Pioneers of COMPUTER

Level 1

Microsoft
Windows 7
f t You Tube

AL-ROWAD
www.alrowadpub.com

CD-ROM

Contents

Introduction

Dear Teachers,

I introduce in this book my humble contribution in order to help you cope with the latest developments in the second millinuem, taking into consideration the needs of our dear students, who will be the leaders of the future and the new generation that will make the necessary changes for the interest of humanity. Therefore, I have adopted in my series the latest educational strategies based on ERFKE so as to create the proper educational environment, and build a generation that can be able to cope with information technology, and face the challenges imposed by the accelerating growth in the acquisition of information and skills, and to progress steadily toward employing technoloy in education. I do strongly believe that students have the abilities to promote progress in the country and achieve the aspirations of the nation by applying the up-to-date methods which support the student and make him or her the core of the educational process. Development processes require more efficient roles in preparing and planning in the field of education, and using various proper educational resources and aids, and giving the students, chances to express freely their opinions through democratic and independent channels.

Dear Teachers,

Notice that the programs in the book are authorized in all publications and meet all specifications set by Microsoft. The materials included can be enriched by educational and recreational programs.

E-mail: info@alrowadpub.com
www.alrowadpub.com

Teachers role in teaching processes ▶

- You're the leader.

- Listen to your student and let him express his own opinion.

- Encourage your student to participate, and ask him to try again when he makes a mistake.

- Encourage self-assessment.

- You're the guide. Let your students practice about 75%, of the time of the lesson.

- Encourage your students to use co-operative activities.

- Listen to your students. Vary your communication methods (Facilities, such as diagrams, figures, puzzles, comics).

- Use available technology as learning tools.

- Explain the lesson in short steps.

- Evaluate continuously their understanding.

- Use the work sheets to enrich the material.

- Give enough time to your students to practice activities, especially to students with special needs to finish the tasks.

Information Technology

We are going to study the concept of computer, components, application programs, in addition to the main parts of the computer.

Specific outcomes ▶

- To learn the concept of computer.
- To learn the types of computers.
- To recognize the external parts of the hardware.
- To learn the application programs.
- To be aware of the role of computer and IT in daily life.
- To use the different units of the computer.
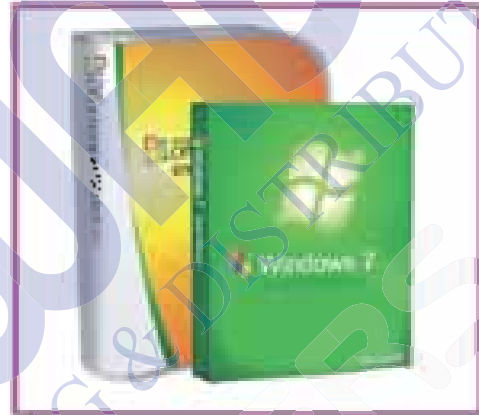- To learn the computer terminology.

The computer

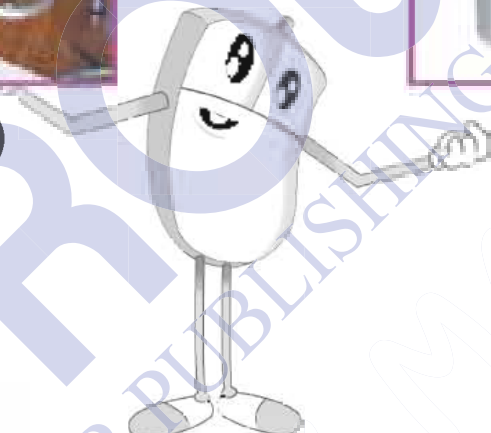The computer contains two main units:
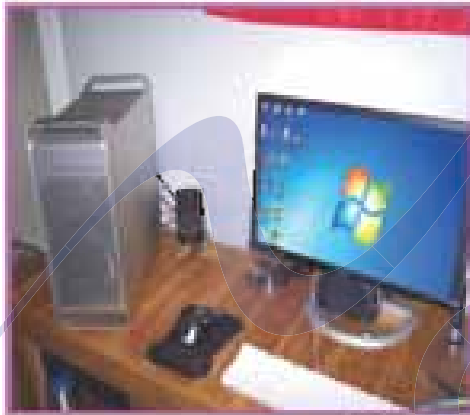
(Hardware)

&

(Software)

1- Hardware

Computer components

(The system unit)

Case

Monitor

Keyboard

Mouse

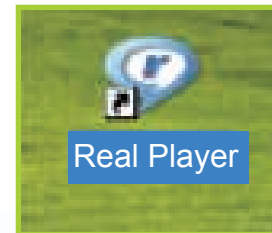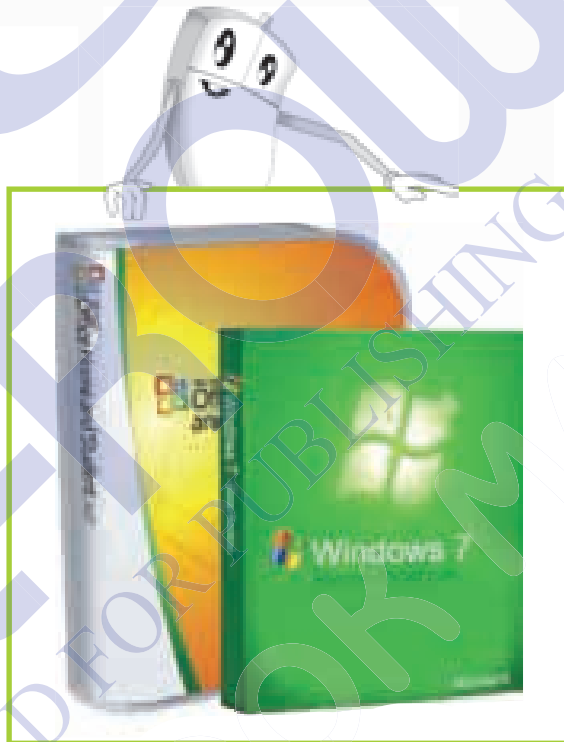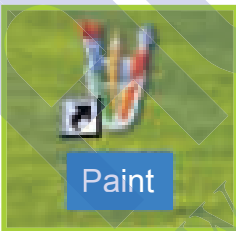**Scanner**

Printer

Speakers

Joystick

(1-1) Discuss with your group the functions of the components of the computer.

2- Software

The application programs do the computer work.

Windows Media Player

Microsoft Office Word 2007

Paint

Real Player

(1-2) Teacher asks the students to mention other programs and discuss the work of each one.

10