

Answer to the Computer Skills Award

1. What is the purpose of each item:

- a. Computer System: *All of the devices that work together to make the computer usable. The monitor, the keyboard, the mouse, the CPU, the memory, etc.*
- b. Monitor: *A peripheral device that produces an on-screen display of what your computer is doing.*
- c. Mouse: *An input device that comes in various shapes that moves the cursor about on the screen.*
- d. Keyboard: *Most keyboards are QWERTY keyboards. It was named that way because it is the upper left row of keys. This is a peripheral input device that allows you to enter data into the computer.*
- e. Central Processing Unit: *The brain of the computer. The chip that carries out all the functions that make the computer work.*
- f. Hard Disk: *This is found inside your computer. It keeps the data and programs you enter into the computer, even after you turn it off. It is usually known as the c: drive.*
- g. Scanner: *This is an input peripheral that allows you to copy words from printed material to your computer.*
- h. CD Rom: *Compact Disk Read Only Memory. This is a storage device that keeps data you do not want to change, like Encyclopedias, reference materials, music, software programs, and even games! Usually referred to as D: drive.*
- i. Diskette: *This is a reusable storage device that can store your documents, software, or other projects.*
- j. Printer: *This devices is attached to the computer system and puts the processed information on paper.*
- k. Network: *When two or more computers are interconnected and can communicate with each other and share work.*
- l. Modem: *MOdulator/DEModulator. This unit changes the computer's binary code into analog signals that can go between telephones on the phone lines.*

2. What are computers good for?

a. Documents and Books

Books, letters, long documents are done on word processors or desk-top publishing programs. This way text and design can easily be changed, updated, or enhanced without redoing everything. Information can easily be moved about. Word Processor programs are like Word Perfect and Microsoft Word. Their main emphasis is especially designed to create letter, reports and documents. Desk-top publishing programs are programs like PageMaker or Ventura. Their emphasis is combining graphics with text.

b. Databases

Programs that allow you to manipulate, store, record, and retrieve information from a collection of related files. This would be like addresses, or memberships, or store inventories. Types of these programs are Dbase and FoxPro.

c. Calculations

Computers were first used by Math guru's to help calculate hard mathematical problems. Accountants like computers to keep track of their account books. The computer keeps track of the many details and places that numbers need changed or are affected with each entry. Spreadsheets are the kind of software that is usually used for this purpose. They could be Microsoft Excel, Quattro-Pro, or Lotus 1-2-3.

d. Communications

With modems acting as the "translator" many computers have networked together to create the INTERNET. There are an estimated 50,000 networks on this system. It is also known as the "information super highway" because the Internet has databases of news, information, resources, and other services that are available to the public and can be connected to by a modem from anywhere in the world. To gain access, you need a computer, a modem and an on-line service like CompuServe, Prodigy or America OnLine. Central addresses make e-mail (electronic mail) more usable. E-mail is slower than calling someone, but faster than mailing them a letter. You can also transfer whole documents or projects that someone else can pull up on their computer and work on or print for use.

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. Fun

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 and fun should meet that standard.

3. Do one of the following:

- a. Type and print a thank you note. *This can be to someone who took them to the computer store or the office.*
- 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.
Find someone who uses a computer a lot, and not just for data entry. Don't forget the medical field. They use computers that do some pretty amazing things.

- b. Visit a computer sales person and have them give a demonstration of the latest technology.
5. Know the home row of the key board.
- a. Show the proper hand position on the keyboard.
Left hand pinky should be on the A key, ring finger on the S key, middle finger on the D key, fore finger on the f key. Right hand pinky should be on the ; key, ring finger on the L key, middle finger on the K key, forefinger on the J key. The keys that are used least are above and below the pinky fingers. The keys that get used the most are in the forefinger's territory.
- Did you know that you can tell if someone is a left-handed or right-handed typist? Right-handed typist press the space bar with their right thumb, while left-handed typists will tend to use their left-thumb.*
- b. Explain why it is important.
Just like we need to learn to walk, talk, read and write, learning to type correctly is very important and will be just as important to you as you grow.
 - c. Type on an elementary typing program such as Sticky Bear or Mavis Beacon.
This program is fairly inexpensive and can be purchased through a computer software store. If you go to buy one, be sure to take the information about your computer, what kind, what size hard drive, what speed, how much RAM. This way you have a better chance of success the first time.

RESOURCE MATERIAL

Computers Don't Byte by Linda Periera, Teacher Created Materials, Inc. PO Box 1040, Huntington Beach, CA 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 by Robert A. Sadler, Ph.D. Mark Twain Media/Carson-Dellosa Publishing Company, Inc., ©1996. Printing No. CD-1846 Technically for grades 5-8, but can be supplemental material for the award.