

COMPUTER BASICS

1. Use and identify the basic components of the personal computer

- Identify the “computer system unit” and its components
- Identify CPU
- Identify RAM
- Identify ROM
- Identify Motherboard
- Identify storage devices
- Identify and classify the Hard drive
- Identify the Floppy drive
- Identify the CD-ROM or DVD-ROM drive
- Identify other storage drives (Zip, Jaz, etc.)
- Identify I/O devices (peripherals)
- Identify mouse (other pointing devices)
- Identify the Monitor
- Identify keyboard
- Identify and classify scanner
- Identify and classify printer
- Identify and classify digital still/video camera

2. Use a computer operating system to access computer applications and organize information

- Identify the purpose of the operating system
- Identify various operating systems – Windows, Macintosh, Linux / Unix
- Organize saved content into folders and subfolders
- Using applications like MS Paint, Notepad, etc.
- Search for and Find information on the computer
- Change location of application shortcuts
- Delete items

3. Use the essential features of a word processor (Word-basis, but generic)

- Create new documents
- Create new document from scratch
- Create new document from template
- Identify various document views
- Manipulate and format text
- Make text bold, italic, underline
- Change text font, size

- Insert columns
- Use outline function
- Copy text, Cut text, Paste text
- Insert graphical features
- Insert table
- Insert graphic
- Use drawing tools
- Identify editing tools
- Identify spell-check functions
- Identify grammar-check functions
- Modify page layout
- Adjust margins
- Adjust paragraph spacing and indents
- Insert headers, footers
- Save a document
- Print a document

4. Use the essential features of a spreadsheet (Excel-basis, but generic)

- Create new spreadsheets
- Create new workbook
- Create new worksheet
- Differentiate between when to use a spreadsheet and word processor
- Define spreadsheet layout – rows, columns, cells
- Insert and modify text
- Format cells and text
- Calculate figures
- Insert graphical features
- Insert chart
- Insert graphic
- Use drawing tools
- Modify page layout
- Adjust margins
- Adjust paragraph spacing and indents
- Insert headers, footers

5. Use the Internet to find and communicate information

- Use the essential features of an Internet Browser
- Find specific information
- Use the strengths of various Search engines

- Refine searches
- Use the Internet to communicate with others
- Send and receive E-mail messages
- Identify dynamic web pages