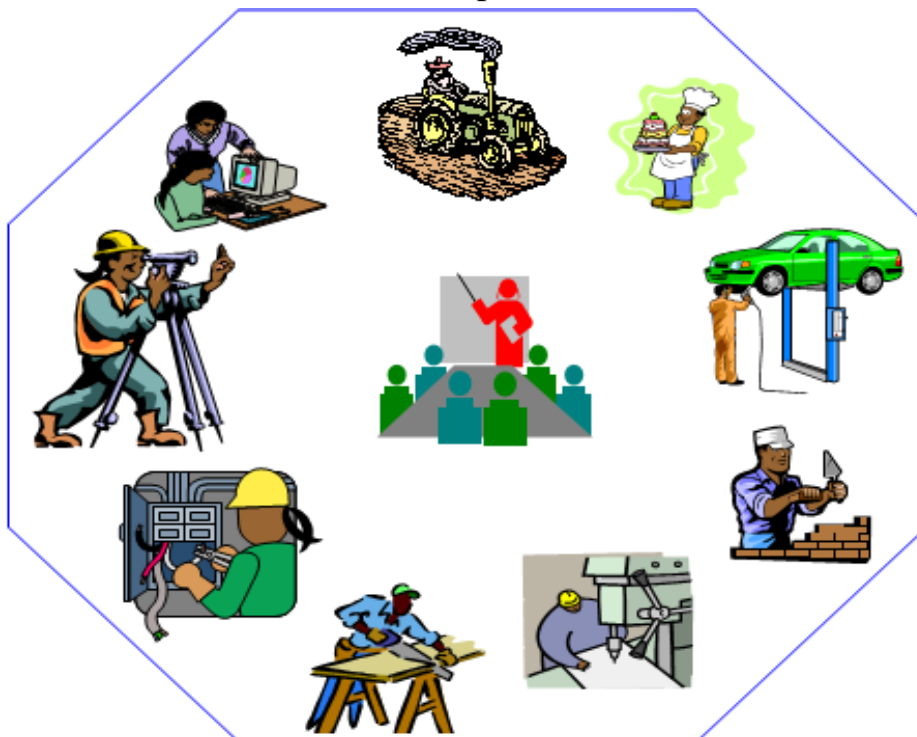# Mineral Resources Infrastructure Work Level I

Based on Version 2

December, 2018 OS and April 2021, V1 Curriculum

Module Title: - Using personal computer

LG Code: MIN MRI1 M02 LO (1-5) LG (6-10)

TTLM Code: MIN MRI1TTLM 0421v1

April, 2020

Adama, Ethiopia

Table content

LG #6	LO #1- Start computer, system information and features
Instruction sheet	

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Applying ergonomic requirements
- Adjusting workplace
- Computer operation safety requirements
- Computer starting procedures
- Understanding basic system information
- Identifying basic functions and features
- Customizing desktop configuration
- Using help functions

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Apply ergonomic requirements
- Adjust workplace
- Computer operation safety requirements
- Computer start procedures
- Understand basic system information
- Identify basic functions and features
- Customize desktop configuration
- Use help functions

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1, Sheet 2, Sheet 3, and Sheet 4" and sheet 5.
4. Accomplish the "Self-check 1, and Self-check 2" in page 9, and 10respectively.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1, and Operation Sheet 2" in page **19** and **20** respectively.
6. Do the "LAP test" in page – **21** (if you are ready).

Information Sheet 1- Applying ergonomic requirements

1.1 Introduction

Applying ergonomic requirement is just adjusting workspace, furniture and equipment suitable to users.

1.2 Ergonomics

Ergonomics is the science of making the workplace, furniture and equipment: -

- ✓ Safer
- ✓ More comfortable and
- ✓ More productive

It is the science of fitting workplace conditions and job demands to the capabilities of employees. (U.S. Dept.of Health)

Ergonomic principles are used to improve the "fit" between the worker and the workplace.

The benefits of an ergonomic program

- ❖ Decreased injuries,illnesses, and workers' compensation costs.
- ❖ Increased efficiency at work.

- ❖ Increased physical well being.
- ❖ Decreased absenteeism and turnover.
- ❖ Increase in employee morale.

Fig.1.1 Ergonomic seating in workstation

Self-Check – 2	Written test

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions

1. What is ergonomics?(2)
2. Mention the benefits of ergonomics program(3)

Test II: Write true if the statement is correct and false if the statement is incorrect

1. The benefit of ergonomic progam is to Increased injuries,illnesses, and workers' compensation costs.(3)
2.
3. *Note:* **Satisfactory rating - 8 points   Unsatisfactory - below 7 points**

Score = _____

Rating: _____

Information Sheet 2- Adjusting workplace

2.1. What is workplace?

A workplace is a location where someone works for his or her employer, a place of employment. Such a place can range from a home office to a large office building or factory.

2.2 what is workplace adjustment?

Work place adjustment is a change to a work process, practice, procedure or environment that enables an employee with disability to perform their job in a way that minimises the impact of their disability.

Self-Check – 2	*Written test*

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions
1. What is work place?(2pts)

2. what is workplace adjustment?2pts)

Note: **Satisfactory rating - 4 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Information Sheet 3- Computer operation safety requirements

3.1. occupational health and safety (OHS) requirement

- Occupational health and safety (OHS) or workplace health and safety (WHS), is a multidisciplinary field concerned with the safety, health, and welfare of people at work.

3.2 organizational safety requirement

- Work organization is about the organization and management of computer work and the jobs involving computer work.

- Features of good work organization that may reduce the risk of computer-related health issues   include: - Pain; Fatigue; Muscle discomfort; Numbness; Stiffness

Self-Check – 3	*Written test*

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions
1. Define occupational health and safety (OHS) requirement?(3pts)

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

Information Sheet 4- Computer starting procedures

3.1. **Computer**
 ❖ A computer is an electronic device, operating under the control of instructions stored initsownmemory thatcanacceptdata (input),processthedataaccordingtospecified rules,produce information (output), and store theinformation for futureuse.

COMPUTER SYSTEM STRUCTURE
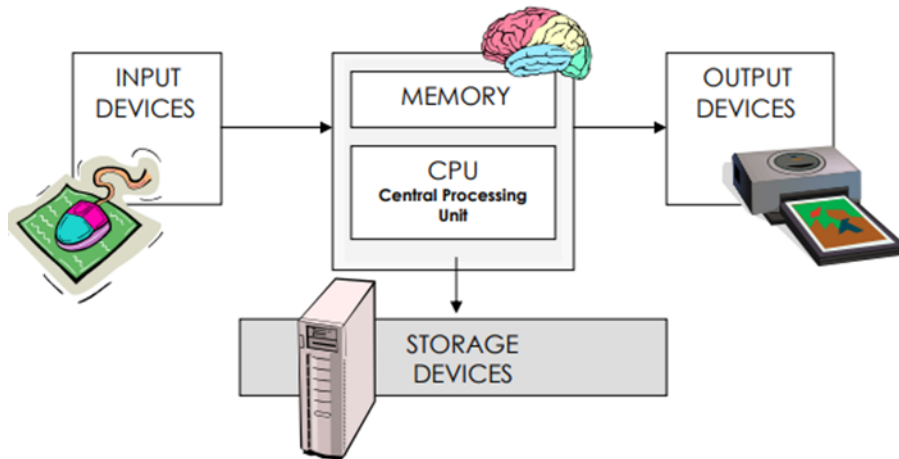
Fig.3.1 computer system

3.2 Basic functions and features of computer

3.2.1. Computer features

➕ Any kindof computers consistsof **HARDWARE** and **SOFTWARE.**

3.2.2. Computer hardware

➕ Computer hardware are the physical components of acomputer containing the following

3.2.2.1. Keyboard

3.2.2.2. Mouse

3.2.2.3.Monitor

3.2.2.4. Speaker

3.2.2.5.Printer

Fig.3.2. Computer hardware

3.2.3. Computer Software

Software is a generic term for organized collectionsof computer data and instructions, often broken into two major categories: system software that provides the basic non-task-specific function soft hecomputer,and application soft ware which is used by users to accomplish specific tasks

3.3. Functions of computer

The computer does the following for you.

1. accepts information (input)
2. changes the information (process)
3. produces new information for you (output), and
4. stores the new information (storage)

The computer completes 4 basic functions that make up the information processing cycle.

- Input - data that you put into the computer
- Process - how your data changes
- Output – data that you can take fromyour computer
- Storage – where data is stored

The way that the computer processes information is kind of like the way brain works.

•Input = what you take in through your eyes, ears, mouth & nose

•Processing = your brain

•Output = your verbal and written reactions

•Storage = what you save and where and what you throw away

Mouse

Keyboard

Microphone

Scanner

Fig. 3.3.Parts of a Computer Input Devices

Typewriter keys   Function keys   Enter keys
Windows keys   Numeric keypad   Other
Application key   Cursor control keys

F.g.3.4.Function of keyboard

o Monitor

o Printer

o Speaker/Headphone

F.g.3.5.Parts of a Computer Output Devices

Self-Check – 4	Written test

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions
  1. What is computer?(3pts)

Test II: Write true if the statement is correct and false if the statement is incorrect
  1. • Software is a generic term for organized collectionsof computer data and instructions, often broken into two major categories 2pts)

2.   Computer software are the physical components of a computer.(2pts)

Note: **Satisfactory rating - 7 points   Unsatisfactory - below 6 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Information Sheet 5- Understanding basic system information

5.1. Start computer or log on according to user procedures

In general computer usage, log on is the procedure used to get access to an operating system or application, usually in a remote computer. Almost always a logon requires that the user have

(1) a user ID and (2) a password.

The term start (startup) can also be used to describe when computer loads a software program or is first booting. Start in general refers to the beginning of something.

Self-Check – 5	*Written test*

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions
1. **What is logon ?(3)**

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

Information Sheet 6- Identifying basic functions and features

6.1 Basic features of computer

Speed. A computer works with much higher speed and accuracy compared to humans while performing mathematical calculations. ...

Accuracy. Computers perform calculations with 100% accuracy. ...

Diligence. A computer can perform millions of tasks or calculations with the same consistency and accuracy. .

Versatilit

Reliabilit

Memory

6.2 Basic function of computer

There are four primary functions of a computer:

- ✓ input
- ✓ output
- ✓ processing and
- ✓ storage.

Self-Check – 6	Written test

Directions:

Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Short Answer Questions

1. What are the basic function oof computer(3)

Note: Satisfactory rating - 3 points   Unsatisfactory - below 3 points

Score = _____

Rating: _____

Information Sheet 7- Customizing desktop configuration

7.1. The desktop (overview)

- The desktop is the main screen area that you see after you turn on your computer and log on to Windows.
- Customization is the action of modifying of software or hardware or other items to suit a user

e.g changing desktop back ground

7.2. Working with desktop icons

- Icons are small pictures that represent files, folders, programs, and other items. When you first start Windows, you'll see at least one icon on your desktop: The Recycle Bin (more on that later). Your computer manufacturer might have added other icons to the desktop.
  Some examples of desktop icons are shown below.

F.g.5.1.desck top icon

7.3. Computer configuration

- ✓ Configuration is a system, refers to the arrangement of each of its functional units, according to their nature, number and chief characteristics. The way a system is set up, or the assortment of components that make up the system.
- ✓ Configuration can refer to either hardware or software, or the combination of both
- ✓ When you install a new device or program, you sometimes need to configure it, which means to set various switches and jumpers (for hardware) and to define values of parameters (for software). For example, the device or program may need to know what type of video adapter you have and what type of printer is connected to the computer. Thanks to new technologies, such as plug-and-play, much of this configuration is performed automatically

Self-Check – 7	Written test

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions

1. What is Desktop (3pts)

Test II: Write true if the statement is correct and false if the statement is incorrect

_____1.Desktop icons are small pictures that represent files, folders, programs and other items(2)

_____2. Changing desktop background is refers to customization. (2pts)

Note: **Satisfactory rating - 7 points   Unsatisfactory - below 6 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Information Sheet 8- Using help functions

8.1 Uses and functions of computer

Taking data and instructions from a user, processing the data as per instructions, and displaying or storing the processed data, are the four major functions of a computer. These functions are also known as the

- ✓ input function,
- ✓ process function,
- ✓ output function, and
- ✓ storage function, respectively.

Self-Check – 8	*Written test*

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions

1. What are the uses and functions of computer?(2)

    Note: Satisfactory rating - 2points   Unsatisfactory - below 2 points

    You can ask you teacher for the copy of the correct answers.

   Score = _____

    Rating: _____

Operation Sheet-1	Startup Computer

Steps to startup a computer

Start a Computer:

Step 1:   Press the start button on the CPU power.

Step 2:   Wait while the computer boots. When the computer has finished booting, it will show a dialogue box that will ask for a user name and password.

Step 3: Enter your user name and password, then click "OK."

Step 4: Your computer is now ready to use.
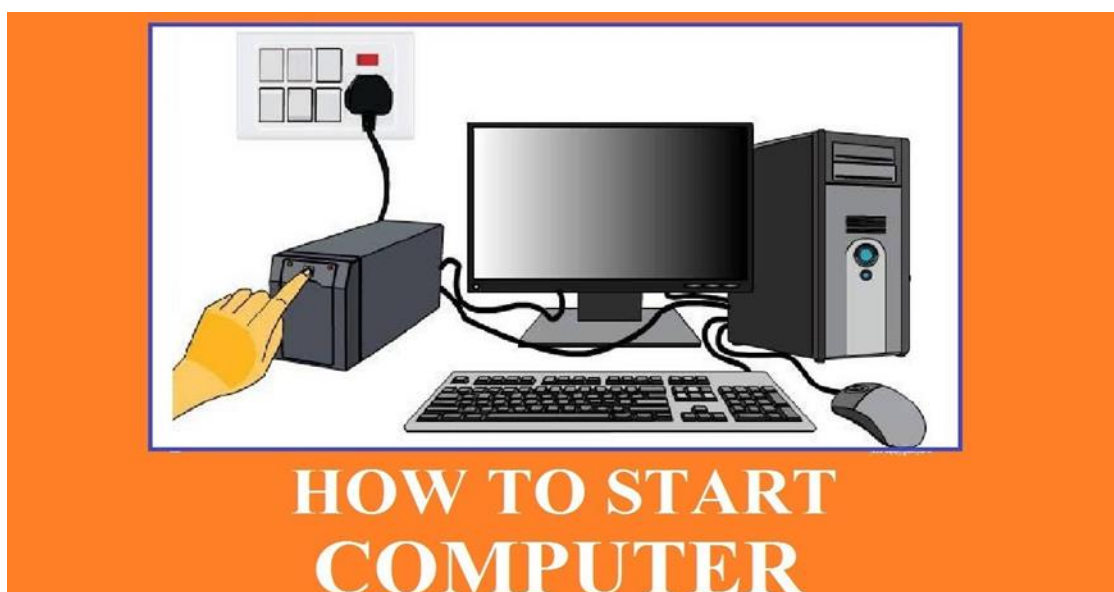
F.g.1.1.start computer

Operation Sheet- 2	Steps how to working with desktop icons

Step-1. To adda shortcut to the desktop

1.Locate the item that you want to create a shortcut

2.Right-click the item, click Send to, and then click Desktop (create shortcut). The shortcut icon appears on your desktop.

Step-2. To addor remove common desktop icons

- Common desktop icons include Computer, your personal folder, Network, the Recycle Bin, Internet Explorer, and Control Panel.

1. Right-click an empty area of the desktop, and then click Personalize.

2. In the left pane, click Change desktop icons.

3. Under Desktop icons, select the check box for each icon that you want to add to the desktop, or clear the check box for each icon that you want to remove from the desktop, and then click OK.

Step-3. Tomovea file froma foldertothedesktop

1.   Open the folder that contains the file.

2.   Dragthe file to the desktop.

Step-4. To removean iconfrom the desktop

- Right-click the icon, and then click Delete. If the icon is a shortcut, only the shortcut is removed; the original item is not deleted.

Step-5. To change the desktop background

1. Right-click on your desktop and choose Personalize.

2. Click the Desktop Background link.

3. Click the picture or color you want for your desktop background.

4.   Under how the picture should be positioned, choose to have the picture fit the screen, tile, or be centered on the screen, and then click OK.

LAP Test -1	*Setup your Desktop computer*

Setting up a Desktop computer

F.g.1.2. computer parts

Instruction

1. Unpack your components. ...
2. Place the CPU
3. Connect the monitor to the CPU
4. Plug in the mouse and keyboard
5. Connect any speakers
6. Plug the CPU and monitorinto an outlet. ...
7. Turn on the computer. ...
8. Report

LG #7	LO #2- Navigate and manipulate desktop environment

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- opening, accessing and closing features

- opening, accessing and closing desktop windows

- Creating shortcuts

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, **you will be able to**:

- open, access and close features

- open, access and close desktop windows

- Create shortcuts

Learning Instructions:

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below 3 to 6

3. Read the information written in the "Information Sheets". Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.

4. Accomplish the "Self-checks" which are placed following all information sheets.

5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6. If you earned a satisfactory evaluation proceed to "Operation sheets

7. Perform "the Learning activity performance test" which is placed following "Operation sheets" ,

8. If your performance is satisfactory proceed to the next learning guide,

9. If your performance is unsatisfactory, see your trainer for further instructions or go back to "Operation sheets".

Information Sheet 1- opening, accessing and closing features

1.1 Computer features

Computer feature is a piece of information which is relevant for solving the computational task related to a certain application.

E.g. Computer Processor, Memory Features, Computer Networking and Computer Operating System

1.2 Opening an existing file

- To open a file, double-click it. The file will open in the program that youused to create or edit it. If it's atext file, for example, it will open in yourword-processing program.
- To actually edit the picture, you need to use adifferent program. Right-click the file, click Open with,and then click the name of the program that you want to use.

1.3. Computer accessing

•**Access** refers to the permission to use. ... If you are using a computer or service without permission, you have unauthorized access.

   •**Access** is also a channel of communication that is opened with a software or hardware device such as a computer floppy drive, modem, or printer.

1.4 Computer clossing

To close a computer Select Start and then select Power > Shut down. Move your mouse to the lower left-hand corner of the screen and right-click the Start button or press Windows logo key + X on your keyboard. Tap or click Shut down or sign out and choose Shut down. and then click the Shut down button.

Self-Check – 1	Written test

Name……………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions

1. Define computer feature (3pts)

Note: Satisfactory rating - 3 points   Unsatisfactory - below 3points

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Answer sheet

Test I

1._____

Information Sheet 2- opening, accessing and closing desktop windows

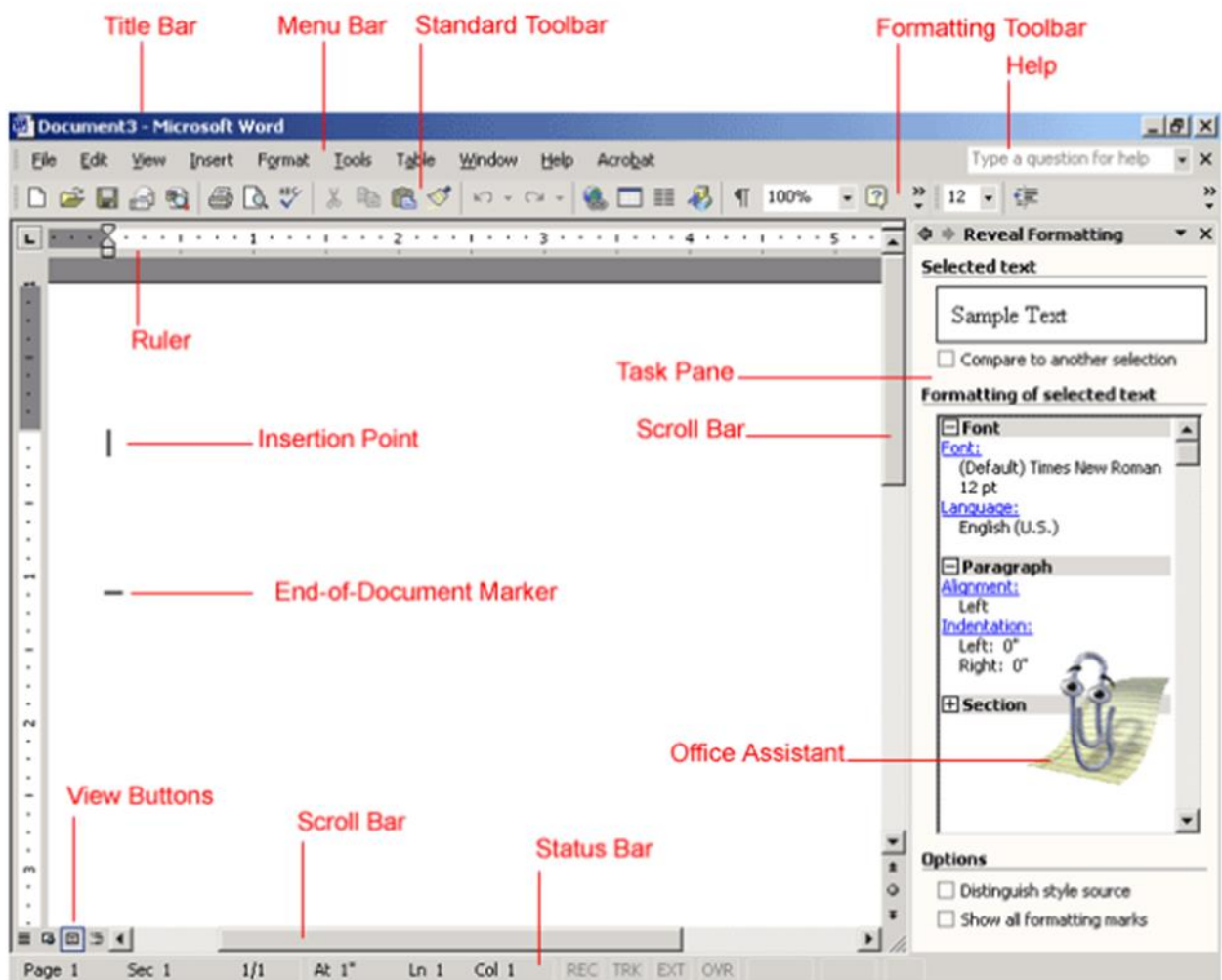**2.1 Window**

A window is a graphical interface element used to display the contents of an application

- for the user to view and interact with. A window is usually a rectangular area that can be resized and is generally editable according to the capabilities and limitations imposed on it by the application providing it.
- A window is also a separate viewing area on a computer display screen in a system that allows multiple viewing areas as part of a graphical user interface.

F.g.2.1.window application

Table-2.1. parts name and their function

Name	Descrpition
Title bar	This displays the document name followed by a program name.
Menu bar	This contains a list of options to manage and customize documents.
Standard toolbar	This contains shortcut buttons for the most popular commands.
Formatting toolbar	This contains buttons used for formatting.
Ruler	This is used to set margins, indents, and tabs.
Insertion point	This is the location where the next character appears.
End-of-document marker	This indicates the end of the document.
Help	This provides quick access to Help topics.
Scroll bars	These are used to view parts of the document.
Status bar	This displays the position of the insertion point and working

	mode buttons.
Task pane	This provides easy access to commonly used menus, buttons, and tools.
View buttons	These change the layout view of the document to normal, web layout, print layout, and outline view.
Office Assistant	This links to the Microsoft Office Help feature.

2.2. Opening and accessing desktop windows

- Window is an operating system program that controls, coordinates and manipulates overall desktop publishing operations. It serves as an interface between the hardware and other software on the computer system.
- It allocates memory locations to data and other computer programs. It controls other computer resources like files and programs, input/output devices, computer memories etc during data processing operations.
- It also performs the hardware and software diagnosis to detect faults and errors.
- A window is a separate viewing area on a computer display screen in a system that allows multiple viewing areas as part of a graphical user interface.
- A window can usually be resized by the user. For example, it can be stretched on any side, minimized, maximized, and closed

2.3. Accessing Windows

- When a computer system is switch on, the memory is performed until the window screen appears automatically.
- Window screen is divided into two parts; the upper layer which contains several icons and the lower layer called the status /bar which contain the: start button, task bar and time.

2.4   Closing desktop windows

- In computing, close generally means to finish work on a data file and save it. In graphical user interfaces, to close a window means to exit an application or file, thereby removing the window from the screen

Self-Check – 2	**Written test**

Name………………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions

1. What does Window mean?(3pts)

Test II: Write true if the statement is correct and false if the statement is incorrect

1. Window screen is divided into two parts; the upper layer which contains several icons and the lower layer called the status /bar which contain the: start button, task bar and time. (2pts)

Note: **Satisfactory rating - 4 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

 Answer sheet
Test I
1._____

Test II
1._____

Information Sheet 3- Creating shortcuts

3.1. Creating desktop shortcut for a File or Folder

✓ When you use a particular file or folder a lot, placing a desktop shortcut to that file or

folder on your computer desktop can save time.

✓ A desktop shortcut is also helpful for a novice computer user who might forget how to find a particular file or folder on their computer.

.

Self-Check – 3	Written test

Name…………………………………… ID……………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I: Short Answer Questions

1.How you can create file / folder on desktop (3pts)

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Answer sheet
Test I
1._____

Operation Sheet-1	Closing desktop windows

Closing desktop window methods

1. Click on the "x" icon at the top right corner of a window to close the window.

2. Press "Control" and "W" at the same time to close a current window.

3 Press the Windows logo key and the down arrow to minimize a current open window.
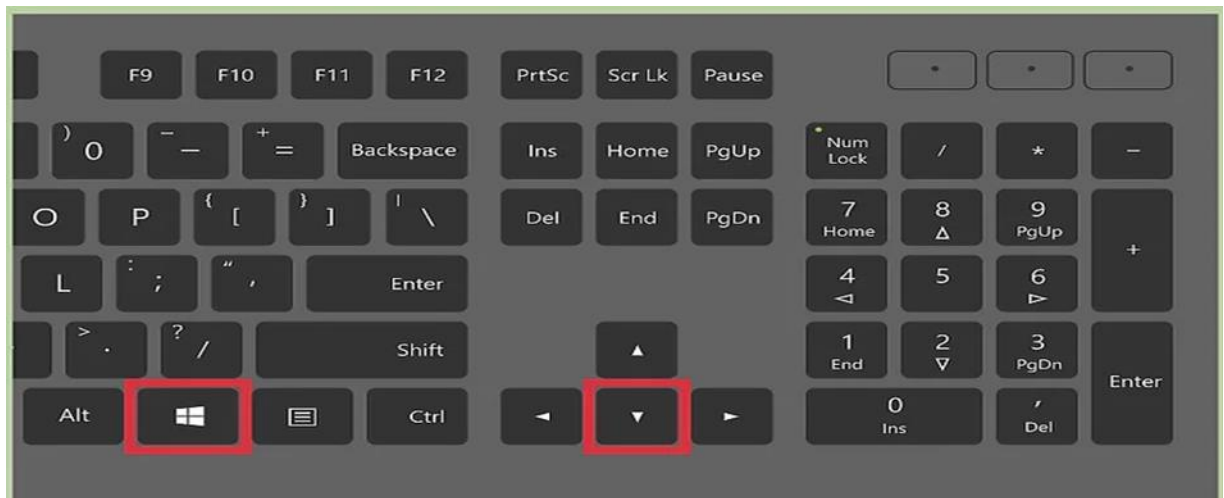
4. Press the Windows logo key and "M" at the same time to minimize all open windows.

F.g.1.1.keyboard function keys

Operation Sheet -2	Creating shortcuts

Creating a desktop shortcut for a file or folder requires navigating your way to the file or folder and sending a shortcut to the desktop.

1. Navigate to the file or folder on your computer.
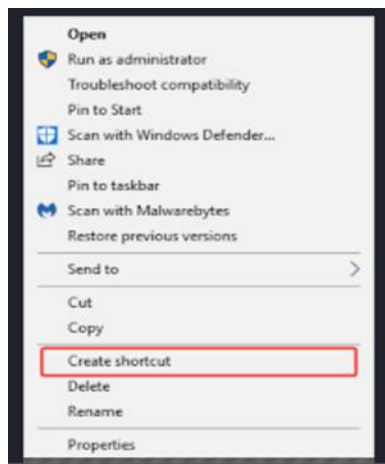2. Right click the file or folder.

A menu will appear.

3. Skim down the menu that appears and left click the Send To item on the list.

A new menu appears

4. Left click the Desktop (create shortcut) item on the list.

This action creates a desktop shortcut to the file or folder on your desktop.

5. Close or minimize all open windows.

F.g.2.1.shortcut menu

LAP Test -2	*Crating short cut from your flesh memory*

To create a desktop icon or shortcut, do the following:

1. Browse to the file on your flash memory for which you want to create a shortcut. ...
2. Right-click the file for which you want to create a shortcut.
3. Select Create Shortcut from the menu. ...

4. Drag the shortcut to the desktop or any other folder.

5. Rename the shortcut.

6. Report

LG #8	LO #3- Organize files using basic directory and folder
Instruction sheet	

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- Creating folders/subfolders

- Renaming and moving folders/subfolders

- Identifying folder/subfolder and file attributes

- Moving folders/subfolders and files

- Saving folders/subfolders and files

- Searching folders/subfolders and files

- Restoring deleted folder/subfolders and files

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, **upon completion of this learning guide, you will be able to**:

- Create folders/subfolders with suitable names.

- Rename and move folders/subfolders and files as required.

- Identify folder/subfolder and file attributes

- Move folders/subfolders and files using cut and paste, and drag and drop techniques.

- Save folders/subfolders and files to appropriate media where necessary.

- Search folders/subfolders and files for using appropriate software tools.

- Restore deleted folder/subfolders and files as necessary.

Learning Instructions:

Information Sheet-1	**Creating folders/subfolders**

1. Read the specific objectives of this Learning Guide.

2. Follow the instructions described below.

3. Read the information written in the "Information Sheets". Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.

4. Accomplish the "Self-checks" which are placed following all information sheets.

5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-checks).

6. If you earned a satisfactory evaluation proceed to "Operation sheets

7. Perform "the Learning activity performance test" which is placed following "Operation sheets",

8. If your performance is satisfactory proceed to the next learning guide,

9. If your performance is unsatisfactory, see your trainer for further instructions or go back to "Operation sheets".

1.1. Folder

✓ A folder is a directory, which stores files and other folders. Or a folder is a directory through which users can access files and other folders.

✓ A folder can contain one or more files of any type and can even store other directories with their own files. They may also contain shortcuts to programs.

Note: A folder is a container for a group of files or folders whereas file is a location where data or a document is stored.

Self-Check – 1	*Written test*

Name………………………………………… ID………………………… Date……

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I Choose the correct answer for the following question

1. A container for a group of files whereas file is a location where data or a document is stored. (3)

A) save   B) folder   C) paste   D) file

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Score = _____
Rating: _____

Answer Sheet

Name: _____   Date: _____

Test I

  1. _____

Information Sheet 2- Renaming and moving folders /subfolders

2.1. Rename and move in a computer?

Rename is a term used to describe the process of changing the file name of data.

Move is displacing a file or folder from one location and place it to another.

Self-Check – 2	*Written test*

Name……………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I <u>Choose the correct answer for the following question</u>

1. The term used to describe the process of changing the file name of dat (2)

A) name   B) save   C) rename   D) none

Test II Write true if the statement is correct and false if the statement is incorrect

1. A file can be moved from one folder to another by simply performing the drag and drop method. (2)

2. Move means displacing a file or folder from one location and place it to another while keeping the original file.(2)

Note: **Satisfactory rating - 6 points   Unsatisfactory - below 5 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Answer Sheet

Name: _____   Date: _____

Test I

   1. _____

Test II

  1. _____

2. _____

3.1 Files and folders

- A folder is a container for a group of files or folders whereas file is a location where data or a document is stored.

- A folder is little more than a container in which you can store files. If you put thousands of paper files on someone's desk, it would be virtually impossible to find any particular one when you needed it. That's why people often store paper files in folders inside a filing cabinet. Arranging files into logical groups makes it easy to locate any particular file. Folders on your computer work exactly the same way. This is what a typical folder icon looks like:
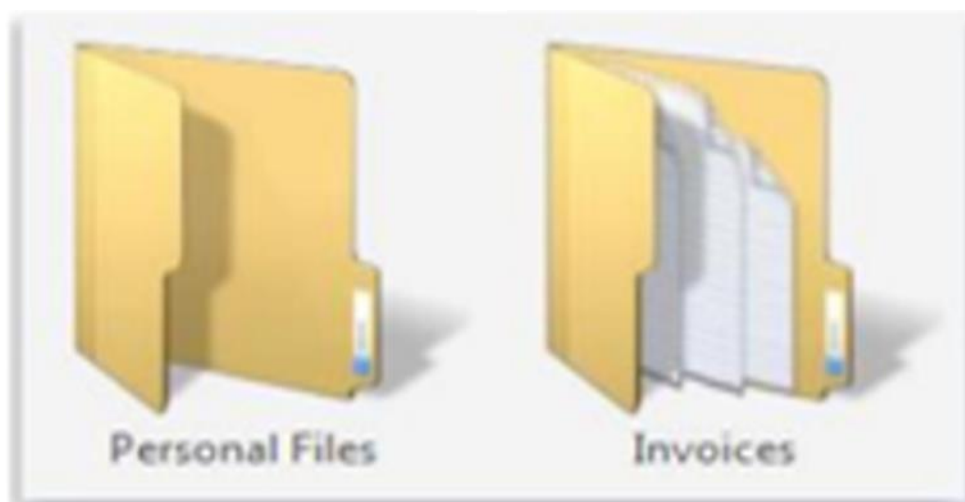
Fig.3.1. shows an empty folder (left), a folder containing files (right)

3.2   File and Folder Attributes

You can set attributes for a file or folder by right clicking on it and selecting Properties from the menu that appears. The General tab of the Properties box allows you to specify the Read-only or Hidden attributes.

A file or folder with the Read-only attribute set can only be read, it can't be written to. This can be useful if, for example, you wanted to allow someone else to read a document online, but not amend it.

A file or folder with the Hidden attribute set will not be displayed by Windows Explorer.

A file or folder with the System attribute set will not be displayed by Windows Explorer. This is generally used with system files, which normal users shouldn't need to access.

F.g.3.2. property menu

Self-Check – 3	Written test

Name………………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Write true if the statement is correct and false if the statement is incorrect

1.A folder is a container for a group of files or folders whereas file is a location where data or a document is stored.(3)

Note: Satisfactory rating - 3 points   Unsatisfactory - below 3points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Name: _____   Date: _____

| Score = _____ |
| Rating: _____ |

Test I
   1. _____

| **Information Sheet-4** | **Saving folders/subfolders and files** |

4.1. Saving a Document

   ✓ The process of writing data to a storage medium, such as a floppy disk, CD-R, USB flash drive, or hard drive, for future retrieval of the document.
   ✓ The process of setting aside a portion of current data for feature use.

Self-Check – 4	Written test

Name……………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I Write true if the statement is correct and false if the statement is incorrect

1. Saving a Document is a process of setting aside a portion of current data for feature use. (3)

Answer Sheet

Name: _____   Date: _____

1.   _____

Operation Sheet 1– Creating new folder on desktop

- ✓ **Right-click on a blank space.** Doing so opens a drop-down menu. Make sure you don't right-click on a file or folder instead, as this will open the wrong drop-down menu.

- ✓ If you're in an existing folder (e.g., Documents), you can also click the **Home** tab on the top-left side of the File Explorer window and click **New Folder** in the toolbar that appears.
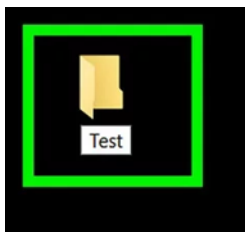
✓   Click Folder. It's at the top of the pop-out menu.

❖   **Type in a name for your folder and press ↵ Enter**. This creates the folder with its new name.

f.g.1.1. drop down menus

LAP TEST	*Performance Test*

Name……………………………. ID…………… Date…………………………………

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **1** hour. The project is expected from each student to do it.

Task

1. **create the new folder on by the following steps**
   - ➢ Right clik on a blank space
   - ➢ New folder
   - ➢ Click folder
   - ➢ Type in a name for your folder
   - ➢ Press enter

Operation Sheet -2	Creating new folder using start menu

F.g.2.2. start menu

Operation Sheet -3	Renaming and moving folders /subfolders

3.1. Renaming a file or a folder

In order to rename a file or a folder, follow the steps given below:

1.   Select the file or the folder that has to be renamed.
2.   Right click the mouse button and select the Rename option.
3.   Type in the new name that you wish to give to the file.

3.2. Moving a file

A file can be moved from one folder to another by simply performing the following drag and drop procedure:

1.   Select the file that you want to move from the right pane.
2.   Click the file or the folder on the left pane and drag it in the new destination.

F.g.3.1. displayed window in desktop

3.3. Deleting a file or folder

A file or a folder can be safely deleted by following the steps given below:

1.   Select the file or folder that has to be deleted.
2.   Hit the <Del> key or from the File menu, select the Delete option.

| Operation Sheet-4	Saving folders/subfolders and files

4.1. Method one

• To save a new document, follow the steps below:

4.1.1.   When work is ready, click "File" at the top left of the menu bar. Then scroll down and click on "Save As." (The example below shows a short dropdown menu under the "File" option; yours may be longer, but the "Save As" option is still the choice to select.)
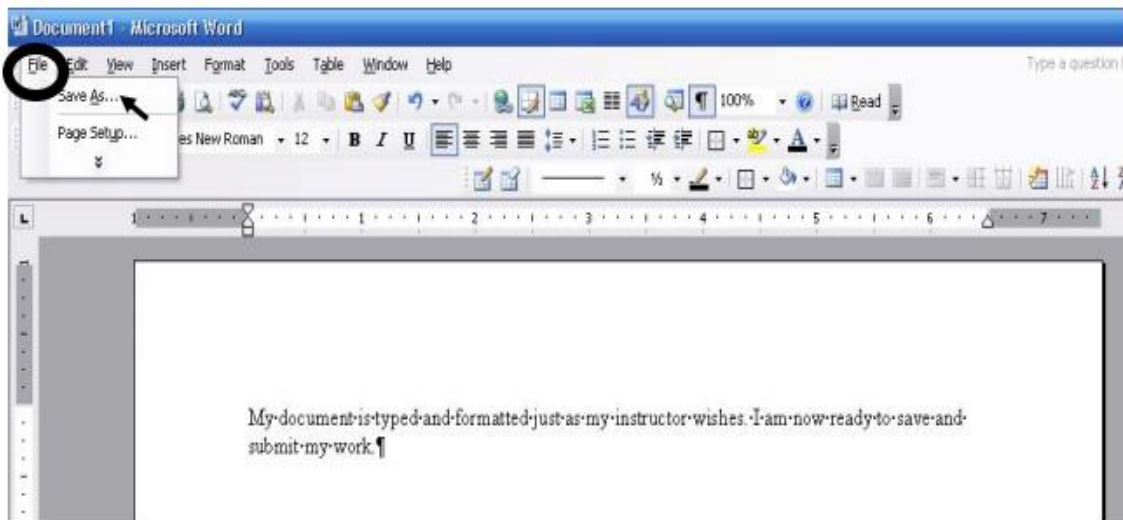
F.g.4.1. save as menu

4.1.2.   In the "Save As" Dialog box, click the dropdown arrow to the left of the "Save in" option to select the appropriate place to store your file. Then in the "File Name" box at the bottom of the dialog box, type an appropriate title for your work, then click "Save."
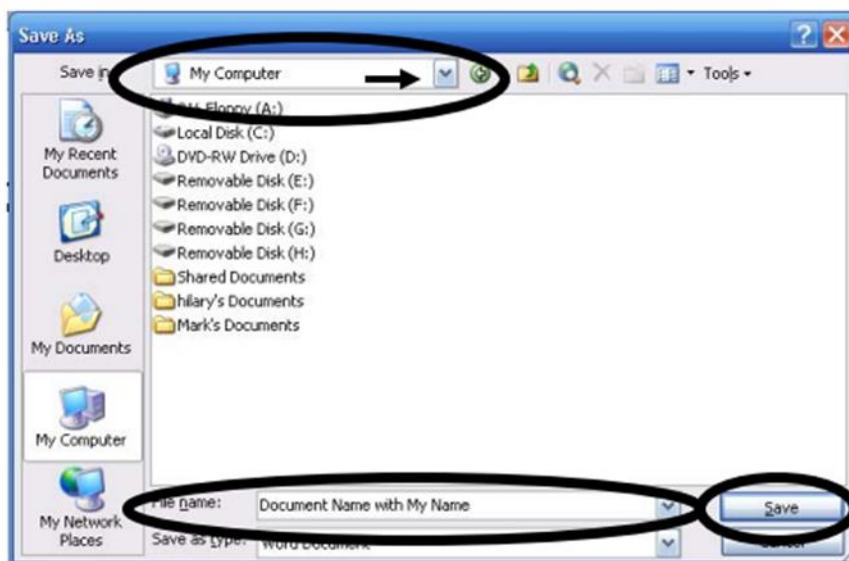
F.g.4.1. store file

4.1.3.   Your file is now saved. The saved file name should now appear in the left corner in the blue strip at the very top of the screen.
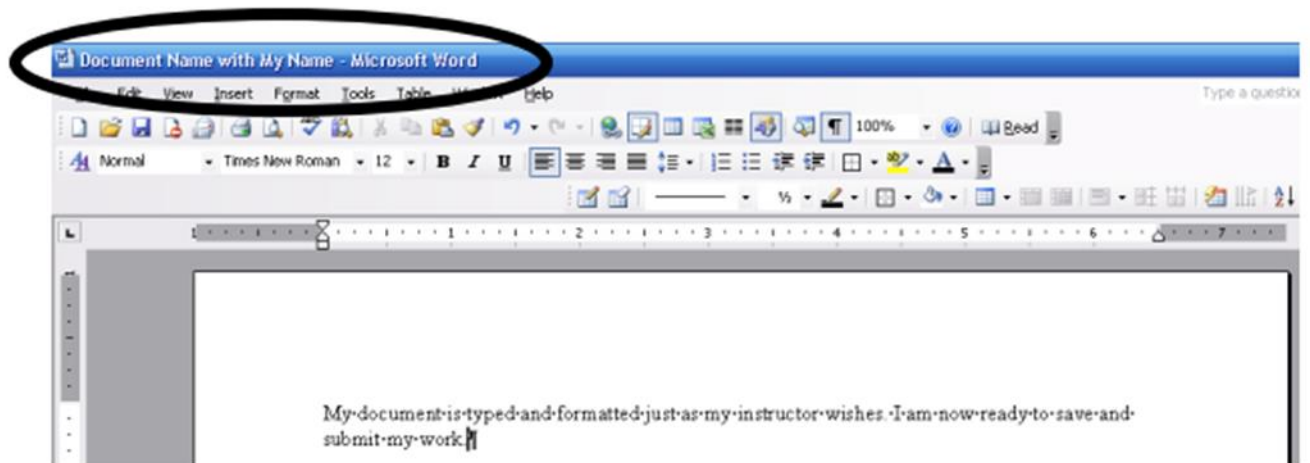
F.g.4.1. title bar

4.2. Method two
To save an existing document, follow the steps below:

➢ The other way of saving your files is by clicking at the 'Save' button available on the standard toolbar.

➢ It's a good idea to keep saving your documents after every few minutes. The reason is if the computer goes down or a power failure occurs, then the chances of recovering some contents in the document are high. Unsaved new documents are the most vulnerable.

LAP Test -3	*Opening word document, writing, saving*

1. Open New MS word document file
2. Use file name;-   mining
3. Write at least 5 unit of competences
4. Writea report to your instructor.

Reference Materials

1.   Beginning computer literacy

2.   Managing file

3.   Skill book 2010
4.   Working with files and folders

LG #6	LO #4- Print information
Instruction sheet	

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Operating printer
- Printing document
- Viewing and deleting printing progress
- Changing default printer

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Operate printer
- Print information from installed printer.
- View and delete progress of print jobs as required.
- Change default printer if installed and required.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1, Sheet 2, Sheet 3, and Sheet 4" and sheet 5.
4. Accomplish the "Self-check 1, and Self-check 2" in page 9, and 10respectively.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1, and Operation Sheet 2,3,4" in page 66,67,68, and 69 respectively.
6. Do the "LAP test" in page – 71(if you are ready).

Information Sheet-1	Operating printer

Printer: This device takes information (usually text andpictures)from the computer and prints it on paper.

Print a Test Page

Click "View Devices and Printers" under the Hardware and Sound section. Right-click your printer and select "Printer properties." Click the "Print test page" button at the bottom of the window. If the printer prints a test page, it is physically working.

F.g.1.1. Components of printer

Self-Check – 1	Written test

Name……………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I <u>Choose the correct answer for the following question</u>

1. device takes information (usually text andpictures)from the computer and prints it on paper is (3)

A) Printer   B) mouse   C) keyboard   D) none

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Answer Sheet

Name: _____   Date: _____

Test I

1. _____

Information Sheet-2	Viewing and deleting printing progress

2.1 Viewing printing progress

Print preview is a feature that allows you to view what a printed version of the document would look like on the screen before printing.

Self-Check – 1	Written test

Name……………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I Choose the correct answer for the following question

1. **------------** is a feature that allows you to view what a printed version of the document would look like on the screen before printing. (3)

A) Printpreview   B) screen   C) keyboard   D) none

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Answer Sheet
Name: _____   Date: _____
Test I
   1. _____

Information Sheet-3	Changing default printer

A default printer is the printer all print jobs are sent to unless otherwise specified. Having a default printer prevents a program from asking the user what printer they want to use each time they print.

Self-Check – 1	Written test

Name……………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I short answer

1. what is Default printer? (3)

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.
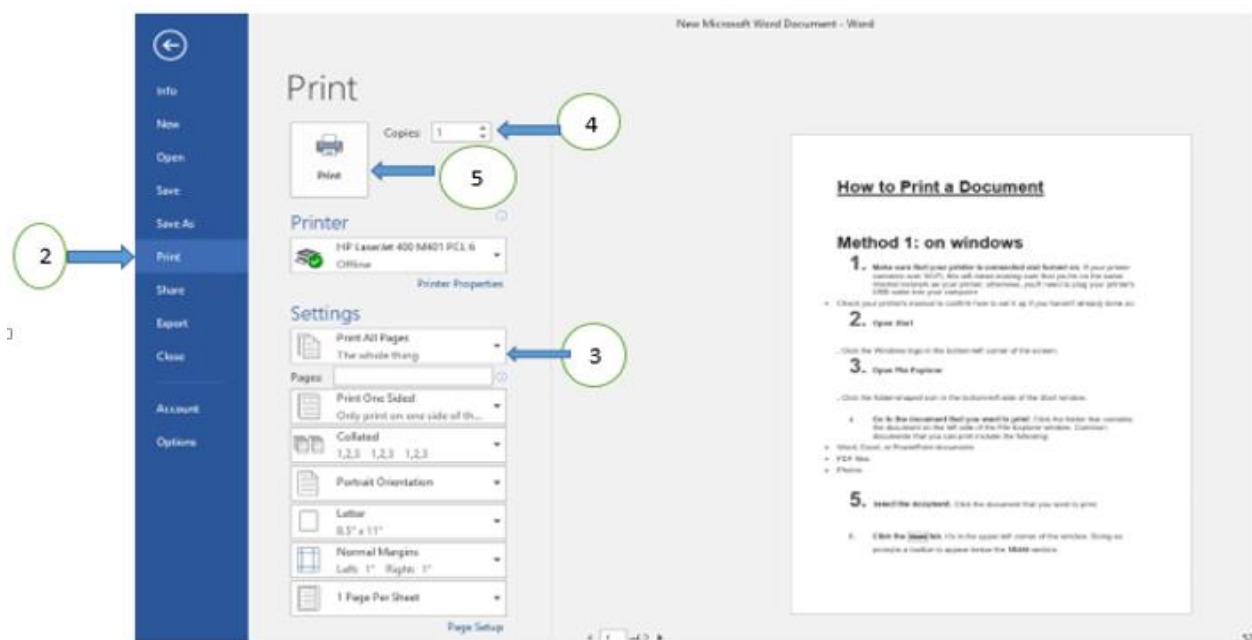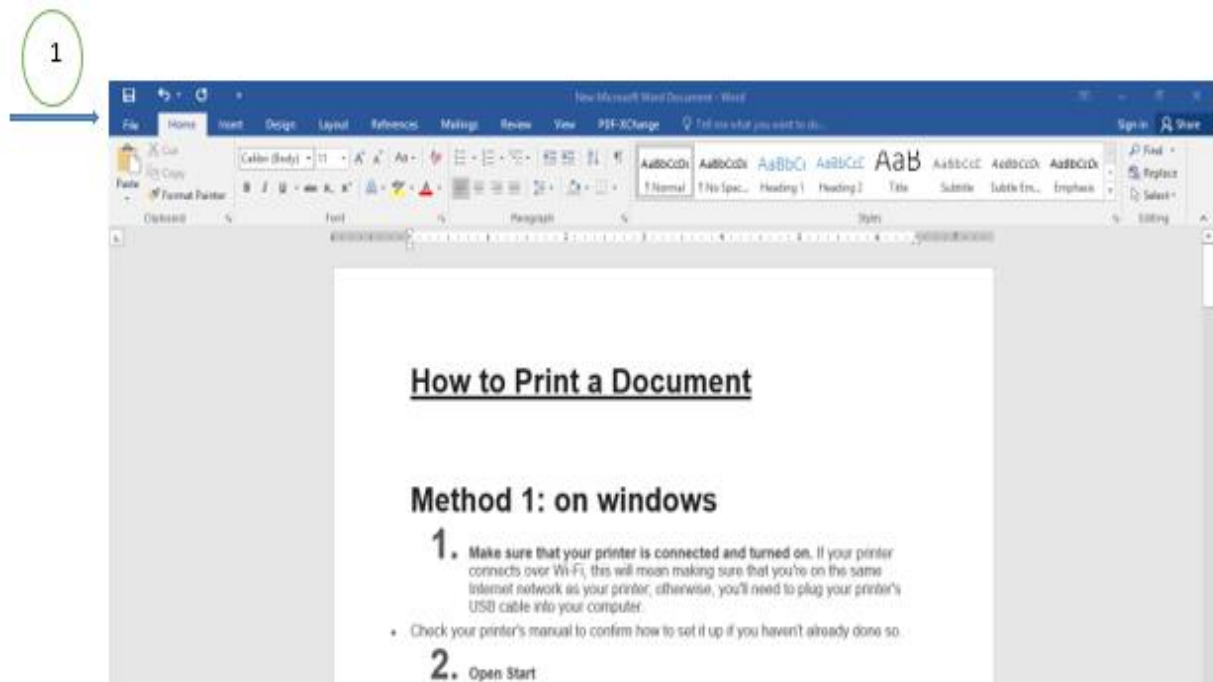
Score = _____

Rating: _____

Answer Sheet
Name: _____   Date: _____
Test I

    1. _____

Operation sheet-1	**Steps to operate printer /printing documents/**

F.g.1.1.steps to print

Operation sheet-2	**How to print a document?**

To print a document, the computer needs to be connected to a printer. You'll need:

Step 1: Open an existing Microsoft Word document or start a new document.

Step 2: Click on File in the top left-hand corner of your document.

Then, click on Print.

Step 3. Choose how many copies of your document you need and click on the printer you wish to use.

Step 4: Depending on your printer options, you can choose other printing features such as whether you want to print all pages or only certain pages.

Step 5: Click Print. The document will now start printing on your printer.
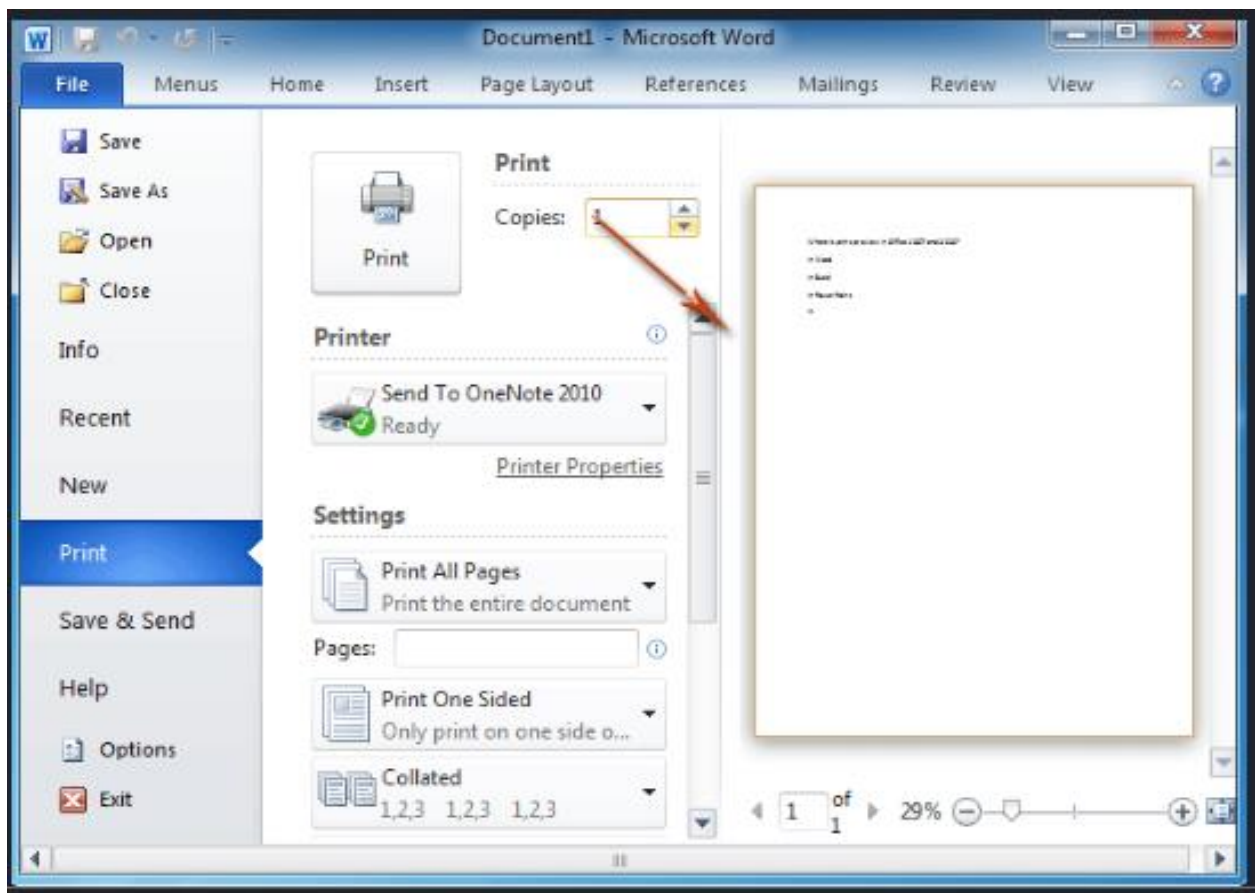
F.g.2.1.print menu

Operation Sheet-3	deleting printing progress

How Do You Cancel a Print Job Without Wasting Tons of Paper?

The moment you realize you've sent many-page mistake to your printer

Keep this two-option guide in mind or at hand, so when that moment arrives, you'll be ready.

1. Delete From Your Printer	If you are close to the printer, walk over to it and either cancel the job or pull out the paper.

Alternatively, you can turn the printer off. Or if you can get to the paper supply easily, you can try removing the stack. Removing the paper from the printer's input tray (or turning the printer off) won't cancel the print job, but it will pause the printing, giving you time to take other steps to delete the mistake

2.   D

elete From Your PC

If you can't make it to the printer quickly, you'll need to stop the job remotely from your PC. This procedure involves opening the print queue and canceling the job.

Method -2.1.

    2.1.1   Click Start, Devices and Printers

    2.1.2   Right-click the printer whose job you want to cancel, and *select* **See what's printing** *from the* context menu.

    2.1.3   The print queue will pop up. Right-click the runaway print job, and then click Cancel from the context menu.

Method -2.2

    1.2.1   C

              lick Start, Control Panel, Hardware and Sound

    1.2.2   C

              lick Printers, and then double-click the printer whose job you want to cancel.

    1.2.3   T

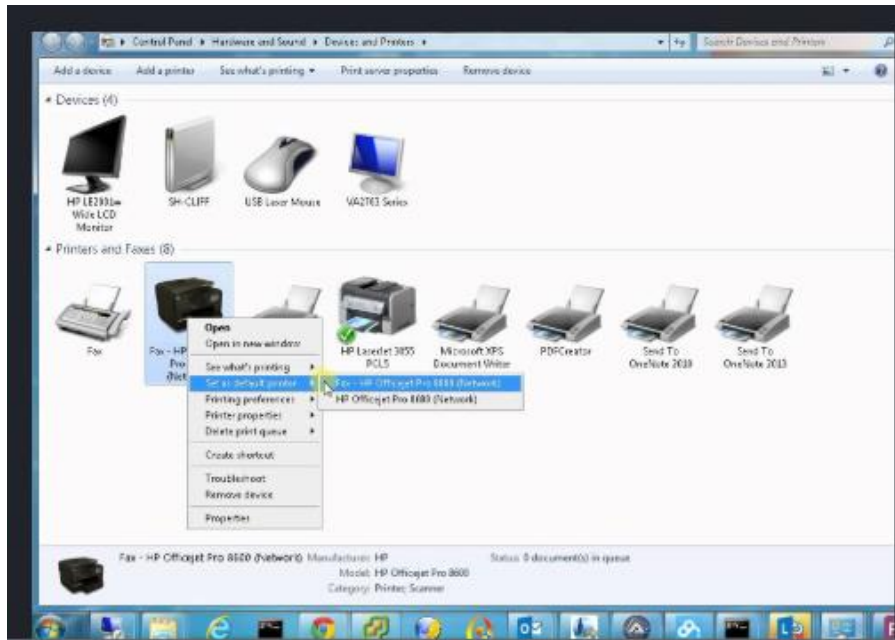   he print queue listing will pop up. Right-click the runaway print job and click Cancel in the context menu.

Operation sheet-4	Changing default printer

To change your default printer

- Choose **printer** in the Control Panel (Start, Control Panel, and **Printers**).

- Right-click on the **printer** you want to make the **default printer**.

- From the context menu that opens up select **set** as **Default Printer.**

F.g.4.1.1. default printer

LAP Test -4	*Practical Assessment*		

1.   Print the print test page

LG #10	LO #5- Shut down computer

Instruction sheet

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Closing applications
- Shutting-down computer

  This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Close all open applications
- Shut-down computer

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1 and Sheet 2".
4. Accomplish the "Self-check-1" **in page 76**.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1 and Operation Sheet 2" **in pages 79.**
6. Do the "LAP test" **in page – 81 and 84** (if you are ready).
1. Do the "cumulative LAP test or Final" **in page – 85** (if you are ready).

Information Sheet-1	*Closing applications*

Close is the action performed to terminate a program or exit a file. If a file has changed since it was opened, and the program is closed, any changes to that open file may be lost unless they are saved before closing.

window
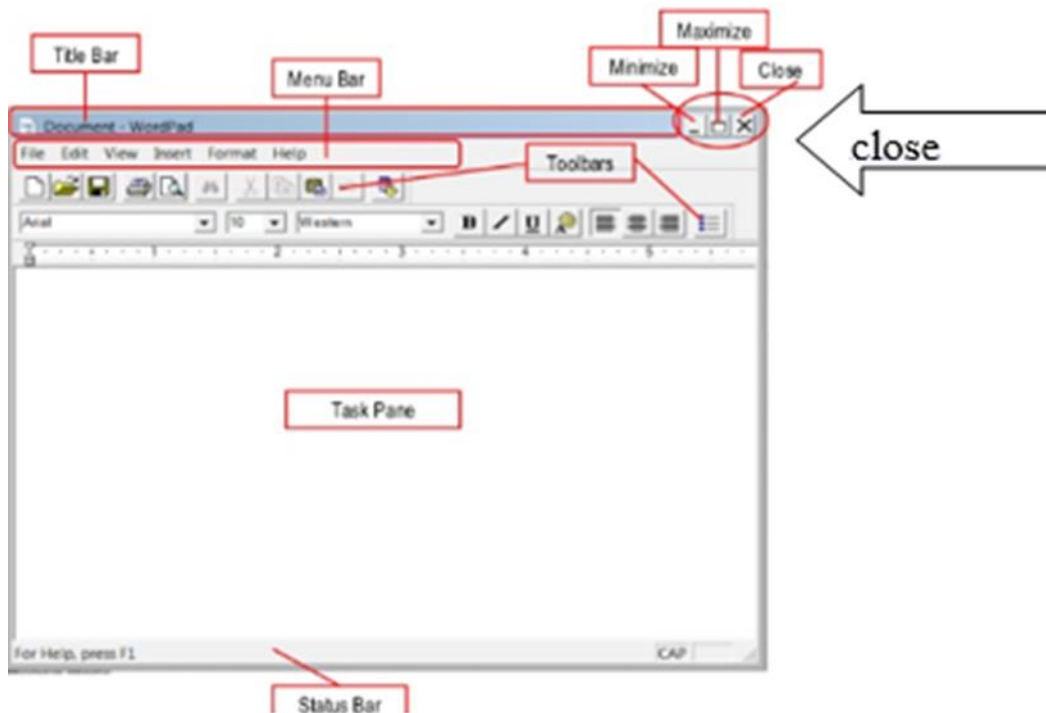
F.g.1.1.window application

To quickly **close** the current application, press Alt+F4.

Self-Check – 1	*Written test*

Name………………………………………… ID………………………… Date…….

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I short answer

1. what is closing ? (3)

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Answer Sheet

Name: _____   Date: _____

Test I

      1. _____

Information Sheet-2	Shutting-down computer

2.1 Shut-down computer

•   To shut down or power off a computer is to remove power from a computer's main components in a controlled way. After a computer is shut down, main components such as CPUs, RAM modules and hard disk drives are powered down, although some internal components, such as an internal clock, may retain power.

•   It should be noted that the system must be properly shut down before switching off the system.

F.g.2.1.shutdown menu

Self-Check – 1	Written test

Name……………………………………… ID………………………… Date……

Directions: Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Test I II. Say true or false for the following statements

_____ **1**.Any changes to that open file may be lost unless they are saved before closing the program.(3)

_____ 2. After a computer is shut down, main components such as CPUs, RAM modules and hard disk drives are powered down. (3)

Note: **Satisfactory rating - 6points**   **Unsatisfactory - below 5**

You can ask you teacher for the copy of the correct answers.

Score = _____

Rating: _____

Answer Sheet

Name: _____   Date: _____

Test I

      1.   _____

      2.   _____

Operation Sheet-1	Shutting-down computer

Shut down computer methods

1.By using the following steps.

Step 1: To **shut down** your computer, click "Start" on the main menu.

 Step 2: **Highlight** and click on "Shut Down."

 Step 3:You will see a gray dialogue box. Click "Shutdown," then click "OK."

 Step 4:Please wait while your computer shuts down.

2.Press Ctrl+Alt+Del and click the power button in the bottom-right corner of the screen.

3. From the Windows desktop, press Alt+F4 to get the Shutdown Windows screen shown here.

Operation sheet-2	Cutting, coping, pasting file

There are three major methods of cutting, copying, and pasting: using the menu, using keyboard shortcuts, and using icons. In most programs, they work exactly as described here.

Method-1: Using the Menu:

      Cut

> S

elect what you want to cut.

> C

lick Edit, which is located on the menu bar. A drop-down menu appears.

> C

lick Cut.

Paste

> P

lace the cursor at the point where you want to place the information that is currently on the Clipboard.

> C

lick Edit. A drop-down menu appears.

> C

lick Paste.

Copy

> S

elect what you want to copy.

> C

lick Edit, which is located on the menu bar. A drop-down menu appears.

> C

lick Copy.

Method- 2: Using Keyboard Shortcuts:

Cut

> S

elect what you want to cut.

> P

ress Ctrl-x.

Paste

> P

lace the cursor at the point where you want to place the information that is currently on the Clipboard.

> P

ress Ctrl-v.

Copy

> S
elect what you want to copy.

> P
ress Ctrl-c.

Method-3: Using Icons:

Cut

> S
elect what you want to cut.

> C
lick the Cut in Cut icon.

Paste

> P
lace the cursor at the point where you want to place the information that is currently
on the Clipboard.

> C
lick the Paste in Paste icon.

Copy

> S
elect what you want to copy.

> C
lick the Copy in Copy icon

LAP Test -5	Shutdown your computer using keyboard

Press Alt+F4 to get the **Shut down** Windows screen and select **shut down**

LAP Test /Final/	Cumulative Practical Assessment

Name: _____ Date: _____

Given time: 50 min

Instructions:

1. Prepare your workspace.

2. Open your computer using procedures

3. Open a folder in my document

4. Rename this folder by your name.

5. Create short cut of the folder and send to a desktop

6. Create Microsoft document in the desktop using right click then new

7. Rename the Microsoft document by a name TEST.

8. Open the Microsoft document and write the two paragraphs below using:

   ▪ TimesNew roman font

   ▪ Bold and underline the title with font size 14

   ▪ Paragraphs: - font size 12, line spacing 1.5 and align the Paragraphs evenly between the margins.

Computer Based Tests

> Computer-based testing is now available for several admissions tests throughout our country Ethiopia and in most locations around the world. This way of testing is important because it can measure different skills or sets of knowledge in order to provide new and better information about your abilities. TVET colleges give personal computer training to their students to know about computer and its functions.

> A computer is a machine or device that performs processes, calculations and operations based on instructions provided by a software or hardware program. It is designed to execute applications and provides a variety of solutions by combining integrated hardware and software components. These programs enable computers to perform an extremely wide range of tasks.

9.   Save

10.   Print

11.   Close and move the file to the previously created shortcut folder using drag-drop method.

12.   Finally close the application (folder) and shutdown your computer

Note: **Satisfactory rating - 50 points**   **Unsatisfactory - below 49 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Refence

Source /reference/ from website /internet/

- Basic computer skills
- Ch.01-introduction to computer
- Guide-ergo-comp-workstation
- Cp-106
- Basic computer organization
- Occupational health and safety for compute
- Beginning computer literacy
- Clas-3 computer text book
- Managing file
- B1TU5t cafs.pdf
- Ch.01-introduction to computer
- Computer for beginners
- Beginning computer literacy
- Easy steps printing
- Pc and printer setup

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