

GRADE

4

Let's Learn

ICT SKILLS

GRADE 4 | PUPIL'S TEXTBOOK



Mauritius Institute of Education
under the aegis of
Ministry of Education, Tertiary Education, Science and Technology



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PREFACE

Information and communication technology (ICT) is a broad area of study which has core computer science concept at one end and at the other, digital literacy and computer fundamentals. At the same time, with technological advancements, children are exposed to the world of technology at a young age. It becomes therefore important to help our children have a good understanding of how computers work in this highly digital world.

This book has been written by taking into consideration the National Curriculum framework. It also takes into account that children are now exposed to learning through tablet as part of the EDLP project as from Grade 1. The panel has carefully designed activities that can be easily contextualised to the learner's environment and the practical activities are relevant to the learner's everyday life. The learners will develop their skills and knowledge of the subject area gradually and will advance with confidence through the various topics and contents presented in the workbook.

The workbook consists of eight different units:

1. **Working safely with computers.**
2. **Working with tablets.**
3. **Concepts of Computer operations.**
4. **Word Processing Skills: Advanced formatting.**
5. **Spreadsheet: Workbooks and Worksheets.**
6. **Presentations: Introduction to Animation, transition and Formatting.**
7. **Advanced Internet features.**
8. **Multimedia: Importing pictures from Internet.**

The workbook is learner-centered and consists of:

1. **Practical activities.**
2. **Book activities.**
3. **Activities on Tablet.**
4. **Extra challenge activities.**

We strongly consider that this book is an essential tool to promote ICT teaching and learning at this stage. As a further help to our children, more practical activities for each unit have been included. We have created an avatar named Kimo that will be used to make the book child friendly.

Indeed, much care has been bestowed upon the preparation of this book and hopefully, it will become the best guidance tool.

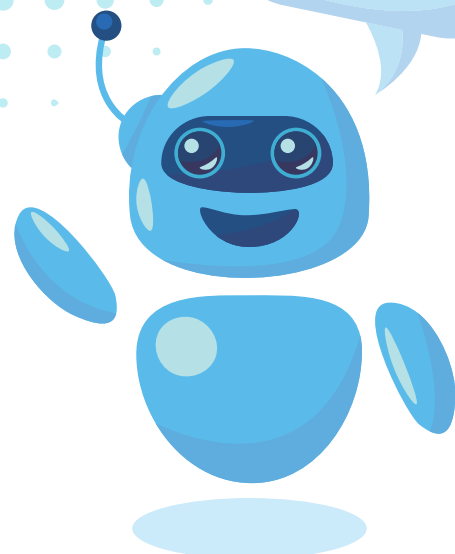
The Information and Communication Technology Panel

INTRODUCTION

Hello Friends

**My name is Kimo,
I will guide you throughout your ICT Skills book.
What is your name?**

Hello!



KIMO KEY



Activity on Tablet



Can I help?



Activity on computer



Observation



Reward



Tips



Extra Challenge



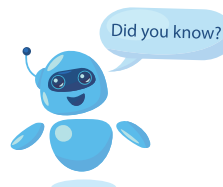
Activity in books



Note to teacher

NOTE TO TEACHERS:

The teacher should download the pictures for hobbies and insert them in Pictures folder.



Did you know?

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UNIT 1

Working Safely with Computers

AIM:

- To avoid health risks and to use computers safely.

LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Demonstrate an understanding of corrective measures to avoid health risks in using computers.
- Take proper care of computers.
- Demonstrate an understanding of computer ethics.



COMPUTER LAB RULES



**No Food
and Drink**



**Enter and Exit
Quietly**



**Do not run in the
Lab**



**Do not touch
cables**



**Do not use the
computer without
permission**



**Respect your
teacher and
classmates**



**Ask before you
print**



**Keep the
computer lab
clean**

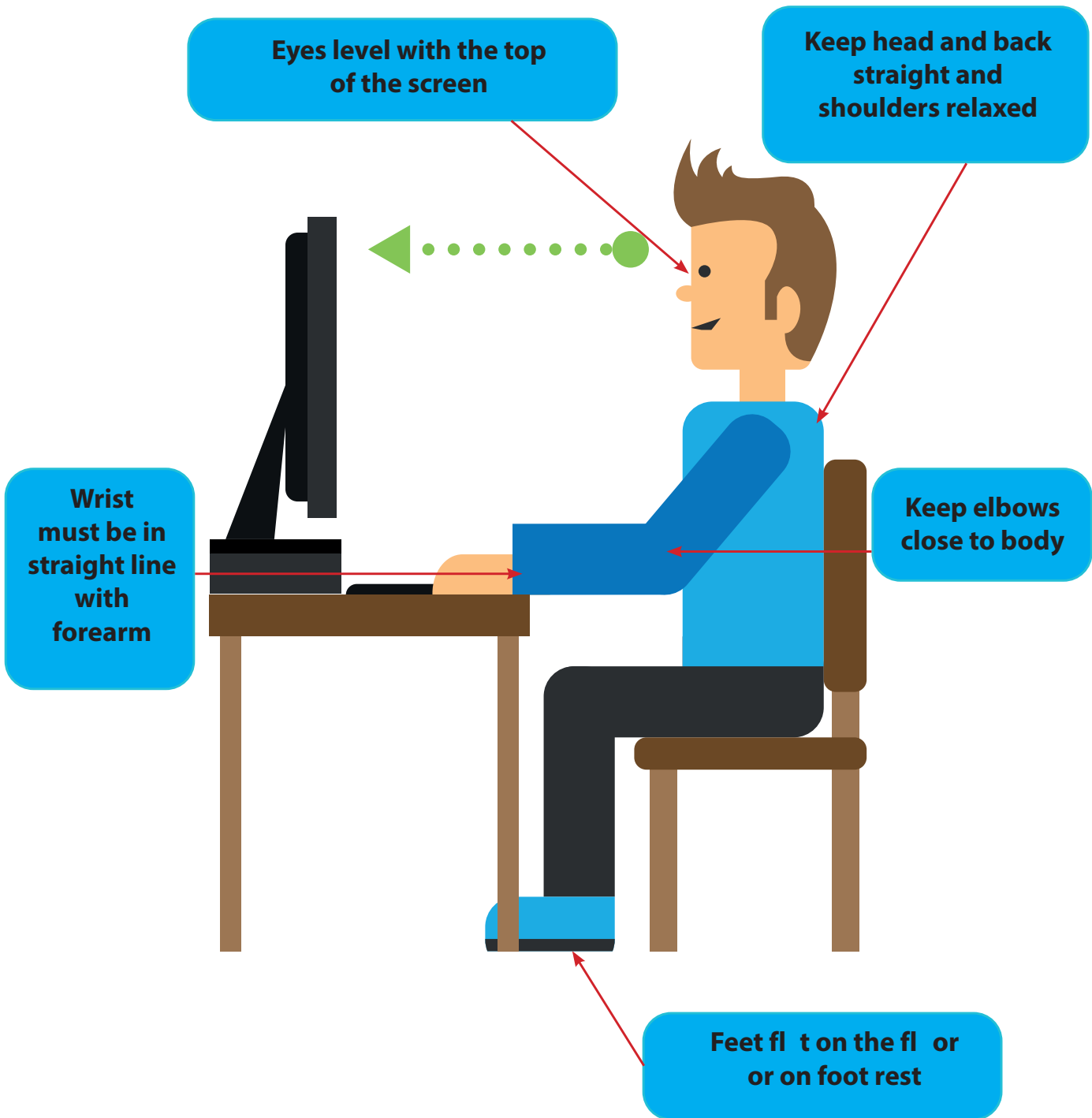


**Do not move
change or delete
files on the
computer**



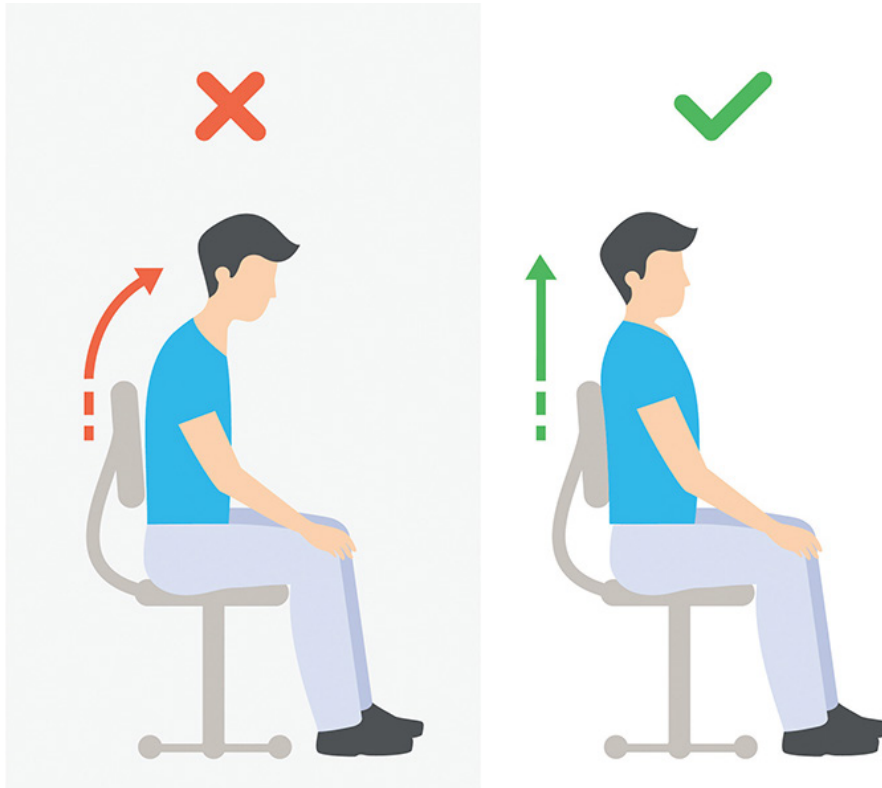
**Do not use the
internet without
permission**

 **GOOD SITTING POSTURE IN FRONT OF THE COMPUTER**



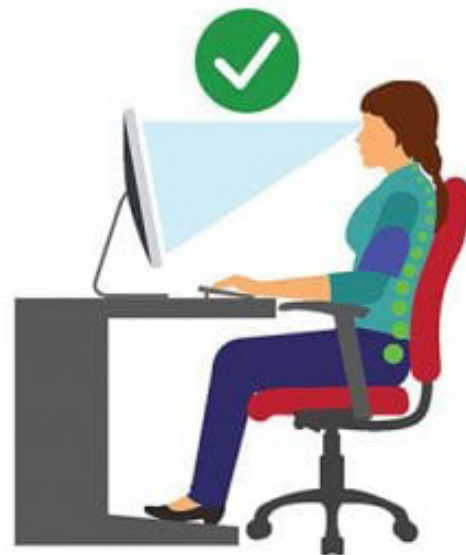


SITTING POSTURE



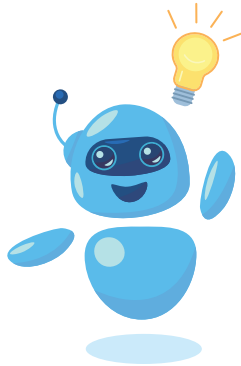
When you sit in the computer lab, use a good sitting posture.

- 1 Sit up straight
- 2 Eyes level with the monitor
- 3 Shoulders and arms relaxed
- 4 Feel your back supported





TAKING CARE OF COMPUTERS



It is important :

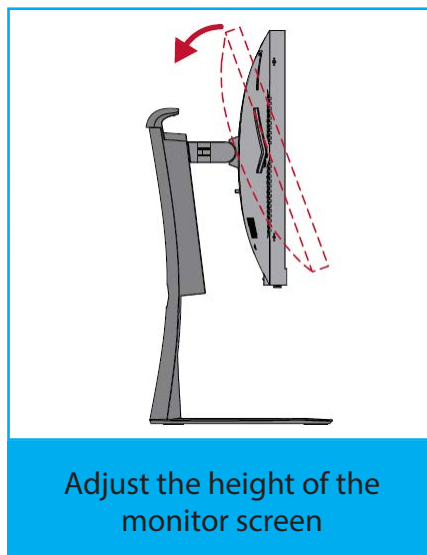
- to take care of computers for our own safety.
- for the computers to work properly.



NOTE TO TEACHERS:

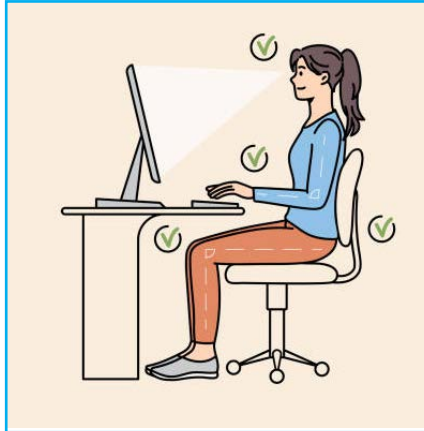
Prior to 'Computer health precautions', a brief recap of health problems should be done.

Let's have a look of how I can prevent health problems caused by the use of computers.





Use an anti-glare screen



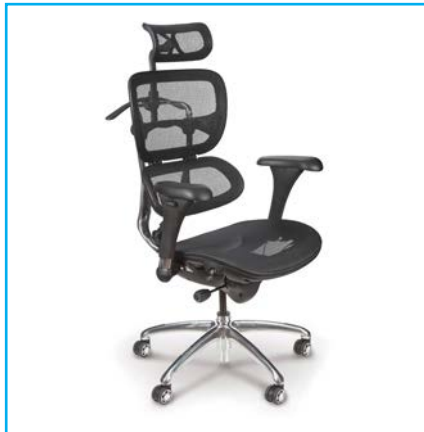
Adopt the right sitting posture



Use a clean monitor screen



Use a wrist rest

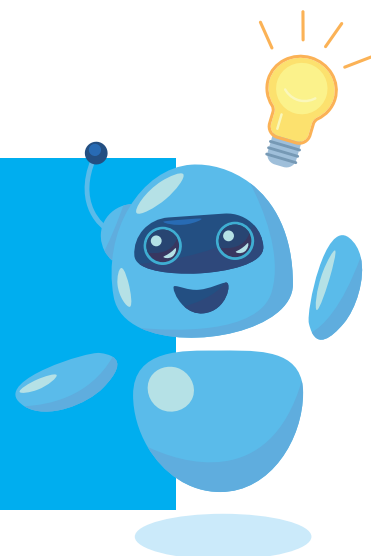


Use an adjustable chair



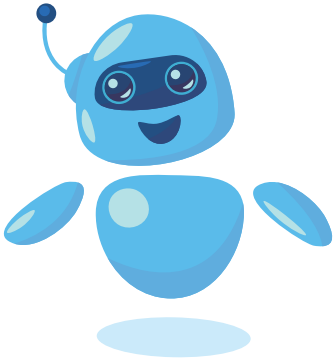
Use a footrest

Don't forget to take frequent breaks while working on computers.





COMPUTER HEALTH PRECAUTIONS



In Grade 3, we've learned the health problems that can be caused by computers.

How can they be avoided if we adopt the correct measures?

Some ways I can take care of computers are :



Disconnect power cables when not using computers.



Do not play or cut any electrical cables.



Keep all cables organised.

UNIT 1



Install Antivirus Software.



Perform regular software updates.



Delete unused programs.



Backup files.



Remove dirt and dust from the computers.



COMPUTER ETHICS

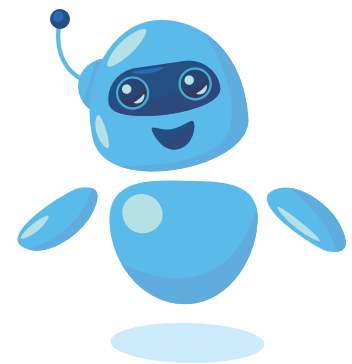


What is computer ethics?

Computer ethics are proper ways of using computers.

Some examples of computer ethics are:

- I must not use computers to cause harm to others.
- I must not use computers to steal personal information.
- I must not interfere in other people's computer work.
- I must not use or copy software without permission.
- I must respect the rights and property of others when using the Internet.
- I must not take other people's work without permission.
- I must not access other computers or programs without permission.





ACTIVITY 1

1. Give 3 examples to prevent health problems.

- _____
- _____
- _____

2. What are computer ethics?

- _____

3. List 5 ways you can take care of computers.

- _____
- _____
- _____
- _____
- _____



Note: This activity can also be done on the computer.



UNIT 2

Working With Computers: Tablets

AIM:

- To install a learning application using playstore.

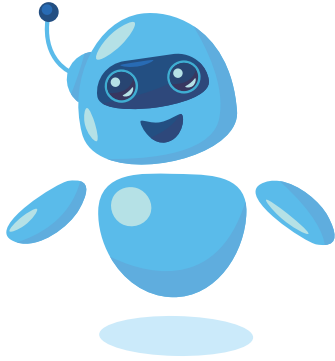
LEARNING OBJECTIVES:

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

- Navigate through Playstore.
- Install a learning application.
- Navigate through the learning app.



INSTALLING A LEARNING APPLICATION USING PLAYSTORE



Let us see how to install a learning application using Playstore.

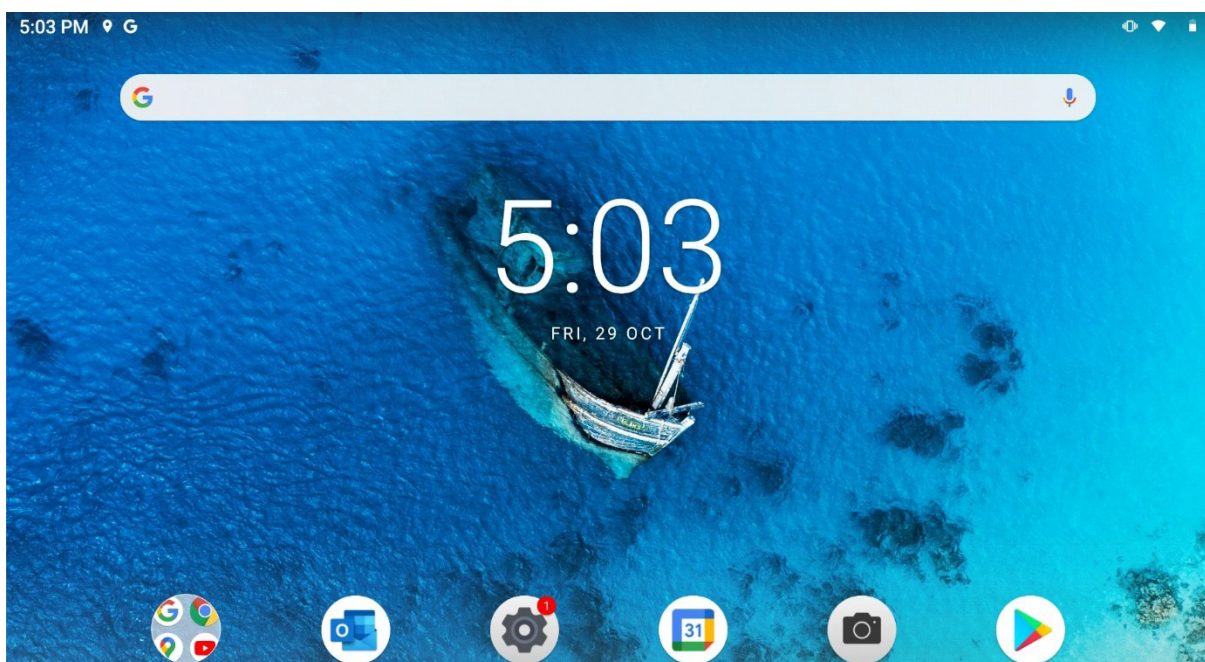
Example: We will install the Kahoot learning application.



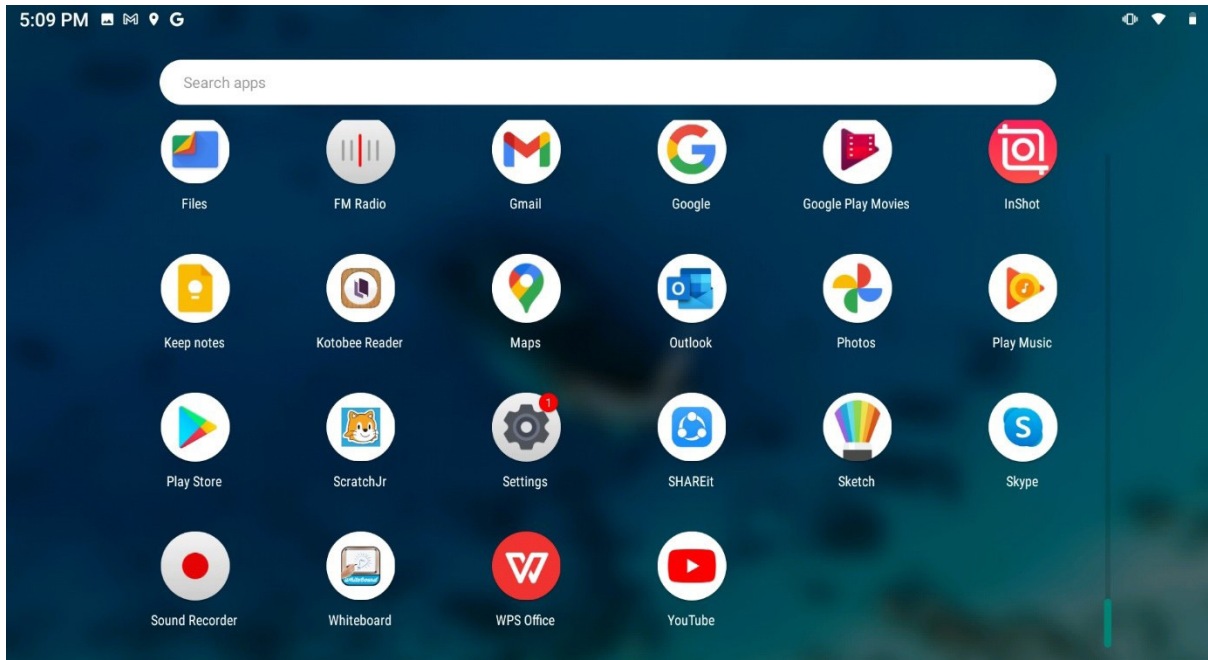
NOTE TO TEACHERS:

The teacher has to login in Playstore so that the students can download the Kahoot learning application.

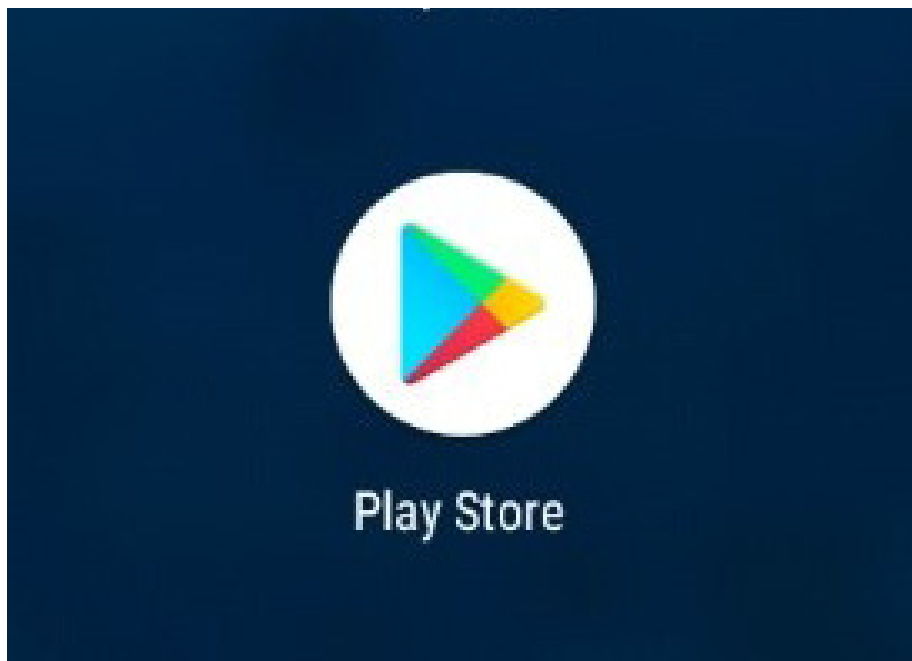
Step 1: I swipe on the main screen to view the list of apps.



Step 2: A list of apps will appear.

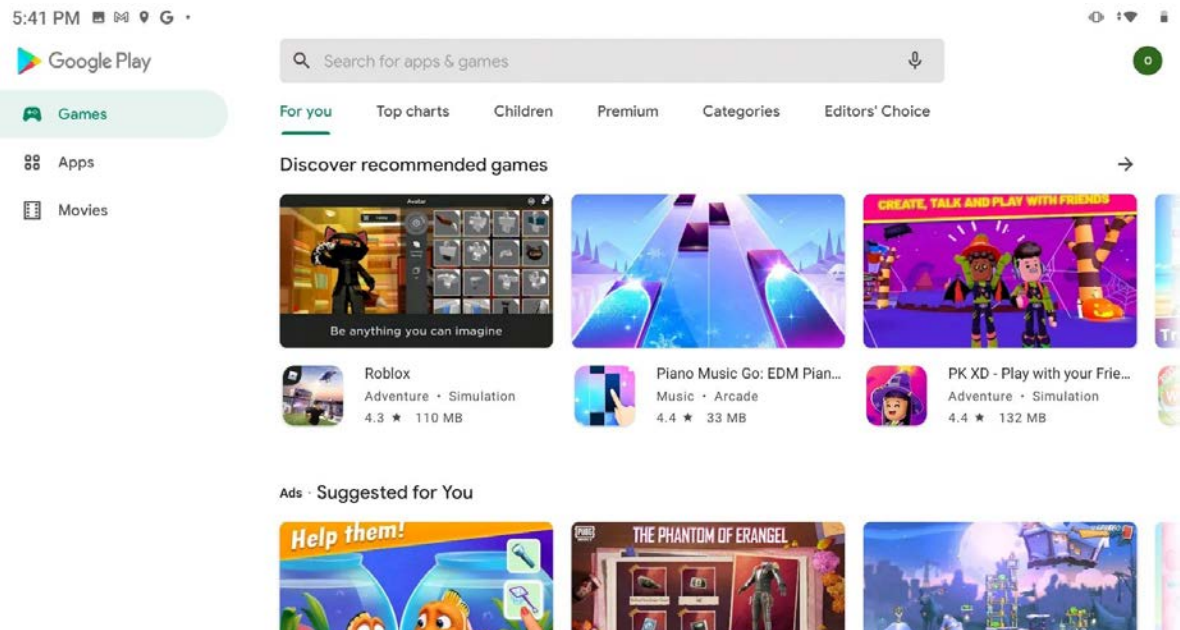


Step 3: I select the Playstore application icon.

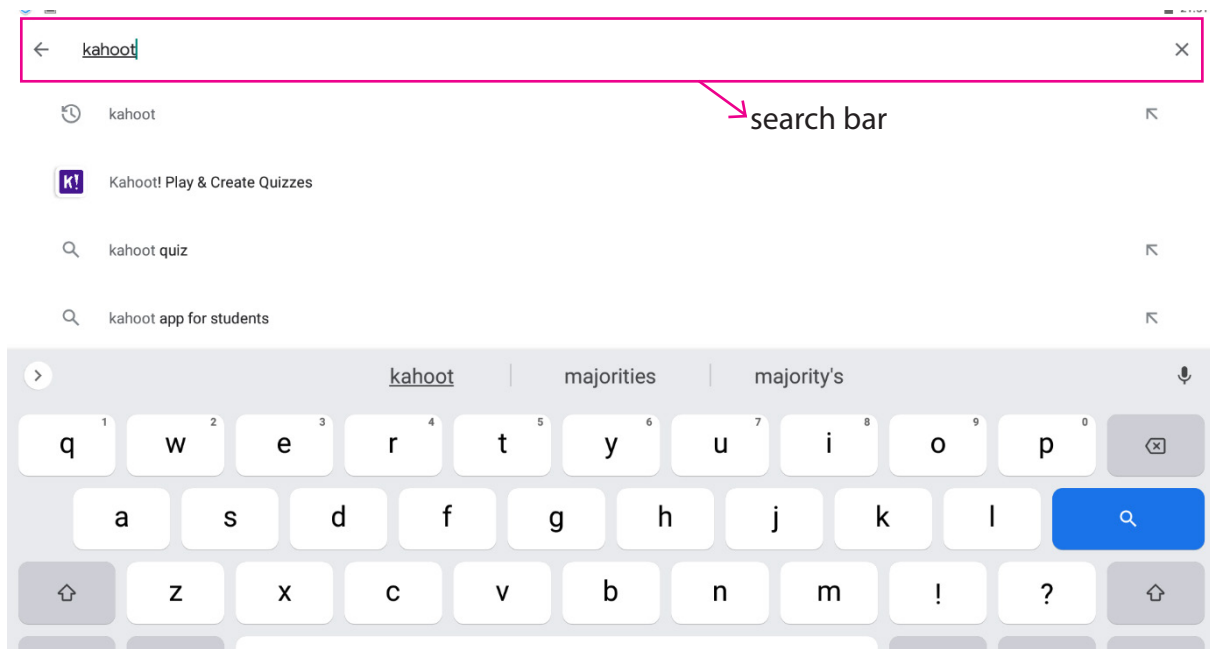


UNIT 2

Step 4: The following screen will appear:

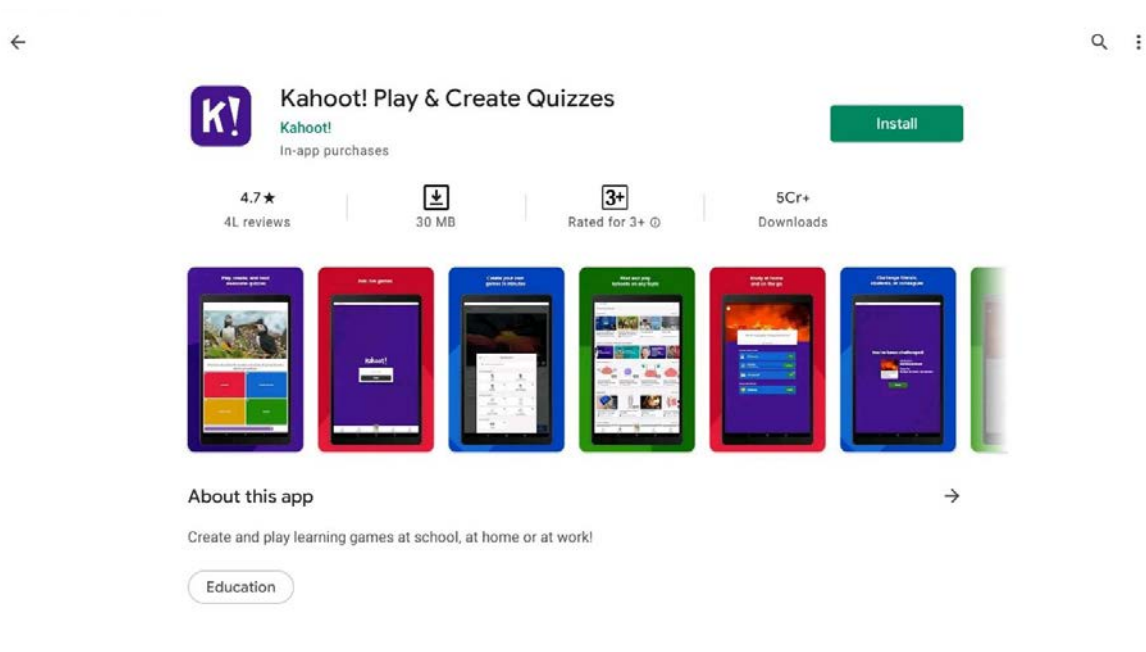


Step 5: I type **kahoot** in the search bar as shown below:

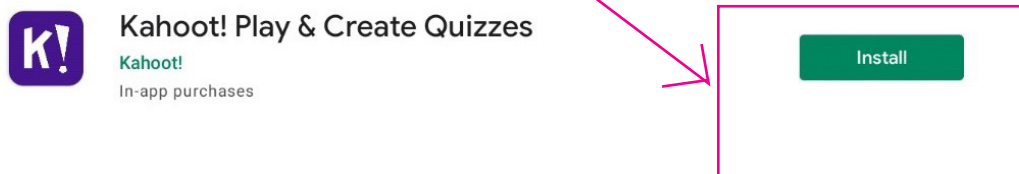


Step 6: I press the Enter key on the keyboard.

Step 7: The following screen will appear:



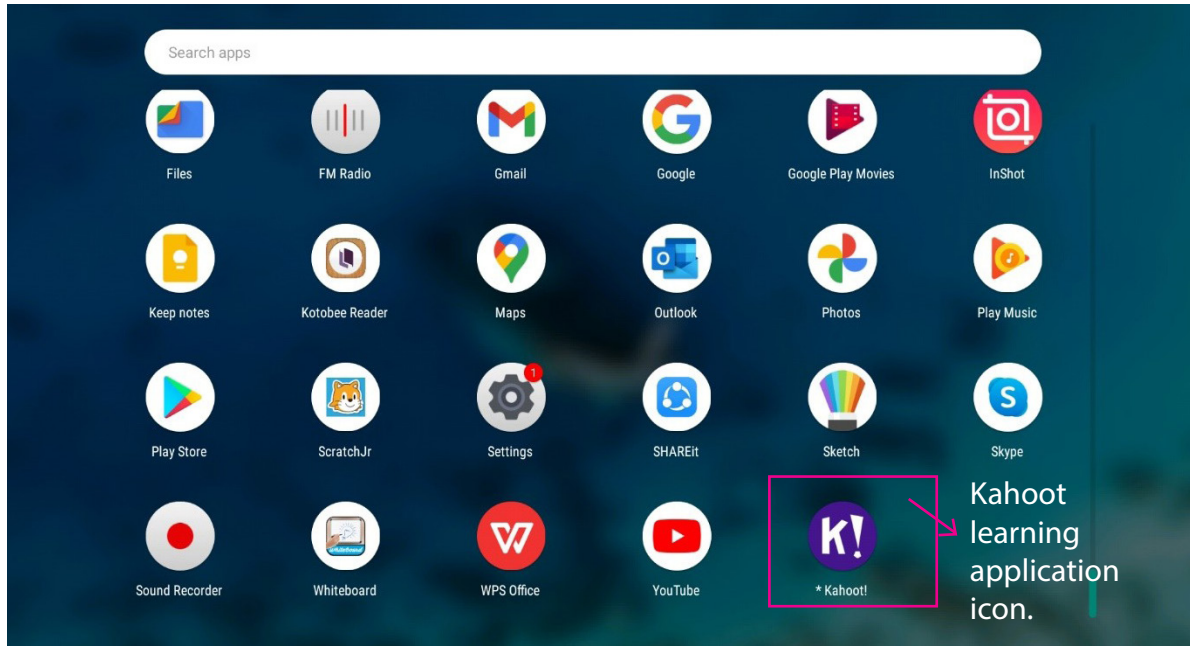
Step 8: I select the Install button.



Step 9: I wait a few minutes until the application is installed on the tablet.

UNIT 2

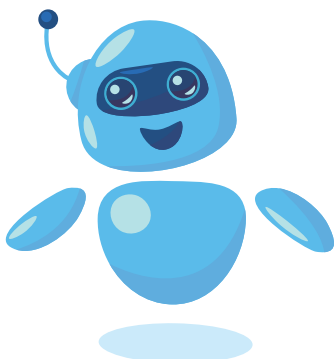
Step 10: Now, I can see that the kahoot application icon appears on my tablet screen.



Recap: Opening an application using a tablet from Grade 3 Unit 2.

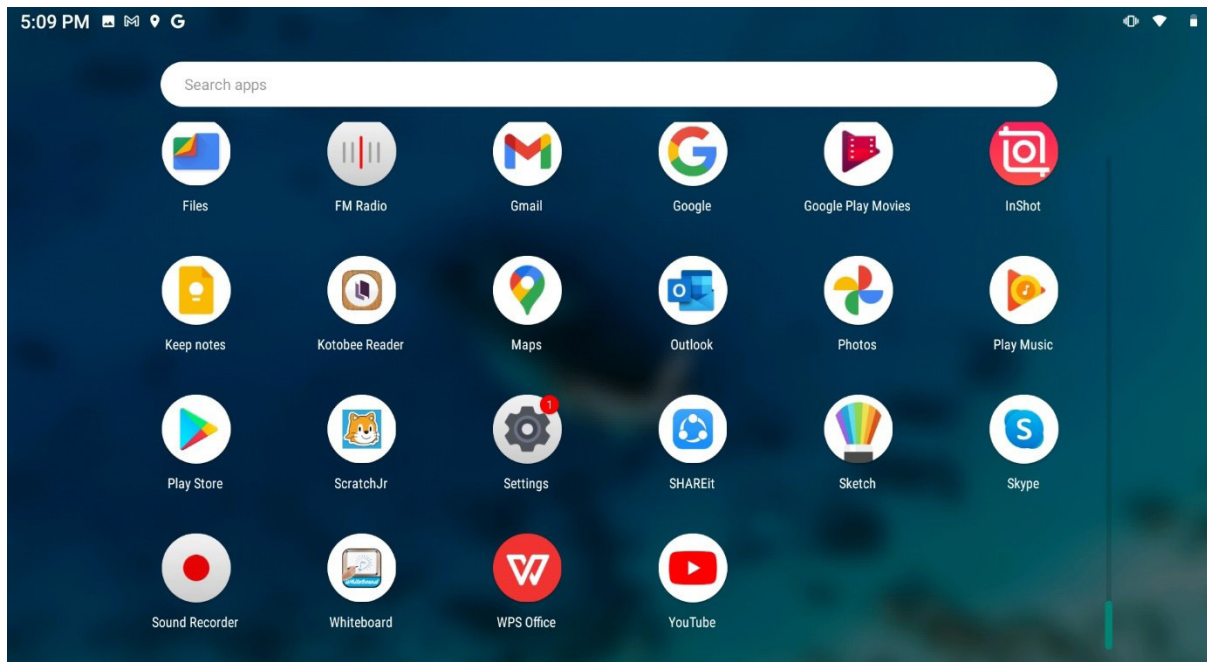


NAVIGATING THROUGH THE KAHOOT LEARNING APPLICATION

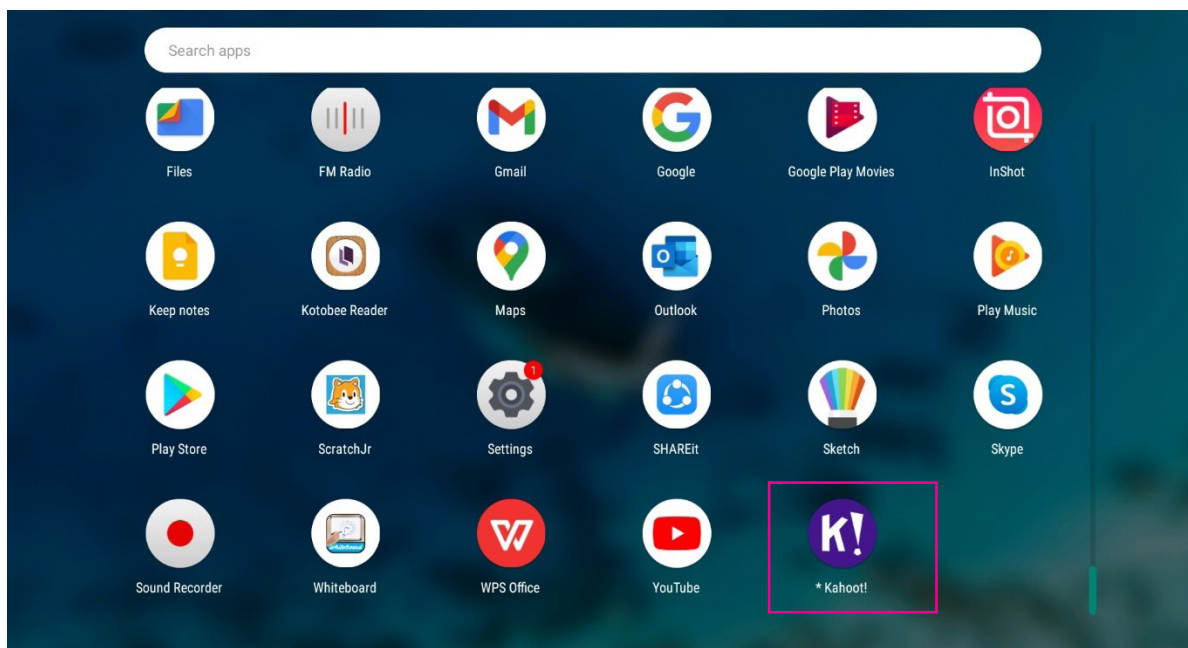


Now, let us navigate through the kahoot learning application.

Step 1: I swipe on the main screen to view the list of apps.



Step 2: I look for the kahoot app and tap on it.



Step 3: The following screen will appear:

Welcome!



You don't need an account to play.
Before you get started, please answer these 2 quick questions...

Next

Already have an account? [Log in](#)

[Privacy](#) [Terms](#)

Step 4: I tap on the next button.

Step 5: The following screen will appear:

Question 1 of 2

Choose your account type



<input type="radio"/> Teacher	<input type="radio"/> Student
<input type="radio"/> Professional	<input type="radio"/> Personal

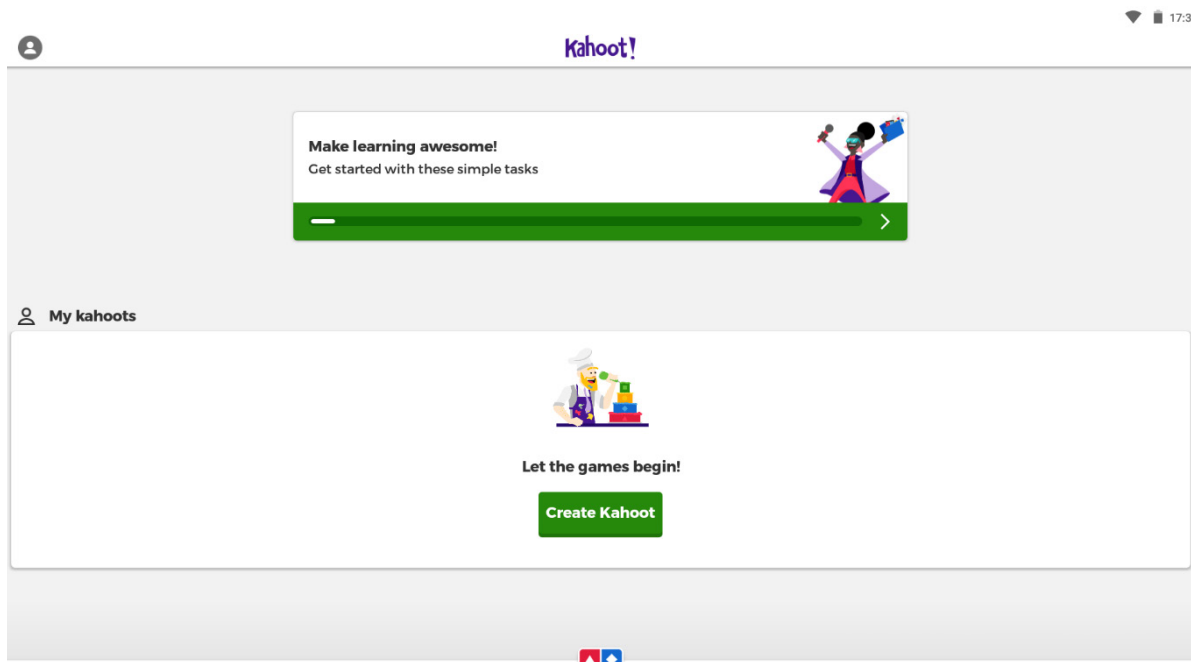
Step 6: I tap on Student.

Step 7: The following screen will appear:

Question 2 of 2
How old are you?

Step 8: I enter my age in the blank space provided and tap on the OK button.

Step 9: Now, I can see the main screen of the Kahoot application as shown below:

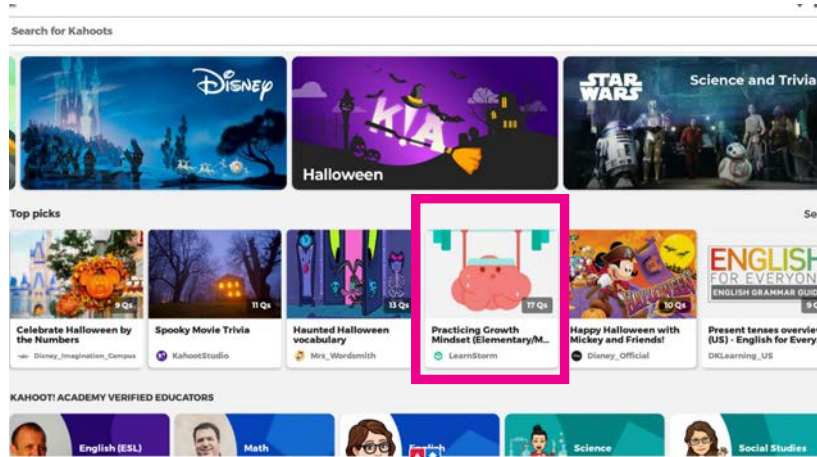


Step 10: I tap on the DISCOVER icon.

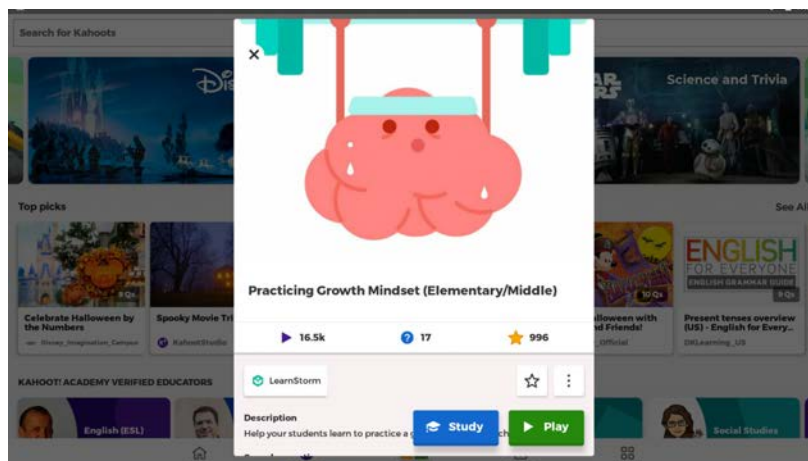


UNIT 2

Step 11: I look for the “Practicing Growth Mindset (Elementary/Middle)” title and select it.

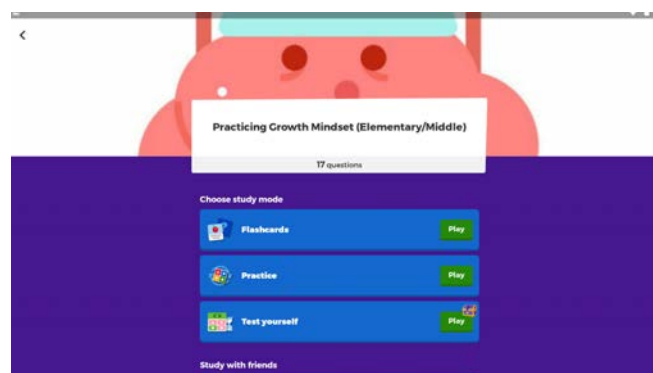


Step 12: The following screen will appear.



Step 13: I tap on Study.

Step 14: The following screen will appear and I tap on Flashcards.



Step 15: Now, I will have to answer several questions and tap on the correct answer to proceed.



UNIT 3

Concepts in Computer Operations

AIM:

- To understand the concepts in computer operations.

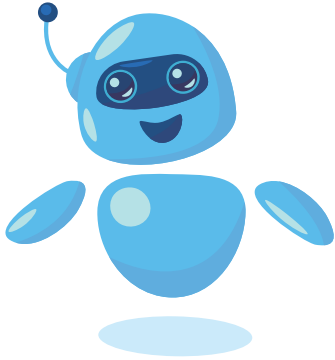
LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Identify hardware and software.
- Understand the concepts of data and information.
- Be aware of input, process and output cycle.
- Work with GUI (Graphical User Interface).
- Create, delete and rename subfolders.
- Change desktop background.
- Change icon size and text.
- Change screen resolution.
- Change desktop themes.
- Work with taskbar.
- Change date and time.



HARDWARE AND SOFTWARE



In Grade 3, we have learnt that:

- the computer is a machine.
- there are several parts of the computer.
- there are different types of computers.

The computer system is made up of hardware and software.

Hardware is any part of the computer that we can touch and see. Examples of hardware are:



Mouse



Monitor



Speakers



Printer



System Unit



Keyboard

Software are programs in a computer. Programs are instructions that make a computer work. Examples of software are:

The logo for Windows 10, featuring the four-pane Windows logo icon to the left of the text "Windows 10".

Windows



Google Chrome



Firefox



Antivirus



Microsoft Word



Microsoft Paint



Android



Windows Media Player



HOW DOES A COMPUTER WORK?

A computer takes in data, processes the data and gives out information.

- **Data** are raw facts and figures which are entered into a computer.
- **Process** is what the computer does with the data.
- Data together with instructions produce **information**.

For example:

$$5 + 4 = 9$$

9 is the information

5 and 4 are the data

Let us see the example below which shows the input, process and output:



INPUT

Mango pulp, sugar and milk are put in a mixer grinder.



PROCESS

The ingredients are blended in the mixer grinder.



OUTPUT

The result is the mango shake.



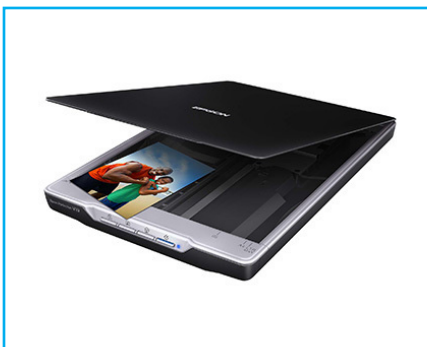
INPUT AND OUTPUT DEVICES

Input and Output devices form part of computer hardware.

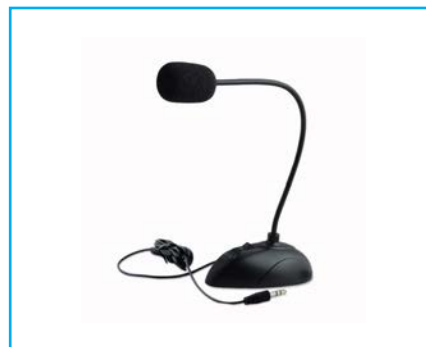
We use **input devices** to give data to the computer. Some examples of input devices are:



Mouse



Scanner



Microphone



Webcam



Mousepad



Stylus Pen



Keyboard



INPUT AND OUTPUT DEVICES

We use **output devices** to get information from the computer. Some examples of output devices are:



Monitor



Printer



Speakers



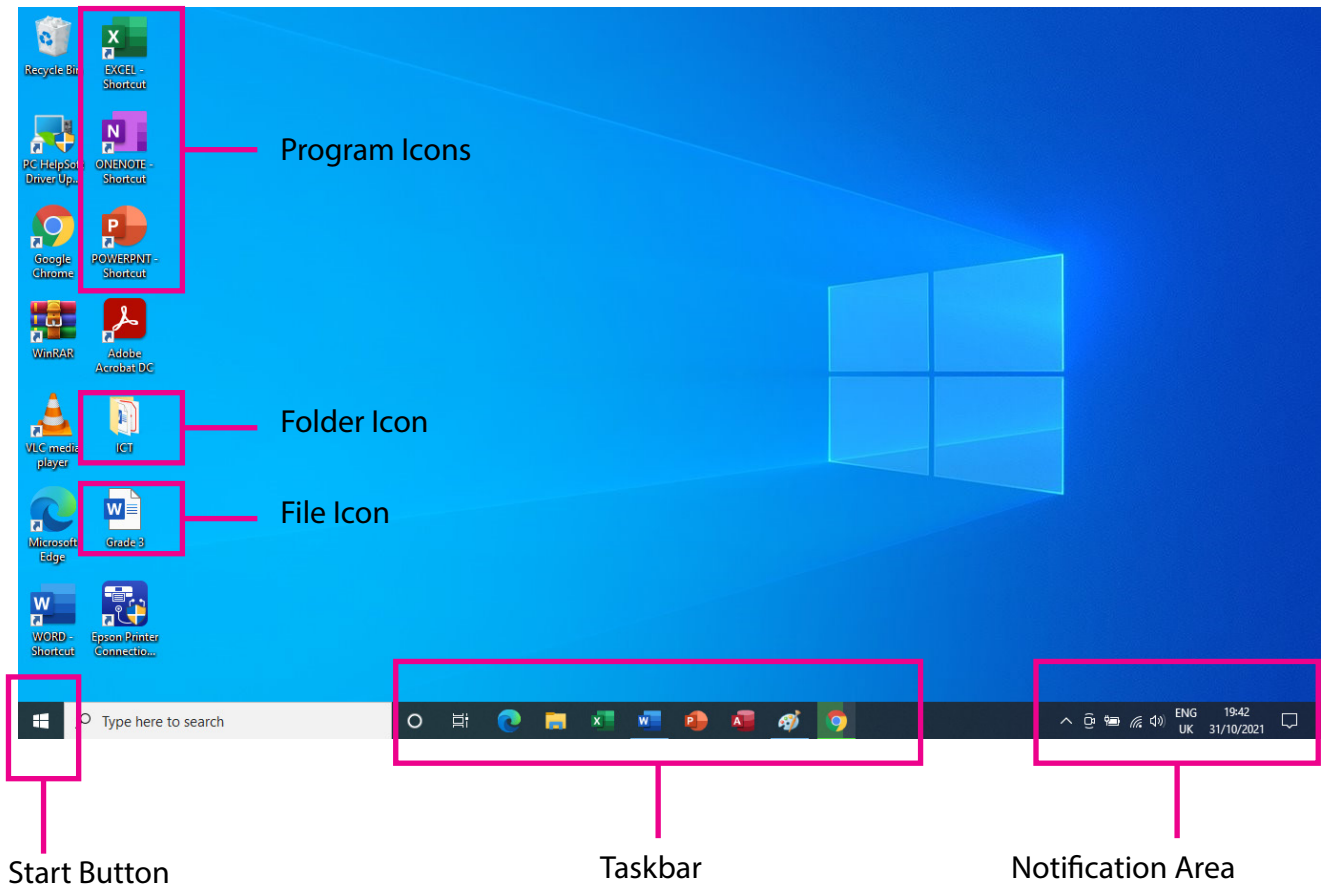
Projector



ELEMENTS ON THE DESKTOP

The desktop is the main screen of the computer.

It consists of the desktop background, Start button, taskbar, notification area and icons such as program, file and folder icons.

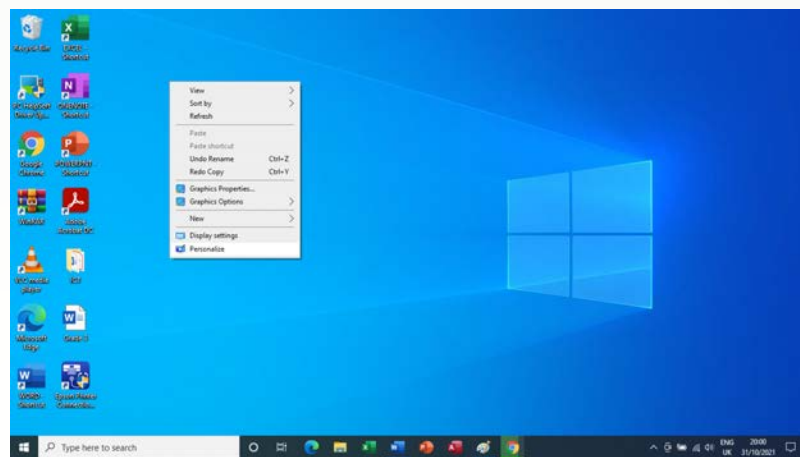




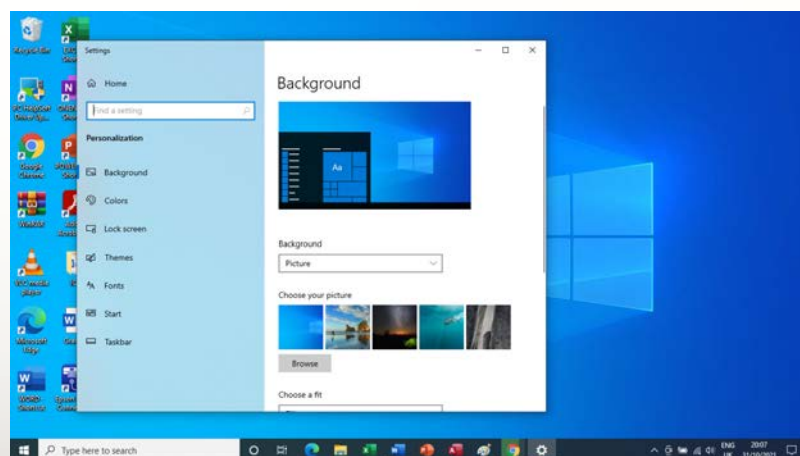
ACTIVITY 2

Activity 2: Changing desktop background

- Step 1: Right-click on desktop.
- Step 2: Click on Personalize.



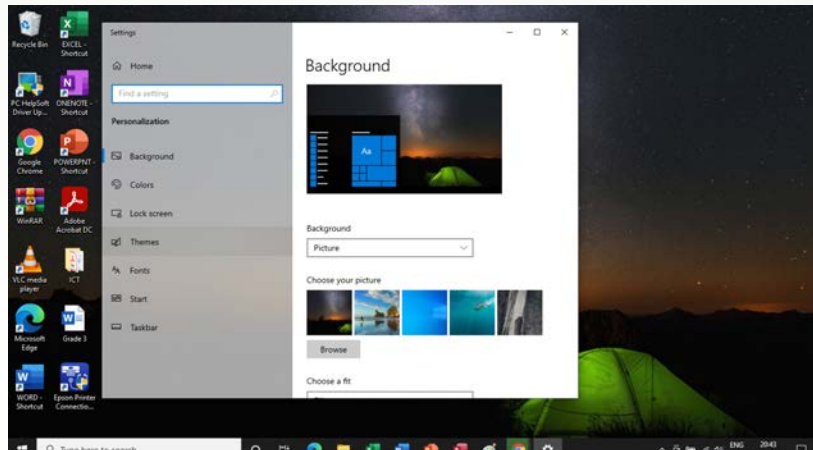
- Step 3: Choose a picture you want to put as desktop background from the pictures given.



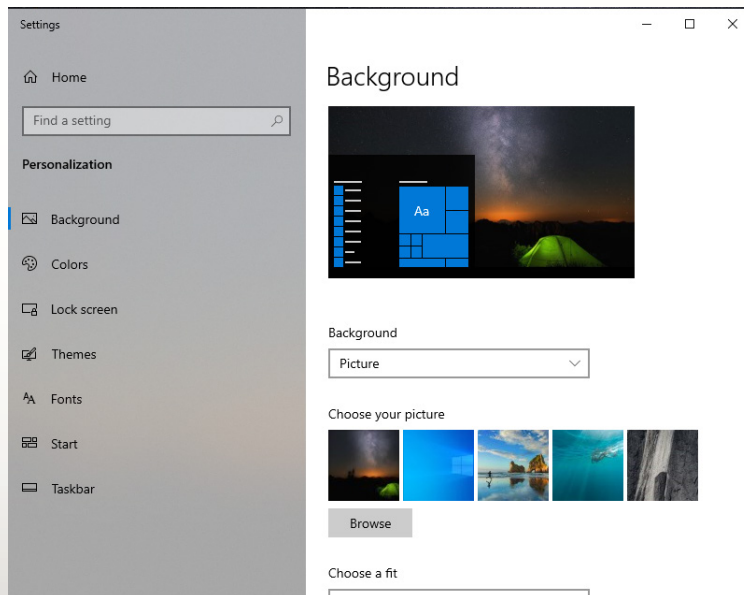


ACTIVITY 2

- Step 4: As soon as you click on a picture, the desktop background changes.



- Step 5: Click on Close.

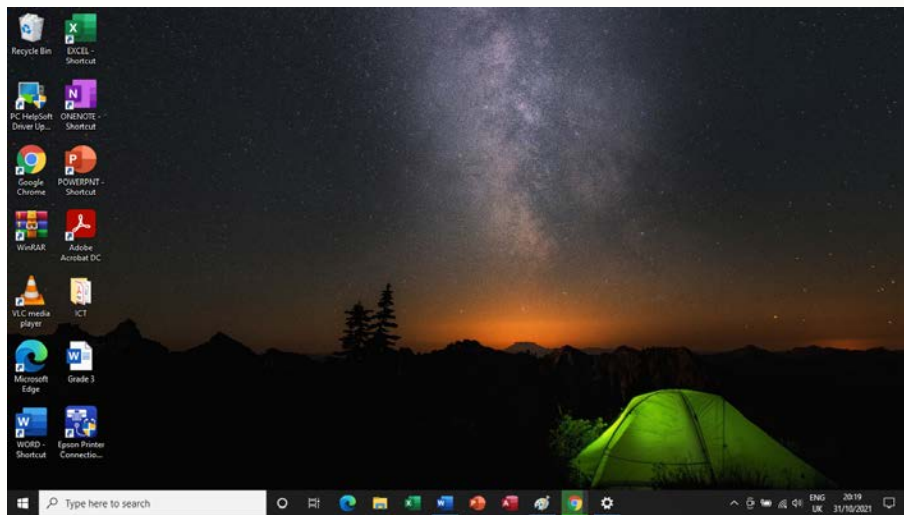




ACTIVITY 2



- The desktop now looks like this:

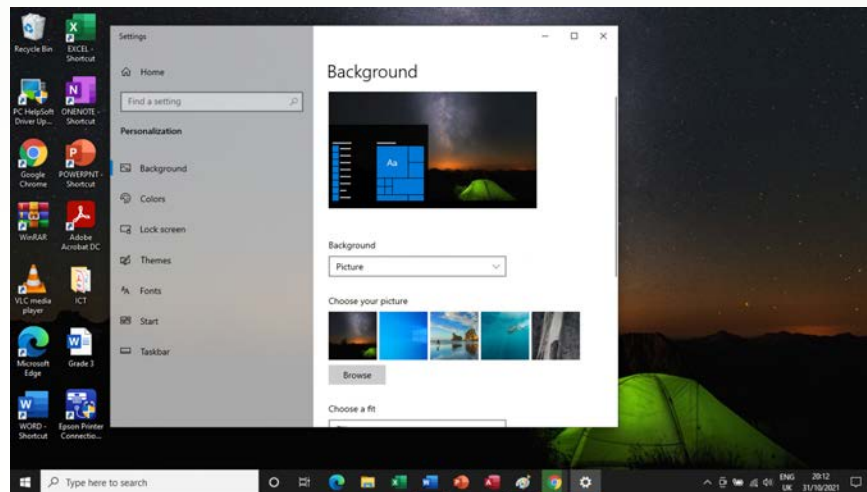




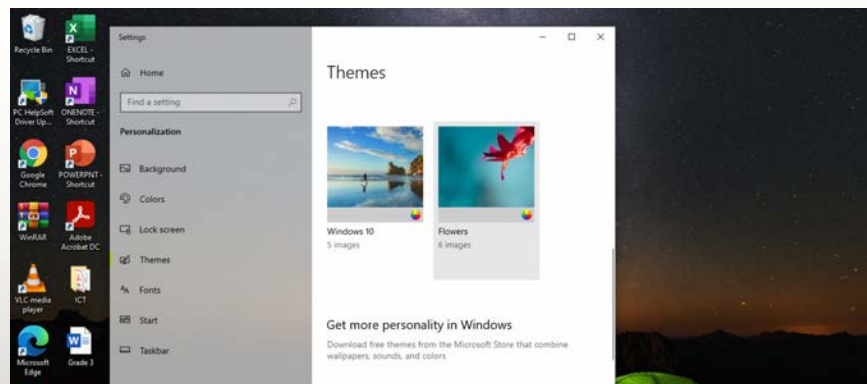
ACTIVITY 3

Activity 3: Changing desktop themes

- Step 1: Right-click on desktop.
- Step 2: Click on Personalize.
- Step 3: Click on Themes.



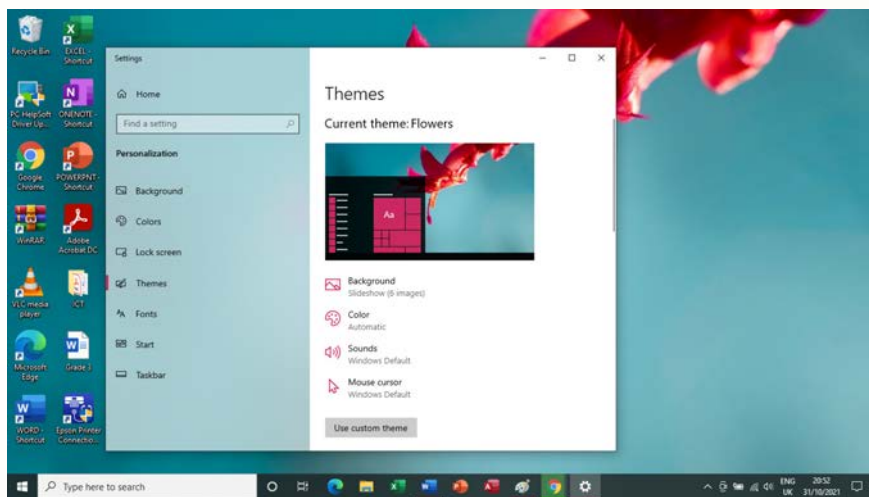
- Step 4: Click on a picture.



ACTIVITY 3



- You will notice that your desktop theme changes.



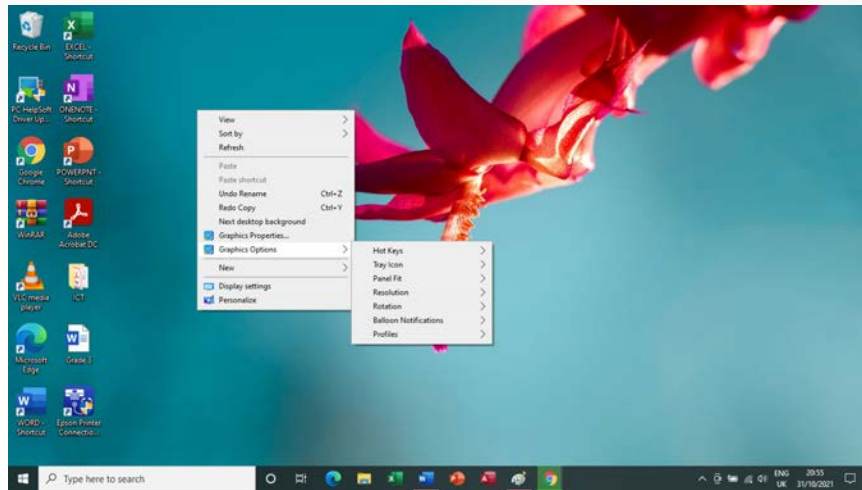
- Step 5: Click on Close to close the Themes window.



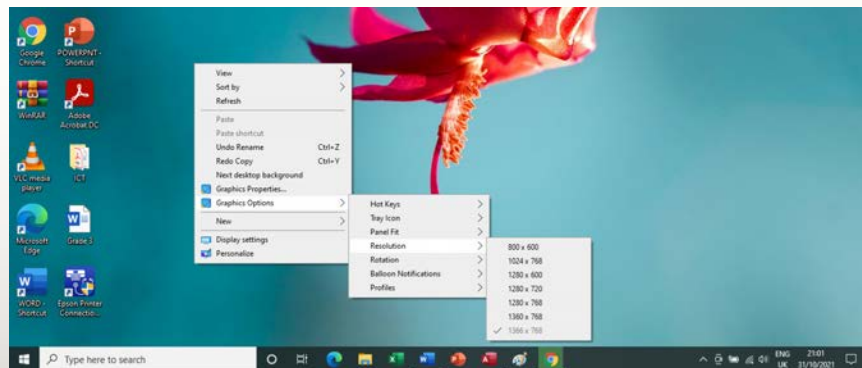
ACTIVITY 4

Activity 4: Changing screen resolution

- Step 1: Right-click on desktop.
- Step 2: Choose Graphics Options.



- Step 3: Click on Resolution.
- Step 4: You can adjust the screen resolution by clicking on the list given. The recommended screen resolution must be 1366 x 768.





ICONS

An icon is a small picture that represents a program, a file or a folder.



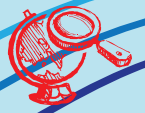
A Program Icon



A File Icon



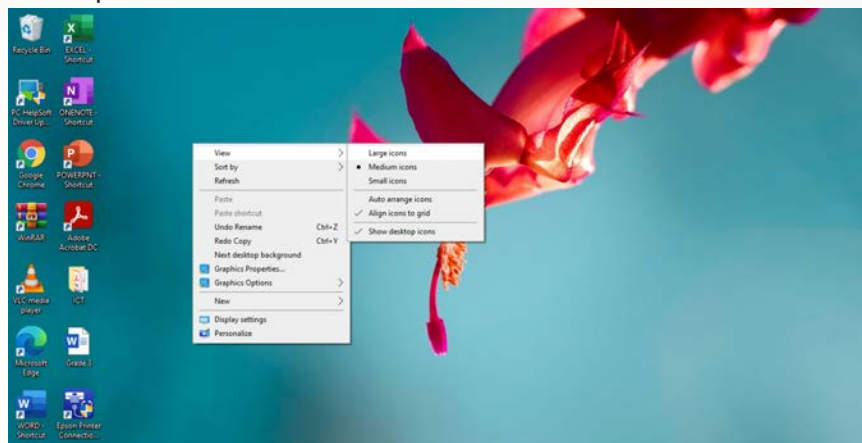
A Folder Icon



ACTIVITY 5

Activity 5: Changing icon size and text on the desktop

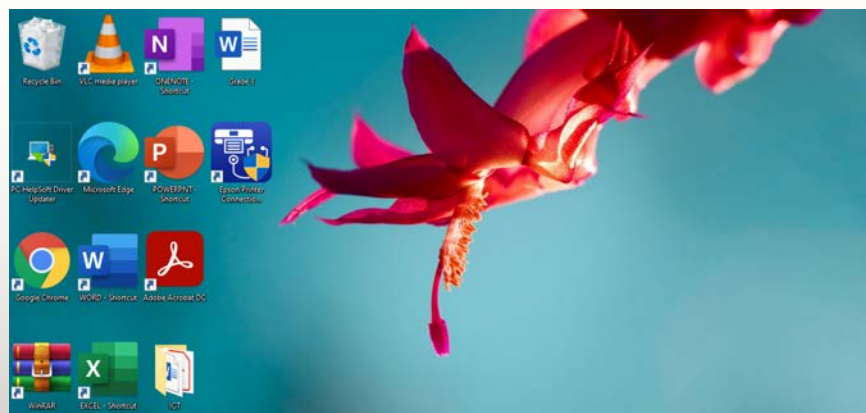
- Step 1: Right-click on the desktop.
- Step 2: Click on View.



- Step 3: Click on Large icons.



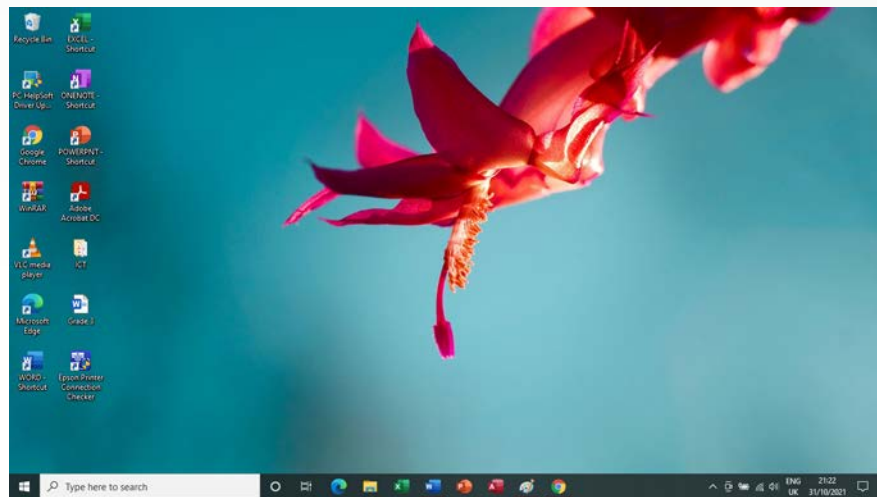
The icons' size and texts have become bigger.





ACTIVITY 5

- Step 4: Right-click on desktop again.
- Step 5: Choose View.
- Step 6: Click on Small icons.



The icons' size and texts have now become small.

- Step 7: Follow the same steps to change the icons to medium icons.



CREATING, RENAMING AND DELETING A SUBFOLDER

In Grade 3, we have learnt how to create a folder.

We can also create one or more folders in a folder. A folder which is found in another folder is called a **subfolder**.

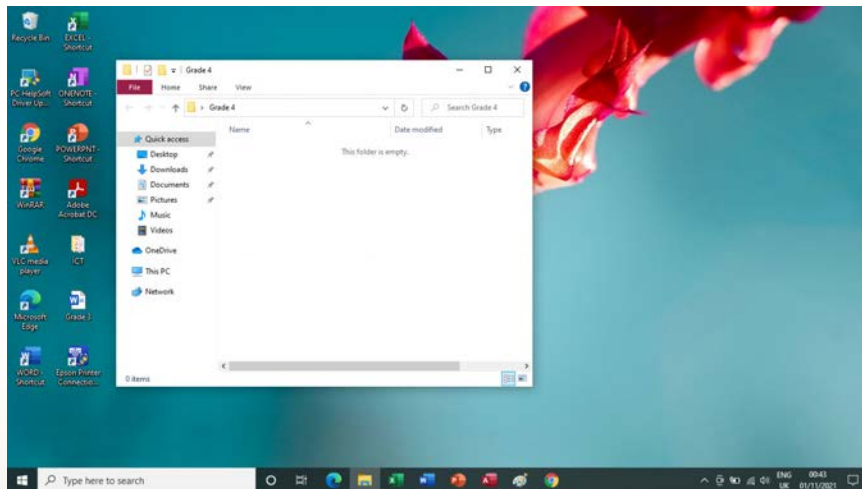


ACTIVITY 6

Activity 6: Creating and renaming a subfolder

- Step 1: Create a folder on the desktop.
- Step 2: Name the folder as Grade 4.
- Step 3: Double-click on the folder.

You will notice that the folder is blank.

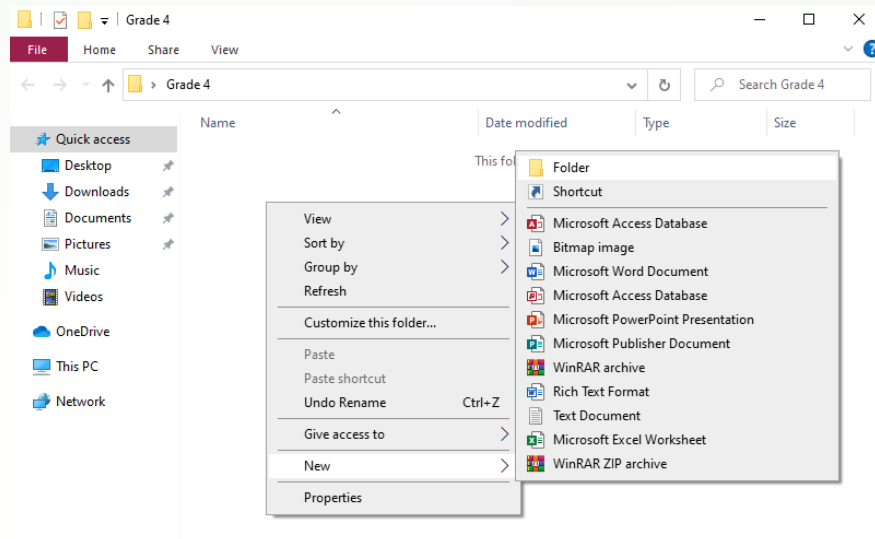


- Step 4: Right-click in the blank space.
- Step 5: Choose **New**.

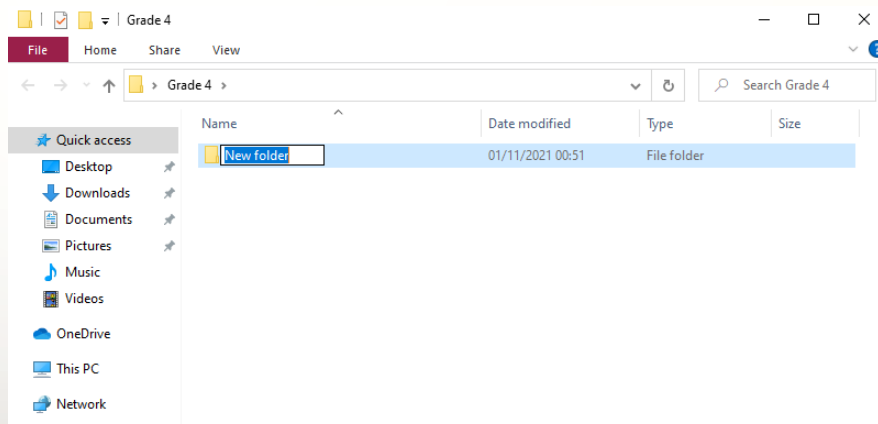


ACTIVITY 6

- Step 6: Click on **Folder**.



- You will notice that a subfolder has been created in the folder Grade 4.



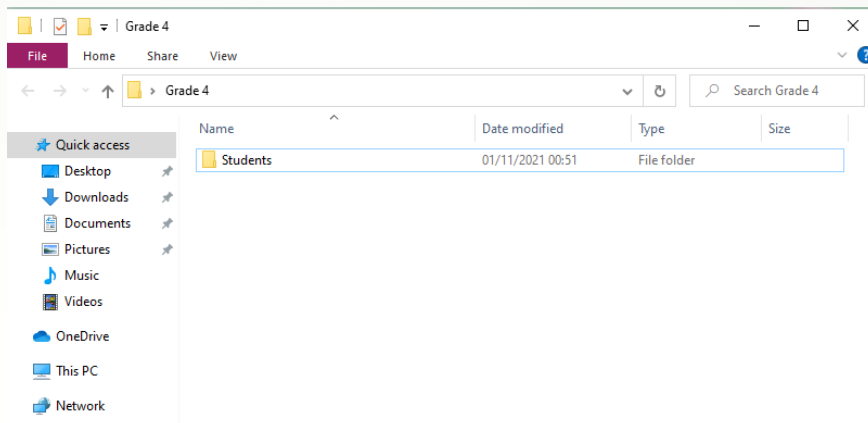
- Step 7: Now rename the subfolder as **Students**.
- Step 8: Close Grade 4 folder.



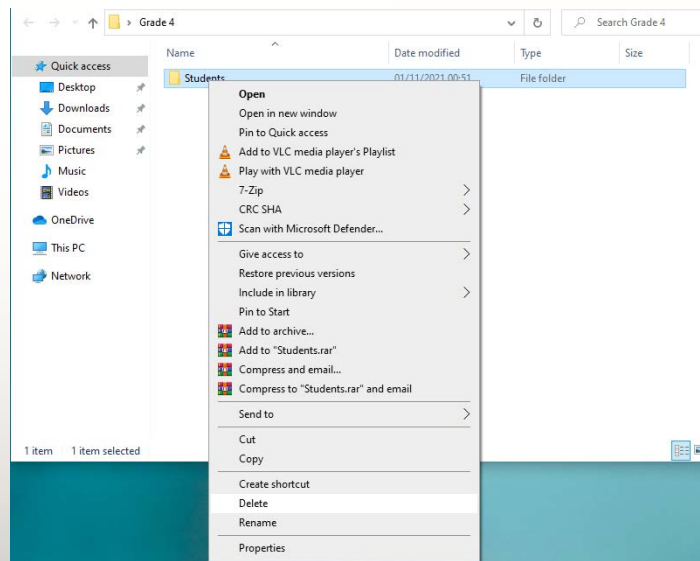
ACTIVITY 7

Activity 7: Deleting a subfolder

- Step 1: Double-click on the folder Grade 4. Grade 4 folder will open showing the subfolder **Students** in it.



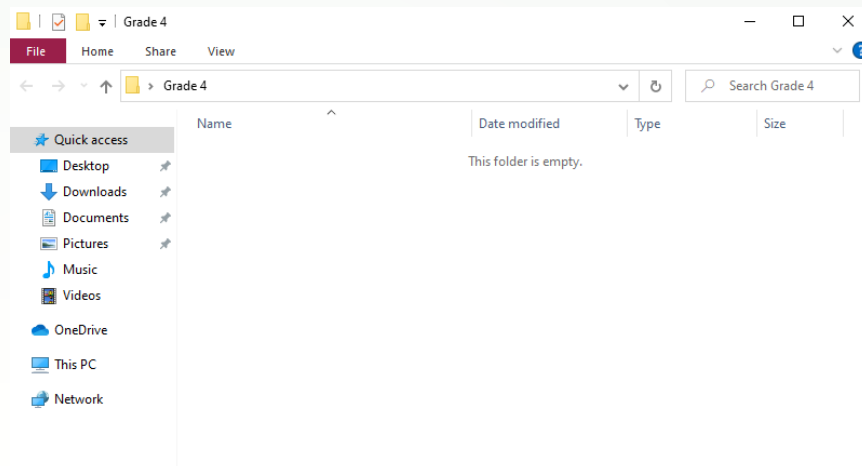
- Step 2: Right-click on the **subfolder Students**.
- Step 3: Click on **Delete**.



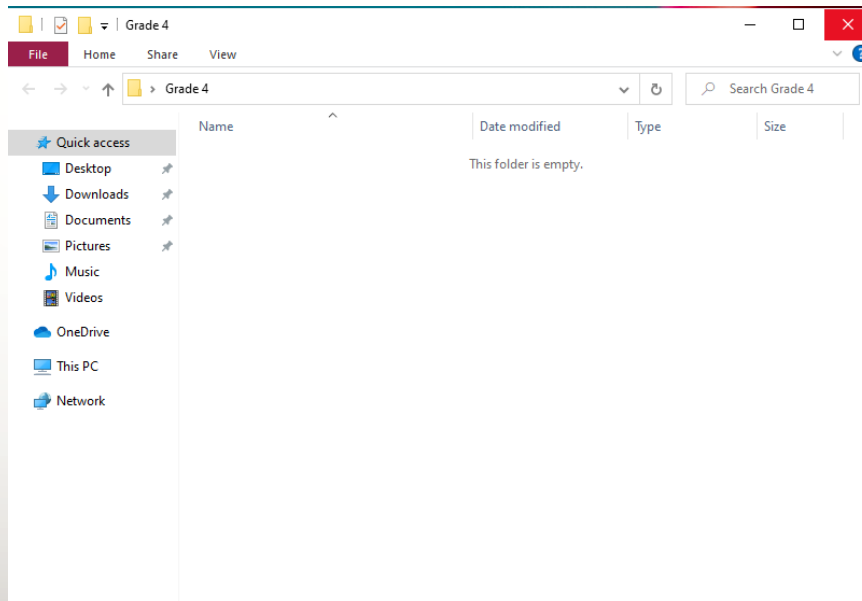


ACTIVITY 7

- Step 4: The subfolder is now deleted.



- Step 5: Click on Close to close Grade 4 folder window.





THE TASKBAR

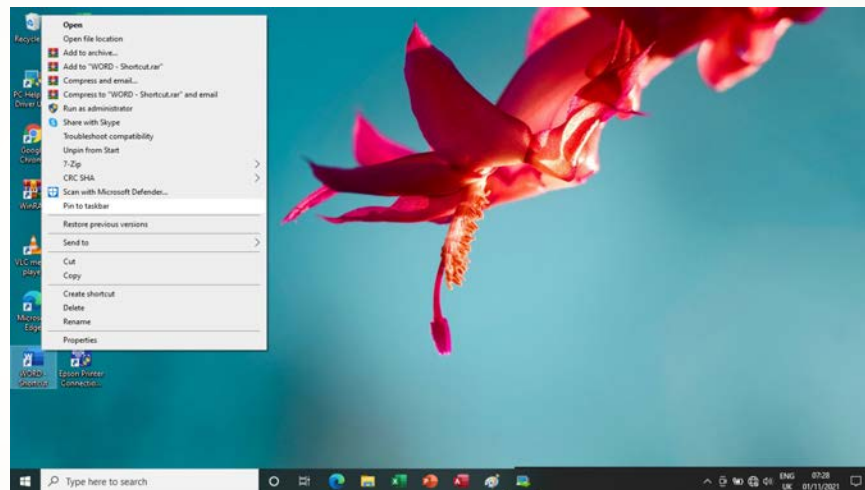
The Taskbar is the long horizontal line found at the bottom of the screen. We can pin programs to taskbar to open them quickly.



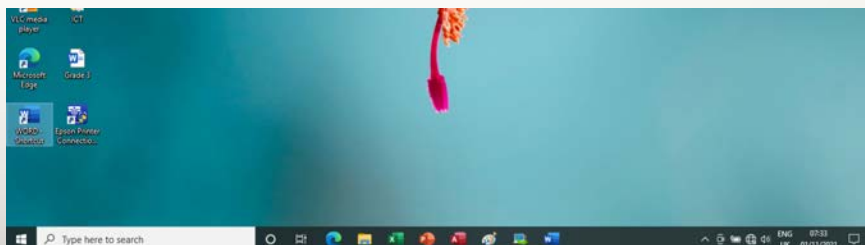
ACTIVITY 8

Activity 8: Steps to pin a program to Taskbar

- Step 1: Right-click on Microsoft Word icon found on the desktop.
- Step 2: Click on Pin to Taskbar.



- Microsoft Word icon will be pinned on the Taskbar.





ACTIVITY 9

Activity 9: Steps to unpin a program on the Taskbar

- Step 1: Right-click on Microsoft Word icon pinned on the Taskbar.



- Step 2: Click on Unpin from taskbar. The icon will disappear from the Taskbar.



- In this way, we can pin and unpin any program on the Taskbar



CHANGING DATE AND TIME ON THE TASKBAR

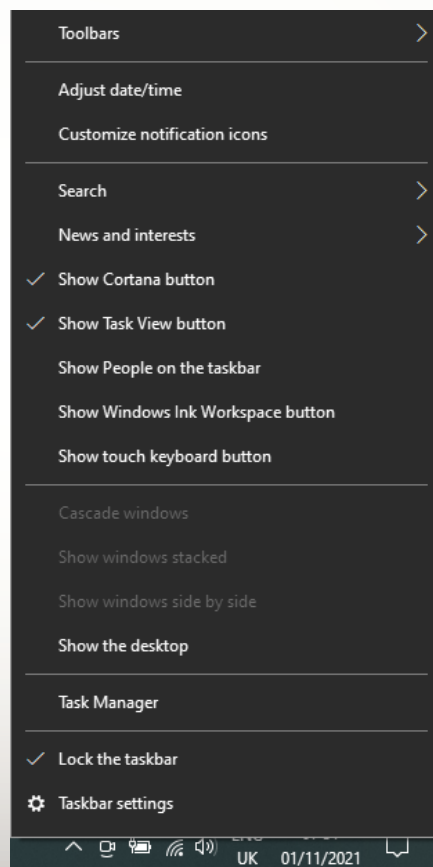
In the notification area on the Taskbar, we can adjust time and date.



ACTIVITY 10

Activity 10: Changing date and time.

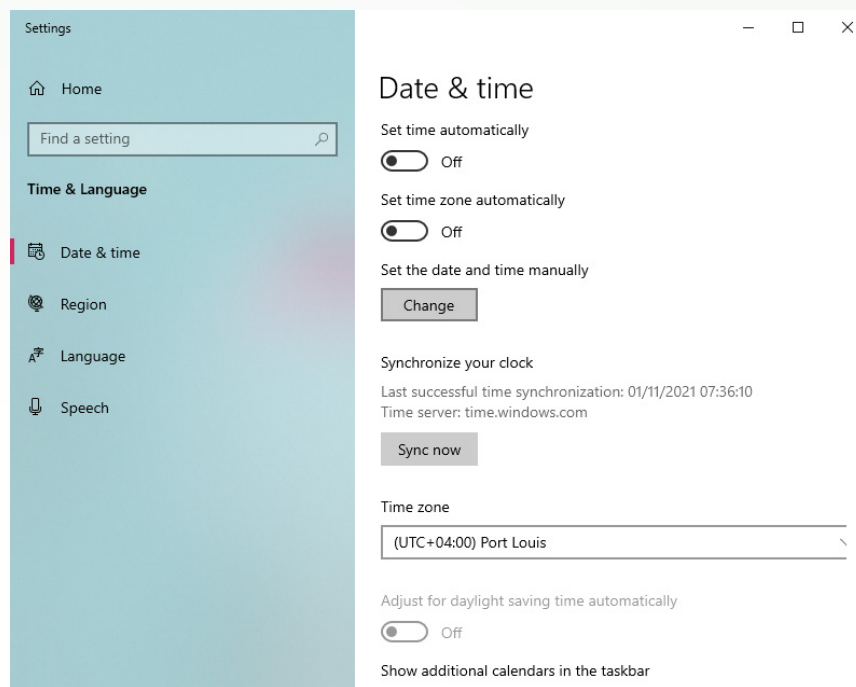
- Step 1: Right-click on the time displayed in the notification area.
- Step 2: Click on Adjust date/time.



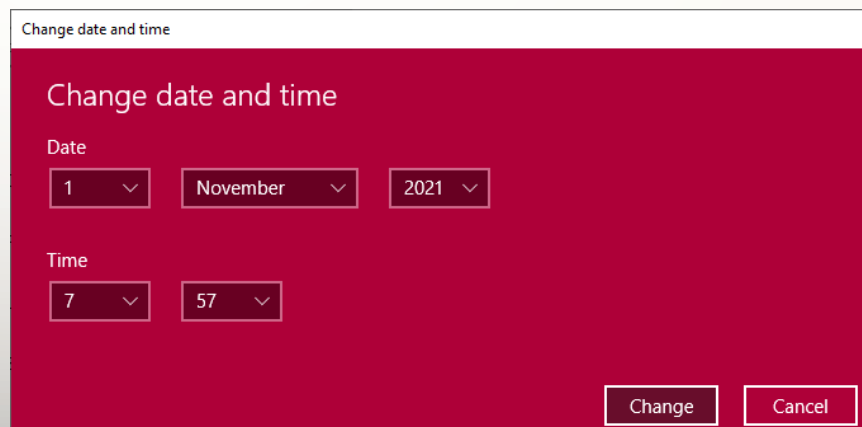


ACTIVITY 10

- Step 3: Click on Change.



- Step 4: The following window will appear. Adjust the date and time using the drop-down options.
- Step 5: Finally, click on Change.





ELEMENTS ON THE DESKTOP

Storage devices are used to save our work so that we can use it again. Some examples of storage devices are: hard disk, external hard disk, CD-ROM, DVD-ROM, SD card and flash drives.

Name	Image	Capacity
Hard Disk		
External Hard Disk		
Flash Drive		
SD Card		
DVD-ROM		
CD-ROM		



ACTIVITY 11

- Match the storage devices with their names



Hard Disk



External Hard Disk



Flash Drive



SD Card



DVD-ROM



CD- ROM



UNIT 4

Developing Word Processing Skills

AIM:

- To format a document using Word 2019.

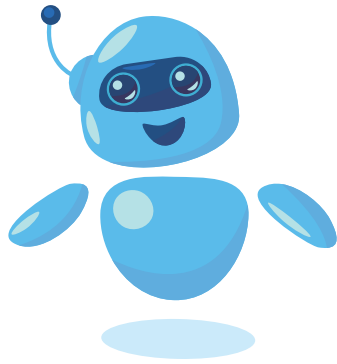
LEARNING OBJECTIVES:

At the end of this unit, pupils should be able to:

- Identify a word processing software.
- Identify the different areas of the Word 2019 window.
- Identify the different tools on the Ribbon.
- Align text using the different alignment tools.
- Insert Header/Footer.
- Insert Page Number.
- Insert special Characters.
- Set line Spacing.
- Apply Character Formatting (Superscript and Subscript).
- Apply bullets and numbering to a list of items.



WORD PROCESSING

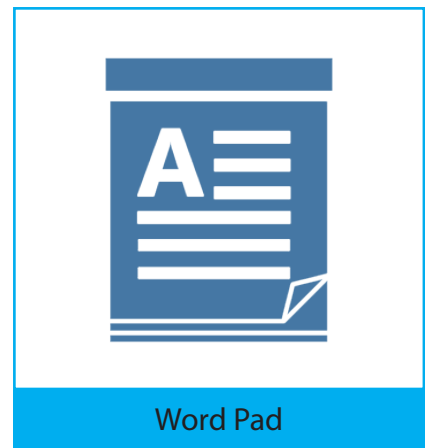
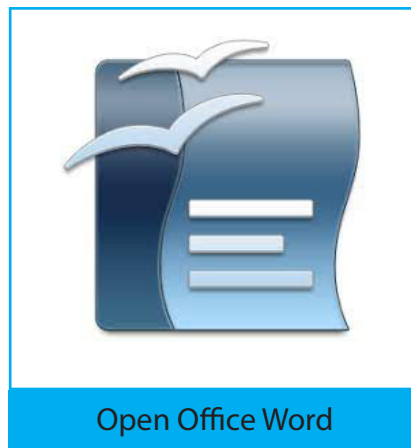


Recap from Grade 3:

- Word Processing means to create, edit and print documents.
- Documents can be letters, notes, reports, flyers, posters and many more.

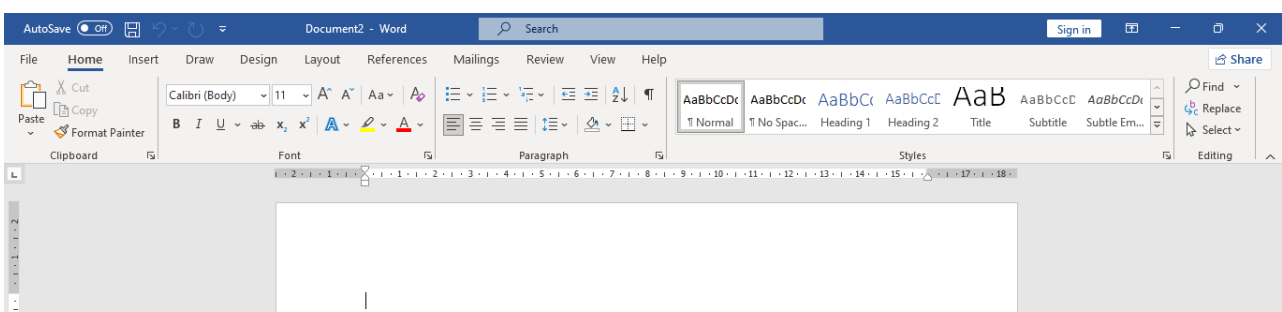
To create documents, we use word processing software on a computer.

Examples of word processing software:



Using Word 2019:

- Click on the Word icon  found on the taskbar.
- A new blank word document will appear as shown below.



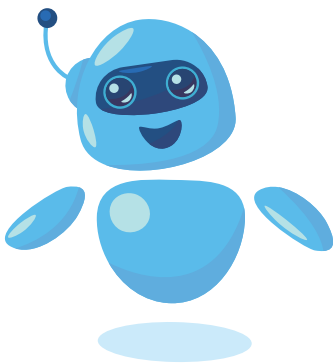


FORMATTING TOOLS

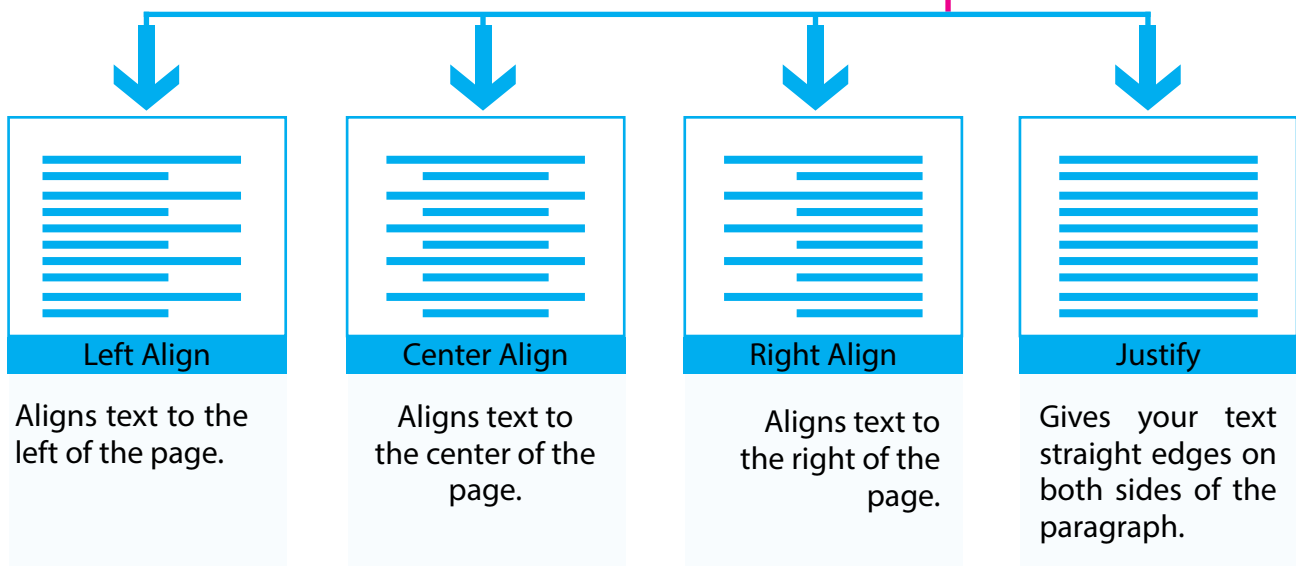
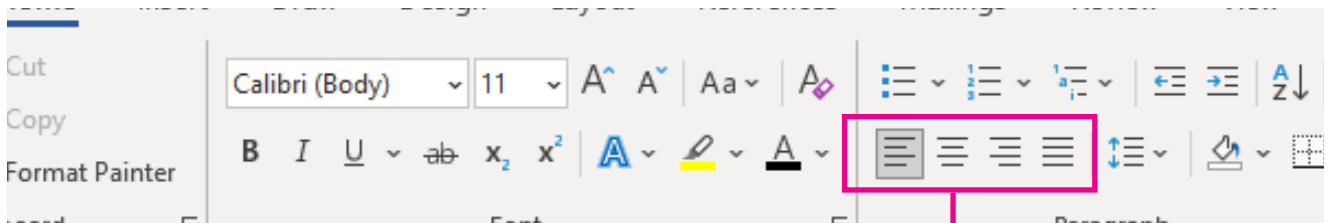
To format means to change the appearance of your text in a document.



ALIGNMENT OF TEXT



- Alignment refers to positioning of text.
- Alignment depends on the type of document you work on.





ACTIVITY 1

Activity 1: Align Text and set line spacing.

- Step 1: I type the following text:

At The Seaside

It was the last day for uncle Ted and his family in Mauritius. It was a pleasant day. Jack and Sara suggested that the whole family should spend the day at the seaside.

- Step 2: I select the whole paragraph as shown below.

At The Seaside

It was the last day for uncle Ted and his family in Mauritius. It was a pleasant day. Jack and Sara suggested that the whole family should spend the day at the seaside.

- Step 3: I click on the right align button.
- Step 4: The text should appear as shown below:

At The Seaside

It was the last day for uncle Ted and his family in Mauritius. It was a pleasant day. Jack and Sara suggested that the whole family should spend the day at the seaside.

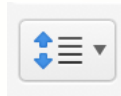
**ACTIVITY 1**

- Step 5: I click on the justify button.
- Step 6: The text should appear as shown below:

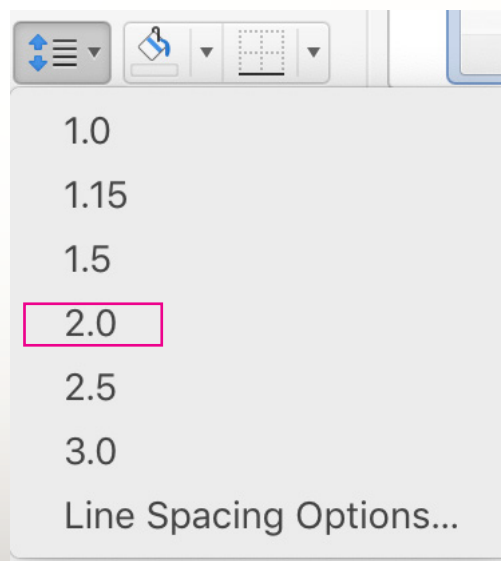
At The Seaside

It was the last day for uncle Ted and his family in Mauritius. It was a pleasant day. Jack and Sara suggested that the whole family should spend the day at the seaside.

- Step 7: Click on the Line and Paragraph Spacing button.



- Step 8: I select 2.0 from the list that appears:



**ACTIVITY 1**

- Step 9: The text should appear as shown below:

At The Seaside

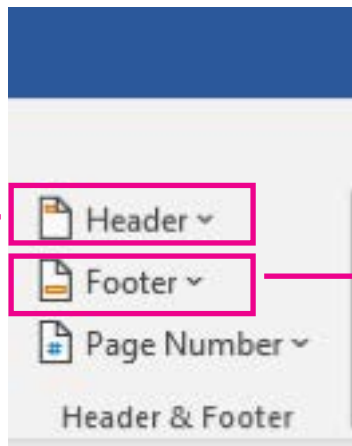
It was the last day for uncle Ted and his family in Mauritius. It was a pleasant day. Jack and Sara suggested that the whole family should spend the day at the seaside.





INSERT HEADER AND FOOTER

To insert a header or footer, you must first click on the insert tab.



Header

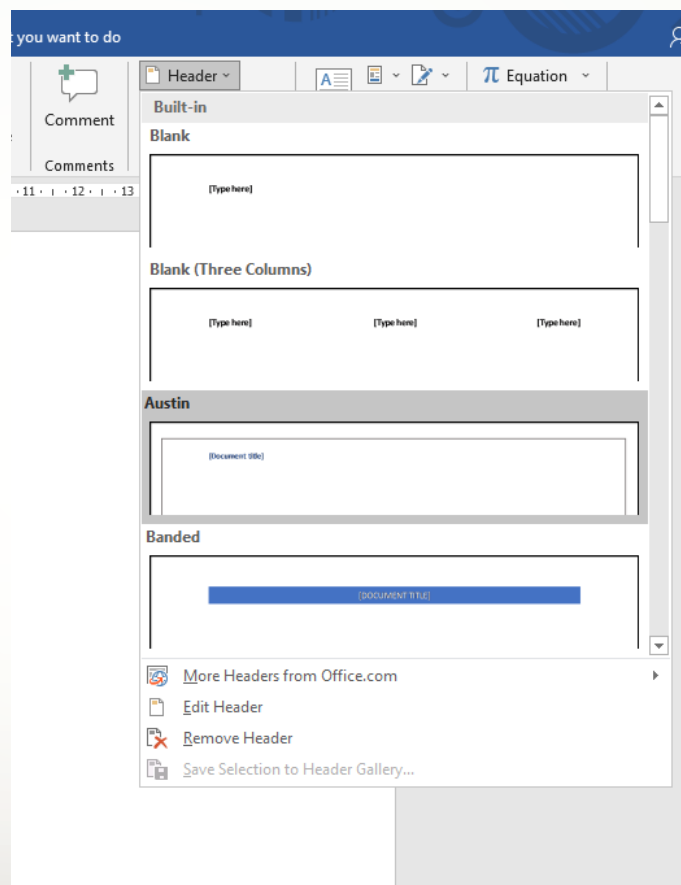
Headers help you to repeat the content at the top of every page.

Footer

Footers help you to repeat the content at the bottom of every page.

ACTIVITY 2**Activity 2: Insert header**

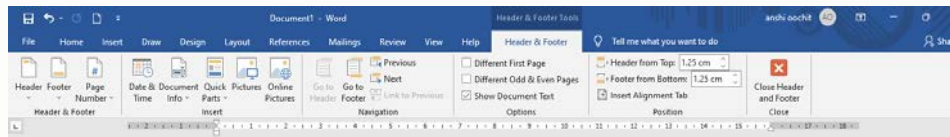
- Step 1: I click on the header button.
- Step 2: A menu will appear.
- Step 3: I click on the Austin Header type.



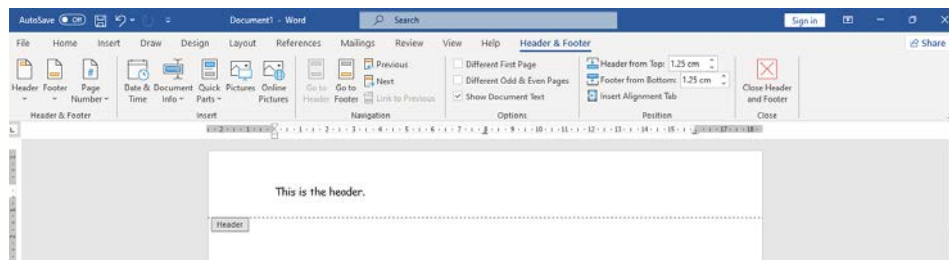


ACTIVITY 2

- Step 4: I type the title 'Microsoft Word' as the header of the document.
- Step 5: I click on the Close Header and Footer button found on the ribbon.



- The title has now been added in the header as shown below:

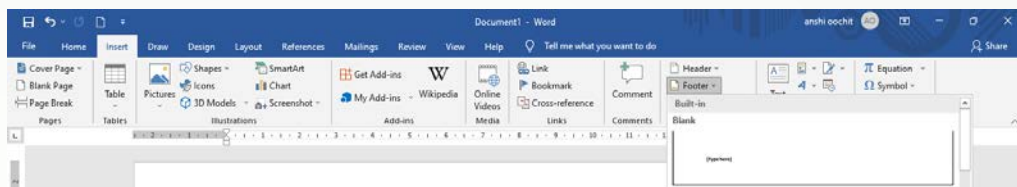




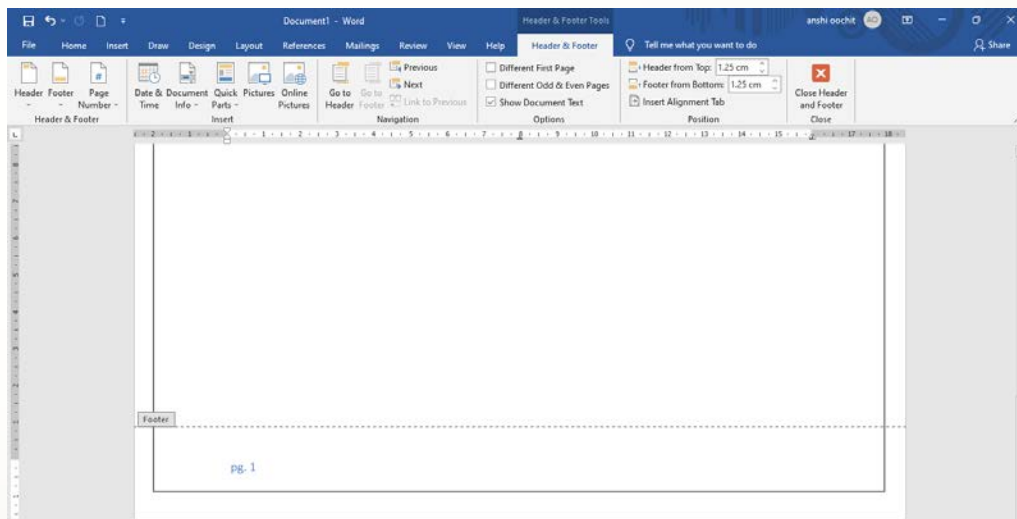
ACTIVITY 3

Activity 3: Insert page number in the footer area

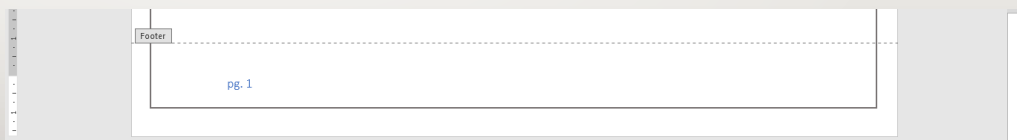
- Step 1: I click on the insert tab.



- Step 2: I click on the footer button.
- Step 3: I click on the Austin footer type.



- Step 4: I click on the Close Header and Footer button.
- Step 5: The page number has now been inserted in the footer as shown below:

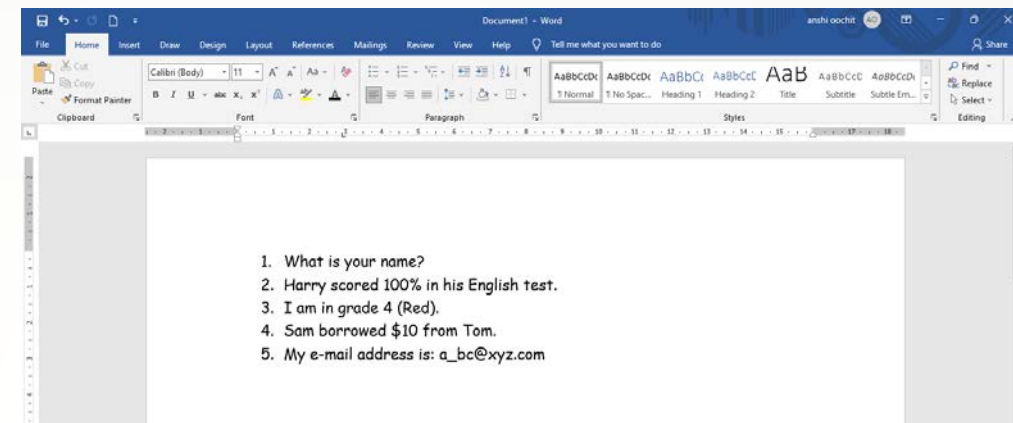




ACTIVITY 4

Activity 4: Insert special characters

- Step 1: I open Word 2019.
- Step 2: I type the following sentences:



- Step 3: I use the Shift key to type the upper symbol on the keys.
- Step 4: I save my work as 'Characters'.





CHARACTER FORMATTING (SUPERSCRIPIT AND SUBSCRIPT)

Character Formatting

Superscript

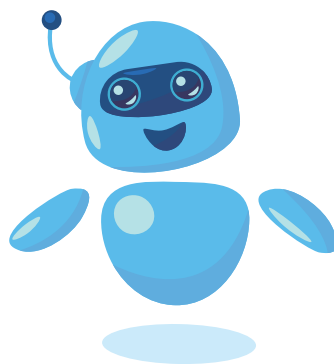
It is a character that is displayed slightly above the normal line.

X²

Subscript

It is a character that is displayed slightly below the normal line.

X₂





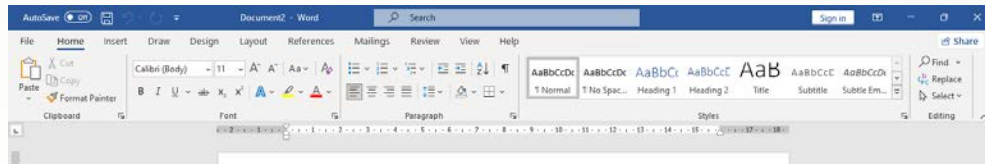
ACTIVITY 5

Activity 5: Character Formatting (Superscript and Subscript)

- Step 1: I open Word 2019 and type the following text:

Superscript: **A¹**

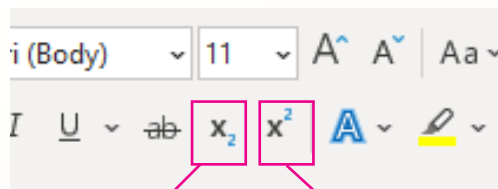
Subscript: **R₁**



- The text should appear as shown below:

Superscript: **A¹**

Subscript: **R₁**



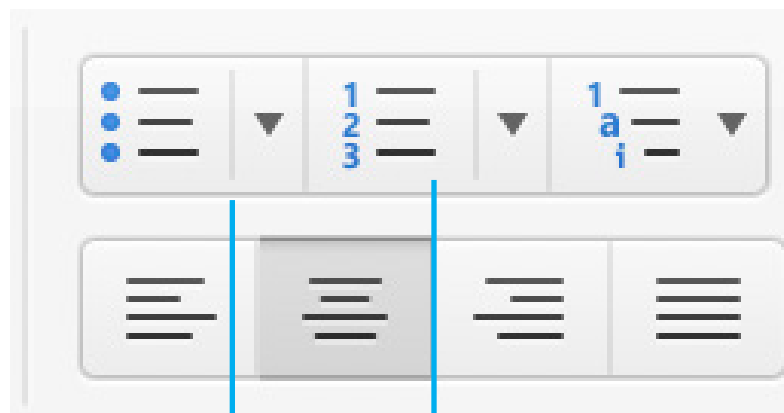
Subscript

Superscript



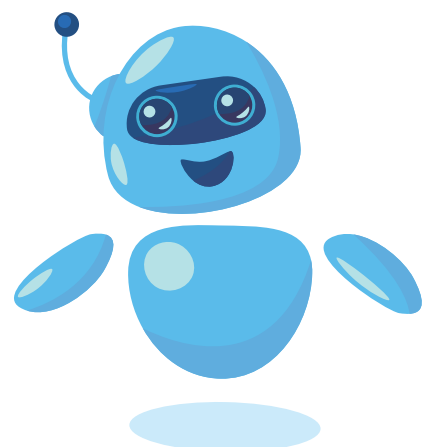
APPLY BULLETS AND NUMBERINGS

We can use the bullet button on the ribbon to create a bulleted list and the numbering button to create a numbered list.



Bullet

Numbering



**ACTIVITY 6****Activity 6: Apply Bullets and Numberings**

Step 1: I open Word 2019 and type the following text.

Step 2: I use the numbering button to create the fruits list and I use the bullet button to create the vegetables list.

Fruits

1. Orange
2. Apple
3. Grapes

Vegetables

- Cabbage
- Cauliflower
- Carrot





EXTRA CHALLENGE

Instructions:

Step 1: I try to reproduce the document below by putting into practice all the different things I learnt in this chapter.

Step 2: I use Comic Sans MS for font style.

Step 3: I use Font Size 14.

Step 4: I use Line Spacing 1.0.

A day at Grand bay

It was the last day for Uncle Ted and his family in Mauritius. As it was a pleasant day, Pixie and Dixie suggested that the whole family spend the day at the seaside. Both kids are in the 4th grade.

When they reached the beach, it was scary, it was very crowded, but they found a place under a shady tree to put their things.

- The children saw sailing boats.
- They went for a stroll to collect shells.
- They took many photographs before returning home.

Uncle Ted gave them \$10 before going back to his country.





UNIT 5

Spreadsheet: Workbooks and Worksheets

AIM:

- To manipulate data in a spreadsheet program.

LEARNING OBJECTIVES:

At the end of this unit, pupils should be able to:

- Identify workbooks and worksheets.
- Add, delete and rename worksheets.
- Change tab color.
- Use AutoSum.
- Apply borders to tables and merge cells.
- Work out simple calculations.



WORKBOOK

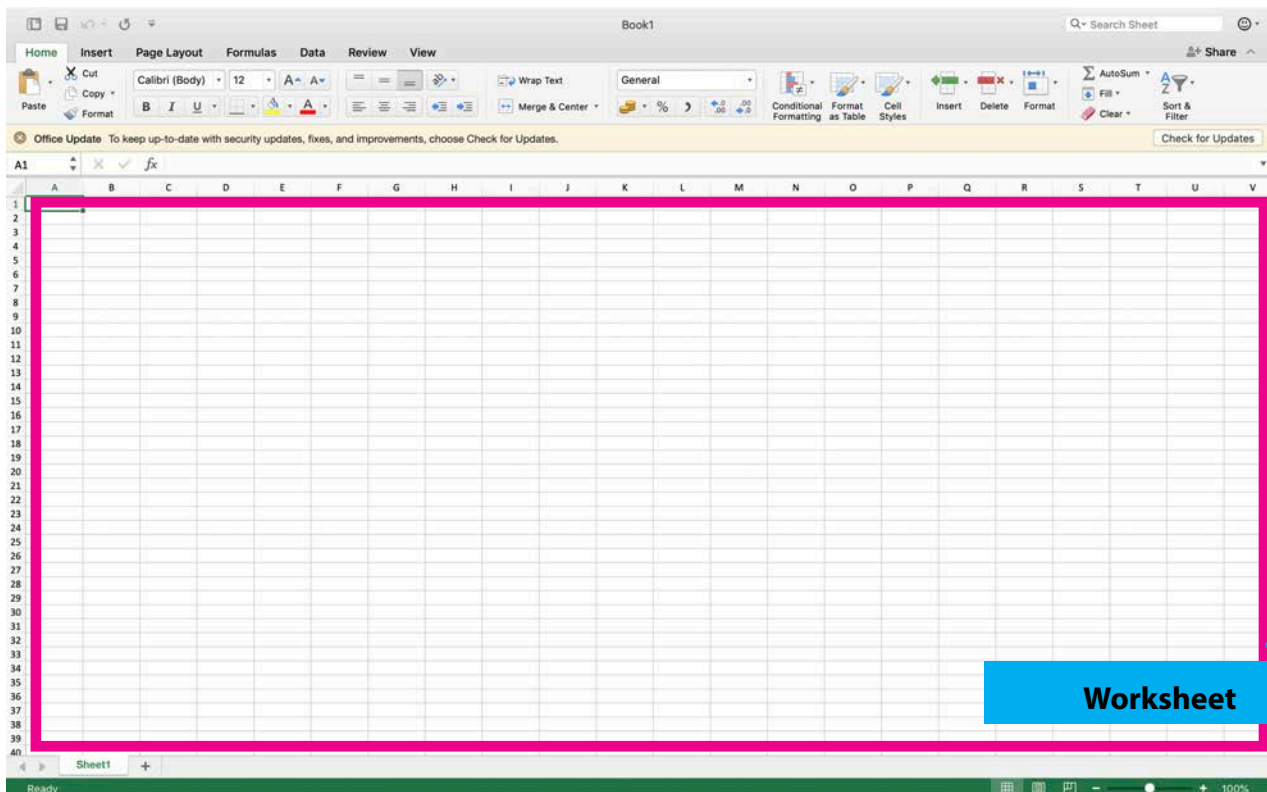
A workbook consists of **worksheets**.

Example : An excel file is a workbook.



WORKSHEET

A worksheet is the working area where I interact to enter data.



Worksheet

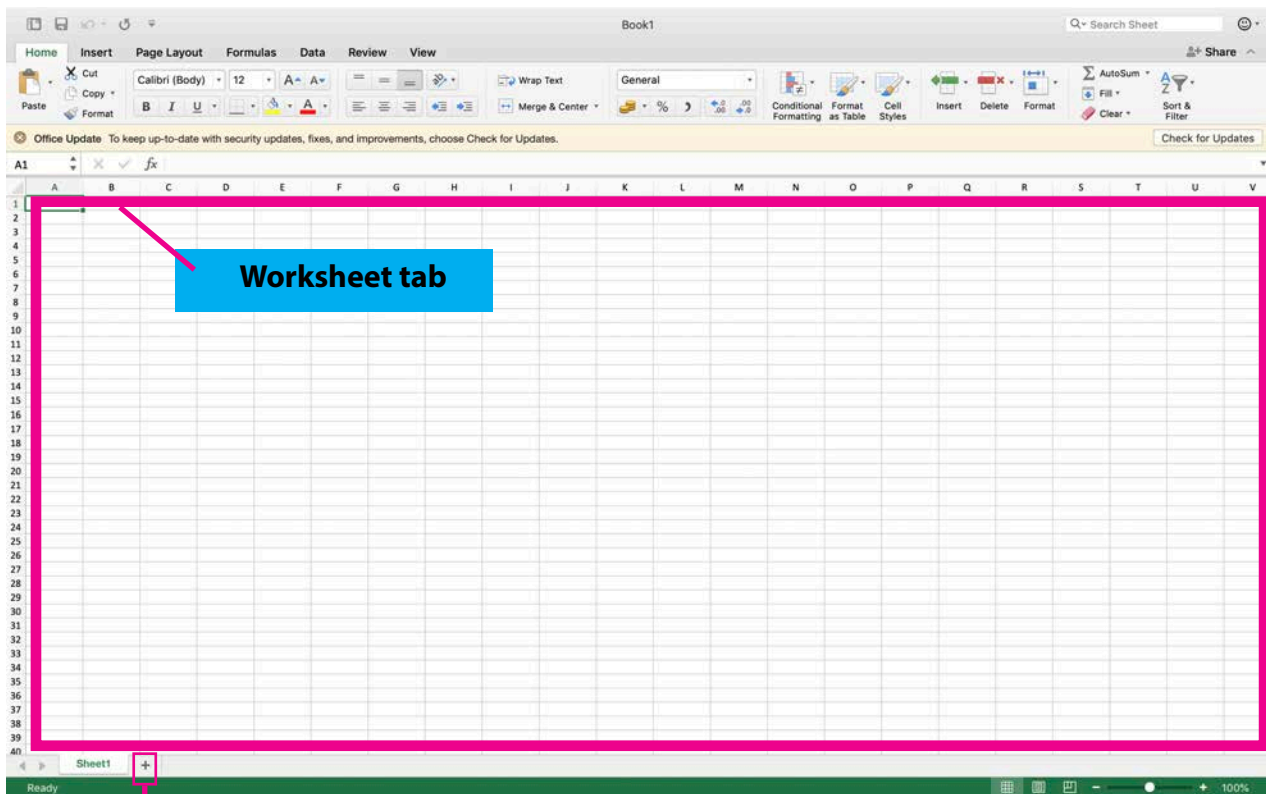
UNIT 5



ADDING A NEW WORKSHEET

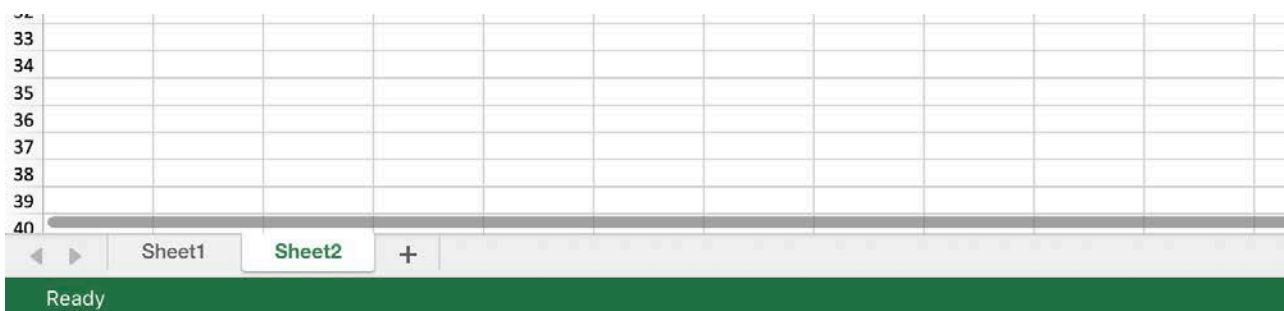
As a workbook has several worksheets, I can only see the active sheet at a time.

To add a new worksheet, follow the steps below:



To add a sheet, I click on the insert worksheet tab

A new worksheet appears as shown below:



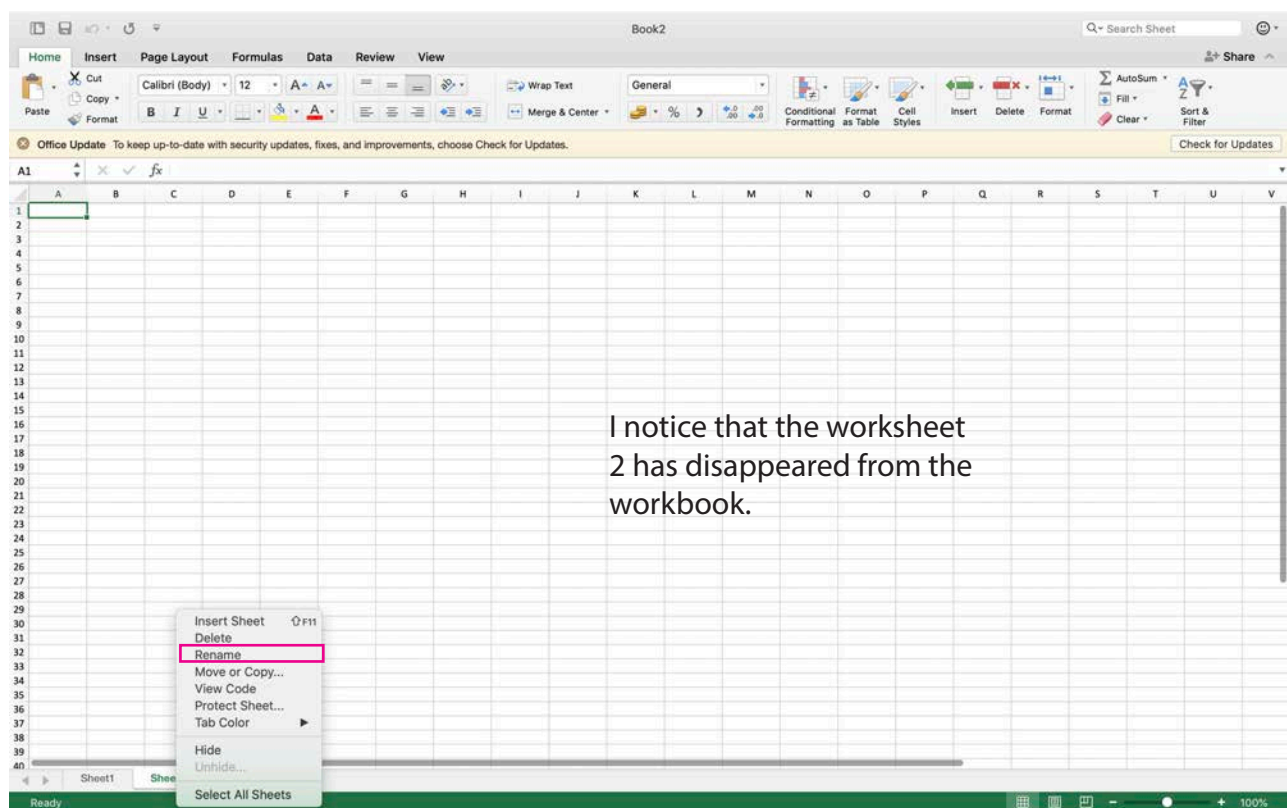


RENAMING A WORKSHEET

I can rename worksheets to identify the contents of each worksheet when there are multiple worksheets within a workbook.

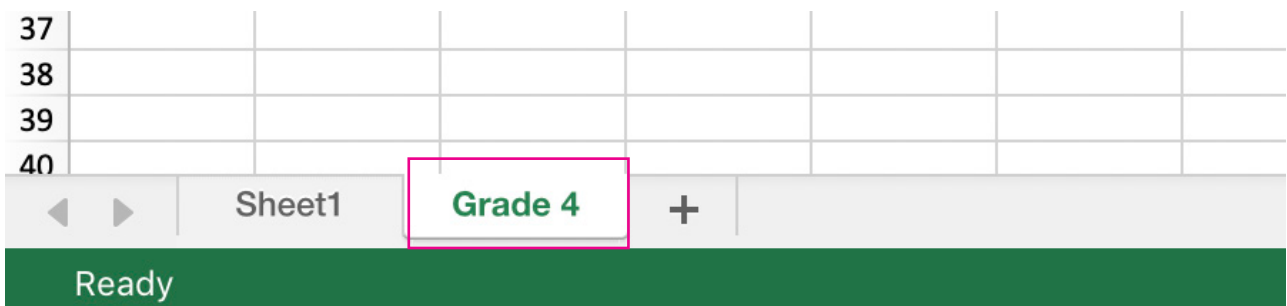
Step 1: I right click the sheet2 tab name.

Step 2: I click on Rename.



Step 3: I Press Delete or Backspace key.

Step 4: I type 'Grade 4' as the new name of the worksheet.



**ACTIVITY 1****Activity 1: Renaming a worksheet**

Step 1: Open a new worksheet.

Step 2: Add three more sheets and rename them as follows:

Sheet1 => Apple

Sheet2 => Orange

Sheet3 => Kiwi

Sheet4 => Plum

28						
29						
30						
31						
32						
33						
34						
35						

Ready

Step 3: Save your file as 'Fruits'.

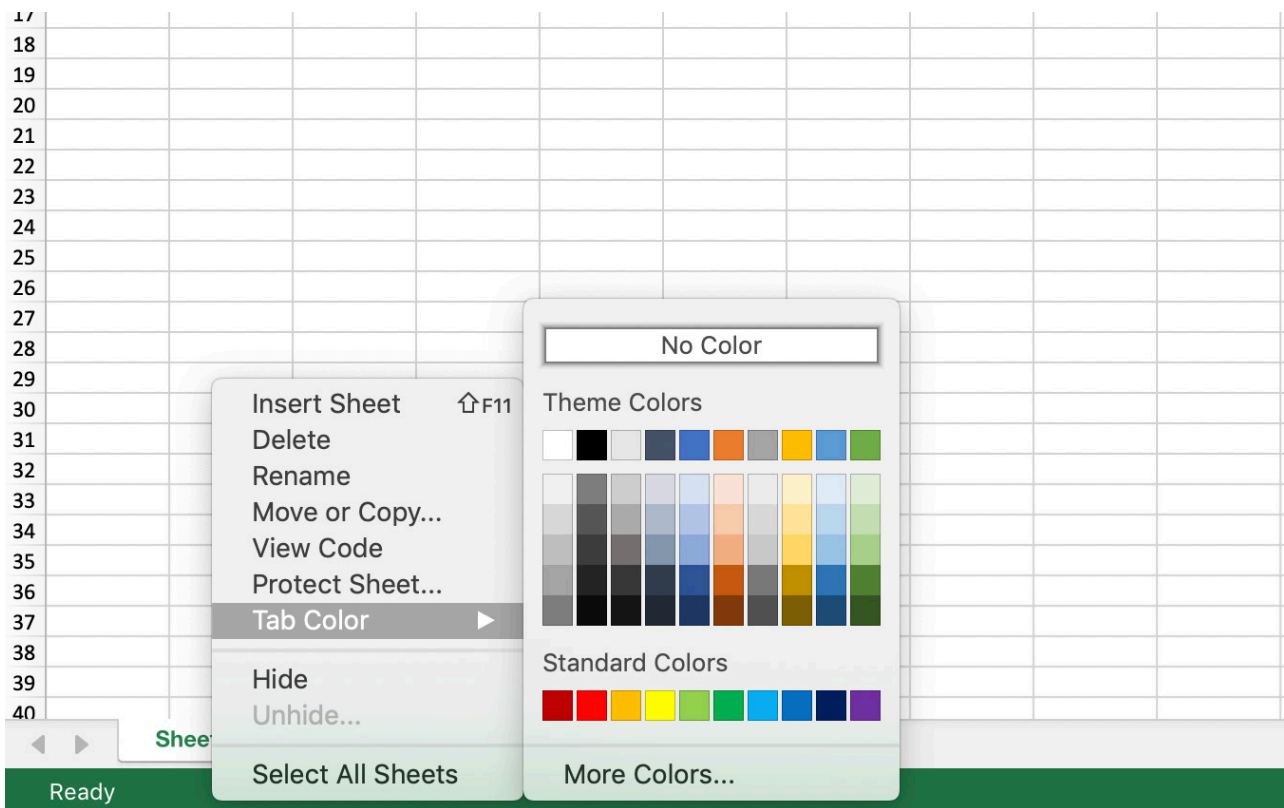
Step 4: Close your workbook.



CHANGING TAB COLOR OF A WORKSHEET

Step 1: Open a new worksheet.

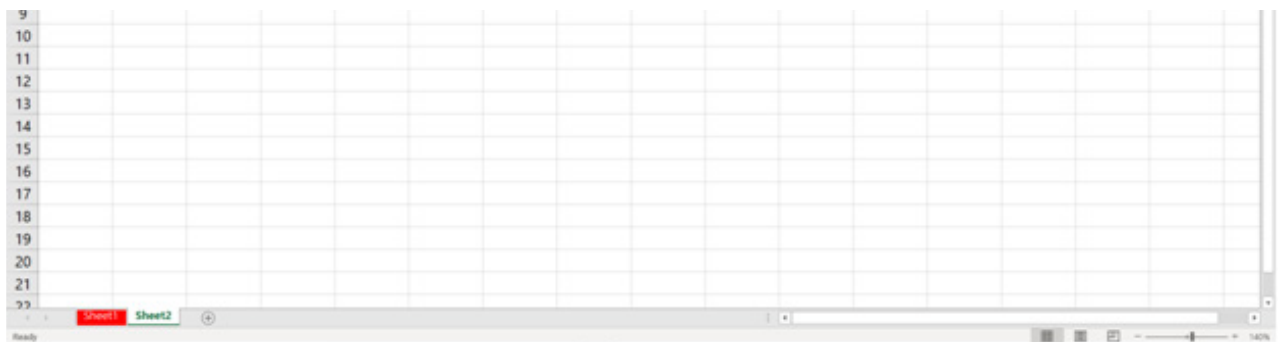
Step 2: Right click on Sheet1 tab name.

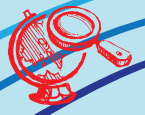


Step 3: Click Tab color from the menu.

Step 4: Select the color red.

Step 5: After selecting the color, the sheet1 looks as it is shown below.

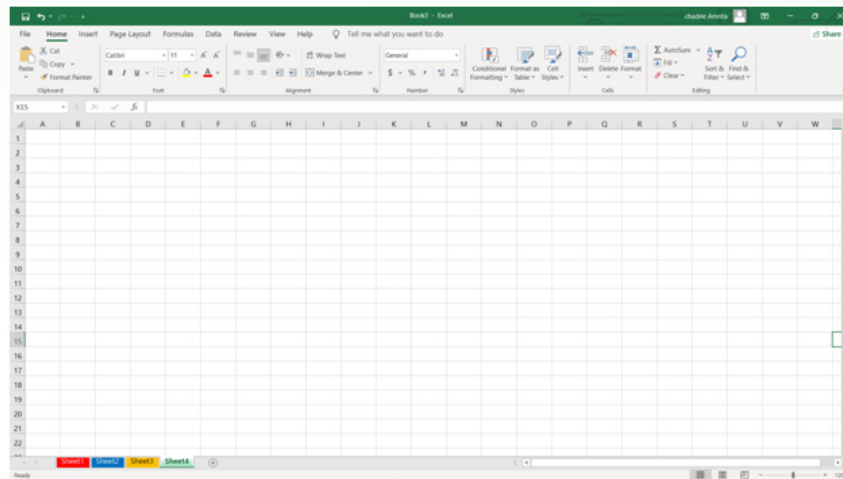




ACTIVITY 2

Activity 2: Changing tab color of a worksheet

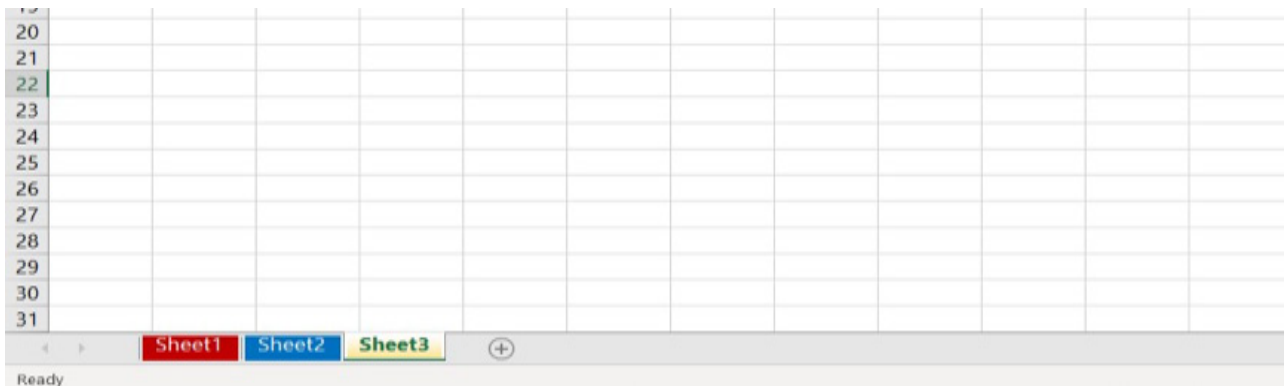
Change the Tab Colour of each worksheet as shown below.
Follow the above steps.





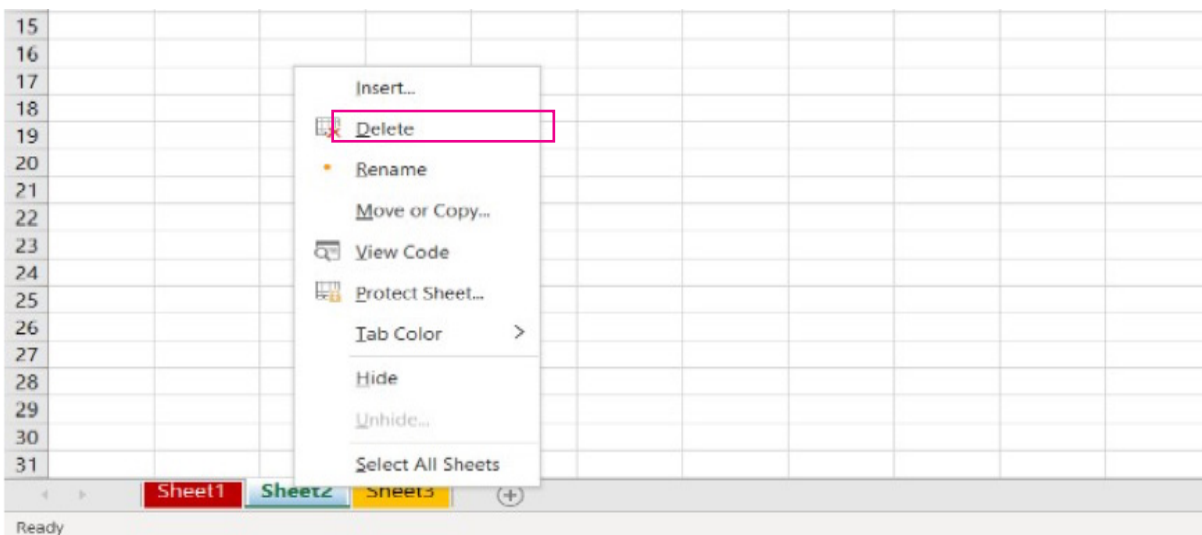
DELETING A WORKSHEET

Step 1: Delete sheet2 from the table below.



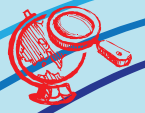
Step 2: I right click on sheet2 tab name.

Step 3: I click Delete.



I notice that the worksheet 2 has disappeared from the workbook.





ACTIVITY 3

Activity 3: Delete sheet 4 and 6 from the workbook below.

Step 1: Open a new worksheet.

Step 2: Add six more sheets.

Step 3: Delete sheets 4 and 6.

Step 4: Close your file.





AUTOSUM

It is very easy to calculate sum in a spreadsheet.



ACTIVITY 4

Activity 4: AutoSum

Step 1: In a blank worksheet, I type the data below.

	A	B	C	D	E	F	G	H	I
1	Name	Amount							
2	Billy	65							
3	Chintoo	75							
4	Sophie	90							
5	Naina	100							
6	Reedhi	55							
7	Vijay	25							
8	Shazia	155							
9	Kanen	200							
10									
11									
12									
13									

Step 2: I click on cell B10.

Step 3: I click the **AutoSum** button on the home ribbon.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Name	Amount																
2	Billy	65																
3	Chintoo	75																
4	Sophie	90																
5	Naina	100																
6	Reedhi	55																
7	Vijay	25																
8	Shazia	155																
9	Kanen	200																
10		=SUM(B2:B9)																
11																		
12																		
13																		
14																		



ACTIVITY 4

Step 4: The column B will appear as shown above.

Step 5: I press the enter key.



I can observe that the table shows the total amount.

	A	B	C	D	E	F
1	Name	Amount				
2	Billy	65				
3	Chintoo	75				
4	Sophie	90				
5	Naina	100				
6	Reedhi	55				
7	Vijay	25				
8	Shazia	155				
9	Kanen	200				
10	Total	765				
11						
12						



ACTIVITY 5

Activity 5: The table below shows the number of apples sold on each day.

Find the total number of apples sold from Monday to Friday using AutoSum.

1	Days	Monday	Tuesday	Wednesday	Thursday	Friday	Total
2	Qty	200	156	125	500	410	
3							
4							
5							

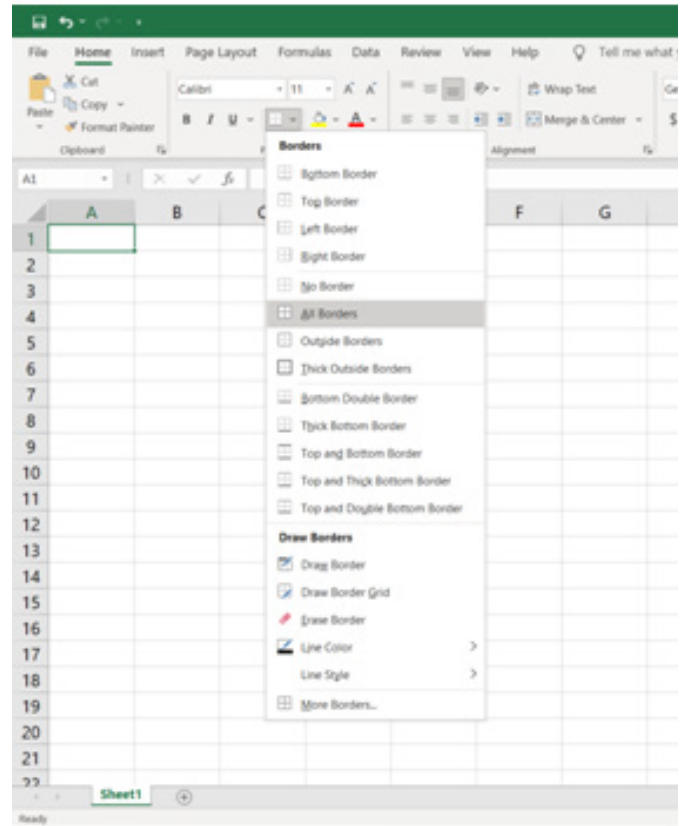
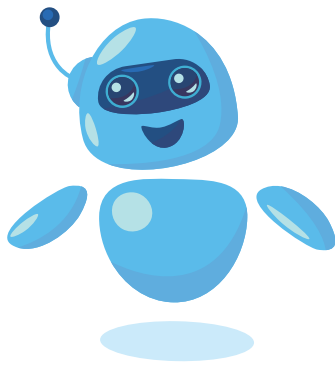


UNIT 5



APPLYING BORDERS

- Step 1: Select the cells.
- Step 2: Click the Borders' drop down menu.
- Step 3: Select All Borders.



Example:

Before

	A	B	C	D	E	F	G
1	Name	Marks	Grade	Result			
2	Jason	90	A	Pass			
3	Marcus	80	A	Pass			
4	Romeo	56	C	Pass			
5	Rani	70	B	Pass			
6	Shaina	75	A	Pass			
7	Ruby	48	D	Pass			



After

	A	B	C	D	E	F	G
1	Name	Marks	Grade	Result			
2	Jason	90	A	Pass			
3	Marcus	80	A	Pass			
4	Romeo	56	C	Pass			
5	Rani	70	B	Pass			
6	Shaina	75	A	Pass			
7	Ruby	48	D	Pass			



AUTOSUM



ACTIVITY 6

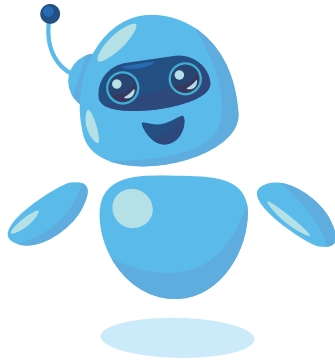
- Step 1: Open a new workbook.
- Step 2: Enter the data below:

1st Term Assessment						
Grade 4						
Nic Nac Government School						
Name	English	French	Maths	Science	His/Geo	Total Marks
Clara	78	80	79	99	90	
Vyana	60	75	68	85	75	
Zoheil	75	88	79	80	88	
Ryan	70	60	75	79	90	
Ah Chun	98	100	100	100	98	
Naina	100	95	98	95	100	

- Step 3: Row 1 to Row 4 should be bold.
- Step 4: Center Align the cells A4 to G4.
- Step 5: Center Align the column B to Column F.
- Step 6: Calculate the Total Marks of each pupil using Auto-Sum.
- Step 7: Apply all Borders to your table.
- Step 8: Save the table as "Result" in your folder.
- Step 9: Close your workbook.



PERFORMING SIMPLE CALCULATIONS USING FORMULA



Spreadsheet uses formulae to do calculations.

Each formula must start with the "=" sign".

Computer uses special symbols to do addition, subtraction, multiplication and division.

	Symbols on keyboard
Addition	+
Subtraction	-
Multiplication	*
Division	/

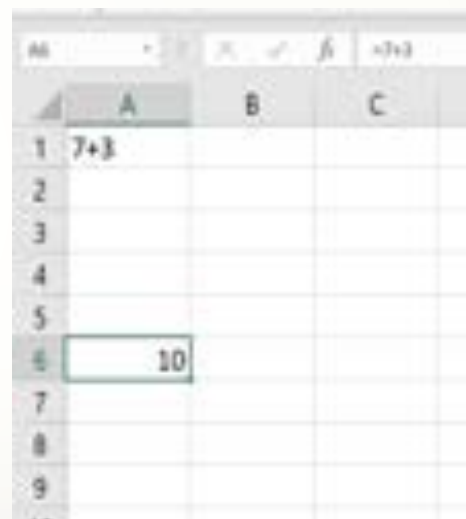
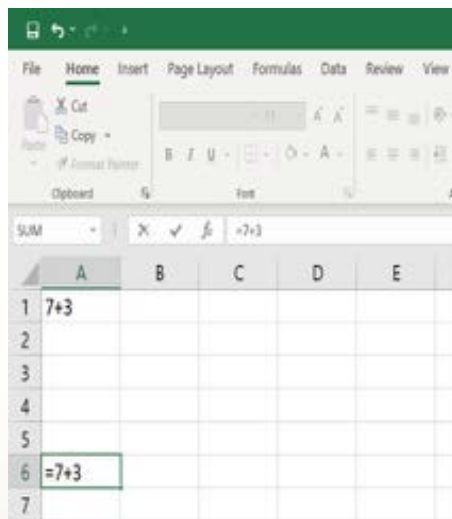


PERFORMING SIMPLE CALCULATIONS USING FORMULA



ACTIVITY 7

- Step 1: Open a new workbook.
- Step 2: Enter 7+3 in Cell A1.
- Step 3: Press Enter Key.
- Step 4: Type = 7 + 3 in Cell A6.
- Step 5: Press Enter Key.
- Step 6: The result is the sum of the two numbers.





PERFORMING SIMPLE CALCULATIONS USING FORMULA



ACTIVITY 8

- In a blank worksheet, perform the following calculations:

a) $58 + 33$

b) $46 + 25$

c) $89 - 17$

d) $37 - 22$

e) $12 * 9$

f) $28 * 3$

g) $48 / 8$

h) $108 / 9$





UNIT 6

Presentation – Introduction to Animation, Transition and Formatting

AIM:

- To create a presentation.

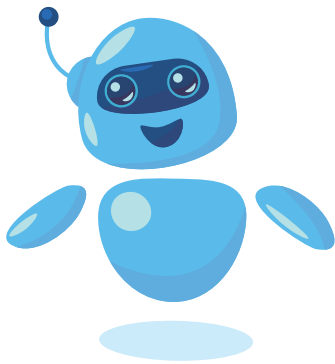
LEARNING OBJECTIVES:

At the end of this unit, pupils should be able to:

- Insert animation.
- Use transition effects on slides.
- Delete and move slides.
- Increase and decrease indent of a list of items.
- Add picture to slides.
- Add texture, gradient, solid background or transparent background to slides.



A PRESENTATION



In Grade 3, we have learnt how to apply slide layout and themes to a presentation.

In this unit, we shall learn to create a presentation with animation and transition effects.

A **presentation** is a document which consists of two or more pages called slides.

Presentations are created using softwares such as:



Microsoft Office PowerPoint



Google Slides



Prezi



Apple Keynote

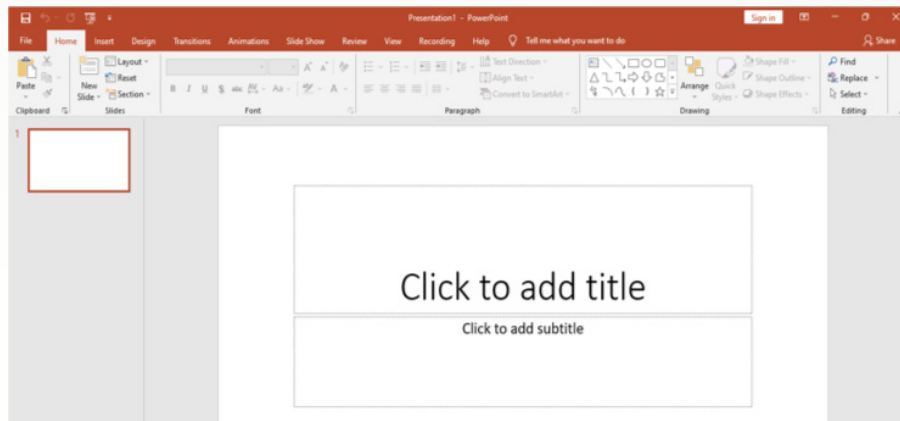


INSERTING ANIMATION ON A SLIDE

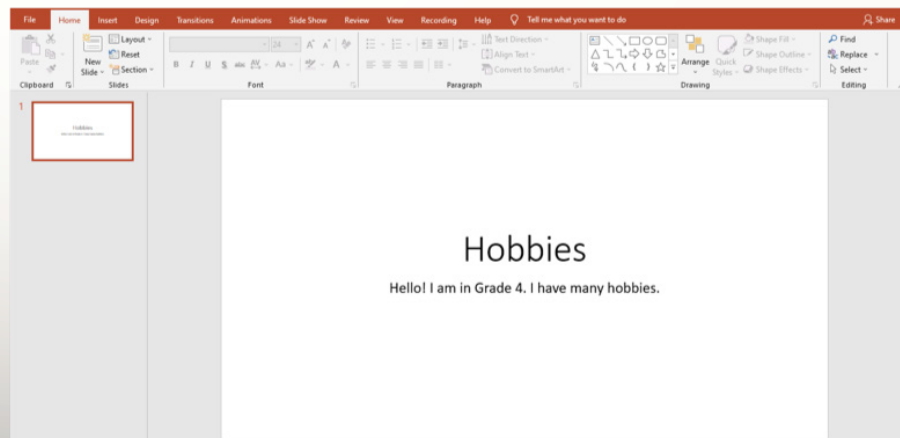


ACTIVITY 1

- **Activity 1: Inserting animation on a slide**
- Step 1: I open PowerPoint 2019.



- Step 2: I type **Hobbies** in the 'Click to add title' box.
- Step 3: I type **Hello! I am in Grade 4. I have many hobbies.** 'Click to add subtitle' box. The screen appears as below:



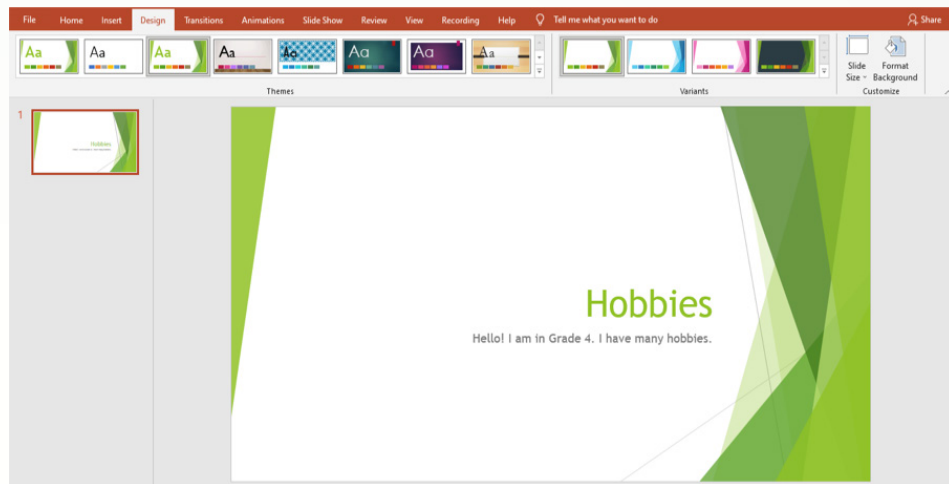


ACTIVITY 1

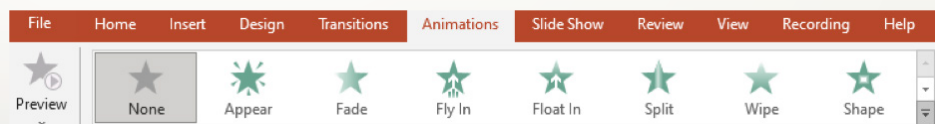
- Step 4: I click on **Design Tab** and choose **Facet design**.



- The slide appears as below:



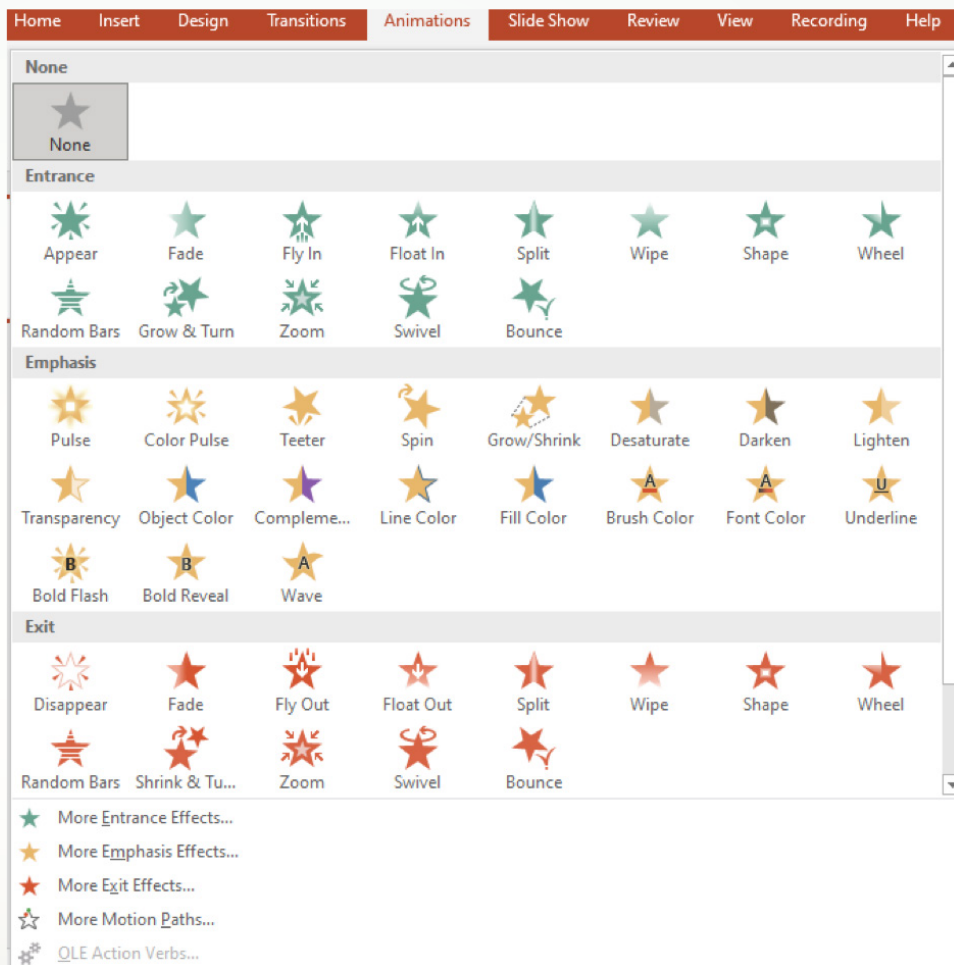
- Step 5: I select the word **Hobbies**.
- Step 6: I click on **Animations tab**.
- Step 7: I click on the more options to choose more animation effects.





ACTIVITY 1

- Several animation options appear.

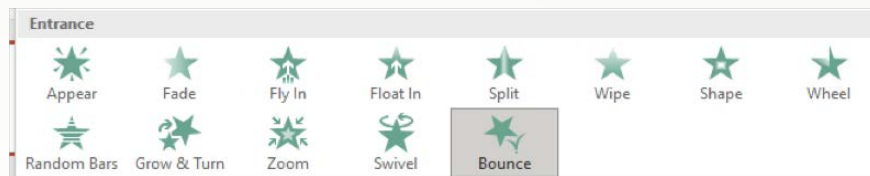




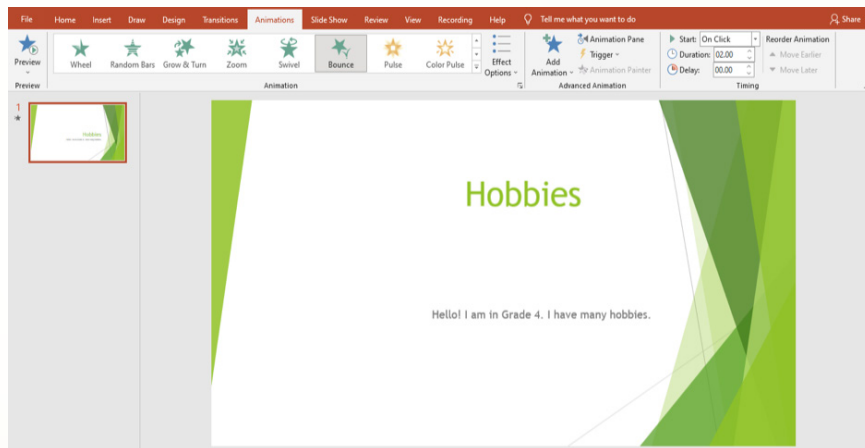
ACTIVITY 1

Entrance animation shows how my text enters the presentation when I view the slideshow.

- Step 1: I click on Bounce.



- Observation: The word **Hobbies** bounces.

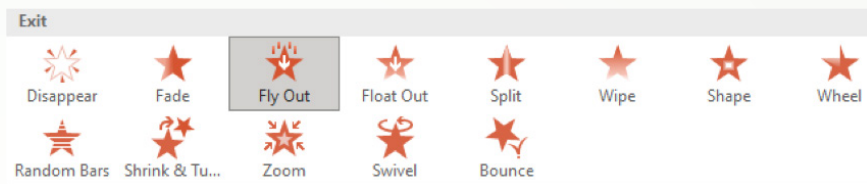




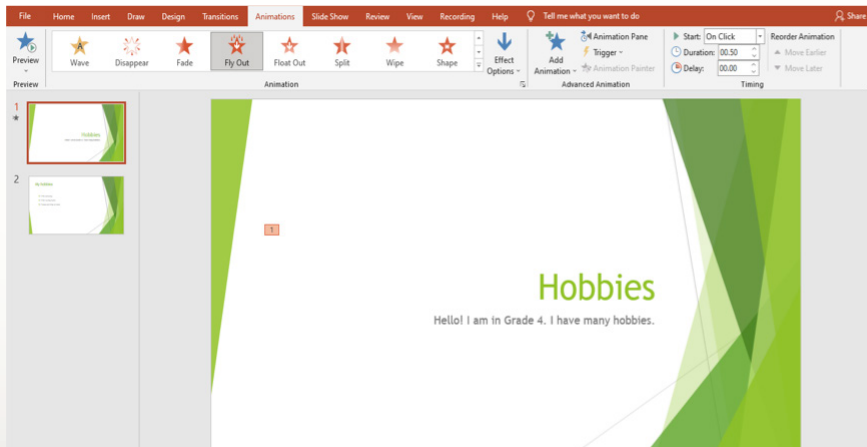
ACTIVITY 1

Exit animation shows how my text leaves my presentation during the slideshow.

- Step 1: Click on Fly Out.



- The word **Hobbies** will fly out of the slide.



- I follow the same steps for:
'Hello! I am in Grade 4. I have many hobbies.'

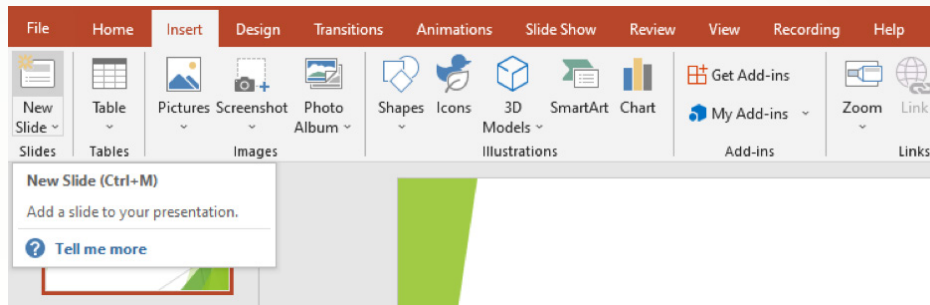


ADDING MORE SLIDES AND USING TRANSITION EFFECTS

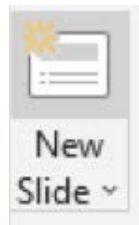


ACTIVITY 2

- **Activity 2: Adding more slides and using transition effects**
- Step 1: I click on Insert tab.



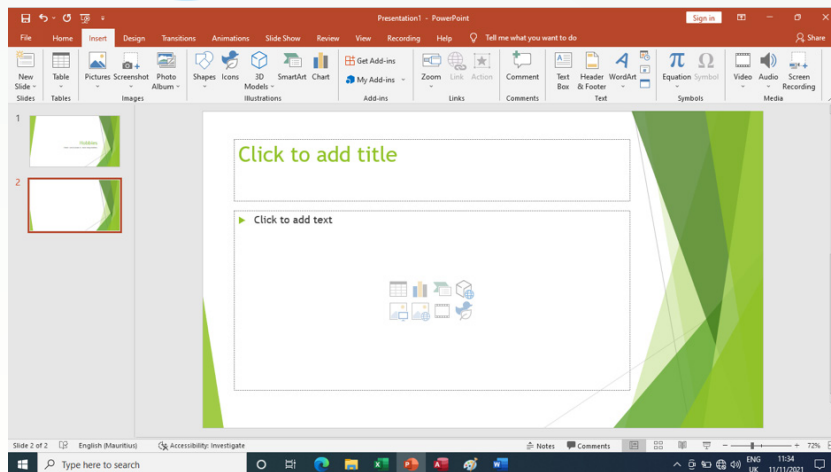
- Step 2: I click on the icon **New Slide**.



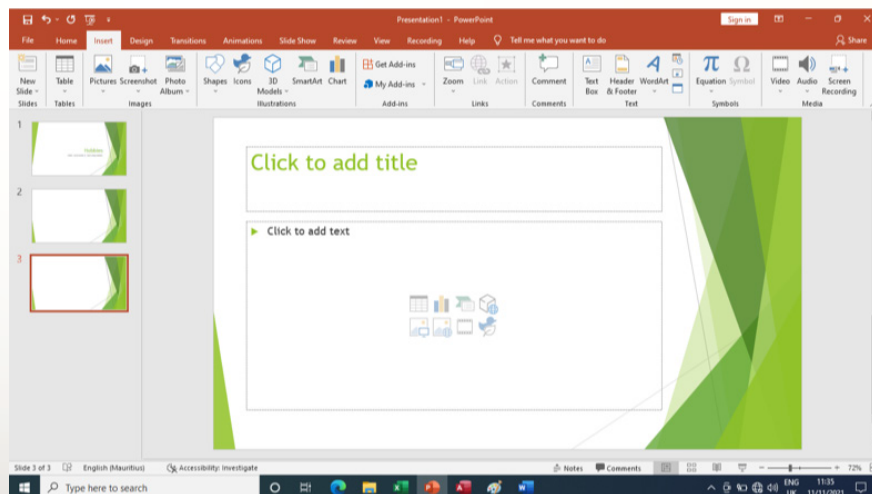
- A new slide appears.



ACTIVITY 2



- Step 3: I click on **New Slide icon** again to insert one more slide.
- Now, there are three slides in all.



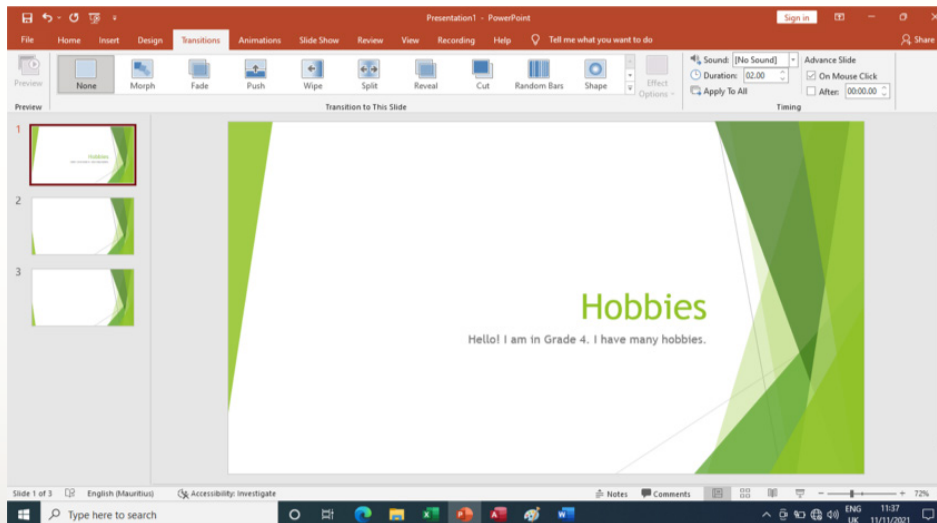


ACTIVITY 2

- Step 4: I click on Slide 1.



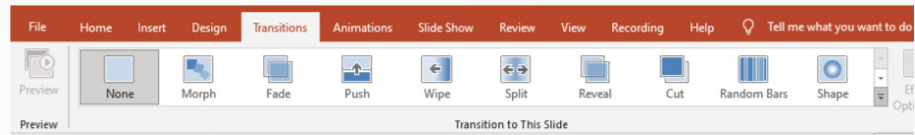
- Step 5: I click on **Transitions**.



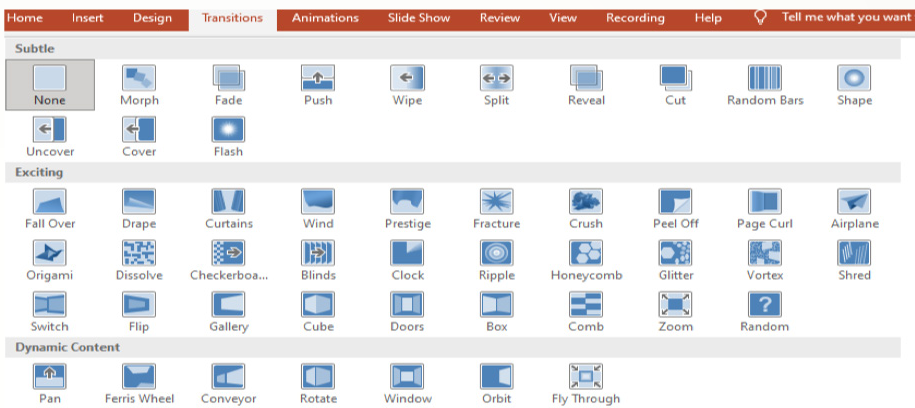


ACTIVITY 2

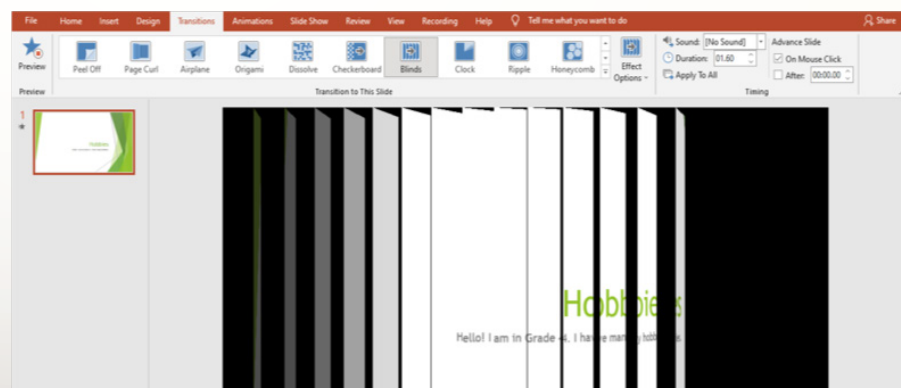
- Step 6: I click on more options.



- Step 7: Click on **Blinds**.



- The transition effect appears as follows:



- Step 8: I use a transition effect for the other two slides also.

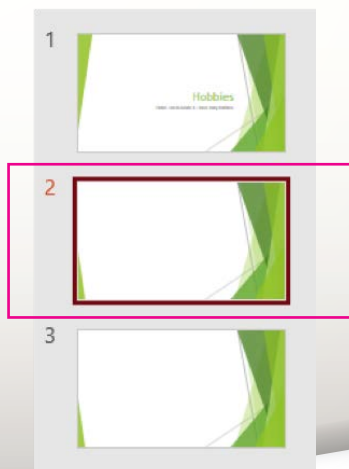


ACTIVITY 3

- **Activity 3: Moving slides**
- Step 1: I click on the third slide.
- Step 2: I drag and drop the third slide after the first one.



- The slide will be moved. In this way, using drag and drop method, I can move any slide I want.



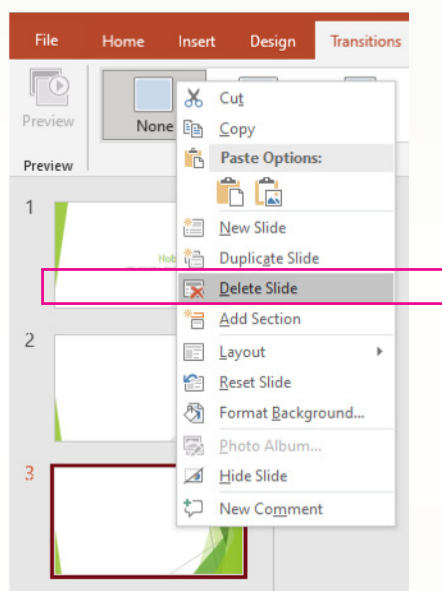


DELETING SLIDES

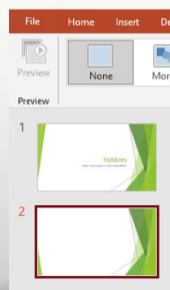


ACTIVITY 4

- **Activity 4: Deleting slides**
- Step 1: I right-click on the third slide.
- Step 2: I click on Delete Slide.



- The third slide is now deleted.
- Step 3: Save your presentation as Hobbies.



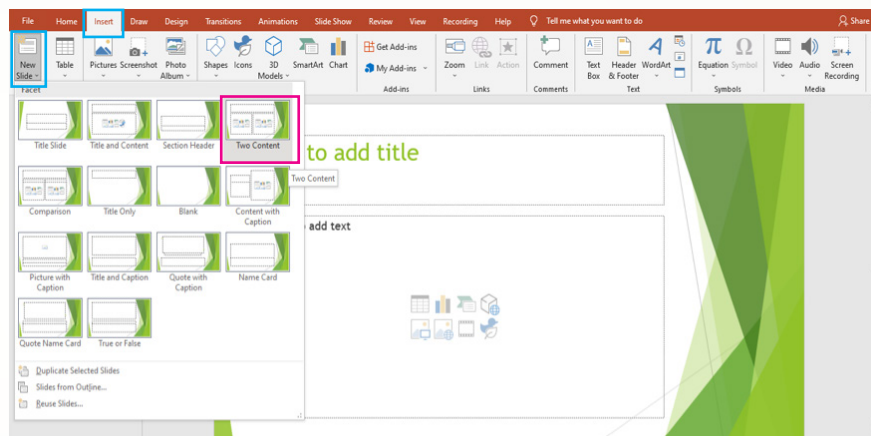


INCREASING AND DECREASING INDENT

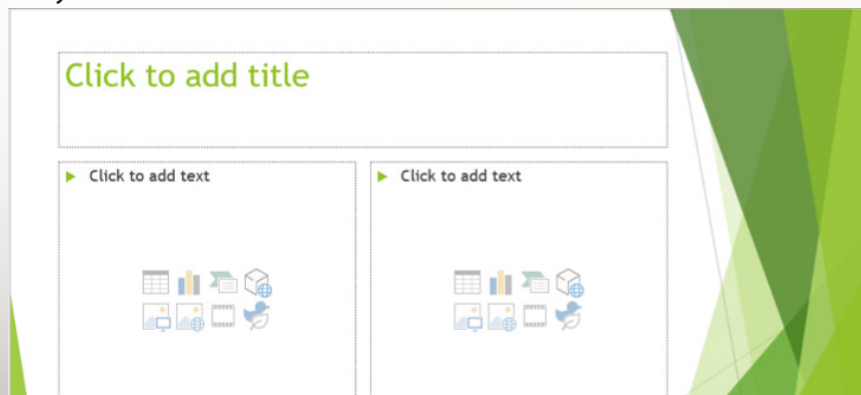


ACTIVITY 5

- **Activity 5: Increasing and decreasing indent**
- Step 1: Open the PowerPoint file Hobbies.
- Step 2: I click on the second slide.
- Step 3: I change the layout of my second slide by clicking on New Slide – Two Content from Insert tab.



- My second slide now looks as follows:





ACTIVITY 2

- Step 4: I type My hobbies in the title box.
- Step 5: I type the following text in one of the boxes below the title:

I like swimming.
I like reading books.
I enjoy watching cartoons.



- My slide now looks as below:

My hobbies

- ▶ I like swimming.
- ▶ I like reading books.
- ▶ I enjoy watching cartoons.

▶ Click to add text

Icons: calendar, bar chart, document, globe, mail, photo, speech bubble, video, social media.

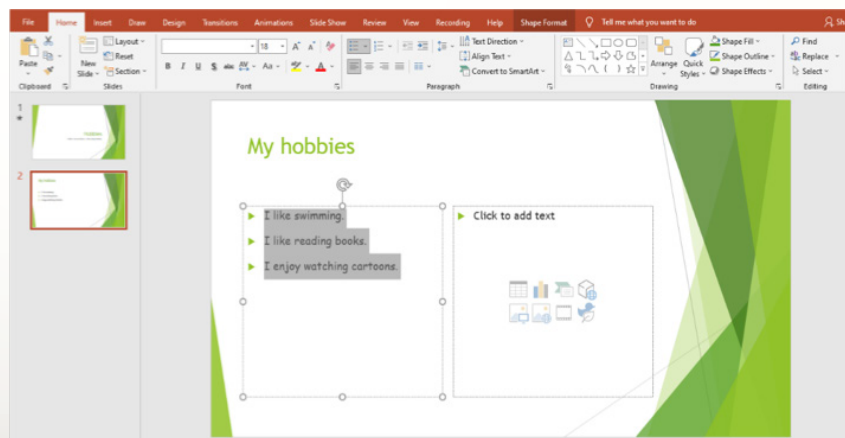


ACTIVITY 2

- Step 6: I select the text typed.



- Step 7: I click on increase indent icon.

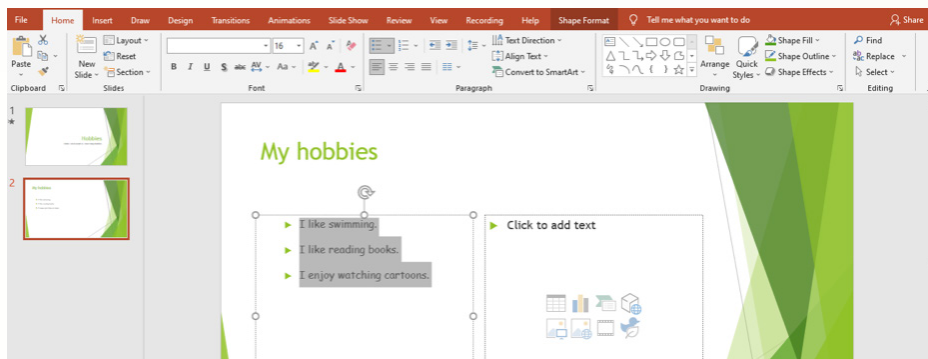




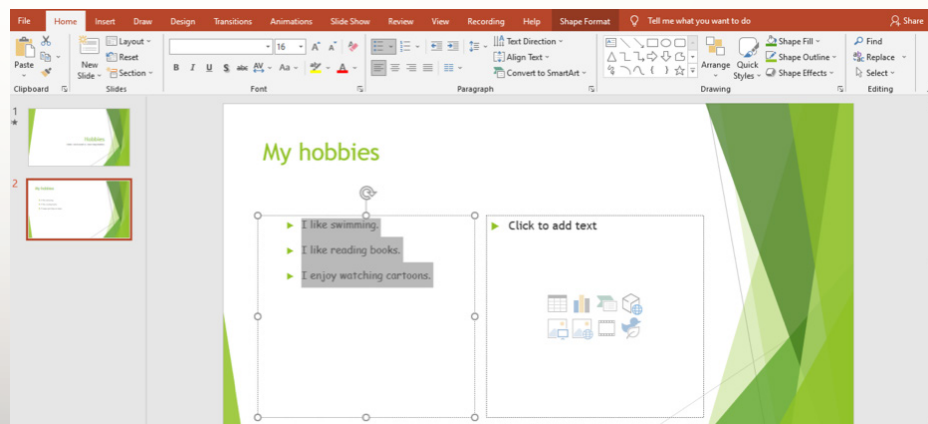
ACTIVITY 2



- The text moves slightly to the right as follows:



- Step 8: Press on increase indent icon again. The text will move a bit more to the right.



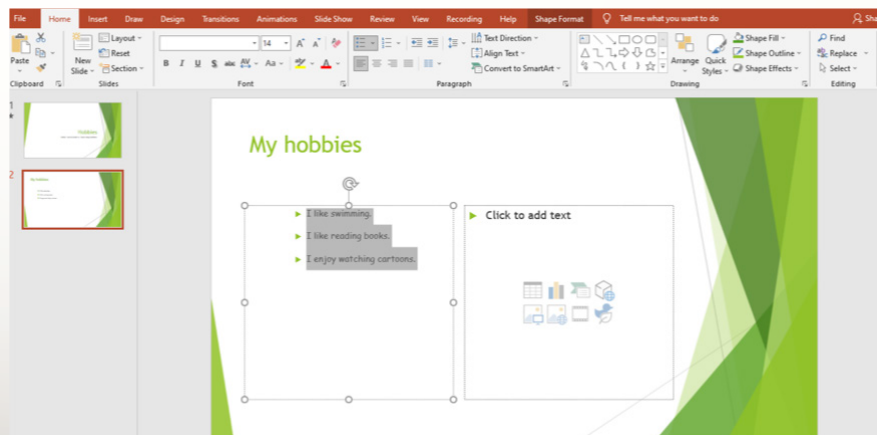


ACTIVITY 2

- Step 9: I now select the text again.
- Step 10: I click on Decrease indent icon



- My text moves slightly to the left. Thus, I can increase and decrease indent on texts I type on PowerPoint slides.





ADDING PICTURE TO SLIDE



ACTIVITY 6

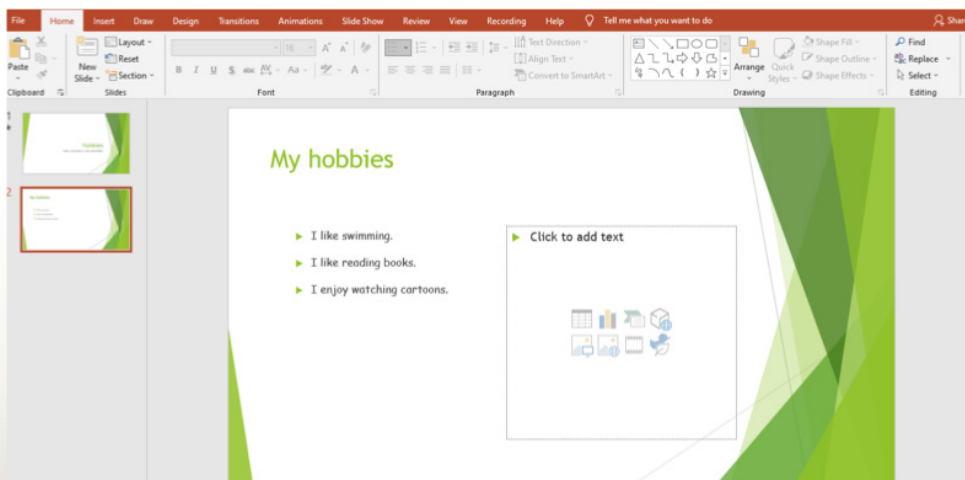
- **Activity 6: Adding picture to slide**



NOTE TO TEACHERS:

The teacher should download any hobby picture and insert it in Pictures folder.

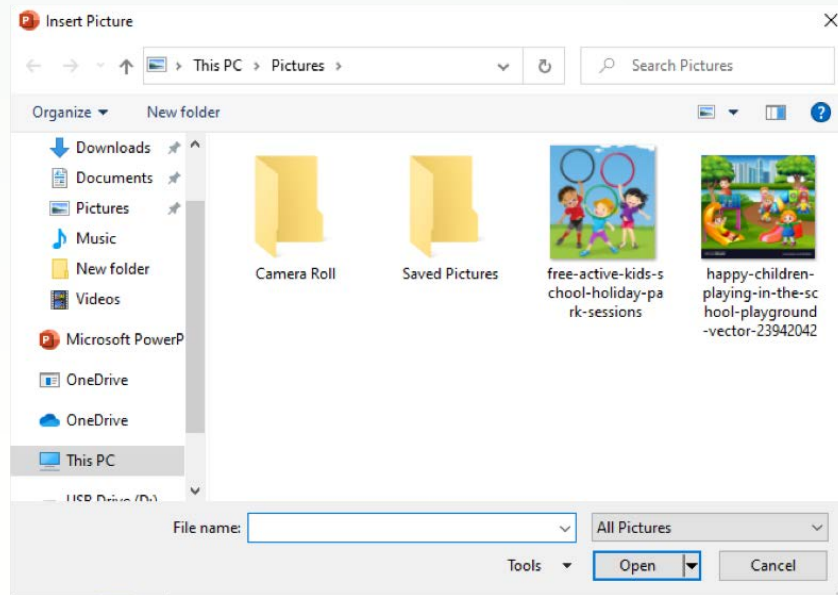
Step 1: Click on Pictures icon on the second box on Slide 2.



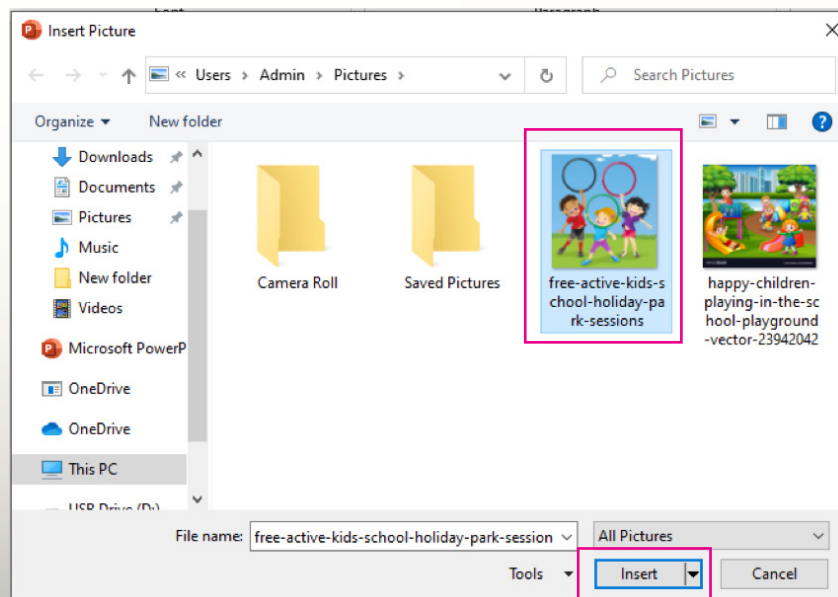
Pictures folder opens as follows:



ACTIVITY 6



- Step 2: I select a picture and click on Insert.





ACTIVITY 6

My hobbies:

- ❖ I like swimming.
- ❖ I like reading books.
- ❖ I enjoy watching cartoons.



- The picture is successfully added to the slide.

- Step 3: I save and close my work.



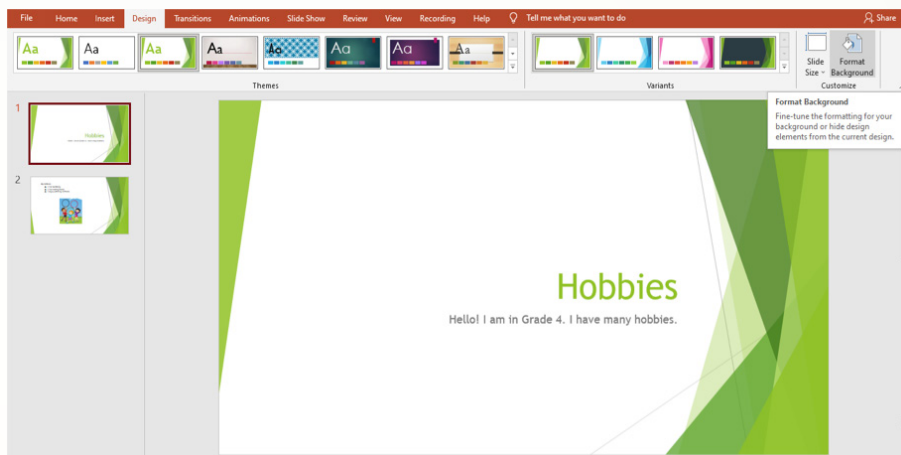
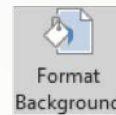


ADDING TEXTURE TO SLIDE



ACTIVITY 7

- **Activity 7: Adding texture to slide**
- Step 1: I open the PowerPoint file Hobbies.
- Step 2: I click on Design tab.
- Step 3: I click on Format Background icon.

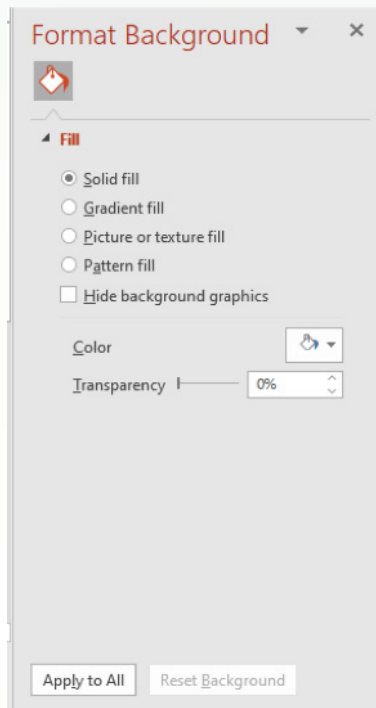


- The following box appears:

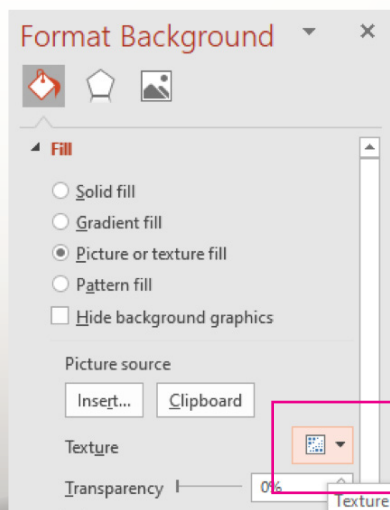
- Step 4: I click on Picture or texture fill.



ACTIVITY 7



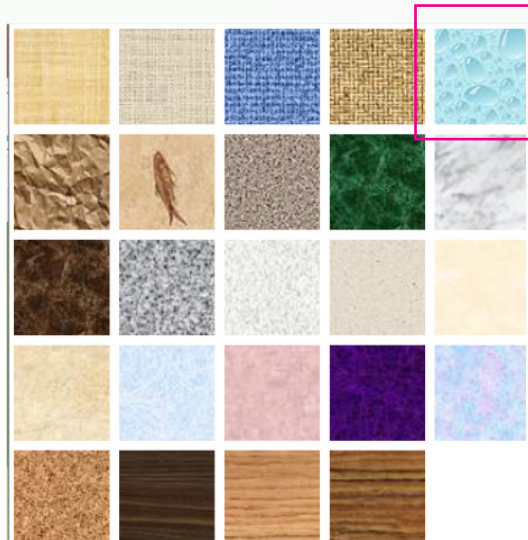
- Step 5: I click on Texture icon.



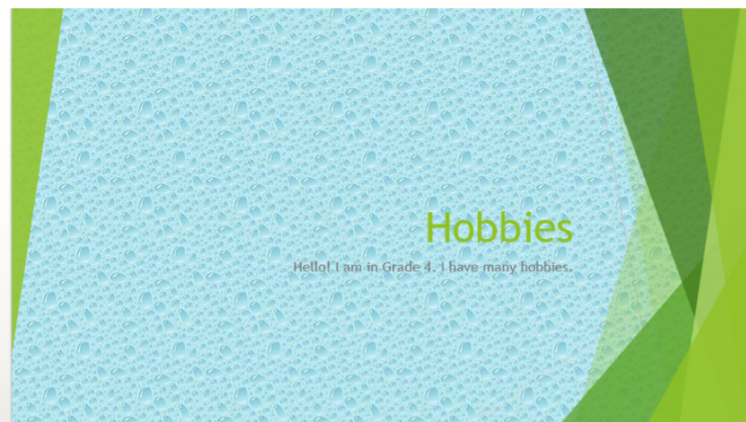


ACTIVITY 7

- Step 6: I click on a texture.



- Step 7: The slide now looks as follows:



- Now I can choose another texture of my choice.



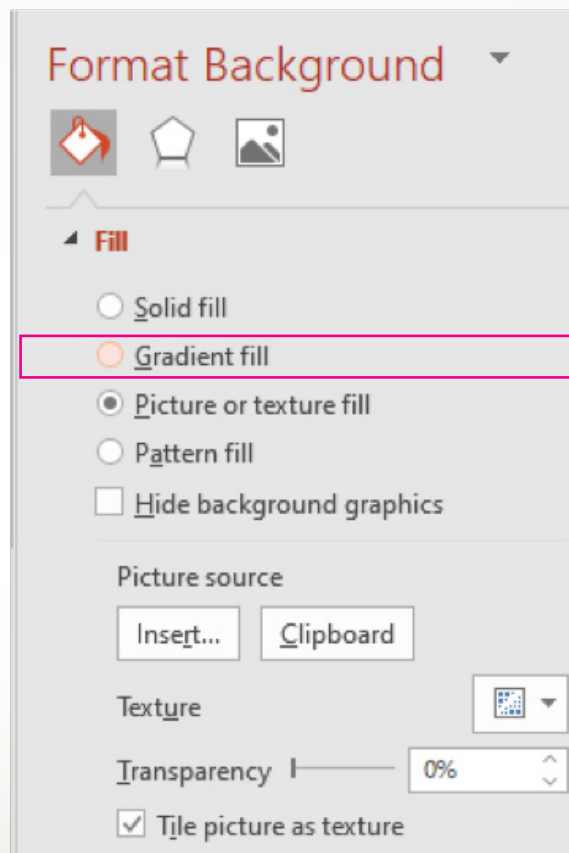
ADDING GRADIENT TO SLIDE



ACTIVITY 8

Activity 8: Adding gradient to slide

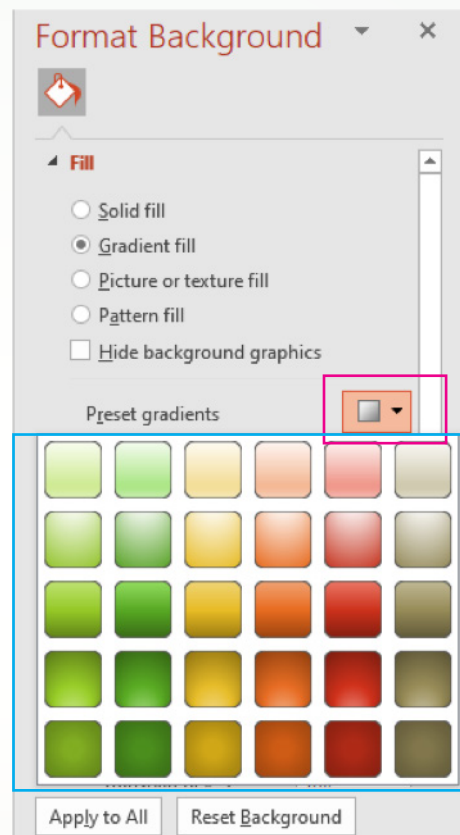
- Step 1: I click on Gradient from Format Background box.





ACTIVITY 8

- Step 2: I click on Preset gradients icon.



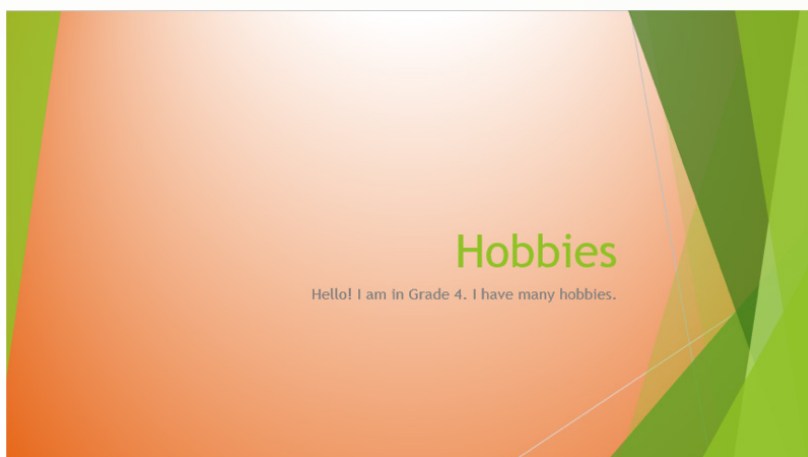
- Step 3: I click on  colour.



ACTIVITY 8



- My slide now looks as follows:





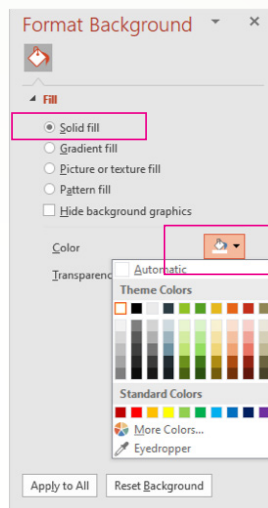
ADDING SOLID COLOR TO SLIDE



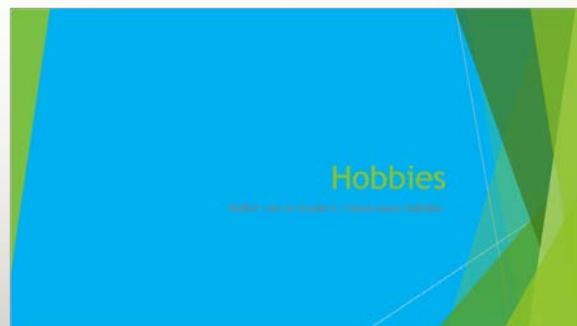
ACTIVITY 9

Activity 9: Adding solid color to slide

- Step 1: I click on Solid Fill from Format Background box.
- Step 2: I click on light blue colour from the colour box.



- Step 3: Click on Apply to All.
- My slide now appears as follows:





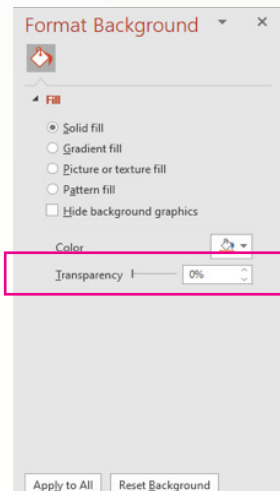
ADDING TRANSPARENT BACKGROUND TO SLIDE



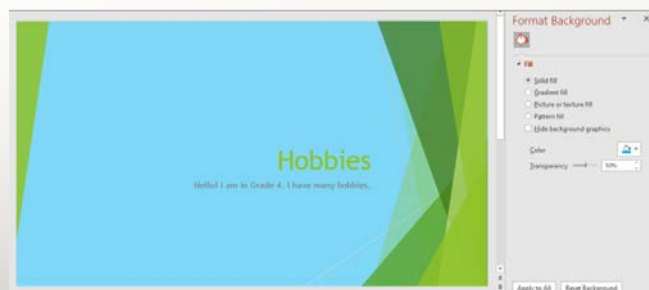
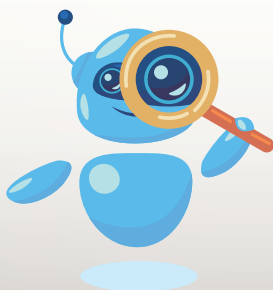
ACTIVITY 10

Activity 10: Adding transparent background to slide

- Step 1: Using my mouse, I adjust the transparency level of my slide background color.



- When the transparency is at 0%, the slide has a solid color.
- When I increase the transparency, the slide colour becomes paler.
- The picture below shows the slide with 50% transparency.



- Step 2: I save and close my work.



UNIT 7

Advanced Internet features

AIM:

- To introduce pupils the features of a web browser.

LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Use keywords to search for a specific information on the internet.
- Show awareness of the features of a web browser such as Refresh, Bookmark, New tab, New Window and History.



SEARCHING FOR A SPECIFIC INFORMATION ON THE INTERNET



To search for a specific information on internet, I need to use a search engine to quickly have the result.



SEARCHING ENGINES

Search engines are special websites that help people to find information faster on the internet.

There are many search engines on the web.

Some examples of search engines are: Google, Yahoo, Bing.

Google

Yahoo

Bing




SEARCHING ENGINES

When searching for information, I should always use the most appropriate words.

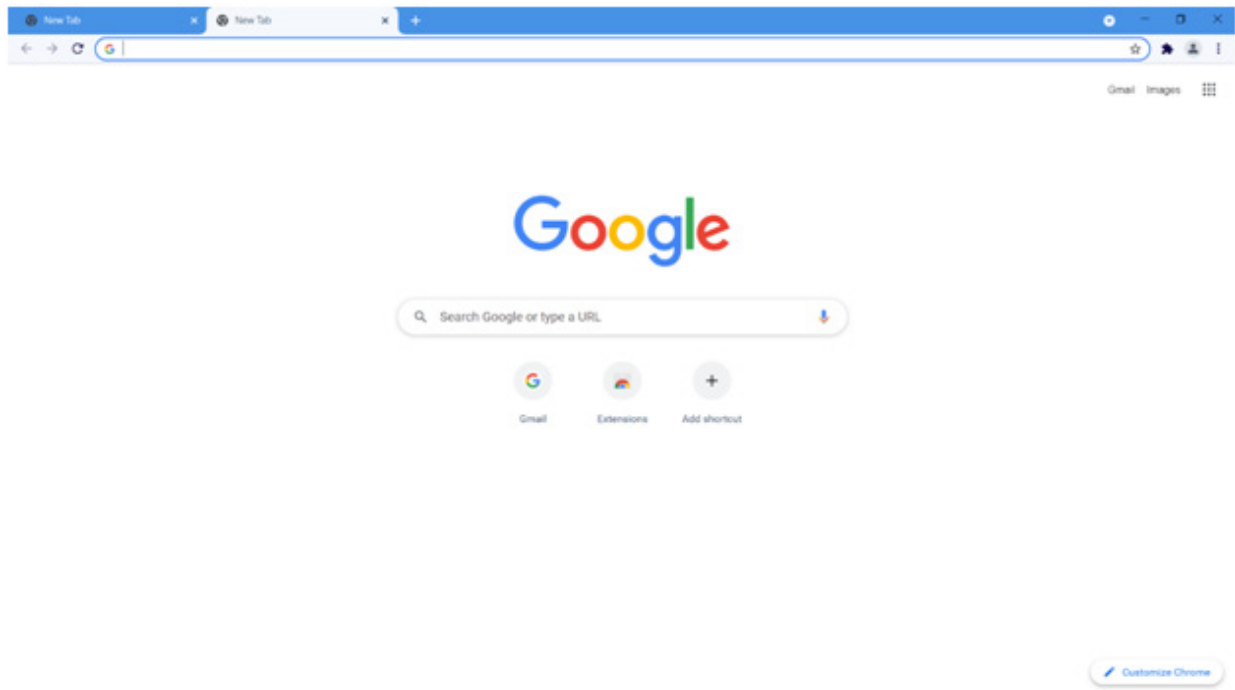
For example, if I want information on **Food**, I shall get thousands of information which I don't really need.

But if I search for 'food for health', I shall get precise information.

Let us see the steps below to do the search.

- Step 1: I Click on the Google Chrome browser  icon on the taskbar.

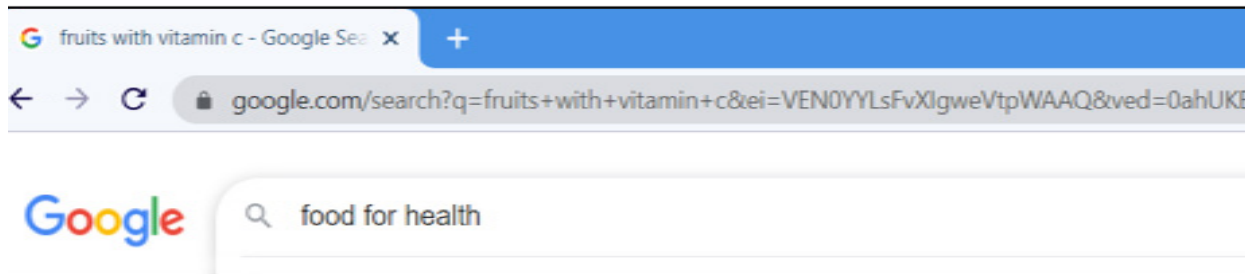
The following page appears.





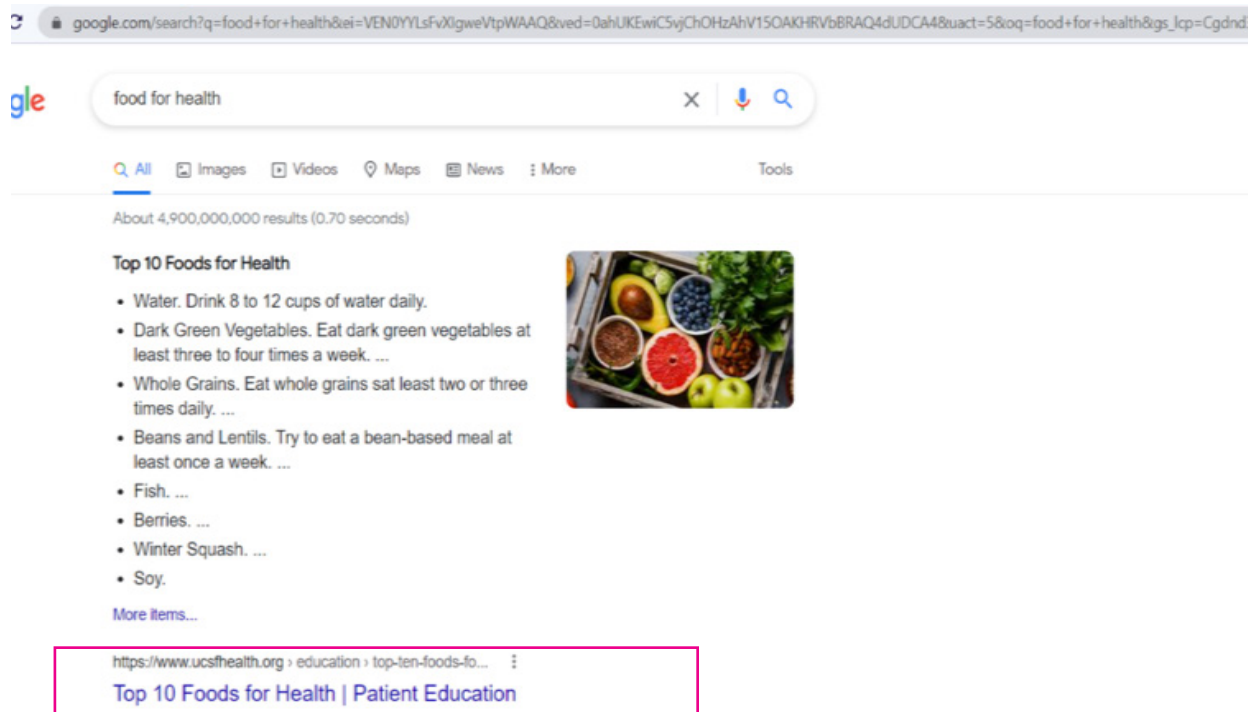
SEARCHING ENGINES

- Step 2: I type the keyword 'food for health' into the Search box.



- Step 3: I press Enter key.


The following page appears.



- Step 4: I click on a **hyperlink** to get more information.



NOTE

- A **hyperlink** is a word, a phrase or an image I click on to go to another page.
- Text hyperlinks are often **blue** and **underlined**.
- I may also observe that the cursor changes into a hand  icon whenever I place the mouse over a link.



**EXTRA CHALLENGE****Activity 1:**

Now look for the information below on the internet:

1. Rivers in Mauritius.
2. Fruits with Vitamin C.
3. Vegetable Soup recipe.

Activity 2:

1. What is Internet?

2. What is a Search Engine?

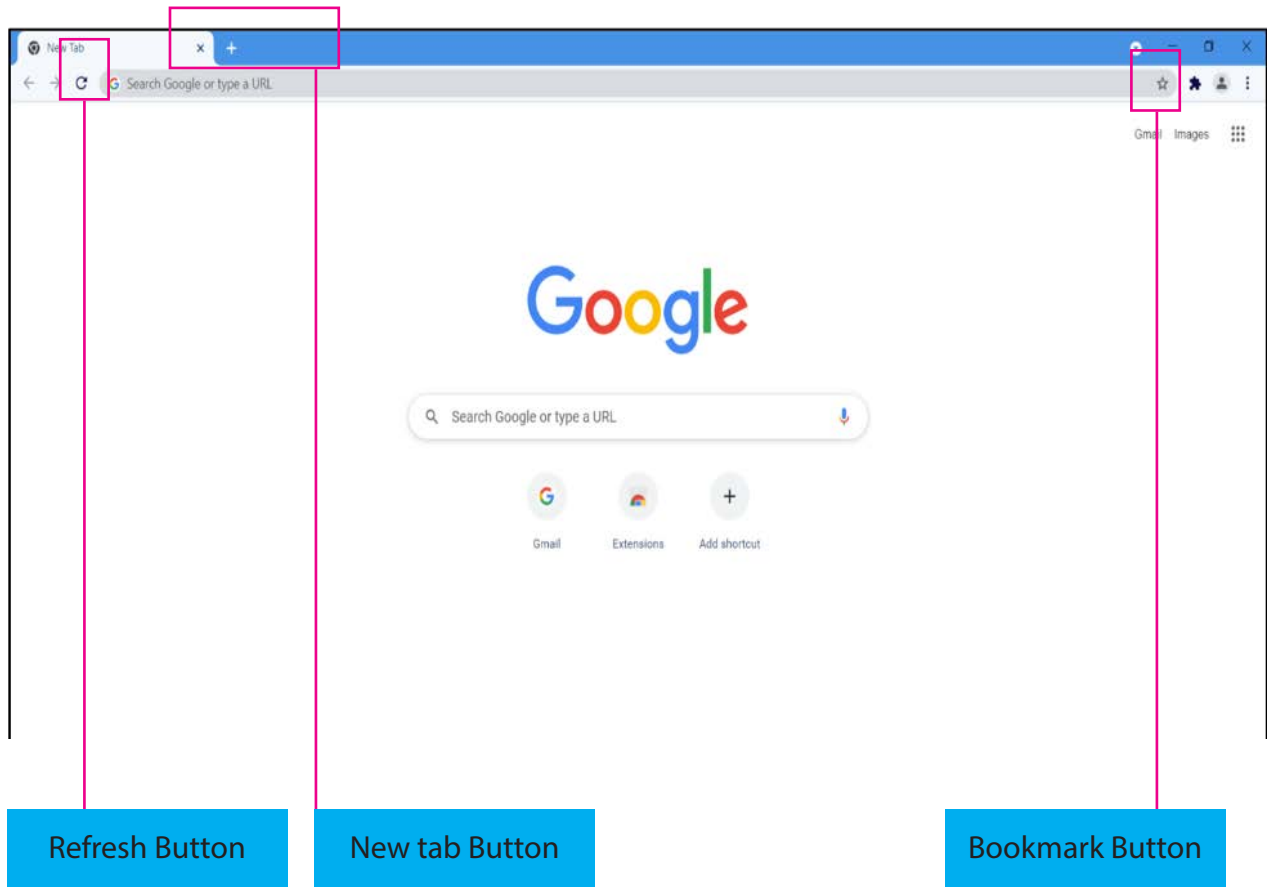
3. Name one Search Engine.

4. What is a hyperlink?





FEATURES OF A WEB BROWSER



Refresh Button:

This button reloads a webpage.

New Tab Button:

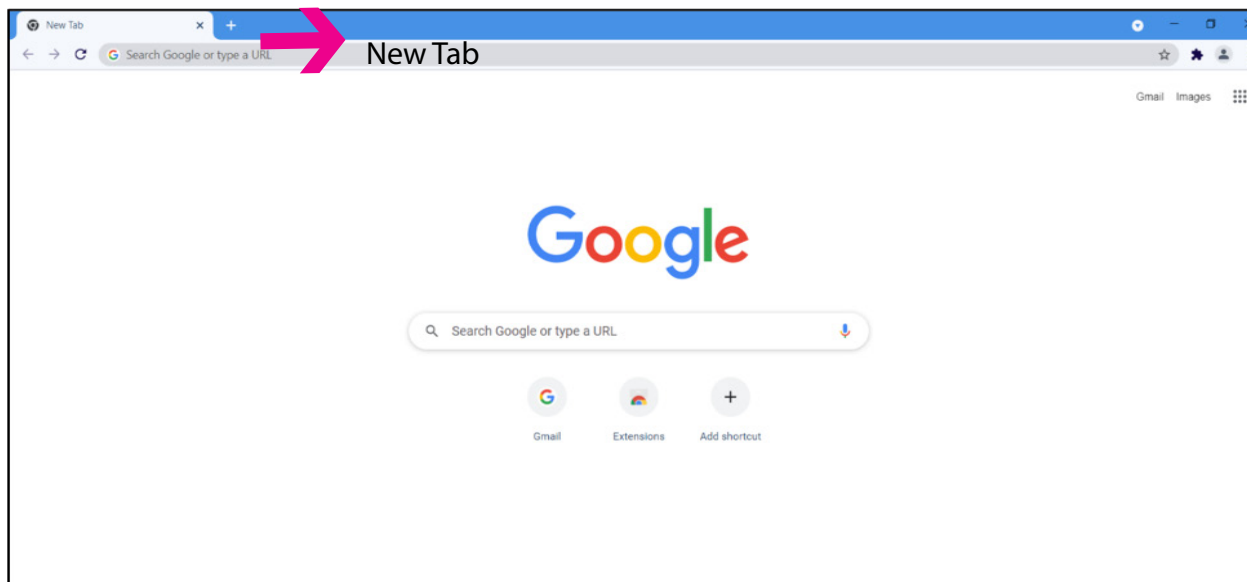
Opens a new page in the same window when selected.



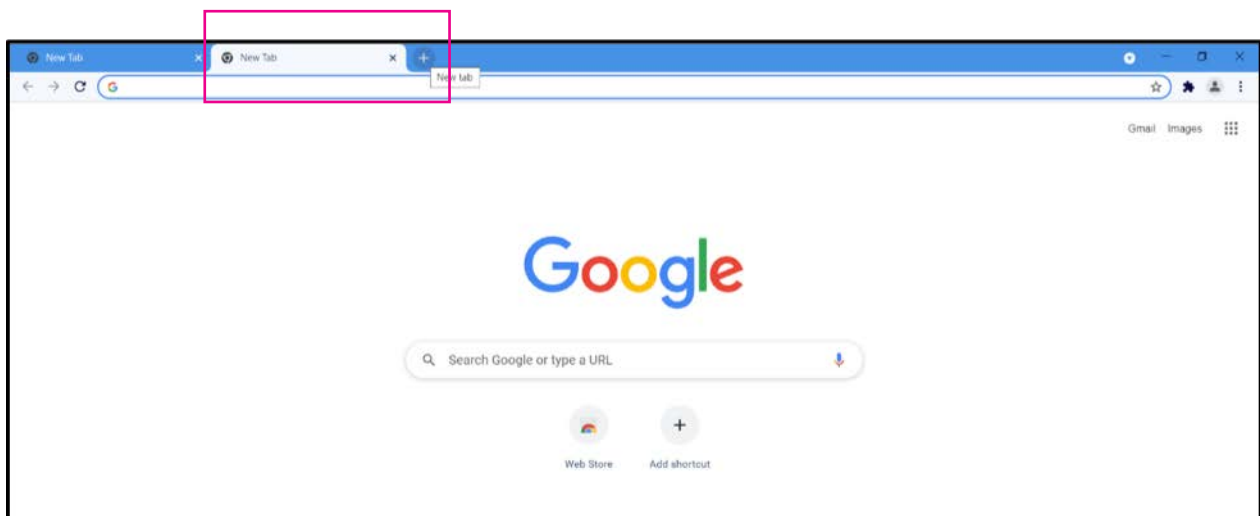
FEATURES OF A WEB BROWSER

Let us look at the example below:

- Step 1: Click the New Tab button to the right of open tab.



I notice a new tab has appeared.

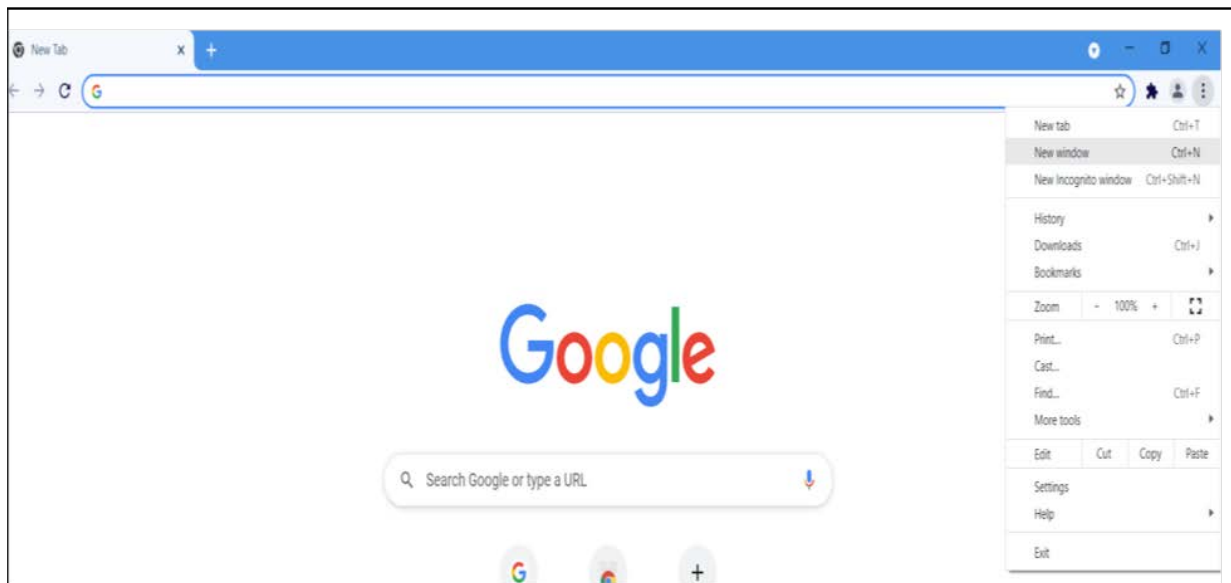


UNIT 7

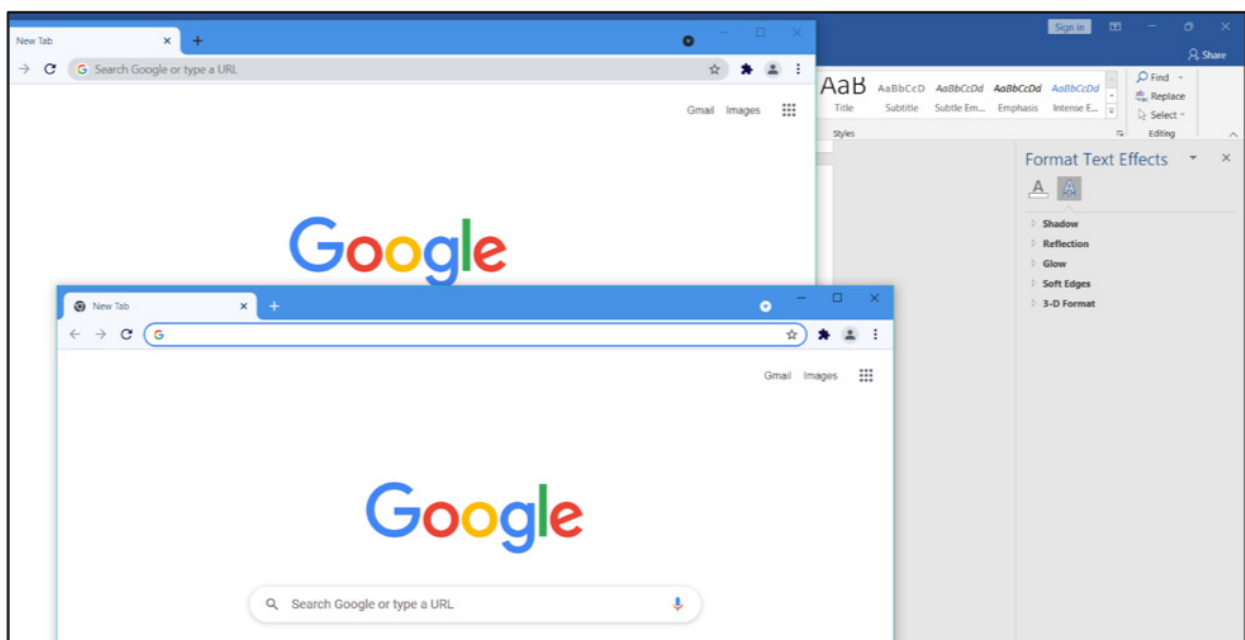


FEATURES OF A WEB BROWSER

- Step 3: New window: (1) Open menu at the top right-hand corner.



: (2) Click on New window.



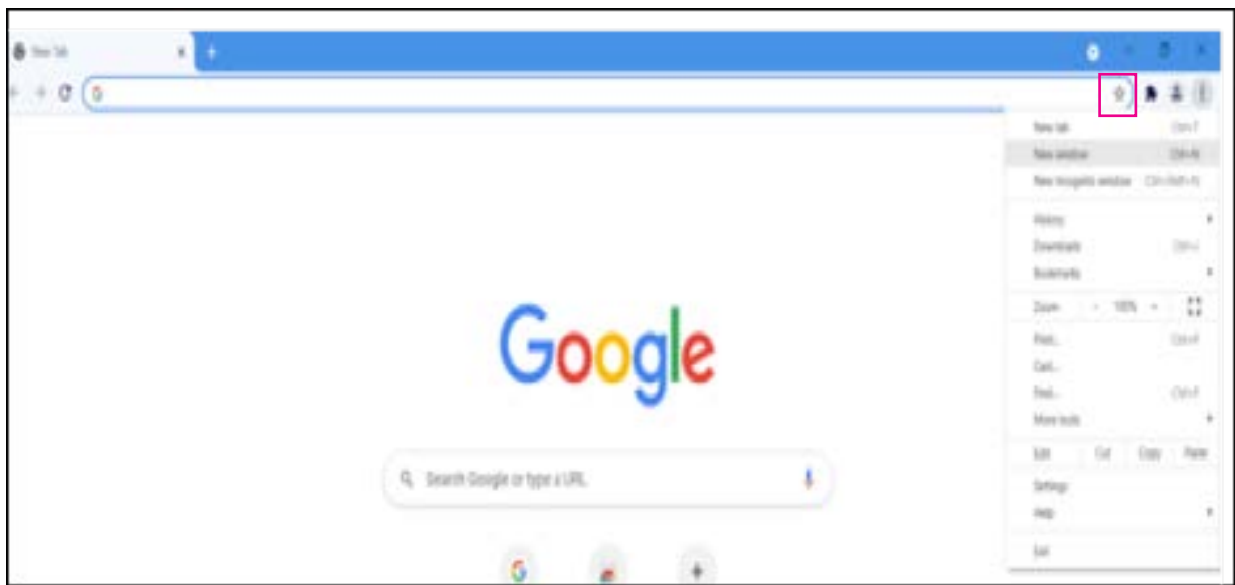
The following page appears with new window:



FEATURES OF A WEB BROWSER

Bookmark Button:

This page redirects me to often visited webpages.



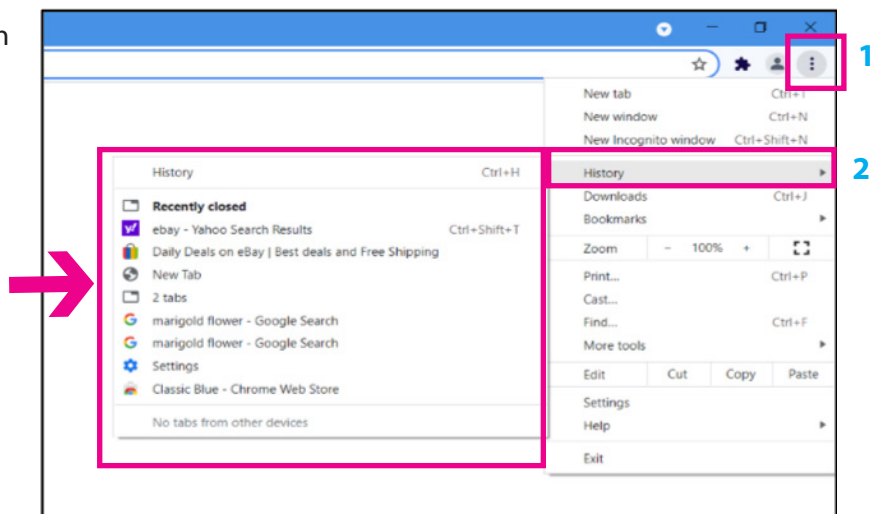
History Button:

This button enables me to see the webpages I opened recently.

Click (1) Open menu

(2) History button




Here I can see the web pages I opened recently.





ACTIVITY 3

- Match the following buttons with their respective icons.

Buttons	Icons
New tab	
Bookmark	
Refresh	





UNIT 8

Multimedia: Importing pictures from Internet

AIM:

- To manipulate pictures.

LEARNING OBJECTIVES:

By the end of this unit, pupils should be able to:

- Import pictures from Internet.
- Resize, crop, colour and rotate a picture.



MULTIMEDIA: IMPORTING PICTURES FROM INTERNET

In Grade 3, we learned how to import pictures from the computer.

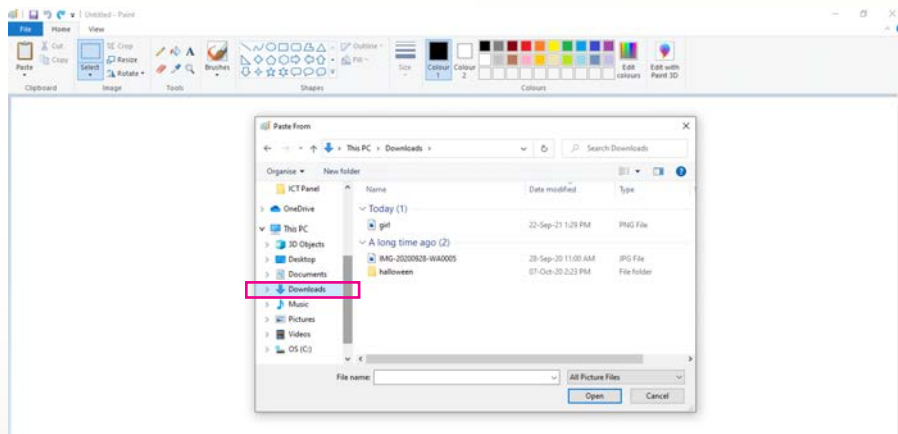
Now, we will learn how to import pictures from the Internet.



ACTIVITY 1

Activity 1: Make drawings including pictures imported from the Internet.

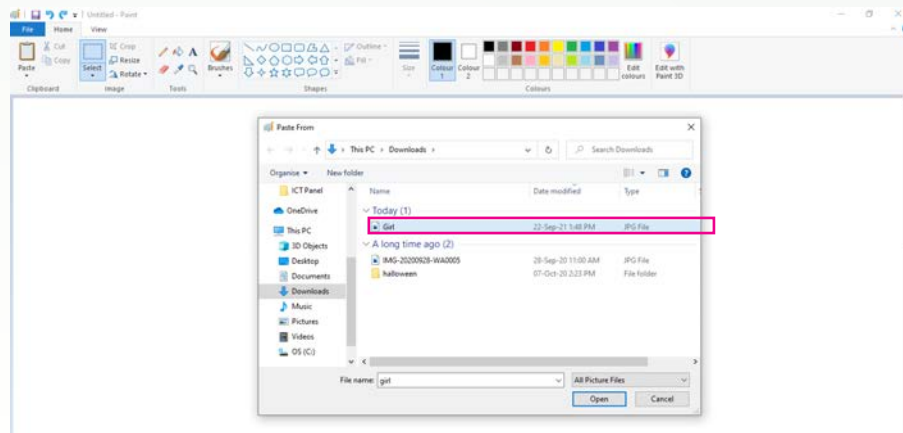
- Step 1: Download a picture “Girl” from the Internet and save it.
- Step 2: Open Ms Paint from the taskbar.
- Step 3: Click on ‘Paste from’ option.
- Step 4: Click on Downloads.



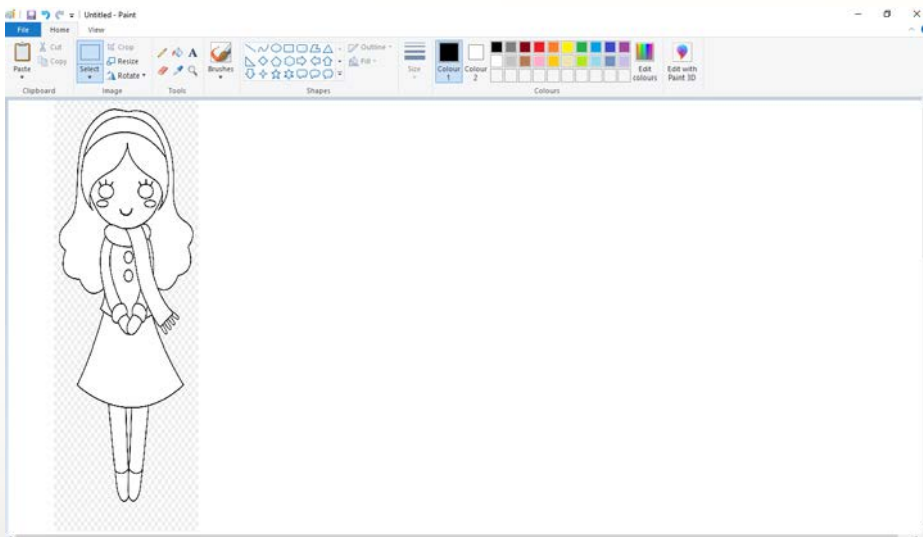
- Step 5: Double click on the picture “Girl”.



ACTIVITY 1



- Step 6: The picture will appear in Ms Paint.



- Step 7: Save your work.



RESIZE A PICTURE

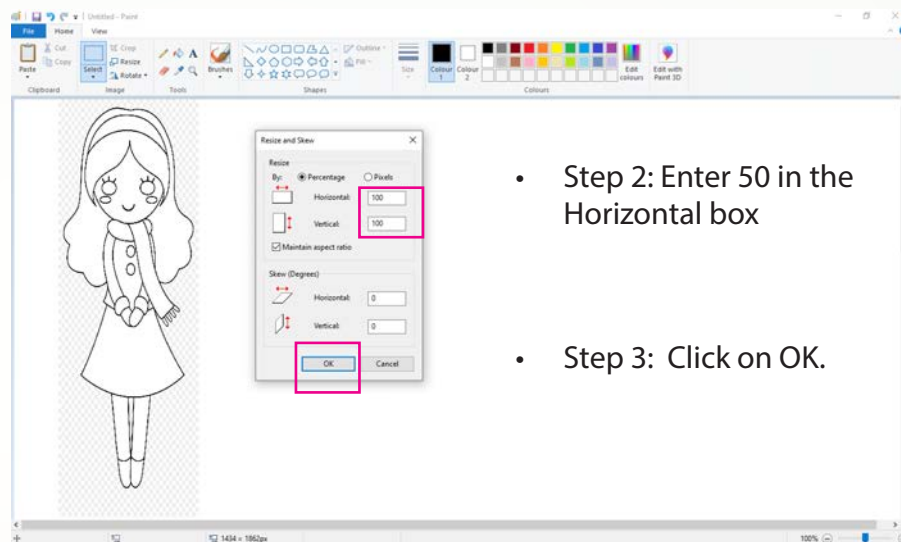
Resizing a picture means changing the size of a picture.



ACTIVITY 2

Activity 2: Resizing a picture

- Step 1: Click on Resize.



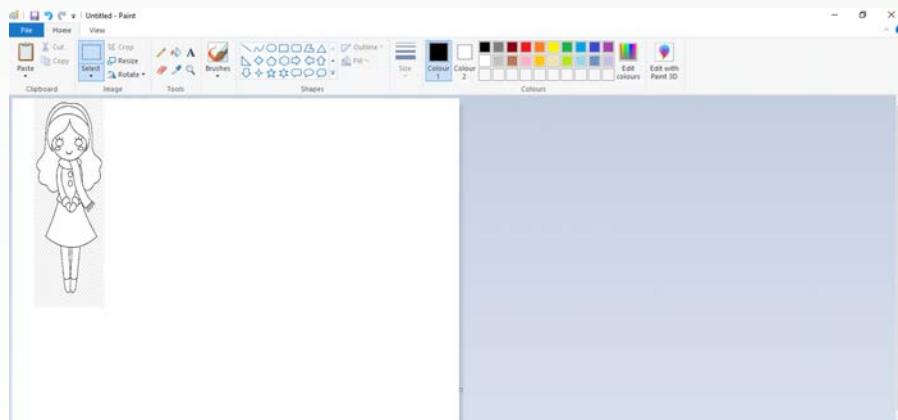
- Step 2: Enter 50 in the Horizontal box
- Step 3: Click on OK.

- **Observation:**
The picture becomes smaller.





ACTIVITY 2



- Step 2: Save your work.

NOTE

- You can enter a number greater than 100 in the Horizontal box if you want a bigger picture.





CROPPING A PICTURE

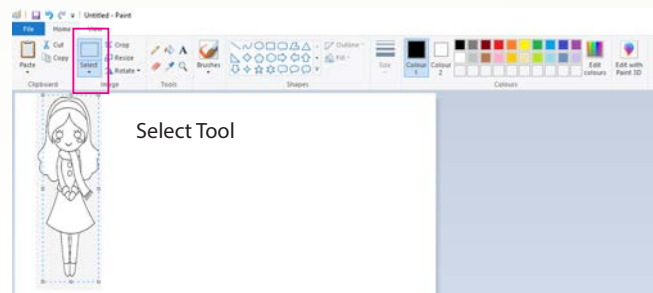
Cropping a picture means removing parts of a picture.



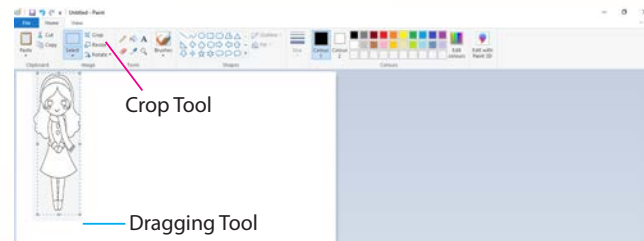
ACTIVITY 3

Activity 3: Cropping a picture

- Step 1: Select the picture by using the Select tool.



- Step 2: Click on the Crop tool.



- Step 3: Drag the bottom dragging point in an upward direction.



- Step 4: The picture is cropped.
- Step 5: Save your work.



ACTIVITY 4

Activity 4: Colouring a Picture

- Step 1: Use the **Fill tool** to colour your picture.



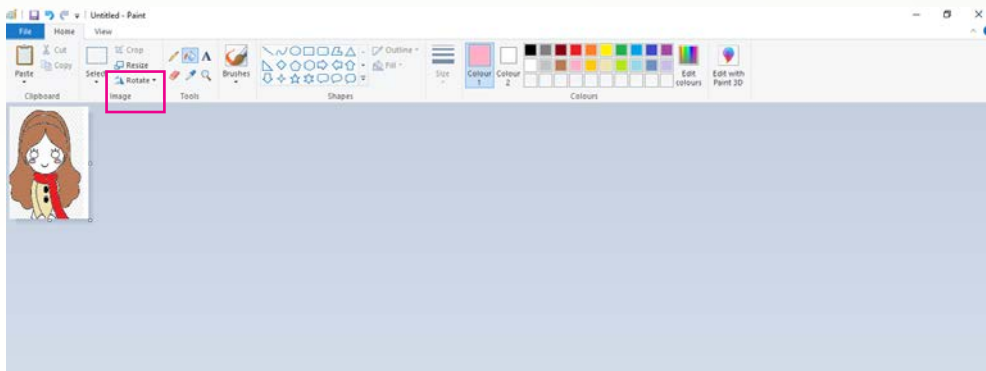
- Step 2: Save your work.



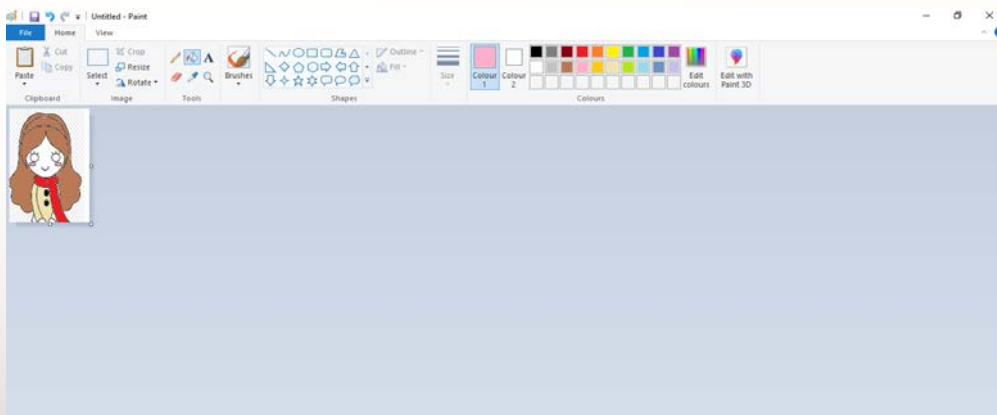
ACTIVITY 5

Activity 5: Rotating a Picture

- Step 1: Click on the small triangle near Rotate.



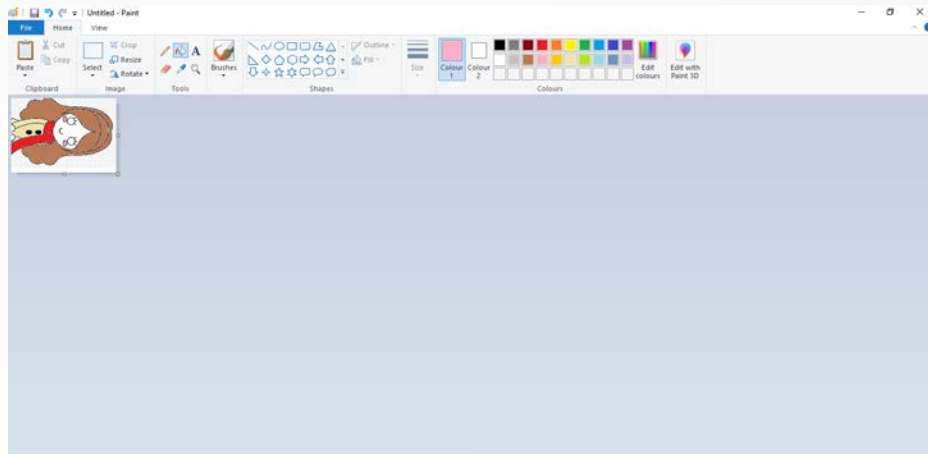
- Step 2: Select and click on **Rotate right 90°**.





ACTIVITY 5

- Step 3: The picture will turn 90° to the right.



- Step 4: Save and close your work.



With the help of your teacher, you can download a picture of your choice and make the different changes as explained above.

NOTE

- I can also use Paint 3D to make changes in my pictures and drawings.



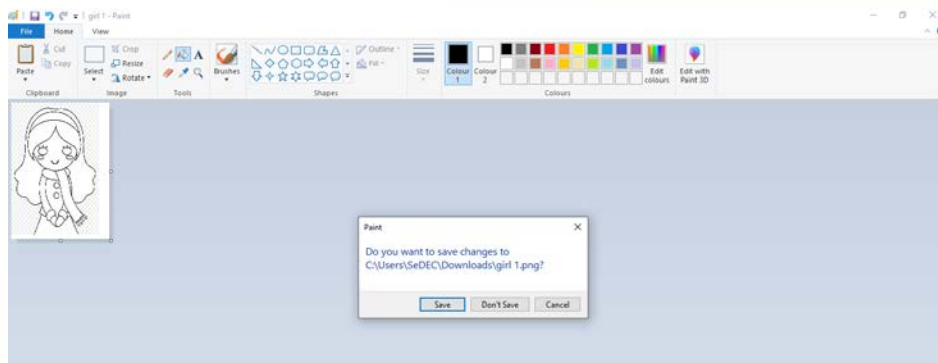


ACTIVITY 6

- Step 1: Click on **Edit** with Paint 3D.



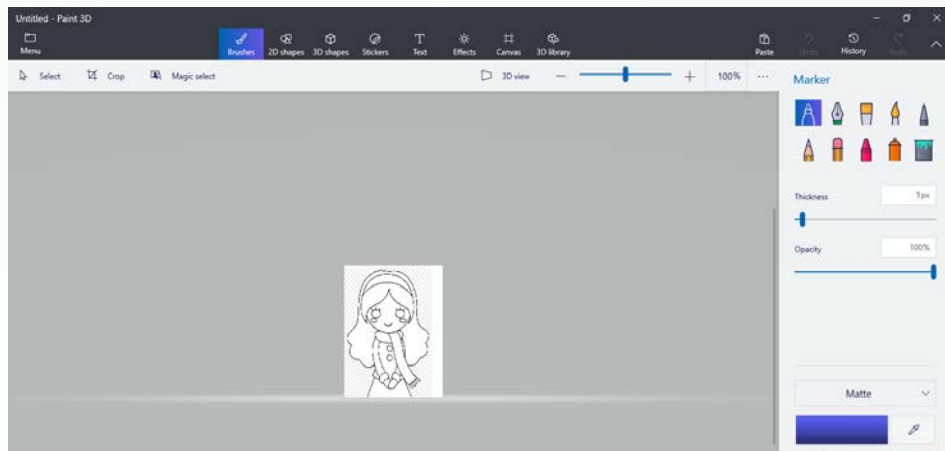
- Step 2: Save your work.



- Step 3: The picture will appear on the Paint 3D screen.



ACTIVITY 6



- More options and tools are available in Paint 3D.



EXTRA CHALLENGE

- I try to discover the different tools in Paint 3D.

