
INTRODUCTION TO COMPUTERS

TEACHER'S GUIDE



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INTRODUCTION

In this module the student will develop a working knowledge of computers. Students will work with the Windows operating system and use File Explorer to manage files and folders. In addition, the student will use the Internet for communication and research.

Upon completion of this module, the student will be able to:

- Understand computer terminology: hardware and software components, Internet, Windows, and Microsoft jargon
- Use the mouse (double click, right click, click/select and hold)
- Open, close and save files and applications
- Practice keyboarding to build greater familiarity, improve speed and accuracy
- Use special function keys: delete, shift, caps lock, arrow keys, back space, enter, space
- Create basic word processing documents and apply formatting icons such as bold, italics, underline and font size, type and colour
- Practice copy & paste and cut & paste
- Use Internet for communication and research. Use web-based email; send/receive attachments
- Manage files and folders in File Explorer
- Create, rename, copy, move and delete folders and files in File Explorer
- Minimize and maximize windows

PROGRAM GUIDE

INTRODUCTION TO COMPUTERS					
	Topics	Est. Duration	Goal Date	Grade	Comments
	Lesson 1: Introduction to Computers and Windows	(Teacher Led)			
	Review the "Computer Basics" slide show, <i>Unit 1. Computer Basics PPT</i> and complete Assignment #1 in the Student Guide.				
	Complete keyboarding using Typing Workshop Deluxe.				
	Lesson 2: File Management/Windows Basics	(Teacher Led)			
	Review the "Windows Basics" slide show, <i>Unit 2. File Management\Windows Basics PPT</i> and complete Assignment #2 in the Student Guide.				
	Complete keyboarding using Typing Workshop Deluxe.				
	Lesson 3: Internet Basics	(Teacher Led)			
	Review the "Internet Basics" slide show, <i>Unit 3. Internet Basics PPT</i> and complete Assignment #3 in the Student Guide.				
	Complete keyboarding using Typing Workshop Deluxe.				
	Lesson 4 – Email & Gmail	(Teacher Led)			
	Review the "Email" slide show, <i>Unit 4. Email & Gmail Basics PPT</i> and complete Assignment #4 Part A in the Student Guide.				
	Review the "Gmail" slide show, <i>Unit 4. Email & Gmail Basics PPT</i> and complete Assignment #4 Part B in the Student Guide.				
	Complete keyboarding using Typing Workshop Deluxe.				
	Review for <i>Introduction to Computers</i> test.				
	Complete the <i>Introduction to Computers</i> test.				
	Complete the <i>Demonstration</i> test.	(Teacher Led)			
	Complete keyboarding using Typing Workshop Deluxe.				
	Time available to work on Supplementary Exercises OR if necessary, re-do the Introduction to Computers and Demonstration test.				

	<i>Supplementary Exercises</i>				
	"Typing Workshop Deluxe"				
	Microsoft Word Exercise: Moving Text (cut & paste practice)				
	Microsoft Word Exercise: Garage Sale Flyer				
	How to Save a Document in Word (reading)				
	Internet Scavenger Hunt 2				
	Review "Internet Safety" tutorial at <i>Internet Safety Video</i> in your Student Module folder				

GRADING SCHEME

Grading Scheme

Participation	10%	[see appendix for rubric]
Assignments	40%	[average of four assignments x 0.40]
<i>Summative Assessment:</i>		
Introduction to Computers Test	20%	
Demonstration Test	30%	

The student must receive an overall mark of 70% to pass the course.

RESOURCES

- ◆ Summit College, Introduction to Computers Student Guide
- ◆ Summit College Intro to Computers Student Module slide show folder
 - 4 PowerPoint slide shows to be placed on student's desktop:
 - *Unit 1. Computer Basics PPT*
 - *Unit 2. File Management\Windows Basics PPT*
 - *Unit 3. Internet Basics PPT*
 - *Unit 4. Email & Gmail Basics PPT*
- ◆ Miscellaneous handouts

KEYBOARDING

Throughout this module the student will be practicing their typing skills using the “Typing Workshop Deluxe” program. The teacher will help the student get started and guide them along the program when necessary. “Typing Workshop Deluxe” should already be installed with its shortcut icon displayed on the desktop. The student will create a new user name and select the “Studying” option. Under “Studying” choose “Complete Training” and set the lesson duration to 45 minutes. Ensure the student has the proper fingers resting on the home row. Inform the student that it is more important to develop and focus on proper form and accuracy, instead of speed. Speed will naturally increase as long as the student consistently practices and uses proper form. The student will complete one lesson a day.

LESSON 1: INTRODUCTION TO COMPUTERS AND WINDOWS

To ensure the student gets off to the right start, the teacher will complete the following lesson with the student (see lesson table on the next 2 pages). This can be done 1-on-1 or with a group of students (e.g. workshop).

It's important to go over these steps so you have an idea of the key concepts and skills that the student(s) need to acquire. Estimated time to complete this lesson is about 1 hour.

There will be many learning opportunities that will come up as the teacher works through the lesson. Encourage questions and discussions from the student.

After the lesson, the teacher will get the student started by reviewing a Computer Basics tutorial. The student will review lessons 1 to 15 from the slide show, **Unit 1. Computer Basics PPT**, found in the *Summit College Intro to Computers Student Module* folder on the student profile desktop.

The student will then work on Assignment #1 in their Student Guide (solutions to the assignments are found in the Appendix).

LESSON 1: INTRODUCTION TO COMPUTERS AND WINDOWS

✓	Task
	<p>Turning ON and OFF a computer properly.</p> <p>Show where/how to turn on the computer. If the computer is already ON, show how to properly shutdown. While the computer loads ON/OFF, carryout the next task.</p>
	<p>Discuss computer terminology</p> <p>Review parts of the computer. Explain the difference between hardware and software. Show as many examples as possible.</p> <p>Hardware: monitor, tower, screen, keyboard, mouse, CDs, USB key, printer, scanner, etc. Software: Microsoft Word, Excel, Internet browser (e.g. Explorer, Mozilla).</p> <p>Once the desktop is loaded and ready to go, have the student move the mouse around. Introduce more computer terminology such as: desktop, cursor, icons, Operating System (e.g. Windows), etc.</p>
	<p>Double-clicking and right clicking.</p> <p>Have the student practice double-clicking via opening a few icons in the desktop, and right clicking icons to make options window appear. Explain the difference: double-clicking is usually used to select and open a program and right clicking gives the user options.</p>
	<p>Open word processing software (e.g. Microsoft Word).</p> <p>Show the cursor and have the student type their name and home address.</p> <p>e.g. Joe Smith 1119 Fennel Avenue Hamilton, Ontario L8T 1S2</p> <p>Introduce the student to the “enter”, “delete”, “backspace”, “tab”, “spacebar” and arrow keys (basically showing them how to move the cursor). In addition, how to make capital letters via “caps lock” and holding down “Shift” key.</p> <p>NOTE: Show students how to create a second page in a Word document. They will need this for completing Part B of their Assignment #2.</p>
	<p>Select words via drag/highlighting</p> <p>Show the student how to select words (highlight) via click-and-dragging the mouse. Have the student practice selecting their name and other words.</p>
	<p>Copy & Paste; Cut & Paste</p> <p>Demonstrate how to copy & paste and have the student practice it. In addition, have them practice cut & paste. Ensure they know the difference.</p> <p>Show multiple ways to do these but stick with one method after: (1) via selecting text and using menu items or (2) via standard toolbar buttons or (3) via selecting text and using right click options but have them practice via first method.</p>
	<p>Apply formatting</p> <p>Introduce the student to formatting icons such as: bold, <i>italics</i>, <u>underline</u>, font type, size, and colour. Have the student practice changing the styles of their name and address.</p>

	Undo function Explain the undo function icon. The student can delete their name and recover it.
	Save the file. Explain to the students the difference between "Save" and "Save As". Explain to the students that, when saving a file for the first time, clicking "Save" will open the "Save As" window and the computer will ask them for two things: (1) a folder location (default location is usually "Documents" aka "My Documents") and (2) a file name. Save the file in a different location. Save the file as "Practice". This will ensure they develop good habits of saving files with relevant filenames.
	Close and Open (retrieve) practice file. Show the student how/where to close and open their file. The student can close their file via clicking the "x" button on the top right of the program. Have the student practice opening and closing their file. Since the file was saved at a different location, the student will see the concept of storing a file in a specific folder location.
	Review and Q&A Reinforce the concepts in the lesson: <ul style="list-style-type: none">(1) Ask for 2 examples of hardware and software.(2) Have the student open their file, copy and paste their name below their address, and then change the font to Arial, size 14 with bold applied.

After the lesson, the teacher will get the student started by reviewing a Computer Basics tutorial. The student will review lessons 1 to 15 from the slide show, **Unit 1.Computer Basics PPT**, found in the *Summit College Intro to Computers Student Module* slide show folder on the student profile desktop.




The student will then work on Assignment #1 in their Student Guide (solutions to the assignments are found in the Appendix).

LESSON 2: FILE MANAGEMENT/WINDOWS BASICS

File Management is an important task in Windows. In this lesson, the student will learn how to size, move, minimize, restore, and maximize windows view. In addition, the student will learn how to create, select, copy, move, and rename files and folders on the computer.

The Teacher will complete the following lesson with the student. This can be done 1-on-1 or with a group of students (e.g. workshop). Students should make notes on how to complete each task so they have something to refer to when they work on assignment # 2, part B and C.

The Teacher must review these steps to ensure they know how to teach these concepts. Estimated time to complete this walk-through is about an hour.

File Management Basic Operations
Opening File Explorer: 1) Left <u>or</u> Right click the Start button  2) Choose "File Explorer" from the options window OR 1) Click the File Explorer  icon on the taskbar OR 1) Double-click any folder on your desktop. This opens the folder within the File Explorer
Creating a folder: 1) Open the folder in which you want to create a new folder (Hint: To open a folder double-click on it) 2) On the Quick Access Toolbar, click New folder button  OR 1) Right click the location where you want a new folder 2) Select New > Folder
Moving a file or folder via click-and-drag: 1) Find the folder/file you want to copy 2) Left click the folder/file icon 3) While holding the left mouse button down, drag the icon into the folder in which you want it saved
Copying a file or folder via copy-paste: 1) Find the file/folder you want to copy 2) Right click the folder/file 3) Choose "Copy" from the options menu 4) Find and open the folder in which you want to copy the folder/file to 5) Right click anywhere (except on other files) 6) Choose "Paste" from the options menu
Renaming a file or folder 1) Right click on file/folder and select "Rename"
Deleting a file or folder 1) Right click on file/folder and select "Delete" or press Delete key

After the lesson, the teacher will help the student get started on reviewing a Windows Basics tutorial: Lessons 1 to 5 from the slide show, Unit 2.File Management\Windows Basics PPT, found in the Summit College Intro to Computers Student Module folder on the student's desktop. The student then completes Assignment #1 in the Student Guide and hands in for marking.

LESSON 3: THE INTERNET BASICS

In this lesson, the student will learn what the Internet is and how it can be used. The student will review lessons 1 to 9 from the slide show, *Unit 3. Internet Basics PPT*, found in the Summit College Intro to Computers Student Module folder on the student's desktop.

After Lessons 1 to 9 the student will answer the questions in Assignment #3, Part A, found in the Student Guide, and submit to the teacher for marking.

In Part B of the assignment, the student will complete an Internet Scavenger Hunt, found in the Student Guide, and submit to the teacher for marking.

LESSON 4: EMAIL & GMAIL

In this lesson, the student will learn how to communicate online via e-mail. By the end of this lesson, the student will have their own web-based email account (e.g. Gmail) and know how to send and receive emails with and without attachments.

First, the student will review "Email 101" tutorial, Lessons 1 and 2 from Unit 4. Email & Gmail Basics PPT, found in the Summit College Intro to Computers Student Module folder on the student's desktop. The student will answer the questions in Assignment #4 – Part A, found in the Student Guide, and submit to the teacher for marking.

Next, the student will review the "Gmail" tutorial, Lessons 1 to 6 from Unit 4. Email & Gmail Basics PPT, found in the Summit College Intro to Computers Student Module folder on the student's desktop.

Finally, the student follows the steps in "2: Setting up a Gmail Account". If the student already has a web-based email account, the student can then start on the second task in Part B.

SUMMATIVE ASSESSMENT

The summative assessment is broken up into two parts. The first part is the closed book Introduction to Computers test. The questions will be based on the concepts covered in lessons 1 to 4. To prepare for the test, review your assignments.

The second part is the Demonstration test. Your teacher will ask you to perform a variety of tasks on the computer so they may evaluate your proficiency skills. To prepare for the demonstration test, review the Part B (On Your Own) tasks in your assignments and practice.

APPENDIX

SOLUTIONS TO INTRODUCTION TO COMPUTERS ASSIGNMENT #1

PART A – QUESTIONS (50 MARKS)

1. List four things you can do on the computer? (4 marks)
[\(See Lesson 1 in Computer Basics\)](#)
You can use a computer to type documents, send email, play games, and browse the Web. You can also use it to edit or create spreadsheets, presentations, and videos.
2. Name four types of hardware (4 marks)
[\(See Lesson 2\)](#)
Computer case, monitor, keyboard, mouse, power cord, printer, scanner, etc.
3. Name four types of software (4 marks)
[\(See Lesson 2\)](#)
MS Word, MS Excel, Paint, Calculator, games, etc.
4. Name three types of computers (3 marks)
[\(See Lesson 2\)](#)
Desktop computers, laptops, tablets, servers, smartphones, wearables, etc.
5. What is a USB port and what does USB stand for? (2 marks)
[\(See Lesson 4\)](#)
 - A USB port is a connection point on the computer that can be used to attach peripheral devices such as mice, keyboards, printers, and digital cameras.
 - USB stands for Universal Serial Bus
6. List four parts inside a computer? (4 marks)
[\(See Lesson 5\)](#)
RAM, CPU, hard drive, motherboard, expansion cards, etc.
7. How is a laptop different from a desktop computer? (1 mark)
[\(See Lesson 6\)](#)
A laptop has an all-in-one design, with a built-in monitor, keyboard, touchpad (which replaces the mouse), and speakers. This means it is fully functional, even when no peripherals are connected. A laptop is also quicker to set up, and there are fewer cables to get in the way.
8. Name three types of mobile devices. (3 marks)
[\(See Lesson 7\)](#)
Tablets, e-readers, and smartphones
9. What is an operating system? (1 mark)
[\(See Lesson 8\)](#)
An operating system is the most important software that runs on a computer. It manages the computer's memory and processes, as well as all of its software and hardware. It also allows you to communicate with the computer without knowing how to speak the computer's language.
10. Name the three most common Operating Systems. (3 marks)
[\(See Lesson 8\)](#)
Windows, Linux, Mac OS

11. Explain and give an example on these Desktop Applications: (6 marks)

(See Lesson 9)

Word Processors: A word processor allows you to write a letter, design a flyer, and create many other types of documents. Example: Microsoft Word.

Web Browsers: A web browser is the tool you use to access the Internet. Examples: Internet Explorer, Mozilla Firefox, Google Chrome, and Safari.

Media Players: If you want to listen to music files (MP3s) or watch movies you've downloaded, you'll need to use a media player. Examples: Windows Media Player, itunes, etc.

12. Is it complicated setting up a new computer? Explain your answer. (2 marks)

(See Lesson 10)

It's a lot easier than you might think. If you're setting up a new computer that's still in the box, you'll probably find a how-to guide that includes step-by-step details. Even if it didn't include instructions, you can still set up the computer in a few easy steps (most computers are set up in a similar way, so it doesn't matter what brand of computer you have).

13. What is the desktop? (1 mark)

(See Lessons 11, 12)

Answers may vary. Suggested:

The desktop is the main workspace of your computer. When using a computer, the main screen you'll start from is the desktop. This is sort of like a main menu or a table of contents. From here, you can access the programs and features you need to use your computer.

14. What is an icon? (1 mark)

(See Lesson 11)

Answers may vary. Suggested:

An icon is a small image that's intended to give you an idea at a glance of what it represents, like a logo. Icons are used to represent the different files, applications, and commands on your computer.

15. What is File Explorer? (1 mark)

(See Lesson 12)

It is a computer file system, which helps you find folders and files on your computer. It is the file manager of Windows.

16. What is Wi-Fi? (1 mark)

(See Lesson 13)

It is a wireless network allowing computers, smartphones, and other Internet ready devices to connect to the Internet at the same time or to communicate with one another within a particular area.

17. List two ways you can connect to the Internet? (2 marks)

(See Lesson 13)

Cable, dial up, wireless, etc.

18. What is an ISP and what does it stand for? (2 marks)

(See Lessons 13 and 14)

ISP stands for Internet Service Provider and it is a phone/cable company or the government that provides Internet services.

19. What hardware device do you need to connect to the Internet? (1 mark)

(See Lesson 13)

You need a modem to connect a computer to the Internet.

If you want to connect several computers and other devices to a single Internet connection then you might also need a router (note: many modems include a built-in router).

20. What is a web browser? (1 mark)

(See Lesson 14)

A web browser is an application that allows you to access information on the Internet.

21. What are links? (1 mark)

(See Lesson 14)

Links are parts of text you click on to get to another document/site on the Internet.

22. What is a URL? (1 mark)

(See Lesson 14)

Each website has a unique address, called a URL. A URL is like a street address, telling your browser where to go on the Internet.

23. What does “the cloud” mean? (1 mark)

(See Lesson 15)

The cloud is the Internet—more specifically, it's all of the things you can access remotely over the Internet.

SOLUTIONS TO INTRODUCTION TO COMPUTERS ASSIGNMENT #2

PART A – QUESTIONS (17 MARKS)

1. What is the desktop? (1 mark)

(See Lesson 2 in Windows Basics)

Once your computer has finished starting up, the first thing you'll see is the **desktop**. You can think of the desktop as the main workspace for your computer—from here, you can view and manage your files, open applications, access the Internet, and much more.

2. Whenever you open a file, folder, or application it will appear in a new window. (1mark)

(See Lesson 2)

3. What three buttons are at the upper-right corner of almost every window? (3 marks)

(See Lesson 2)



4. How can you move a window? (2 marks)

(See Lesson 2)

Click and drag the top of the window to move it to the desired location on the screen. When you're done, release the mouse.

5. How can you resize a window? (3 marks)

(See Lesson 2)

Hover the mouse over any corner of the window, then click and drag the mouse to make the window larger or smaller. When you're done, release the mouse.

6. How can you switch between windows? (1 mark)

(See Lesson 2)

If you have more than one window open at the same time, you can quickly switch between them by clicking the icon for that window on the taskbar.

7. How do you shut down a computer properly? (2 marks)

(See Lesson 2)

Click the **Start** button, click **Power** from the options window, and select **Shut down**.

8. What is a file? (1 mark)

(See Lesson 3)

You might think of a file as a **digital version** of a real-world thing you can interact with on your computer.

9. What is a folder? (1 mark)

(See Lesson 3)

Folders help you organize files on your computer. You can put files inside a folder, just like you would put documents inside a real folder.

10. What is File Explorer (aka Windows Explorer)? (1 mark)

(See Lesson 3)

You can view and organize files and folders using a built-in application known as File Explorer (aka Windows Explorer)

11. What is the Recycling Bin? (1 mark)

(See Lesson 4)

It is a place on your computer where deleted files/folders go.

SOLUTIONS TO INTRODUCTION TO COMPUTERS ASSIGNMENT #3

PART A – QUESTIONS (14 MARKS)

1. List three reasons why people use the Internet? (3 marks)

(See Lesson 1, 2 in Internet Basics)

Finding information, emailing, social networking, chat & instant messaging, watching videos and listening music, completing everyday tasks and errands, i.e. banking, shopping, etc.

2. Are you connected to the Internet at home? If so, who is your ISP? (1 mark)

Answers will vary. Accept any reasonable responses.

3. What does URL stand for? (1 mark)

(See Lesson 5,8)

Uniform Resource Locator

4. What is a hyperlink (or link)? (1 mark)

(See Lesson 5, 6)

Links are used to navigate the Web. When you click a link, it will usually take you to a different webpage. However, in some cases, links can point to a file that can be downloaded, or saved, to your computer. Links can be parts of text or images.

5. What are Bookmarks (aka Favorites)? (1 mark)

(See Lesson 5)

Bookmarks, also known as favorites, are a great way to save and organize specific websites so you can revisit them again and again.

6. What happens when you click on a download link? (2 marks)

(See Lesson 5)

If you click a link to a file, it may download automatically, but sometimes it just opens within your browser instead of downloading.

7. Explain how you can save an image from a website? (2 marks)

(See Lesson 5)

Right-click the image and select Save image as (or Save picture as).

8. Name three popular search engines? (3 marks)

(See Lesson 8)

Google, Yahoo!, and Bing

SOLUTIONS TO INTRODUCTION TO COMPUTERS ASSIGNMENT #4

PART A – QUESTIONS (12 MARKS)

1. What is the difference between “snail mail” (traditional mail) and email? (2 marks)

(See Lesson 1 in Email Basics)

Different address format, delivery modes, delivery time, contents

2. Explain two advantages of email? (2 marks)

(See Lesson 1 in Email Basics)

Any two of the following:

- **Productivity tools:** Email is usually packaged with a calendar, address book, instant messaging, and more for convenience and productivity.
- **Access to web services:** If you want to sign up for an account like Facebook or order products from services like Amazon, you will need an email address so you can be safely identified and contacted.
- **Easy mail management:** Email service providers have tools that allow you to file, label, prioritize, find, group, and filter your emails for easy management. You can even easily control spam, or junk email.
- **Privacy:** Your email is delivered to your own personal and private account with a password required to access and view emails.
- **Communication with multiple people:** You can send an email to multiple people at once, giving you the option to include as few as or as many people as you want in a conversation.
- **Accessible anywhere at any time:** You don't have to be at home to get your mail. You can access it from any computer or mobile device that has an Internet connection.

3. Give an example of an email address? (1 mark)

Answers will vary. Accept any reasonable responses.

4. Name three webmail providers? (3 marks)

(See Lesson 1 in Email Basics)

Answers may vary. Suggested:

Yahoo! Mail, Microsoft's **Outlook.com** (previously Hotmail), and Google's **Gmail**

5. What does CC: stand for and what is its purpose? (2 marks)

(See Lesson 2 in Email Basics)

Cc stands for **carbon copy**. This is used when you want to send an email to someone who is not the main recipient. This helps to keep that person **in the loop** while letting him or her know that there's no need to reply to your message.

6. What does BCC: stand for and what is its purpose? (2 marks)

(SEE LESSON 2 IN EMAIL BASICS)

Bcc stands for "blind carbon copy." It works almost the same way as Cc, except all of the email addresses in the Bcc field are hidden, making it ideal when emailing a very large number of recipients or when privacy is needed.

DEMONSTRATION TEST

Proficiency Levels (things to keep in mind: "smoothness of execution", hesitation, the length of time to perform the task, did they ask for assistance?)

Level 4 – Exceeds expectations; Level 3 – Meets expectations; Level 2 – Below expectations; Level 1 – Did not meet requirement

Task	4	3	2	1	Comments
Type sample letter in Appendix					
Change font colour to blue					
Copy and Paste the whole letter to page 2					
Save the file as "Test" in "Documents"					
Close Microsoft Word					
Open File Explorer					
Locate "Test" file					
Move "Test" file to student's folder					
Minimize File Explorer					
Open Microsoft Word and retrieve the file					
Maximize File Explorer					
Close File Explorer					
Log into your email account					
Send an email to the teacher with the "Test" file attached					
Total					
Overall Score	/56				

LETTER SAMPLE FOR DEMONSTRATION TEST

[Insert today's date]

Mr. David Harper
1119 Fennell Avenue
Hamilton, Ontario
L8T 1S2

Dear Mr. Harper:

Providing cleaning and maintenance services to your corporate building has been our pleasure for the past 10 years, and we sincerely appreciate your business.

Thank you for the confidence you have shown in our company. We look forward to serving you for many years to come.

Sincerely,

[Student's name]
President

Name: _____

Date: _____

Total: _____/25 marks

INTRODUCTION TO COMPUTERS TEST

Part A. True or False (circle your answer) _____ / 9 marks)

1.	When you download files you send files from your computer to the Internet.	T	F
2.	Microsoft Word and Excel are examples of software.	T	F
3.	The monitor is the piece of hardware that displays images from the computer.	T	F
4.	The taskbar contains shortcuts to applications, the date & time, and more.	T	F
5.	A website is a collection of related text, images, and other resources.	T	F
6.	An icon is a picture that represents a program or a shortcut to a command.	T	F
7.	Microsoft PowerPoint is an example of an Internet browser.	T	F
8.	When you delete a file, it is moved to the Inbox.	T	F
9.	The proper way to shut down a computer is to press its power button.	T	F

Part B. Short Answers (on lined paper) _____ / 16 marks

1. What is the difference between hardware and software? Provide four examples for each one. (8 marks)
2. Give an example of a web browser and a web page. (2 marks)
3. What is the difference between a "Save" and "Save As"? (4 marks)
4. What is a link? (1 mark)
5. What is the difference between the **CC:** and **BCC:** in an email? (1 mark)?

INTRODUCTION TO COMPUTERS TEST

ANSWER KEY

Part A. True or False

1.	When you download files you send files from your computer to the Internet.	T	F
2.	Microsoft Word and Excel are examples of software.	T	F
3.	The monitor is the piece of hardware that displays images from the computer.	T	F
4.	The taskbar contains shortcuts to applications, the date & time, and more.	T	F
5.	A website is a collection of related text, images, and other resources.	T	F
6.	An icon is a picture that represents a program or a shortcut to a command.	T	F
7.	Microsoft PowerPoint is an example of an Internet browser.	T	F
8.	When you delete a file, it is moved to the Inbox.	T	F
9.	The proper way to shut down a computer is to press its power button.	T	F

Part B. Short Answers (on lined paper) _____ / 16 marks

1. What is the difference between hardware and software? Provide four examples for each one. (8 marks)

Answers may vary. Suggested:

Hardware is any part of your computer that has a physical structure, such as the keyboard, monitor, computer case, mouse, etc.

Software is any set of instructions that tells the hardware what to do and how to do it. Examples of software include MS Word, MS Excel, Paint, Calculator, games, etc.

2. Give an example of a web browser and a web page. (2 marks)

Answers will vary. Accept any reasonable responses.

Example: Internet Explorer, www.yahoo.com ; Google Chrome, www.google.ca

3. What is the difference between a "Save" and "Save As"? (4 marks)

Answers will vary. Accept any reasonable responses.

Suggested:

Save As is used when a student is saving their work for the first time. It prompts a student to choose where to save their file and to name it.

Save saves a student's work to the designated location, under the file name chosen.

4. What is a link? (1 mark)

Answers may vary. Suggested:

Links are used to navigate the Web. When you click a link, it will usually take you to a different webpage. However, in some cases, links can point to a file that can be downloaded, or saved, to your computer. Links can be parts of text or images.

5. What is the difference between the **CC:** and **BCC:** in an email? (1 mark)?

Answers may vary. Suggested:

All of the email addresses in the Bcc field are hidden, so the original recipient cannot see who else has received the email.

All of the email recipients whose address is in the CC field are being sent a copy of the original email that is addressed to someone else. The original recipient is able to see who else the email has been sent to.

STUDENT PARTICIPATION RUBRIC

	4	3	2	1	
Attendance/ Punctuality	Student is always punctual and regularly attends class	Student is typically punctual and regularly attends class	Student has difficulty with punctuality and misses class often	Student is rarely punctual and has poor attendance	
Engagement	Student is consistently on task and is very focused	Student is regularly on task and is generally focused	Student is often not on task and has inconsistent focus	Student is almost never on task, and has very little focus	
Effort	Student works to the best of their abilities and creates a high quality final product	Student makes a consistent effort and is thorough in exercise completion	Student makes an inconsistent effort and partially completes exercises	Student makes very little effort and rarely finishes exercises	
Attitude	Student consistently shows respect for peers and teachers	Student shows respect for peers and teachers most of the time	Student shows inconsistent respect for peers and teachers	Student is often disrespectful to peers and teachers	
Homework Completion	Student is always prepared for class with assignments and required class materials	Student is usually prepared for class with assignments and required class materials	Student is rarely prepared for class with assignments and required class materials	Student is almost never prepared for class with assignments and required class materials	

TOTAL: _____/20

STUDENT OUTCOMES SUMMARY

Introduction to Computers				
	Description	Completion Date	Grade (%)	Comments (only units for the reporting period)
Lesson 1	Computer and Windows Orientation Assignment			
Lesson 2	File Management Assignment			
Lesson 3	Internet Assignment			
Lesson 4	Email Assignment			
Summative Assessment	Demonstration Test			
	Introduction to Computers Test			
Participation	Based on attendance, engagement, effort, attitude, homework completion			
FINAL MARK				