

Level 1

COMPUTER SKILLS SAMPLE



Student Worksheets

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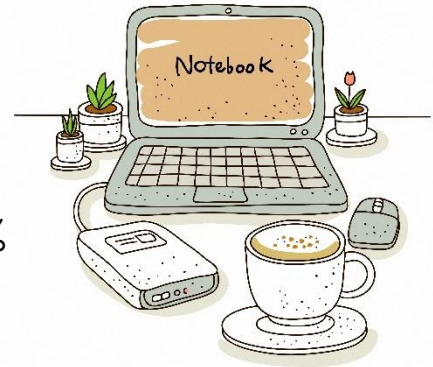
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Assessment Brief 1

Course: Computer Skills
Course Code: MITII
Assessment: Collection of Work
Title: **Parts of a Computer**
Weighting: Collection of Work 100%



Guidelines

You will be expected to:

1. Name parts of a computer.
2. Name possible uses for selected software package

Assessment criteria

- ➔ Exercises must be complete.
- ➔ Exercises must be correct.
- ➔ Label parts of the computer, to include the mouse, monitor, keyboard, speakers, computer tower and printer.
- ➔ Find some keys on the keyboard.
- ➔ Show an understanding of the functions of different computer parts.
- ➔ Become familiar with different software packages, e.g. Windows Media Player, Microsoft Word or similar.
- ➔ Discussions may be recorded.

Submission date:

I confirm that this is my own work.

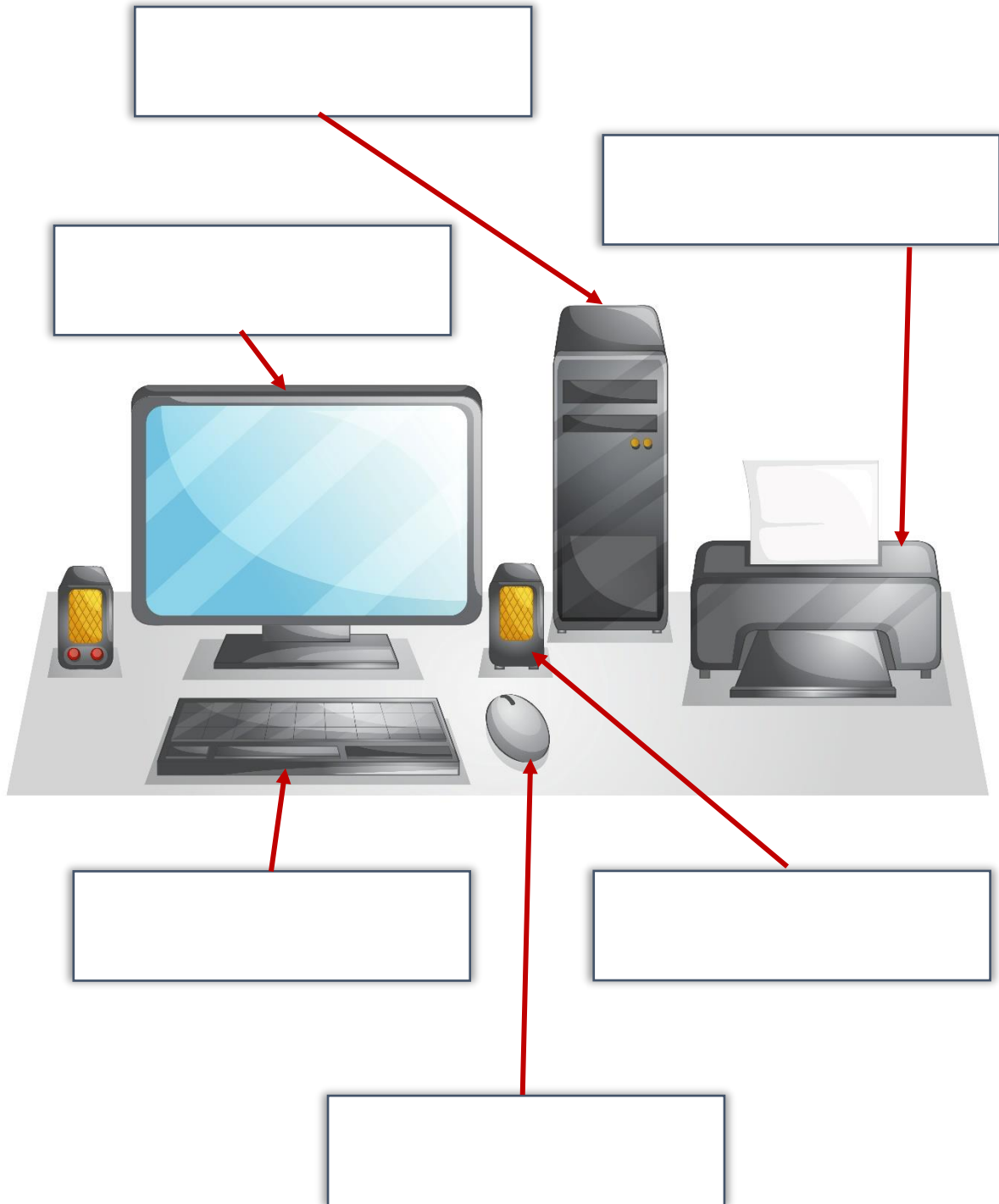
Signed:

Date:



3. Label the computer parts.

mouse, keyboard, monitor, speaker, tower, printer





4. Match the pictures to the correct words.

a) mouse



b) speaker



c) keyboard



d) tower



e) monitor

f) printer

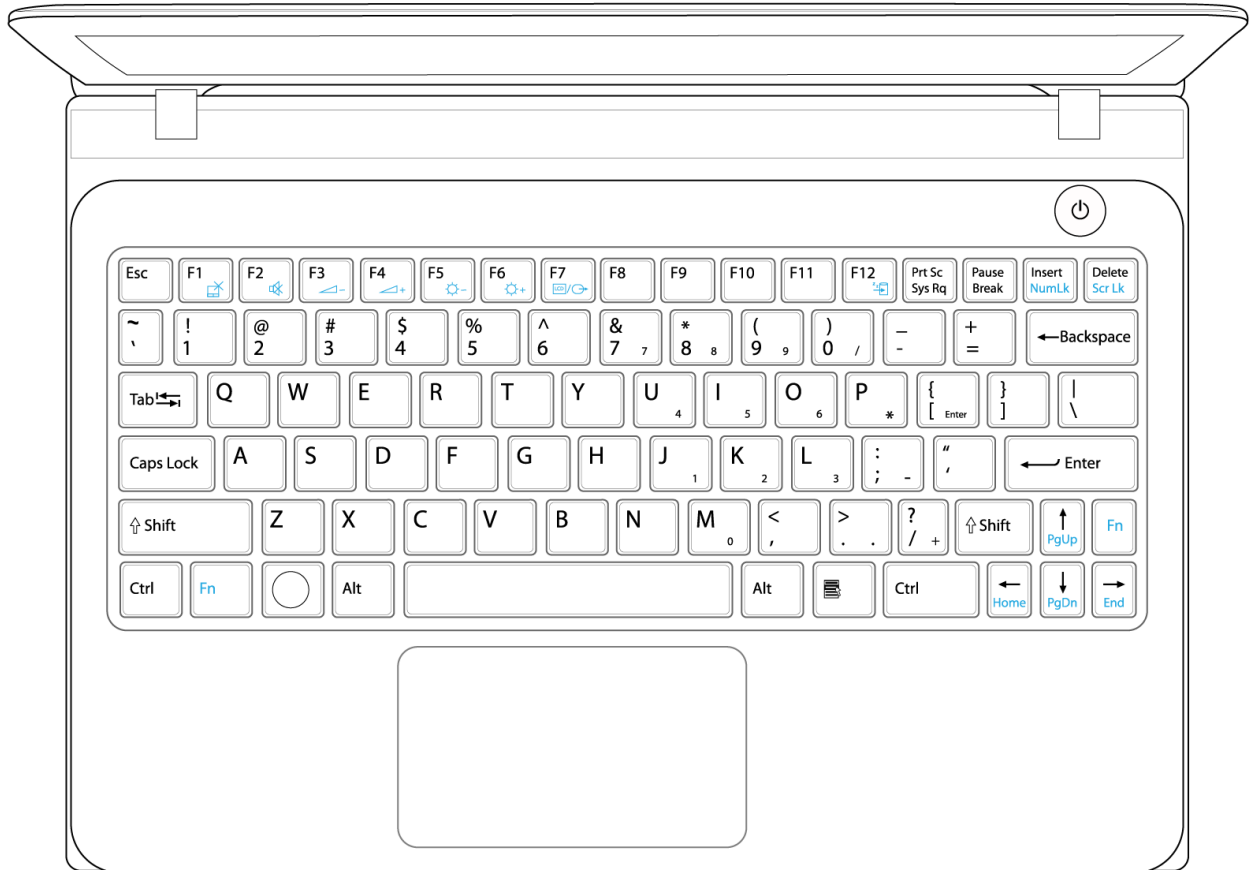


g) mouse mat



5. Find the keys on the keyboard.
Shade them in with a pencil.

TUTOR PREPARATION
Students need pencils for shading.



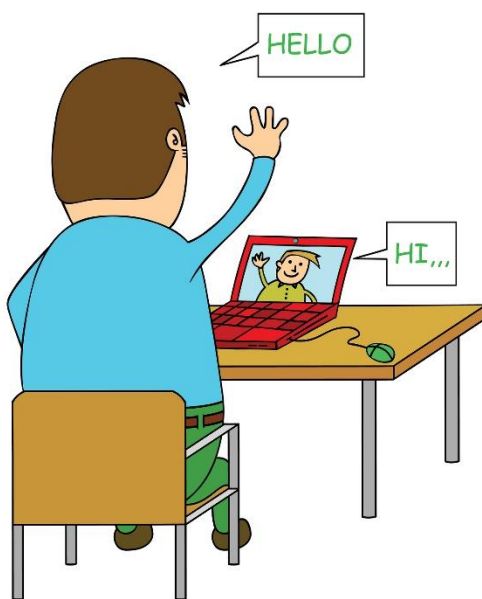
- the letter b
- the number 3
- arrow key →
- ←Backspace
- ↑ Shift
- ←--Enter
- Space bar





Match the computer parts and phrases.

- | | |
|----------------------------------|------------|
| a) To point and click on things | monitor |
| b) To display things on a screen | mouse mat |
| c) To print text onto paper | mouse |
| d) To listen to music | keyboard |
| e) To see friends online | printer |
| f) To put your mouse on | headphones |
| g) To type a timetable | scanner |
| h) To scan a document | web cam |



A web cam is a web camera. Most laptops have a web cam built in.



A. Software

1. Talk about this:

Software is a program that does certain tasks.

For example:

- ➔ Microsoft Word is a digital typewriter.
- ➔ Windows Media Player is a digital music player.
- ➔ We can't play songs on Microsoft Word and we can't type letters on Windows Media Player.
- ➔ Think about real life, would you try and play a song on a typewriter? How about try to type a letter on a CD player?



2. Write 2 things you could type on Microsoft Word.



Read the activities. Match them to the software.

a) play a song

b) write a letter

c) listen to rock music

d) write a love letter

e) play classical music

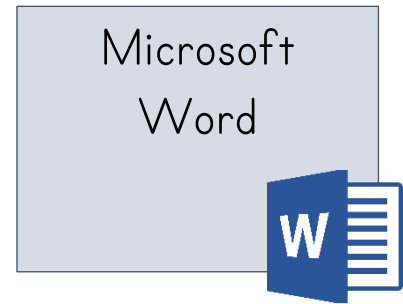
f) make a shopping list

g) listen to pop music

h) play country music

i) write a recipe

j) write a CV





Task 2

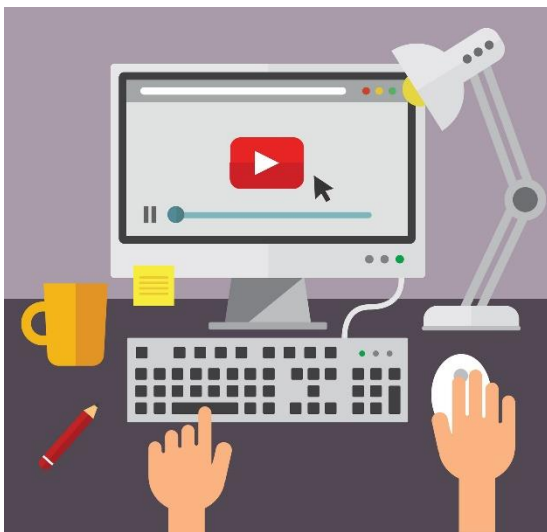
Follow the tutor's instructions.

TUTOR PREPARATION

Open software for students for mouse practice.

Your tutor will open software for you. Practise using the mouse.

- a) Practise moving the cursor with your mouse.
- b) Move your mouse up and down several times.
- c) Move your mouse left to right several times.
- d) Keep practising until you can control it.
- e) Things you can do to practise using your mouse:
 - ➔ Play a game
 - ➔ Do a puzzle
 - ➔ Type some words



You may have noticed that as you move the mouse with your hand the arrow on the screen moves. This arrow is called the cursor. The cursor lets the computer know what you want to do.



Tutor Verification

Tutor Signature

Date

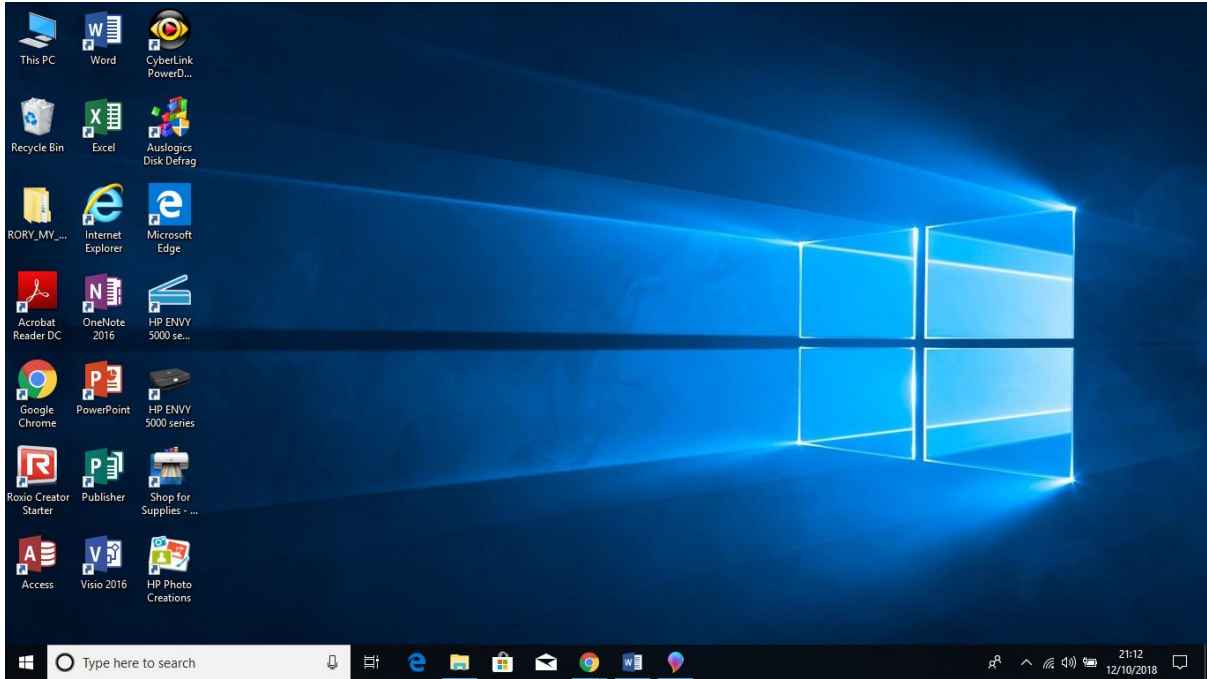


TUTOR PREPARATION

Place **Move This** onto students' desktops.

C. The Desktop

*When you switch on a computer, you will see the Desktop.
This is the screen.*



Task 1

- On the picture above, circle 2 shortcuts in red.
- Circle the Start button in blue.

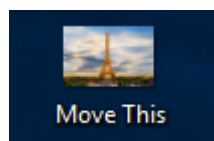


Task 2

Follow the tutor's instructions.

- So, we know we can move some things with left click.
(Remember putting the puzzle together?)
- If you look at your desktop you should have a picture called

Move this.





TUTOR PREPARATION

Place Double Click Me on students' desktops.

A. Double Clicking

Task 1

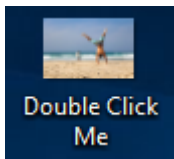
Listen to the tutor's instructions.

If we want to open something, we must click on it once to select it and click on it again to open it.

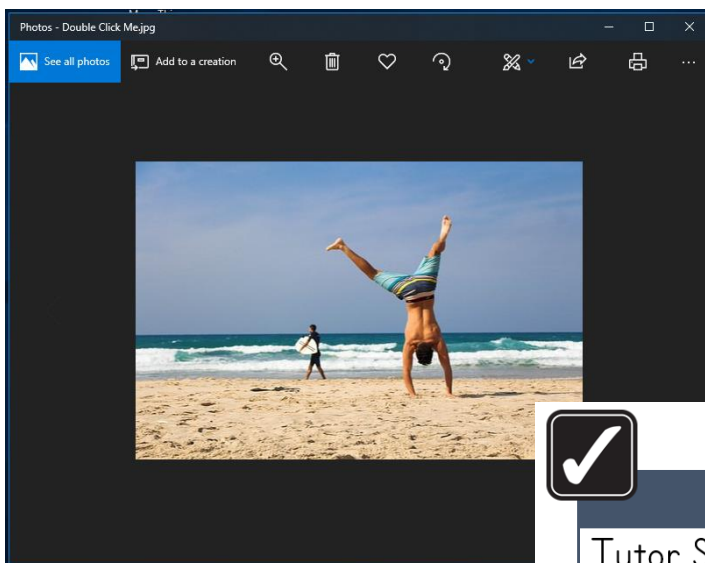
That means to open something we must click on it twice.

We can do both left clicks quickly to open something. This is called double clicking.

Find the picture the tutor has prepared on the computer and practise double clicking.



To close it, click on the X.



Tutor Verification

Tutor Signature	
Date	

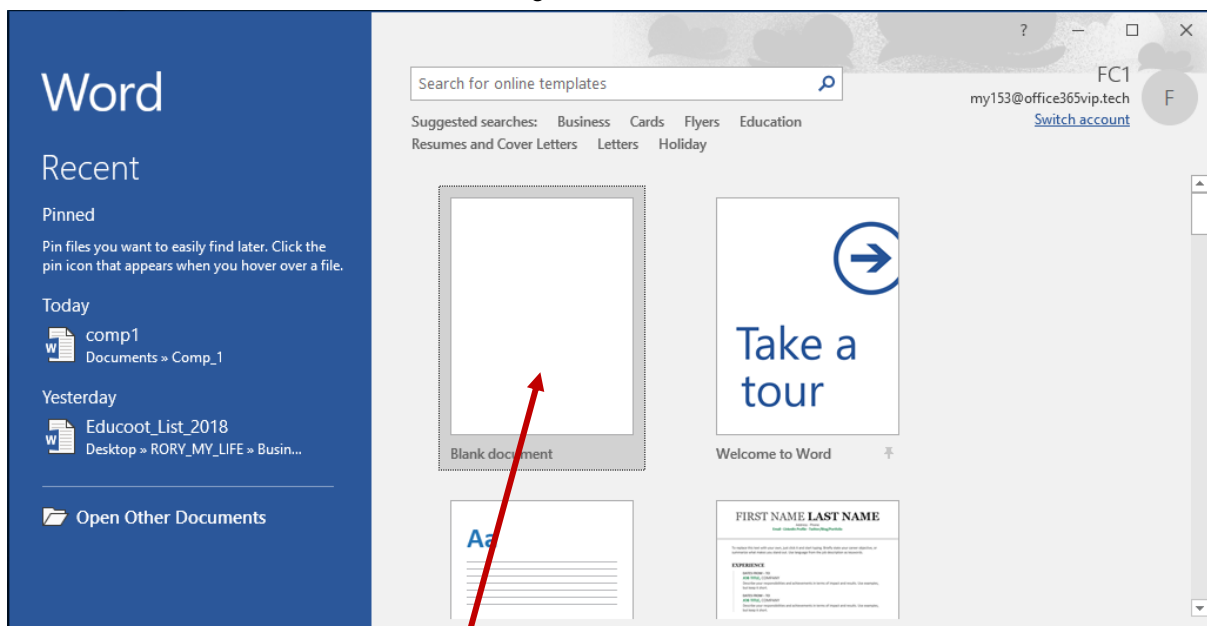


B.Using a Word Processing Program

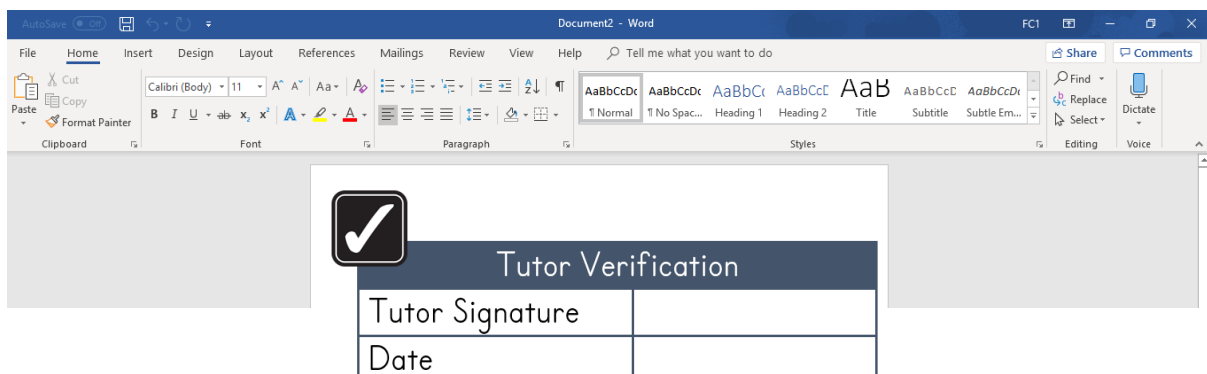
Task I

Listen to the tutor's instructions.

- Switch on the computer.
- Wait for it to boot up.
- Double click the Microsoft Word shortcut on the desktop.
- You should see something like this:



- Double click on Blank document.
- Your screen should look something like this.
- Close the program.





Task 4

Choose the correct answers.

a) Which of these is a cursor?

- |
- /
- ?



b) When you see the cursor in your blank document, what will it be?

- green
- flashing
- buzzing

c) What will you use to make a space?

- The space bar
- The printer
- The number 2

d) When you open Microsoft Word, what should you choose?

- Close
- Print
- Blank document



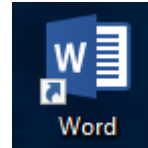


C. Typing using Microsoft Word

Task I

Listen to the tutor's instructions.

- Switch on the computer.
- Double click on the Microsoft Word shortcut.
- Click on Blank document.
- Type this sentence and fill in the blanks.



My name is _____ and I live in _____.

- Go to a new line by pressing the Enter key.



- Type your name again on the second line.
- Click on the Printer icon to print your document.
- Close the program.
- Click on 'Do not save'.
- Shut down the computer.





TUTOR PREPARATION

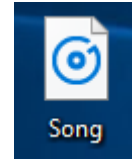
Place **Song** onto students' desktops.

D. Listening to a Song

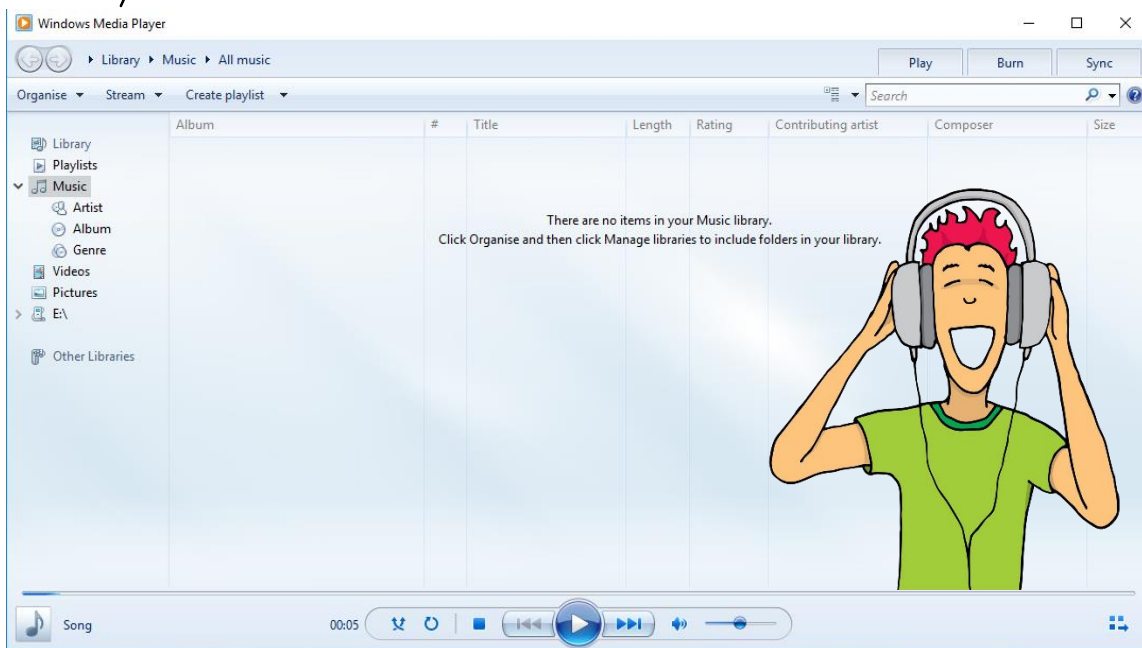
We are going to use some other software on the computer.

Task 1

Listen to the tutor's instructions.



- Switch on the computer.
- On the desktop, double click on the Song.
- It should open in Windows Media Player or a similar program.
- It may look like this:



e) Practise using these icons.



Play



Stop



Pause

f) Try this a few times until you are comfortable.

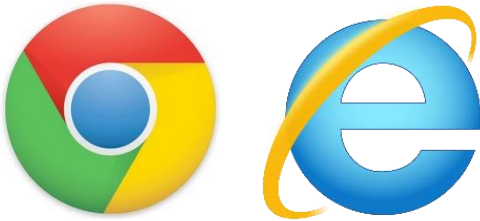
g) Close the program.



Task 2

Follow the tutor's instructions.

- Switch on the computer.
- Double click on a search engine. Your tutor will tell you which one you should click on.



- Type in the name of an animal, e.g. lion.

Google

lion

Google Search

I'm Feeling Lucky

Google offered in: [Gaeilge](#)

- Click on Search Google.
- Your page may look like this:

The screenshot shows a web browser window with the Google search engine. The search bar contains the word "lion". Below the search bar, there are two buttons: "Google Search" and "I'm Feeling Lucky". The search results page displays "About 760,000,000 results (0.88 seconds)". The top result is "Lion - Wikipedia" with a snippet of text and a link. Below this, there are "Top stories" with three articles: "State Wildlife Officials Kill Mountain Lion In Deadwood Area", "Mountain lion cub removed from El Dorado County business, sheriff says", and "Lion with an agonising infected eye languishes in dirty cage with zebras and wolves in Albania...". To the right, there is a "Lion" knowledge panel with a large image of a lion, a description, and "Lower classifications" including Asiatic lion, African Lion, American lion, Panthera spelaea, and West African lion. The Windows taskbar is visible at the bottom with the search bar and several application icons.



Task 3

Choose the correct answers.

a) Which of these are search engines? (to go online)



b) If you want to open the Internet, what should you do?

- double click
- click once
- type on the keyboard

c) What is this called?

- the computer
- the printer
- the search box

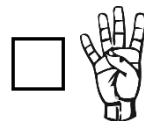
Search Google or type a URL



d) The websites are shown in _____.

- green
- blue
- red

e) What does the cursor look like on the Internet?





Mapping of Learning Outcomes

(CS1) Identify significant components parts of a computer, e.g. mouse, monitor, keyboard, printer Pages 11 to 15 (computer parts general), Pages 16 to 18 (keyboard), Page 19 (monitor), Pages 20 to 22 (printer), Pages 23 to 25 (mouse), Page 26 (computer tower), Page 27 (desktop computer vs laptop), Pages 28 to 33 (recap of computer parts)

(CS2) Use a mouse/joystick/input device for simple functions, e.g. to click, double click, click and drag, use different pointer shapes Pages 40 to 42 (using the mouse), Pages 44 to 46 (using the mouse to move shortcuts on desktop), Page 47 (shutting the computer down), Pages 48 and 49 (double clicking), Page 49 (clicking on maximiser), Page 55 (clicking on save/do not save in a word processing program, closing the program), Pages 59 and 60 (printing a document), Pages 60 and 61 (opening an existing document and using the highlighter, printing), Pages 66 and 67 (using software to listen to a song – clicking on play, pause, stop), Pages 68 to 72 (using a search engine to find information online – double-clicking, selecting website using hand cursor, closing the search engine)

(CS3) Use a software package, e.g. a game, educational/personal software Page 43 (switching the computer on), Page 47 (shutting the computer down),



Pages 50 to 52 (opening and closing a word processing program), Pages 53 to 55, (opening/closing a blank document), Page 58 (recap of using a word processing program), Pages 59 and 60 (printing a document), Pages 60 and 61 (opening an existing document and using the highlighter, printing), Pages 66 and 67 (using software to listen to a song), Pages 68 to 72 (using a search engine to find information online), Pages 74 to 75 (using a software program safely)

(CS4) Enter short text/graphics with appropriate input device Page 54 (typing name in a word processing program), Page 56 (using arrow keys in a word processing program), Page 57 (using a word processing program), Page 58 (recap of using a word processing program), Page 62 (typing name and highlighting), Pages 63 to 65 (typing using a word processing program, using keys on keyboard, e.g. enter, backspace, etc., printing), Pages 69, 72 (using a search engine to find information online – typing in the search box), Page 73 (typing an emoticon)

(CS5) Name possible uses for selected software package
Pages 34 to 37 (uses for selected software package)