

ADVANCING  

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LEARNING  

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TECHNOLOGY

# Technology Workshop 1 For Instructors Tutors and Coordinators



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Coordinator**

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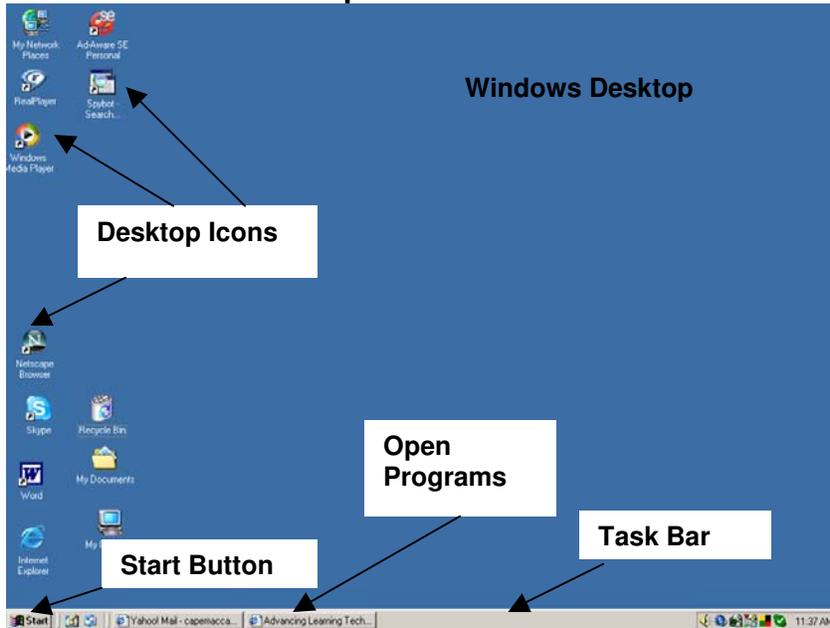
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## Exploring Windows

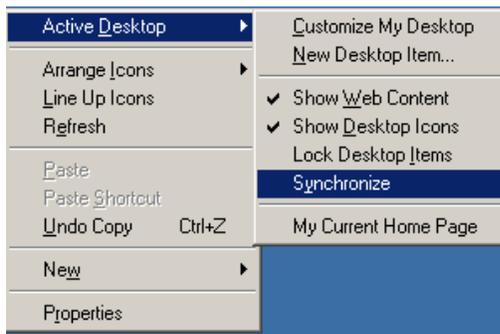
Windows is a computer operating system. Without Windows, what you have is DOS (disk operating system), which can only run one program at a time and in which you must type commands to carry out any functions. Windows enables several programs to run at the same time and is visual rather than command-based and user friendly.

## Your Windows Desktop



The Windows interface is the presented to you as your desktop and it is where you interact with the program software on your computer.

In Windows, instead of typing a command to 'run' the program you are able to move to an icon or graphical picture that represents that program, files or system part and double click on it with your mouse and open it.



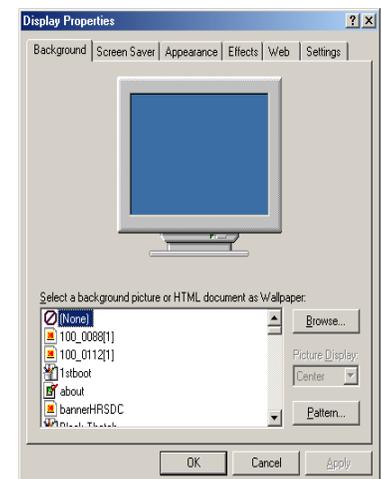
By right mouse clicking, an option window will open and will allow you to customize your desktop.

You can arrange your icons in various manners, access programs and select desktop properties.

By selecting Properties, you can customize your desktop.

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

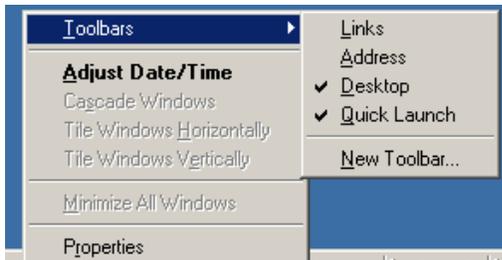
To change the color of your program windows, look under appearance and pick out a few to try. Remember what you do, so that you can undo it, if you do not like the effect. This feature can also be accessed under the Control Panel, of the Start Menu.



The **Task Bar** at the bottom of your desktop displays the Start menu and the Quick Launch Bar, which contains icons for the Internet Explorer, Windows Media Player and Show Desktop.

The box to the right is called the **Notification Area** and will have the clock and several other icons depending on what you have on your computer. Programs that are running will also be visible here. When you print, the printer icons will appear in the Notification Area. The availability of updates for your system will also show up here.

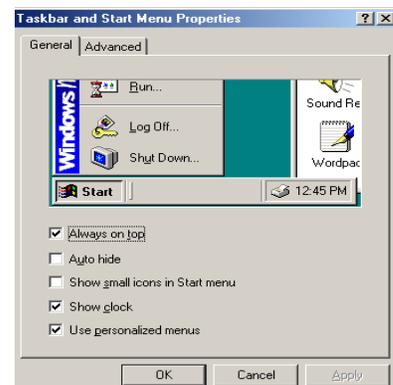
By right mouse clicking on the taskbar, you will bring up a dialog box, which will allow you to customize your task bar and start up menu by selecting Properties.



You can also set the date and time and arrange documents within different windows, by cascading or tiling when using various applications.

In the Taskbar and Start Menu Properties box, check the general features you want to have displayed and where you would like to have them.

Under the Advanced Tab, customize the Start Menu by adding or removing programs. This will not delete them from your computer; it will only clear them from the Start menu.

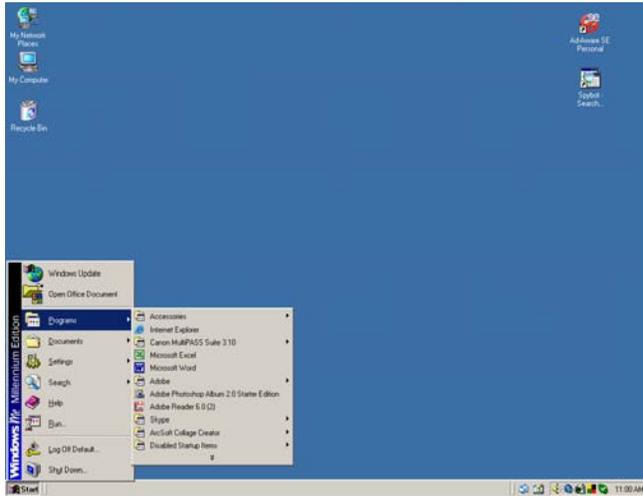


There are several more features of the Windows operating system with which it helps to be familiar. They will guide you in finding things and organizing your files. To be comfortable using the computer it is essential that you become knowledgeable about how to maneuver through windows.

One of the most important features to learn about is the Start menu.

- **Start Menu**

The **Start** menu allows you to open menus and start applications.



The start menu gives you easy access to applications, files and other parts of the operating system.

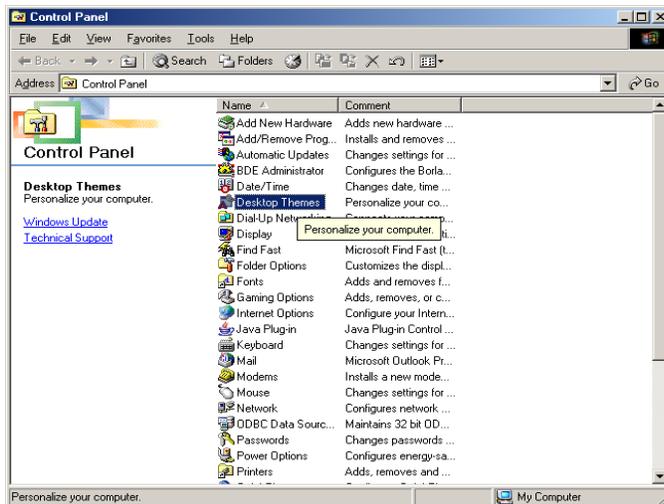
The first selection you see is **Shut Down**. It is very important to shut your computer down from this point to avoid doing any damage.

Take time to explore the Start menu to see what options are quickly available. They will be visible by means of cascading menus.

The Start menu remembers items you recently used and places the icon on the Start menu for easy access.

- **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.

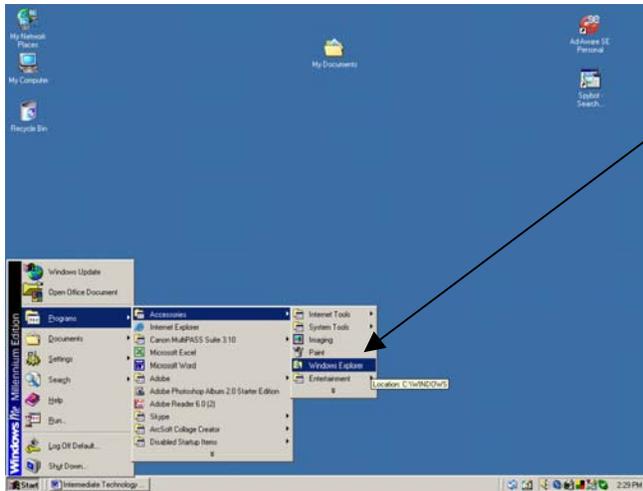
First let's pick **Desktop Themes** and play around to see how you can personalize your computer. Select a theme from the menu and click apply and ok. Remember, if you do not like your selection, you can always go back to the default.

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

*\* To see a tour or tutorial of Windows go the Help and Support option on the Start menu. In XP there is an animated tour. Go to [http://download.microsoft.com/download/whistler/Tour/1/WXP/EN-US/bckqnd\\_pro.swf](http://download.microsoft.com/download/whistler/Tour/1/WXP/EN-US/bckqnd_pro.swf) for a tour of Windows XP.*

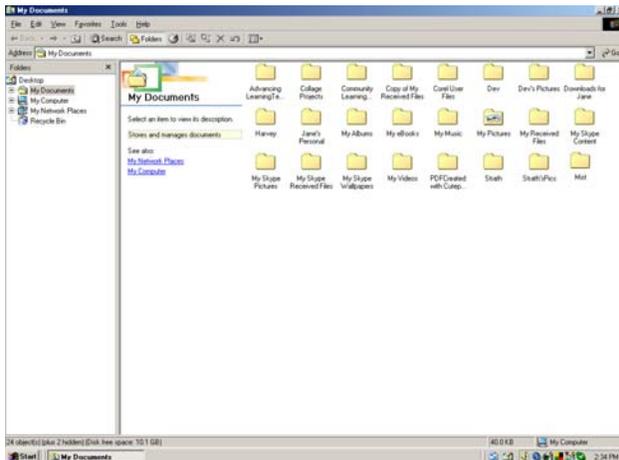
- **Windows Explorer**

**Windows Explorer** is a file management system that enables you to access all of the files on your computer.



Click the Start button  
 ↓  
 Programs  
 ↓  
 Accessories  
 ↓  
 Windows Explorer  
 will open

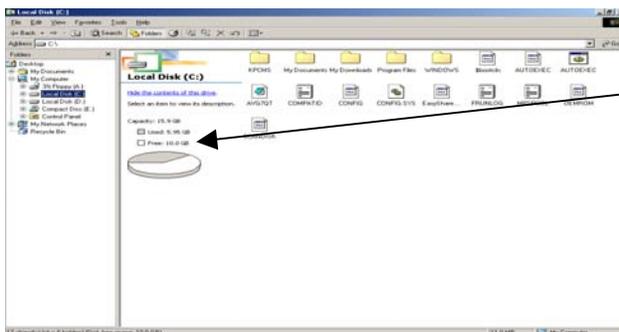
If you need to **Move, Delete, Copy** or simply **View** your files, this is the application to use. Do be careful as it could lead to a dead system if you are inattentive.



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

The folders on the left have a box with a plus or minus sign. The + indicates sub folders. Click on this to see them.

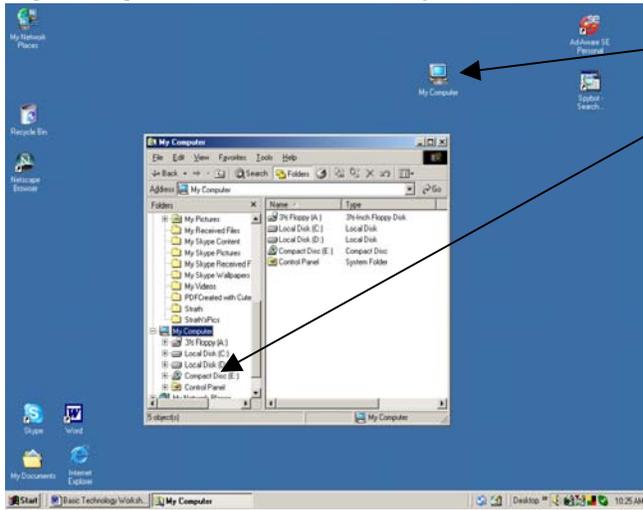


When you select a disk drive, the amount of space used and free to use will be displayed.

From here, you may select **My Documents** and **Program Files**.

- **My Computer**

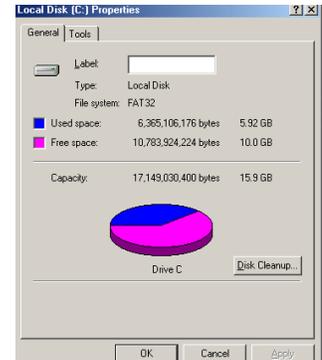
**My computer** is another tool you have to manage files and folders. You are able to access **My Computer** through **Windows Explorer** on the **Start Menu** or through the **Desktop icon**.



My Computer displays the hard disk drives and the drives with removable storage.

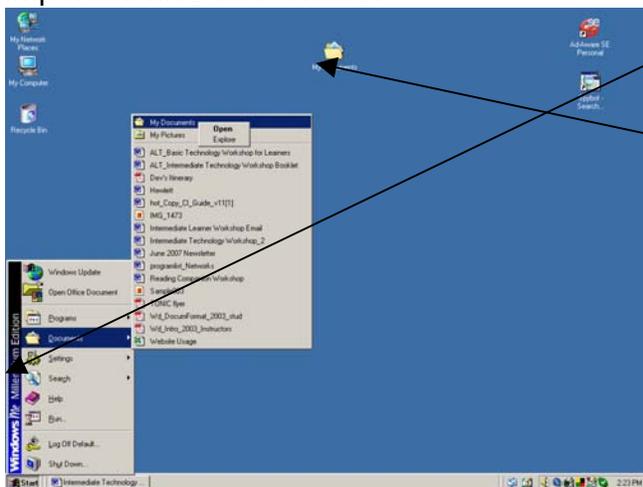
By doing a right mouse click on your hard drive, a menu will appear. Select **Properties** and

you will be able to view space used and space available on your drives. When you last scanned for errors and defragged is displayed under the Tools tab.



- **My Documents**

**My Documents** is a folder that provides you with a convenient place to store your important files and folders.



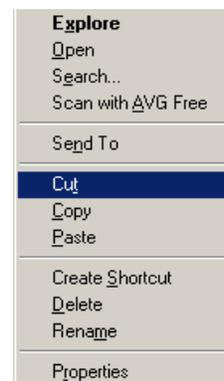
The **My Documents** folder is found on the **start menu** and is often set as a **desktop icon**.

To open it double click on the icon or select it from under the Start menu. You can create new folders within My Documents by selecting **New** under **Files**.

To keep your files organized and easily retrievable, you should place them in the appropriate folders

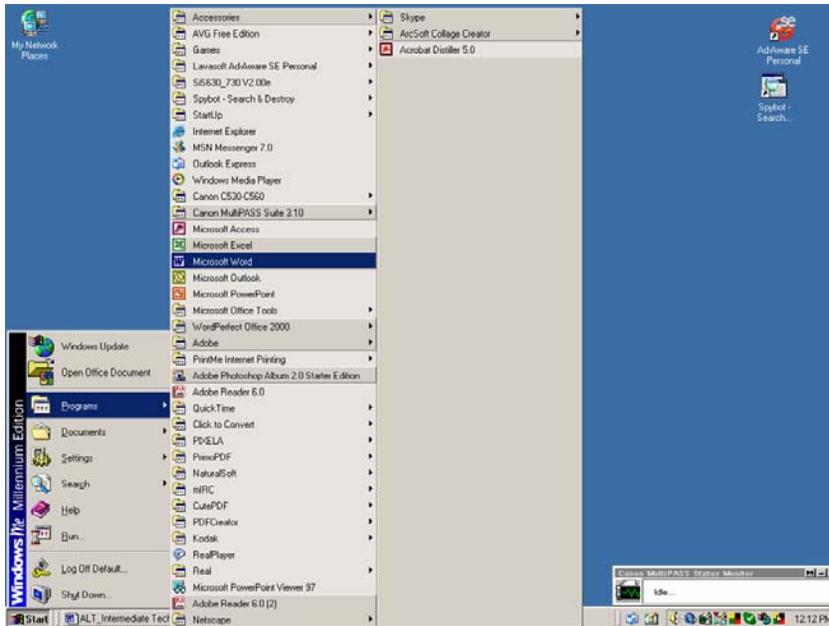
within My Documents folder.

You can create new folders for different members of your class so that they can save their documents here as well. My Documents is also accessible through Windows Explorer. You can manage the contents by means of the selections shown opposite.



## 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



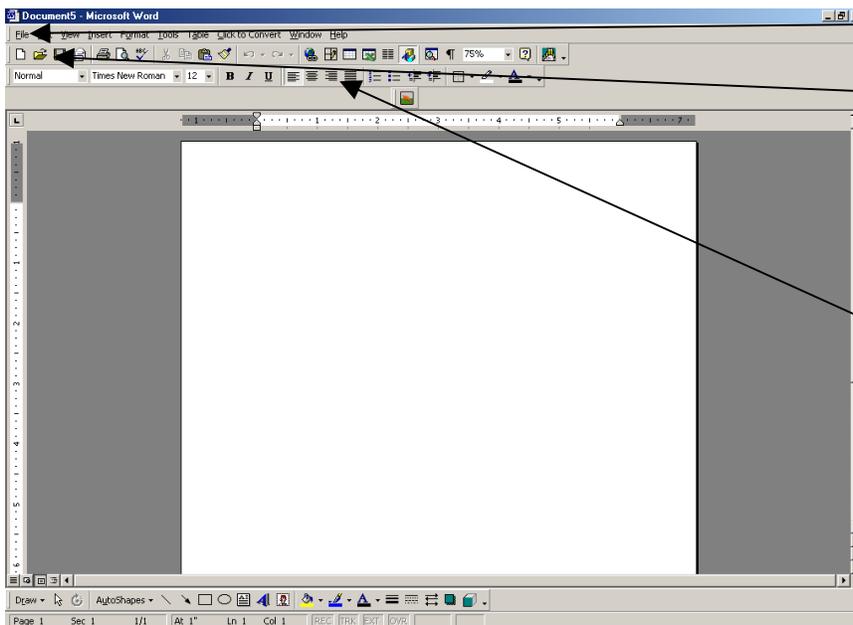
Programs



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**. Retrieve the file  
on which you want to  
work.

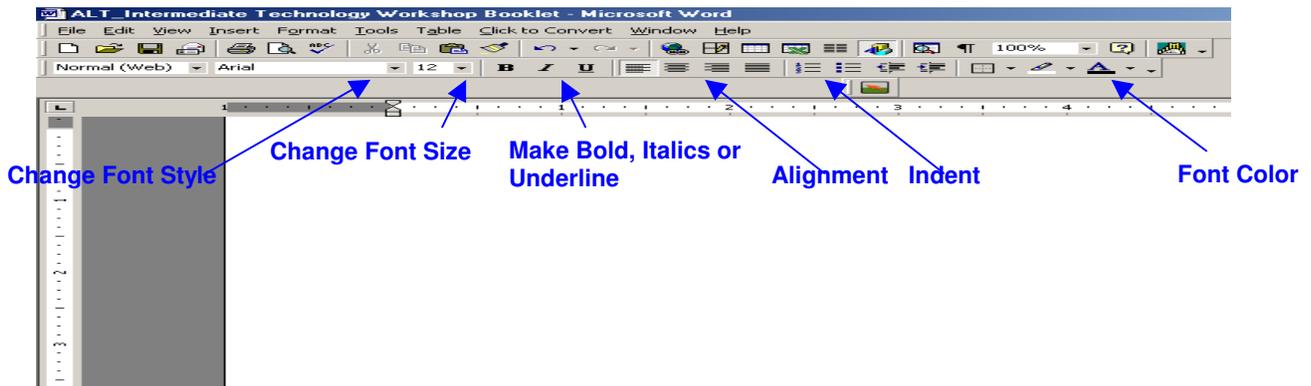
You are ready to enhance  
your document by making  
selections from the  
**Format Menu** or the  
**Formatting Toolbar**.

If your toolbar is not  
showing, look under the  
**View Menu** and select it  
from the **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.

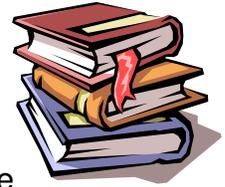
- **To Insert a Table**

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.



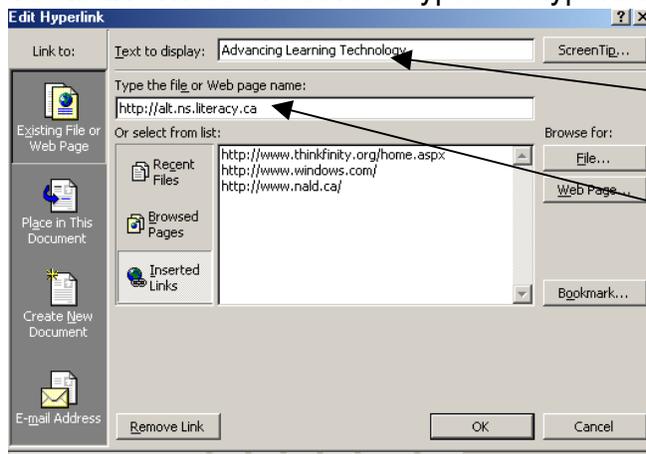
On the **Insert menu** select **Picture**. Next select where you want to get the picture. When you make your selection, click on insert and it will be placed in your document where you wanted it to be. To resize the picture left mouse click and use the resize arrows that will appear as you move your cursor to the edges of the picture.

A left click on the picture will display your picture toolbar or look under the View menu and select Picture from the toolbars listed. As you move your cursor on each option of the picture toolbar text will tell how it can enhance the picture by cropping, changing the contrast, brightening and wrapping text

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.

- **To Insert a Hyperlink**

On the **Insert menu** select **Hyperlink**. You may also select it from your **Formatting Toolbar**. There are several types of hyperlinks listed on the left of the window. Select



**Existing File or Web Page.**

Type the name of the site in the Text field.

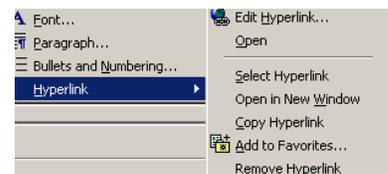
Type in the web page address, URL, in the name field. Click OK. The text will be displayed in your Word document.

[Advancing Learning Technology](http://alt.ns.literacy.ca)

To edit the link, do a right mouse click on the hyper linked text and select the

Hyperlink option from the opened window. Now select **Edit Hyperlink**.

You can leave out the text to display field and the URL will be displayed in your document. This is preferred when the document is being printed and immediate access to the Internet is not available.



## 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.

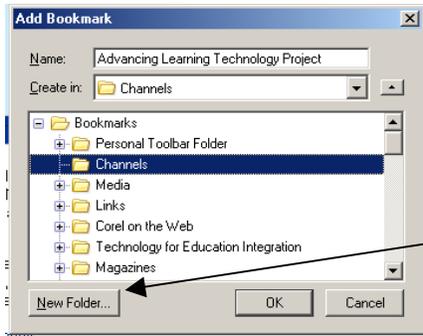
### Search Engines

### Search Directories

Google <a href="http://www.google.com">www.google.com</a>	<a href="http://dir.yahoo.com/">http://dir.yahoo.com/</a> Yahoo Directory
Yahoo <a href="http://www.yahoo.com">www.yahoo.com</a>	<a href="http://www.about.com">www.about.com</a> New York Times
Ask.com <a href="http://www.ask.com">www.ask.com</a>	<a href="http://www.dmoz.org/">http://www.dmoz.org/</a> 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.

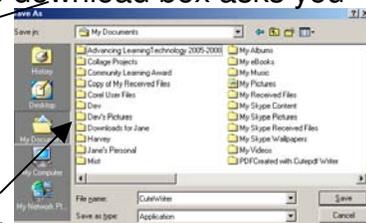
You could let all your bookmarks save into one folder or you may want to create new folders as your topics of interest change.

- **Downloading Files**

There are many valuable sources of programs, files or documents on the Internet that may be valuable to download. The best place to put these files is in a download folder in My Documents until you find a permanent home for them.



When you find something you think will be useful, click on the download link and follow the instructions on the screen until the download box asks you

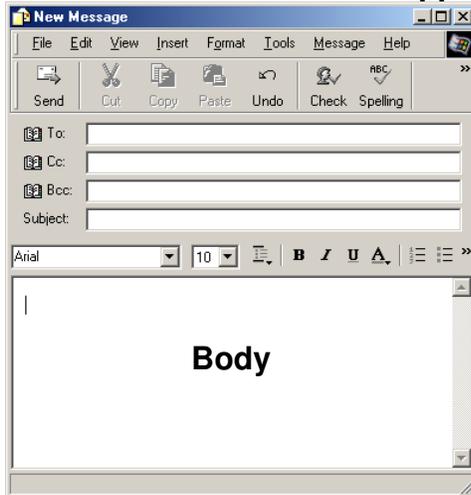


where to save this file.

## 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 help ensure 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:

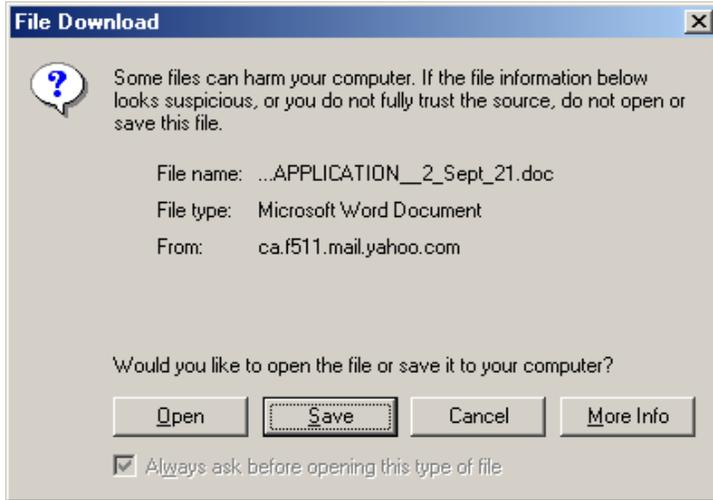
- Using CAPITALS LETTERS is the same as shouting at a person and should be avoided.
- Sending angry messages, called **flaming**, should be discouraged. Once out there, it can never be taken back. Think twice; take a breath, before you click the send button.
- Use little smiley faces or sad faces to 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 be forced to 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**

Over time your hard disk can become fragmented, with parts of the same disk file scattered over different areas of the disk. Defragging rearranges the storage of files so that the computer runs faster and more efficiently. Cleanup clears the hard drive of unnecessary files in order to free disc space. Both can be found under the system tools. Schedule these for regular use to keep your hard disk drive running well.

Start> Programs> Accessories> System Tools

Select the drives you want to clean and defrag. Schedule these tasks by using the Schedule Tasks Wizard, which is also found under System Tools.



You are able to select the program you want to run and the date and time you want it to begin. If the program you want is not listed, use the browse button to find it on your system.

You should set up a maintenance schedule to run on a regular basis to keep your hard drive running smoothly.

When you turn your computer on, your virus checker should be set to run.

- **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 on a regular basis.

*For more maintenance tips, go to the [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 learning, which takes place through the Internet and is known as web-based. The following sites may help add to your knowledge on various topics, which have been introduced during this workshop.

### Computer Learning

URL	Name of Site
<a href="http://www.gcflearnfree.org/">http://www.gcflearnfree.org/</a>	Global Learning – Site for free computer learning
<a href="http://www.bbc.co.uk/computertutor/computertutorone/index.shtml">http://www.bbc.co.uk/computertutor/computertutorone/index.shtml</a>	BBC Computer Tutor
<a href="http://www.fayette.k12.il.us/99/Intro2Comp/introduction%20to%20computers.html">http://www.fayette.k12.il.us/99/Intro2Comp/introduction to computers.html</a>	Introduction to Computers
<a href="http://www.sense-lang.org/typing/">http://www.sense-lang.org/typing/</a>	Touch Typing
<a href="http://www.geocities.com/tmbzone_cfb/index.htm">http://www.geocities.com/tmbzone_cfb/index.htm</a>	Geocities Computers for Beginners

### Microsoft Programs Tutorials

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

### Internet Search Tutorials:

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

### Literacy Instruction:

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

<a href="http://home.comcast.net/~djrosen/software.html">http://home.comcast.net/~djrosen/software.html</a>	Adult Literacy Education Software Recommendations
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**Professional Development:**

URL

<a href="http://www.nald.ca">http://www.nald.ca</a>	National Adult Literacy Database
<a href="http://wiki.literacytent.org/index.php/Adult_Literacy_Professional_Development">http://wiki.literacytent.org/index.php/Adult_Literacy_Professional_Development</a>	Adult Literacy Professional Development
<a href="http://www.otan.us/">http://www.otan.us/</a>	Outreach and Technical Assistance Network for Adult Educators
<a href="http://adulthoodonline.org">http://adulthoodonline.org</a>	Adult Education Online
<a href="http://www.cdllonline.org/">http://www.cdllonline.org/</a>	Adult Learning

**Checking Validity and Security of Website:**

URL

<a href="http://www.library.cornell.edu/olinuris/ref/webcrit.html">http://www.library.cornell.edu/olinuris/ref/webcrit.html</a>	Five Criteria for Evaluating WebPages
<a href="http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html">http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html</a>	Evaluating WebPages
<a href="http://www.library.jhu.edu/researchhelp/general/evaluating/#a">http://www.library.jhu.edu/researchhelp/general/evaluating/#a</a>	Evaluating Information Found on the Internet

