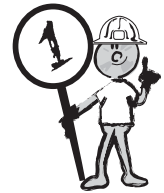


Software Needed
Any word processing application:
Word, Word Perfect, AppleWorks, ClarisWorks,
WordPad, etc



LEVEL 1 Word Processing

Mini WP 1

Create, Open and Save a document

Using a word processing program show how to create a document. Once you have created the document, save it onto your hard drive (desktop or into a folder).

Close or quit the word processing program. Start the program again and open the document that you saved on the hard drive. You're done your first mini project!! That was easy!!

Mini WP 2

Add text, format text, spell check and delete text

Start the word processing program again and open the document that you saved on the hard drive.

Once the document is open you can add text. You can use this part of the project to write a letter, do a report for school or do something that you can use for 4-H. Experiment with the formatting palette and try using different font sizes, colors, etc. to make your page(s) look good.

Once you have entered and formatted some text, use the spell check and make any corrections you need to. Try deleting some text from your document and changing your information. Save your file.

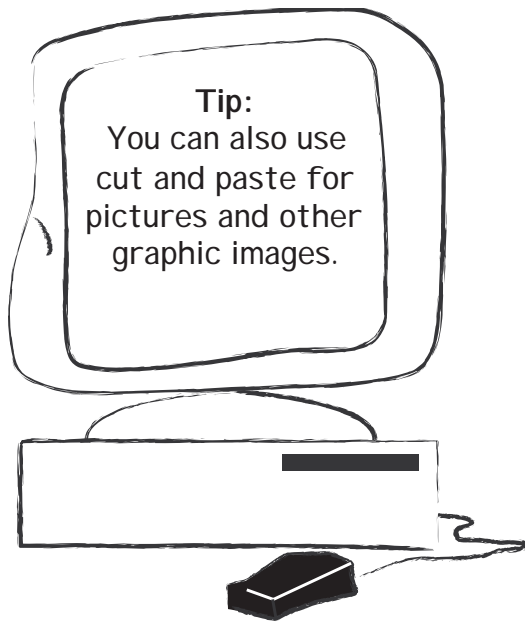
Way to go you're done Mini WP 2 and you're moving right along.



Use Cut and Paste for text

Start the word processing program again and open the document that you had saved on the hard drive.

Now using the cut and paste commands, trying moving text around on the page. Take a word and put it in a different place in the document. Change sentences and words around until using cut and paste seems easy!



Tip:

You can also use cut and paste for pictures and other graphic images.

Graphics Applications



MS Paint comes with most Windows computers, ClarisWorks or AppleWorks drawing and painting will usually come with the Macintosh computer.

These programs are fairly easy to use and they give you some practice using different tools to make or change pictures.

When you are first learning these programs, it is best to start experimenting with some of the basic tools like the paintbrush, pencil and fill tool or paint bucket.

Once you have some practice with those tools you can begin using the other tools on your formatting palette like the line tool and curve tool.

Practising each of the tools using an online tutorial or the HELP menu from the application will let you create original images for your projects.

Each of these programs is good practice before you use the more powerful graphics programs that graphic designers, movie makers and artists use. These professional programs can be quite expensive, but the websites will sometimes give free downloads of tryout versions.

LEVEL 1 Drawing/Painting Mini DP 1



Create, Open and Save a document

Use the same process as you did with the word processor to create a new document. Once you have created the document, save it to your hard drive (desktop or into a folder that you have made). You should set up a folder for all of your 4-H Computer 1-2-3 projects so that they are easy to find in the future!

Quit the Drawing or Painting program. Start the program again and open the document that you saved on the hard drive. See how easy this is! If you follow directions, ask for help and stay organized, you'll do great!





Mini DP 2

Use the pens, brushes, eraser tools and the undo command.

This is sort of like what you did in word processing. Some of the commands may look a little different but they work the same way. If you don't get it the first time, keep practising, that's what these mini projects are for!



Mini DP 3

Use the Copy and Paste commands in a single image and between two different images.

For this project you can use an image or picture that you have made or you can use a picture on the computer. Each computer has different pictures that come with it, so check around and see what you may be able to use. The reason you might want to copy and paste in a picture is to create a picture that has some part of another picture in it, or has two of the same thing in one picture. Just imagine, you could get a picture of yourself and copy your head and put it in a picture of a sports car or copy and paste your whole body into the picture of a famous place. Have you ever been to Africa?!

Spreadsheets

Every spreadsheet application is slightly different, but the basic steps for creating, editing, formatting and saving a document are similar.

Spreadsheets are computer programs that let you create and manipulate data electronically. A spreadsheet or worksheet is made up of values arranged in rows (1, 2, 3...) and columns (A, B, C,...).

In a spreadsheet application, each value sits in a box, which is called a cell. You define (tell the computer):

- what type of data (category) is in each cell,
- the relationships between cells (the formula), and
- the names of the cells (labels/titles).

Once you have defined the type of data (number, currency, etc) that will go in each cell and the formula(s) for linking them together (addition, averaging, etc.), you can enter your data.

Software Needed
Any spreadsheet application:
Microsoft Excel, AppleWorks, ClarisWorks, etc



LEVEL 1 Spreadsheets

Mini SS 1

Create, Open and Save a document

Do the same thing as you did with your word processing and draw/paint program. They all work pretty much the same way!!

Mini SS 2

Enter data and select cells

Try finding some data that you can use for this project. Maybe something like your family music collection. You would use the columns for the kinds of music (i.e. rock, country, soft rock, dance) and the rows for the quantity.

Mini SS 3

Edit worksheets, headers, footers, rows, columns and cells

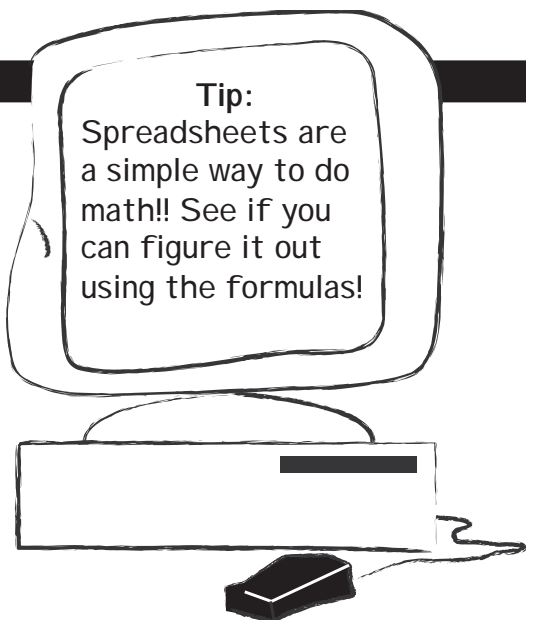
Check out the HELP menu. How will you name the worksheet using the header and footer? This is where you show how to go in and change your information around. Editing means that you are spell checking and changing things around if they aren't the way you want them. Even if everything is right, try switching things around just to see how it is done!

Mini SS 4

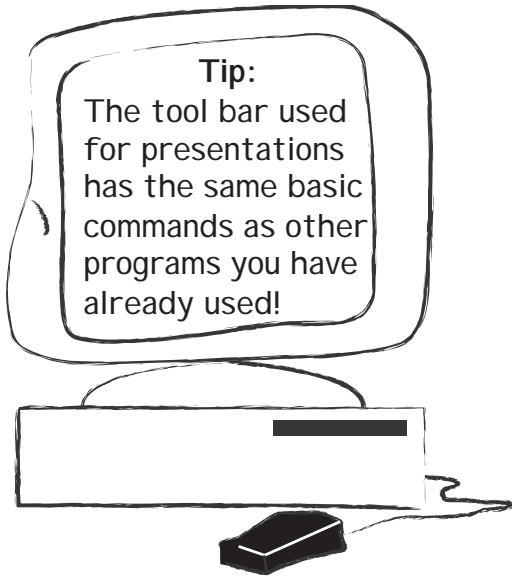
Create graphs and charts

Use the information that you have in the worksheet. It might be music or maybe it's feeding, bedding and weight records for a calf. Whatever data you have, try making different kinds of charts and graphs so that your information becomes a picture instead of just names and numbers!

Tip:
Spreadsheets are a simple way to do math!! See if you can figure it out using the formulas!



Presentations



Presentation software is the new electronic version of slide shows, overhead projectors and videos. With presentation software you control the:

- animation,
- slide transitions,
- sound,
- speed,
- theme, and
- all of the content.

Presentation software is used to share ideas using pictures, images, text, charts, graphs or whatever you have chosen to sell, share, or show your audience.

Software Needed

Any presentation application:

PowerPoint, AppleWorks or ClarisWorks Slide Show, Hyperstudio, HyperCard, etc

LEVEL 1-Presentations

Mini P 1

Open, Create and Save a show

Oh yes! The same start to a different program. Presentation software is very similar to other software you have already learned about.

Mini P 2

Add, format, spell checking and deleting text

Remember word processing!! It works the same here. Try spelling some words wrong and see how the program can catch the mistakes and make the corrections! It's that easy! Go ahead and try it!

Mini P 3

Use slide transitions and timing for your presentation (show).

Important things to remember from Level 1:

Plans for my Level 1 Transitions Major Project:

Project Checklist

Topic

Plan

flow chart____

mind map_____

storyboard_____

Software

Hardware

Peripherals

Scoring

rubric_____

checklist_____

