

Lesson plan

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 1 – Development of Computers
		<p>Objectives By the end of the lesson, Students should know about :</p> <ul style="list-style-type: none"> • Early calculating devices • Modern computer • Inside the system unit; components of a CPU • Memory of a computer <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer Computer with all I/O devices, hardware, and software <p>Students should go to the computer lab and see all devices mentioned in the book or available in labs and gather knowledge about that.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	Session 1 <i>(40 mins approx)</i>	<p>Theory</p> <ul style="list-style-type: none"> • Explain abarly calculating devices • Discuss abdern computers and portable PCs <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u></p>
	Session 2 <i>(40 mins approx)</i>	<p>Theory</p> <ul style="list-style-type: none"> • Discuss about different parts of computer system(CPU,ALU,CU,Motherboard) • Types of Memory <p>Assessment: Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions</p>
	Session 3 <i>(40 mins approx)</i>	<p>Theory</p> <ul style="list-style-type: none"> • continue...types of memory • Measuring the Memory Capacity of Storage Devices <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	Session 4 <i>(40 mins approx)</i>	Practical execution of Activities of session 1/2/3(vising lab and watching all devices/checking memory/storage)
	HW	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments if available (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 2 – Page Formatting in MS Office Word 2019
		<p>Objectives By the end of the lesson, Students should be able to :</p> <ul style="list-style-type: none"> • Include a header and footer • Insert a page break and page numbers • Make columns on a page • Apply borders and shading • change page orientation <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with MS Office Word 2019 <p>Students should go to the computer lab and open Microsoft Word and work on their computers so that they can follow you as you demonstrate all the Words components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	Session 1 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Explain about importance of formatting • Adding a Header and Footer in a document/ Inserting page break <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u></p>
	Session 2 (40 mins approx)	Practical execution of Activities of session 1
	Session 3 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Inserting page break , column and page number • Changing page orientation <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	Session 4 (40 mins approx)	Practical execution of Activities of session 3
	Session 5 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Applying border and shading to a document <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	Session 6 (40 mins approx)	Practical execution of Activities of session 5
	HW	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments if available (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 3 – Advanced features of Word
		<p>Objectives By the end of the lesson, Students should be able to :</p> <ul style="list-style-type: none"> • Spelling and Grammar check • Using the Thesaurus • Track Changes within a document • To add icons and 3D models <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with MS Office Word 2019 <p>Students should go to the computer lab and open Microsoft Word and work on their computers so that they can follow you as you demonstrate all the Words components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	<p>Session 1 <i>(40 mins approx)</i></p>	<p>Theory</p> <ul style="list-style-type: none"> • Applying spell check to a document <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i></p>
	<p>Session 2 <i>(40 mins approx)</i></p>	<p>Practical execution of <i>Activities</i> of session 1</p>
	<p>Session 3 <i>(40 mins approx)</i></p>	<p>Theory</p> <ul style="list-style-type: none"> • Thesaurus and word count <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	<p>Session 4 <i>(40 mins approx)</i></p>	<p>Practical execution of <i>Activities</i> of session 3</p>
	<p>Session 5 <i>(40 mins approx)</i></p>	<p>Theory</p> <ul style="list-style-type: none"> • Tracking Changes in Your Document, Accepting and Rejecting the Changes, turning off track changes <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	<p>Session 6 <i>(40 mins approx)</i></p>	<p>Practical execution of <i>Activities</i> of session 5</p>

	Session 7 (40 mins approx)	Theory Add icons, Inserting 3D models, Drawing Write, and Highlighting the Text . Assessment: Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or create a separate quiz)
	Session 8 (40 mins approx)	Practical execution of Activities of session 7
	HW	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments if available (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 4 - Working in MS Office Powerpoint 2019
		<p>Objectives By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> • Explain PowerPoint and its components • Create a new presentation and develop a title slide • Add more slides and change layouts • Use the SmartArt graphics, add ClipArt, Table, MediaClip, Images etc. • Use Various views in PowerPoint and reorder slides <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with PowerPoint 2019 <p>Students should open Microsoft PowerPoint and work on their computers so that they can follow you as you demonstrate all the PowerPoint components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	Session 1 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Explain the usefulness of Powerpoint • Opening PowerPoint, creating a new presentation, developing title slide, adding more slides • Discuss different icons of the content placeholder (All from Activities within the chapter). <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u></p>
	Session 2 (40 mins approx)	Practical execution of <u>Activities</u> of session 1
	Session 3 (40 mins approx)	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Discuss different layouts and change them • Adding text, moving and rotating text, changing font and alignment of text (All from Activities within the chapter) <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	Session 4 (40 mins approx)	Practical execution of Activities of session 3
	Session 5 (40 min approx.)	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Inserting SmartArt, changing the colour, layout, and style of SmartArt • Changing bulleted text to SmartArt • Adding online images, adding pictures from the file, adding a table <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	Session 6	Practical execution of Activities of session 5

	(40 min approx.)	
	Session 7 (40 min approx.)	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Creating a presentation using a theme • Discuss various views in PowerPoint • Deleting slides and slide show viewing <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	Session 8 (40 min approx.)	Practical execution of Activities of session 7
	HW	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 5 - Background and Animations in PowerPoint
		<p>Objectives By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> • Change the background in a slide • Apply a Theme to a presentation • Apply the Slide Transition effect • Apply Animation to objects on a slide <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with PowerPoint 2019 <p>Students should open Microsoft PowerPoint and work on their computers so that they can follow you as you demonstrate all the PowerPoint components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	Session 1 <i>(40 mins approx)</i>	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Applying background,Applying theme • Applying slide transition.....continue.... <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i></p>
	Session 2 <i>(40 mins approx)</i>	Practical execution of <i>Activities</i> of session 1
	Session 3 <i>(40 mins approx)</i>	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Applying slide transition effect,adding sound to slide,speed of transition • Applying animation to slide objects,custom animation • Preparing the slide show(All from Activities within the chapter) <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	Session 4 <i>(40 mins approx)</i>	Practical execution of <i>Activities</i> of session 3
	HW	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 6 - Introducing MS Office Excel 2019
		<p>Objectives By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> • Understand Microsoft Office Excel 2019 and its screen components • Copy and move data • Enter, edit and select data in cells • Using the AutoSum and sorting data <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with Excel 2019 <p>Students should open Microsoft Excel and work on their computers so that they can follow you as you demonstrate all the PowerPoint components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	<p>Session 1 (40 mins approx)</p>	<p>Theory</p> <ul style="list-style-type: none"> • Usefulness of spreadsheet, Understanding worksheet, workbook ,cell address • Components of Excel screen <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i></p>
	<p>Session 2 (40 mins approx)</p>	<p>Practical execution of <i>Activities</i> of session 1</p>
	<p>Session 3 (40 mins approx)</p>	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Types of data,entering data in worksheet • Selecting ,copying and moving data <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	<p>Session 4 (40 mins approx)</p>	<p>Practical execution of <i>Activities</i> of session 3</p>
	<p>Session 5 (40 mins approx)</p>	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Using autosum,sorting of data <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	<p>Session 6 (40 mins approx)</p>	<p>Practical execution of <i>Activities</i> of session 5</p>
	<p>HW</p>	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 7 -Problem-Solving
		<p>Objectives By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> • Understand Problem-Solving methods • Write Algorithm • Understand Flowcharts and their Symbols • Create Example Flowcharts <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with Office 2019 <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	<p>Session 1 (40 mins approx)</p>	<p>Theory</p> <ul style="list-style-type: none"> • Basics of problem-solving • Writing algorithm <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i>.</p>
	<p>Session 2 (40 mins approx)</p>	<p>Theory</p> <ul style="list-style-type: none"> • Understanding flowchart • Creating flowchart....continue... <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	<p>Session 3 (40 mins approx)</p>	<p>Theory</p> <ul style="list-style-type: none"> • Creating flowchart <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	<p>HW</p>	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 8 - Creating Animated Games in Scratch 3.0
		<p>Objectives By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> • Understand Scratch Screen Components • Work with Scratch Blocks • Work with Video Sensing block • Work with operator block • Use Conditions in Scratch • Create Interactive games in Scratch <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with Scratch 3.0 <p>Students should open Scratch and work on their computers so that they can follow you as you demonstrate all the Scratch components and options on the screen in lab.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	Session 1 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Basics of Scratch and its components • Working in Scratch....continue..... <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i></p>
	Session 2 (40 mins approx)	Practical execution of <i>Activities</i> of session 1
	Session 3 (40 mins approx)	<p>theory</p> <ul style="list-style-type: none"> • Working in scratch ,motion block category,pen block category • Controls block category,looks block category <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	Session 4 (40 mins approx)	Practical execution of <i>Activities</i> of session 3
	Session 5 (40 mins approx)	<p>Detail steps to be discussed(theory)</p> <ul style="list-style-type: none"> • Sound block category,operator block category • Video sensing block category <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	Session 6 (40 mins approx)	Practical execution of <i>Activities</i> of session 3 /5
	Session 7	Practical execution of <i>Activities</i> given in chapter

	(40 mins approx)	
	Session 8 (40 mins approx)	Practical execution of Activities given in chapter
	Session 9 (40 mins approx)	<ul style="list-style-type: none"> Using operators(mathematical,relational) Generating random numbers ,finding length of word Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <u>Quick Questions</u> (or create a separate quiz)
	Session 10 (40 mins approx)	Practical execution of Activities of session 9
	Session 11 (40 mins approx)	<ul style="list-style-type: none"> Using conditions,creating interactive games Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <u>Quick Questions</u> (or create a separate quiz)
	Session 12 (40 mins approx)	Practical execution of Activities of session 11
	HW	<ul style="list-style-type: none"> All theory questions (MCQ, Fill-in, T/F and short answers) Solve practical assignments (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 9 - WWW, E-Mail and Cybersecurity
		<p>Objectives By the end of the lesson, Students should understand:</p> <ul style="list-style-type: none"> • The World Wide Web and Search Engine • Searching and filtering of results • E-mail operations • Sending an attachment • Cybersecure yourself <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with Web browsers <p>Students should open Microsoft Excel and work on their computers so that they can follow you as you demonstrate all the PowerPoint components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	Session 1 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • WWW and different internet terms • Using the search engine/search box <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u></p>
	Session 2 (40 mins approx)	Practical execution of <u>Activities</u> of session 1
	Session 3 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Using (+) and (-) to Filter the Search Results • Saving a picture from a web page ,searching for image <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	Session 4 (40 mins approx)	Practical execution of Activities of session 3
	Session 5 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Using google translate,E-mail • Operating an e-mail account....continue... <p>Assessment: Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	Session 6 (40 mins approx)	Practical execution of Activities of session 5
	Session 7 (40 mins approx)	<p>Theory</p> <ul style="list-style-type: none"> • Operating an e-mail account.... • Cybersecure yourself

		<p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <u>Quick Questions</u> (or create a separate quiz)</p>
	<p>Session 8 (40 mins approx)</p>	<p>Practical execution of Activities of session 7</p>
	<p>HW</p>	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments (Practical Sessions) on Session theory topics.

Date	Session/ Period	Let's Reboot - Book 5
		Chapter 10 – More on Artificial intelligence
		<p>Objectives By the end of the lesson, Students should understand:</p> <ul style="list-style-type: none"> • Basics and applications of AI • Smart Home and its products • AI in education • Intelligent personal assistants <p>Teaching Aids</p> <ul style="list-style-type: none"> • online videos (could be from Youtube) • Student's Book • Board and marker • Computer with Web browsers <p>Students should open Microsoft Excel and work on their computers so that they can follow you as you demonstrate all the PowerPoint components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment.</p>
	<p>Session 1 (40 mins approx)</p>	<p>Theory</p> <ul style="list-style-type: none"> • What is AI? • Applications of AI....continue.... <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i></p>
	<p>Session 2 (40 mins approx)</p>	<p>Theory</p> <ul style="list-style-type: none"> • Applications of AI <p>Assessment: Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or create a separate quiz)</p>
	<p>Session 3 (40 mins approx)</p>	<p>Practical execution of Activities of session 1,2/Revision of chapter (using IPA/ chatbot etc....)</p>
	<p>HW</p>	<ul style="list-style-type: none"> • All theory questions (MCQ, Fill-in, T/F and short answers) • Solve practical assignments (Practical Sessions) on Session theory topics.

Chapter	Sessions
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5 Background and Animations in PowerPoint	4
6 Introducing MS Office Excel 2019	6
7 Problem Solving	3
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9 WWW, E-Mail and Cybersecurity	8
10 More on Artificial intelligence	3
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