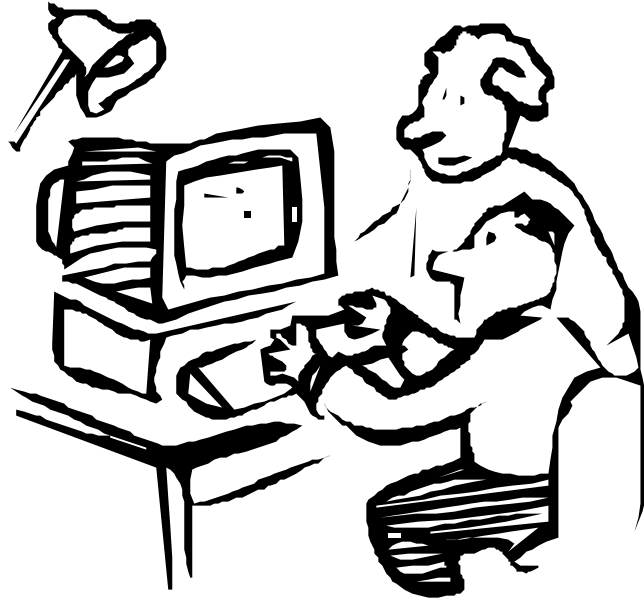




Computers Don't Bite



Computers Don't Bite



Computers Don't Bite

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Computers Don't Bite

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Aims of the course

The aims of the course are:

1. To provide an introductory course of study for students who want to learn some basic computing skills and knowledge.
2. To develop a greater awareness and understanding of the Internet.

The Computers Don't Bite course is accredited through the National Open College Network Credit Value 1 at Level 1. Below is an outline of the course.

Learning Outcomes	Assessment Criteria
On completion of the Computers Don't Bite the learner will be able to:	The learner has achieved the learning outcomes because s/he can:
1. Understand IT Terminology	1.1 Use basic IT Terminology correctly
2. Prepare and input data	2.1 Demonstrate use of on/off switch, monitor, keyboard and mouse
	2.2 Demonstrate use of clicking, double clicking, drop down menus
	2.3 Enter information into given locations following standard conventions
3. Process data	3.1 Use basic IT functions suitable to a given task to edit & organise information
4. Present data	4.1 Present information on screen in specified formats to satisfy requirements of a specified task
5. Understand the use of WP, DTP and Computer Graphics	5.1 Outline the key features of WP, DTP & Computer Graphics
6. Show awareness of the uses of IT and its effects	6.1 Identify three reasons for using IT
7. Apply safe working practices	7.1 Use a computer in a safe & comfortable way following guidelines for: posture; eye strain; environmental safety; lighting; static; stress
8. Understand computer terminology	8.1 Use basic IT terminology correctly
9. Understand the facilities provided by the Internet	9.1 Outline the key features of e-mail and the WWW
	9.2 Use the Internet to send an e-mail
	9.3 Use the Internet to enter a Web site address
10. Outline the use made of the Internet	10.1 Identify the uses of the Internet in various environments



Computers Don't Bite

Understanding the language

Hardware and Software

You should know the names of the different parts of your equipment - the **Hardware**. The equipment is called hardware because you can touch it.

Computer programs are called **Software** - they are usually on the drive inside your computer so, unlike the hardware, you can't touch them!

We have **Computer Based Training Programs** to help you learn about the equipment and how to use it.

Your tutor will show you how to load up and work through the following programs. On some sites alternative programs may be used:

- * **KMaster**
- * **Mousemaster**
- * **Computers Don't Bite (CDRom)**
- * **Webwise (CDRom)**

These programs will give you some of the background knowledge and language that you need to help you to use the computer effectively.

On the next pages you will find some of the important words you will need to help you understand Information Technology. You can go over them in your own time and make sure you understand them.

On page 7 you will find a short test to prove you can understand some of the jargon. This will complete the assessment criteria for the first two parts of the course.

On pages 8 and 9 you will find a word-processing exercise. Work through this to complete parts three and four of the course



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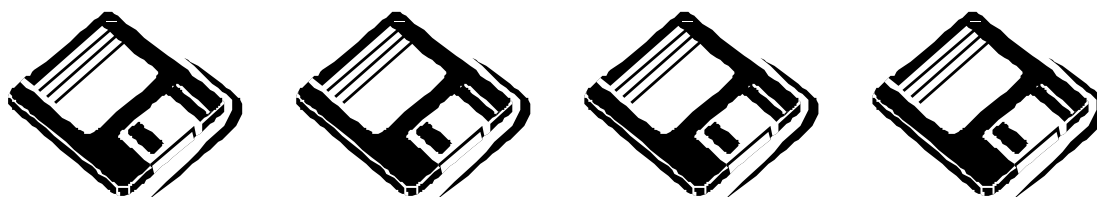
Useful words for Information Technology

access provider	company that sells Internet connections
boot up	to start a computer
crash	when a program fails to work
cue cards	special boxes shown on the screen that give help and hints
cursor	the mark or arrow on the screen which shows where your typing will go
dialog	a box on screen which gives or asks for information
disk (floppy)	a magnetic disk which stores information
disk (hard)	the disk inside the PC which holds the programs
download	bring down a file from another computer
drives	this reads your disk and sends information to it
drop down menus	the main menus at the top of the screen: in word processing File, Edit, View, Insert, Format, Tools, Table, Window, Help
DTP	desktop publishing which is word processing with pictures and different layout and text
E-mail	electronic mail carried on the net
E-mail address	the private e-mail address to which e-mail is sent
footer	the space at the bottom of your page
header	the space at the top of the page
homepage	the first page loaded by your browser at start up
highlight	marking the text to make changes to it
HTML	HyperText Markup Language which is used to create web documents
Internet	a co-operatively run global collection of computer networks
icon	a sign or picture used to represent a program
keyboard	like a typewriter, but with more keys; work appears on the monitor
link	a reference to another document
menu	a list of actions to choose from
modem	mod ulator/ dem odulator that allows communication



Computers Don't Bite

	through a phone line
module	one of a series of lessons which make up a course
mouse	a small machine attached to the computer used for moving the cursor round the screen
monitor	the screen (like a TV) on which you view your work
output	the work displayed on the screen or printed out
PC	Personal Computer
printer	used to make a hard copy of your document - popular types are laser and bubble-jet
sans serif	a plain type
search engine	database of web page information that can be searched to find something on the net
serif	a fancy typeface
server	computer that makes services available on a network
surf	to skip from page to page by following links on the web
Times	a typeface
URL	Uniform resource Locator - the addressing system for the World Wide Web
The Web	the World Wide Web or WWW. Documents on the Internet connected through links
Web page	a single document
Web site	collection of related documents





Computers Don't Bite

Assessment for Parts One and Two: (1.1 / 2.1 / 2.2 / 2.3)
Understand IT Terminology; Prepare and Input Data

Fill in the checklist below to complete the first two parts of the course **Computers Don't Bite**. This will give us a record of what you have learned. Tick in the boxes when you are confident of the skill. Make sure you and your tutor have signed, and that the page is dated.

Checklist for Parts 1 and 2	Tick
I have used Mousemaster	
I have used Keymaster	
I have used Computers Don't Bite	
I have used Webwise	
I know how to switch on the PC	
I know how to switch on the monitor	
I know how to use the keyboard	
I know how to use the mouse	
I know how to click and double-click	
I can use drop-down menus	
Computer machinery is called	
Computer programs are called	
The arrow or pointer on the screen is called	
I know how to open a new document	
I know how to save a document	
I know how to open a saved document	

Student

Date

Tutor

Date

Comments



Computers Don't Bite

Assessments for Parts 3 & 4 of Computers Don't Bite

Process Data; Present Data (3.1 / 4.1)

- Open a new document in Word
- Type your name on the first line
- Type in the date on the second line
- Leave two lines and type in the writing below called **Information Technology**
- There should be one space between words, one space after a comma and two spaces after a full stop

Information Technology

Computers play a big part in modern life. Nearly every office has one. We use them to book holidays and theatre tickets. Cash machines, supermarket checkouts, road licences and television licences are all run by computers. You can't get away from them!

Computer programs or software are used for all common tasks. The most well-known software programs are word processors, databases, spreadsheets, accounting, graphics and desk-top publishing.

Word-processing is the most familiar of all. A word-processor makes the computer work like a very clever typewriter. It makes it easy to produce a perfect document.

- Save the file on your floppy disk and call it Information Technology 1
- Spell check your work and print it



Computers Don't Bite

Make the following changes to Information Technology to complete Sections 3 and 4 of the course (3.1 / 4.1)

- Centre and underline the heading and make it **bold**.
- **Justify** the work and change the type size to 14 point.
- Delete these words: *You can't get away from them!*
or software *very clever*

Don't leave any big gaps! REMEMBER - one space between words.

- Save the changed work as **Information Technology 2** and print it out again.
- Give your tutor the two printouts.

Using Desk Top Publishing

So far you have been word processing - using the computer like a typewriter, except that the words appear on the monitor and you get your hard copy from a printer.

Most people like to improve the appearance of their documents by using Desk top publishing (DTP) - this means using different typefaces, adding pictures, maybe putting in tables and graphs.

On the next page you will find instructions for putting clip art in your work.





Computers Don't Bite

How to Insert Clipart

PCs are set up in different ways. At City College Manchester at the moment there are two ways of finding clipart.

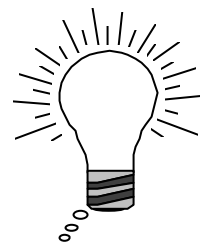
First way - fewer pictures available

- Open a new word processing document
- Position your cursor where you want your picture to appear
- Pull down the Insert Menu
- Click on Picture
- Click down the list until you find the picture you want
- Click on OK
- Resize your picture, if necessary, to clicking on it once and dragging one of the handles inwards or outwards.



Second way - far more pictures here

- Open a new word processing document
- Position your cursor where you want your picture to appear
- Pull down the Insert Menu
- Click on Object
- Click on Microsoft Clipart Gallery
- The pictures are grouped by category in alphabetic order
- Look through a category at a time or All Categories
- Click on your picture
- Click on Insert



Assessment for Part 5 of Computers Don't Bite
Understand the use of word processing, desk top publishing and computer graphics (5.1)

- Call up your document **Information Technology 2** and insert a picture of a computer.



Computers Don't Bite

- Save your work as **Information Technology 3**.
- Print it out and hand it to your tutor.

Why do we use Information Technology?

The answer to this question is probably: Because it's there!
We can't live without it. As we move into the new millennium, Information Technology affects every part of our lives.

We need IT for work

Nearly every office job needs an understanding of computers.

- Word processing is used for letters and reports. Typewriters are becoming things of the past. Who wants to rub out or retype if there is a mistake? We want to be able to save our work and come back to it later.
- Databases are used for listing customers and products.
- Spreadsheets are used for calculating figures and making financial predictions.

We need IT for education

- CD Roms now hold masses of information about everything under the sun. Encyclopaedias are on disk - it is much easier to store and find information in this way.
- Children use it to learn - there are games and attractive ways of learning.

We need IT for hobbies

- It is used to produce posters and newsletters for different social activities.
- Clubs keep their members on databases and use mail merge to inform them about events.
- We use the Internet to find out about all the latest news.
- We use computer games for FUN.

We need IT for the family



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- We can email for the cost of a local call and keep in touch with family all over the world.
- Enthusiasts can write their own web pages.

You could probably think of dozens of more reasons for using I T.

Assessment for Part 6 of Computers Don't Bite
Show awareness of the use of IT and its effects. (6.1)

Think about the reasons why YOU use, or want to use I T. This is likely to be absolutely personal to you. Write these reasons down in the chart below. Make sure you and your tutor have signed at the bottom.

Reason	Date
1.	
2.	
3.	



Computers Don't Bite

Date

Student

Tutor

Date

Working Safely with Computers

It is important to follow safe working practices when using Information Technology. This means avoiding risks to yourself and other users, and to the equipment. It also means keeping your information safe and secure.

Equipment

The equipment that you are using has been designed to be as safe as possible. The computer itself and other equipment such as printers and scanners are powered from the mains electrical supply. You should take the same care as you would with any mains-powered electrical equipment.

- Cables must be arranged safely. They should be laid tidily and must not be damaged.

Eating and Drinking

- Never eat or drink around IT equipment. Liquids are particularly dangerous - a spilled drink can lead to a serious electrical shock as well as causing damage to equipment.

Seating

There are regulations about seating and lighting.

- You should have a chair that can be adjusted to different heights.
- It should have an adjustable back rest for support and be on castors.



Computers Don't Bite

- Monitors may be swivelled left and right, and tilted up and down so that you are not forced to sit in an awkward or uncomfortable position.
- Don't work too long at the computer - take regular breaks to relieve eye strain and backache.

Lighting

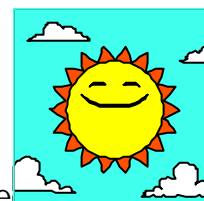
The lights in a room can make it difficult to see the computer screen.

- A screen facing a sunny window is very difficult to see.



Brightness and contrast

- Adjust the monitor screen for brightness and contrast so that you can see your work clearly.
- It is important not to work with the screen turned up too brightly as this can strain the eyes.



Looking after disks

- Floppy disks are hard wearing and last a long time when used and stored correctly, Protect your disks from damage.
- Keep them in a dry, secure place as you would a CD or cassette tape.
- Information on floppy disks can be damaged if the disk comes near to strong magnetic or electric fields. The best rule is to keep disks away from electrical apparatus.

Looking after the computer

- Information can also be damaged if the computer is switched off while you are working. If this happens you may lose all the work that you haven't saved.



Computers Don't Bite

- Information stored on the hard disk can be damaged if software is exited incorrectly, so always shut down the computer as directed by your tutor.

Assessments for Part 7 of Computers Don't Bite (7.1)

Word process a list of ***Dos and Don'ts*** for the safe use of IT equipment. Include recommendations for posture, eye strain, environmental safety, lighting, data security and physical stress.

Give the list to your tutor.

The Internet

The Internet or World Wide Web or WWW is the most exciting recent development of computers. It connects millions of people from big organisations to individuals enjoying their hobbies at home. You can get up-to-the-minute news by downloading the headlines from a newspaper. You can download computer games and programs; book your holidays; buy your new car or television on-line. Most organisations and businesses now have their own web pages with the latest information accessible to anyone through a Personal Computer.

- E-mail stands for electronic mail. You can type your letter on the screen and send it to other computers. It is faster than normal post and cheaper. You can also send pictures, sounds and computer programs across the world in an instant and copies to any number of people at the same time.
- The World Wide Web allows you to surf all over the world through the Internet. You can find information on any topic you can think of by typing in a key word or phrase. This will take you on a search through large databases, quickly finding the information you want.

Below are some of the words you will need to surf the net. Some of them you will have seen before. There are a number of search engines which are used for searching web sites for key words or phrases. The easiest way to



Computers Don't Bite

find a search page is to click the button Net Search and type in your key word or phrase.

Browser	programs like Netscape and Internet Explorer that download and display web pages
E-mail	electronic mail carried on the net
E-mail address	the private e-mail address to which e-mail is sent
Excite	a search engine
homepage	the first page loaded by your browser at start up
Hotpot	a search engine
HTML	HyperText Markup Language which is used to create web documents
HTTP	Hypertext Transfer Protocol - a set of standards used by computers to communicate and share files
Infoseek	a search engine
Internet	a co-operatively run global collection of computer networks
Key word	the important word you need to find a particular piece of information
link	a reference to another document
Lycos	a search engine
modem	mod ulator/ dem odulator that allows communication through a phone line
Netscape Navigator	a search engine
search engine	database of web page information that can be searched to find something on the net
surf	to skip from page to page by following links on the web
Times	a typeface
URL	Uniform resource Locator - the addressing system for the World Wide Web. This is a series of letters and numbers e.g. http://www.the-times.co.uk
The Web	the World Wide Web or WWW. Documents on the



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Web Crawler	Internet connected through links
Web page	a search engine
Web site	a single document
Yahoo	collection of related documents
	a search engine

You will find more information about the World Wide Web in the City College booklet "Finding Information on the World Wide Web," available in the Learning Resources Centre.

There are many other books to help.

Assessment for Part 8 of Computers Don't Bite
Understand Internet Terminology (8.1)

Question	Answer	Date
What is the Internet?		
What does WWW mean?		
What is a Search Engine?		
Name three search engines.		



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What does E-mail stand for?		

Student

Date

Tutor

Date

Surfing the Net

Assessment for Part 9 and 10 of Computers Don't Bite
Understand the facilities provided by the Internet.

(9.1 / 9.2 / 9.3)

Outline the use made of the Internet 10.1)

Now you have the theory, it is time to try surfing the net. One of the most popular web sites is the BBC. Once you are on the net, type in <http://www.bbc.co.uk/home/today>. Surf around to look at the pages which interest you. Print off three of the most interesting pages for your assessment and give them to your tutor.

Of course, once you have learned how to surf, you can search for sites which interest you and use the net for leisure activities and learning, but don't expect web pages to stay the same. The Internet is a dynamic thing - pages are changed, new ones are added and outdated ones are removed.

Why we use the Internet



Computers Don't Bite

Below is a list of some of the reasons why people use the Internet. In the column at the side write in the order which you think is the most important by putting in 1, 2, 3, and so on. Fill in the last space with a reason of your own.

Reason	Number
Send messages round the world in seconds	
Shopping	
Selling	
Publicising a business	
Getting free programs for your computer	
Finding out the latest news	
Studying	
Sending messages to friends by email	
Finding a romantic partner	
(Your own reason)	

Getting on E-mail

A number of web sites offer free email to people with Internet access. One site is <http://www.talk21.com/>

To get your own email address type in one of the sites above and follow the instructions on the screen. You may find the notes below useful:

- Click I accept
- Country is UK
- State Province is Manchester, plus your post code
- You may have to try different login names and passwords
- Occupation is Student

For the last part of the Part 9 Assessment send an email to a friend and give your tutor a printout.

On the next page you will find a course checklist. Have you achieved all the Learning Outcomes and Assessment Criteria. The evidence should be in this



Computers Don't Bite

booklet and you should have some word processed sheets and some printouts which are listed on page 22.

Tick off all the completed outcomes.



Course Checklist

Learning Outcomes	Assessment Criteria	Tick
On completion of the Computers Don't Bite the learner will be able to:	The learner has achieved the learning outcomes because s/he can:	
1. Understand IT Terminology	1.1 Use basic IT Terminology correctly	
2. Prepare and input data	2.1 Demonstrate use of on/off switch, monitor, keyboard and mouse	
	2.2 Demonstrate use of clicking, double clicking, drop down menus	
	2.3 Enter information into given locations following standard conventions	
3. Process data	3.1 Use basic IT functions suitable to a given task to edit & organise information	
4. Present data	4.1 Present information on screen in specified formats to satisfy requirements of a specified task	
5. Understand the use of WP, DTP and Computer Graphics	5.1 Outline the key features of WP, DTP & Computer Graphics	
6. Show awareness of the uses of IT and its effects	6.1 Identify three reasons for using IT	



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7. Apply safe working practices	7.1 Use a computer in a safe & comfortable way following guidelines for: posture; eye strain; environmental safety; lighting; static; stress	
8. Understand computer terminology	8.1 Use basic IT terminology correctly	
9. Understand the facilities provided by the Internet	9.1 Outline the key features of e-mail and the WWW	
	9.2 Use the Internet to send an e-mail	
	9.3 Use the Internet to enter a Web site address	
10. Outline the use made of the Internet	10.1 Identify the uses of the Internet in various environments	

Student _____

Date _____

Tutor _____

Date _____

Student Evaluation

Please ring your answer to complete the evaluation and fill in the comments box at the bottom of the page.

Question	☺	☹
Did the content of the course meet your needs?	Yes	No
Were you happy with the quality of the handouts?	Yes	No
Were you happy with the equipment?	Yes	No
Will you use the skills you have learned?	Yes	No
Will you enrol on another CCM course?	Yes	No
Please use this space for any other comments.		



Computers Don't Bite

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Student _____ Date _____

Tutor _____ Date _____

You have come to the end of your course. We hope you have enjoyed it. Please talk to your tutor about the right course to follow Computers Don't Bite. You might want to consider:

CLAIT (Computer Literacy and Information Technology)

We have other courses about the Internet and writing web pages.

Evidence Checklist

You should have completed the following to receive your Computers Don't Bite Certificate

Tick them off and attach all the evidence to this booklet.

	Tick
KMaster	
Mousemaster	
Webwise	
Checklist for Parts 1 and 2	
Information Technology exercise - 2 printouts	
Insert Clipart exercise - 1 printout	
Reasons for using IT	
Dos and Don'ts Checklist for using IT	



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Understand Internet Terminology Q and A	
Why we use the Internet - ranking sheet	
Printouts of Internet Pages	
Copy of Email	
Final Checklist of Outcomes	
Handouts	
Course Evaluation	
Evidence Checklist	

Student _____ Date _____

Tutor _____ Date _____



Happy Computing!