

Criteria

TASK 2

1.1a
1.1b
3.3

Load a word processing application and *type* the following:

USING A MOUSE

A mouse is an input device which is held in the hand. You use a mouse to select an item on the screen by pointing to it and clicking a button. Think of the mouse as a piece of china rather than a lump of wood – the mouse is rather sensitive.

All tasks in Windows 98/2000 are performed using the mouse. Moving the mouse causes the mouse pointer on the screen to move. The mouse is normally an arrow shape, but can change depending on the task being performed. The usual technique is to move the pointer over the option required and click the mouse button once.

Below are some mouse definitions that you will come across, and an explanation of what they mean.

Point is to position the mouse pointer until the tip of the pointer rests on the option required.

Click is to press and immediately release the mouse button without moving the mouse.

Double-click is to click the mouse button twice in rapid succession.

Drag is to press the mouse button and hold it down while the mouse is moved, then release the button.

3.5
3.2
1.1d
7.1

Spell check the file.

Save the file as Task 2 to floppy disk.

1.1e

Print a copy and *close* the file.

Exit from the program Word.

Write on the printout – your name, task2, date, 1.1abde 3.2 3.3
3.5 7.1

<u>Criteria</u>	TASK 3
1.1a 1.1b 3.3	<i>Load</i> a word processing application and <i>type</i> the following:
	HEALTH AND SAFETY
	When working on your computer be aware of Health and Safety to prevent accidents to yourself and damage to the computer.
	Plugs and sockets
	Electrical sockets must be fused to the correct value. Try to ensure the power runs through a surge protection device which protects the electrical equipment. Plugs should be correctly wired and fused. All connecting cables should be out of the way to avoid creating an accident to both yourself and the expensive computer equipment.
	Adjusting the monitor
	It is important to be at least approximately 2 feet away from the screen. The angle of the monitor should also be adjusted accordingly. It will also help if whilst working on the computer you place the worksheet at the side and away from the screen. This will ensure that you look away from the screen at very regular intervals.
3.5 3.2 1.1d	<i>Spell check</i> the file.
7.1	<i>Save</i> the file as Task 3 to floppy disk.
1.1e	<i>Print</i> a copy and <i>close</i> the file.
	<i>Exit</i> from the program Word.
	<i>Write</i> on the printout – your name, task3, date, 1.1abde 3.2 3.3 3.5 7.1

TASK 4

Criteria

1.1a *Load* a word processing application and *type* the following:

1.1b

3.3

Floppy Disks

Always hold a disk by the labelled end and insert the disk carefully into the disk drive. You should not touch the exposed parts of a disk.

Avoid switching your equipment on or off whilst a disk is in the disk drive. If you switch on your computer after you have inserted the floppy disk, the computer will try to use the floppy disk to start up and it will not recognise it as a system disk.

The information that is stored on your disk is valuable. In a real work situation it is recommended that you always make a second copy of each disk you use, then if one disk becomes lost or damaged you still have access to your work.

3.5

3.2

1.1d

Spell check the file.

Save the file as Task 4 to floppy disk.

7.1

Print a copy and *close* the file.

1.1e

Exit from the program Word.

Write on the printout – your name, task4, date, 1.1abde 3.2 3.3
3.5 7.1

Criteria

TASK 5

1.1a
1.1b
3.3

Load a word processing application and *type* the following:

Keyboard

The keyboard is a device that is used to type instructions and enter information as letters or numbers.

The keyboard you will mostly come across is known as a QWERTY keyboard. If you look at the first row of letters (below the row of numbers) the first 6 keys spell QWERTY. This simply means that the arrangement of the alphabetic letters on the first three rows of keys are standardised whether the keyboard is on a computer, word processor or an old manual typewriter.

When you press a key, an electronic signal is generated and sent to the computer. The computer then acknowledges your action by sending the same signal to your screen, making the letters that you type appear in front of you.

You will find that the keys are very sensitive and only need a light touch. The amount of pressure will vary depending on the keyboard you are using. Pressure should be removed from the key immediately it is struck as many keys on electronic keyboards have an automatic repeat action. This means that if you press e and immediately remove your finger you will see only one e on screen, but if you press e and don't immediately remove your finger, eeeee will appear on screen.

3.5
3.2
1.1d

7.1

1.1e

Spell check the file.

Save the file as Task 5 to floppy disk.

Print a copy and *close* the file.

Exit from the program Word.

Write on the printout – your name, task5, date, 1.1abde 3.2 3.3
3.5 7.1

<u>Criteria</u>	TASK 6
1.1c	<i>Open</i> the file you saved as Task 1.
3.1	
5.1	<i>Change</i> the heading FINISHING AT THE END OF A LESSON to bold.
	In the second paragraph <i>underline</i> the first two words MAKE SURE.
	In the third paragraph <i>change</i> the words THE BLACK DOT IN THE CIRCLE to italic.
3.4	In the fourth paragraph <i>change</i> the words SHUT DOWN to become bold.
4.1	In the third paragraph <i>delete</i> the word YOU so the sentence becomes THE COMPUTER NOW GIVES A CHOICE OF OPTIONS.
	<i>Centre</i> the heading FINISHING AT THE END OF A LESSON.
	<i>Insert</i> the following as a new paragraph after the paragraph beginning... YOU CAN NOW PRESS THE POWER BUTTON...
	If your computer is set up to switch itself off automatically, once you have told it to shut down, it will do so and the screen will go blank.
4.2	<i>Insert</i> the following words in the last paragraph to appear after ...WHEN YOU TURN IT BACK ON IT WILL...
6.1	automatically go through a scanning procedure and
1.1d	In the last sentence of the last paragraph <i>insert</i> a comma after the word PROCEDURE
7.1	<i>Insert</i> a clip art picture of your choice in an appropriate position on the page.
1.1e	Save the file as Task 6 to floppy disk.
	<i>Print</i> a copy and <i>close</i> the file.
	<i>Exit</i> from the program Word.
	<i>Write</i> on the printout – your name, task6, date, 1.1cde 3.1 3.4 4.1 4.2 5.1 6.1 7.1

TASK 7

Criteria

- 1.1c *Open* the file you saved as Task 2.
- 3.1
- 3.4 *Insert* the words YOU SHOULD at the beginning of the last sentence in the first paragraph, not forgetting to change the capital T on the word Think to a small one.
- 4.1 *Insert* the following text to become a new paragraph after the second paragraph beginning... ALL TASKS IN WINDOWS
- Both mouse buttons are used extensively in Windows 98/2000, but as a general rule, the left mouse button is used unless an instruction specifies to right-click.
- In the paragraph beginning... BELOW ARE SOME... *delete* the word SOME.
- 4.2 In the paragraph beginning... CLICK IS TO PRESS... *insert* a comma after the word PRESS and after the word BUTTON.
- 5.1 *Centre* the heading USING A MOUSE and *change* it to bold.
- In the last four paragraphs *change* the first words – POINT, CLICK, DOUBLE-CLICK and DRAG to make them italic.
- In the first paragraph *underline* the words PIECE OF CHINA and THE MOUSE IS RATHER SENSITIVE.
- 6.1 *Insert* a clip art picture of your choice in an appropriate position on the page.
- 1.1d *Save* the file as Task 7 to floppy disk.
- 7.1 *Print* a copy and *close* the file.
- 1.1e *Exit* from the program Word.
- Write* on the printout – your name, task7, date, 1.1cde 3.1 3.4 4.1 4.2 5.1 6.1 7.1