

# Computer Skills

1. Explain the purpose of each item:
  - a. Computer system
  - b. Monitor
  - c. Mouse
  - d. Keyboard
  - e. Central Processing Unit
  - f. Hard disk
  - g. Scanner
  - h. CD ROM
  - i. Modem
  - j. Printer
  - k. Network
  - l. Diskette
2. What are computers good for?
  - a. Documents and books
  - b. Databases
  - c. Calculations
  - d. Communications
  - e. Research
  - f. Fun
3. Do one of the following:
  - a. Type and print a thank-you note.
  - b. Play an educational game.
4. Do one of the following:
  - a. Visit an office and see how a computer helps that person with their work.
  - b. Visit a computer sales person and have them give a demonstration of the latest technology.
5. Know the home row of the keyboard.
  - a. Show the proper hand position on the keyboard.
  - b. Explain why proper hand position is important.
  - c. Type on an elementary typing program such as Sticky Bear or Mavis Beacon.

## Helps

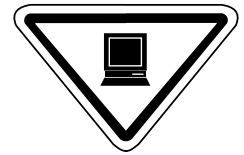
1. Find a current computer book or dictionary with the definitions. Use correct terminology, but find illustrations to help children understand the concepts.
2.
  - a. Documents and books—Word processors are primarily designed to create letters, reports, and documents.  
Desktop publishing programs

- help combine graphics with text.
- b. Databases—Programs that allow you to manipulate, store, record, and retrieve information from a collection of related files: like addresses, memberships, or store inventories.
  - c. Calculations—Spreadsheets are made for math calculations for accounting or record-keeping purposes.
  - d. Communications—Cover the Internet, E-mail, and the world wide web. Talk about the need to use discipline to bypass the bad information and how to use the good information.
  - e. Research—Current resource materials for research are available in minutes through the Internet services. You can also use material from CD-ROMs or other resource software. Computerized searches are fast, and sometimes give you more ideas. One such CD is the E. G. White Library or an encyclopedia CD.
  - f. Games—There will always be games. Computer games can be good if they challenge your mind and mental skills as well as your dexterity. Put it to the test of Phillipians 4:8. All of our computer work should meet that standard.

## Resource Material

*Computers Don't Byte.* Linda Piriera, Teacher Created Materials, Inc., P.O. Box 1040, Huntington Beach, California 92647. © 1996. ISBN 1-55734-813-8. This book has good simple definitions and examples to make learning the computer easier.

*Computer Activity Book "Computers" IBM compatible.* Robert A. Sadler, Ph.D. Mark Twain/Carson- Dellosa Publishing Company, Inc., ©1996. Printing No. CD-1846. Technically for grades 5-8. But can be supplemental material for this award.

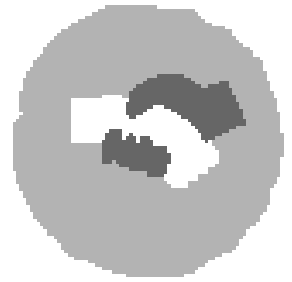


Grade 4

**New in 1996.**



## Helping Hand



## Computer Skills

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- h. CD ROM
- i. Modem
- j. Printer
- k. Network
- l. Diskette

2. What are computers good for?

- a. Documents and books
- b. Databases
- c. Calculations
- d. Communications
- e. Research
- f. Fun

3. Do one of the following:

- a. Type and print a thank-you note.
- b. Play an educational game.

4. Do one of the following:

- a. Visit an office and see how a computer helps that person with their work.
- b. Visit a computer sales person and have them give a demonstration of the latest technology.

5. Know the home row of the keyboard.

- a. Show the proper hand position on the keyboard.
- b. Explain why proper hand position is important.
- c. Type on an elementary typing program such as Sticky Bear or Mavis Beacon.