

Pioneers of COMPUTER

Level 3




AL-ROWAD
www.alrowadpub.com

CD-ROM

Contents

Introduction.	4
Teacher's role in teaching.	5
Unit 1: Getting familiar with the computer.	6
Lesson one: Data and Information.	7
Lesson two: How computer works.	11
Lesson three: Representing Data.	12
Lesson four: Storage Units.	13
Lesson five: Factors affecting computer performance.	18
Unit One Questions	19
Assessment	20
Unit 2: MS-Windows.	21
Lesson one: Recognize Desktop Icons.	22
Lesson two: Desktop Properties.	24
Lesson three: Folders.	30
Lesson four: File Types.	34
Lesson five: Recycle Bin.	41
Unit Two Questions	43
Assessment	44
Unit 3: MS-Word.	45
Lesson one: Start with MS-Word.	46
Lesson two: Keyboard.	53
Lesson three: Typing texts.	55
Lesson four: Text editing.	57
Lesson five: Text formatting.	59
Lesson six: File saving.	62
Lesson seven: Exit MS-Word.	64
Unit Three Questions	65
Assessment	68
Unit 4: Internet.	70
Lesson one: Internet.	71
Lesson two: Internet link requirements.	73
Lesson three: Connecting to the internet.	76
Unit Four Questions	79
Assessment	80

Introduction

Dear Teachers,

I introduce in this book my humble contribution in order to help you cope with the latest developments in the second millennium, 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 technology 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.

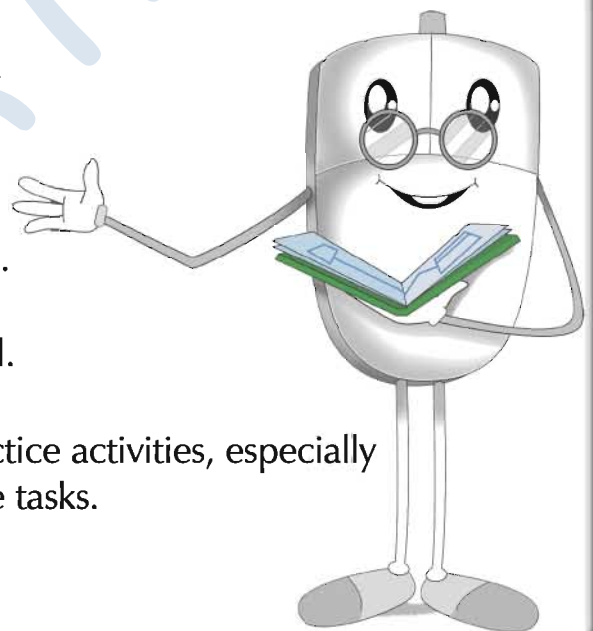
Dear Teachers,

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

Teacher's 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.



Unit 1

Getting familiar with the computer

In the pervious levels we learnt about the units and parts of the computer.

In this unit we are going to learn the work of the computer, data information and memory units, in addition to hard disk and specifications of the personal computer.

Specific outcomes ▶

- Recognize data.
- Recognize information.
- Explain the work of PC.
- Recognize the data representation in the memory.
- Recognize the measurement of the memory units.
- Recognize the various storage units.
- Identify factors affecting computer performance.

Data and Information

1- The Data

Data is represented inside the computer in different ways:

- Letters and characters used in writing:

A B C D E F G Z.

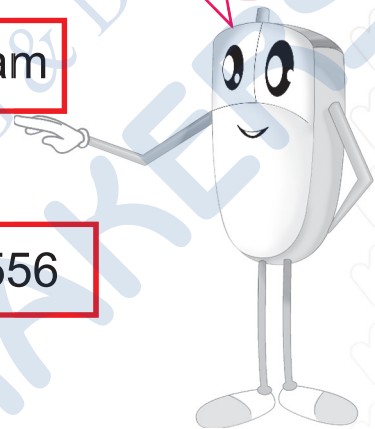
Good morning Siham

This sentence contains letters.

- Numbers :

0 9 8 7 6 5 4 3 2 1

Phone No. 079 5616556



Activity

(1-1) Numbers

Write the numbers of the following:

The phone number	
The building number	
The car number	
The National ID	

- Sounds: such as songs, music...etc.

Activity

(1-2) Sounds

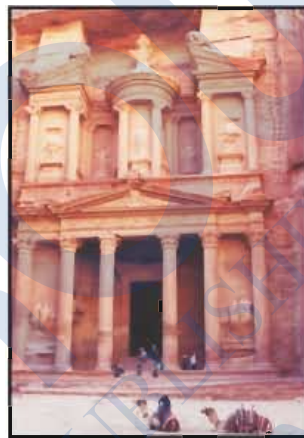
▶ Write the available sounds used in your PC.

.....

.....

.....

● Images: such as personal pictures, natural scenes, etc.



● Video: such as recorded clips from digital cameras or mobiles, which can be played by computer.



Activity

(1-3)

Data

▶ Draw lines between words and pictures.

Characters

2547896134

Numbers



Images

Leen Emran

Video



Sounds





2- The Information

It is the result of data processing, such as pictures, students' names, and scores average.

Questions

Write 2 examples of:

Characters:

.....

Numbers:

.....

Images:

.....

Sounds:

.....

Information:

.....

Video Clip:

.....