

LOG IN TEACHER
MANUAL

LOG IN

**COMPUTER SCIENCE
GRADE 5**

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 5

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.

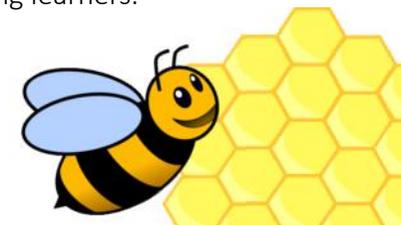
We believe that this life skill can be borrowed from nature and applied into the school classroom.



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.

About LOG IN

LOG IN

COMPUTER SCIENCE



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!

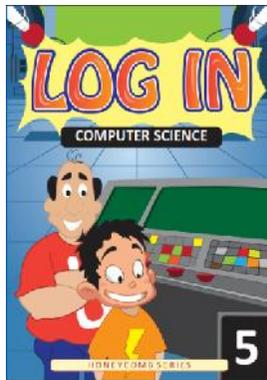


Meet **Uncle Babbage**, inspired from the Father of modern Computers, Charles Babbage. He is very knowledgeable in the world of computers and helps **Chip**, a young boy, in understanding the concepts and uses of computers.

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.

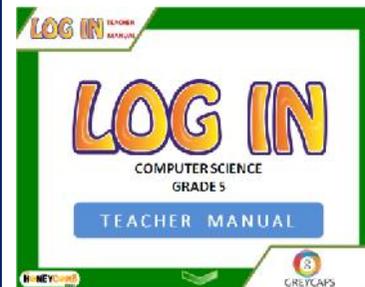


EVALUATION
Assessments sheets provided online for teachers to evaluate students.

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.

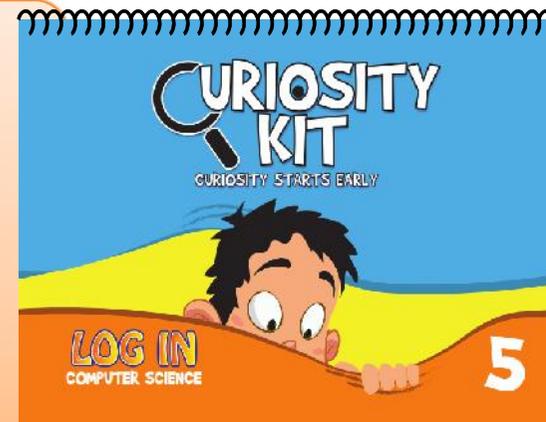


Interesting trivia based information that enhances knowledge.

IN THE CURIOSITY KIT

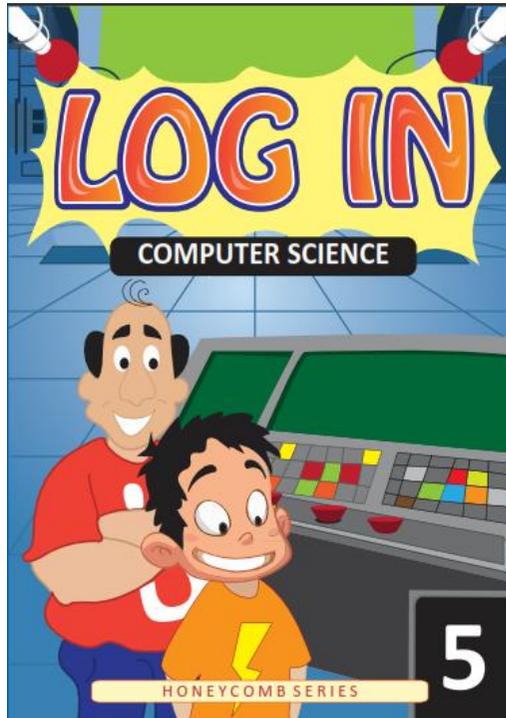
Features

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 5 kit contains 23 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 5 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 5 are as follows:-

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

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Chapter Summary

COMPUTER

We begin this chapter with more information about computers. We explore the various uses of computers, computer networks and the different types of computer networks.



1) Answer the following in your notebook.

a. The uses of computers are,

- At home

Type letters

Drawings

Pay bills

Playing Games

Movies and music

- Education

Explaining concept through animation and multimedia

Preparing test papers

Maintaining records of students

Preparing Time Tables for teachers
Preparing circulars and notice

- Shops

Keep a track of the items in the shop

To create bills

To keep a track of employee attendance

- Banks

To store information of customer details such as name, address, telephone etc.

The transaction of customer are also stored in the computer

ATM –Automatic Teller Machine has in-built computers.

- Office

To type and print letters



To store eemployee's details
For Salary calculation
Calculate the profit or loss
To work on projects
To display presentations in meetings

- **Railway stations and Airports**
Number of trains/flights available to particular destination or place are stored in computers
Schedule of trains and flights are made available
Track of number of seats available
Arrival and departure time of trains and flights

Booking tickets online

- **Health Care**

To keep a record of patients and medicines

All tests can be done and patients' reports are prepared by computer.

Medical history records of patients

- **Marketing**

Banners and catalogues are made with the help of computers to increase the sales of products.

- **Scientific research**

Weather forecasting

Satellites launches



- Internet

Sending and receiving emails

Chatting

Video Conferencing

Searching information

b. A group of computers connected to each other is called a network.

c. LAN – Local Area Network
WAN – Wide Area Network
MAN – Metropolitan Area Network

CAN – Campus Area Network

d. The advantages of network are,
- Files can be shared easily

between users and it is very fast.

- Sharing devices such as printers, modem and fax machines saves money.

- Data is easy to backup as all the data is stored on the file server.

2) Fill in the blanks

a. Metropolitan Area Network (MAN)

b. Main

c. Router

d. Digital, analog

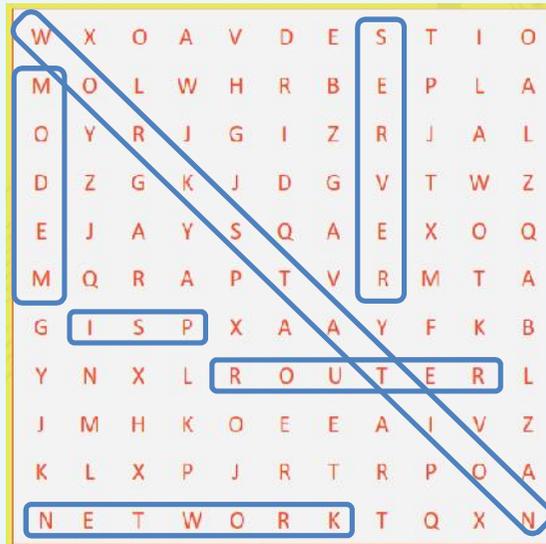
e. Internet connection.



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- 3) Find these words hidden in the grid below.



- 4) Identify the following images.
- a. Router
 - b. Local Area Network
 - c. Cables
 - d. Wide Area Network
 - e. Satellite
 - f. Server

Chapter Summary

MORE ON WINDOWS

In this chapter, more options and tools on the Windows operating system is explored which includes files, folders and Windows support.



- 1) Answer the following in your notebook.
 - a. The steps to create a file and saving it inside a folder are,
Step 1 – Go to 'Start', 'All programs' and then 'MS Office'.
Step 2 – Open 'MS Word' and type a few sentences about yourself.
Step 2 – After typing a few words, click on the 'Office Button' and select 'Save'. The 'Save As' dialogue box will appear.
Step 3 – Select the location where you wish to save the file.

- Step 4 – Type the name as 'Myself' and click 'Save'.
 - b. The default libraries that come under Windows 7 are documents, pictures, music and videos.
 - c. A folder can be moved either by copying and pasting or cutting and pasting. The steps to copy and paste a folder are,
Step 1 – Select the file or folder.
Step 2 – Click the 'Organize' button, you will see a drop-down menu. Select the 'Copy' option.
Step 3 – Click on the location you want to paste the folder.



Step 4 – Click the ‘Organize’ button again and select the ‘Paste’ option. You will see that the file or folder is copied to the new location.

The steps followed to cut and paste a folder are,

Step 1 – Select the file or folder.

Step 2 – Click the ‘Organize’ button. You will see a drop-down menu. Select the ‘cut’ option.

Step 3 – Click on the location you want to paste the folder.

Step 4 – Click the ‘Organize’ button

again. Select the ‘Paste’ button. You will see that the file or the folder is copied to the new location and is removed from the previous location.

- d. The steps followed to search for files and folders are,
- Step 1 – Open ‘Windows Explorer’.
- Step 2 – Select the drive in which you want to search for the file or folder.
- Step 3 – Type the file name you want to search in the search box. You will see the search result displayed in the ‘File list’ pane as you type.

Chapter Summary

MORE ON MICROSOFT

In this chapter, we look into more options which will explore tables, editing features, spell check and inserting different elements in the document. These features allow users to make changes and edit a document.



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- 1) Answer the following in your notebook.
 - a. A Thesaurus is a dictionary which helps in giving the synonyms, antonyms and word groups of a particular word.
 - b. There are three ways in which a table can be inserted. They are,
 - By entering the number of rows and columns.
 - By using the mouse to select the rows and columns.
 - By drawing the table.
 - c. A symbol, character or a number that appears slightly above a line is called a superscript.
A symbol, character or a number that appears slightly below a line is called a subscript.
 - d. Step 1 – Go to the ‘Review’ tab.
Step 2 – Click on the ‘Spelling & Grammar’ option under the ‘Proofing’ group.
Step 3 – The ‘Spelling and Grammar’ dialog box will open. It highlights the error in your document and will try to offer one or more suggestions under the ‘Suggestion’ box.



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Step 4 – Select the correctly spelt word from the suggestion box.

- To change the word, click 'Change'.
- To change the word in the entire document, click 'Change all'.
- To skip the word without changing it, click 'Ignore'.
- To skip the word without changing it, it will also skip all other instances of this word in the document. For this, click 'Ignore all'.
- To add a word to the dictionary, click 'Add to dictionary', so that it will never come up as an error.

2) State the function of these icons.



Spelling & Grammar



Crop



Superscript



Subscript



Line Spacing



Tables

MORE ON MS WORD

(Answers)



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4) Which option in MS Word is used to perform the following tasks?

Create a school timetable with subjects and days of the week

Insert a table

Write a letter with margin for the page

Insert borders

To look for a particular word in the entire document.

Click on 'Find' option

To edit the main heading to include effects such as shadows, outlines, 3D effects, etc.

WordArt

Remove the red and green wavy lines from the text in the document

Spelling and Grammar Check

Add page numbers at the bottom margin

Footer

MICROSOFT EXCEL

This chapter takes a further look into creating formulas for calculations and representation of numerical data. Students will be able to get a better understanding on options in MS Excel on how numerical data can be shown in an appealing manner.



1) Answer the following in your notebook.

- a. Calculations like addition, subtraction, multiplication and division can be done in MS Excel. This can be done using a formula.
- b. The steps to create a formula are:
Step 1 – Enter two values in two cells. Select the cell where the answer will appear.
Step 2 – Type the ‘equal to’ sign (=). Type the cell address that contains the first number. Type in the function you want MS Excel to calculate.
Example, to do addition, we need to use the plus (+) sign.

Step 3 – Type the cell address that contains the second number.

Step 4 – Press ‘Enter’. The formula will calculate and the value will be displayed in the cell.

- c. The steps to create a chart are,

Step 1 – Select the data you want to appear in the chart.

Step 2 – Click on the ‘Insert’ tab. In the ‘charts’ group, select the desired chart category.

Step 3 – Select the desired chart type from the drop-down menu. The chart will appear in the worksheet.

- d. The different types of charts are, column charts, bar charts, line charts and pie charts.

Chapter Summary

MICROSOFT POWERPOINT

In this chapter, various formatting and editing features are explained in detail. Features such as slide transitions and custom animations are explored here.

MICROSOFT POWERPOINT

(Answers)



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1) Answer the following in your notebook.

- a. Format Painter is a tool that enables you to format text (like font size, font style, font colour, etc.) from one place in a presentation to another.
- b. The different types of views in PowerPoint are:
 1. Normal View 2. Slide sorter view
 - a) Slides tab 3. Reading View
 - b) Outline tab 4. Slide Show view
 - c) Slide pane 5. Note Page view
- c. Slide transition refers to the visual movement as one slide transits to another slide.

c. The steps followed to add animation to a text are,

Step 1 – Select the text. Click on the ‘animations’ tab.

Step 2 – In the ‘animations’ group, click the drop-down arrow as ‘Animate’ to view the available animations.

Step 3 – Select the desired effect. The text will have a small number text to it, to show that it has an animation and also the Star Play Animations icon appears on the Slides tab in the left pane beside any slide.

2) Choose the right answer.

- a. Clip Art
- b. Paragraph
- c. Design

VIRUS AND ANTIVIRUS

This chapter explains the various types of viruses and how they affect computer systems.

VIRUS AND ANTIVIRUS

(Answers)



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- 1) Answer the following in your notebook.
 - a. A virus is a software that infects the computer without the knowledge of the user. All the computer viruses are man-made.
 - b. A Trojan Horse is a program that performs an action that is not authorised by the user. It appears to be a program which is useful for the computer but infects the computer and damages it, once installed or executed.
 - c. Antivirus are programs designed to detect and destroy computer viruses.
 - d. The symptoms of virus on a computer are,
 1. The computer becomes very slow in opening programs and software.
 2. The memory space reduces in the computer.
 3. The computer hangs, i.e. it frequently stops working and restarts every few minutes.
 4. Files get deleted and new files appear on the system with strange names.
 5. Icons on the desktop are moved or renamed.
 6. Sometimes, unusual error messages appear on screen.
 7. Strange graphics appear on the screen.
 8. Some programs start and close unexpectedly.

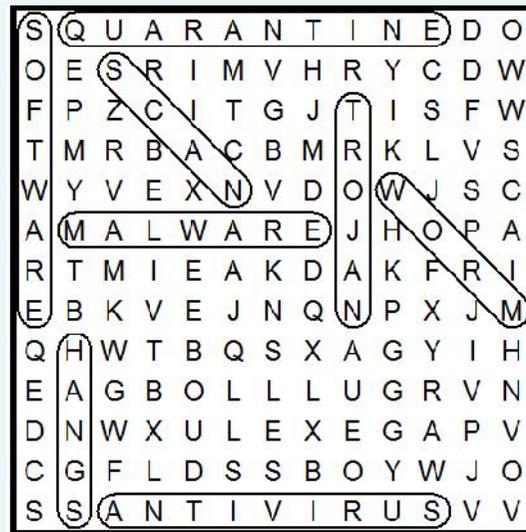
VIRUS AND ANTIVIRUS

(Answers)



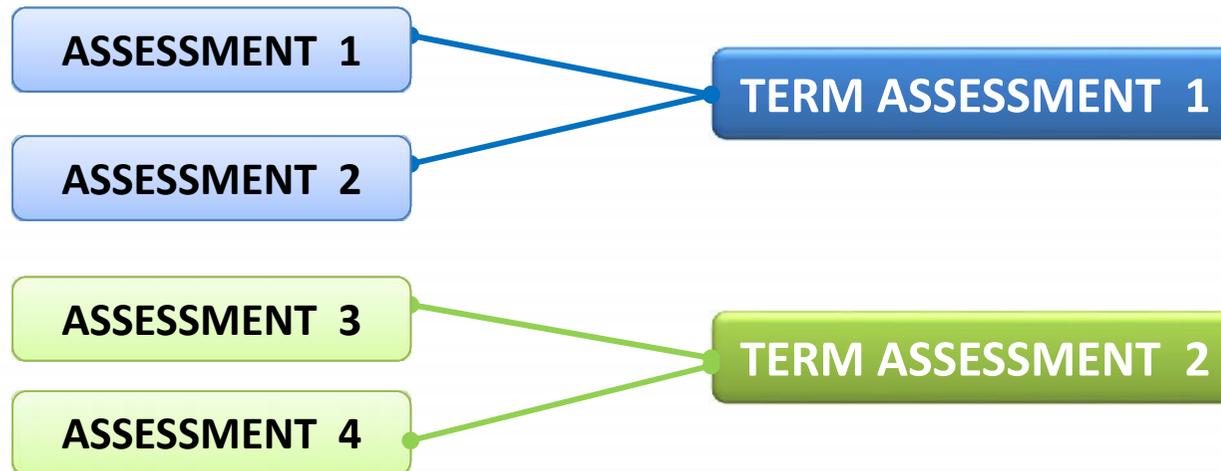
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9. Programs start running on their own in the background without the knowledge of the user.
2. Find these words in the word grid given below.



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]

'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 on MS Word	
ASSESSMENT 3	Microsoft Excel	TERM ASSESSMENT 2
ASSESSMENT 4	Microsoft PowerPoint Virus and Antivirus	

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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