

**LOG IN** TEACHER  
MANUAL

# LOG IN

**COMPUTER SCIENCE  
GRADE 3**

**TEACHER MANUAL**



# Welcome

*WELCOME DEAR TEACHER,*

*It is always wonderful to interact with teachers who are directly connected to the development of children in various field of study in their school life.*

*Computer Science is a subject which goes through many changes on a daily basis with advancements in information technology. It, therefore, becomes imperative for students to be tuned to these changes real time which Log In is dedicated in providing.*

*We, at Greycaps, appreciate the time and effort you are giving to this series and being part of a future in interactive learning.*

*P.ick B. Lin*

# LOG IN

## What's in it?

How will  
this manual  
help?

*This manual is designed to help you, the teacher, to understand:*

- 1. The objective & offerings of the book*
- 2. The content structure and format*
- 3. Teacher inputs that enhance the student experience month-on-month.*
- 4. The benefits to the teacher and student*
- 5. Answers to various exercises*
- 6. The measurable take away*

Honeycomb series

About Log In

Meet Chip and Uncle Babbage

Structure & Framework

Features

Objectives of Log In 3

Chapter summaries (incl. exercise answers)

Benefits

The sections  
you will find...

# Honeycomb Series

We at Greycaps are proud to present a textbook series with a difference which enhances the teaching and learning experience.

## The Philosophy

The Honeybee is an intriguing creature in the animal kingdom. Its characteristics reflect being adaptable, agile, well-organised, creating synergy and working in harmony. It's sole purpose is to create the honeycomb and strive for perfection in creating each hexagonal cell in the honeycomb. The Queen Bee gathers the efforts of all the Honeybees and motivates them to strive for perfection.

We believe that this life skill can be borrowed from nature and applied into the school classroom.



Every teacher is like the **Queen bee** – focusing on students' different capabilities and striving to attain harmony within the classroom.

Each student is like a **Honeybee** – focusing on better learning and perfection.

This novel philosophy, initiated by Greycaps, is the cornerstone by which we create engaging material for our young learners.



# Honeycomb Series

## OBJECTIVES

### CO-EXISTENCE IS THE KEY

Learning is a collective effort and not an individual effort. Group learning enhances better understanding and decreases dissonance among students.

### INTEGRATION ON LIFE SKILLS INTO TEACHING METHODOLOGIES

Learning takes place in every walk of life – from taking our first baby steps to landing a person on the surface of the Moon. Learning's from life skills is, perhaps, the most essential part of overall student development.

### BRIDGING THE GAP

Students in a classroom learn at different levels, therefore, the need for the teacher to adopt various innovative methods to bridge gaps between the understanding levels of the first child and the last child.

# LOG IN

## COMPUTER SCIENCE



## About LOG IN

We live in a world where technological advancements are seen real-time. Children of this day and age have grown into such an environment where the first devices they use are laptops, tablets and smartphones.

Equipped in a story-telling format, it is tailored to be generationally relevant to children of this era. Engaging students through a storyline, Log In is a relaxed, fun way to learn the basics of computer science and get educated on changes and advancements, in the field of information technology.

# Hello!

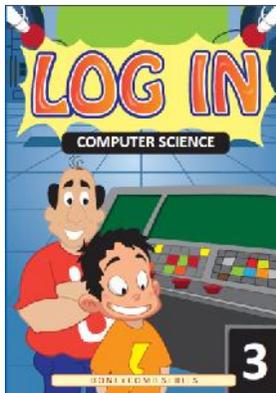


Meet **Uncle Babbage**, inspired from the Father of modern Computers, Charles Babbage. He is very knowledgeable in the world of computers and helps **Chip**, a young boy, in understanding the concepts and uses of computers.

Children today get to experience technology at an early age. Therefore, it is imperative to introduce them to concepts which are generationally relevant to them.

## Structure & Framework

### Student



**TEXTBOOK**  
Equipped with a story-telling format and many other exciting features.

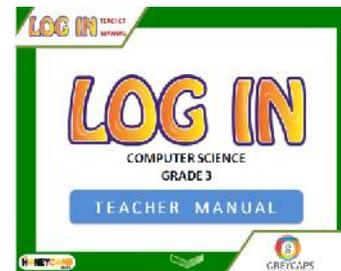


**EVALUATION**  
Assessments sheets provided online for teachers to evaluate students.

### Teacher



**CURIOSITY KIT**  
An aid provided for teachers to reinforce concepts through quizzes and other activities.



**TEACHER MANUAL**  
Provided online to act as a guide for teachers



The creation of characters brings concepts to life and enables better learning.

Interactive exercise formats at the end of each chapter, which follows the concept of learning by teaching.



Activity based learning becomes an integral part of overall child development.

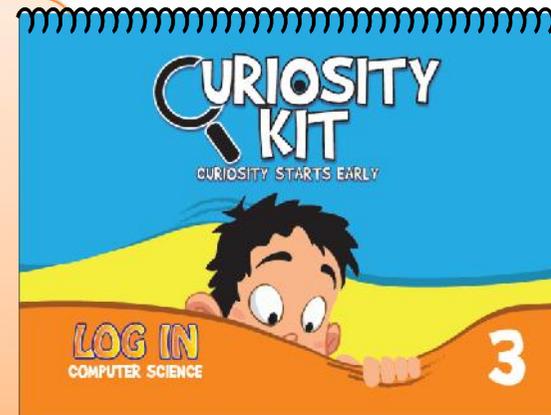


Interesting trivia based information that enhances knowledge.

## IN THE CURIOSITY KIT

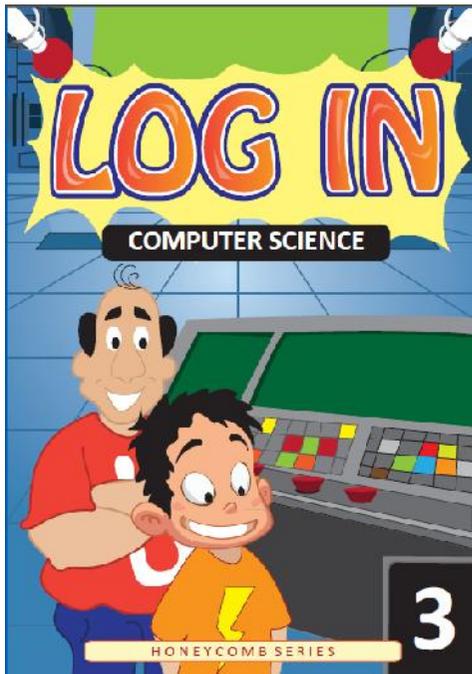
# Features

The **Curiosity Kit** is designed to reinforce teaching material in a fun and innovative way for school students. It is a set of activities and games which will enable teachers to create a fun filled atmosphere in the classroom. It ensures wholesome learning and easier recall of facts related to the subject at hand.



- 🔍 The Log In Grade 3 kit contains 27 cards.
- 🔍 The cards are divided into chapters in tandem with the textbook and are colour coded.
- 🔍 Each chapter contains activities with a set of instructions for the teachers and enumerates how it will be beneficial for the students.

## Objectives of Log In 3



Log In 3 will begin with understanding the basics of computers and its parts. Students will be introduced to different types and uses of computers relevant to the present generation.

The objectives of Log In 3 are as follows:-

- Sparking curiosity (new topics)
- Enlist the assistance of narrative learning
- Encourage learning by teaching
- Encourage learning through activities

# Chapter Index

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MICROSOFT PAINT

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PARTS OF THE COMPUTER

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NOTEPAD

3

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MICROSOFT WORD

# Chapter Summary

## COMPUTER

In this chapter, students will begin to understand how the actual working of a computer takes place. This is done by showcasing various types of computers.



- 1) Answer the following questions in your notebook.
  - a. A computer is an electronic machine.
  - b. There are four different types of computers. They are -
    - Mainframe computers
    - Supercomputers
    - Mini computers and
    - Micro computers

- A computer works in three simple steps. They are -
  - Input
  - Processing and
  - Output
- 2) Unscramble these letters to get the correct words.
  - a. Computers
  - b. Laptop
  - c. CPU
  - d. Input
  - e. Supercomputer

## COMPUTER

( Answers )



3) Write the correct step below each picture whether it is input, processing or output.



PROCESSING

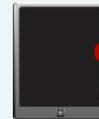


INPUT



OUTPUT

4) Match the following



Tablet computers

Laptop computers

Desktop computers

Supercomputer

Mainframes

# Chapter Summary

## PARTS OF THE COMPUTER

As the title suggests, different parts of the computer enable a computer system to execute various tasks. In this chapter, an introduction of hardware and software is explained which is a major part of the computer.

## PARTS OF THE COMPUTER

( Answers )



- 1) Answer the following in your notebook.
  - a. Hardware is a part of computer which you can see, touch and feel.
  - b. A software is a part of a computer that performs tasks based on instructions.
  - c. There are two types of software and they are, system software and application software.
  - d. The data is stored on storage devices and these storage devices are called memory devices.
  - e. There are two types of memory and they are, primary memory and secondary memory.
  - f. A computer is an electronic device and can only understand the machine language which consists of zeros and ones. Hence, to make the computer understand the instructions given by the user, language processors are used.

## PARTS OF THE COMPUTER

( Answers )



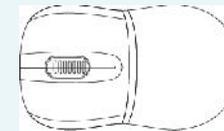
- 2) Arrange the given words into hardware and software.

SOFTWARE	HARDWARE
MS Word	Printer
MS PowerPoint	Monitor
MS Windows	Keyboard
MS Paint	System Unit

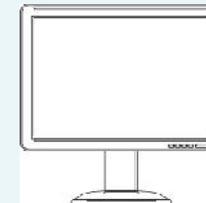
- 3) Colour the pictures and name them



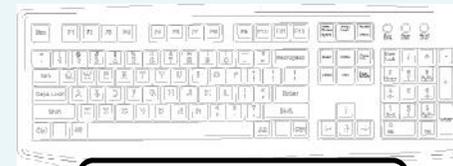
CPU



MOUSE



MONITOR



KEYBOARD

## WINDOWS

An operating system forms an essential part of a computer system. This chapter explains how an operating system works, which is the foundation on which various tasks are done.

## WINDOWS

( Answers )



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CHIP

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- 1) Tick the correct answer.
  - A. b)Taskbar
  - B. a)Deleted files and folders
  - C. c)Start button
  - D. b)Taskbar
- 2) Answer the following in your notebook..
  - a. The start button appears at the bottom left corner on the taskbar. When clicked on it, a list of programs appear which is available in the computer. The start button

is used to start a program, change computer settings, find files and folders, log off, turn off, restart computer and many other functions.

- b. Some icons present on the desktop are, my computers, my documents, recycle bin, internet explorer etc.
- c. The steps to open notepad from the start menu are –
  - Step 1 - Click on the 'Start' button.
  - Step 2 - Click on 'All Programs'.
  - Step 3 - Click on 'Accessories'. You will get a list of applications.
  - Step 4 - Click on 'Notepad'.

## MICROSOFT PAINT

Paint is a software provided by Microsoft which enables creative drawing and colouring for a user. This chapter was introduced in Grade 2 and in Grade 3, more tools are introduced for students to use.

## MICROSOFT PAINT

( Answers )



1) Help Chip in revising everything he has learnt in MS Paint.



Curve tool



Colour picker  
tool



Selection  
tool



Cut



Polygon tool



Magnifier tool



Paste



Copy

2) Tick the correct sentence and cross the wrong one.

a) **X**

b) **✓**

c) **X**

d) **✓**

3) Fill in the blanks using words given below.

a. Select

b. Polygon

c. Magnifier

d. Accessories



- 4) Answer the following in your notebook.
- The two types of select tools are, rectangular selection and free-form selection.
  - Pasting the picture opaquely means pasting it with the background. The steps used to paste the picture opaquely are,  
Step 1 – Select the picture using the ‘Select tool’.  
Step 2 – Click on the ‘Copy’ option from the ‘Clipboard’ group.

Step 3 – Click on the ‘Paste’ option from the ‘Clipboard’ group. You will see the picture is pasted on the top-left hand corner of the drawing area.

Pasting the picture transparently means pasting it without the background. The steps are,

Step 1- Select the picture using the ‘Select’ tool.

Step 2 – Click on the drop-down arrow under ‘Select’ in the ‘image’ group.

Step 3 – Select ‘Transparent selection’. You will see a tick next to it.



- Step 4 - Click on the 'Copy' option from the 'Clipboard' group.
- Step 5 – Click on the 'Paste' option from the 'Clipboard' group. You will see the picture pasted on the top-left hand corner of the drawing area.
- c. The steps involved in copy and paste are,
- Step 1 – Select any picture you want to copy, using the 'Select' tool.
- Step 2 – Click on the 'Copy' options from the 'Clipboard' group.
- Step 3 – Click on the 'Paste' option from the 'Clipboard' group. You will see that the picture is pasted on the top-left hand corner of the drawing area.
- Step 4 – Draw the picture by clicking the left button and moving the mouse to the desired position in the drawing area.

# Chapter Summary

## NOTEPAD

Notepad is a text editing software which is used to type stories, poems, letters, etc. A text editing software enable students to use the keyboard more for documents which are textual in nature.

## NOTEPAD

( Answers )



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1) Number the steps to open Notepad in the correct order.

- 4 Click on Notepad
- 2 Click on All Programs
- 1 Click on the Start Button
- 3 Click on Accessories

2) Tick the correct options and cross the wrong options.

- a) **X**
- b) **X**
- c) **X**
- d)

3) Match the following.

The screenshot shows a Notepad window with the following components labeled:

- Maximize button (connected to the top-right maximize button in the window)
- Menu bar (connected to the 'File Edit Format View Help' menu)
- Minimize button (connected to the top-left minimize button in the window)
- Title bar (connected to the 'The So and So System - Notepad' title bar)
- Close button (connected to the top-right close button in the window)



- 4) Fill in the blanks.
  - a. Saved
  - b. Edit
  - c. Fonts
  - d. Cursor
  - e. Taskbar
- 5) Look for these words hidden in the grid given below.

F	P	Q	Z	L	F	U	N	D	O
O	F	X	W	F	O	N	T	L	W
R	I	A	C	O	P	Y	B	R	Q
M	N	G	J	D	A	T	E	E	R
A	D	K	E	N	Z	V	K	P	P
T	O	C	L	O	S	E	Q	L	A
B	E	V	W	K	O	A	B	A	S
A	T	I	M	E	H	L	Z	C	T
R	L	C	U	T	Y	A	C	E	E

- 6) Answer the following in your notebook.
  - a. The options under the file menu of Notepad are, New, Open, Save, Save As, Page Setup, Print and Exit.
  - b. The steps followed in changing the font style are,
 

Step 1 – Click on the ‘Format’ menu and click on ‘Font...’. A box with various options will appear.

Step 2 – Under ‘Font style’, select the desired font style.

Step 3 – Click on the ‘OK’ button.

## MICROSOFT WORD

Microsoft Word, a popular word processing software provided by Microsoft, enables users to create text documents with a variety of options. It has many more features than what is present in the Notepad.

## MICROSOFT WORD

( Answers )



TEACH  
CHIP

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- 1) Answer the following in your notebook.
  - a. The Quick Access Toolbar is found on the left hand corner of the Title bar next to the Office button.
  - b. Erasing or deleting refers to removing a character or text from a document. This can be done either by using the delete key or backspace key on the keyboard.
  - c. Groups are a set of commands to access drop-down menus and dialog boxes. A dialog box launcher can be found on the bottom-right corner of a group. Clicking the dialog box launcher gives you access to additional commands via a dialog box.
  - d. The important features of MS Word are:

- The Title bar	-Tabs
- Office button	-Groups
- Quick Access Toolbar	-Work area
- Minimize, maximize and close	-Rulers and
- Ribbon	-Status bar
  - e. The steps followed to make font changes are,

## MICROSOFT WORD

( Answers )



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Step 1 – Select the text in the document.

Step 2 – Click on the ‘Home’ tab.

Step 3 – In the ‘Font’ group, click on **B** for Bold, *I* for Italics and U for Underline.

Step 4 – Click on ‘Font colour’ to select the colour from the colour group.

c. Identify the following icons.



Office button



Italics



Bold



Save

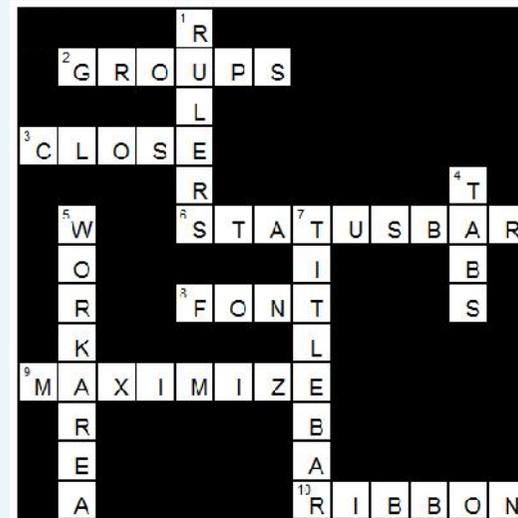


Close



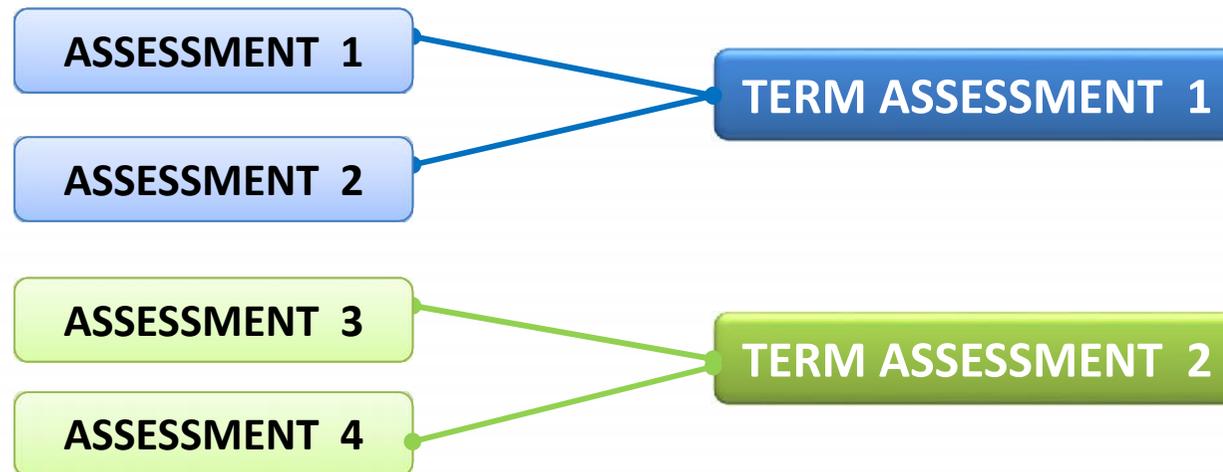
Underline

3) Solve this crossword puzzle using the clues given below.



# Evaluation

The evaluation sheets are divided into four assessment papers and two term papers, to be given during the academic year.



*These assessment sheets can be accessed on the 'Downloads' link on the Greycaps website [[www.greycaps.com](http://www.greycaps.com)]*

## 'DOWNLOADS' Link

This link provides access to assessment sheets and this teacher manual, to all teachers subscribed to Log In.



Each assessment sheet is downloadable in a PDF format and is accompanied with the answer keys.

Each PDF file is password protected for the teachers' benefit.  
The password is 'teacher'.

# Evaluation

The chapters covered for each assessment sheet is as follows :-

ASSESSMENT 1	Computer   Parts of the computer	TERM ASSESSMENT 1
ASSESSMENT 2	Windows	
ASSESSMENT 3	MS Paint	TERM ASSESSMENT 2
ASSESSMENT 4	Notepad   Microsoft Word	

# Benefits

- Easy to recall, Longer Retention
- Fun, Team based and Experiential
- Makes the child THINK & QUESTION (No Rote)
- Reduce the gap between the first child and last child (i.e, Honeycomb Philosophy)





We thank you for being a teacher.



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