

Computer Skills



Grade 4

New in 1996.

1. Explain the purpose of each item:
 - a. Computer system
 - b. Monitor
 - c. Mouse
 - d. Keyboard
 - e. Central Processing Unit
 - f. Hard disk
 - g. Scanner
 - h. CD ROM
 - i. Modem
 - j. Printer
 - k. Network
 - l. Diskette
2. What are computers good for?
 - a. Documents and books
 - b. Databases
 - c. Calculations
 - d. Communications
 - e. Research
 - f. Fun
3. Do one of the following:
 - a. Type and print a thank-you note.
 - b. Play an educational game.
4. Do one of the following:
 - a. Visit an office and see how a computer helps that person with their work.
 - b. Visit a computer sales person and have them give a demonstration of the latest technology.
5. Know the home row of the keyboard.
 - a. Show the proper hand position on the keyboard.
 - b. Explain why proper hand position is important.
 - c. Type on an elementary typing program such as Sticky Bear or Mavis Beacon.

Helps

1. Find a current computer book or dictionary with the definitions. Use correct terminology, but find illustrations to help children understand the concepts.
2.
 - a. Documents and books—Word processors are primarily designed to create letters, reports, and documents. Desktop publishing programs

help combine graphics with text.

- b. Databases—Programs that allow you to manipulate, store, record, and retrieve information from a collection of related files: like addresses, memberships, or store inventories.
- c. Calculations—Spreadsheets are made for math calculations for accounting or record-keeping purposes.
- d. Communications—Cover the Internet, E-mail, and the world wide web. Talk about the need to use discipline to bypass the bad information and how to use the good information.
- e. Research—Current resource materials for research are available in minutes through the Internet services. You can also use material from CD-ROMs or other resource software. Computerized searches are fast, and sometimes give you more ideas. One such CD is the E. G. White Library or an encyclopedia CD.
- f. Games—There will always be games. Computer games can be good if they challenge your mind and mental skills as well as your dexterity. Put it to the test of Phillipians 4:8. All of our computer work should meet that standard.

Resource Material

Computers Don't Byte. Linda Piriera, Teacher Created Materials, Inc., P.O. Box 1040, Huntington Beach, California 92647. © 1996. ISBN 1-55734-813-8. This book has good simple definitions and examples to make learning the computer easier.

Computer Activity Book "Computers" IBM compatible. Robert A. Sadler, Ph.D. Mark Twain/Carson- Delloso Publishing Company, Inc., ©1996. Printing No. CD-1846. Technically for grades 5-8. But can be supplemental material for this award.