

ADVANCING

LEARNING

TECHNOLOGY

Intermediate Technology Workshop For Learners



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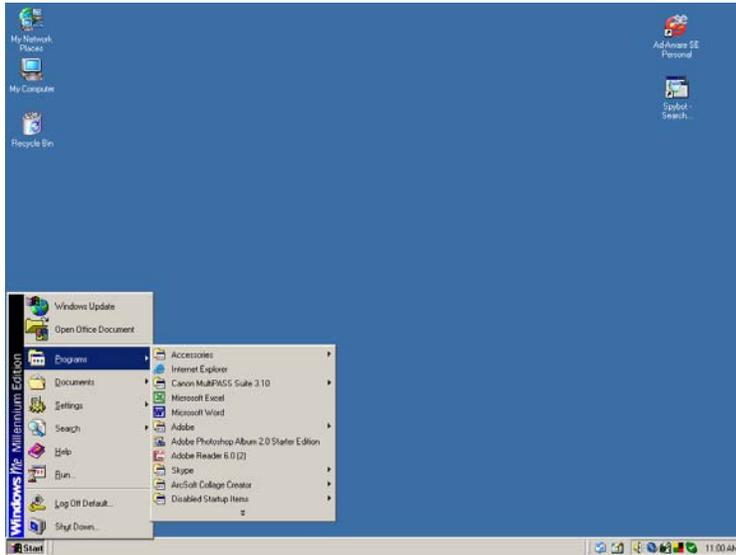
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Exploring Windows

There are several features of the Windows operating system with which it helps to be familiar. They will help you navigate and find things. Some will let you arrange items on your computer and organize your files. Let's look at a few.

- **Start Menu**



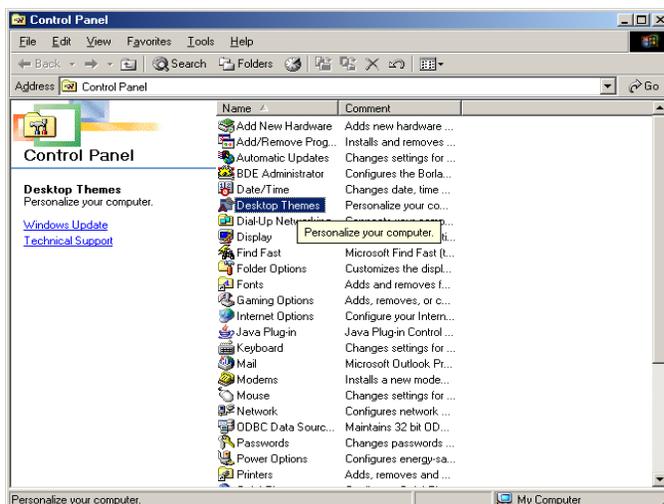
The Start Menu gives you a very easy way to access many of the features of your computer such as programs, documents and settings. Newer versions of Windows have My Pictures, My Music and many more features available through the start menu.

The first selection you see is Shut Down. It is very important to shut your computer down from this point otherwise you may damage it.

Take time to explore the Start menu to see what options are quickly available. Let's look at some now.

- **Control Panel**

The Control Panel allows you to change the settings of your computer system. We will



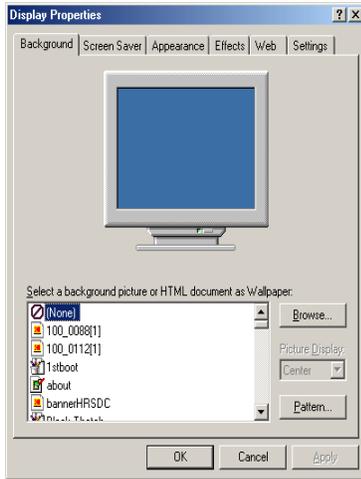
look at some of the more commonly used ones. You should review the others so that you know where they are when you are ready to work on them.

First let's pick Desktop Themes and play around to see how you can personalize your computer. Select a theme from the menu and click apply and ok. Remember, if you do not like your selection, you can always go back to the default.

The themes can be very distracting depending on which programs you are using on your computer.

- **Display**

The Display function allows you to change your desktop appearance.

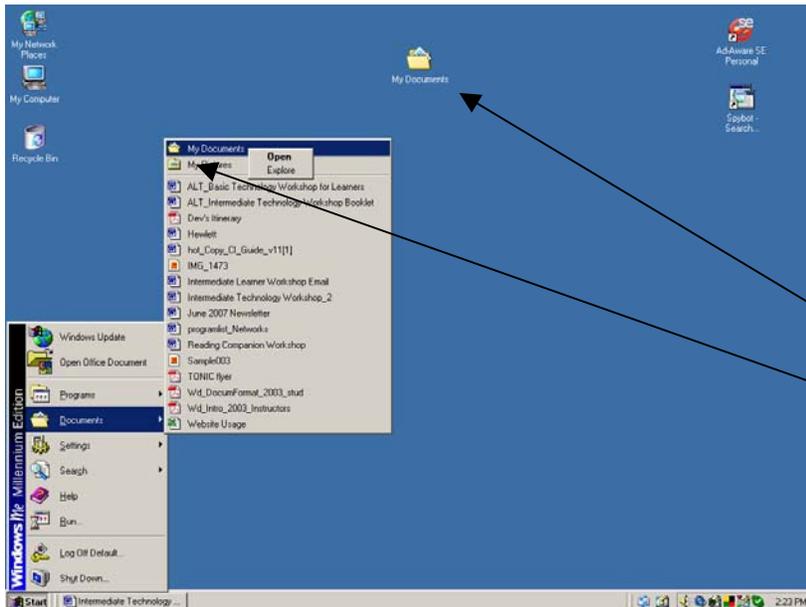


You can select a picture for the back ground from the menu presented or look through your own pictures and choose one by using the browse button.

You can do the same with the screensaver option and select the time when you want it to begin.

To change the color of your program windows, look under appearance and pick out a few to try. Remember what you do, so that you can undo it, if you do not like the effect.

- **My Documents**



The My Documents folder is found under documents on the start menu and is often set on your desktop as an icon. It is a folder where you can store and manage your files.

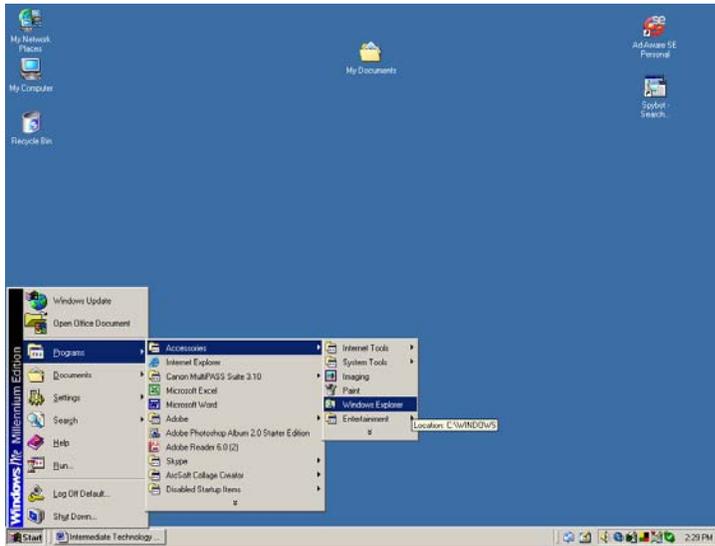
Here is a picture of My Documents on your desktop and also on the Start Menu.

Once it is open, you can create new folders within My Documents by selecting New under Files.

When you are ready to save files you should place them in folders within your documents folder. This will help to keep you organized.

You are able to access My Documents through Windows Explorer also.

- **Windows Explorer**



Windows Explorer gives you access to all of the files on your computer.

Click the Start button



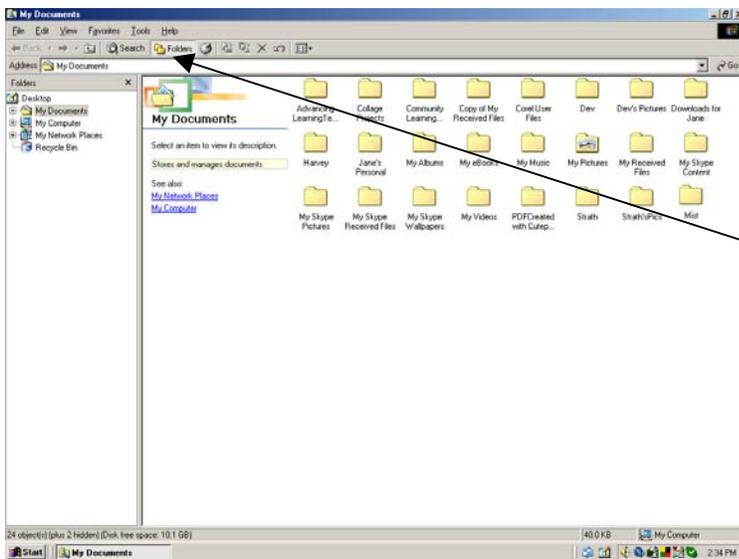
Programs



Accessories



Windows Explorer will open



Be careful not to delete anything unless you are confident that you know this will not cause any problems.

You will notice the same standard toolbar is available to help you navigate through the Explorer.

By selecting the folders or icons on the left of explorer, what is inside will display on the right. You can then go deeper into the folders on

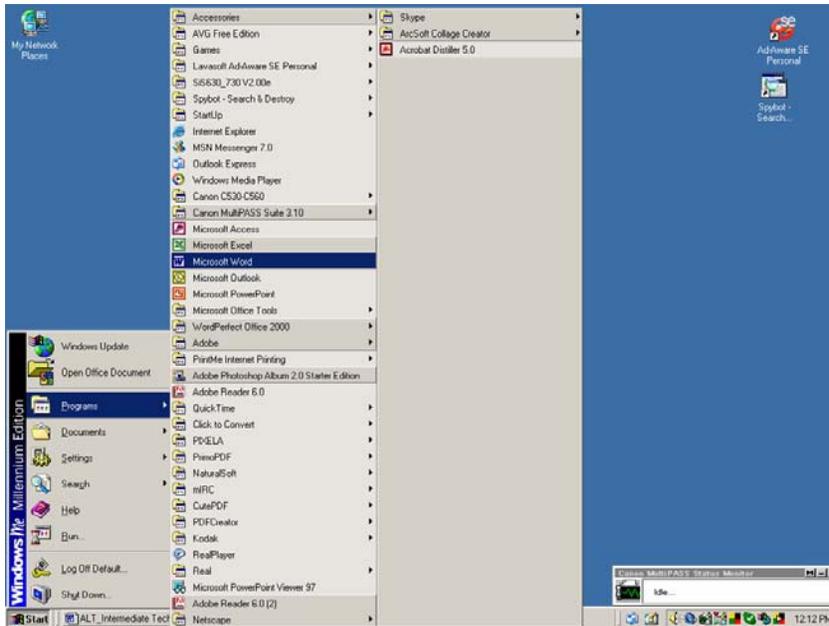
the right hand side. Once you reach the document level, you can click on the document and it will open the program that will allow you to run it.

Take time to review what is on the left and open each section. This will help to make you familiar with where things are on the computer.

You can create new folders for different members of your family so that they can save their documents here as well.

Word Processing with Microsoft Word

The Microsoft Word Program will help you create printed documents. It is a part of the Microsoft Office collection of programs.



Click the
Start Button



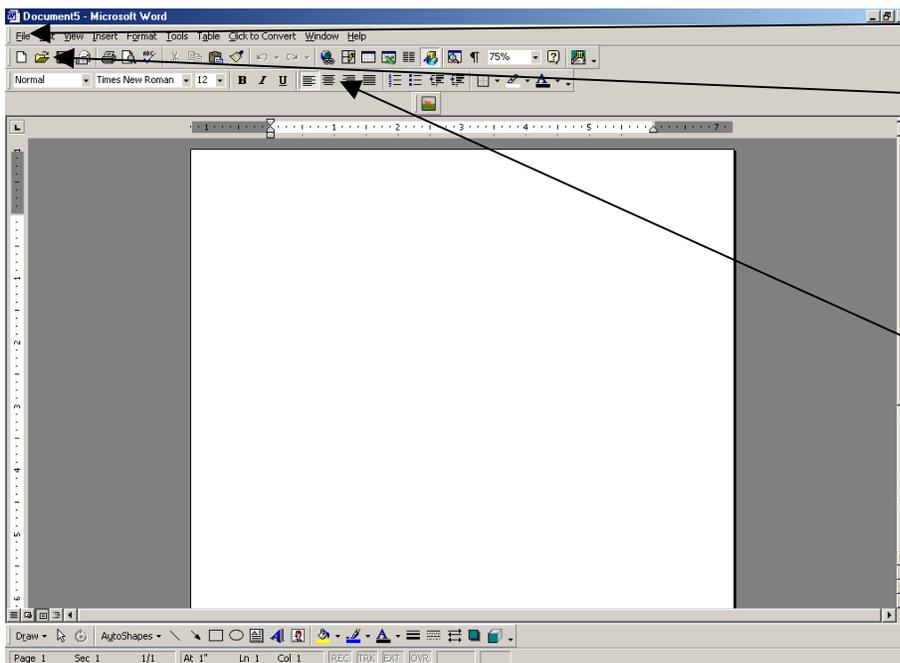
Programs



Microsoft Word



will open. Or
double click the
Word Icon on your
desktop.



Go to File and click Open
or go to the Open Folder
on your Standard
Toolbar. Bring in the file
on which you want to
work.

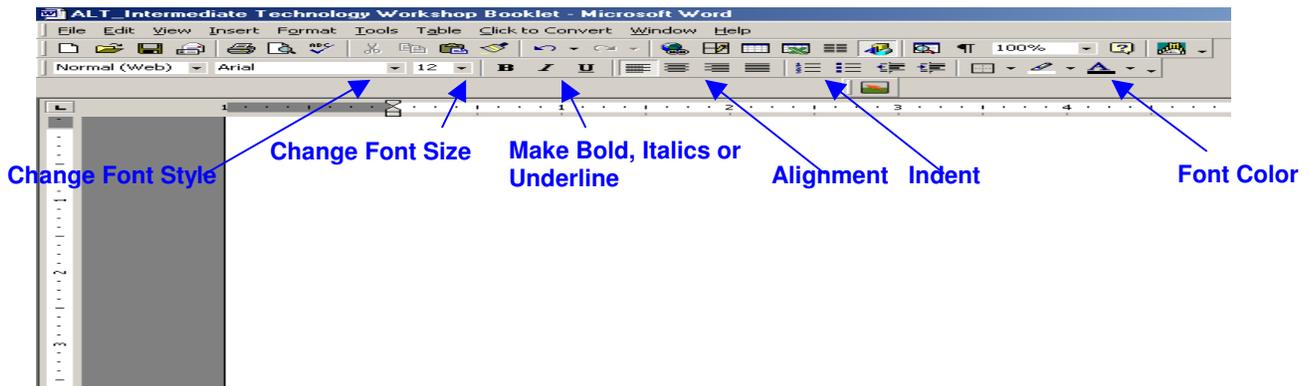
You are ready to enhance
your document by making
selections from the
Format Menu or the
Formatting Toolbar.

If your Toolbar is not
present, look under the
View Menu and select it
from Toolbars option.

- **Format Menu – Up Close**

If you have text typed, ready to be enhanced, you must **highlight** it before you choose any of the formatting selections below. You do this by holding down the left mouse button, while moving your cursor over the text. Now you are ready to make your selection from the formatting toolbar.

If you do not like the results click the undo button  (my personal favorite) and your text will return as it was before your selection. Give it a try. Remember to save, save, save when you are using any word processing program. You never know what can happen and you don't want to lose something important on which you have been working.



- **To Use Spell Check**

Go to the **Tools Menu** on the **Standard Toolbar**. Select **Spelling and Grammar**. A box will appear and spell check begins. You must decide whether the words it sees as incorrect are and select the best option provided by clicking on it and then select **Change**. If it is not incorrect select **Ignore**.

- **To Insert Page Numbers**

Go to the **Insert Menu** on the **Standard Toolbar**. Select the position where you want the page number to appear and the position within the margin or alignment such as the left, center or right and select ok.

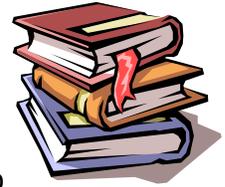
- **To Insert a Table**

You must first decide where you want your table to go and click there. Move your cursor down under the Table Menu and click Insert. Select the number of columns and rows you want and then click ok.

If you want to edit or delete the table, right mouse click within the table and the editing

- **To Insert a Picture**

You must first decide where you want your picture to go and click there.



Go to the **Insert Menu** and select **Picture**. Next select where you want to get the picture. When you make your selection, click on insert and it will be placed in your document where you wanted it to be.

To resize the picture left mouse click and use the resize arrows that will appear as you move your cursor to the edge of the picture. If you left click on the picture your picture toolbar should appear. Use any of the options to enhance your picture. You can also look under the View menu and select Picture from the toolbars listed or after selecting your picture, do a right mouse click and select it from the options available.

Many of the text improvements discussed here may vary depending on which version of Word you are using. However, they are quite similarly placed and easy to find as you go from one version to the next.

** There are several good sites listed in the Online Learning Sites page to help you learn more about Microsoft Word.*

Internet as a Research Tool

The Internet is a network of computers around the world that makes it possible for us to view pages of information on the World Wide Web. In order to search out this information in a timely manner there are some things that you should know.



Here you have both the google and yahoo search engines on the same screen.

The word 'dogs' has been typed into the search box and would bring back a trillion pages.

Search engines are very different from subject directories. People organize subject directories such as yahoo and about.com. In a search engine computer programs called spiders and robots roam the web and log the words on each page. When you type a word in the search "box" the search engine scans its database and returns a file with links to websites containing the word or words you selected.

Without narrowing your search, you may have thousands of results through which to weed. The following steps should help to narrow your search results:

- **Preparation**

Select your keywords by brainstorming exactly what it is you want to find out about a subject. Pick out some keywords to describe it.

- **Phrase Searching**

Place double quotation marks around the keywords, which you have brainstormed. This means you want results from pages that have these words in exactly that order, not just anywhere on a page, which is what you normally receive. Let's try that. If you didn't come up with some keywords to search try **animal rights issues** with and without the double quotes. The results numbers will be shown in the upper right of the page. Check the numbers for with and without the double quotes in a search engine and a search directory.

- **Title Searching**

In this kind of search you request that the phrase be in the title of the web pages found as **title:"animal rights issues"**. However, although it is effective, not all search engines support it.

- **Plus and Minus**

When using the plus sign, it stands for 'and' while the minus stands for 'and not'. For instance, you might try +animal –human rights issues. The plus or minus must be next to the keyword without a space. This means you want just pages related to animal and not human rights issues.

Search Engines

Search Directories

Google www.google.com	http://dir.yahoo.com/ Yahoo Directory
Yahoo www.yahoo.com	www.about.com New York Times
Ask.com www.ask.com	http://www.dmoz.org/ Volunteer Editors

- **Book marking Favorites**

When you have found a site that you especially like and want to save if for further use, just go to Favorites or Bookmarks, which you will find on the standard Internet toolbar



and select it. A dialog box will appear and ask where you want to save this site.

You could let your bookmarks save into one folder or you may want to create new folders as your topics of interest change.

- **Checking Validity and Security Online**

There are a few things to ask when you are checking the validity and security of a website. Is there a date on the site? This will tell you how recent the information is updated. If so by whom is it done? Is it an individual or an organization?

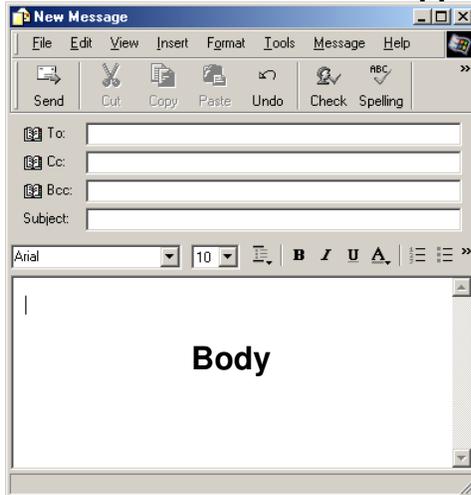
Organizations usually have more than one person to share the workload and so the information may be more up to date.

* This link will take you to a good reference for checking out websites.
<http://www.library.cornell.edu/olinuris/ref/webcrit.html>

Email Management

Electronic mail or email is one of the most popular ways to use the Internet. Now that you have your account, let's look at how you can keep all of those messages organized so that you may find them easily, if needed. I will give an overview of what emails clients do and not deal with one specific type.

Recapping The Basic Email Structure



To: Contains the address of the person who will receive the email.

Cc: Stands for carbon copy and this is where you place names of other people to whom you may want to send this message.

Bcc: Stands for blind carbon copy and this means that those who receive the email will not be visible to the others who may receive it. **This feature is very important to some people, as they do not want just anyone to know their address.**

Subject: Tells what this email is about in a few words.

Body: Contains the message.

The first thing I do when I open my email is delete any spam messages that might have slipped into my **Inbox**. They are the ones telling me I have won a million dollars – delete. Next, I read the messages from people I think need to hear from me as soon as possible and then place these into folders. So let's look at how to create those folders.

- **Creating Folders**

The easiest way to begin to manage your email is to set up folders in which to store those you may want to keep.

Email clients create folders differently but as simply as:

1. Placing the word **Add** by the **Folder** button
2. Showing the option of creating a new folder under the **File Menu**
3. Showing the availability of creating a new folder when you want to move a message to a folder.

There are also several ways to move messages into folders:

1. Select the message by clicking on the box beside it and then select the **move** button and select the folder.
2. Right mouse click on the message. Select **move** to the desired folder.
3. Drag and drop your email into the folder you choose.

- **Address Books**

The address book allows you to keep all the addresses of those people you email regularly. This may be done by hand or added automatically by the program, as new addresses are received. To be surer you have less 'incorrect address' returned emails you may select these options in your preferences:

- Add addresses of emails to which you reply automatically
- Fill in automatically an address, that is in your address book, in the **To** section of your email, as you begin to type it.

You can go directly to the address book and select a name to send an email message. You can set up groups of people to send email to at once. These are called lists.

Mail Options

Depending on your email client, the following changes may be made by going to **Mail Options** or the **Tools Menu**.

- **Signatures**

This function allows you to type something that will go out on every email you send, if you choose. You might even want to add a catchy saying. Select the font style and text size as well. Some email clients allow you to use Microsoft Word where you will have many more font and text options.

- **Filters**

By using the built-in-tools of your email client, you will have control of what you receive in your email inbox and how it will be handled. To control the level of spam or unwanted mass email you receive, you may have it automatically deleted, or sent to a special folder. You can block messages from some addresses and see that mail from certain individuals or groups will go to a specific folder. Your email client will give you several options to choose. Under no circumstances should you reply. Be smart and use the delete button.

You can also ensure email with attachments do not open, due to the risk of their containing a virus.

Netiquette

It is important to remember that there is a code of conduct to follow when you are using any kind of communication on the Internet. This is called 'Netiquette'. Some simple ones to remember when using email are:

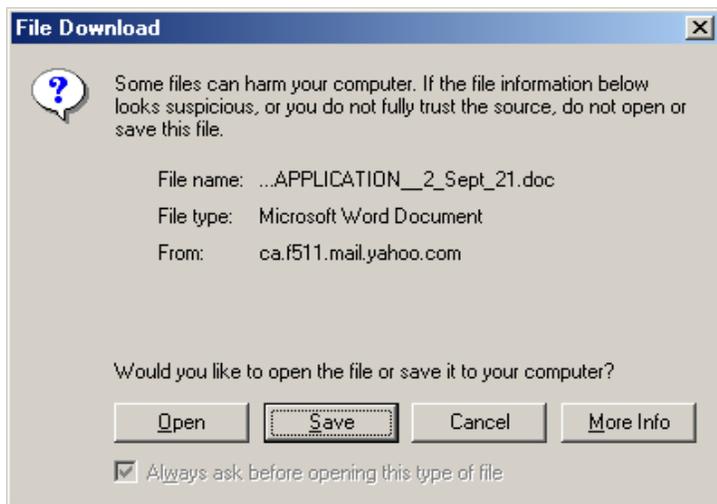
- Using **CAPITALS LETTERS** is the same as shouting at a person and should be avoided.
- Sending angry messages, called **flaming**, should be discouraged. Once out there, it can never be taken back. Think twice; take a breath, before you click the send button.
- Use little smiley faces or sad faces to show emotion.
- Be respectful of other people's time; don't overload their email with jokes and chain letters.

For a more extensive list of Netiquette rules go to:
<http://www.albion.com/netiquette/book/index.html>

A popular thing to do by email is to send pictures and music to friends and family. You can do this by means of attachments.

- **Attachments**

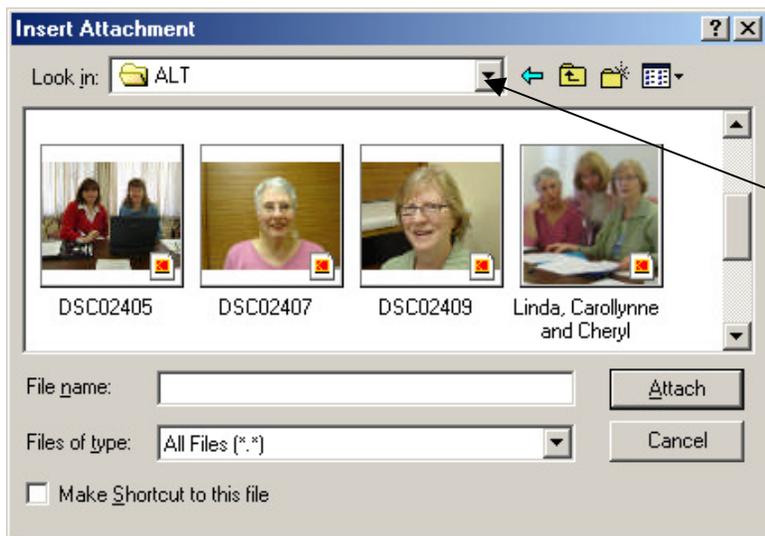
Attachments may contain viruses, so do not open one unless you know who is sending it. Depending on the file format of the attachment and if your computer has the program to open it, an attachment can be opened merely by clicking on it. A dialog box will appear and ask if you want to open or save the file.



Make your selection and your attachment opens or is saved where you have chosen.

You might want to create a special folder for your attachments.

To send an attachment is as easy as clicking on the Attach Files button and a dialog box will open for you to select the files you want to send. You are often limited by size.



Choose the pictures, music or other type of files by double clicking on them.

Browse through your files by means of the folder selection.

Click the send button on your email message and they are gone. Don't forget to address the email and send a message first.

Basic Computer Maintenance

When you buy a car, you do not expect it to work well if you do not do regular maintenance. The same is true for the computer. There are many guides available to give you the complete story. I will try to recap the best practices as I see it.

- **Keep your computer system clean.**

Use a can of compressed air to blow out the dust from your computer and remove all dust from the cords and computer station. Do not spray cleaner directly on your monitor screen. Put cleaner on a soft cloth and wipe the monitor.

- **Use a surge protector or UPS**

If possible you might want to invest in an UPS, uninterruptible power supply. These may be purchased for about \$50.00 at a local computer store. It will protect your computer from electrical charges, which may destroy your system's hard drive. Some believe that it will extend your computer's lifespan by giving it consistent power every day.

- **Never turn the computer off with the power switch.**

Always try to use the Shut Down button in the Start menu. If this is unavailable because of computer problems, press the Ctl. + Alt + Del keys at the same time and this will allow you to close down programs which may be causing trouble. Pressing these keys again will reboot your computer.

However, if your computer is locked up and your hard drive is not running, you may turn it off using the power source.

- **Clean files**

It is important to take care of a computer on the inside, in the same way that you cleaned the outside.

Go to: Start> Programs> Accessories> System Tools> Cleanup

Select the drive you want cleaned.

When the program is finished it will give you a choice of what to remove. I always allow it to remove Downloaded programs, which I have installed, Temporary Internet Files, Recycle Bin and Temporary Files.

- **Clean up your Start Menu**

Start >Run> type msconfig press enter. Select Startup from the folders.

Now you are ready to remove unwanted programs from running as soon as the computer is turned on. This takes up valuable space.

However, do not delete anything with which you are unfamiliar. Play it safe. Research it first on Google or send a question to the list on Tech Support Guy at <http://www.techsupportguy.com/>. They offer free computer support to users of all levels and they send out a monthly newsletter with good tips and advice.

- **Run Cleanup and Defragmenter**

Cleanup clears the hard drive of unnecessary files in order to free disc space while defragging rearranges the storage of files so that the computer runs faster and more efficiently. They can both be found under the system tools. Schedule these for regular monthly use.

Start> Programs> Accessories> System Tools

Select the drives you want to clean and defrag.

- **Scan for Viruses, Spyware and Adware**

Spyware and adware are software applications that gather information through your Internet connection, most often for advertising and send it back to someone. Some adware is harmless but when it invades your privacy it becomes spyware, which can also gather information from your email, passwords and credit cards.

They often come bundled with freeware and shareware. However, not all freeware and shareware have them attached. A Virus, on the other hand is a malicious program that can cause serious damage to your computer.

To remove these nasty programs, it is necessary to purchase or download and run programs that will destroy them. These programs can be downloaded for free from the Internet and you should use them often to free your computer of these problems. Remember to keep them effective they should be updated.

Advancing Learning Technology Website:

Free and Inexpensive Software-

<http://alt.ns.literacy.ca/mod/resource/view.php?id=76>

Computer Maintenance -

<http://alt.ns.literacy.ca/mod/resource/view.php?id=62>

On-line Learning Sites

For our purposes, we will define on-line learning as that which takes place through the Internet and is known as web-based. We will be looking at sites, which will help add to our knowledge on various topics, which have been introduced during this workshop.

Computer Learning

URL	Name of Site
http://www.gcflearnfree.org/	Global Learning – Site for free computer learning
http://www.bbc.co.uk/computertutor/computertutorone/index.shtml	BBC Computer Tutor
http://www.fayette.k12.il.us/99/Intro2Comp/introduction_to_computers.html	Introduction to Computers
http://www.sense-lang.org/typing/	Touch Typing

Microsoft Programs Tutorials

URL	Name of Site
http://www.baycongroup.com/	Free Online Tutorials
http://www.firstfind.info/	Look under 'Computers and Technology'
http://www.gcflearnfree.org/	Global Learning – Site for free Microsoft Tutorials

Internet Search Tutorials:

URL	Name of Site
http://www.learnthenet.com/english/index.html	Learn the Net
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html	The Best Search Engines
http://www.learnwebskills.com/search/main.html	Web Search Strategies
http://www.sc.edu/beaufort/library/pages/bones/bones.shtml	Barebones 101 Tutorial

Literacy Instruction

URL	Name of Site
http://www.tv411.org/index.shtml	TV411 – look under the 'Improve your...'
http://web2.uvcs.uvic.ca/elc/studyzone/index.htm	English Language Centre Study Zone
http://literacynet.org/cnnsf/archives.html	Learning Resources
http://www.cdiponline.org/	Adult Learning Activities
http://www.bbc.co.uk/skillswise/	Skillswise

