Computing Fundamentals

Book 2 of 4

Digital Whizkids
Computing Fundamentals

Book 2 of 4
IC3 Info Sheet

This book including the entire family of IC3-specific courseware in the Digital Whizkids Series developed by Innovative Training Works Inc. is specifically aligned towards your attainment of Certiport’s Internet and Computing Core Certification (IC³®).

IC3 is the ideal certification for anyone that wants to demonstrate critical computer and Internet skills valued in today’s academic and professional environments. Because digital literacy is vital to success in both of these endeavors, IC³ is the perfect credential for both traditional and non-traditional students as well as employees. (note: taken from http://www.certiport.com/Portal/desktopdefault.aspx?tabid=229)

With IC3, you can tell the world

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• you are adept at using a broad range of computer technology – from basic hardware and software, to operating systems, applications and the Internet

• ready and able to face the challenges of colleges and universities or the modern workplace

• ready to advance through additional computer certifications for specialization

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At the end of this chapter, pupils should be able to:

- demonstrate how to start and quit windows;
- be familiar with the Windows XP environment; and
- identify the parts of a Windows Desktop.
Lesson 1
What Is Windows?

A window is an opening on the wall of a house or building to let air and light enter. It lets you see the inside or outside of a room.

A computer has a window, too. It is a window that allows you to do many things with the computer like:

a. Starting the computer
b. Opening programs
c. Arranging files in order

This window is called Microsoft Windows or MS Windows.

Starting Windows

To start Windows XP, the first thing that you must do is to switch on the computer by pressing the power switch. After pressing the power switch, the Windows desktop will appear.
This is what the Windows desktop looks like:

**Using the Mouse**

Microsoft Windows is designed to use a mouse. Most Windows programs can be controlled by using the keyboard but the mouse allows the user to control the computer easily.

There are four mouse actions that makes Windows easy to use. Do you still remember them?
The different mouse actions are:

**POINTING** places the mouse pointer on the item you want to click on the screen.

**CLICKING** pressing the left mouse button once.

**DOUBLE-CLICKING** quickly pressing the left mouse button twice.

A program window will be displayed afterwards.

**DRAGGING** moves the object from one place to another while pressing the left mouse button.
Quitting Windows

Learning to start up the computer is very easy. Now, let us learn how to turn it off properly. To quit windows, these steps have to be followed:

If you have any active program window, you can close it by clicking the close button or the X button at the upper right corner of the window.

Click the Start button from the taskbar and click the “Turn off Computer” option.

Click the Turn Off button to shutdown the computer.
**Whiz Words**

<table>
<thead>
<tr>
<th>Start button</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drag</td>
<td>Click</td>
</tr>
<tr>
<td>Turn Off Computer</td>
<td>Double-click</td>
</tr>
</tbody>
</table>

**Lesson Summary**

- In starting Windows, you need to press the power switch and wait until the Windows desktop is displayed.

- There are 4 functions of a mouse: point, click, double-click, and drag.

- To exit Windows, the steps are:
  1. Close any opened window.
  2. Click the start button from the taskbar.
  3. Click **Turn Off Computer** option.
  4. Click **Turn Off**.
**Study Help**

**Directions:** Write the correct answer on the space provided.

1. It is a switch that allows you to turn on the computer.
2. This input device allows the user to use Windows easily.
3. Clicking this button will allow you to close any opened or active window.
4. This button contains the start menu, which contains the list of programs available on the computer.
5. It is an option found in the start menu that allows you to turn off the computer.

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**Hands-on Exercise 1**

Let us practice what we have learned from this lesson.

1. From the System Unit, turn on the Power switch.
2. From the Windows desktop, double-click the My Computer icon. The My Computer window opens.
3. To close the window, click the Close button.
4. Now, to shutdown the computer, click the Start button from the taskbar. Click Turn Off Computer.
5. To choose or select the command, click Turn Off.
Activity 2

Identify the mouse action being defined. Write the correct letter in the box to spell out the answer.

1. Press and release the left mouse button.

C K

2. Move an object from one place to another.

D G

3. Position the pointer over an object you want to click.

P T

4. Press and release the left mouse button twice quickly.

D L - C C
Lesson 2
Getting to Know the Windows Environment

When you turn on the computer, the Windows XP desktop will appear. The desktop is made up of desktop icons, the taskbar, and the start button. Desktop icons are small pictures that represent programs or files.

Windows Desktop

The desktop is the first thing that appears when you switch on the computer. The whole area that you see on the desktop is called the wallpaper. You can change the wallpaper with any picture you choose or prefer. You can even use your own picture as wallpaper.
Parts of the Windows Desktop

The desktop is made up of desktop icons, the taskbar, and the start button.
Desktop Icons

Desktop icons are small pictures found at the upper left corner of the screen. Each icon represents a program, file, or folder used in the computer.

Some of the common desktop icons you see on the screen are the following:

- **The My Computer icon** allows you to see the contents of the computer. It shows the different disk drives, the attached printers, and the control panel.

- **The Recycle Bin icon** is like a “trash can”. It is where the erased files are located.

- **The Windows Explorer icon** allows you to view the entire contents of the computer.

- **The My Documents icon** opens the list of files that you have saved in this folder.
Chapter Three - Exploring Windows XP

The Taskbar

The taskbar is a rectangular bar found at the bottom of the desktop. It is another way of opening programs and documents as well as working with objects that are already open.

The taskbar looks like this:

Start Button  Opened program  Clock

The Start button is always found on the taskbar. The Start menu will appear when you click on it.

The opened program is a window that is minimized and placed in the taskbar.

The clock shows the time on the computer.

Whiz Words

- Desktop
- Wall paper
- Start Button
- Start Menu
- MS Windows
- Taskbar
- Desktop Icons
Lesson Summary

DESKTOP - It is the first thing that will appear when you turn on the computer.

WALL PAPER - It is the background of the desktop.

DESKTOP ICONS - These are small pictures that represent a program on the computer.

COMMON DESKTOP ICONS:

  My Computer     Recycle Bin
  Windows Explorer My Documents

TASKBAR - It is found at the bottom of the desktop. It contains the Start button and the clock.

Study Help

Directions: Identify the following:

1. This button is always found on the task bar.

2. It is a rectangular bar found at the bottom of your desktop.

3. This icon allows you to see the contents of the computer.
4. It is the trash can of the computer.

5. This icon displays the recently opened documents.

**Activity 1**

Label the parts of the desktop. Write the answers in the boxes provided.
Lesson 3
Running Programs in Windows

We already know what a desktop looks like. Now let us try to open some programs inside your computer.

In our computer, you can see many windows that have different uses. Running Windows simply means opening a window or program.

Hands-on Exercise 1

To run programs in Windows like Paint, follow these steps.

1. Click the Start button then point to All Programs.

2. Now point the mouse pointer to Accessories.
3. Click on **Paint**. The **Paint** program window will appear.

**Whiz Words**

- Start Button
- Accessories
- Programs
- Paint
Lesson Summary

To run Paint:

1. Click the **Start** button.
2. Choose **All Programs**.
3. Choose **Accessories**.
4. Click **Paint**.

Study Help

**Directions:** Fill in the blanks with the correct answer.

To run programs in **like Paint**, follow these steps:

1. From the ___________________ button, point to **All Programs**.
2. Now point your mouse pointer to______________________.
3. Click on ____________________ . The **Paint** program window appears.