

The Digital Explorer's Guide

Your First Mission: Mastering Your Laptop



An interactive guide for Grade 5 students.

What's Our Quest? Exploring ICT!

ICT stands for Information and Communication Technology. Think of it as a digital toolbox that helps us learn, share, and create amazing things.



Information

Facts, data, or stories.
Like a weather report or
your school project.



Communication

How we send and receive
information. Like sending an
email or having a video call
with family.



Technology

The machines and tools we
use, like laptops, tablets,
and the internet.

ICT is all around us,
from the classroom to
our homes!



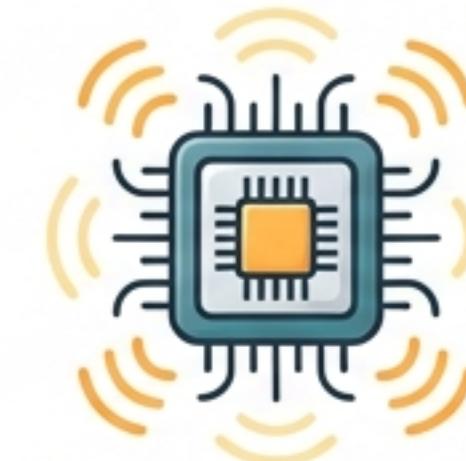
The Computer's Magic Trick: How It Thinks

INPUT



The computer takes in facts. (e.g., You type on the keyboard)

PROCESS



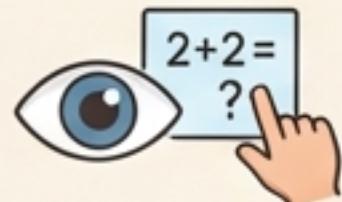
It thinks about the facts.
(This happens in the "brain" called the CPU)

OUTPUT



It gives us a result.
(e.g., A picture appears on the screen)

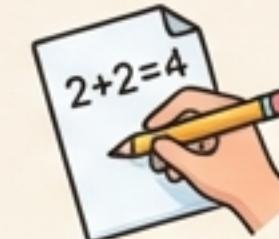
Think of it like this:



Input: Your eyes see a math problem.



Process: Your brain solves it.



Output: Your hand writes the answer.



Fun Fact Box

Computers never get tired and can do millions of calculations in just one second!

Your Explorer's Toolkit: The Hardware

Hardware is any part of the computer you can physically touch.
Let's get to know your gear!

Monitor:

The screen that shows you pictures, videos, and text.

Keyboard:

Buttons with letters, numbers, and symbols used for typing.

Touchpad:

Moves the cursor (the arrow on the screen) so you can click on things.



Speakers:

Let you hear sounds, music, and videos.

System Unit (The Brain Box):

The parts inside that do all the thinking (CPU).

Power Cable:

Gives electricity to the laptop.



The Explorer's Magic Spells: The Software

Software is the set of programs that tell the hardware what to do.
You can't touch it—it's like the computer's thoughts!

Apps / Applications



These are programs for specific tasks, like drawing a picture, browsing the internet, or playing a game.

The Operating System (os)



This is the main program that manages everything and lets all the parts work together. It's the boss!



MISSION 1: Hardware Hunt

Objective: Let's explore your laptop's parts by creating a map of your own!



1. Turn on your laptop.
2. Open the Paint app.



Click **Start** → Type **"Paint"** → Press **Enter**.

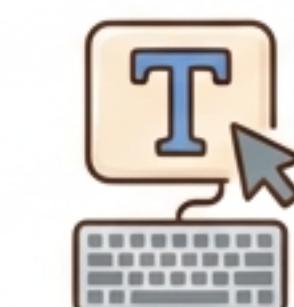


3. Draw your laptop.

Use the drawing tools ayn.



3. Draw your laptop.
- Use the drawing tools to create a picture of your device.



4. Label these parts:

Use the text tool to label your drawing with: **Screen, Keyboard, Touchpad, Power Button.**

Use a different color for each label.



Mission Completion

Great job, explorer! Save your work as 'My Laptop Drawing'.

Your First Steps: Powering Up & Navigating

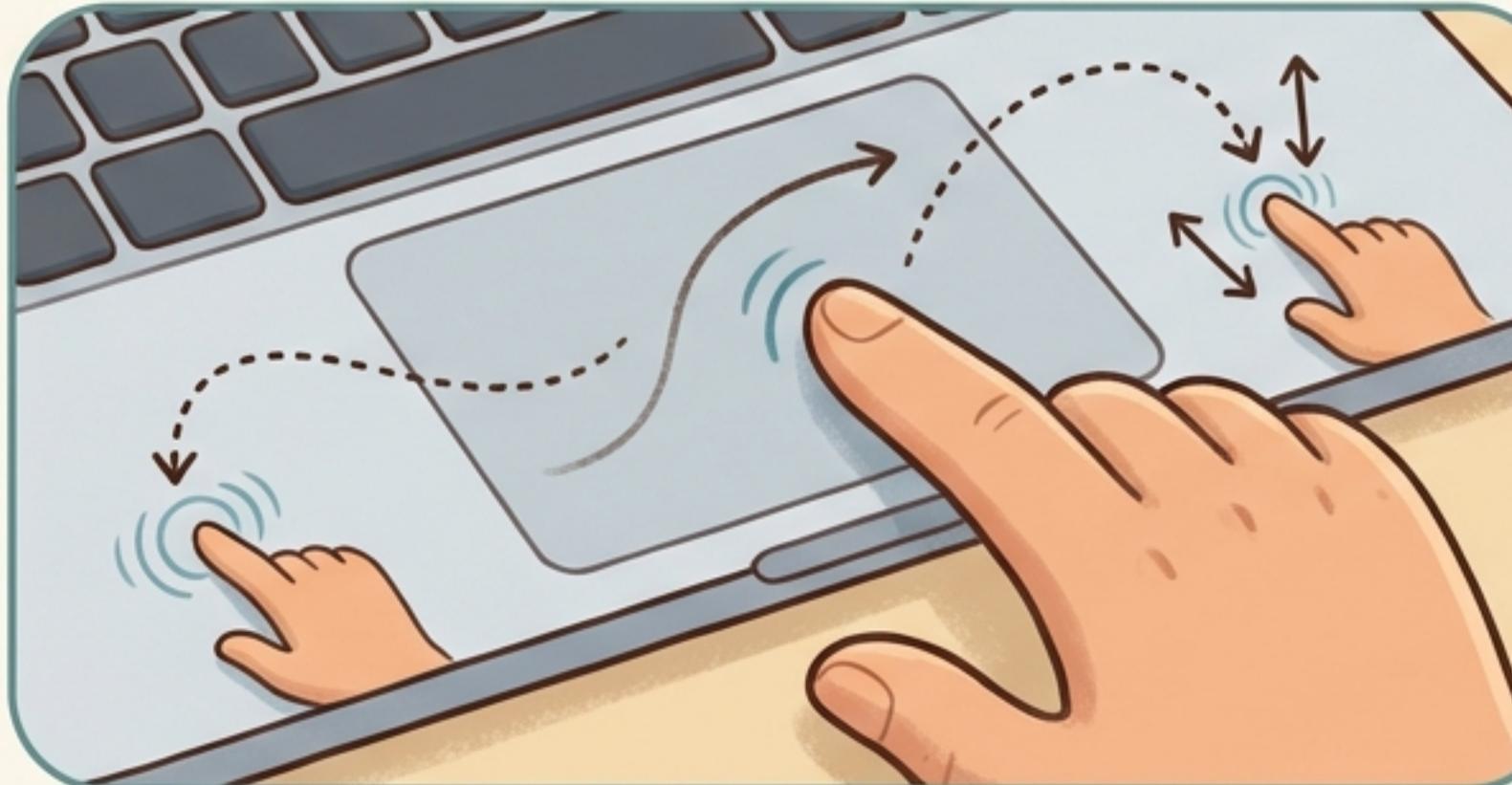
Powering Up Safely



Place your laptop on a flat table and open the lid with two hands.
Press the Power Button (⊕) once.
Waiting for the home screen to appear is called “booting”.



Mastering the Touchpad



Slide: Move one finger across the pad to move the cursor (arrow).

Click: Tap gently once to select something.

Double-Click: Tap twice quickly to open a program or file.



Try This!: Move your cursor over an icon (like the Recycling Bin) and click it once. See how it gets highlighted?



MISSION 2: Your First Message

Let's learn the keyboard and type our first official explorer's log entry!

Your Typing Task

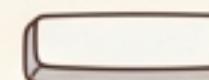
- 1. Open Microsoft Word or Google Docs.
- 2. Find the keys and type this sentence **exactly**:



"Hello! I am a digital explorer learning about ICT."

- 3. **Check your work:** Did you use a capital 'H'? Is there a space after the exclamation mark?

Know Your Keys



Space Bar:

The long key at the bottom.
"Press it to make spaces between words."



Enter Key:

"Press it to start a new line."

Shift Key:

"Hold it down while pressing a letter to make a CAPITAL letter."



Keyboard Tip

Notice the letters aren't in ABC order? This is called a QWERTY keyboard!

The Explorer's Code: Laptop Safety & Care

Your laptop is a powerful tool. Following these rules will keep it happy and working perfectly!

🚫 Never Do This



Keep drinks and food far away.



Press keys gently, don't bang on them.



Don't leave it in a hot car or direct sunlight.

✓ Always Do This



Use with clean, dry hands.



Carry it carefully, preferably in a bag.



Shut it down properly when you are finished.

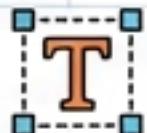


MISSION 3: Create a Safety Guide

Become a safety captain! Design a poster to remind everyone how to care for our laptops.

Step-by-Step Instructions

1. Open Microsoft Publisher or PowerPoint.
2. Choose a blank poster template.
3. Add a title: "How to Care for Our Laptops"
4. Create 4 safety rules. Use simple text and add a picture or clipart for each rule (e.g., a "No Drinks" symbol, a picture of clean hands).
5. Add your name at the bottom as the designer.



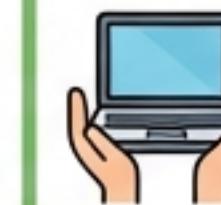
How to Care for Our Laptops



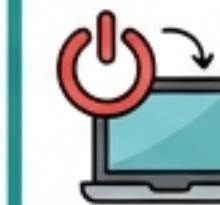
Rule 1
Here



Rule 2
Here



Rule 3
Here



Rule 4
Here

Designed by: [Your Name Here]

Mission Completion

Save and print your poster to display in the classroom.
You're helping everyone be a responsible explorer!



ICT in the Wild: Spotting Tech Everywhere

You don't have to look far to find ICT. It's part of our everyday adventures!



**How many ways did
YOU use ICT today?**

Knowledge Check: Match the Gear!

Draw a line to match the term with its correct description. If you're using a laptop, you can open Paint and recreate this game!

Term

1. Monitor

2. Keyboard

3. CPU (System Unit)

4. Software

5. Touchpad

Description

A. The "brain" of the computer.

B. Instructions that tell the computer what to do.

C. Shows pictures and text on the screen.

D. Used for typing letters and numbers.

E. Moves the cursor on the screen.



Answer Key

(1-C, 2-D, 4-B, 5-E)

(Answer Key)



Your Final Expedition: Create a Digital Story

It's time to use all your new skills to create your very first digital story presentation!

The central theme of the slide is a "Digital Story Expedition". A dashed path leads from a computer screen icon (step 1) through a film strip icon (step 2) to a paintbrush and image icon (step 3). The background features a map, trees, clouds, and a magnifying glass.

The Topic:
“A Day Without Technology”

Your Plan

1 Open PowerPoint.

2

- Slide 1: Title slide with your name.
- Slide 2: What would the morning be like?
- Slide 3: How would school be different?
- Slide 4: What would you do in the evening?
- Slide 5: What you learned from the experience.

3

Add Visuals.
Insert pictures from clipart or use drawing tools to illustrate your story. Choose a colorful design theme.

You've got this!
Show us what you've learned.



Mission Complete: Congratulations, Digital Explorer!

You've successfully completed your first digital expedition. You have learned to navigate the world of technology with skill and care.

You Have Mastered:

- Identified the main parts of a laptop (hardware & software).
- Typed sentences and used key commands.
- Created your own digital drawings and stories.
- Practiced the Explorer's Code for laptop safety.

