

**PREVOCATIONAL
PROGRAMME**

**FORM 2
Part 1**

**INFORMATION &
COMMUNICATION
TECHNOLOGY**

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FOREWORD

In view of the reform of the PreVocational Education at Secondary level, we are pleased to provide to Educators and PreVocational students teaching and learning materials in line with the new Curriculum Framework-Secondary (PreVocational) which will now comprise of four years of schooling.

The objective of the PreVocational education is to provide opportunities to learners to obtain a formal qualification after four years of schooling. It will also provide learners with opportunities to branch out in either, further training in a number of vocational areas or to join the world of work or even to reintegrate the academic stream.

This project necessitates a well-planned teaching based on a set of carefully designed materials. The MIE is providing the pedagogical support and appropriate materials for both teachers and pupils. We believe that all children are educable and we have incorporated in the text materials that would provide learning experiences appealing to a diversity of learners. We wish that teaching is based on a collaborative and consensual approach with the students as well as with the support of the home.

We also hope that these materials will help everyone to obtain a clear idea of the PreVocational project. You will surely notice that the materials can benefit any learner and a much wider group of students than just the PreVocational stream. It will be followed by other more exciting ones to cover the whole of the four years.

I wish to thank all the staff of MIE under whose guidance these materials have been produced and the team of MIE graphic designers who have produced a wonderful piece of work. My thanks also go to the staff of the MITD who have been associated with the writing of the materials, the Educators from secondary schools who have contributed in various panels and the PreVocational Inspectors for their constructive comments.

Sheela Thancanamootoo
Director, MIE

INTRODUCTION

This book is the first part of Year 2 (Year 1, Year 2, Year 3, and Year 4) designed for learners in the Pre-Vocational stream over a period of four years. The material provided gives a comprehensive view of basic computer literacy and operations. This is essential to get initiated into the use of computer in an informal manner. However, given the nature of the student, it is expected that teachers use the manual and assist students, especially those who will have a problem understanding the language. Educators can also refer to the Year 1 material for the basics.

We hope to get support from teachers and welcome suggestion for future revision of the manual.

The units covered in this book are presented in the order set below:

Unit 1: Fundamentals of computer system

Unit 2: Computer operations

Unit 3: Word process



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TABLE OF CONTENTS



UNIT 1 FUNDAMENTALS OF COMPUTER SYSTEM

1.1	Computer System	2
1.2	Data processing task of a computer system	4
1.3	Common computer terms	5
1.4	Characteristics and uses of input and output devices	7
1.5	Binary digits (BITS) and bytes	14
1.6	Storing capacity of storage media	16
1.7	Analog and digital signals	17
	<i>Activity Sheet 1</i>	
	<i>Activity Sheet 2</i>	
	<i>Activity Sheet 3</i>	
	<i>Activity Sheet 4</i>	
	<i>Activity Sheet 5</i>	
	<i>Activity Sheet 6</i>	
	<i>Activity Sheet 7</i>	

UNIT 2 COMPUTER OPERATIONS

2.1	Windows environment	34
2.2	Exploring the program menu	36
2.3	Locate and run file	41
2.4	Files and folders	43
2.5	Managing different windows at the same time	49
2.6	Exploring my computer	52
2.7	Print preview and printing	55
2.8	Recycle bin	57
	<i>Activity Sheet 1</i>	
	<i>Activity Sheet 2</i>	
	<i>Activity Sheet 3</i>	
	<i>Activity Sheet 4</i>	
	<i>Activity Sheet 5</i>	
	<i>Activity Sheet 6</i>	
	<i>Activity Sheet 7</i>	

TABLE OF CONTENTS



UNIT 3 WORD PROCESSING

3.1	Character formatting	74
3.2	Paragraph formatting	74
3.3	Insert headers/footers	81
3.4	Insert page number	83
3.5	Inserting borders and shading	84
3.6	Use spelling and grammar check	88
3.7	Use thesaurus	89
3.8	Find and replace	90
3.9	Using drawing toolbar	93
3.10	Insert picture	100
3.11	Use clip art to insert picture	102
3.12	Format pictures	103
3.13	Insert and format tables	104

Activity Sheet 1

Activity Sheet 2

Activity Sheet 3

Activity Sheet 4

Activity Sheet 5

Activity Sheet 6

Activity Sheet 7

Unit 1

FUNDAMENTALS OF A COMPUTER SYSTEM



Aim:

The aim of the unit is to enable you to learn the characteristics of the different types of computers and the input, output and storage devices.



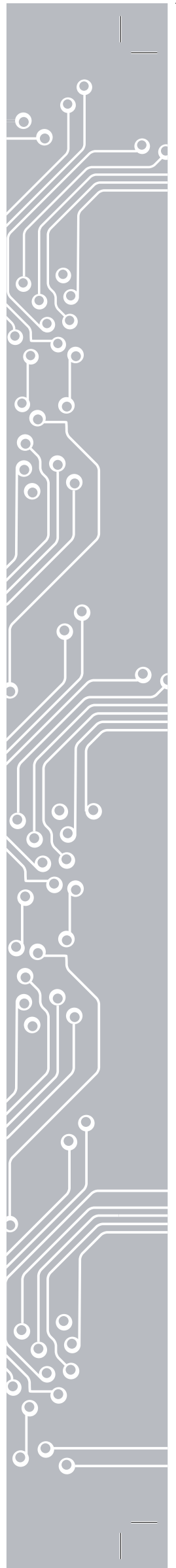
Objectives:

At the end of the unit, you should be able to:

- explain the characteristics of different types of computers.
- list out the different input, output and storage devices and their uses.
- differentiate between data and information.
- explain how data is stored in terms of bits and bytes.
- differentiate between analog and digital signals.



Instructions to teachers





There are different types of computer system:

- **Microcomputers**
- **Minicomputers**
- **Mainframe computers**
- **Super computers.**

Instructions to teachers:
Brainstorm learners on the different types of Computers.

In this unit you will learn more about the characteristics of these types of computers and some computer terms such as data, information, processing, binary digit, bytes, analog signal, digital signal.

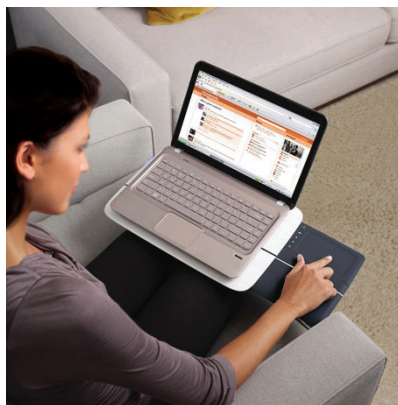
1.1 COMPUTER SYSTEM

A **Microcomputer** is also called **personal computer** or **PC**. Microcomputers are **small** computers which are most commonly used in everyday life. They are **single user machines** (used by one person at a time). We use them at home, at school and in the office. Two microcomputers commonly used are **desktop computers** and **laptops**.

The desktop computer is generally placed on a table with the various part connected as you have seen in the computer room.



The laptop is usually a small and thin computer. It is also known as a portable computer. A laptop computer functions in the same way as a desktop computer.



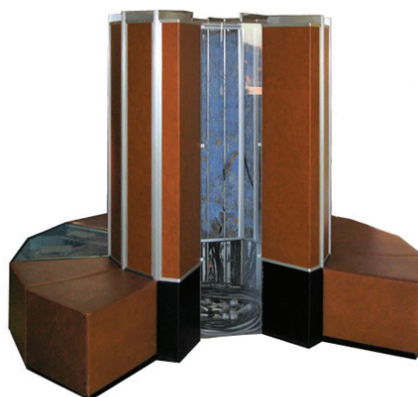
Minicomputers are **faster** and have much more data-storing capacities than microcomputers. They are **multi-user** machines (can be used by **many users** at a time). Minicomputers are used in **banks**, in **supermarkets** and in other small **business companies**.



Mainframes are much **faster** and **more powerful** than the minicomputers. A large number of persons can use them at one time. They are usually used by large business organisations such as **insurance companies**, **universities** and **banks**. Mainframe computers must be **kept in special air-conditioned rooms**.



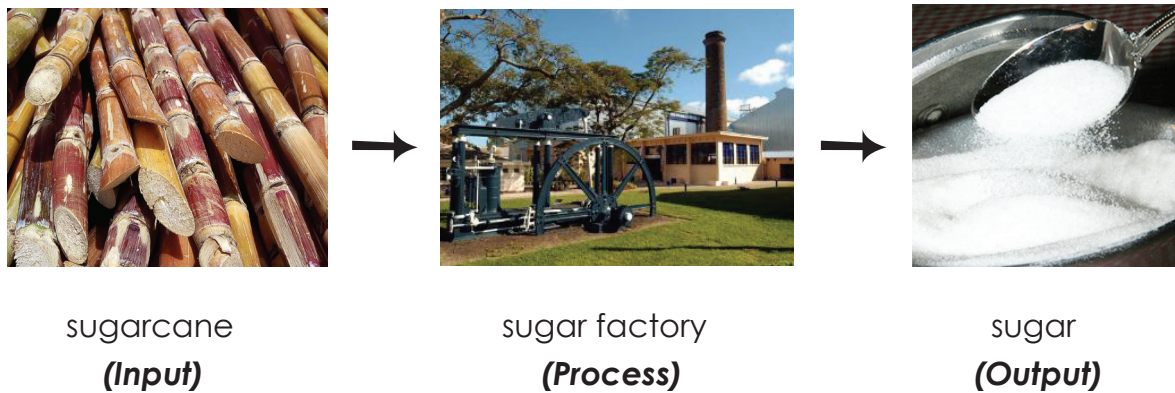
Supercomputers are very large and high-capacity mainframes which are used for specific purposes where **speed** and high processing capabilities are needed. They are used in many applications such as in **meteorological stations** for **weather forecasting**.



1.2 DATA PROCESSING TASK OF A COMPUTER SYSTEM

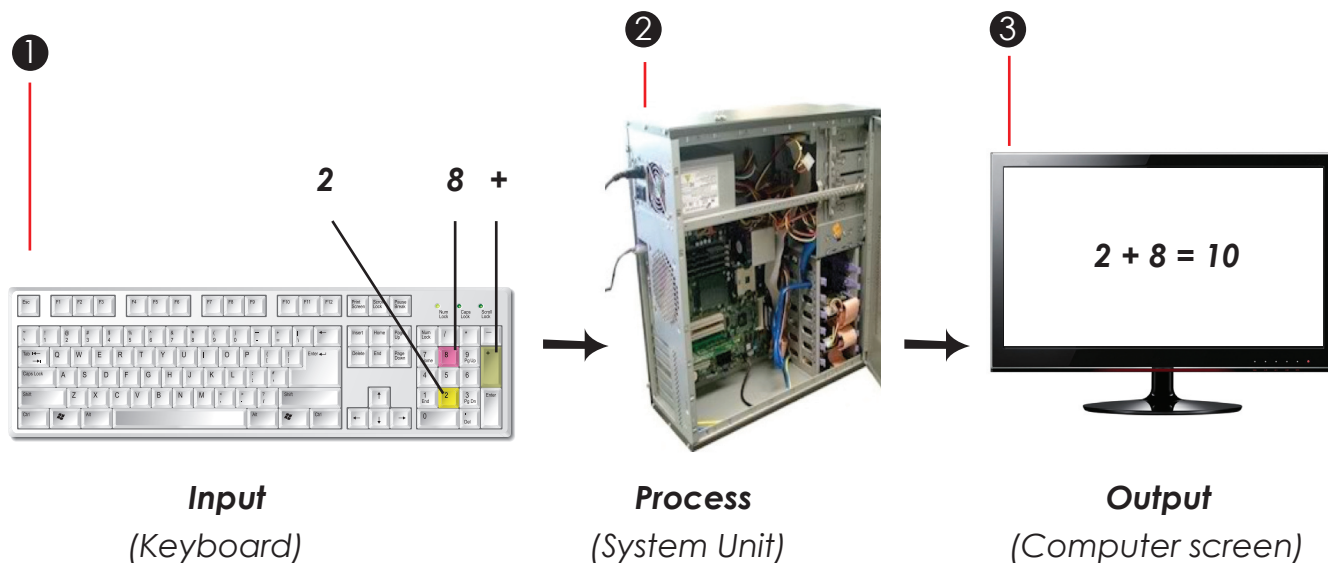
Data Processing is the work that is done on data that has been input.

Let us see the example below to understand these computer terms.



Sugarcane (**input**) is processed in a sugar factory (**process**) to produce sugar (**output**).

Let us take an example how the computer system does a simple task. We want the computer to add two numbers (2 and 8) and to display the sum.



- 1 Input:** The keys **2**, **+** and **8** are typed on the keyboard.
- 2** The addition of the two numbers is called **processing**.
- 3** The computer displays the result on the screen. This is called **output**.

The result is **saved** on a storage device so as not to lose it when the computer is switched off. This is called **storage**.

1.3 COMMON COMPUTER TERMS

Data

Data is basic facts or figures we input into the computer using the **keyboard**, the **mouse**, the **joystick** or the **scanner**. Data can be in the form of alphabets, numbers, symbols, graphics, etc.

Input

Input involves entering data.

Information

Information is processed data. The computer processes data to give us **information** as numbers, examinations marks, weights, a person's age, etc.

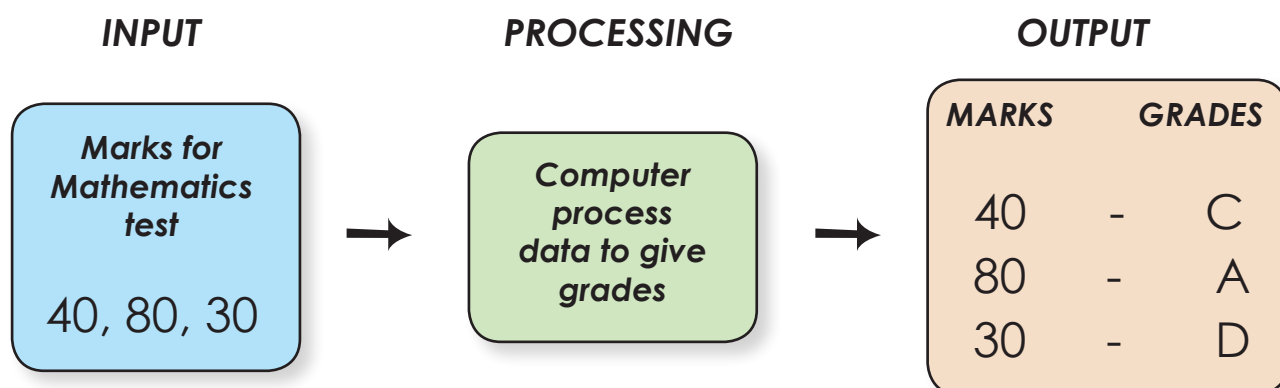
Examples of information are: exams report sheets, the CWA bill, the CEB bill, the telephone bill, the shopping bill, etc.

Processing

Processing is the **manipulation** of data by the computer system to produce information.

Manipulation means **adding, subtracting, multiplying, comparing, sorting, dividing, etc.**

Example:



Output

Output is the display of processed data which can be viewed on screen or printed on paper.

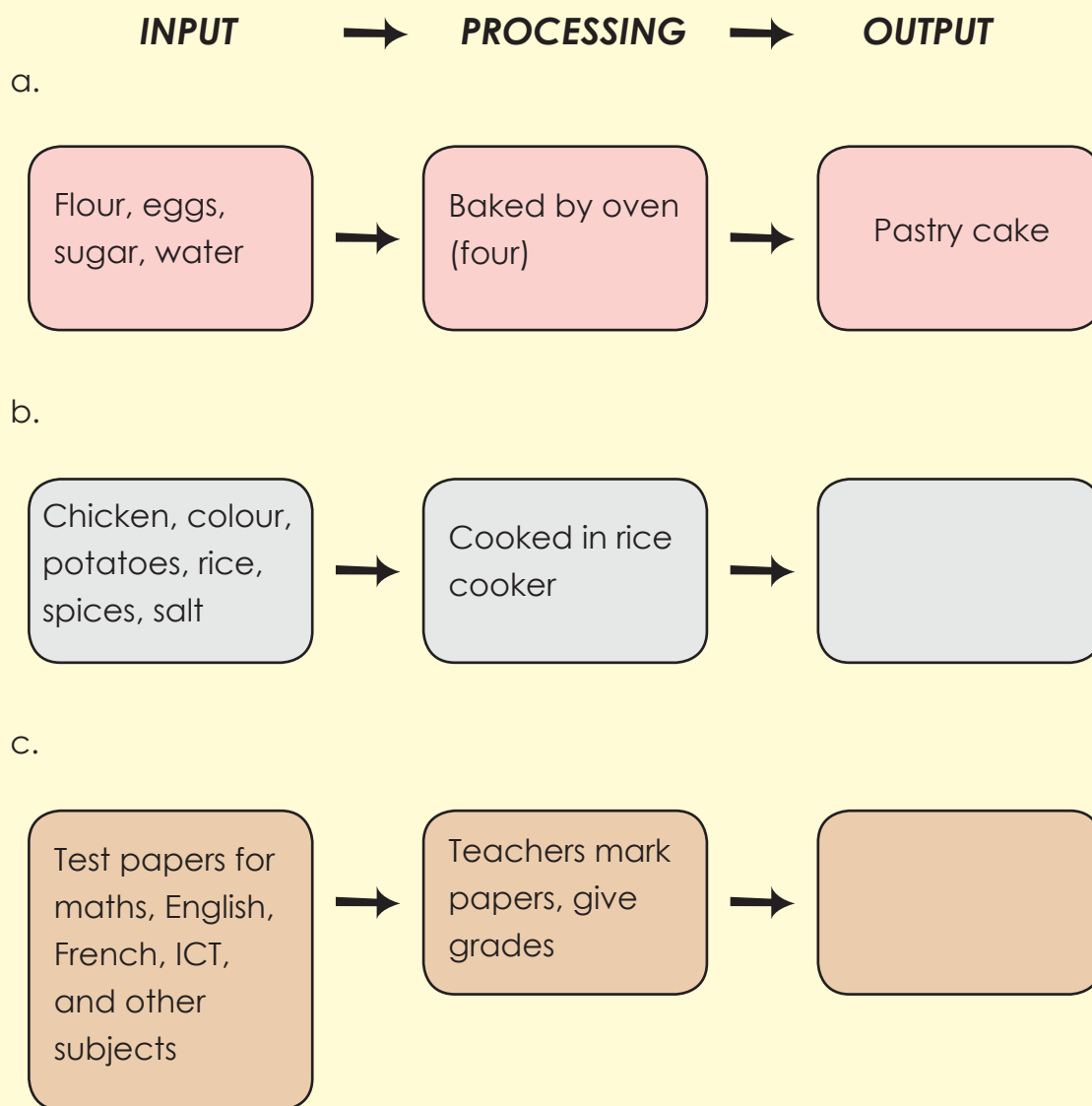


Class Activity

Write, in the empty boxes, the output you will get for each of the following processes.

Instructions to teachers:
Do the activity orally first, followed by written tasks.

The first one has been done for you.



1.4 CHARACTERISTICS AND USES OF INPUT AND OUTPUT DEVICES



Input and output devices are also called **peripherals**. They are usually connected to the system unit by means of cables and work under the control of the **Central Processing Unit (CPU)**. Some common input and output devices are keyboard, mouse, joystick, monitor and printer.

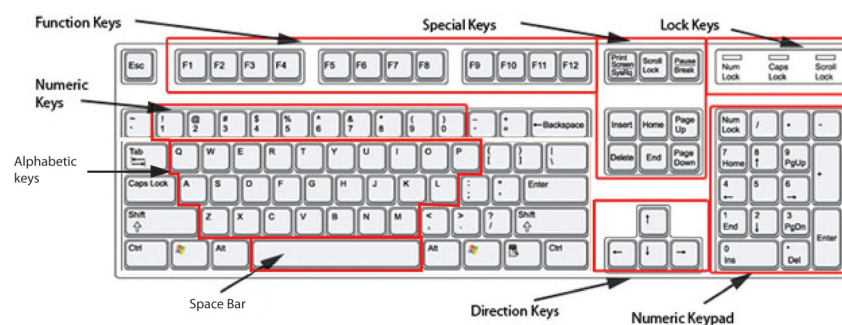
Input devices

Input devices are hardware that are used to enter data and instructions to the computer for processing.

Examples of input devices

Keyboard

The keyboard is used to type data into the computer. Each key of the keyboard represents either an **alphabet**, a **numeric digit** or a **special symbol** as you have seen in computer room.

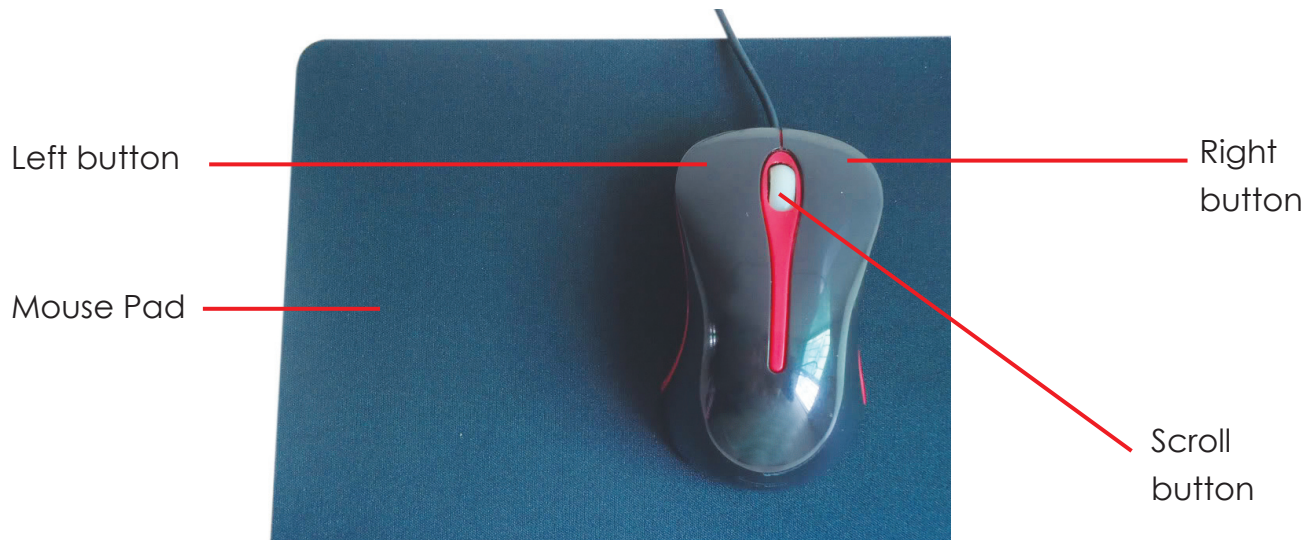


The keyboard is mostly used to type letters, reports and other documents.

Mouse

The mouse is a pointing device. It controls the movement of the **cursor** or the mouse pointer on the screen.

To select a file or an icon, you click on the **left button**. You can click on the **right button** to open a menu. The **scroll button** is used to move up and down the screen.



The mouse is mostly used to open, close and save files.

Webcam

The **webcam** is an input device which provides the computer with video input. It is connected to the computer by a USB cable or can be wireless. It is widely used for online conversation to allow users to see each other.



Microphone

The **microphone** helps to input voices and sounds into the computer. It is used in computers for audio recording.



Joystick

A **joystick** is an device which can be moved in various directions. The joystick is often used to play video games and also for controlling other machines.



Scanner

An **image scanner** is often called a **scanner**. It is an input device that converts images, printed text or other document to a digital image that is stored in the computer.

Desktop (or flatbed) scanner as shown in the picture is mostly used in office and at home. The document is placed on a glass window and the lid is closed before scanning.



Barcode reader

A **barcode reader** (or **barcode scanner**) is an input device to scan barcodes (black lines as shown in the picture) on books, foodstuffs containers, clothes, etc. Barcode readers are widely used in supermarkets and libraries.



Output devices

Monitor

A **monitor** also called **visual display unit (VDU)** is an output device to display the processed data and other information on a screen.

Types of monitors

Computer monitors are mainly of two types: the CRT monitor and the flat screen monitor.

CRT monitor - CRT stand for **Cathode Ray Tube**.



Flat screen

LCDs are flat screen monitors. **LCD** stand for **Liquid Crystal Display**. Flat screen monitors are more expensive than **CRT** monitors.



Printer

The **printer** is an output device which prints documents (texts and pictures) on paper or transparencies (special plastic). The printout is known as a **hard copy**. There are different types of printers.

Types of printers

There are two main types of printers namely: impact printers and non-impact printers.

Impact printers

Impact printers are normally noisy printers such as dot-matrix printer. They print by striking on inked ribbon. The characters are printed on paper by a pattern of dots.



Impact printers

Non-impact printers

Non-impact printers are normally quiet and fast printers. There is no physical contact with the paper while printing. Examples of non-impact printers are Ink jet printers and Laser printers.



Ink-jet printer



Laser printer

Nowadays we have the **Three-in-one printers** with printing, scanning and fax all in one machine.



Three-in-one printers

The table below summarises the characteristics of the different types of printers.

Printer	Characteristics
Dot-Matrix	Noisy, cheap, slow and poor print quality
Ink-Jet	Quiet, colour printing of better quality
Laser	Quiet, expensive, fast, colour printing, very good quality printing

Plotter

The plotter is mostly used to print large graphical designs, technical drawings, and architectural plans. The **pen plotter** can print many lines of different colours at the same time. The paper is fixed to a surface, and pens are moved across the paper to produce the image. The plotter is mostly used by designers and architects.

Types of plotters

Two common types of plotters are: drum plotter and flatbed plotter.

Drum plotters

A drum plotter rotates the paper as the pens move across it to draw the image as shown in the picture.



Flatbed plotters

A flat-bed plotter is mostly used by designers. The paper remains stationary on a flat surface while a pen moves across it horizontally and vertically as shown in the picture.



Speakers

Speakers are usually used in pair, the Left speaker and the Right speaker. It is an output device used in multimedia computer system where the user can listen to music, voices and other sounds.



1.5 BINARY DIGITS (BITS) AND BYTES

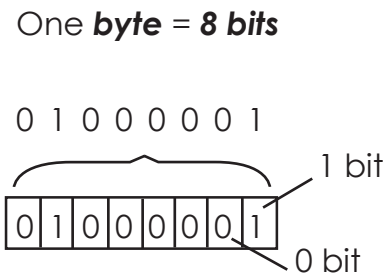


Look at the electrical switch.
It has only the **OFF** and **ON** position.

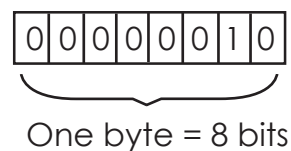
The **OFF** position may be represented by the digit **0**.
The **ON** position may be represented by the digit **1**.
The digit 0 and the digit 1 are known as **binary digits (bits)**.
A character is stored as a combination of 8 bits which is called 1 **byte**.

Examples

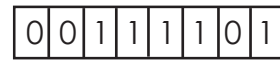
The letter 'A' is stored as



The number '2' is stored as



The symbol '=' is stored as



One byte = 8 bits

The word **cat** is stored as **3 bytes**.

When we press the spacebar on the keyboard, the space is stored as 1 byte.



Class Activity

Today is Sunday.

Count the number of bytes in above sentence.
The 2 spaces and 1 full stop must also be counted.

The total number of bytes stored will be 16 (13 alphabets, 2 spaces and 1 full stop).

Now do the following:

(a) Write your name.

_____.

(b) Count the number of bytes and write it in the space below.

Total number of bytes: _____

(c) Write the name of your school.

_____.

(d) Total number of bytes: _____

Instructions to teachers:

Do the activity orally first, followed by written tasks.

1.6 STORING CAPACITY OF STORAGE MEDIA









Storage media are used to store information **permanently**. This is important because the computer memory can store the information **temporarily**. When the computer is switched off, all information will be lost.

Instructions to teachers:

Brainstorm on the different type of storage media.

Let us learn about the storage capacity of a floppy disk , a Compact disk (CD), USB pen or memory card when using them. The capacity is measured in **Kilobytes**, **Megabytes** and **Gigabytes**.

1 kilobytes (Kb)	1000 (1 thousand) bytes
1 Megabyte (Mb)	1,000,000 (1 million) bytes
1 Gigabyte (Gb)	1000,000,000 bytes

Name of storage medium		Capacity
Floppy disk		1.44 Mb
Hard disk		120 Gb or more
Compact disk		700 Mb or more
DVD		7 Gb or more
USB pen		512 Mb, 1Gb, 2 Gb or more
Memory card		512Mb, 1 Gb, 2 Gb or more

1.7 ANALOG AND DIGITAL SIGNALS

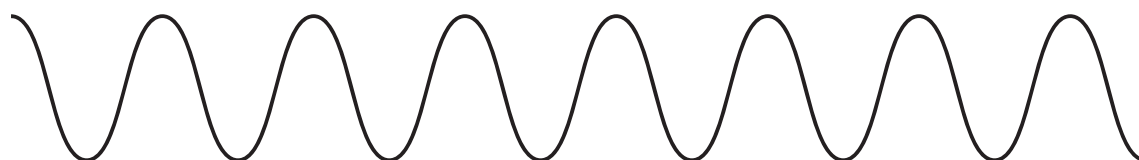
Examples of analog and digital devices.

Purpose	Analog Device	Digital device
Reading time		
Weighing		
Reading blood pressure		

Similarly data are transmitted either through analog, digital signals or both.

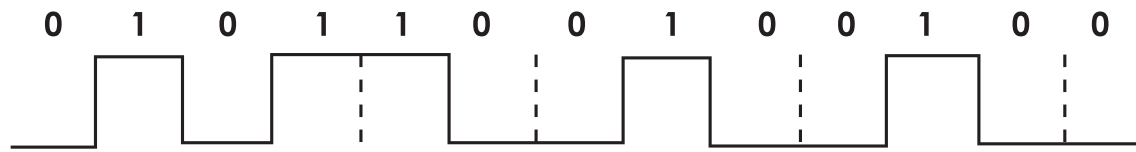
Analog signals

Analog signals are continuous signals in waves form that have constant fluctuations, as shown in the picture below.



Digital Signals

Digital signals are electronic signals transmitted by the computer as binary codes (1's and 0's), in a pulse train to represent data. An example is given below:



The data which is stored in form of **bits** (binary digits) on one computer can be sent to another computer in the form of **digital signals**.



UNIT 1: ACTIVITY SHEET 1

Name:

Class:

1. Complete the following statements.

- (a) The computer processes _____ to produce _____.
- (b) It uses _____ devices such as keyboard and _____ devices such as the monitor.
- (c) It stores information as _____ digits.
- (d) Those digits are called bits. A bit can be either a _____ or a _____.
- (e) Eight bits form one _____. The term byte is used to measure the capacity of computer memory.

2. Match each unit with its correct value

<i>Column A</i>	<i>Column B</i>
1 Kilobytes •	• 1000 million bytes
1 Megabytes •	• 1000 bytes
1 Gigabytes •	• 1 million bytes





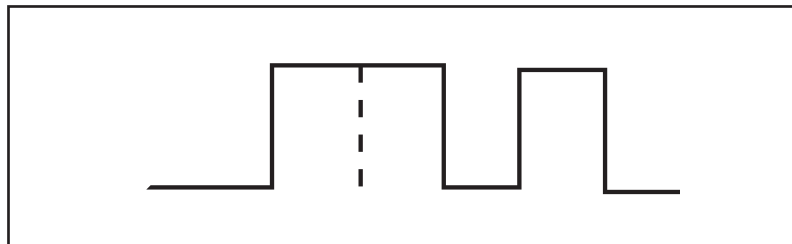
UNIT 1: ACTIVITY SHEET 2

Name:

Class:

1. Draw the digital signal for the following binary code 0010110.

2. Write the binary code for the following digital signal.



Binary code _____

3. Count the number of bytes in each of the following:

(a) Port Louis

(b) Three input devices are: keyboard, mouse and joystick.

(c) Where did you go during the week-end?





UNIT 1: ACTIVITY SHEET 3

Name:

Class:

1. Make a list of data items you will need for the following processing tasks:

Processing task	Data
To withdraw money from ATM	PIN code, transaction code, amount of money
To multiply two numbers	
To make a list of pupils of year II	
To produce bus pass for pupils	
To borrow books from the library	

2. Write 'True' or 'False' for each of the following statements:

Statement	True or False
A minicomputer is used by pupils at school.	
All computers have microchips and storage devices.	
A mainframe can be used by only one person at a time.	
Hard copy is the term used for information displayed on the screen.	
Laptop computers can be used anywhere once they are charged.	





UNIT 1: ACTIVITY SHEET 4

Name:

Class:

1. Answer the following questions.

(a) What is the name given to a group of 8 bits?

(b) What storage medium you will use to store a movie?

(c) What is the most common output device of a PC?

(d) Why is the laser printer called a non-impact printer?

(e) Name two characteristics of impact printers.

1. _____

2. _____

2. What do the following stand for:

(a) **BIT** : _____

(b) **CPU** : _____

(c) **VDU** : _____

(d) **LCD** : _____

(e) **Mb** : _____





UNIT 1: ACTIVITY SHEET 5

Name:

Class:

1. Encircle the letter representing the correct answer for each of the following statements.

(a) A monitor displays the words that you type on a keyboard.

This is an example of _____.

A An input **B** A process **C** An output **D** A data storage

(b) Which one of the following operates without a microprocessor?

A Microwave Oven **B** Washing Machine **C** Electric bulb **D** Computer System

(c) A calculation is an example of _____.

A Input **B** Processing **C** Storage **D** Output

(d) Movies are usually copied on _____.

A DVD **B** Floppy disk **C** CD-ROM **D** Audio tape

2. Fill in the blanks with the appropriate word.

(a) A _____ is an example of a pointing device.

(b) A speaker is an _____ device.

(c) Data is stored in the computer as _____.

(d) Input and output devices are also called _____.





UNIT 1: ACTIVITY SHEET 6

Name:

Class:

1. Match the following.

Microphone is	data manipulation by the computer
Output is	known as the brain of the computer
Central Processing Unit is	an input device
Processing is	produced after a process

2. Write the most appropriate input or output device used for each of following activities.

(a) Typing a letter : _____

(b) Playing games : _____

(c) Printing the plan of a building : _____

(d) Reading the bar code in a supermarket : _____

(e) Drawing a house : _____





UNIT 1: ACTIVITY SHEET 7

Name:

Class:

Identify the following devices as either analog or digital.



thermometer



ammeter



clock



barometer



clock



clinical-thermometer



calliper



ammeter



barometer



Unit 2

COMPUTER OPERATIONS



Aim:

The aim of the unit is to explore windows environment for further computer operations.



Objectives:

At the end of the unit, you should be able to:

- learn about the general features of the desktop settings and managing the toolbars.
- know the features of the computer and the hard disk properties.
- get familiarize with the different utilities within the Windows operating system.



Instructions to teachers

2.1 WINDOWS ENVIRONMENT

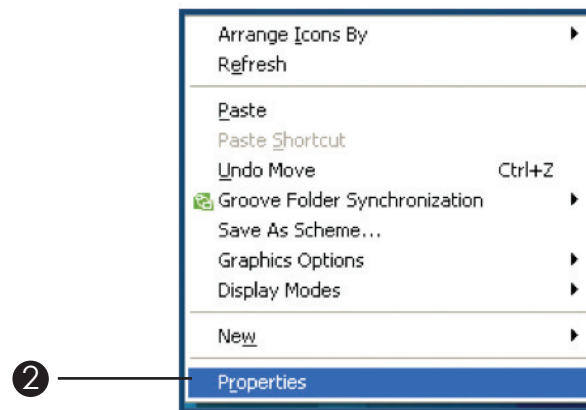
Desktop Background

The background of the desktop can be changed as per your choice, where the design of the background can be either from the list provided in the computer itself or you can load your own designs or pictures.

Desktop Setting

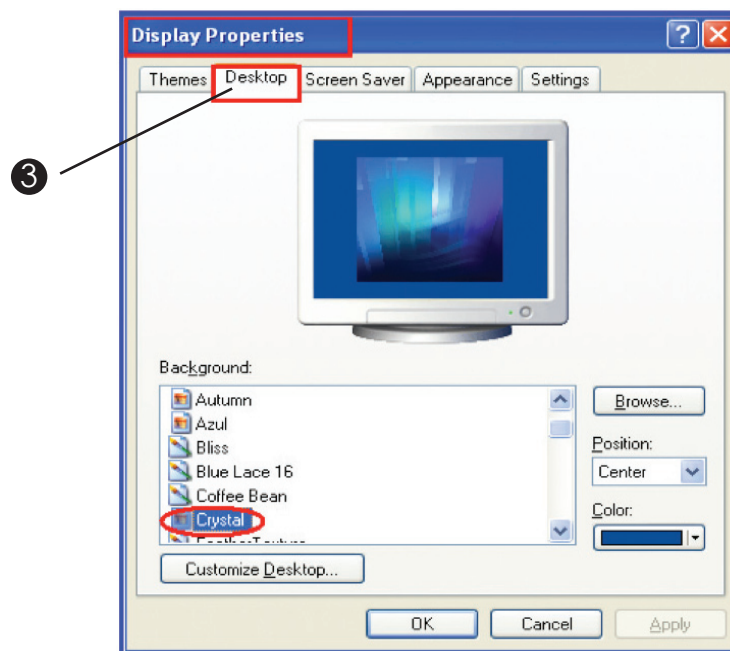
The desktop setting can be changed by following the steps below:

- ① **Right-click** on any empty place on your desktop, a list of options will appear.
- ② Select **Properties**.

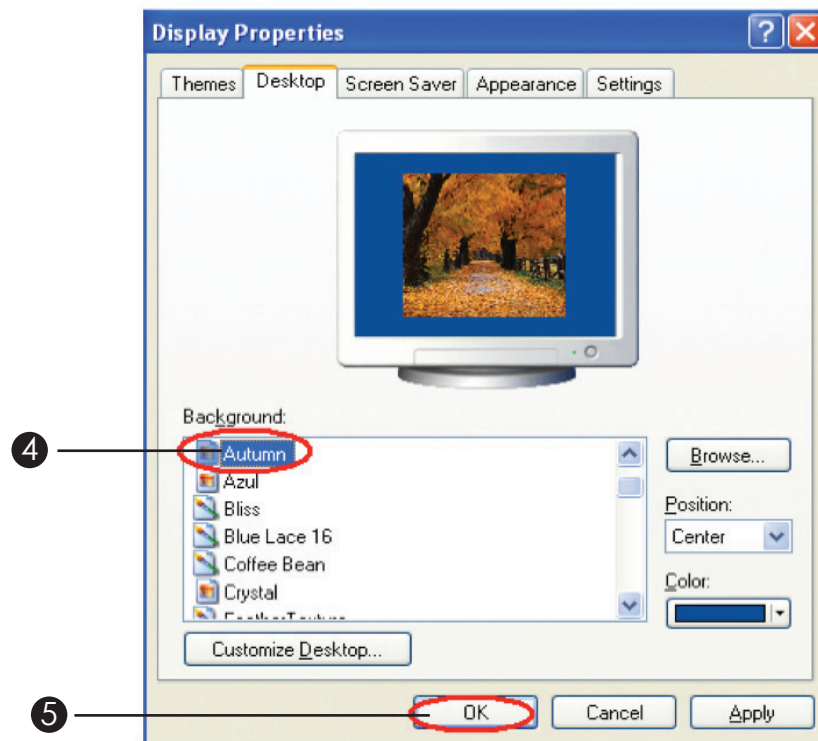


The 'Display Properties' window will appear.

- ③ Click on the **Desktop** option in the window.
A list of different background will be provided and the actual picture of the desktop will be active in the window.



- 4 Scroll on the Display properties window and select a background option for example: select **Autumn**.



- 5 Click on **Apply** and then **Ok**.
The new background of the desktop will be displayed as follows.





Class Activity

Arrange the given steps for “Changing the Desktop Background” by numbering them correctly.

- Choose your chosen background, for e.g. ‘Bliss’
- Select ‘Properties’
- Click on ‘Apply’ and then ‘OK’
- Right-click on any empty space on the ‘Desktop’
- Click on ‘Desktop’ in ‘Display Properties’

Instructions to teachers:

Do the activity orally first, followed by written tasks.

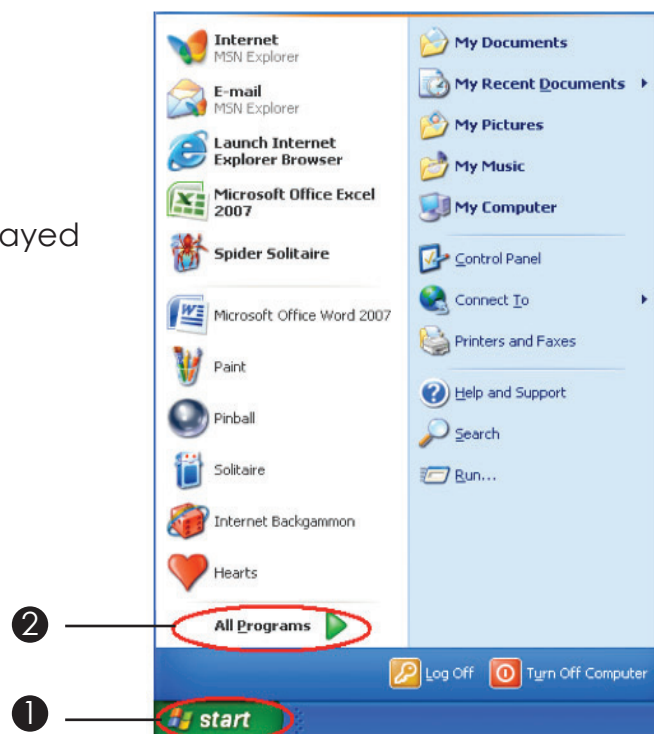
2.2 EXPLORING THE PROGRAM MENU

The program menu provides a list of some additional options where you can do further operation, such as getting access to specific program such as Ms Paint, games option, exploring My Documents or even search for a file or folder.

The Program Menu can be accessed:

- 1 Clicking on **Start button**.
- 2 Clicking **All Programs**.

The list of programs of the menu will be displayed as follows.

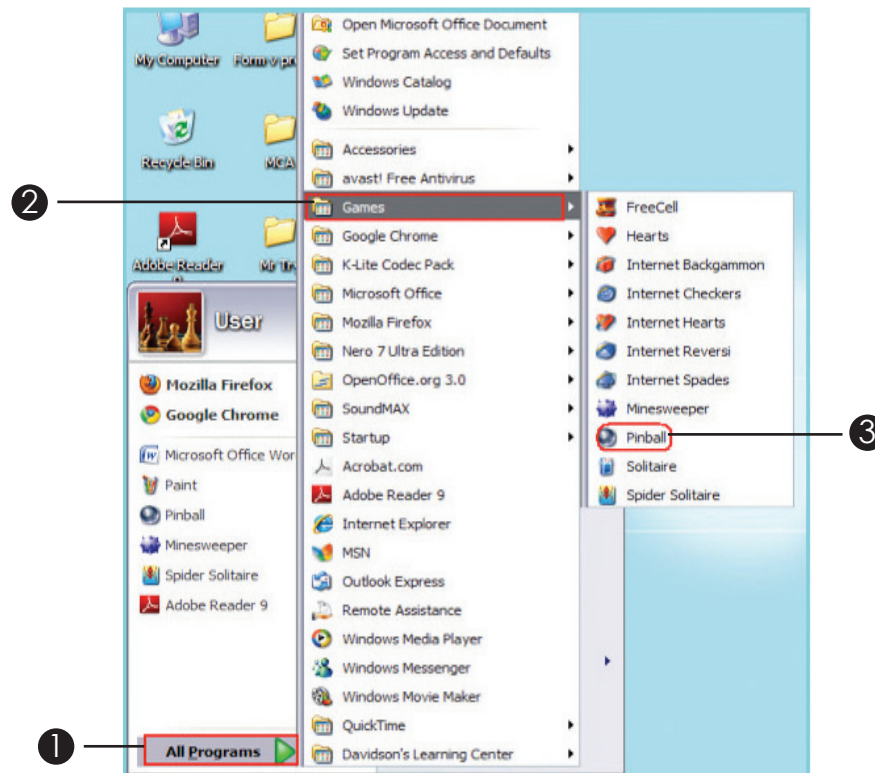


Games

Games is a folder containing several types of computer games.

To load a game on the computer, follow the steps below:

- ① Click on **All Programs**.
- ② Select **Games**, a list of the available games will be provided.
- ③ For example select **Pinball**.



The “Pinball “game window will open as below, and it can be played by using the arrow keys on the keyboard.

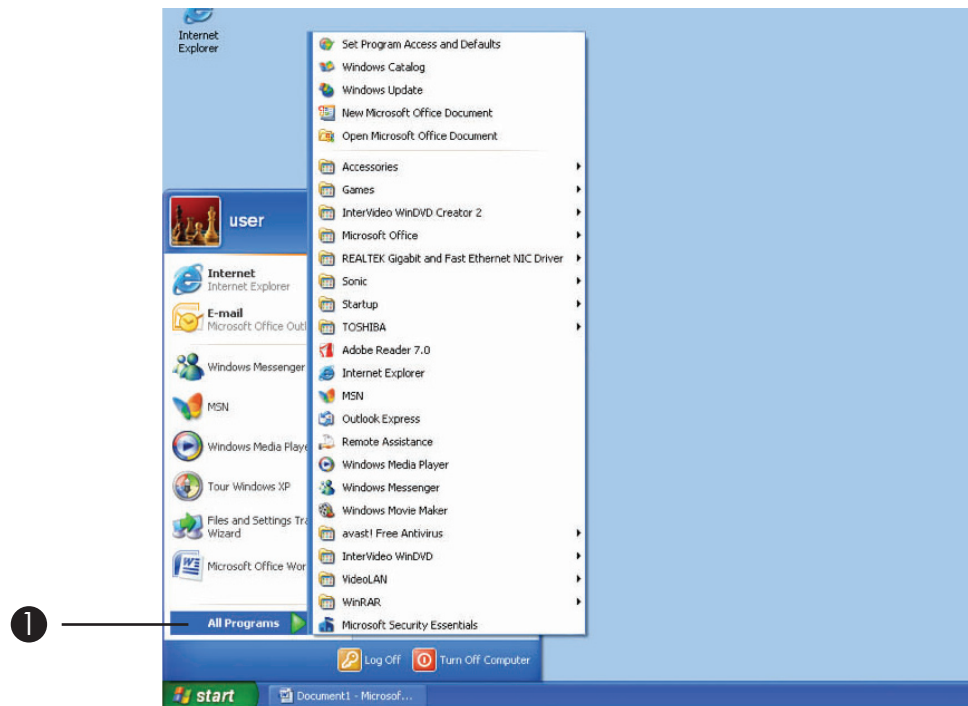


Calculator

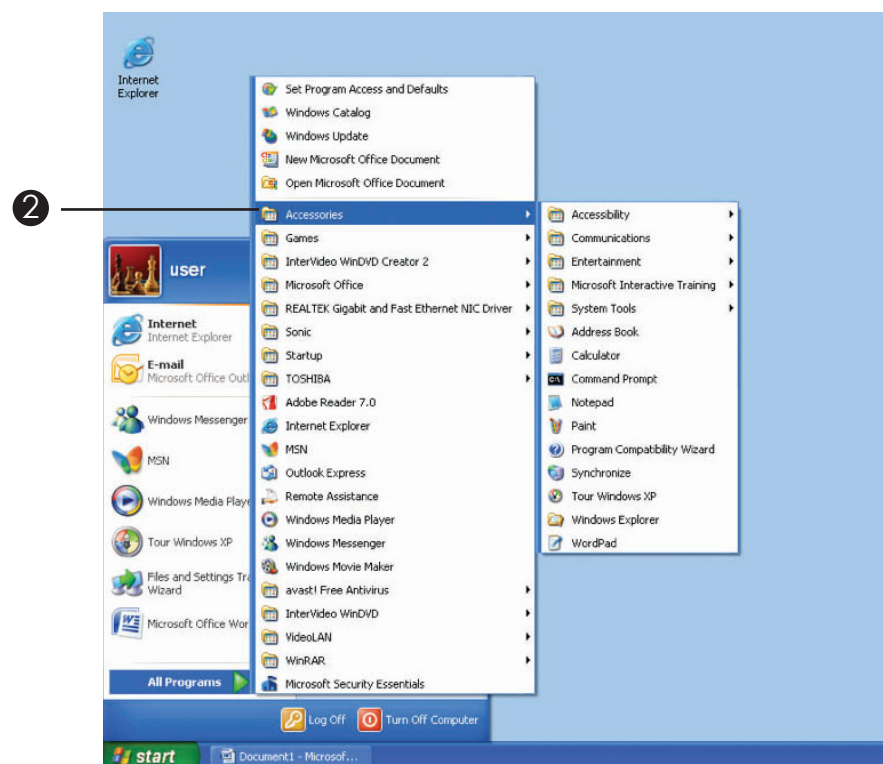
The computer provides the facilities of a calculator, where arithmetical operations such as adding, subtracting, division and multiplication can be done.

To use the calculator, follow the steps below:

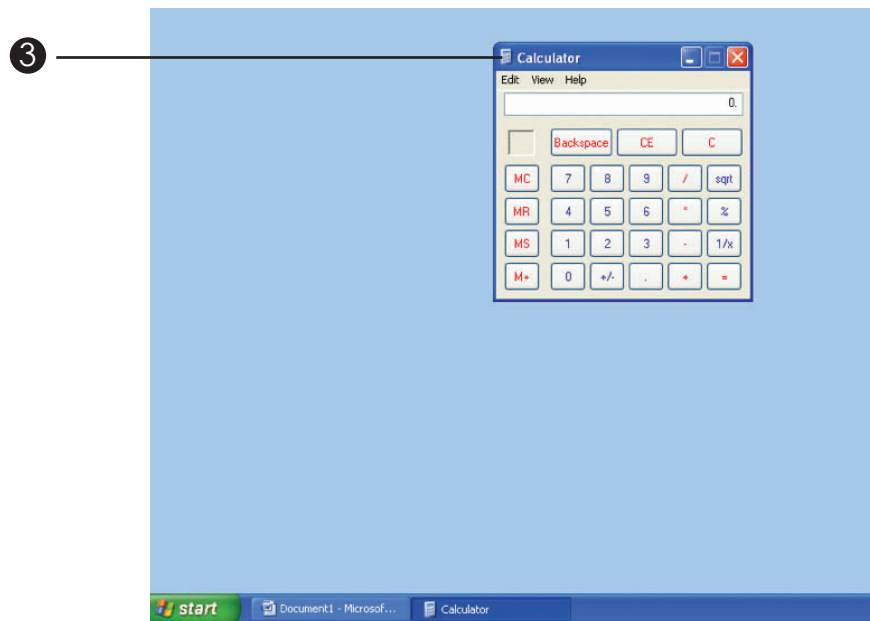
- 1 Click on **All Programs**



- 2 Select **Accessories**



③ Click on **Calculator**



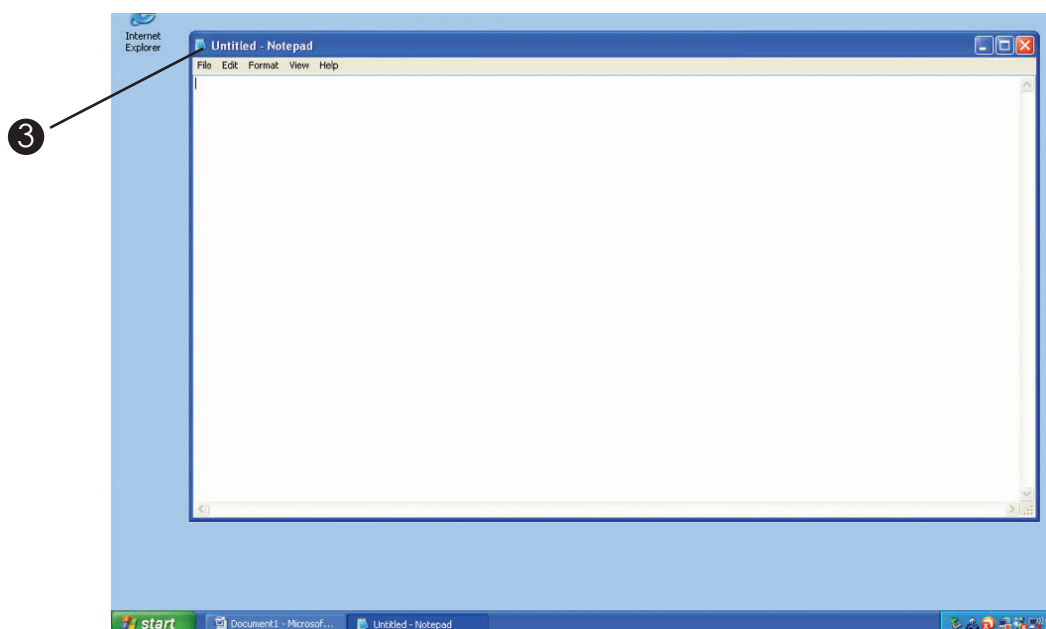
The calculator appears on the desktop. The numbers can be typed either using the keyboard or clicking on the calculator using the mouse. The calculator can be closed by using the exit button.

Notepad

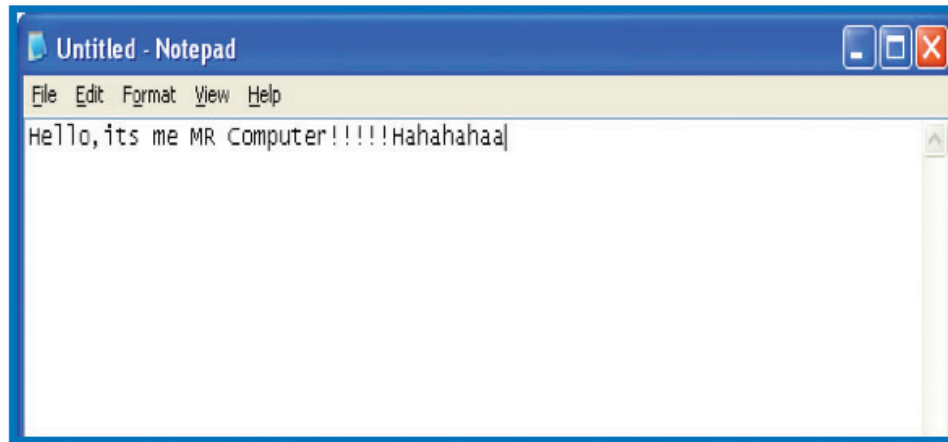
The **Notepad** enables you to create and edit text files using basic text formatting. For example, documents can be typed in Notepad.

To use Notepad, follow the steps below:

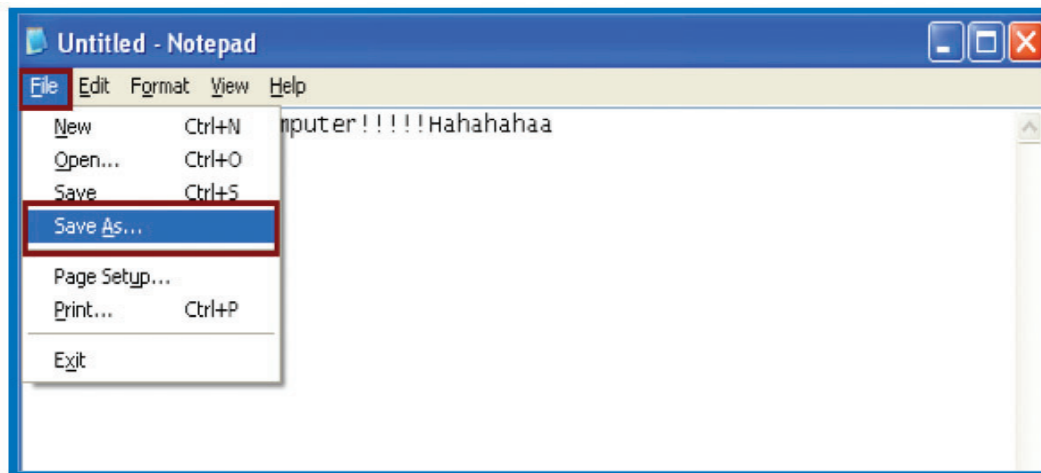
- ① Click on **All Programs**.
- ② Select the option **Accessories**, and then click on **Notepad**.
- ③ The Notepad window appears.



- 4 In the Notepad window, text can be typed as the following.



- 5 You can save your document, by the steps in the following screen.

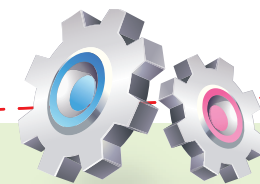


Practical Lab Activity

Open Notepad, type the following text.

The Computer is an electronic machine which is used to process data into information.

Save the file as **Notepad1**.



Instructions to teachers:
Do the a demonstration first of the activity followed by practical session

2.3 LOCATE AND RUN FILE

You know that information can be stored in the hard disk, pen drive, CD or DVD. File can be located and re-opened from the location it has been stored.

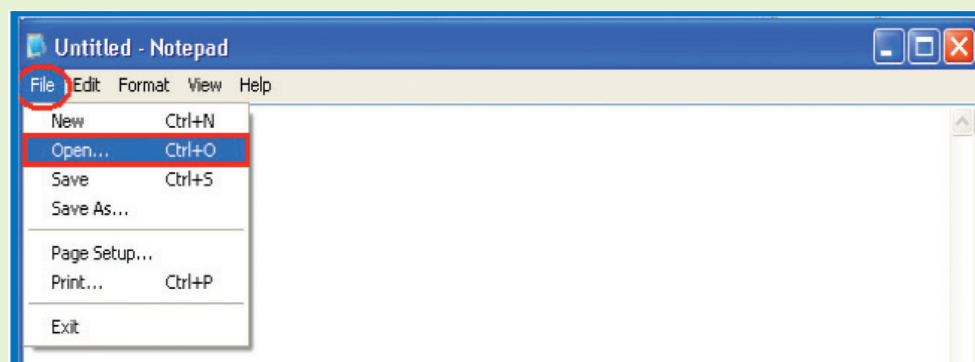


Practical Lab Activity

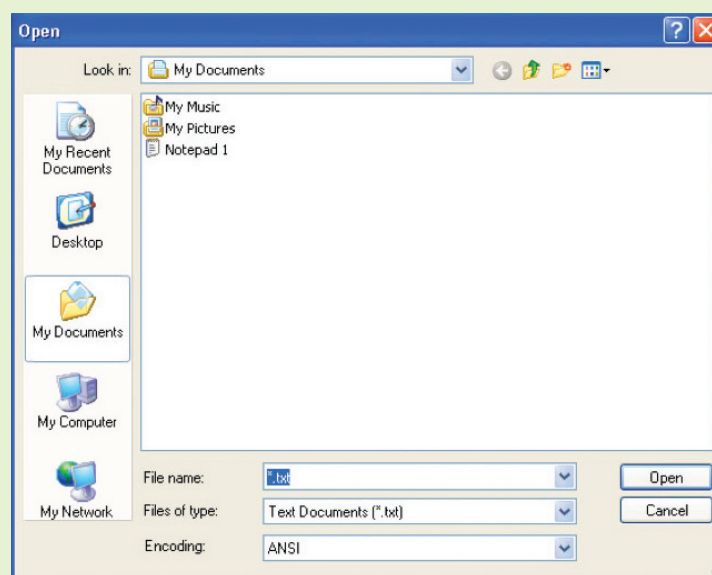
In previous activity, a file named **Notepad1** has been saved in a folder called **My Documents**, in the hard disk.

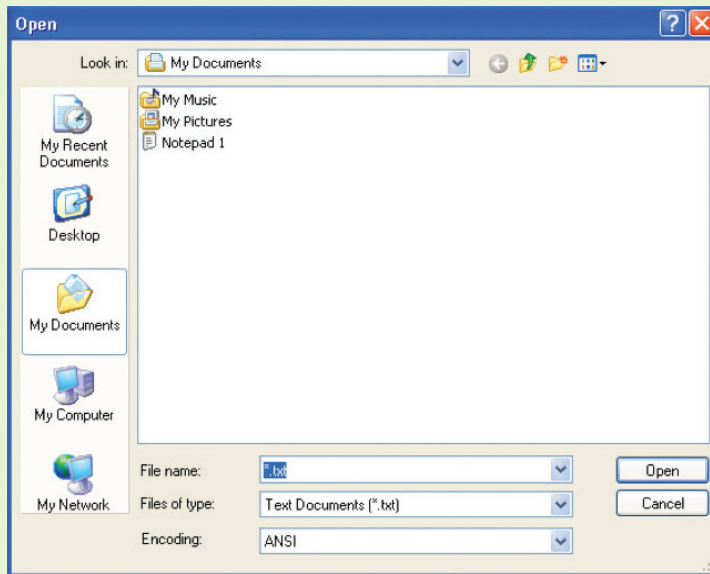
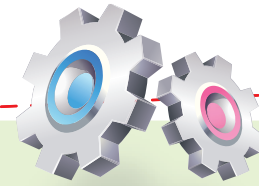
You know how to load Notepad. So, follow the necessary steps to load **Notepad1**.

1. Click on **File** and select the option **Open**.

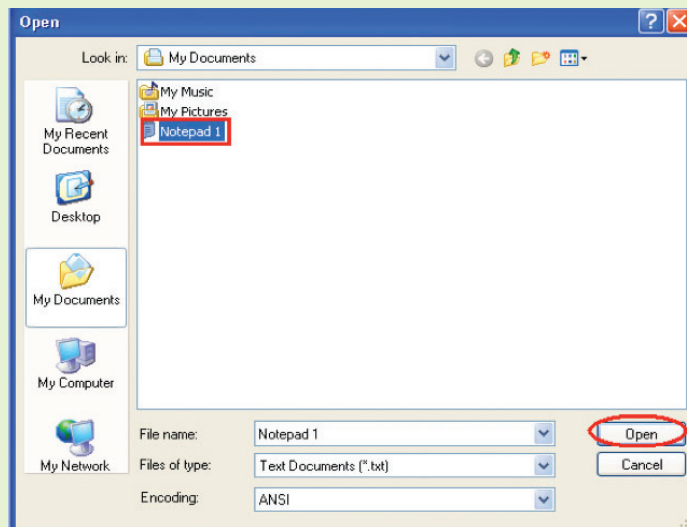


2. The window will provide a list of files that is stored in **My Documents**.

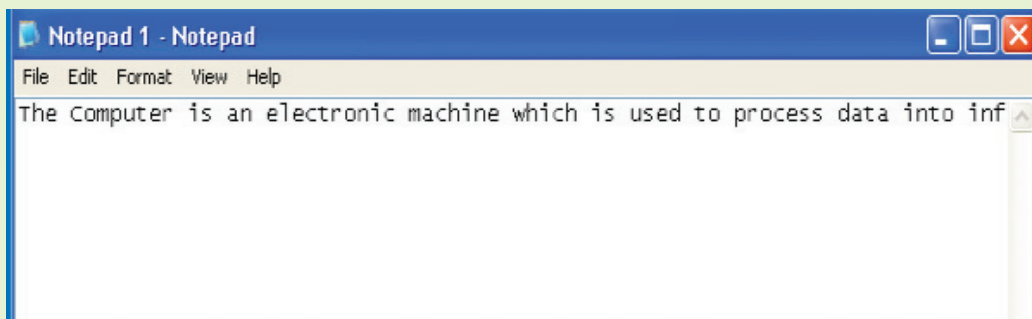




3. Select **Notepad1** and click **Open**.



4. The file **Notepad1** will appear as shown in the screen below.



2.4 FILES AND FOLDERS

In the following activities, you will practise some operations on files and folders.

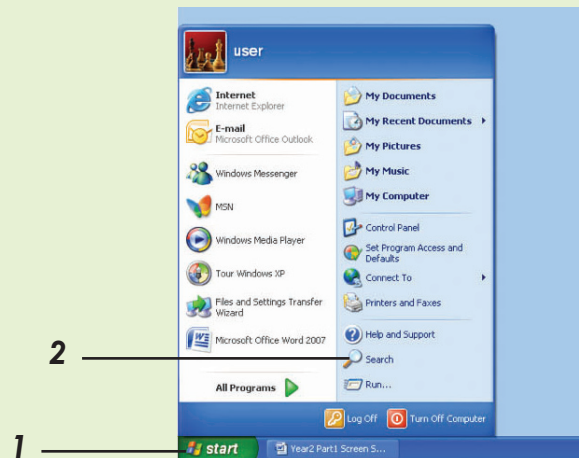


Practical Lab Activity

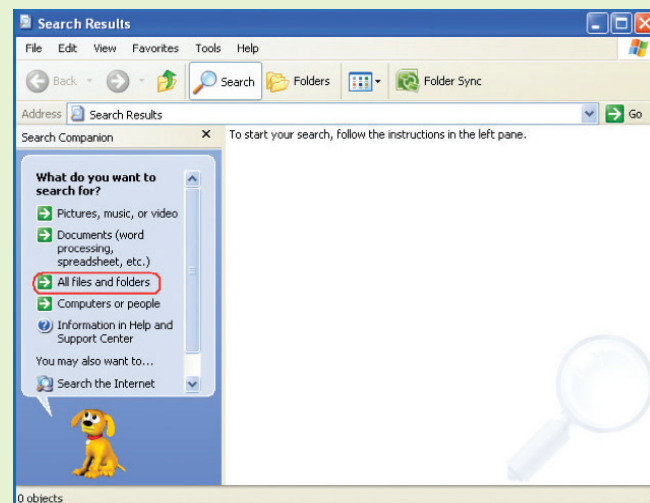
Searching of files and Folders

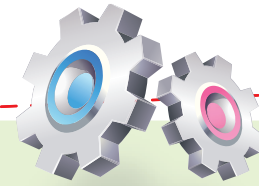
In this activity, you will search for the file **Notepad1**, through the following steps below, by using the **Search option**.

1. Click on the **Start** button.
2. Select the option **Search**.

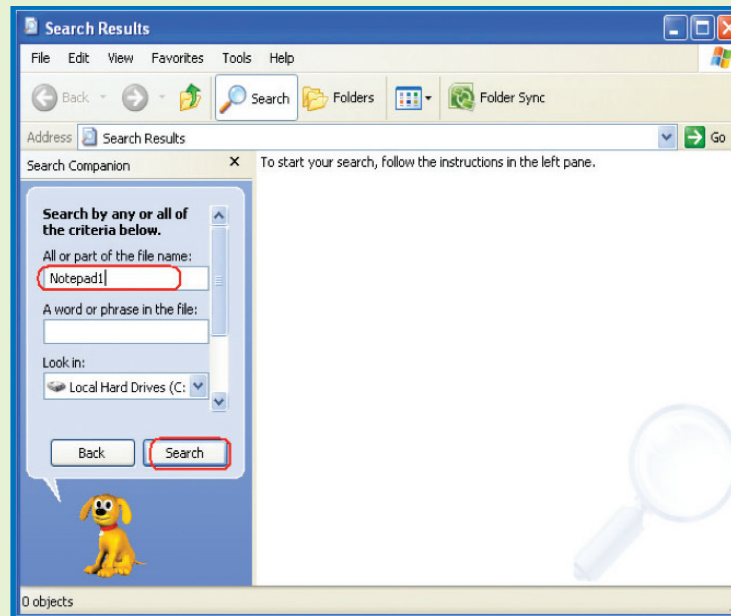


3. In the window below, click on **All files and folders**.

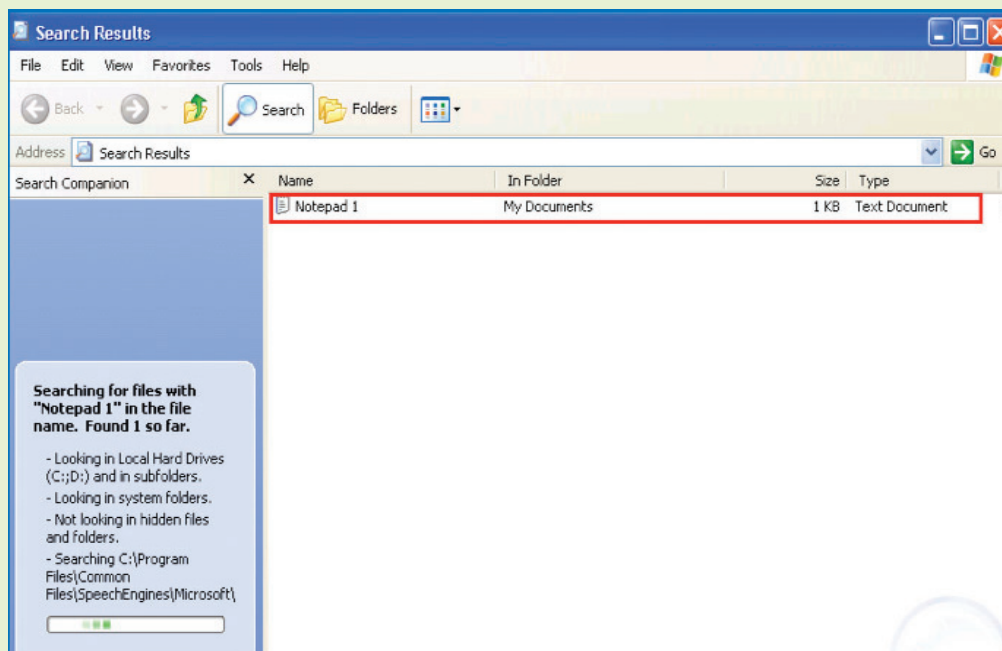




4. In the option **All files and folders**, type **Notepad1**, then click on **Search**.
The computer automatically searches for the file.



5. If the file is found, the name of the file and the location where it is stored are displayed.



Rename, move, copy and delete files and folders

Files and folders can be renamed. It can be copied, moved and deleted. In the steps below, you will learn how to **rename**, **move**, **copy** and **delete files** and **folders**.

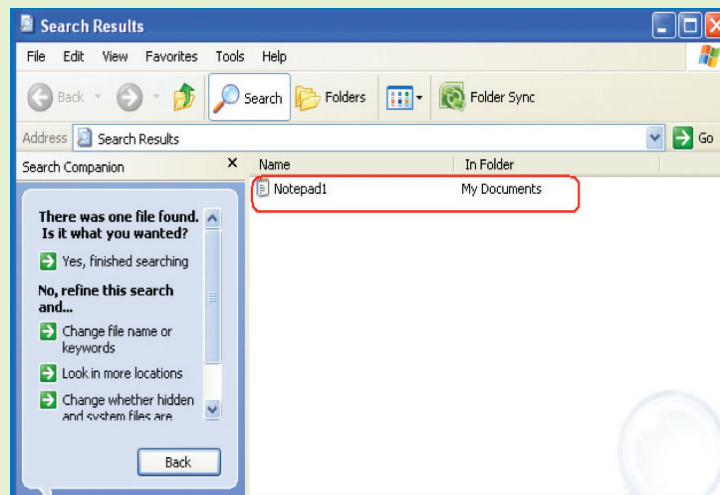


Practical Lab Activity

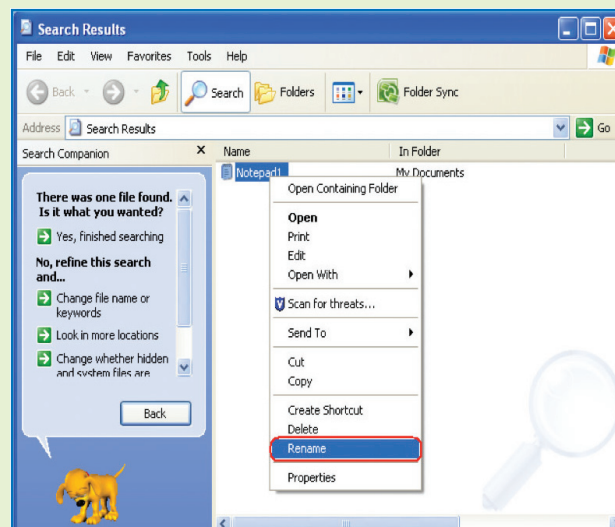
Renaming Files

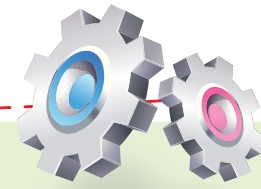
A file can be renamed by choosing the options shown below.

1. Locate the file **"Notepad1"** from the **Search** option.

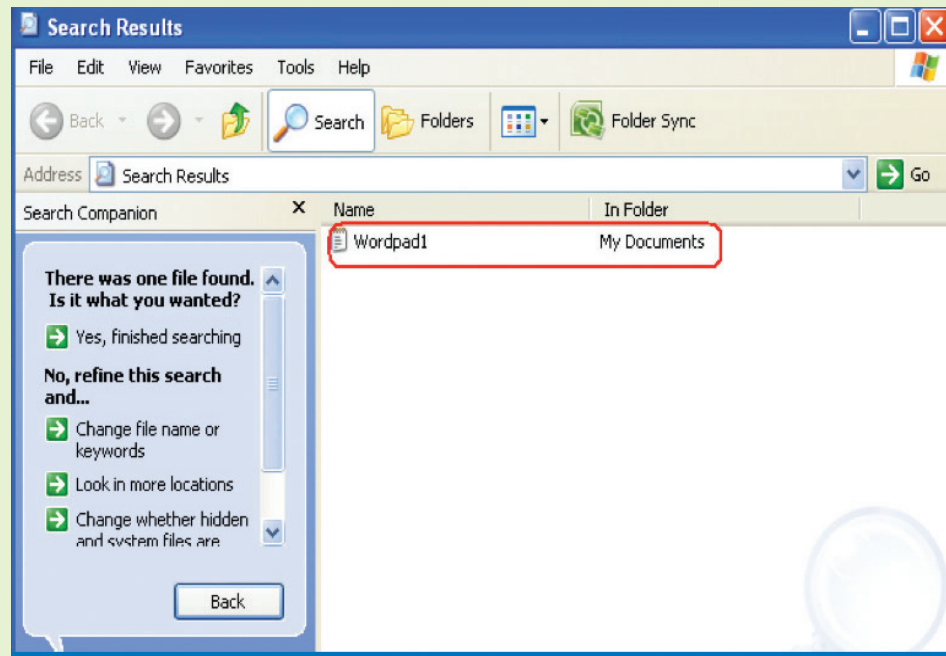


2. When all the files are displayed, right click on the file **Notepad1**, and in the option list select **Rename**.





3. Press the **delete key** to erase the name **Notepad 1**, and type **Wordpad1** as the new name.



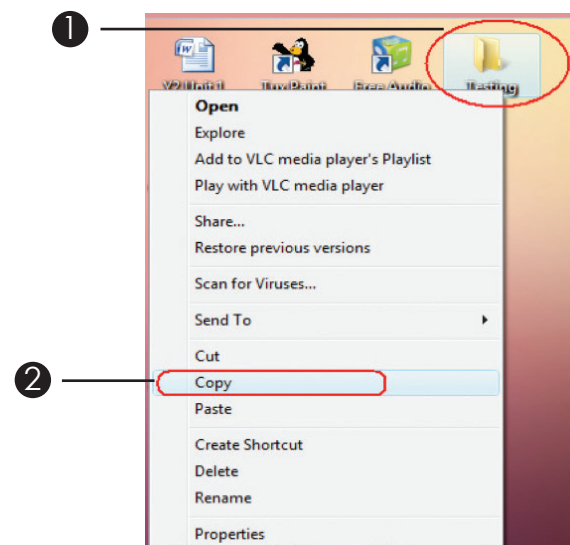
Just the file name will be changed.

Moving and copying files and folders

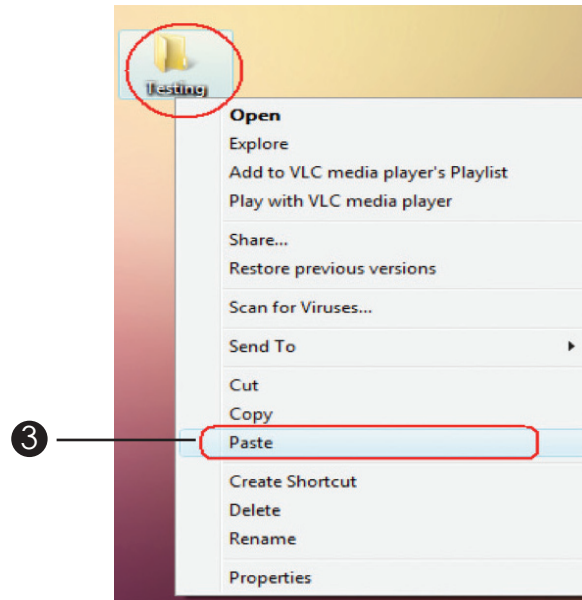
A file or folder can be moved or copied to another location. For example the file **Testing** on the desktop shown below can be copied or moved on another drive or folder.

Steps for copying a file with copy and paste

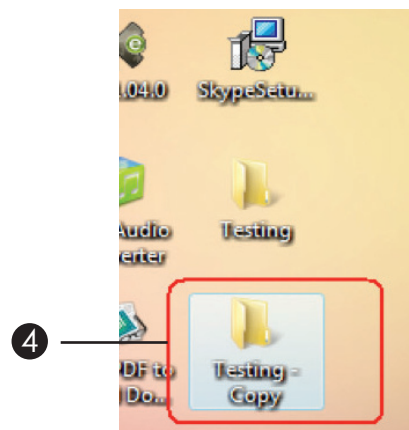
- 1 Right click on the folder '**Testing**'
- 2 Select the option **Copy**.



- 3 Right click and select the option **Paste** to copy the folder .

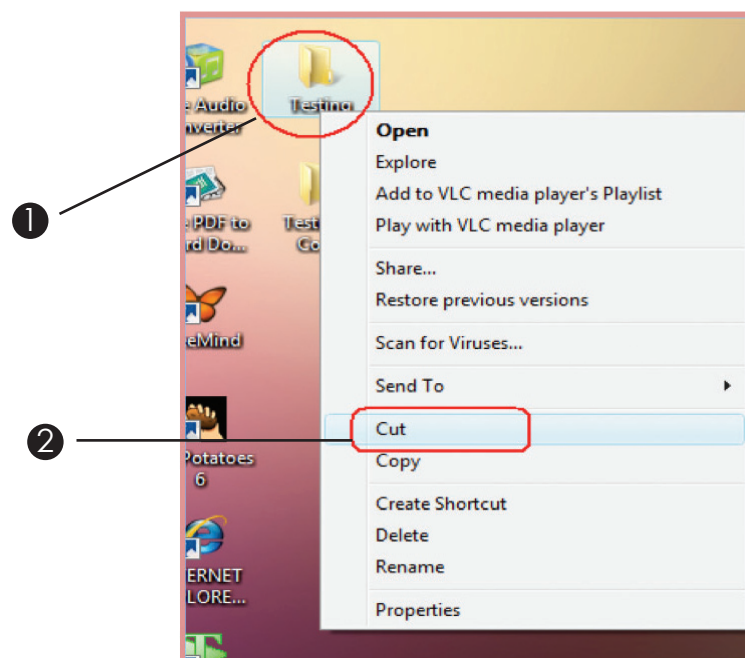


- 4 The folder will be copied on the desktop.



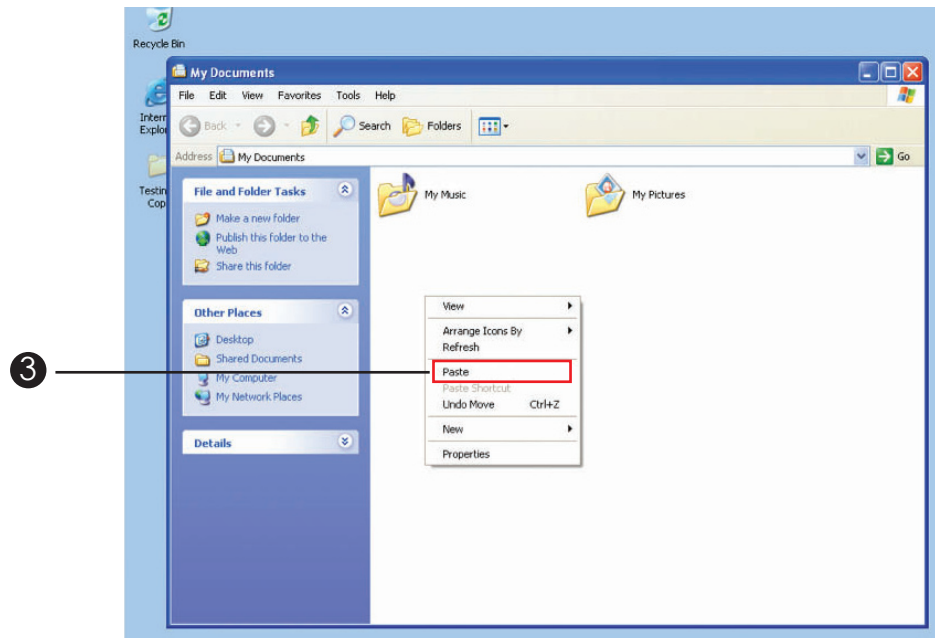
Steps for moving a file with cut and paste.

- 1 Right click on the folder to be cut.
- 2 Select the option **Cut**.



The file will be removed from its current location.

- 3 Select the option **Paste** in its new location by right click.

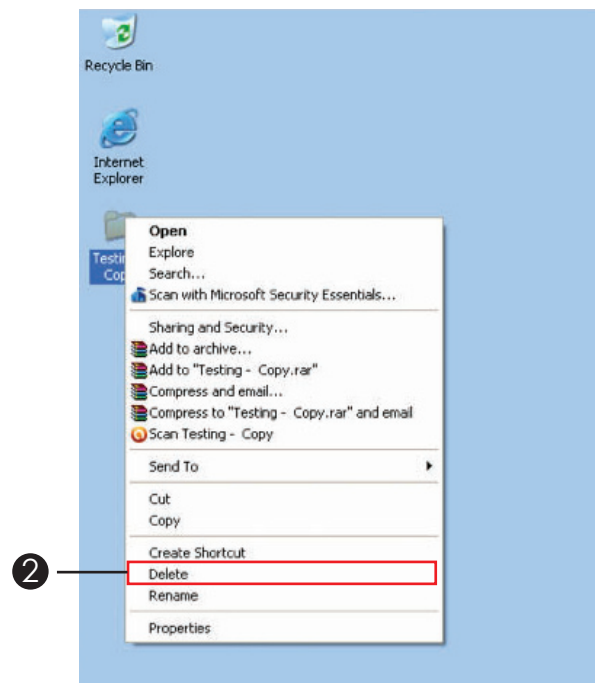


Deleting files

Deleting a file is to erase the file.

Follow the steps below:

- 1 Right click on the file **to be deleted**.



- 2 Select option **Delete**.

A message box will appear asking whether you want to delete the file or not.

- ③ If the option **'Yes'** is chosen the file will be erased; if **'No'** the file is not deleted.

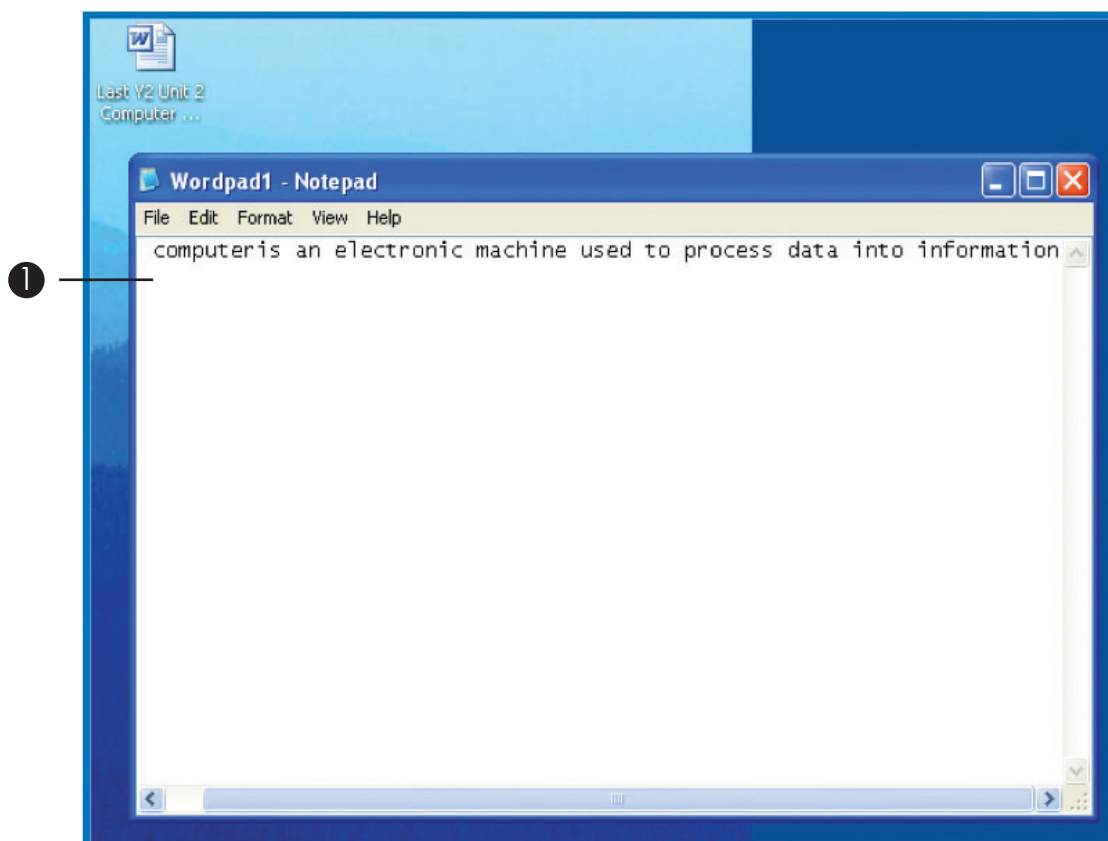


2.5 MANAGING DIFFERENT WINDOWS AT THE SAME TIME

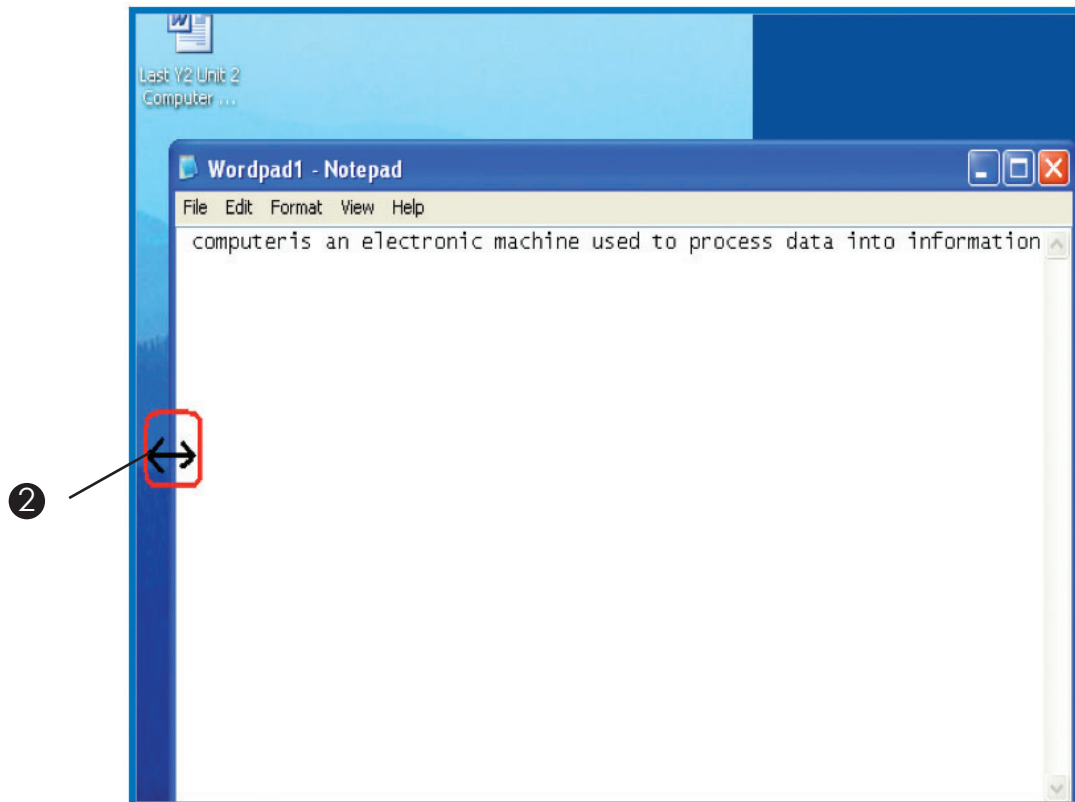
Several windows can be opened at the same time and used on the computers.

To open and work with several windows, follow the steps below.

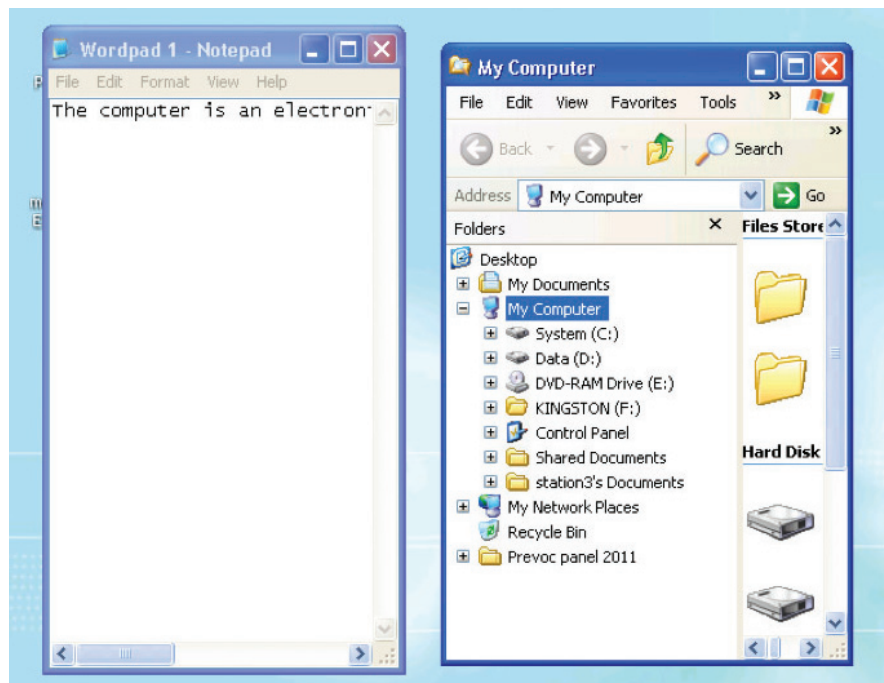
- ① Open a file for example the file **Wordpad1**.
The window will appear on the desktop.



- ② Click on the borders with the mouse, and reduce its size.



3 Open another window, “My Computer”

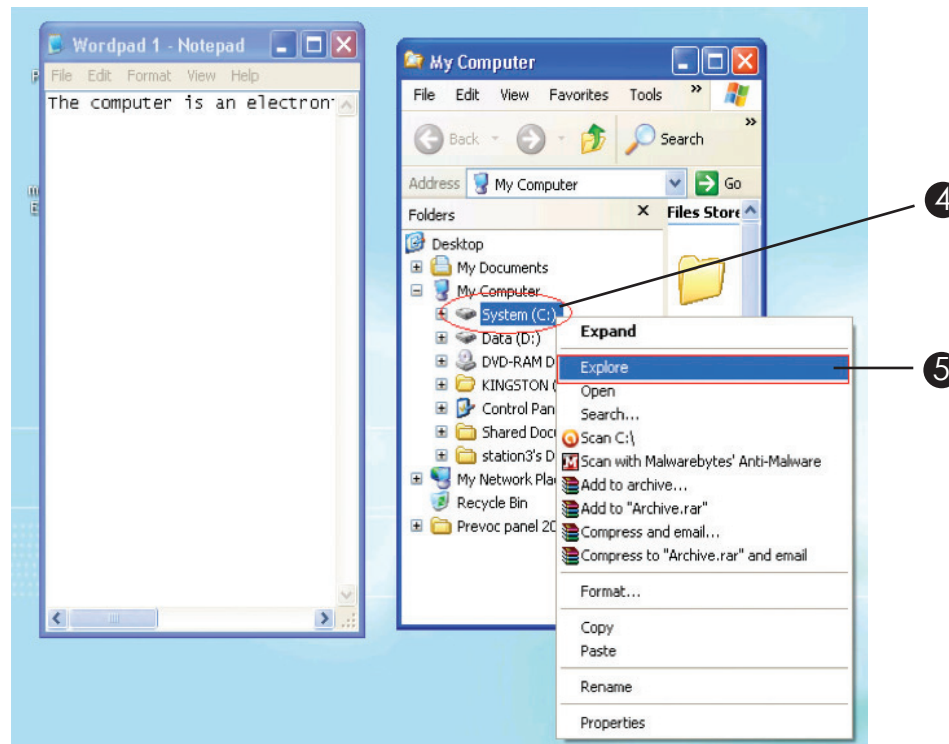


Resize the ‘My Computer’ window as done previously

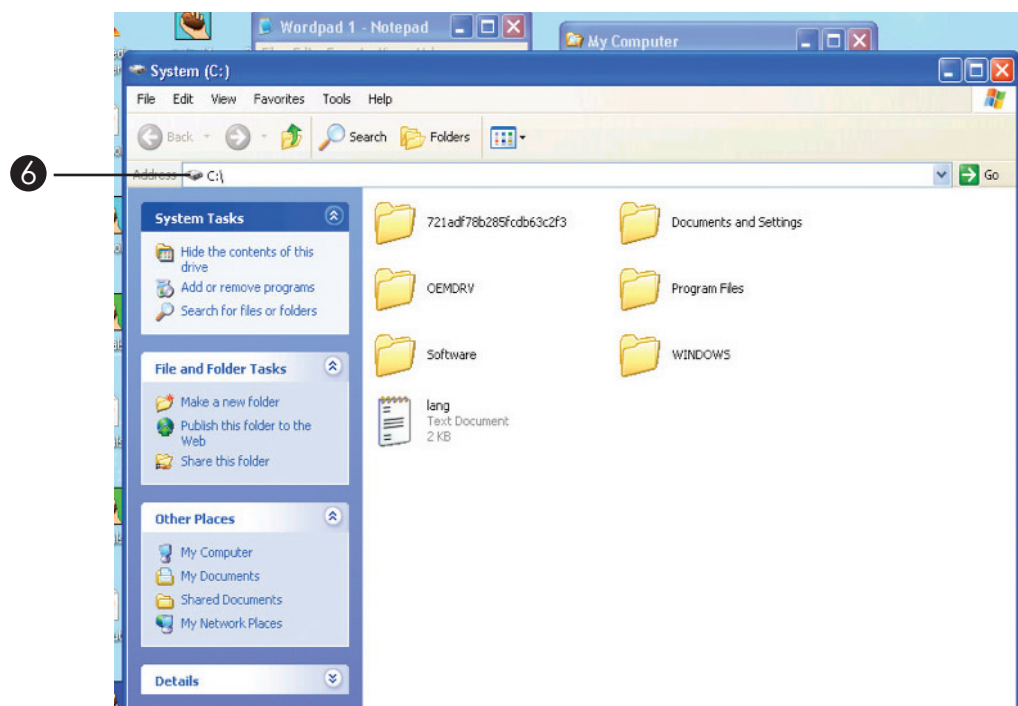
Another window can be placed on the desktop.

For example, to explore the ‘System C’

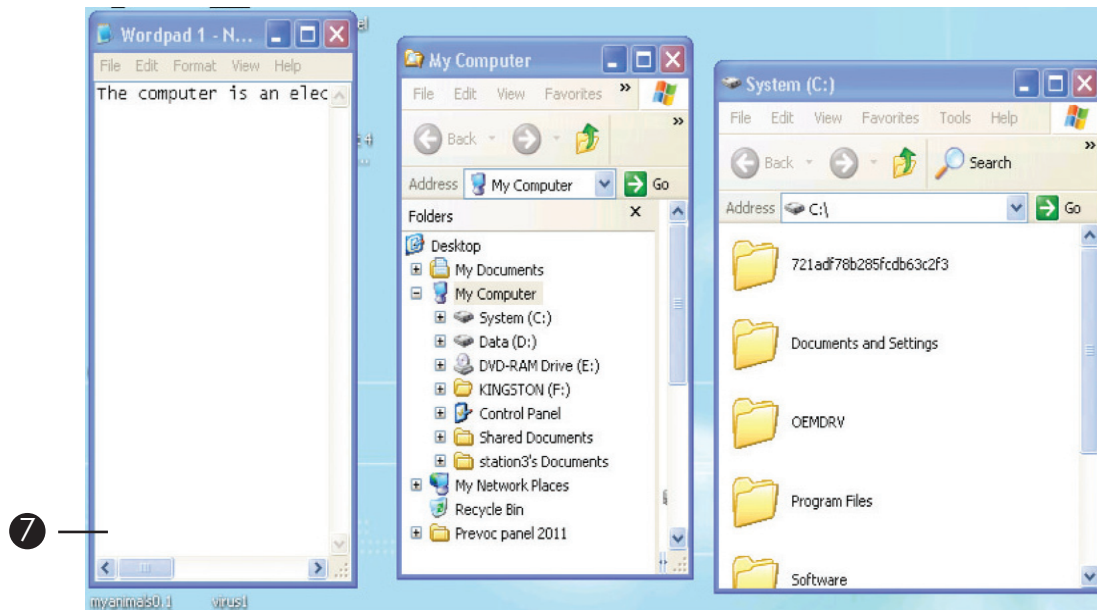
- 4 Right click on ‘System C’.
- 5 Select **Explore** or **Open**.



6 The window for the **Drive C** (system C) will open with the desktop.



7 Resize the window so that it can appear on the desktop alongside with the other two windows as shown below.

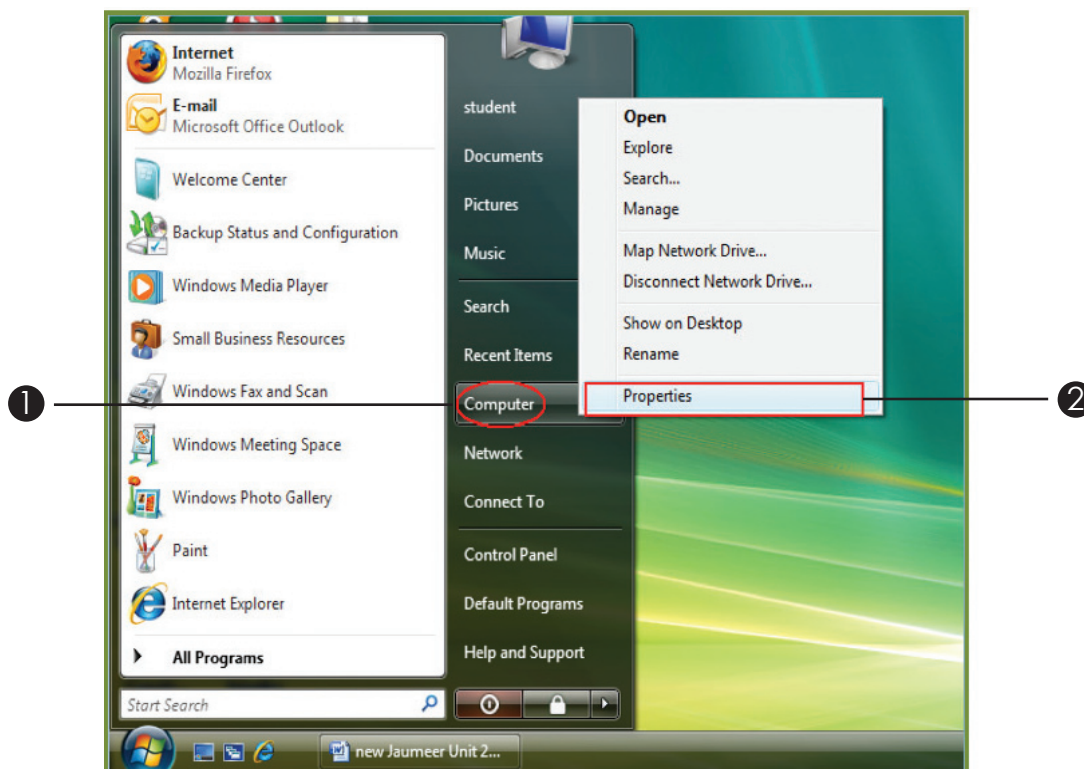


2.6 EXPLORING MY COMPUTER

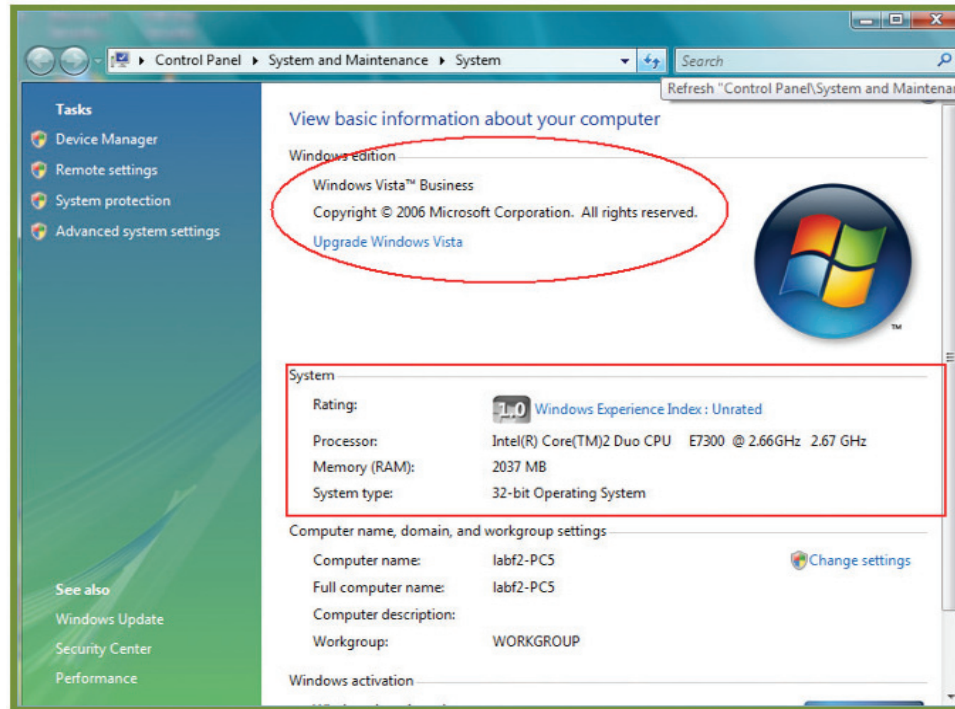
'My Computer' is a system folder which gives an overview of the features of the computer system, in terms of its hard disk drives, files stored and other devices.

To explore the Computer system, follow the steps below

- 1 Right-click on the icon **Computer**.
- 2 Select **Properties**.



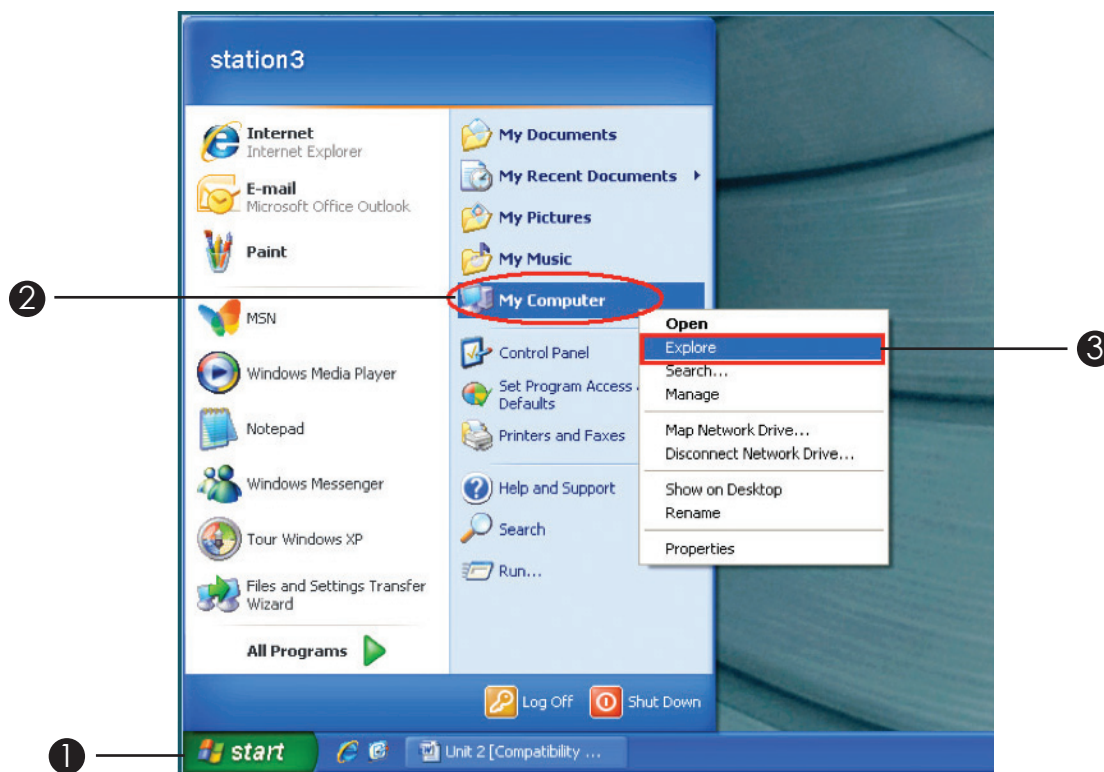
This will display the details of the computer system as shown in the window below.



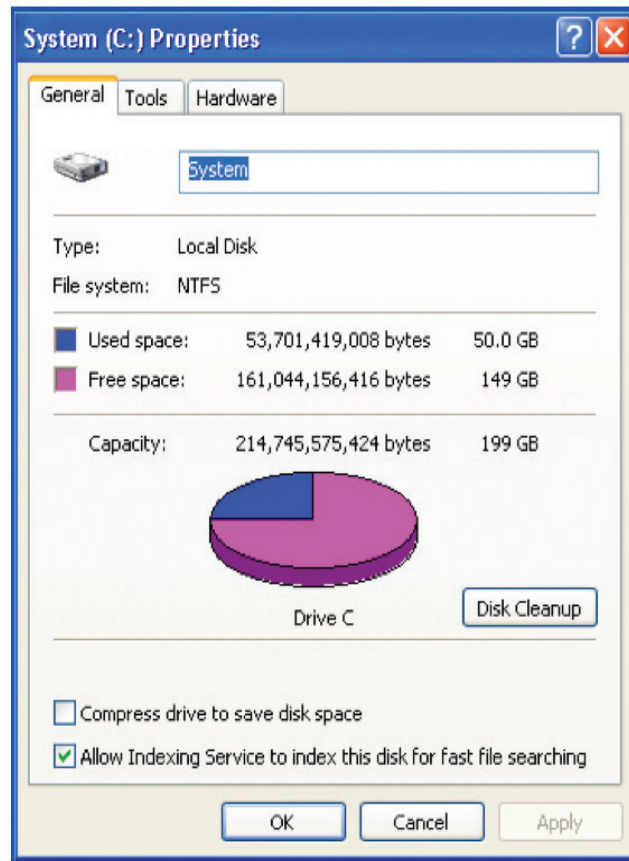
Properties of the Hard disk

You can view the properties of the hard disk in a computer by following the steps below:

- 1 Click on start
- 2 Right Click on **My Computer**
- 3 Click on **Explore**.



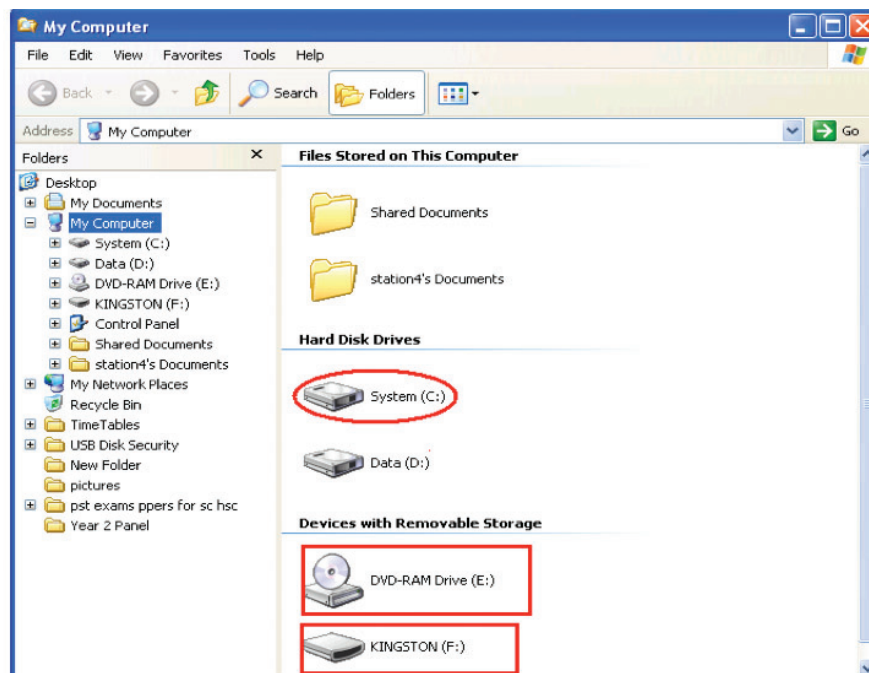
- Right click on Local disk C or System C, and select **Properties**.
The memory space of the hard disk is shown in terms of the **free** and **used** space



Types of drives

A computer gives access to several drives where you can read and load information from it.

For example, the hard disk in the computer is known as the local disk, and all information stored on it is referred to be in the Drive C or system C



Other Drives

The computer recognises other drives such as the CD or DVD drive. They are displayed as the Drive D: but if the local disk has been referred as the Drive D, then the CD-DVD drive becomes Drive E:



If a pendrive is plugged, it is recognized as the Drive F.

Exploring the properties of any device such as a CD, DVD, pendrive can be done in the same steps as explained above, where you can know the memory space of each device.

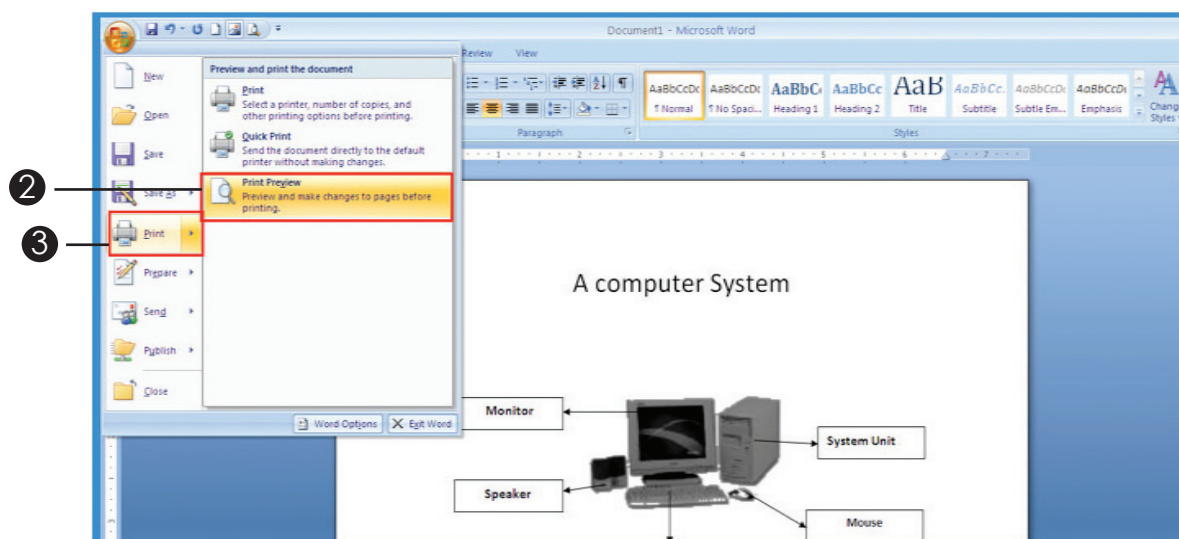


2.7 PRINT PREVIEW AND PRINTING

There is also the facility of viewing a document before it is printed. The following steps will guide you to preview a document on screen, then print if found correct.

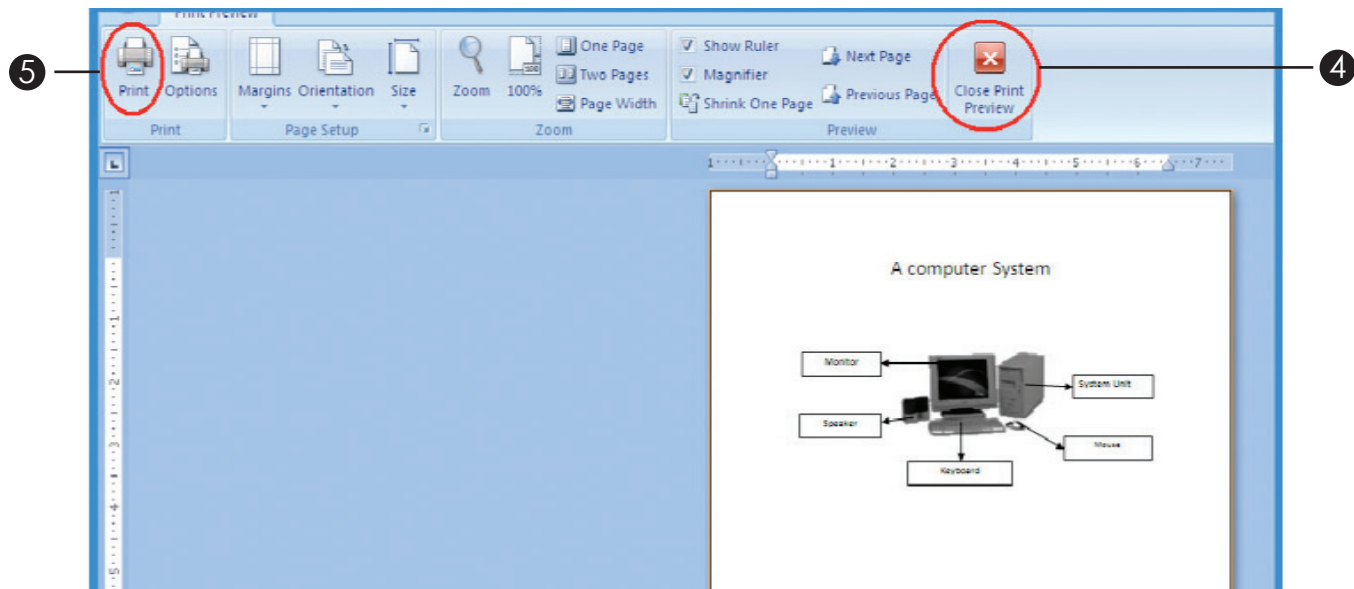
Steps to Preview and Print a document.

- ① Open the document to be printed.
- ② Select **File**, and click point on the option **Print**.
- ③ To preview the document before printing, click on **Print Preview**.



This will give you a preview of how the document will appear when printing.

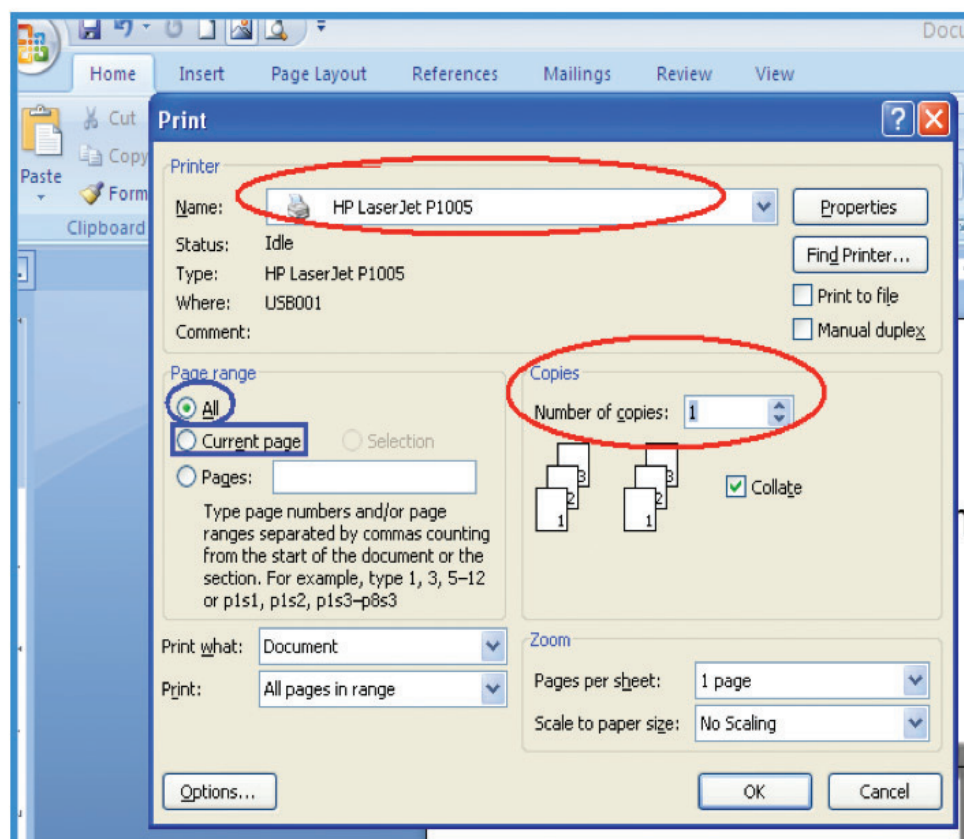
- 4 To close the print preview, select the option **Close Print Preview**
- 5 To print the document, select the **Print Icon**.



The Printing option window will be opened as follows:

If you have several pages to print, Select All, or if only one page has to be printed, select **current page**.

The number of copies to be printed can be modified as per your need.



- 7 Click **Ok**.

2.8 RECYCLE BIN

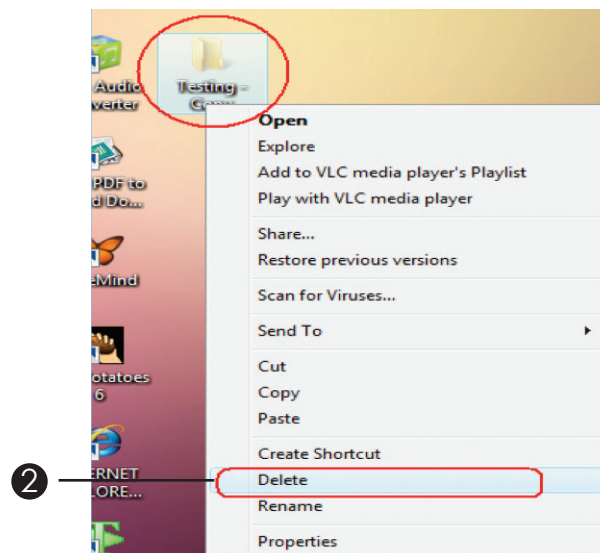
The Recycle Bin of the computer is where deleted files and folders are stored in the hard disk. Those files can be restored when needed.

Sending files to Recycle Bin

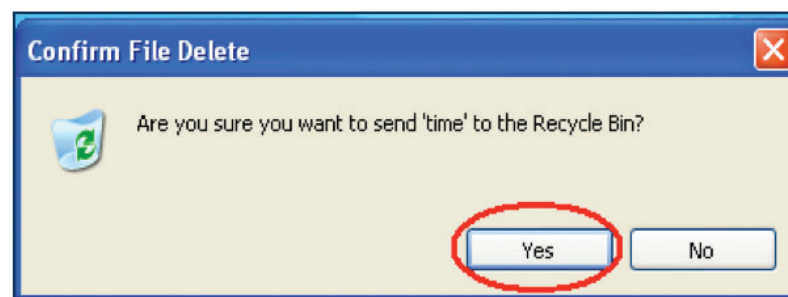
Basically a file is sent to the Recycle Bin when it is deleted.

Steps of sending a file to the Recycle Bin

- 1 Right click on the file, or folder or an icon to be deleted.
- 2 Select the option **Delete**.



A message box will appear.



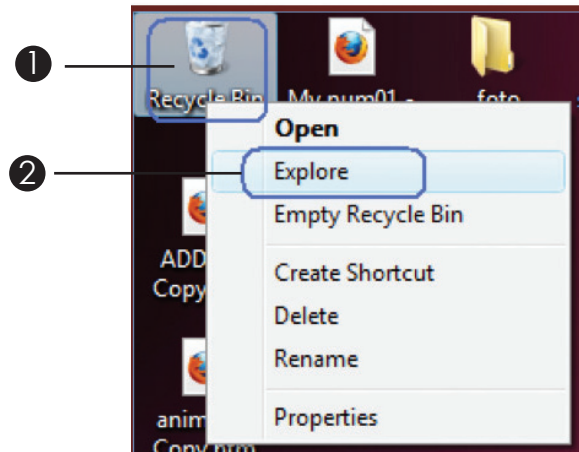
- 3 Click Yes to send the file to the Recycle Bin.

Restoring a file from Recycle Bin

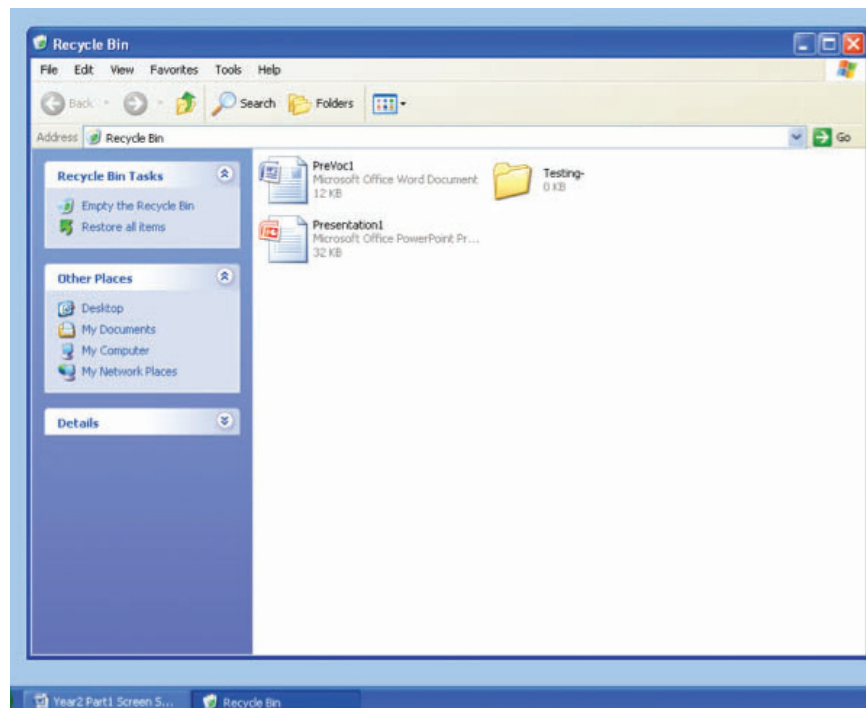
File that has been deleted and sent to the Recycle Bin can be restored. It can then be re-opened and used again.

The steps below will indicate how a file can be restored from the **Recycle Bin**.

- ① Right click on the icon '**Recycle Bin**'.
- ② Select the option **Explore**



All the files stored in the Recycle Bin will be displayed on screen.





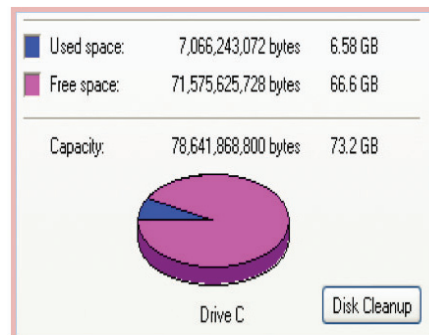
UNIT 2: ACTIVITY SHEET 1

Name:

Class:

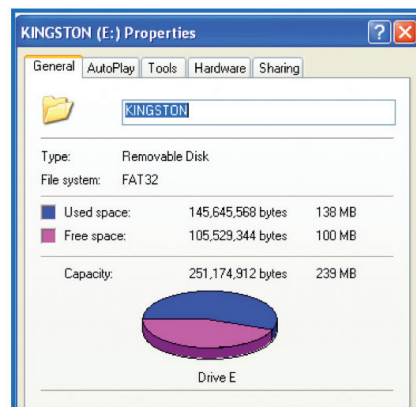
Exploring the properties of the different drives in 'My Computer'.

Note down the capacity (Used and Free Space) of



Used Space _____ ,

Free Space _____ .



Used Space _____ ,

Free Space _____ .





UNIT 2: ACTIVITY SHEET 2

Name:

Class:

**Fill in the blanks to show how to proceed with 'Print Preview' and 'Print'.
(The words are already given).**

All, Button, Print, On, Preview, Close

- Click on "Office"
- Select '.....'.
- Select 'Print' (If you want to see the page before printing).
- '.....' Print Preview'.
- In 'Print' window, choose '.....'.
- Click..... 'OK'.





UNIT 2: ACTIVITY SHEET 3

Name:

Class:

Sending folder to the 'Recycle Bin'.

Arrange the steps in the correct order for 'Deleting a Folder', by numbering it with 1,2,3,4.

If the option Ok is selected, the file will disappear.

Select the option 'Delete'

A message appears asking whether you are sure you want to delete the folder.

Right-click on the folder.





UNIT 2: ACTIVITY SHEET 4

Name:

Class:

Restoring a deleted file from the 'Recycle Bin'.

Copy the steps in the correct order in the space given.

Select the option **Explore**.

Select **Restore**.

Select **Ok**.

Right click on the icon **Recycle Bin**.

Right click on the **File** that has to be restored.

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____





UNIT 2: ACTIVITY SHEET 5

Name:

Class:

Give the names of these icons:













UNIT 2: ACTIVITY SHEET 6

Name:

Class:

Using “Calculator”, carry out these simple Mathematical problems and note down your answers.

(i) $2435 + 740 =$

Answer: _____

(ii) $500 - 262 =$

Answer: _____

(iii) $454 + 2910 - 1230 =$

Answer: _____

(iv) $120 \times 25 =$

Answer: _____

(v) $2379 - 1300 + 200 \div 3 =$

Answer: _____





UNIT 2: ACTIVITY SHEET 7

Name:

Class:

Draw any 4 (four) icons or files and folders, which are found on the Desktop and name them.

(a)

(b)

(c)

(d)





Unit 3

WORD PROCESSING



Aim:

The aim of this unit is to familiarise you with more word processing techniques.



Objectives:

At the end of the unit, you should be able to:

- format texts, paragraphs, documents.
- create bulleted and numbered lists.
- insert Headers/Footer and Page Numbers.
- apply borders and shading to a page and to paragraphs.
- use different tools such as Spell Check, Grammar, Thesaurus, Find & Replace, Drawing Toolbar.
- insert and format pictures and tables.



Instructions to teachers

3.1 CHARACTER FORMATTING

Formatting the character means changing the font - its size and type colour. You already know how to format characters. Let's do an activity to revise what we learnt in Year 1.



Class Activity

Match the following buttons to its respective function:



It converts your text into italics, e.g book



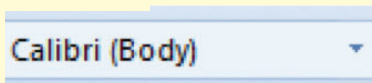
It changes the font type in your text



It changes the font size in your text



It underlines your text, e.g book



It makes your text bold, e.g: book



It changes the colour of the text



Instructions to teachers:

Do the activity orally first, followed by written tasks.

3.2 PARAGRAPH FORMATTING

Paragraph formatting involves the Alignment, Line spacing, adding bullets and numbers.

Paragraph Alignment

Different types of alignments are available in Microsoft Word. You can align paragraph lines centrally, to the left or to the right. You can also justify lines.



Practical Lab Activity

Type the following text:

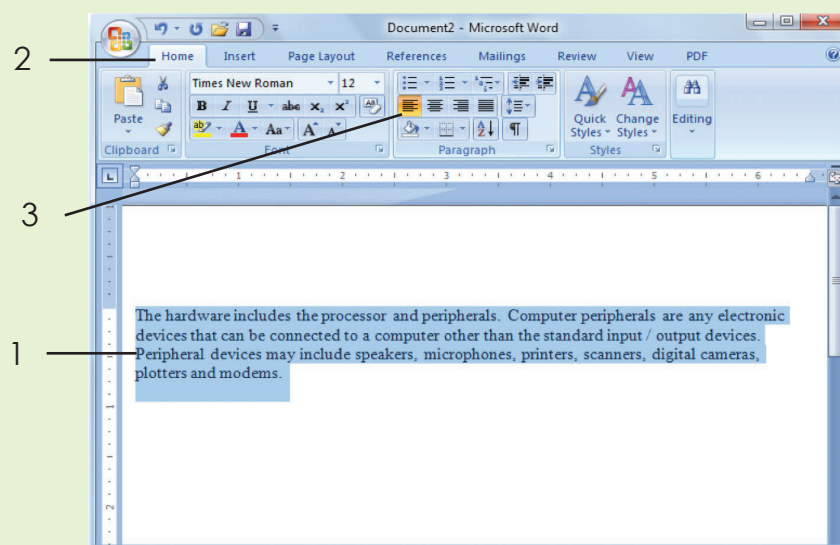
The hardware includes the processor and peripherals. Computer peripherals are any electronic devices that can be connected to a computer other than the standard input / output devices. Peripheral devices may include speakers, microphones, printers, scanners, digital cameras, plotters and modems.

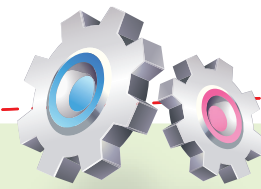
Right alignment



To right align the paragraph, follow these steps:

1. Highlight the paragraph.
2. Click the Home menu.
3. Click the Align-right button in the Paragraph group. Word right-aligns your paragraphs.



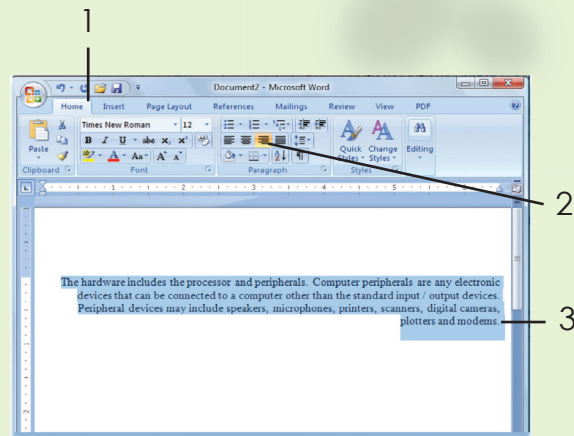


Left alignment



To left align the paragraph, follow these steps:

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Align-left button in the Paragraph group. Word left-aligns your paragraph.

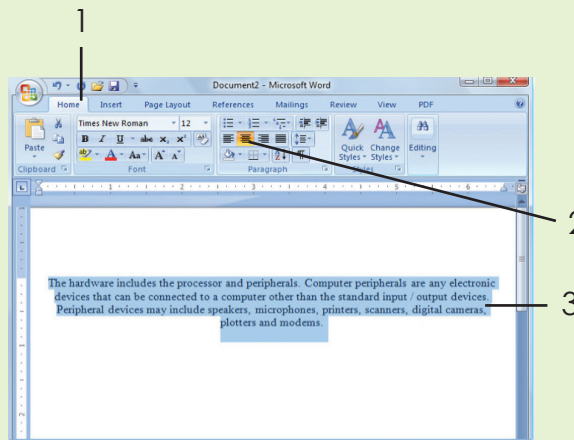


Centre



To center the paragraph, follow these steps:

1. Selected the paragraphs you created.
2. Choose the Home tab.
3. Click the Center button in the Paragraph group. Word centers your paragraph.

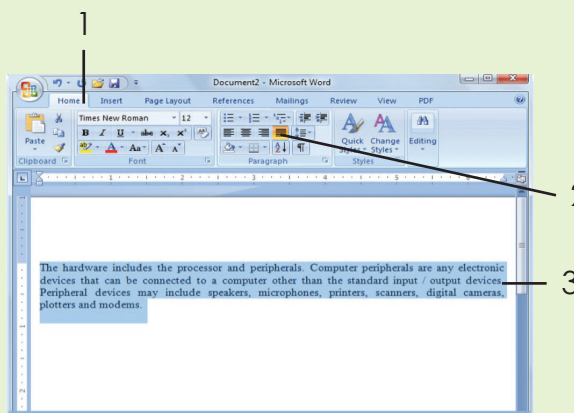


Justify



To justify the paragraph, follow these steps:

1. Select the paragraphs you created.
2. Choose the Home tab.
3. Click the Justify button in the Paragraph group. Word justifies your paragraph.





Class Activity

You have been given three paragraphs below where different paragraph alignment has been used. Write down the alignment used in the boxes below:

Instructions to teachers:
Do the activity orally first, followed by written tasks.

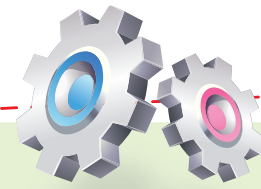
Sweet is thy beauty,
Sweet is thy nation.
Around thee we gather,
As one people,

Glo-o-ry to thee
Motherland,
Oh Motherland of mine,

As one nation.
In peace, Justice and Liberty,
Beloved country, May God Bless thee.
Forever and Ever.

Line spacing

The line spacing is the space between two lines. The most commonly used line spacing feature is: single spacing, 1.5 spacing and double spacing.



Practical Lab Activity

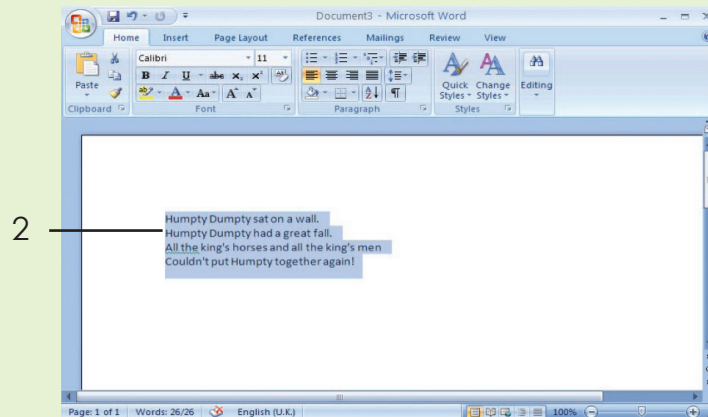
To change spacing, follow these steps:

1. Type the following text:

Humpty Dumpty sat on a wall.
Humpty Dumpty had a great fall.
All the king's horses and all the king's men
Couldn't put Humpty together again!

NOTE: this document has single line spacing.

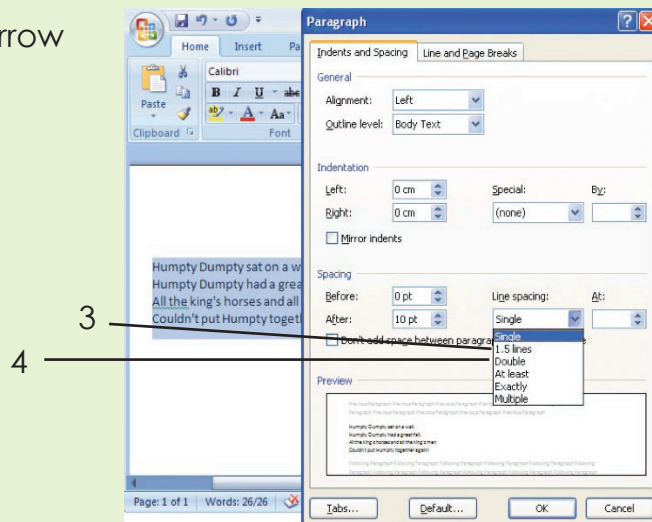
2. Now, highlight the whole paragraph.



3. Click on home tab, click on arrow next to paragraph.

4. Select 1.5 lines, observe what happens.

5. Select double, observe what happens.



Adding Bullets

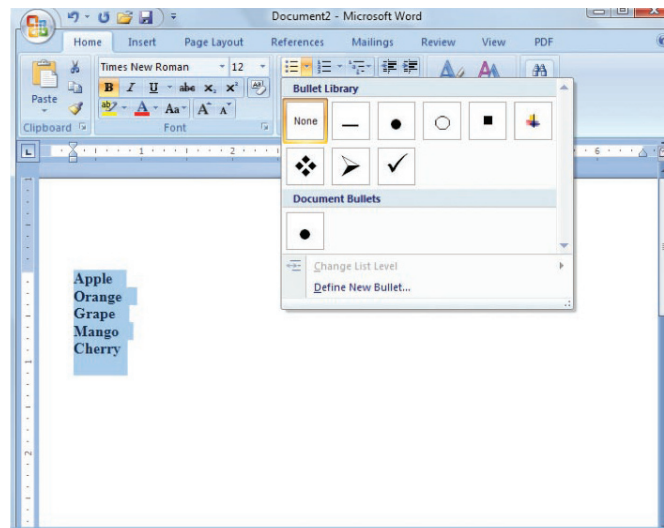
If you have lists of data, you may want to bullet or number them. When using Microsoft Word, bulleting and numbering are easy.

- 1 To add bullets, follow these steps:

Type the following list as shown:

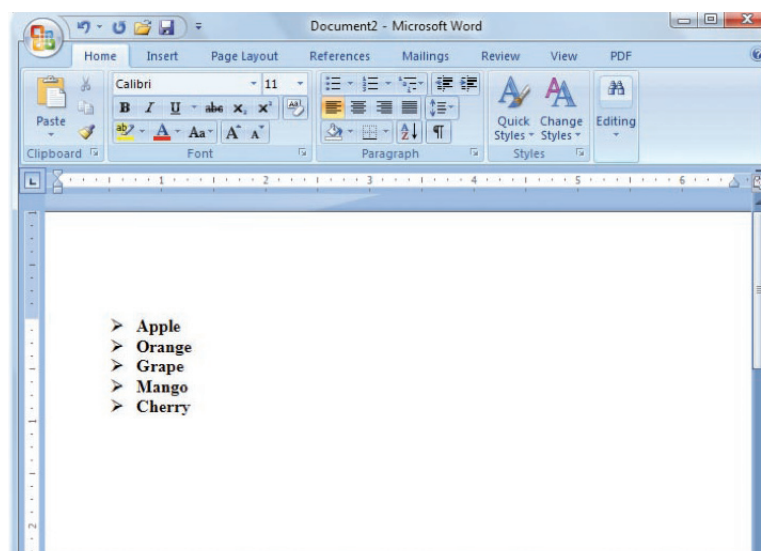
Apple
Orange
Grape
Mango
Cherry

- 2 Select the words you just typed
- 3 Choose the **Home** tab



- 4 In the Paragraph group, click the down arrow next to the Bullets button
The **Bullet Library** appears
- 5 Click to select the type of bullet you want to use. Word adds bullets to your list

Your text should be as follows:

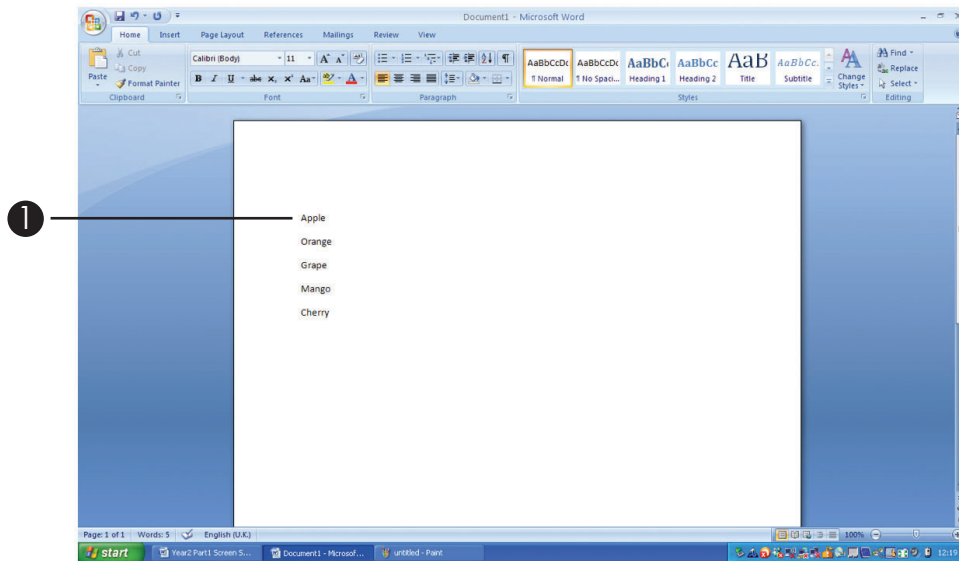


Adding Numbering

To add numbers, follow these steps:

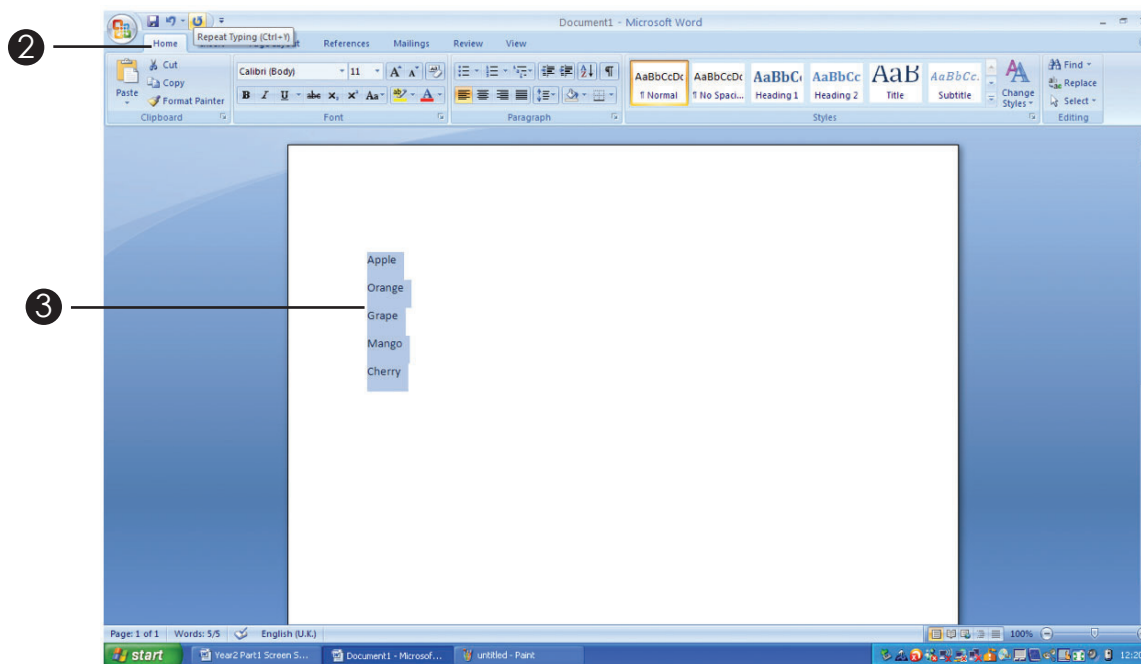
1 Type the following list as shown:

Apple
Orange
Grape
Mango
Cherry



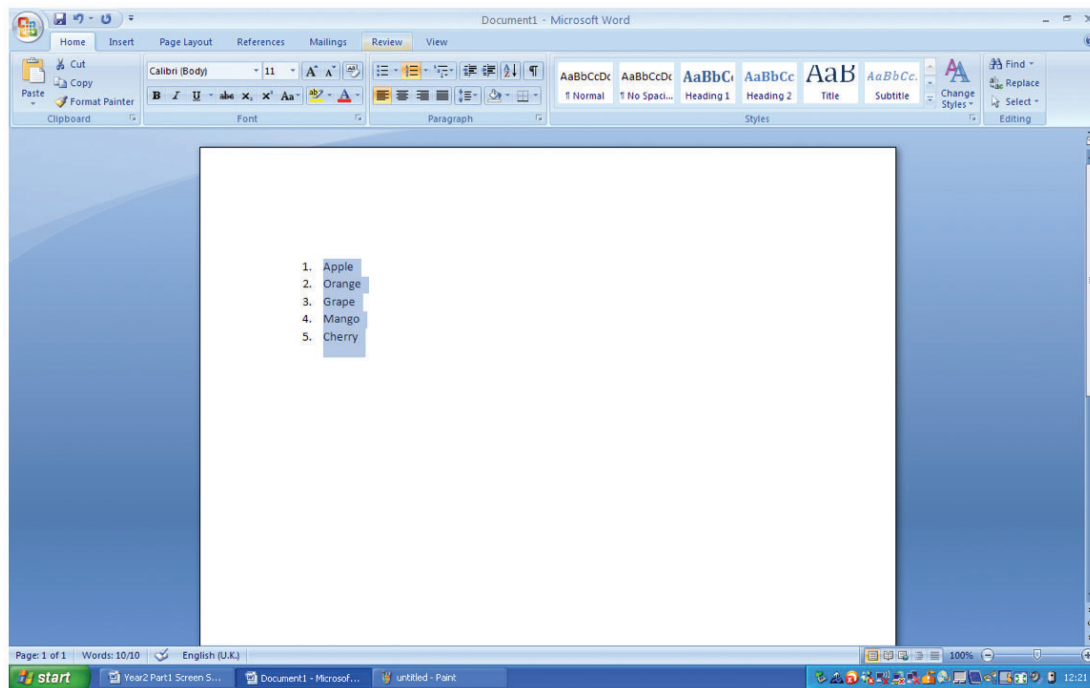
2 Select the words you just typed.

3 Choose the Home tab.



4 In the Paragraph group, click the down arrow next to the Numbering button. The Numbering Library appears.

5 Click to select the type of numbering you want to use. Word numbers your list.



3.3 INSERT HEADERS/FOOTERS

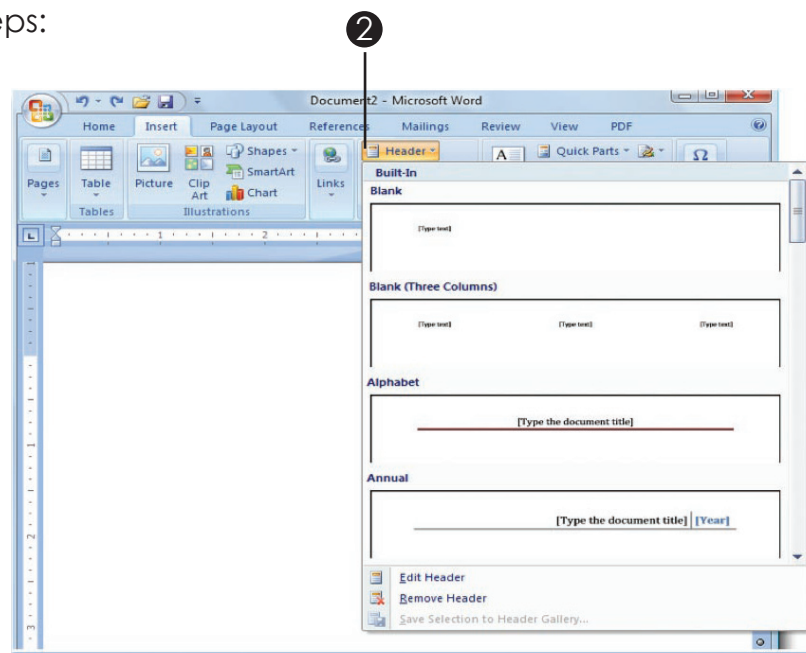
The header is the text that appears at the top margin of each page and footer is the text that appears at the bottom margin of each page.

Headers and Footers can show the page number, date and time, titles and authors names and so on. Ms Word shows the same header / footer on all pages in a document.

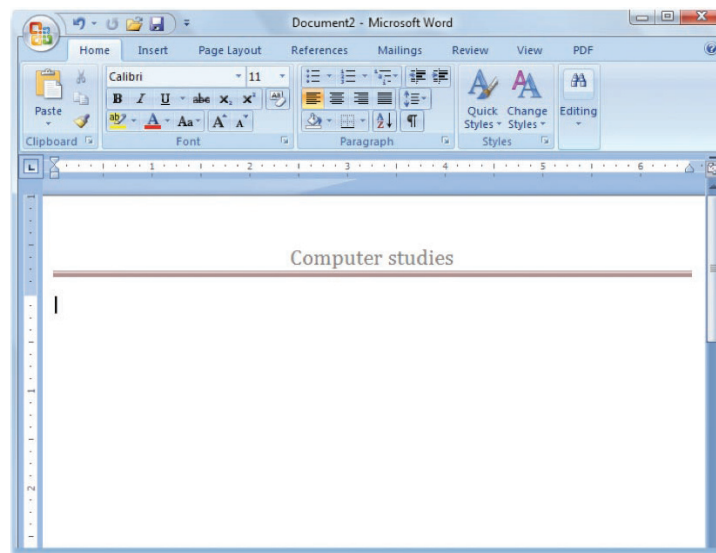
Insert header

To insert a Header follow these steps:

- 1 Click on **Insert tab**
- 2 Click on **Header**



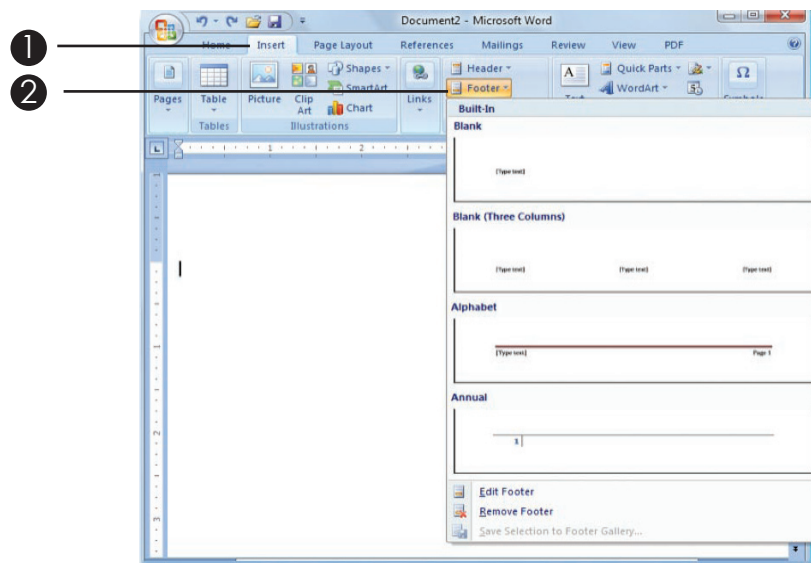
Choose the header format you prefer. Type your “computer studies” as header. The screen will appear as follows:



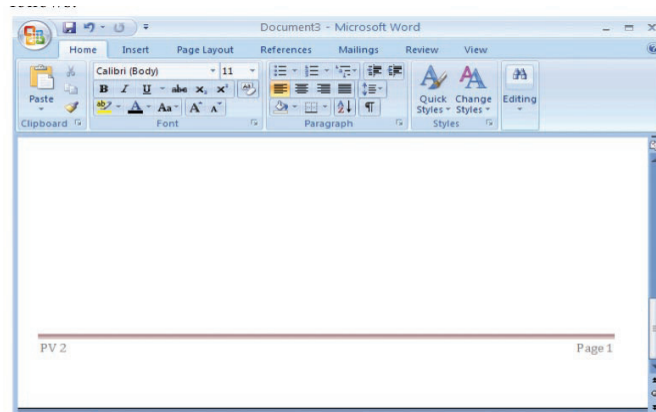
Insert footer

To insert a footer follow these steps:

- 1 Click on **Insert tab**
- 2 Click on **Footer**



Choose the footer format you prefer. Type your “PV 2” as footer. The screen will appear as follows:

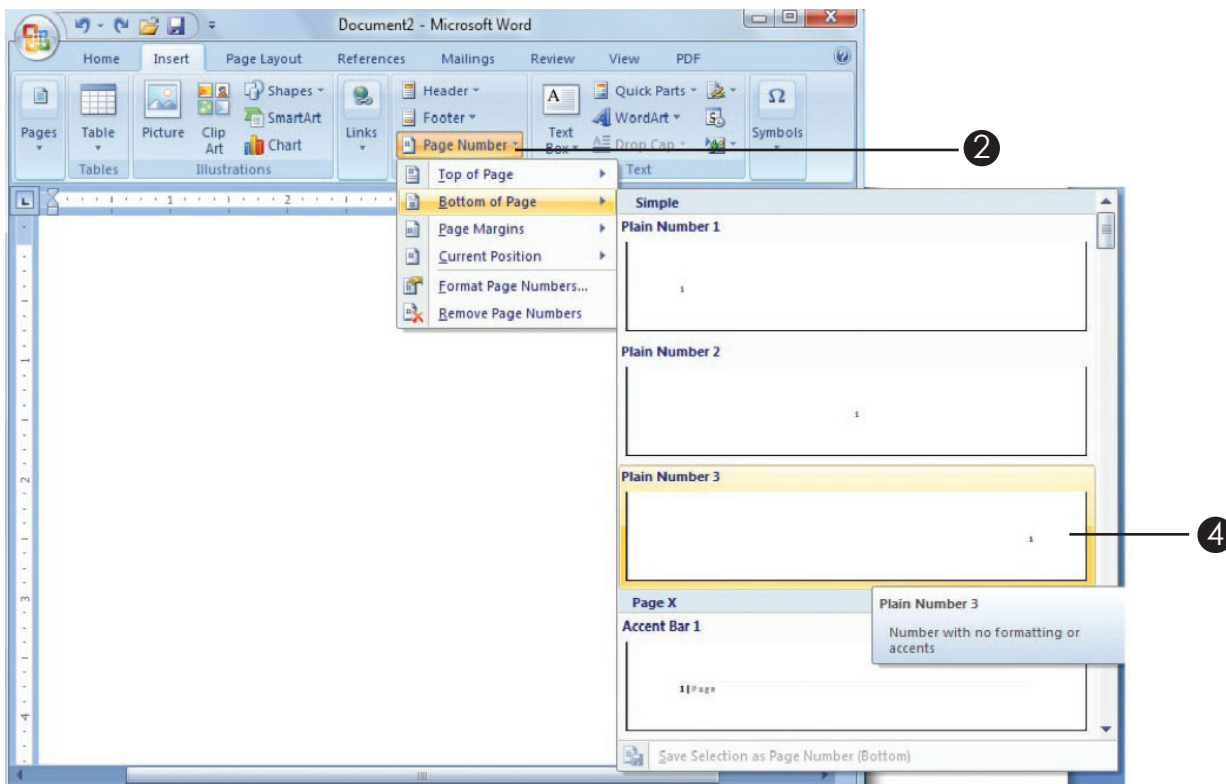


3.4 INSERT PAGE NUMBERS

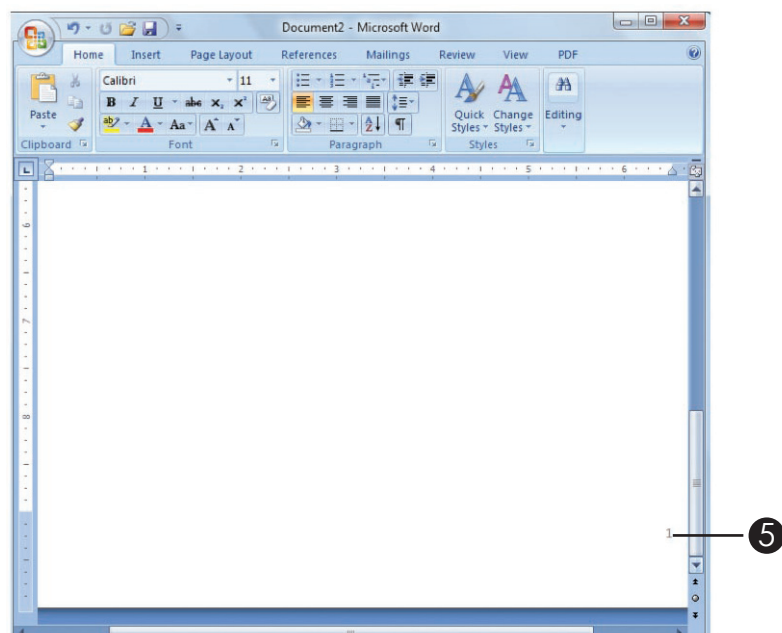
It is common to insert page numbers on each page of a document which consists of more than one page. The page number is normally inserted at the top or at the bottom; moreover, it may be positioned on the left, at the centre or on the right.

To insert page numbers follow these steps:

- ① Choose the **Insert tab**
- ② Click the **Page Number** button in the Header & Footer group. A menu appears.



- ③ Click Bottom of Page
- ④ Click the right-side option
- ⑤ The page number appears as follows:



3.5 INSERTING BORDERS AND SHADING

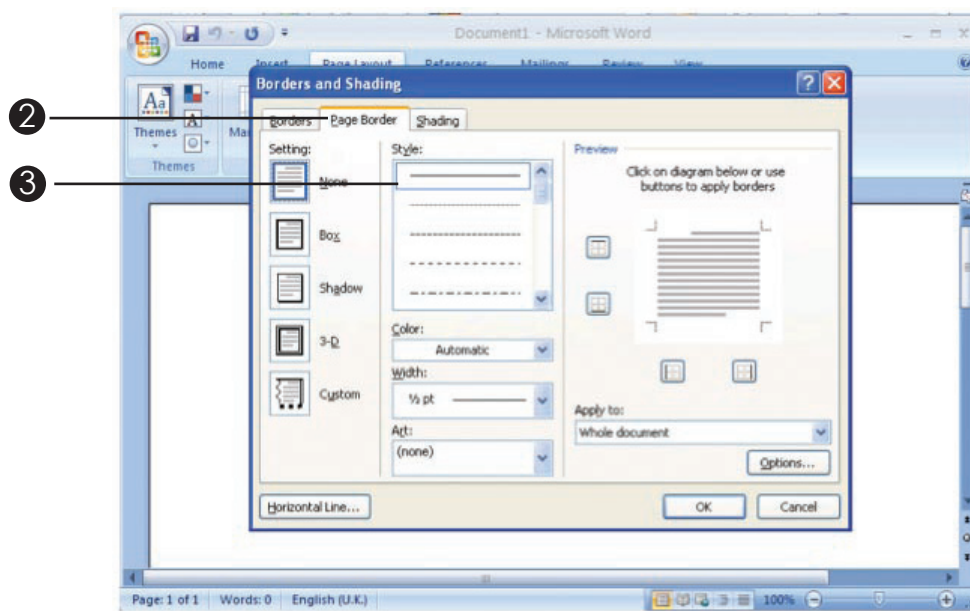
Borders are decorative lines used along the edges of our pages, texts, tables or around graphics to enhance their look.

Shading adds colour to our documents and tables.

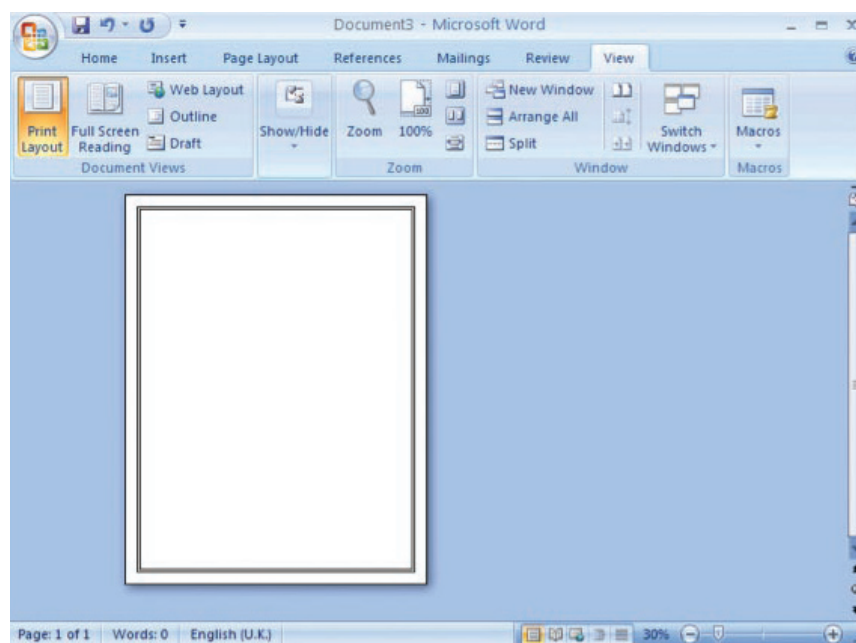
Insert a Page border

To add page border, follow these steps:

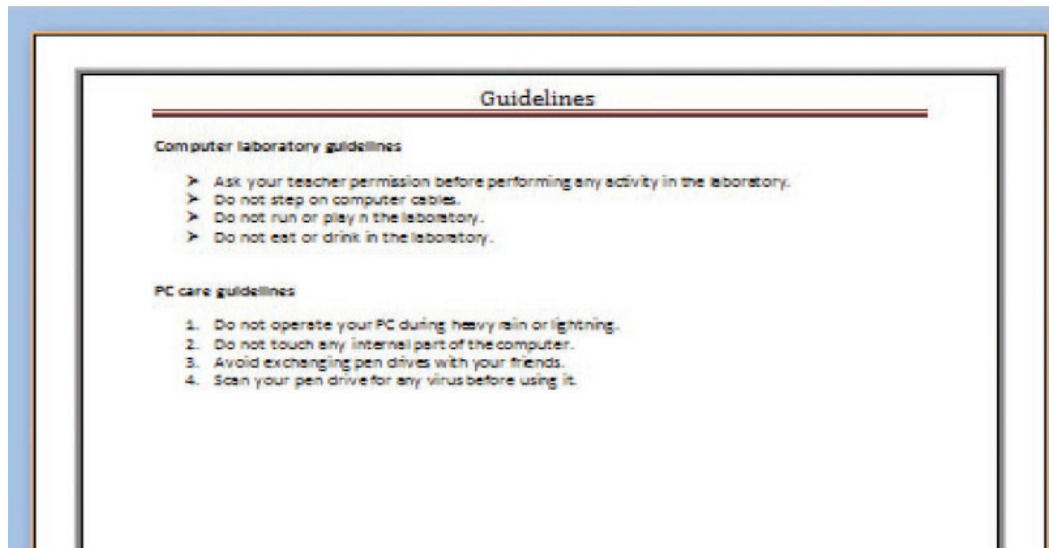
- ① Click on **Page Layout** tab
- ② Click on **Page Borders**
- ③ Choose a **Border Style**



Your page will be as follows:



Your document will be as follows:



Paragraph border



Practical Lab Activity

To change spacing, follow these steps:

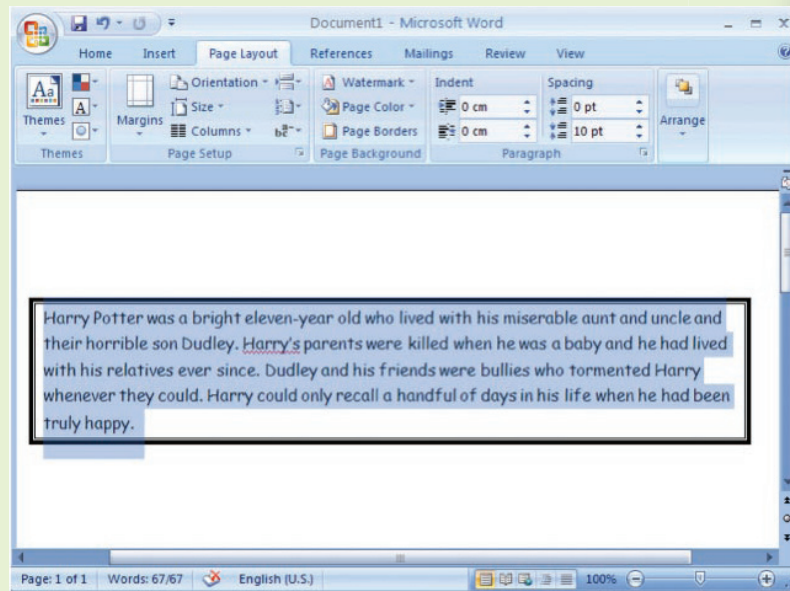
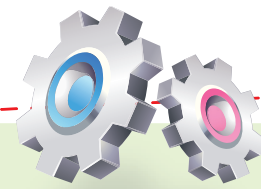
1. Type the following text:

Harry Potter was a bright eleven-year old who lived with his miserable aunt and uncle and their horrible son Dudley. Harry's parents were killed when he was a baby and he had lived with his relatives ever since. Dudley and his friends were bullies who tormented Harry whenever they could. Harry could only recall a handful of days in his life when he had been truly happy.

To add paragraph border, follow these steps:

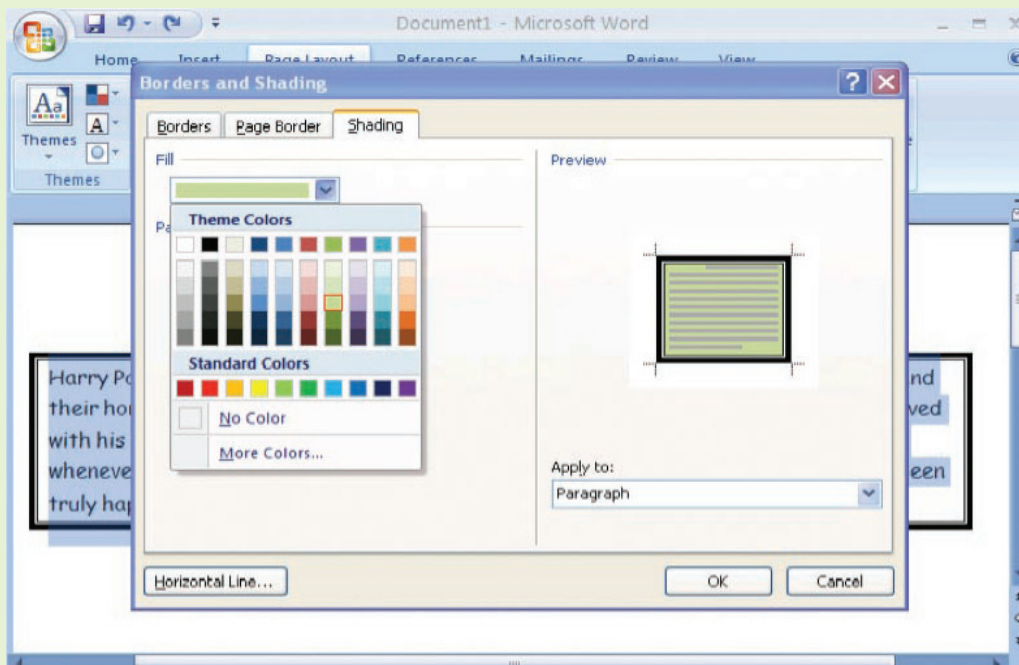
1. Highlight the paragraph
2. Click on page layout tab
3. Click on page borders
4. Click on borders
5. Choose a border style

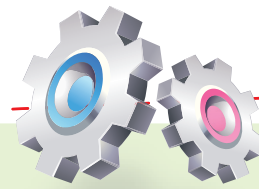
Your paragraph will appear as follows:



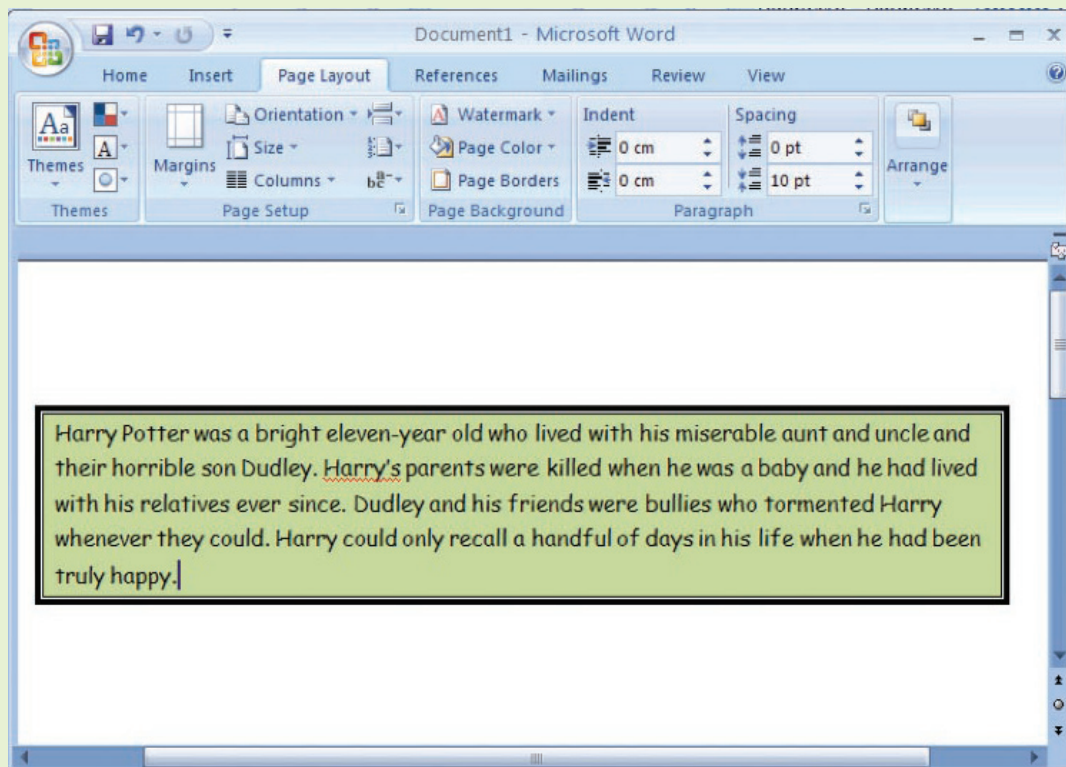
To add shading to your paragraph, follow these steps:

1. Click the shading tab.
2. Click the Fill list arrow, and then click a fill colour.





Your paragraph will appear as follows:



Class Activity

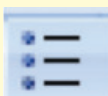
1. Circle the letter which shows the correct answer.

1. If we wish to number the items in a list we click on the button.

A



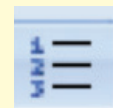
B



C



D



Instructions to teachers:

Do the activity orally first, followed by written tasks.



II. are features used for placing information at the top and bottom of every page of a document.

- A print preview
- B headers and footers
- C page number
- D margins

III. We add borders around our text to.....

- A count our text
- B shade our text
- C make it look more attractive
- D shorten our text

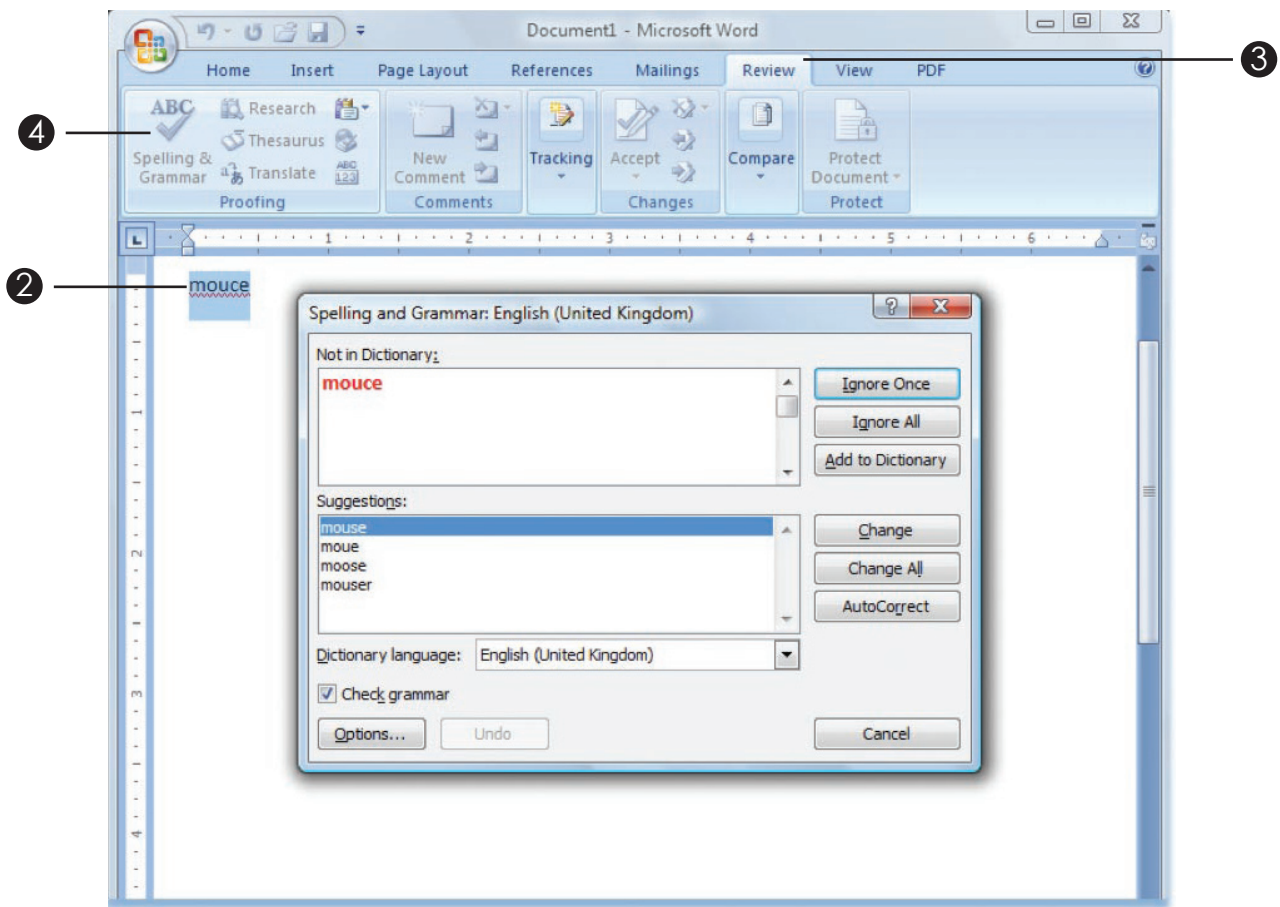
2. Write true or false in the box at the end of each sentence.

- a) A border is a decorative line around the edges of a page or graphic.
- b) Line spacing allows space between two lines.
- c) The shading feature adds colour to our documents.

3.6 USE SPELLING AND GRAMMAR CHECK

Ms Word automatically checks for spelling and grammar errors as you type unless you turn this feature off. Spelling errors are noted in the document with a red underline. Grammar errors are indicated by a green underline.

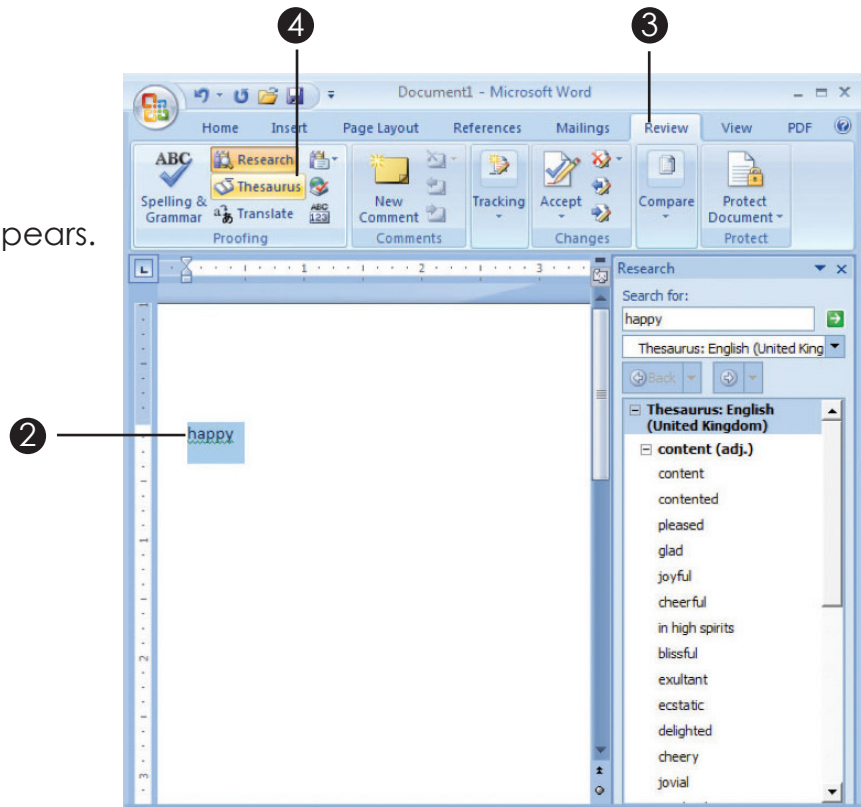
- 1 Type the word: 'mouce'
- 2 Select the word 'mouce'
- 3 Choose the **Review tab**
- 4 Click the **Spelling & Grammar** button. The Spelling and Grammar dialog box appears.



3.7 USE THESAURUS

The thesaurus tool helps you to expand your vocabulary. It offers alternatives for a word.

- 1 Type the word: 'happy'
 - 2 Select the word 'happy'
 - 3 Choose the **Review** tab
 - 4 Click the **Thesaurus** button.
- The thesaurus dialog box appears.



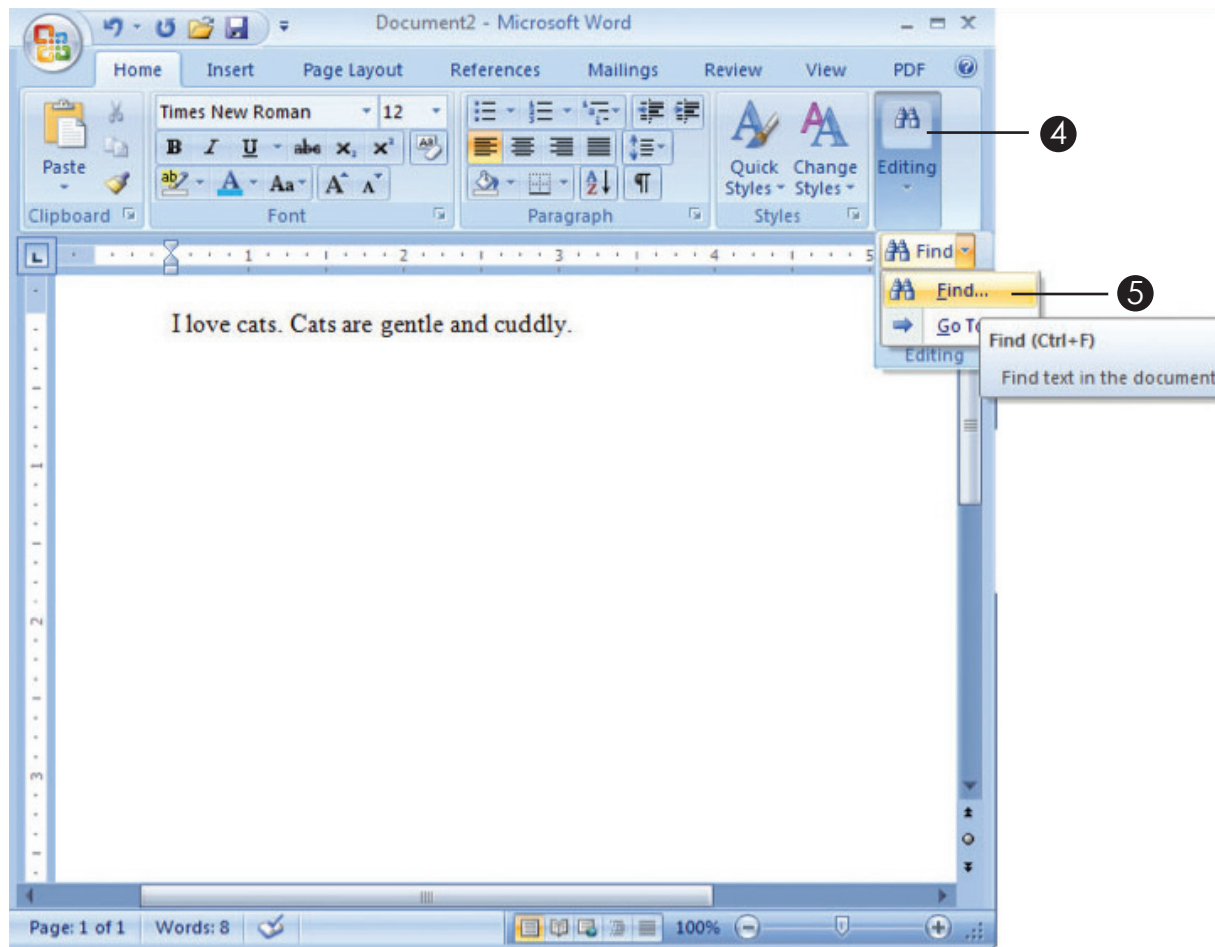
3.8 FIND AND REPLACE

Your word processor can help you search for particular words in your document. This is very helpful especially when you need to search through a long document.

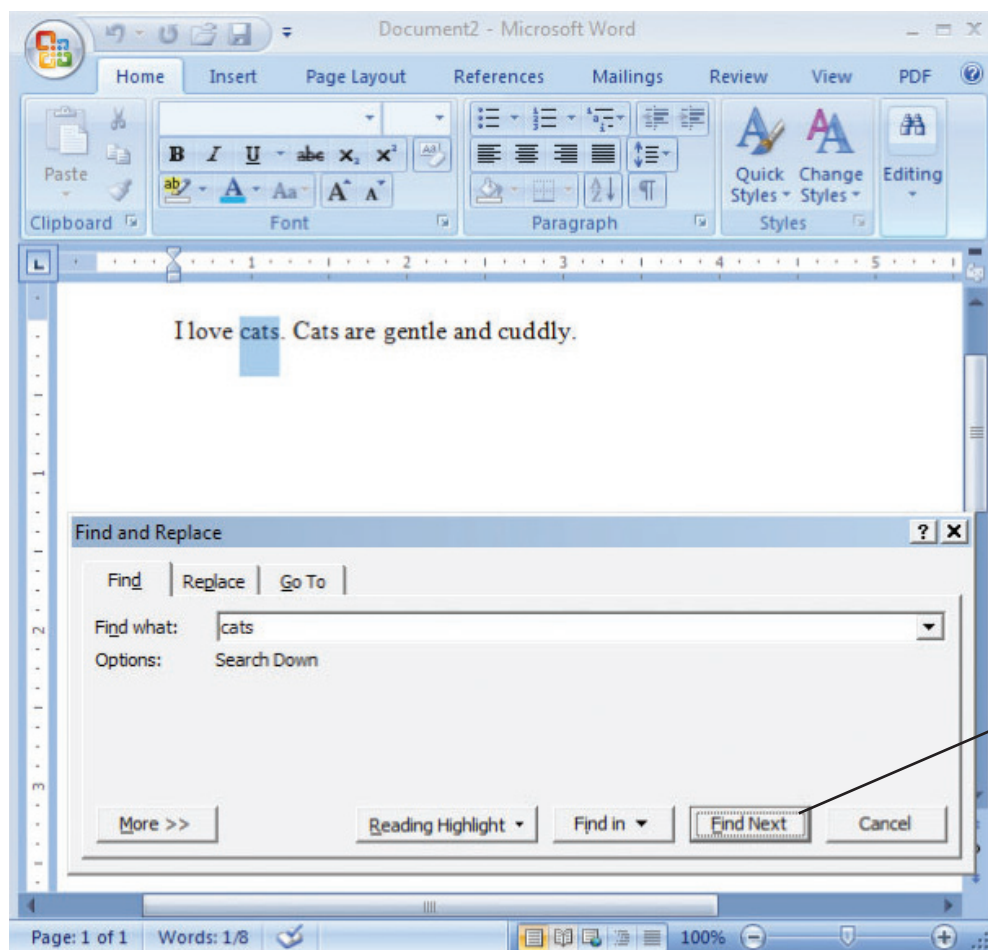
After you find the word or phrase you are searching for, you can replace it with new text by executing the Replace command.

Use Find option

- ① Type the following: I love cats. Cats are gentle and cuddly.
- ② Select the sentence
- ③ Choose the **Home** tab
- ④ Click **Find** in the **Editing** group. A menu appears.



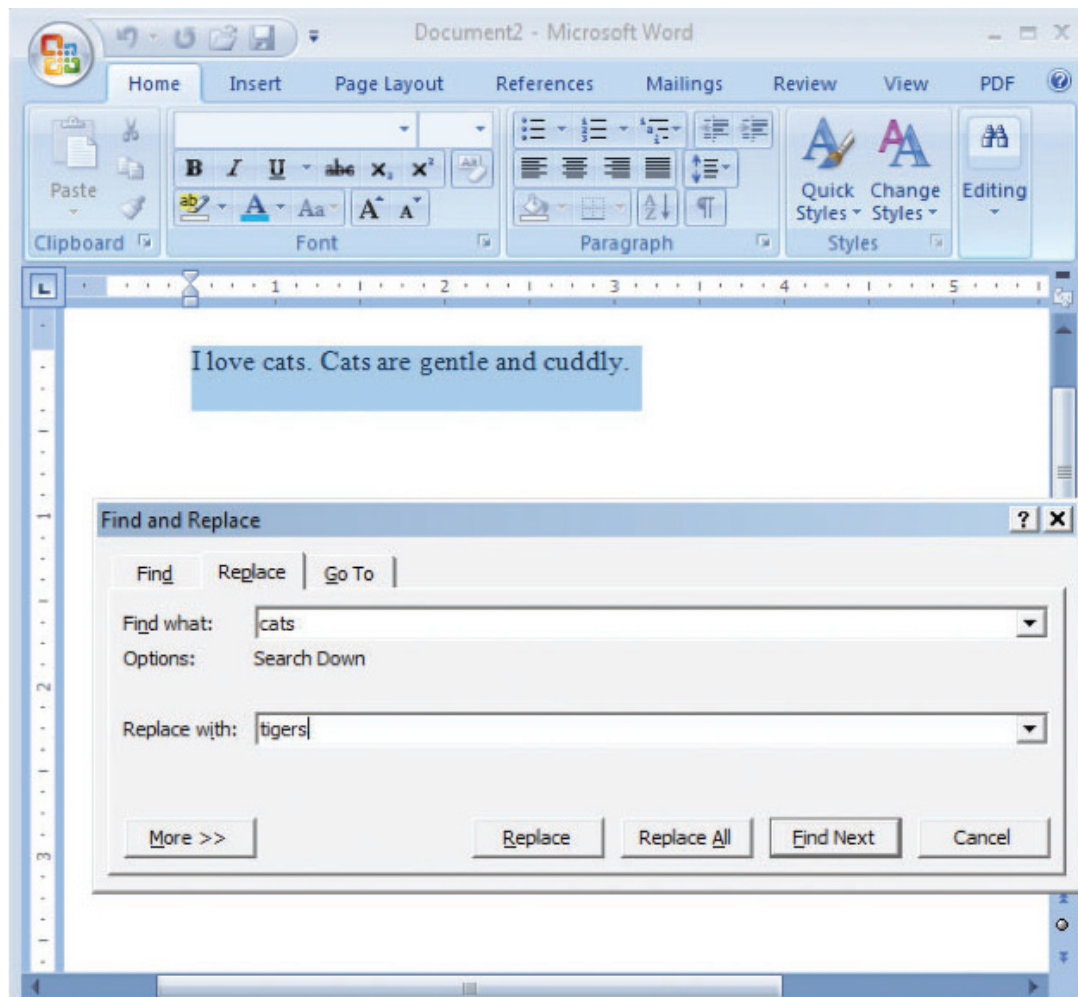
- ⑤ Click the Find option on the menu. The Find and Replace dialog box appears.



- ⑥ Type cats in the **Find What** field
- ⑦ Click **Find Next**
Note that the 'cats' (first one) is highlighted
- ⑧ Click **Find Next** again
Note that 'Cats' (second one) is highlighted
- ⑨ Click **Find Next**. The following message should appear: 'Word has finished searching the selection. Do you want to search the remainder of the document?'
- ⑩ Click **No**
- ⑪ Click **Cancel**

Use Replace option

- ① Select the sentence 'I love cats. Cats are gentle and cuddly.'
- ② Choose the **Home** tab
- ③ Click **Replace** in the Editing group. The Find and Replace dialog box appears.
- ④ Type cats in the **Find What** box
- ⑤ Type tigers in the **Replace With** box
- ⑥ Click **Find Next**. The first occurrence of the word 'cats' is highlighted

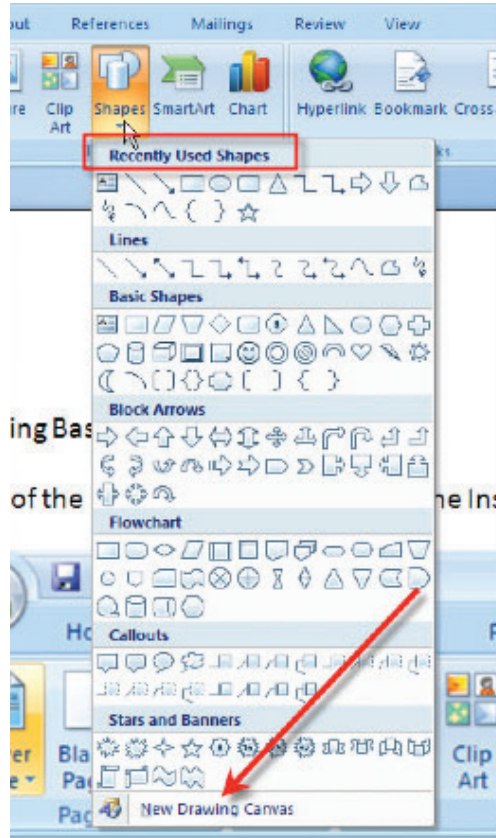


- 7 Click **Replace**. Word replaces the 'cats' with 'tigers' and then highlights the second occurrence of the word 'cats.'
- 8 Click **Replace**. Word replaces the word 'cats' with 'tigers'
- 9 Click **Close**

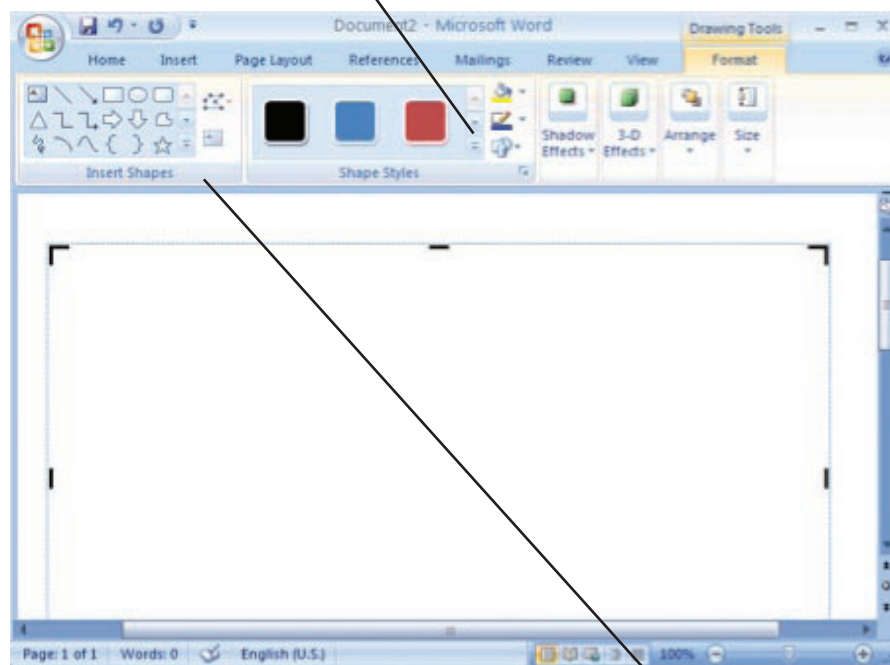
Your text should now read, 'I love tigers. Tigers are gentle and cuddly.'

3.9 USING DRAWING TOOLBAR

Click on insert tab, next click on **Shapes**. Now click on **New Drawing canvas**.



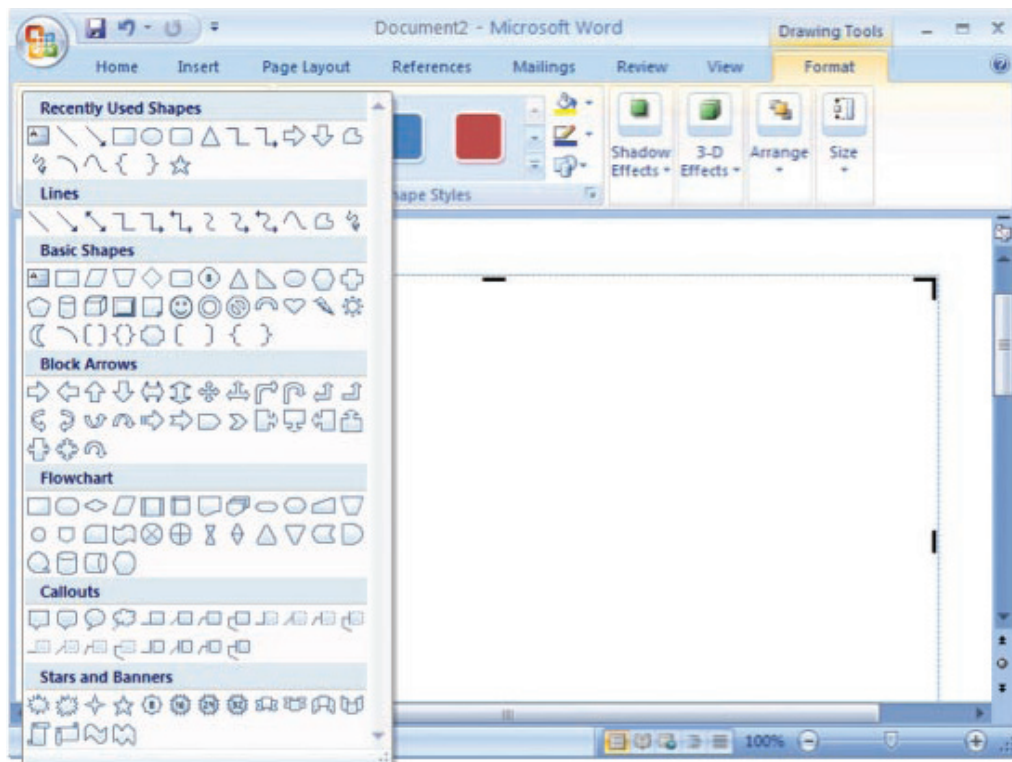
The format tab will appear as follows:



You will notice that the options on the Ribbon have changed. It is categorized into five sections labeled: Insert Shapes, Shape Styles, Shadow Effects, 3-D Effects, Arrange, and Size. Each capabilities are described as follows:

Insert Shapes

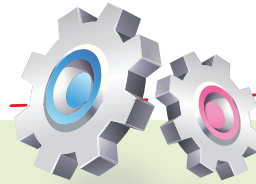
Here you can add lines, basic shapes, or flowchart symbols to your canvas with just one click.

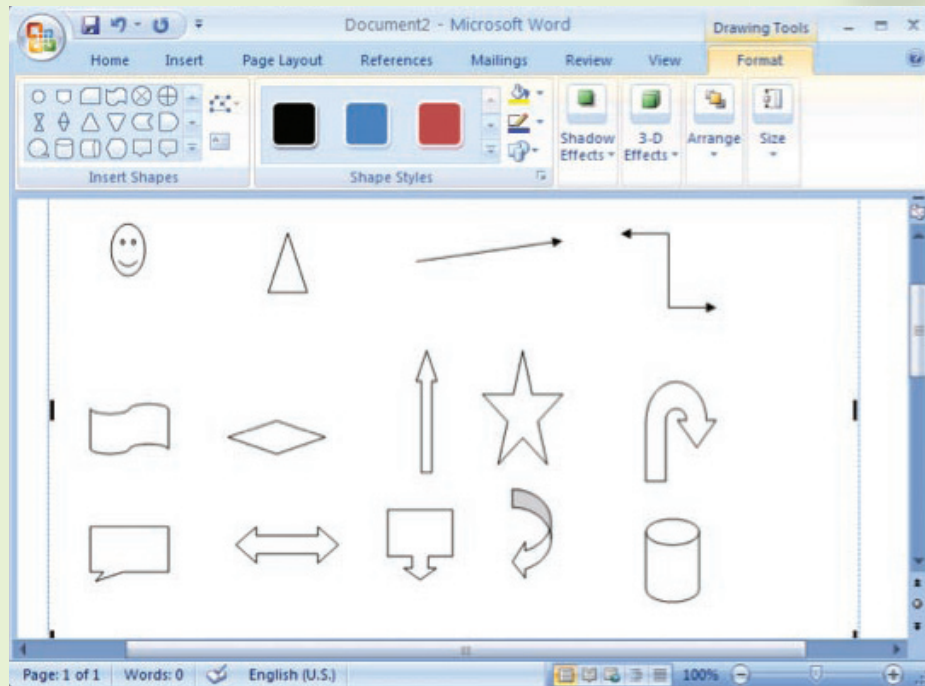
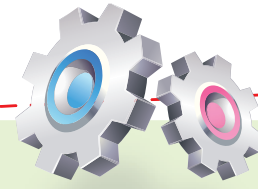


Practical Lab Activity

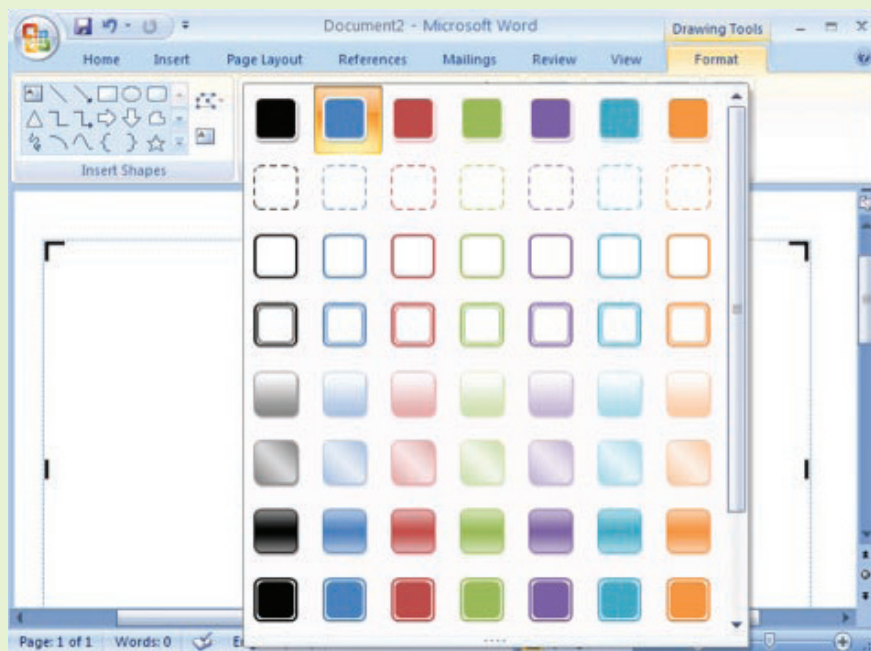
Insert Shapes

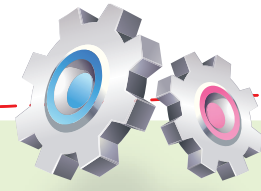
1. Click on insert tab
2. Click on shapes
3. Click on new drawing canvas
4. Click here to see all the shapes available
5. Insert the following shapes in your canvas:





Shape Styles allows users to choose how they would like to fill the shape.

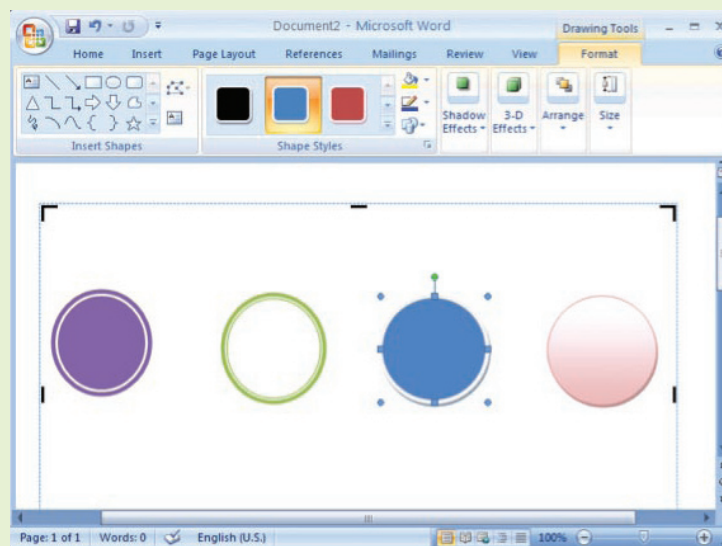




Practical Lab Activity

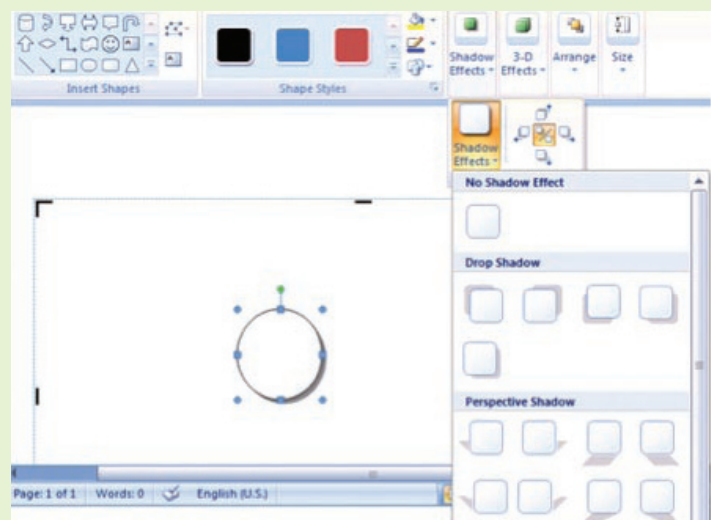
Shape Styles

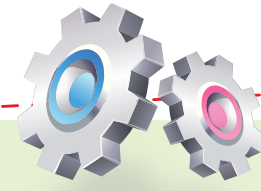
1. Draw four circles and click here to see all the shape styles.
2. Change the style of the circles as follows:



Shadow Effects

If you would like to add shadow effects to your canvas, this option gives a variety of choices.

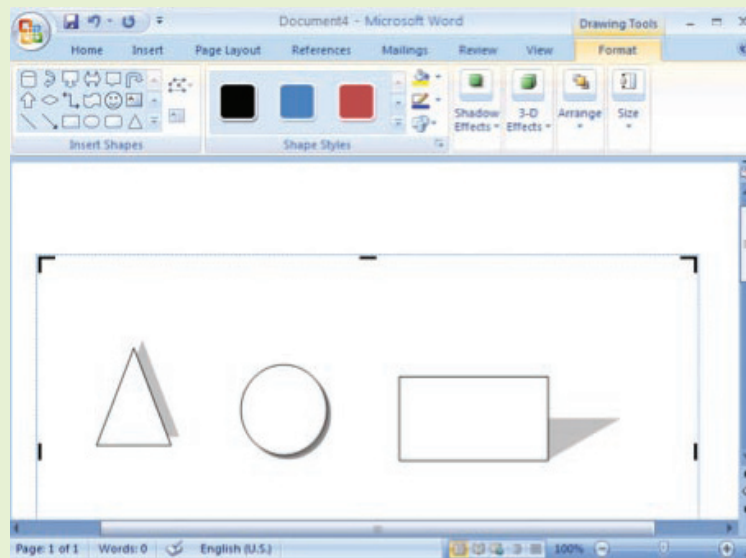




Practical Lab Activity

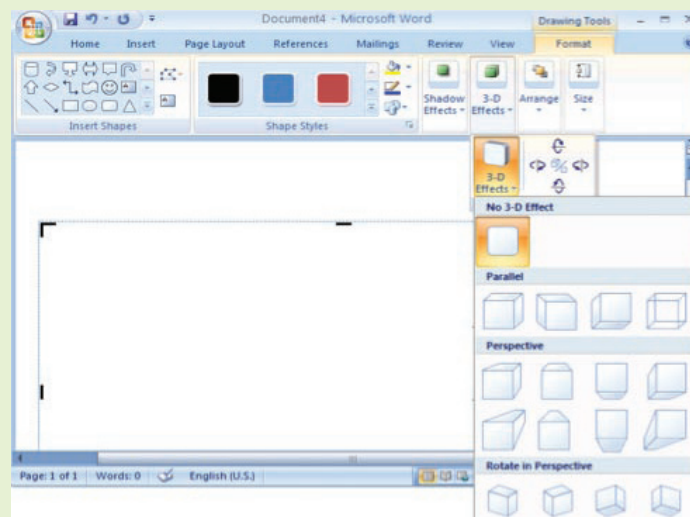
Shadow Effects

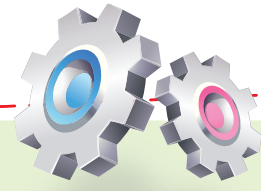
1. Insert a triangle, circle and rectangle as shown below.
2. Click on shadow effects to add shadow to these three shapes as follows:



3-D Effects

This option allows you to experiment with different 3-D effects that allow you to make changes to your canvas color, lighting, surface, direction and depth.

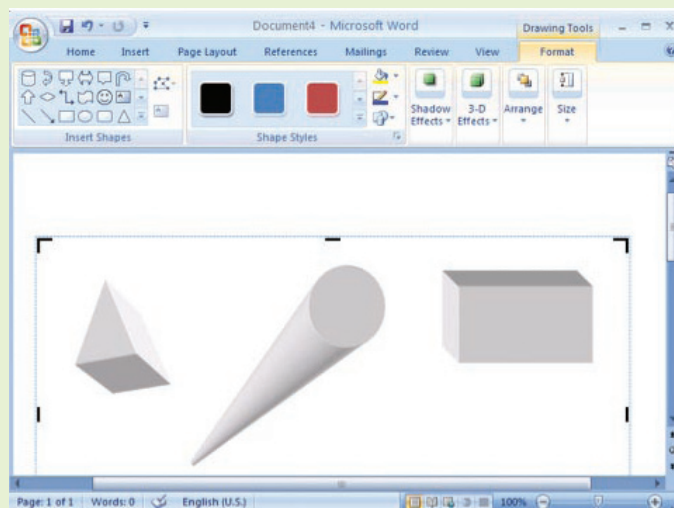




Practical Lab Activity

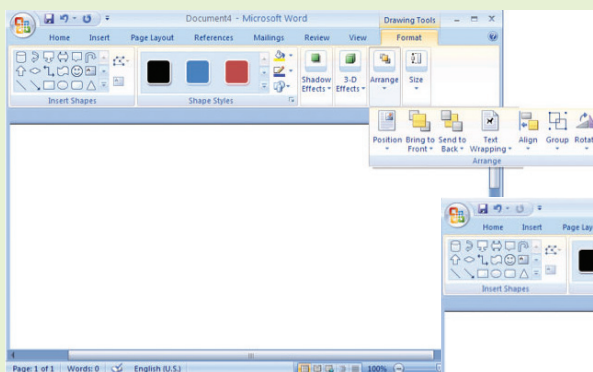
3-D Effects

1. Again, insert a triangle, circle and rectangle
2. Click on each shape and click on 3-D effects. The appearance of the shapes will change as follows:

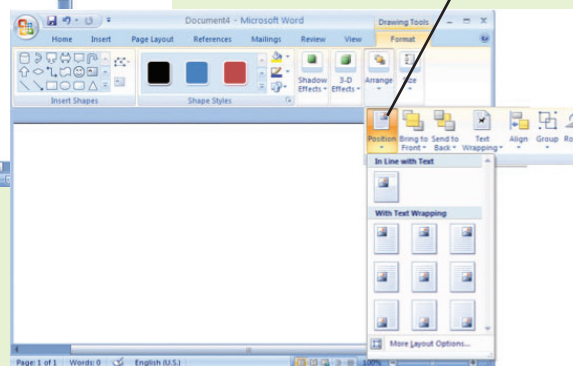


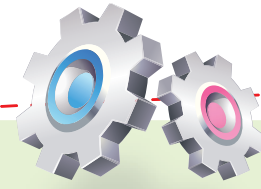
Arrange

This option helps to position the canvas. Methods of positioning can range from text wrapping, alignment, and rotation.



Positioning of canvas



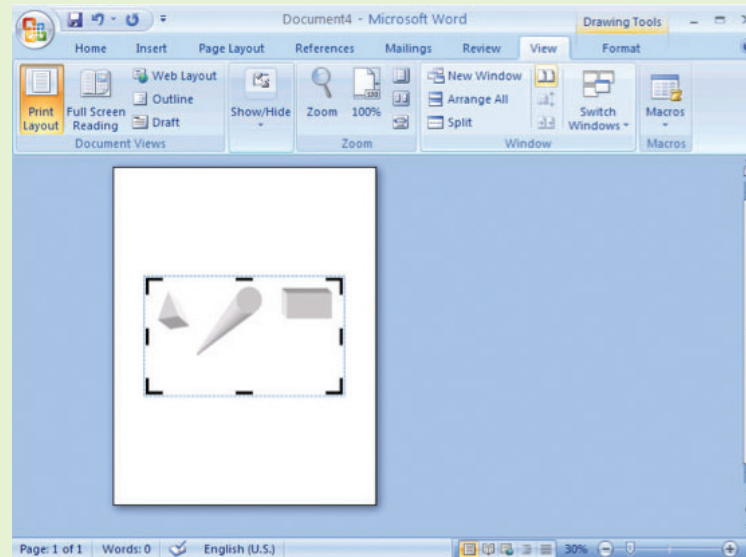


Practical Lab Activity

Arrange

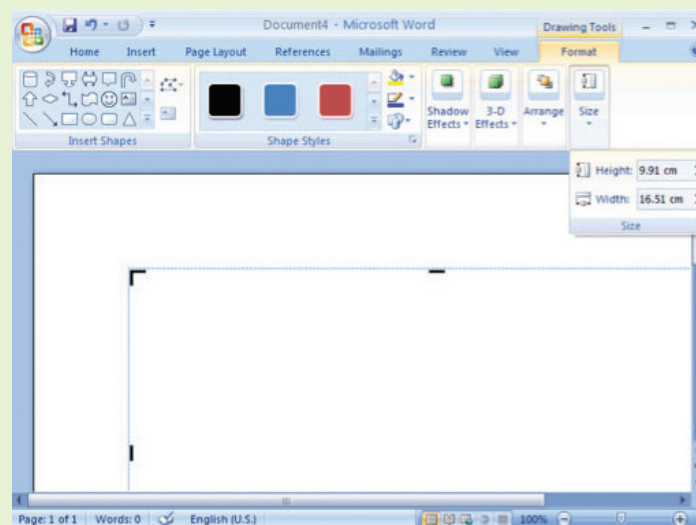
Change different positions of your canvas (created in class activity 3-D effects) by clicking on position.

Figure below shows middle center position.



Size

This feature allows users to adjust the width and height of the canvas.

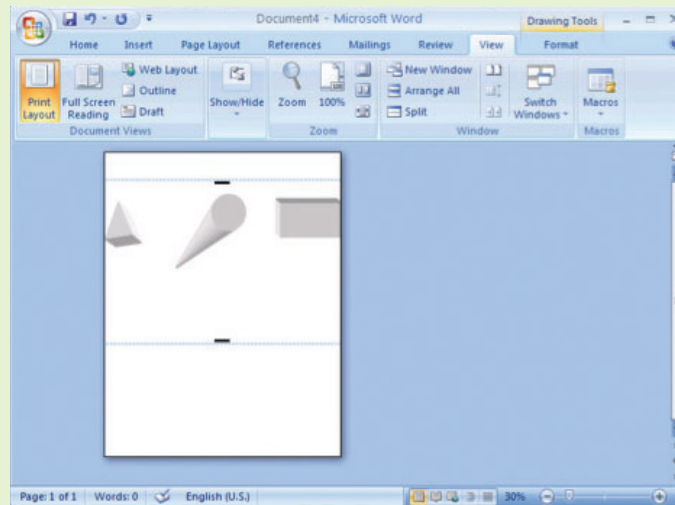




Practical Lab Activity

Size

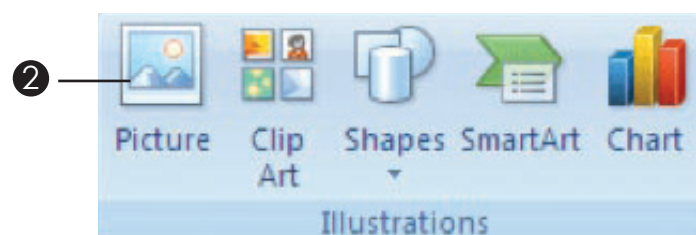
1. Click on size.
2. Change the height to 15 and size to 25 as shown below:



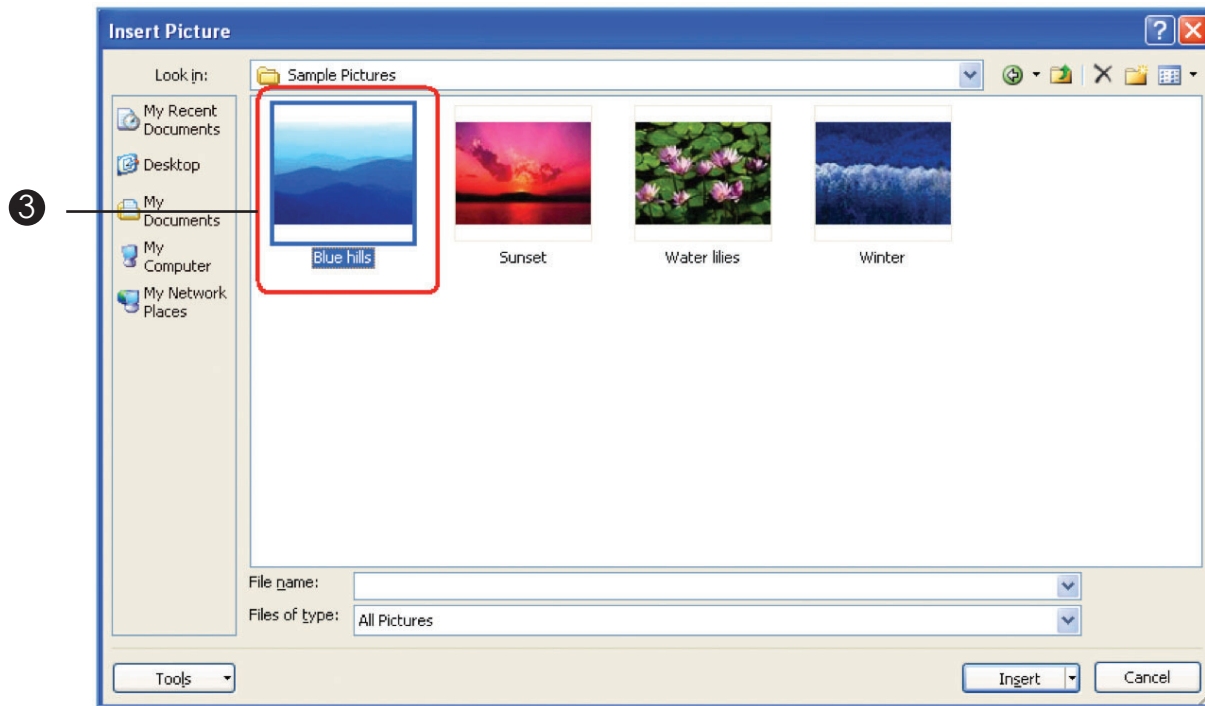
3.10 INSERT PICTURE

To insert a picture, follow these steps:

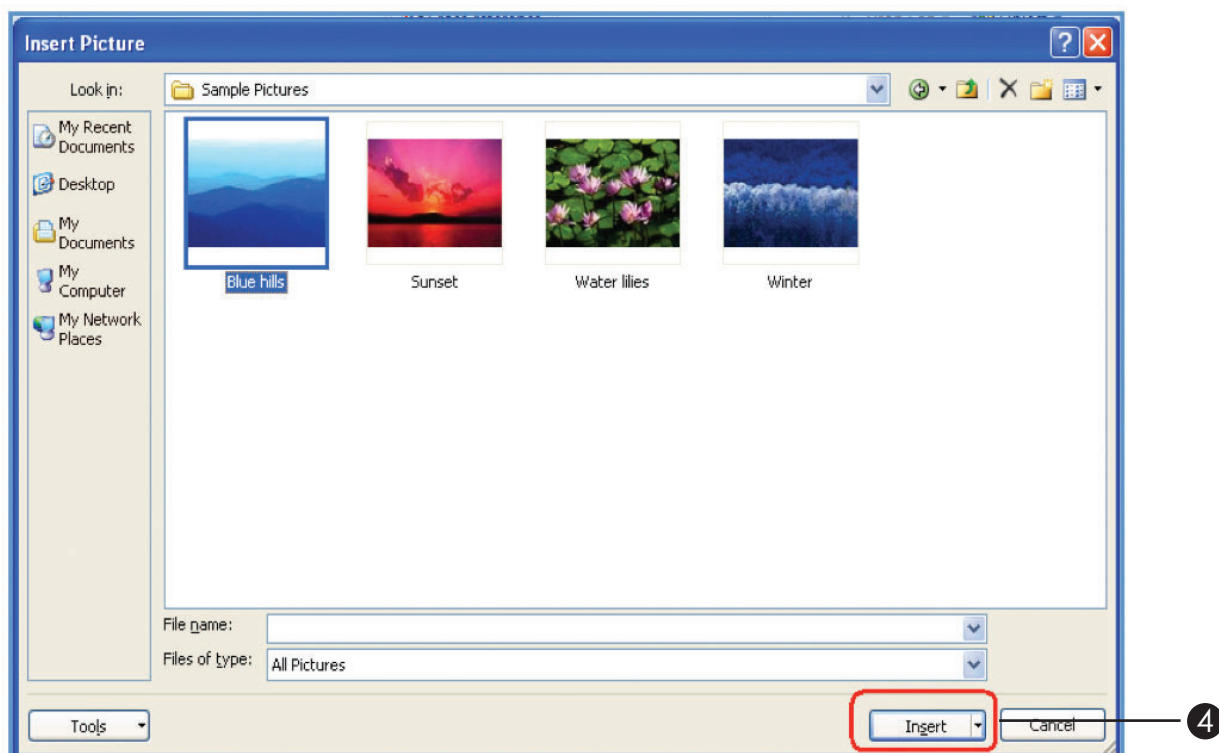
- ① Click on **Insert** tab
- ② Click on **Picture**



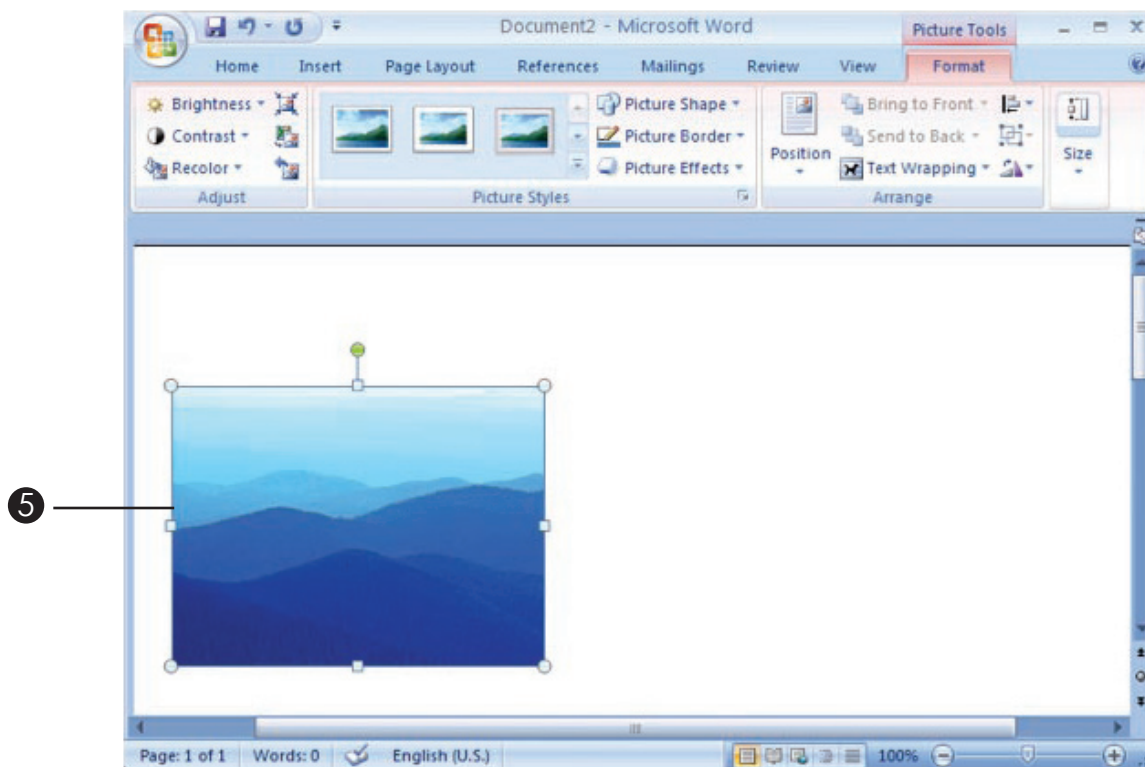
- ③ Select the picture you wish to insert



- 4 Choose a picture
Click on **Insert**



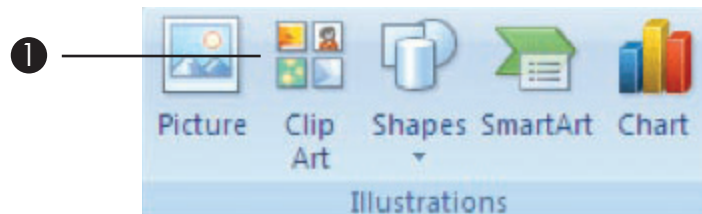
- 5 The picture will be inserted in your document



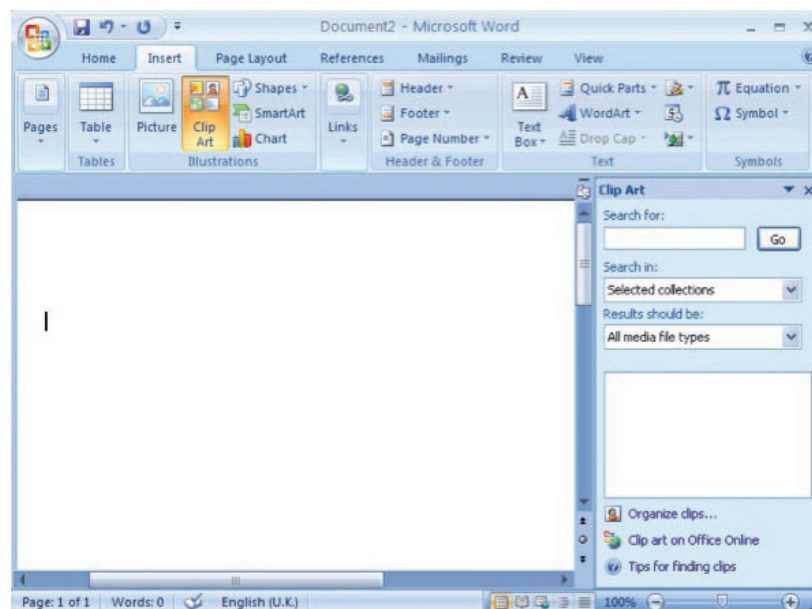
3.11 USE CLIP ART TO INSERT PICTURE

Clip art is a collection of simple pictures or drawings found in MS Word.

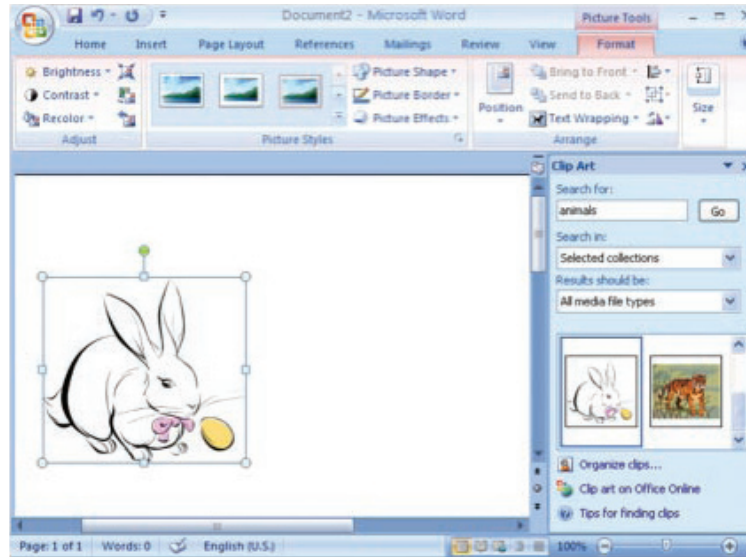
- 1 Click on the **Insert** tab, in the **Illustrations** group, click **Clip Art**.



The **Clip Art** task panel appears as follows:



- 2 In the **Clip Art** task pane, in the **Search for** text box, type animals
- 3 Click **Go**.
- 4 In the list of results, click the picture of any animal to insert it.



3.12 FORMAT PICTURES

There are two ways of resizing pictures:

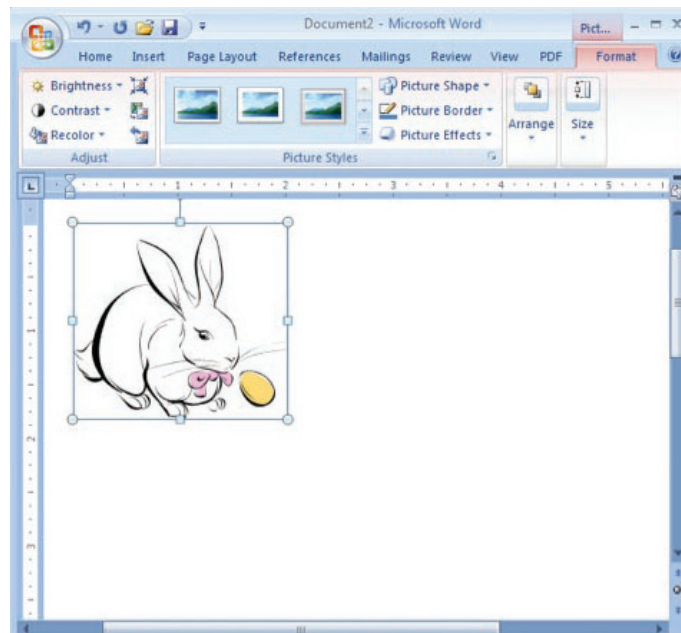
- 1 With the mouse
- 2 With the picture command

Resizing picture with the mouse

To format your picture, follow these steps:

- 1 Click on the picture. What happens?

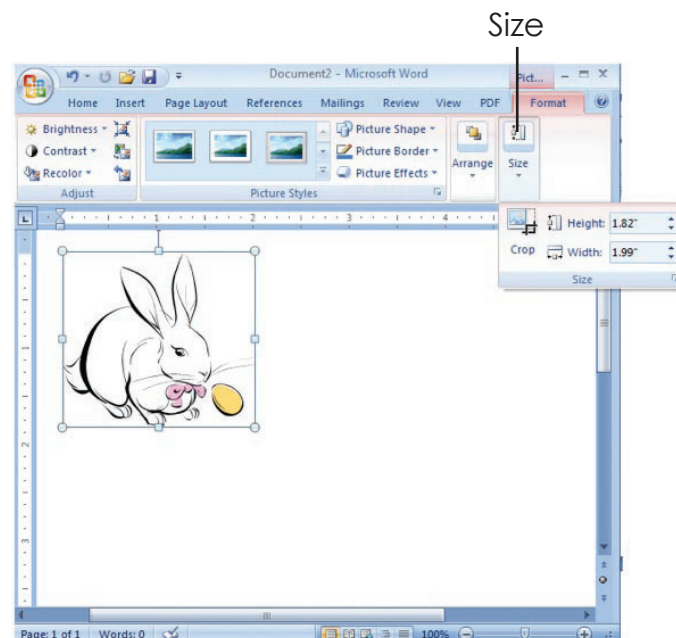
.....



- To increase or decrease the size of the picture drag the corner handle. When you are satisfied with the size, release the mouse button.

Resizing picture with the picture command

- Click on the picture
Click on **Format**
Click on **Size**
- You will be provided with the height and width. Increase the height and decrease the height and observe what happens.



3.13 INSERT AND FORMAT TABLES

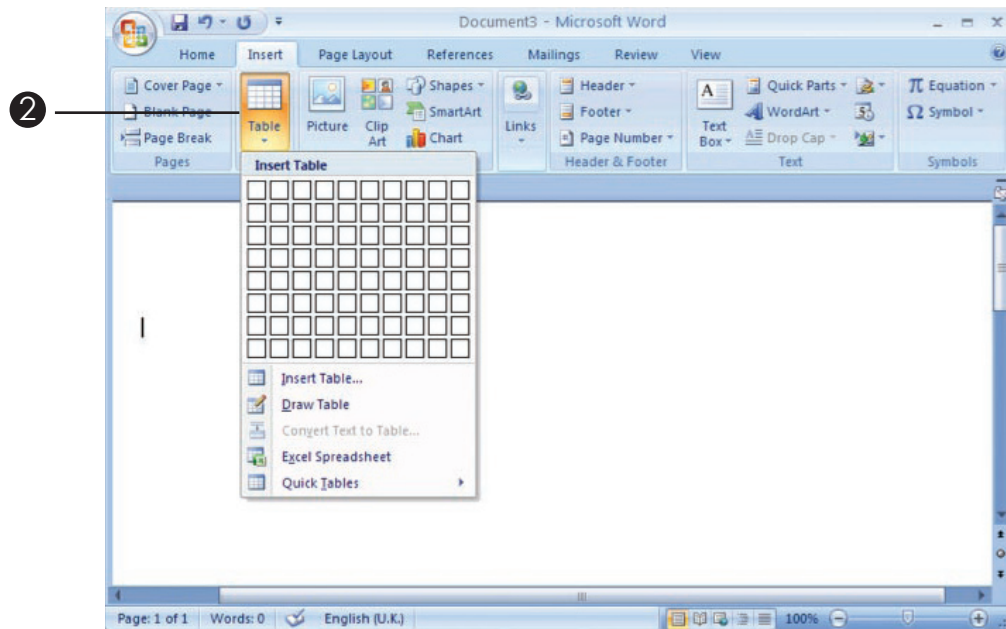
A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information.

Creating a table

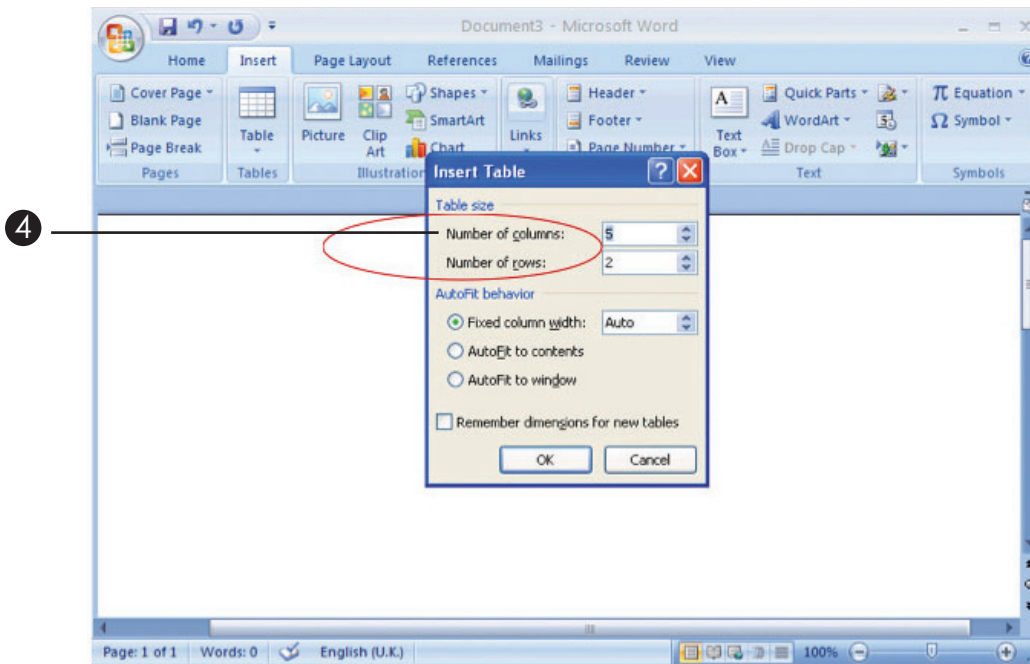
To create a table, follow these steps:

- Place the cursor where you want the table to be created.
- Click on insert tab, click on **Table**.
- The following window will appear, click on **Insert Table**.





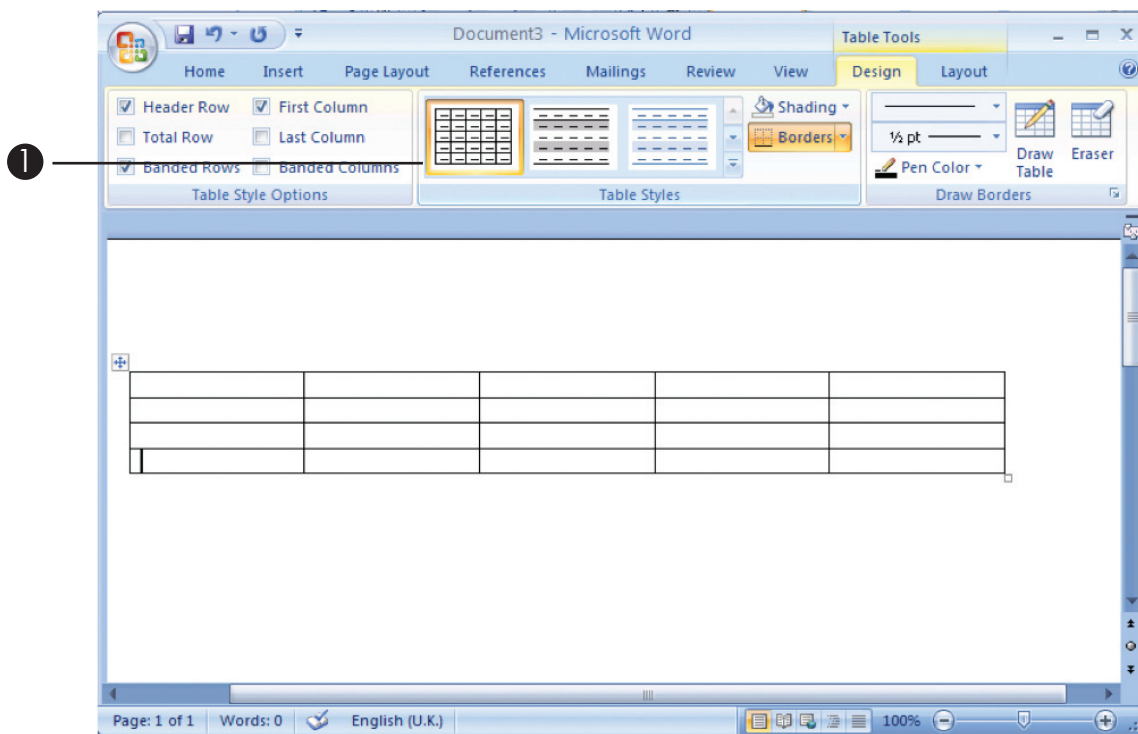
4 Under table size, enter the **Number of columns** and **rows**.



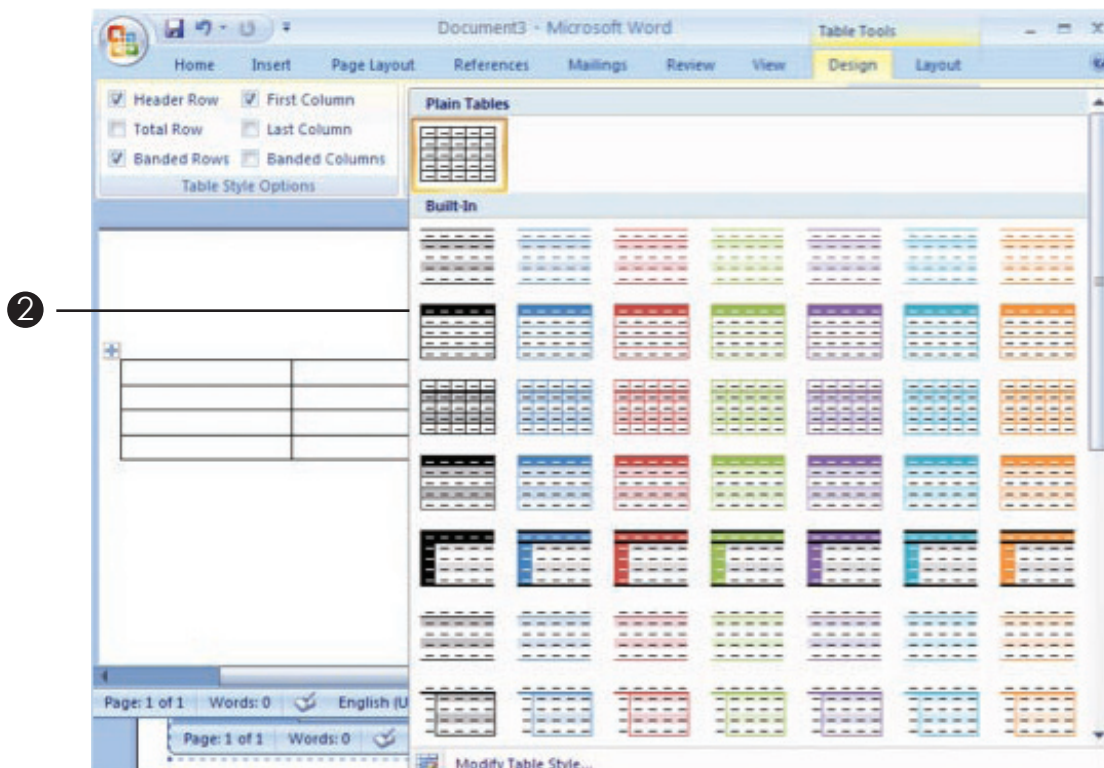
Format tables

Selecting table styles

1 You can format the table by clicking here.



2 A set of table styles will appear as follows:



3 Choose any one.

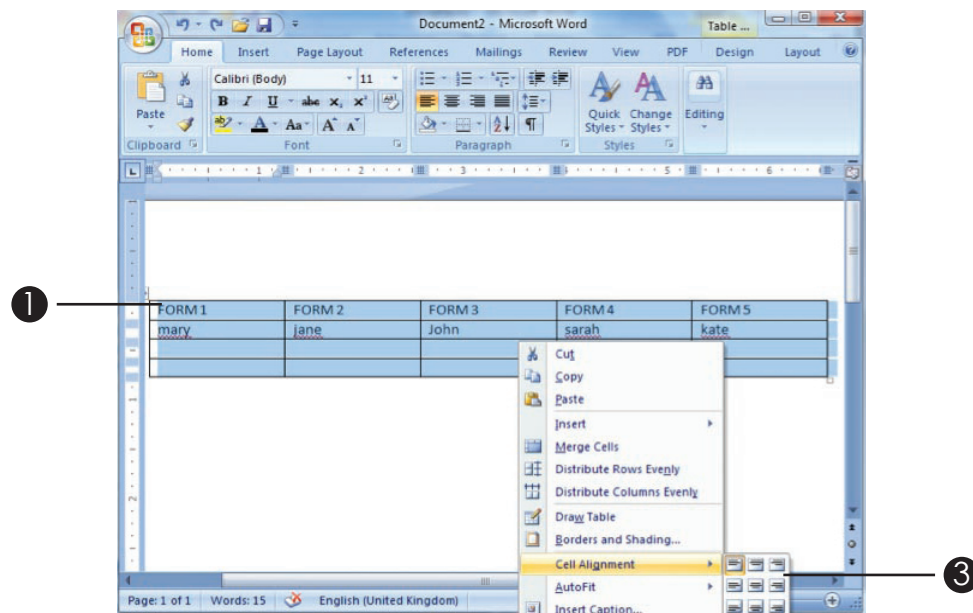
Changing alignment of text in tables

Create the following table and insert the text as shown below:

FORM 1	FORM 2	FORM 3	FORM 4	FORM 5
Mary	jane	John	sarah	kate

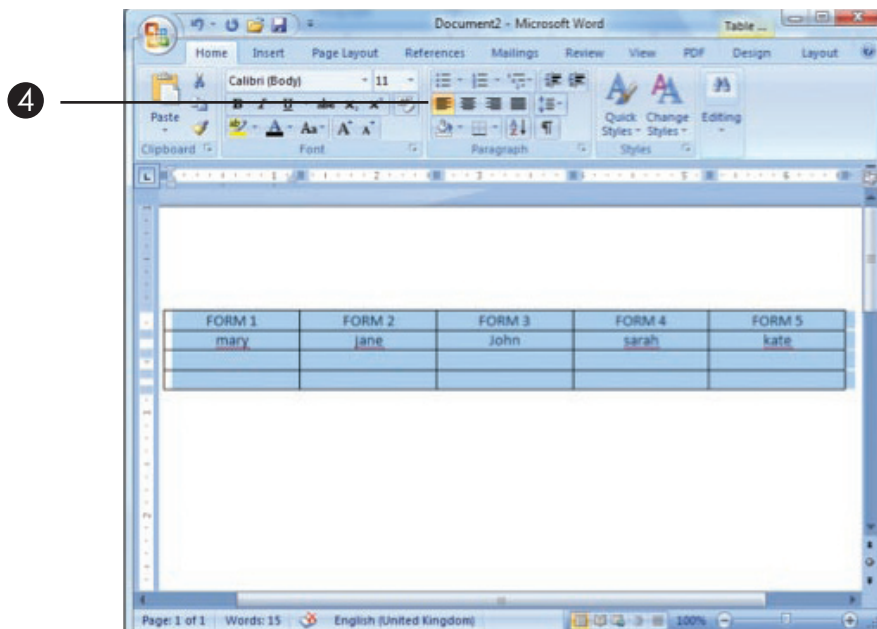
To change the alignment of text, follow these steps:

- ① Highlight the table
- ② Right click on the table
- ③ Click on **Cell alignment**



- ④ Choose **Align center**

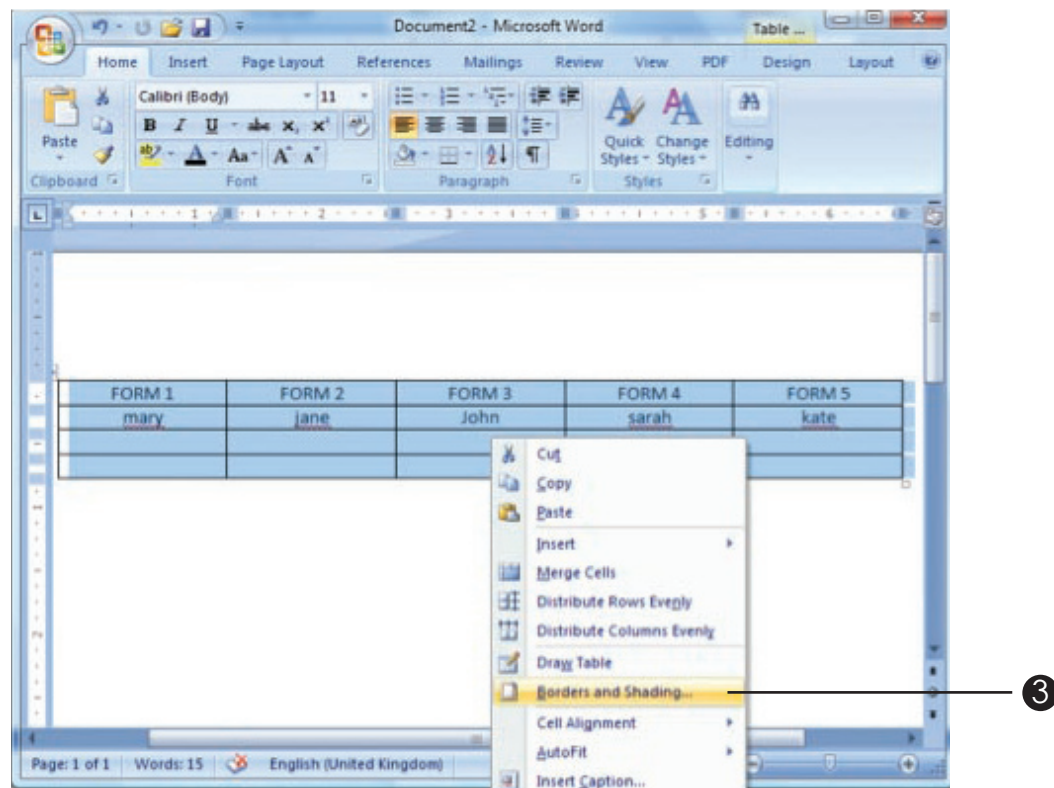
The table will appear as follows:



Changing borders in tables

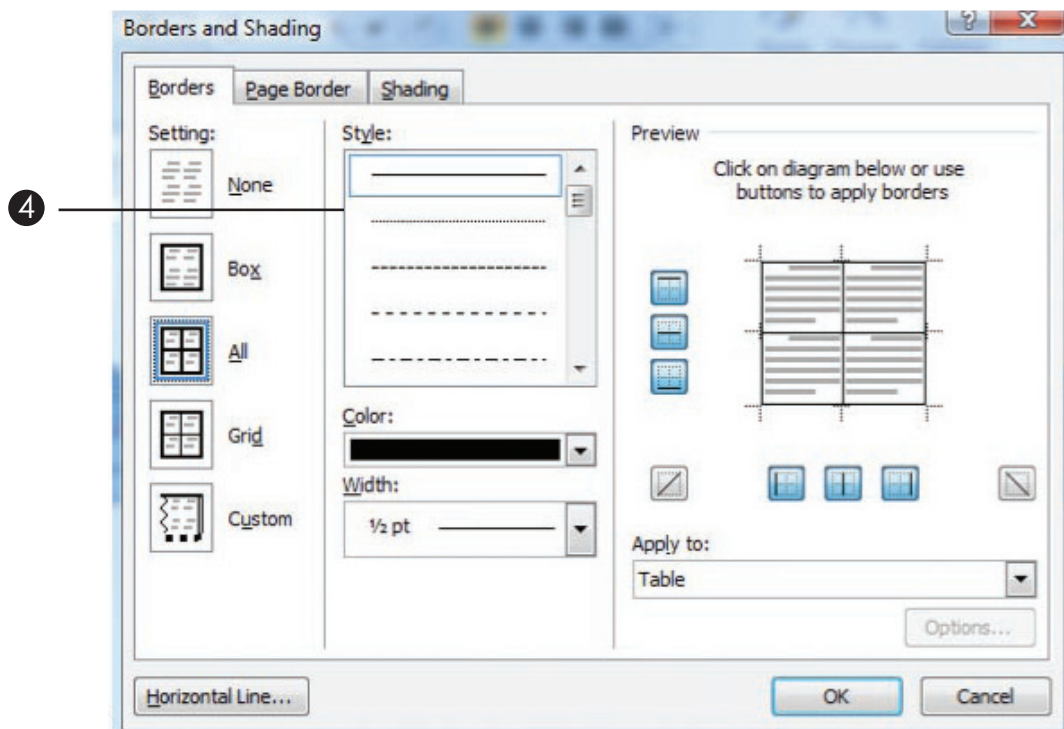
To change the borders, follow these steps:

- ① Highlight the table
- ② Right click on the table
- ③ Click on **Borders and Shading**

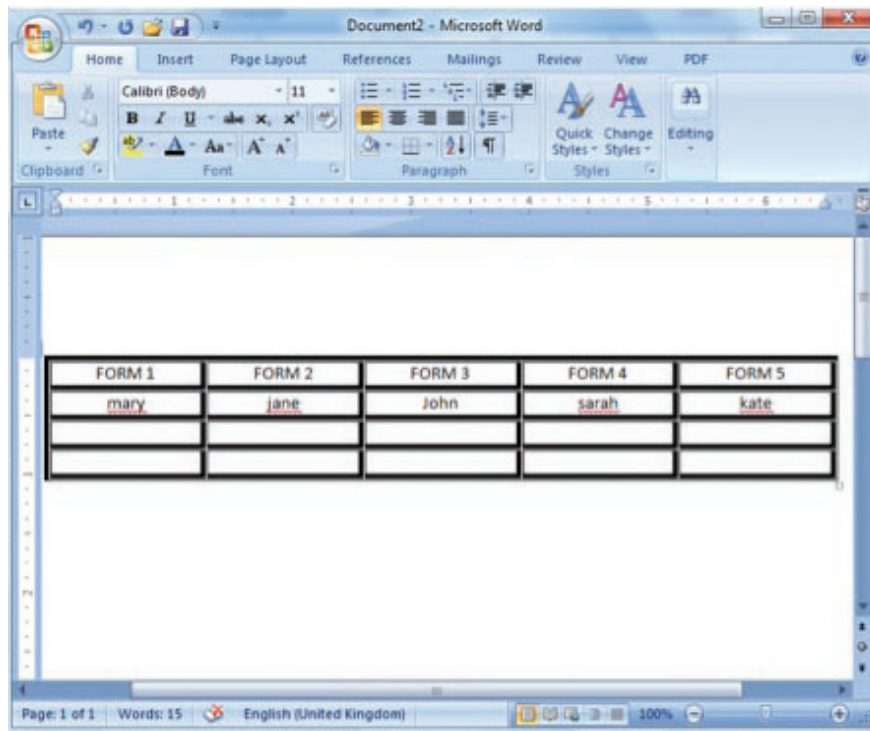


The following window will appear:

- ④ Select a border



- 5 Your table will appear as follows:

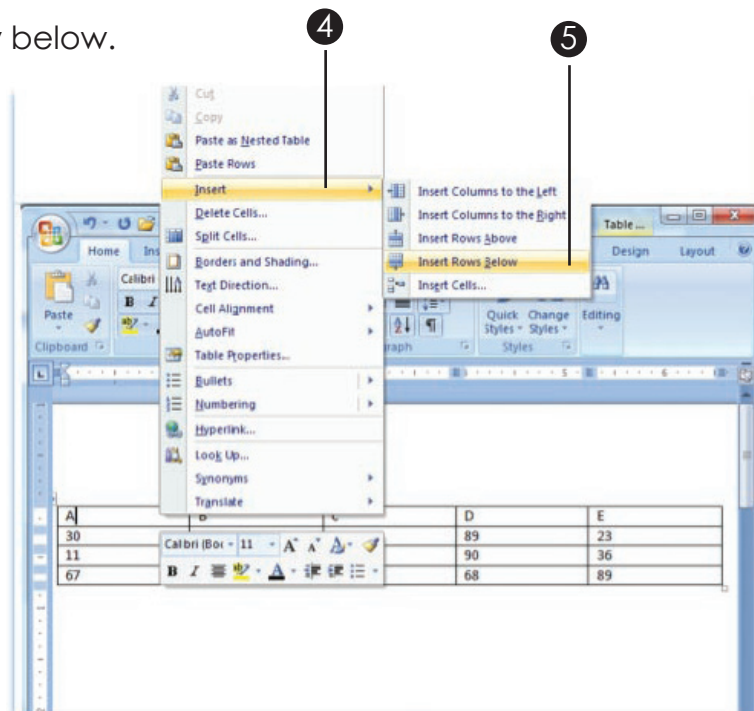


To add a row below:

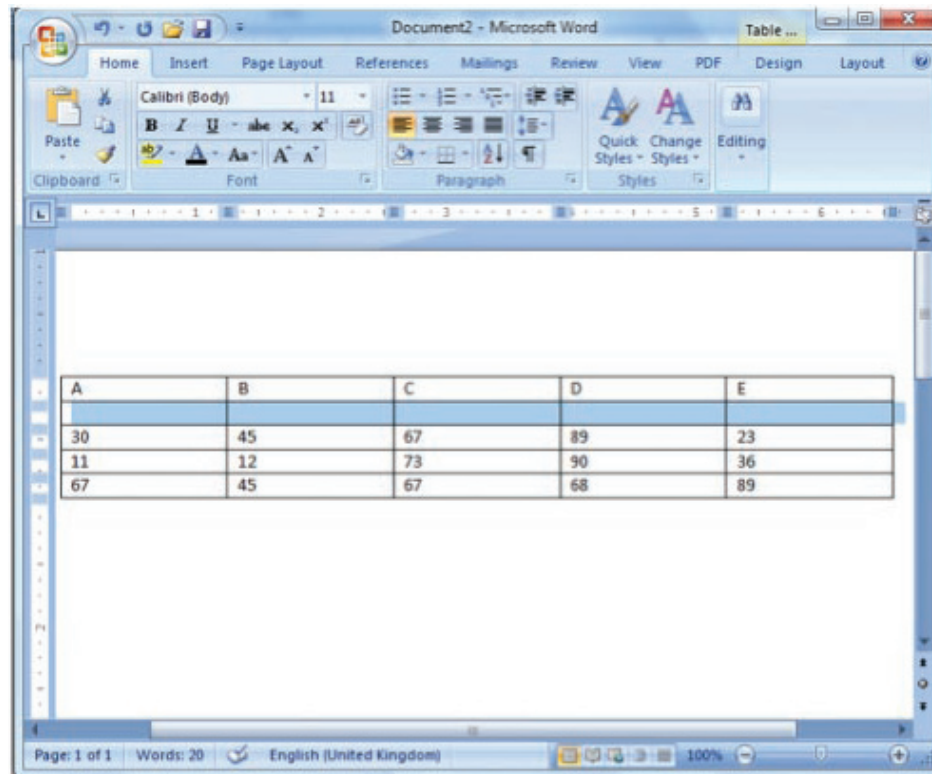
- 1 Create a table with 4 rows and 5 columns.
- 2 Add the following text to your table:

A	B	C	D	E
30	45	67	89	23
11	12	73	90	36
67	45	67	68	89

- 3 Right-click in cell A, to add a row below.
- 4 Click on **Insert**
- 5 Click on **Insert Rows Below**



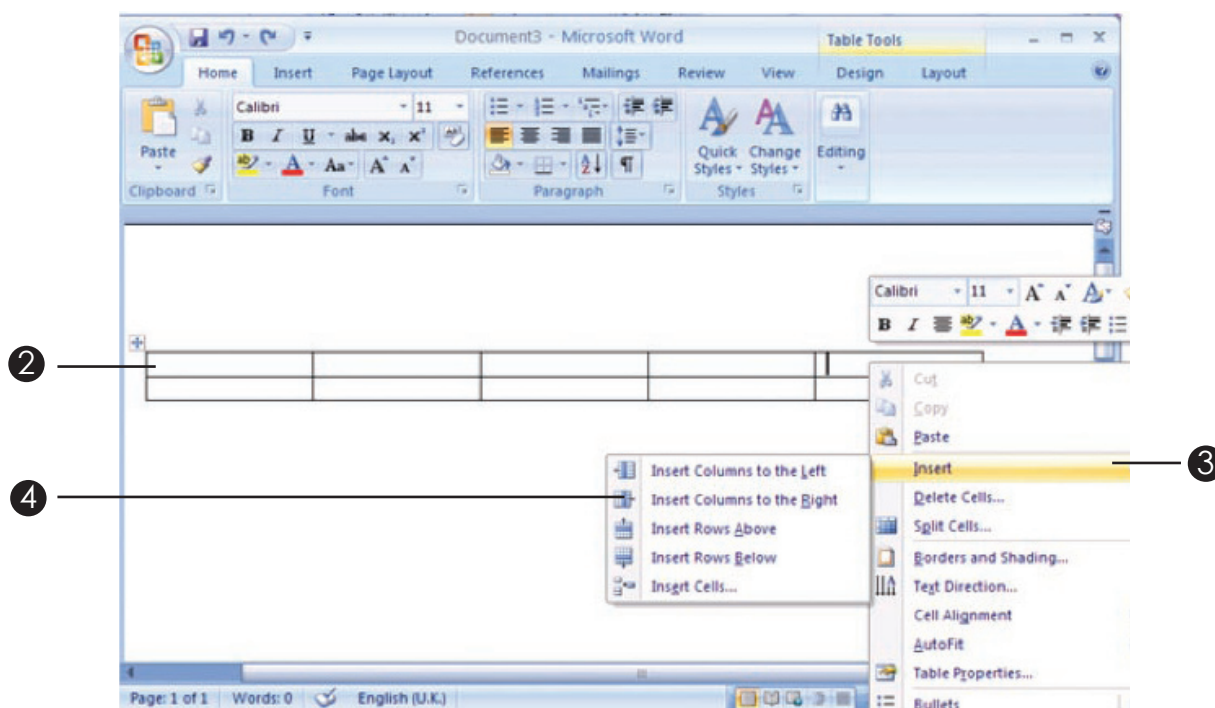
A new row will be added below the cell as follows:



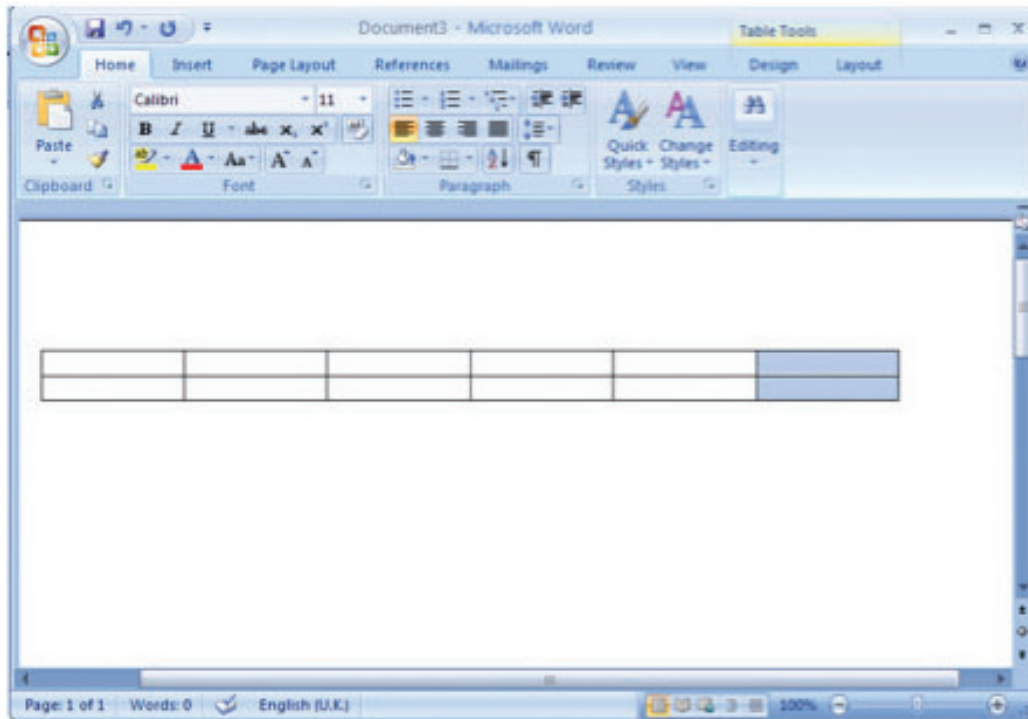
NOTE: to add rows above, follow same steps as above, but at step 3, click on insert rows above.

To add a column to the right

- 1 Create a table with 2 rows and 5 columns
- 2 Right-click in first cell in column 5, to add a column to the right.
- 3 Click on **Insert**
- 4 Click on **Insert columns to the right**



A new column will be added to the right as follows:



NOTE: to add columns to the left, follow same steps as above, but at step 3, click on insert columns to the right.



Class Activity

A. Circle the letter which shows the correct answer

1. In MS Word we can use the
feature to look up synonyms of words in our document.
A Spelling and grammar **B** bulleted list **C** Clip Art **D** Thesaurus
2. is a collection of pictures and drawings
present in MS Word
A Programs **B** WordArt **C** Text **D** Clip Art
3. MS Word underlines words which are not correctly spelt with
.....
A a straight line **B** a green line **C** a red line **D** a black line



Instructions to teachers:
Do the activity orally first, followed by written tasks.



Class Activity

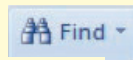


B. Write true or false in the box at the end of each sentence.

Instructions to teachers:
Do the activity orally first, followed by written tasks.

1. The Find and Replace feature allows you to find a word or phrase in your text.
2. We cannot add or delete columns and rows in a table.
3. We cannot type text in a table.

C. Match the following buttons to its respective function:



Appears at the top of every page



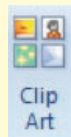
Numbered list



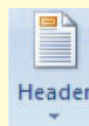
Used to insert a picture



Is used to search for a word in your document



Inserts a table



Bulleted list



Appears at the bottom of every page



UNIT 3: ACTIVITY SHEET 1

Instructions:

- Before starting the following activity, type your name and class.
- After completing this activity, print a copy to be kept in your folder.

Type the following text according to the format given:

Font style: Arial black
Font size: 36
Font color: Blue
Put text to italic and underline

History of Computers

The development of the modern day computer was the result of advances in technologies and man's need to quantify. Papyrus helped early man to record language and numbers. The abacus was one of the first counting machines. Some of the earlier mechanical counting machines lacked the technology to make the design work. For instance some had parts made of wood prior to metal manipulation and manufacturing.

Font style: Bradley Hand ITC
Font size: 14
Font color: Black
Put text to bold





UNIT 3: ACTIVITY SHEET 2

Instructions:

- Before starting the following activity, type your name and class.
- After completing this activity, print a copy to be kept in your folder.

Type the following text

What is a virus?

A computer virus is a small computer program that spreads from one computer to another computer. They can also try to damage your software, your hardware, and your files. A computer virus may corrupt or delete data on a computer, use an e-mail program to spread the virus to other computers, or even delete everything on the hard disk.

What is a worm?

A worm, like a virus, is designed to copy itself from one computer to another, but it does so automatically. Once a worm is in your system, it can travel alone. A great danger of worms is their ability to reproduce in great volume. For example, a worm could send out copies of itself to everyone listed in your e-mail address book.

Instructions:

1. Right align first paragraph and insert 1.5 line spacing.
2. Justify second paragraph and insert double spacing.

NOTE: your document should be as follows:

What is a virus?

A computer virus is a small computer program that spreads from one computer to another computer. They can also try to damage your software, your hardware, and your files. A computer virus may corrupt or delete data on a computer, use an e-mail program to spread the virus to other computers, or even delete everything on the hard disk.

What is a worm?

A worm, like a virus, is designed to copy itself from one computer to another, but it does so automatically. Once a worm is in your system, it can travel alone. A great danger of worms is their ability to reproduce in great volume. For example, a worm could send out copies of itself to everyone listed in your e-mail address book.





UNIT 3: ACTIVITY SHEET 3

Instructions:

- Before starting the following activity, type your name and class.
- After completing this activity, print a copy to be kept in your folder.

Type the following text:

Computer laboratory guidelines

- > Ask your teacher permission before performing any activity in the laboratory.
- > Do not step on computer cables.
- > Do not run or play in the laboratory.
- > Do not eat or drink in the laboratory.

PC care guidelines

1. Do not operate your PC during heavy rain or lightning.
2. Do not touch any internal part of the computer.
3. Avoid exchanging pen drives with your friends.
4. Scan your pen drive for any virus before using it.

Instructions:

1. Use bullets for first paragraph.
2. Use numbering for second paragraph.
3. Insert the header: **guidelines**.
4. Insert page number.
5. Insert a page border.





UNIT 3: ACTIVITY SHEET 4

Instructions:

- Before starting the following activity, type your name and class.
- After completing this activity, print a copy to be kept in your folder.

Type the following text:

The sun shines on the magic forest. It also shines on a gigante oak tree, many centuries old. It's in this tree that Mary's family lives. Mary is a young Fairy; she's very small, barely a few centimeters like all the fairies of her race.

The problem is that poore Mary is suffering from a mysterious illness. The magician was very upsett. He had never encountered any such sicknesse before. He searched the memorie books left by previous magician but to no avail.

1. Run spelling and grammar check

2. Change the following words:

Shins to shines
Giante to giant
Poore to poor
Mysterious to mysterious
Upsett to upset
Sicknesse to sickness
Memorie to memory

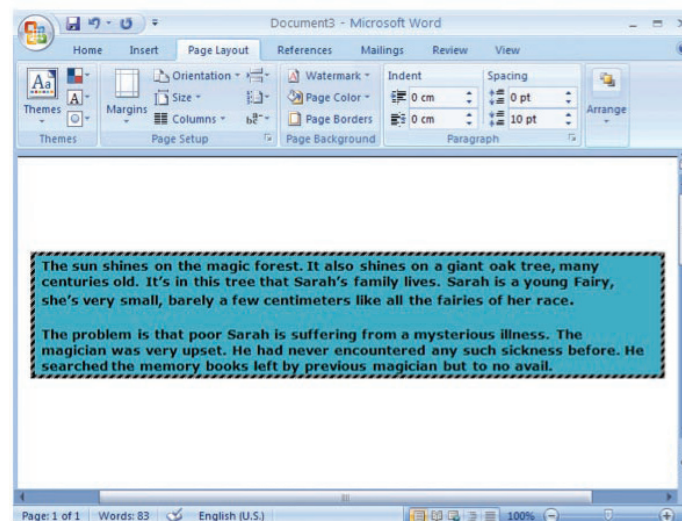
3. Use thesaurus to change

small to little
illness to disease
problem to trouble
previous to preceding

4. Use find and replace to replace the word Mary with Sarah.

5. Add paragraph border and shading (any colour).

6. Your document will be as follows:







UNIT 3: ACTIVITY SHEET 5

Instructions:

- Before starting the following activity, type your name and class.
- After completing this activity, print a copy to be kept in your folder.

Reproduce the following, by using the different shapes.





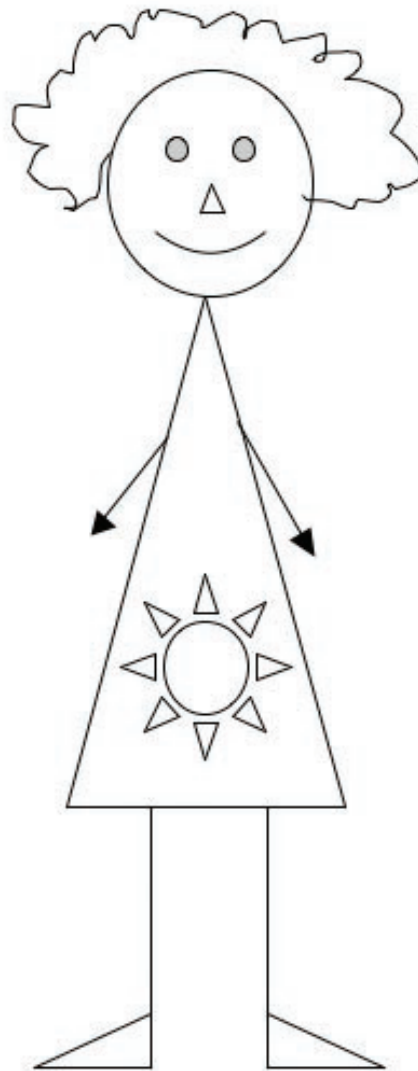


UNIT 3: ACTIVITY SHEET 6

Instructions:

- Before starting the following activity, type your name and class.
- After completing this activity, print a copy to be kept in your folder.

Using shapes, draw the following:







UNIT 3: ACTIVITY SHEET 7

Instructions:

- Before starting the following activity, type your name and class.
- After completing this activity, print a copy to be kept in your folder.

1. Create a table with 6 rows and 4 columns and insert the data as follows:

NAME	MATHS	ENGLISH	FRENCH
Anil	45	67	90
Rita	35	40	63
John	59	49	78
Ben	70	56	88
Anna	39	65	57

2. Change text alignment to align center
3. Change table style
4. Change border and click on preview to apply border to four sides of table.
5. Add a row below Anna to insert the name: Jane and add the marks as follows: Maths: 50, English: 70, French: 80.
6. Add a column to the right of English and insert the heading Science.
7. Your table should be as follows:

NAME	MATHS	ENGLISH	Science	FRENCH
Anil	45	67		90
Rita	35	40		63
John	59	49		78
Ben	70	56		88
Anna	39	65		57
Jane	50	70		80