

**LOG IN** TEACHER  
MANUAL

# LOG IN

**COMPUTER SCIENCE  
GRADE 4**

**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*

# LOG IN TEACHER MANUAL

Honeycomb series

About Log In

Meet Chip and Uncle Babbage

Structure & Framework

Features

Objectives of Log In 4

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.

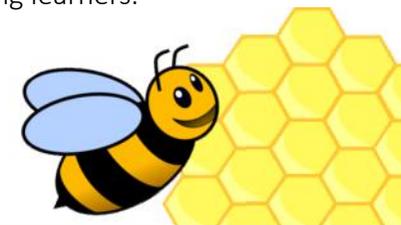
We believe that this life skill can be borrowed from nature and applied into the school classroom.



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!

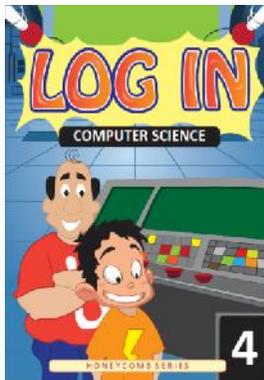


Meet **Uncle Babbage**, inspired from the Father of modern Computers, Charles Babbage. He is very knowledgeable in the world of computers and helps **Chip**, a young boy, in understanding the concepts and uses of computers.

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

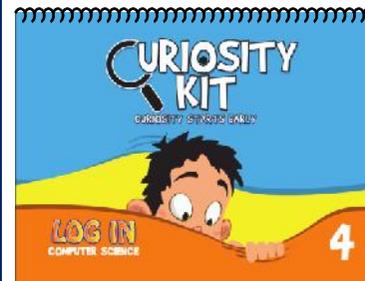


**TEXTBOOK**  
Equipped with a story-telling format and many other exciting features.

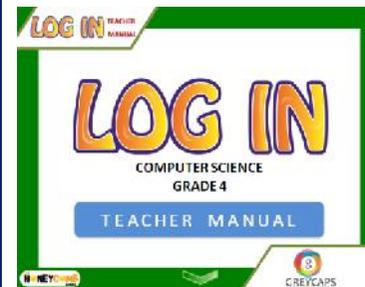


**EVALUATION**  
Assessments sheets provided online for teachers to evaluate students.

### 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.

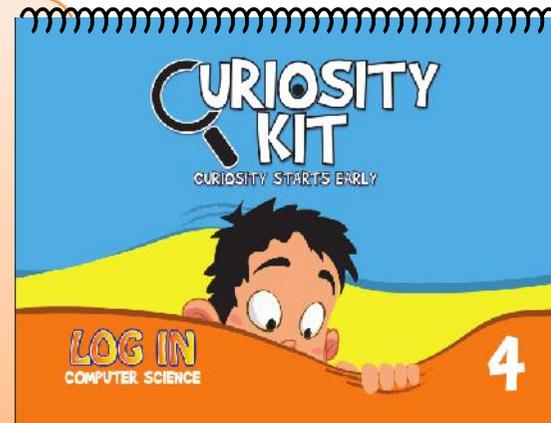


Interesting trivia based information that enhances knowledge.

## IN THE CURIOSITY KIT

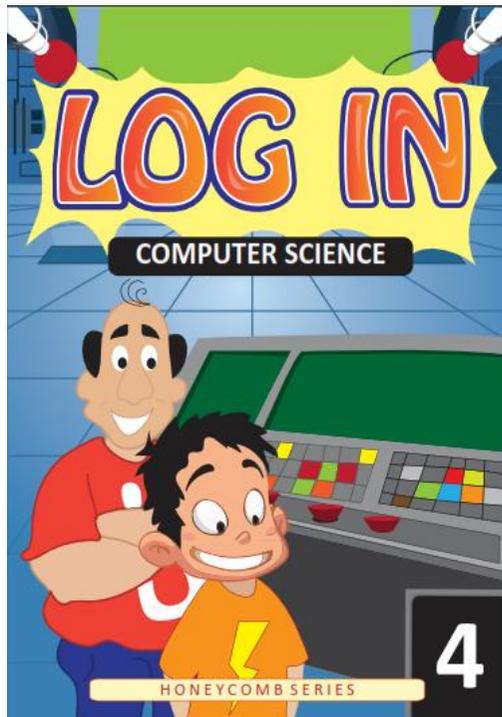
# Features

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 4 kit contains 25 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 4



Log In 4 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 4 are as follows:-

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

# Chapter Index

1

COMPUTER

4

MICROSOFT EXCEL

2

MORE ON WINDOWS

5

MICROSOFT POWERPOINT

3

MORE ON  
MICROSOFT WORD

6

INTERNET

# Chapter Summary

## COMPUTER

In grade 4, this chapter explains the history of computers and how they have evolved over time. This gives students an insight into how computers were developed and how they were created by pioneers of that time.



- 1) Help Chip in recalling the generations of computers by writing which devices are used in each of them.

Generations of computer	Devices used
First Generation	Vacuum tubes
Second Generation	Transistors
Third Generation	Integrated Circuits (ICs)
Fourth Generation	Microprocessors

Fifth Generation	Artificial Intelligence
------------------	-------------------------

- 2) What are the advantages and the disadvantages of computers.

Advantages	Disadvantages
A computer can carry out large number of calculations in a few seconds.	A computer does not think on its own. It works on the instructions.



The calculated results are correct if the input given is correct.	Technology keeps changing. In order to keep up with these changes, constant updates need to be done.
Computer can work for hours without any break and without committing an error. It never gets tired.	A computer cannot learn from its previous mistakes, like we do.

It can be used to perform different types of functions at the same time.	
It can store a large amount of data for future use.	

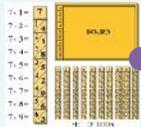
**3) What are the components inside the System Unit?**

The components inside the system unit are,

- a. Switched Mode Power Supply (SMPS)
- b. Motherboard
- c. Processor and
- d. Fan



4) Match the following.



Pascaline  
Calculator

Analytical  
Engine

Napier's  
Bones

Tabulating  
Machine

5) Name the following.



Processor



Fan



Switched mode power  
Supply



Motherboard

# Chapter Summary

## MORE ON WINDOWS

This chapter explores more options provided by Windows, like customising the start menu, sorting programs, options with files and folders, etc.



1) Answer the following in your notebook.

- a. A file is a collection of information stored on the hard disk. It can be a drawing in MS Paint, a text paragraph in Notepad or a document in MS Word.
- b. A primary name is the name given by the user while the secondary name is the name given by the program. It is called the extension of the file. For example – A file created in MS Word has an extension of .doc
- c. A folder is a space created to store

certain types of files in it. It may also contain other folders in it. A folder within a folder is called a sub-folder.

- d. The steps followed in creating a folder are,

Step 1 – Click on the ‘Start’ menu and click on ‘All Programs’.

Step 2 – Click on ‘Accessories’, then ‘Windows Explorer’. Click on ‘Documents’.

Step 3 – Click on ‘New folder’ on the ribbon. A new folder is created and the folder name is highlighted. This is to prompt the user to enter a folder name.



Step 4 – Type in the name of the folder as 'Chip' and press enter. The new folder's name has changed to Chip.

2) **Name the various components of Windows Explorer.**

The various components of Windows Explorer are,

1. Navigation Pane
2. Back button
3. Address bar
4. Library pane

5. File list
6. Ribbon
7. Search box
8. View button
9. Status bar

# Chapter Summary

## MORE ON MS WORD

This chapter explores more options provided by Microsoft Word, like options for text editing, text alignment, bullets and numbering, etc.



1) Answer the following in your notebook.

a. Cut command – This removes the selected text from its place, usually done for it to be moved to another location.

Copy command – This creates a duplicate copy of the selected text.

Paste command – This inserts the cut or copied text to a new location.

b. Bullets are used to separate different points in a paragraph. It is usually done by assigning shapes or symbols to those parts.

b. Numbering is used to separate different points in a paragraph by assigning numbers to them.

c. The steps followed to add text to an existing document are,

Step 1 – By using the mouse or keyboard, place the cursor at the point where you want to insert the text.

Step 2 – Start typing the new text. You will see that the existing text is shifted to the right.



2) Match the following.

Sentence case	All the letters are displayed in capitals
Lower case	Only the first letter of the sentence is displayed in capital letter.
Upper case	The first letter of every word is displayed as a capital letter.
Capitalize each word	This is used to reverse the case of each letter.
Toggle case	All the letters are displayed in small letters

3) Name these items on MS Word.



Change Case



Paste



Bullets



Align Text Left



Cut



Justify



Numbering

## MICROSOFT EXCEL

Excel is spreadsheet application provided by Microsoft. In this chapter, students will understand how to create tables with available information in numerical and textual formats.



Create a spreadsheet as shown below and name it as 'Report'. Write the steps to do so in the space provided below.

The steps to create the spreadsheet are as follows,

Step 1 - Select cell A1 and type 'Name'.

- Select cell A2 and type 'Rahul'.
- Select cell A3 and type 'Rohit'.
- Select cell A4 and type 'Amit'.
- Select cell A5 and type 'Santosh'.
- Select cell A6 and type 'Chip'.

Step 2 - Select cell B1 and type 'Maths'.

- Select cell B2 and type '95'

- Select cell B3 and type '85'
- Select cell B4 and type '65'
- Select cell B5 and type '75'
- Select cell B6 and type '95'

Step 3 - Select cell C1 and type 'Science'.

- Select cell C2 and type '75'
- Select cell C3 and type '76'
- Select cell C4 and type '79'
- Select cell C5 and type '78'
- Select cell C6 and type '80'

Step 4 - Select cell D1 and type 'Social science'

- Enter all the scores given in the cells under the subject social science starting from D2 to D6.



Step 5 - Select the cell E1 and type 'Computers'.

- Enter the scores in the cells given under the subject computers starting from E2 to E6.

Step 6 - Select the cell F1 and type 'Hindi'.

- Enter the scores in the cells given under the subject hindi starting from F2 to F6.

1) Explain the following.

a. The intersection of a row and a column is called a cell.

b. The vertical lines of the cells are called columns.

c. The horizontal lines of the cells are called rows.

d. An MS Excel file is known as a workbook.

e. A selected cell is called an active cell. It is represented by a dark border.

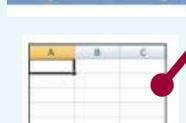
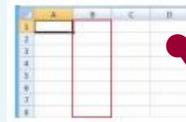
f. Each cell has cell reference number or cell address, which can be seen in the name box. It consists of column letter and row number.



- 2) Write the steps followed to insert a worksheet.

The default names on the worksheet tabs are Sheet 1, Sheet 2 and Sheet 3. You can insert worksheets by clicking on the 'Insert Sheet' under the 'Insert' option in the 'Home' tab. A new worksheet can be inserted by clicking on the 'Insert Worksheet' option on the right side of sheet 3.

- 3) Match the following.



Row

Single cell

Copy

Column

Zoom

Undo

# Chapter Summary

## MICROSOFT POWERPOINT

PowerPoint is a software that helps in the presentation of a particular subject or topic. It enables users to present content in a neat and creative manner.

## MICROSOFT POWERPOINT

( Answers )



Page  
73

- 1) Number the following steps in the correct order.
  - a. Duplicate a slide
    - Select the slide you wish to duplicate from the slides tab.
    - Select the 'Home' tab.
    - Click on the 'New Slide' command under the 'Slides' group.
    - Select the 'Duplicate Selected Slides' option from the drop-down menu. You will see a copy of the selected slide appear.
  - b. Saving a presentation
    - Click on the 'Office Button'.

- Select 'Save'.
- The save dialogue box will appear.
- Enter a name for the presentation.

### 2) Answer the following.

- a. MS PowerPoint is a software that helps create presentations.
- b. A presentation is made up of many pages. These pages are called slides.
- c. The steps followed to add a new slide are:
  - Step 1 – Click on the 'Home' tab.
  - Step 2 – Click on the arrow next to the 'New Slide' option under the 'Slides' group.

## MICROSOFT POWERPOINT

( Answers )



Page  
73

Step 3 – Select the slide you want to insert. A new slide will be added to your presentation.

- d. Five components of PowerPoint are:
- The **Title bar** is the topmost bar of any window. It displays the name of the active presentation.
  - The **Ribbon** comprises of the tabs and groups below the Quick Access toolbar.
  - The **Slides tab** allows us to view and work with the slides in your presentation.

**Tabs** feature different functions based on the task at hand. Each tab contains a set of groups.

**Groups** are a set of commands to access drop-down menus and dialogue boxes.

- e. A slide layout is the arrangement of the items that form a slide, which contains text (including body text, bulleted lists and titles), tables, charts, movies, sounds, pictures and clip art. A slide layout can be selected depending upon the kind of information that has to be included in the presentation.

# Chapter Summary

## INTERNET

The internet is a large part of a students' life in today's day. This chapter gives an introduction on the basics of the internet.



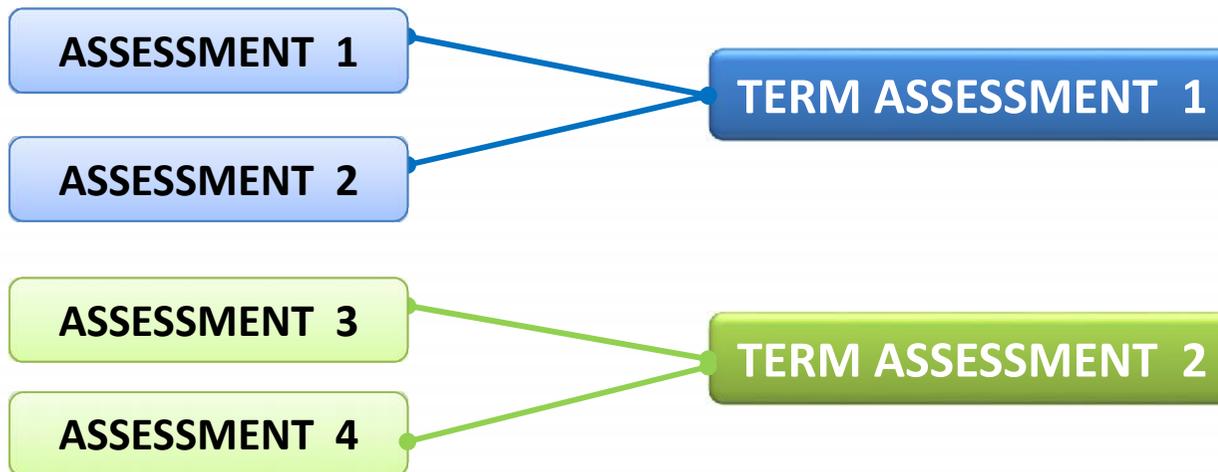
- 1) Answer the following in your notebook.
  - a. Internet is a huge network, connecting millions of computers from all over the world.
  - b. A web browser is a software used to explore the internet and access the World Wide Web.
  - c. To connect to the internet, a computer, a modem and a telephone line, an internet service provider (ISP) and a browser are required.

- The computer or a laptop is used to access the internet.
  - The modem is a hardware device that enables a computer to send and receive information over telephone lines.
  - A telephone line is required to connect to the internet.
  - The ISP has a permanent connection to the internet. For example, BSNL, Airtel and Reliance.
- d. The steps followed for opening a web browser are:



# 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   More on windows	TERM ASSESSMENT 1
ASSESSMENT 2	More of MS Word	
ASSESSMENT 3	MS Excel	TERM ASSESSMENT 2
ASSESSMENT 4	MS PowerPoint   Internet	

# 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.



Greycaps India Pvt. Ltd. | No.86, First Cross, Vysya Bank Colony,  
BTM 2<sup>nd</sup> Stage, Bangalore - 560076  
Phone: +91-80 41202438 | [www.greycaps.com](http://www.greycaps.com) | [chip@greycaps.com](mailto:chip@greycaps.com)

