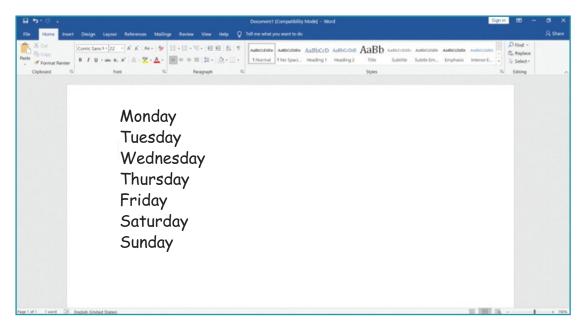






I press **Enter Key**.
The Cursor changes line.

6. I type the name of the other days of the week.
I press Enter Key after each name as shown below:



Spacebar Key



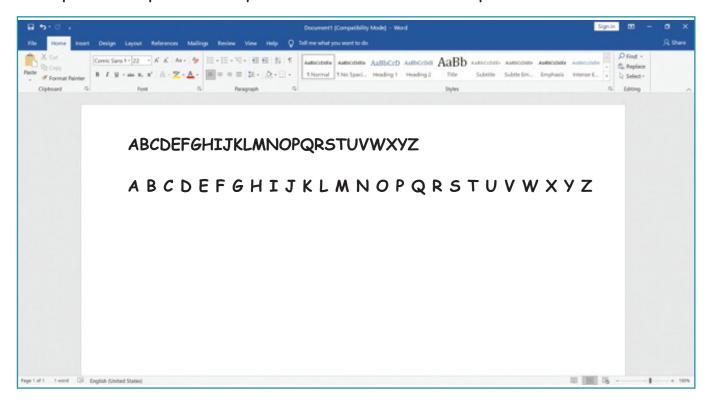
This is the Spacebar Key. It is the longest key on the keyboard.



Using the Spacebar Key.



- 1. I click on Word 2019 icon
- on the taskbar.
- 2. I type the alphabets in capital letters.
- 3. I type the alphabets in capital letters again, leaving a space between each alphabet. I press the spacebar once after each alphabet.



4. What do I observe?

Observation:



I use the Spacebar Key to leave a space between the Alphabets.

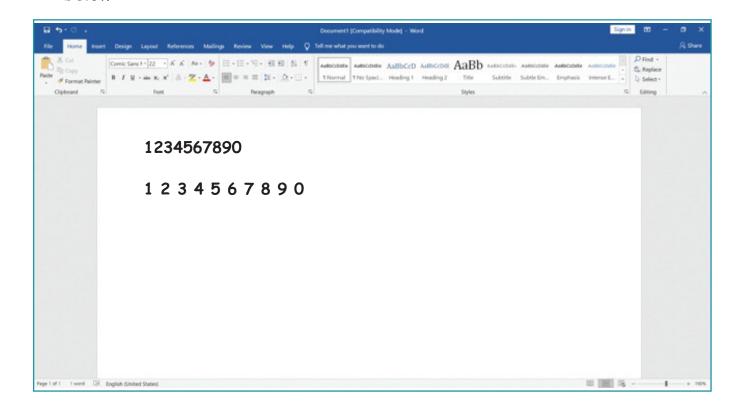


Using the Spacebar Key.



- 1. I click on Word 2019 icon
- 2. I type numbers 1 to 0.
- 3. I type numbers 1 to 0 again, by leaving a space after each number as shown below:

on the taskbar.





Using the Enter Key



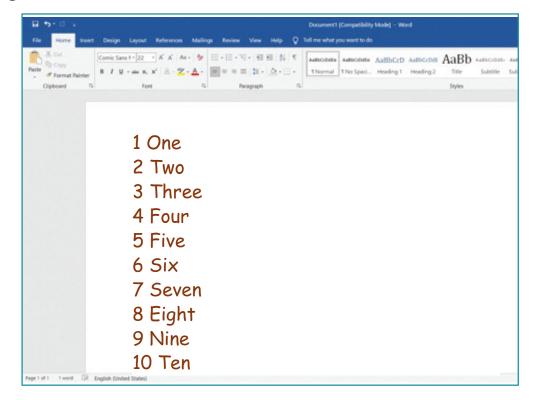
and Spacebar Key.





on the taskbar.

- 2. I type the following words as shown below:
 - 1 One
 - 2 Two
 - 3 Three
 - 4 Four
 - 5 Five
 - 6 Six
 - 7 Seven
 - 8 Eight
 - 9 Nine
 - 10 Ten





Using the Caps Lock Key

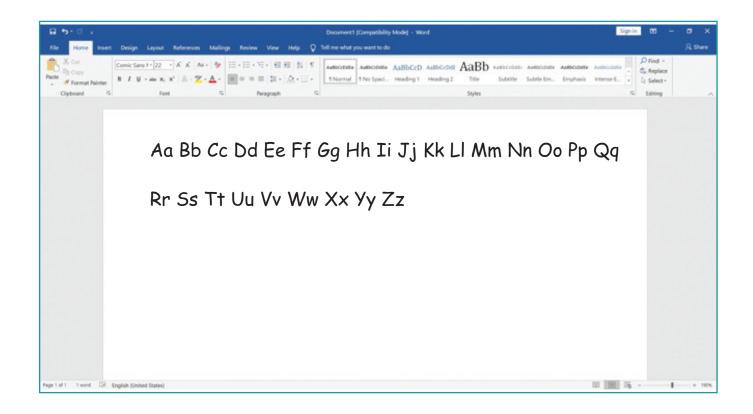


and Spacebar Key.



- 1. I click on Word 2019 icon on the taskbar.
- 3. I leave a space after each set of alphabets as shown below:

2. I type all the alphabets both in capital and small letters.





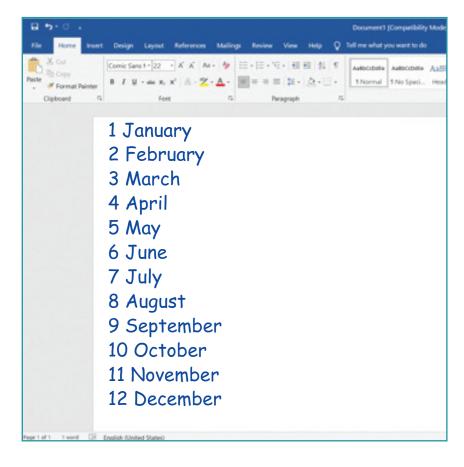
Using the Using the Caps Lock Key



and Spacebar Key.



- 1. I click on Word 2019 icon 🔱
 - on the taskbar.
- 2. I type the names of all the months of the year as shown below:
 - 1 January
 - 2 February
 - 3 March
 - 4 April
 - 5 May
 - 6 June
 - 7 July
 - 8 August
 - 9 September
 - 10 October
 - 11 November
 - 12 December





1. I click on Word 2019 icon



on the taskbar.

2. I type the following sentences:

Mother has 5 beautiful dresses.

My brother buys 2 pencils.

I give Tom 4 sweets.

10 boys are playing football.

Father brings 18 marbles.

The boys share 2 cakes.



Typing and Editing Practice.

1. I click on Word 2019 icon



on the taskbar.

2. I type the following sentences with the mistakes:

My sister has 5 dollis.

Uncley Jim washes his car.

Shri brings 5 flopwers.

Grandfather gives me 15 rupeeas.

I ride my blue bicyclee.

3. I place the cursor accordingly and correct the mistakes with the Backspace Key.



Note to teacher:

Pupils must have prior knowledge that mistakes are underlined with a red wavy line.

Guide pupils where to place the cursor to correct the mistakes.



Typing Practice.

I click on Word 2019 icon



on the taskbar.

2. I type the following sentences:

My teacher has 3 markers. I have 6 books in my bag. The baby plays with a ball. Alisha brushes her teeth. There are 2 flowers on the tree.



Activity 18

Join the dots to get the name of the corresponding key.







Spacebar











Backspace

Alphabet Number



Match the keys with their correct names.



Enter Key



Backspace Key



Alphabet Keys



Number Keys



Spacebar Key

()

Caps Lock Key





Browsing the Internet Safely

Aim

To introduce pupils to a web page and its contents.

Learning objectives:

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

- Understand that web pages contain text, images and videos.
- Navigate around a given web page using hyperlinks.
- Navigate from one web page to another using hyperlinks.



Web page



Activity 1

Opening a web page.

- 1. I click on the taskbar.
- 2. I type the following address: http://www.sesamestreet.org in the address bar.

Observation: The page below appears:



Note to teacher:

The two web sites in this unit are updated regularly. The existing pictures might no more be the same.

The following link can also be used for this topic: http://ww.ixl.com



Hyperlink

A hyperlink allows us to navigate from one web page to another.

A hyperlink can be a picture, a text and a video.

A text hyperlink is often blue in colour and underlined. Example: Computer





<u>Computer</u>

Video Image Text

While moving the mouse pointer on a hyperlink, it changes from as shown below:





Observation: Mouse pointer changes.



I can see a small hand \sqrt{m} when I put the pointer on a hyperlink.





I click on a hyperlink to see another part of the webpage.







Activity 2

Identifying text, image and hyperlink.

1. I circle the text.

Flower

2. I circle the image.

Boat

3. I circle the hyperlink.

House

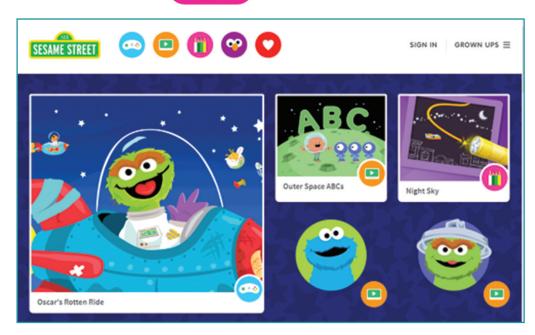




Activity 3

Navigating around a web page using hyperlinks.

- 1. I open the following web page http://www.sesamestreet.org.
- 2. I click on the hyperlink

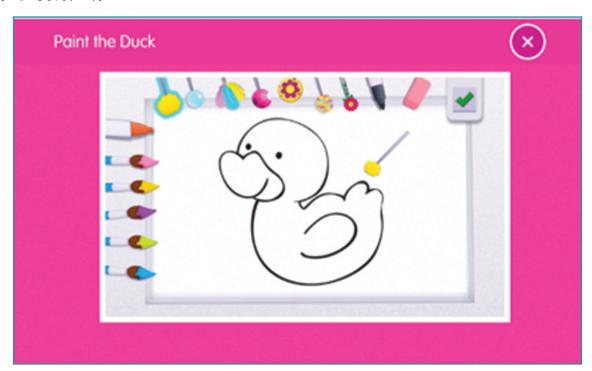


3. I choose Paint the Duck coloring page.





4. I color it.





Activity 4

Navigating from one web page to another using hyperlinks.

Let's look at the steps.

- 1. I open the web page http://www.sesamestreet.org.
- 2. I move the pointer on



3. I circle what I observe.





4. I click on



or

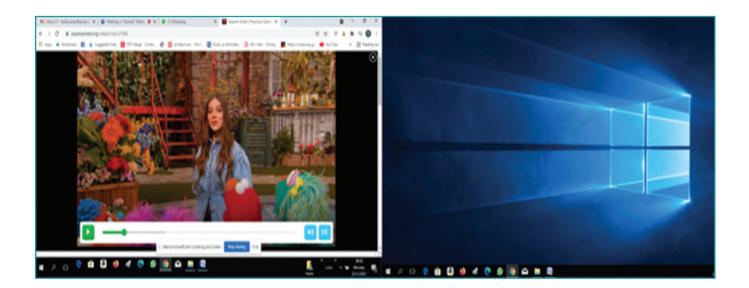


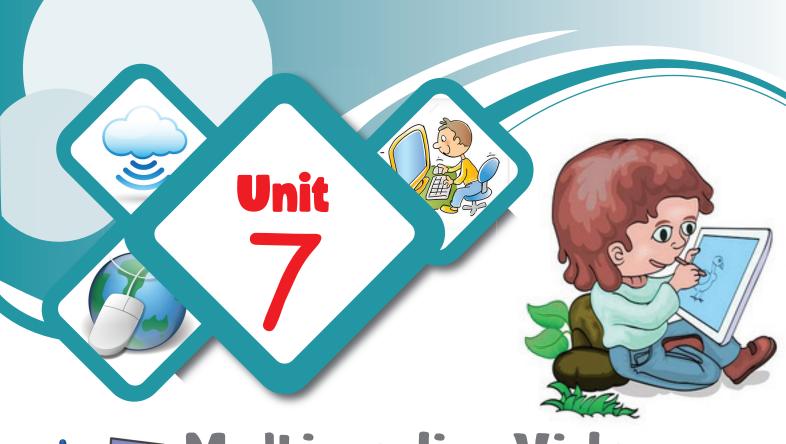
to watch a video.

Please tick (✓)



Observation: The video starts playing as shown in the picture below.







Multimedia: Video Viewing and Drawing

Aim

To introduce pupils to a media playing interface and a graphic program.

Learning objectives:

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

- Watch videos on the computer.
- Interact with a media playing interface.
- Use the Pencil tool to draw.
- Use the Eraser tool to correct mistakes while drawing.
- Use the Brush tool to draw simple shapes.
- Use the Text tool to write the names of shapes.
- Use the Line tool to draw.
- Use the Undo and Redo buttons.



Note to teacher:

Create a small video and save it on the desktop or play a CD.

Use a specific software to teach this topic.



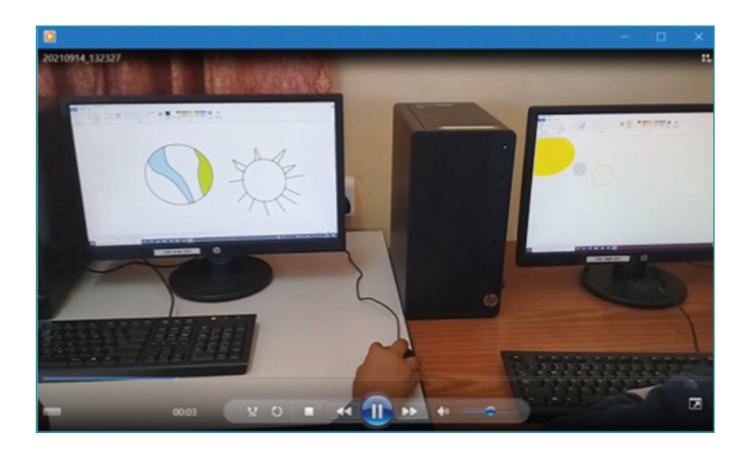
Activity 1

Interacting with a media playing interface.

1. I double click



on the computer to see a video playing.





- 3. I click () to play the video.
- 4. I press hold to move the video forward.
- 5. I press hold to move the video backward.
- 6. I click (to stop the video.



I can also listen to music and play games on a computer.

MULTIMEDIA

Speakers

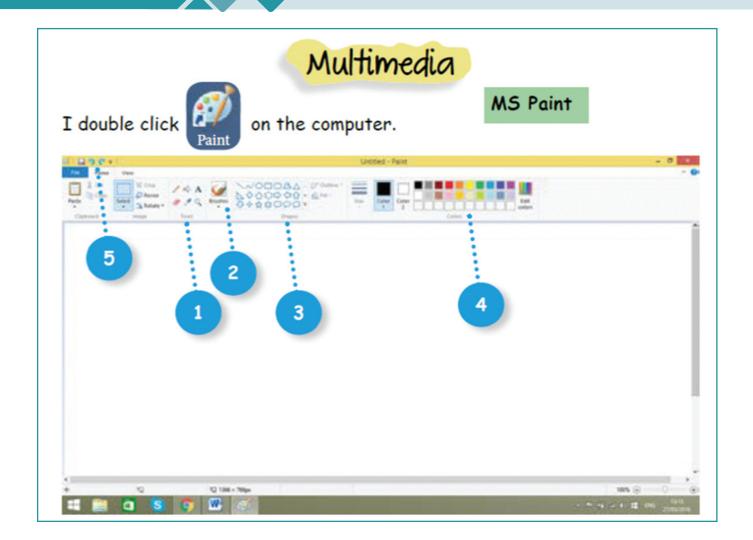


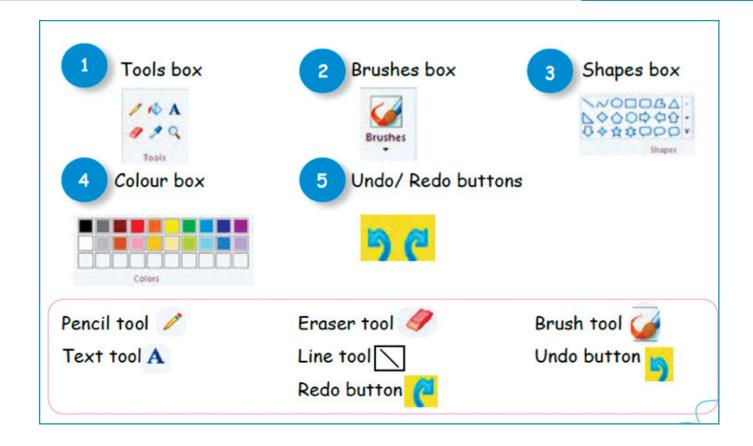
I can hear the sound of the video from the speakers.



Headsets







The Pencil Tool



Activity 2

Drawing with the Pencil tool.

1. I click on Paint

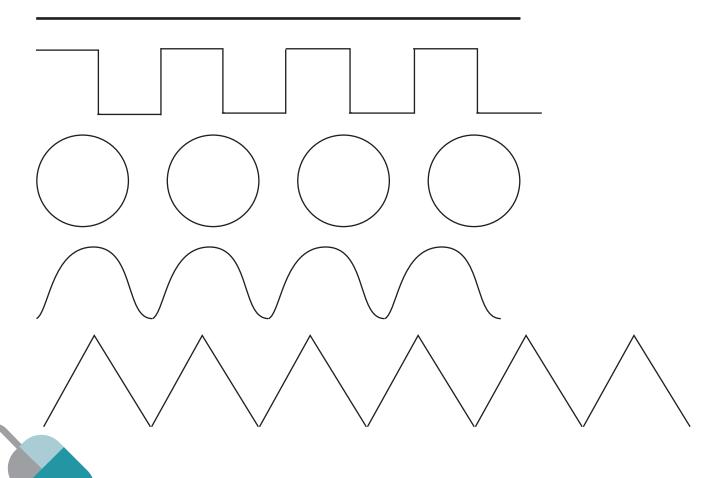


on the taskbar.

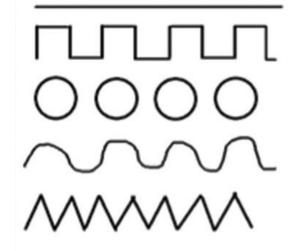
2. I click on the Pencil tool.



3. I draw:







The Eraser Tool

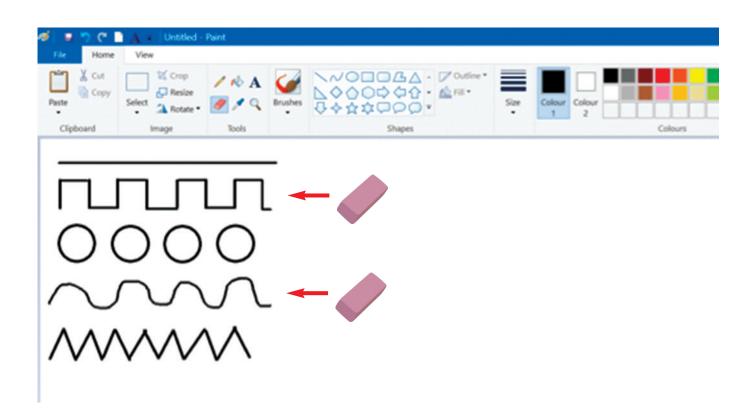


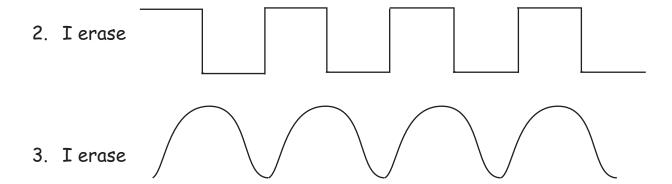
Activity 3

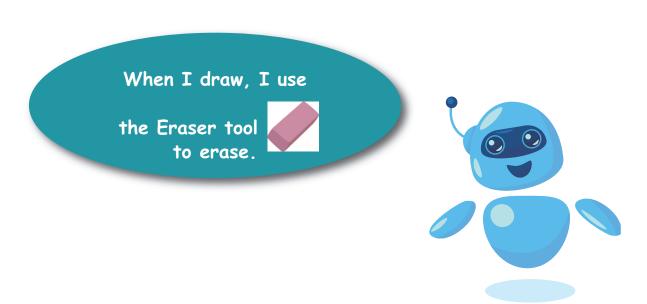
Using the Eraser tool.

1. I click on the Eraser tool.









The Brush Tool



Activity 4

Drawing with the Brush tool.

1. I click on Paint



on the taskbar.

2. I click on the Brush tool.



3. I click on the blue colour in the colour box.



4. I draw a blue circle.



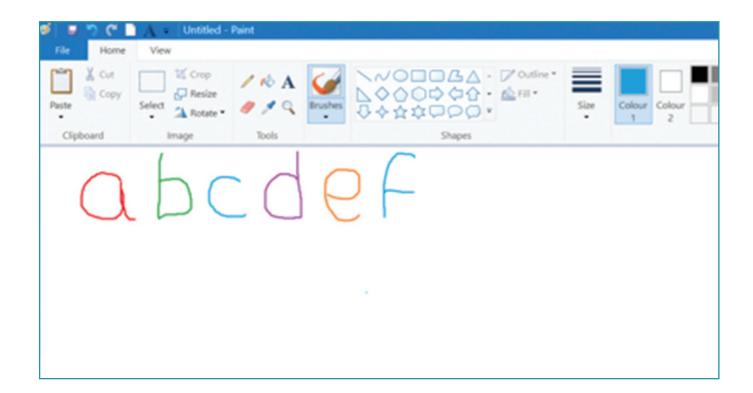
- 5. I click on the red colour in the colour box.
- 6. I draw a red circle.



- 7. I click on the green colour in the colour box.
- 8. I draw a green circle.



- 9. I click on the yellow colour in the colour box.
- 10. I draw a yellow circle.
- 11. I can also write alphabets with the Brush tool.





Activity 5

Drawing shapes using the Brush tool.

1. I click on Paint



on the taskbar.

2. I click on the Brush tool.



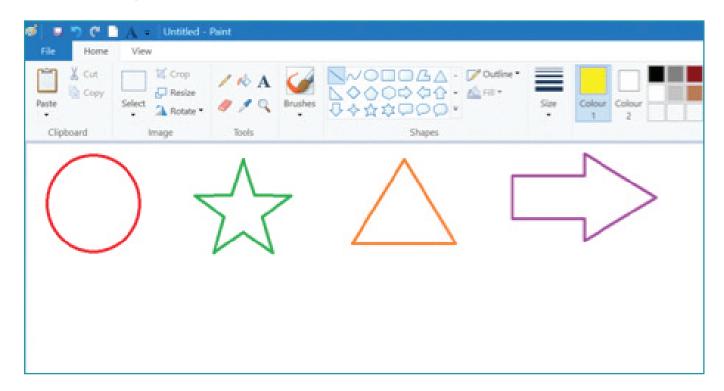
3. I click on the red colour in the colour box.

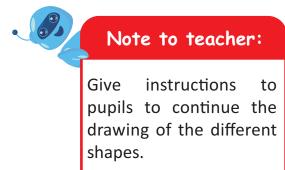


4. I draw a red circle.



- 5. I click on the green colour in the colour box.
- 6. I draw a green star.





The Text Tool



Activity 6

Writing the names of the shapes using the Text tool.

1. I click on Paint

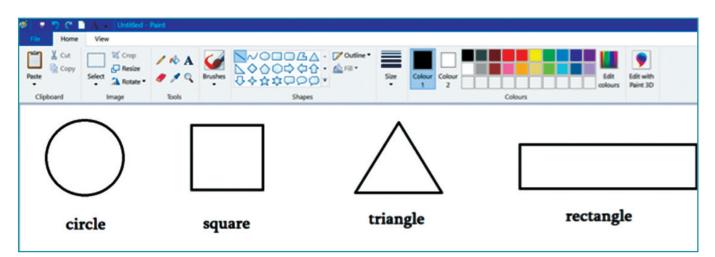


on the taskbar.

2. I draw a circle using the Brush tool.



- 3. I click on the Text tool.
- 4. I click on the blank space under the circle shape.
- 5. I write the word: circle.



- 6. I draw a square.
- 7. I click on the **Text** tool.
- 8. I click under the **square** shape.
- 9. I write the word: **square**.



Note to teacher:

Give instructions to pupils to continue to draw different shapes and write the names below the shapes.

The Line Tool



Activity 7

Drawing using the Line tool.

1. I click on Paint

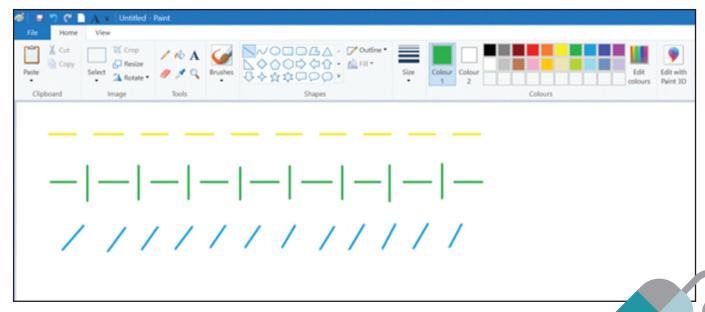


on the taskbar.

- 2. I click on the Line tool.
- 3. I click on the yellow colour in the colour box.



- 4. I draw — — —
- 5. I click on the green colour in the colour box.
- 6. I draw |-|-|-|-|-
- 7. I click on the blue colour in the colour box.
- 8. I draw / / / / / / / / / /





Activity 8

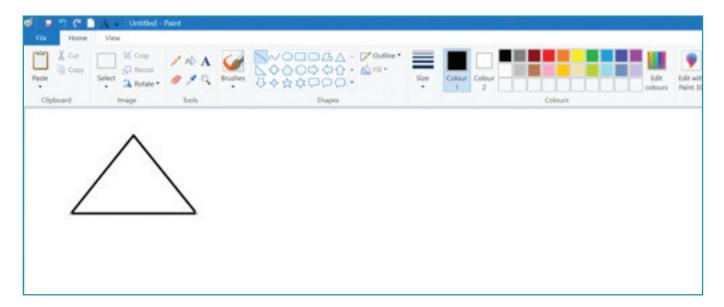
Using the Undo and Redo button.

1. I click on Paint



on the taskbar.

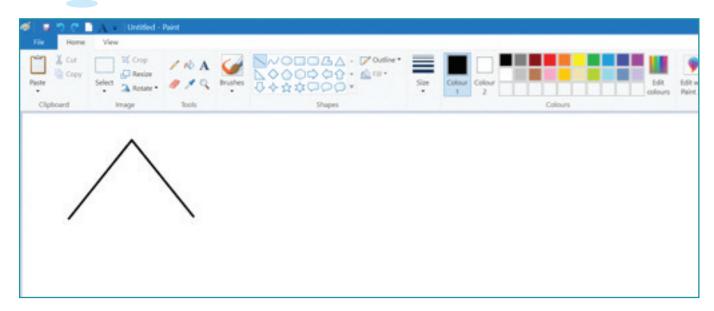
- 2. I click on the Line tool.
- 3. I draw a triangle.



4. I click on the Undo button.



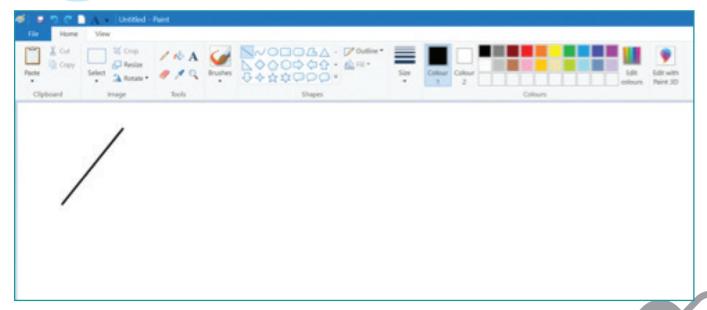




6. I click on the Undo button again.



7.

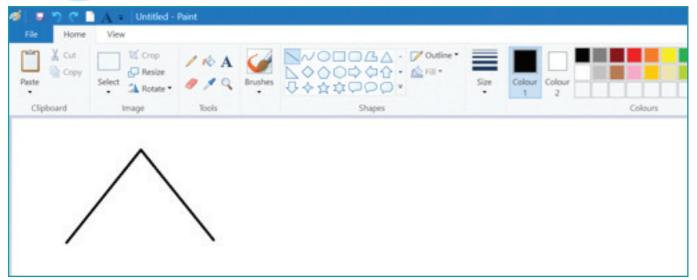


8. Now I click on the Redo button.



9.





10. I click on the Redo button again.





