Syllabus for Computer Concepts KAOS0170

Grading Method Competency Based

School of Applied Technology and Professional Development

Course Description

Students learn the basic features of the computer hardware and software, Windows, Microsoft Word, File Management, basic knowledge on how to perform searches on the Internet, how to use Canvas to follow courses at school and skills necessary to qualify for an entry-level job.

USB Memory (one for all courses).

Required: YES.

Headphones.

Required: YES.

 *Check with your instructor before purchasing any materials.

Course Learning Objectives.

Upon completions of this course,

- The student will demonstrate ability to use pointing devices, menus, toolbars, panes and dialog boxes.
- The student will Create Basic Text and Graphic Documents, Use Tools Inside Programs, Use Copy, Cut, Paste Functions, Link and Embed Content Between Files.
- The student will demonstrate ability to Use Windows Explorer, Create and Rename Files and Folders, Copy and Move Files and Folders, Delete and Restore Files and Folders.
- The student will Change Folder Options, Change File Details List, View Disk and Folder Information, Compress Files and Folders.
- The student will demonstrate ability to Use Links, Perform Searches, Manage Favorite Sites List, Use of Web Based Email.

Competencies

- The student will demonstrate ability to use a computer.
- The student will utilize computer programs to complete basic tasks.
- The student will demonstrate ability to manage files and folders.
- The student will perform changes to the content in the Windows Explorer window.
- The student will demonstrate ability to use the Internet.

Grading Criteria

The minimum passing score for all class activities is 80%.

This is a Competency Based course, students are required to master ALL competencies in the class by completing and passing ALL activities in the lessons.

Failing to pass or complete ANY assignment or exam in this class will render a fail grade in the end.

Students need to complete units to obtain progress in this class. It is your responsibility to report after completing each unit to get credit for your work.

Students will be given a competency grade as follows:

MC = Mastered Competency for passing.
NM = Not Mastered for failing this class.

GENERAL INFORMATION:

Food or drink is not allowed in the classroom except for water in bottles. Cell phones should not be used in the classroom and should be turned off. They are not allowed on the desk or in your lap! The instructor will be in the classroom to facilitate learning.

COMPETENCY-BASED STUDENT INFORMATION:

- Students will demonstrate mastery of the two competencies through final assessments or exams. Students must score 80% or higher on both assessments.

- Students may progress as rapidly through the course as they wish. However, there will be a time frame in which they are required to complete the course and demonstrate competency.

- Students may work independently from home or in the classroom to complete the course or come to class. Testing must be completed in the classroom.

- Students are expected to invest a minimum of x hours per week on coursework.

- The classroom will be available for students to use Monday through Thursday from 8:00 a.m. to 9:00 p.m. except on school breaks and holidays. A lab will be open on certain Fridays. Check with your instructor for a school calendar for scheduled class days and holidays.

- Students should check their SLCC Bruin email frequently. The instructor will be using SLCC Bruin school email or Canvas email to contact you. Students should also use their school email or Canvas to contact the instructor.

- Students are required to have two-way meaningful contact with an instructor at least once per week. Meaningful contact should consist of classroom instruction or discussion about how the student is progressing. Two-way meaningful contact can be:
  o Face-to-face in the classroom
  o Online contact with Skype, WebEx, etc.
  o Telephone contact between student and instructor

- Students may demonstrate competency of course material by taking a challenge test. If students fail to demonstrate mastery of the competency, they will be required to complete the coursework. Talk with your instructor for information about challenging a course.

- If students are unable to demonstrate competency in the hours allowed, they will be required to repeat the course.

ASSESSMENT PROCEDURES:

Students are expected to be quiet and refrain from talking or whispering, although there may be soft talking as the instructor works with individual students. On days you are testing, you may want to bring earplugs or noise reduction headphones to help minimize distractions.

Testing Schedule:
TB 534: Monday-Thursday 8 a.m. to 8 p.m.
TB 534: Friday 10 a.m. and 1 p.m.

Phones must be put away.

MODULE QUIZ ASSESSMENTS

If students score less than 80%, they may study and retake the exam one additional time. Upon completion of the retest, the higher of the two test scores will be recorded in Canvas. Students may not use their textbook or notes on any of the exams. Correct spelling is required!

SCHOOL OF APPLIED TECHNOLOGY POLICIES:

Demonstrating Progress: Students need to work through the course in a timely fashion in order to complete the course and accomplish the competency and objectives in the allotted time.

Students will need to read chapters, do the exercises in their textbook, and additional study aids if needed. The student must receive 80% or higher on the final exam to pass this course.

Students will be given a competency rating based on the following:

80% and above MC = Mastered Competency
79% and below NM = Not Mastered

Missing Instructional Days: Students missing two weeks of meaningful contact will be dropped from a course and withdrawn from their training program for non-attendance. Non-attendance may affect students' refund eligibility. Financial Aid recipients may need to repay funds to the Department of Education and/or the College for failure to satisfactorily complete the program of study. Students receiving support and sponsorship from other agencies (DWS, VA, Voc Rehab, etc.) are expected to be familiar with and abide by requirements and policies established by the sponsoring agency or fund provider. Related questions should be directed to sponsors or Financial Aid officers.

Leave of Absence: The SAT allows students to have an "approved" Leave of Absence (LOA) from their training program for extenuating circumstances. SAT allows students to have up to 30 days leave of absence within a 12 month period for the current program in which they are registered. If students need an extended leave, they must request it in writing from an advisor.

Modules

What is a computer? - 4:48

Review the following videos.

What is a computer? (Links to an external site.)Links to an external site.   (2:40)

Basic parts of a computer? Link (Links to an external site.)Links to an external site. (2:08)

1.01 Understanding the parts of your computer - 2:06 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

1.02 Learn about Input and Output Devices - 2:36 min

Instructions

Watch the following Video on Input and Output devices and then answer the questions in the quiz. You must answer all questions correctly.

Link (Links to an external site.)Links to an external site.

SECTION 2 Input and Output Devices

2.a. Input Devices

- Keyboard

Definition

Input device that contains keys users press to enter data and instructions into a computer.

How it works

- The keyboard translates key selections into digital format text/number values.
- It also contains a number of 'function' keys which allow the user to send

instructions to the computers, e.g. 'delete', 'scroll down'.

Typical use The keyboard is used for entering text into a word processing document. It is most often used where text has to be created rather than copied. Examples of Applications

- To enter data that must be copied from a document or audio source
- To input text directly into the computer.
- To send instructions and commands to computer-based control systems

Strengths

- Keyboards remain the most common method of inputting text-based data.

Limitations

- Transcription errors are common.
- Data entry is time-consuming and dependent on typing skills
- They can contribute to repetitive strain injury if overused.
- Numeric keypads

Definition

A numeric keypad is a set of keys to the right of the main part of the keyboard, used for numeric data entry.

Typical use

Numeric keypads are also often found where only numeric data is to be entered. For example, inserting pin numbers for chip and pin credit/debit cards or when using an ATM machine to withdraw money or check a bank balance.

- Pointing devices (including mouse, touch pad and tracker ball)
- Mouse

Definition

A mouse is a pointing device that fits comfortably under the palm of a user's hand.

How it works

- The mouse is a flexible input device which allows the user to communicate a wide range of commands to the computer.
- The mouse ball sends positional information to the computer which is then translated into the movements of a pointer on the screen.

- Other information is sent via clicking of buttons.

Typical use On most PCs. Examples of Applications

- For the user to communicate with a graphical user interface
- To select icons and, through them, activate commands
- To issue commands to the computer directly (e.g. 'scroll down')
- To allow the user to select from a range of menu items and activate specified commands.

Strengths

- With the advent of graphical user interfaces, a means of pointing to various places on the screen became necessary. The mouse fulfills this function well.
- There are constant developments in the functionality of these devices and their use is likely to continue for some time.

Limitations

- Some users dislike having to shift constantly from keyboard to mouse and will tend therefore to use keyboard short-cuts.
- Hand-to-eye coordination is an issue for some users.
- Touch pad

Definition

A touch pad is a pointing device consisting of a soft pad sensitized to finger movement or pressure and used especially on laptop.

Typical use

Typically used on laptop computers.

- Trackball

Definition

A trackball is a stationary pointing device with a ball on its top or side. A trackball requires frequent cleaning because it picks up oils from fingers and dust from the environment. For users who have limited desk space, however, a trackball is a good alternative to a mouse because the device is stationary.

Typical use

These pointing devices are used when a selection from a graphics user interface is required. For example, the selection of data from a predefined list or menu. Normally used by people with limited motor skills, e.g. Young children or people with disabilities.

- Remote controls

Definition

A remote control is a hand held wireless device used to operate audio, video and other electronic equipment using radio frequency transmission.

Typical use Using remote control devices to operate TVs, video players/recorders, DVD players/recorders, satellite receivers, HiFi music systems, data or multimedia projectors.

- Joysticks

Definition

A joystick is a pointing device used for games or flight and driving simulations that is a vertical lever mounted on a base.

Typical use

Often used by pilots to fly an aeroplane or flight simulator. Also used in car driving simulators and for playing games.

- Touch screen

Definition

Touch-sensitive display device with which users interact by touching areas of the screen.

How it works

- Values are associated with different positions on a VDU via a 'grid' of infrared beams across the front of the screen.
- When the user touches a particular part of the screen, the associated value is sent to be processed.

Typical use Used when selecting from a limited list of options e.g. Certain POS uses such as cafes, tourist information kioks, public transport enquiries. Examples of Application

- Touch screens are used by museums and galleries to communicate information.
- They can also be used by small children and people whose disabilities might prevent them from using other input devices.
- They are increasingly common in places where customers place orders, e.g. Fast food outlets.

Strengths

- They are user-friendly. Even people who might be intimidated by computers feel comfortable using these devices.

Limitations

- They are limited as input devices because only a limited number of values can be displayed at any one time.
- Magnetic stripe readers

Definition

A magnetic stripe reader, also called a magstripe reader, is a reading device that reads the magnetic stripe on the back of credit, entertainment, bank and other similar cards.

How it works

- A magnetic strip – usually placed on a plastic card – contains encoded data about the card's user.
- When the card is swiped through a sensitive reader it is translated into data which can be processed by a computer.

Typical use Magnetic stripe readers are most often used in POS terminals, ATMs and in security applications. Example of Applications

- To store personal details on debit and credit cards, identification cards, loyalty cards, etc.
- To store data on phone cards, travel tickets, etc.

Strengths

- Personal cards are increasingly used for financial transactions and the magnetic strips help to speed up these transactions.

Limitations

- They can be forged and are susceptible to damage.
- There is a trend to replace magnetic strips with embedded microchips.
- Magnetic data can fade/be deleted.
- Chip readers

Definition

A device used to read data on the thin microprocessor embedded in ATM or credit cards.

Typical use

Chip readers are used in ATMs to obtain cash and in retail stores for bill payments.

- PIN pad

Definition

A PIN pad is a small keyboard device attached to an electronic payment terminal on which a cardholder enters his PIN to authenticate his identity.

Typical use

PIN pads are used at ATMs to obtain cash and in retail stores for bill payments.

- Scanners

Definition

A scanner is a light sending input device that reads printed text and graphics then sends the results into a form a computer can process.

Typical use

Scanners are usually used for entering hard copy images into a computer.

- Digital cameras

Definition

A digital camera is a camera that stores its photographed images digitally, instead of on traditional film.

How it works

- The pattern of light associated with the image is stored digitally rather than on film.
- The image, now stored in a standardized format, can be imported into a range of different applications and modified to suit the user's needs.

Typical use Digital cameras are used for taking photographs for input to computers, or for input to Photo printers. Examples of Applications

- Everyday personal use, e.g. Weddings holidays, etc.
- For engineers to communicate to clients the progress of a project
- For estate agents to update websites using digitally captured images
- Speed cameras and number plate recognition

Strengths

- The image can be used flexibly in a wide range of applications.
- It can be modified using specially designed applications.
- It can be attached as a file to an e-mail.

Limitations

- Image files can be 'memory-heavy'
- Quality of output will depend on quality of paper and printer.
- Microphones

Definition

A device that converts sound waves into analogous electrical waves.

Typical use

Microphones are used to record voices for presentation software. Also used for inputting sound into a computer file. Sounds in the natural world are analogue data and, like pictures, they have to be converted into digital data to be stored in the computer. So the sounds are split into tiny parts by the computer, each one of which is given a value. As long as there are enough divisions, the combination sounds the same when played back as it did before it was digitized.

- Sensors

Definition

Sensors are devices that input data automatically from the physical (or real) world. They are roughly divided into two groups. One group measures the sorts of things human beings can detect, such as temperature and light. The other group measures the sorts of things that we cannot detect, such as magnetism or the presence of a microwave beam. The main sensor types are:

- Temperature - light
- Sound - pressure
- Magnetism - touch
- Radar – microwave

The last three are sometimes called proximity sensors when they are used to measure how close the sensor is to something. For example, a robotic truck will be able to detect the presence of something up ahead of it and thus give a warning that something is 'in close proximity'. How they work

- Sensors are devices which read changes in the environment around them.
- There are a wide range of sensors which can detect changes in: light, air, pressure, temperature, humidity, speed, etc.

Examples of Applications

- Sensors frequently used in control systems. They can be used to measure the temperature of a room. This input can then be used to trigger a control system which adjusts the heating.
- Other examples include: humidity sensors in an art gallery and movement sensors in a security system.

Strength

- Sensors are a necessary element of any control system and can also be used for data logging.
- Data can be captured cheaply and with little human effort.

Limitations

- They are limited in the type of data they can collect.
- They can 'misread' environmental changes, e.g. A car alarm activated by a strong gust of wind.

Common types of sensors

- Temperature sensor

Typical use Temperature sensors are used in automatic washing machines, automatic cookers, air conditioning controllers, central heating controllers, computer-controlled greenhouses, scientific experiments and environmental monitoring.

- Pressure sensor

Typical use Pressure sensors can be used for burglar alarms, automatic washing machines, robotics, production line control, scientific experiments and environmental monitoring.

- Light sensor

Typical use Light sensors are used in computer controlled greenhouses, burglar alarm systems, robotics, production line control, scientific experiments and environmental monitoring.

- Graphical tablets

Definition

A graphical tablet, or a graphics tablet, is a flat, rectangular, electronic, plastic board that is used to create drawings and sketches.

Typical use

These are used to input freehand drawings or retouch photographs.

- MICR

Definition Magnetic-ink character recognition (MICR) is a technology that reads printed text printed with magnetized ink. An MICR reader converts MICR characters into a form the computer can process. The banking industry almost exclusively uses MICR for check processing. How it works

- The data is printed in the form of specially designed characters. The ink used to print these characters contains a magnetic substance.
- This can then be read by an appropriately sensitive input device. Software then translates the patterns into text/numerical values.

Typical use Used to input magnetic characters, such as those found on bank cheques. Examples of Applications

- Banks use this approach to process cheques. Cheques are designed to have key data (branch details, account number) printed in magnetic ink across the bottom. This can then be read in using the input device and the data processed by the bank's computers.

Strengths

- For the processing of cheques, MICR is quick and highly efficient.
- Unlike bar codes, humans as well as machines can make sense of the data.
- It is resistant to forgery

Limitations

- It only has limited applications and, with the decline of cheques as a means of payment, its use is in decline.
- OMR

Definition

Optical Mark Recognition (OMR) is a technology that reads hand-drawn marks such as small circles or rectangles. A person places these marks on a form, such as a test, survey, or questionnaire answer sheet.

How it works

- This method works on the same principle as OCR but, instead of trying to interpret characters, OMR systems read marks made at specified points on a specially designed form.

- These marks equate to pre-set values and, once read, can be sent for processing.

Typical use OMRs are used to input pencil marks on a form such as a school register, candidate exam answers, any application involving input of a choice of options. Examples of Applications

- The most popular application of this method is the filling in of National Lottery forms.

- It is also used for examination papers where multiple choice questions are used and for submitting grades to examination boards.

- School registers.

Strengths

- Avoids need for file transfer.

- This can be an extremely quick way of entering large amounts of data.

Limitations

- The input forms necessarily limit the range of permissible responses.

- Incorrect marking of the sheet will lead to the data being rejected.

- OCR

Definition

Optical character recognition (OCR) is a technology that involves reading typewritten, computer-printed, or hand-printed characters from ordinary documents and translating the images into a form that the computer can process.

How it works

- A scanner device reads the reflected light from characters on a page. These may have been typed or handwritten.

- The scanner creates a image of the character. Software then tries to match it against a 'library' of similar character shapes.

- When a match is found, it inputs the appropriate character.

Typical use

OCR is used to input text to a computer ready for processing by another software package such as word processors, spreadsheets, and databases.

Examples of Applications

- This method is used to input large blocks of text held in 'hard copy' format.

- It is also used to input data captured on forms. Often these forms require the person filling it in to write each character in a box. This is because OCR systems need to be able to read each character individually. An example of this is the passport application form.

Strengths

- This method can speed up an otherwise lengthy process of keying in.

Limitations

- It often misreads letters, and documents captured in this way almost always have to be proof-read afterwards.

- For capturing handwritten text, the cursive style must be clear and the document must be 'clean', i.e. Not contain any marks or smudges that could be interpreted as characters.
- Bar code readers

Definition

A bar code reader, also called a bar code scanner, is an optical reader that uses laser beams to read bar codes by using light patterns that pass through the bar code lines.

A bar code is an identification code that consists of a set of vertical lines and spaces of different widths. The bar code represents data that identifies the manufacturer and the item. How it works

- Uses a laser to read the light reflected from an arrangement of lines (or bars) of different widths
- The lines represent a number which represent information about the product. This information is stored in a database.

Typical use Bar code readers are used to input code numbers from products at a POS terminal, library books and membership numbers. Examples of Applications

- Product sales in the retail trade

Loan systems in libraries

- Package tracking in delivery firms
- Stock management in warehouses
- Some identification cards

Strengths

- Bar code readers are fast and accurate when dealing with product identification
- The data can be scanned in a fraction of the time it would take to key it in.

Limitations

- They are limited to 'fixed' data, i.e. Details cannot be changed.
- Video cameras

Definition

A video camera enables a home or small business to capture video and still images.

Typical use

These are used to input moving pictures, often pre-recorded, into a computer.

- Web cams

Definition

A web cam is a video camera that displays its output on a Web page.. Some web sites use web cams to display still pictures that are updated at regular time intervals.

Typical use Used to input moving pictures from a fixed position into a computer.

- Light pens

Definition

A light pen is a hand held input device that can detect the presence of light. To select objects on the screen, a user presses the light pen against the surface of the screen or points the light pen at the screen and then presses a button on the pen. Light pens are ideal for areas where employees' hands might contain food, dirt, grease or other chemicals that could damage the computer.

Typical use

Light pens are most often used where desktop space is limited, it is used instead of a mouse or for drawing applications where a graphics tablet might be too big.

2.b. Output devices

- CRT Monitor

Definition

A CRT monitor is a type of monitor that requires a cathode ray tube. A cathode-ray tube is a large, sealed glass tube. The front of the tube is the screen. Tiny dots of phosphor material coat the screen on a CRT. Each dot consists of a red, a green, and a blue phosphor. The three dots combine to make up each pixel. Inside the CRT, an electron beam moves back and forth across the back of the screen. This causes the dots on the front of the screen to glow, which produces an image on the screen.

Typical use Applications where space is not a problem. Applications where more than one user may need to view screen simultaneously such as in design use, e.g. when several designers may need to offer suggestions on a prototype.

- TFT monitor

Definition

LCD monitors use a liquid compound to present information on a display device. TFT monitors are LCD monitors that use an active-matrix technology. The thin-film transistor (TFT) display, uses a separate transistor to apply charges to each liquid crystal cell and thus displays high-quality color that is viewable from all angles.

Typical use

Application where space is limited such as small offices. Applications where only one person needs to view the screen such as individual workstations.

- Multimedia Projectors

Definition A device that takes the text and images displaying on a computer screen and projects them on a larger screen so an audience can see the image clearly. Typical Use Applications such as training presentations, advertising presentations and home cinema. It displays data from computers, pictures from televisions and video/DVD recorders. Another example would be the use of projectors in the classroom so all students easily can see an instructor's presentation on the screen.

- Laser printer

Definition

A laser printer is a high-speed, high-quality non impact printer. Laser printers are available in both black-and-white and color models. While laser printers usually cost more than ink-jet printers, they are also much faster.

Typical use

Applications which require low noise and low chemical emissions, e.g. most networked systems. Laser printers are used in places which require rapid, high quality and high volumes of output, e.g. most offices and schools.

- Ink jet printer

Definition

An ink-jet printer is a type of non impact printer that forms characters and graphics by spraying tiny drops of liquid ink onto a piece of paper.

<u>Typical use</u>

Applications which require probability and low volume output where changing cartridges is not an issue. e.g. small offices and stand alone systems. Applications which require very high quality output and where speed is not an issue, e.g. digital camera applications.

- Dot matrix printer

<u>Definition</u>

A dot-matrix printer is an impact printer that produces printed images when tiny wire pins on a print head mechanism strike an inked ribbon. When the ribbon presses against the paper, it creates dots that form characters and graphics.

<u>Typical use</u>

Applications where noise is not an issue and copies have to be made, e.g. Industrial environments (multi-part forms, continuous stationary, labels, etc.) Car sales and repair companies. Manufacturing sites.

- Graph plotter

<u>Definition</u>

Plotters are sophisticated printers used to produce high-quality drawing such as blueprints,maps and circuit diagrams. These printers are used in specialized fields such as engineering and drafting and usually are very costly. Plotters and large-format printers can accommodate paper with widths up to 60 inches because blueprints, maps, signs, posters and other such drawings and displays can be quite large. <u>Typical use CAD applications, particularly where large printouts are required such as A0.</u>

- Speakers

<u>Definition</u>

Speakers are an audio output device that produces music, speech or other sounds such as beeps.

<u>Typical use</u>

Any application which requires sound to be output such as multimedia presentations/web sties including encyclopedias. Applications that require musical output such as playing of musical CDs and DVD films.

- Control devices
- Motors

Automatic washing machines, automatic cookers, air conditioning units, central heating controllers, computer-controlled greenhouses, microwave ovens, robotics, production line control.

- Buzzers

Automatic cookers, microwave ovens.

- Heaters

Automatic washing machines, automatic cookers, air conditioning units, central heating controllers, computer-controlled greenhouses.

- Lights/lamps

Computer-controlled greenhouses.

Try the Mouse

The following is a optional exercise that is fun, allowing you to practice using the mouse.

Click on the LINK (Links to an external site.)Links to an external site.to begin

1.03 Learning to use your mouse - 2:52 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

Learn about file Extensions - 3 minutes

What is a file Extension?

- **Extensions (Links to an external site.)Links to an external site.** are three letters or numbers that appear at the end of a file name and indicate what type of file it is.

- A group of letters (Links to an external site.)Links to an external site.occurring after a period in a file name, indicating the format of the file.

- **A file extension (Links to an external site.)Links to an external site.** is the group of characters, usually 3 or 4 in length, after the period in a full file name

1.05 Find the extension - 5 minutes

Instructions

Read the information contained at the following LINK (Links to an external site.)Links to an external site., and then correctly identify the extension for the files.

Basic Computer and Windows Terms

Basic Computer and Windows Terms Application –	
A computer program that interfaces with a computer operating system, which enables people to do a function or task.	
Bold Text – Text that is darkened to help emphasize a remark or comment.	**These words are bold.** These words are not bold.
Desktop Computer – A personal computer in a form intended for regular use at a single location desk/table due to its size and power requirements, as opposed to a laptop whose rechargeable battery and compact dimensions allow it to be regularly carried and used in different locations.	
Laptop Computer – 1. A computer that is portable and suitable for use while traveling.	
Mouse Click – **2.** To tap on a mouse button, pressing it down and then immediately releasing it. This allows a person to select or interact with the computer or a program.	
CURSOR- **3.** A movable indicator on a computer screen identifying the point that will be affected by input from the user, for example showing where typed text will be inserted. Link	**Examples of cursors**

DIALOGUE BOX –

1. A small area on screen, in which the user is prompted to provide information or select commands.

For more information click this link.

Disk Drives –

1. A device that allows a computer to read from and write to computer disks.

For more information click this link.

DOCUMENT –

A piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record.

For more information click this link.

FILE –

A computer file is a resource for storing information, which is available to a computer program and is usually based on some kind of durable storage.

For more information click this link.

Word file

Picture file

PDF file

Powerpoint File

FOLDER –

An icon on a computer screen that can be used to access a directory containing related files or documents.

For more information click this link.

FONT –

A computer font (or font) is an electronic data file containing a set of glyphs, characters, or symbols.

FORMAT –

Formatting text deals with the apperance of the text on the screen - its size, style, color, bold, etc.

For more information click this link.

HARDWARE –

Computer hardware is the collection of physical parts of a computer system. This includes the computer case, monitor, keyboard, and mouse. It also includes all the parts inside the computer case, such as the hard disk drive, motherboard, video card, and many others. Computer hardware is what you can physically touch.

For more information click this link.

HARD DRIVE –

A hard disk drive (HDD), hard disk, hard drive or fixed disk[b] is a data storage device used for storing and retrieving digital information

For more information click this link.	
HIGHLIGHT/SELECTING – Highlighting text allows a user to move, copy, or cut that selected text. For more information on this click here.	
ICON – A computer icon is a pictogram displayed on a computer screen in order to help the user navigate a computer system or mobile device. For more information click this link.	
ITALICS – Italic refers to fonts with characters slanted to the right.	*This text is using italics.* This text is not using italics.
KEYBOARD – A keyboard is the set of typewriter-like keys that enables you to enter data into a computer. For more information click this link.	
MENU – A list of commands or options from which you can choose. For more information click this link.	
MENU BAR – A horizontal menu that appears on top of a window. For more information click this link.	Menu bar
MICROSOFT WORD- A powerful word processor from Microsoft. The program enables you to perform word processing functions. For more information click this link.	Icon for Microsoft Word:
MONITOR – Another term for display screen. For more information click this link.	
MOUSE – A device that controls the movement of the cursor or pointer on a display screen. For more information click this link.	
OPEN – The open command allows a user to open a folder, or program. For more information click this link.	

Font Size – The font size or text size is the overall size (generally height) of a font shown on a screen or printed on a page. A font is typically measured in a point (pt) size. For more information click this link.	Above is an example of 12 pont, 16 point and 24 point font (or size).
PROGRAMS – An application, software application or software program is the most common software on the computer that performs a special function or task. For more information click this link.	Below are example of software programs.
SCREEN SAVER – A screen saver is a software program that becomes activated after the computer has been inactive for a specified amount of time. For more information click this link	

1.06 - Basics of a Computer Section Exam.

Instructions

FINAL EXAMS ARE CLOSED BOOK. Read each question carefully and choose the best answer(s). You must receive 10 of 12 correct answers to move on. You must pass the test in 2 tries or less.

Learning Windows 7

Windows 7 is a personal computer operating system developed by Microsoft. An operating system (OS) is software, consisting of programs and data that runs on computers.

In this module, you will learn to navigate and perform basic tasks using Windows 7.

By the end of this section you should be able to:

- Navigate the Desktop
- Use the Taskbar
- Use the Start Menu
- Change page margins
- Understand Files and Folders.
- Move Files and Folders
- Open and Save Files

2.01 What is an Operating System - 2:13 min

Instructions

Watch the following Video on Operating Systems (O/S) and then answer the questions in the quiz.

https://www.youtube.com/watch?v=pTdSs8kQqSA (Links to an external site.)Links to an external site.

2.02 Quick Overview - 2:32 min

Instructions

Watch the video, and then correctly answer the questions which follow.Learn Windows 7 - Quick Overview (Links to an external site.)Links to an external site.

2.03 Learning to Use the Desktop - 6:03

Instructions

Watch the video (6:03), and then correctly answer the questions which follow.Learn Windows 7 - Learning to use the Desktop

2.04 Snipping Tool - 1:30 min

Objective: Use the Snipping Tool program.

Equipment: A computer with Windows 7. Snipping Tool.

Instructions: Complete the following:

- Experiment using Snipping tool, and various options.

- Submit two of your snips to me, by copying and pasting them into a word document.

- Make sure that you use the pen or highlighter on at least one of your snips.

- Make sure the picture you snip is appropriate for all audiences.

- To copy a snip:

- While on the snip window, press the CTRL key, hold it and then the letter C on the keyboard and let go both of them. Nothing seems to happen, but, a copy of the image has been made.

- To open Microsoft Word:

  o   Click the Windows button

  o   Click on Microsoft Office

  o   Click on Microsoft Word and a new blank document will open for you.

- To paste the image of the snip in Word:

  o   Click on the empty word document area.

  o   Press the CTRL key, hold it and then press the letter V and let go both of them. A copy of the snip will now be on the Word document.

- To save the Word document for upload:

  o   While in Word, click on File, then click on Save as. This will open the Save Dialog box.

  o   In the File Name box, type in the name of the file, (your name and the word snips will do).

  o   Select the location where to save the file on the left panel of the dialog box. (Your USB memory should be listed there). Click on it.

  o   Click the SAVE button. The Save As window closes and you are back on the main word document. You can close Word by clicking on the red X on the top right of the word window.

https://www.youtube.com/watch?v=IPpPnsNw7v0 (Links to an external site.)

2.05 Learning to Use the Taskbar - 9:41 min.

Instructions

Watch the video (9.41), and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

2.06 Learning to Use the Start Menu - 6:25 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

Overview of Start Menu Options

Use the Start menu to do these common activities:

- Start programs
- Open commonly used folders
- Search for files, folders, and programs
- Adjust computer settings
- Get help with the Windows operating system
- Turn off the computer
- Log off from Windows or switch to a different user account

TASK	DESCRIPTION
All Programs	Displays a list of installed programs, available for the user on the computer.
Documents	This folder is a convenient location for storing all of your documents, such as text files, spreadsheets, and presentations.
Pictures	Opens the Pictures library, where you can access and view digital pictures and graphics files.
Music	Opens the Music library, where you can access and play music and other audio files.
Control Panel	Opens Control Panel, where you can customize the appearance and functionality of your computer, install or uninstall programs, set up network connections, and manage user accounts.
Devices and Printers	Opens a window where you can view information about the printer, mouse, and other devices installed on your computer.
Help and Support	Opens Windows Help and Support, where you can browse and search Help topics about using Windows and your computer.
Search	
Shutdown	By default, clicking the Shut down button closes Windows and turns off your computer. (To find the Shut down button, click the Start button .) You can also turn off a desktop computer by pressing the power button on the computer case.[i]

Logoff	• After you log off, another user can log on without needing to restart the computer. In addition, you don't need to worry about losing your information if another user turns off the computer. Click the Start button , point to the arrow next to the Shutdown button , and then click Log off.[ii]
Lock	You can lock your computer if you need to go do something else but don't want to shut everything down, like when you log out. [iii]
Restart	There are many instances in which you may need to restart you computer; whether you have installed new software, Windows updates, or need to correct issues with performance. The following LINK (Links to an external site.)Links to an external site. contains multiple methods for restarting Windows. To proceed, select the method you would like to use from the list below, or read through each section individually.
Sleep	Sleep automatically preserves open documents and programs in memory and shuts down all nonessential functions. The advantage of sleep is that it takes only seconds to restore your computer to where you left off and uses a very small amount of electricity.[iv]

[i] http://windows.microsoft.com/en-us/windows/turn-off-computer-faq#1TC=windows-7 (Links to an external site.)Links to an external site.
[ii] http://windows.microsoft.com/en-us/windows/log-off-windows#1TC=windows-7 (Links to an external site.)Links to an external site.
[iii] http://www.dummies.com/how-to/content/how-to-lock-your-pc.html (Links to an external site.)Links to an external site.
[iv] http://windows.microsoft.com/en-us/windows/turn-off-computer-faq#1TC=windows-7 (Links to an external site.)Links to an external site.

2.08 Learn to Cut, Copy and Paste

Objective: Learn to use Copy/Cut and Paste

Equipment: A computer running Windows 7. Access to the Internet

Instructions: Using the information obtained from the previous videos, complete the following:

1.   Watch the following video(s), which shows the process of copying and pasting.
Link #1 (Links to an external site.)Links to an external site.

Link #2 (Links to an external site.)Links to an external site.

2. Practice copying and pasting by following the directions at the following link. (Links to an external site.)Links to an external site.

3. Finally complete the following and submit to me:
• Click in the first box.

• Highlight the words by pressing the *CTL + A* keys

• Copy the words out by pressing the *CTL + C* keys

• Now click in the second box.

• Paste the words into the box by pressing the *CTL + V* keys
4. Use snipping tool to show me the results of your work.

5. Paste the snip into a word document.

6. Go back to the web site.
• Click in the first box.

- Highlight the words by pressing the *CTL + A* keys

- Cut the words out by pressing the *CTL + X* keys

- Now click in the second box.

- Paste the words into the box by pressing the *CTL + V* keys

7. Use snipping tool to show me the results of your work.

8. Paste the snip into the same word document.

9. Save the word document as copypaste, then, Submit to canvas.

2.12 Learning about Files and Folders - 4:33 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Click to view full screen video (Links to an external site.)Links to an external site.

2.13 Learn Folder Locations - 3:20 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Click to view full screen video (Links to an external site.)Links to an external site.

2.14 Learn to Move Files and Folders - 5:02 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Click to view full screen (Links to an external site.)Links to an external site.

2.15 Learn How to Open and Save Files - 5:57 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

2.16 Manipulating Files and Folders

Objective: Manipulate files and folders using concepts from the video.

Equipment: A computer running Windows 7, and Snipping Tool.

Instructions: Using the information obtained in the previous videos, complete the following steps and and submit the following to me.

1. Open a new blank word document.

2. Select steps 5-12 and copy and paste them into the word document that you opened in step 1.

3. In Windows Explorer in your student Home drive (H:\) create 4 new folders.
   Name the folders CAT, RAT, BAT and Dog.

4. Snip the new folders and paste the snip into the bottom of the word document.

5. Next rename the folders using your first and last initials followed by 'BILLS, JUNK, KIDS, MAIL'. (If my name was Tom Jones, the results would be TJBILLS, TJJUNK, TJKIDS, TJMAIL).

6. Use Snipping Tool to copy your work and then paste it into the bottom of the word document.

7. Next, move the renamed folders (TJJUNK, TJKIDS, TJMAIL) into the Bills folders.

8. Snip it, and paste it into the word document.

9. Open word pad and create a document by typing in a few lines of text.

10. Save this document into the MAIL folder, naming it your first and last name.

11. Use Snipping Tool to capture your work, and save it into the word document. Save the Word document as "[your name]216"

12. Submit the word document via canvas.

2.17 Convert a word file to PDF format

Canvas is a cloud-native learning platform and learning management system, that you will use to submit assignments to your instructor. The assignment may require that you submit an assignment in PDF format. PDF is an abbreviation for Portable Document Format developed by Adobe Systems. A majority of on-line manuals and documents on the Internet are in this format. Adobe Systems provides a free reader, which allows anyone to view these files.

For this assignment, you will watch a 1-minute video which explains how to convert a word document to a document in PDF format. Complete the following:

1. Watch the following [demonstration on how to convert from a word document (which has an extension of .doc or docx) to a PDF format. (Links to an external site.)Links to an external site.](#)

2. Next open a word file. Copy and paste the following text into the file:

CEDAR CITY — As Nate Cowlishaw made his way around the Taos Pueblo in New Mexico, like most visitors, he was in awe of the magnificent landscape that surrounded the 1,000-year-old structure. The Sangre de Cristo Mountain Range served as the perfect backdrop for the adobe structure and Cowlishaw grabbed his camera to snap a photo.

There was something else that caught his eye; it was [a dog taking a nap on the dirt. (Links to an external site.)Links to an external site.](#) He took a few steps back as to widen his camera's view and he took the picture.

Had he taken the shot of the pueblo and mountain range, it would have been a breathtaking photo, but by taking those few steps back, he added life to his picture — telling a story.

As a young boy, Nathan Cowlishaw loved listening to the stories his grandpa told him of the great Southwest, particularly the gold rush of the mid 1800s. He was so enamored with the stories, that as a teen, he would often find himself wandering the mountains near his home in Cedar City, in search of such treasures.

However, now, Cowlishaw is no longer in search of the treasures he heard stories about; he is now on a quest to find the kinds of treasures that tell a story and he plans to travel 9,500 miles in a Suzuki Vitara, in order to do it.

In March — backed by supporters of his kickstarter campaign, which include many of his 50,000 [“Talking Tree” (Links to an external site.)Links to an external site.](#) Instagram followers — the photographer plans to travel the great Southwest, documenting what he calls, "Modern Americana."
I will not separate the human element from the natural scenery in my landscape photography because there is no such thing as 'pristine wilderness.' Man and nature are not separate; we're inseparable.

–Nathan Cowlishaw

He will start at his hometown of Cedar City, travel west to California, then move his way along the Mexican border, through Oklahoma, Texas, Lousiana and New Mexico. He plans to go to rural communities and talk to people in the areas, with the goal of telling stories of American Folklore through his pictures.

"I want to be a documentarian," Cowlishaw said. "I want to capture what is quickly disappearing, what is there now and start trying to interpret what the future may hold in store for us. I've made it my life's work to document these places in the Southwest for future generations who will be able to look back on my work and see what things once looked liked."

With each photo he takes — whether it be capturing the majestic mesas in Southern Utah or the Three Sisters rock formation in Monument Valley — this up-and-coming photographer will capture the landscape while focusing on one key component: the human element.

"I will not separate the human element from the natural scenery in my landscape photography because there is no such thing as 'pristine wilderness,' Cowlishaw said. "Man and nature are not separate; we're inseparable."

Over his six to nine week journey, Cowlishaw will report back to his followers about what he has found along the way with his pictures matched with words, telling a story that he hopes future generations will look back on for years to come.

Cowlishaw's [Kickstarter campaign* (Links to an external site.)Links to an external site.](#), "The Great Southwestern Suzuki Adventure," runs through Feb. 11 and offers a variety of discounted prints to pledgers. He plans to use funds earned from the project to fund his 9,500-mile trip.

"I want to follow in the footsteps of those who came before us and to find those people who are living in the present who continue to tell their story." [KSL (Links to an external site.)Links to an external site.](#)

3. Save this file in the following format using your own name: JohnDoe'sPDF, converting it from a word file (.doc or .docx) to a .pdf format as shown in the video in step ONE.

4. Submit (the PDF file) to canvas.

2.18 How to use a printer - 2:44 min

Instructions

Watch the video, and then correctly answer the questions which follow. Please note: Options will remain the same, even if the menu may vary from the video on your computer.
[Link (Links to an external site.)Links to an external site.](#)

2.19 Introducing Windows 8 - Assignment 4:22 min

Instructions

1. Watch the following video [Link (Links to an external site.)Links to an external site.](#) about the new Windows 8 interface. [(Links to an external site.)Links to an external site.](#)
2. Then review the following [LINK (Links to an external site.)Links to an external site.](#) before answering the questions at the end. (Use the navigation buttons at the bottom to move to all six pages) You can search for the answers using the links (open book).

Windows 7 terms
Desktop

1. The desktop is the main screen area that you see after you turn on your computer and log on to Windows. Like the top of an actual desk, it serves as a surface for your work. When you open programs or folders, they appear on the desktop.

Word

Microsoft Word is a word processor developed by Microsoft.

Snipping Tool

A screen shooting utility included in Windows Vista and later. It can take screenshots of an open window, rectangular areas, a free-form area, or the entire screen.

Taskbar

A bar at the edge of the display of a graphical user interface that allows quick access to current or favorite applications.

2.20 Learning Windows 7 Section Quiz

Instructions

FINAL EXAMS ARE CLOSED BOOK. TESTS MUST BE TAKEN IN DESIGNATED TESTING SEATS. Read each question carefully and choose the best answer(s). You must receive 80% to move on. You must pass the test in 2 tries or less.

2.21 Hands On - Desktop1

Objective: Apply concepts using the Start Menu, and Desktop.

Equipment: A computer running Windows 7, and Snipping Tool.

Instructions: Using the information obtained from the previous videos, complete the following steps and submit the following to canvas:

1.   Watch the following video which shows the process of copying and pasting.

2.   https://www.youtube.com/watch?v=sOqaakHHSQY (Links to an external site.)Links to an external site.

3.   Open the Word application by finding and clicking on the icon URL

4.   Copy the instructions in this assignment (steps 4-10) using the tools learned in the video.

5.   Paste it into a word document

6.   Snip the recycle bin icon on your desktop and paste it below this step in the word document.

7.   Open the recycle bin, by double clicking on it.

8.   Use snipping tool to capture the recycle bin window.

9.   In your snip, open the pen tool and select red for the color.

10.   Circle the number of items in the recycle bin(even if it shows zero items) on the lower left part of the window.

11.   Use the highlighter to highlight an item of your choice.

12.   Copy the snip and save it into your word document.

13.   Save the word file to the desktop, giving it the name of *Hands On - Desktop1*

14.   Submit to canvas.

2.22 - Hands On - Desktop2

Objective: Apply concepts using the Start Menu, and Desktop.

Equipment: A computer running Windows 7, and Snipping Tool.

Instructions: Using the information obtained from the previous videos, complete the following steps and submit the following to canvas:

1. Copy and paste all steps into a word document.
2. On the desktop create a folder and name it using your last name.
3. Create a shortcut on the desktop to snipping tool.
4. Snip the folder and shortcut and paste the snip into your word document in step one.
5. Delete the folder and shortcut.
6. Snip your desktop showing that the folder and shortcut are no longer there.
7. Paste your snip into your word document in step one.
8. Save the word file to the desktop, giving it the name of *Hands On - Desktop2*
9. Submit to canvas.

Internet Module

The Internet is a global system of millions of interconnected computers. In this module, you will learn to navigate and perform basic tasks using a browser.
By the end of this section you should be able to:

- Navigate the Internet using a browser
- Understand the purpose of a URL
- Search for information using a Search Engines
- Open a tab

3.01 Learn about the Internet - 2.24 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

3.02 Learn about Internet Favorites - 2:45 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

What is a Web Browser?

Let's talk about what a Web Browser is and isn't! Click the link below for a short 1 minute video explaining web browsers.

Link

3.03 Learn Internet Explorer - 2:17 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link (Links to an external site.)Links to an external site.

3.04 Learn about Browser Toolbars - 4:00 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Link

3.05 Learn about Search Engines 2:26 min

Instructions

Watch the video, and then correctly answer the questions which follow.

Click to view full size video

3.06 All About Malware

Instructions

Watch the following video, and then submit the correct answers to the questions that follow.

Link (Links to an external site.)Links to an external site.

Internet Basics
Web Browser –

A browser, also referred to as a web browser, is a software program created as a simplified means to present and explore content on the World Wide Web. These pieces of content, including pictures, videos, and web pages, are connected using hyperlinks and classified with Uniform Recourse Identifiers (URLs).

Search Engines –

A software program or script available through the Internet that searches documents and files for keywords and returns the results of any files containing those keywords.

Internet-

The Internet contains billions of web pages created by people and companies from around the world, making it a limitless place to locate information and entertainment. The Internet also has thousands of services that help make life more convenient.

Malware –

a software program that has been intentionally designed to change a user's settings without his or her permission, delete a competing software program, cause a competing software program to stop working, or leave a computer open to attacks.

3.07 - Using the Internet Section Quiz

Instructions

FINAL EXAMS ARE CLOSED BOOK. Read each question carefully and choose the best answer(s). You must receive 80% to move on. You must pass the test in 2 tries or less.

Microsoft Word

Microsoft Word is a word processing program used to create, print and manipulate text documents like letters, memos, reports and almost any other written material you can think of.

Word is a probably the most widely used word processing program and it can be found in workplaces almost everywhere. If you can use Word then you can most likely use any word processor.

This module is going to take you over some of the basic principles on how to use Microsoft Word and teach you how to perform basic word processing tasks with it.

Watch this video: Link (Links to an external site.)Links to an external site.

Modules:

Start using Word (In the Learning Windows 7 section)
Your first step in creating a document in Word 2013 is to choose whether to start from a blank document or to let a template do much of the work for you.

Save your document (In the Learning Windows 7 section)

Click File> Save, pick or browse to a folder, type a name for your presentation in the File name box, and click Save. And save your work as you go - hit Ctrl+S often. To print, click the File tab and then click Print.

Format a Document

In general, the best and easiest way to format text is to use a Style. Styles are easy because you can apply a number of formatting options with one click.

Insert items in a Document

On the Insert tab, you can add pictures, shapes, SmartArt graphics, tables, and more to take your document to the next level.

Add headers, footers, margins, and more

You can add a lot to your document using the commands and options on two tabs – the Home tab and Insert tab. But what about the others? Let's look at what you can do on the Design, Page Layout, View, and Header and Footer Tools tabs.

4.01 Word 1 - Start Using Word - 4:06 min

Objective: Introduction to MS Word

Equipment: Computer, Word (All Access or loaded on computer)

Instructions:

Watch Videos 5 and 6: Start Using Word (Links to an external site.)Links to an external site.

Use this link to take practice Quiz.

Exercise:

1. Open the file "Word Exercise 1". (link to PDF file)

2. Re-create this as a new word document.

3. Spell check and correct.

4. Save as "[your name]Word 1".

5. Upload it to canvas.

4.02 Word 2 - Save a Word Document - 1:45 min

Objective: Edit a MS Word document

Equipment: Computer, Word (All Access or loaded on computer)

Instructions:

Watch Video 7 Link (Links to an external site.)Links to an external site. and video 25 Link (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site.

Take the Quiz.

Exercise:

1. Open "Word Exercise 2" document.

2. Delete all uses of "Wellington" and replace with "Auckland".

3. Move paragraph 2 (this year we…) to become paragraph 3.

4. Correct spelling.

5. Save as "[your name]Word 2".

6. Submit to canvas.

4.03 Word 3 - Format a Document

Objective: Format a MS Word document.

Equipment: Computer, Word (All Access or loaded on computer).

Instructions: Follow the instructions below and submit to Canvas

Watch Video 8 Link (Links to an external site.)Links to an external site.

Take the Quiz.

Exercise:

1. Open your file "[your name]Word 2".

2. Change the first sentence in the first paragraph to *italic*;

3. Second sentence to **bold**;

4. Third sentence to 14 pt.

5. Align first paragraph to right;

6. The second paragraph to center; and

7. The third paragraph to justify.

8. Change the first paragraph to 1.5 line spacing;

9. The second paragraph to double line spacing.

10. Save the document as "[your name]Word 3".

11. Submit to canvas.

4.04 Word 4 - Insert Items in a Document

Objective: Insert items in a MS Word document.

Equipment: Computer, Word (All Access or loaded on computer).

Instructions: Follow the instructions below and submit to Canvas

Watch Videos 18, 19 & 23: Videos (Links to an external site.)Links to an external site.

Exercise:
1. Open your file "[your name]Word 3".

2. Insert any picture after the first paragraph. (Please be mindful about the picture you select)

    1. Adjust the size so it is about 2 inches wide.

    2. Adjust text flow around the picture to be "square".

    3. Add "Metal Frame" picture style.

3. Take a "snippet" of your screen showing part of the ribbon. (see previous lesson on using snippet if needed)

    1. Use the highlighter to Highlight a button

    2. Use the pen to Circle another button

    3. Save this snippet as "[your name] snippet"

    4. Insert this snippet into the document after paragraph 3.

4. After paragraph two: insert a 2 by 2 table.

    1. Select a table style of your choice.

    2. Type in the cell on the first row first column your name,

    3. type in the cell to the right the date,

    4. on the next row type your instructors name in the first column.

    5. Add a row between these.

5. Save the document as "[your name]Word 4".

6. Submit to canvas.

4.05 - Word 5 - Add Headers, Footers, Margins

Objective: Add items to a MS Word document.

Equipment: Computer, Word (All Access or loaded on computer).

Instructions: Follow the instructions below and submit to Canvas.

Watch Video 17 Link (Links to an external site.)Links to an external site.

Exercise:
1. Open "[your name]Word 3"

2. Change margins to "Narrow"

3. Change orientation to "Landscape"

4. Input your name in the header, using the "Banded" style

5. Input "SLCC" in the footer, using the "Banded" style

6. Change to Style Set "Minimalist" or any other available at the time, to the body of the document to make it look different.

7. Save the document as [your name]Word 5.

8. Submit the word document using canvas.