Computer Skills

1. Explain the purpose of each item:
   a. Computer system
   b. Monitor
   c. Mouse
   d. Keyboard
   e. Central Processing Unit
   f. Hard disk
   g. Scanner
   h. CD ROM
   i. Modem
   j. Printer
   k. Network
   l. Diskette
2. What are computers good for?
   a. Documents and books
   b. Databases
   c. Calculations
   d. Communications
   e. Research
   f. Fun
3. Do one of the following:
   a. Type and print a thank-you note.
   b. Play an educational game.
4. Do one of the following:
   a. Visit an office and see how a computer helps that person with their work.
   b. Visit a computer sales person and have them give a demonstration of the latest technology.
5. Know the home row of the keyboard.
   a. Show the proper hand position on the keyboard.
   b. Explain why proper hand position is important.
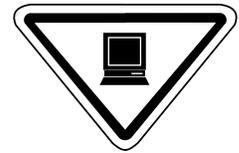   c. Type on an elementary typing program such as Sticky Bear or Mavis Beacon.

Helps

1. Find a current computer book or dictionary with the definitions. Use correct terminology, but find illustrations to help children understand the concepts.
2. a. Documents and books— Word processors are primarily designed to create letters, reports, and documents. Desktop publishing programs help combine graphics with text.
   b. Databases—Programs that allow you to manipulate, store, record, and retrieve information from a collection of related files: like addresses, member-ships, or store inventories.
   c. Calculations—Spreadsheets are made for math calculations for accounting or record-keeping purposes.
   d. Communications—Cover the Internet, E-mail, and the world wide web. Talk about the need to use discipline to bypass the bad information and how to use the good information.
   e. Research—Current resource materials for research are available in minutes through the Internet services. You can also use material from CD-ROMs or other resource software. Computerized searches are fast, and some-times give you more ideas. One such CD is the E. G. White Library or an encyclopedia CD.
   f. Games—There will always be games. Computer games can be good if they challenge your mind and mental skills as well as your dexterity. Put it to the test of Phillipians 4:8. All of our computer work should meet that standard.

Resource Material

Computers Don't Byte. Linda Piriera, Teacher Created Materials, Inc., P.O. Box 1040, Huntington Beach, California 92647. © 1996. ISBN 1-55734-813-8. This book has good simple definitions and examples to make learning the computer easier.

Computer Activity Book "Computers" IBM compatible. Robert A. Sadler, Ph.D. Mark Twain/Carson- Dellosa Publishing Company, Inc., ©1996. Printing No. CD-1846. Technically for grades 5-8. But can be supplemental material for this award.

Grade 4

New in 1996.