IT

Study Guideline- Grade 6

Written part: (15 marks)

1. Computer fundamentals (Hardware and software, application software, operating system)
2. General questions in Word processing.

Practical part: (25 marks)

Using PowerPoint:

Making presentation about given topic, you need to use:

1. Charts.
2. Animations
3. Hyperlinks.
4. Sound or video.

Unit 1
Computer Fundamentals

Aim

To recognise software on computing devices

Learning Objectives

At the end of this unit, the pupil will be able to:

- Recall what is hardware and software
- List the Operating Systems used on computing devices

Hardware and Software

The computer consists of hardware and software.

Hardware is any part of your computer that we can touch such as the keyboard or mouse.

Software is all the programs in a computer.

Programs are the instructions that make a computer work.

The computer uses two main types of software:
• Application software
• Operating System

Application Software

Application software are programs that help us perform tasks such as:
• creating documents
• performing calculations
• creating presentations

Operating System

An operating system is the most important program. It controls all the application software and hardware on the computer.

It also allows you to communicate with the computer.

Without an operating system, a computer is useless.

Examples of operating systems

The three most common operating systems for a computer are
• Microsoft Windows
• Mac OS
• Linux
• Apple IOS and
• Android

Microsoft Windows or MS Windows is a very popular operating system. There are different versions of MS Windows.

MS Windows 10 is an example of an operating system.

We also have MS Windows 8, Windows 7 and Windows XP.

Mac OS

Mac OS is an operating system created by Apple to run on all Macintosh computers or Macs.

Linux

Linux is a free operating system. It can be downloaded from the Internet.
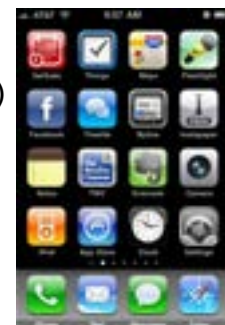

Operating systems for mobile devices

Mobile devices such as phones and tablets have mobile operating systems such as Apple iOS and Android.

Three common operating systems for a tablet or smart phone are:

Microsoft Windows

iOS (It is used on iPhone only)

Android (the most common operating system for mobile phones and tablets)

Activity 1: Write True or False.

1.   A computer does not need an operating system to work. _____
2.   MS Word is an application software._____
3.   We can run MS Windows on a tablet. _____
4.   Linux is the most common operating system for mobile phones and tablets. _____
5.   Operating system controls all other applications. _____

Activity 2: Match the following.

1.   Mac OS   is a free operating system which is available over the Internet.

2.   Android   controls all applications and hardware on the computer.

3.   Linux   is a common operating systems for a tablet or smart phone.

4.   An operating system   is used by Apple computers.

Teacher's Corner

At the end of this unit, the pupil can: ✓

1.   Recall what is hardware and software

2.   List the Operating Systems used on computing devices.

Unit 2
Word Processing

Aim

To use advanced tools of a word processing program

Learning Objectives

At the end of this unit, the pupil will be able to:
- Add picture border
- Add picture effects
- Add a picture to a document from a folder
- Insert Header
- Insert Footer
- Use Spelling and Grammar tool
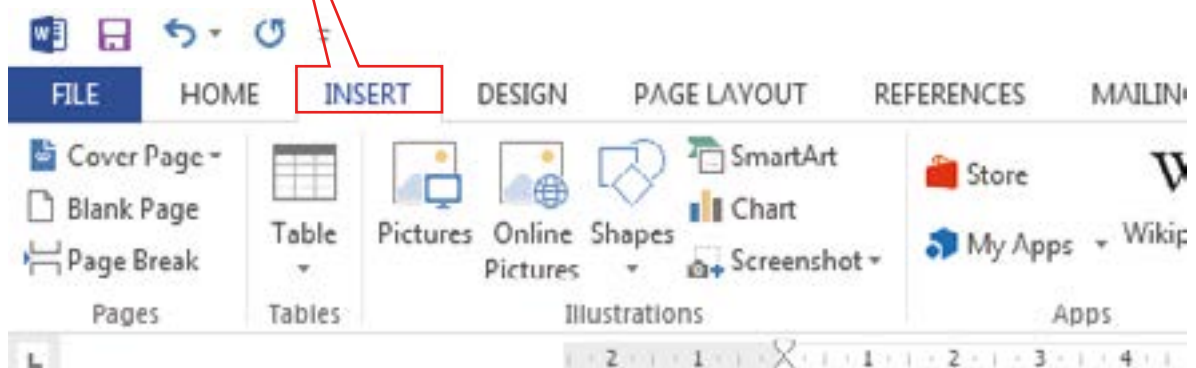- Use the Thesaurus tool
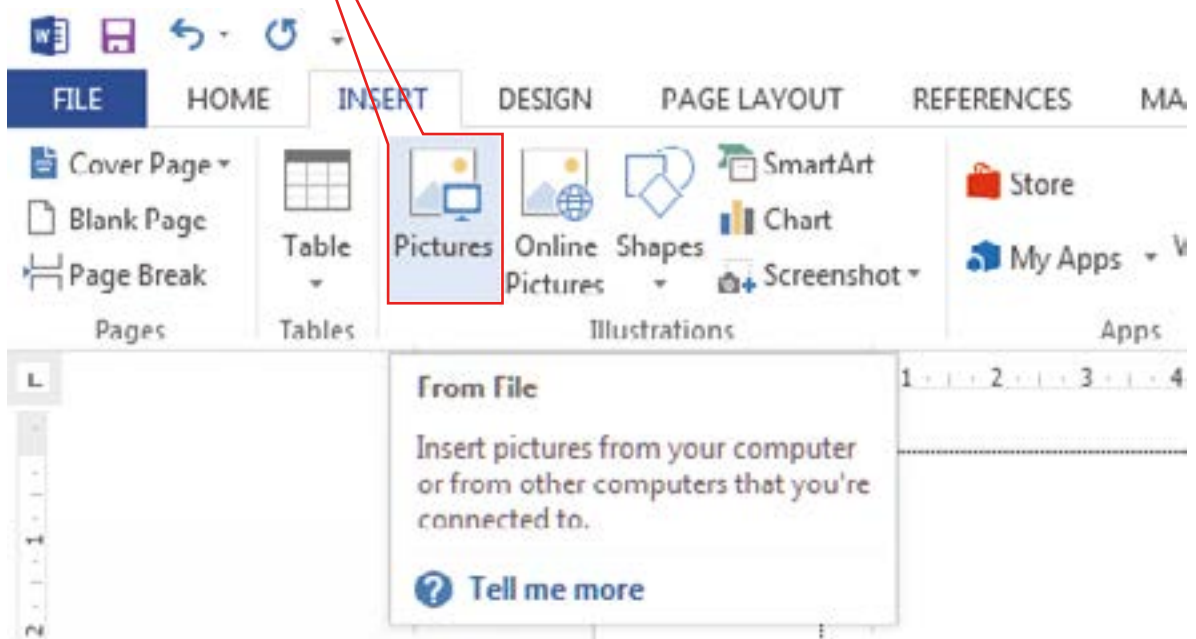- Use the Find and Replace tool

Inserting a picture from a folder

Activity 3: Adding picture to a document

1.   Click on the **Insert** tab.

2.   Click on the **Pictures** button.

3.   The **Insert Picture** dialog box will open.
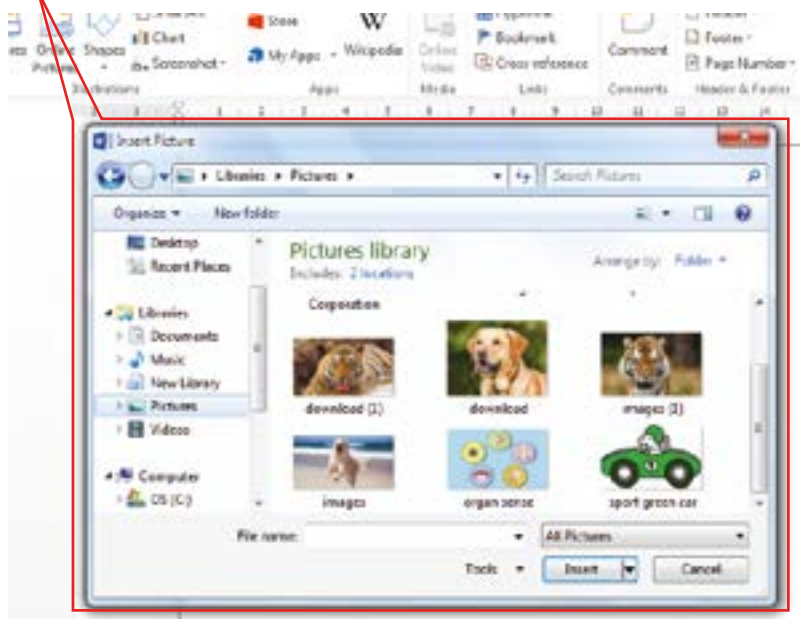
4.   Click on the **dog** picture to select it.
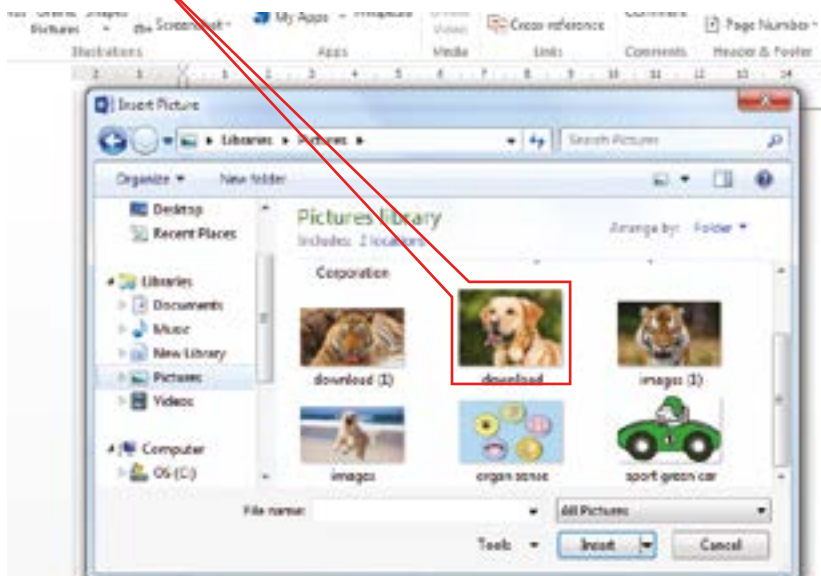
5.   Click on the **Insert** button.
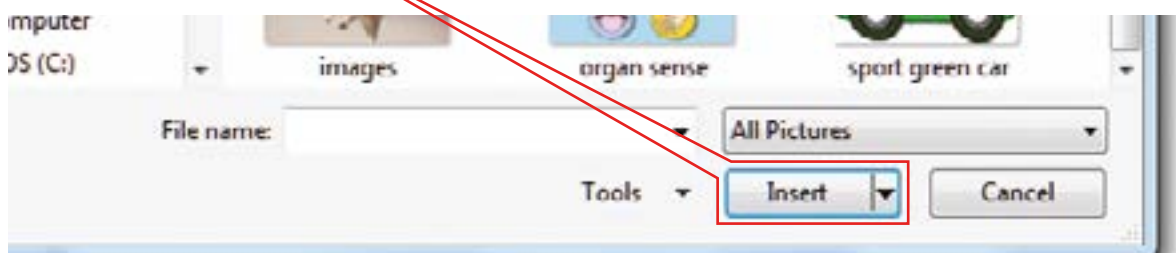
6.	The picture has been inserted to the document.
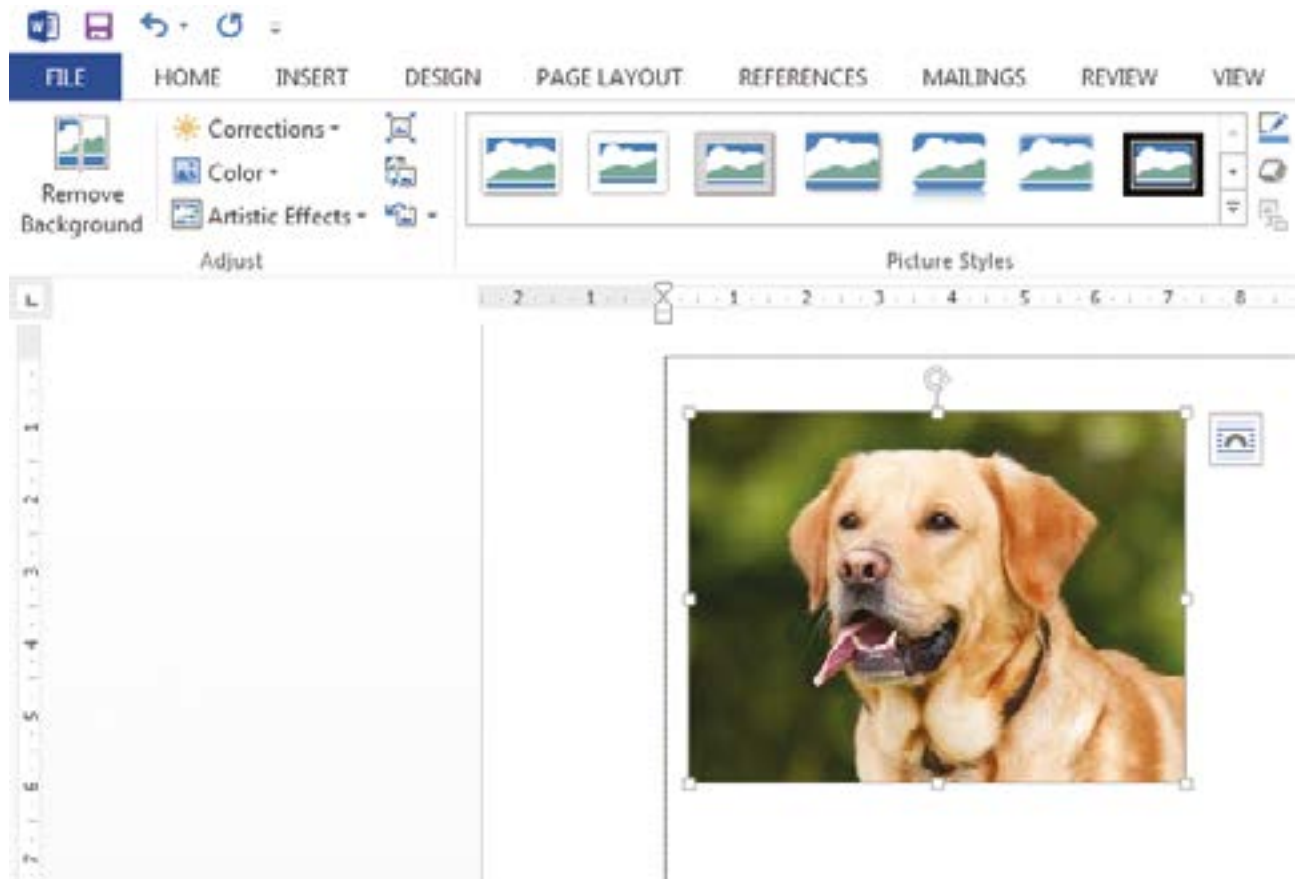
➢ You can format the picture the same way you did with the clip arts in the previous activities.

Header and Footer

What are Headers and Footers?

Headers and Footers refer to information such as
➢ Document Title
➢ Dates
➢ Page Numbers.

Headers appear on the top margin of a page.
Footers appear on the bottom margin of a page.
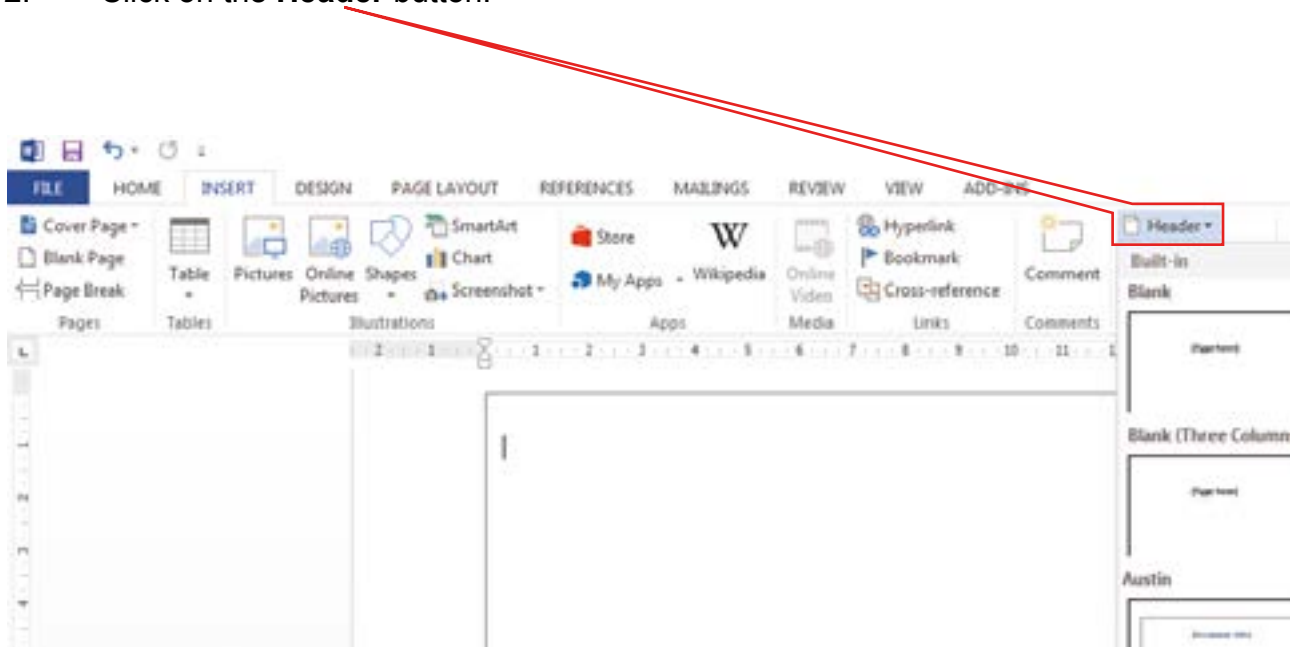
Without Header and footer	With Header and footer
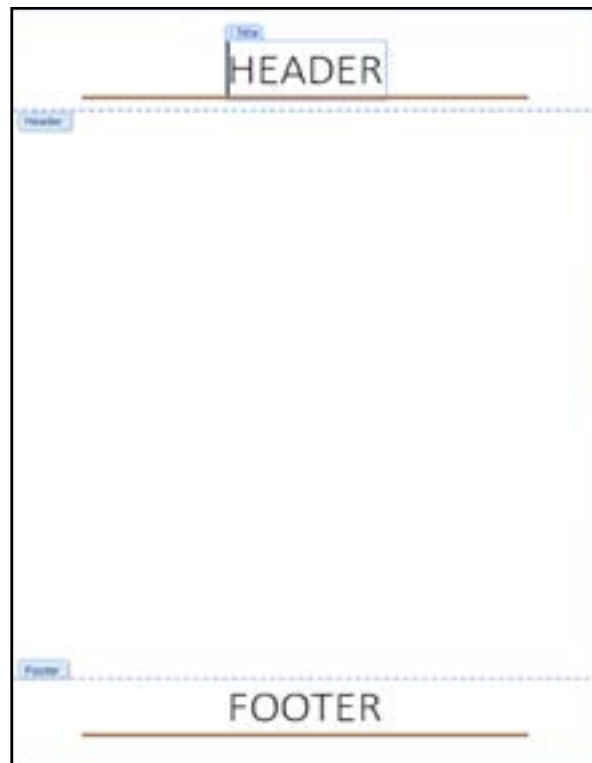
Activity 4: Adding the title "Microsoft Word" in the Header area.

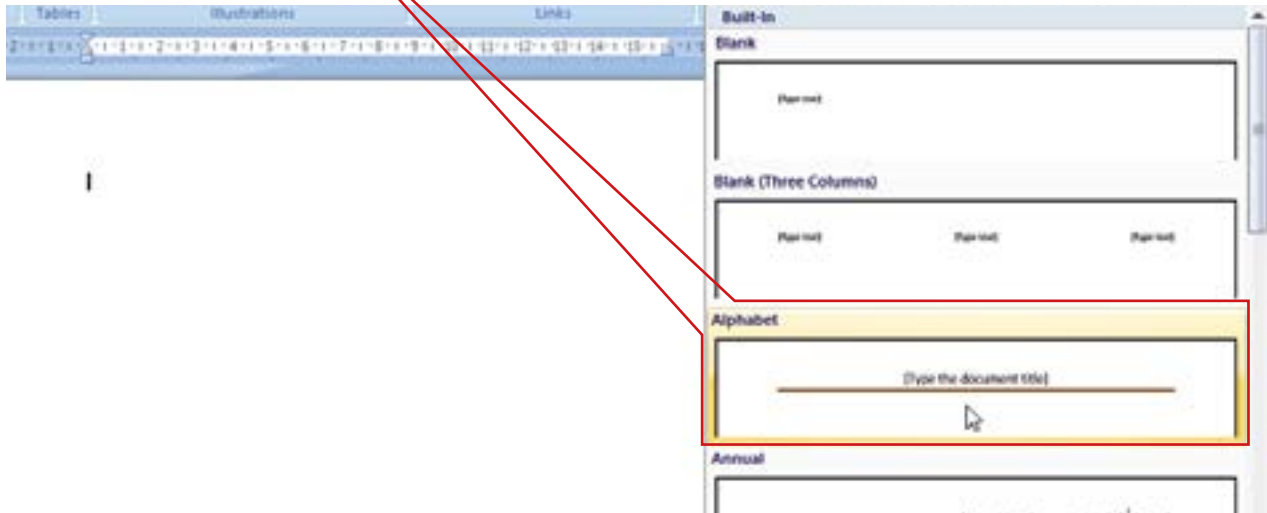1. Click on the **Insert** tab.
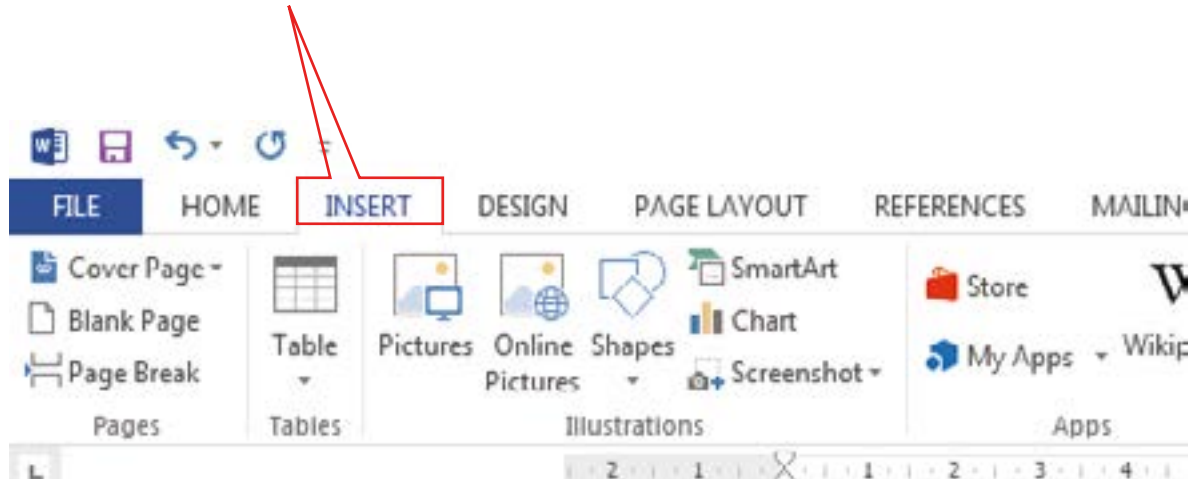
2. Click on the **Header** button.

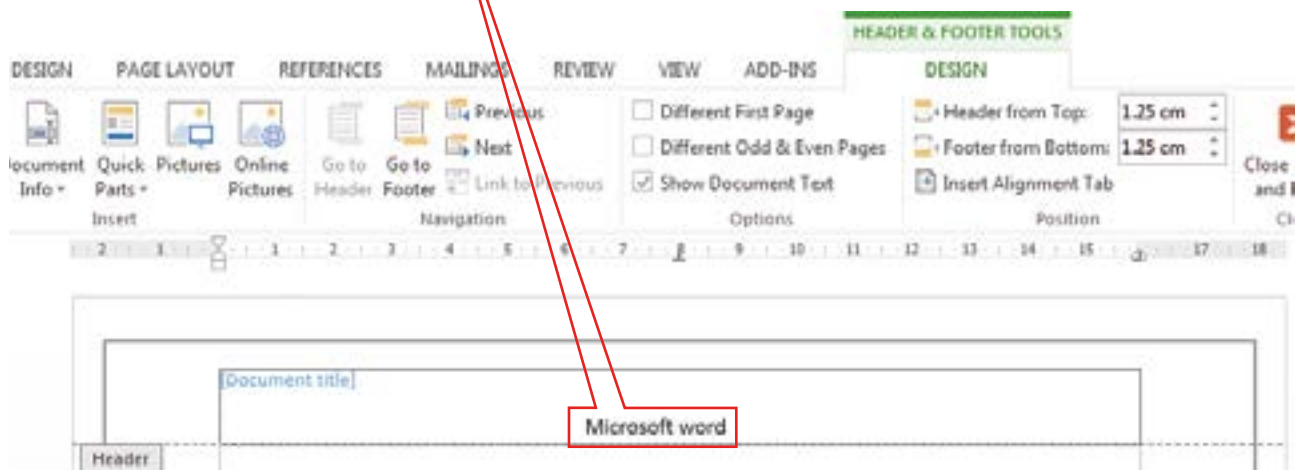3.   Click on the **Alphabet** header type.

4.   Type the title **Microsoft Word** as the header of the document.

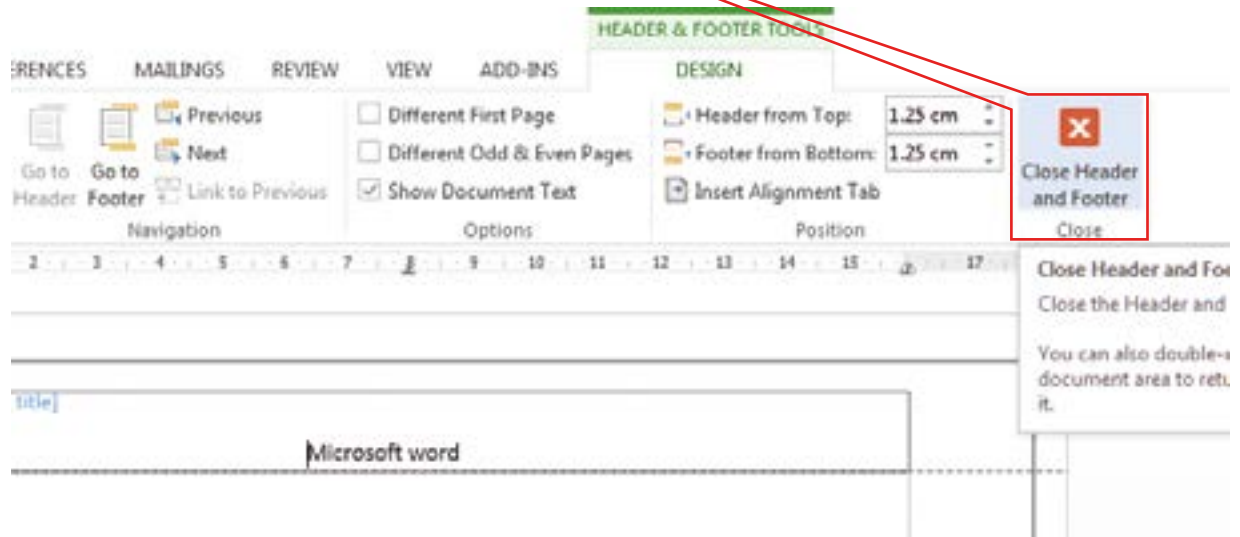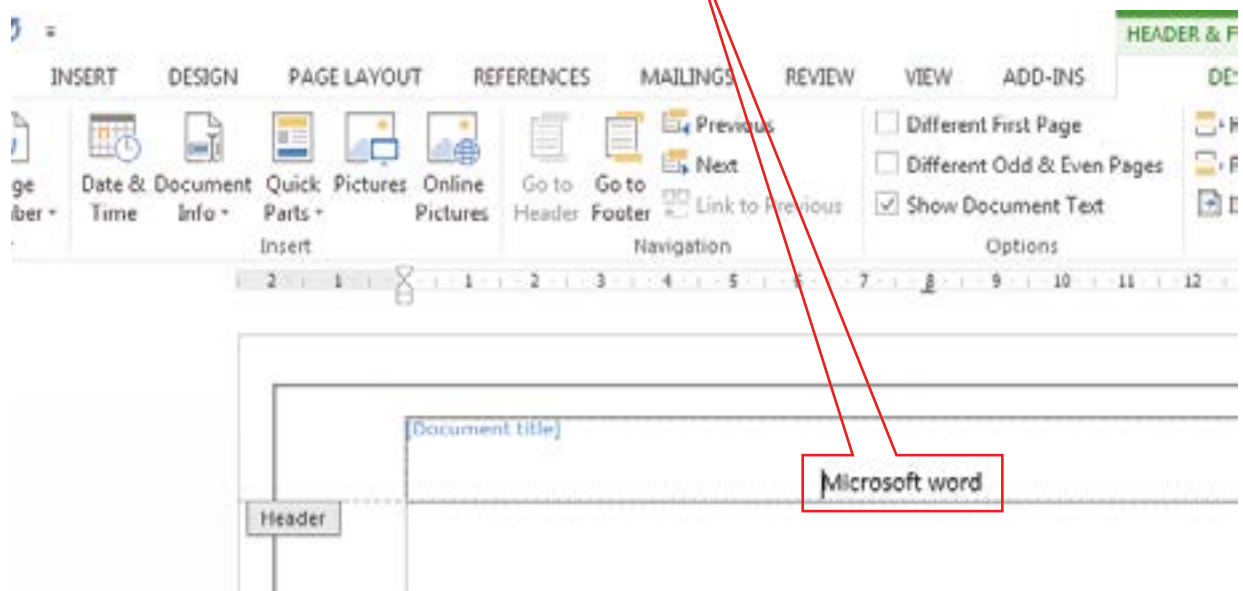5. Click on the **Close Header and Footer** button.

➢ The title has now been placed as shown in the document below.

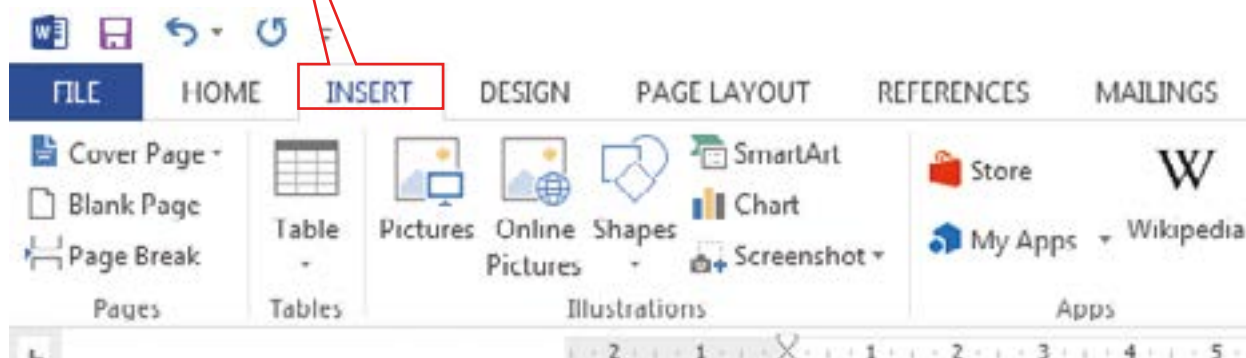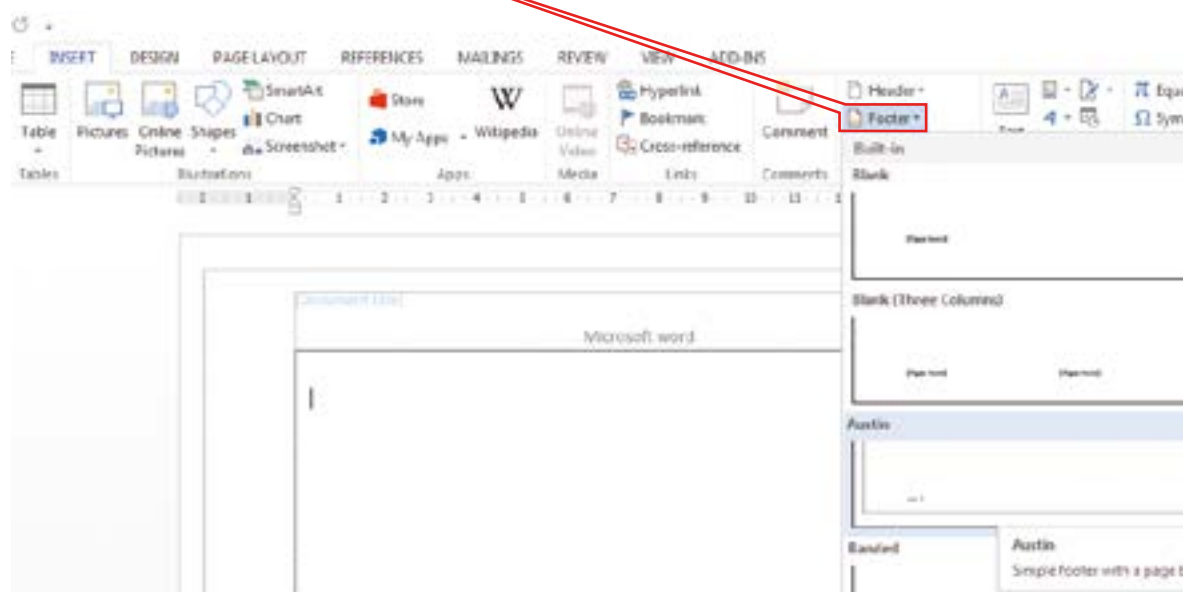## Activity 5: Adding "Page Number" in the Footer area.

1. Click on the **Insert** tab.

2. Click on the **Footer** button.
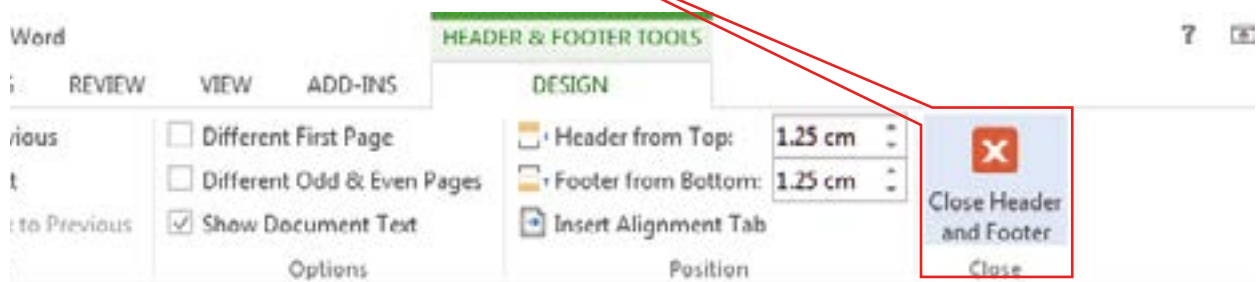
3.   Click on the **Annual** footer type.

4.   Click on the **Close Header and Footer** button.

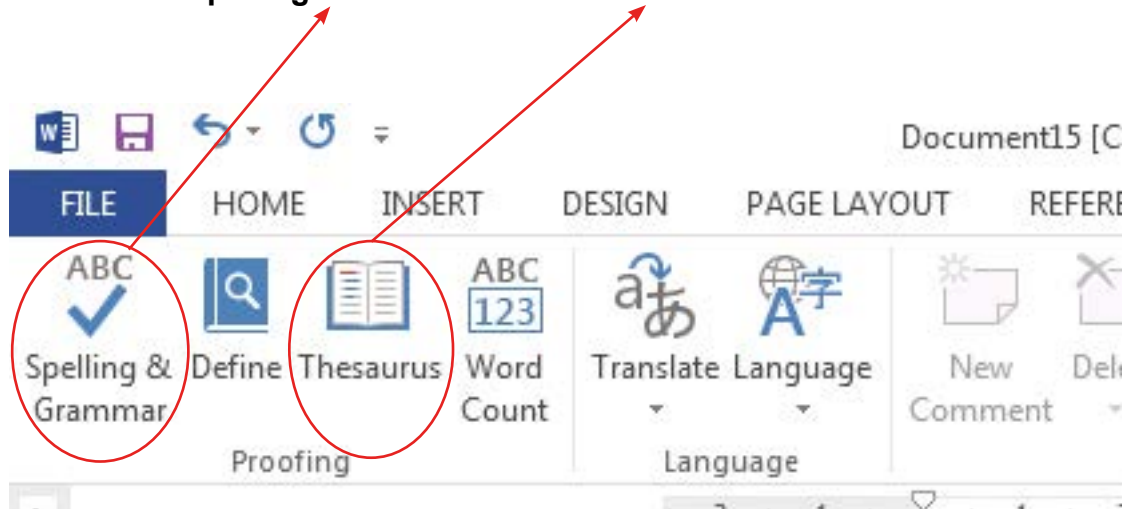➤ The Page Number has now been added as shown below.

Spelling and Grammar & Thesaurus

Microsoft Office Word program contains many tools that help you to check for spelling mistakes in your document.
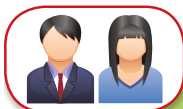It also has a tool to replace selected words.

Two of the tools are **Spelling & Grammar** and **Thesaurus**

We use this tool to check if a selected word or sentence is properly written.

Thesaurus is like a dictionary. We use this tool to verify the meaning of selected words.

Teachers can download the required files from the online platform to complete the activities.
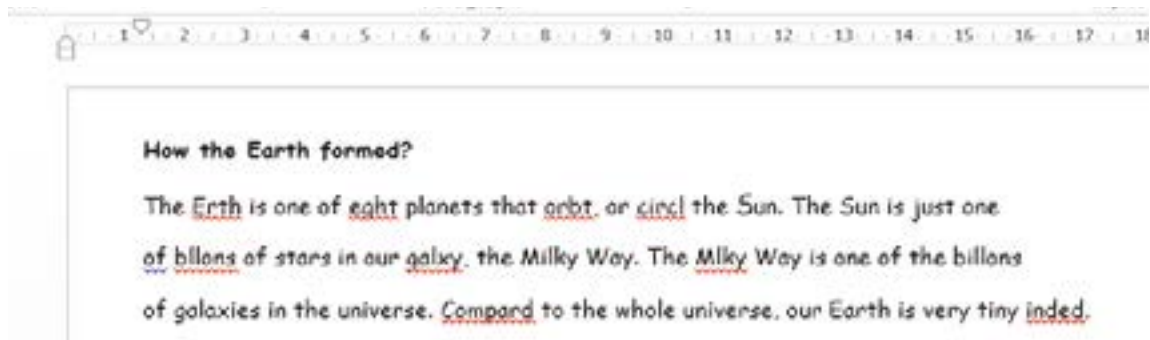
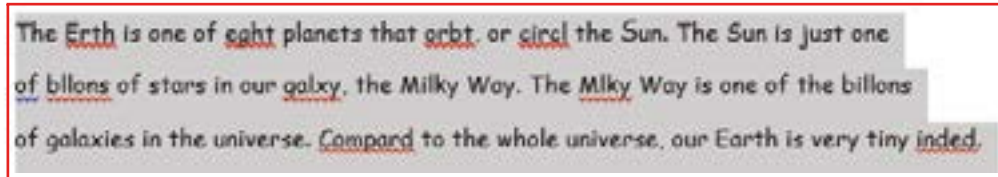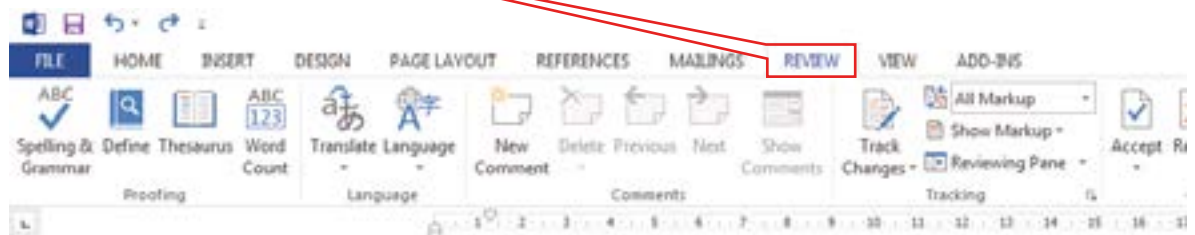**Activity 6: Using the "Spelling and Grammar" tool.**

1.   Open the file "**How the Earth formed**" saved on the Desktop.

How the Earth formed?

The Erth is one of eght planets that orbt, or circl the Sun. The Sun is just one of bllons of stars in our galxy, the Milky Way. The Mlky Way is one of the billons of galaxies in the universe. Compard to the whole universe, our Earth is very tiny inded.

2.   Select the paragraph.

The Erth is one of eght planets that orbt, or circl the Sun. The Sun is just one of bllons of stars in our galxy, the Milky Way. The Mlky Way is one of the billons of galaxies in the universe. Compard to the whole universe, our Earth is very tiny inded.

3.   Click on the **Review** tab.

4.   Click on the **Spelling and Grammar** button.
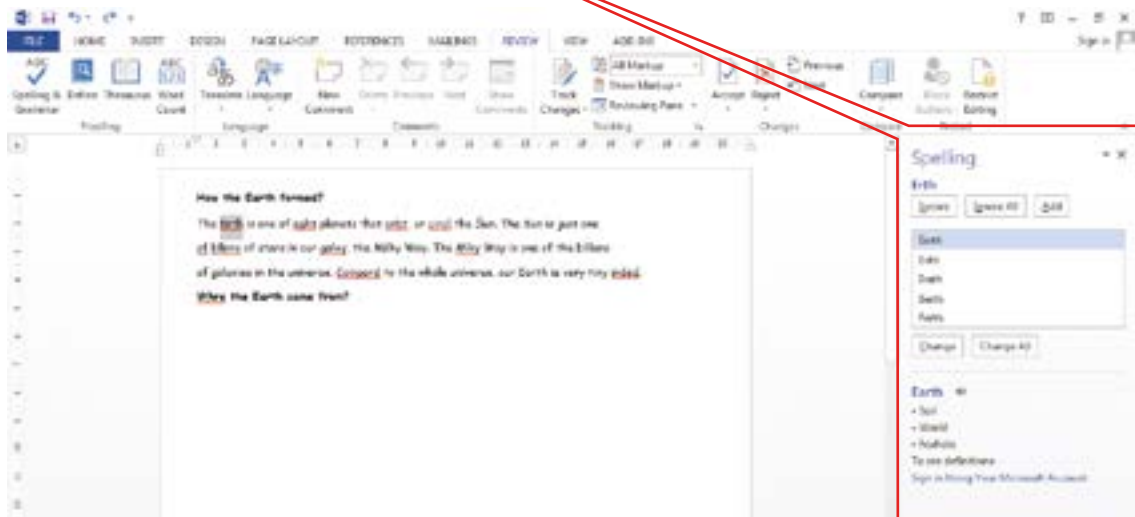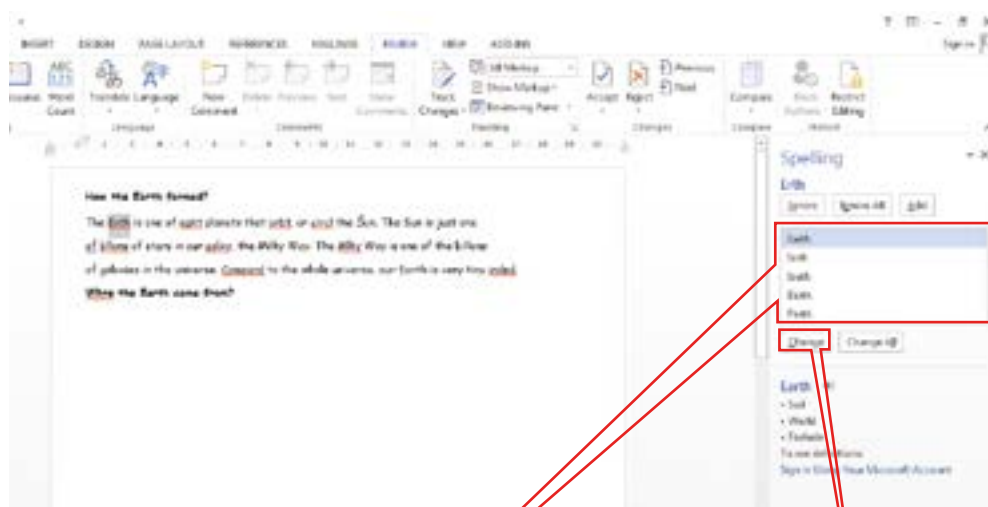
The **Spelling and Grammar** dialog box will appear.

5.   Choose a word from the list of suggestions and click on **Change** button.

List of Suggestions   Change Button

6.   Repeat the steps to correct the other mistakes in the selected text.
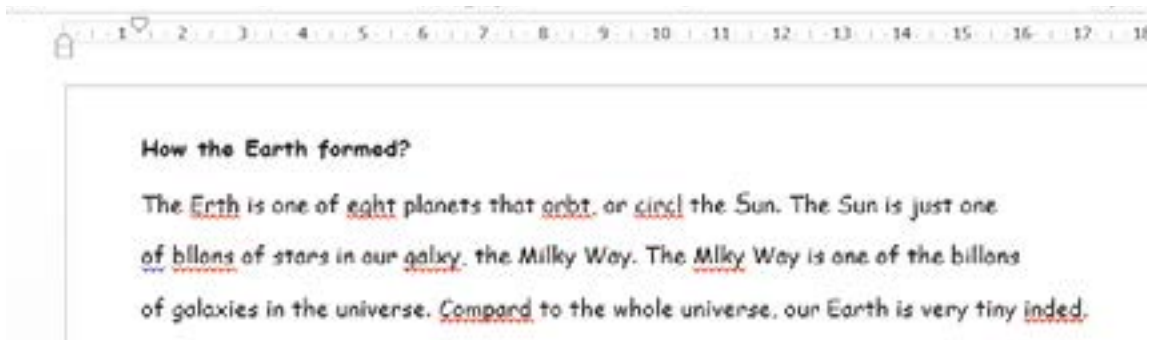
7.   Save and close the file.
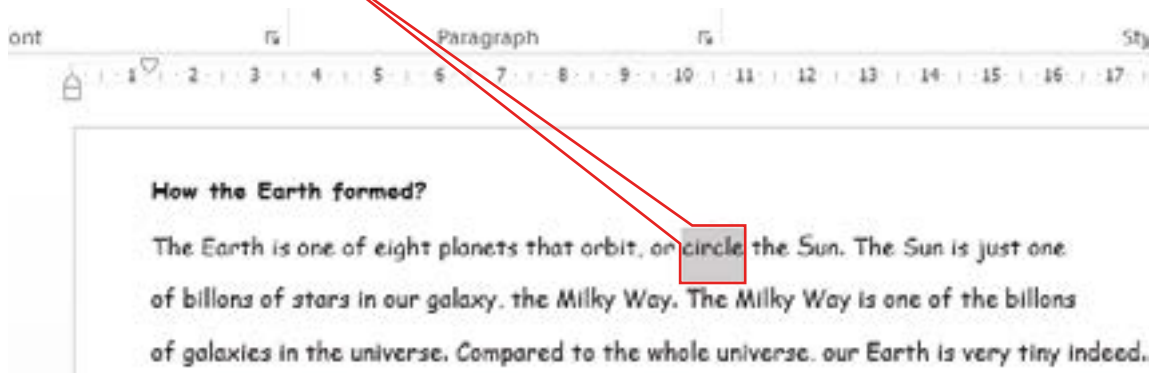
Activity 7: Using the "Thesaurus" tool.

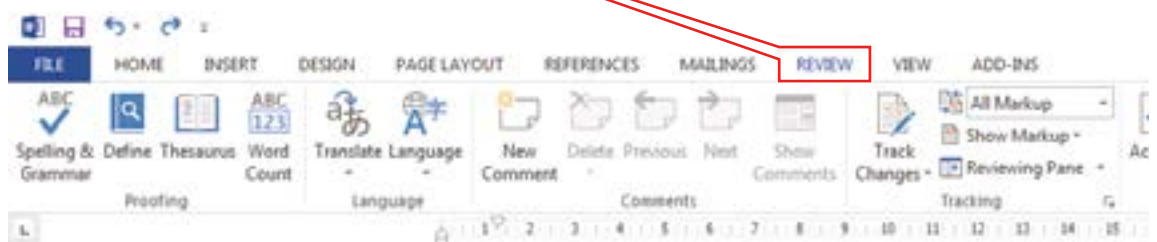1. Open the file "**How the Earth formed**" saved on the desktop.

How the Earth formed?

The Erth is one of eght planets that orbt. or circl the Sun. The Sun is just one of bllons of stars in our galxy. the Milky Way. The Mlky Way is one of the billons of galaxies in the universe. Compard to the whole universe. our Earth is very tiny inded.

2. Select the word **circle**.

How the Earth formed?

The Earth is one of eight planets that orbit, or circle the Sun. The Sun is just one of billons of stars in our galaxy. the Milky Way. The Milky Way is one of the billons of galaxies in the universe. Compared to the whole universe. our Earth is very tiny indeed.
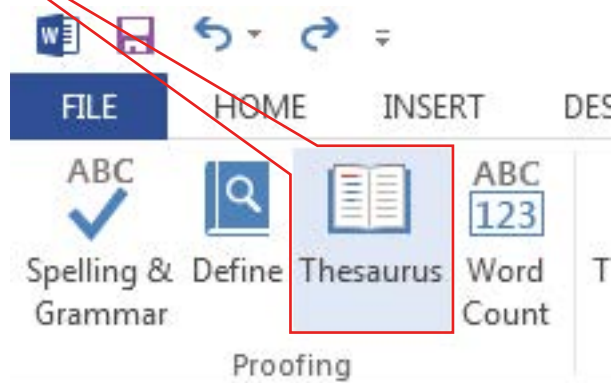
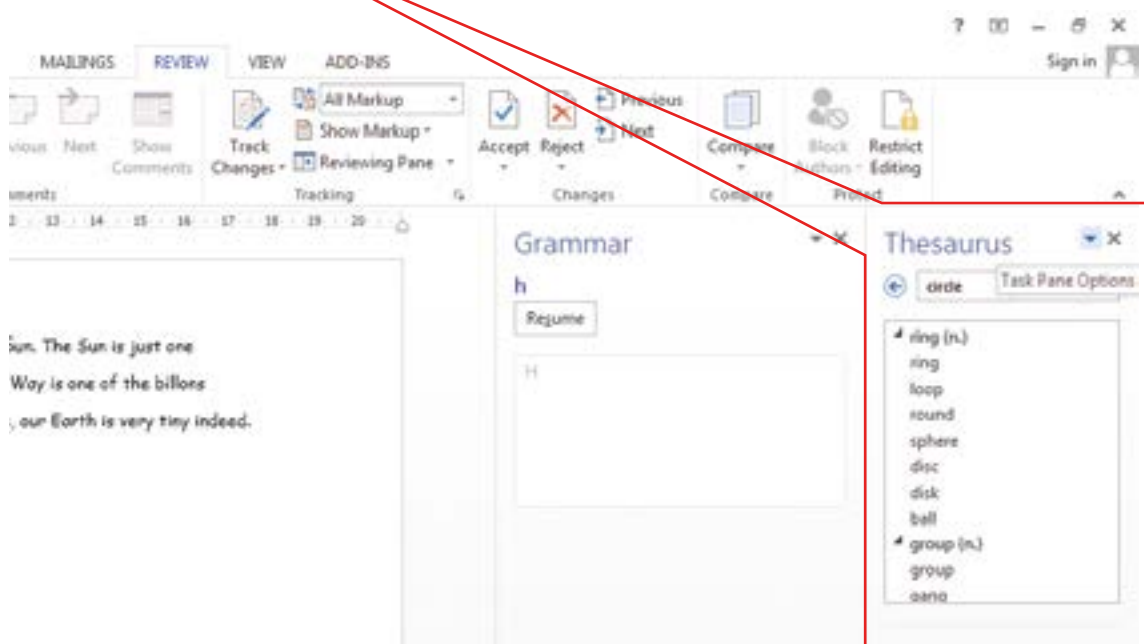3. Click on the **Review** tab.

4.   Click on the **Thesaurus** button.

5.   The **Research** pane will open on the right of the window.

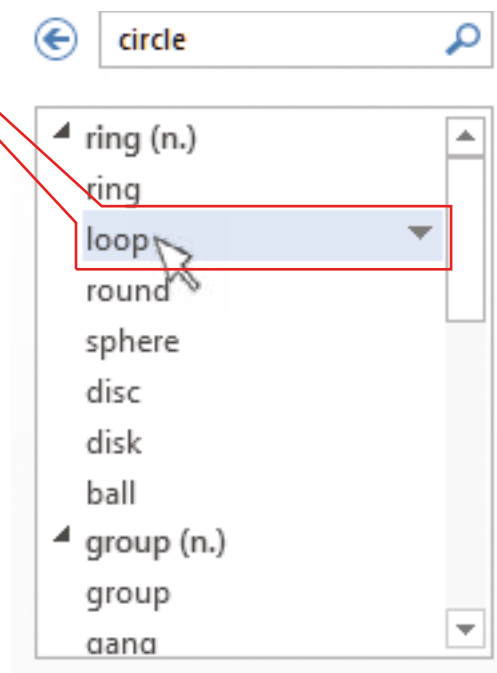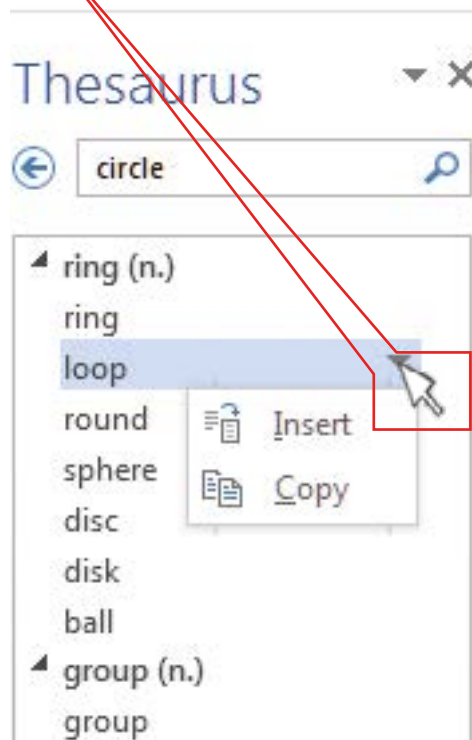➢ A list of similar words will be displayed in the **Research** pane.

➤ You can replace the selected word in the text by one of the words from the **list suggested**.

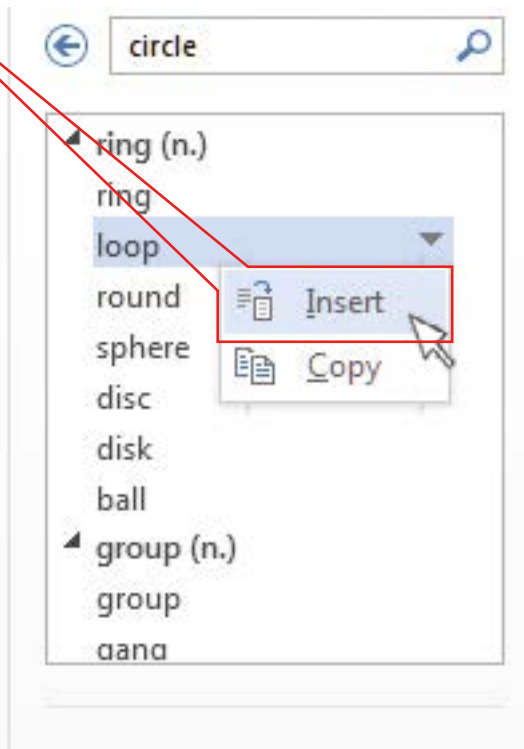6.   Place **pointer** on the word **loop**.

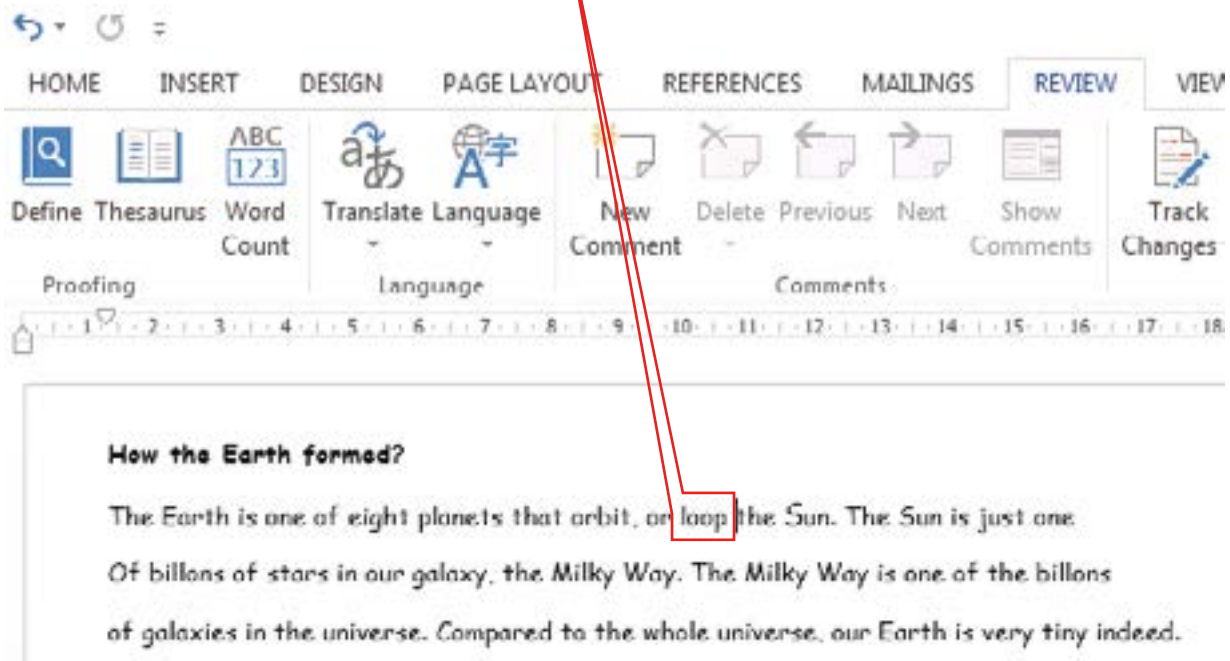7.   Click on the **drop down arrow** to get a list of options.

8.   Click on the **Insert** option

> The word **circle** has now changed to **loop**.

9.   Save and close the document.

Find and Replace tool

The **Find and Replace** tool is used to look for specific words in a document and if necessary, make changes to these words.
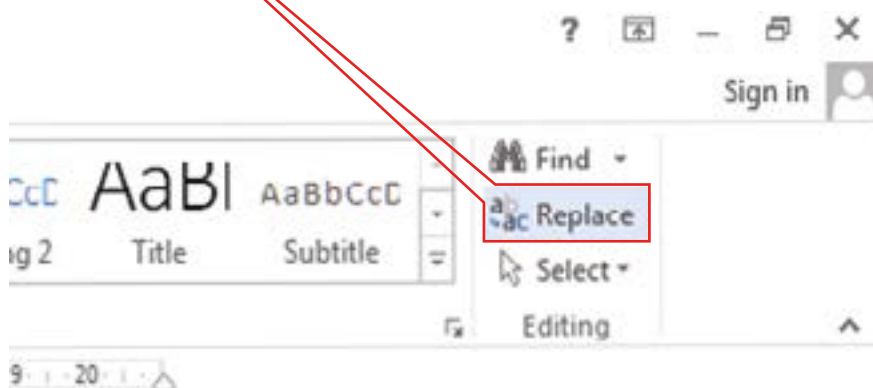
Activity 8: Using the "Find and Replace" tool.

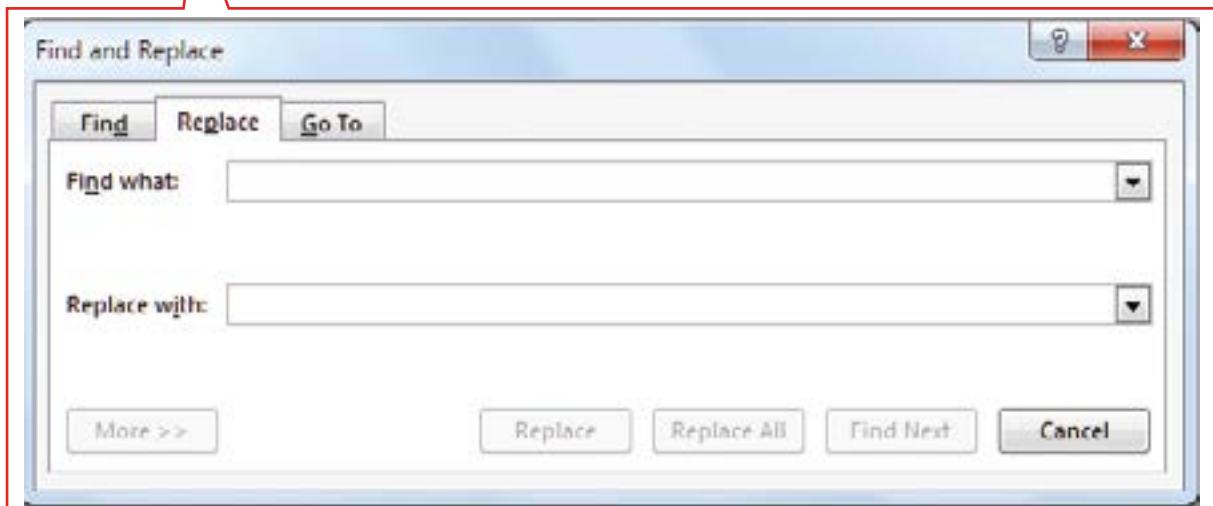1. Open the "**How the Earth formed**" saved on the desktop.

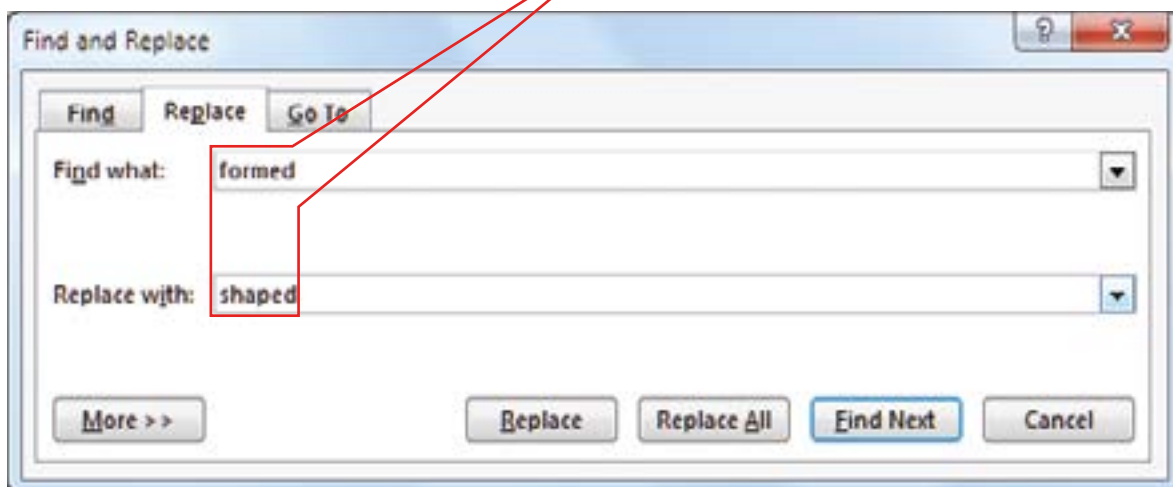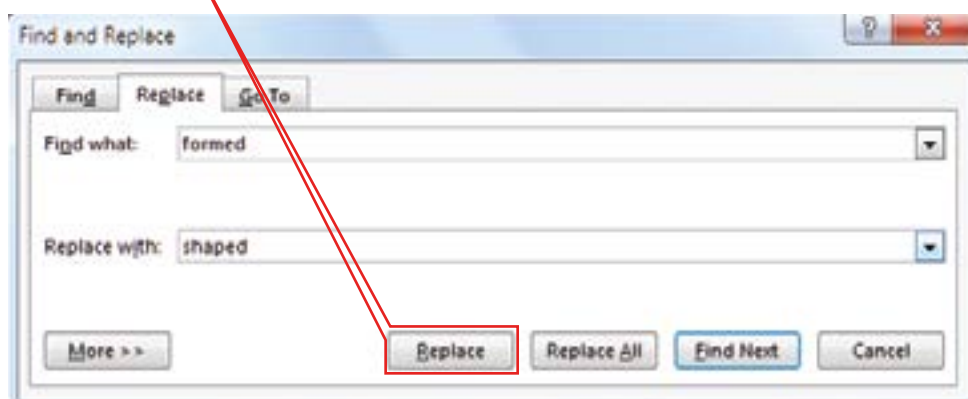
2. Click on the **Replace** button.

3.   The **Find and Replace** dialog box will appear.

4.   Type the word **formed** in the **Find what** text box and **shaped** in the **Replace with** text box.
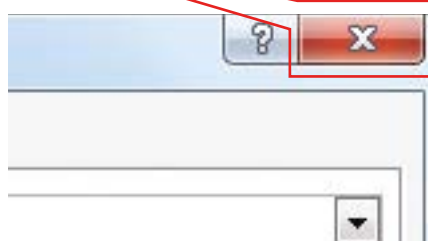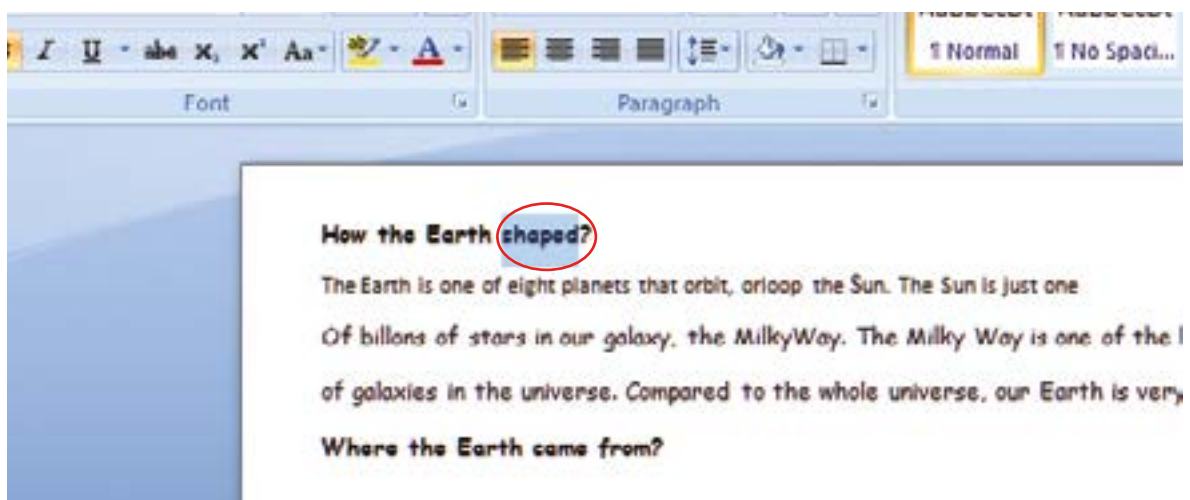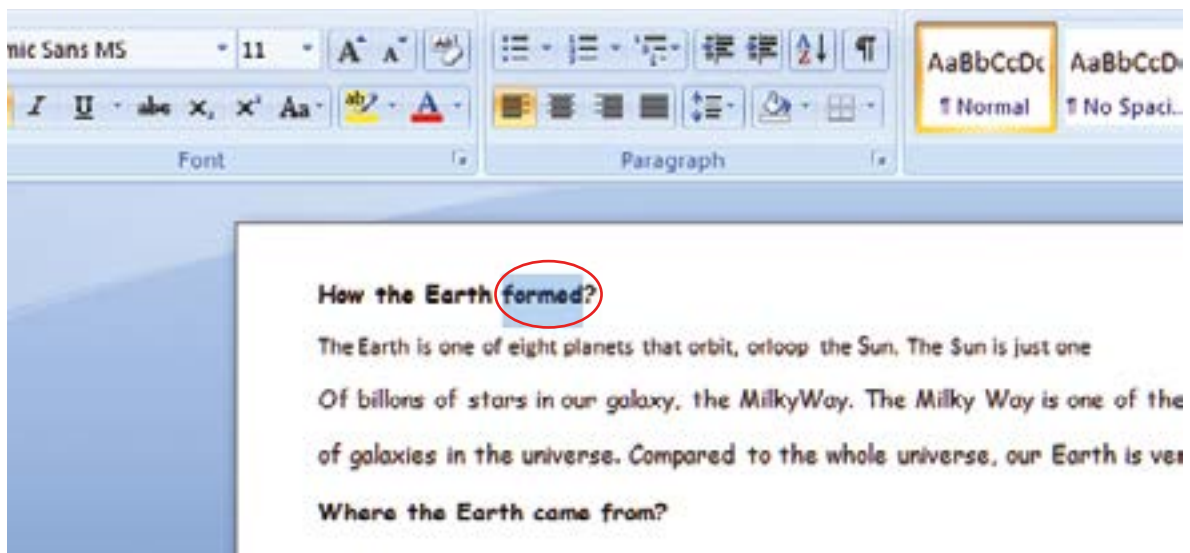

5.   Click on the **Replace** button.

6.   Click on the **Close** button.

7.   The word "**formed**" has been replaced by "**shaped**".

Unit 4
Presentation

Aim

To edit slides in a presentation and insert media for a specific purpose

Learning Objectives

At the end of this unit, the pupil will be able to:
- Create a presentation for a specific purpose
- Insert custom animations
- Insert chart in a presentation
- Insert hyperlinks in a presentation
- Insert audio in a presentation
- Insert video in a presentation

Activity 1: Creating a presentation

In this activity, we will make use of the lessons learnt in previous grades.

1. Open a new Presentation.

2. On the **Design** tab, select **Trek theme**.

3. On the first slide, in the title box type **MY COUNTRY** and centre the title.

4. Insert Slide 2. Type **Mauritius** in the title box.

5. In the subtitle box, type: **Mauritius is found in the smallest ocean, the Indian Ocean**.

6. Add the picture **beach.jpg** from **My Pictures** folder,
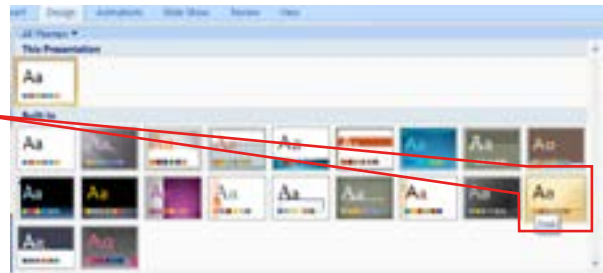
The result will look like this.

7. On the third slide, type **HISTORY** in the title box.

   Add a table of 3 rows and 1 column and type the text

   as shown below:

8. On the fourth slide, type the following as shown.

   Add **Mauritius.jpg** from **My Pictures** folder, on the slide.

9. On the fifth slide type: **Long Live the Island!** in the title box.

10. Save the presentation as **My Country** and close the file.
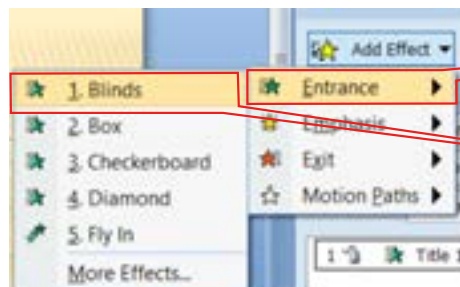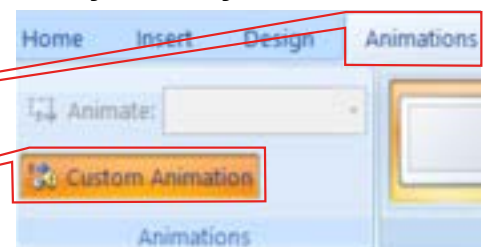
Custom Animations

Activity 2: Adding custom animation to a presentation

In this activity, you will use the previously saved presentation **My Country**.

1. Open the presentation **My Country.**

2. Click on the **Animations** tab on the ribbon.

3. Click on **Custom Animation**.

4. Click on title box in the first slide.

5. Click on **Add Effect**.
   It is found on the right of your screen.

6. Select **Entrance** and then **Blinds** as shown:

   i
   ii

7. You can repeat the same steps for adding animations to the title box on all slides.

8. On the second slide, do the following:
   i. Click on the subtitle box.
   ii. Click on **Custom Animation** button and click on
   iii. Select **Entrance** and then **Checkerboard** this time.

9. On Slide 2, add animation effect **Fly In** to the picture.

10. On Slide 3, add animation effect **Grow and Shrink** to the table.

11. Try adding different custom animation effects to the other slides as well.

12. Play **Slideshow** to view the presentation.
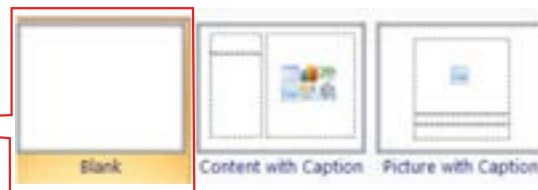
13. Save and close the file.

55
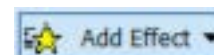
Charts

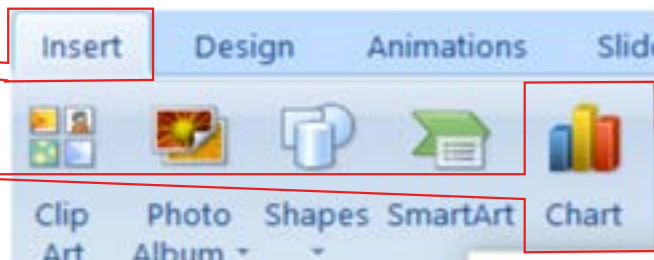### Activity 3: Adding a chart to a presentation

In this activity a pie chart will be used as example

1. Open a new presentation.

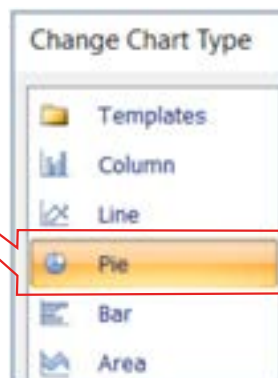2. Click on **Layout** from the ribbon.

3. Select **Blank** layout.

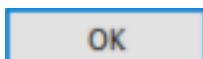4. Click on **Insert** tab.

5. Click on **Chart.**

6. Select **Pie.**

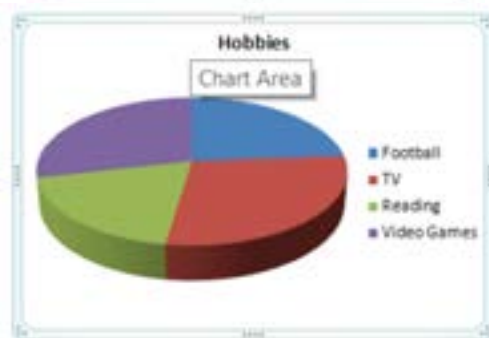7. Choose the second model of pie chart.

8. Click on OK

An excel table will appear   Change the data into this:
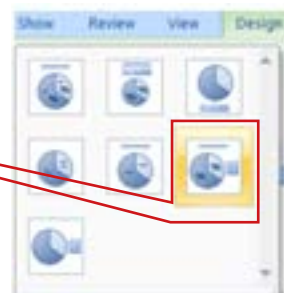
9.   The chart will look as shown below.

The chart does not display the percentage of hobbies.
To change follow the steps below.

10.   On the ribbon click on **Design** tab

11.   Select the **Chart Layout** as shown.

12.   The percentage will be displayed on the pie chart.

The same data can be used to create other charts, for example, a bar chart.

Hyperlinks

In Ms PowerPoint, a hyperlink is simply a link that will take you from one slide to another.

A hyperlink can also take you to another file or to a website.

The teacher should get the files Mauritian Flag and Our Flag from the online platform and save them on the desktop.
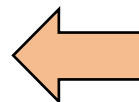
Activity 4: Running a presentation with hyperlinks

1. Open the presentation **Mauritian Flag** from the desktop.

2. Use **Slideshow** to run the presentation.

3. On the first slide, click on the red rectangle.

The four colors of our Flag

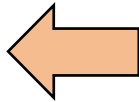You will be taken to another slide (see below). This means that the red rectangle has been hyperlinked to this slide.

RED IS FOR OUR RED EARTH

4. Click on the arrow

You will be taken back to the first slide where the four rectangles are found.

5. Click on the blue rectangle and write down what you observe.

_____

_____

_____

6. Click on the arrow shape to go back to Slide 1.

7. Try out the yellow and green rectangles.

Activity 5: Creating a presentation with Hyperlinks.
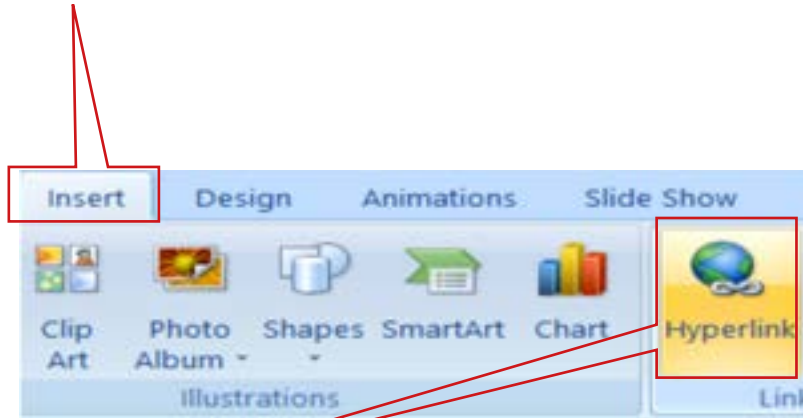
1.   Open presentation **Our Flag** from the desktop.

2.   On the first slide, click on the red rectangle

The four colors of our Flag

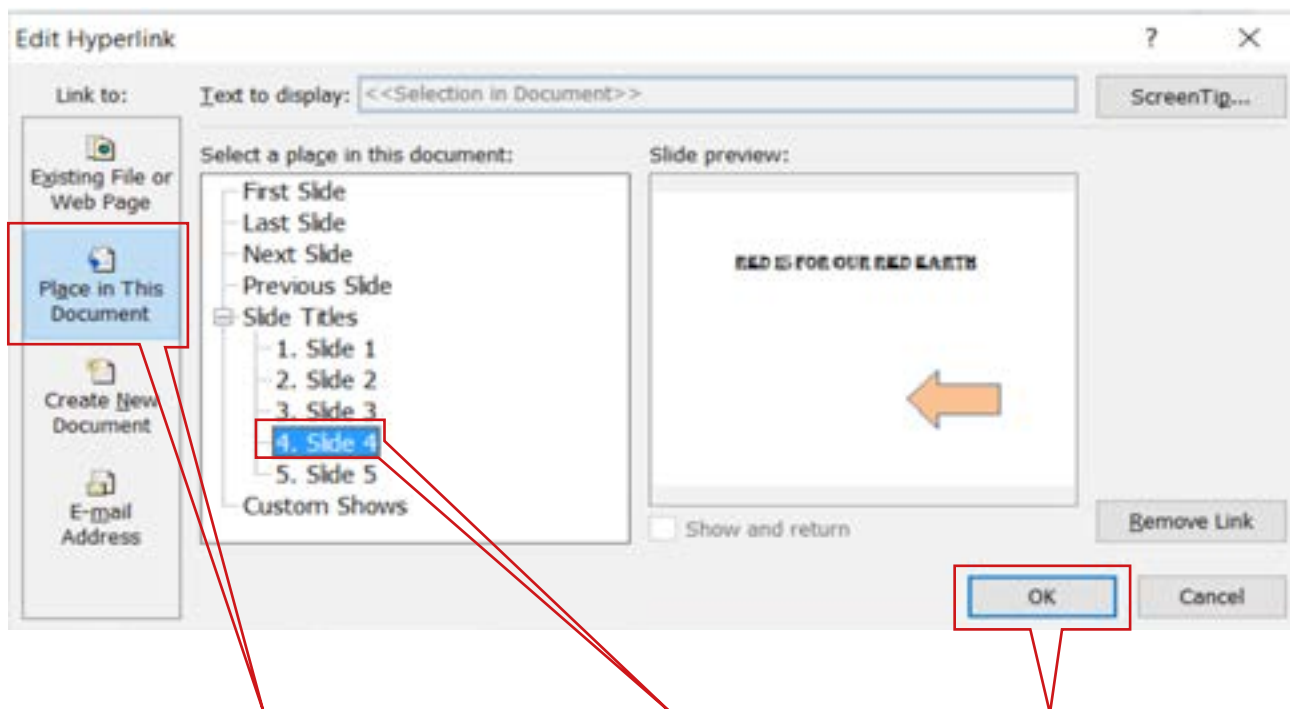3.   Select the **Insert** tab on the ribbon.

4.   Click on **Hyperlink** button.

Make sure that the rectangle is selected else the hyperlink button will not function.

The following screen will appear: Now perform steps (i), (ii) and (iii) below.

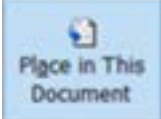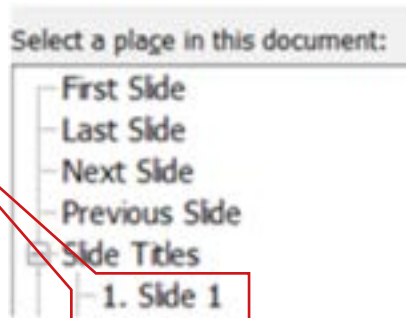i. Click on **Place in This Document**   ii. Select Slide 4   iii. Click on **OK**

The red rectangle is now hyperlinked to Slide 4.

Now, do the following to hyperlink the arrow shape found on Slide 4 to Slide 1.

1.   Go to Slide 4.

2.   Click on the arrow shape.

3.   In the **Insert** tab, click on the **Hyperlink** button.

4.   Select [Place in This Document]   on the screen that appears.

5.   Select the option **Slide 1**.

The arrow shape is now hyperlinked to Slide 1.

6.   Repeat the above steps to create the following hyperlinks:

        • The blue rectangle hyperlinked to Slide 3.

        • The yellow rectangle hyperlinked to Slide 4.

        • The green rectangle hyperlinked to Slide 5.

        • All the arrow shapes hyperlinked to Slide 1.

7.   Now run your presentation.

8.   Click on the red rectangle and write down what you observe.

        _____

9.   Click on the arrow shape and write down what you observe.

        Which slide is displayed? _____

10.   Try out the other rectangles.

11.   Save the presentation as **My Country** on the desktop and close the file.
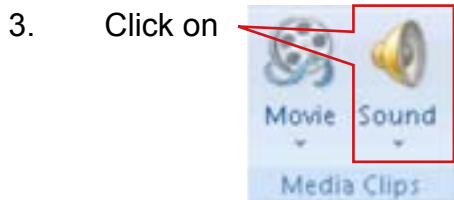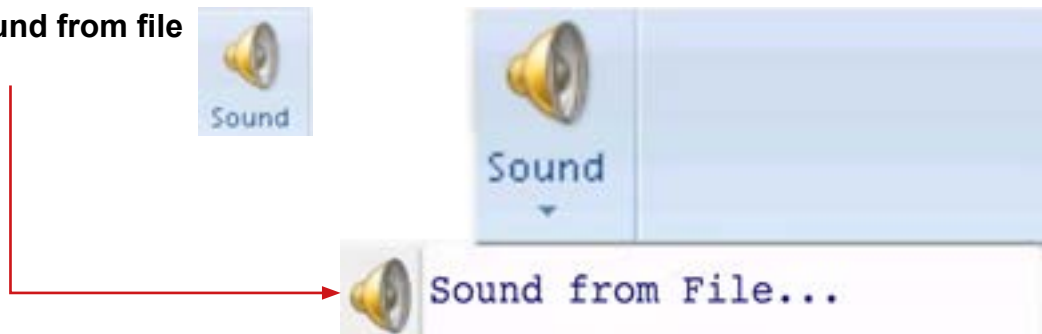
Adding Sound

Activity 6: Adding sound to a presentation

1. Open the presentation **My Country**, that you saved in Activity 5.

2. Insert a 6th slide.

3. While you are on Slide 6, click on the **Insert** tab.

3. Click on

4. Click on **Sound from file**

5. From the folder **My Music**, choose the file name "National Anthem of Mauritius.mp3".

Teachers can download the music files from the online platform and save them in My Music folder.

National_Anthem _of_Mauritius.mp 3

6. Run the presentation using **Slideshow.** Go to the last slide to listen to the music.
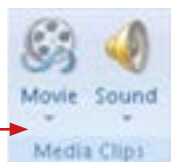
7. Save and close the file.

Adding Videos

Teachers can download the movie file from the online platform and save it on the Videos folder needed for this activity.

Activity 7: Adding a video clip to a presentation
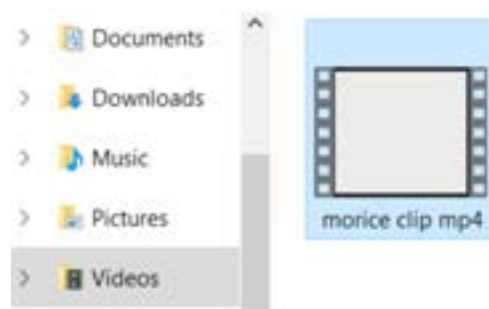
1. Open the Presentation **My Country** that you saved in the previous activity.

2. Insert a new slide.
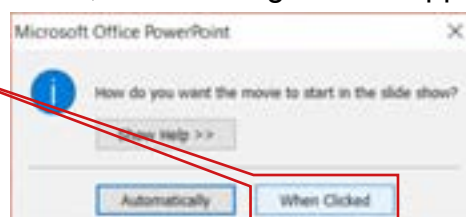
3. Click on the **Insert** tab.

4. Click on

5. Click on **Movie from file**.

6. And choose the file name **Morice clip.mp4** from **Videos** folder.

7. When you click on the **Insert** button, the following box will appear:

    Select **When Clicked**.

8. Play a slide show and on on the last slide, click on the clip for it to play.

9. Save and close.