**PYP 5 IT Lesson Plan**

*Week 1-3 /17th July 2008-1st August 2008*

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| Week  | Learning area | Learning objectives | Lesson details |
| **1** | **Operational skills**Basic operation-Windows XP | * Students develop further use of mouse (right click)
* Students understand the usage of computer hardware and how to take care of them.
* Students know how to set desktop.
* Students uses windows explorer fluently.
* Students know how to save files and how to copy them in the flashdisk.
 | * Review the hardware usage, *keyboard, mouse, headphones,* etc. Make *agreement* in their book or a big paper about how to take care of them
* Ask students to turn of the computer and insert their *login* and l*ogout* as a user to get access to the computer and the server.
* Review the *desktop*, explain about *icons* on the desktop and *shortcuts*. Go to the *start menu* and explore the menus there.
* Right click on the desktop and go to properties. There you can set the desktop display.
* Go to start menu again and right click and go to the windows explorer menu.
* Students to find folder to (also files) and then creating and naming the folders: 6 trandisciplinary theme, Math, Bahasa, literacy, IT and others.

Task: Open internet and then find biography article of leaders around the world and save it in the “How we organize ourselves” folder then copy it to their own flashdisk to be learned at home. And then logging out and shut down the computer. |
| **2 and 3** | **Operational skills**Word processing-Ms Word | * Students understand the main menu of word and the purpose of using Microsoft program.
* Students know how to use the tools bars and some of the main menu inside.
* Students recognizes the uses of most useful keys on the keyboards for MS. Word.
* Students can open, create, use and save files in the correct folder and name it properly.
 | * Getting started. Discuss the purpose of using MS word program (take notes). Open the Microsoft word from the start menu or from the icon on the desktop. Explore the main menus and then look at the toolbars (Home, insert, page layout)
* Working with text- Open a new document and then typing words (glossaries from leadership topic). Teacher dictate word by word. Students type using enter, shift, space, punctuation keys, arrow keys, select using mouse and shift bar, control bar numbers caps lock and insert.
* Files saving. Students save the file in correct folder (their own folder on the server) and name it appropriately.

Task: Students open a new document then write a paragraph to summarize their articles reading of a leader biography from the previous week. Save it in the correct folder. |

Play Mavis Beacon 10 minutes before the lesson starts.