

Beginners



# COMPUTERS SAMPLE



Worksheets  
[WWW.EDUCOOT.ORG](http://WWW.EDUCOOT.ORG)



## Safety checklist

Sit at the computer. Complete the safety checklist.



- Is your chair adjustable?
- Does your chair give your back support?
- Are you comfortable?
- Is your keyboard at a comfortable height?
- Are your feet flat on the floor?
- When your hands are on the keyboard, are your wrists straight?
- Is the mouse close to the keyboard?
- Is the monitor at a good distance?
- Is there enough lighting in the room?
- Is the computer area tidy and free of clutter?
- Is the computer area free of food and drinks?
- Is the room well-ventilated?



SAFETY OK

## The Mouse

The **mouse** helps you move around the screen.

Using the mouse takes a little practice!

How to hold the mouse:

- Place your wrist on the surface and your hand on the mouse.
- Your fingers should rest on the button; don't put your fingers up in the air! Click on the left side of the mouse.
- The mouse works by moving across a flat surface like a **mouse mat**.
- If you are left-handed, the mouse can be changed to suit you.
- A laptop doesn't have a mouse but has a **mousepad** instead.

**Try it out:** Rest your hand lightly on the mouse. Gently move it in circles, up and down and left to right.



Get comfortable with your mouse! You move your mouse to a point where you want something to happen, then you click to make that event take place. Sometimes you click once. Sometimes you click twice. And sometimes you hold down the mouse while your event is happening.

### CHECK YOUR UNDERSTANDING

Answer YES or NO:

1. Can the mouse be changed for a left-handed person? \_\_\_\_\_
2. A laptop has a mouse mat. \_\_\_\_\_
3. You should rest your hand lightly on the mouse. \_\_\_\_\_
4. You should hold the mouse tightly. \_\_\_\_\_
5. The mouse helps you move around the screen. \_\_\_\_\_

## Click, click

- You have to tell the computer what to do - by clicking the mouse.
- Press the left button gently and then release the mouse button.
- **Double-clicking:** Quickly press the left button twice in a row. Keep your finger resting on the button - do not take your finger off while double clicking.



### CHECK YOUR SKILLS

**\*Try out these mouse practices:** \*Your tutor can set them up if necessary.

[www.pbclibrary.org/mousing](http://www.pbclibrary.org/mousing) [www.jigzone.com](http://www.jigzone.com) [www.mouseprogram.com](http://www.mouseprogram.com)

### CHECK YOUR SKILLS

Practise these exercises to work on your mouse skills.

Action	Tick if you can do it.
Holding the mouse	<input type="checkbox"/>
Moving the mouse	<input type="checkbox"/>
Single click	<input type="checkbox"/>
Double click	<input type="checkbox"/>
Lifting the mouse	<input type="checkbox"/>
Pointing the arrow	<input type="checkbox"/>
Moving the cursor	<input type="checkbox"/>
Finding the cursor	<input type="checkbox"/>
Moving the page up and down	<input type="checkbox"/>

Playing the card game Solitaire is a good way to practise your mouse skills.

## Different programs 4

We can use different web browsers to go onto the Internet.  
Match the browsers and their icons.



1. Which web browser is on your computer?

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2. There are a few different programs you can use for email.  
Unscramble the email providers.

a) aGiml -----

b) oYaho -----

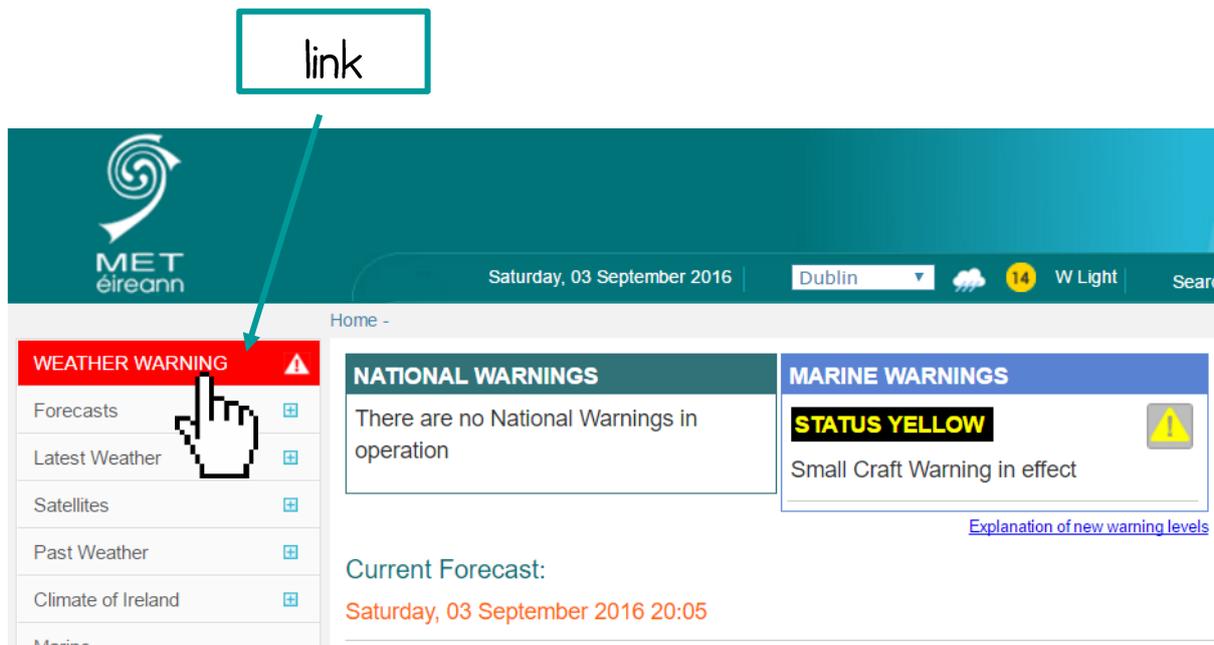
c) iHotalm -----

d) Ooolukt -----



## Browsing a website

- A website is a collection of pages online.
- The pages could have text, images, videos, links and other resources.
- As you move the mouse around a website the pointer sometimes changes into an arrow or a hand. When this happens you are pointing to a **link**.
- Clicking on a link takes you to another section of the website.



### CHECK YOUR UNDERSTANDING

Complete the sentences:

1. To visit webpages, you need to be \_\_\_\_\_.
2. Web pages can have text, images, \_\_\_\_\_ and links.
3. This symbol  shows a \_\_\_\_\_.

## Can you do this?



### CHECK YOUR SKILLS

Tick the things you can do.

Can you?	Tick if you can.
Recognise the browser icon (e.g. Google Chrome)	<input type="checkbox"/>
Log onto the Internet	<input type="checkbox"/>
Access a search engine	<input type="checkbox"/>
Use the address bar	<input type="checkbox"/>
Browse a website	<input type="checkbox"/>
Click on links	<input type="checkbox"/>
Use the search box	<input type="checkbox"/>
Click into websites	<input type="checkbox"/>
Use the back and forward buttons	<input type="checkbox"/>
Use the refresh button	<input type="checkbox"/>
Close the browser window	<input type="checkbox"/>
Shut down the computer	<input type="checkbox"/>

With regards to surfing the web, what are you doing well?

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What skills do you need to work on?

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## Internet Practice 3

1. Log onto the Internet.
2. In the address bar, type in [www.dublinzoo.ie](http://www.dublinzoo.ie)
3. What time does the zoo open? \_\_\_\_\_
4. Can you see zebras at the zoo? \_\_\_\_\_
5. When did **Dublin Zoo** first open? \_\_\_\_\_
6. Can you find the following on the website?

- Opening times
- Zoo map
- Gifts
- Animal cams
- Information about birds
- Email address
- School programmes
- Zoo news
- Facebook link



7. Exit from the Internet and return to your desktop.

## Email addresses

An email address is your individual address for **sending** and **receiving emails**.

Here are some examples:

[gmurray@hotdogs.ie](mailto:gmurray@hotdogs.ie)

- You say this address like this: *G. Murray at Hotdogs Dot ie* (dot ie means it is an Irish website)
- G Murray is the person working at the company Hotdogs.

[trevorhow@gmail.com](mailto:trevorhow@gmail.com)

- Trevor has an account with Gmail.

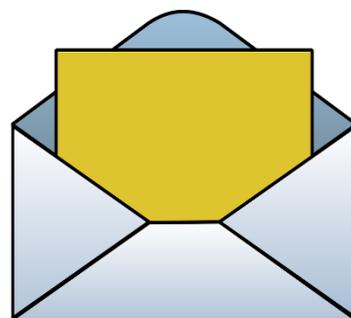
[maisiemilly@eircom.net](mailto:maisiemilly@eircom.net)

- Maisie Milly has an email account with Eircom.



Which of these are email addresses? Circle them.

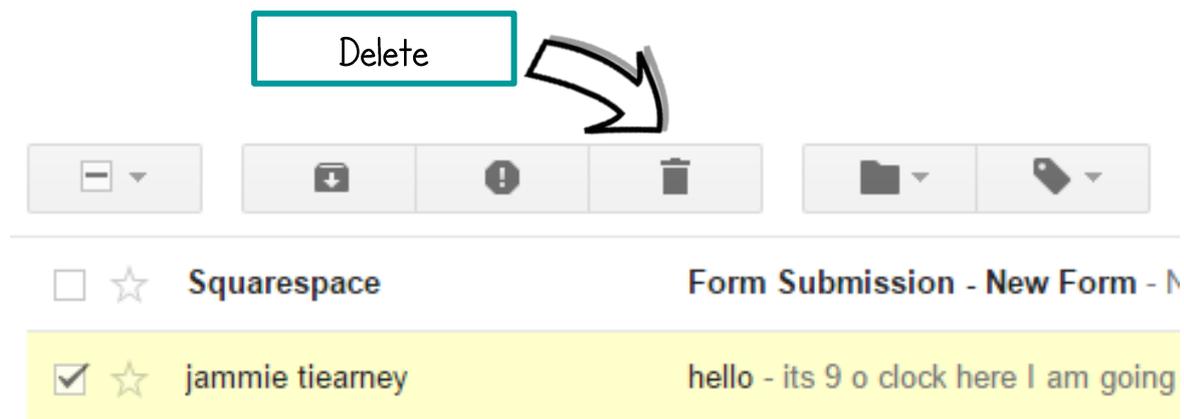
1. jakejacobs@hotmail.com
2. aaronbutler at gmail
3. info@bigbeds.co.uk
4. joycethompson@eircom.net
5. jmorgan@gmail
6. sbrady@yahoo.co.uk



## Other features of webmail

You can **delete** emails from your account. It is good to do this once in a while so that your **Inbox** does not become too cluttered.

Tick the boxes of those emails you want to delete and hit the delete button.



You can also check the emails you have sent by clicking on **Sent Mail**.

Example:

The image shows a webmail sidebar on the left with the following items: 'Mail' (with a dropdown arrow), 'COMPOSE' (in a red button), 'Inbox (164)', 'Starred', 'Sent Mail' (highlighted in red), 'Drafts (22)', and 'More' (with a dropdown arrow). A red arrow points to 'Sent Mail'. To the right, there is a task box with a red border and a red checkmark icon. The text inside the box is as follows:

CHECK YOUR SKILLS

1. If you want to get rid of an email, you should \_\_\_\_\_ it.
2. The deleted email goes to \_\_\_\_\_.
3. If you want to check an email you've sent, click into \_\_\_\_\_ mail.

## Reading and replying to an email

1. Log onto the Internet.
2. Sign into your email account.
3. Check your Inbox for a message from the tutor.
4. Read the message and reply to it.
5. Compose a message to a student in the class.
6. Practise sending emails.
7. Make sure that your emails are received.
8. Sign out of your account.
9. Shut down the computer.



### CHECK YOUR SKILLS

Can you?	✓ Tick if you got it.
Log onto the Internet	
Sign into your email account	
Read an email in your Inbox	
Reply to an email you received	
Write an email	
Delete an email	
Add a contact	
Check your spelling	
Sign out of your email account	