

COMPUTER

CPU

CD

DESK TOP

DISKETTE

KEYBOARD

MONITOR

MOUSE

MENU

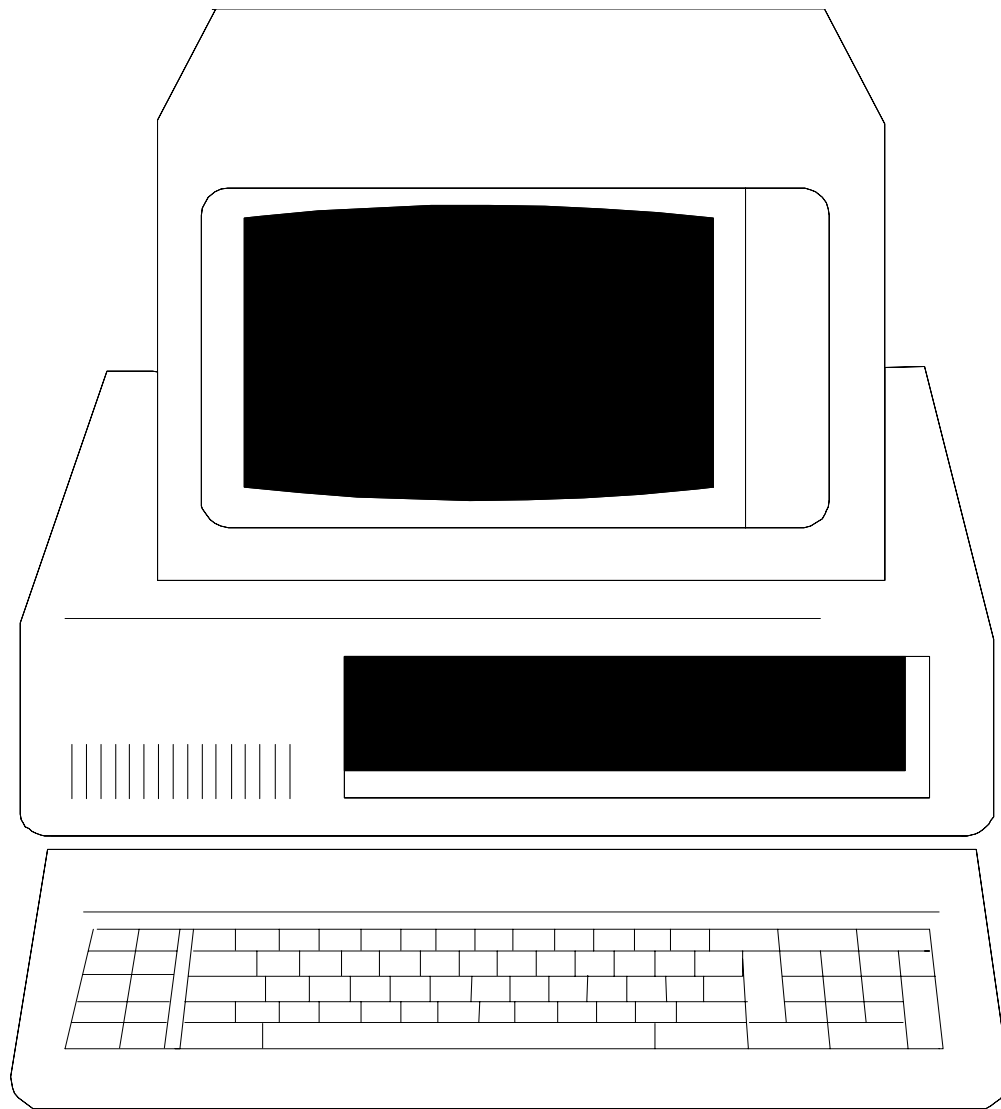
POWER BUTTON

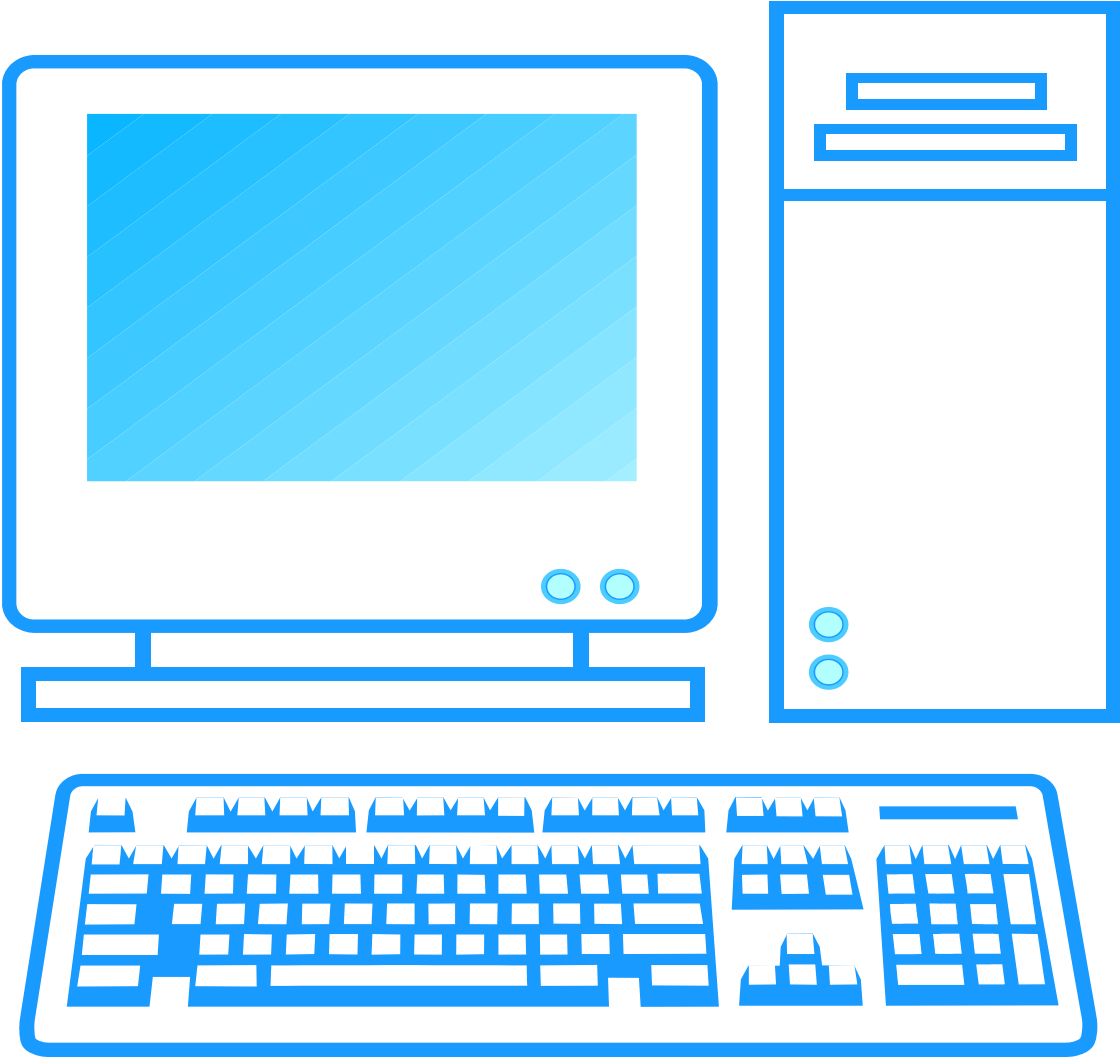
PRINTER

SCREEN SOFTWARE

The ABC's of Computers

Put arrows (and a blank line) pointing to the parts of the computer you want the students to label





PLEASE NOTE: This is a draft. Most computers are similar, however you will need to review the steps, and possibly add or delete information.

Part Two: Using the computer

1. Press POWER BUTTON
2. LOG ON
3. Use MOUSE to point CURSOR on START BUTTON
4. Click on START button
5. Use MOUSE to scroll up and down the MENU
6. Locate the program _____
7. DOUBLE Click MOUSE on program
8. Program will open
9. Do assigned task
10. When you have finished save work to a DISKETTE
11. LOG OFF

Part Three: Using the Internet

1. Press POWER BUTTON
2. LOG ON
3. Click on INTERNET ICON
4. Type the SEARCH ENGINE address _____
5. SURF the web site
6. Is this a good web site? Why?
7. Print page
8. Locate E-MAIL ICON (is it on the TASK BAR?)
9. Send E-MAIL
10. LOG OFF

The ABC's of Computers

RUBRIC

GOAL	YES	NO
Identify all parts of computer – listed on the worksheet		
Label the computer (using detachable words)		
Start the computer		
Locate specific software program		
Explain accomplishments either a) write a paragraph b) make a concept map c) draw a diagram d) explain to the teacher (verbally)		
Write an email and send to teacher		
Print page from specified search engine		
Information managers Locates and collects information		
Interprets and explains concepts and ideas		
Applies information		
Evaluates information		
Systems managers Demonstrates understanding of systems		
Analyses parts and their functions		
Adapts systems to solve problems		