Appendix IV

Conventional Instructional System - Unit - I

(Information Technology-Basics)

Communication is the Transfer of Information from one person or device to another
is called communication.

Showing the chart of Communication to the Students (by Teacher)

Communication Technology is the act of transmission or sharing of ideas, facts &
data for the individual or for the collective Activity by some means, media, channel, in
the field of education through which communication takes place is called communication
technology.

Showing the chart of Communication Technology to the students (by teacher)

The various communication channels are:

Showing the chart of communication channel to students (by teacher)

Information Technology is the interacting of man & Machine which under man's
control having collection, storage, processing, retrieval, use, transmission of information
as accurately, meaningful & effectively as possible for the purpose of enriching the
knowledge and developing decision making as well as problem solving ability to its
user. The main objective of such a system is to provide information to its user.

Showing the chart of information Technology to students (by teacher)

The various media of Information Technology are 1. Printed Media 2. Verbal
Information 3. A/V Teaching Aids 4. Programmed learning Material 5. The places of
gathering first hand information 6. Access to information.

Showing the chart of various media of Information Technology to the student
(By Teacher)

Computer is a special type of electronic Machine which can do various types of
work.
(1) **Input Process** - It is the process by which data is entered into the computer is called input process

(2) **Output Process** - The Process by which stored results are taken out of the main memory of the computer is called output process

(3) **Data Storage Device** - The Data stored in the main memory temporarily or permanently. This Stage is called data storage device.

**Showing the chart of computer & actual computer to the student (by the teacher)**

Computer is very fast & can do work with in a second when the command are given. Instructions are given step by step to complete the job on the computer which is called computer programme

**Showing the chart of computer programme to the students (by the teacher)**

(1) **Hardware** - Keyboard, Mouse, Monitor & Printer are the parts of computer when combined together is called hardware

(2) **Software** - The sets of instruction followed by the computer in the programme is called software

**Showing the chart of hardware & software to the students (By the teacher)**

The various keys of computer keyboard are:

(a) Arrow Keys (b) Enter Keys (c) Num Lock Keys (d) Control Key (E) Tab Key (f) Home Key (g) End key (h) Page up key (i) Page down key (j) Window key (k) Back space Key (l) Function Key (m) Shift Key (n) Cap lock key

**Showing the chart of computer Keyboard & actual Keyboard to the teacher (By the teacher)**

The various input devices are:

7. Digitising Pad 8. Micro Phone

**Showing the chart of input devices to the students (by teacher)**
The various output devices are:

Showing the chart of output devices to the students (By the teacher)

The various data storage devices are:

Showing the chart of data storage devices to the students (By the teacher)

The various memories in computer are:
1. Primary memory or Internal Memory It includes ROM & RAM
   (a) ROM (Read only Memory) It is a permanent or fixed memory, it can not be changed. ROM Contains such types of programmes which instructs computer, how to process & control data stored in its different parts. The contents of ROM remains stored even if power is turned off.
   (b) RAM (Random Access Memory) The data of RAM is stored temporarily or RAM is volatile i.e. the contents are lost when power is turned off.

2. Secondary Memory or External Memory: The sources of instruments which stores the information in computer permanently or semi permanently are called sources of storage of secondary memory or external memory. For Example Hard Disk, Floppy Disk, CD ROM, etc.

Showing the chart of memories in computer to the students (By teacher)
The various uses of computer are:


Showing the chart of uses of computer to the students (by Teacher)

Programming instructions given to computer refers to the arrangement to perform certain task, for which appropriate planning should be made. To perform any work in computer, Instructions must be given to computer one by one. To know the results of any programming, all step should be performed in particular sequence one by one. What ever instructions given as input to computer to do some particular work, the computer first of all searches the relevant instructions in the memory. After exploration, the computer starts functioning with the instructions & performs exactly as said in instruction. After that computer searches to second instructions. After it, computer gives final results which we call as output.

Showing the chart of Programming Instructions to the students (by teacher)

Window programme in computer is software programme of computer. It is a special type of programme, you can do various other functions in conjunction with previous programme, displayed on window of your computer. It is very easy to work in windows than DOS.

The various parts of Window in computer are:

1. Desktop When we start the window on computer we see something on screen which is called desktop. On desktop, the network neighbourhood & recycle icons are the chief icon in "My computer in window programme". There are various other icons on desktop depending on your computer?

2. Moment of mouse to and fro- You can move mouse to and fro on the desktop.
You move the mouse which works as Indicator. When you move your mouse to and fro on your mouse pad then the pointer also move here and there on the screen.

3. To select the icons- Take the pointer of mouse on any icons. Double click over the left button on mouse quickly which is called double setting. The concerned icon will be active & will be opened. The rectangle shape seen on the screen is called window which contain some icons on the desktop.

**Showing the chart of window to the students (By teacher)**

The various types of work made on Window are:

1. To close the window
2. To Maximize & Minimize
3. To start any programme
4. To close the Computer
5. Accessories - You may go throw a pointer on programmes which shows a list. Then you may select accessories through pointer it will show some list of programmes i.e. Calculator, Paint, Notepad, and Wordpad etc.

The Windows environment has Start button, task bar/shaft bar & title bar

(a) Task bar/shaft bar & start button- Shaft bar or task bar is usually found at the bottom of your screen & start button lies on the left corner of the screen. When we want to start over programme we click on the start button to open the document & to reach the particular icon on the computer. When any programme is started or window is opened, the button of the window of that programme is shown on task bar. When you close this window, this button on the task bar is also lost.

(b) Title Bar - It is the topmost horizontal bar. It shows the working programme in the window,

If you are not remembering the name of your file which was saved in the folder and you are remembering only some part of the file name, then even, Computer may help in searching your file. Click on the start button and pointer should point to find and then click on file or folder. Range box will appear, you may type partly remembered name of file in the box for its search in front of 'Find Now'. After a moment, Computer
will give the name of file and folder after searching on Hard disk.

To see what is on your Computer in window, you may find the Programme, documents, data files which are accessible from one source called "My Computer" Icon. You can reach on Hard disk, Floppy disk, CD Drive (CD-ROM) through this icon i.e. My Computer. You may see Hard disk, Floppy Drive, CD Drive, Printer Icons in "My Computer" Icon in window. By double clicking on Hard disk, the Hard disk window will be opened and will display the list of files and folders in Hard disk.

It may possible that you have created various files, which are not required for use now. Such files you may delete. In windows, there is a dust bin which is called Recycle Bin. Its icon is displayed in the desktop. The files which you want to delete are put in the recycle bin by dragging the same with the help of mouse.

Paint is such type of programme in which you may draw pictures on the screen with its help and you can fill colour of your choice in it. This Programme is found in Accessories folder of Computer.

**Showing the chart of paint programme in computer to the students (by teacher)**

The various tools of paint programme are:

1. Free from select
2. Eraser/Colour Eraser
3. Fill with Colour
4. Pick Colour
5. Magnifier
6. Pencil
7. Brush
8. Air Brush
9. Text
10. Line
11. Curve
12. Rectangle
13. Polygon
14. Ellipse
15. Rounded Rectangle

At the bottom of the window there is a colour palette in paint programme which is used to select the colour of your choice.

**Showing the chart of various tools & colour palette of paint programme in computer to the students (by teacher)**
Appendix IV

Conventional Instructional System - Unit -III

(Information Technology - MS Word)

MS-Word is a part of MS-Office which is provided by Microsoft company and it has been created with the view of office use only.

1. It is simple to use
2. It have spell check and Grammar check etc.
3. You can create Word with pictures.
4. You can make 2-D or 3-D images in Word

To start MS-Word in computer, first we click on the start bottom, then on programme, then on MS-Word Programme.

The different part on the desktop of MS-Word in window are:

1. Title Bar
2. Menu Bar
3. Standard toolbar
4. Formatting toolbar
5. Document Navigator
6. Ruler
7. Drawing toolbar
8. Status bar
9. View button
10. Scroll bar
11. Office Assistant

The work made on MS-Word in computer is as follows: The main menu shows the following icons:

1. **File**- It is use to handle options- open, close, New
2. **Edit**- This allows us to edit our text on document like cut, copy, paste, delete etc.
3. **View**- By clicking on this icon, we can change the size of the text in view.
4. **Insert**- By this icon we can add pages, page numbers, header or footer, symbols, pictures, boxes etc.
5. **Format**- We can add bullets and numbering, borders, shadings. We can also change the font, align, case of letters of the text.
6. **Tools** - By clicking on this tool, we can check grammar, language, number of words, etc. We can also merge documents for sending it to large number of people.

7. **Table** - We can create tables, alter their rows and columns and delete them.

8. **Window** - Through this, we can arrange the settings of the window.

9. **Help** - By clicking on this we can get help regarding working on word.

**Showing the chart of MS-Word to the students (by teacher )**

For opening a file in MS-Word in computer, we first go on main menu of word, on file in the menu bar, you will see the option new. Click on this option a new word page is displayed, this word page is called a document. You can also open a new document by clicking Ctrl+N. You can also open an existing document of file saved in MS-Word by clicking in open option or by clicking CTRL+O. This command will open a dialog box which ask you the name of the Word file to be opened.

For saving a file in MS-Word, we follow the below mentioned points:

1. Click on the save icon on the toolbar. The dialog box will appear on the screen.
2. Select a drive and directory to save a file.
3. Type a file name in the file name place.
4. Click on save or press Enter.
5. A dialog box will appear then click on the save option or press CTRL+S.

For closing the file in MS-Word, we follow the below mentioned points:

1. Click on the File menu.
2. Click on Close option
3. The document will be closed.
4. Remember to save a file before closing it otherwise you will loose all the contents of the document.

For printing the file in MS-Word, we follow the below mentioned points:

1. Select the print option from the file menu or click the printer icon on toolbar
2. Go to copy option and type the number of copies you want to print.
3. Click on OK
4. You can also use Ctrl+P to print a file.

For learning the cursor movement and text processing in MS-Word, we follow the below mentioned points

<table>
<thead>
<tr>
<th>Command</th>
<th>Cursor Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. —►</td>
<td>Moves to right by one character</td>
</tr>
<tr>
<td>2. —◄</td>
<td>Moves to left by one character</td>
</tr>
<tr>
<td>3. —↑</td>
<td>Move up by one Line</td>
</tr>
<tr>
<td>4. —↓</td>
<td>Move down by one Line</td>
</tr>
<tr>
<td>5. Alt+ —►</td>
<td>Next Column</td>
</tr>
<tr>
<td>6. Ctrl+ —►</td>
<td>Previous Word</td>
</tr>
<tr>
<td>7. Ctrl+ —◄</td>
<td>New Word</td>
</tr>
<tr>
<td>8. Home</td>
<td>Beginning of line</td>
</tr>
<tr>
<td>9. Ctrl + End</td>
<td>End of the Current document</td>
</tr>
<tr>
<td>10. Pg UP</td>
<td>Top of screen</td>
</tr>
<tr>
<td>11. Pg Down</td>
<td>Bottom of Screen</td>
</tr>
<tr>
<td>12. F7</td>
<td>Spell Check the point where the cursor is present</td>
</tr>
<tr>
<td>13. Shift+F7</td>
<td>Thesaurus check from the point where the cursor is present</td>
</tr>
<tr>
<td>14. Enter</td>
<td>Next Line</td>
</tr>
<tr>
<td>15. Backspace</td>
<td>Deletes the previous letter</td>
</tr>
<tr>
<td>16. Shift + Arrow</td>
<td>Highlights the part of text depending upon use of key.</td>
</tr>
<tr>
<td>17. Ctrl+C</td>
<td>Copies the Selected Text</td>
</tr>
<tr>
<td>18. Ctrl +X</td>
<td>Cuts the selected Text</td>
</tr>
<tr>
<td>19. Ctrl+V</td>
<td>Pastes the selected part of text</td>
</tr>
<tr>
<td>20. Ctrl+B</td>
<td>Bold the selected text</td>
</tr>
</tbody>
</table>
21. Ctrl+U  
Underlines the selected text

22. Ctrl+I  
Italics the selected text

23. Ctrl + S  
Saves the document

24. Ctrl + Shift +=  
Makes the superscript of selected text or symbol

25. Ctrl+=  
Makes the subscript of selected text or figure

For learning how to select using shift key in MS-Word, we follow the below mentioned points

<table>
<thead>
<tr>
<th>Command</th>
<th>Cursor Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Shift+Right</td>
<td>Select one character towards right</td>
</tr>
<tr>
<td>2. Shift+Left</td>
<td>Select one character towards left</td>
</tr>
<tr>
<td>3. Shift+Up</td>
<td>Select matter of one line up from current position.</td>
</tr>
<tr>
<td>4. Shift+Down</td>
<td>Select matter of one line down current position.</td>
</tr>
<tr>
<td>5. Shift+End</td>
<td>To Select matter till the end of the line from the current position.</td>
</tr>
<tr>
<td>6. Shift+Home</td>
<td>To select matter till the beginning of the line from the current position.</td>
</tr>
</tbody>
</table>

For learning how to delete text tables in MS-Word, we follow the below mentioned points:

1. Click on the table option in menu
2. Click on table in the option delete rows
3. The entire table will get deleted.

For learning how to undo the work in MS-Word, we follow the below mentioned points:

Go to the edit menu & press undo typing or press Ctrl+Z

For learning how to redo the work in MS-Word, we follow the below mentioned points:

Go to the edit menu & press redo or press Ctrl+Y