Beginners

COMPUTERS
Worksheets

FREE!

WWW.EDUCOOT.ORG

Educoot

Each year, computers get smaller and more powerful. And computers are everywhere! Once only really used for work, now they are also used for learning, communication and entertainment.

- *These notes and exercises are guides. Write your own notes on the pages wherever you need to; keep them to refer to them.*
- *Do not be afraid to try things out on the computer!*
- *If you need any help during the course, be sure to ask the tutor.*
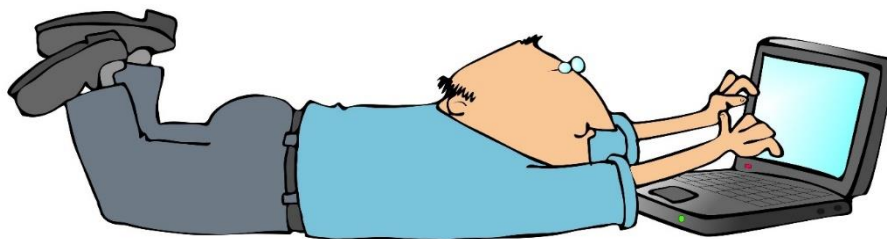
Enjoy the course!

CONTENTS

What do you want to learn?

Go through this checklist with your tutor and group. Tick the things you want to learn to do.

☐ Check the news

☐ Watch a movie online

☐ Play a DVD

☐ Listen to the radio

☐ Listen to a CD

☐ Email friends

☐ Share photos

☐ Watch TV programmes

☐ Book a flight

☐ Pay your car tax

☐ Find services online

☐ Create a document, e.g. letter

☐ Make posters

☐ Swap hobby tips

☐ Book holidays

☐ Play games

☐ Connect with people online

☐ Shop online

☐ Do a course

☐ Find information

☐ Check your bank balance

☐ Check transport schedules

☐ Watch video clips

☐ Practise typing

☐ Check spelling

☐ Use social media

☐ Other: _____

☐ Other: _____

☐ Other: _____

Follow these safety rules:

1. Make sure you are comfortable in the chair. Chairs should be adjustable and have good support for the spine and lower back.
2. Keep the **keyboard** at a comfortable height; keep your wrists straight.
3. Keep the **mouse** close to the keyboard.
4. Place the **monitor** at a comfortable distance: The ideal position for a monitor is 20 to 40 inches away from your eyes.
5. Eyes get strained from looking at a computer screen. Take a break every 15 minutes. (You can make the images and text on the screen bigger if you need to.)
6. Keep the computer area tidy and free of clutter.
7. Keep food and drinks away from the computer.
8. Make sure the room is well ventilated.
9. Try not to get stressed!
10. Shut down and switch off plugs when you are finished.

Correct posture at the computer

40-75 cm

min 20°

90-100°

72-75 cm

38-55 cm
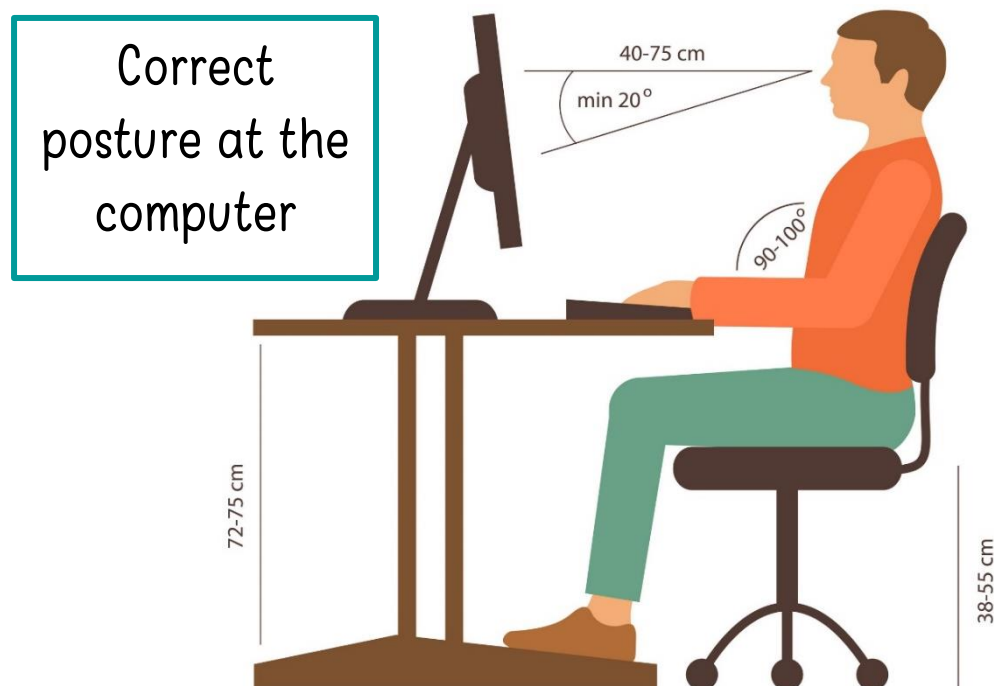
Sit at the computer. Complete the safety checklist.

☐ Is your chair adjustable?

☐ Does your chair give your back support?

☐ Are you comfortable?

☐ Is your keyboard at a comfortable height?

☐ Are your feet flat on the floor?

☐ When your hands are on the keyboard, are your wrists

straight?

☐ Is the mouse close to the keyboard?

☐ Is the monitor at a good distance?

☐ Is there enough lighting in the room?

☐ Is the computer area tidy and free of clutter?

☐ Is the computer area free of food and drinks?

☐ Is the room well-ventilated?

SAFETY OK ☐

What is a computer anyway?

Complete the sentences using the labels on the picture below:

1. A computer is a machine that manages information, images and sounds.
2. A _____ **computer** is one with a separate monitor and keyboard.
3. A **laptop** is a portable, smaller computer that can do the same things as a PC.
4. A _____ computer is a one-piece mobile computer with a touch screen.
5. Nowadays, a _____ **phone** is also a mobile computer.

desktop

tablet

Can you find these in the classroom?

mobile phone

laptop

What do you have at home?

The parts of the computer that you can see are called **hardware**.

COMPUTER PARTS

monitor

computer

speaker   printer
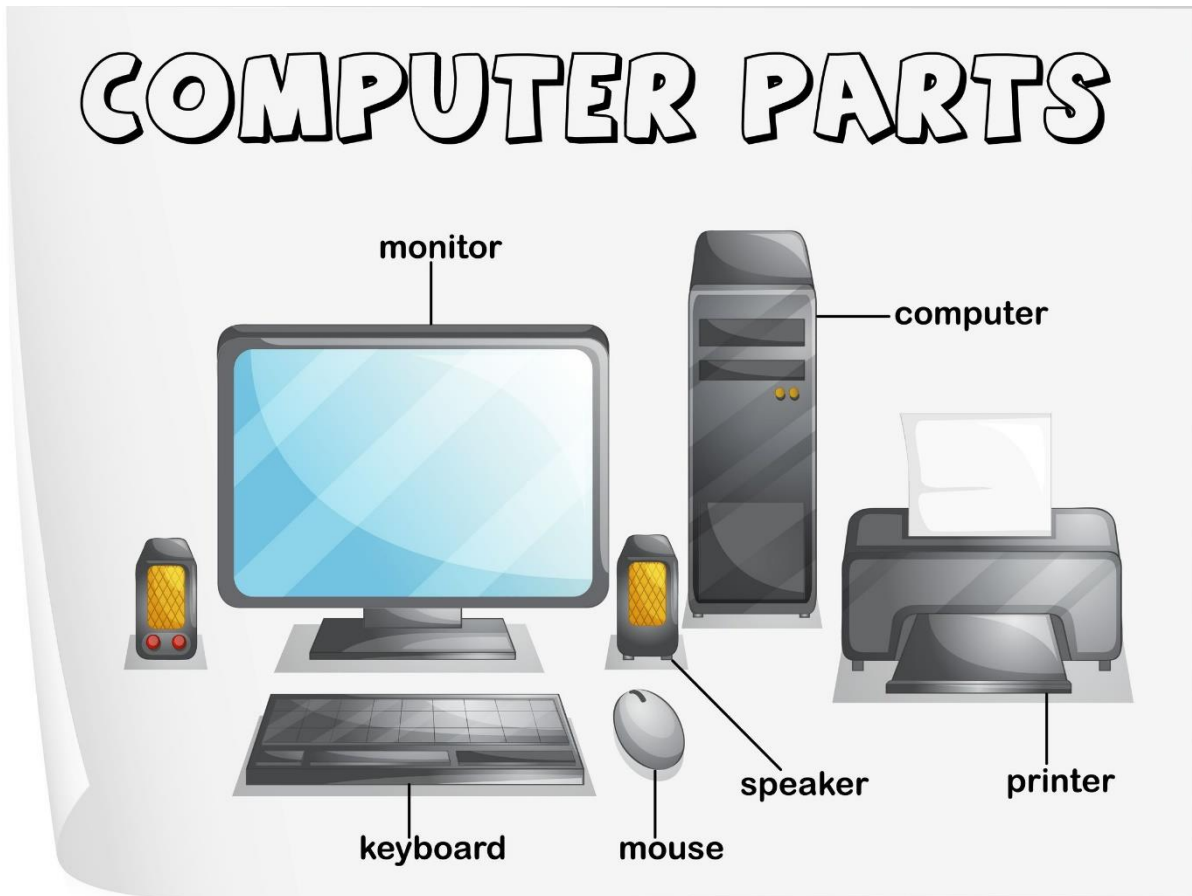
keyboard   mouse

☑ CHECK YOUR UNDERSTANDING

Can you find these on your computer?

- ☐ monitor
- ☐ keyboard
- ☐ mouse
- ☐ speakers
- ☐ printer
- ☐ computer tower

The computer tower is also called a computer case or a CPU. (Central Processing Unit)

Switching it on

Power button

The **power button** is probably the same on your TV. This button turns the computer on.
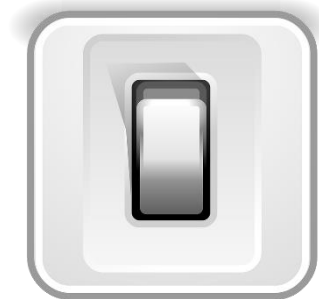
Turning the computer on

- Press the **power button** on the laptop or PC.
- If you are using a PC turn on the **monitor** (screen).
- Wait for the computer to warm up.
- The screen may say Welcome.
- The screen may have a number of **icons**, e.g.
- It may ask you for a password.

> Use arrows to show where you switch on the computer.

☑ CHECK YOUR SKILLS

What is on your desktop screen? _____

✱Your turn: Practise switching the computer on.

Switching it off

It is very important that you **shut down** the computer properly.

- Click on the **start button** with your mouse and then the Shut Down option.
- Usually a small window will appear and ask you to either Turn Off the computer or Shut Down.
- It is never necessary to press the power button to shut down the computer.

What it looks like:
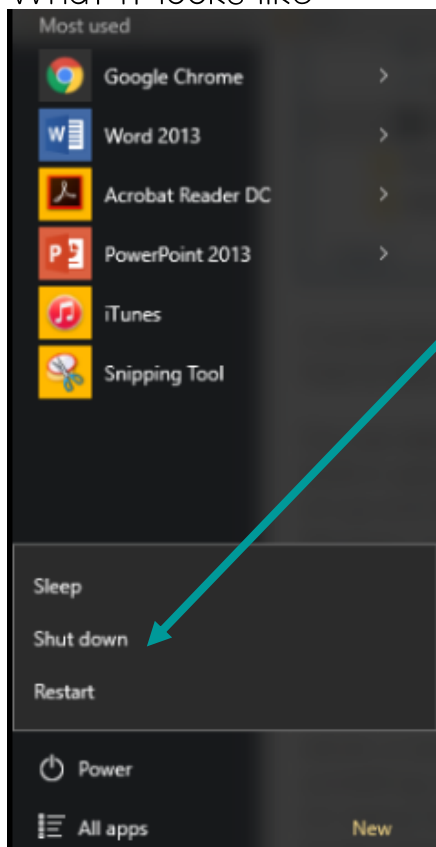
The Shut Down option will not always look the same.

☑ CHECK YOUR SKILLS

What do the options say on your computer when you go to Shut Down? _____

*Your turn: Practise switching the computer off. (shutting it down)

☑ CHECK YOUR UNDERSTANDING

<u>Switching the computer on</u>

1. Number the sentences so that they are in the correct order:

Wait for the computer to start up. ☐

Push the ON button on the tower. ☐

When you see the desktop, you are ready! ☐

Make sure the computer is plugged in. ☐

<u>Switching the computer off</u>

2. Number the sentences so that they are in the correct order:

Once the computer has shut down, switch off all plugs. ☐

Close all **applications**[1]. ☐

Click on Shut down. ☐

Click on Start. ☐

---

[1] An application is a software program, e.g. Microsoft Word.

The **mouse** helps you move around the screen.

Using the mouse takes a little practice!

How to hold the mouse:

- Place your wrist on the surface and your hand on the mouse.
- Your fingers should rest on the button; don't put your fingers up in the air! Click on the left side of the mouse.
- The mouse works by moving across a flat surface like a **mouse mat**.
- If you are left-handed, the mouse can be changed to suit you.
- A laptop doesn't have a mouse but has a **mousepad** instead.

Try it out: Rest your hand lightly on the mouse. Gently move it in circles, up and down and left to right.

> Get comfortable with your mouse! You move your mouse to a point where you want something to happen, then you click to make that event take place. Sometimes you click once. Sometimes you click twice. And sometimes you hold down the mouse while your event is happening.

☑ CHECK YOUR UNDERSTANDING

Answer YES or NO:

1. Can the mouse be changed for a left-handed person? _____

2. A laptop has a mouse mat. _____

3. You should rest your hand lightly on the mouse. _____

4. You should hold the mouse tightly. _____

5. The mouse helps you move around the screen. _____

What happens when you move the mouse? The **cursor** moves!

A cursor in the movable indicator on a computer screen. Can you see the cursor on the screen below? Circle it.

See the cursor

My name is B|

Match the types of cursors and images:

- An I beam – shaped like a large letter I

- Blinking (flashing black line)

- Pointed finger

- An arrow

The cursor lets you know where you are on the screen. (You can't get lost!)

☑ CHECK YOUR SKILLS: Try it out! Play with the mouse. Look at the cursor on your screen.

Scrolling

Scrolling lets you move up and down the page on the screen.

- You can use the scroll button or wheel on the mouse.
- You can click on the down or up arrows on the scroll bar.

scroll

Have a look at the right side of the screen. This is a scroll bar.

Scroll bars let you move across the screen too. See below.

☑ CHECK YOUR UNDERSTANDING

Choose the correct answer for each question:

1. What is scrolling?
    - ☐ Moving up and down the page
    - ☐ Moving in and out the page

2. What is this?
    - ☐ A keyboard
    - ☐ A cursor

My computer course is great. I am |

blinking (flashing) cursor

3. What does the cursor show you?
    - ☐ Where you can print
    - ☐ Where the mouse is on the page

Click, click

- You have to tell the computer what to do – by clicking the mouse.
- Press the left button gently and then release the mouse button.
- **Double-clicking**: Quickly press the left button twice in a row. Keep your finger resting on the button – do not take your finger off while double clicking.

☑ CHECK YOUR SKILLS

*Try out these mouse practices: *Your tutor can set them up if necessary.

www.pbclibrary.org/mousing   www.jigzone.com
www.mouseprogram.com

Practise these exercises to work on your mouse skills.

Action	Tick if you can do it.
Holding the mouse	☐
Moving the mouse	☐
Single click	☐
Double click	☐
Lifting the mouse	☐
Pointing the arrow	☐
Moving the cursor	☐
Finding the cursor	☐
Moving the page up and down	☐

Playing the card game Solitaire is a good way to practise your mouse skills!

The keyboard

- The keyboard on a computer is similar to a typewriter.
- The largest group of keys represents the letters of the alphabet.
- Pressing them types a letter.
- Speed is not important when you start out.
- There are some important keys you should know:

| the @ key | Shift | Backspace |

| Caps lock | Space bar | Enter |
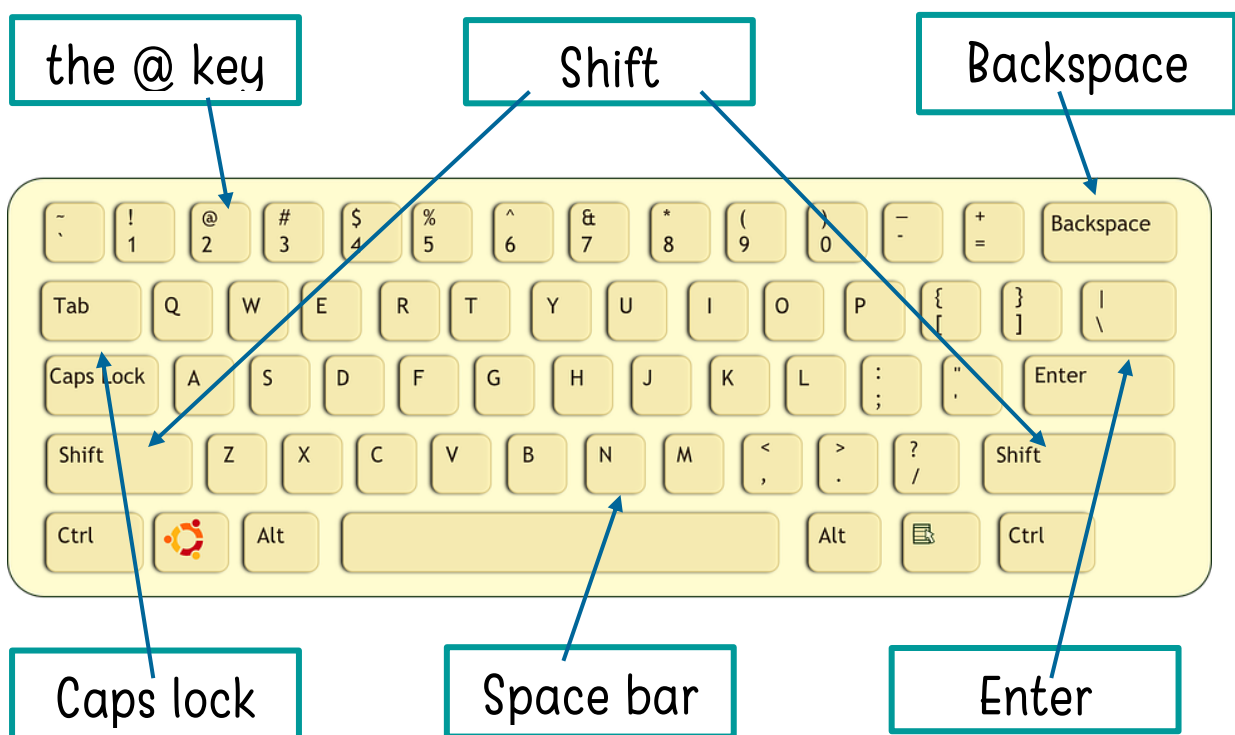
Which key would you use to do each of the following?

1. Type all capital letters only. _____
2. Use the dollar sign. _____
3. Make a space between words. _____

☑ CHECK YOUR SKILLS

*Try it out: Practise using the different keys on the keyboard.

This exercise is about typing your name. Follow the steps below. Do not worry about making mistakes!

1. Turn on the computer and open a word processing program.
2. Click on the Start button, move the mouse to **All Programs>Microsoft Office>Microsoft Office Word** or you may have a shortcut to Word on your desktop which you can click to open Word.
3. Type your name: annebrady
4. Go to a new line. (Press the **ENTER** key)
5. Practice this a few times: annebrady   annebrady
6. Type your name and this time leave a space between your first name and surname. (Press the **SPACE bar**)
7. Practise this a few times: anne brady anne brady
8. Type your name again, this time in capital letters: ANNE BRADY.   Practise this a few times. (Press the **SHIFT** key)
9. Type your name again but make the first letter of each word a capital: Anne Brady

If you make any mistakes use the **BACKSPACE** key.

Keyboard practice 2

1. Open a **word processing** application.

2. Open a new document.

3. Type the information in the box: (or as much as you can)

   ■ Copy the capital letters as they are.

   ■ Include the symbols.

   ■ Use the backspace when you make a mistake.

14ᵗʰ Feb

Speed-Dating Night

Time: 6 p.m.

At: The Big Book Shop

☑ CHECK YOUR SKILLS

Checklist	Tick if you got it.
Did you open a word processing application?	☐
Did you type the words?	☐
Did you use capital letters where needed?	☐
Did you type the symbols?	☐
Did you use Enter to go to a new line?	☐
Did you close the application?	☐
Did you shut down the computer?	☐

Keyboard practice 3

1. Open a **word processing** application.

2. Open a new document.

3. Type the information in the box: (or as much as you can)

   - Copy the capital letters as they are.

   - Include the symbols.

   - Use the backspace when you make a mistake.

Holiday Village, Spain

Prices from €808 pp

Visit www.sunnytimes.com

☑ CHECK YOUR SKILLS
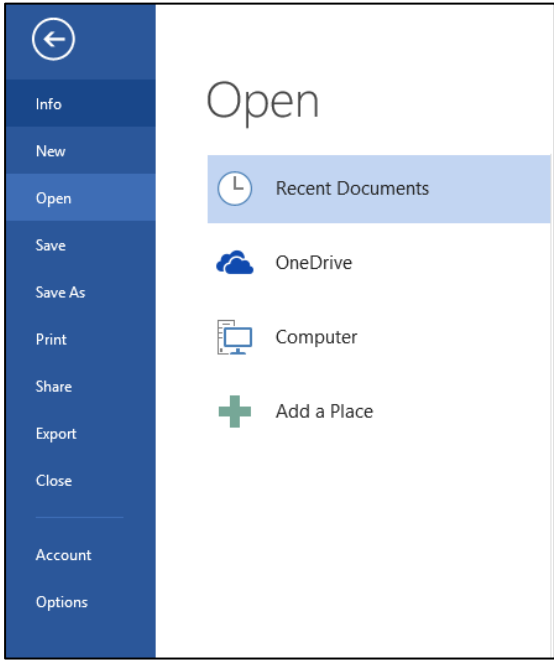
Checklist	Tick if you got it.
Did you open a word processing application?	☐
Did you type the words?	☐
Did you use capital letters where needed?	☐
Did you type the symbols?	☐
Did you use Enter to go to a new line?	☐
Did you close the application?	☐
Did you shut down the computer?	☐

When you create a document, it is important that you save it on the computer. Then you can change it or use it again.

To save a document in a word processing application:

1. Click on **File**. (Top left on the screen)   FILE

Click on

You can also use the Save icon.

2. Click on **Browse**.
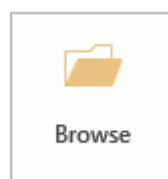
Browse

3. Type in a **file name**. Choose a file name that explains the document. You will find it then when you need it.

File name: notes

Save as type: Word Document
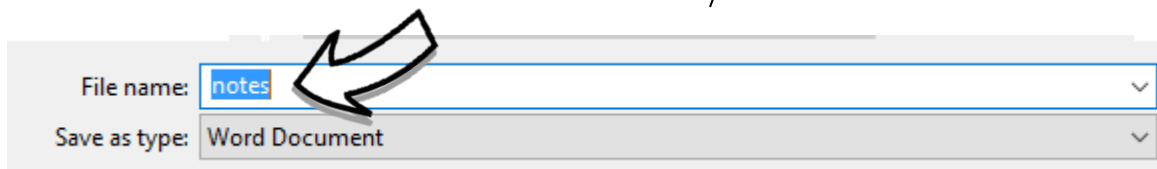
4. Then click **Save.**

☑ CHECK YOUR UNDERSTANDING

1. Put these tasks in the right order to save your document.

Click on **Browse**. ☐

Click on **File**. ☐

Then click **Save**. ☐

Type in a file name. ☐

2. Choose the correct answers

a) If you save a document, you:

☐ Cannot change it

☐ Can open it and change it

b) You should choose a file name that:

☐ Describes the document

☐ Has only numbers

c) When you save, the first thing you click on is:

☐ Start

☐ File

1. Open a **word processing** application.

2. Open a new document.

3. Type the following information: (or as much as you can)

Your name and surname, e.g. Anne Brady

Your address

Your phone number

Use capital letters where needed.

Use Enter to go to a new line.

Use the backspace when you make a mistake.

4. Save the document as **your name**.

5. Close the word processing application.

6. Find where you saved the document.

7. Open the document again.

8. Close all applications and shut down the computer.

When you switch the computer on, the first screen you will see is the **desktop**. On the desktop you will see small pictures known as **icons**. Each icon is a picture/symbol that represents a different program. The icons can be **shortcuts** to different programs.
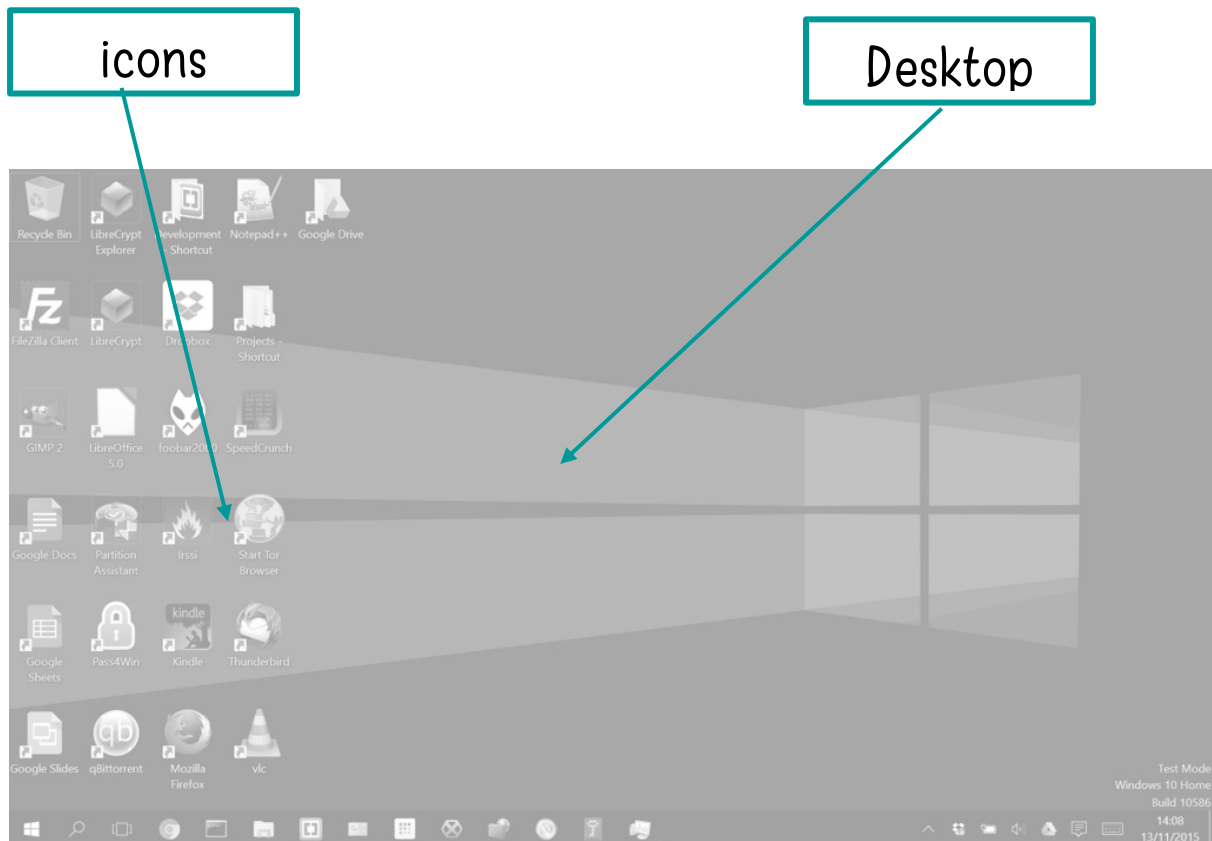
icons

Desktop

☑ CHECK YOUR UNDERSTANDING

1. Name 2 icons on your desktop screen.

    _____

2. On the image, circle where the Start button is.

3. The icons on the desktop are _____ to different

    programs.

Match the icons and the applications.

1. iTunes

2. Card games

3. Skype

4. Google Chrome

5. Microsoft Word

6. Internet Explorer

Word processing: You use this program for typing text, e.g. a letter, a poster, a list or even a novel!

There are several different word processing programs, e.g. Microsoft Word or Word Pad.

1. Find the word processing program on your computer. Write it down: _____

You have already learned to save a document using a word processing program.

Reminder: **File – Save as – Browse – Type file name – Save**

2. Carry out this exercise:

a) Open a word processing program.
b) Type the following information:

> Dear Tony,
>
> Thank you for helping out at our Spring Fair. It was a great day!
>
> Kind regards
>
> Megan

c) Save the document as **Note.**
d) Close the application.
e) Find the document **Note**.

Can you find Word Pad on your computer? Not all computers have Microsoft Word.

Different programs 4

We can use different web browsers to go onto the Internet.
Match the browsers and their icons.

Mozilla Firefox	Google Chrome	Safari	Internet Explorer

1. Which web browser is on your computer?

_____

2. There are a few different programs you can use for email.
   Unscramble the email providers.

a) aGiml   _____

b) oYaho   _____

c) iHotalm _____

d) Ooolukt _____

26
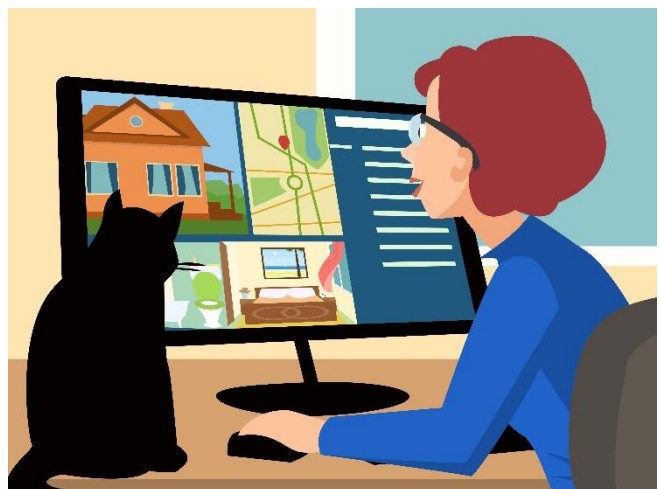
Become familiar with these terms:

THE INTERNET The Internet is a network of billions of computers that share information around the world.

EMAIL Email is Electronic Mail – an electronic version of a letter or note. When you type a message and send it, it can reach its destination in seconds.

A WEBSITE A website is made up of pages of information. Information could be text, photos, video or images.

A WEB ADDRESS A web address is a unique address for each website. A website address (or URL) helps us to find things more easily. It nearly always starts with www.

WWW. Www stands for World Wide Web, for example: www.rte.ie

.IE .ie (pronounced dot ie) shows that it is an Irish web address. A typical English web address ends in .co.uk.

A SEARCH ENGINE A search engine helps us find what we are looking for. Google is the most popular search engine.

A LINK OR HYPERLINK A link or hyperlink is part of a webpage that when clicked, opens a different web page. Links are usually underlined in blue.

Internet terms 2

Complete the Internet wordsearch.

```
B  U  N  R  S  E  A  R  C  H
K  H  O  E  G  B  W  W  W  E
T  U  C  S  E  O  G  W  T  J
M  E  I  W  X  F  O  I  O  T
A  K  N  O  N  M  S  G  N  E
D  E  I  R  N  B  E  V  L  F
H  K  U  B  E  M  X  P  I  E
N  H  N  W  A  T  Z  W  N  K
S  K  C  I  L  C  N  M  E  B
W  G  L  P  L  Y  W  I  Q  N
```

BROWSER

CLICK

EMAIL

GOOGLE

ICON

INTERNET

LINK

ONLINE

SEARCH

WEB

WEBSITE

WWW
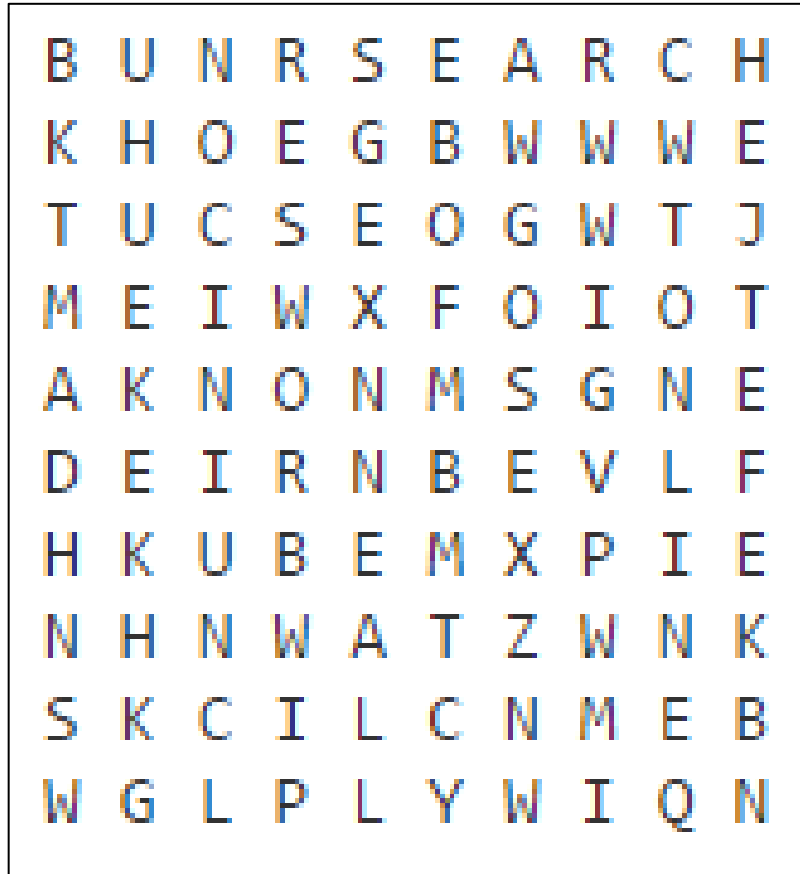
"Someone's been messing around at my work station, too!"

Accessing the Internet

There are several ways to start your web browser to access the Internet.

The most common way is to use the mouse to point to the **Internet icon** on the desktop screen and double click.

Example of an Internet icon:
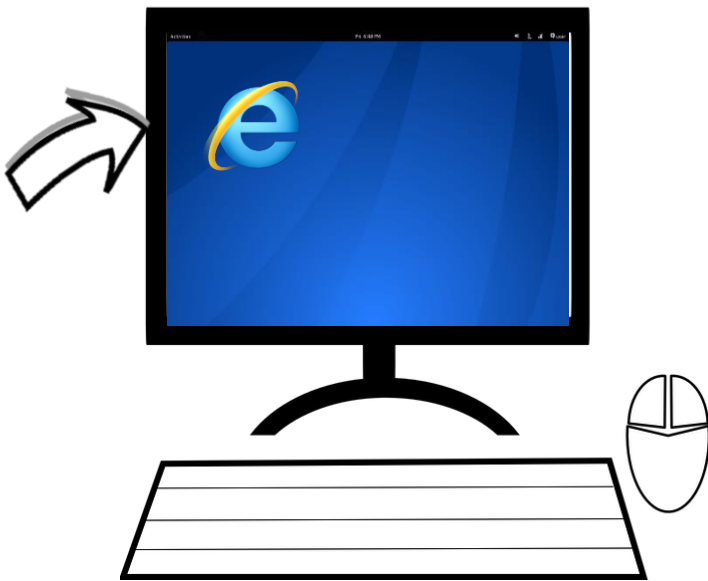
A webpage will open – whatever website is set as the homepage for your computer.

You can also access the Web Browser by clicking the Start Button and then choosing the web browser.
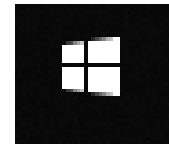
Start button

☑ CHECK YOUR UNDERSTANDING

Circle the correct word in each sentence:

1. To access the Internet, **click / double-click** on the browser icon.
2. You can find the browser icon, e.g. Internet Explorer, on the **desktop / keyboard**.
3. To access the Internet, you can use the **Start / Shut** down button.
4. The Internet will open with the **email / home** page.

Number the icons/symbols:

1. Refresh	7. Back	13. Cancel
2. Zoom in	8. Wi-Fi	14. Forward
3. No sound	9. Home	15. Stop
4. Online shopping	10. Secure	16. Volume
5. Chat	11. Zoom out	17. Home
6. Print	12. Search	18. Play

When you are on a website, look out for the following:

- The back button takes you to the previous webpage you visited.
- The forward button takes you 1 page forward.
- The round arrow refreshes the webpage. Use this if you lose Internet connection or if the page is taking too long to load.

← → C www.rte.ie

The website www.rte.ie is the website for **RTÉ**; **www** stands for **World Wide Web** and 'dot ie' tells you it is an Irish website.

logo

website title

image

links

text

hillgazer

articles
publications
debates
about
contact

Title- This Article

You probably haven't heard of them fingerstache Schlitz cred DIY kogi. Lo-fi Tumblr High Life Odd Future Helvetica Bushwick fap, next level YOLO. Fap roof party scenester, Intelligentsia gastropub Tonx gluten-free tote bag tousled mixtape church-key drinking vinegar post-ironic. Tote bag street art biodiesel Truffaut asymmetrical fap. PBR cornhole Etsy, Williamsburg bitters kitsch Thundercats vinyl Cosby sweater. Tumblr tattooed art party church-key occupy, brunch Williamsburg cliche farm-to-table disrupt

You probably haven't heard of them fingerstache Schlitz cred DIY kogi. Lo-fi Tumblr High Life Odd Future Helvetica Bushwick fap, next level YOLO. Fap roof party scenester, Intelligentsia gastropub Tonx gluten-free tote bag tousled mixtape church-key drinking vinegar post-ironic. Tote bag street art biodiesel Truffaut asymmetrical fap. PBR cornhole Etsy, Williamsburg bitters kitsch Thundercats vinyl Cosby sweater. Tumblr tattooed art party church-key occupy, brunch Williamsburg cliche farm-to-table disrupt Brooklyn Schlitz ugh. Farm-to-table raw denim roof party swag direct trade chambray.

You probably haven't heard of them fingerstache Schlitz cred DIY kogi. Lo-fi High Life Odd Future Helvetica Bushwick fap, next level YOLO. Fap roof par scenester, Intelligentsia gastropub Tonx gluten-free tote bag tousled mixtape drinking vinegar post-ironic. Tote bag street art biodiesel Truffaut.

Asymmetrical fap. PBR cornhole Etsy, Williamsburg bitters kitsch Thundercats vinyl Cosby sweater. Tumblr tattooed art party church-key occupy, brunch Williamsburg cliche farm-to-table disrupt Brooklyn Schlitz ugh. Farm-to-table raw denim roof party swag direct trade chambray.

DIY semiotics VHS, retro swag master cleanse irony Portland cornhole. Mustache mlkshk shabby chic photo booth, pour-over irony +1. Carles VHS chillwave, organic meh single-origin coffee deep v XOXO art party master cleanse pork belly meggings kogi artisan. Swag shabby chic 8-bit bicycle rights, Tonx Odd Future aesthetic locavore McSweeney's Vice heirloom trust fund jean shorts pop-up. Master cleanse Cosby sweater seitan chia. mumblecore kevlar letterpress Tonx

Website addresses

Every website has an address. (URL) The website address is always shown in the address box at the top of the screen.

Example:

If you know the web address of the page you are looking for then you can type it in directly into the address box.

You can go to a different website by typing a new address in the address box.

Your turn: Type www.tv3.ie into the address bar (box) and press the **Enter Key** on the keyboard.

See if you can find your way around the website.

Look at these websites too.

- www.rte.ie
- www.aerliingus.com

☑ CHECK YOUR SKILLS

Find a TV listing for your favourite TV channel. Write the website address (URL). _____

Browsing a website

- A website is a collection of pages online.
- The pages could have text, images, videos, links and other resources.
- As you move the mouse around a website the pointer sometimes changes into an arrow or a hand. When this happens you are pointing to a **link**.
- Clicking on a link takes you to another section of the website.

link
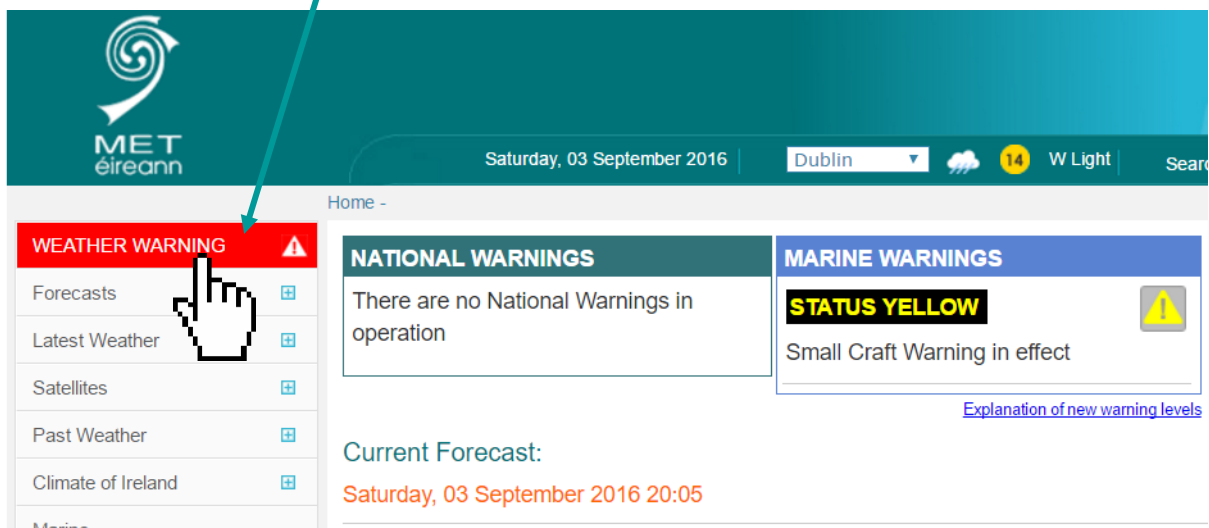
☑ CHECK YOUR UNDERSTANDING

Complete the sentences:

1. To visit webpages, you need to be _____.

2. Web pages can have text, images, _____ and links.

3. This symbol 👆 shows a _____.

- The Internet has all sorts of information, some good and some bad.
- Because the Internet has so much information, **search engines** help us find what we are looking for.
- The most popular search engine is **Google.** Google: www.google.ie
- Usually, people search the web by typing in what they are looking for in the box provided and either click on the Google Search button or press the **Enter key** on the keyboard. This box is called the **Search box.**
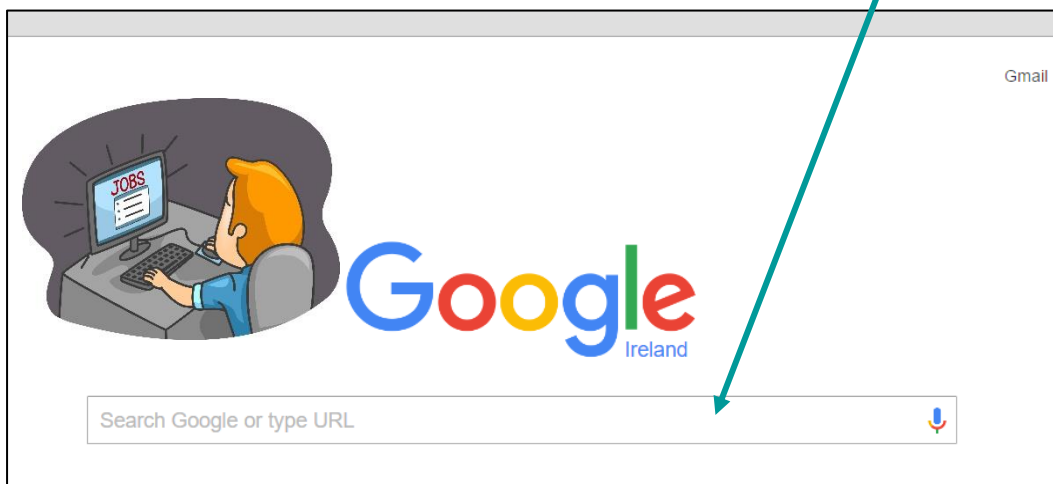
☑ CHECK YOUR UNDERSTANDING

Answer yes or no.

1. The most popular search engine is Bing. _____

2. Search engines help us to find information online. _____

3. To search online, type words into the search box. _____

4. After typing into the search box, press the Delete key. _____

   Remember that not everything on the Internet is true!

34

Other website information

When you do a search on the Internet, you will see sites that are just advertising.

They have a small Ad block next to them. Avoid these ads.

Example:

Biggest selection of Big Books! Discount Prices!

Ad   www.bigbigbooks.com

There are over one billion **websites**! Not all of these are active, so sometimes, you may get an error message. If this happens, use the back button to go and choose a different website.

Some websites will ask you to join. Then you will sign in each time, like your email account. Keep **subscriptions** to a minimum; only join a site if it trustworthy and secure.

- Imagine that you want to find an easy recipe for barbecue chicken.
- Type into the Search box: easy recipe barbecue chicken (Remember, you do not need capital letters but do use spaces between words)
- Then click the **Google Search button** below the box or press the **Enter** key on the keyboard.

The page will change to show a list of options, for example:

Easy After Work BBQ Chicken Recipe : Paula Deen : Food Network
www.foodnetwork.com › Recipes & How-Tos ▾
★★★★★ Rating: 4.6 - 41 reviews - 40 mins
Ingredients. 1 (3 1/2-pound) **chicken**, cut into 8 pieces. 2 cups bottled **sauce** or **Easy BBQ Sauce**, **recipe** follows. **Easy BBQ Sauce**: 3/4 cup ketchup. 1/4 cup plus 2 tablespoons packed dark brown sugar. 3 tablespoons white wine vinegar. 2 tablespoons minced onion. 2 tablespoons Dijon mustard.

Quick Barbecue Chicken - 100 Easy Chicken Recipes - Cooking Light
www.cookinglight.com › Food › Quick and Healthy ▾
Whether it's **grilled**, sautéed, baked, or roasted, this is your guide to the ultimate weeknight wonder: **Chicken!** With 100 of our best **easy chicken recipes**, you're ...

As you move the mouse over the text you will notice the white arrow pointer changes to a hand if you are over the **link**. Usually this link will be in blue and have a line underneath it.

When you click a 'link', the **website** should appear! Try it out yourself!

Search words

☑ CHECK YOUR SKILLS

Which words you would you type into the search box? Write them.

Google Ireland

    Search Google or type URL   🎤

You want to know the best way to clean windows.

Google Ireland

    Search Google or type URL   🎤

You want to know which foods have iron.

Google Ireland

    Search Google or type URL   🎤

You want to do an online art course.

Google Ireland

    Search Google or type URL   🎤

Can you do this?

Try out these Google searches online!

☑ CHECK YOUR SKILLS

Tick the things you can do.

Can you?	Tick if you can.
Recognise the browser icon (e.g. Google Chrome)	☐
Log onto the Internet	☐
Access a search engine	☐
Use the address bar	☐
Browse a website	☐
Click on links	☐
Use the search box	☐
Click into websites	☐
Use the back and forward buttons	☐
Use the refresh button	☐
Close the browser window	☐
Shut down the computer	☐

With regards to surfing the web, what are you doing well?

_____

_____

What skills do you need to work on?

_____

_____

Everything!

The internet now is a multimedia experience – that is, it is a mixture of text, sounds, images and video.

Some things you could find on the Internet:

- Company information
- Weather forecast
- 'How to…..' information
- Hotel and trip bookings
- Forums
- News
- Advertising
- Image sharing
- Online library
- Educational courses
- Blogs
- Business
- Family
- eCommerce
- Job boards / adverts
- Directories
- Questions & answers
- Charities
- Portfolios
- Online communities
- Auctions
- Languages
- Schools / Colleges ++++ and much more!!!

Name 4 types of websites that you will regularly visit:

Match the website addresses to what you could do on them:

1. www.citizensinformation.ie   Watch video clips of a match.

2. www.dublinzoo.ie   Check your lottery ticket.

3. www.hsa.ie   Find a hospital near you

4. www.iws.ie   Buy zoo tickets online.

5. www.rsa.ie   Sell your car.

6. www.rte.ie   Update your Facebook profile

7. www.motortax.ie   Post a query on the board.

8. www.revenue.ie   Read about water safety.

9. www.youtube.com   Read about citizen rights.

10. www.donedeal.ie   Buy your motor tax online.

11. www.facebook.com   File your tax return.

12. www.boards.ie   Read about health and safety.

13. www.lotto.ie   Read about road safety.
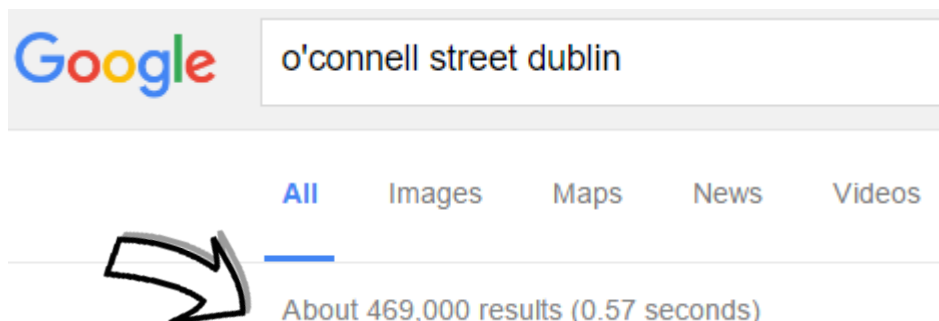
1. Log onto the Internet. (Click on the browser)
2. In the search box type in **o'connell street dublin** (When using the search box, you do not need to use capital letters, but use spaces between words)
3. Google Search predicts what you are looking for. Click on the one you are searching for, if it is there.

Example:
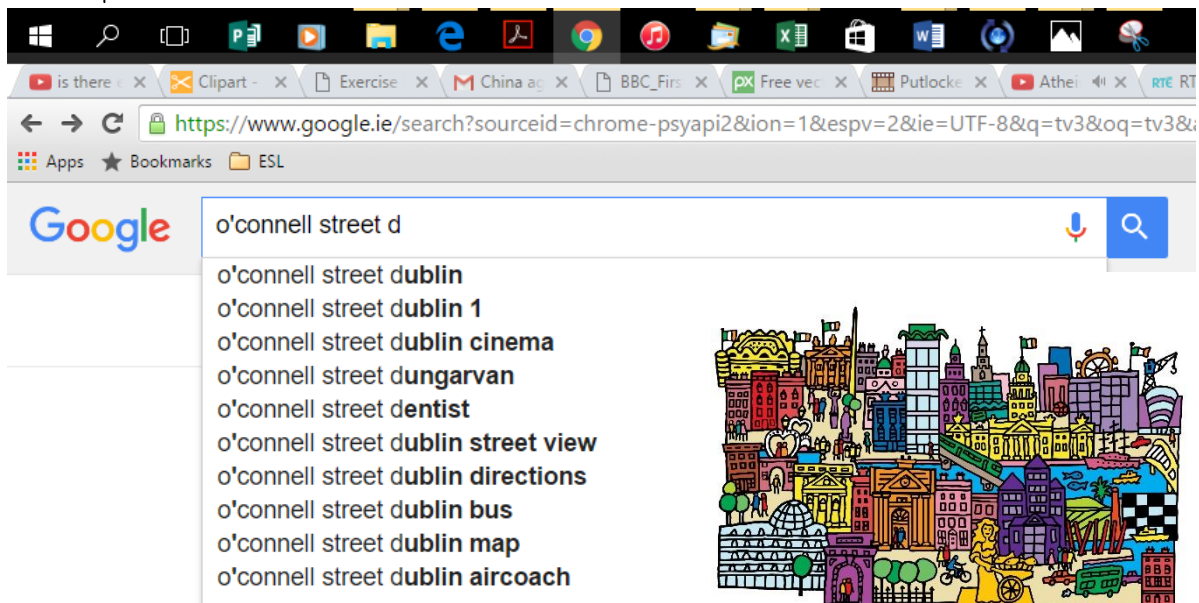
4. Notice where it says 'About 469,000 results (0.57 seconds)

5. You try it out now and click into one of the links.

Internet Practice 2

1. Log onto the Internet.

2. Use the address bar to type in the URL: www.gaietytheatre.ie

   It should take you to the Gaiety Theatre website.

3. Click into the link **What's on & Buy tickets**.

4. Name 1 show that is coming up:

   _____

5. How much does a ticket for this show cost?

   _____

6. On the website, can you find the following?

   ☐ History of the Gaiety Theatre

   ☐ Seating plan

   ☐ Contact number

   ☐ Interval drink card

   ☐ How to get to the theatre

   ☐ Calendar

   ☐ Email address

   ☐ Gift vouchers

Internet Practice 3

1. Log onto the Internet.

2. In the address bar, type in www.dublinzoo.ie

3. What time does the zoo open? _____

4. Can you see zebras at the zoo? _____

5. When did **Dublin Zoo** first open? _____

6. Can you find the following on the website?

   ☐ Opening times

   ☐ Zoo map

   ☐ Gifts

   ☐ Animal cams

   ☐ Information about birds

   ☐ Email address

   ☐ School programmes

   ☐ Zoo news

   ☐ Facebook link

7. Exit from the Internet and return to your desktop.

Internet Practice 4

1. Log onto the Internet.

2. Go to the site www.ticketmaster.ie

3. Follow the **links** to answer these questions:

a) What show is coming up? _____

b) How much does a ticket cost? _____

c) What's on under Sport? _____

d) Can you find a ticket centre near you? _____

e) Can you find a show you would like to go to?

   _____

4. Browse the Internet to find other events that may be taking place near you.
   What event did you find? _____

5. Exit from the Internet and return to your desktop.

1. Log onto the Internet.

2. Use the search engine Google.

3. Can you find the answers to these questions online?

a) What's on RTÉ tonight at 8pm? _____

b) What will the weather be like over the weekend?

   _____

c) What is the breaking news for today? Write a headline.

   _____

d) What is the telephone number for your local supermarket?

   _____

e) What are the lotto numbers for the last National Lottery draw?

   _____

Look up something of your choice!

1. Log onto the Internet

2. If you want to check the weather, you could use the search box and type in words like **weather Dublin** (or your area)

3. Another way to check the weather is to go to the website:

   http://www.met.ie/

4. Type this address into the address bar and press Enter.

5. Check the forecast for your area, for the next 3 days. What are the temperatures?

6. Check the temperatures in other countries!

7. Look for wild weather videos on YouTube.

Rain again?

Practise your Internet skills

1. Do you know how to attract birds into your garden?

    ☐ Log onto the Internet.
    ☐ Use the search box to find the information. (Example: **attract birds garden**)
    ☐ Choose one of the websites.
    ☐ Can you find a video about attracting birds on YouTube?

2. Do you know how to do yoga?

    ☐ Log onto the Internet.
    ☐ Use the search box to find the information. (Example: **beginners yoga**)
    ☐ Choose one of the websites.
    ☐ Click into different links.
    ☐ Can you find a video on yoga on YouTube?

3. Do you know your local bus times?

    ☐ Log onto the Internet.
    ☐ Use the address bar to type in the URL: **www.buseireann.ie**
    ☐ Click into different links to find buses in your area.
    ☐ Find the contact details.

Challenging Internet Hunt

Can you find the following on the Internet?	YES	NO
The latest news headlines		
A programme you missed on TV3		
A ticket to an event in Ireland		
An online encyclopaedia		
Second hand goods sold in Ireland		
A video clip relating to your hobby		
A cheap flight		
A social networking site		
Books for sale		
Typing practice/Typing speed test		
A hotel room		
Directions		
Can you do the following?		
Type a URL into the address bar		
Use the search box		

- Email stands for **electronic mail**.

- Sending an **email** is faster and cheaper than posting a letter.

- When you type your message and send it, it usually arrives at the receiver in seconds.

- Email is free. (Though you will pay for your Internet)

- You can register for an email account with an Internet service providers (e.g. Eircom, Google, Hotmail, and Yahoo) and this forms part of your email address.

- When you use webmail, you can send and receive emails from anywhere in the world!

Number the email icons.

1. Outlook
2. Yahoo

3. Hotmail
4. Gmail

Email addresses

An email address is your individual address for **sending** and **receiving emails**.

Here are some examples:

gmurray@hotdogs.ie
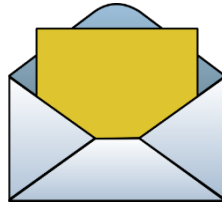
- You say this address like this: G. *Murray at Hotdogs Dot ie* (dot ie means it is an Irish website)
- G Murray is the person working at the company Hotdogs.

trevorhow@gmail.com

- Trevor has an account with Gmail.

maisiemilly@eircom.net

- Maisie Milly has an email account with Eircom.

Which of these are email addresses? Circle them.

1. jakejacobs@hotmail.com
2. aaronbutler at gmail
3. info@bigbeds.co.uk

4. joycethompson@eircom.net
5. jmorgan@gmail
6. sbrady@yahoo.co.uk

There are a few webmail providers which you could sign up to.
Below is the form you will fill in to sign up to Gmail.

Your username could be your name and a number; just your name might not be available as Gmail is worldwide!

Name

First | Last

Choose your username

@gmail.com

Create a password

Choose strong passwords but not so strong that you will forget them!

Confirm your password

Birthday

Month | Day
Year

Gender

I am...

Add your mobile phone number as Google may send you a verification code to activate your account.

Mobile phone

Write your email address here: _____
Write a hint for your password:_____

Signing into your emails

How to sign in to your Gmail

1. Log onto the internet.
2. On the search engine Google, you can click into **Gmail**. (this is for Gmail only)
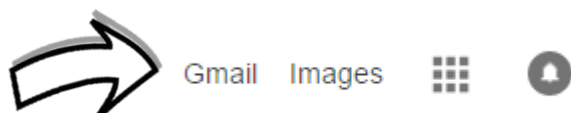
3. Type in your user name / email address and password.
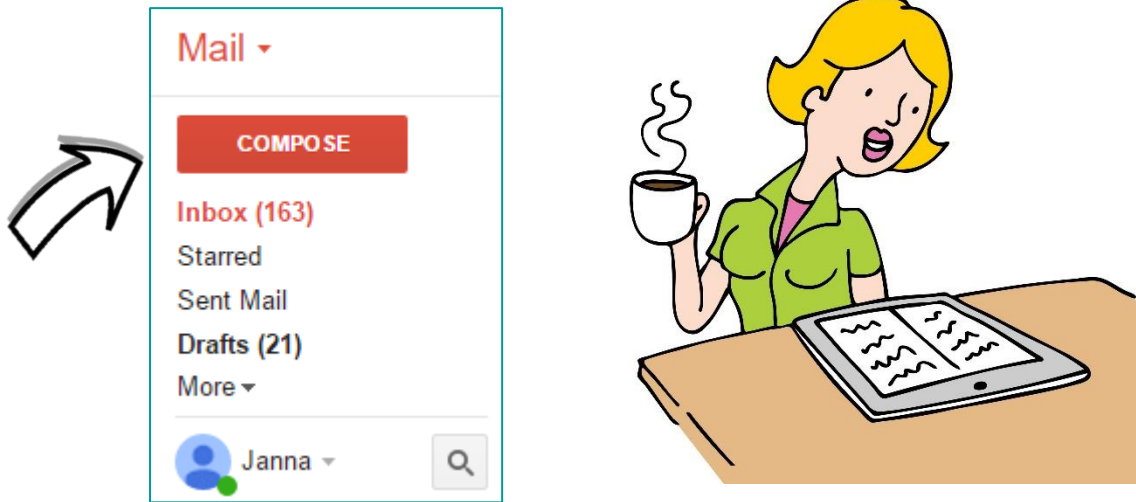   4. Click the Sign in button.

☑ CHECK YOUR SKILLS

	✔ Tick if you got it.
Did you log onto the Internet?	
Did you enter your user name?	
Did you enter your password?	
Did you log into your emails?	
Did you sign out of your account?	

To write an email, click on **Compose Mail**.

1. Type the email address of the person you are sending the message to in the **To:** box, e.g. billmurphy60@gmail.com.
2. Type the subject of your message in the **Subject** box, e.g. Meeting.
3. Type your message in the details (biggest) box.
4. Click on the **Send** button.

To | **billmurphy60@gmail**

Subject | **Meeting**

Hi Bill,

The drama meeting will take place on 13ᵗʰ Sep at 7pm in the hall.

We hope to see you there!

Kind regards

Gemma Cross

Email address you are sending to

Subject of your email

Body of email
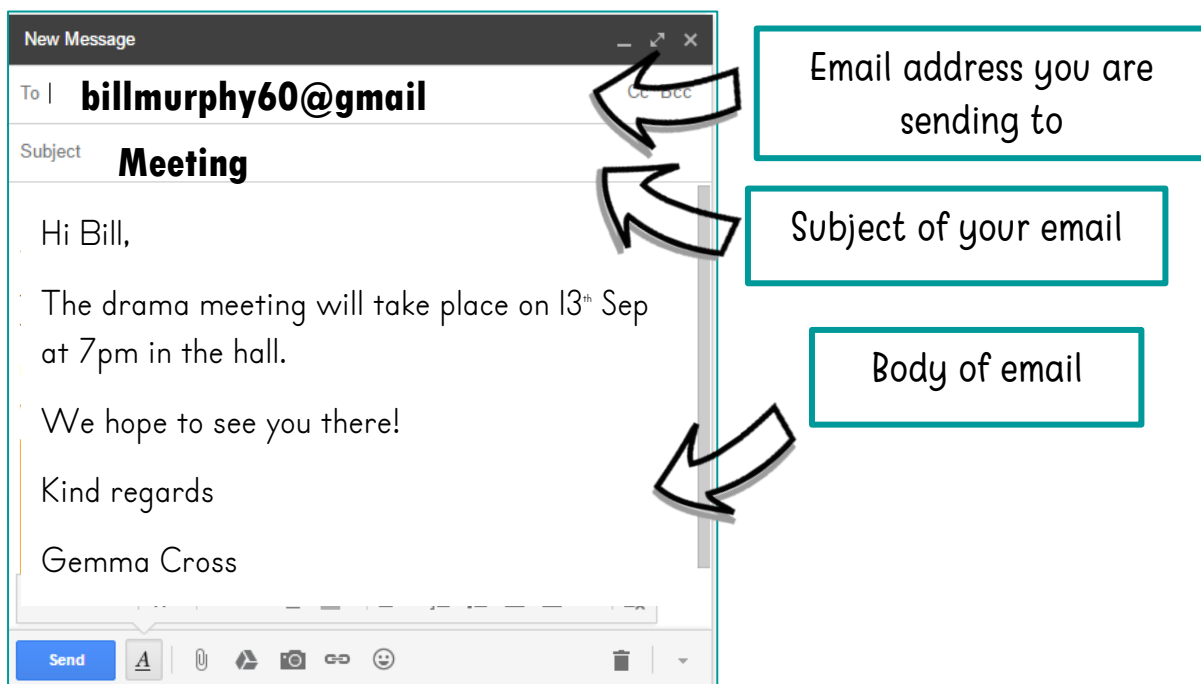
Writing an email 2

1. Log onto the Internet.

2. Sign into your **Gmail** account.

3. Compose a message to a class member or the tutor. You could send a message like this:

> Hi,
>
> You are invited for coffee at Club Coffee on 15th Sep at 2pm.
>
> Kind regards
>
> (Your name)

4. Check that your email was sent.

5. Practise sending and receiving emails.

6. Sign out of your account.

7. Shut down the computer.

1. Log onto the Internet.

2. Sign into your **Gmail** account.

3. Compose a message to someone in the class or the tutor. You could send a message like this:

Hi,

I have a doctor's appointment on Thursday so I will be a little late for class. My apologies.

Kind regards

(Your name)

4. Check that your email was sent.

5. Sign out of your account.
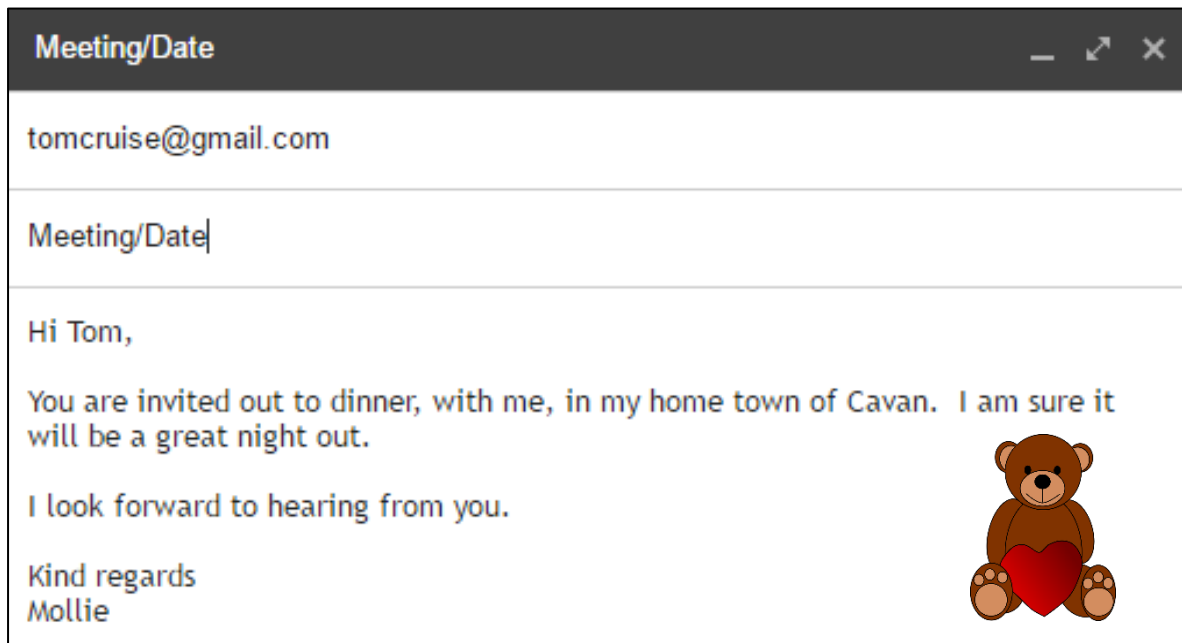
6. Shut down the computer.

☑ CHECK YOUR SKILLS

	✔ Tick if you got it.
Did you log onto the Internet?	
Did you enter your user name?	
Did you enter your password?	
Did you log into your emails?	
Did you compose an email?	
Did you send an email?	
Was your email received?	
Did you sign out of your account?	

Read the email below and answer the questions:

Meeting/Date   — ⤢ ✕

tomcruise@gmail.com

Meeting/Date

Hi Tom,

You are invited out to dinner, with me, in my home town of Cavan. I am sure it will be a great night out.

I look forward to hearing from you.

Kind regards
Mollie

1.   What is the subject of the email? _____

2. Who is the email to? Write the email address.

_____

3. Who wrote the email? _____

4. Which county is mentioned in the email? _____

5. What sign-off is used? _____

Once you have your emails open, click into your **Inbox** to check for new messages.
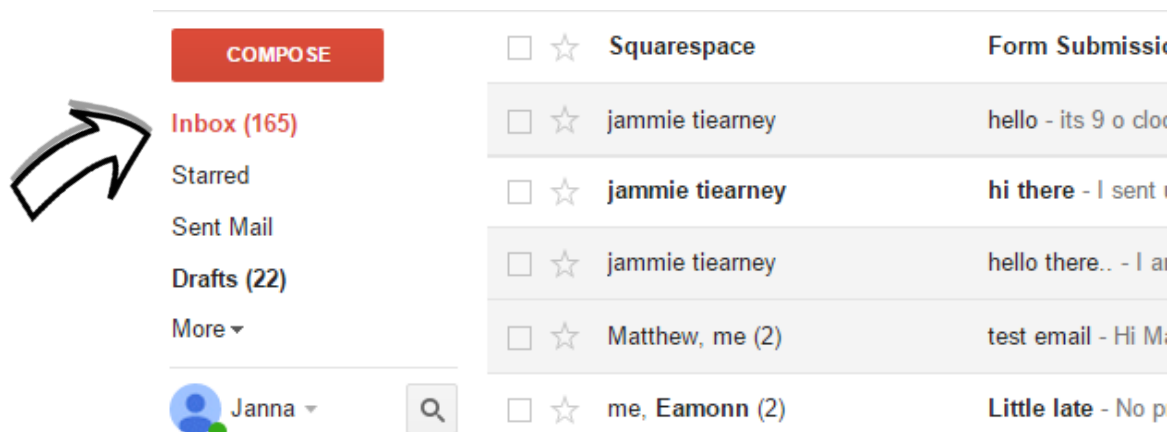
If messages are unread, they will appear **bold**.

Click into the email you wish to reply to and click on **Reply**. Then simply type your message and click **Send**.
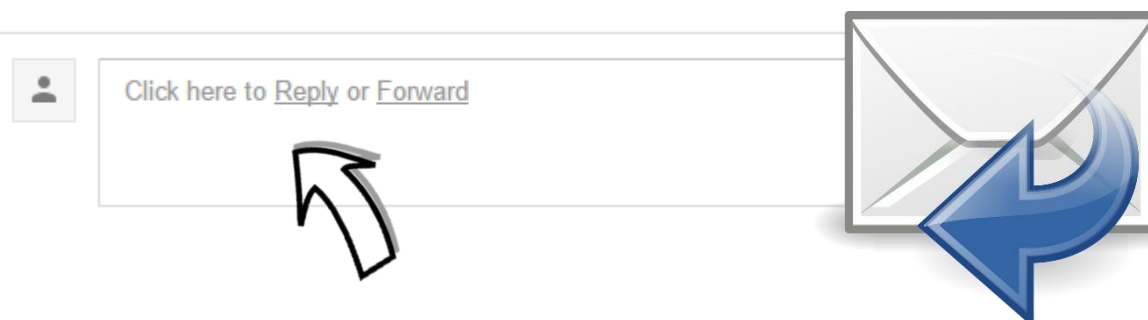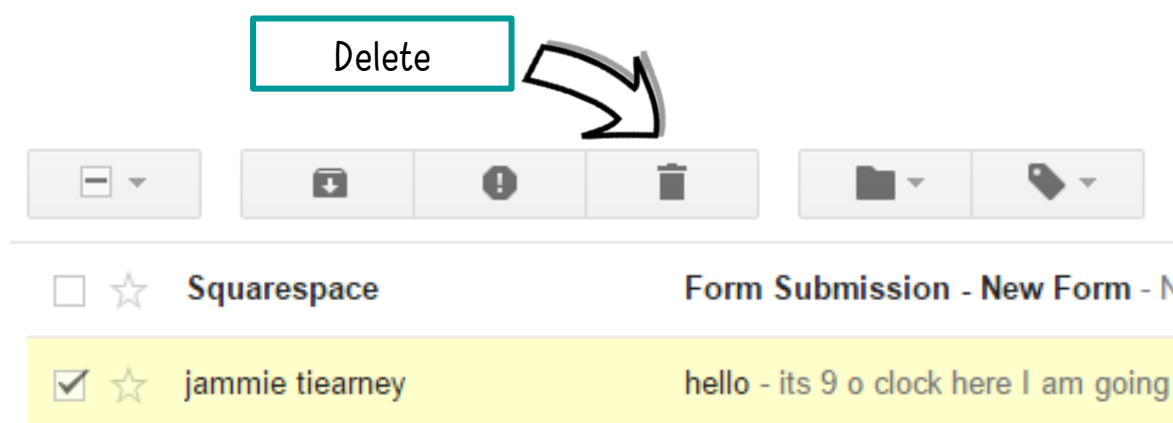

To forward an email means you are sending the email you received to someone else.

Always make sure you have the person's permission before sending on their email.

You can **delete** emails from your account. It is good to do this occasionally so that your **Inbox** does not become too cluttered.

Tick the boxes of those emails you want to delete and hit the delete button.

Delete

Squarespace   Form Submission - New Form - N

jammie tiearney   hello - its 9 o clock here I am going

You can also check the emails you have sent by clicking on **Sent Mail**.

Example:

Mail ▾

COMPOSE

Inbox (164)

Starred

Sent Mail

Drafts (22)

More ▾

☑ CHECK YOUR SKILLS

1. If you want to get rid of an email, you should _____ it.
2. The deleted email goes to _____.
3. If you want to check an email you've sent, click into _____ mail.
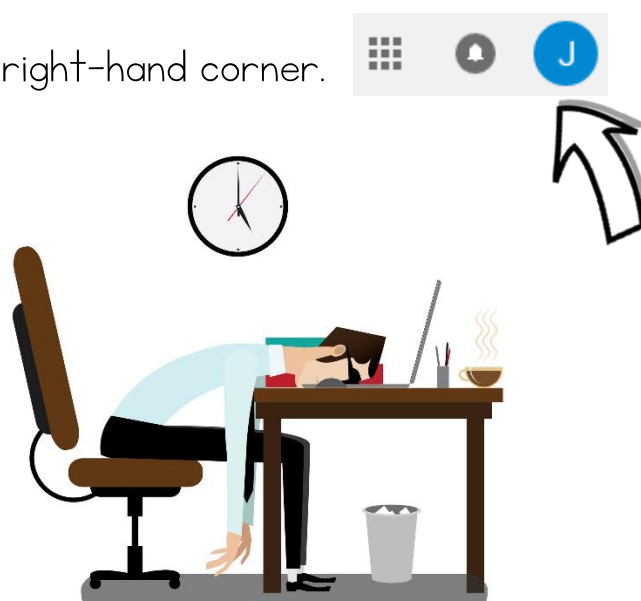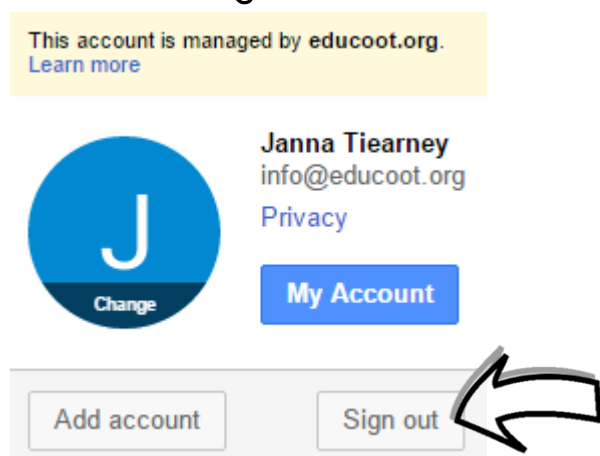
Toolbar

- The tool bar in Gmail is like a word processing program.
- You can change the font, the font size, the font colour, etc.
- You can check your spelling too!
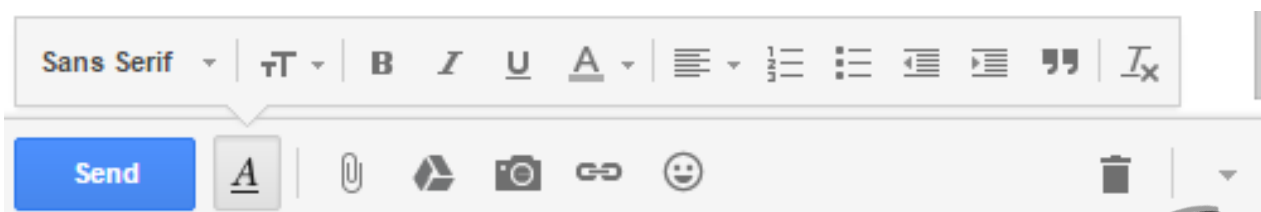
Click on arrow, and then 'Check Spelling'.

Signing out

1. Always sign out of your email account when you are on a public computer.
2. Click on your account in the top right-hand corner.
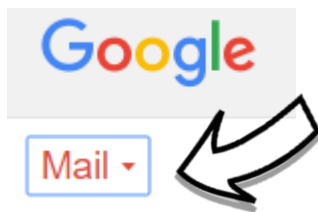3. Click on **Sign out**.

This account is managed by **educoot.org**.
Learn more

Janna Tiearney
info@educoot.org
Privacy

My Account

Change

Add account   Sign out

Log onto the Internet.

Sign into your email account.

To add a contact is like putting an address / telephone number into your address book.

1. Click on **Mail** on the left-hand side of the screen.

2. Click on **Contacts**.

3. Click on New Contact **NEW CONTACT** or use this icon.

4. Type in the email address you wish to record.

☑ CHECK YOUR UNDERSTANDING

Write numbers to show the order of adding an email contact:

☐   Click on New Contact.

☐   Click on Contacts.

☐   Log onto the Internet.

☐   Type in the email address you wish to record.

☐   Sign into your email account.

☐   Click on Mail on the left-hand side of the screen

1. Log onto the Internet.

2. Sign into your email account.

3. Check your Inbox for a message from the tutor.

4. Read the message and reply to it.

5. Compose a message to a student in the class.

6. Practise sending emails.

7. Make sure that your emails are received.

8. Sign out of your account.

9. Shut down the computer.

☑ CHECK YOUR SKILLS

Can you?	✔ Tick if you got it.
Log onto the Internet	
Sign into your email account	
Read an email in your Inbox	
Reply to an email you received	
Write an email	
Delete an email	
Add a contact	
Check your spelling	
Sign out of your email account	

- Beware of **phishing** scams!
- Phishing is when **email** scammers promise you something, while secretly taking your account numbers and passwords.
- Emails could also try to convince you that someone is in trouble and they need you to send them money.
- Don't get caught by these convincing phish emails and web pages!
- If you are unsure of an email you have received, simply **delete** it.
- Never give your username, password, account number or any other personal or confidential information via email.
- Do not reply directly to the email in question.
- If you get an email from a company, and you have been asked for personal details, phone the company.
- Rather be safe than sorry!

http://www.it.cornell.edu/security/phishbowl.cfm

☑ CHECK YOUR UNDERSTANDING

1. Phishing is a type of email scamming. _____

2. If you are unsure if an email is a scam, delete it. _____

3. Reply to scam emails. _____

4. A phishing email could tell you that you have won big. _____

5. You can give out your personal details to anyone. _____

Look at the subjects of these emails. Tick those that seem dodgy!

☐ Congratulations! You have won a million...

☐ Hi Donal, We are having a barbecue on ......
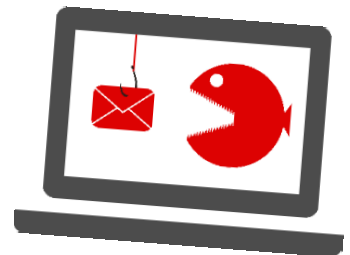
Read these safety tips:

You should feel safe when you are on the computer. To stay safe, treat the people on the Internet like you would treat a person in everyday life. You would not meet strangers in dark places or give your banking details to strangers, so don't do these things online either.

- When making a payment online, sign up with **PayPal**.
- You can also pay directly by **debit or credit card**, if you know it's a secure sight.
- Secure sites will have the **https://** in front of the website address, with a padlock, for example:
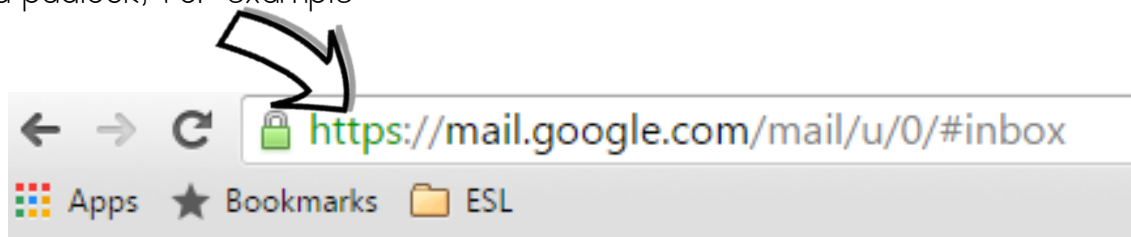
- Create strong **passwords** and do not have the same password for all your accounts.
- Make note of your usernames and passwords. You will think to yourself 'I will remember that password!' but you probably won't.
- Remember that when you use **Facebook, Twitter** and other social media websites, whatever you post publicly, is there for all to see!
- Do not put your personal information online for all to see.
- BEWARE WHAT YOU SHARE!

1. Which of the following payment methods are safe for online transactions? Tick more than one

   ☐ Credit card

   ☐ PayPal and similar online payment services

   ☐ Cash or check

   ☐ Bank account transfer

2. Which of the following should you do when creating a strong password?

   ☐ Take notes of your passwords.

   ☐ Using the same password for all your accounts.

   ☐ Using a password that's longer than six characters.

   ☐ Including numbers, symbols, and special characters.

3. True or False: The things you share on social networking sites like Facebook are generally more public than things you share via email.

   ☐ False

   ☐ True

4. _____ are messages that try to trick you into providing sensitive information.

   ☐ Phishing scams   ☐ Wi-Fi

   ☐ Websites   ☐ HTTPS

5. True or False: Clicking ads and pop-ups like the one could expose your computer to malware.

☐ True

☐ False

Message from webpage

⚠ **

Congratulations!

You are Todays Lucky Visitor.

Click OK to continue

****

OK

6. Which of these email messages is most likely to be spam? Tick it.

☐ Jenny Ball   Hi, are you going to the party....

☐ Win, win, win   Congratulations! You have won €100,0

☐ St Peter's School   Dear Parents, The school outing to....

7. Where would you check to see if a website is using a secure connection? Circle the correct location in the image of the web browser below.

← → C 🔒 https://openclipart.org/search/?query=advert&page=2

▦ Apps   ★ Bookmarks   📁 ESL

✂ openclipart
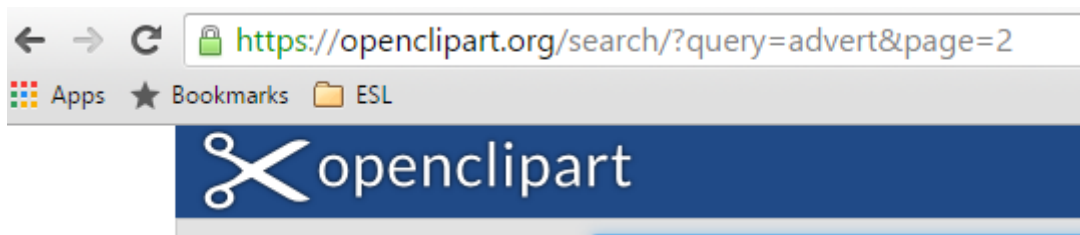
8. Which of the following is a strong password?

☐ password

☐ abc123 def

☐ jelly22fi$h

☐ susan1964

Facebook is a popular free social networking website where registered users can create **profiles**, upload **photos** and **video**, **send messages** and keep in touch with friends, family and colleagues. The site, which is available in 37 different languages.

Some Facebook terms:

- When you respond to status updates, pictures, etc. you leave a **comment**.
- You also have the option to '**Like**' (thumbs up) a picture, comment, etc.
- A **friend** is someone you're connected to on Facebook.
- A **message** is a private message sent between you and one or more friends.
- You **tag** people in a photo when you want to include them in a post or a status update.
- The **news feed** is a list of status updates and other activity from those that you are friends with or subscribed to.
- When you **share**, you repost content to your timeline for your friends list to see.
- Your **activity log** shows all your actions on Facebook.
- **Chat** is a feature that lets you send instant messages to your friends.

Write the correct Facebook term:

1. Reposting content _____
2. Instant message _____
3. Responding to a picture _____
4. List of status updates _____
5. Private message _____
6. Shows all your actions on Facebook. _____

YouTube is a video sharing service where users can watch, like, share, comment and upload their own videos. The video service can be accessed on PCs, laptops, tablets and via mobile phones.
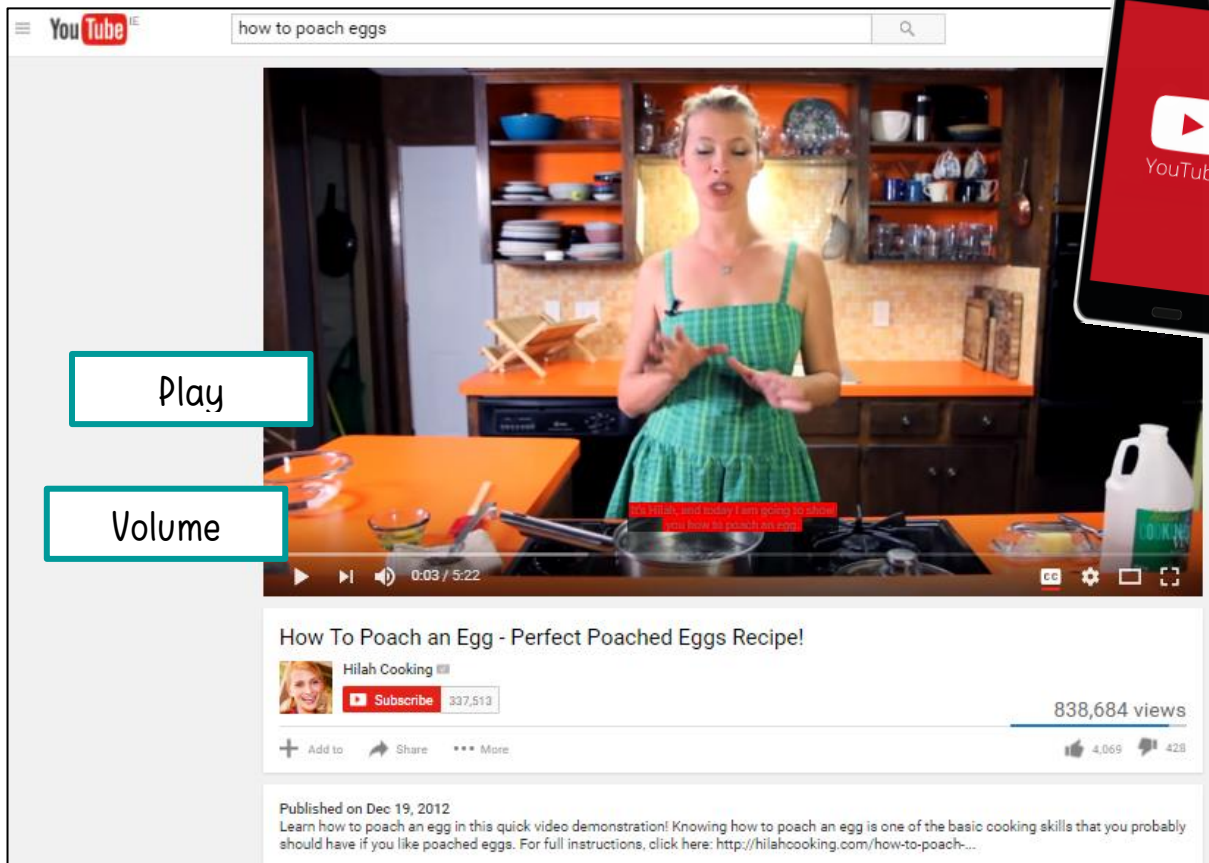
☑ CHECK YOUR UNDERSTANDING

Draw lines to join the labels to the parts of this YouTube video:

YouTube logo	search box	video

Play

Volume

Video title	Number of views	Like

☑ CHECK YOUR SKILLS

Can you find some videos on YouTube?

Tick the ones you found.

Say if you liked it or not. (Watch snippets of videos!)

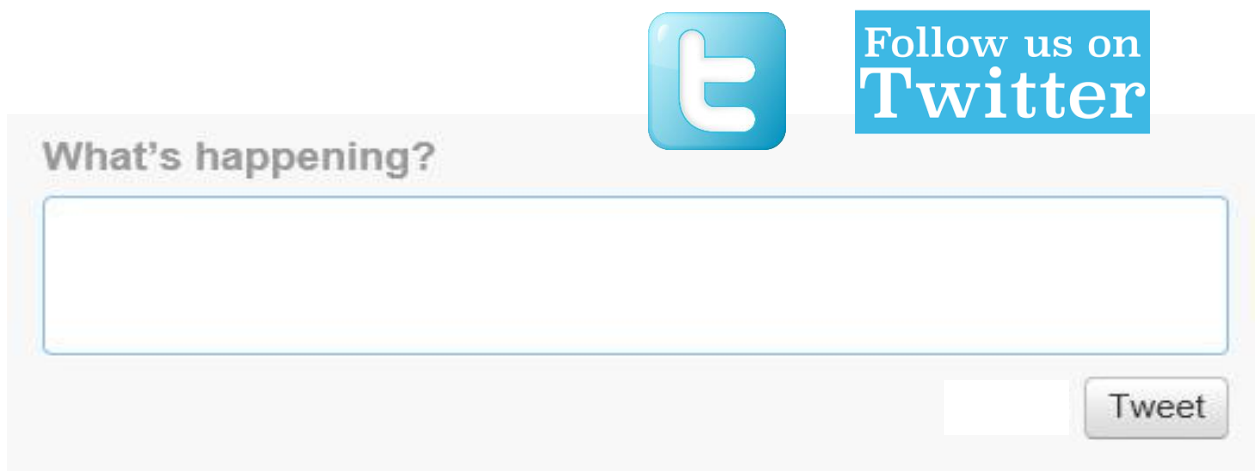|	I found one!	I liked it.	I disliked it.
A fast train			
A cute animal			
A Beatles' song			
A hurricane			
Cooking demonstration			
News blooper			
A Chinese street			
Outer space			
What's trending			
Your choice			

Twitter

- Twitter is a service for people to communicate and stay connected through the exchange of quick, frequent messages.
- A Tweet is any message posted to Twitter which may contain photos, videos, links and up to 140 characters of text.
- These messages are posted to your profile, sent to your followers, and are searchable on Twitter search.

☑ CHECK YOUR UNDERSTANDING

If you were sending a tweet right now, what would it say? Write it below. (Don't forget the 280-character limit!)

Label a few of these social media icons.

List of helpful websites

www.abbeytheatre.ie (Abbey Theatre)

www.anpost.ie (An Post)

www.bordbia.ie (Bord Bia)

www.citizensinformation.ie (Citizens Information)

www.dublinzoo.ie (Dublin Zoo)

www.hsa.ie (Health and Safety Authority)

www.iws.ie (Irish water safety)

www.rsa.ie (Road Safety Authority)

www.rte.ie (RTE)

www.checktheregister.ie (Check the Register of Electors)

www.motortax.ie (Motor Tax)

www.revenue.ie (Revenue)

www.youtube.com (Youtube)

www.twitter.com (Twitter)

www.gov.ie/sites/ (List of government websites)

www.donedeal.ie (Buying and selling)

www.ebay.ie (Buying and selling)

www.facebook.com (Facebook)

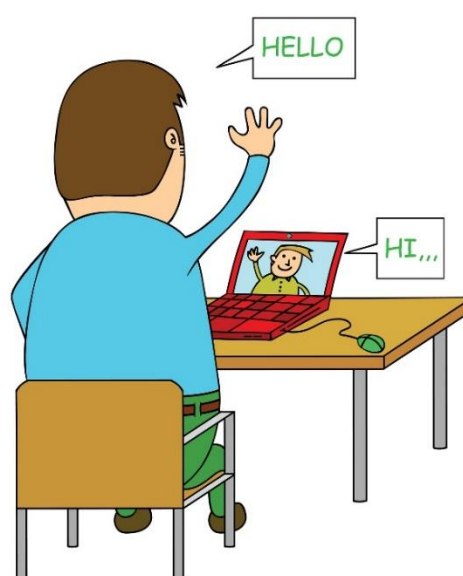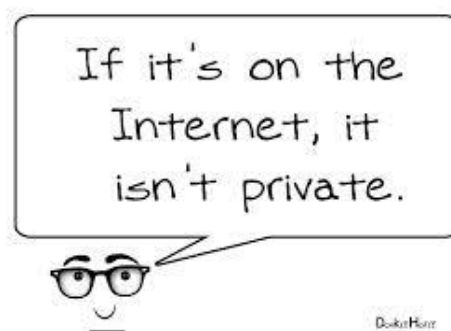www.boards.ie (Irish bulletin board)

www.daft.ie (Property to buy or rent)

www.paypal.com (Paying for goods online)

www.independent.ie (Irish Independent)

www.tv3.ie (TV3)

www.lotto.ie (National Lottery)

Checklist: How are your skills?			
	Poor	Fair	Good
Start up a computer			
Shut down the computer			
Use a mouse			
Scrolling			
Use desktop icons			
Use keyboard			
Open word processing application			
Type text			
Use common keys, e.g. SHIFT, ENTER			
Save a document			
Retrieve a document			
Close word processing application			
Work safely on the computer			
Know some Internet terms & icons			
Access the Internet			
Use the search box			
Use the address bar			
Browse a website			
Click into links			
Carry out own search			
Exit from the Internet			
Sign into webmail			
Read an email			
Reply to an email			
Check sent mail			
Add a contact			
Delete an email			
Sign out of email			
Be safe online			
Be familiar with some social media sites			
Watch a YouTube clip			

NOTES