

Computer and Online Basics

www.bcs.org/onlinebasics



SAMPLE

Published under Licence from the ECDL Foundation Ltd.

All rights reserved, no part of this book may be reproduced without permission of the copyright owners.

Data Protection

BCS is registered under the Data Protection Act 1998 and undertakes to process your data in accordance with the legal requirements of the Act. However, your data may also be used to keep you informed of BCS activities. Should you not wish us to use it in this way please write to the address shown below.

BCS Qualifications
First Floor, Block D
North Star House
North Star Avenue
Swindon
SN2 1FA

Workbook and learning record

BCS ID/ULN:

.....

Centre name:

.....

Centre ID:

.....

Learner name:

.....

Signature:

.....

SAMPLE

SAMPLE

Table of contents

What is this workbook for?	05
Progress sheet	06
01 Computer basics	
Details	09
Parts of the computer	10
Types of computer	11
Getting started	12
The keyboard	13
The mouse	14
Shut down the computer	14
Tasks	15
Parts of the computer	16
Types of computer	17
Getting started	18
The keyboard	19
The mouse	20
Shut down the computer	21
02 Introduction to the desktop	
Details	23
Icons	24
Taskbar and start button	25
Windows	26
Storing information	28
Applications	29
Different file types	32
Tasks	33
Icons	34
Taskbar and start button	34
Windows	35
Storing information	35
Applications	37
Different file types	38
03 Introduction to documents	
Details	39
Creating a document	40
Name and save	42
Change font	43
Bold, italic, underline	44
Cut and paste	45
Copy and paste	47
Save	49
Print	49
Tasks	51
Creating a document	52
Name and save	53
Change font	54
Bold, italic, underline	54
Copy and paste	55
Cut and paste	55
Save	55
Print	56

04 The World Wide Web

Details	57
The World Wide Web	58
Evaluating information	58
Online security	59
Connecting to the Internet	60
Navigating	61
Downloading	62
Search engines	63
Social networking	64
Tasks	65
The World Wide Web	66
Evaluating information	66
Connecting to the Internet	66
Online security	67
Navigating	67
Search engines	69
Downloading	70
Social networking	70

05 Email

Details	71
Email accounts	72
Creating an email	73
Replying to an email	73
Forwarding an email	74
Mail attachments	74
Tasks	75
Email accounts	76
Creating an email	78
Replying to an email	78
Forwarding an email	78
Mail attachments	78

What is this workbook for?

This workbook will be a record of what you learn in computer and online basics. When you have finished all the tasks in this workbook and your tutor/assessor has signed it, you will get your computer and online basics certificate.

The tutor/assessor is the person who will help you with this workbook and the computer and online basics programme.

There are five sections in this workbook, and they cover what you will learn in computer and online basics. Each unit is divided into two sections. The “details” section is the learning part, and the “tasks” section is where you can show what you have learned.

Workbook contents

01: Computer basics

02: Introduction to the desktop

03: Introduction to documents

04: The World Wide Web

05: Email

You review one section at a time. When you feel you have learned and understood what is in a section, you must complete the tasks in the workbook. Some of these are questions about what you have just learned, and others are tasks that you carry out on a computer. You write the answers to these tasks in the workbook.

You can take your time at this.

Talking with your tutor/assessor about the workbook

When you have finished the tasks in each section, show your workbook to your tutor/assessor. He/she will review your work and talk to you about it.

On page six of the workbook you can put a tick in the boxes beside the items that you feel you now know.

The tutor/assessor must be sure that you understand each unit, and that it was you who carried out the tasks and the project.

How to get your computer and online basics certificate

You can get your computer and online basics certificate when your tutor/assessor has signed all of the units in your workbook. Your certificate will be sent to your tutor/assessor, who will present it to you.

If you have a question or a concern about the computer and online basics programme, please contact your centre.

Progress sheet

Use this progress sheet as a checklist to ensure that you have learned all of the skills in each section. You can put a tick beside each part you have reviewed and understood.

	Topic	Reviewed and understood	
01 Computer basics	Parts of the computer	System unit	10 <input type="checkbox"/>
		Monitor	10 <input type="checkbox"/>
		Mouse	10 <input type="checkbox"/>
		Keyboard	10 <input type="checkbox"/>
	Types of computer	Desktop, All-in-One, Laptop, Tablet, SmartPhone, Portable Media Player	11 <input type="checkbox"/>
	Getting started	Switching the computer on	12 <input type="checkbox"/>
		The desktop	12 <input type="checkbox"/>
	The keyboard	Keys with special functions	13 <input type="checkbox"/>
		Typing symbols	13 <input type="checkbox"/>
	Using the mouse	Left clicking to select	14 <input type="checkbox"/>
		Double clicking to open	14 <input type="checkbox"/>
		Pointer shapes	14 <input type="checkbox"/>
		Click and drag	14 <input type="checkbox"/>
	Shut down the computer	Shut down the computer	14 <input type="checkbox"/>
02 Introduction to the desktop	Icons	My Computer, My Documents, My Network Places, Recycle Bin, Internet Explorer	24 <input type="checkbox"/>
	Taskbar	Programme shortcuts, language indicator	25 <input type="checkbox"/>
	Start button	Start menu, shut down computer	25 <input type="checkbox"/>
	Windows	Opening and closing windows	26 <input type="checkbox"/>
		Maximise and minimise	26 <input type="checkbox"/>
		Opening multiple windows	27 <input type="checkbox"/>
		Scrolling and scaling windows	27 <input type="checkbox"/>
	Storing information	Understanding Hard Disk, USB Flash Drive, DVD, online storage	28 <input type="checkbox"/>
	Applications	Word Processing	29 <input type="checkbox"/>
		Spreadsheet	30 <input type="checkbox"/>
		Database	30 <input type="checkbox"/>
		Presentation	31 <input type="checkbox"/>
	Different file types	Recognising different file types	32 <input type="checkbox"/>

03 Introduction to documents	Creating documents	Open a Word Processor, inserting text	40 <input type="checkbox"/>
	Save and name	Using "Save As" dialog box	42 <input type="checkbox"/>
	Change font	Selecting different fonts	43 <input type="checkbox"/>
	Bold, italic, underline	Bold, italic, underline text	44 <input type="checkbox"/>
	Cut and paste	Cut and paste text	45 <input type="checkbox"/>
	Copy and paste	Copy and paste text	47 <input type="checkbox"/>
	Save	Save	49 <input type="checkbox"/>
	Print	Print the document using toolbar	49 <input type="checkbox"/>
		Print only the current page using print window	49 <input type="checkbox"/>
		Print more than one copy using print window	50 <input type="checkbox"/>
04 The World Wide Web	The WWW	The Internet	58 <input type="checkbox"/>
		Web pages	58 <input type="checkbox"/>
	Evaluating information	Evaluate information	58 <input type="checkbox"/>
	Online security	Understanding secure web pages, phishing, spam	59 <input type="checkbox"/>
	Connecting to the Internet	Home page	60 <input type="checkbox"/>
	Navigating, web browser	Web addresses, URL	61 <input type="checkbox"/>
		Hyperlinks	61 <input type="checkbox"/>
		Navigating using the toolbar	62 <input type="checkbox"/>
		Printing web pages	62 <input type="checkbox"/>
		Favourites and history	62 <input type="checkbox"/>
	Downloading	Downloading files	62 <input type="checkbox"/>
	Search engines	Using search engines	63 <input type="checkbox"/>
	Social networking	Understanding social networking sites, caution	64 <input type="checkbox"/>
05 Email	Email accounts	Internet Service Provider (ISP)	72 <input type="checkbox"/>
		Email addresses	72 <input type="checkbox"/>
	Messages	Send an email	73 <input type="checkbox"/>
		Reply to an email	73 <input type="checkbox"/>
		Forward an email	74 <input type="checkbox"/>

SAMPLE

Section 01

Computer basics

Details

Parts of the computer

Types of computer

Getting started

The keyboard

The mouse

Shut down the computer

SAMPLE

Parts of the computer

Details

All computers have these four main parts:

- System unit
- Monitor
- Mouse
- Keyboard

1 System unit

All of the electronic parts that make the computer work are in the system unit. The brain of the computer, called the Central Processing Unit (CPU), is also located here.



2 Monitor

The monitor is like a television screen. It lets you see the information you are putting into the computer.



3 Mouse

The mouse lets you tell the computer what to do. When the computer gives you a choice, you can use the mouse to pick the one you want.



4 Keyboard

The keyboard is like a typewriter and you use it to enter text and commands into the computer.

Sometimes you will see other pieces of equipment attached, like a printer or a scanner. These are extras, sometimes called peripherals. They are useful but they are not essential when it comes to the operation of the computer.



Types of computer

Details

Here you can see different types of computers and devices. They have a range of functions. They are built in different shapes and sizes to suit different people and different uses.

Desktop PC

This type of computer is called a personal computer, or PC. You can use it at home or at work.



All-in-One PC

This type of computer is called an all in one computer. All-in-One computers have their computer components such as the system box integrated behind the LCD monitor or at the base of the LCD monitor. This means the all-in-one computer system takes up less room than a desktop PC.



Laptop

This is a small computer that you can carry around with you. You can even use it on your lap! It has all the parts a large computer has, but contained in one small box. It is called a laptop computer, or sometimes a laptop or notebook. Instead of a mouse most laptops have an input device called a touchpad located in front of the keyboard. Moving your finger on the touchpad will move the mouse pointer on the screen.



Tablet

A tablet is a wireless digital device that lets you browse the web, send email, view photos and videos, read e-books and run apps.



Smart Phone

A Smart Phone is a mobile phone that has the advanced capabilities of a computer, such as web access, email, the ability to create and edit office documents and to download and use various small programmes called apps.



Portable Media Player

A small portable device for storing and playing music or video. The music or video files can be purchased and downloaded from various web sites on the Internet.

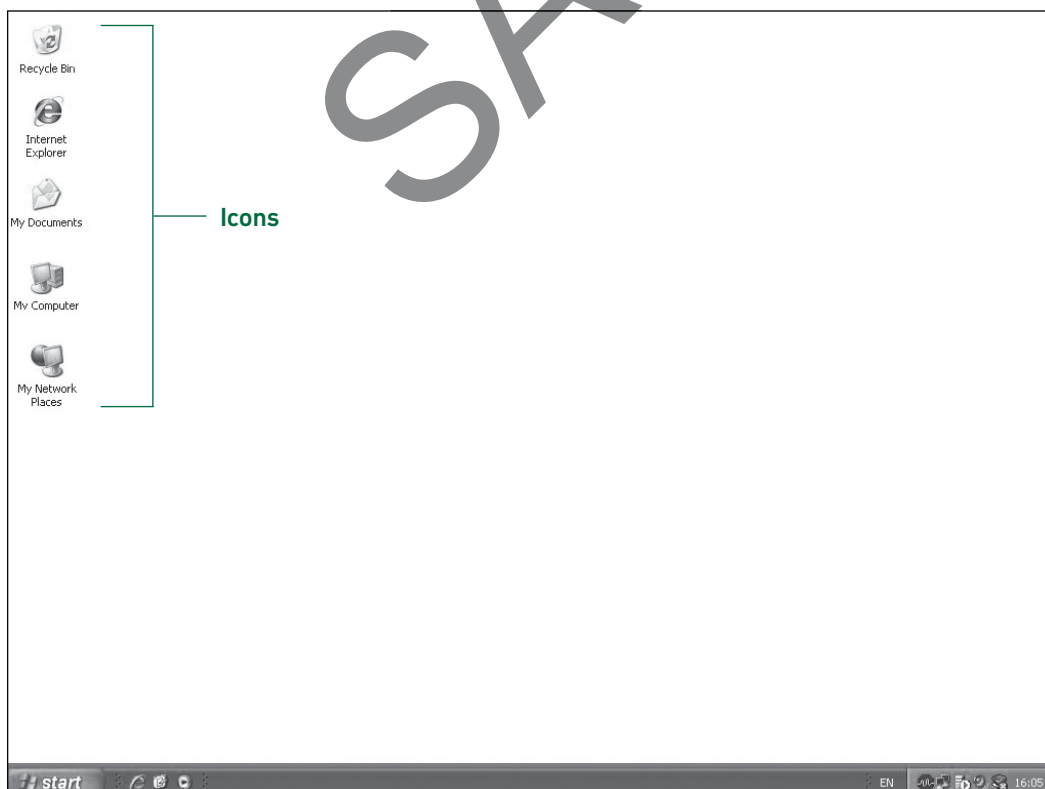


Getting started

Details

Switching the computer on:

- Make sure the power lead from the computer is plugged in.
- Make sure that the monitor is also switched on. There might be another power lead for the monitor.
- Press the power button on the system unit. There is usually a green light next to the switch that comes on and shows that the power is on.
- The computer may take a while to start-up fully. This is called loading. On start-up the computer loads an operating system such as Microsoft Windows.
- The computer may prompt you to enter a user name and password in order to get further access to the computer. If you do not enter these correctly, the computer will not show the MS Windows desktop (shown below). Ask your tutor/assessor if you do not know the user name and password.
- After you have successfully entered the user name and password, you will see the MS Windows desktop. You will see small pictures which are called icons. Some of these are programmes which may be used for a specific purpose. Please note that your desktop may contain icons that are not shown in the screen below. Also, other operating systems may show a desktop that is different from the MS Windows desktop.



The keyboard

Details

When you press the keys the matching letter appears on the screen in front of you.



Some keys have special functions, or uses

Back space key

Press this key once to remove or delete a letter, number or any other character to the left of the cursor. The cursor is a vertical line on the typing area of the screen.



Shift key

The keyboard has two shift keys – one on the left and another on the right. You will hold down one of these keys as you type to make capital letters.



F1 – F12 (Function keys)

This is a group of twelve keys that perform special, advanced functions depending on the computer programme you are using. For example, the F1 key is often used to show help in a programme.



Space bar

This is a long key and it makes a space between words when you press it once.



Enter key

This is the key you press if you want to start a new line when you are typing in a document. It can also tell the computer to start a task.



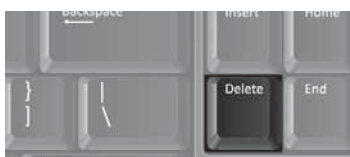
Caps Lock key

Press this key if you want the letters you type to be all capitals.



Delete key

Press this key once to remove or delete a letter, number or any other character to the right of the cursor.



Number keys

The number keys also have another character or symbol shown over the numbers. If you want to use these instead of the numbers, hold down the shift key while you press the number key.



The mouse

Details

You use the mouse to give instructions or commands to the computer. You can use it in different ways. You can use it to choose items, to move items and to tell the computer to carry out a command (the Enter key can do this also).

There are two buttons on the mouse, which you press (click) when you want the mouse to give information to the computer.

Most of the time you click the button on the left. For some things, like starting a programme, you click the left button twice quickly. This is called “**double clicking**”.

Another way you can use the mouse is to “**click and drag**”. This means just pressing the left button and holding it down while you drag the mouse along the mat. You use this to move things on the computer screen.

If you move the mouse on the mat the pointer on the screen moves in the same direction.

The shape of the pointer on the screen changes depending on the job it is doing.

Before carrying out an action with the mouse, an object must first of all be selected by clicking once on the left mouse button.



Click to enter text



Computer busy



Pointer here



Hyperlink here



Shut down the computer

Details

To shut down the computer follow these steps:

- **Click** the Start button.
- **Choose** Shut down from the start menu.
- **Click** OK button.



Section 01

Computer basics

Tasks

Parts of the computer

Types of computer

Getting started

The keyboard

The mouse

Shut down the computer

SAMPLE

Parts of the computer

Tasks

Look at your computer.

There are four main parts in the computer. Do you know what they are?

Write the name next to each picture. (The list will help you). Then write a few words about what each part's function is.

- **Keyboard**
- **Mouse**
- **System Unit**
- **Monitor**



This is a:

What is in it?



This is a:

What is it used for?



This is a:

What is it used for?



This is a:

What is it used for?

Types of computer Tasks

What is the difference between a desktop computer and a laptop computer?

Why do you think a laptop computer is useful?

What is a tablet?

What are mobile phones that show email and run small applications called?

What is a portable media player?

SAMPLE

Getting started

Tasks

What does PC stand for?

Name two things that you must check before switching on the computer.

1:

2:

Switch it on now.

When the computer has finished loading, you will see a screen with small pictures (icons) on it.

What is this screen called?



What is the name of an operating system?
