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1 Mouse Skills with Draw

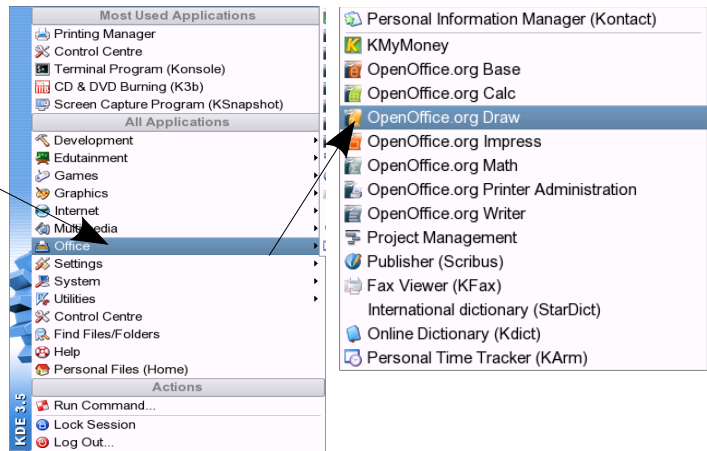
When you want to join two pieces of wood with nails, you need to pick up the hammer to knock the nails into the wood. Similarly, in draw, you must first select the appropriate paint tool before you begin working.

Open Draw go > office > OpenOffice.org Draw

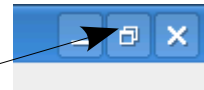
Use Draw to draw a face which shows how you are feeling at the moment.



Happy to be a participant of the compu course



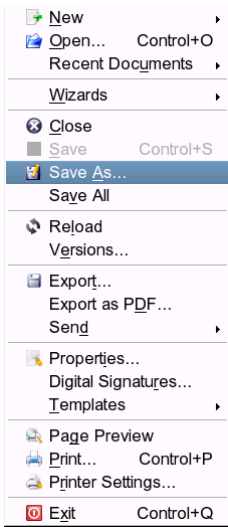
First of all, you may have to make the Draw programme full screen (we call this maximising the screen) by clicking on the box in the top right corner.



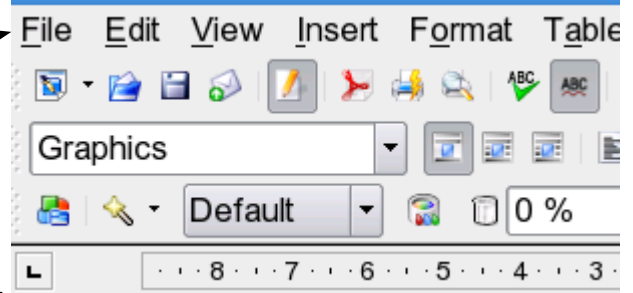
Use the drawing tools on bottom of the window. To write the text you use the text tool.



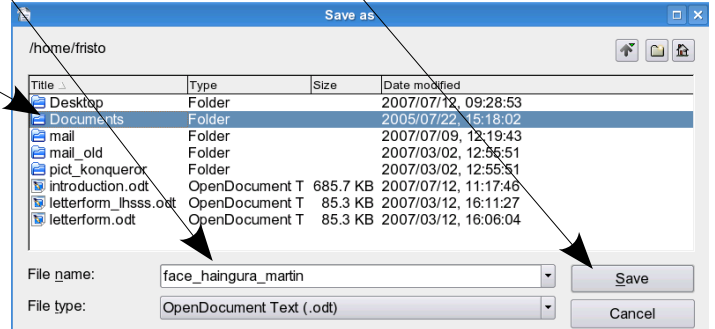
Save the drawing to a file called 'face_your_name'.
e.g. face_haingura_martin



- Click on **File**.
- Go on **Save as**
- Choose your folder **Documents**.
Name the file: 'face_your_name' and click on **Save**.



➤ **Congratulations You saved your first document on the system!**



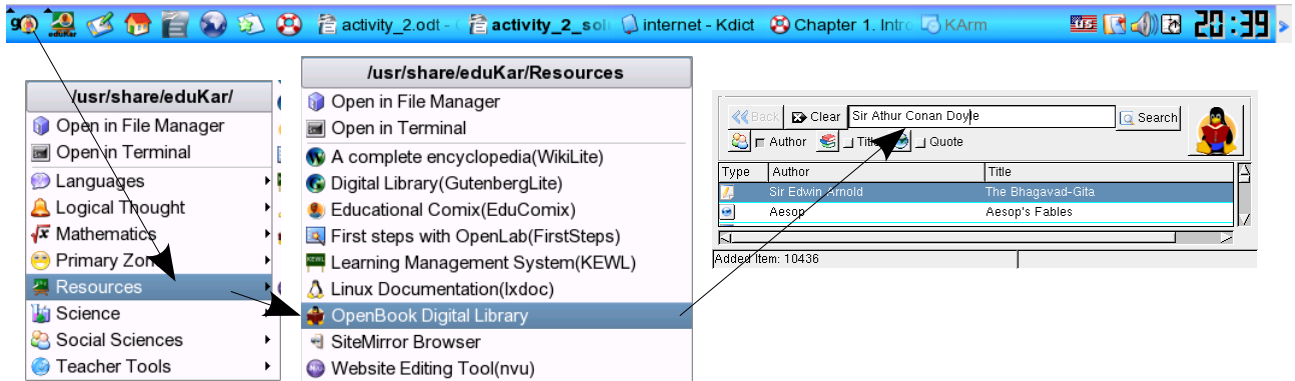
2 Mouse skills by exploring the Desktop

2.1 What is the Internet? Answer the question in the following way and note your answers on a piece of paper:

go > office > Online Dictionary Kdict

Look up the solutions in the 'Activities Solutions for Participants Level '!

- 2.2 What do you find in the same dictionary out about the world – wide web?
- 2.3 Which books of Sir Arthur Conan Doyle do you find in the OpenBook Digital Library?
Educar > Ressources > OpenBook Digital Library



- 2.4 What is the first chapter's title of Sir Arthur Conan Doyle's “The Adventures of Sherlock Holmes”?
- 2.5 Go to: **Firefox**



What window opens?

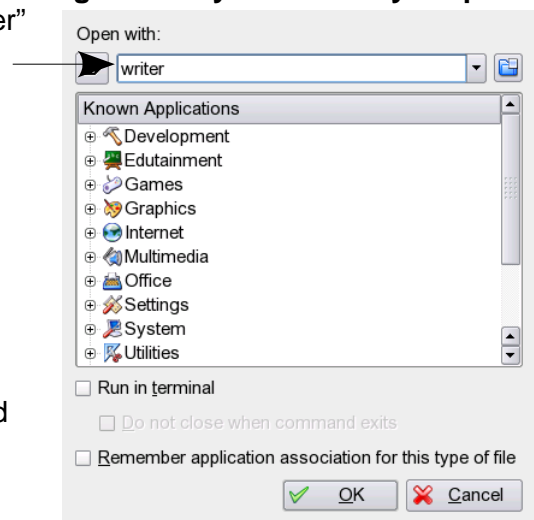
Type into the search field: **Namibia** and click on **Search**. Wait now until a new page opens. There you click on: **Namibia - Wikipedia, the free encyclopedia**.

What are the coordinates of Windhoek?

- 2.6 Go to: **Desktop > shared_docs > compu_course > beginners > your class > your personal folder > “Hi there”**, open the document with “writer” and click **ok**.

What can you learn there?

- _____
- _____
- _____



- 2.7 Go to: **Home > localdev**: What folders do you find there?



2.8 Go to: **go > office > international dictionary (Star Dict):**

Type in the following words to translate them, check the translation, and note it on the line:
 <--- dictd_www.freedict.de_deu-eng

- > Guten Tag! _____
- > Kunst _____
- > Fluss _____
- > Tier _____

2.9 Go to: **Fire Fox**, the internet browser! Type in to the address bar: [http:// www.schoolnet.na](http://www.schoolnet.na)
 Which page opens? _____
 Go to **Learners homework help** and discover what on this page could be helpful for you!

3 Mouse skills by exploring edsnet

- 3.1 Go to: **Desktop > edsnet > Wellcome to ED&S Network**
 What does the director of NIED, Mr. Alfred Ilukena, say concerning the age of anybody to learn?
 Hit the back button (left on top of the browser window).
- 3.2 Go to: **Communication**
 What can you find out there about the first "RULE FOR USE OF ED'S NET COMMUNICATION FACILITIES"? Hit the back button (left on top of the browser window).
- 3.3 Go to: **Teacher Resource Centers and click on the map 'Kavango'**.
 Who is in charge of the Rundu District TRC?

4 Open Office Writer - Create a Document & Basic Keys of the Keyboard

- 4.1 Open a OpenOffice document.
- 4.2 Name it: 'first_steps'.
- 4.3 Save it in your folder 'Documents'
- 4.4 Type:
 abcdefghijklmo **Enter**
 pqrstuvwxyz **Enter**
 1234567890
- 4.5 Now save your document again in order not to loose any information! —> press **ctrl** + **s** and
 Type:
 ABCDEFGHIJKLMN **Enter**
 OPQRSTUVWXYZ **Enter**
- 4.6 Save your document again —> press **ctrl** + **s** and Type:
 I learn how to type **Enter**
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
- 4.7 Save —> press **ctrl** + **s** and Type:
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 1 ! 2 @ 3 # 4 \$ 5 % 6 ^ 7 & 8 * 9 (0) - _ = + \ | [{] ; : ' " , < . > / ? **→ Save!**

5 OOW - Special Keys & Backspace

5.1 Type the following sentences and words:

I like to work with the computer.

I am happy.

YOU CAN USE THIS KEY IF YOU WANT TO TYPE SOME WORDS IN CAPITAL LETTERS.

5.2 Type: Desear~~t~~, Desear~~t~~, Desear~~t~~

Change it three times by deleting the **a** to “Desert”.

 Desert, Desert, Desert


5.3 Type: Lee~~e~~vi Hakuse~~u~~mbe, Lee~~e~~vi Hakuse~~u~~mbe, Lee~~e~~vi Hakuse~~u~~mbe

Change it three times by deleting the **e/u** to “Leevi Hakusembe”.

 Leevi Hakusembe, Leevi Hakusembe, Leevi Hakusembe

5.4 Type: Courage~~a~~, Courage~~a~~, Courage~~a~~

Change it three times by backspacing the **a** to “Courage”

 Courage, Courage, Courage

5.5 Type: schoole~~e~~, schoole~~e~~, schoole~~e~~

Change it three times by backspacing the **e** to “school”.


 school, school, school

5.6 Save!

6 OOW - Delete


6.1 Type: Senior Secondary School, Senior Secondary School, Senior Secondary School
Senior Secondary School, Senior Secondary School, Senior Secondary School

6.2 Delete it to

 Senior Secondary School, Senior Secondary School, Senior Secondary School
School, School, School


6.3 Type the example given underneath and delete it to it's final form ().

~~Every day here at school we eat different kinds of foods. Monday we get meat with our lunch. Tuesday we get beans, Wednesday meat, Thursday pea soup and Friday meat.~~

 Every day here at school, we eat different kind of foods.


6.4 Type: Typing is very, very difficult, without being able to type with ten fingers.
Typing is **very, very** difficult, without being able to type with ten fingers.

6.5 Highlight the 2nd line as it is shown and delete the “very, very”

 Typing is very, very difficult, without being able to type with ten fingers.
Typing is difficult, without being able to type with ten fingers.

6.6 Type: Typing is difficult, without being able to type with ten fingers.
Typing is difficult, **without being able to type with ten fingers.**

6.7 Highlight the 2nd line as it is shown and delete the “, without being fingers“

 Typing is very, very difficult, without being able to type with ten fingers.
Typing is difficult.

6.8 Save!

7 OOW - Font, Size, Bold, Italic & Copy, Cut and Paste

7.1 Type the four underneath given sentences. (Before writing choose the font Arial, size 14.)

This sentence is written in a normal font.

This sentence is written in Bold style.


This sentence is written in ITALIC style.

This sentence is underlined.

7.2 Type the first three given sentences:

This is a very nice day. I like being at the computer classes. I like typing.

7.3 Copy the first one and paste it at the end.

 This is a very nice day. I like being at the computer classes. I like typing. This is a very nice day.

7.4 Type: This is a very nice day. I like being at the computer classes. I like typing.

This is a very nice day. I like being at the computer classes. I like typing.

7.5 Cut out the highlighted part. Paste the part to the End.

 I like being at the computer classes. I like typing. This is a very nice day.

7.6 Save!

8 OOW - Open, Reopen, Name & Save a document


8.1 Open a new document.

Name it: 'test'.

Save it in your folder 'Documents'.

**From here on you will carry out your activities
in the document 'test'.**

8.2 Type now:

 Today I learnt, how to create and save a new document. Beside that I know now, that I must save every document I'm working on frequently in order not to lose any information through a power failure. → **Save!**


8.3 Close now your Document 'test'

8.4 Go to: **Home > Documents > test** doubleclick **test**. If necessary open it with 'writer'.

8.5 Type now: Now I know, how and where to open, close, reopen and save any document.

8.6 Save by using the shortcut: **ctrl** + **s**

8.7 Type now:

 There are three ways to save a document. a) File > Save, b) the shortcut: ctrl & s and c) clicking the Save Icon in the Menu bar.

8.8 Save by clicking on the Save - Icon in the Menu bar!

9 OOW - Tab stops

9.1 Open 'test' and type by pulling a left Tab stop on 4:

Location: Computer Lab, Leevi Hakusembe SSS
 Year: 2007
 Training: Computer Training

9.2 Set the measurements 2.5 cm; 6.00 cm; 8.25 cm for left tabs 11.00; and 14.00 for centered and 17.00 for a right tab. Write the title in bold. Exchange the centered tab stop on 14.00 with a decimal one and write the following table.

Name	Surname	Class	Sex	Birthday	Points	Symbol
Marcus	Hamutenya	8a	m	15/3/1993	21.5	D
Maria	Naluteni	9b	f	24/8/1992	26.83	C
Claudia	Shilombweleni	10a	f	31/12/1991	27.6	B
Albinus	Nguvulu	9b	f	24/8/1992	18.579	G

9.3 Save!

9.4 Create a new document, name it 'cv_your name', save it in your folder 'Documents' and type the following document by setting a left tab on 7.5! Choose the font "Arial", size 12. The font of the title has the size 18.

9.5 Printing

Check your document (the content, the spelling and the layout).
 Go to File > Print or use the shortcut 'ctrl+p'. The printing dialogue box appears. Choose the number of copies. Make sure that there is paper in the printer and click OK.

CURRICULUM VITAEPERSONAL DETAILS

Name	xxxx yyyy zzzz
Date of birth	xx/yy/zzz
Identity Number	N/A
Nationality	Namibian
Dependant	N/A
Marital Status	Single
Home Address	xxxx
Postal Address	yyyy

EDUCATION AND QUALIFICATIONS

Pre-primary School	Musese Combined School
Primary School	Nakazaza Primary School
Junior Secondary Certificate	Dr. Romanus Kampungu Senior Secondary School
Senior Secondary Certificate	Leevi Hakusembe Senior Secondary School

GRADE 10 SUBJECTS

English	C
Rukwangali	B
Mathematics	E
Physical Science	F
Life Science	D
Geography	C
History	D
Business Management	D
Agriculture	C

GRADE 12 SUBJECTS

English
Rukwangali
Agriculture
Geography
Development Studies
Biology

GENERAL INFORMATION

Hobbies	Socializing and travelling
Position of responsibility	LRC for women's affairs 2005-06

REFERENCES

Mr. E. Basson	Principal at Dr. Romanus Kampungu SSS Postal Address, Telephone
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Mr. A. Kudhumo	Principal at Leevi Hakusembe SSS Postal Address, Telephone
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10 The File Manger - Konqueror

- 10.1 Open **Home**. Click 2x on **Documents**, go to Edit > Create New > Folder, name it "**test**" and click ok.
- 10.2 Open your new folder "test" and create a new folder "test_1".
- 10.3 Open your latest folder "test_1" and create a new folder "test_2".
- 10.4 Open your latest folder "test_2" and create a new folder "test_3".
- 10.5 Check your manual (p. 19) and move "test_3" into the Wastebin procedure 1. Click the Back button of the konqueror. You will see "test_2". Then you delete folder "test_2" directly with procedure 2 (manual p. 19).
- 10.6 Go to **Home**, go to **Desktop** and there go to **trash.desktop**. Open a new Home Konqueror. Go there to > **Documents** > **test**. Activate in **trash.desktop** your folder "test_3" and move it into "**test**".
- 10.7 Activate "test_3", go to > Edit and rename it: "folder_1"
- 10.8 Go to **trash.desktop** and delete folder "test_2"

You have done a great job for today!

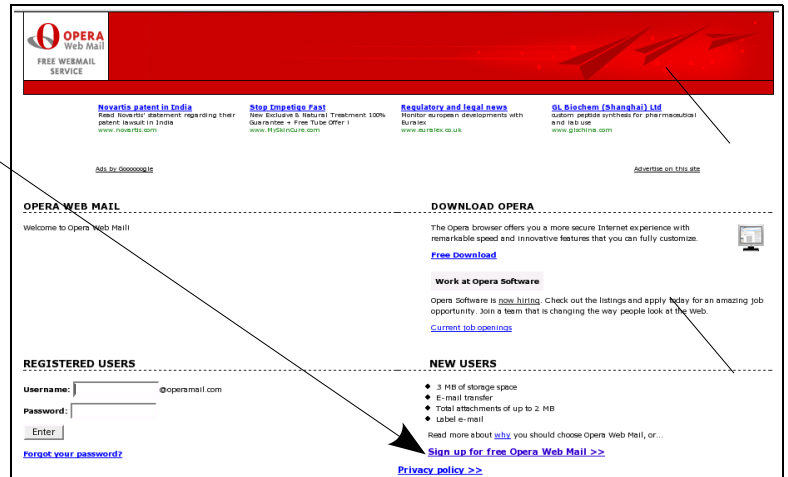
11 Internet and Firefox

- 11.1 Click Firefox: Which page opens?
- 11.2 Go to www.google.com, type in 'Hamutenya' and find out something about this family name.
- 11.3 Now try with your family name and exchange with your classmates what you discovered.
- 11.4 Now check with the given "logical operators" (Manual, page 20).
- 11.5 Go to: en.wikipedia.org
- 11.6 Check the page and then go on the left side click into the search window and type in HIV/AIDS. Click on **go**.
- 11.7 Read a bit through the article and then click the **BACK** button. Wait until the page is loaded again. Click on **search**. Wait again. Click **HIV/AIDS in Africa**. Wait until the page is loaded. Go to Contents and click there on "4 Regional analysis". What can you learn there about Namibia and its infection rate?
- 11.8 Go to File > New Tab, wait until the blank window opens and go to <http://www.grnnet.gov.na> There go to "Namibia in a nutshell". How many bigger countries are there on earth than Namibia?
- 11.9 Go now to "Our government" How are the three organs called in which the government is divided?
- 11.10 Go to File > Print Preview, check what comes and click the close button.

12 Signing up for your own e - mail account

12.1 Click Firefox: [Go to www.operamail.com](http://www.operamail.com)

12.2 Click 'Sign up for free opera webmail'



12.3 Fill in all fields with **. If you have an already existing e-mail address you can fill it in under "Alternative contact address:" Type in the Word Verification you see on your screen which is different from "ge!". The "Hint question" could be the name of a friend, of your mother or of a pet you have. After having given the "Hint answer" you sign up.

SIGN UP

Note: Fields marked ** are required.

Login name:

**** Password:**

**** Confirm password:**

**** First name:**

**** Last name:**

**** Date of birth:** 1 Jan 1920 (dd/mm/yyyy)

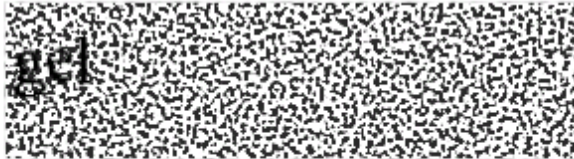
**** Country:**

**** ZIP Code (US only):**

Alternative contact address:

**** Word Verification** (developed with the [Captcha program](#))

Please enter the word you see from the picture below:



If you can't see the picture, please click [here](#)

Please choose a question and answer for your password hint. We will use these to help you retrieve y

**** Hint question:**

**** Hint answer:**

12.4 Click: 'No thanks'

Premium Services:

Operamail.com Premium Services also mean more speed and reliability! We have built a dedicated premium service e-mail infrastructure especially for our premium users! As a Operamail.com Premium Service member you can rely on faster page loads, enhanced performance, fewer service interruptions and premium customer service. Browse our exciting premium service selection below and don't delay - take your e-mail account to the next level!



Premium OperaMail offers the most complete set of features and functionality for the lowest price anywhere on the Web. Retrieve mail from your company, an Internet Service Provider or any other Post Office Protocol (POP) account - on the web or locally, with an e-mail client of your choosing.

A sampling of the comprehensive list of features you will receive as a subscriber to OperaMail's Premium service:

- ◆ **Larger Mailbox.** Store more messages with an extra 2.5 MB of space.
- ◆ **POP3 E-mail Download.** Download your e-mail using third party e-mail clients.
- ◆ **Authenticated SMTP.** send your e-mail with a third party e-mail client.
- ◆ **Auto E-mail Forwarding.** Forward incoming e-mail to an external account.
- ◆ **Spell Checking.** spell check outgoing e-mail before sending.
- ◆ **Replied Messages Marking.** Note marked messages that have been replied to.
- ◆ **Multi-lingual Translations.** Coming soon: Read your OperaMail in different languages.
- ◆ **No Advertising.** Read your mail in a completely ad-free environment, including ad-free signature files.

For all these great benefits, you pay only **USD 29.99** a year. That's just under USD 2.50 a month. So, sign up now.

— Please select a subscription — ▾

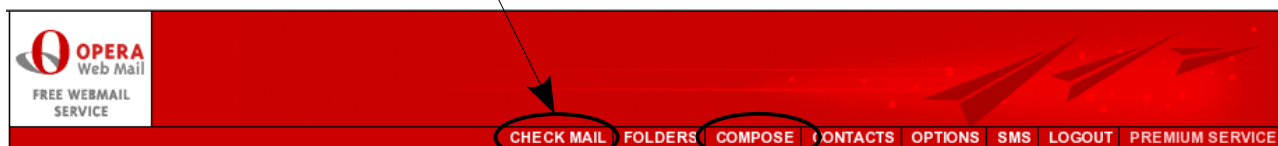
I accept all the terms and conditions of [Operamail.com Premium Services User Agreement](#) .

No thanks

Purchase OperaMail Premium

If you click "Purchase", you will be asked to provide your credit card information via our Secure Server.

12.5 Then click on 'CHECK MAIL'



Click on "welcome to your Opera webMail e-mail account" and read the mail. Where can you get support, if you don't cope with operamail?

Ads by Google

You are using 0.00% of your mail quota.

INBOX - 1 Message(s), 1 New

View All Messages ▾ Showing 1 to 1 of 1 Please select a folder ▾

Move To ▾ Delete Report Spam Flag Unflag

From	subject	date >>	size
Operamail.com Member services	welcome to your Opera web Mail e-mail account	15 Feb 2007	1k

↓ =Low Priority ! =High Priority 🚩 =Flagged

Move To ▾ Delete Flag Unflag Report Spam

CHECK MAIL FOLDERS COMPOSE CONTACTS OPTIONS SMS LOGOUT

[Ads by Google](#) [Advertise on this](#)

Send Save Draft Check Spelling US Cancel Importance : normal

To: [Address Book]

CC:

BCC:

Subject:

Attachment: [Attach]

Save copy in SENT folder

Ads
Buy
H2O
Cor
inve
202
rep
H2O
www
Ch
Wa
Gel
Wa
The
Tim
www

12.6 Click on "COMPOSE" and write your teacher an e-mail. Send him / her the two e-mail addresses of the operamail customer service.

- 12.7 Type in your teacher's address in the "To:" section.
- 12.8 Type as subject in the subject line "mail *your name, surname and class*!"
- 12.9 Type the e-mail addresses of the operamail customer service in the message section.
- 12.10 Click on **Attach** then browse to Documents > face_your_name, click attach > done.
- 12.11 Click on the **send** button.

Congratulations, you send your first mail from your new webmail account!

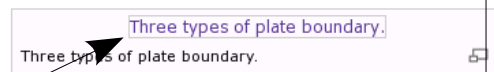
13 WikiLite - how to find articles and topics

- 13.1 Go to WikiLite, type in the search field **Namibia**, go to > **Namibia > 3. Regions > Kavango**.
- 13.2 How big was the Namibian population in 1991 and in 2001?
- 13.3 Go to "gestation" and click there on "parturition" and explain what it means.
- 13.4 Type "tectonic" in the search field and click go. Go to the contents box and click on 2 "Types of plate boundaries"

Types of plate boundaries

There are three types of plate boundaries, characterised by the way the plates move relative to each other. They are associated with different types of surface phenomena. The different types of plate boundaries are:

1. **Transform boundaries** occur where plates slide, or perhaps more accurately grind, past each other along **transform**



- 14 Now click on 'Three types of plate boundary' and explain from the appearing picture the three types.