# Additional Resources

# Technology Awareness & Skills Resources

Hemmert, Amy and Sander, Tina.  *Out & About in the World of Computers:  An Introductory Computer Course for Beginning English Learners*.  Alta Book Center Publishers, 2008.

Joyce, Jerry and Moon, Marianne. *Plain & Simple:  2007 Microsoft Office System*.  Microsoft Press, 2007.

O'Hara, Shelley.  *Microsoft Windows XP, Home Edition, Fourth Edition.*  Que Publishing, 2006.

VanHuss, Susie H. Ph.D., Forde, Connie M., PhD., and Woo, Donna L*. Keyboarding*.  CourseSouth-Western Cengage Learning.

**Sample online job applications**:

http://spreadsheets.google.com/viewform?formkey=cjZsZUJVS1RXWkRHVGptd FhSMzdmS2c6MA

http://www.illinoisworknet.com/voc_portal/residents/en/Jobs/

http://career-advice.monster.com/job-search/getting-started/healthcare-career-advice/article.aspx

Name…………………………………….

# Computer Literacy Pre-test

*Perform the following*

1. Student boots computer  and logs onto system.
2. Student creates a folder using his or her name, e.g., johnsmith
3. Student starts the Word program and types the following sentence into a Word file. (Observe keyboarding speed and accuracy):

    "Now is the time for all good men to come to the aid of their country."

4.  Student now adds bold formatting to the word "men" in the sentence.
5.  Student saves file using any name and moves it into the directory previously created.
6. Student deletes newly created file and folder.
7. Ask if student has an email address and if he or she checks and sends email regularly.
8. Ask student to start the Internet browser and do an Internet search for "Kane County Regional Office of Education."
9. Student starts the Excel program and types the following into an Excel spreadsheet. (Student does not need to save the spreadsheet but only needs to demonstrate that he/she can enter data):

    | Name | Birthday | Age |
    |------|----------|-----|
    | John Smith | December 12 | 17 |
    | Jane Doe | August 14 | 66 |
    | Robert Livingston | September 22 | 31 |

10. Student starts the PowerPoint program and creates one slide displaying their name and address.
11. Student displays the PowerPoint slide as if it were a presentation (student does not need to save the presentation).
12. Student properly shuts down the computer.

# Computer Literacy Pre-Test

*Directions: Using the list of words below, put the correct letter in the blank provided to complete the statement.*

| Hardware icon cursor paste boot left click CPU Excel Title bar |
|---|

1. The parts of a computer that I can physically touch are known collectively as _____.

2. What is the name given to the pointer that is controlled by the mouse? _____

3. What is the name given to a graphic symbol for an application, file, or folder? _____

4. When you insert text or other material from the clipboard or copy buffer, this is called _____.

5. When you click on the left mouse button, this is called _____.

6. To start up a computer is called _____.

7. The processing chip that is the brain of the computer is called _____.

*Draw a line from the application on the left to the correct computer program on the right.*

<u>Application</u>                          <u>Computer Program</u>

Resume and Cover Letter          Excel

Spreadsheet                            PowerPoint

Presentations                          Word

                                             Access