

LCA ICT  
Module 1



Sample!

# Introduction to the Computer and Word Processing

*Student Worksheets*



[www.educoot.org](http://www.educoot.org)

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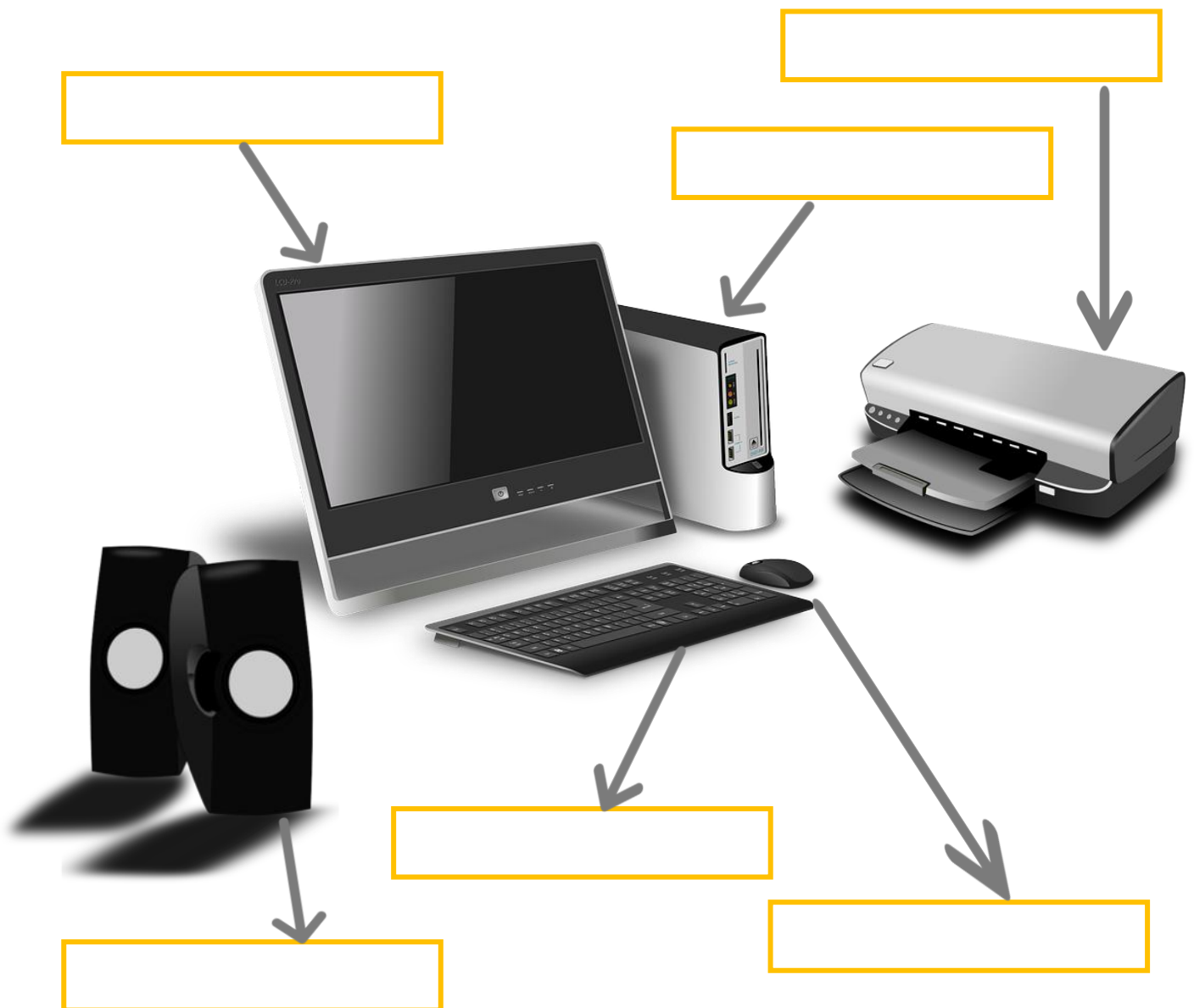
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## B. COMPUTER HARDWARE & SOFTWARE

Computer hardware is the physical parts of a computer.

I. Write the correct word by each piece of hardware:

**keyboard, speakers, mouse, monitor, printer, CPU**



## D. INFORMATION TECHNOLOGY IN EVERYDAY LIFE

I. Look at everyday examples of how we use information technology.  
Label the images.

cooking, movies, learning, maps, laundry,  
working, texting, TV, gaming



## G. INFORMATION TECHNOLOGY IN THE HOME

I. Complete the sentences about modern homes:

Most of us have modern technology in our homes, such as washing machines, microwave ovens, heating and lighting. Here are some more examples:

**notifications, sensors, stream, smart,  
Assistants, environment, vacuum**

- a) Smart TVs can connect to the Internet so that you can  movies, television programs and music as well as browse the web.
- b) A smart meter shows you how much energy you are using. By seeing how much energy you are using, you will be able to better manage your energy use, thereby saving you money and helping the .
- c) Virtual  are devices which react to voice commands to do a range of tasks, from playing music, hearing the news, giving weather forecasts to finding a recipe. You can also remotely control devices in your home such as lights, heating, the TV and more.
- d) A smart oven can be controlled using verbal commands, turned on and off remotely and can send you  when your food is ready.



# I. INFORMATION TECHNOLOGY & TRAVELLING

Modern transportation technology has made it easier for us to travel long distances. It has also helped up to travel short distances much quicker!

1. Read:



The fastest train in the world is currently the Shanghai Maglev in China. Maglev is an abbreviation of 'magnetic levitation' which is the suspension or floating of an object by the magnetic field. This means the train does not have regular train tracks - it floats on a magnetic field existing between the train and track. There is no contact between train and track. It has a top speed of 430 km/h (267.8 mph)! It can reach this speed in just 4 minutes. It has 574 seats in total.

Take a ride:

<https://www.youtube.com/watch?v=WIXY6GIEYI4>

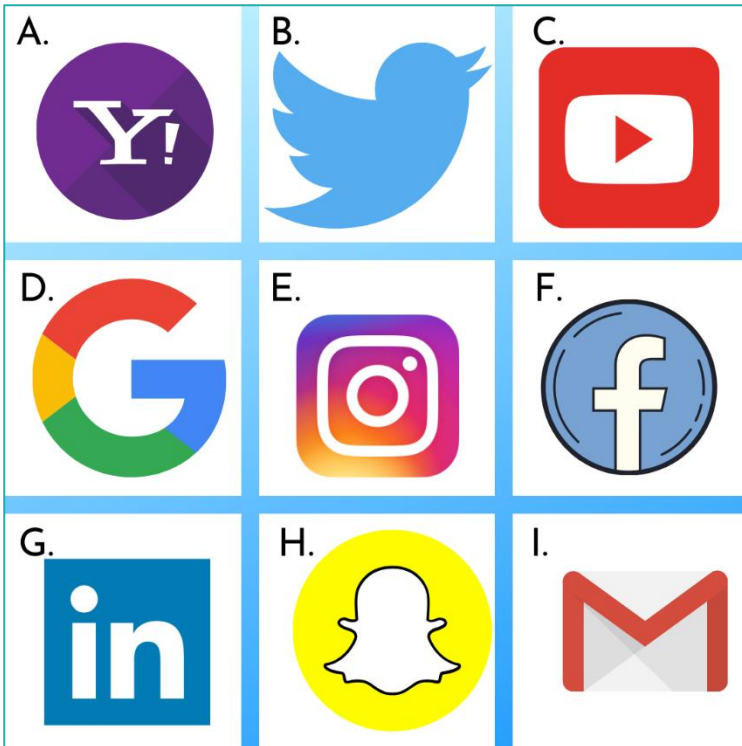
2. Write a list of the types of transport you have used:



# K. SOCIAL MEDIA



Social networking has taken our world by storm. It is being used by us to keep in touch with family and friends and we are using it to conduct business.

1. Name the social networking icons A to I below:



- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_

2. Name some advantages and some disadvantages of social networking.

 <b>Advantages</b>	<b>Disadvantages</b> 

# N. ELEARNING

I. Look at this online course from [www.alison.com](http://www.alison.com). Fill in the details below.



**How to Create Your First Website**  
Create your first website

Students: 28,938      ★★★★★

[Start This Course](#)

**COURSE DESCRIPTION**

This free online course covers the skills and techniques needed to create your first website and is designed for novices who've always wanted to build a site but lack the skills or knowledge to do it.

Chris Farrell, voted Number 1 Internet Marketing Service Provider, describes in a non-technical and step-by-step manner how to use software to create and format web pages, how to get a domain name and set up a hosting account, and how to make your website available online.

[Read More](#) ▾

**Check out [www.alison.com](http://www.alison.com) to find a course for yourself!**

Course Title:

For Beginners or Experts?

Cost:

Rating:

Course Location:

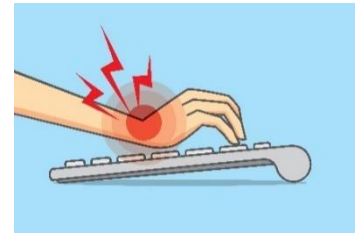
Website:





## REMEMBER Health and safety; it's the law!

European regulations exist to protect the health and safety of employees who use computers for a large part of their working day.



2. Have you heard of RSI?

a) What do the initials 'RSI' stand for?

b) Fill in the table below to show the main causes of R.S.I., the symptoms and how to prevent them.

Cause	Symptoms	Prevention



## T. ADVICE

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See if you can solve these problems below. Briefly give advice to each worried person.

*Dear Marge*

*I work at a computer workstation from 9:15 'til 12:30 but find that my wrists are so sore that I can't concentrate on the work by the end of the session. What should I do?*

*Bill, Meath*



Your reply:

*Dear Marge*

*I use a computer all day but recently have developed backache. Is there anything I can do to improve my working position?*

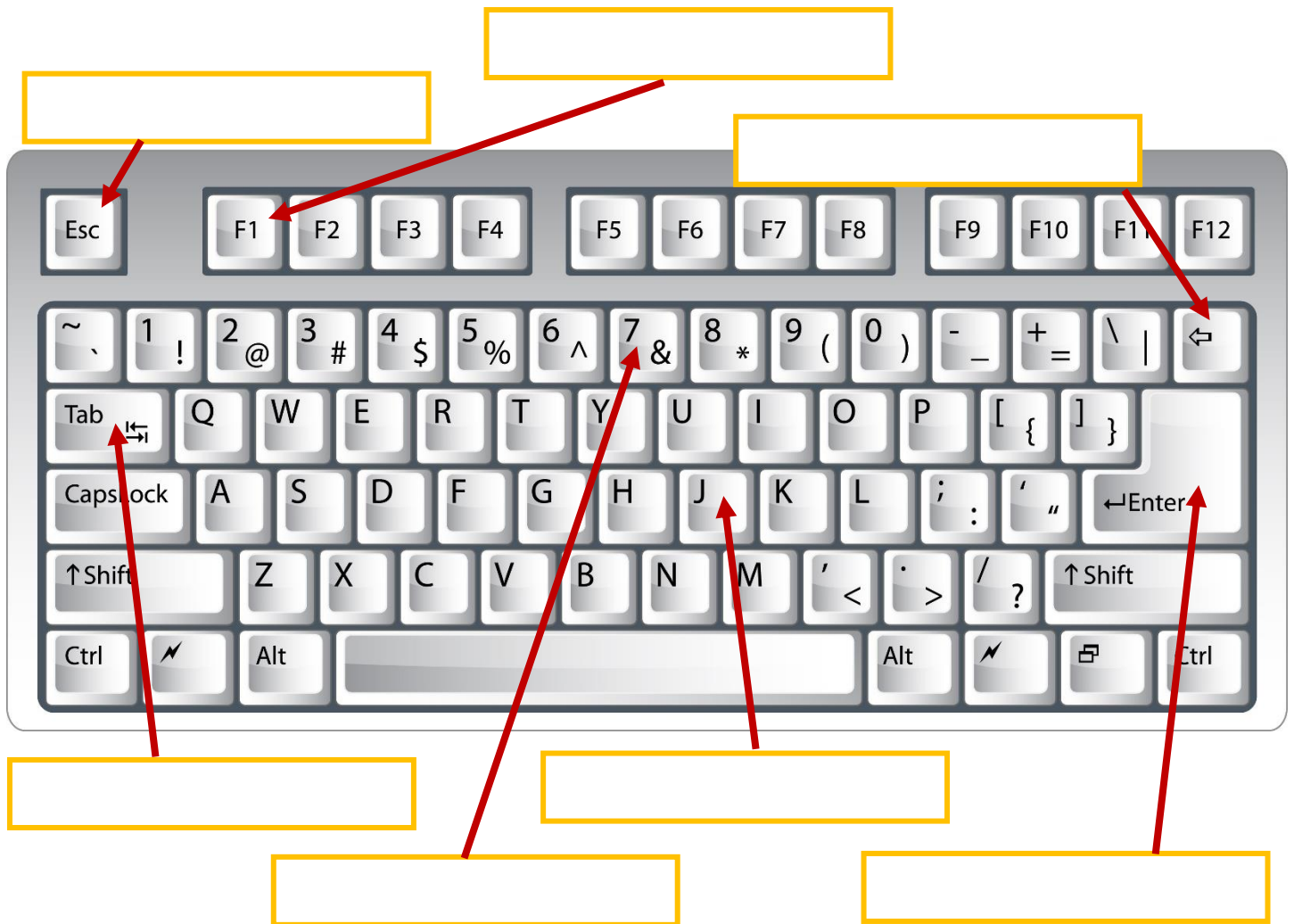
*Rashida, Longford*



Your reply:



1. Label the keyboard:



2. Check your typing speed: [www.typingtest.com](http://www.typingtest.com)

Type your speed:

3. Print for the portfolio: Print your typing speed. Test yourself again at the end of the course to see if you have improved!



10. Open the word processing program on your computer and open a new document. Type the following:

My name is Brian Farrell. I am doing an Internet skills class and it's helpful! I have learned to use the Internet, and I'm even chatting on Facebook. I use email now too. My email address is brian4390@gmail.com.

- a) Save the document as **Brian**.
- b) Select the whole text and change the font. Make sure the font is clear.
- c) Give the text the heading: Profile.
- d) Make the heading bold.
- e) Centre-align the heading.
- f) Save all changes.
- g) Print for the portfolio:



Print the document for your portfolio.



11. You want to type a letter to your bank manager. Name the steps you would need to take- from accessing the application to saving and printing the document.

## C. KEY FEATURES OF MICROSOFT WORD

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For this module, when discussing and explaining word processing features the software Microsoft Office Word (Word) will be used as the example.

### WORKING WITH TEXT AND STYLES

- Microsoft Word is a word processor, which means that it's designed mostly for text-based documents.
- In Word, you type text and see roughly how it will appear on someone else's computer screen or on paper.
- You can change the font, colour, size and other style settings for text using Word's built-in options.

1. Which of these fonts do you think would be most suitable for a business letter? Tick it. Give reasons for your answer.

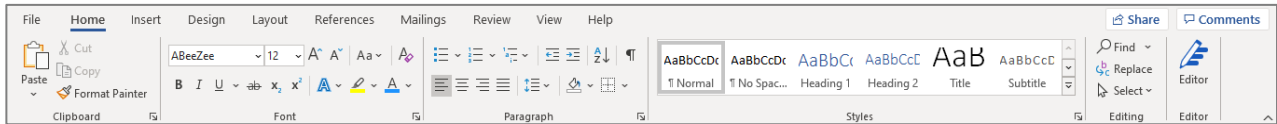
- It was a pleasure meeting you at the Career Day Fair last week. As we discussed, ...
- It was a pleasure meeting you at the Career Day Fair last week. As we discussed,
- It was a pleasure meeting you at the Career Day fair last week. As we discussed. ...**

Reason for your choice:

# A. THE RIBBON

Are you familiar with the ribbon in Microsoft Word?

Make sure you know some tools in each tab. The tabs are **File, Home, Insert, Design, Layout, References, Mailings, Review, View and Help.**



1. Under which tabs will you find the following? Look on the computer if you do not know!

- a) Editor (Spelling and Grammar Check) \_\_\_\_\_
- b) Page Margins \_\_\_\_\_
- c) Format Painter \_\_\_\_\_
- d) Save As \_\_\_\_\_
- e) View Side by Side \_\_\_\_\_
- f) Insert Table \_\_\_\_\_
- g) Size Options (for document) \_\_\_\_\_
- h) Page Borders \_\_\_\_\_
- i) Page Numbers \_\_\_\_\_
- j) Highlighter Tool \_\_\_\_\_
- k) Ruler \_\_\_\_\_
- l) Page Orientation \_\_\_\_\_
- m) Insert a Symbol \_\_\_\_\_
- n) Labels \_\_\_\_\_
- o) Line Spacing \_\_\_\_\_
- p) New Document \_\_\_\_\_
- q) Themes \_\_\_\_\_
- r) View Web Layout \_\_\_\_\_
- s) Page Size \_\_\_\_\_
- t) Find and Replace \_\_\_\_\_
- u) Word Count \_\_\_\_\_
- v) Close the Document \_\_\_\_\_



## EXERCISE 3: POSTER

### PART A

1. Open a new word document in your folder and type out the given text in the font Century Gothic, size 18, centre aligned,
2. Set all 4-page margins at 2 cms.
3. Save the document in your **Class** folder with the name **Poster**.
4. Print 1 copy for your portfolio.
5. Close the application and shut down the computer.



Text to use in your poster:

The Fish Short Story Prize  
10 short stories to be published  
in the 2021 Fish Anthology.

#### Prizes

First prize – €3,000

Second prize – a week at the Writers' & Artists' Retreat, and €300  
travel expenses.

Third prize – €300

The ten published authors will each receive five copies of the  
Anthology.

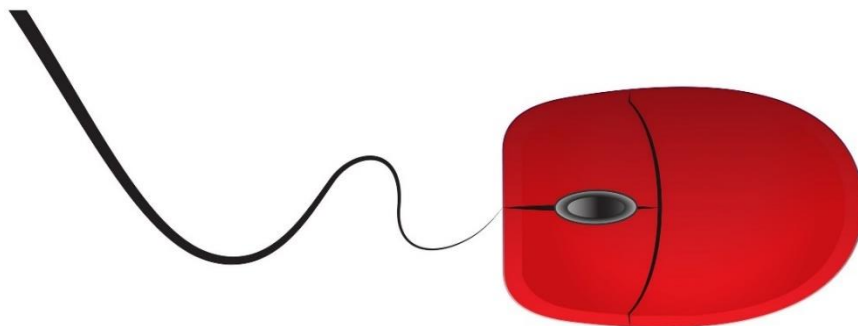
No entry form is needed. Entry is online.

Online Entry €20.00

[helpline@fishpublishing.com](mailto:helpline@fishpublishing.com)

### PART B

1. Open a document in your **Class** folder with the name **Poster**.
2. Change the font for the first 3 lines of text to Berlin Sans FB Demi, size 28 and the colour blue.
3. Create a single line space after **The Fish Short Story Prize**.
4. Change the colour of the text in line 4 to the colour green and bold.
5. Create a single line space after the word **Prizes**.
6. Change the words in the sentence **No entry form is needed. Entry is online** to the font Lucida Handwriting, size 16 and a different shade of green.
7. Save the document in your folder with the name **Poster 1**.
8. Print 1 copy for your portfolio.
9. Close the application and shut down the computer.





## EXERCISE 6: SHOPPING LIST

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### PART A

Open the file `Shopping_List`.

Save it in your **Home** folder with the title, `Shopping_List`.



Carry out the following instructions:

1. Make the heading `SHOPPING LIST` size 18 and red.
2. Under the `VEGETABLES` heading, delete these: Brussel Sprouts, Carrots, Pumpkins, Radishes and Turnips.
3. At the end of the `VEGETABLES` list, add 2 items: Mushrooms and Onions.
4. Under the heading `FRUIT`, delete all the fruit that starts with a 'P'.
5. Under the heading `SEEDS AND NUTS`, add one item at the end: Chia Seeds.
6. Under the heading `DAIRY`, make the font for the items black.
7. Under the `MEAT` heading, add bullets to the items, using the same bullets as the rest of the document.
8. Under the `OTHER` heading, add these items: Body Wash, Deodorant, Soap and Toothpaste.
9. Capitalise the heading 'fish and seafood'.



10. Under the CONDIMENTS/OILS heading, change the items to each word starting with a capital letter, e.g., Apple Cider Vinegar.
11. Under the GRAINS/PROTEIN heading, make the size of the font for the two items – size 11.
12. Add 5 of your own items, using the correct categories.
13. Click into the Review tab on Microsoft Word and then click into Proofing. Check the spelling of the document.
14. Read through the document yourself.
15. Do a print preview to ensure the document fits on one page and looks evenly spaced. Make any necessary adjustments.
16. Insert your name in the footer of the document.
17. Save all changes.



18. Print the document.

19. Exit all applications and shut down the computer.

## EXERCISE 9: JOB AD

Open the file **Job\_Ad**.

Save it in your **Jobs** folder.

Carry out the following instructions:



- a) Make the heading **Job Available** – 22pt, green, all caps, centre-aligned and underlined.
- b) Make the 2<sup>nd</sup> paragraph '**Horticulturist required for busy garden centre**' – all caps and underlined.
- c) Change the bullets to squares and a green colour.
- d) Cut the sentence '**This is an excellent opportunity!**' and paste it under the heading '**Job Available**'.
- e) Change the salary to €12.50 per hour.
- f) In front of the heading '**Job Available**', insert an icon or symbol related to gardening.
- g) Click into the Review tab on Microsoft Word and then click into Proofing. Check the spelling and grammar of the document.
- h) Read through the document yourself.
- i) Do a print preview to ensure the document fits on one page and looks evenly spaced. Make any necessary adjustments.
- j) Insert your name in the footer of the document, on the right-hand side.
- k) Save all changes.
- l) Print the document.
- m) Exit all applications and shut down the computer.



## EXERCISE 26: WORKING WITH A TABLE

- Download the document Festival\_Sales.
- Carry out the following tasks:

a) Save as **Sales** in your **Business** folder.



b) In the first line of the table, add the heading **Sales**.

**To centre the heading, select across the cells, right-click and Merge cells. Then you can centre the heading.**

Sales			
Day	Hours at Location	Items Sold	Total Receipts

- c) Shade the heading **Sales** in blue. (say this aloud – it could be a tongue twister!)
- d) Shade the column headers in green. (**Day** to **Total Receipts**)
- e) Change the total receipts for Tuesday to €123.19.
- f) Change the hours at the location on Saturday from 5 to 7.
- g) Delete the blank row after Tuesday.




h) Make the columns 'Items Sold' and 'Total Receipts' the same size.

To make columns or rows the same, select the columns or rows, click into the Layout tab, next to Table Design, then click on 'Distribute Columns'. (if you were making rows the same, you would click on 'Distribute Rows'.)

Table Design | Layout

 Distribute Rows

 Distribute Columns

i) Insert another row at the end of the table.

**You can right-click and then click on 'Insert' then choose 'Row Below' OR if you are adding on rows to the END of a table, then place your cursor in the last cell and hit 'Tab' on your keyboard.**

j) In the Items Sold column, under 228, type the word TOTAL.

k) You can work out the total if you like!

l) Save and print!



## EXERCISE 32: LETTER OF REFERENCE

- Download the document `Reference_Letter`.
- Carry out the following tasks:
  - a) Save the document as `Reference_Letter` in your **Business** folder.
  - b) Type in the following text (as a separate paragraph) after the 2<sup>nd</sup> sentence: ..... **Computer Design School**.

I am writing regarding Ms. Brigid Donovan's application for the training program your college is offering. I have known her for the past five years as a colleague and our school has benefited greatly by the excellent work she has produced here.

- c) In the 2<sup>nd</sup> sentence of the letter, change the word **Computers** to **Computer** – delete the **s**.
- d) In the last paragraph, change the word **calling** to **call**.
- e) Join the paragraph starting with **Simply give me a .....** to the previous paragraph.
- f) In the salutation **Dear Ms Siobhan White**, delete the name **Siobhan**.
- g) At the end of the letter, insert the word **Yours** before **Sincerely**.
- h) In the last paragraph, delete the sentence: **This is my work number so feel free to give me a call between 9 and 5.**

Mrs Eimear Connelly  
Computer Design School  
Email: [eimear@computerschool.ie](mailto:eimear@computerschool.ie)  
Phone: 023459964  
15<sup>th</sup> October 2021

Siobhan White  
The I.T. College

Reference for assistant teacher, Brigid Donovan

Dear Ms Siobhan White,  
I hope this letter finds you well. I am Eimear Connelly, Administrative Director at the Computers Design School.

Ms. Donovan has been working for our school for five years. She has an excellent track record and is well-known for her sense of initiative and persistence. I am sure that she will grow even more and do a great job in your training programme.


Ms Donovan will hopefully continue to work for us on a part-time basis and we fully support her return to education.

Thank you for your time. If you would like to ask more questions, I will be happy to accommodate you.

Simply give me a calling at 555-5555. This is my work number so feel free to give me a call between 9 and 5.

I wish you all the best.

Sincerely,  
**Mrs Eimear Connelly**  
Mrs Eimear Connelly

- i) Embolden the letter subject: **Reference for assistant teacher, Brigid Donovan**.
- j) Right align the first section of the letter, starting from: **Mrs Eimear Connelly** to **15th October 2021**.
- k) Set the line spacing for the whole letter to 1.5. 
- l) Change the font of the letter. Ensure you choose a clear, clean font.
- m) Ensure the size of the font is appropriate.

- n) Change the page margins to 1.5 for all borders – top, bottom, left and right.
- o) Justify the text.
- p) Download the image **Computer\_Design\_Logo.jpg**. Open the image and insert the logo into the document, at the top of the page on the left-hand side. Format and resize as necessary.
- q) Insert a header, centre-aligned, with the word 'Letter'.
- r) Proofread the document.
- s) Use the Grammar & Spell check.
- t) Indent the 1<sup>st</sup> line only: **I hope this letter finds you well.**
- u) Check spacing is even.
- v) Save the document as **Reference\_Letter2**.
- w) Save the same document as Plain Text document.
- x) Print preview and print the document in both formats.



**“I’d like you to work more than just 24/7.”**

# MAPPING OF LEARNING OUTCOMES

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## I. Introduction to Computers

1. Understand and explain key concepts relating to Information and Communication Technology and computers. Pages 21 to 24 (I.T. in everyday life), Pages 25 to 26 (I.T. in communication), Pages 27 to (I.T. and entertainment), Pages 28 to 30 (I.T. in the home), Pages 31 to 32 (I.T. and healthcare), Pages 33 to 34 (I.T. and travelling), Pages 35 to 36 (old and new technology), Pages 53 to 56 (hazards and computer safety), Pages 57 to 59 (ergonomics), Pages 60 to 61 (health and safety checklists), Pages 68 to 69 (stress), Pages 70 to 71 (advice), Page 72 (environment), Pages 73 to 75 (hygiene), Page 76 (safety demonstrations)

2. Understand and explain key concepts relating to devices, storage and software. Page 7 (computer types), Pages 8 to 19 (computer hardware and software), Page 20 (connecting devices)

3. Explain the key concepts in relation to file storage, management and retrieval. Pages 11 and 12 (storage devices), Page 13 (computer memory)

4. Demonstrate an ability to use basic computer functions effectively. Pages 79 to 88 (the keyboard and typing), Pages 89 to 90 (mouse pointers), Pages 91 to 93 (some keyboard activities), Pages 108 to 110 (functions), Pages 111 to 112 (the ribbon), Pages 116 to 118 (editing and formatting), Page 119 (quick access toolbar), Pages 120 to 122 (opening a new Word document), Pages 123 to 125



(creating, naming and locating files), Pages 128 to 129 (cut, copy and paste),

## **PAGES 141 TO 220 (WORD PROCESSING ASSIGNMENTS)**

### 2. Introduction to Word Processing

1. Create documents and understand how and where to save them. Pages 96 to 99 (word processing basics), Pages 100 to 103 (what is word processing), Pages 104 to 107 (key features of Microsoft Word), Pages 120 to 122 (opening a new Word document), Pages 123 to 125 (creating, naming and locating files),

## **PAGES 141 TO 220 (WORD PROCESSING ASSIGNMENTS)**

2. Work with a word processing document, apply different formats and insert tables and images. Pages 79 to 88 (the keyboard and typing), Pages 91 to 93 (some keyboard activities), Pages 108 to 110 (functions), Pages 111 to 112 (the ribbon), Pages 113 to 115 (check your knowledge), Pages 116 to 118 (editing and formatting), Page 119 (quick access toolbar), Pages 120 to 122 (opening a new Word document), Pages 123 to 125 (creating, naming and locating files), Page 126 (superscript and subscript), Page 127 (inserting symbols), Pages 128 to 129 (cut, copy and paste), Pages 130 to 131 (inserting shapes), Pages 132 to 133 (inserting a picture), Page 134 (inserting photos), Page 135 (logos), Pages 136 to 138 (cropping images), Pages 139 to 140 (inserting text boxes),

## **PAGES 141 TO 220 (WORD PROCESSING ASSIGNMENTS)**

3. Proof and edit a document before printing. **PAGES 141 TO 220 (WORD PROCESSING ASSIGNMENTS)**

4. Identify files and folders and recognise common file types. Understand what a file and folder is and know where files, folder and programmes are normally stored. Pages 123 to 125 (creating, naming and locating files), **PAGES 141 TO 220 (WORD PROCESSING ASSIGNMENTS)**

### 3. The internet and email

1. Understand the concepts and associated risks of the Internet and the World Wide Web. Pages 37 to 42 (social media), Pages 44 to 49 (e-commerce), Pages 50 to 52 (online learning), Pages 62 to 67 (online safety)

2. Use a web browser and manage settings. Page 42 (using social media), Page 44 (browsing online), Page 46 (browsing online), Pages 48 to 49 (visiting e-commerce websites), Page 51 (visiting online learning websites), Page 89 (link pointer)

3. Search effectively for information on the Internet by using key words, quotation marks for exact phrases and advanced search options. Page 42 (using social media), Page 44 (browsing online), Page 46 (browsing online), Pages 48 to 49 (visiting e-commerce websites), Page 51 (visiting online learning websites)

4. Understand the structure of an email and be able to create, send and receive email with consideration of security concerns and risks. Page 43 (email), Pages 62 to 67 (online safety)