

IMPACTS COMPUTER FUNDAMENTALS
EDU 201
Module One
Class Objectives

Module One: Communication: Skills to be developed: operating systems, keyboarding, using word processing for instruction. Student will complete keyboarding and word processing tasks with 80% accuracy as determined using an analytic scoring rubric.

Students will develop skills toward course objectives:

1. Identify and use computer central processing unit (CPU), monitor, mouse, power buttons, keyboard.
2. Identify and use computer peripherals: projection device, printer, laptop docking station and monitor.
3. Manipulate PC Windows 2000 operating system for basic file management and maintenance.
4. Manage computer input devices: keyboard.
5. Manage computer output device: printer.
6. Identify and discuss ISTE NETS General Preparation Performance Profiles as benchmarks for technology literacy.
7. Identify and use keyboarding software to improve data entry.
8. Identify and use word processing software to prepare document.

Module One Rubric:

| | | | | | | |
|--|---|---|---|---|---|----|
| Student Name: | | | | | | |
| Directions: Rate student performance on each task. | | | | | | |
| Operations: | | | | | | |
| Use keyboard, mouse for data input. | 0 | 2 | 4 | 6 | 8 | 10 |
| Use printer, monitor for data output. | 0 | 2 | 4 | 6 | 8 | 10 |
| Manage files: open, close, create, change, save. | 0 | 2 | 4 | 6 | 8 | 10 |
| Use software to practice keyboarding skills. | 0 | 2 | 4 | 6 | 8 | 10 |
| Locate ISTE NETS General Preparation Profiles. | 0 | 2 | 4 | 6 | 8 | 10 |
| Word Processing: | | | | | | |
| Manage font: select, align, assign attributes | 0 | 2 | 4 | 6 | 8 | 10 |
| Manage text: copy, paste, delete, space, indent | 0 | 2 | 4 | 6 | 8 | 10 |
| Manage page set-up: set margins, tabs | 0 | 2 | 4 | 6 | 8 | 10 |
| Manage clipart: insert, format | 0 | 2 | 4 | 6 | 8 | 10 |
| Publish work: print, share using large monitor | 0 | 2 | 4 | 6 | 8 | 10 |
| Total Points: | | | | | | |

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Module One
Communication

The IMPACTS course introduces prospective teacher candidates to the *International Society for Technology in Education's National Education Technology Standards* (ISTE NETS). The ISTE NETS for Teachers provide a blueprint of the technology skills teachers need to adequately prepare students for success in the digital workplace. This extensive skill-set requires in-depth experiences in the use of technology for teaching and learning; a process that begins during the freshman and sophomore years of post-secondary study. The ISTE NETS *General Preparation Profile* clearly defines the technology skills that candidates should possess prior to admission to teacher education programs.

Module One is the first lesson in a systematic course of study designed to prepare students to meet the standards defined in the ISTE NETS *General Preparation Profile*. The focus of Module One is manipulation of digital text in the Windows environment. Students will use basic keyboarding software to improve data entry and will explore word processing fundamentals in the context of a project-based learning activity.

Mavis Beacon Touch Typing for Beginners

Sign In and Register for Class:

- Click **Create New User**.
- Click **Enter Classroom**.
- At the **Welcome to Registration** screen, click **Next**.
- Type your name in the **Enter Your Name** field. Click **Next**.
- Click the radio button that best defines your age group. Click **Next**.
- Click the radio button that best defines the your keyboard. Click **Next**.
- Click the radio button that best defines the typing mode you want to learn. Choose **Standard** for the standard alpha typing mode. Click **Next**.
- Type a number in the box to indicate your Words Per Minute (WPM) goal. Click **Next**. The minimum range for an adult is 40 WPM. This value will appear if you choose a number that is lower.
- Click the **Finish** button to begin.

General Classroom Information:

- Click the **Help** menu, **Quick Help** to learn about the Classroom. A cursor with a question mark appears. Move the cursor to click the portion of the screen that needs clarification.
- To return to the Classroom, click **Go To, Classroom**.

Classroom Choices:

- Click **Mavis Beacon** for helpful hints.
- Click the **Lesson Area** computer monitor to begin taking typing lessons.
- Click the **Media Center** door to access the Practice Area, Ergonomic Checklist, Video Viewer, and the Custom Lesson Designer.
- Click the **Welcome Board** behind Mavis Beacon to access the progress screen.
- Click the **Games** door to enter the **Game Hallway**.
- Click the **Lesson Area** computer monitor to access and start a typing lesson.

Initial Diagnosis:

- Click **Start Lesson** to begin the diagnostic quiz.
- Type the letters on the screen until a dialog box advises that there is enough information to determine your typing level. Exit.
- Click **Start Lesson** to begin.

- Click **Beginner Typist** skip the diagnosis and to start at the beginner level.

Typing Lessons:

- Click the **Start Lesson** button to begin a typing lesson.
- Type the characters as they appear on the computer screen until the lesson is finished.
- Click the **Start Over** button to return to the beginning of the current lesson.
- Click **Pause** or press the **ESC** key to take a break during a typing lesson. To continue the lesson, click **Resume**.
- Practice lessons can be skipped but not quizzes. Each quiz must be completed.
- Click the **History** button or the left arrow button to access a previous lesson.

Menu Bar Choices:

The Menu Bar is located at the bottom of the Mavis Beacon Teaches Typing screen. When Menu Bar choices are highlighted they are accessible. When a Menu Bar Choice is dim, it is not accessible.

- The **Go To** menu allows access to the **Classroom**, **Speed Test**, **Game Hallway**, and **Media Center**.
- The **Progress** menu allows access the **Summary**, **Key Proficiency**, and **Progress Over Time** tabs.
- The **Settings** menu allows changes to Audio, User, and Typing Options.
- The **Help** menu allows access to **Quick Help**, **About**, and **Finger Positions**.

Speed Test:

- Click the **Go To** menu to access the Speed Test.
- Click **Speed Test** to begin.

After completing your speed test, choose **Print Certificate** or **End Test**.

Progress Reports:

Mavis Beacon monitors skill development and typing progress. Progress reports are available from the Classroom, Media Center or the Game Hallway.

- Click **Progress** on the menu bar.
- Click **Summary** to display your current typing progress based on recent quiz results.

- Click **Key Proficiency to view** your typing proficiency by key.
- Click ***Progress Over Time*** to view results of all tests and quizzes.

Using the Settings Menu options:

- The *Audio* selection sets sound features in the program.
- The Music selection changes the background music.
- The Sound selection offers audio choices.
- The *User* selection change Lesson Area and the Main screen options.
- The *Lesson Type* selection offers choice of typing modes:
 - The Standard mode cover most keys used during text typing.
 - The 10-key setting focuses on numerical lessons using the 10-key pad.
- The *Personal Profile* offers age appropriate lessons and modifies lesson difficulty.
- The *Typing* selection allows changes to typing features in lessons.
- The *Timer* setting allows hiding the lesson clock.
- The *Guide Hands* allow viewing the correct typing finger positions.
- The *End of Line Wrap* setting allows enables the automatic cursor feature.
- The *Spacing After Period* setting allows choice of spaces after periods.
- Use *Lesson Layout* setting to choose whether typing appears under characters.

Using the Game Hallway:

Click the Games door to enter the Game Hallway from the Classroom. Roll the cursor over each game icon to identify the game. Click the game to play. Follow audio directions for instructions.

Games:

Creature Lab

This game builds speed and accuracy skills. The object of the game is to collect the colored segments in the microscope view and complete the helix in the vial on the right before time runs out. Once this is achieved, your creature appears on the screen.

Chameleon Picnic

This game helps builds typing accuracy. The object of the game is for the chameleon to eat all of the bugs. To play Chameleon Picnic, type each letter as it appears at the beginning of the line.

Shark Attack

This game helps build typing speed. The object of the game is to stay ahead of the shark, which will eat you if you type too slowly.

Road Race

This game builds typing speed. The object of the game is to stay ahead of the other car by typing as fast as you can.

Penguin Crossing

This game builds speed and accuracy. The object of the game is to type the characters on the icebergs before they smash into the rocks. Once the penguin jumps onto an iceberg, type the characters on the iceberg as quickly as possible.

Far Off Adventures

This game builds typing rhythm and endurance. The object of the game is to keep balloons traveling above the water until it reaches its destination. To play the game, type the characters in a consistent rhythm. Speed is not the key to this game.

Space Junk

This game gives practice typing common word patterns for letter combinations such as "ing" and "ion." The object of the game is to destroy all of the space debris. To play the Space Junk game, type each letter as quickly as possible. When you make an error, retype the pattern again. The space debris is zapped away when characters are typed correctly.

Acrostic Poem Activity

1. Choose a special family member, friend, hobby, pet or place.
2. This name will be the title of your poem.
3. Select **File, Page Setup**. Click the **Margins** tab. Adjust the page margins to 1" on top, bottom, left and right. Click **OK**.
4. Type the title of the poem in the document.
5. Highlight the title to assign attributes to the text.
6. Select **Format, Font**. At the **Font dialog box**, preview fonts to select a "look" that complements your subject.
 - Preview font styles, sizes, colors and effects for the title of the poem. Click **OK**.
 - Click the **Center Alignment** button to center the title on the page.
7. Select **File, Save As**. The document is named as the poem title. Select the **Desktop** as a location for the saved file.
8. Tap the **Enter** key twice to space down.
9. Set tabs to indent each line of the poem.
 - Select **Format, Tab**. In the **Tab dialog box**, in the **Default tab stop** position type 1.
 - The tab is set to indent poem lines 1 inches on the page.
 - Click **OK**.
10. Write the poem.
 - Tab to indent 1".
 - Type the first letter of the title in parenthesis **(B)** and follow with a meaningful phrase that begins with **(B)**.
11. Highlight the first line to assign attributes to the text.
 - Select **Format, Font**. At the **Font dialog box**, preview fonts, font styles, sizes, colors and effects for the body of the poem. Click **OK**.
12. Highlight the first line of the poem. Select **Edit, Copy**. Tap the **Enter** key to space down.
13. Select **Edit, Paste**. Change (first letter of the name) to (second letter of the name) and create a meaningful second line.
14. Continue these steps to complete the poem.
15. Select **Insert, Picture, Clip Art**. Search for clips. Insert graphic.
 - **Format, Picture, Layout, Behind text**.
16. Format font to produce electronic text effects. **Format, Font, Text Effects**.
17. **File, Print Preview** to examine final document. **File, Close**.
18. **File, Print**.

My DOG, Buster

(B)egs for my food.

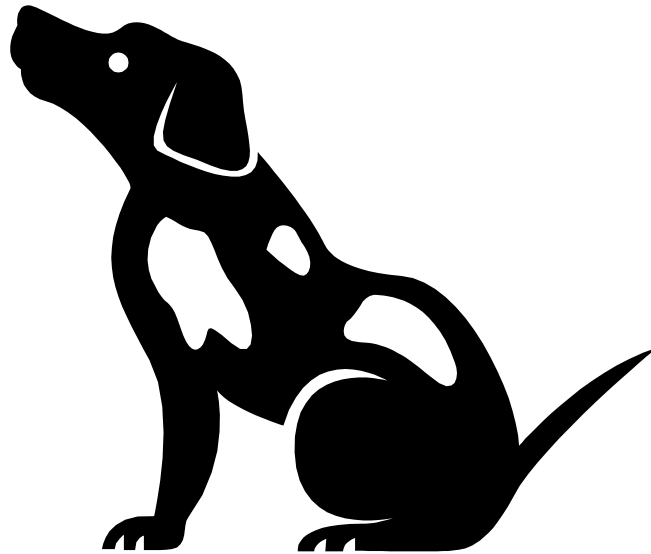
(U)nderstands my moods.

(S)nuggles beside me.

(T)ugs at my heart.

(E)ats all that I give him.

(R)uns along behind me.



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Activity One

Introduction to Touch Typing:

Rationale: Modern students are exposed to computers in pre-kindergarten and throughout their school experience. The keyboard is the primary device for inputting data into computers. Teachers must give students opportunities to develop typing skills for use with confidence in the academic areas.

Task: Can you type 30 words per minute? That is the goal for students participating in IFS 101. Reaching this goal will take practice. You are encouraged to practice between each IFS 101 session.

Activity: Enroll in Mavis Beacon software. Practice. Print Summary Report. Establish goals for improving typing skills.

Related Online Activities and Resources:

“Keyboarding Skills: When Should They Be Taught?” - An important question for teacher candidates. Answers in this article by Gary Hopkins, Editor-in-Chief of Education World®.

- http://www.education-world.com/a_curr/curr076.shtml

LD Online: Keyboarding Resources - Different learning disabilities present different challenges in learning keyboarding. Keyboarding solutions provided for students and adults with learning disabilities.

- http://www.ldonline.org/ld_indepth/technology/product_list/keyboarding_skills.html

Mavis Beacon Homepage – Wish Mavis Beacon could be your personal typing tutor? Order software at a reasonable price.

- <http://www.mavisbeacon.com>

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Activity Two

Technology Standards:

Rationale: Are schools preparing citizens to become productive citizens in a digital century?

Task: Examine the International Society for Technology in Education (ISTE) National Education Technology Standards (NETS) for Students and Teachers.

Activity: Locate online ISTE NETS for Students and Teachers. Understand the teacher's responsibility for preparing students to master the ISTE NETS Student Standards.

Focus on the ***General Preparation Performance Profiles***. Identify the ***General Preparation Performance Profiles*** as prerequisite skills for entry into teacher preparation programs.

Related Online Activities and Resources:

[ISTE NETS for Students \(NETS –S\)](#) -Technology skills P-12 students need to be prepared for college and the workplace. At the NETS-S homepage, click *Standards for Students* link on the left menu bar. Click the *Performance Indicators* link for descriptions of technology competence students should exhibit upon completion of grade levels.

[ISTE NETS for Teachers \(NETS –T\)](#) - Technology skills all teachers need to prepare students for college and the workplace. At the NETS-T homepage, click *Standards* link on the left menu bar. At the next page, click the *Standards & Performance Indicators for Teachers* link.

[General Preparation Performance Profiles \(NETS-T\)](#) - Technology skills all teacher candidates need to enter educator preparation programs. At the NETS-T homepage, click link to *Performance Profiles for Teacher Preparation* on the left menu bar. At the next page, click the *General Preparation* link.

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Activity Three

Word Processing:

Rationale: Technologies are becoming increasingly prevalent in the schools. Word processing is the most common and frequently used software application and is employed in all academic disciplines for collecting, processing and organizing digital information.

Task: Use word processing software to produce an original document. Manage text by setting tabs and margins, customizing font and adding clip art. Store the file on the computer hard drive and on a diskette.

Activity: Learn basic word processing skills while creating an original document. The *Acrostic Poem* file is posted in Module One. Open the file and follow detailed steps for managing text while composing and publishing an acrostic poem.

Related Online Activities and Resources:

[Microsoft Word 2000 Tutorial](#) – The Microsoft education website offers a complete, detailed tutorial for download to your personal computer. This information-filled file provides comprehensive tips for quick reference. Save the file to your own computer for just-in-time support!

[Practice with Microsoft Word](#) – If you want a little extra help with Microsoft Word, use this free step-by-step tutorial. This online help makes it easy to write an original story embellished with media clips.

[Microsoft Word Templates and Wizards](#): Everyone needs assistance creating polished resumes and cover letters. Microsoft offers free online templates for a variety of practical uses.

