INTRODUCTORY COMPUTER PRACTICE

Microsoft Windows 10

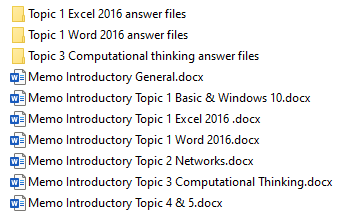
Microsoft Office 2016

MEMO: TOPIC 1: Basics and Windows 10

COMPUTING CONCEPTS AND APPLICATION SKILLS

NOTE:

The answer files for Topic 1 Basic and Windows 10 are in the folder Topic 1 Basic and Windows 10 answer files.



Practical answer files

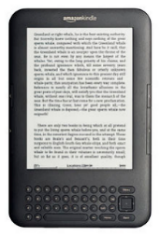
Activity 1.1

Identify common computer components and peripherals

The latest technological ICT devices

The user is required to identify the following components to demonstrate their understanding of various aspects of computers, their peripherals and other technological devices.

Label the following diagram from 1 – 11 referring to the peripherals and technological devices named at the bottom of the diagram. Provide a description of each and their impact and use in the office environment.



Scanner 7 Printer 2



External hard drive 4 Smartphone 3

E-reader 5 Modem 10

iPod 11 Tablet (iPad) 6

Laptop 8 Microprocessor 1

Optical disc drive 9 Hard drive 12

Topic 1: Activity 1.2

Computer concepts

1. Define the concept computer system.

A computer system is a basic, complete and functional hardware and software setup with everything needed to implement computing performance. The system hardware components include devices that perform input, processing, data storage, and output. These include the processor, memory, and input and output devices.

2. Name six main components of a computer system.

Central Processing Unit

Memory: ROM and Ram

A monitor (output device)

A keyboard (input device)

A mouse (input device)

Disk drives and disks (storage media)

Printer (output device)

3. Name the main difference between a personal computer (desktop) and a laptop (notebook).

A laptop is a personal computer designed for mobile users. Laptop and notebook computers are portable, lightweight microcomputers. These computers can run on batteries as well as mains power. They are small enough to fit into an average sized briefcase. The specifications of a portable computer can be similar to or more powerful than those of a desktop unit.

4. Name the four steps on how a computer functions.

Input Processing Output Storage

5. Name one input and two output devices.

Input: Keyboard

Output: Screen/monitor, printer

6. Name three fields of application for computers.

Word processing using MS Word, spreadsheets using MS Excel, presentations using PowerPoint.

7. Give four situations where you might encounter computer-based systems in your everyday life.

Electronic banking, online shopping, e-learning, e-mail, e-filing to submit your tax return.

8. What is meant by the term 'hardware'? Give some examples of items of hardware.

The term hardware refers to the physical parts of the computer. Hardware components include those used for input, processing, output and storage. Computer hardware is flexible and versatile. What the hardware does depends on the computer programs (software) used.

Examples: Central processing unit (CPU), hard disk drives, keyboard, screen, printer

9. The computer can process only data that is entered, if incorrect data is entered, incorrect information will be output. What rule applies here: ROM, RAM, ALU or GIGO.

GIGO: The computer can process only the data that is entered; if incorrect data is entered, incorrect information will be output. The well-known GIGO rule applies here: "Garbage in, garbage out".

10. Name and discuss four advantages of computers.

Professional word processing documents can be created. The MS Word program includes templates ready to be used and create documents such as invoice, invitations, CV's, flyers, and many more.

With MS Excel, calculations can be executed quickly on spreadsheets. Professional statements, reports, projections can be made, based on a certain percentage of growth per annum.

Data and documents can be saved on a storage medium. Less document need to be printed and that saves paper and storage space in the office.

Research can be done on the Internet to find information and data needed. The Internet has information on any subject, and you can choose which should be reliable and that you want to use.

Communication via e-mail and sharing documents are great advantages. With sharing documents communication is instantly. Using e-mail is very convenient and quick.

Working online from home is a huge advantage. We are experiencing this during the Covid-19 times how many employees of some businesses can continue doing their work from home. Also, how businesses use Zoom, Microsoft Teams and Skype to do their meetings and discussions online.

1.6 EXPLORE AND USE WINDOWS 10

To the lecturer:

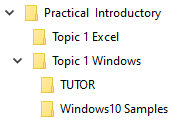
The student's computer should be switched on and with the Windows desktop displayed. Explain and explore with the student in a practical way. The student should know exactly how the Windows interface works, knows all elements of the window, and how it is used. They should be able to identify different icons on the desktop, etcetera.

You always have the problem that some students do know computers and other have no knowledge about is. That is a challenge to the lecturer!

Viewing the filing system: drives, files and folders:

Use the practical exercise folders and files supplied and use them to explain drives, files and folders and how it is used to do file management. In the Practical Introductory folder, use the folders and files in the Topic 1 Windows section to demonstrate. The student should do and explore on his computer.

Important: students should be able to move between drives and folders, open the folders and how to display the files in the folders in different views.



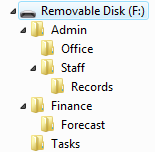
Activity 1.4

To the lecturer:

In 1.6.11 the student will learn how to use the Snipping tool to perform print screens and crop, and in 1.7.3 how to make print screens of the full screen.

Note: The lecturer can use this in tests and the examination. The student makes a print screen or crop using Snipping tool, for example of the structure below, and paste it into a Word file to check if it was done correctly.

Create the following structure



Managing your files

To the lecturer:

The student can use a USB flash drive to practise how to copy files from the hard disk to the flash drive. Insert a flash drive into the USB port.

Use the files provided in the Topic 1 Windows folders and give instructions on which files to copy to the flash drive. Let them rename some of the files. Teach them how to delete these files from the flash drive. Files deleted from a flash drive will NOT be in the recycle bin and cannot be recovered.

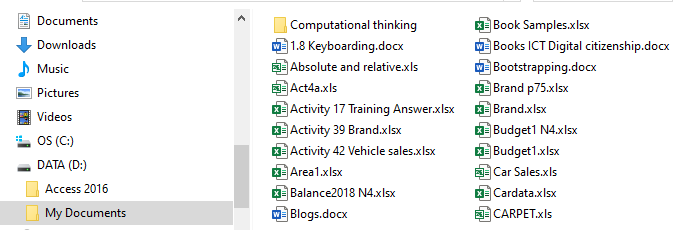
Note: The student should know what a pathname is and be able to write down the pathname to a file. When copying and moving files, let them write down some of the pathnames.

Example: (D:)\My Documents\Tutor1\Exercise1.docx

Activity 1.5

2. Identify the icons in this *File Explorer* window.

This is only an example of files in a folder!



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➀ .docx files MS Word 2013/2016 word processing files

➁ .xlsx files MS Excel 2013/2016 workbook files

➂ .xls files MS Excel older version spreadsheet files; MS Excel 97-2003 workbook files

➃ Folders Folders containing subfolders and files

➄ Drives For example C: and D:

Activity 1.6

To the lecturer:

It is difficult to compile Activities on managing folders and files. For example, your students may work on a drive C:, D: or on a space on the network. Inserting an USB flash drive into a USB port can, for example be USB drive F:

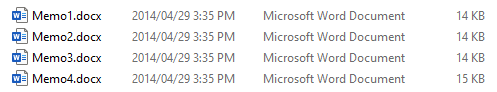
Important practical note:

Let the student use the Snipping Tool or Print screen facility (press the PrtScr key) to make an image of what is displayed on the screen, or crop an image. They paste the image into a Word file and save the file. The lecturer will have to give step by step instructions for the how to do this; instructions are in the book.

Tip: With the *File Explorer* window open and the folder and files displayed, they can press Alt + PrtScr to copy only the *File Explorer* window and paste into the Word file. Snipping Tool is good to get an image of a part of the window.

Use it in this Activity to check the student's practical.

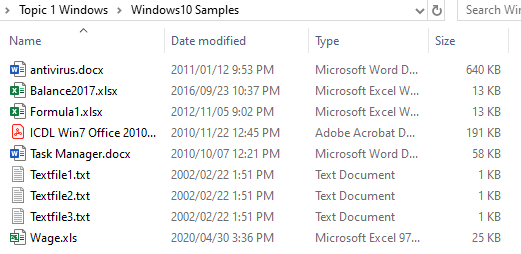
3.1 List of file names with details



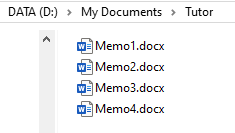
To the lecturer:

Better to demonstrate by displaying the files in the Practical Introductory folder for Windows, Topic 1 Windows.

The student can identify the icons in this folder.

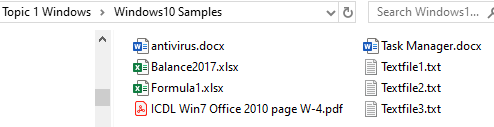


3.2 List of only file names diaplayed across the screen



To the lecturer:

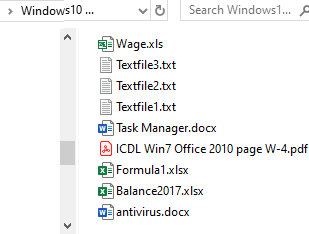
Resize the *File Explorer* window to display across the screen.



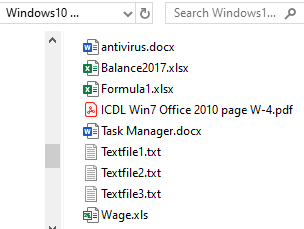
3.3 A vertical list of file names in descending alphabetical order

To the lecturer:

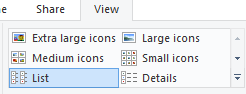
Resize the window to display a vertical list.



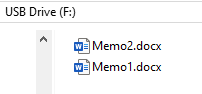
3.4 Vertical list of file names in ascending alphabetical order



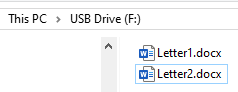
4. Different views



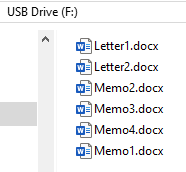
5./6. Memo1.docx and Memo2.docx copied to the flash drive.



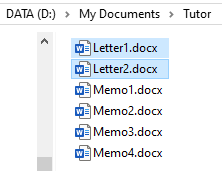
6. Rename files



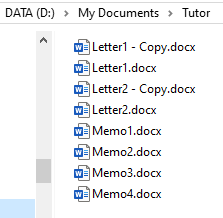
7. Copy all files from the Tutor folder on C: to the flash drive.



8./9. Copy Letter1.docx and Letter2.docx from the flash drive to Tutor folder on C:.



10. Make copies of the files Letter 1 and Letter2 on drive C:.

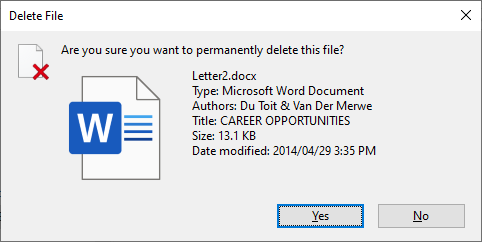


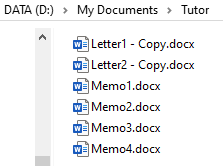
11. Delete Letter1 and Letter2 permanently from the folder Tutor on C:.

To the lecturer:

Select the files and press Shift + Delete.

Note the message that displays, click *Yes*.



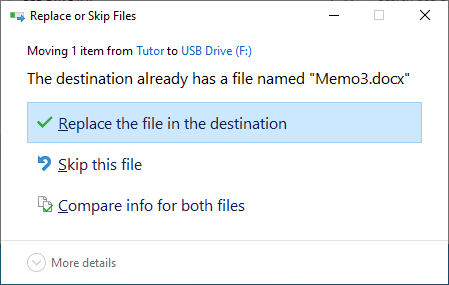


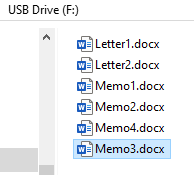
12. Close all windows.

13. Open *This PC*.

14. Move Memo3.docx from the Tutor folder on C: to the flash drive.

A file with this name is already on the flash drive. A message displays.

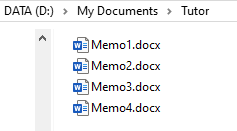
 Click on ✓Replace the file.



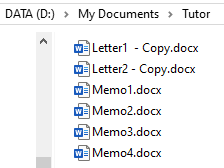
15. Close all windows and shut down the computer.

Activity 1.7

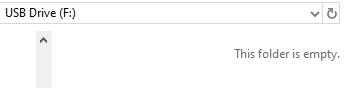
1. Start with the original files in My Documents\Tutor on the hard disk.



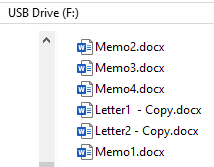
2. Make copies of Memo1.docx and Memo2.docx and rename them to Letter1-Copy.docx and Letter2-Copy.docx.



3. Insert flash drive, delete all files on the flash drive.



4. Copy all files from the Tutor folder to the flash drive; check.



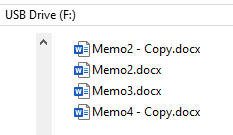
5. On the flash drive:

5.1 Delete Letter1-Copy from the flash drive.

5.2 Make a copy of Memo2 and Memo4 on the flash drive.

5.3 Delete the files Memo1, Memo4 and Letter2-Copy from the flash drive.

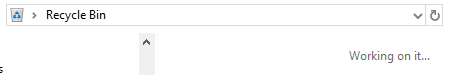
Rearrange the files in the window in ascending alphabetical order.



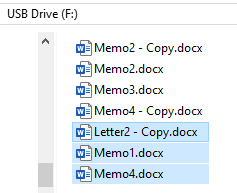
6. Close all windows.

7. Check the Recycle Bin. Files deleted from a flash drive cannot be recovered.



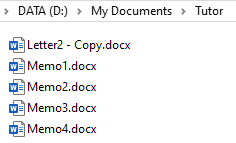


8. Copy the deleted files Memo1, Memo4 and Letter2-Copy back from the Tutor folder on C: to the flash drive.

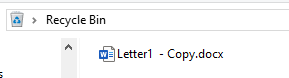


9. Files have been copied back on the flash drive. 7 items now on the flash drive.

10. Delete Letter1-Copy from the Tutor folder.

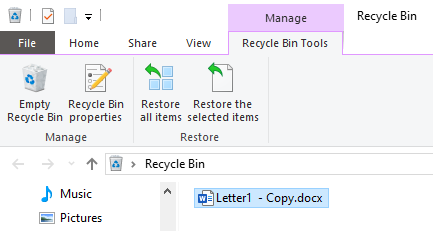


11. Check if the deleted file, Letter1-Copy, is moved to the Recycle Bin.

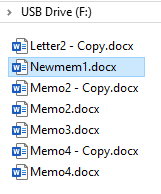


How can you place this file back in the Tutor folder on the hard disk?

Open the *Recycle Bin*, select the file and click on the *Restore the selected items* icon.



12. Rename Memo1.docx on the flash drive to Newmem1.docx.



13. Close all windows and shut down or log off.

Activity 1.8, using the Help function, and Activity 1.9 are easy practical exercises to recap and become used to become skilled with moving between windows, practising mouse skills and Paint..

Activity 12

1. The typing keys include the letters of the alphabet.

2. The numeric keyboard. These are on the right of the keyboard and can be changed to a numeric keypad 1-9 by pressing NumLock once which is a toggle switch with an on/off function.

3. The Function keys are usually situated at the top of the keyboard marked F1 to F12. These are multi-purpose keys, which means their functions change in different programs.

4. Direction keys are marked with arrows and control the cursor, which is a flashing line on-screen indicating the insertion point. These are on the right of the keyboard. They are also known as pointer or keyboard edit keys.

5. Control or modifier keys: Ctrl, Alt and Shift are used together with other keys to change the function of a key.

Certain keys on the keyboard have more than one character, for example the alphanumeric keys. The Shift-key in combination with the required key will give the result of the top character on the key.

6. Other common control keys: Home, End , Insert, Delete, Page Up, Page Down.