



ES 2010

Essential Skills - Have You Used Yours Today? Skill Book - Practical Computer Use

A guide for learning basic practical computer skills needed for everyday living.

Newfoundland and Labrador Laubach
Literacy Council Inc.

Linda Hobbs Collier, Training Package Development Facilitator

About The Organization

Newfoundland and Labrador Laubach Literacy Council Inc. is a provincial, non-profit, volunteer organization that has been offering free literacy services since 1987. In association with our literacy councils throughout the province, we play a key part in a provincial effort to help all people reach their full literate potential. We are committed to raising the literacy level of Newfoundland society. Our trained tutors work with people to improve their basic functional skills in reading, writing, speaking, listening, numeracy and other skills. Programs are adapted to the goals of the student. Materials and organizational support are available through local Laubach councils.

Our programs include summer youth tutoring, peer youth tutoring and one-on-one free tutoring to adults, including speakers of other languages, which is focused primarily on learning to read and improving reading skills.

About the Author

Linda Hobbs Collier is a Laubach Literacy Master Tutor, Trainer, and a twelve-year member of the local Bay St. George Literacy Council. Linda was instrumental in establishing the Council's resource centre and office in 2002; she is the recipient of the 2005 Stephen Award for volunteerism in literacy and the 2007 provincial Susie Day Volunteer of the Year Award, which is presented annually to a Laubach volunteer who demonstrates outstanding dedication to literacy. Linda's volunteer activities go beyond literacy, extending to many other community organizations; and on two occasions, she has been commended in the NL House of Assembly for outstanding dedication to volunteerism.

Over the years, Linda has worked in various fields, including health care, business, and education. She has received certificates in various studies as well as a diploma in Community Studies from the College of the North Atlantic.

In 2008, Linda was hired by Newfoundland and Labrador Laubach Literacy Council as Public Consultation Facilitator for the Essential Skills: Literacy Training Tools for Older Adults Project. The success of her work in this position led to employment as the Training Package Development Facilitator. Linda's knowledge of literacy issues has contributed significantly to her ability to develop the Essential Skills – Have You Used Yours Today? Series.

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Thanks to all the dedicated volunteers, tutors, and councils whose mission is to improve literacy in our world. Together, we are making a difference.

Linda Hobbs Callier
Training Package Development Facilitator

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ES 2010: Essential Skills - Have You Used Yours Today?

This book belongs to _____

		
Reading Text	Document Use	Oral Communication
		
Writing	Thinking Skills	Working With Others
		
Numeracy	Computer Use	Continuous Learning

Tutor Information: This book is to be used with the Tutor Guide for ES 2010 in the series *Essential Skills - Have You Used Yours Today?* Lessons in this series are based on Essential Skills. To familiarize your student with Essential Skills, please read and discuss with your student the information on the following two pages. We hope you both enjoy this learning experience.

Welcome to ES 2010, the Computer Module in the series Essential Skills - Have you Used Yours Today?

This series, *Essential Skills - Have you Used Yours Today?* contains lessons introducing the Essential Skills that are of practical use to you in your everyday life - at home, in school, in the workplace, and in the community. **ES 2010 - Practical Computer Use** is a guide to help individuals learn the basic practical computer use skills needed for everyday living.



What are Essential Skills? Essential Skills are the basic skills that make it possible to learn other skills. They allow us to fully take part in the workplace and in the community. There are nine essential skills - Reading Text, Document Use, Numeracy, Writing, Thinking Skills, Oral Communication, Working with Others, Computer Use, and Continuous Learning. Descriptions of these Essential Skills are found on the next page.

Objectives: At the end of the last lesson, you will find a list of **objectives** that you will meet as you go through the book. If you want to keep track of your progress, you can put a check in the box next to each objective as you do it; or you can go through them after you complete all the lessons to see how much you have accomplished!

My Notes: You can use pages 39 and 40 to write new words or to record information that can be used as a handy reference.

Essential Skills

(The following information on the nine Essential Skills is taken from the Government of Canada website at www.hrsdc.gc.ca)

Reading Text: Reading materials in the form of sentences or paragraphs.



Writing: Writing text and writing in documents, such as filling in forms. Also use of non-paper-based writing such as typing on a computer.

Numeracy: Using numbers and thinking in amounts to complete tasks (calculation, measurement, budgeting, and using money)



Document Use: Tasks that involve a variety of information displays in which words, numbers, symbols, lines, colours, and shapes are given meaning by the way they are arranged. Some examples are: reading signs, labels, or lists; interpreting information on graphs or charts; and entering information on forms.



Thinking Skills: Problem solving, decision making, job task planning, organizing, and finding information.



Computer Use: Using different kinds of computer applications and other related technical tools (using software to create letters, sending emails, operate a computerized cash register, using cell phones and GPS)

Oral Communication: Using speech to give and exchange thoughts and information (greet people, take messages, seek or obtain information, solve problems by discussion)



Working with Others: Working with other people to carry out tasks (as part of a team or with a partner, working independently, or taking a lead role in group activities)

Continuous Learning: An ongoing process of learning skills and knowledge (workplace training, as part of regular work activity, re-training, independent learning)



Lesson 1 - Computer Basics

What is a Computer? A computer consists mainly of a Central Processing Unit (commonly known as a CPU), a monitor, a keyboard, and a mouse. Other hardware can include a printer, a scanner, flash drives and other devices. Below is some basic information about those devices and their uses.

CPU: The main part of the computer is the Central Processing Unit (CPU), which is the “brains” of the computer. On the outside, you will see the cd/dvd drives, one or more USB drives, the power button, and the reset button. Older models may have a 5 ¼ floppy disc drive.	
Flash drives (also called jump drives): Handy compact devices that you can use to transport your data (documents, photos) from one computer to another. They can hold much information and are rewritable, which means you can use them over and over again.	
Hardware: The physical devices that make up a computer system, such as the CPU, printer, keyboard (shown in photo at right), monitor, mouse, scanner and other material devices.	
Mouse: A pointer device that is used to move around the computer screen. It usually has 2 buttons and a centre scroll wheel. The mouse can do various functions, such as select functions, bring up a file menu, and open a file.	
Printer: The device that is used to print documents directly from a computer. Some printers are multi-functional which means they can be used as a fax, a copier, and a scanner in addition to being a printer.	
Software: Programs used to carry out computer functions, such as Microsoft Word; PowerPoint; Excel, and various photo programs. These are known as application software. Operating software consists of programs that operate your computer.	
USB drive: Many components are connected to the computer by the USB drive. These include the mouse, keyboard, digital camera, printer, flash drive, MP3 player, and external hard drives.	

Computer Terms

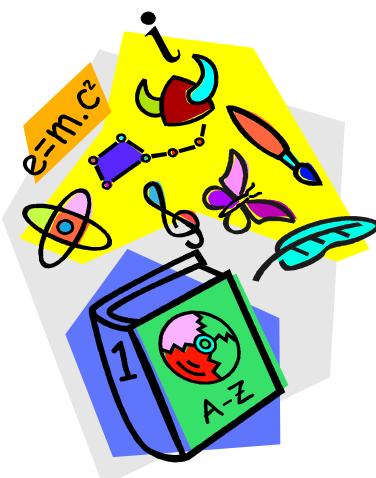
It is important that you become familiar with the following terms in order to use your computer with ease.

Address Bar	The name used to describe the text box used to enter a websites address in a browser.
Boot	To power up or turn on your computer
Browser	A software program that allows you to explore the Internet. Some browsers are Internet Explorer, Netscape Navigator and Mozilla Firefox.
CPU	The central processing unit or the “brains” of your computer.
Default	The setting most often used by a program. For example, if you save something it is saved in the default setting, unless you make changes to save it somewhere else.
Desktop	The screen you see when you boot up your computer.
Hardware	The physical devices that make up a computer.
Icon	A graphic picture of a file or a program that can be opened by clicking on it.
Log on	Also known as signing on to a network.
Monitor	A viewing device that contains your computer screen
Mouse	A device that allows the user to navigate around the screen
Navigation Bar	A graphical bar located at the top of a web page that links users to other main portions of the page
Online Access	Being able to be connected to the internet

Password	Secret characters or words used to gain access. Using passwords helps to ensure privacy and security.
PC	A personal computer which is also known as a Desktop or a single-user computer
Power up	To turn on a computer, usually with a switch located on the front of the CPU
Software	Programs used to carry out functions on a computer
Toolbar	The bar or bars on the top your screen where you find images that you can select to carry out various functions
URL	A standardized name for addressing documents accessible over the internet. The URL is the name entered in the address bar. For example the URL for NLLC would be www.nald.ca/nllc
User Name	A name given to a user on a computer or a computer network. It can also be called the account name, login ID, or user ID

Need more Information?

For more information on these terms, or to find definitions of other terms you come across while doing this module, go www.computerhope.com and click on Dictionary in the website's navigation bar.



Match the Terms

Match the correct number from the terms in the box with the descriptions below. Enter the number of the matching term in the blank space next to each description.



- | | | | |
|-------------|------------|-------------|----------------|
| 1. Mouse | 2. CPU | 3. Monitor | 4. Flash Drive |
| 5. Computer | 6. Printer | 7. Software | 8. Hardware |

- ____ The brains of the computer
- ____ Another word for jump drive
- ____ Physical devices that make up a computer
- ____ A pointer device used to move around the screen
- ____ A device used to print documents
- ____ Another word for the device that contains the computer screen
- ____ It consists of a CPU, a monitor, a keyboard, and a mouse
- ____ Programs used to carry out functions on a computer

Lesson 2 – Using the Computer

Turning on the Computer

Most computers have a power switch located on the CPU, either at the top or on



the front panel. Push this switch to *turn on* (also called *power up* or *boot*) your computer.

If your monitor does not come on when you power up your computer, locate the power button on the monitor and turn it on. Some computers may require a **User Name** and **Password** in order for you to **log on**. If you know this information, enter it in the space provided and push **Enter** on your keyboard.

Basic Windows – What's What

This video on the **Basics for Beginners** website will help you become familiar with the computer desktop.



Once you have powered up the computer, you need to get online access in order to watch the video. Your tutor can help you with this or you can follow the steps below:

1. Locate the **Internet icon** on your desktop. Click on it to obtain online access.
2. Type the following in the address bar: www.basics4beginners.com
3. Select **Tutorials** in the Green bar.
4. Select **Basic Windows XP Skills**.
5. Select **Windows XP 101 – Learning Basic Windows Terminology & Skills**

If you do not have an Internet icon on your desktop, follow the instructions below:

- Locate the Start button in the left hand corner of your screen. This opens up a menu of items from which you can choose.
- Select the Internet symbol; then follow steps 2 – 5 above.

What's My Name?

Now that you have watched the video and are now familiar with basic windows expressions, please fill in the answers below by selecting the correct answer from the blue box on the right. (Replay the video if you need more help)

Start
Desktop
Taskbar
Recycle Bin

- The area on your computer screen where you find icons to important documents and commonly used applications is called the _____
- The icon on the desktop that allows you to delete things or throw things away from your system is the _____
- The bar at the bottom of the screen where you will find things that are already running on your system is called the _____
- The place on the computer monitor (located in the bottom left-hand corner) where you can start many tasks is the _____ menu.



The Start Menu



This video on the website **Basics for Beginners** will help you become familiar with the **Start Menu**. Follow the steps below. (If you have just finished watching the previous video, click on **Return to Basic Windows XP Skills**, located just above the video. Then go to Step 4)

1. Locate the Internet icon on your desktop. Click on it to obtain online access.
2. Type the following in the address bar: www.basics4beginners.com
3. Select **Tutorials** in the Green bar.
4. Select **Basic Windows XP Skills**.
5. Select **The Windows XP Start Menu**. Once you have watched the video, fill in the blanks with the correct words from the box below.

All Programs	Internet Explorer	Pinned
Windows Explorer	Start Menu	

1. From the _____, you have access to all parts of your computer.
2. Icons found in the Start Menu that are always available for you to select are sometimes called _____
3. The _____ menu allows you to run any application installed on your computer.
4. Clicking on My Documents opens a program called _____ which allows you to see all the documents you have stored on your computer.
5. _____ allows you to find and interact with web pages on the World Wide Web.

Lesson 3 – Mouse Functions

Using the Mouse

The mouse can carry out a variety of functions – pointing, clicking, and dragging.

The main button on the mouse is the left button. It is used by clicking once (single-clicking) and clicking twice (double-clicking). The right mouse button can also be used, but is only used by clicking once. If you click the right mouse button in error, you can undo this by single-clicking the left mouse button.



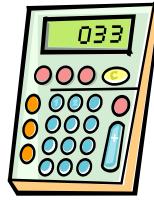
- Single-clicking the left button: Selects something.
- Single-clicking the right button: Brings up a file menu, where you can choose options. Once you choose the option, you must select it by single-clicking the left button. Remember that if you do not wish to choose something from the menu, you can left-click and it will disappear.
- Double-clicking the left button: This is mainly used to open a file.
- Dragging: Pressing and holding down the left mouse button will drag an item around your screen.

Online Tutorial - Using the Mouse

The website **Winbeginners.com** will help you become familiar with using the various functions of the mouse. Your tutor can help you access this website or you can follow the steps below:

1. Type www.winbeginners.com in the address bar and press "Enter"
2. Select the blue text **Part 1. Basic Skills**. This brings up another page.
3. Under **Elementary computer concepts**, select **Mouse Tutorial and Exercises**
Go through each of the exercises in Placing the Mouse, Clicking with the Mouse, and Drag and Drop until you feel comfortable with this skill.

Practice Your Mouse Skills



Using the Computer On-Screen Calculator

Place the mouse pointer on the start button. Left click once.

Select **All Programs** by clicking on it once with the left mouse button. Go to **Accessories**. Left click once. Select calculator. Left click once.

Use the calculator to find the answers below. The times (x) symbol on the calculator is an asterisk (*) and the division (÷) symbol is a forward slash (/)

$$22 + 51 = \underline{\hspace{2cm}}$$

$$12 \times 9 = \underline{\hspace{2cm}}$$

$$95 - 81 = \underline{\hspace{2cm}}$$

$$64 \div 8 = \underline{\hspace{2cm}}$$

Using the On-Screen Keyboard and Notepad

- Place the mouse pointer on the **Start** button. Left click once. Select **All Programs** by clicking on it once with the left mouse button. Go to **Accessories**. Left click once. Select **Ease of Access** (or **Accessibility**). Select **keyboard**. Left click once. A keyboard will appear on your screen.
- Go back to the **Start** menu and follow the same instructions as above to open **Notepad**. (Place the mouse pointer on the start button. Left click once. Select **All Programs** by clicking on it once with the left mouse button. Go to **Accessories**. Left click once. Select **Notepad**. Left click once. A blank page will appear on your screen)
- Use the mouse to select the keys on the keyboard to type your name in **Notepad**. Select the shift (shft) key first to use capital letters for the first letter of your first and last name. Use the spacebar (click once with the mouse) to separate your first and last name. Close **Notepad** by selecting the File menu and choosing Exit. In response to the question that shows in the dialog box, choose “**Don’t Save**” to exit the program.

Lesson 4 - Keyboarding Skills

The following websites are just two of the places you can find free typing tutorials.

At *Typingweb.com*, you will learn basic keyboarding skills or practice to improve the skills you already have.



Power typing.com is a great site to use to practice your typing skills or to improve your typing skills with games such as *Alpha Rain*.

Type the following in the address bar: www.typingweb.com

- Click on **Start typing**. A box will appear asking you to log on. In order to do this, you need an account.
- Select "register now" if you want to keep track of your progress. If not, go down to the text below "register now" and select **Start Typing**
- Select **Beginner course** and start with the **Home Row Keys**.
- Select "**Begin Lesson**" (Use your space bar between sets of letters)

Another site where you can practice your typing skills is Powertyping.com.

Type the following in the address bar: www.powertyping.com

- Select **QWERTY** and press Enter on your keyboard.
- Select the first lesson.
- Select **Start** to begin typing.
- Select **Stop** when you want to stop typing. A box appears showing your speed in words per minute and the number of errors made
- When you are finished typing, return to the Power typing home page by selecting **Home** (in red at the top of the screen)

This site also has games. **Alpha Rain** is an excellent game to use to help you become familiar with the keyboard.

- Select **Alpha Rain**
- Select **Level 1** and get ready for the letters to appear
- When you are finished, select **Stop**.
- Check your score (Your score appears in the box on the right)
- Go back to the home page by clicking on **Home** (in blue letters at the left of your screen).

Adding sites to your Favorites Menu.

For quick access, you can add sites you use most often to your Favorites Menu.

Let's practice doing this by adding **powertyping.com**

Open www.powertyping.com

Click on  **Favorites** at the top left of your taskbar.

Scroll down to **Add to Favorites** and follow the instructions. Your tutor will help you with this if you need assistance.

Note: Some computers have a **Favorites Bar** as well as a **Favorites Menu**.

Optional Exercise

If you already have some knowledge of typing and would like to improve your speed and accuracy skills, go to the following link for practice:

<http://www.typeonline.co.uk/typingspeed.php>

Follow the instructions on the screen when you are ready to begin. You may want to read over the text first.

Select "**Start the clock**" when you are ready to begin typing.

Don't forget to select "**Stop the clock**" when you are finished typing the text.

Lesson 5 – Creating and Printing a Basic Document

Although not all computers have the same software, most computers have a basic program called WordPad. You can use this program to create, save, and print documents.

Using WordPad

In this exercise, you will learn how to open the WordPad program and create, print, and exit a WordPad document.

Follow the steps below:

- Place the mouse pointer on the **Start** button. Go to **Accessories** following the same directions as in the previous lesson. This time we are going to open a program called **WordPad**. You now have a blank page in front of you.
- Type your name on the page.
- Press the **Enter** key twice.
- Type the following paragraph:

Essential Skills are the basic skills that are needed that make it possible to learn other skills. They allow us to fully take part in the workplace and in the community. There are nine essential skills - Reading Text, Document Use, Numeracy, Writing, Thinking Skills, Oral Communication, Working with Others, Computer Use, and Continuous Learning.
- Find **Date and Time** on the toolbar and insert it on the page. This opens another box that requires you to choose a format. Select the first one and



click **OK**. (If your version of WordPad does not have **Date and Time** on the toolbar, click on **Insert**, then click on **Date and Time**)

- Move your mouse pointer to the arrow in the top left-hand corner. Left-click on the arrow and scroll down to **Print**. This opens up another box that gives you these options: **Print, Quick Print, or Print Preview**. Select **Print Preview**. (If your version of **WordPad** does not have the arrow in the top left-hand corner, click on **File**, then select **Print Preview**)
- Selecting **Print Preview** opens another window where you can see what the printed version of your document will look like.
- Go to **Close Print Preview**. You now return to your original screen.
- Select **Print**. (If your version of **WordPad** does not have the arrow in the top left-hand corner, click on **File**, then select **Print**)
- Once you select **Print**, another box appears where you can make choices in how you want to print your document or the number of copies you would like to print. The default setting is usually set at one copy and normal print. Since we are not making any changes to the default setting, select **Print** again to print your document.
- Select **Exit**.
- A dialogue box will appear asking if you want to **Save, Don't Save or Cancel**. Select **Cancel**. You are returned to your original screen.
- Select **Exit** again.
- This time when the box appears, select elect **Don't Save** to exit the document and the program. (You will learn how to **Save** a document in the next lesson)

Lesson 6 - Creating Documents and Folders



Using Microsoft Word to Create Documents

Open Microsoft Word by finding the icon on your desktop

or in your program menu. You now have a blank page in front of you.

Creating a *Word* Document

In this exercise, you will write a thank-you note to express thanks to someone who has done something special for you, for your class, or for your family. Some suggestions are *Thank you for presenting to our class, for coming to my party, for helping out when I was ill, for fixing my car, for helping my sister with her homework.*

Before starting, check the font type and size. Select Times New Roman, size 12.

Your tutor will help you with this if you need direction. Then follow the instructions below to write your note.

- Press the **Enter** key twice to give you some space at the top.
- Type your address and today's date, then press **Enter** key four times.
- Type in the salutation (for example - Dear Mr. Brown)
- Press the Enter key twice.
- Start typing your letter, following the example on the next page. When you sign the letter, change the font type to **Script** and the font size to **18** as follows: Hold the mouse arrow over the downward pointing arrow on the toolbar next to the box that displays the font type. Click on the arrow to see the choices of font. Scroll down and select **Script MS Bold** or another type of writing font. To select the size, go to the downward pointing arrow in the next box. Select **18**. Type your signature and press **Enter**.
- Go back to the original font size and type your name below your signature.

58 Oregon Drive
Stephenville, NL
A2N 1C9
June 30, 2010

Dear Mr. Smith,

Thank you for the presentation you made to our group on Friday. It was very informative and we really enjoyed the learning experience.

I really appreciate your kindness in doing this.

Sincerely,

Linda Collier

Linda Collier

Saving and Filing a Document

Now that you have written your thank-you note, you must **save** it.

HINT: Think of saving your work as you would save important papers in files and place them in a file cabinet.

Follow the steps below to save and name your document.

- Go to your **Windows office button** or the **File** menu (depending on what version of Word you are using), located in the top left corner of your screen.



- Go to **Save**. This opens up a box that requires you to decide where you want to save your document.
- In your task bar, you will see the word **Folder**. Hold your mouse over it and click on it to create a folder.
- The folder appears as **New Folder** and is highlighted. You need to name this folder so you will know where to find your document and other documents you create.
- Press the **Backspace** button on your keyboard to get a blank space.
- Type **Letters** in the blank space. This is the name of your folder.
- Double-click to select **Letters**.
- The folder name **Letters** appears in the location bar. This is where you will store your document.
- Type **Thank-you note** in the box next to **File name**
- In the box marked **Save as type**, click on the arrow to select how you wish to save the document. Choose **Word or Word 97**, depending on what version is available on your computer.
- Select **Save**; then close the **Word** program

Lesson 7 - Making Changes



Retrieving your Document

Before you can make any changes in your document you will need to retrieve it (get it back from where you have stored it).

Think of it as going into your file cabinet, opening a file, and taking out important papers. The only difference is that the file is stored in a folder on your computer.

Follow the steps below to retrieve your file:

- Select the **Start** button at the bottom left of your screen.
- Go to **Documents** or **My Documents** and locate the folder **Letters**, which you created in the last lesson. Your tutor will guide you if you need help.
- Double-click to open the folder. Find the document, **Thank-you note**
- Double-click again to open your document.

Edit, Save and Print

Now that you have opened your document, make the following changes to it. Your tutor will help you with this.

- Change **Sincerely** to **Yours Sincerely**: Move the mouse cursor in front of the word **Sincerely** and type the word **Yours**.
- Add **Clip Art**: Add a picture to your note to make it more colourful. Go to the **Insert** tab at the top of your screen. Click to open it. Click on **Clip Art**. A menu appears on the right of your page. Type **flowers** in the space under "Search for" and select "Go".
- Choose one of the pictures and click to select it. (If you don't like the one you have chosen, go to the **Undo** button on your taskbar to delete it; then choose another picture).

- Your picture may not appear where you want it to be. Right-click on the picture. Choose "text wrapping" and select "square". You can now grab your picture and move it to where you would like it to be. Click on the **x** in the Clip Art box to close it.

Save your document:

- Move your mouse pointer to the **Windows Office button** or the **File** menu (depending on what version of **Word** you are using) located in the top left corner of your screen.
- Click once and choose **Save**.



Print your document:

- Follow the same procedure as you did to **Save** your document. Select **Print**.
- When the print dialogue box appears, select **Current Page** and **OK**

Shortcut Keys: The box below shows some of the shortcut keys that you can use. Your tutor will go over them with you and explain how they are used.

Find more shortcut keys at www.computerhope.com/shortcut

Shortcut Keys

Ctrl plus S	Save	Ctrl plus A	Selects all
Ctrl plus C	Copy	Ctrl plus V.....	Paste
Ctrl plus X	Cut		

Text to be copied/cut must first be highlighted. Select the text by putting the cursor at the beginning of the work to be copied or cut and drag it over the text; then use the appropriate shortcut key. To move or paste your text, move the cursor to the location where you wish to paste the text; then select Ctrl V. Save your document (several times if a large document) during the typing process so that it is not lost and to avoid re-writing it.

Lesson 8 - The Internet



Information at your Fingertips

Most of the information we need today can be found on the internet. As well as a place to find information, the internet is also a place where people can do online banking and shopping, download music and photos, and communicate with one another through email and social networks.

Getting Started

Open your internet browser (Internet Explorer, Netscape, or other) by double-clicking the browser icon located on your desktop or in the **Start Menu**. This takes you to your **Home page**. The Home Page name appears in the address bar.

- In the Search bar (located just below the address bar), type the words **search engines list**.
- Select **Search** or press the **Enter** key on your computer. This brings up several sites from which you can choose.
- Double-click to select [**Comprehensive list of Search Engines – The Search Engine List**](#). This brings you to a table that lists various search engines that are used to search the internet.

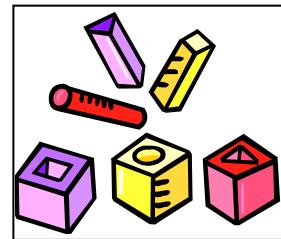
What is the most popular one? _____

What is the second most popular? _____

- Return to your **Home Page**. What is the name of the Search Engine on the computer you are using? _____
- Use the Search Engine on your computer to find information about nutrition. Type the word **nutrition** in the search bar. There are many selections from which to choose. Have fun exploring!

Match Up!

Read the words and descriptions in the table below. Put the number of the description in Box A on the line next to the correct answer in Box B.



Box A	Box B
1. The screen you see when you open your Internet Browser	— Search Engine
2. Where you type the name of a site you wish to visit	— Email
3. An internet tool you use to search for information	— Home page
4. An internet tool used to send and receive messages	— Icon
5. A popular Search engine	— Address bar
6. A picture on your desktop that is a shortcut to a program or the internet	— Google

Surfing the Net

Many of us have heard of the term "Surfing the Net". Let's go to a website that shows how this works.



- In your address bar, type www.learnthenet.com In your address bar, type www.learnthenet.com
- Select *Master the Basics* on the left side of your screen.
- Click the arrow on the video *The Internet Explained* to play the video

Job Searching

There are various sites that you can use to search for jobs.

One of the most popular is jobbank.gc.ca.

In the address bar, type www.jobbank.gc.ca

On the Home Page, select choice of language.

On the next page, select **Job Search**.

On the next page (under Where do you live?) select Nova Scotia.



Select **All of Province/Territory** under **Location**.

Select **All occupations** under **Job Category**.

Select **Search**.

Of the job postings listed, choose one to get the following information:

What is the Job Number of the job you have chosen? _____

What is the title? _____

What is the salary? _____

When does the job start? _____

Is this temporary, part-time, or full-time employment? _____

Other Online Job Search Options: You can use a search engine to search for employment opportunities. By typing in "Jobs in Canada" or "Jobs in (your province)" in your search bar, you will be directed to many job sites. You can also go directly to a company's website. Explore a company you know to see what jobs are available.

Lesson 9 - Communicating Online

Create an Email Account

You can choose from many email servers to create an email account. For this lesson, we are going to open an account using **Yahoo!**

- In your address bar, type www.yahoo.ca
- Near the top (above the line) of the next screen, you will find **New here? Sign Up.** Select **Sign Up.**
- Fill in the information on the next screen.
- Select "**Create My Account**"
- The next screen welcomes you to the **Yahoo** network and contains important information about your account. Print it and keep it in a safe place.
- Sign out and close **Yahoo**.



Send an Email Message

In your address bar, type www.yahoo.ca and select **Mail**.

Fill in your user ID and password.

Select **Sign In**. You now have access to your email account.

If you have received a welcome message from **Yahoo**, click on it to open and read the message.

Go to **New** in the top left corner to create a new message.

Type **laubachlc@yahoo.ca** in the bar next to the word **To**.

Move your cursor to the **Subject** line and type the word "test"

Move your cursor to the body of the message and type a short message.

When you are finished, select **Send** at the top of the page.

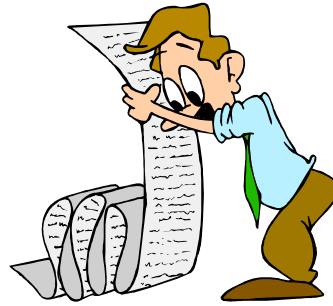
Your message has been sent. Check back later for a reply.

Create a Contacts List

Contacts are the people you communicate with through email. Those whose addresses you wish to save can be added to a list.

You can add contacts to your account as follows:

- Select **Add** next to **Contacts** on the left of your screen
- Fill in the contacts name at the top of the screen
- Add a nickname (optional)
- Fill in the email address
- Fill in other information such as address, phone numbers (optional)
- Select **Save** (yellow bar below the contacts name)



Create a Folder



Creating folders is a good way to keep your email organized.

- Go to **Add** next to **Folders** on the left of your screen
- A folder will appear named Untitled.
- Backspace over this text and type a name for your folder (Family, Work)
- Enter to save it

Social Networking (Optional)

Social Networking is becoming more and more popular. Discuss this topic with your tutor. You can use the Search Engine on your computer to find out more information about various types of social networking.

Lesson 10 - Internet Safety and Netiquette

Internet Safety Tips

While the internet can be a wonderful source of information, we still need to use caution, particularly when giving out personal information. Go to the following link to get tips on using the internet safely. http://www.wiredsafety.org/safety/email_safety/



List some of the basic email safety tips found on this page in the blanks below.

Online Banking and Shopping Safety

Is online banking and shopping safe? For the answers to those questions, go to www.computerhope.com and proceed as follows:



- In the Ask a Question bar, type the following: **Is online banking safe?** Select **Search**. On the next screen, click on [Is online banking safe?](#)
- Once you have read this information, select the back arrow to get to the Computer Hope Home Page.
- In the Ask a Question bar, type the following: **How can I protect myself while online?** Select **Search**. On the next screen, select [How can I protect myself while online?](#)
- Answer the following questions by reading the information on the screen:

What should you see in the bottom corner of your browser window or next to the address bar to show you are using a safe site? _____

Identify at least three ways to protect yourself while online: _____

Identify the following terms by going to the online dictionary at
www.computerhope.com

Spam: _____

Phishing: _____

Emoticons: _____

Netiquette: _____

Important Tip: Protect yourself and your computer by having up-to-date anti-virus software installed on your computer and being sure to run it regularly.

Secure Shopping: For an example of security while shopping, go to www.sears.ca



- Click on **luggage** in the navigation bar.
- Select an item and select **Add to cart**
- Select **Proceed to checkout**

What appears on the far right of address bar to indicate that this site is secure?

Did you notice that the letters http changed to https? Why do you think this happened? _____

When you have finished this exercise, return to your Home Page.

Netiquette

Go to www.learnthenet.com

Select **Master the Basics** from the menu on the left of the screen

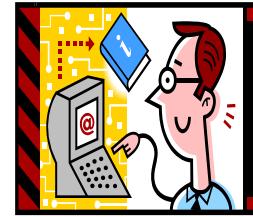
On the next screen, select **Netiquette** (on the right).

Click on the video to get information on netiquette

Answer the following question: Why should you **not** type in All Caps when sending an email message? _____

:-) Suggestion: Scroll down on the screen to see some common emoticons (Smiley Faces). Hold your cursor over each one to see what it means.

Lesson 11 - Banking Options



While some people still choose to visit their local bank to do their banking, many are taking advantage of services offered at ATMs and through online banking. In this lesson we will explore these convenient banking methods to make deposits, withdraw cash, pay bills and transfer funds.

Banking at the ATM (Automated Teller Machine)

Use the interactive bank machines at [www.moneymatterstome](http://www.moneymatterstome.co.uk/default.htm) and www.moneyville to do the following exercises. This will help familiarize you with ATM services.

Follow the link www.moneymatterstome.co.uk/default.htm

Select the arrow next to **Workshops** (in yellow) on the left of your screen and select **ATM cash machine simulator**. Because this is a United Kingdom website, the money is in pounds, not dollars. However, the process is similar everywhere.

1. Getting cash from an ATM

- Click on the card to select it (Use the left mouse button to select)
- Enter your PIN (follow the instructions at the top of the machine)
- Choose £20.00 "CASH" with receipt and press the arrow next to that amount
- Follow the instructions to remove your card, receive your cash and remove your receipt
- Scroll down to see an example of the receipt. Hold the mouse over the receipt to find the name of the bank and the location of the ATM. What is the balance in the account?

2. Change your PIN

- Click on the card to select it (Use the left mouse button to select)
- Enter your PIN (follow the instructions at the top of the machine)
- Press the arrow next to "Change PIN" (personal identification number)
- Enter a 4 digit pin code using the numbers on the ATM keypad
- Select "No" when prompted to use other services
- Don't forget to remove your card from the ATM!
- Before ending the session, read the  **Tip** shown directly below the machine.

Optional: Check out the virtual ATM at <http://community.ca.uky.edu/moneyville/>

Online Banking

Online banking is a convenient way to pay your bills and transfer funds without having to leave the comfort of your home. Once you have your online account set up, all you need to access it is your account number and password. Remember to keep this information in a safe place.



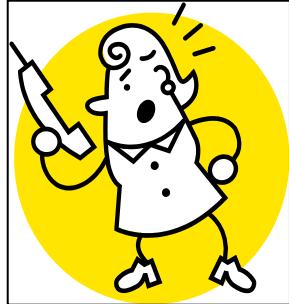
To find out how to use online banking, go to www.scotiabank.com

- Under **Online Services**, Select **Banking Sign-on**
- Under **Welcome New Users**, select **Take a Tour**
- Under **Banking Customer**, select **Start Demo**
- Follow the prompts. View the first screen (Getting Started) and the second screen (Security)
- Go to **Pay and Manage Bills** in the red bar at the top of your screen to see how you can pay your bills online.

Lesson 12 - Online Documents and Services



You can access many services online. Many of these services are located on federal and provincial government websites. Below are just a few.



Go to www.servicecanada.gc.ca Select French or English.

In the centre of their Home Page, you will see a list of programs and services. Go to the end of the list for "All Canadians" and select "See all for All Canadians". A list of many services appears on the next page. Today we will

choose the **Do Not Call List**. Select "Do not call list" and go to the next screen.

Look at the screen to answer the following questions:

What is the National Do Not Call List? _____

Who is eligible to apply? _____

Select **National Do Not Call List** (near top of screen) to go to the next screen. If you wish to register your telephone number on this list, select **Register My Number** in the box under **I am a Consumer** (left of your screen). If not, go back to the **Home Page** by selecting the back arrow in the top left corner of your screen.

How to register on the National Do Not Call List:

- Enter your full telephone number in the box at the bottom of the next screen.
- Select Continue.
- Check to see if your number is correct.
- Identify the characters shown in the box.
- Select Register.
- Select Continue to see your information.

Applying for a Social Insurance Number (SIN)

You need a social insurance number in order to work in Canada.

Go back to the list of **Programs and Services** and select **Social Insurance Number**.

On the next screen, select **How I apply for a SIN** (directly under Application Information)

On the next screen, scroll down to **Applying by Mail** and click on **application**.

Follow the prompts until an application form appears on the screen.

Go to the printer icon at the top of your screen and print your form. Your tutor will assist you if you need help with this.

Applying for a Birth Certificate

In addition to the services provided by Service Canada, your provincial government websites have a list of services that you can use. If you live in Newfoundland and Labrador, you can apply for a birth certificate as follows:



1. Go to www.gov.nl.ca and click on **Services Directory** in the left-hand menu
2. When the services directory screen appears, choose **Certificates and Licences**.
Scroll down and select "**Birth Certificate**"
3. Read "**How to Acquire a Birth Certificate**" and select **application**
4. This will open a new window with an application for a birth certificate that you can print, fill out and submit. Read the instructions to determine what you need to include with your application (One piece of photo ID or two pieces of other ID, at least one of which includes your signature or address; and the required processing fee in the form of a cheque or money order).

Applying for Employment Insurance (E.I.) benefits

You have been working at Mike's Deli for a year and have just been laid off. You need to file a claim for E.I. You can do this in person at a local Service Canada Centre or you can apply over the internet at www.servicecanada.gc.ca. You decide to apply online.



Before you can apply, you will need the following:

- Your Social Insurance Number (SIN)
- Your Record of Employment (ROE) from Bob's Coffee Shop
- Bank information if you wish to have your benefits deposited directly into your bank account
- Gross salary (amount before deductions) for the last week you worked.
- Vacation pay amounts (received or to be received)
- Dates of the weeks in the last year for which you received less than \$225 in salary before deductions
- Dates of the weeks you did not work or receive earnings and why.

Now that you have all this information at your fingertips, you are ready to apply.

Go to www.servicecanada.gc.ca

Go to the right of your screen and select **Apply for Employment Insurance Benefits** (right-hand menu) under **Online Services and Forms**. Since you are not actually applying for E.I. at this time, you will not be able to go any further.

Other available application forms. Many other application forms are available on provincial government websites. Follow Steps 1 and 2 as in the last exercise to explore what's available. In Step 3, select **Forms and Applications** instead of **Certificates and Licences**. Many applications (such as driver's licence renewal, vehicle registration renewal, and student loan payments) can be filled out online. Check out the **e-services** available on the website. Have fun exploring!

Congratulations - You have completed ES 2010!

I have completed ES 2010 in the series *Essential Skills - Have You Used Yours Today?* I am able to

- Identify the computer's main parts and their functions
- Understand basic computer terms
- Turn on a computer
- Access the internet
- Understand the reason for having a *User Name* and *Password*
- Identify parts on the desktop, taskbar, icons, and the start menu
- Use the various functions of the Mouse with ease
- Use the on-screen calculator
- Use the on-screen keyboard
- Use Notepad
- Create and print a WordPad document
- Insert Date and Time in a WordPad document
- Use keyboarding skills
- Add sites to the Favorites menu
- Open and Exit Microsoft Word
- Create a Word document
- Make changes to font type and font size in a Word document
- Create and name a Folder
- Save a Word document in a Folder
- Locate a Folder on the computer
- Retrieve a Word document
- Edit a Word document
- Add Clip Art to a Word document
- Save and Print a Word document
- Identify basic Shortcut keys
- Navigate the internet
- Identify and use Search Engines
- Understand the basics of how the Web works
- Conduct an online job search
- Create an email account
- Send and receive email messages
- Create a Contacts List
- Understand internet safety and netiquette
- Use an ATM
- Access online services
- Access and print online documents

Fun and Extra Practice Activities

Subject	What you can do on this website
Telling Time	<p>Use an interactive clock at www.time-for-time.com</p> <p>This interactive clock can be used to teach time both in analog and digital. If you have difficulty finding it, go directly to the link at http://www.time-for-time.com/swf/myclox.swf</p>
A variety of fun interactive activities in everyday living	<p>www.gcflearnfree.org</p> <p>This free learning website contains a variety of subjects and interactive activities. Categories include food, money, work, and shopping.</p> <p>Suggestion: Select All Topics and go to Everyday Life. Choose from subjects such as food, money, work, and shopping.</p>
Canada Post	<p>www.canadapost.ca</p> <p>Check out postage rates, change your address when you move from one place to another, track parcels that you have sent through the mail.</p>
Banking and Credit Card information	<p>Use the interactive tools at www.themoneybelt.ca to find banking and credit card information.</p>

My Notes

You can use this page to write new words and meanings and to record information you want to keep on hand for quick reference.

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You can use this page to write new words and meanings and to record information you want to keep on hand for quick reference.

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