INTRODUCTION TO COMPUTERS

STUDENT GUIDE

SUMMIT COLLEGE
Academic & Career Studies

CONTENTS

INTRODUCTION

The Introduction to Computers module will help you develop a working knowledge of computers. Specifically, you will familiarize yourself with computer terminology, the Windows operating system and learn how to use Windows Explorer to manage files and folders. In addition, you will use the Internet for communication and research. This module will help you be more marketable when searching for a job, and overall, feel more confident that you have the general computer skills required to succeed.

Upon completion of this module, you 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, **Unit 1. Computer Basics** 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, **Unit 2. File Management & Windows Basics** 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, **Unit 3. Internet Basics PPT** 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, **Unit 4. Email & Gmail Basics** and complete Assignment #4 Part A in the Student Guide.				
Review the "Gmail" slide show, **Unit 4. Email & Gmail Basics** and complete Assignment #4 Part B in the Student Guide.				
Complete **keyboarding** using Typing Workshop Deluxe.				
Review for **Introduction to Computers** test.				
Complete the **Introduction to Computers** test.				
Complete the **Demonstration** 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.				

Supplementary Exercises				
"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 **Internet Safety Video** in your *Summit Intro to Computers Student Module* folder				

GRADING SCHEME

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

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

RESOURCES

- Introduction to Computers Student Guide
- *Summit Intro to Computers Student Module* slide show folder
    - 4 PowerPoint slide shows
- Miscellaneous handouts

LESSON 1: INTRODUCTION TO COMPUTERS AND WINDOWS

Learning how to use the computer can be exciting and a nerve-wracking experience. You may have very little or no experience using the computer, but that's okay. Knowing how to use a computer isn't that hard, you just have to practice and use the computer to gain familiarity and comfort.

To help you get started, your teacher will guide you through a desktop computer and Windows orientation lesson. The lesson will involve discussing computer terminology and hands-on exercises. You don't have to take notes during the lesson. You will have the opportunity to make your own notes later on.

During the lesson, just focus on the task at hand and relax. The main goal of the lesson is to become familiar with computer terminology and learn basic computer applications. Your teacher will cover a number of application skills but you don't have to memorize all of them right away. Over the next few days, you will get to review and practice these skills.

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

As you go through the lessons, answer the questions in Assignment #1, found in this Student Guide, and submit to your teacher for marking.

Name: _____

Date: _____

INTRODUCTION TO COMPUTERS ASSIGNMENT #1

TOTAL: _____ / 60 marks

PART A – QUESTIONS (_____ / 50 MARKS)

Instructions: On a separate sheet of paper, please answer the following questions.

1. List four things you can do on the computer? (4 marks)
2. Name four types of hardware (4 marks)
3. Name four types of software (4 marks)
4. Name three types of computers (3 marks)
5. What is a USB port and what does USB stand for? (2 marks)
6. List four parts inside a computer? (4 marks)
7. How is a laptop different from a desktop computer? (1 mark)
8. Name three types of mobile devices. (3 marks)
9. What is an operating system? (1 mark)
10. Name the three most common Operating Systems. (3 marks)
11. Explain and give an example on these Desktop Applications: (6 marks)
    - Word Processors:
    - Web Browsers:
    - Media Players:
12. Is it complicated setting up a new computer? Explain your answer. (2 marks)
13. What is the desktop? (1 mark)
14. What is an icon? (1 mark)
15. What is File Explorer? (1 mark)
16. What is Wi-Fi? (1 mark)
17. List two ways you can connect to the Internet? (2 marks)
18. What is an ISP and what does it stand for? (2 marks)
19. What hardware device do you need to connect to the Internet? (1 mark)
20. What is a web browser? (1 mark)
21. What are links? (1 mark)
22. What is a URL? (1 marks)
23. What does "the cloud" mean? (1 mark)

PART B – ON YOUR OWN (_____ / 10 MARKS)

Instructions: Have your teacher observe you completing the following tasks:

Task	Yes, I know how to do this.	I need help with this	NOTES
▪ Open Microsoft Word.			
▪ Type sample letter below.			
▪ Change font colour to blue, font size to 14 and font type to Arial.			
▪ Copy and Paste the whole letter to page 2.			
▪ Undo copying the letter.			
▪ Cut and Paste (try it on any word).			
▪ Save the file as "Letter" in "Documents".			
▪ Close Microsoft Word & Retrieve (open again) "Letter" file.			
▪ Explain/demonstrate to the teacher the difference between "Save" & "Save As".			
▪ Shut down the computer properly.			

LETTER SAMPLE

[Insert today's date]

Mr. Michael Smith
1119 Fennell Avenue
Hamilton, Ontario
L8T 1S2

Dear Mr. Smith:

Thank you for your phone call. We appreciate your inquiry concerning your computer. We want to satisfy our customers with high-quality products and service. Please call our repair centre at 905-555-6789 to tell us if you would like us to prepare for and proceed with the repairs. As soon as your computer is repaired you will be able to enjoy using it once again.

Sincerely,

[Insert student's name]
Computer Service Centre

KEYBOARDING

Your teacher will help you get started using the program "Typing Workshop Deluxe." This program will help you form proper technique and improve your speed and accuracy. As you work through the lessons, focus on proper technique and accuracy. The most effective way to improve your keyboarding skills is to consistently practice typing using this software (e.g. a minimum of 30 to 45 minutes daily).

Alternatively to the "Typing Workshop Deluxe" program, your instructor may have you practice your keyboarding at an online typing webpage instead.

If you finish your work early and have some free time, practice typing!

LESSON 2: FILE MANAGEMENT/WINDOWS BASICS

File Management is an important task in Windows. In this lesson, you will learn how to size, move, minimize, restore, and maximize windows view. In addition, you will learn how to create, select, copy, move, and rename files and folders on the computer. Similar to the first lesson, your teacher will show you how to do these tasks.

After the lesson, your teacher will get you started on reviewing a Windows Basics tutorial. You will review lessons 1 to 5 from the slide show, *Unit 2. File Management & Windows Basics,* found in the *Summit College Intro to Computers Student Module* folder on your desktop.

These lessons are meant to be a review and an introduction to more advanced concepts. In addition, the lessons will help you complete Assignment #2. Complete Introduction to Computers Assignment #2 and submit it to your teacher for marking.

Ask an instructor to complete the following tasks with you:

File Management Basic Operations

Opening File Explorer:

    1)   Left or Right click the Start button
    2)   Choose "File Explorer" from the options window

  OR

    1)   Click the File Explorer icon   on the taskbar

  OR

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

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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

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Name: _____

Date: _____

INTRODUCTION TO COMPUTERS ASSIGNMENT #2

TOTAL: _____ / 34 marks

PART A – QUESTIONS (_____ / 16 MARKS)

Instructions: On a separate sheet of paper, please answer the following questions.

1. What is the desktop? (1 mark)
2. What three buttons are at the upper-right corner of almost every window? (3 marks)
3. How can you move a window? (2 marks)
4. How can you resize a window? (3 marks)
5. How can you switch between windows? (1 mark)
6. How do you shut down a computer properly? (2 marks)
7. What is a file? (1 mark)
8. What is a folder? (1 mark)
9. What is File Explorer (aka Windows Explorer)? (1 mark)
10. What is the Recycling Bin? (1 mark)

PART B – ON YOUR OWN (_____ / 8 MARKS)

Instructions: Have your teacher observe you completing the following tasks:

| Task	Yes, I know how to do this.	I need help with this	NOTES
▪ Close and Open three different types of software/programs (e.g. calculator, paint, Microsoft Word)			
▪ Minimize and Maximize a Window			
▪ Open File Explorer			
▪ Create a folder			
▪ Rename a folder			
▪ Delete a folder			
▪ Copy a file to another folder			
▪ Move a file to another folder			

PART C – FILE MANAGEMENT (_____ / 10 MARKS)

Objective:

In this exercise you will create what is referred to as a **DIRECTORY TREE**. This is an effective method of organizing files into various categories. In this case, each category is divided and subdivided by use of **FOLDERS**.

Instructions:

1. Open File Explorer.
2. Create your own folder in the Desktop or Document folder location of the computer. Skip this step if you already have your own folder.
3. In your folder, create the folder structure shown in **FIGURE 1** below.
4. Refer to the **File Management Basic Operations** as needed (p. 9 in this guide).
5. Have your teacher check your final product.
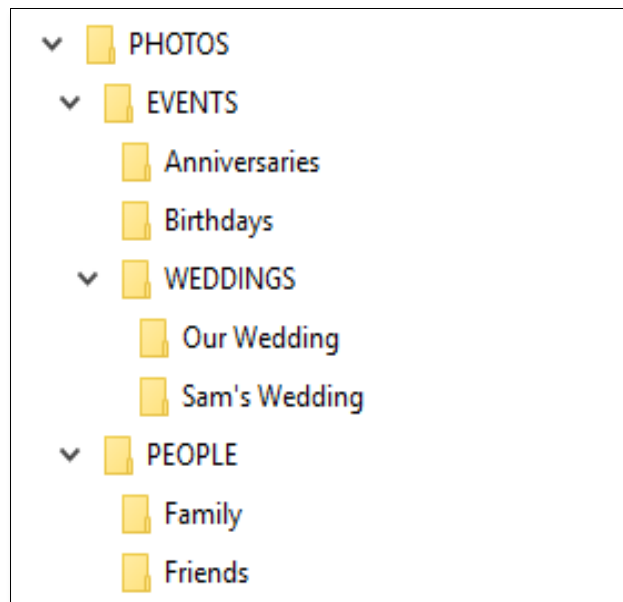
FIGURE 1

NOTE: If you misplace a folder, move it to its correct location or delete it and create a new folder in the proper location, as per **FIGURE 1**.

LESSON 3: THE INTERNET BASICS

In this lesson, you will learn what the Internet is and how it can be used. In addition, you will have the opportunity to "surf the Internet", which means, to visit different kinds of web pages.

You will review lessons 1 to 9 from the slide show **Unit 3. Internet Basics**, found in the *Summit College Intro to Computers Student Module* folder on your desktop.

Review Lessons 1 to 9 and answer the questions in Assignment #3, Part A, found in this Student Guide, and submit to your teacher for marking.

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

Name: _____

Date: _____

INTRODUCTION TO COMPUTERS ASSIGNMENT #3

TOTAL: _____ / 27 marks

PART A – QUESTIONS (_____ / 14 MARKS)

Instructions: On a separate sheet of paper, please answer the following questions.

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

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

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

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

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

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

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

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

PART B – INTERNET SCAVENGER HUNT (13 MARKS - MARKED FOR COMPLETION)

Instructions: Use an internet browser, such as Google Chrome, to search the following:

1. Go to **www.amazon.ca** and search for an item you are interested in purchasing

    Item: _____ Price: _____

    Did this item cost more or less than you expected? _____

2. List one of the top news stories at **http://www.cbc.ca/news**

    News story: _____

3. How far is it from Stratford to Ottawa? Use **https://www.google.ca/maps** (Hint: Use driving directions).

    Distance: _____(mi/km)   Estimated Time: _____hour(s) _____minutes
    Circle **mi** or **km** in your answer above.

4. Go to **http://www.torontozoo.com** and name one type of animal at the Toronto Zoo from each region listed below:
    a. African Rainforest:_____
    b. African Savannah:_____
    c. Americas: _____
    d. Australasia: _____
    e. Eurasia: _____
    f. Indomalaya: _____

5. Go to **http://www.expedia.ca** and find the cost of a vacation you would like to go on (Assume a 7-night stay at a five-star hotel).

    Destination:_____Cost: $_____

6. Find the weather for your home town at **https://www.theweathernetwork.com/ca** and record your results below.

    Tomorrow: expected high _____   expected low _____

7. Translate "How are you?" in French from **https://translate.google.ca**

    French translation: _____

8. Go to **http://www.walmart.ca/en** and select an item that you could purchase.

    Item: _____   Cost: _____

9. Go to **https://www.indeed.ca** and select a job, in your area, you might like to apply to. Record the following:

    Job Title: _____   Salary/Wages: _____

10. Go to **http://allrecipes.com** and search for a recipe you might like to try. Write the name of the dish

    _____

11. Go to **http://www.summitcollege.ca** and list <u>two</u> diploma programs offered at Summit.

    Program Names: _____

12. Go to **https://www.youtube.com** and search for an instructional video on something you would like to learn (e.g. how to fix a flat tire, how to divide fractions, how to make pancakes etc.). Write the name of the instructional video and duration **(please make sure you have headphones plugged in).**

    Video Title: _____   Duration: _____

13. Go to **https://www.ontario.ca** and explore all the sectors of Ontario Government. List at least 6 sectors:

    _____

    _____

    _____

    BONUS (If applicable) - Go to **http://www.wsib.on.ca/ to determine where to claim your mileage.

    Hint: On the right side of the webpage, in the Online Services box, click on "Personal"

    Do you know how to claim your mileage? _____

LESSON 4: EMAIL & GMAIL

In this lesson, you will learn how to communicate online using e-mail. You will create your own web-based email account and send & receive emails with and without attachments.

First, review "Email 101" tutorial, lessons 1 and 2 from the slide show **Unit 4. Email & Gmail Basics**, found in the *Summit College Intro to Computers Student Module* folder on your desktop.

Answer the questions in Assignment #4 – Part A as you review lessons 1 and 2, found in this Student Guide, and submit to your teacher for marking.

When you complete Part A, you can begin Part B of the assignment. First, review the "Gmail" tutorial, lessons 1 to 6 from the slide show **Unit 4. Email & Gmail Basics**, found in the *Summit College Intro to Computers Student Module* folder on your desktop.

Then, follow the steps in "2: Setting up a Gmail Account". If you already have a web-based email account, you can start on the second task in Part B.

Name: _____

Date: _____

INTRODUCTION TO COMPUTERS ASSIGNMENT #4

TOTAL: _____ / 17 marks

PART A – QUESTIONS (_____ / 12 MARKS)

Instructions: On a separate sheet of paper, please answer the following questions.

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

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

3. Name three webmail providers?   (3 marks)

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

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

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

PART B – ON YOUR OWN (_____ / 5 MARKS)

Instructions: Have your teacher observe you completing the following tasks.

Task	Yes, I know how to do this.	I need help with this	NOTES
▪ Create an email account using Gmail			
▪ Send an email to myself			
▪ Receive an email from my teacher and download attachment			
▪ Reply back to my teacher's email to confirm I've received their email			
▪ Email my teacher an attachment (send your "practice.doc" file)that you created in the first lesson)			

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

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,

Susan King
President

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