Level 2

EDUCOOT

Computer Skills

Student Worksheets

CONTENTS

B. SWITCHING ON THE COMPUTER

Switch on the desktop computer.

1.

First, make sure that the computer is plugged into the wall.

2.

Turn the switch on.

3.

Find the **Power** button on the CPU and press it lightly. The small light on the CPU should come on and should be blinking!

4.

Press the button on the monitor to switch it on. This button is called a **toggle switch**. To switch off the monitor you press it again.

The **monitor** also has a small light indicating that it is on.

I. Complete the sentences. See the previous page for clues.

a) First, make sure that the computer is _____ into the wall.

b) Turn the switch _____.

c) Find the _____ button on the CPU and press it lightly.

d) The small light on the _____ should come on and should be blinking!

e) Press the _____ on the monitor to switch it on.

f) This button is called a toggle _____. To switch off the monitor you press it again.

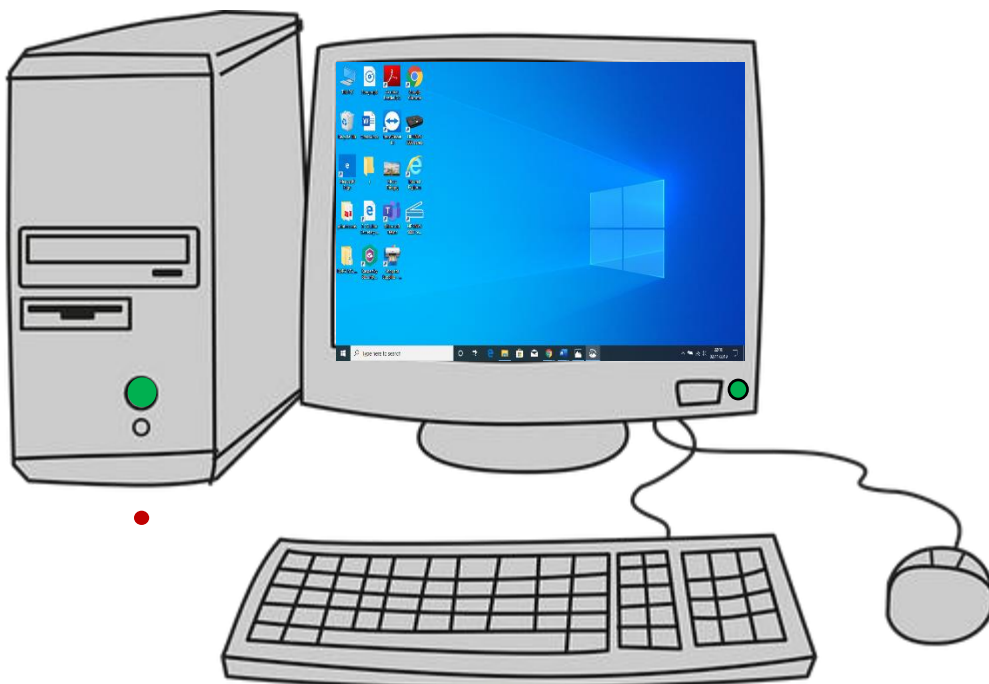g) The monitor also has a small _____ indicating that it is on.

2. Is this computer on? _____ Is the monitor on? _____

C. THE DESKTOP

1. Read: What is the desktop?

When you see the **desktop,** it means the system has finished **loading** and you can start using the computer. The desktop is the central area in your computer, where everything starts and which you'll be visiting often.

Your desktop might look like this:

NOTE: These are called icons.
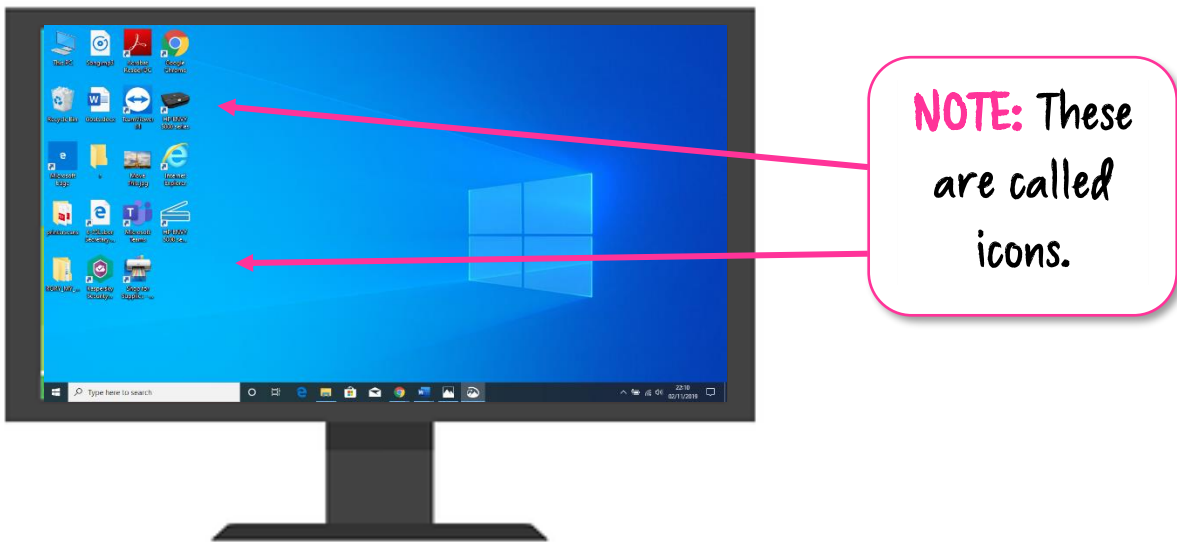
2. Name some icons that you can see on your own desktop.

_____

_____

_____

_____

_____

_____

3. Look at your desktop. Can you find these icons?
Use a ✔ or X.

- ☐ This PC
- ☐ Recycle Bin
- ☐ Internet Browser (e.g., Internet Explorer, Google Chrome)
- ☐ Start Menu
- ☐ Shortcut to Microsoft Word
- ☐ Date and Time

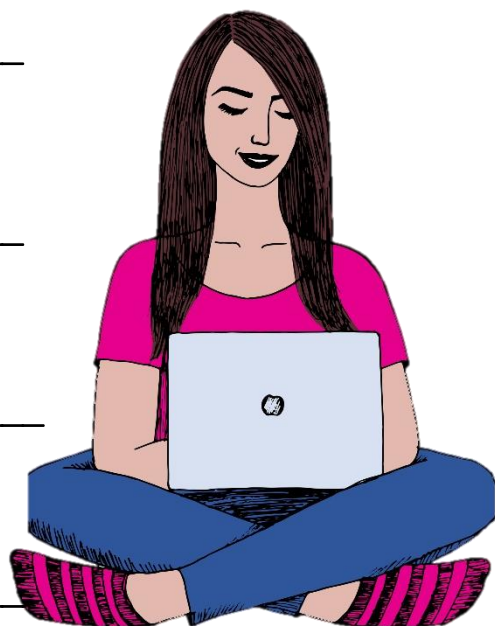4. Which of these above would you use to do these things below?

a) Find a picture you deleted

_____

b) Find the calculator

_____

c) Type a letter

_____

d) Log onto the Internet

_____

F. THE KEYBOARD

I. Look at the keyboard.
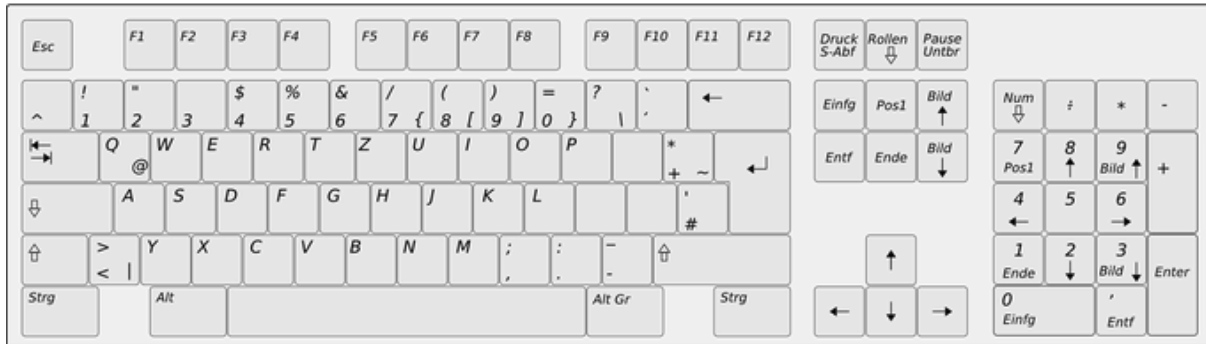
2. Look at your keyboard. Write 3 similarities.

_____

_____

_____

3. This is a section of a keyboard. Fill in the missing keys.
(Your keyboard may look slightly different)

3. Which programs would you use?

Microsoft Word, Photoshop, Gmail, Windows Media Player, Microsoft Powerpoint, Google Chrome, Microsoft Store, Microsoft Excel

a) You want to make a slide show.

_____

b) You want to edit a picture.

_____

c) You want to use a spreadsheet to do your budget.

_____

d) You want to type a short story.

_____

e) You want to do some online research.

_____

f) You want to play a song.

_____

g) You want to download a free app.

_____

h) You want to send an email.

_____

H. REVISION: USING YOUR MOUSE

1. Do the exercise.

a) Turn on your computer.

b) Enter your username and password if necessary.

c) **Double-click** the document **Puzzle 1** on the desktop. (Use the left click)

d) The document will open in Microsoft Word.

e) Click on 'Enable Editing'.

f) Use your mouse to move the puzzle pieces into place.

g) When you are done, press the keys Ctrl and S at the same time to save your changes.

h) Close the program. Click the X on the top right-hand side of your screen.
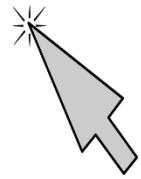
> Remember the shortcut:
>
> Ctrl + S = Save

2. Follow the same steps as above a) to h) to open and complete **Puzzle 2**.

3. Safely shut down the computer.
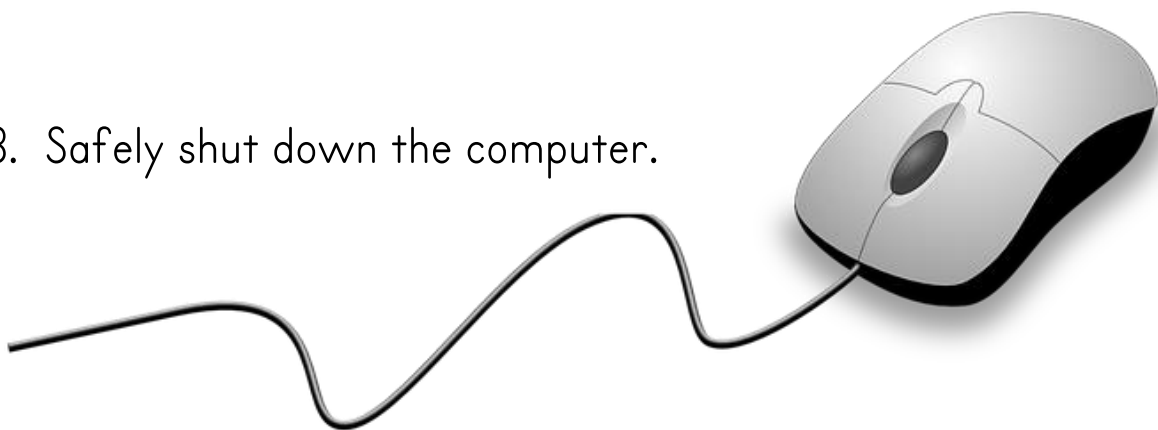
A. USING THE RIBBON AND ICONS

You will see this ribbon when you open Microsoft Word.
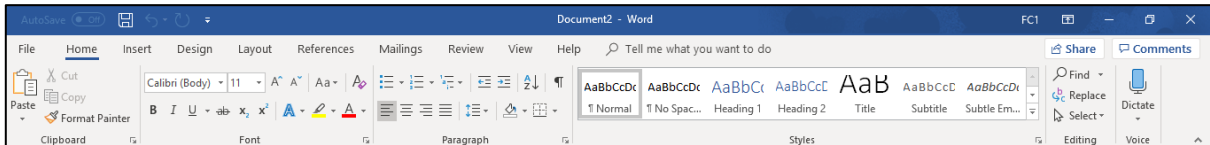
Here are some of the important tools that you will use:

Save   Undo   Redo   Close the program

cursor

I. Match the icons and their functions.

Close the page, Save, Undo, Redo

2. Follow the instructions.

a) Follow the steps to turn on the computer.

b) Click on the **Start Menu.**

c) Click into **Word.**

d) Click into **Blank document.**

e) Type these characters below. Use the space bar to make a space between the characters.

C o m p u t e r s

0 1 2 3 4 5 6 7 8 9 10

C L A S S

/ / / / /

---

3. Practise putting the cursor in specific places and using the **Backspace** to delete characters:

a) Delete the s at the end of the word 'Computers'.
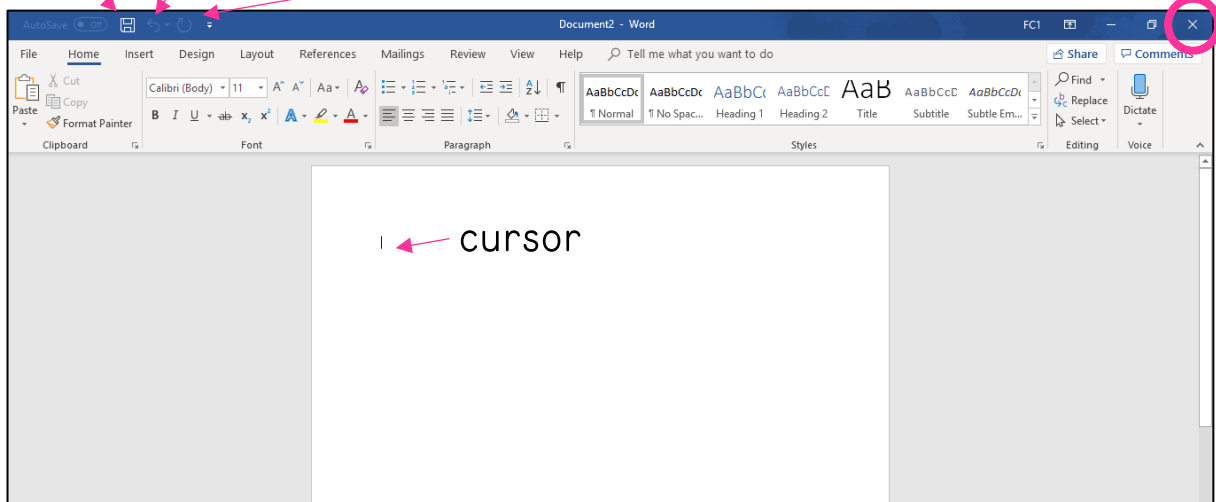
b) Delete the number 4.

c) Delete the number 8

d) Add a Y to the end of CLASS.

e) Delete 2 of the /.

f) Use the **Undo** and **Redo** tools.

g) Close the document. Click on the X in the top right-hand part of the screen.

h) The program will prompt you to save the document. You are only practising for now, so click on **Don't Save.**

NOTE: To delete words, sentences or large pieces of text, highlight the text and press the Delete key on the keyboard.

B.USING SYMBOLS

!	@	#	$	%	^	&	*	(	)
1	2	3	4	5	6	7	8	9	0

Look on your keyboard. Some keys have more than one character or symbol. If you want the top one, you will need to press the **Shift** Key.

Example:

@
2
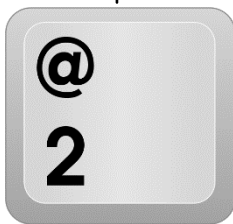
Look at this key. You can type the 2, but if you want the @ symbol then you need to hold Shift and 2.

1. Carry out the instructions:
a) Follow the steps to turn on the computer.
b) Click on the **Start Menu.**
c) Click into **Word.**
d) Click into **Blank document.**
e) Type these symbols / characters below. Use the space bar to put a space between each.

? £ + / * ! # = % (> & @

f) On a new line, type the alphabet, first in all capital letters (uppercase), using the Caps Lock key, and then the alphabet in all lowercase.
g) Click on the **Save** icon. Or use the shortcut **Ctrl + S.**
h) Click into **Browse.** (It should be saving in Documents)
i) Save the document as **Practice 3.**
j) Exit the program.

2. Carry out the instructions:

a) Follow the steps to turn on the computer.
b) Click on the **Start Menu.**
c) Click into **Word.**
d) Click into **Blank document.**
e) Type this text below:

Weather Facts

A mudslide can carry rocks, trees, cars and even buildings!
The coldest temperature ever officially recorded was
-89.2 degrees Celsius. Brrrr!
Cape Farewell in Greenland is the windiest place on the planet.
In July 2001, the rainfall in Kerala, India, was blood red!
IN 525 BC A SANDSTORM BURIED HUNDREDS OF SOLDIERS IN AN EGYPTIAN DESERT.

f) Click on the **Save** icon. Or use the shortcut **Ctrl + S.**

g) Click into **Browse.** (It should be saving in Documents)

h) Give your document a title – **Practice 4.**

i) Exit the program.

4. Follow the instructions.

a) Turn on your computer.

b) On the desktop, double-click the document **Fonts**.

c) It will open in Microsoft Word.

d) Click on 'Enable Editing'.

e) Highlight all the text by clicking and dragging across the text.

f) Because you are changing all the text, you can use the shortcut **Ctrl + A**. This will select all the text.

g) In the Font Group, click on the fonts and the little arrow.

Brush Script Std

h) Scroll down and choose a font that is clear and easy to read.

i) Click and drag images if you must. (e.g. if they are covering text)

j) Click on the **Save** icon. Or use the shortcut **Ctrl + S**.

k) Click into **Browse**. (It should be saving in Documents)

l) Save the document as **Fonts**.

m)   Exit the program.

Which font did you use?

_____

C. MORE FORMATTING OPTIONS

1. Read:

You can also change the colour of the text.

Font Group

Font colour
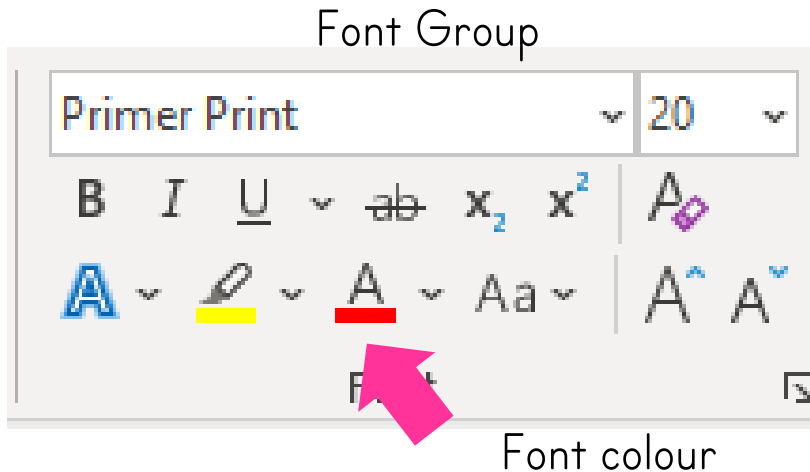
Example:

I like the colours **blue** and **green**.

Roses are **red** and **violets** are **blue**.

> **NOTE:** Remember to highlight the text you want to change. Do this by clicking and dragging over the text.

2. Follow the instructions.

a) Turn on the computer.

b) On the desktop, double-click the document **Practice 7**.

c) It will open in Microsoft Word. Click on 'Enable Editing'.

d) Change the colours of the words.

e) Click into Browse. (It should be saving in Documents, not on the desktop)

f) Save the document as **Practice 7**.

g) Exit the program.

3. Read the text:

In the Font Group, you can also use *italics*.

A common use for italics is to draw attention to a part of a text in order to give emphasis.

Font Group

This here is normal text.

This is using the same font as above, but in italics.

4. Follow the instructions.

a) Turn on the computer.

b) On the desktop, double-click the document **Reading Books**.

c) It will open in Microsoft Word. Click on 'Enable Editing'.

d) Follow the instructions in the document.

e) Click into Browse. (It should be saving in Documents, not on the desktop)

f) Save the document as **Reading Books**.
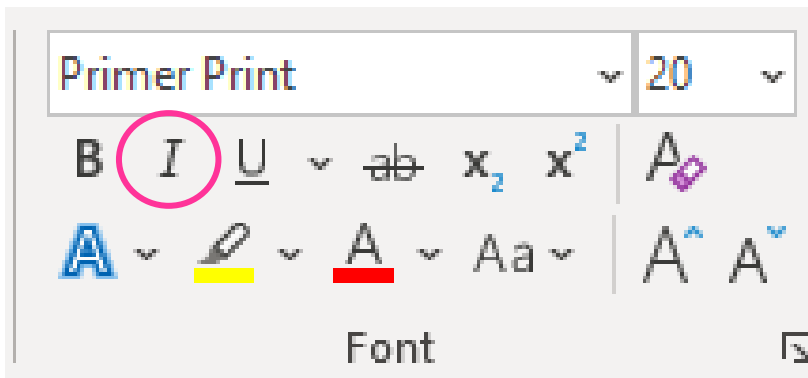
g) Exit the program.

D. SPELLING CHECK

Microsoft Word will check your spelling for you.

l. Look at the text below. Microsoft Word shows you the errors. Spelling errors are underlined in red, and grammar errors are underlined in blue.

Here are some tips for going on a first date:

♥ Always put safety first. When youre meeting up with a total strangers, be sensible! Meet in a public plase, where there are lots of poeple and tell someone trusted where you are. You can also posts your location on on social media and rememmber to be aware of your surroundings. Don't let your date pressure you into anything and have an escape (like an alarm set like a ringtone) ready if you neeed it.

Click on the word that has an error. Right-click and see the suggestion. Click on the correct suggestion. Example:

First Date

Here are some tips for going on a first date:

♥ Always put safety first. When youre meeting up with a total strangers, be

abc	Spelling	>
	Cut	
	Copy	
	Paste Options:	

🔍 Smart Lookup

Translate

Link >

New Comment

you're
[No reference information] >

your
[No reference information] >

yore
[No reference information] >

Add to Dictionary

Ignore All

See More

ASSESSMENT BRIEF 2

Course: Computer Skills
Course Code: M2T11
Assessment: Collection of Work
Title: **Browsing the Internet**
Weighting: Collection of Work 100%

Guidelines

You will be expected to:

(CS4) Identify common information/symbols

(CS5) Access websites on the internet

(CS6) Name some benefits of electronically stored information packages and the Internet

Assessment criteria

➡Exercises must be complete.

➡Exercises must be correct.

➡Use the vocabulary of the Internet, e.g. website, links, browser, etc.

➡Access Google Chrome from the desktop and log into the Internet.

➡Use the Google search bar to find specific information.

➡Carry out everyday tasks, using the Internet, e.g. online shopping, watching the news, listening to the radio, translating, looking up a recipe, finding event tickets, paying a bill, carrying out research, etc.

➡Watch a video, e.g. music or DIY.

➡Use the tools available, e.g. Back arrow, Forward arrow

➡Have some understanding of social media.

➡List benefits of using the Internet.

➡ Follow safety rules when online.

→Discussions may be recorded.

→Photographic and/or video evidence may be required.

Submission date:

I confirm that this is my own work.

Signed: Date:

ll. To find this information on the Internet, what words would you use in the search bar? Remember you do not need to use capital letters in the search bar, but you do need spaces between words.

a) You want to know the best way to clean your shower.

b) You want to know which foods have vitamin C.

a) You want to do an online art course.

12. 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.

8. Use the Internet to translate!

a) Turn on the computer.
b) Log onto the Internet.
c) On the desktop, double-click
   on a browser to open it.
   (Google Chrome)

Into the search bar, type 'translator'. If you are only translating small bits of text, you can use the box like the one below: (or www.translate.google.com)

Detect language ▾   ⇄   English ▾

Enter text   Translation

Use the drop-down arrow to change the language.

Open in Google Translate   Feedback
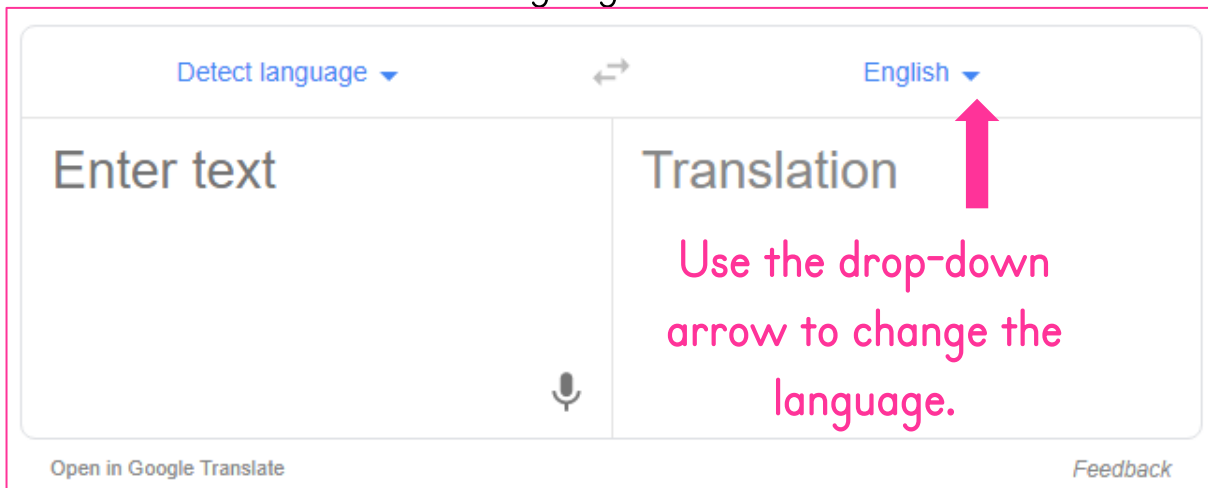
9. How do you say 'Hello' in these languages? Fill in the table.

Danish	
Maori	
Welsh	
Spanish	
German	
Hawaiian	
Zulu	
Latin	

Log out of the Internet.

23. Can you find the answers to these questions? Do some research online!

a) What is the world's biggest island? _____

b) Who played Neo in The Matrix? _____

c) What colour are aircraft black boxes? _____

d) What is the main ingredient of Bombay Duck? _____

e) In Japanese, what is the word for goodbye? _____

f) What do you call a group of unicorns? _____

g) What's the only food that never expires? _____

h) What is the dot over the letter "i" and "j" called? _____

i) How many minutes, on an average, does a person spend on kissing, in their lifetime? _____

j) What is "milk" called in Indonesia? _____

k) What is "entrance" and "driveway" in Swedish? _____

l) Which is largest: a megabyte, a kilobyte, or a gigabyte? _____

m) The average human body contains how many pints of blood? _____

n) What is the name of Moe's pet cat in the cartoon show The Simpsons? _____

o) What does the word 'collywobbles' mean? _____

*Compare your answers with other students.

MAPPING OF LEARNING OUTCOMES

(CS1) Turn a personal computer on and off safely Pages 14 to 18 (switching on a computer), Pages 22 to 24 (switching off the computer), Pages 25 and 26 (revision), during and after every practical lesson

(CS2) Use frequently-used keys appropriately, e.g. enter, space bar, upper and lower case, delete Pages 29 to 32 (keyboard and keys), Page 37 (shift and enter keys), Page 39 (keyboard shortcut for save), Page 42 (backspace key), Pages 44 and 45 (shift key, shortcut for save, enter key), Page 46 (shift key for symbols), Page 47 (caps lock), Page 50 (keyboard shortcuts), Pages 88 to 101 (typing key words to find information online), Pages 51 to 74 (typing texts, using symbols, using shift / backspace / space bar, etc.)

(CS3) Use a software package, involving opening a package, entering and manipulating text/image/data, save to file, print and exit safely Pages 33 and 34 (software), Page 35 (opening a document, moving images, using the mouse – Puzzles 1 and 2), Pages 36 to 40 (opening software package, creating a new document), Pages 41 to 42 (using the ribbon, tools and icons – save, undo, redo, close, backspace), Pages 43 to 45 (opening software package, creating new document, typing, saving), Pages 46 and 47 (opening software package, creating new document, typing symbols and text, saving), Pages 48 (open document, change fonts, saving), Pages 51 and 52 (opening files, editing, formatting – font type and

size, saving), Pages 53 to 57 (opening documents, formatting, using tools, editing, saving), Pages 58 to 60 (creating folder, moving files, viewing files),), Page 63 (saving information), Pages 64 to 68 (opening files, editing, formatting, saving printing), Pages 69 to 70 (spelling and grammar check), Pages 71 to 74 (opening documents, editing, formatting, saving, printing)

(CS4) Identify common information/symbols Pages 7 and 8 (common information – computers in everyday life), Pages 12 to 13 (common information – hardware), Pages 19 to 21 (common information – desktop), Page 21 (desktop icons), Pages 25 and 26 (revision), Pages 27 and 28 (common information – cursors and scrolling), Page 36 (symbol – start menu), Page 38 (symbol – x to close the program), Pages 41 to 42 (symbols – using the ribbon, tools and icons – save, undo, redo, close), Pages 53 to 57 (symbols – using tools for formatting document), Page 59 (document icons – different views), Pages 67 and 68 (printer icon), Page 79 (browser icons), Pages 80 and 81 (common icons – Internet), Pages 88 to 101 (using Internet icons, e.g. go back, go forward, refresh, lock – secure site, links, hyperlinks, YouTube icons – play, pause, volume, full screen, settings, loading, etc.)

(CS5) Access websites on the internet Page 78 (Internet terms), Page 79 (browsers), Pages 80 and 81 (common icons – Internet), Pages 82 to 83 (Internet safety), Pages 84 to 87 (Internet terms, search words, popular websites), Pages 88

to 101 (browsing the web, e.g. shopping online, looking up local restaurant, finding recent news, translating, looking up a recipe, finding event tickets, watching video/s on YouTube, looking up how to pay bills online, using Citizen' Information website, try a typing test, looking up own information, researching general knowledge questions), Page 102 (error messages online), Pages 103 to 104 (social media), Page 109 (Internet skills checklist)

(CS6) Name some benefits of electronically stored information packages and the internet Pages 58 to 60 (creating folder, moving files, viewing files), Pages 61 to 62 (benefits of storing information with ICT), Page 63 (saving information), Pages 105 to 108 (benefit of using the Internet)