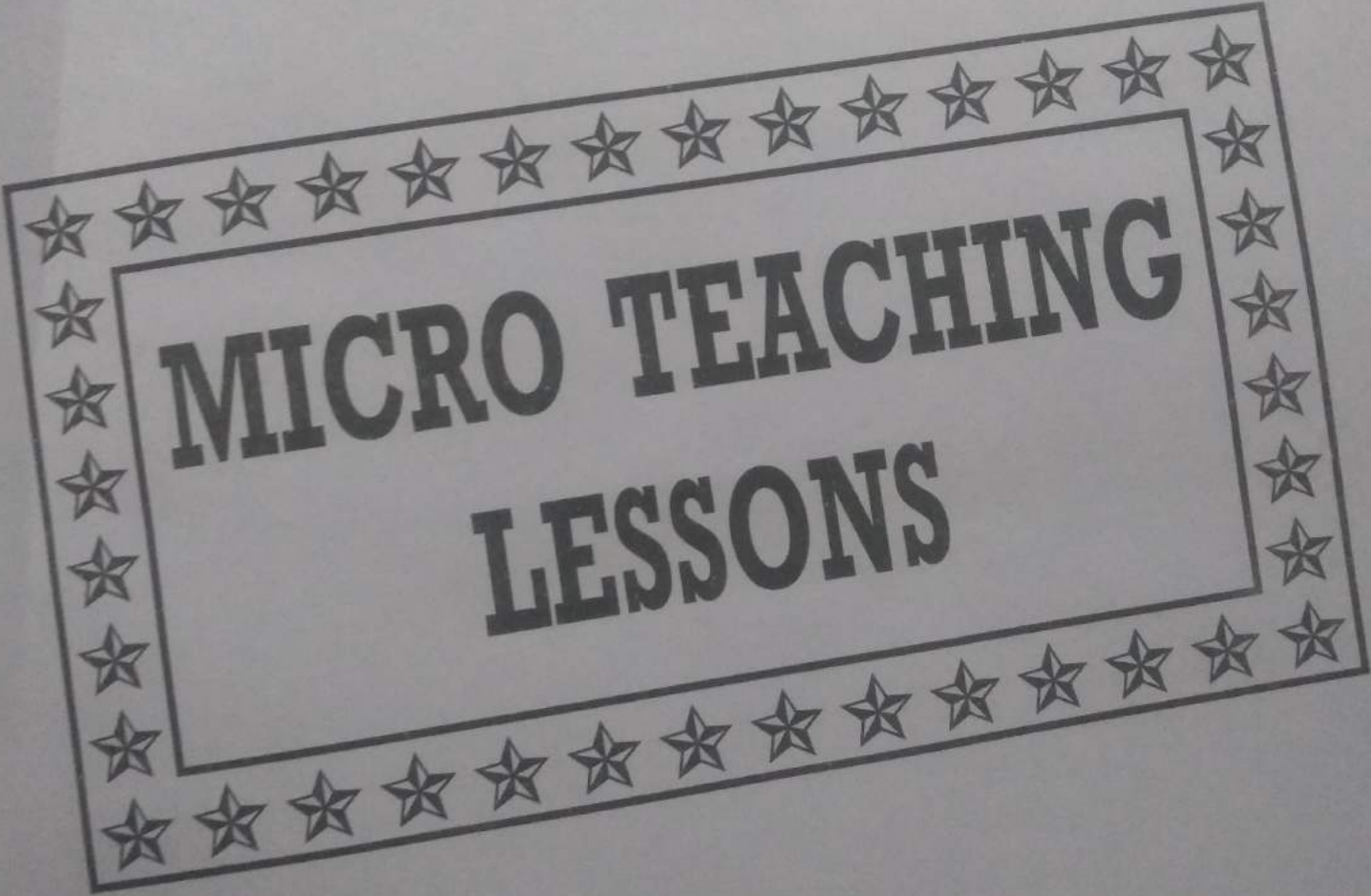


INDEX

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**MICRO TEACHING
LESSONS**

LESSON No. ...1.....

Date.....

Duration of the period.....

Pupil Teacher's Name VRINDA Saini

Pupil Teacher's Roll No.

Class VIIAverage Age of the pupils 12-13 yearsSubject ComputerTopic Introduction to ComputersIntroduction :

A computer is an electronic device which processes raw data under program control to generate meaningful information.

Today computers are used everywhere and in every field of technology. Computers are being widely used in almost all areas of business, science and education.

Computers are being used to control many electronic processes.

Teacher's Activity

The pupil teacher will tell the students that the term computer has been derived from.

Student's Activity

Students understand carefully and understand the meaning.

Teacher's Activity

A computer also be defined as an electric machine which processes raw data to give meaningful information.

Raw

Processor

Information

Important term :-

Raw Data :-

It is any data variables or (computer) contents which are fed into the computer.

Students Activity

Students write down definitions and other important terms into their notebooks.

... OBSERVATION SCALE ...

<u>COMPONENT</u>	<u>RATING SCALE</u>	<u>TALLY MARKS</u>
Prc - Knowledge	1, 2, 3, 4, (5)	
Use of proper technology	1, 2, 3, (4), 5	
continuity	1, 2, 3, (4), 5	
verbal and non-verbal behaviour of relevancy	1, 2, (3), 4, 5	

LESSON No. ...2.....

Date.....

Duration of the period.....

Pupil Teacher's Name Vinoda Saini

Pupil Teacher's Roll No.....

Class VII

Average Age of the pupils 12-13 years

Subject Computer

Topic Computer generations

REINFORCEMENT :

Teacher's Act

Student's Act

The pupil teacher will ask the following questions :

Ques : What do you mean by a computer ?

A computer is an electronic device.

Ques : What do you mean by generations of computer ?

Generation of computer means a step on technology.

Ques : What are the salient features of a computer ?

Speed, storage, accuracy, capacity and no feeling.

Ques : When was first generation used ?

1940 to 1955

Teacher's Act

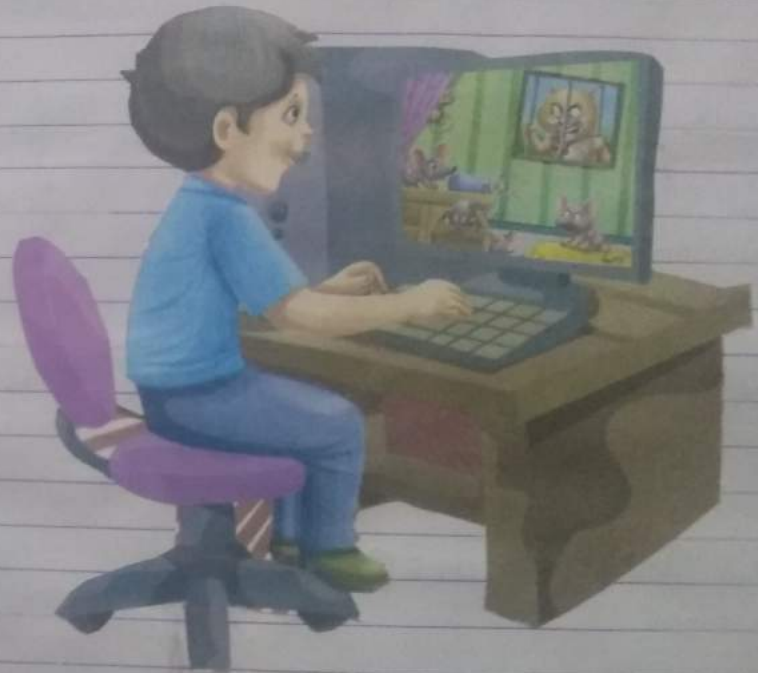
Ques: When was the
Third generation
of Computer's used?

Ques: When was the
5th generation
of Computer's used?

Students Act

1964 to 1971

1987 to present



OBSERVATION SCALE

Component	Rating Scale	Tally Marks
• Positive Verbal Reinforcement	0 1 2 3 4 5 6	
• Positive non-verbal Reinforcement	0 1 2 3 4 5 6	
• Negative Verbal Reinforcement	0 1 2 3 4 5 6	
• Negative non-verbal Reinforcement	0 1 2 3 4 5 6	

LESSON No. 3

Date: _____ Duration of the period: _____
 Pupil Teacher's Name: Kinda Saini Pupil Teacher's Roll No. _____
 Class: VII Average Age of the pupils: 12-13 years
 Subject: Computer Topic: Input devices

Skill : QUESTIONING

Teacher's Act	Students' Act
<p>The pupil teacher will ask many questions from students :-</p> <p>Ques: What are Input Devices?</p>	<p>Input devices are used to enter / input data into the computer i.e. put in or punch in the raw data.</p>
<p>Ques: Give examples of Input device?</p>	<ul style="list-style-type: none"> • Keyboard • Mouse • Joystick • Light Pen • Scanner etc.

Teacher's Act

Ques: What is a keyboard?

Ques: How many keys/buttons are there in a mouse?

Ques: How many numeric keys are there in a keyboard?

Student's Act

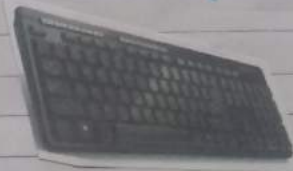
A keyboard is an input device which consists of keys which when pressed, punch in the data into the computer. It is similar to a typewriter. A computer gets most of its input from it.

A mouse contains -

- A left button
- A right button
- Scroll wheel (in the middle)

10 (from 0 to 9)

“ INPUT DEVICES ”



Keyboard



MOUSE

OBSERVATION SCHEDULE

<u>Component</u>	<u>Rating scale</u>	<u>Tally Marks</u>
Question formation :-		
→ Relevancy	0 1 2 3 4 ⑤ 6	
→ clarity	0 1 2 3 4 ⑤ 6	
→ Concise	0 1 2 3 ④ 5 6	
Presentation	0 1 ② 3 4 5 6	
Teacher's Voice	0 1 2 3 ④ 5 6	
Speed of Questioning	0 1 2 3 4 ⑤ 6	
Distribution of Questions	0 1 2 3 ④ 5 6	
Behaviour of Teacher	0 1 2 3 4 5 ⑥	

LESSON No. 4

Date: Duration of the period:
 Pupil Teacher's Name: Kinda Saini Pupil Teacher's Roll No:
 Class: VII Average Age of the pupils: 12-13 years
 Subject: computer Topic: Output Device

SKILL OF STIMULUS VARIATION

<u>Teacher's Act</u>	<u>Students' Act</u>
The pupil will ask the following questions :-	
Ques: What is an output device?	An output device will print, display or show the result of processing done by the Central Processing unit (C.P.U).
Ques: Name some output devices?	<ul style="list-style-type: none"> ◦ Monitor ◦ Printer ◦ Plotter ◦ Projector etc.

Teacher's Act

Ques: What are the various types of output?

Ques: Name the hard copy and soft copy output devices?

Ques: What is a printer?

Student's Act

- * Hard copy
- * Soft copy

- a). Hard copy -
- printed on paper
- b). soft copy -
- Displayed on the screen

printers are the output devices which prints text / images on paper which we can see in hard copy form.

“Output Devices”



→ Monitor



→ Speakers

OBSERVATION SCALE

Component	Rating Scale	Tally Marks
★ Movement	0 1 2 3 4 ⑤ 6	III
★ Gesture	0 1 2 3 4 5 ⑥	IIII
★ Voice modulation	0 1 2 3 ④ 5 6	IIII
★ Focusing	0 1 2 ③ 4 5 6	III
★ Change in class interaction	0 1 2 ③ 4 5 6	III
★ Paused	0 1 2 3 ④ 5 6	IIII
★ Oral / Visual change	0 1 ② 3 4 5 6	II

LESSON No.

Date Duration of the period

Pupil Teacher's Name Urinda Saini Pupil Teacher's Roll No.

Class VII Average Age of the pupils 12-13 years

Subject Computer Topic Programming Language

ILLUSTRATION :-

Teacher's Act

The pupil teacher will ask - the following questions from the students -

Ques - What is a programming language?

Ques: What are the types of programming languages?

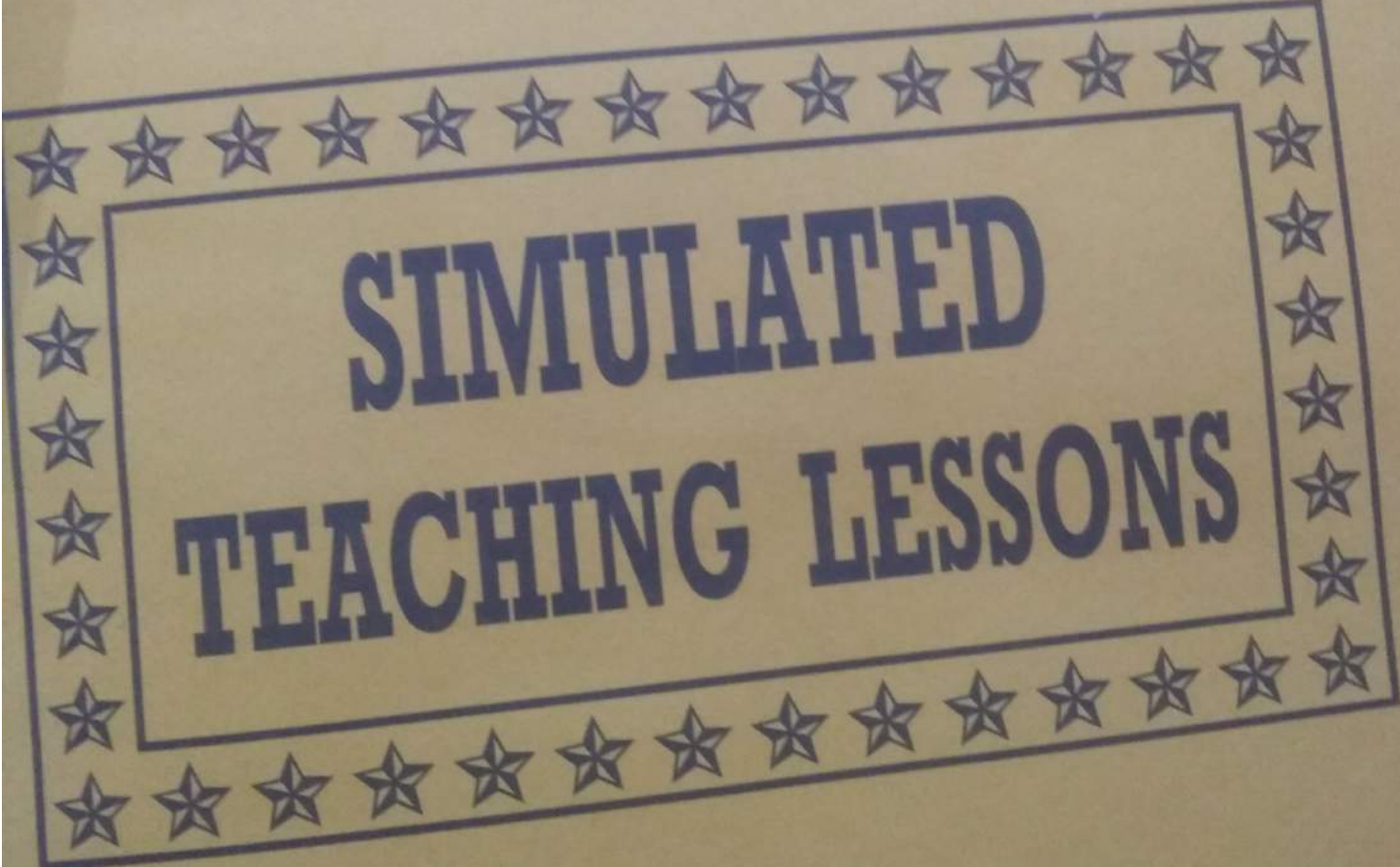
Students' Act

A programming language contains set of instructions which tells the computer about the activity which is to be performed. It contains symbols, syntax, characters etc.

- o Assembly Language
- o Machine Language
- o High-level Language

... OBSERVATION SCALE ...

<u>Component</u>	<u>Rating scale</u>	<u>Tally Marks</u>
★ Relevance with Examplee	0 1 2 (3) 4 5 6	
★ Simplicity with Examplee	0 1 2 3 4 (5) 6	
★ Interesting aspects of Examplee	0 1 2 3 4 5 (6)	
★ Appropriateness of music/media	0 1 2 (3) 4 5 6	
★ Appropriateness of the approach	0 1 2 3 (4) 5 6	
★ Inductive / Deductive Approach	0 1 2 3 (4) 5 6	



**SIMULATED
TEACHING LESSONS**

LESSON No. 1.....

Date.....

Duration of the period.....

Pupil Teacher's Name Vinita Jain

Pupil Teacher's Roll No.

Class VIIAverage Age of the pupils 12-13 yearsSubject ComputerTopic Introduction to computerContentAnalysis :-

What is a computer, functions of a computer, classification of computer, Applications of a computer.

General Objectives :-

- To develop scientific attitude among students.
- To develop knowledge and understanding among the students.
- To create interest among students.
- To enable the students to develop the habit of connections.

Instructional Objectives :-

- A. Knowledge :- The students will be able to recall the concept of computers.
- The students will be able to recognize different types of computer.

B. Understanding :-

- (i) The students will be able to give terms related to computers
- (ii) The students will be able to define the classification of computers.

C. Application :-

- (i) The students will be able to apply computer languages in daily life.
- (ii) The students will be able to use it in daily life.

D. Skill :-

- (i) The students will be able to draw chart of computer.
- (ii) The students will be able to know about the introduction of computers.

ooo Instructional Material ooo

Previous Knowledge Testing :-

<u>Pupil teacher activity</u>	<u>Pupil Activity</u>
Define computers?	An electronic device that accepts data from the users, processes the data

by performing calculations and operations on it and generate the desired output as a result. The term 'COMPUTER' is derived from a latin word 'computare' which means 'to compute'.

functions of a Computer System?

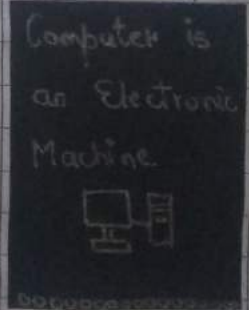
- a. Input
- b. processing
- c. output
- d. storage


Terms related to computer ?


- i. Hardware
- ii. Software
- iii. Data
- iv. Information
- v. Instruction
- vi. Program

Announcement of Topic :-

Introduction to Computer ...

<u>Teaching Point</u>	<u>Pupil Teacher Activity</u>	<u>C.B.W</u>	<u>Pupil Activity</u>
	A computer is an electronic machine that accepts data from the users, processes the data by performing calculations and operations on it & generates desired output.		

Teaching point	Pupil Teacher Activity	G.B.W	Pupil Activity
	Computers are the combination of hardware and software which convert data into a meaningful information.		students noted carefully
	Classification ↓		
	Based on size		
	I. Micro Computers - These are least powerful, yet most widely used and fastest growing type of computer.	<p>MICRO COMPUTERS-</p> <ul style="list-style-type: none"> * DESKTOP * HANDHELD * TABLET 	
	II. Desktop / Personal Computers (PC) -		
	These are smaller in size and relatively expensive computers		

Teaching point	Pupil Teacher Activity	G.B.W	Pupil Activity
	III. Handheld Computers or palmtop - These are the smallest computers and are designed to fit into the palm.		Noted Carefully
	IV. Tablet Computers - These have key features of the notebook computer accept input from a pen.		
	V. Mainframe Computers - These are those having large internal memory storage.	<p>MAINFRAME</p> <p>MINI SUPER COMPUTER</p> 	
	VI. Mini Computers - Are smaller in size, faster, cost lower than main frame computers.		
	VII. Super Computer - These are the fastest and most expensive machines		

RECAPITULATION:-

Students today we studied about introduction of computer, types, features.

EVALUATION:-

Q- What do you mean by a computer?

Q- Define functions of computer?

Home Work:-

Q- WHAT IS A COMPUTER?

Q- WHAT ARE THE TYPES OF COMPUTER?

Reference:-

Referred NCERT book for class VIII.

LESSON No. ...2.....

Date _____

Pupil Teacher's Name Winda daniClass VIISubject Computer

Duration of the period _____

Pupil Teacher's Roll No. _____

Average Age of the pupils 12-13 yearsTopic Computer ArchitectureCONTENT ANALYSIS :-

What are the components of a computer?

General objectives :-

- ⊙ Students will be able to develop the logical thinking.
- ⊙ Students develop understanding and knowledge.
- ⊙ To develop interest among students.

Instructional Objectives :-

- A. Knowledge - i) The students will be able to recall the computer architecture.
ii) The students will be able to recognise the components of a computer.
- B. Understanding - i) The students will be able to understand the concept of computer.
ii) The students will be able to understand the rules of computers.
- G. Applications - i) The students will be able to apply the rules of computers.

ii) The students will be able to apply the rules of computer problems.

9. Skills - i) The students will be able to draw the chart of a computer.
 ii) The students will be able to give rules of computer.

... PREVIOUS KNOWLEDGE ...

The students should know about Computers.

INTRODUCTION :-

Pupil Teacher Activity

◦ Define Input Unit?

◦ Define Output Unit?

◦ Define Control unit?

pupil Activity

The Computer accepts coded information through input unit.

The output unit displays the processed results to the user.

control unit co-ordinates with input and output devices of a computer.

Announcement of topic :-

To students, we will be able to study computer architecture.

Presentation :-

Teaching Point

Pupil teacher Activity

C.B.W

pupil Activity

In computer science, computer architecture is a set of disciplines that describes the part of computer systems and their relations.


Components of a Computer -
 A computer consists of three main components -

1. Input/output (I/O) Unit -

◦ A computer accepts coded information through input unit by the user.

◦ output unit sends the processed results to the user.

COMPONENTS AND MEANING OF A COMPUTER.



Teaching point	Pupil Teacher Activity	G.B.W	Pupil Activity
	<p>2. Central Processing Unit:- The CPU or Central Processing Unit consists of set of registers arithmetic & control circuits which together interpret and execute instructions in assembly language.</p>		students noted down
	<p>3. Memory Unit :- Memory is the part of a computer which holds data and instructions.</p> <p>The memory unit consists of:-</p> <ol style="list-style-type: none"> primary Memory Secondary Memory 	<div style="background-color: black; color: white; padding: 5px; text-align: center;"> <p>⊙ I/O</p> <p>⊙ CPU</p> <p>⊙ MEMORY UNIT</p> </div>	students noted down

Teaching point	Pupil teacher Activity	C.B.W	Pupil Activity
	<p>Instruction Cycle</p> <pre> graph TD Fetch --> Decode Decode --> Execute Execute --> Store Store --> Fetch </pre> <p>Instruction Cycle</p> <ul style="list-style-type: none"> Fetch Decode Execute Store 	<div style="background-color: black; color: white; padding: 5px;"> <p><u>INSTRUCTION CYCLE</u></p> <p>○○○○○○○○</p> <ol style="list-style-type: none"> 1. FETCH 2. DECODE 3. EXECUTE 4. STORE <p>⋮</p> <p>step-1</p> </div>	students listened carefully
	<p>RECAPTULATION :-</p> <p>What is memory unit, primary unit, and Secondary memory.</p>		

Homework :

Q- WHAT DO YOU MEAN
BY I/O DEVICES?
Q- DEFINE CPU?
?

Reference :

NCERT textbook of class VIIth

LESSON No.

Date

Duration of the period

Pupil Teacher's Name Prinola Jain

Pupil Teacher's Roll No.

Class VII

Average Age of the pupils 12 years

Subject Computer

Topic Input and output devices

Content Analysis :

1. Concept of Input devices
2. Concept of output devices
3. Input and output parts

General Objectives :

- * To develop computer attitude among students.
- * To develop speed and accuracy for solving computer problems.
- * To develop interest in computer.
- * To develop logical and rational thinking among students.
- * To develop computational and analysis power students.

Instructional Objectives :

1. Knowledge - The students will be able to recall the concept of I/O devices
- The students will be able to recognise the parts of Input / output devices.

Teaching point

pupil Teacher Activity

C.B.W

Pupil Activity

with the external environment via I/O devices attached with it.

Input device is used for providing data and instructions to the computer.

After processing the data computer provides output to the user via the output devices.

Examples of Input devices

1. Keyboard
2. pointing devices - used to communicate with the computer by pointing to a location on the monitor.
 - a. Mouse
 - b. Track ball
 - c. Joystick
 - d. Light Pen
 - e. Touch Screen

INPUT
DEVICES
&
OUTPUT
DEVICES

students
Listened
carefully

Teaching point

pupil Teacher Activity

C.B.W

Pupil Activity

Output devices are any piece of computer hardware equipment used to communicate the results of data processing carried out by or information processing to the outside world.

Examples of Output devices

1. Monitor - LCD, LED, Cathode Ray Tube etc.
2. Printers -
 - ↳ Impact printers
 - ↳ Non impact printers
3. Plotters
4. Speakers
5. Headphone

Example
of
output
devices

students
noted
carefully

RECAPTULATION : Some examples of I/O devices are :-

- Mouse
- Keyboard
- Speaker
- Monitor etc.

Evaluation :

- * Define Input / output devices?
- * Define Input / output parts?

Home Work :

Q - Explain Input and output devices with the help of Examples?

Reference :

NCERT book for class VII.

LESSON No. 4.....

Date.....

Duration of the period.....

Pupil Teacher's Name..... Vrinda Saini

Pupil Teacher's Roll No.

Class..... VII

Average Age of the pupils..... 12-13 years

Subject..... Computer

Topic..... Computer Memory

Content Analysis :-

- * What is memory hierarchy?
- * What are parameters of memory?
- * What are types of memory?

General Objectives :-

1. To develop the thinking among the students in computer.
2. To develop the knowledge and understanding among the students.
3. To develop logical thinking among the students.
4. To develop interest among students in Computer.

Instructional Objectives :-

1. Knowledge : i. students will be able to recall the concept of computer memory.
ii. The students will be able to recognise the different types of memory.
2. Understanding : i. The students will be able to give examples of different types of memory.
ii. Students will be able to differentiate between primary and secondary memory.

3. Application: i. The students will be able to show how the use of memory in Computers.
 ii. The students will be able to solve problems based on Computers.
4. Skills: i. The students will be able to draw chart on the basis of computer memory.
 ii. The students will be able to identify the shape of memory.

Previous Knowledge Testing

<u>Pupil Teacher Activity</u>	<u>Pupil Activity</u>
Q. Define memory hierarchy?	The computer uses a hierarchy of memory that is organized in a manner to enable the fastest speed & largest capacity of memory.
Q. Parameters of Memory?	Storage capacity Access Mode Access Time Physical Characteristics

Announcement of Topic:

So students, today we will study about the computer memory and types of memory hierarchy.

...PRESENTATION...

<u>Teaching point</u>	<u>Pupil Teacher Activity</u>	<u>G.B.W</u>	<u>Pupil Activity</u>
	The computer memory is one of the most important element in a computer system. It shows or stores data and instructions required during processing of data and output results.		students noted carefully
	<u>Memory Hierarchy</u> - The memory is characterized on the basis of two key factors - capacity and Access Time.		
	The lesser the access time, the faster is the speed of memory.		

Computer Memory & Hierarchy

Teaching Point	pupil teacher Activity	G.B.W	Pupil Activity
	CPU		
	Register		
	Cache		
	Main Memory		students noted carefully
	Magnetic Disk		
	Magnetic Tape		
	<u>Memory Hierarchy:</u> <u>Types of Memory -</u>		

1. primary Memory -
 Primary Memory or the main memory is that which communicates directly with the CPU it is called main memory

Types of Computer Memory -

Teaching Point	pupil teacher Activity	G.B.W	pupil Activity
	2. <u>Secondary Memory -</u>		
	The secondary memory stores much larger amounts of data and information for extended periods of time.		Listened carefully
	Primary memory is classified in 2 categories -		
	1. RAM - Random Access Memory		
	2. ROM - Read only Memory		
	secondary memory devices include -		
	a. Magnetic Disks		
	b. optical Disks		
	c. Solid state Disks		
	d. Pen Drives		

RAM
ROM

students noted very carefully

RECAPITULATION :

- Q- What is a Computer memory?
 Q- What is a memory hierarchy?

Evaluation :

- Q- What is primary memory?
 Q- What is secondary memory?

Home Work :

Q- What do you mean by Memory Hierarchy?

Q- What is a primary Memory?

Reference :

NCERT Textbook for class VII

LESSON No. 5.....

Date.....

Duration of the period.....

Pupil Teacher's Name Vinod Jain

Pupil Teacher's Roll No.

Class VIIAverage Age of the pupils 12-13 yearsSubject ComputerTopic Data RepresentationCONTENT ANALYSIS :

- * Define Number system?
- * Define Computer codes?

General Objectives :

- To logical and rational thinking.
- To develop interest among students.
- To develop computer attitude among students.
- To develop analysis power among students.

Instruction Objectives :

- A. Knowledge :
- i. The students will be able to recall the definition of number system.
 - ii. The students will be able to recognise different types of number system.
- B. Application :
- i. The students will be able to apply the use of number system in Computer.
 - ii. The students will be able to know about the importance of number system in Computer.

- C. Skill : i. The students will be able to calculate the conversion between the number systems.
- ii. The students will be able to solve binary to decimal and vice-versa.

Teaching Aids : Representation of Hexa Decimal number.

Introduction

Pupil Teacher Activity

Binary Number System

Pupil Activity

Eg. $2^0=1, 2^1=2, 2^2=4$
 It contains two unique digits i.e 0s & 1s. It is also known as base 2 system.

Decimal Number System

It consists of 10 digits from 0 to 9. It is also known as base 10 system or positional number system.

Announcement of the Topic :

students, today we will study about number system and its types.

... PRESENTATION ...

<u>Teaching point</u>	<u>Pupil Teacher Activity</u>	<u>G.B.W</u>	<u>pupil Activity</u>
	<p>A computer system understands the language of 0s and 1s for the data representation. There are two basic types of data which are stored and processed by computer.</p>		<p>Listened carefully</p>
	<p><u>Number System</u> - A number system defines a set of values that are used to represent quantity.</p>	<p>Binary Language & Number System</p>	
	<p><u>Types of Number System</u> - The computer uses the following number systems - 1). Binary Number System 2). Decimal Number System</p>		

Teaching point

Pupil Teacher Activity

G.B.W

Pupil Activity Teaching point

3. Octal Number System

Octal	Binary digits
0	000
1	001
2	010
3	011
4	100
5	101
6	110
7	111

Conversion from Octal to Binary digits

Noted down carefully

4. Hexadecimal Number System

Decimal	Hexadec.	Binary
0	0	0000
1	1	0001
2	2	0010
3	3	0011
4	4	0100
5	5	0101
6	6	0110
7	7	0111
8	8	1000
9	9	1001
10	A	1010
11	B	1011
12	C	1100

Noted down carefully

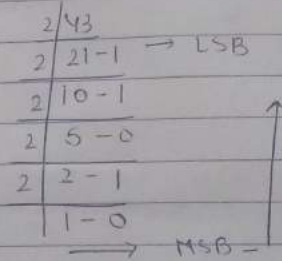
Pupil Teacher Activity

G.B.W

Pupil Activity

Decimal to binary conversion

$(43)_{10} \rightarrow ()_2$



$(43)_{10} \rightarrow (101011)_2$

Here -
 LSB - Least significant Bit
 MSB - Most significant Bit

Listened and noted down carefully

Decimal to Binary Conversion
 00000000000000

RECAPTULATION:

So students today we studied about number systems and its types.

Evaluation :

- Q - What is a Number system?
 Q - What is hexadecimal number system?
 Q - Convert the following decimal numbers to binary numbers -

$$(61)_{10} \rightarrow (\quad)_2$$

Home Work :

- Q - Convert $(76)_{10}$ to $(\quad)_2$?
 Q → Define Octal Number System?

Reference :

Textbook of NCERT for class VII

**DISCUSSION
LESSON**

LESSON No.1.....

Date.....

Duration of the period.....

Pupil Teacher's Name.....Urvashi Saini

Pupil Teacher's Roll No.....

Class.....VIIth

Average Age of the pupils.....12-13 years

Subject.....Computer

Topic.....Computer Network

CONTENT :

ANALYSIS -

- * What is a network?
- * What is LAN?
- * What is WAN?
- * What is MAN?

General Objectives :-

1. To develop computer attitude among students.
2. To develop interest in Computers.
3. To develop logical reasoning among students.
4. To develop speed and accuracy among students.

Instructional Objectives -

- A. Knowledge -
- i. students will be able to recall the knowledge of Computer.
 - ii. students will be able to recognise the method of solving problems.

- B. Understanding -
- i. students will be able to explain the meaning of computer.
 - ii. students will be able to know about the functioning of computer.

C. Application:- i. Students will be able to apply the knowledge of computer.
 ii. The students will be able to apply the method of computer working.

D. Skills:- students will be able to apply the various types of network in computer system.

Previous Knowledge Testing →

Pupil Teacher Activity

Q- What is a Network?

Pupil Activity

A network is defined as a collection of devices connected together.

Q- What are the various components of a network?

A computer network consists of -
 a. Sender
 b. communication
 c. Receiver

Announcement of The Topic :

Dear students, today we will study about the concept of network.

teaching point

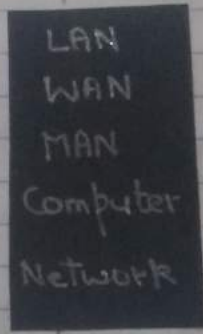
pupil Teacher Activity

C.B.W

pupil Activity

Computer networks are classified into three parts -

1. LAN - Local Area Network
2. WAN - Wide Area Network
3. MAN - Metropolitan Area Network



Description of these three are as follows:-

1. LAN - LAN stands for Local Area Network. It is a network that is restricted to smaller physical areas.

e.g. - A local office, school, house etc.

Teaching point

pupil Teacher Activity

G.B.W

pupil Activity aching point

WAN -

WAN which stands for wide area Network. It is a computer Network that covers relatively large areas such as state or country.

MAN -

MAN stands for Metropolitan Area Network. It is a Network that connects computers, communication devices or network in a single network.

Computer Network or data network exchange data with each other using a data link. The best known computer network is the INTERNET.

Description
On
• LAN
• MAN
• WAN

students noted carefully

pupil Teacher Activity

G.B.W

pupil Activity

INTERNET or Inter-networking is generally defined as a global network connecting millions of computers. It is a network of networks that consists of private, public, academic, business and government networks of local to global scope linked by a broad array of electronic, wireless & optical networking technologies.

Internet and Its types

- Types of Internet connections :-
- Dial up access including ISDN
 - Digital Subscriber Line (DSL, ADSL, SDSL & VDSL)
 - Cable Internet Access
 - Fibre optics
 - wireless Network

students noted carefully

RECAPTULATION :-

So students, today we studied about networks and types of internet networks.

Evaluation :-

- Q- What is a Network?
- Q- What are the various types of Networks?
- Q- What is Internet?

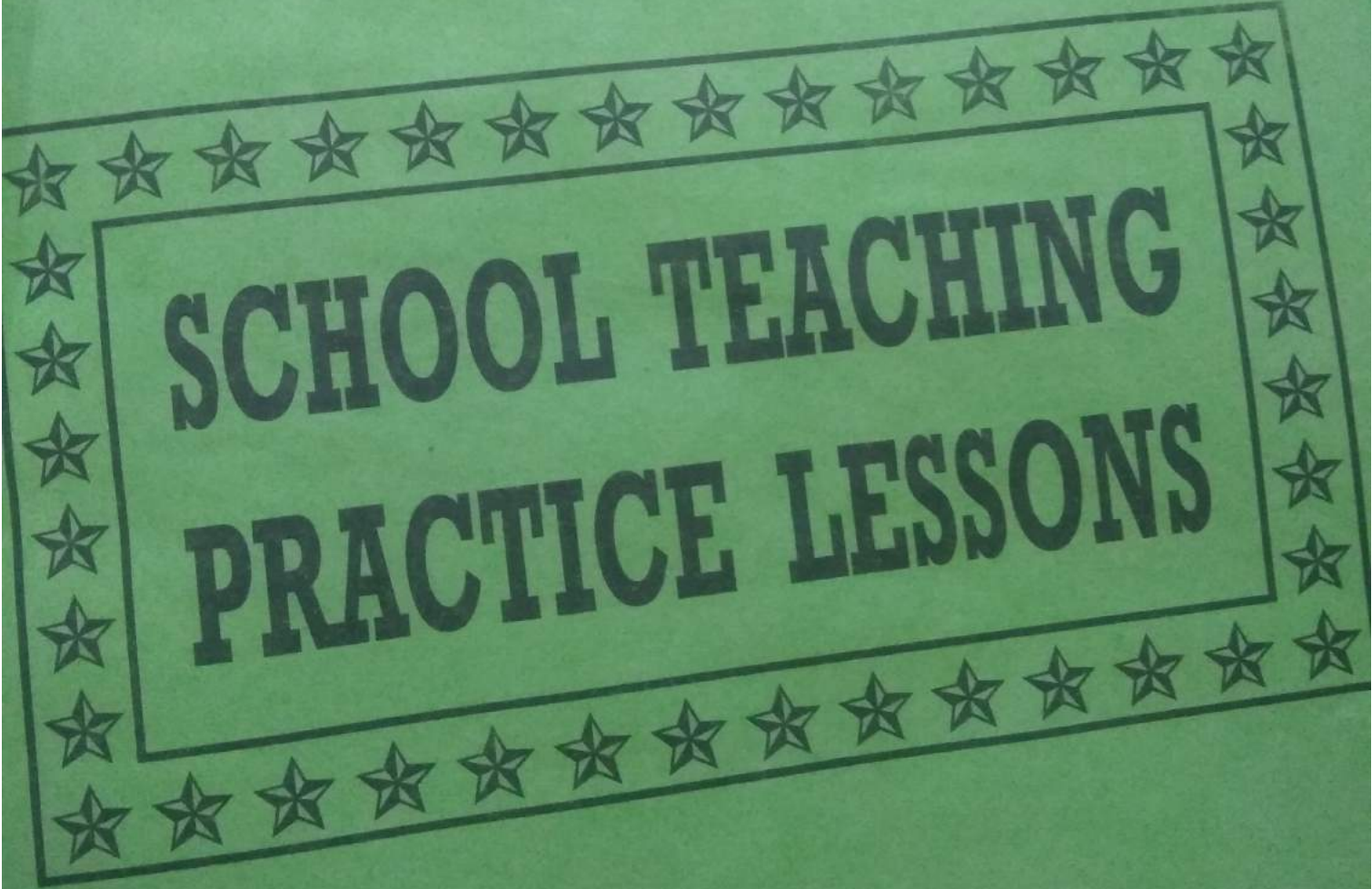
Home Work :-

Q-What is a Computer network?

Q- What is an Internet?
Discuss about types of internet?

REFERENCE :-

NCERT textbook for class VIIth



**SCHOOL TEACHING
PRACTICE LESSONS**

LESSON No.

Date.....

Duration of the period.....

Pupil Teacher's Name... Kinda Jini

Pupil Teacher's Roll No.

Class... VIIAverage Age of the pupils... 12-13 yearsSubject... ComputerTopic... Working of a ComputerContent Analysis :-

- * Input Unit
- * Central processing Unit
- * Output Unit

General Objectives :-

- To develop computation attitude among students.
- To develop speed and accuracy for solving problems.
- To develop interest in Computers.
- To develop logical reasoning among students.
- To develop computational and analytical power among students.

Instructional Objectives :-

A. Knowledge :- i. students will be able to recall the knowledge of a computer.

ii. The students will be able to recognise method of working of a computer.

B. Understanding :- i. students will be able to explain the meaning of computer.

ii. students will be able to know about the functioning of a computer.

C. Application: students will be able to apply the knowledge of a computer.
 ii. Students will be able to apply the method of computer working.

D. Skills: i. students will be able to solve the problems of a computer system with speed and accuracy.
 ii. students will be able to solve the problems according to the classification of a computer.

Previous Knowledge Testing →

Pupil Teacher Activity	pupil Activity
Q- what are the 3G of Technological convergence?	1. Computing 2. Content 3. Communications
Q- what are the types of technological convergence?	* Digital Convergence * Messaging Convergence * Media Convergence * Content Convergence

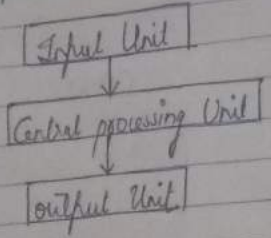
Announcement of the topic:

All students, today we share shall study about the concept of a computer.

PRESENTATION:

Teacher's point	pupil Teacher Activity	C.B.W	pupil Activity
A Computer performs tasks in the same manner as we do in our daily lives and in our day-to-day activity. It follows the <u>Input-process-output</u> method.	<ul style="list-style-type: none"> <u>Input</u>: sending of raw data to be processed into the Computer. 	<div style="background-color: black; color: white; padding: 10px; text-align: center;"> Working of a Computer </div>	students listened and noted down carefully
<ul style="list-style-type: none"> <u>Process</u>: Refers to the work done by the Computer with the help of hardware and software. 	<ul style="list-style-type: none"> <u>Output</u>: Refers to the result displayed by the Computer 		

Teaching point pupil Teacher Activity



Basic functioning of a computer involves the use of the following components :

→ System Unit - Consists of various smaller but important components like motherboard, hard disk, RAM, CPU, sound card.

→ Monitor - Displays the output of a computer.
 eg. Cathode Ray Tube (CRT)
 Liquid Crystal Display (LCD) etc.

G.B.W

pupil Teaching local

Diagram and Functional Components

Noted Carefully

pupil Teacher Activity

G.B.W

pupil Activity

Mouse :- Refers to a pointing device that perfectly fits in your palm and inputs the data selected.

Keyboard :- Refers to a device that contains keys to feed information into the computer.

Limitation of a Computer system -

- * It has no IQ.
- * It has no power of making decisions
- * Works only when supply is On.

→ System Unit
 • Monitor
 • Mouse
 • Keyboard

students noted down carefully

RECAPITULATION :-

- 3Cs of Technological convergence
 - ↳ Communication
 - ↳ Computing
 - ↳ Content

Evaluation :-

- Q- What defines a Computer system more accurately?
- Q- Define Technological Convergence?
- Q- Name some types of Computers?

Home Work :-

Q- What is an Input Unit?

Q- What is Output Unit?

Reference :- NCERT book for class VIIth

LESSON No.

Date.....
 Pupil Teacher's Name.....*Vishal Jain*
 Class.....*VII*
 Subject.....*Computers*

Duration of the period.....
 Pupil Teacher's Roll No.....
 Average Age of the pupils.....*12-13 years*
 Topic.....*Exploring Computer Software*

Content Analysis :-

- * Categories of Software
- * System Software
- * Application Software
- * programming language

General Objectives :-

- To develop computation attitude among students.
- To develop interest in computers.
- To develop logical reasoning among students.
- To develop speed and accuracy for problem solving.

Instructional Objectives :-

- A. Knowledge : i. students to be able to recall their knowledge of computers.
 ii. students to recognise the method for solving problems.
- B. Understanding : i. students will be able to explain the meaning of Computer software
 ii. students will be able to know about the software

C. Application: i. Students will be able to apply the knowledge of a software
 ii. Students will be able to solve the problems related to Computers.

D. Skills: i. Students will be able to solve the problems related to Software.
 ii. Students will be able to solve problems related to speed and accuracy.

PREVIOUS KNOWLEDGE :- → Students will be made aware about software, application software and System Software

PREVIOUS KNOWLEDGE TESTING :- →

Pupil Teacher Activity -

pupil Activity -

Q- What is a low-level language?

programming language that is directly in the form of 0s and 1s i.e. one which is easily understandable by computers.

Q- What is high-level language?

programming language that are more or less independent of a particular type of computer

Announcement of a Topic :- Well students! Today we will study about the concept of software

PRESENTATION

Teaching Point	pupil teacher Activity	C.B.W	Pupil Activity
	The software that is responsible for controlling a computer's internal operations handling I/O devices and scheduling tasks is known as System Software	Exploring Computer Software	noted carefully
	Examples of system software are <u>operating system</u> and <u>device drivers</u> (eg. Display driver, sound card etc)		The three important language processors are →
	<ul style="list-style-type: none"> o Assemblers o Compilers o Interpreters 		

Teaching point

Pupil Teacher Activity

C.B.W

Pupil Activity

Language processors :

- Assembler
- Compiler
- Interpreter

Language Processors

Operating System (OS)

The OS acts as an interface between user and computer. It is the software that controls the hardware of the computer.

operating system

A user can instruct the OS by providing simple commands. Some examples are -

- Copy - Helps in copying a file
- Del - Helps in deleting a file
- Type - Helps in typing text on a Wordpad.

Noted carefully

Teaching point

Pupil Teacher Activity

G.B.W

Pupil Activity

The major components of computer system are as follows -

- Hardware
- Memory
- Operating system
- User

Exploring Application Software

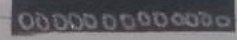
Noted carefully

Exploring Application Software -

Software that is designed to accomplish a specific task is called application software.

There are three types :

- General purpose software
- Specific purpose software
- Customised software



RECAPITULATION :-

What are the three language

processors

- Assembler
- Compiler
- Interpreter

Evaluation :-

- Q- What is a software?
- Q- What are viruses?
- Q- What is a device driver?

Home Work

Q- What are the types of software?

Q- Differentiate b/w System Software and Application Software?

Reference :-

NCCRT Textbook for class VII

LESSON No.

Date.....
 Pupil Teacher's Name Trinda Jain
 Class VII
 Subject Computer

Duration of the period.....
 Pupil Teacher's Roll No.....
 Average Age of the pupils 12-13 years
 Topic Communication Technology

Content Analysis :-

- * Meaning of Network
- * Computer Network
- * Need for networking
- * Components of a network
- * Types of network

General Objectives :-

- To develop computation attitude among students
- To develop interest in computers.
- To develop logical reasoning among students
- To develop speed and accuracy for problem solving.

Instructional Objectives :-

- A. Knowledge - i. students will be able to recall the knowledge of network.
 ii. students will be able to recognize the method of solving network problems.
- B. Understanding - i. students will be able to understand the meaning of network.
 ii. students will be able to know about the types of network.

C. Application :- i. students will be apply the knowledge of networks.
ii. Students will be able to solve the problems of the network

D. Skills :- students will be able to solve the problems with speed and accuracy.

Previous Knowledge -

Previous Knowledge Testing →

pupil Teacher Activity

Q- Define computer network?

pupil Activity

A computer network is a group of inter-connected computers sharing services.

Q- Give some examples of networks?

In day-to-day life two very common examples of network is -

- Telephone
- Radio

Announcement of the topic :-

Well students! Today we'll study about the concept of network.

Teaching point

pupil Teacher Activity

A network is defined as a collection of devices connected together. A computer network is a group of two or more computers that are linked with each other.

C.B.W

pupil Activity

Component of a Network

Noted carefully

Components of a Network

The three components of a face-to-face communication are :-

- Sender
- Communication channel
- Receiver

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	Types of Network :-		
	1). Local Area Network (LAN)		
	2). Metropolitan Area Network (MAN)		
	3). Wide Area Network (WAN)		
	1). LAN → LAN is a localised network. This type of network is useful when you want to connect two different departments in a building.	Type of Network • LAN • MAN • WAN	Noted carefully
	2). MAN → MAN generally connects two or more LAN's or Campus area Network (CAN's)		
	3). WAN → WAN is a type of network used to cover a wide geographical area or region		

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	<u>Modem</u> → Modem is a device, which is used to transmit data over a network. In a network, while computers are communicating, a computer from the sender side sends data in binary code to a modem.	Modem & types of Modem	
	Types of Modem →		Noted carefully
	a. <u>External Modem</u> - It has to be connected to your computer and your telephone line with cables		
	b. <u>Internal Modem</u> -		
	It is the modem which is built inside your computers.		

RECAPITULATION →

- Q- Define the Components of the network?
 Q- What is a network and its types?

Evaluation →

- Q- Define network and the Components of a network?
 Q- What is a modem? Explain with the types of modem?

Home-Work →

Q- What do you mean by Network?
 Q- What is a Computer Network?

Reference →

NCERT book of class VII.

LESSON No. ...4.....

Date.....
 Pupil Teacher's Name...Vinda Jain
 Class...VII
 Subject...Computer

Duration of the period.....
 Pupil Teacher's Roll No.....
 Average Age of the pupils...12-13 years
 Topic...Microsoft Windows

Content Analysis :-

- * What is Windows?
- * What is Windows Explorer?
- * Versions of MS-Windows?
- * programs inside the window?
- * What are files and folders?

General Objectives :-

- To develop computation attitude towards students.
- To develop interest in Computer.
- To develop logical reasoning among students.
- To develop speed and accuracy for solving problems.

Instructional Objectives :-

- A. Knowledge - i. students will be able to recall the knowledge of windows.
 ii. students will be able to recognise the method of solving windows problems.
- B. Understanding - i. students will be able to understand the meaning of windows.
 ii. students will be able to know about the types windows.

C. Application - i. students will be able to apply the knowledge of windows.
ii. students will be able to solve the problems of windows.

D. Skills - i. students will be able to apply the knowledge of windows.
ii. students will be able to solve the problems of windows.

Previous Knowledge →

students will be aware about windows, Windows Explorer

previous Knowledge →

pupil Teacher Activity

Q- What is Windows?

pupil Activity

Window is an operating system program that communicates your instructions to the actual computer hardware and displays the result.

Q- What is active window?

It refers to the object that is being currently used or display on the desktop.

Announcement of the Topic - Well students! Today we study about the concept of window.

Teaching point

pupil Teacher Activity

C.B.W

pupil Activity

Microsoft windows stands for 'Microsoft wide Interactive Network Development for office work solution'.

Microsoft windows is a series of graphical interface operating system developed, marketed and sold by Microsoft.

Versions of MS- Windows

- Windows NT (New technology)
- Windows NT
- Windows 98
- Windows ME (Millennium Edition)
- Windows XP (Experience)

What do you mean by Micro-soft Windows?

Teaching point

pupil Teacher Activity

- windows Vista
- windows 7
- windows 8
- windows 10

Main programs inside the windows -

Notepad -

Start Menu → All programs → Accessories → Notepad

Wordpad -

Start Menu → All programs → Accessories → Wordpad

PAINT -

Start Menu → All program → Accessories → paint

Calculator -

start menu → All programs → Accessories → Calculator

G.B.W

Notepad
Wordpad
Paint
Calculation

pupil Activity

Noted
carefully

Teaching point

pupil Teacher ActivityGAME →

Start Menu → All programs → Games

Files and folders -

Files are the collection of data stored an auxiliary storage medium.

It is a container you can use to store files. Folders can also store other folders i.e sub-folders.

What are game and file and folders?

Noted
carefully

RECAPTULATION -

- Q- Define windows and what is an active window?
- Q- What are the versions of windows?

Evaluation -

- Q- write all the programs inside the windows?
 Q- What do you mean by windows Explorer?
 Q- What do you mean by Microsoft Windows?

Home-Work -

Q- What is Windows?

Q- What is a Windows Explorer?

Reference -

NCERT book for class VII

LESSON No. 5.....

Date.....
 Pupil Teacher's Name Vishal Jain
 Class VII
 Subject Computer
 Duration of the period.....
 Pupil Teacher's Roll No.....
 Average Age of the pupils 12-13 years
 Topic Computer language

Content Analysis -

- * Machine language
- * Assembly language
- * High level language
- * Fourth Generation Language

General Objectives -

- To develop computation attitude towards students
- To develop interest in Computer language.
- To develop logical reasoning among students
- To develop speed and accuracy in solving problems
- To develop computational and analytical power

Instructional Objectives -

- A. Knowledge - i. students will be able to recall the study and knowledge of language
 ii. students will be able to recognise the method of solving computer language problem
- B. Understanding - i. students will be able to understand the meaning of language.
 ii. students will be able to know about various computer languages.

C. Applications - i. students will be able to apply the knowledge of languages
 ii. students will be able to solve the problems of computer language

D. Skills - i. students will be able to solve the problems with speed and accuracy.
 ii. students will be able to compute the problems

previous knowledge → students will be aware about the computer languages

Previous Knowledge Testing →

pupil Teacher Activity -

Q- What are computer languages?

- Machine language
- Assembly language
- High-level language
- Fourth Generation language

Q- What is a program?

A program is a set of instructions that tells a computer what to do

Announcement of the Topic - Well students! Today we will study about the language

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	Language is a medium to express our views & feelings. To communicate, we need a language that a computer understands.	Meaning & Types of Computer Language	Noted carefully
	Types of Computer language -		
	✓ Machine Language (First language)		
	✓ Assembly Language (Second Generation)		
	✓ High Level language (Third Generation)		
	✓ Fourth Generation Language (4GL)		

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	<p><u>Machine Language</u> - It is the only language that a computer understands. It is expressed in binary form i.e. '0s' and '1s' where '0' means OFF state and '1' means ON state.</p>	Machine Language Assembly Language	Noted carefully
	<p><u>Assembly Language</u> - This language uses Mnemonic codes or symbols in place of '0s' and '1s'.</p>		
	<p><u>High level Language</u> - A large number of people started writing computer programs using these languages. That is why it is known as HLL.</p>		
	<p><u>Fourth Generation Language</u> - It is closer to human language than any other high level languages.</p>		

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	<p><u>Interpreter</u> → This translator program is used to convert a high level language program into machine language</p>	Interpreter Compiler programming	Noted carefully
	<p><u>Compiler</u> → Compiler is a translator program used to convert a high level language program into machine language</p>		
	<p><u>programming</u> → It is the process of writing specific instructions in a computer language</p>		

RECAPITULATION :-

Differentiate between Interpreter and Compiler?

Evaluation :-

- Q- What is a Software?
- Q- What is a Machine language?
- Q- What is a High level language?
- Q- What is a Compiler?
- Q- What is Interpreter?

Home Work :-

- Q- What is Machine Language?
- Q- What is Computer Language?
- Q- What is assembly Language?

Reference :-

NCERT book of class VII

LESSON No. ...6.....

Date

Duration of the period

Pupil Teacher's Name

Pupil Teacher's Roll No.

Class

Average Age of the pupils 12-13 years

Subject

Topic Algorithm & flowchart

Content Analysis :-

- * What is Algorithm?
- * Introduction to flowchart?
- * Simple problems of flowchart?

General Objectives :-

- To develop computational attitude towards students.
- To develop interest in computer algorithm.
- To develop logical reasoning among students.
- To develop computational analysis power.

Instructional Objectives :-

- A. Knowledge - students will be able to recall the study and knowledge of algorithm and flowchart.
- B. Understanding - students will be able to understand the meaning of algorithm and flowchart.
- C. Application - students will be able to compute the problems of computer.

Announcement of the Topic - Will students! Today we will study about the algorithms.

Teaching point

pupil Teacher Activity

C.B.W

pupil Activity

Algorithm is a set of sequential steps to solve any logical or a mathematical problem.

Algorithm is always written in simple language and precise manner so that anyone can understand the steps.

Flowcharts -

A flowchart is a pictorial representation of steps or an algorithm used for solving a particular problem.

To create a flowchart, different boxes are used which are connected to each other with the help of flow lines.

What is algorithm and types

Noted carefully

Flow Charts and boxes

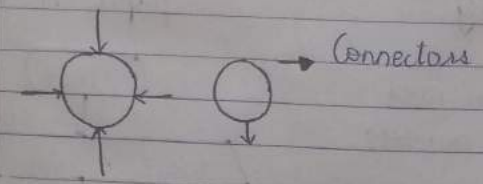
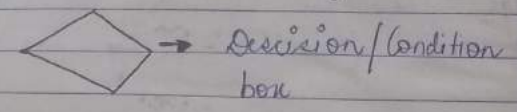
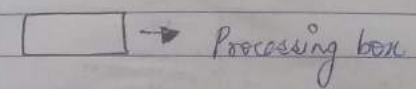
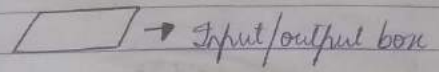
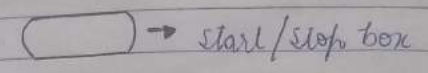
Teaching point

pupil Teacher Activity

C.B.W

pupil Activity

Different boxes :-



Various Boxes used in Flowchart

Noted carefully

Algorithm To calculate the mean and average of 3 No's :-

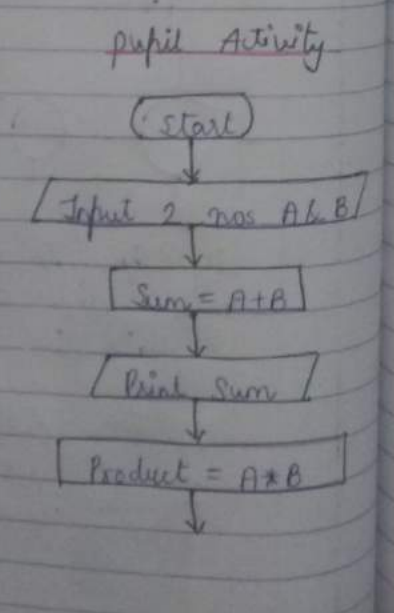
- Step 1 :- Input first no. (A)
- Step 2 :- Input second no. (B)
- Step 3 :- Input third no. (C)

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	Step 4: Find the sum of 3 numbers (A+B+C)		
	Step 5: Divide the sum of 3 numbers by 3 for mean.		Noted class.
	Step 6: print Average		
	Step 7: stop		

previous Knowledge - students will be aware about the algorithms and flow charts by the computer system.

previous Knowledge Testing -

pupil Teacher Activity
Calculate the sum and product of two numbers



Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	pupil Teacher Activity		pupil Activity
			<pre> graph TD Print[/Print Product/] --> Stop([Stop]) </pre>
			noted carefully

RECAPITULATION - what is the need of algorithm in Computer science?

Evaluation -

- Q- Define the term flowchart?
- Q- what is an algorithm?
- Q- what is the use of Input/output box?
- Q- when do we use the process box?

LESSON No. ...7.....

Date.....
 Pupil Teacher's Name... Wanda Rani
 Class... VII
 Subject... Computer

Duration of the period.....

Pupil Teacher's Roll No.....

Average Age of the pupils... 12-13 yearsTopic... Word Processing ToolHome Work :-

Q- What is an algorithm?

Q- What do you mean by flowchart?
 Give some Examples.

Reference :

NCERT book for class VII.

Content Analysis :-

- * Word processor
- * open office writer
- * word processor terminology
- * Document Editing
- * Symbol insertion.

General Objectives :-

- To develop computation attitude towards students
- To develop interest in computer processing.
- To develop logical reasoning among students
- To develop computational analysis power.

Instructional Objectives -

- A. Knowledge - students will be able to recall the study and knowledge of computers
- ii. students will be able to recognise the method of solving problems using word processing tool.
- B. Understanding - i. students will be able to understand the meaning of word processing tool.
- ii. students will be able to know about the tools.

C. Application - Students will be able to apply the knowledge of tools
 ii. Students will be able to solve the problems of computer processing tool.

D. Skills - Students will be able to solve the speed and accuracy of word processing tools

previous Knowledge → students will be aware about the word processing tool.

previous Knowledge Testing :-

pupil Teacher Activity

Q- What are margins?

pupil Activity

Margin refers to the blank white areas between the text and the edges of a page

Q- What is a document?

The area within the four margins where you write, edit, format the text.

Announcement of the Topic :- Well students! Today we will study about the word processing tools.

Teaching point

pupil Teacher Activity

Word processor is a computer application that is used to create, edit and organize a document.

Features of word processor -

- o Fast speed
- o Easy editing
- o permanent storage
- o Spell check
- o Mail merge
- o word wrap

Exploring word processor (open office writer)

open office writer is a word processor that is part of the open office suite

C.B.W

pupil Activity

Define WORD PROCESSOR and Features

Noted carefully

Teaching point

pupil Teacher Activity

C.B.W

open office writer window consists of the following-

→ Title Box - Displays the name of the application

→ Menu Bar - Contains menus such as file, edit, view, insert.

→ Ruler - Helps in formatting the horizontal & vertical alignment of the text.

→ Side bar - Consists of icons used for opening panes including properties styles and formatting gallery and navigator

Creating a Document -

- i. point your cursor anywhere on the document area from where you want to start typing the text.
- ii. Type the desired text in the document area.

- * Title bar
- * Menu bar
- * Ruler
- * Side bar

pupil Activity

Teaching point

pupil Teacher Activity

C.B.W

pupil Activity

Word Wrapping - word wrapping is a special feature of the writer that arranges the word accordingly to fit into the set margins of a page

It means that if a word does not fit in a line, it automatically comes at the beginning of the next line and you are not required to press the enter key on the keyboard to come to the next line. This text is known as wrap text.

What is WORD Wrapping and Features

Noted carefully

RECAPTULATION -

- Q- Define the term document area?
- Q- Define margins and types of margins?
- Q- What is a word processor and how to create a document?

Evaluation -

- Q- Define open office writer?
- Q- what is the word processor terminology?
- Q- what is document editing?

Home Work -

Q- What is WORD processor?

Q- What is Symbol Insertion?

Reference -

NCERT book of class VII

LESSON No. ...2.....

Date.....
Pupil Teacher's Name.....*Kavinda Jain*
Class.....*VII*
Subject.....*Computer*
Duration of the period.....
Pupil Teacher's Roll No.....
Average Age of the pupils.....*12-13 years*
Topic.....*Microsoft Word*

Content Analysis :-

- * Microsoft word
- * start microsoft word
- * components of MS word
- * Features of MS Word.

General Objectives :-

- To develop computation attitude towards students
- To develop interest in computer processing.
- To develop logical reasoning among students
- To develop computational analysis power

Instructional Objectives -

- A. Knowledge -
 - i. students will be able to recall the knowledge and study of computers.
 - ii. students will be able to recognise the method of solving microsoft word.
- B. Understanding - students will be able to understand the meaning of microsoft word.

C. Application - students will be able to apply the knowledge of Microsoft Word.
 ii. students will be able to solve the problems of Microsoft Excel.

D. Skills - students will be able to solve the problems with speed and accuracy.
 ii. students will be able to do computations of the problem.

previous Knowledge Testing →

pupil Teacher Activity

Q- Define Microsoft office?

pupil Activity

Microsoft office has been developed by Microsoft Inc. in 1980s

Q- What is it?

It is a collection of software based on specific purpose and mainly used in office work

Announcement of the Topic - well students! Today we will study about Microsoft Word

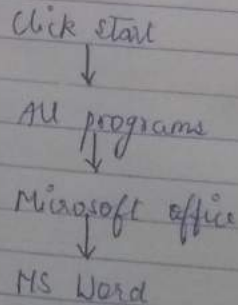
Teaching point

pupil Teacher Activity

MS Word - Microsoft Word is a word processing application and is one of the most important and widely used applications found on computer.

Word processing software is mainly used for the creation of text based documents.

Start MS WORD ↓



CB-W

pupil Activity

MS WORD
 ↳ How to start MS-WORD.

Noted carefully

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	<u>Components of MS Word -</u>		
	i. <u>Title bar</u> - minimise, Restore close.		
	ii. <u>Standard tool bar</u> - open, print, save etc.		Noted carefully
	iii. <u>Formatting tool bar</u> - font, bold, italic etc.		
	iv. <u>Tools</u> - cut, copy, paste, styles, editing etc.		
	v. <u>Insert Tab</u> - clip art, picture, shape etc.		

Teaching point	pupil Teacher Activity	C.B.W	pupil Activity
	<u>Features of Microsoft Word -</u>		
	* Text Editing		
	* Format Text		
	* Indentation		
	* page Orientation		
	* Find and Replace		
	* spell check		
	* Tables		
	* borders		
	* paragraph Orientation		
	* Alignments etc.		
	Microsoft word provides tools for composing, editing formatting & printing of documents.		
	The documents can be a poster, report, letter, brochure, web page, newsletter etc.		

Features
of
MS
WORD

Noted
carefully

RECAPITULATION :-

- * How to start MS Word?
- * What are the components of MS WORD?

Home Work -

Q- What is MS-WORD?
 Q- How to start MS-WORD?
 Q- Describe features of MS-WORD?

Reference -

NCERT books for class VII

LESSON No. 9.....

Date.....
 Pupil Teacher's Name Ushida Saini
 Class VII
 Subject Computer
 Duration of the period.....
 Pupil Teacher's Roll No.....
 Average Age of the pupils 12-13 years
 Topic Microsoft Excel

Content Analysis -

- * Define Microsoft Excel?
- * How to start MS-Excel?
- * What are the components of Microsoft Excel?

General Objectives -

- To develop computation attitude towards students.
- To develop interest in computer processing.
- To develop logical & reasoning among students.
- To develop computational analysis power.

Instructional Objectives -

- A. Knowledge -
- i. students will be able to recall the study and knowledge of computer.
 - ii. Students will be able to recognise the method of solving problems related to MS Excel.
- B. Understanding - students will be able to understand the meaning of Microsoft Excel.

C. Application - students will be able to apply the knowledge of MS Excel.
ii. students will be able to solve the problems of MS Excel

D. Skills - students will be able to solve the problems of MS Excel.

previous Knowledge students will be able to solve problems with speed and accuracy.

previous Knowledge Testing - →

pupil Teacher Activity

Basics of spreadsheet

pupil Activity

A spreadsheet is a software tool that lets one enter, calculate, manipulate and analyse set of numbers. The intersection of each row and column is called 'Cell'.

Announcement of the Topic - Well students! Today we will study about MS Excel.

<u>Teaching point</u>	<u>pupil Teacher Activity</u>	C.B.W	<u>pupil activity</u>
	An electronic spreadsheet is used for analysing, sharing and managing information for account purpose performing maths calculations, budgeting, killing etc.		
	A spreadsheet is a matrix of rows and columns similar to an accounting ledger. The spreadsheet program also provides tools for creating graphs, inserting pictures.		Noted carefully
	<u>Start MS-Excel</u>		
	Click Start ↓ All programs ↓ Microsoft office ↓ MS Excel		

MS-Excel
↳ feature

Teaching point	pupil Teacher Activity	C: B: W	pupil Activity
	<u>Components of MS-Excel</u>		
	* the office logo button		
	* the Ribbon		
	* Tabs		Noted
	* status bar		carefully
	* Formula bar		
	* clipboard		
	* Alignment		
	* Tables		

Teaching point	pupil Teacher Activity	C: B: W	pupil Activity
	<u>charts</u> - charts are the graphical and pictorial representation of a worksheet data		
	<u>Types of charts</u> -		
	1) Area chart		
	2) Column chart		
	3) Bar chart		
	4) Line chart		
	5) pie chart		
	6) XY scatter chart		
		About Charts	Noted carefully

RECAPTULATION -

What is the need of Microsoft Excel in Computer?

Home work -

Q- How to start MS-Excel?

Q- What are the components of MS-Excel?

Reference -

NCLRT text book for class VII

LESSON No.10.....

Date _____

Duration of the period _____

Pupil Teacher's Name Winda daini

Pupil Teacher's Roll No. _____

Class VII

Average Age of the pupils 12-13 years

Subject Computer

Topic Microsoft Access

Content Analysis -

- * What is Microsoft Access?
- * Components of MS-Access?
- * Element of MS-Access?

General Objectives -

- To develop computation attitude towards students
- To develop interest in computer processing
- To develop logical reasoning among students
- To develop computational analysis power

Instructional Objectives -

- A. Knowledge -
- i. students will be able to recall the study and knowledge of computers.
 - ii. students will be able to recognise the method of solving MS-Access problem.
- B. Understanding -
- i. students will be able to understand the meaning of MS-Access.
 - ii. students will be able to apply the knowledge of MS-Access.

C. Application - students will be able to apply the knowledge of Access
 ii. students will be able to solve the problems of Access

D. Skills - students will be able to solve the problems with speed & accuracy.
 ii. students will be able to compute the problems.

previous Knowledge → students will be aware of the "microsoft Access".

pupil Teacher Activity

Q- What are the shortcut keys of MS- Access?

pupil Activity

- $ctrl+N$ → create a new database
- $ctrl+O$ → open an existing database
- $Alt+O$ → open database object.
- $ctrl+V$ → paste a copied object

Announcement of the Topic - Well students! Today we will study about microsoft Access

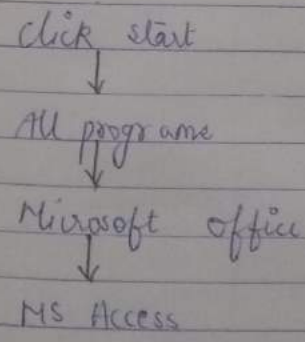
Teaching Point

pupil Teacher Activity

The database is a collection of logically related & similar data

Database stores similar kind of data for a specific purpose that is organised in such a manner that any information can be derived from it whenever required

Start MS Access -



C.B.W

MS Access
 * How to start
 MS-Access

pupil Activity

Noted carefully

Teaching point

pupil Teacher Activity

C.B.W

pupil Activity

Four major areas within MS access -

o Table: stores data in the database

o Queries: Get information from the data stored in the tables

o Reports - Allows printing of data, based on queries or tables

o Forms - Make it easy to enter data in the tables

- * Table
- * Queries
- * Reports
- * Forms

Noted carefully

Elements of MS-Access -

- * Field Name
- * Field Type / Data type
- * Field Length
- * primary Key
- * Validation Rule

Teaching point

pupil Teaching Activity

C.B.W

pupil activity

MS Access View -

a. Database View - It shows the data in a database.

b. Design View - It allows you to create or change the table and also set the keys

c. Filtering Data - enables to display only those records in a table that will meet the specified filter.

d. Relationship - Association between access tables and queries

e. Attributes - can be defined as the characteristics of an entity.

- Database View
- Design view
- filtering data
- Relationship
- Attributes

Noted carefully

RECAPTULATION -

- Q - what is the need of microsoft Access?
- Q - what are the various components of MS-Access?

Home Work -

Q- What do you mean by MS-Access?
Q- What are the elements of MS-Access?

Reference -

NCERT textbook for class VII.

Date

Duration of the period

Pupil Teacher's Name Urinda Devi

Pupil Teacher's Roll No.

Class VII

Average Age of the pupils 12-13 years

Subject Computer

Topic Microsoft powerpoint

- ### Content Analysis -
- * Define Microsoft powerpoint?
 - * How to start MS-powerpoint.
 - * Components of powerpoint.

General Objectives -

- To develop computation attitude among students.
- To develop interest in computer processing.
- To develop logical reasoning among students.
- To develop computational analysis among students.

Instructional Objectives -

- A. Knowledge -
- i. students will be able to recall study and knowledge of computers.
 - ii. students will be able to recognise the method of solving problem of MS powerpoint.
- B. Understanding -
- i. students will be able to understand the meaning of MS-powerpoint.

C. Application - i. students will be able to apply the knowledge of MS powerpoint.
 ii. students will be able to solve the problems of powerpoint.

D. Skills - i. students will be able to solve the speed and accuracy of powerpoint.
 ii. students will be able to compute the problems.

Previous Knowledge → Students will be aware about MS powerpoint.

Previous Knowledge Testing →

pupil Teacher Activity

pupil Activity

Q- shortcut keys of microsoft powerpoint and description?

→ F5 view the slide show

→ Esc
End the slide show

→ shift + F1
Help

Announcement of the Topic → Well students! To we will study about microsoft powerpoint.

Teaching point	<u>pupil Teacher Activity</u>	C.B.W	<u>pupil Activity</u>
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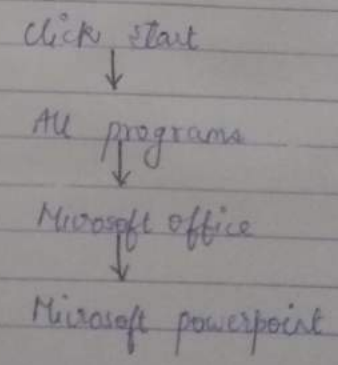
The application software that can create professional looking visual aids is called presentation graphics software.

The presentation software is used for creation of slides and to display the information in the form of presentation of slides.

MS power point

Noted carefully

Start MS-powerpoint



Teaching point

pupil teacher Activity

C.B.W

pupil Activity

Components of MS-powerpoint -

- Master
- template
- Transitions
- Animations
- Title
 - ↳ Sub title
 - ↳ Drawing objects
 - ↳ cliparts
 - ↳ pictures

Components of MS power point

Noted carefully

Teaching point

pupil Teacher Activity

C.B.W

pupil Activity

powerpoint views -

- * Normal
- * outline
- * Noted pages
- * slide pane
- * media clips
- * Header & footers
- * slides
- * slide sorter
- * slide show

PowerPoint views

Noted carefully

Microsoft Outlook -

It is an email client and personal information manager that is available as a part of microsoft office suite

RECAPITULATION →

Q- What is the need of MS-powerpoint?

Q- What are the elements of MS-powerpoint?

Home-Work →

Q- What is Microsoft powerpoint?

Q- What is the need of MS-powerpoint?

Reference →

NCEERT book for class VIII.

LESSON No.12.....

Date

Duration of the period

Pupil Teacher's Name Urinda Jain

Pupil Teacher's Roll No.

Class VII

Average Age of the pupils 12-13 years

Subject Computer

Topic Database concepts

Content Analysis -

- * What is a database?
- * What are the types of database?
- * What are elements of database?

General Objectives -

- To develop computation attitude towards students
- To develop interest in computer processing.
- To develop logical reasoning among students.
- To develop computational analysis power

Instructional Objectives -

- A. Knowledge -
- i. students will be able to recall the study and knowledge of computer
 - ii. students will be able to recognise the method of solving database concepts
- B. Understanding - students will be able to know the meaning of MS database concepts.

C. Application - students will be able to apply the knowledge of database concepts
 ii. students will be able to solve the problems of database.

B. Skills - students will be able to solve problems with speed and accuracy.
 ii. students will be able to compute the problems.

Previous Knowledge - students will be aware of database

Previous Knowledge Testing -

Pupil Teacher Activity

Pupil Activity

Q - What are the advantages of database management system?

- Reduction in redundancy of data.
- Better interaction with the user.
- Improvement of data security.
- Anytime access to any record.
- voluminous data can be stored very easily.

Announcement of the Topic →

Teaching point

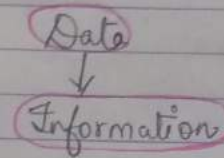
Pupil Teacher Activity

C.B.W

Pupil Activity

A database is a collection of logically related information in an organised way so that it can be easily accessed, managed and updated.

Fundamentals of a database -



Data -

These are raw unorganised input / facts that need to be processed such as digital representation of texts, numbers.

Meaning and Fundamentals of database

Noted carefully

Teaching point

Pupil Teacher Activity

C.B.W

Pupil Activity

Information - when the raw data is processed, organised, structured or presented in a given context to make it useful or meaningful, it is called information.

- History
- Internet Connections
- Inter-connecting Protocols

Types of Database -

There are three types of databases -

- Network Database
- Hierarchical Database
- Relational Database

Components of a Database -

- Tables
- Fields
- Records
- Queries
- Views
- Reports

Noted carefully

Teaching point

Pupil Teacher Activity

C.B.W

Pupil Activity

Elements of a Database

- Entity
- Attributes
- Relationship

can be divided into 3 parts -

- one to one
- Many to one
- one to many

- TCP/IP
- FTP
- HTTP
- HTML

Noted carefully

DBMS →

DBMS is an abbreviation for database management system is a collection of inter-related data and a set of programs to retrieve data from a database

RECAPTULATION -

- Q- what are the elements of a database?
- Q- what are the fundamentals of a database?
- Q- what are the Components of a Database?

Home Work →

- Q- What do you mean by Internet?
- Q- What are the uses of Internet?
- Q- What are its advantages?

Reference →

NCERT book for class VII.

DISCUSSION LESSON