THE Computer 1-2-3 Member Manual

Welcome to 4-H Computers 1-2-3. This manual has been set up in 3 levels to give you the chance to work through some mini and major projects:
-at your own speed,
-to improve your computer skills, and
-with your hardware (computer) and software (programs).

The mini projects are the exercises where you learn some of the really basic skills in programs like word processing, spreadsheets, drawing/painting, presentations and data bases.

It is important that you do the mini projects in the order that they are in the manual. Once you complete the mini projects and the major project from Level 1, you can move to Levels 2 and 3. Before starting any of the Level 4 Extended Computer Projects like HTML you need to complete the Computer 1-2-3 mini and major projects.

Each section of the manual has:

Skill Level

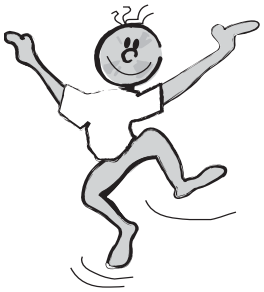
These are the sections, "Levels 1, 2 and 3", that you will work through. Some you will find very easy and complete quickly, others you will have to take more time to master!

Mini Projects

These are the exercises you will work on for Levels 1, 2 and 3. This usually means you need to work on the computer, but some involve other tasks you will need to complete like interviews and recording information.

Major Projects

You may do one that is in this manual or you can talk to your computer project leader about doing something completely different. Remember the project still needs to meet the Project Guides on page 67!



Remember to have fun, ask for help, challenge yourself and show your friends and family the different things you learn along the way.

The Table of Contents has lines for you to check off when you are done the mini and major projects. Have your computer project leader initial each one after you check off that you are done.

Notes

Completed Table of Contents and Checklist

1. Where in the World are Computers? 11
   - In Your Community / Interviews

2. Input – Processing – Storage - Output 13
   - A. Hardware
   - B. Software you know how to use
   - C. The Plan
     - Planning the project
     - Thinking Process and the 5W's
     - Do the Project
       - Picture Plan
     - Your Own Project Plan
     - Planning the scoring

3. Mini Projects

Level 1 - Transitions

Using the Internet 22
- Basic Online Safety and Etiquette
  - My Internet Safety Plan
- Searches
  - Safe Search Engines
  - Boolean Searching
  - Identifying website names
- Communicating using email
  - How to Use Email
- Viruses and Virus Hoaxes
- "Cite the Site"
  - Copyright and Plagiarism

Learning the Software
- Common Menu Bars

Level 1 Word Processing 32
- Mini Project 1 - Creating, Opening and Saving a document
- Mini Project 2 - Adding, formatting, spell checking and deleting text
- Mini Project 3 - Using Cut and paste

Level 1 Drawing/Painting 35
- Mini Project 1 - Creating, Opening and Saving a document
- Mini Project 2 - Using the pens, brushes, eraser tools and the undo command.
- Mini Project 3 - Using the copy and paste commands in a single image and between two different images.

Level 1 Spreadsheets 37

Mini Project 1 - Creating, Opening and Saving a document
Mini Project 2 - Entering data and selecting cells
Mini Project 3 - Editing worksheets, headers, rows, columns and cells
Mini Project 4 - Creating graphs and charts

Level 1 Presentations 38

Mini Project 1 - Opening, Creating and Saving a show
Mini Project 2 - Adding, formatting, spell checking and deleting text
Mini Project 3 - Using slide transitions and timing

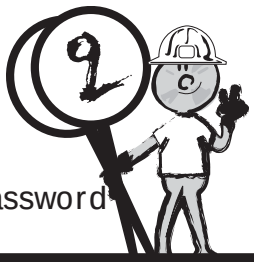
Level 1 Major Project 40

Plan
Scoring
Input-Processing-Output

Completed Level 2-Interface

LEVEL 2 Word Processing 44

Mini Project 4 - Using Find & Replace
Mini Project 5 - Inserting pictures
Mini Project 6 - Inserting graphs and charts (objects)
Mini Project 7 - Adding a document Password



LEVEL 2 Drawing/Painting 46

Mini Project 3 - Using the polygon, rectangle, circle and eclipse tools
Mini Project 4 - Inserting and formatting text, clip art, and charts.
Mini Project 5 - Using style sheets and image alignment/attributes

LEVEL 2 Spreadsheets 47

Mini Project 5 - Inserting objects and pictures
Mini Project 6 - Adding a workbook password
Mini Project 7 - Using formulas

LEVEL 2 Presentations 48

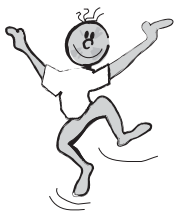
Mini Project 4 - Inserting objects and pictures and Embedding objects and pictures
Mini Project 5 - Inserting graphs and charts and Embedding graphs and charts
Mini Project 6 - Creating new documents using the Templates/Wizards (Word) or Stationary/Assistants(Claris/ AppleWorks)

Level 2 Databases 49

Mini Project 1 - Determine layout and information to be stored
Mini Project 2 - Setting up fields and field names
Mini Project 3 - Formatting and saving a database
Mini Project 4 - Enter data

Level 2 Major Project 53

Plan
Scoring
Input-Processing-Output



Completed

Level 3-eGAD
(Graphics, Applications, Design)

LEVEL 3 Word Processing 57

Mini Project 8 - Create new documents using the Templates/ Wizards Stationary/Assistants

Mini Project 9 - Using a table of contents or index command

Mini Project 10- Using Hyperlinks

Mini Project 11- Saving your document as a web page

LEVEL 3-Drawing/Painting 58

Mini Project 6 - Importing and modifying photographs or other scanned images using individual pixels

Mini Project 7 - Combining two or more images or photographs into a single image

Mini Project 8 - Save an image(s) in a variety of formats

LEVEL 3 Spreadsheets 59

Mini Project 8 - Creating pictures of cells, charts and objects

Mini Project 9 - Inserting and using Hyperlinks (Hotlinks)

Mini Project 10- Saving your Data as a web page

LEVEL 3 Presentations 60

Mini Project 7 - Adding music, sounds, videos, and animated GIF

Mini Project 8 - Creating animation

Mini Project 9 - Using Hyperlinks

Mini Project 10- Saving your document as a web page

LEVEL 3 Database 61

Mini Project 5 - Setting up a multi layout database

Mini Project 6 - Work in layout and list mode

Mini Project 7 - Adding and working with records

Mini Project 8 - Creating and using a Hypertext link

Mini Project 9 - Creating and using multimedia fields

Level 3 Major Project 63

Plan

Scoring

Input-Processing-Output

65

Individual
Cooperative

Project Guides 67

INPUT – the research and planning for your project
PROCESSING - critical thinking
OUTPUT – the design of the project
- Peripherals/Software

Major Projects Level 1 (examples) 69

Major Projects Level 2 (examples) 71

Major Projects Level 3 (examples) 73

Common Technology Words & Definitions 77

Notes

Time to Organize

To make sure you always have your information handy, it's a good idea to set up a filing system for yourself. The system can be hard copies (printed pages) and electronic files. Make sure that you always back up (save in two places i.e. the hard drive and a disk or CD) all of your electronic information. Ever heard of a computer crash! It's better to be safe than sorry so backing up your electronic files is a very good habit to start now!

Tech Buddy

Another good thing to do before you start is find a Tech Buddy. That person should know more about computers than you do. They should be someone that you can talk to, email, or telephone, if you have a question about one of your projects or about a piece of software. They should also be someone who agrees to your Internet Safety Plan (see pages 22-23).

Step 1. Find a person who is willing to be your Tech Buddy
Step 2. Show them your Internet Safety Plan and have them agree and sign it.
Step 3. Start your mini projects!

Please fill in this chart with the information about your Tech Buddy. That way you will always know how to get in touch with them.

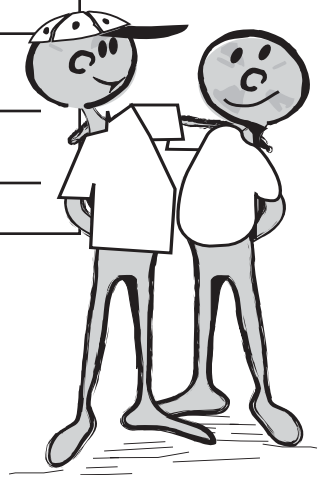
Tech Buddy

Name: _____

Phone: _____

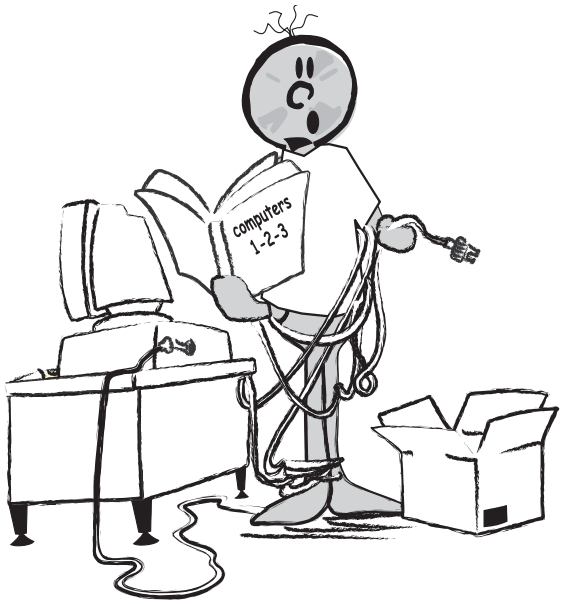
Cell: _____

Email: _____



Know your computer

Before you get into the different computer applications it is important for you to understand what you have to work with. On your own or with some help from a parent, Tech Buddy or your Project Leader find and record the following information about the computer you will be using for your projects.



Platform (PC or MAC)	
Operating System	
Peripheral	
Peripheral	
Software	
Word Processing	
Spreadsheet	
Database	
Presentation	
Drawing	
Text Editor	
Video	
Audio	