

Sample Chapter

Level Up

Through Digital Discoveries

2



For Review Purposes Only

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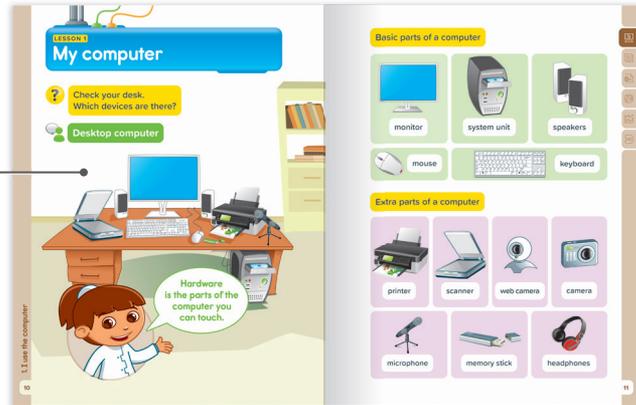
**Hi! I'm Tom.
I will help you learn how
to use your computer.
Together we will explore
new technologies.
Turn on your computer
and follow me!**



Key Features

An innovative approach to building digital competencies, developed by expert educators.

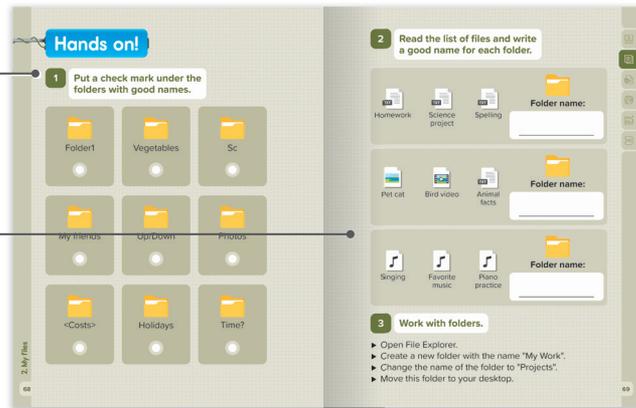
Each unit offers straightforward explanations and contemporary examples, making technology concepts accessible and relevant.



Curriculum aligns with the latest industry standards, preparing students for certifications and future careers.

Every unit includes a variety of tasks and activities designed to help students build essential digital competencies.

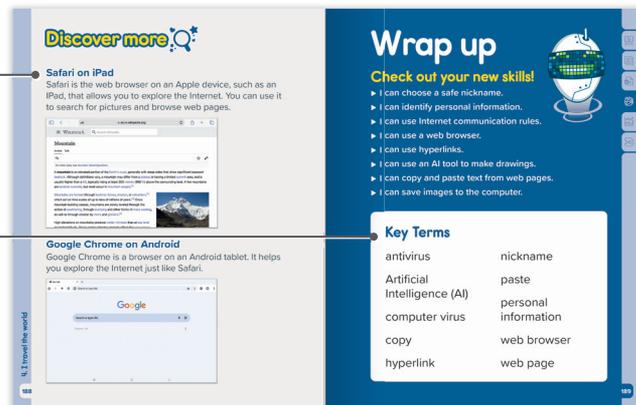
Projects and exercises throughout the course reinforce students' understanding and practical application of digital skills in real-world scenarios.



Well-defined learning goals and hands-on, applicable digital skills.

Students learn about platform diversity, expanding their digital toolkit and adaptability.

Each unit organizes key terms that are crucial for digital literacy, equipping students for today's technology-driven workplace.



1. I use the computer





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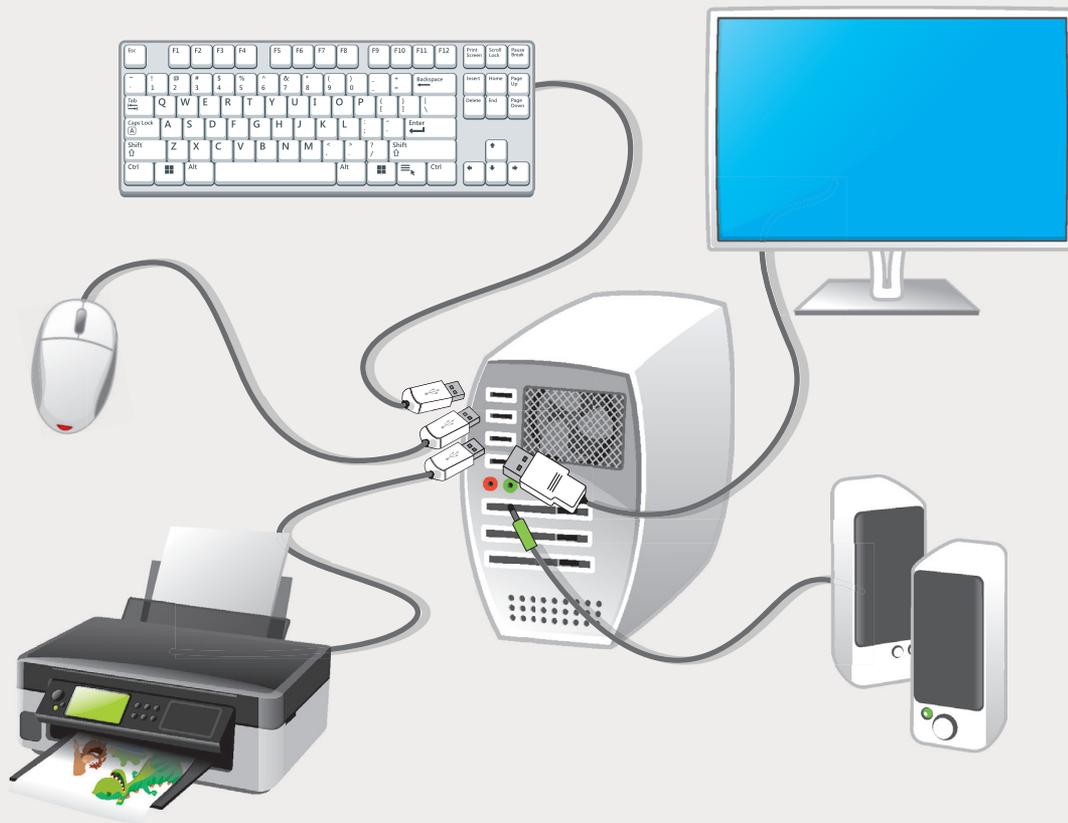
A computer can help you do many things. This unit focuses on the extra parts of a computer and how they work together. You will also find out how to personalize a computer, stay safe while using it, and what to do if something isn't working properly.

In this unit, you will:

- ▶ learn the extra parts of a computer.
- ▶ identify parts of a system unit.
- ▶ learn how computers use hardware and software.
- ▶ practice personalizing a computer.
- ▶ learn how to stay safe and keep a computer safe while using it.
- ▶ fix simple problems when a computer is not working.

Do you remember?

How computer parts are connected with cables



How to use a mouse



Move the mouse



Click



Double-click



Right-click

LESSON 1

My computer



Check your desk.
Which devices are there?



Desktop computer



Hardware
is the parts of the
computer you
can touch.

Basic parts of a computer



monitor



system unit



speakers



mouse



keyboard

Extra parts of a computer



printer



scanner



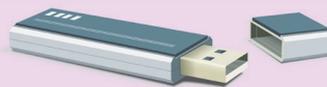
web camera



camera



microphone



memory stick



headphones



How are different devices used?



Displays pictures, words, and videos



Controls the computer parts



Moves the cursor



Types letters and numbers



Prints pictures or words



Copies pictures and text to the computer



Takes pictures
and videos



Plays sounds



Records sounds



Stores and
transfers files



Have you ever used any of these devices?

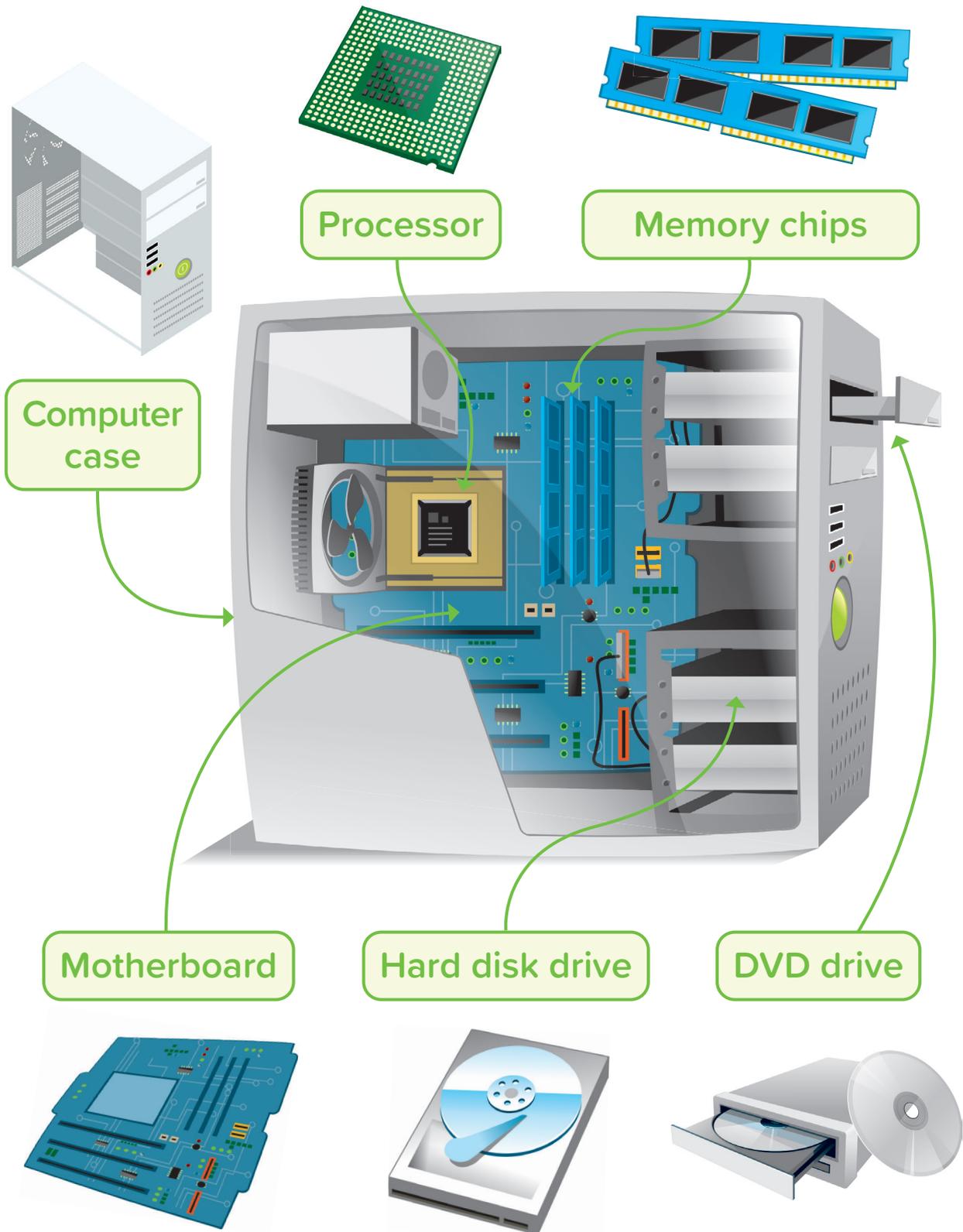
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What is inside the system unit?

There are **hardware** parts.

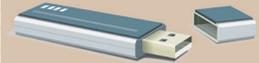


Hands on!

1

Put a check mark under what you need to:

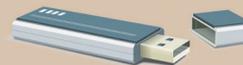
type text.



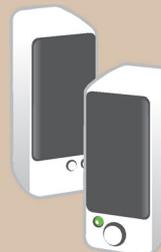
listen to music.



store a photo.



copy a photo to the computer.



2

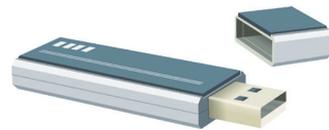
Draw a line to match the text to the devices.

Stores and transfers files.

Prints pictures and documents.

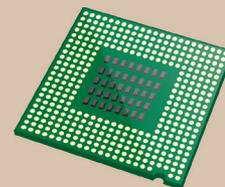
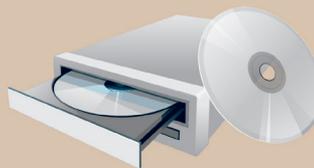
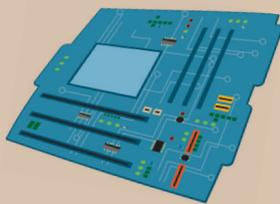
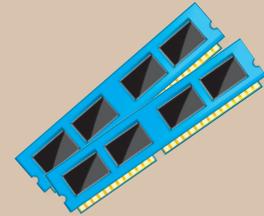
Helps you hear sounds.

Copies pictures and documents to the computer.



3

Circle the parts of a system unit.



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4

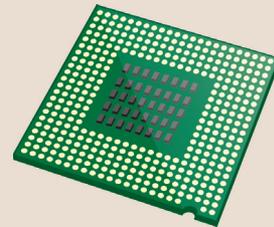
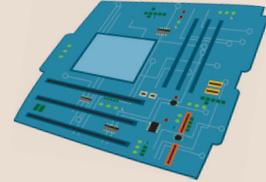
Draw a line to match the text to the system unit parts.

Hard disk drive

Processor

Motherboard

Computer case



LESSON 2

The desktop

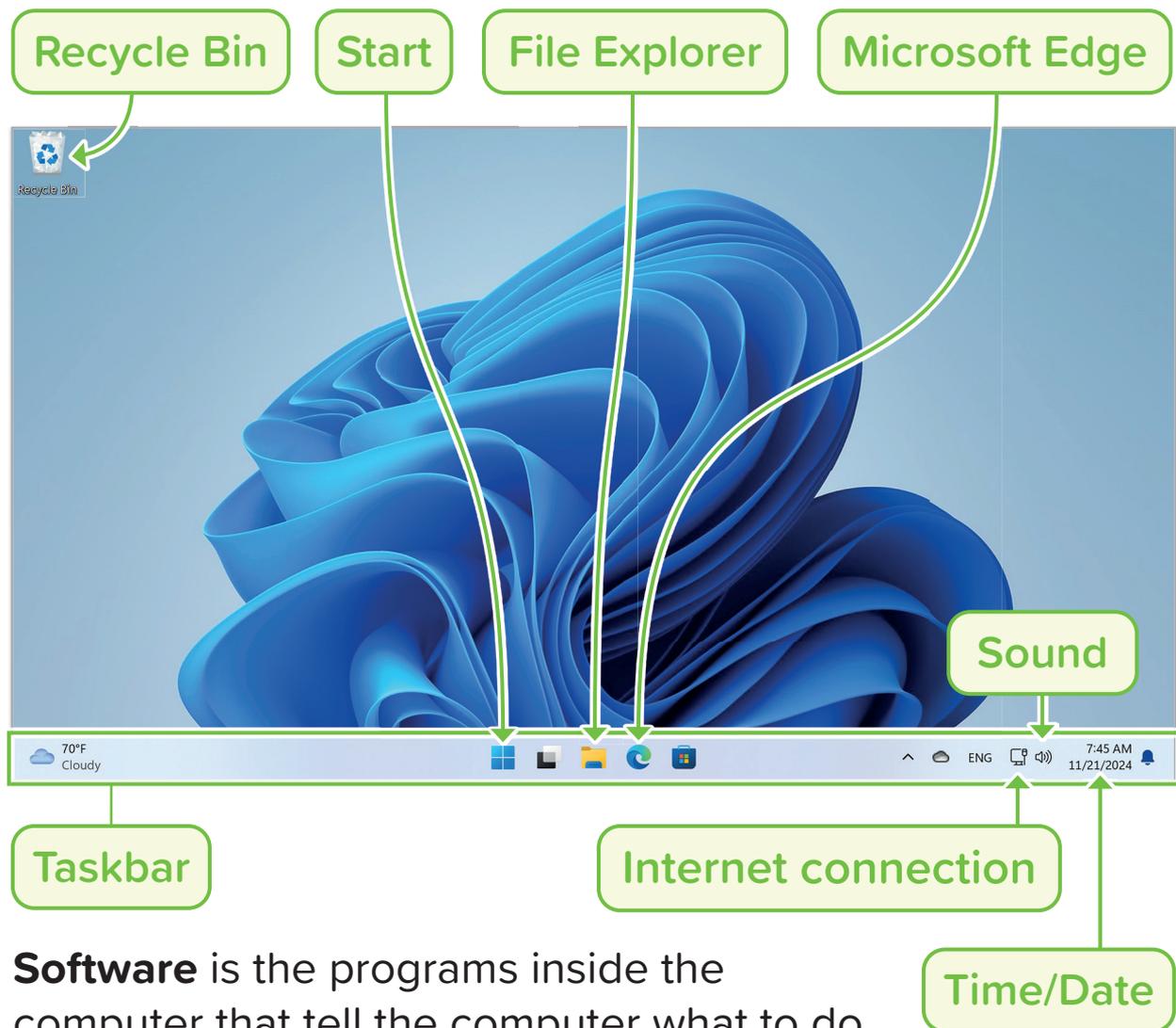


How can you personalize the computer?



My desktop

The **desktop** is the main screen of a computer. It shows programs, files, and folders that you can click to open.



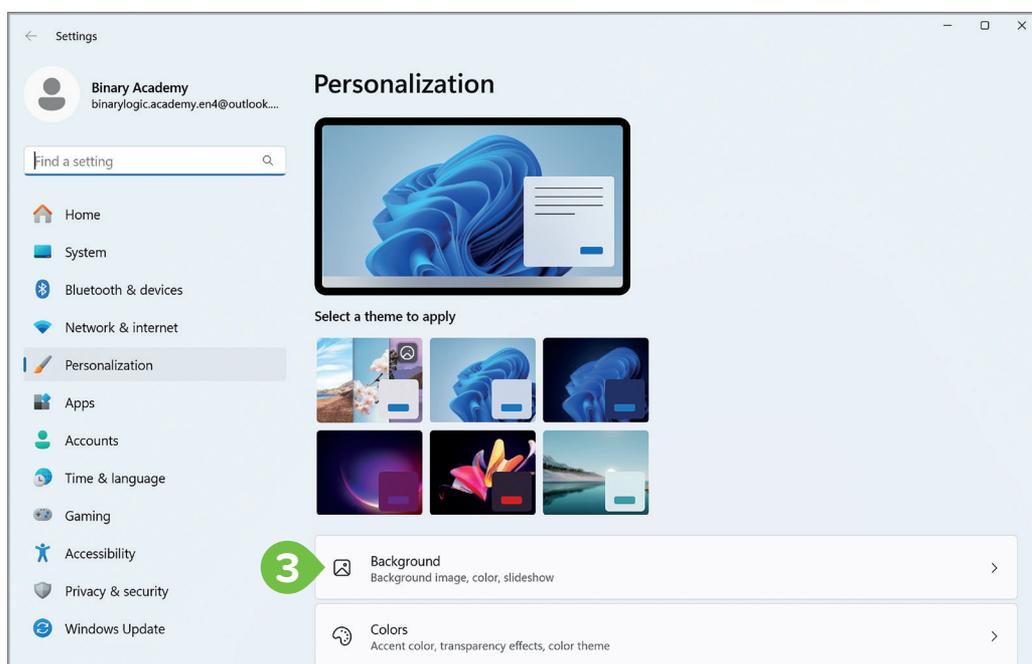
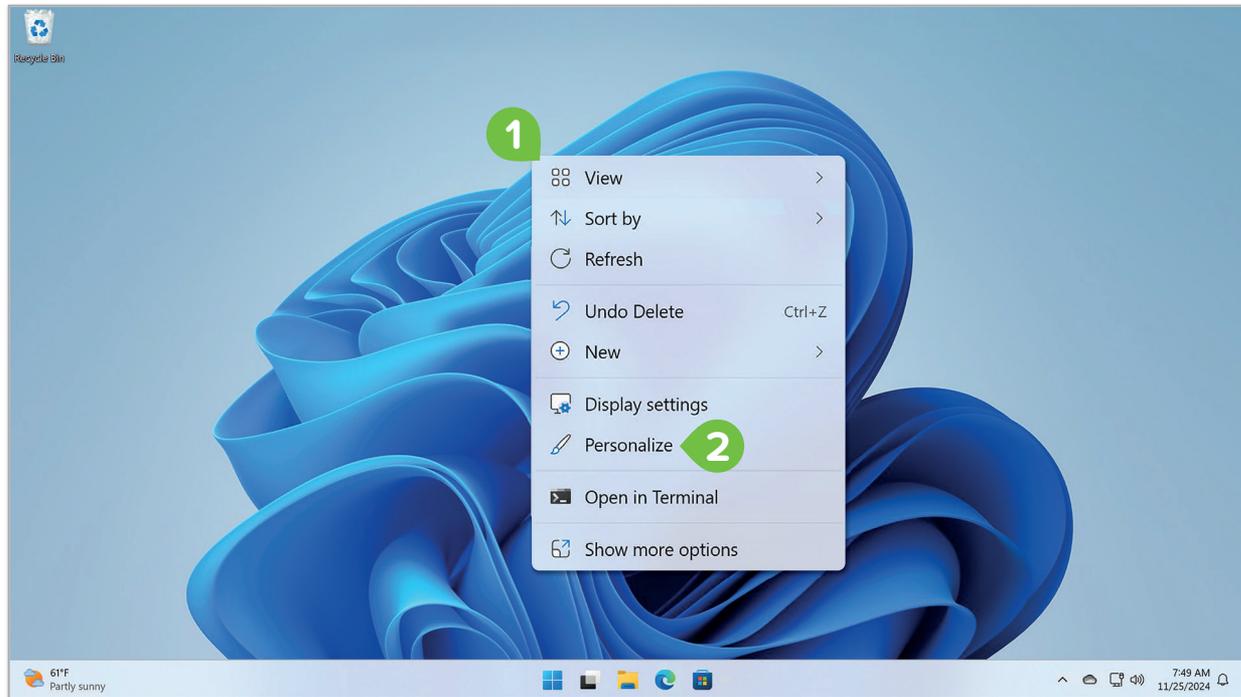
Software is the programs inside the computer that tell the computer what to do.

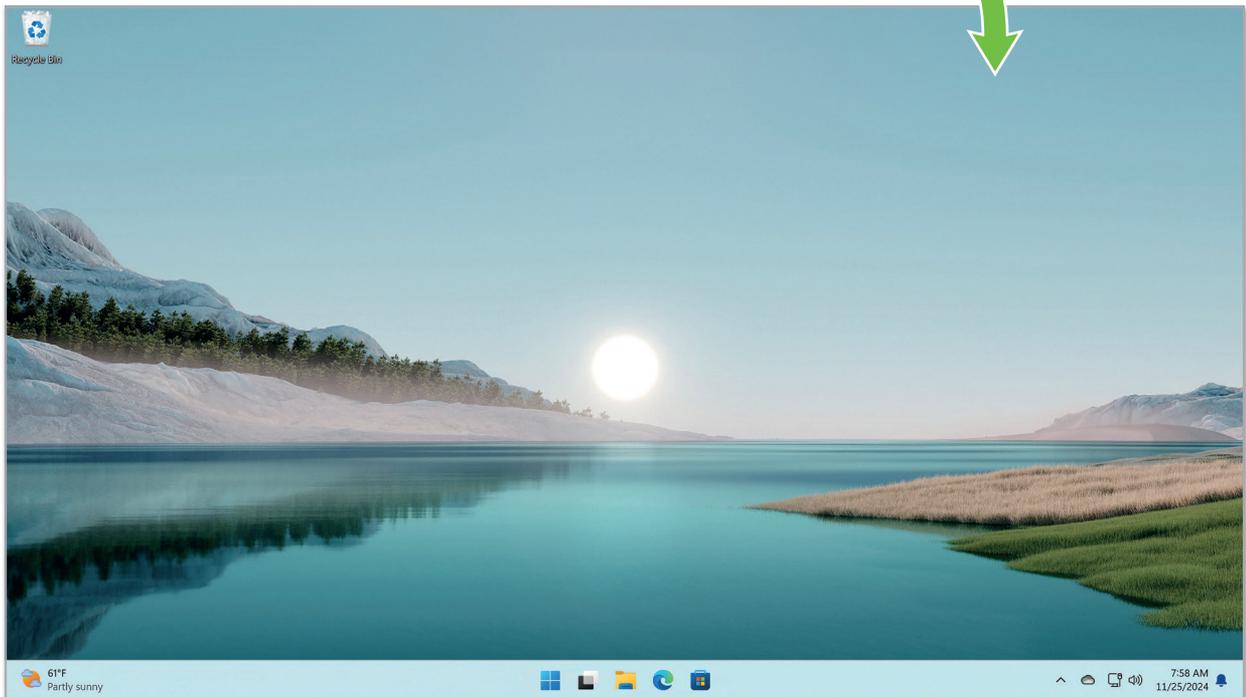
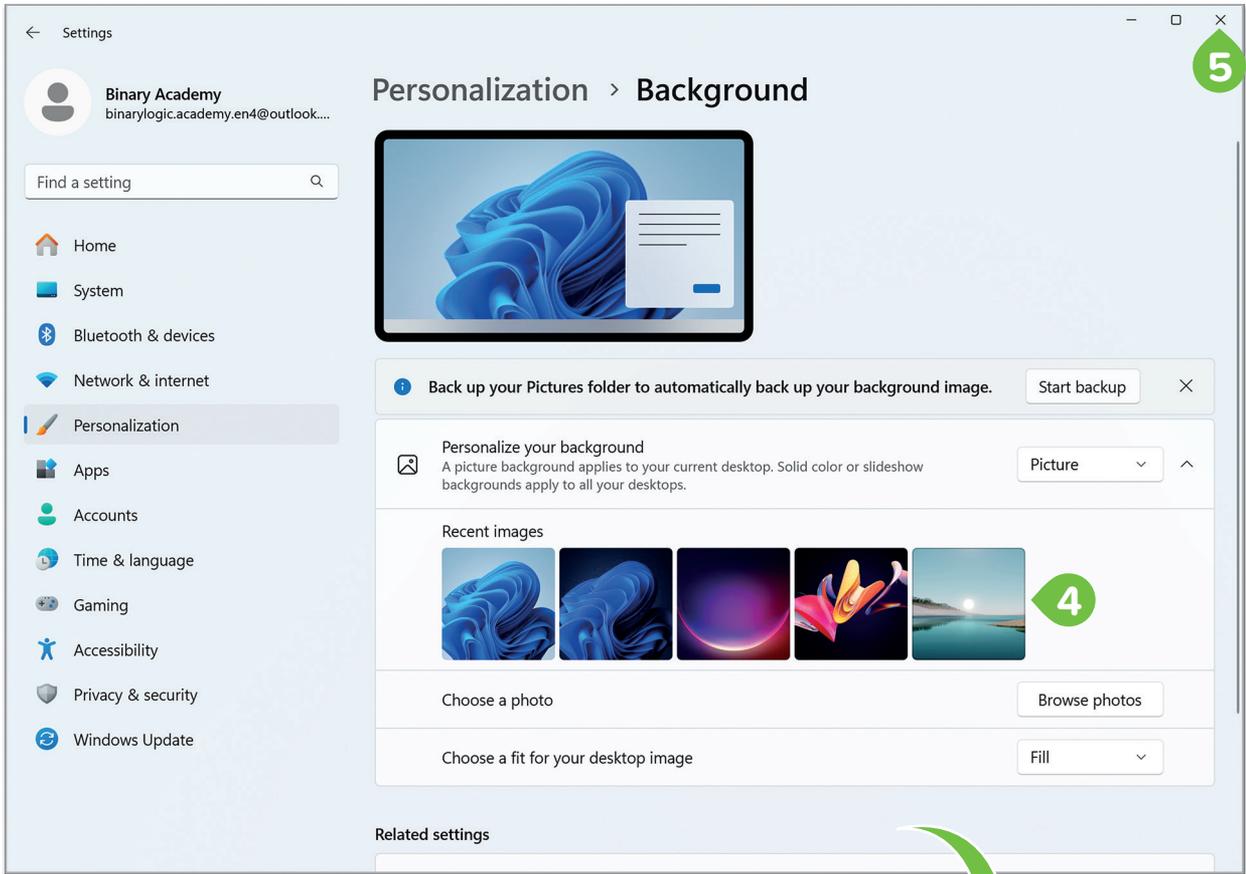
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Change your desktop background.



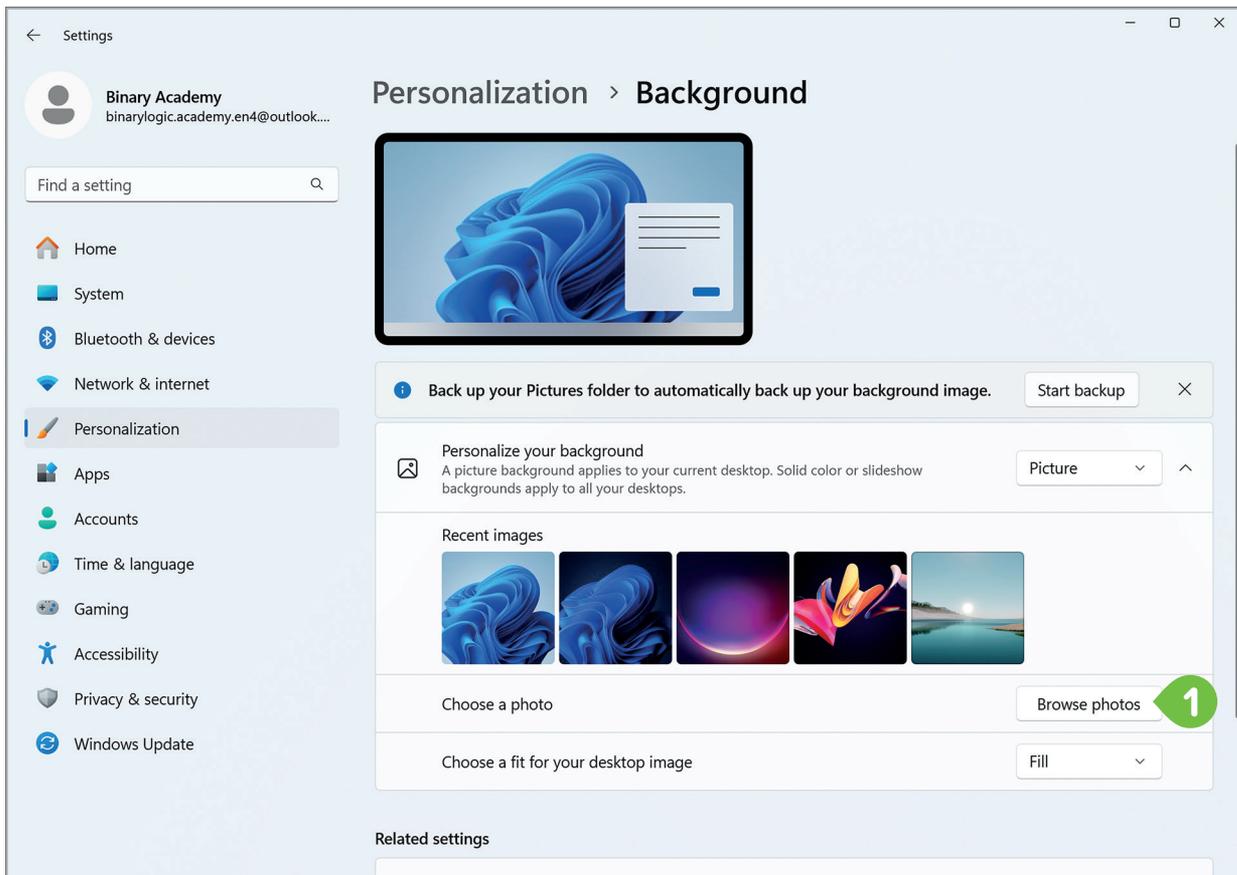


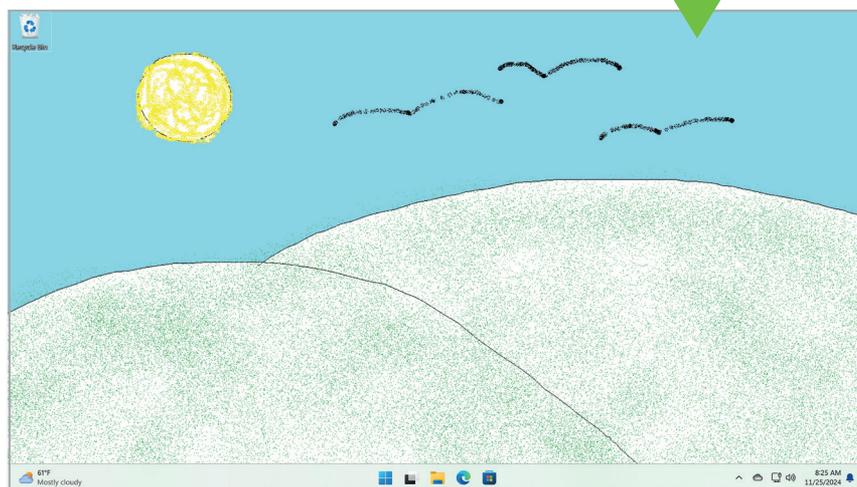
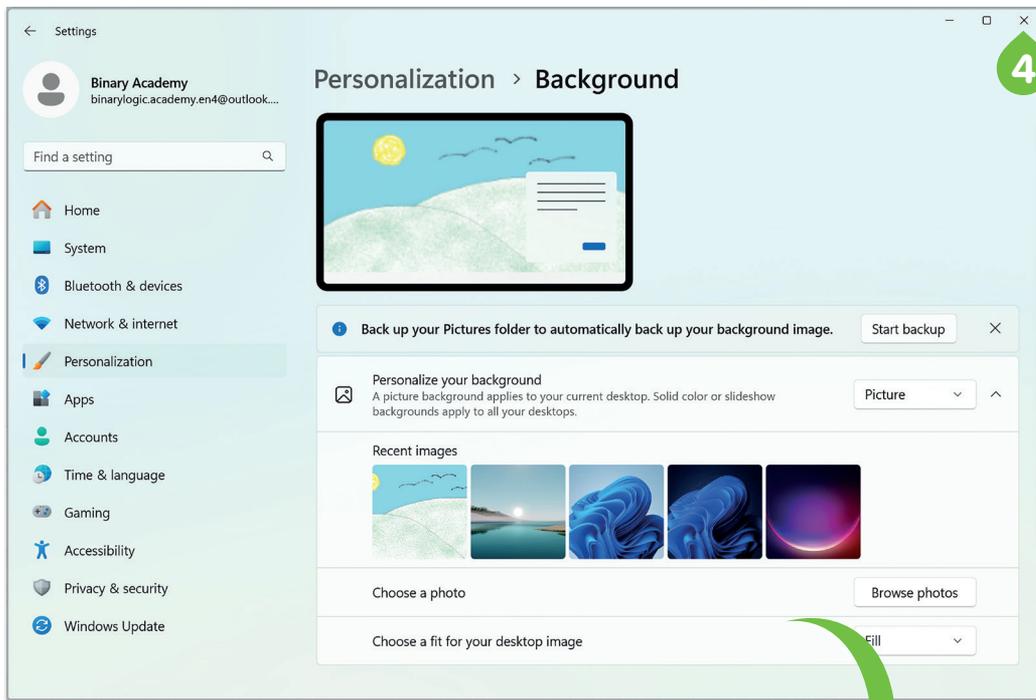
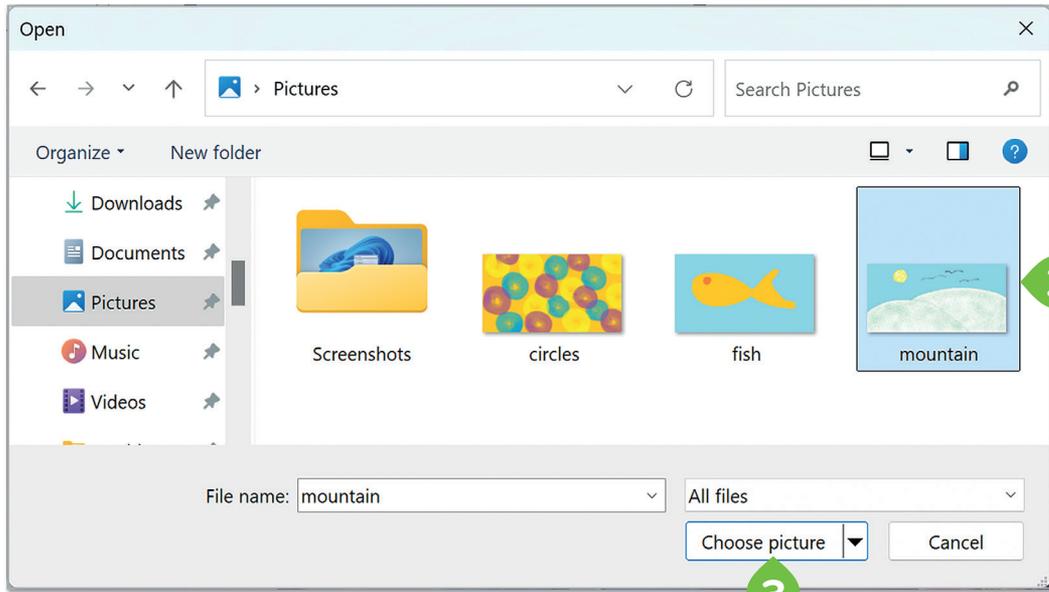
For Review Purposes Only



Place a drawing on your desktop background.

Draw in Paint and save it. Use it as your desktop background.

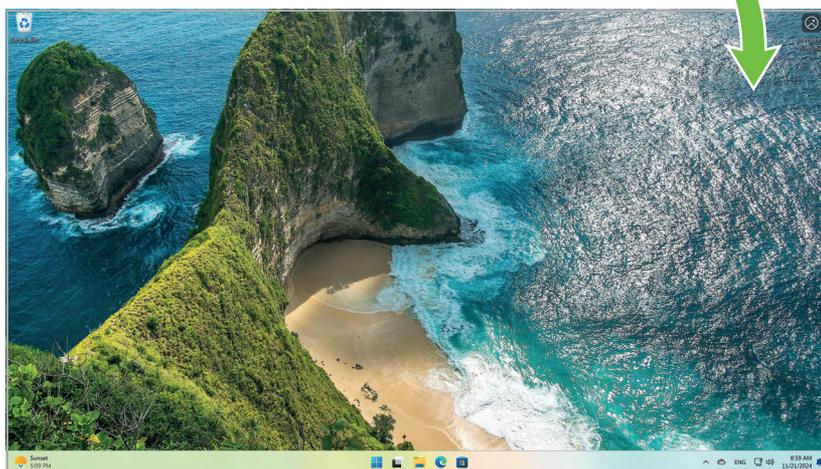
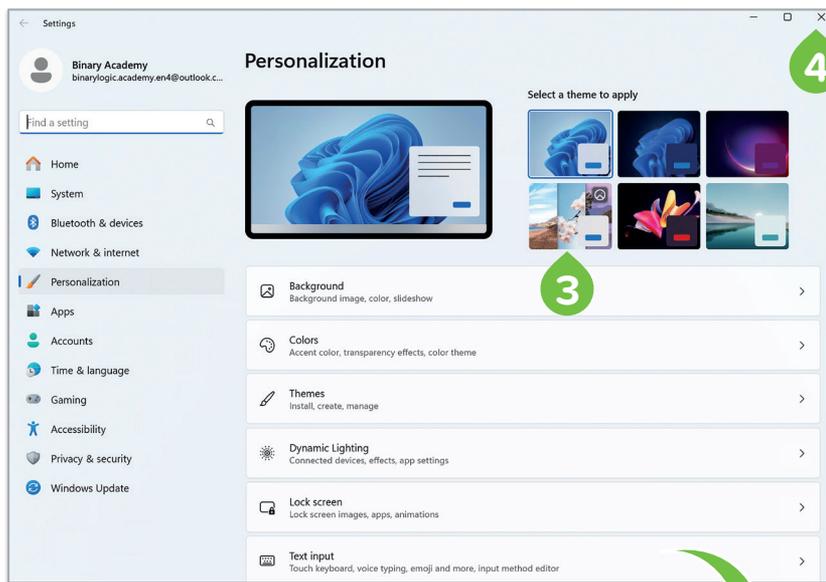
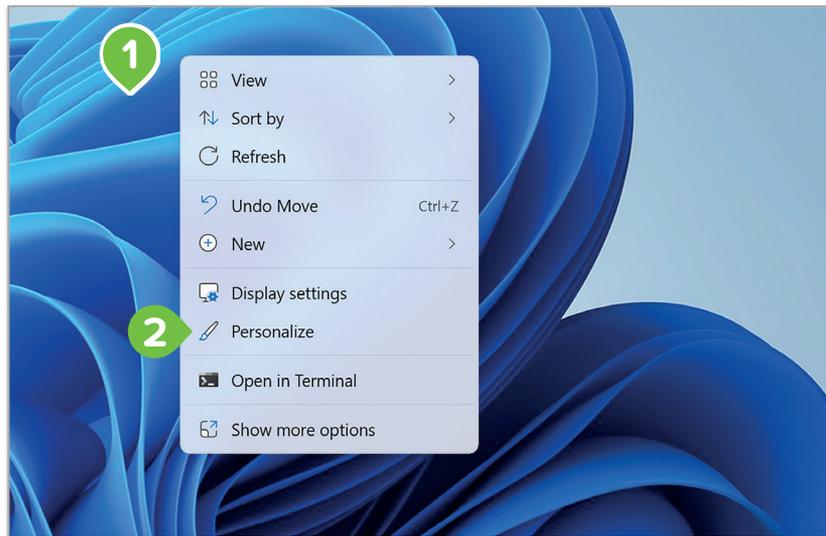




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Choose a theme for your desktop background.



Hands on!

1

Draw a line to match the text to the icons.

File Explorer



Start button



Sound



Microsoft Edge

7:45 AM
11/21/2024



Time/Date



Internet
connection



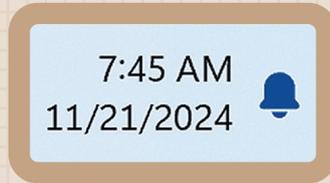
2

Put a check mark under the correct task bar icon.

► Where can you check the sound on your computer?



► Where can you check the time and the date?



3

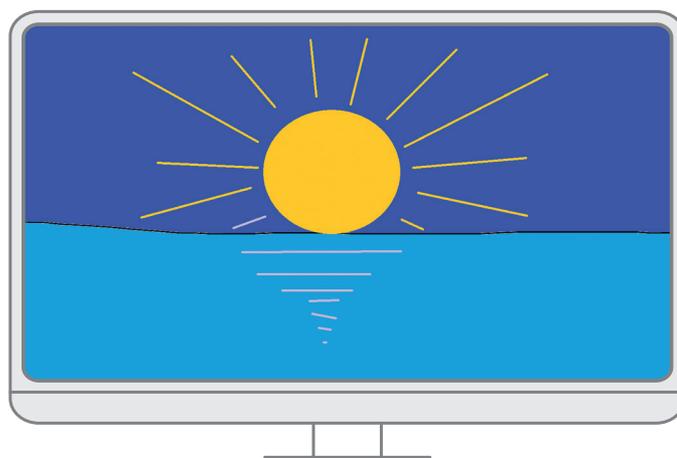
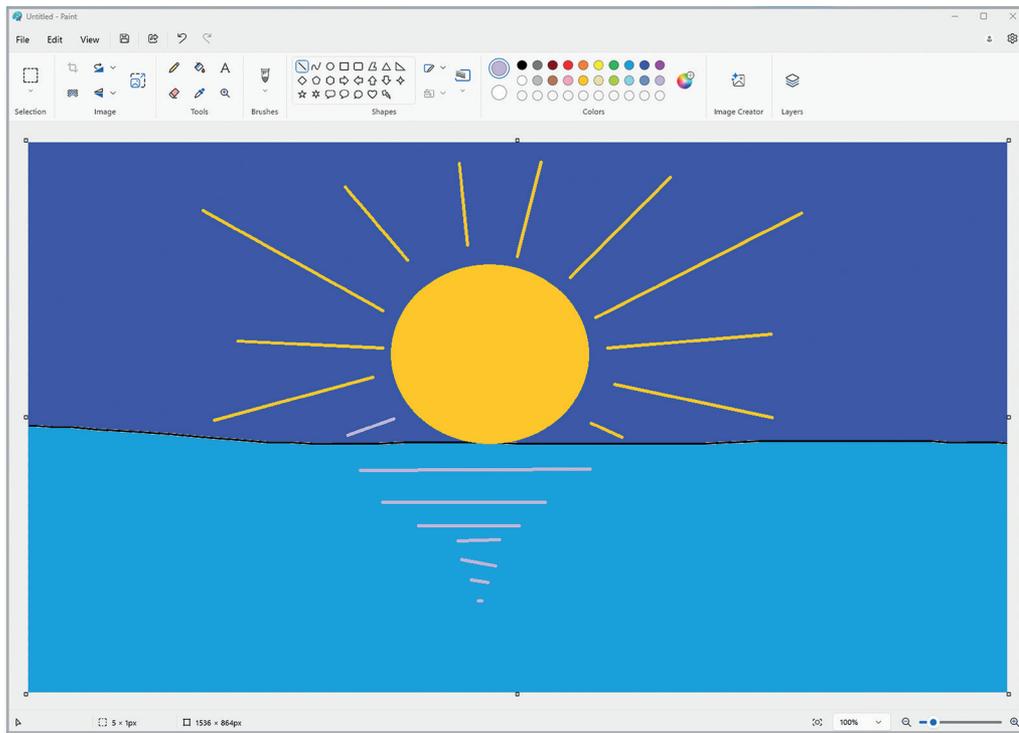
Change your desktop theme to something new.

What is the difference between the theme that you had on your desktop and the new one?

4

Create your own desktop background.

- ▶ Open Paint and draw a picture.
- ▶ Save it to your computer.
- ▶ Make it your desktop background.



LESSON 3

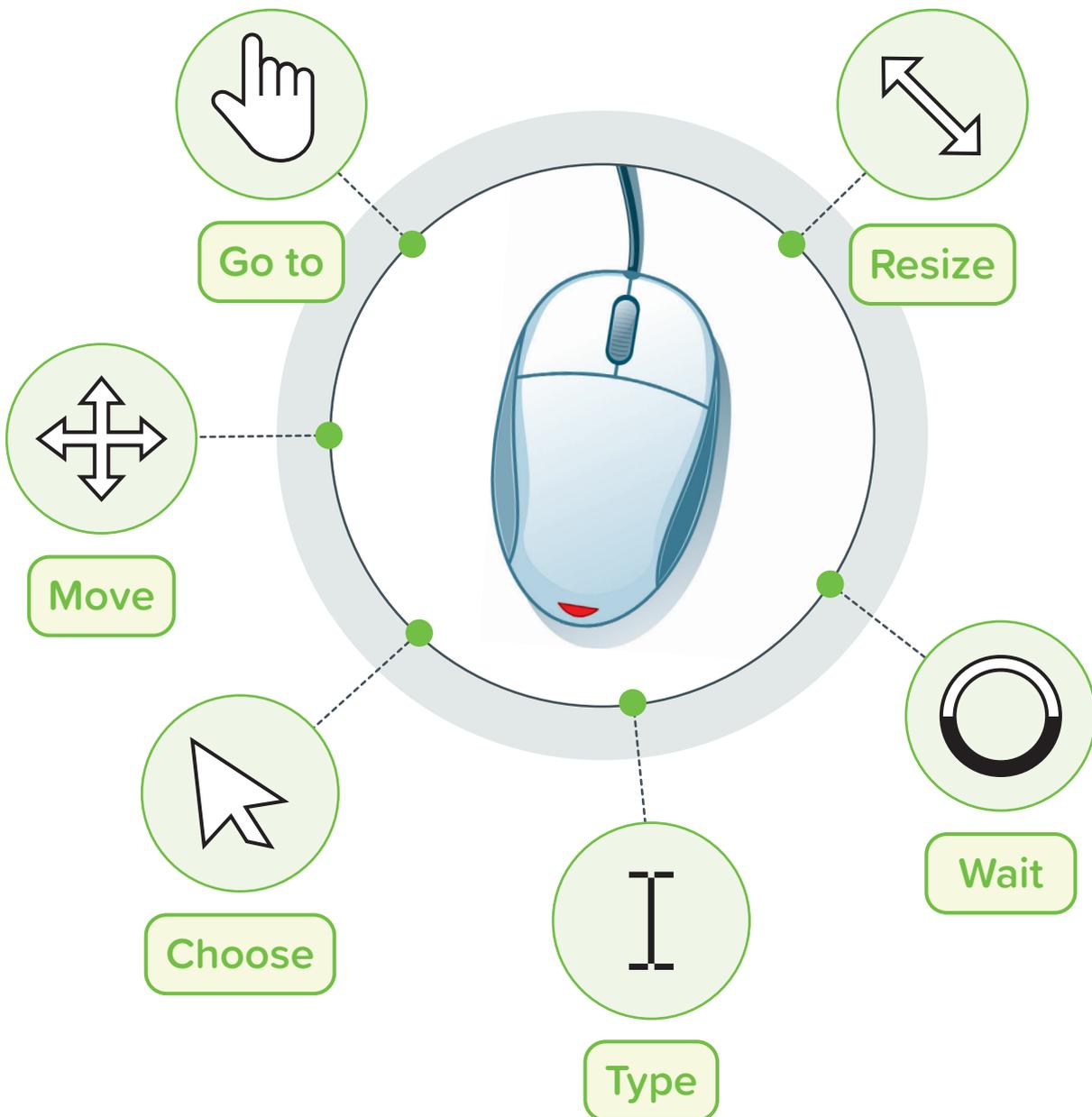
Mouse and keyboard



How can you use a mouse?



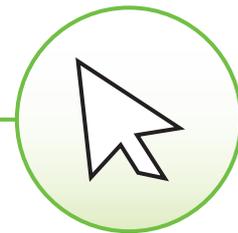
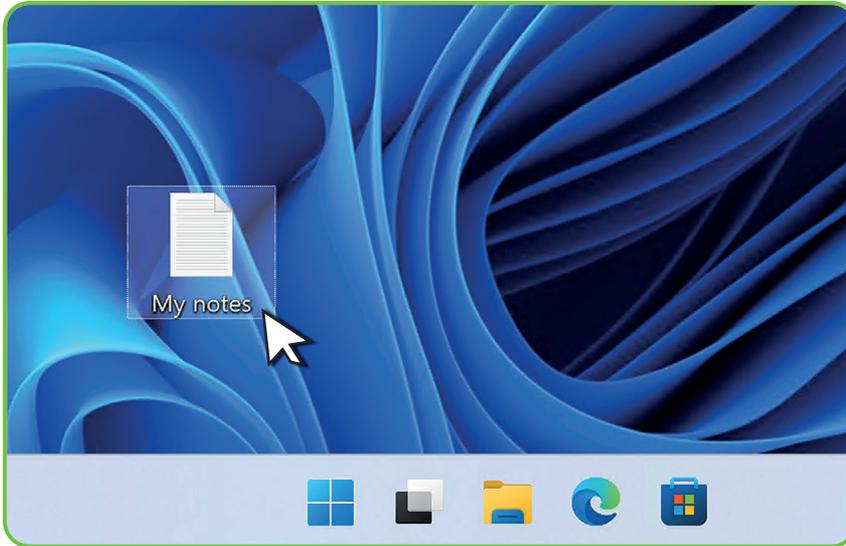
Mouse cursor icons



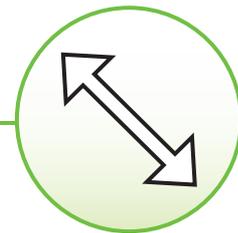
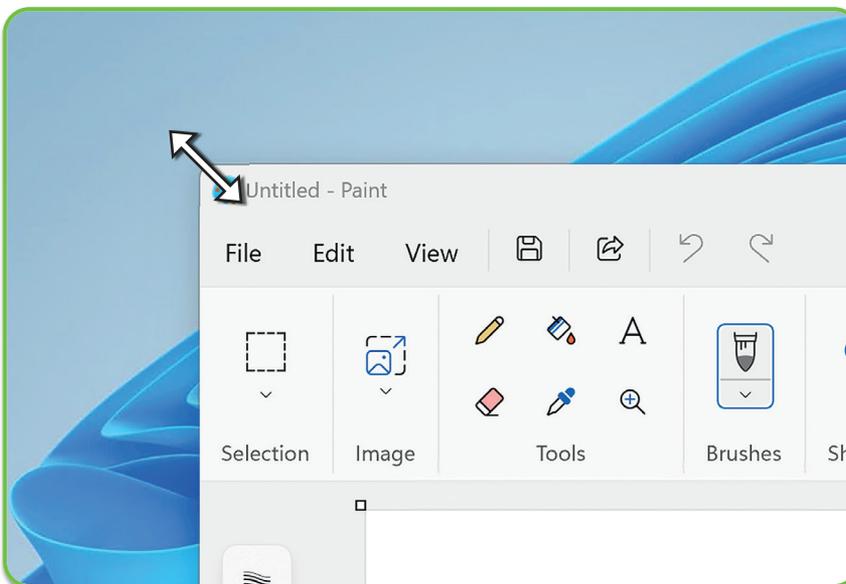


There is a different mouse cursor for each task.

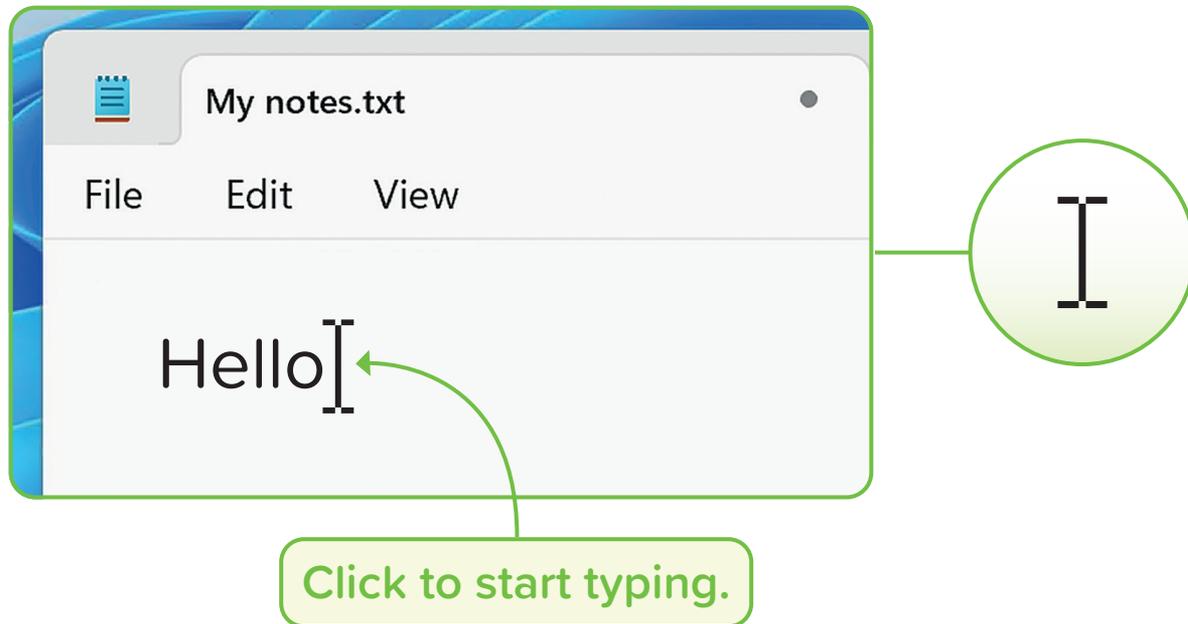
Arrow cursor: The arrow is the regular mouse pointer. It helps you click on things.



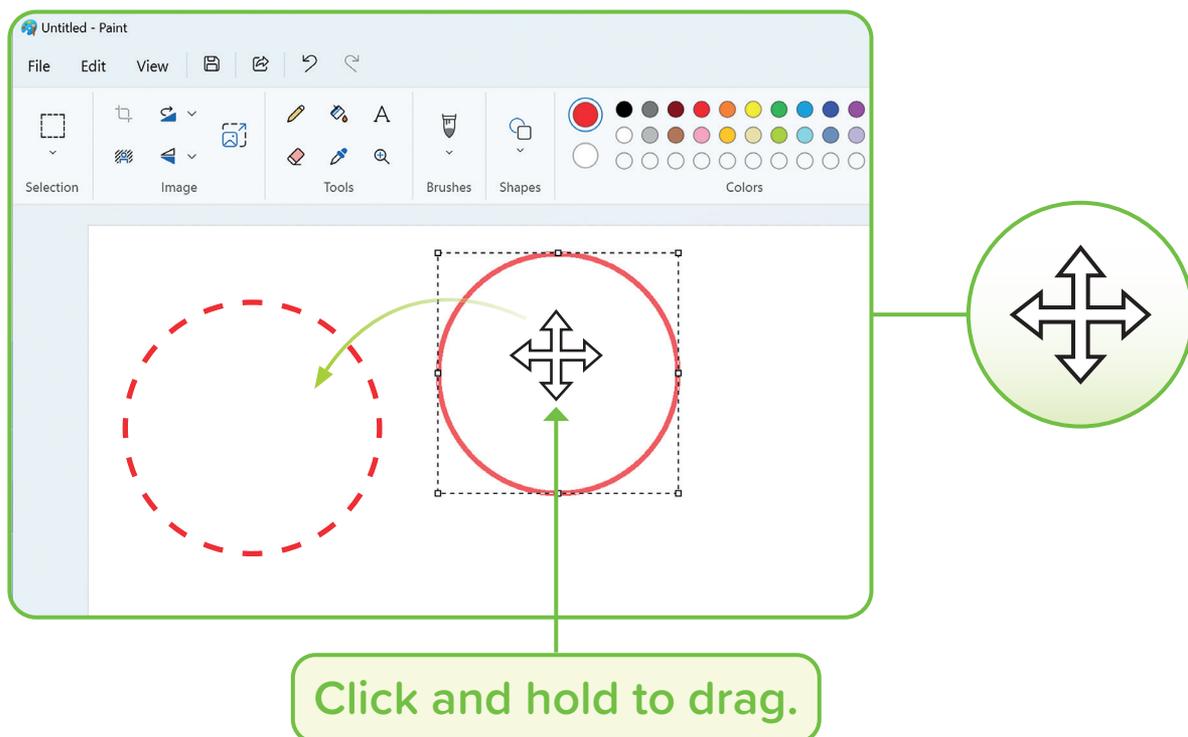
Double arrow: It is shown when you can resize a window or a shape.



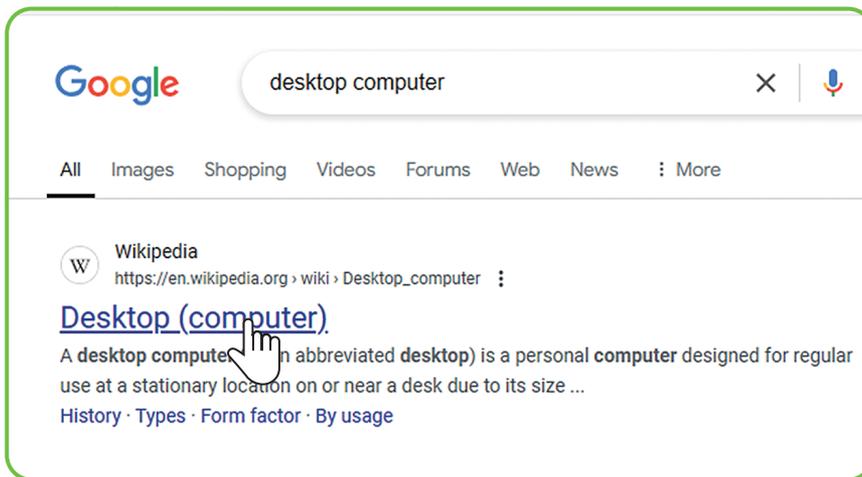
Text cursor: It is shown in areas where you can type, such as a document or a search bar.



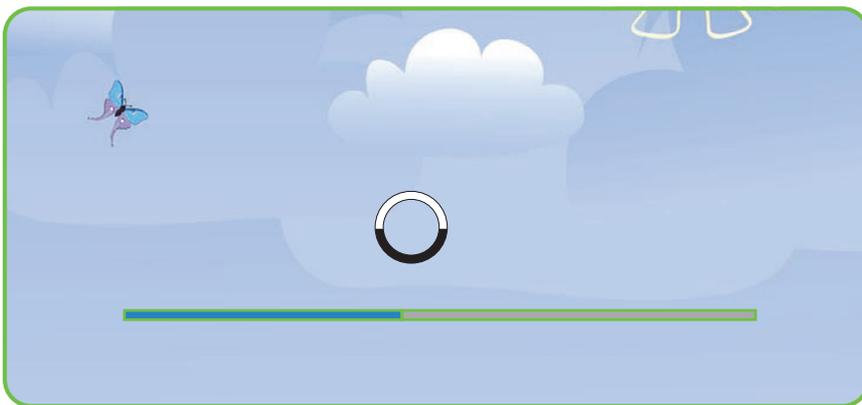
Move cursor: It is shown when you can move an object, such as a shape in a program like Paint.



Hand cursor: It is shown when you can click on a website link. It means it will take you to that website.



Spinning circle: It is shown when the computer is busy or loading. You have to wait for the computer to finish.

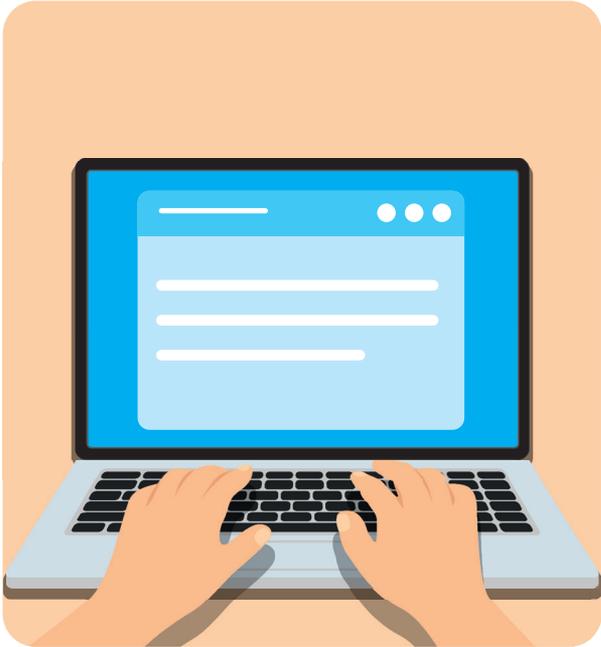


Can you think of any other cursor icons?



Keyboards on different devices

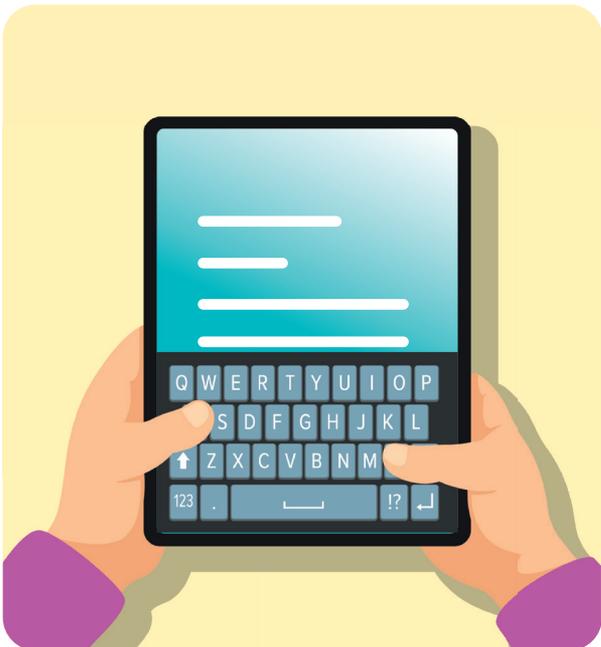
Laptop



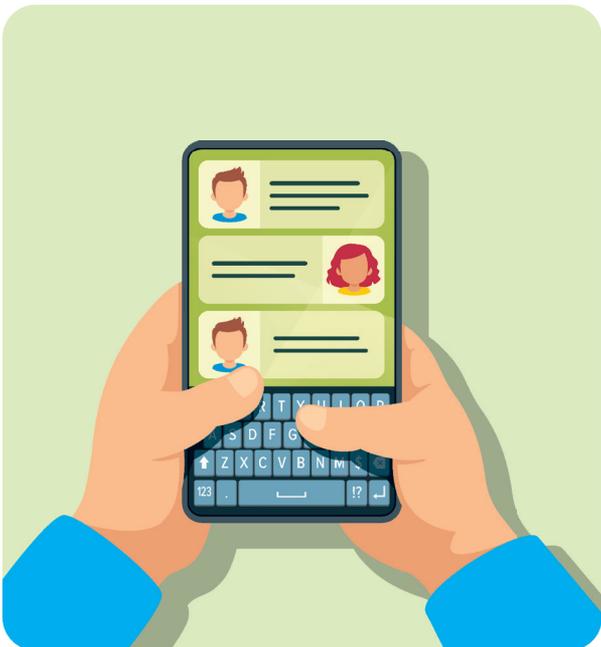
TV remote



Tablet



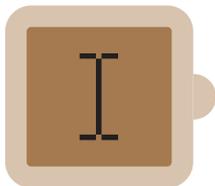
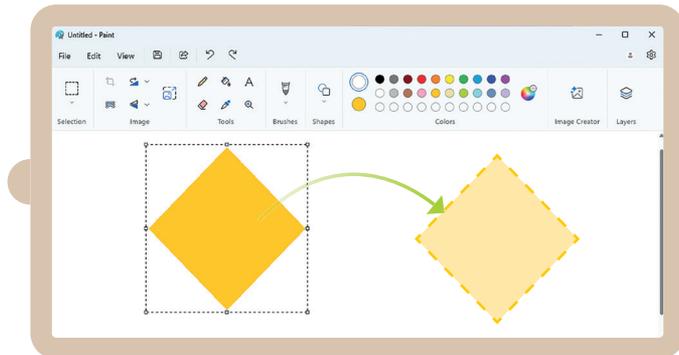
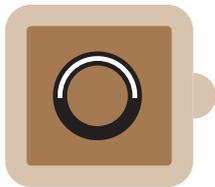
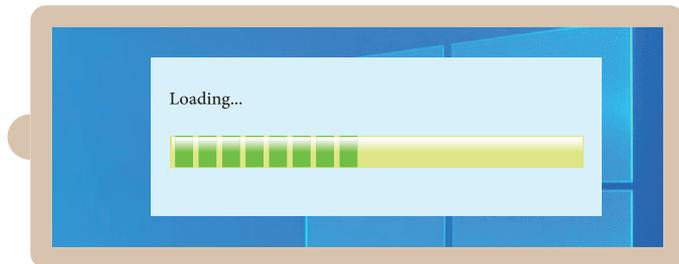
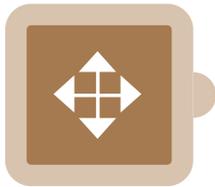
Smartphone



Hands on!

1

Draw a line to match the cursor icon to the image.



2

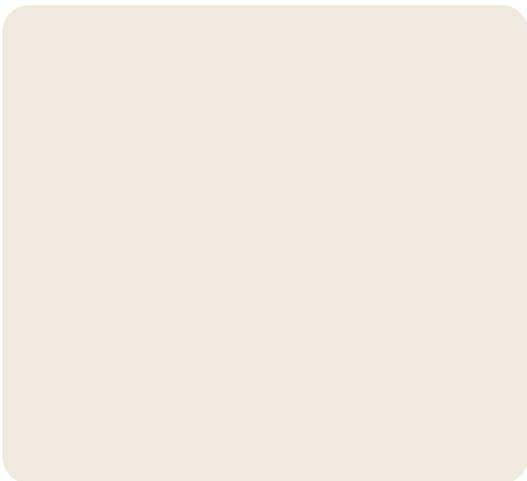
Draw the correct cursor icon.



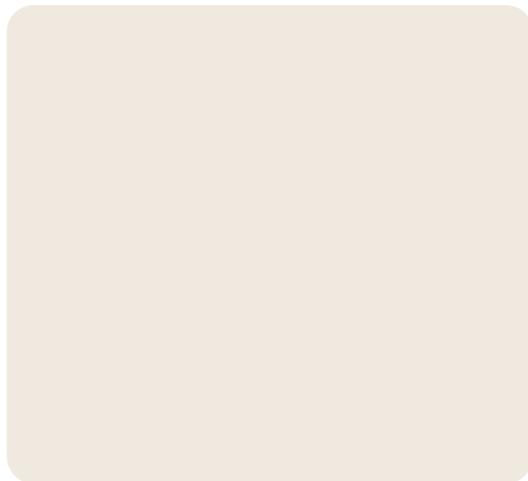
It tells you that you can go somewhere by clicking.



It is shown where you can type.



It is shown when you have to wait for the computer to finish its work.



It is shown when you can make a window bigger or smaller.

3

Write the name of the correct cursor icon.

move cursor

arrow cursor

double arrow

text cursor

▶ When you click to open a Notepad document.

▶ When you type text in Notepad.

▶ When you resize a shape in Paint.

▶ When you move a shape in Paint.

4

Circle the keyboards on the images.



LESSON 4

My workspace

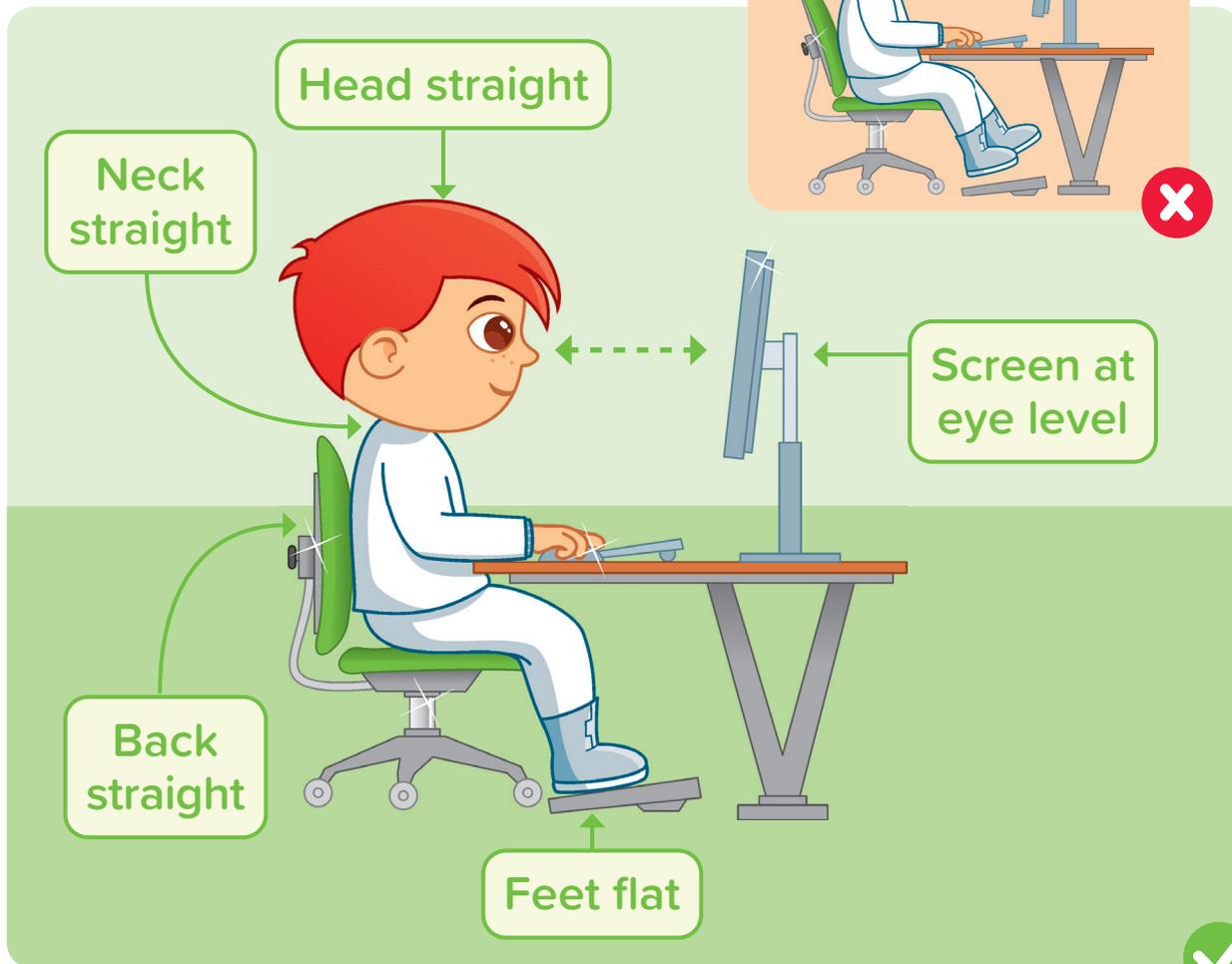


Do you follow rules in the classroom?

Do you think there are rules while using a computer?



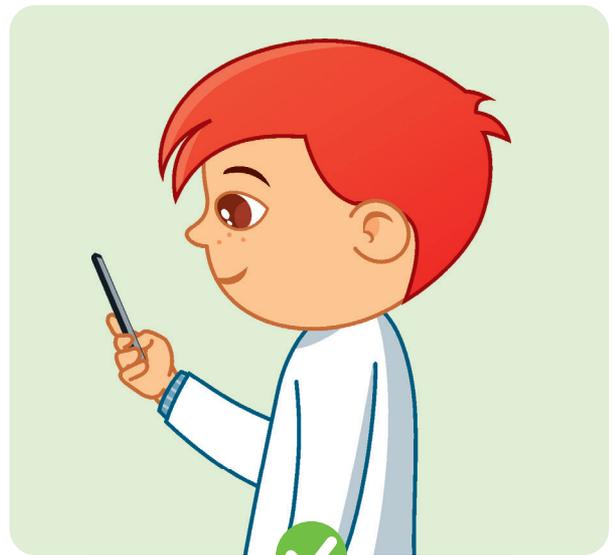
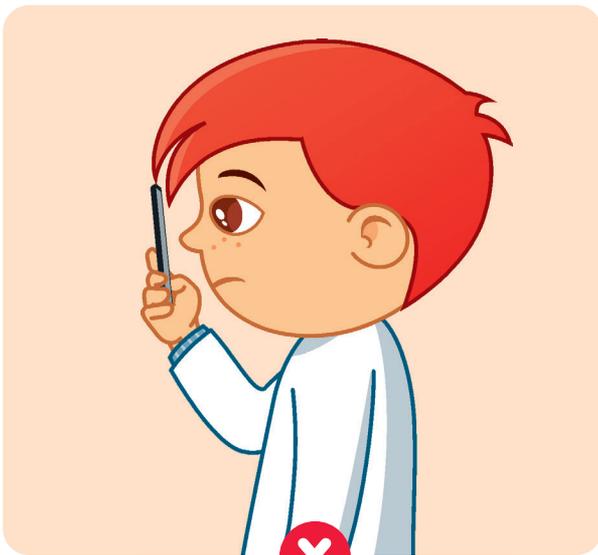
Think about your body position while using the computer.



For Review Purposes Only



Use smart devices properly.



Can you guess what will happen if you use a tablet too close to your eyes?

For Review Purposes Only

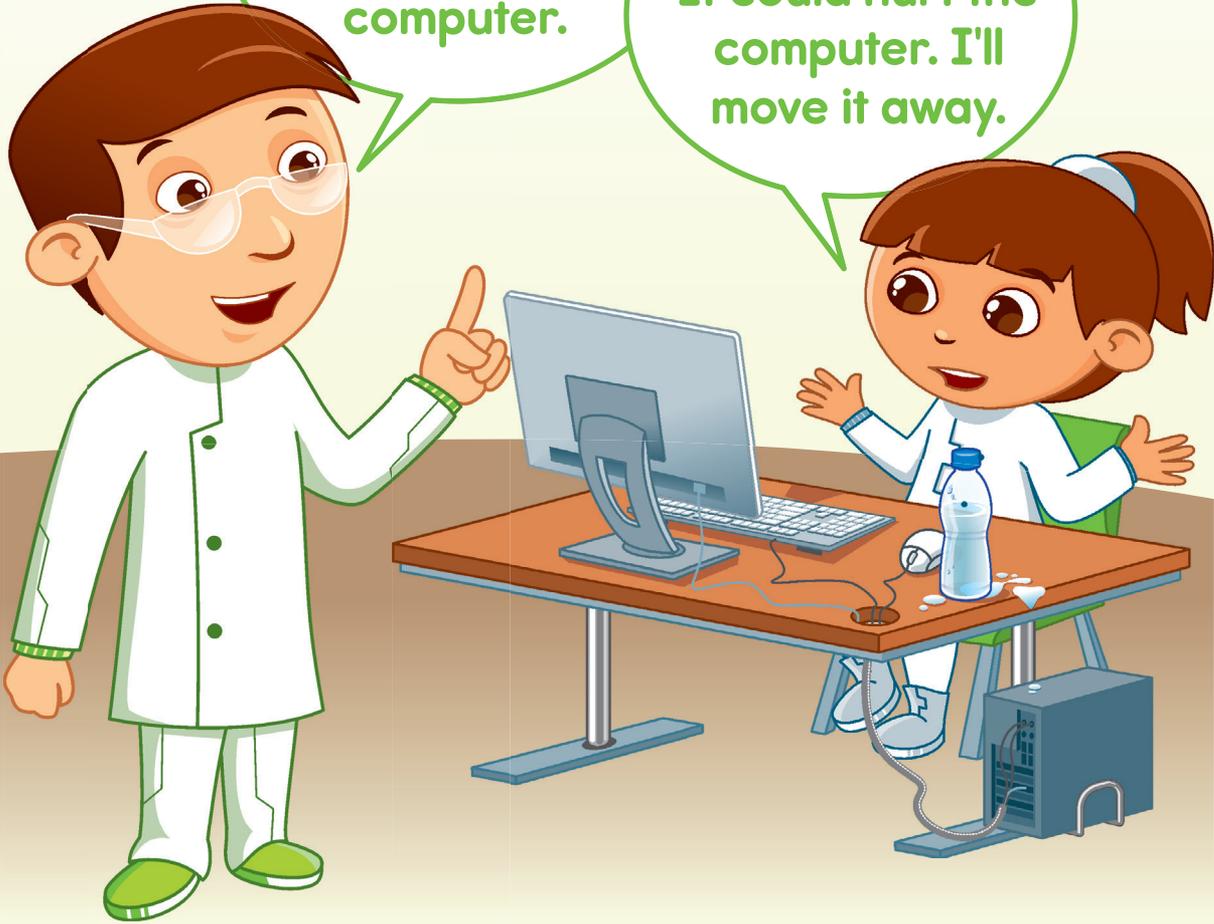




Keep your desk clean.

Don't put your water bottle next to your computer.

You're right. It could hurt the computer. I'll move it away.



Items that should never be around a computer.





Computer safety rules



Things you should never do while using a computer.



Never touch the computer with wet hands.



Do not unplug cables.



Never turn off the computer from the **Power** button.



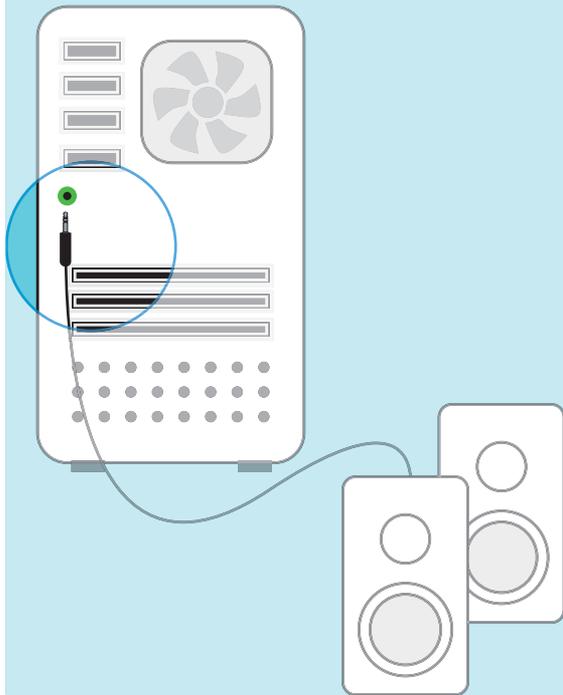
Fixing problems

You can fix some simple problems with your computer yourself.

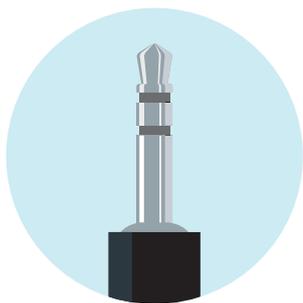
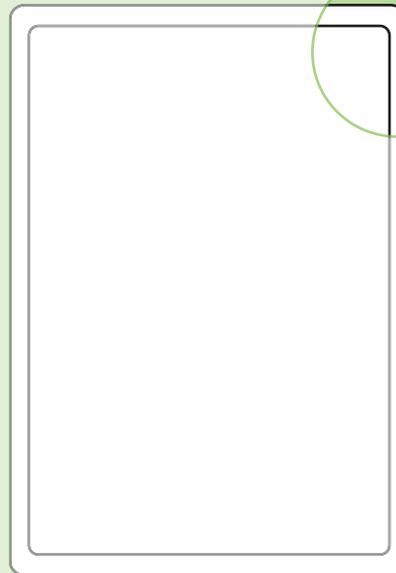
I cannot hear the sound.



Plug in the speakers.



Turn on the sound, or turn up the sound.



For Review Purposes Only

Hands on!

1

Circle the things that need to be fixed.



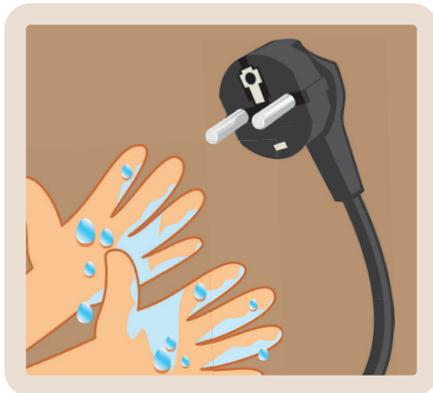
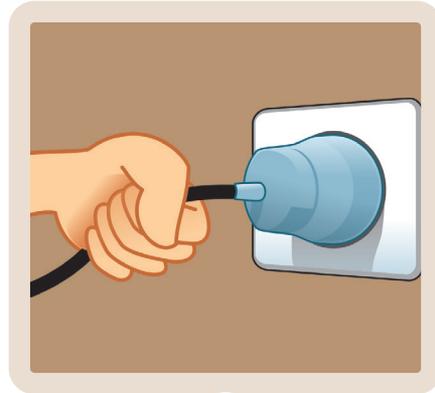
2

Put a check mark under the pictures showing how to safely use a computer.



3

Put a check mark under the pictures showing how to safely use a computer.



Project

Computer poster

1. At the top of a big piece of paper, write the title for your poster: "My Computer"
2. Draw or paste pictures of the computer parts such as the monitor, keyboard, printer, and speakers.
3. Write the name of each part and what it does.
4. For the system unit, draw its parts inside and write their names.
5. On the monitor, draw different mouse cursor icons such as:



Arrow



Text



Hand

6. Add rules on your poster for how to stay safe when using a computer.

Reflect.

1. What part of your poster is your favorite? Why?

2. How can your poster help someone who is new to using a computer?

3. What would you add or change to make your poster even better?



Wrap up

Check out your new skills!

- ▶ I can name the extra parts of a computer.
- ▶ I can describe the different parts of a system unit.
- ▶ I can use the mouse and keyboard for different tasks.
- ▶ I can change the background and the theme of a computer.
- ▶ I can use the computer safely and responsibly.
- ▶ I can find a solution if there's a simple problem with a computer.

