



सरस्वती शिक्षक प्रशिक्षण महाविद्यालय

(राष्ट्रीय अध्यापक शिक्षा परिषद् से मान्यता प्राप्त)

सरदारशहर-331403, जिला-चूरु (राजस्थान)

Website : saraswatitcollege.com, E-mail : sttcollegesds@rediffmail.com

Programme: B.Ed

Subject : Computer Application

Computer Basics Lesson Plan

Prior to Class

Student Computer Setup:

1. Copy the Student Folder onto each desktop
2. Place shortcuts to the following documents on the student desktop:
 - Mouse Practice
 - Keyboarding Practice
 - File Management Practice
3. Prepare printed copies of the following:
 - a. 1.7 Computer Basics Session Survey
 - b. 1.8 Computer Basics Certificate if pre-printing certificates
 - c. 1.0.1 Computer Basics Student Manual

Instructor Computer Setup:

Ensure that the LCD projector and computer are working properly.
Complete the Student Computer Setup on the presentation computer.

Open the following documents on your computer and then minimize them so only your desktop appears.

- Computer Basics Presentation
- Keyboarding Presentation
- Mouse Practice Spreadsheet
- File Manage Practice Document
- Session Survey
- Mouse Training Presentation
- File Management Presentation
- Keyboarding Practice Document
- Certificate of Completion Document

In Class

Tell students that Computer Basics is a two-to-four-hour course designed to familiarize students new to computers with basic computer terminology, hardware, software, input (mouse and keyboard) and output (document) devices, as well as the Microsoft Windows file structure. Complete introductions. Ask if any have prior experience. Explain that we will only be going over basics because this is an introductory course. Ask about their expectations... i.e.: "What do you hope to learn today?"

Maximize the Computer Basics Presentation (PPT).



प्राचार्य

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Go through the PPT slides using the information below to guide you. Ask students to take notes in student handbook (dotted lines are provided in the handbook for this purpose) when necessary. ENCOURAGE students to stop you if they have any questions.

Learning Goals

- Describe why computers are important
- Explain how computers work
- Explain the difference between computer hardware and computer software
- Describe what an operating system is
- Identify the operating system you have on your own computer and phone.
- Explain office productivity and communications software.
- Start up and shut down computers properly
- Use the mouse and keyboard to complete tasks on the computer
- Identify the different groups of keys on the computer
- Create, open, save, and manage files and folders

Why is it important to know how to use a computer?

Computers are everywhere and everyone is using them! Computers are in our cars, our kitchens, our living rooms, our stores and, most importantly, in our workplaces. They are used to communicate, to play, and to make everyday tasks easier (once you know how to use them!). The ability to use a computer will enhance your ability to not only keep in touch with friends and family but it will also increase your ability to find and keep a job.

WHAT IS A COMPUTER?

An electronic device that accepts data (input), manipulates the data (process), produces information based on the manipulation (output) and stores the results (storage).

The computer performs 4 basic functions

Input

Process

Output

Storage

Human Brain analogy:

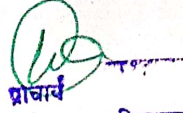
Input = eyes, ears, mouth & nose

Processing = brain

Output = verbal & non-verbal reactions

Storage = you have control / important keep / not imp. Delete




प्रधान
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What types of things can you do, already do or want to do on the computer? (pause for responses, contribute if needed) Can we do these things without a computer?

YES... so...

The question is, "why pay so much money for a machine that does things we can already do without the machine?"

WHY WE USE COMPUTERS TO DO WORK WE COULD DO WITHOUT A COMPUTER?

Speed: Computers can process data much faster than we can.

Accuracy/ Computers don't get sick (without help!), they are not

Reliability: distracted by loving or hating you, they don't care what you look like etc...

Memory: Computers are able to store and recall instantaneously, huge amounts of data

4. BASIC COMPUTER SYSTEM COMPONENTS

- (1) Input: A device we use to put information into the computer. List as many as we can think of.
- (2) Output: A device we use to see the results of the computer's manipulation of the data we input. List as many as we can think of. ***How many devices can we think of that are both input and output.
- (3) Central Processing Unit (CPU=Control Unit and Arithmetic Logic Unit): Control Unit interprets the instructions (traffic cop), Arithmetic Logic Unit performs the arithmetic and logical functions (addition, subtraction, multiplication, division, equals, not equal, equal to or greater than, equal to or less than, greater than, less than...)
- (4) Memory. Memory is what makes the computer so darned fast - the ability to go from point A to point Q without having to pass through B,C,D,E, etc. in order.
 - RAM (Random Access Memory RAM s is where the computer holds data while it is needed for processing. It is volatile in that it loses its contents when the machine is turned off.
 - ROM (Read Only Memory): a set of chips that contain instructions that help a computer prepare for processing tasks. These instructions are permanent. The only way to change them is to remove the chips and replace them.
- (5) Storage: Hard Drive, Floppy Disk Drive, CD drive, Memory Sticks, etc... Discuss pros and cons of each storage method

COMPUTER PROGRAMS

A computer program is a set of step-by-step instructions that tell the computer how to perform a specific task. Without computer programs your computer is merely a really expensive paper weight!

Operating System Software:



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This software works with the operating system. It controls how you, the software, and the hardware work together. Windows, Apple, Android, and Chrome are common operating systems. Computers and laptops usually use Windows or Apple. Cell phones and tablets usually use Apple, Android, or Chrome software.

Application Software:

Software the computer uses to carry out a task as specified by the user.

- Word Processing: enter, edit, format and print documents containing primarily, but not limited to text.
- Spreadsheet: enter, edit, format, print, sort and calculate primarily numeric data.
- Communications: email and the internet
- Education and Entertainment: Tutorials, Testing, Simulation, and Games (multimedia)
- Review desktop screen components. Have students move their mouse over the components but they do not need to click on anything yet.
- You may need to teach Ctrl/Alt/Del and/or the shift key for students to be able to log into the computer.

Mouse Instruction & Practice

Remind students that the mouse is one form of input.

Maximize the Presentation on Mouse Training (PPT) and present to students

- Click
- Double Click
- Right Click
- Click and Drag
- Drag and Drop

Mouse Practice Instructor demonstrates (SLOWLY if need be).

Show students how to access and open the Mouse Practice document on their desktop by double clicking. This may be difficult for some. If they cannot double click, teach them how to right-click and choose Open.

Repeat the Mouse Practice as students follow along.

Keyboard Instruction & Practice

Remind students that the keyboard is another form of input.

Maximize the Presentation on Keyboard Training (PPT) and present to students

Open Keyboard Practice document and walk students through the use of each of the below.

- QWERTY (regular keys)
- Directional Keys for scrolling
- Numeric Keypad if on computer
- Shortcut Keys Ctrl/Alt/Del to log in; Ctl/C; Ctl/V

Keyboarding Practice - Instructor demonstrates (SLOWLY if need be) on overhead. After demo, instructor repeats while students do at their computers.

File Management Instruction & Practice



प्रो. चार्ज

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Presentation on File Management: Refer students to the File Management Terminology section in their Student Manual.

- Importance
- My Computer
- My Documents
- Folders
- Subfolders
- Files
- File Naming Conventions
- File Types

1.6 File Management Practice – Teacher Version

It will be easier if the instructor prints a hard copy of the File Management Practice to refer to as the instructor goes through the steps. The Instructor demonstrates (SLOWLY if need be). Once the demonstration is completed, students will follow the printed instructions in their

Student Manual for 1.0.4 File Management Practice Instructions as the instructor calls them out.

Because these instructions require students to open up a new Microsoft Word document on their computers, students should NOT open the 1.0.4 File Management Practice file on their computers.

Additional Online Resources and Information in Student Manual

Show the student the 1.0.5 Computer Basics Online Resources document on the screen. Have them find the document in the student folder on their desktop and open it. Ensure they can use the Ctrl/Mouse Click to open the links.

Then, depending on the student skill levels and time constraints, you can choose to cover any additional material in the student manual or on the resource list.

ASSIST STUDENTS WITH COPYING THEIR STUDENT FOLDER FILES TO THEIR OWN USB DRIVE OR THEIR OWN ONLINE DRIVE.

Computer Basics Session Survey :

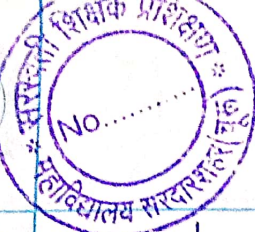
Ask students to complete the printed hand out 1.7 Computer Basics Session Survey and collect these before students leave.

Certificate of Completion. Depending on your printing situation, do one of the following:

- Call students up one at a time to print their Certificate of Completion from your computer. You can ask them to type in their own names. Sign their certificates.
- If no printer is available in the lab, have pre-printed certificates available and write or pre-type student names. Sign certificates before the class so they are ready to distribute.



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गामानिवास $\frac{5}{10}$ भूवर लाल
B.Ed - 1st Year

① Computer शब्द Computer से बना है जिसका अर्थ होता है गणना करना

① Computer की मुख्य इकाई दो होती हैं

① इनपुट इकाई

② आउट पुट इकाई

① आउटपुट इकाई का विस्तार →

① प्रिंटर → ~~प्रिंटर~~ मॉनीटर, प्रिंटर

① प्रिंटर → प्रिंटर सर्वाधिक उपयोग में लाई जाने वाली आउट पुट युक्ति है। ये आउट पुट को स्थायी रूप से कागज पर पठनीय प्रति बनाने के लिए काम में लिये जाते हैं। अनुप्रयोग एवं मूल्य के आधार पर कई प्रकार के प्रिंटर बाजार में आता है।

- ①
- ②
- ③

डॉट मैट्रिक्स प्रिंटर

लेजर प्रिंटर

पेज प्रिंटर



Monitor \rightarrow इसे क्वीन VDU तथा CRT भी कहते हैं

यह न.व. के जैसा उपकरण होता है जो CPU से आने वाली सुचनाओं को क्वीन पर दर्शाता है ये तीन प्रकार के होते हैं आज कल monitor एकलम साधारण इकाई जिसे कभी भी किसी भी स्थान पर ले जाया जा सकता है।

~~माऊस \rightarrow माऊस को एक प्रकार का इलेक्ट्रॉनिक उपकरण है यह कम्प्यूटर को लीप गति से कार्य करने के लिए काम आता है।~~

रा.ज. उ यह सुचनाओं को लाल हरा नीला इन तीनों रंगों में से किली एक एक रंग में प्रदर्शित करता Colours यह सुचना को स्वाभाविक रंगों में प्रदर्शित करता है।

मीनीटर में सुचना को प्रदर्शित करने के लिए 80 कॉलम तथा 24 लाइन होती है। सुचना छोटे-छोटे बिन्दुओं द्वारा प्रदर्शित की जाती है इन बिन्दुओं को pixels कहा जाता है।



सामान्य मीनीटरों के स्क्रीन पर 600 पिक्सलों वाली 200 रेखाएं होती हैं। इनका रिजोल्यूशन 640x200 हुआ।

① संग्रहण उपकरण →

संग्रहण उपकरणों से ज्ञात हुए डेटा इकाइयों को अथवा 'डेटा' जिन्हें द्वारा भण्डारित या संग्रहित किया जाता है इन उपकरणों में डेटा संग्रहित करने एवं उन्हें एक्सेस करने हेतु अलग-अलग तकनीकों का प्रयोग किया जाता है। विभिन्न संग्रहण उपकरणों की संग्रहण क्षमता भी अलग-अलग होती है।

संग्रहण उपकरण



धुम्बकीय संग्रहण

ऑप्टिकल संग्रहण

फ्लॉपी डिस्क, हार्ड डिस्क, मैग्नेटिक टेप

सीडी रोम, डीवीडी रोम



इंटरनेट इजारे लारखे स्वतंत्र नेटवर्क को ऐसा संयुक्त नेटवर्क है। जिसमें प्रत्येक नेटवर्क एक ऐसे माध्यम से जुड़ा होता है जिसकी सहायता से यह अन्य नेटवर्क से सुचनाओं का आदान प्रदान करता है। इसका संचालन किसी एक संगठन द्वारा नहीं किया जाता है। बल्कि अनेक संगठन यह सुविधा देते हैं।

यह विश्वव्यापी कम्प्यूटर नेटवर्क (www) का जाल है जिसका हिस्सा बन कर हम इस इंटरनेट के माध्यम से दुनिया के अन्य किसी भी कोने से सुचनाओं का आदान प्रदान कर सकते हैं।

गर्ह दिल्ली स्थित नेशनल इन्फोरमेशन सेन्टर (NIT) भारत में इंटरनेट के स्थान प्रयोग करने वाला प्रथम संस्थान था। भारत सरकार के उपक्रम VSNL विदेश संचार निगम लिमिटेड ने IS आक्ट 1995 में व्यावसायिक रूप से प्रथम इंटरनेट सेवा प्रदान की है।

ई मेल

5

इलेक्ट्रॉनिक मेल आज के समय में इंटरनेट पर उपलब्ध सबसे महत्व पूर्ण सेवा में से एक है। ई मेल की हमारी डाक प्रणाली पी तरह ही होती है। जिसमें हम पत्र लिखकर अपने दूर