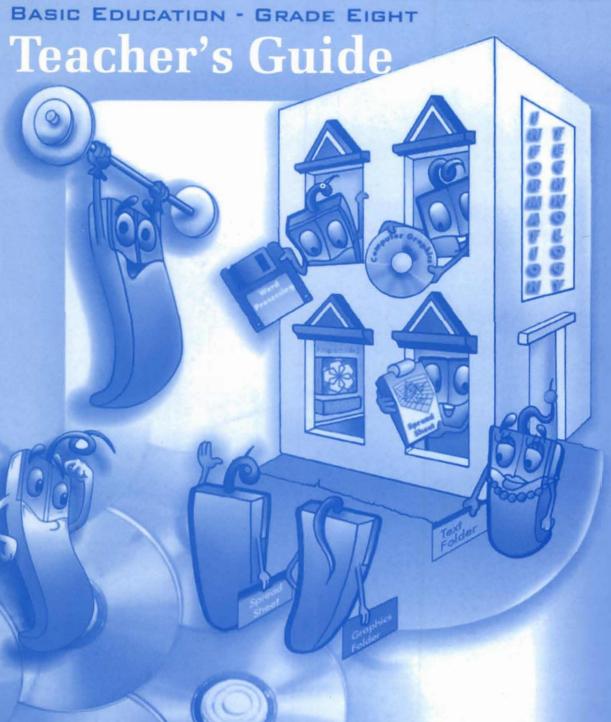
Informatics



Center for Educational Research and Development



Republic of Lebanon

Ministry of Education and Higher Education

INFORMATICS

Teacher's Guide

Basic Education

Grade Eight



Center for Educational Research and Development

New Curricula

General Executive Nabil Constantine

Consultant Abd Elhassan Elhusseini

INFORMATICS

Teacher's Guide

Basic EducationGrade Eight

Bernadette Wakim (Coordinator) Leila Richa Hussein Yaghi

Center for Educational Research and Development



Technical Preparation: Technical Team ■CERD **Illustrations:** Graphics Team ■CERD

Production and Distribution:



Printing: Chamas for Printing & Publishing s.a.l.

© CERD 1999, Sin-El-Fil, Lebanon, P.O.Box: \$5264
All Rights Reserved for CERD
2012

The National Textbook Project

This is the second installment of textbooks completed by the Center as part of a three-stage effort to produce the books called for by the New Curricula. We are placing these books in the hands of students with the great hope that we are moving, step by step, toward the goal of acquiring sound and modern learning, using sophisticated educational means and up-to-date methodology that encourage and reinforce individual thinking and research, the acquisition of skills, the development of ethical and national attitudes, the feeling of national belonging as well as the feeling of belonging to humanity at large.

The on-going revolution in information, communication and educational technology has undoubtedly limited the role of the textbook and lowered the rank it used so recently to occupy. However, in our society and in many other societies, the textbook remains the basic means of education, and it is our duty to exert our utmost effort and care to come up with the best product as to form and content. Yet we should not lose sight of the fact that the textbook is not sufficient by itself but should rather be used as a stepping stone to access other sources of information. What is important is to keep a clear vision and maintain the right course toward our objective. The means should not turn into the end and the student should always remain the focus of the learning/teaching process.

No one ignores or denies the fact that textbook writing requires very high academic and educational qualifications and very wide field experience. The authors committees undeniably possess such qualifications and qualities, yet last year's textbooks did contain some faults and gaps which were duly pointed out by researchers in many articles, and, indeed, we have benefited from some of them. Such is the nature of human work, no matter how good the intentions or how great the effort exerted.

Constructive criticism is a real contribution to raising the standard of authorship, minimizing errors and filling gaps. We only hope that criticism will always be objective and motivated by a desire to enhance educational reform in order to achieve better products.

A favorite adage handed down from our old scholars: "He who criticizes you is as helpful as a co-author". Let all criticism directed at the Center be of this caliber.

In closing, we hope that we all will have benefited from our experience and that the textbooks of the third and final stage be closer to realizing our hopes and more beneficial to our students. We are now preparing ourselves to assess the parts so far achieved of the new curricula and to assure that our educational movement is proceeding on the right track for achieving the best results.

June 2, 1999

President, National Center for Educational Research and Development

Nemer FRAYHA



Table of Contents

Introduction	Computer Components		Page
Lesson 1 CPU and Memory 11 Lesson 2 Peripheral Devices 13 Evaluation 16 Operating System Introduction 18 Lesson 3 Formatting Floppies and Installing Programs 20 Lesson 4 Customizing the Desktop 21 Evaluation 22 Programming Logo Introduction 24 Lesson 5 Revisiting Logo Primitives 26 Lesson 6 Structuring Procedures in Programs 28 Lesson 7 Calling Procedures in Programs 32 Lesson 8 Variables 34 Computation with Variables 40 Lesson 9 (1) Constructing Polygons 37 Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Lesson 13 Paragraph Formatting 56 Lesson	Computer Components	Introduction	10
Lesson 2 Peripheral Devices Evaluation 13 Operating System Introduction 18 Lesson 3 Formatting Floppies and Installing Programs 20 Lesson 4 Customizing the Desktop 21 Evaluation 22 Programming Logo Lesson 5 Revisiting Logo Primitives 26 Lesson 6 Structuring Procedures in Programs 28 Lesson 7 Calling Procedures in Programs 32 Lesson 8 Variables 34 Lesson 9 (1) Constructing Programs 32 Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 55 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61	Lesson 1		
Evaluation			
Introduction	2000011 2		16
Introduction	Operating System		
Lesson 3 Formatting Floppies and Installing Programs 20 Customizing the Desktop 21 Evaluation 22 Programming Logo Introduction 24 Lesson 5 Revisiting Logo Primitives 26 Lesson 6 Structuring Procedures in Programs 28 Lesson 7 Calling Procedures in Programs 32 Lesson 8 Camputation with Variables Lesson 9 (1) Constructing Polygons 37 Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets	operating System	Introduction	19
Lesson 4 Customizing the Desktop Evaluation 21 Evaluation Programming Logo Lesson 5 Revisiting Logo Primitives 26 Evaluation Lesson 6 Structuring Procedures in Programs 28 Evaluation Lesson 7 Calling Procedures in Programs 32 Evaluation Lesson 8 Variables 34 Computation with Variables Lesson 9 (1) Constructing Polygons 37 Evaluation Lesson 10 (2) Constructing Circles and Ovals 40 Evaluation Lesson 11 Programming with Text 43 Evaluation Word Processing Introduction 55 Evaluation Lesson 13 Paragraph Formatting 56 Evaluation Lesson 14 Styles 59 Evaluation Lesson 15 Working with Tables 60 Evaluation Spreadsheet Introduction 67 Evaluation Lesson 17 Getting Started 70 Evaluation Lesson 18 Editing Worksheets 71 Evaluation Lesson 19 Working with Formulas 72 Evaluation Computer Graphics	Lesson 3		20
Evaluation 22 Programming Logo			21
Introduction			22
Introduction	Programming Logo		
Lesson 6 Structuring Procedures in Programs 28 Lesson 7 Calling Procedures in Programs 32 Lesson 8 Variables 34 Lesson 9 (1) Constructing Polygons 37 Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming With Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 <	V V	Introduction	24
Lesson 7 Calling Procedures in Programs 32 Lesson 8 Variables 34 Computation with Variables 34 Lesson 9 (1) Constructing Polygons 37 Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction<	Lesson 5		26
Lesson 8 Variables 34 Computation with Variables 37 Lesson 9 (1) Constructing Polygons 37 Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76		Structuring Procedures in Programs	28
Computation with Variables			
Lesson 9 (1) Constructing Polygons 37 Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Manipulating Image Elements 80	Lesson 8		34
Lesson 10 (2) Constructing Circles and Ovals 40 Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80	1		
Lesson 11 Programming with Text 43 Lesson 12 Programming Projects 45 Evaluation 50 Word Processing Introduction 55 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			
Lesson 12 Programming Projects 45 Evaluation 50 Word Processing 50 Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			
Evaluation 50			
Introduction 55	Lesson 12		45 50
Lesson 13 Paragraph Formatting 56 Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80	Word Processing		
Lesson 14 Styles 59 Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview Evaluation 61 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			55
Lesson 15 Working with Tables 60 Lesson 16 Page Setup and Print Preview 61 Evaluation 67 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80	Lesson 13		56
Lesson 16 Page Setup and Print Preview Evaluation 61 Spreadsheet Introduction 69 Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			59
Evaluation 67			60
Spreadsheet Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80	Lesson 16		61
Introduction 69		Evaluation	67
Lesson 17 Getting Started 70 Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80	Spreadsheet		
Lesson 18 Editing Worksheets 71 Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			69
Lesson 19 Working with Formulas 72 Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			
Lesson 20 Formatting Worksheets 73 Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			71
Evaluation 74 Computer Graphics Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80			
Computer GraphicsIntroduction76Lesson 21Constructing Pictures78Lesson 22Manipulating Image Elements80	Lesson 20		73 74
Introduction 76 Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80	Computer Graphics		
Lesson 21 Constructing Pictures 78 Lesson 22 Manipulating Image Elements 80	Computer Grapines	Introduction	76
Lesson 22 Manipulating Image Elements 80	Lesson 21		
200001 20			
Lesson 24 Free Projects 84			84
·		•	86

