


Computer Course Level 1

Introduction to the basic functions and applications
of a Schoolnet Computer Centre

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Leevi Hakusembe Senior Secondary School, Rundu, Namibia

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Friedwart Storto

Introduction

This course manual consists of the following parts:

For the trainee

1. **Manual** explains the content.
2. **Activities** are to be done by the trainees during the course.
3. **'Hi there'** has to be found on the server during Activity 2 to carry out some tasks.

For the facilitator

1. **Activities solutions** give the answers to all the questions of the activities.
2. **'Hi there'** has to be put on the System by the facilitator before Activity 2 is done by the trainees.
3. **Final exam** (Preparations have to be done on the server for tasks 6 and 9 in advance.)
4. **Final exam solutions**
5. **Template of a certificate** for successful trainees.

1 Hardware

1.1 Computer / Monitor / Printer / Server / Client / Keyboard / Mouse

What is a computer?

A computer is an electronic device that can accept data (information); process data logically and arithmetical, produce output and save the results for future use.

Monitor (Screen)

The monitor has a screen that displays (=shows) information and results which the computer sends back after interpreting the instructions (like the sheet of paper of the typewriter). What you are typing on the keyboard you will see on the screen. On the right side below the screen itself, there is a switch.



Remark: If the display unit is dark although the computer is working, you may have forgotten to switch on the display unit.

Printer

The printer prints information speed and output capabilities. The printer.



processed by the computer. Printers vary in printing more common printers are the laser and the ink-jet

Server / Client

The Server is the main computer in the case of our lab the only computer with it's own harddisk. The clients here do not have their own harddisk, are dependent on the server and do not work without the server.

Computer- Case

This is the "heart" of the whole system, the brain of the you couldn't do anything. The computer is connected to the printer and to the UPS. In the computer itself, what you all the information and programs you need to work with.



machine. Without the computer keyboard, to the screen, to the cannot see, is the harddisk with

Keyboard

The keyboard the information keyboard. As appears on the keyboard



is the most commonly used input device. The user enters into the computer (=INPUT) by pressing the keys on the the user enters data through the keyboard, the data screen (like the typewriter). If you press a button on the something appears on the screen or something happens.

UPS

An Uninterruptible Power Supply protects a computer from a loss of power. An UPS contains a battery that stores electrical power. If the power fails, the battery can run the computer for a short time so you can save your information. So if you are working on the battery, try to save your files as soon as possible, leave the program you are working in and switch the computer off. Start working when there is electricity again.



Remark: The UPS only makes sure that you have enough electricity (and therefore time) to save your files, to leave your program and to switch off the computer the correct way.

Mouse

A mouse is a hand-held device You use your mouse to perform As you move the mouse, a position the pointer over an button to perform different



that controls the movement of a pointer on your screen. tasks on your computer. mouse pointer moves on your screen. When you object, you can press (click or double click) the mouse actions on the object. For example, you can click to

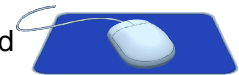
select files, double-click to open and work in files, and click-and-drag to move files. In fact you will probably use your mouse for most tasks. The pointer usually appears as an arrow, but it can change shape. The ball on the underside of the mouse moves as you push the mouse around on a hard flat surface.

The movement of the ball causes the cursor to move correspondingly on the screen.

You perform most of the tasks on your computer by pointing at an object on your screen, and then clicking a mouse button. To point out an object, move the mouse until the tip of the mouse pointer is over the item or area you want.

Mouse Pad

On the mouse pad you are moving the mouse. The surface has to be clean and smooth.



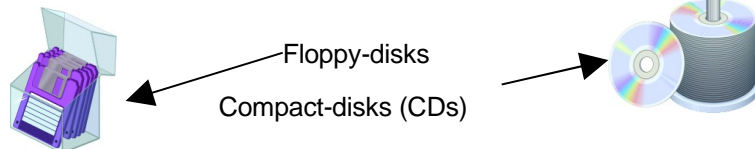
Activity 1: Mouse Skills with Draw

1.2 Local Devices

Storage Media (Floppy Disks / CDs / DVDs / USB device) short "Disks"

A disk, like a cassette tape, is a storage device that holds information, such as software and data, Here are the three most common kinds of disks:

- Floppy disks
- CD disks
- Flash disk or USB device



Disk Drives

There are different kinds of disk drives. Each disk drive has a letter assigned to it so you can tell the computer where it should store the information.

A; Drive, where you put in your stiff disks. A stiff disk drive holds a removable stiff disk, which has less storage capacity than a hard disk.

C; Drive, A non-removable disk that is built into the computer case. With this disk you can store large amounts of information in one place, instead of storing it on many stiff disks. Like a filing cabinet, a hard drive uses folder or directories to organize information.

The C: drive can read and write information much faster than a stiff disk drive.

CD or DVD Drive, where you put in your CDs or DVDs.

1.3 Differences between 'Hardware' and 'Software'

Hardware: All the things you can touch with your hands, not storing information in any form (computer case, mouse, monitor).

Software: Software is a set of programs, procedures and related documentation associated with a computer system. A program is a coded set of instructions.

A program interprets the information given to the computer by means of a keyboard or a mouse, which directs the computer to carry out the task. When you start a program, you see information on your screen, such as menus and commands. When you are using a program, the operating system is managing your computer activities. It moves instructions and files from one part of a computer system to another as you choose.

2 First Steps

2.1 Switch on / off

Normally you will find the computers switched on with the log in window on the screen. If not you can try to reset it on the reset button. If this doesn't help, only the network administrator can help.

Remark: As long as you see the “sand-glass” on the screen, do not interrupt!

It means that the computer is busy working.

2.2 Log in / Log out

If you find the log in window, enter your **username** and your **password** and click on “**log in**”. At the end of every session, you have to log out.

Remark: It is very important that you always log out properly in order not to lose important data and to protect your data from access by others.

2.3 The use of the mouse

It takes some practice to handle this small instrument, but you will get used to it very quickly!

Place your right hand on the mouse so that the index finger rests on the left side of the mouse and the middle finger on the right side of the mouse. **RELAX** while working with the mouse!

The following describes common click actions.

Click: Press and release the left mouse button once.

Double-click: Quickly press and release the left mouse button twice.

Right-click: Press and release the right mouse button once. A shortcut menu appears.

2.4 The Desktop

After log in you come to the Desktop.

At the bottom you see the navigation strip.



The navigation strip contains from left to right the following buttons:



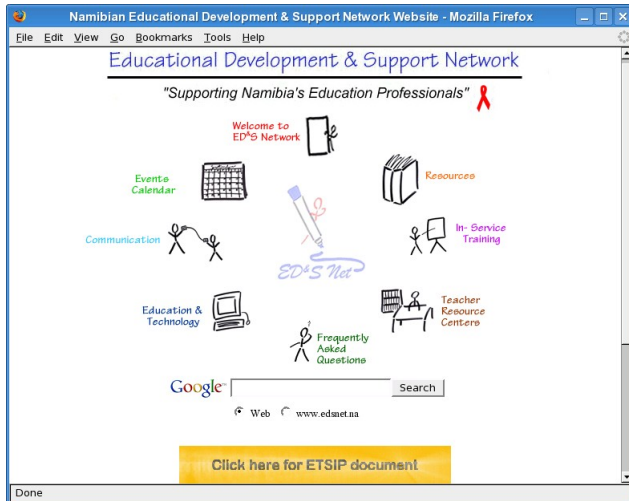
“**go**” → all programs and functions; “**eduKar**” → all educational progr.; and “**Desktop**”; “**Home**”, “**Open Office Writer**”; “**Internetbrowser**”; “**Organizer**”; “**Helpfunction**”.

Try now the mentioned buttons to see what happens. A click on “**Home**” leads to the structure of the different places where you can store your documents. “**Help**” helps you almost in any situation, you need help. 😊

Activity 2: Mouse Skills by exploring the Desktop

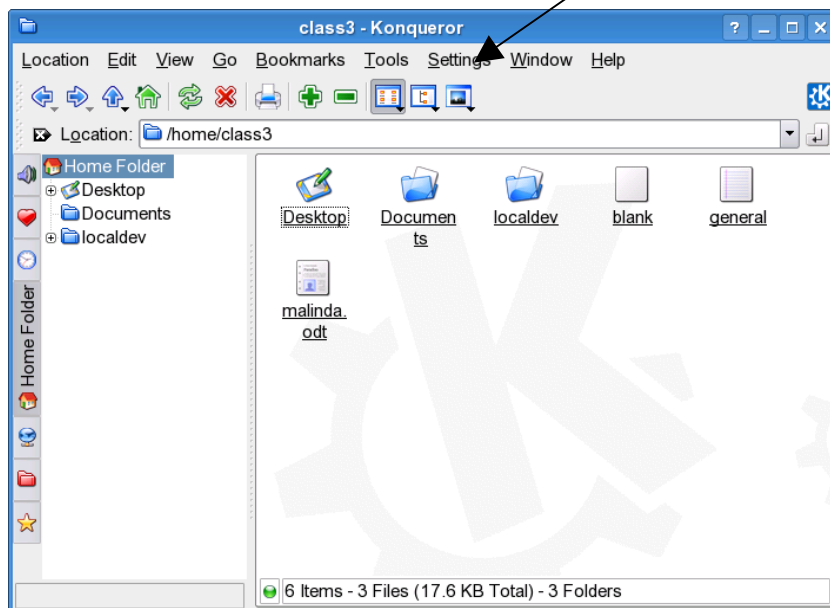
On the left side of the desktop you find several icons. From top to bottom:

- Home** → find and store
- Server** → the administrators field
- Wastebin** → delete everything
- Local Devices** → where you find connected Flash Disks, Floppy Disks, CDs
- getopenlab** → homepage of openlab etc.
- Schoolnet Namibia** → homepage of Schoolnet Namibia
- edsnet** → Namibia's Educational Development & Support Network.



Activity 3: Mouse Skills by exploring edsnet

If you click on the Home icon your "home - Konqueror" opens



- The **Konqueror** shows:
- big window (right side)**
 - folders
 - documents
 - on left side**
 - all available folders
 - home
 - Desktop
 - Documents
 - localdev
 - in the left vertical bar upwards**
 - Services
 - Root Folder
 - Settings
 - Network
 - Home
 - History
 - Bookmarks
 - amaroK (for music?)
 - horizontal menus**
 - Location
 - Edit
 - View
 - Go
 - Bookmarks
 - Tools
 - Settings
 - Window
 - Help

3 KTouch the Touch Typing Tutor

3.1 How to open?

- Home → Services
- Edutainment
- Miscellaneous → KTouch

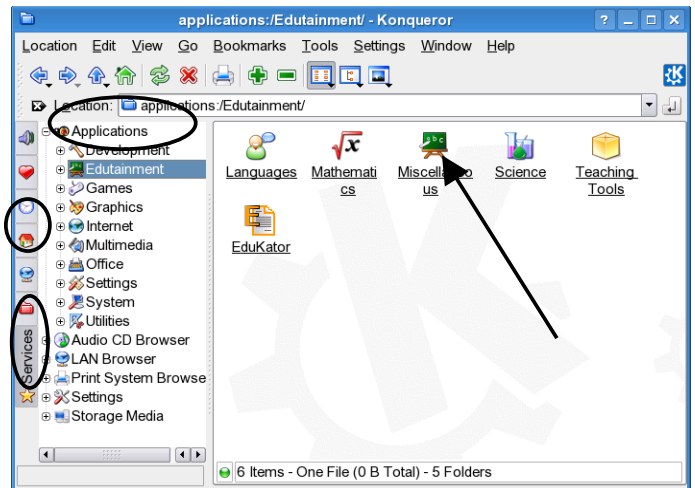
3.2 The Help Function

After opening KTouch, choose help in the menu bar. Read: **Introduction** / "What is KTouch"

3.3 First steps with KTouch

In the main program window you see underneath the menu bar (File / Training / Settings / Help) from top to bottom:

- three icons (buttons): Start New Session / Pause Session / Lecture Statistics)
- some typing statistics (Level / Speed / Correctness / New Characters in This Level)
- the teacher's line with the text you are supposed to type (violet)
- the student's line (green)
- the Keyboard with different colours for each finger



The first time you start you have to

- adjust the keyboard: (Settings > Keyboard Layouts > English (en))
- choose your training lecture (Training > Default Lectures > English (auto-generated))
- choose your **Level**
- place your hand on the keyboard as indicated (thumbs over the space bar)
- click on **Start New Lesson**

Start typing the text shown in the teacher's line. The key colours indicate which finger needs to press which key.

If you make mistakes, the student's line will change its colour to red. You have to hit **Backspace** (right above **Enter**) to erase the wrong character(s) before you proceed.

After having successfully completed a line of text press **Enter** to continue.

To check your statistics, click any dialogue or **Pause Session** and check (Level / Speed / Correctness). Now go to **Training** > Lecture Statistics and check your details.

To quit the program you click on **File** and go there to **Quit**.

Now it is up to you to develop your typing skills.

If you train daily between 10 and 20 minutes you will become a crack after three months!

4 OpenOffice Writer to create text documents with



4.1 How to open?: → Navigation strip→ Open Office Writer

Save your document:→ Menu→ File→ Save As→ choose a file.

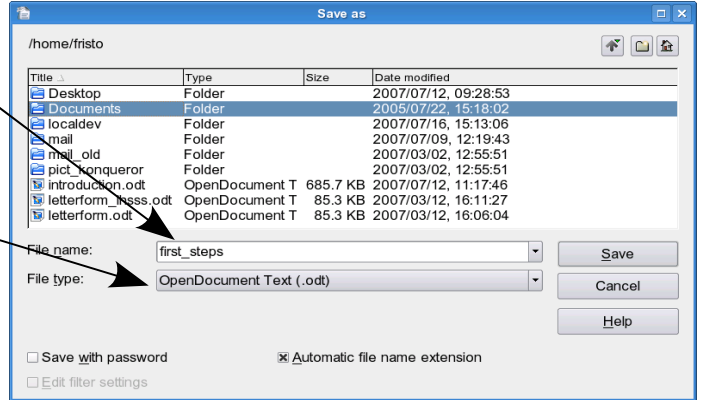
➤ At the moment choose: /home/username/Documents
later on you can save to any folder in /home/username/Documents/.....

➤ Name your text document. e.g. "first steps"

➤ Pay attention to the File type:
OpenDocument Text (odt)

➤ Click on **Save** to save it!

Now you are ready to start with your document.



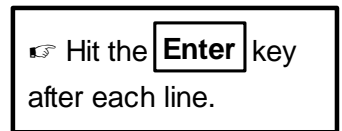
4.2 Small and capital letters, space bar, numbers and double function keys

4.2.1 Small letters

You can just start typing. There is no need to press an additional key.

e.g. abcdefghijklmno **Enter**

It makes sense to save your document after every activity: press **ctrl** + **s**



4.2.2 Capital letters

Press down the **Shift** key (on the left or right side of the keyboard) and choose the letter you would like to type. While you are writing the **Shift** key has to be pressed down while you are typing.

e.g. A B C D E F G **Enter**

4.2.3 Space bar

When you press the **Space Bar**, you will type a space between letters or words, so you will move one step further.

e.g. I learn how to type **Enter**

4.2.4 Numbers

Just type them as they are on the keyboard. You find the numbers on the double function keys on the second line from the top of the keyboard as well as on the very right side of the keyboard.

e.g. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4.2.5 Double function keys

The double function keys are e.g.

1 and !, **2 and @**, **3 and #**, **4 and \$** etc.

you find them in the second line from the top of the keyboard;

e.g. 1 ! 2 @ 3 # 4 \$ **Enter**

More of these keys are somewhere else on the keyboard. e.g.

: and **;**, **"** and **'**, **/** and **?**, **,** and **<**, etc.

e.g. **:** **;** **"** **?** **,** **>** **Enter**

Remark: The Double Function Buttons do not work with the **caps lock** key.

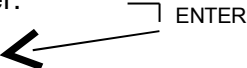
Activity 4: OpenOffice Writer - Create a document & Basic Keys of the Keyboard

4.3 ENTER-key, Arrows and CAPS LOCK-key, DELETE & BACKSPACE-Key

4.3.1 ENTER-Key

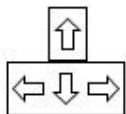
With the **Enter** key you insert a paragraph.
It will bring the insertion point to the beginning of the next line.

e.g. I like to work with the computer.
I am happy.



4.3.2 Arrows

You find 4 different arrow keys on your keyboard. All of them are used to move in different directions.



You use them if you want to move within the text without changing or deleting anything.

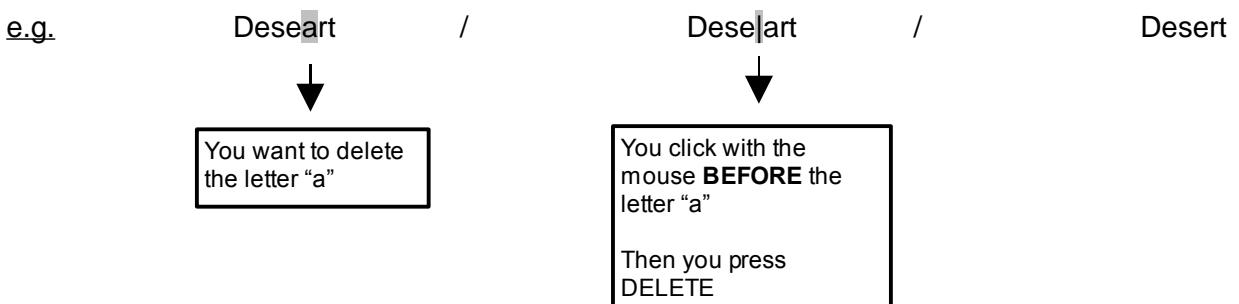
4.3.3 CAPS LOCK-Key

You can also use this key if you want to type a range of capital letters.
When the **caps lock** is active, a green light is on at CAPS, on top of the keyboard.


4.3.4 DELETE & BACKSPACE-Key - deleting & correcting mistakes, Deleting characters

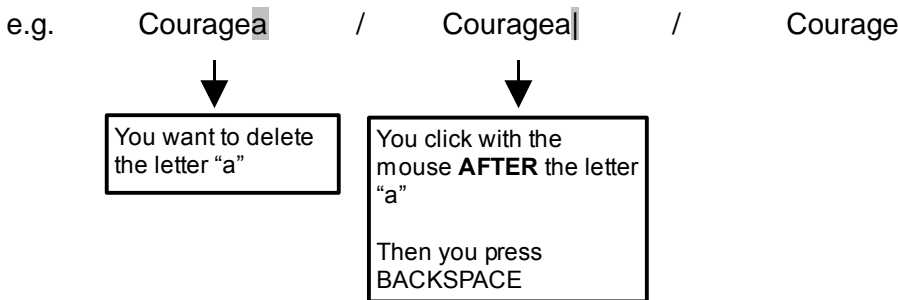
4.3.4.1 The DELETE-Key

Position the insertion point just **before** the letter you would like to delete, and then press the **delete** key on the keyboard. If necessary replace the letter.



4.3.4.2 The BACKSPACE-Key

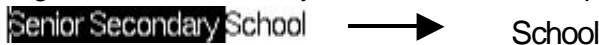
Position the insertion point just **after** the letter you would like to delete, and then press the  **backspace** key on the keyboard. The cursor is now deleting from the back.



Activity 5: OpenOffice Writer - Special Keys & Backspace

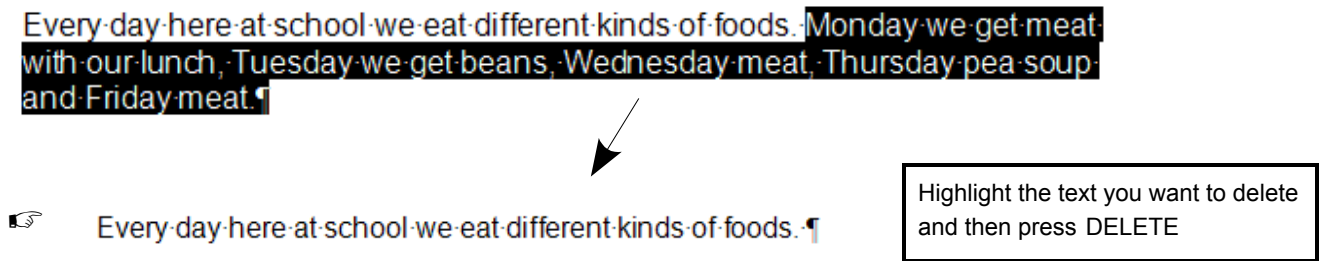
Deleting text with the help of the mouse

Highlight the mistake with your mouse and then press the **delete** key.



To delete any amount of text, select the text with the mouse: Position the insertion point just in **front or after** the text you would like to delete, remain with your index finger on the left mouse key to highlight the whole sequence of text by passing over it.

Then press the **delete** key.



Activity 6: OpenOffice Writer – Delete

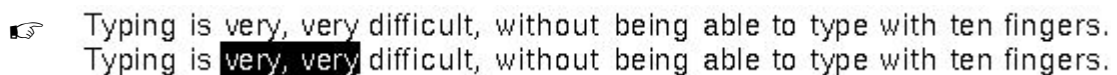
4.4 Fonts and Styles - Font, Size, Bold, Italic, Underline, Cut, Copy, Paste

4.4.1 Selecting/highlighting text

You can always change the shape of your text after entering it.

Before you change anything, remember to select (highlight) the text with your mouse, as described above under "Deleting text with the help of the mouse"!

The text you want to change always has to be highlighted!



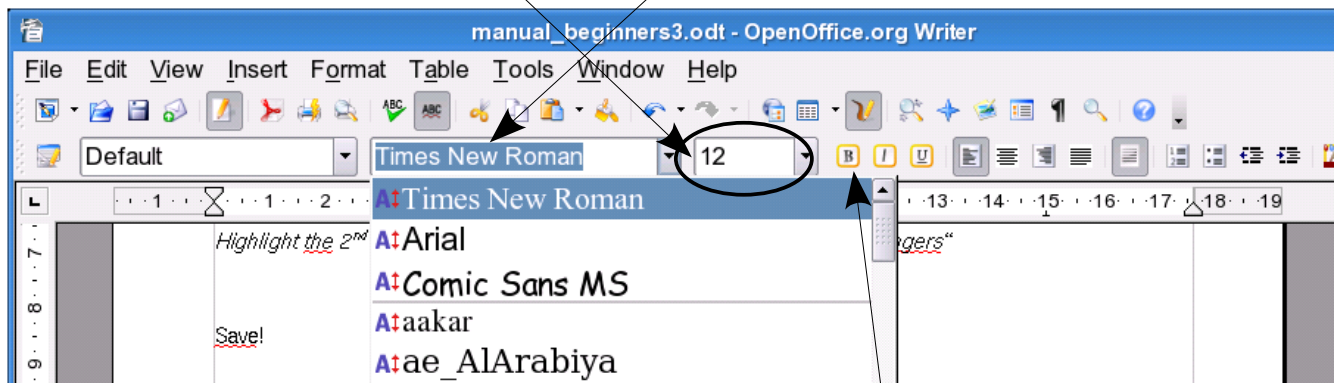
4.4.2 Font

Font is the style of writing of the text (=typeface). A typeface can, for example, be “**Comic Sans MS**” or “**Arial**” or “**Times New Roman**” etc.

OpenOffice includes a variety of fonts you can use to create attractive documents. The different fonts are sorted in alphabetical order in the **Font Box**.

How to change the Font?:

1. Select the text you want to change with the mouse.
2. On the Formatting toolbar, click a font name in the **Font box**.
Select the font you want with the mouse (1x left click)
3. Choose the size in the **Size box**.



4.4.3 Bold / Italic / Underline

At any time you can change text into **Bold** / *Italic* / Underline.

How to change text into BOLD:

1. Select the text you want to change with the mouse.
2. On the Formatting toolbar, click on the **Bold icon** (=sign).
3. The selected text now looks bold.



How to change text into ITALIC:

1. Select the text you want to change with the mouse.
2. On the Formatting toolbar, click on the **Italic icon** (=sign).
3. The selected text now looks diagonal.



How to change text into UNDERLINE:

1. Select the text you want to change with the mouse.
2. On the Formatting toolbar, click on the **Underline icon** (=sign).
3. The selected text is now underlined.



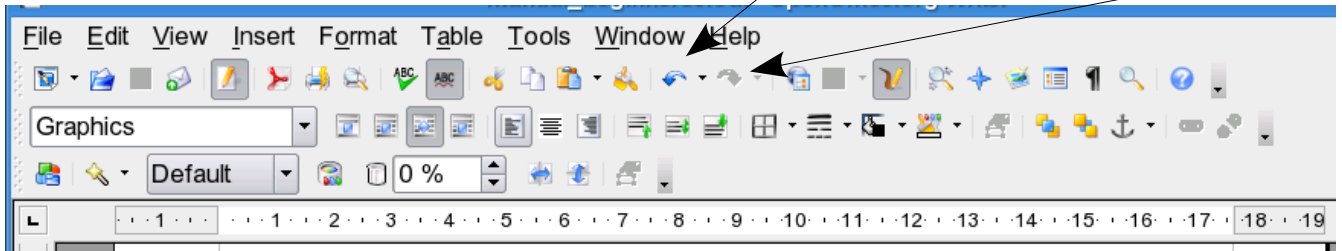
Note: If you want to remove **Bold**, *Italic* or Underline from your text, select the text and repeat the steps 1-3 as described above.

4.5 Undoing mistakes, copy, cut & paste

4.5.1 Undoing mistakes

If you want to undo a mistake you have just made, you can use the Undo-command instead of deleting the mistake.

1. On the Standard toolbar, click on the Undo-icon.
2. You can undo the very last action you took by just clicking Undo on the Standard toolbar.
3. If you later decide you didn't want to undo an action, click Redo on the Standard toolbar.



4.5.2 Copy & Paste

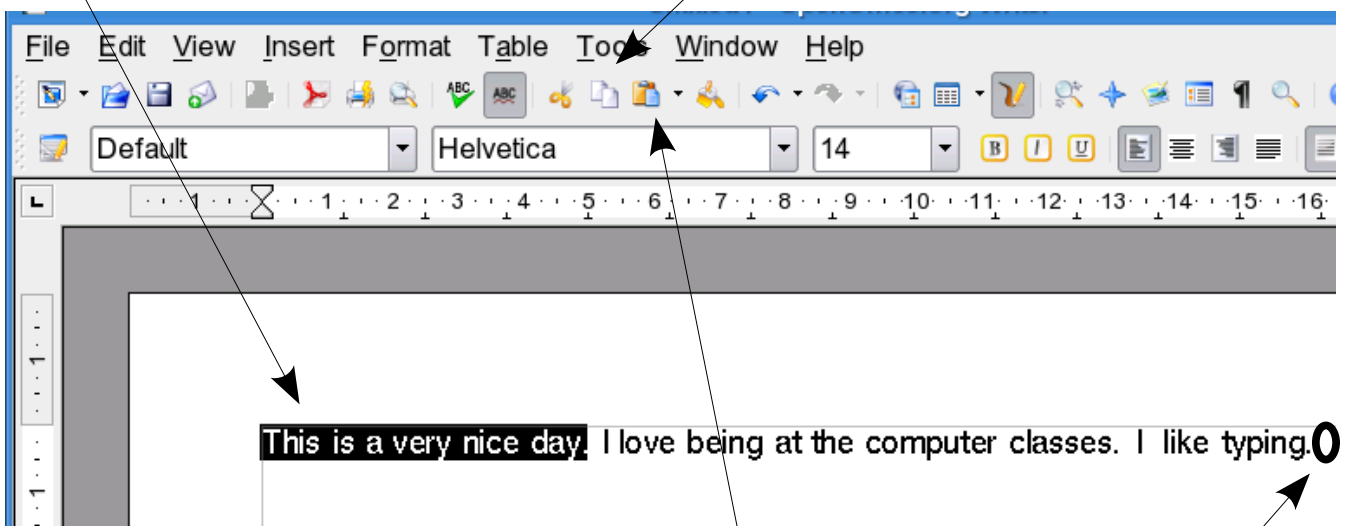
At any time you can **copy text** and insert it at another place in the document.

Compare this command with the photocopier machine: the original does not change, you just make a copy of the document!

It is very useful to copy text instead of re-typing it and this command is frequently used by the computer user.

How to copy and paste text:

1. Select the text you want to copy with the mouse.
2. On the Standard Toolbar click on the **Copy-icon**.



3. The text you selected will remain on the screen because you are making a copy of it.
4. Now click with the left side of the mouse where you want the copied text to appear.
5. On the Standard Toolbar click the **Paste-icon**.
6. The copied text now appears at its new location.

4.5.3 Cut & Paste

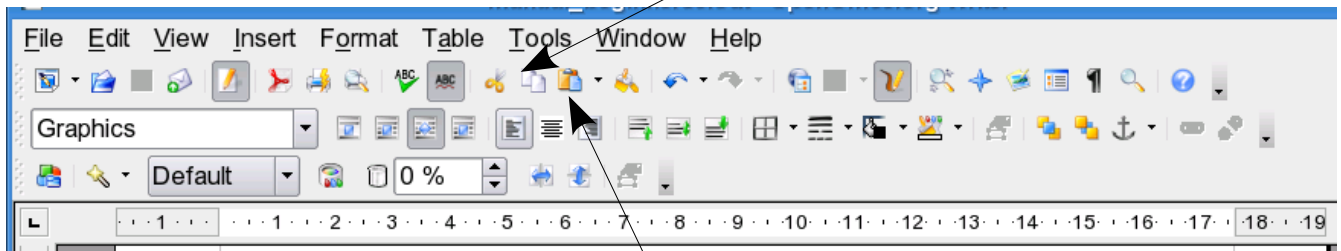
At any time you can **cut text out** and insert it at another place in the document.

Compare this command with the **scissors**: you cut something with the scissors and insert it somewhere else.

It is very practical to cut text and insert it to another place in the document. This command is often used by computer users.

How to cut and paste text:

1. Select the text you want to cut with the mouse.
2. On the Standard Toolbar click on the **Cut-icon**.



3. The text you selected **will disappear because you cut it out!**
4. Now click with the left side of the mouse where you want the cut text to appear.
5. On the Standard Toolbar, click the **Paste-icon**.
6. The cut text now appears at its new location.



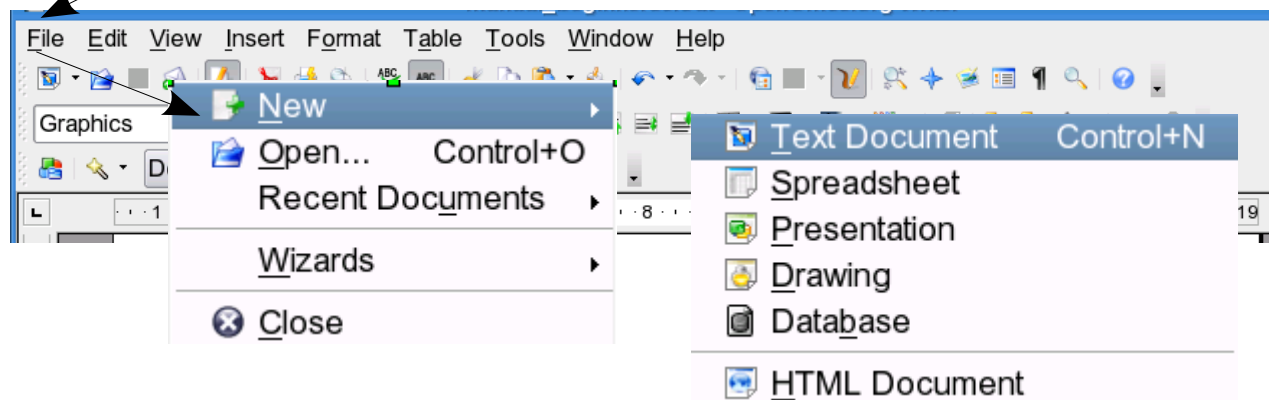
Activity 7: OpenOffice Writer - Font, Size, Bold, Italic & Copy, Cut and Paste

4.6 Opening a new document and saving a new document

4.6.1 Opening a new document

You can start a new document at any time by doing the following:

1. Start the **OpenOffice** program.
2. Usually, the program automatically opens a new file called “Document 1”.
3. Otherwise, click “File” on the Menu bar.
4. Choose **New**.
5. Choose **Text Document**.



4.6.2 Saving a new document

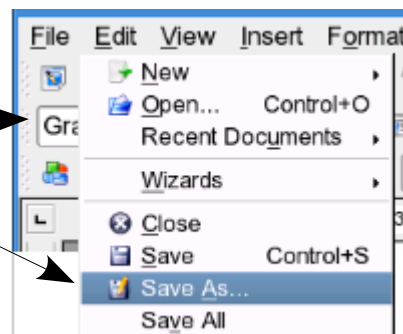
You save a new OpenOffice document by assigning it a name and a location in your drive and folder list (like putting a book back on the correct shelf).

After naming the file, you can save changes made in that document.

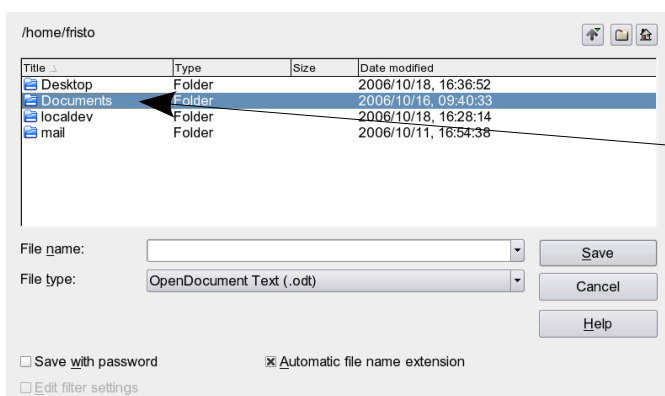
Important: Please save your document at the beginning of your typing, even if the paper is empty. When you save your document you will avoid losing data.

After having opened a new document or an existing one, please do as follows:

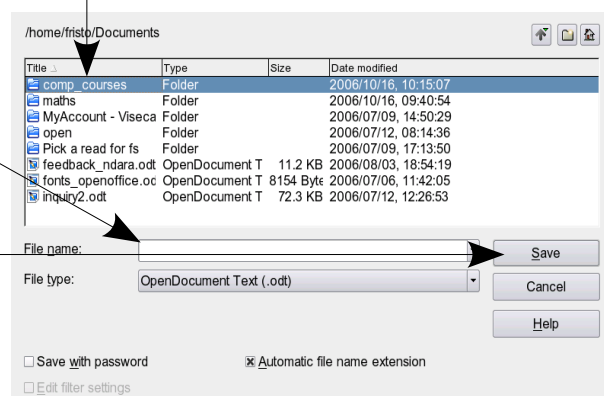
1. Choose the Menu **File**.
2. Click **Save As**. The **Save As** dialog box appears.



3. Choose the folder in which you would like to save the document. The folder you have chosen must appear in the "Save as." field.



4. Give the document a name. Write it in the field "File name."
5. Click **"SAVE"**, the computer is now saving the document.



4.6.3 Name of a document

To make it easier to find documents, you can use long, descriptive file names. **Always try to give your document a clear and easy name, so that you can find it again without searching for hours!**

File names **cannot** include any of the following characters:

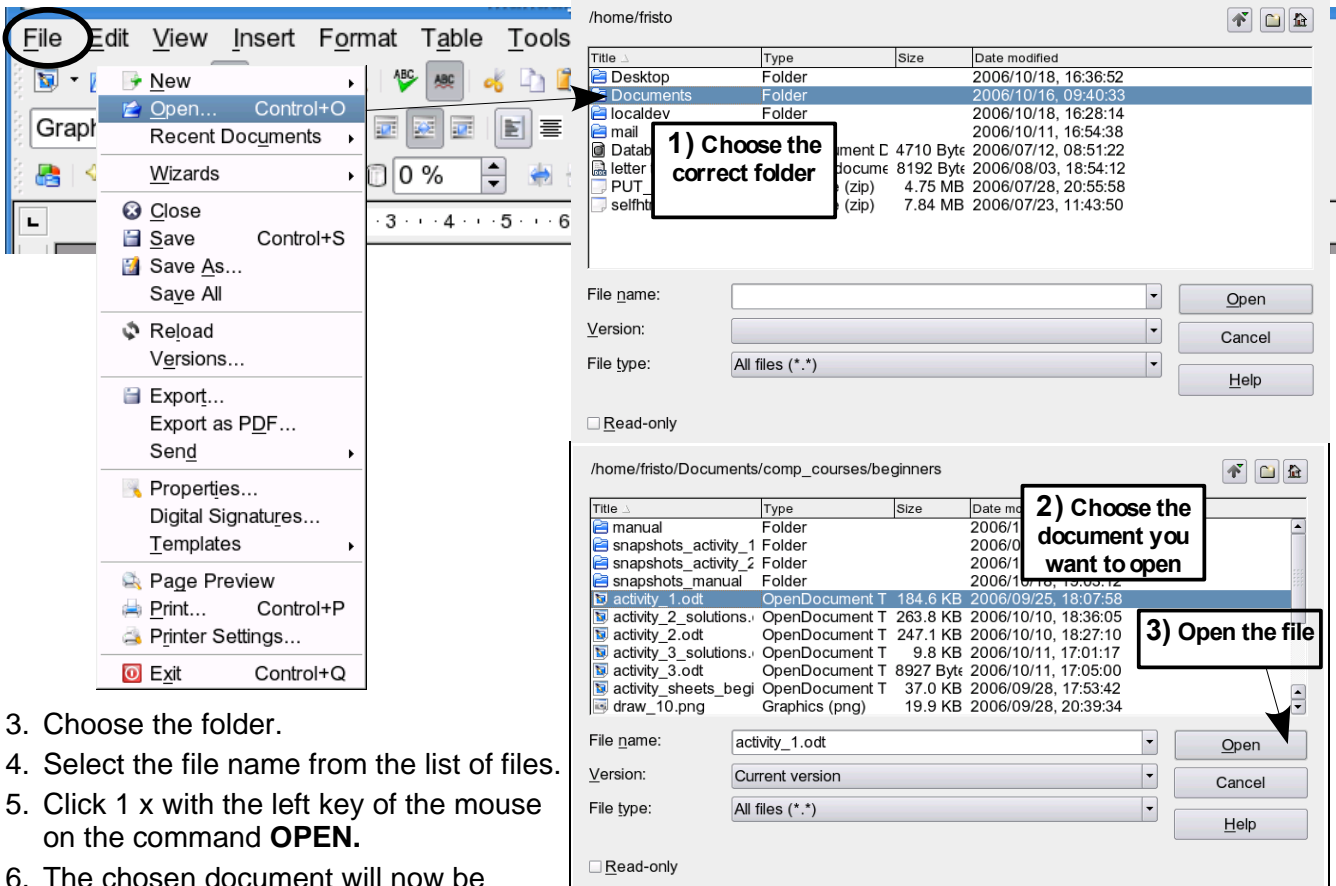
- forward slash (/)
- backslash (\)
- "greater than" sign (>)
- "less than" sign (<)
- asterisk (*)
- question mark (?)
- colon (:)
- semicolon (;)

4.7 Opening and saving an existing document

4.7.1 Opening an existing document

To open an already existing document in OpenOffice, do the following:

1. Go into the Menu **F**ile.
2. Click the Open button. OpenOffice displays the Open dialog box.



3. Choose the folder.
4. Select the file name from the list of files.
5. Click 1 x with the left key of the mouse on the command **O**PEN.
6. The chosen document will now be opened by the computer.

4.7.2 Saving an existing document

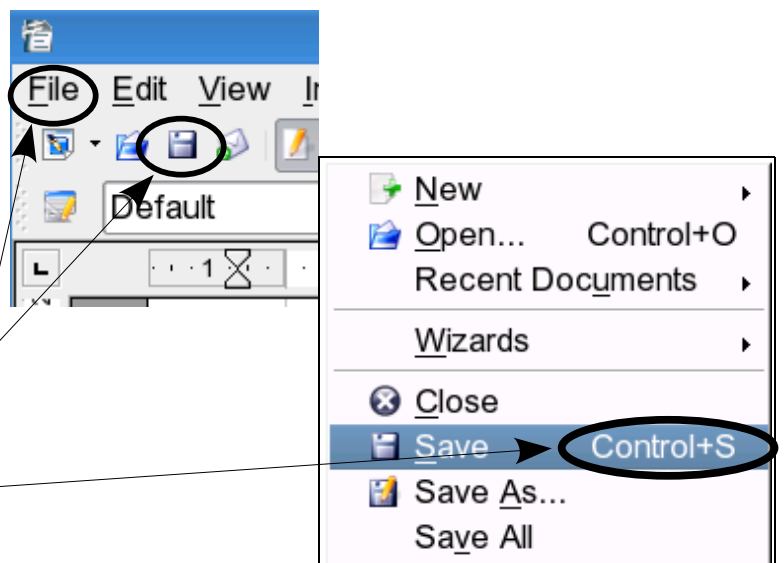
After you have saved your document by assigning it a name and a location in the network, you can continue to work on it.

However, the changes you make are not saved unless you tell the computer to save them again.

You do not need to rename the document file to save changes; you can simply do the following:

There are 3 ways to do it:

1. Go to the Menu **F**ile and Click **S**ave.
2. Click directly on the Save-Icon.
3. Use the shortcut: **ctrl** + **s**



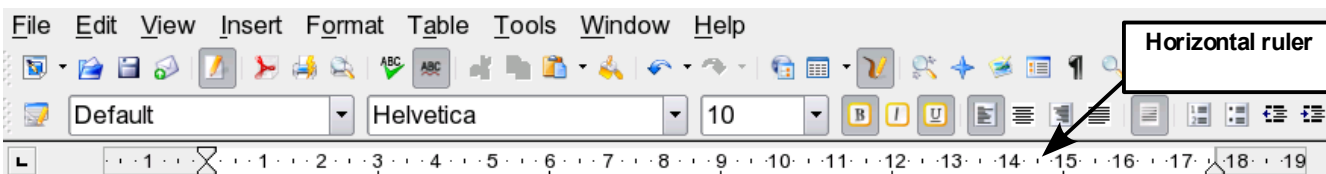
The last version of your document is now saved.

Important: When you are busy with a document, please do not forget to save your document from time to time. Especially when you have made something difficult. Doing so you avoid losing that work.

Activity 8: OpenOffice Writer - Open, Reopen, Name & Save a Document

4.8 Tab stops

4.8.1 Introduction



Tab stops are located on the horizontal ruler that indicates how far to align text on your document. You can align text to the left, the right or centered.

4.8.2 The automatic TAB stops

If you want to align your text, **DO NOT use the space bar**, but use the **TAB** key. Before your type your text, press the TAB key until you reach the alignment space you want:

Example:

Location: ←

Year: ←

Training: ←

In between, the TAB key has been pressed.

Computer Lab, Leevi Hakusembe SSS

2007

Computer Training

The text is aligned correctly

4.8.3 How to change the position of TAB stops

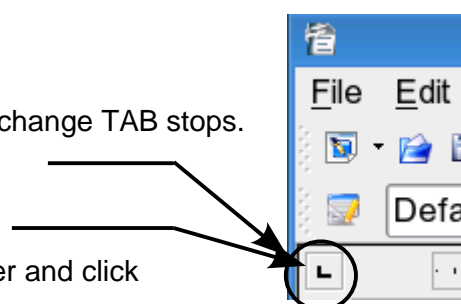
There are several methods to set or change TAB stops.

- At first highlight the line or paragraph, where you want to set or change TAB stops.
- Chose the kind of TAB stop you need by clicking on it here.

Right TAB stop Centered Decimal Left

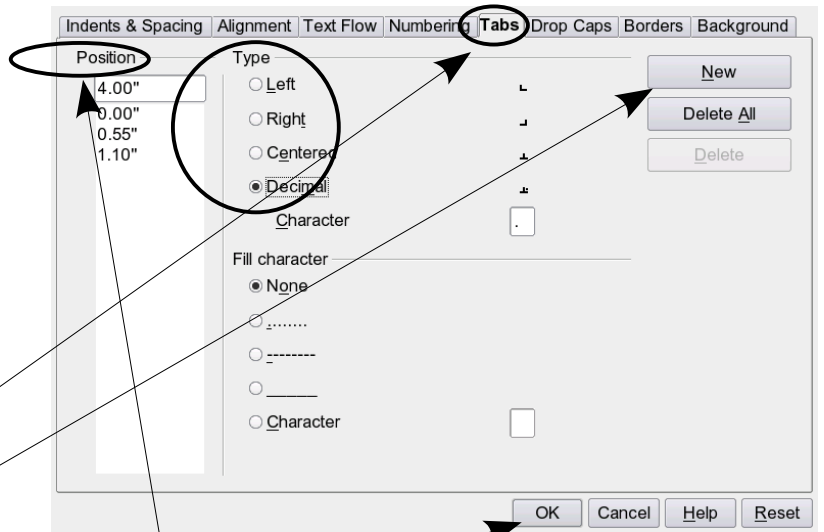
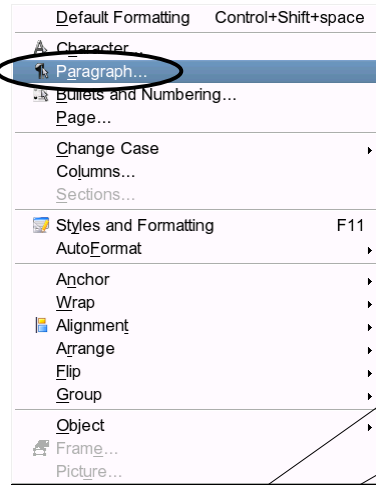
- To set a TAB stop you choose the position on the horizontal ruler and click there on it.

- If you don't meet your target exactly you can relocate the TAB stop. Click on it, remain on the left mouse key and move it to the position of your choice. Than release the mouse key.



4.8.4 To set precise measurements of TAB stops, do as follows:

1. Go to the **Format** menu.

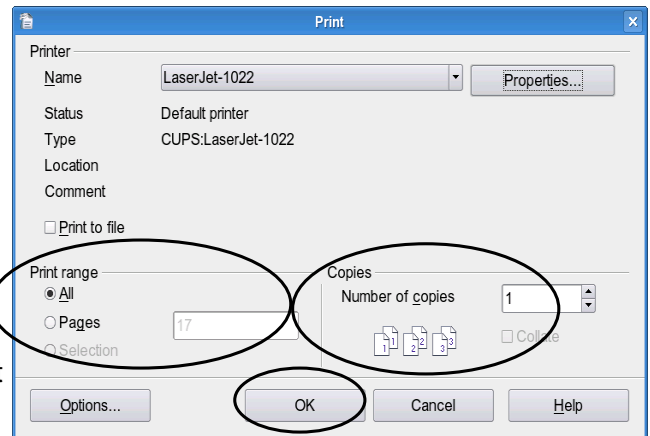


2. Click on **Paragraph**
3. Click **Tabs**
4. Click **New**
5. Enter the measurements you want under **Position**
6. Choose the Type of the tab (Left, Right, Centered or Decimal)
7. Create as many tabs as you need.
8. Click **OK**.

4.9 Printing

Due to financial and environmental reasons, make sure that your document is really ready before you print it. Especially check the content and the spelling. Then go to Page Preview to check the layout. Then go to File > Print or use the shortcut 'ctrl+p'.

The printing dialogue box appears. Choose the Print range and the number of copies. Click OK.



Activity 9: OpenOffice Writer - TAB stops

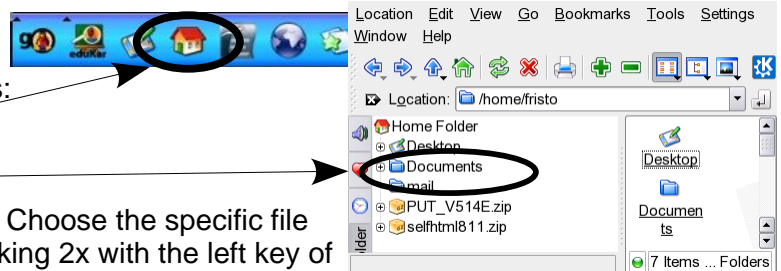
5 The File Manager - Konqueror

The Content Browser or Konqueror of OpenOffice is like the **library of your computer**. Here you can very easily see what kind of documents you have already saved. Furthermore you are able to organize your files.

5.1 How to open the File Manger?

The **Konqueror** can be opened as follows:

- Click 1x on the **Home** button
- Choose the **“Documents”** file

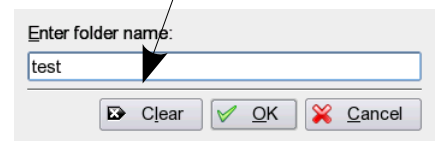
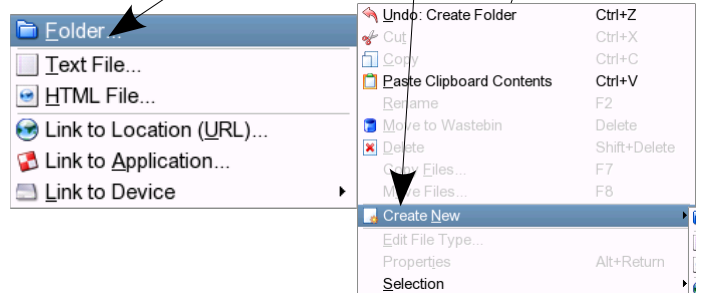
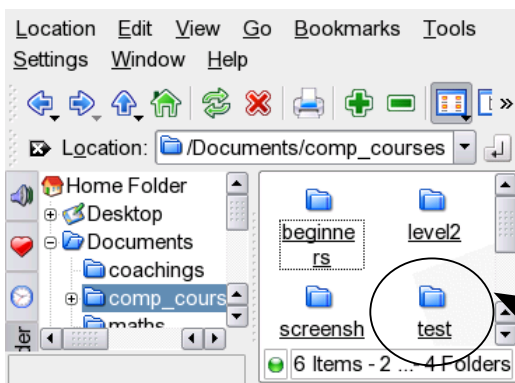
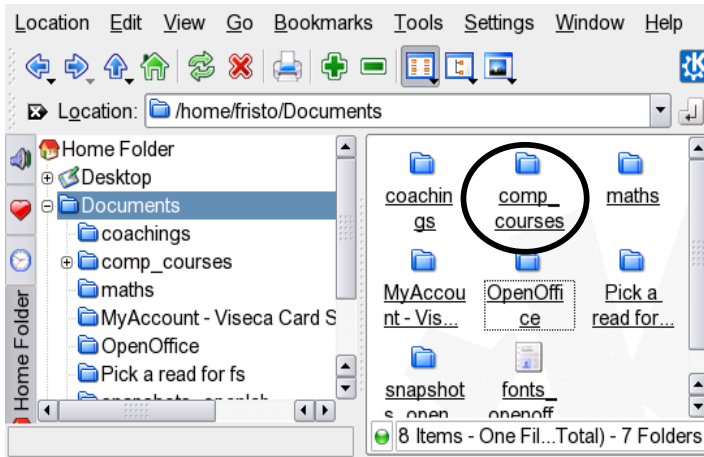


Now you see the library of your computer. Choose the specific file or document you want to work with by clicking 2x with the left key of the mouse.

5.2 How to add new folders in Konqueror

To organize your filing system, it may be helpful to add some more folders.

1. Choose the place where you want to have another folder
2. Select it by clicking 2x with the left side of the mouse.
3. Go to **Edit**.
4. Choose **Create New**.
5. Go to **Folder**.
6. Enter the folder name (e.g. 'test')
7. Click **OK**



5.3 How to delete files and folders in the Konqueror?:

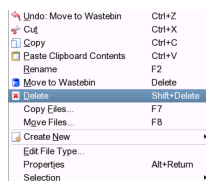
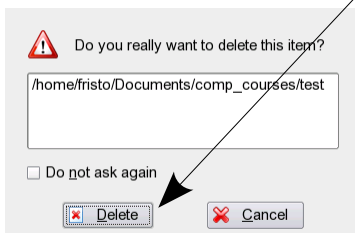
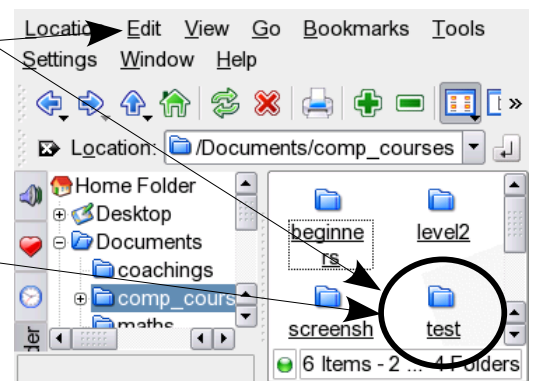
In the File Manager, you can delete files by the following two procedures:

1. *Moving the item to the wastebin (procedure 1)*

- 1.1. Go into the Konqueror (as described above in 'How to open the File Manger?')
- 1.2. Choose the file or folder you would like to delete.
- 1.3. Select it (1x click) and go to **Edit**.
 - 1.3.1. Click on 'Move it to Wastebin' and confirm.
 - 1.4. Or click on Delete and confirm.

2. *Deleting the item directly (procedure 2)*

- 2.1. Go into the Konqueror.
- 2.2. Choose the file or folder you would like to delete.
- 2.3. Select it (1x click) and go to **Edit**.
 - 2.3.1. Click on Delete and confirm.
 - 2.4. Or press Shift+Delete and confirm.



If you choose the 2nd way, the document is definitely deleted!

PLEASE ALWAYS BE SURE THAT YOU REALLY WANT TO DELETE THE FILES OR FOLDERS!

5.4 How to move files in the File Manger?:

In the Konqueror you can easily reorganize your folders and files by moving them to new locations.

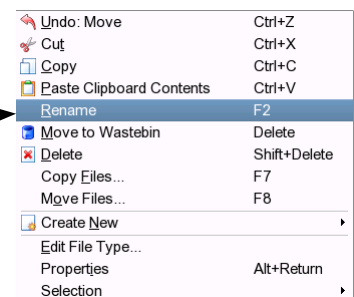
1. Mark the folder/document you would like to move.
2. Press the left mouse button and drag (=move) the document to its new location.
3. Release the mouse button when you have arrived at the new location.
4. Decide if you want to Move or to Copy it. If you move it, it will be deleted at the previous location. If you copy it, the item remains at its former location as well.
5. The folder/document is now moved or copied to its new location.

<u>M</u> ove Here	Shift
<u>C</u> opy Here	Ctrl
<u>L</u> ink Here	Ctrl+Shift
<u>C</u> ancel	Escape

5.5 How to rename files in Konqueror

Sometimes you think that it would be better if a file received a new name. Select the document you would like to rename in Konqueror by clicking it 1x.

1. Click on **Edit**.
2. Choose **Rename**.
3. Now you can type the new name in the field.
4. Press **ENTER** to confirm your changes.

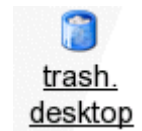


5.6 The Wastebin

If you have deleted a file by accident and you would like to work with it, you can find it in the Wastebin. **But once you delete a file in the Wastebin, it is lost forever.**

There are two ways to open the Wastebin:

- Click on the **Wastebin icon** on your desktop (2x with the left side of your mouse) or
- Go into the **Konqueror** and choose **trash.desktop**.



For both possibilities you just mark what you want to delete and then press the delete button.

IMPORTANT: Check your Wastebin from time to time and throw out the files you definitely no longer need. That will help to save space on the computer. Be sure that you only delete the CORRECT FILES.

Activity 10: The File Magager - Konqueror

6 The Internet

The Internet is a worldwide network to which we can get connected.

If we are connected to the Internet, we can communicate with other connected people, distribute or find information within the network.

The Internet was introduced by the US Department of Defence in the 1960s to keep military, universities and defence contractors linked. Educational Institutions joined in the early 1980s.

Mostly you will go to the Internet to find information or to check your mail on different webmail servers.

Main Keywords associated with the Internet

- Web Browser: Programs you use to view the Internet (E.g. Firefox / Netscape / Opera / Explorer ...)
- Website: A place within the Internet that contains multiple Webpages
- Webpage: A page which you can see at once when you go to any address on the Internet
- URL: The address of a website or webpage (E.g. <http://www.schoolnet.na>)
- HTML: A programming language which is mostly used to create webpages
- (Hyper)Link: An element of text or a picture which is a reference or navigation element in a document to another section of the same document or to a section of another document. If you click it, the referred information is automatically brought to you. Links are usually in a different font colour and are underlined. You notice them while scrolling your mouse over them. The insertion point will change to a little hand.

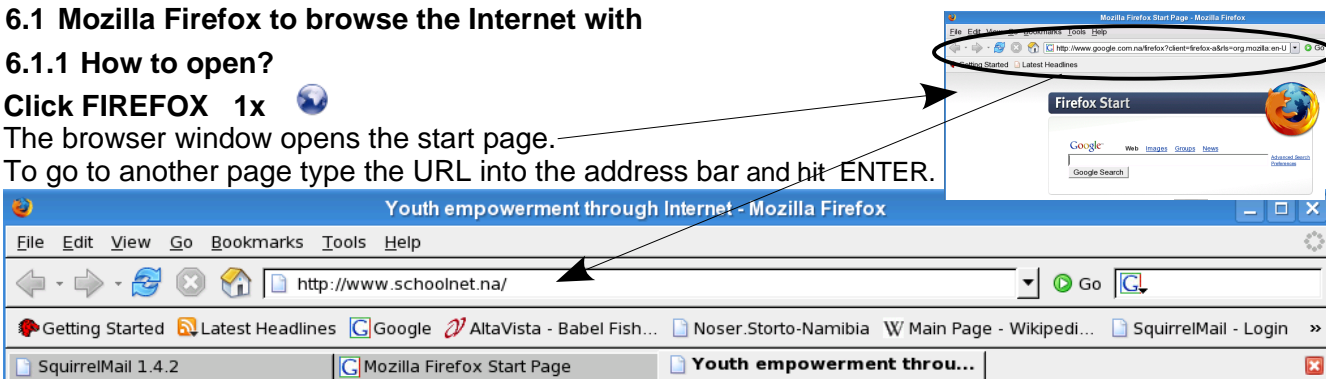
6.1 Mozilla Firefox to browse the Internet with

6.1.1 How to open?

Click FIREFOX 1x 

The browser window opens the start page.

To go to another page type the URL into the address bar and hit ENTER.



6.2 Search the Internet

To search for information on the internet you normally need a search engine or a topical directory. A search engine is a index system on the web, that helps you to find information. A topical directory is a kind of catalogue about a certain topic.

The URLs of some popular search engines are:

<http://www.google.com>

<http://www.altavista.com>

<http://www.yahoo.com>

You find information with the help of keywords you type into the search bar and hit Google Search.

6.2.1 Guidelines for searches:

- Keep the keywords simple.
- Make use of the logical operators
AND, OR and NOT (only with certain search engines)
- Use different combinations of keywords.
- Make use of different search engines.

With most search engines you can aim the search for text, images, news, groups and many other topics.

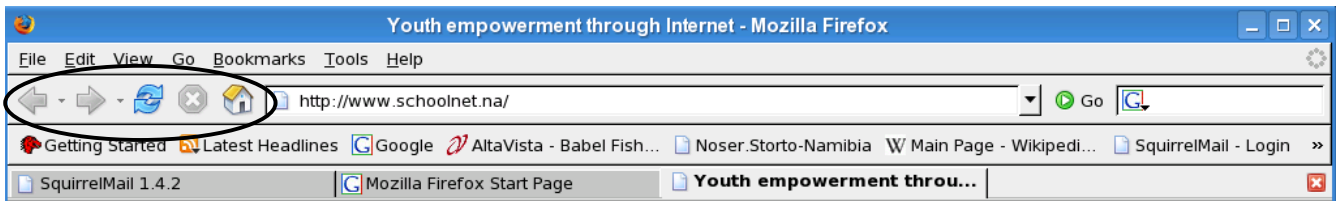


6.2.2 Examples for the use of logical operators (with other search engines than google)

leevi kavango	Both these keywords must appear in the title or document.
leevi AND kavango	Both these keywords must appear in the title or document.
leevi OR kavango	Only one of the keywords needs to appear in the title or document.
leevi AND NOT kavango	“leevi” must be included in the title or document, but kavango must not appear in it.

Remark: You have to be critical with information obtained from the internet since it is not controlled by any subordinate body. Check

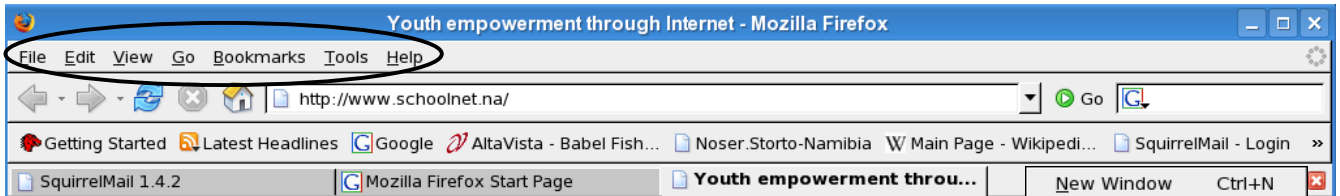
1. the authority of the webpage's owner
2. the accuracy
3. the date on which the webpage was most recently updated.



6.3 Functions of the browser

Underneath the menus you find from left to right the following buttons:

- BACK** To go back to the previous page
- FORWARD** To go forward to the page you visited before going back
- RELOAD** To reload a page which doesn't appear properly
- STOP LOADING PAGE** To stop loading the currently loading page
- FIREFOX with GOOGLE** To go to the start page of Firefox where you find Google.



6.3.1 The Menus

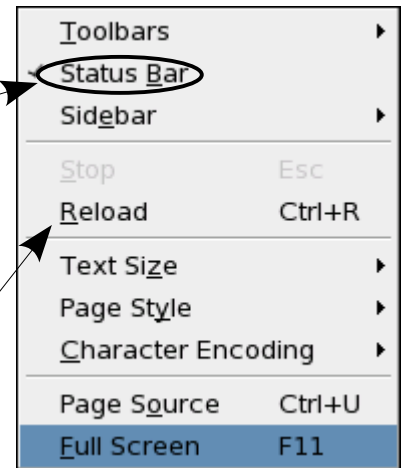
- File:** With **New Tab** you can open a new site without losing the old Tab.
- Save Page As ...** leads you to save the actual page
- Send Link ...** opens KMail an intern mail program to send the Link of that page to anybody.
- Print preview** shows you how a printout of the page will look.
- Quit** helps you to terminate FireFox.

Edit: no comment in Level 1

View: **Status Bar** shows you where the browser is in the process of work.

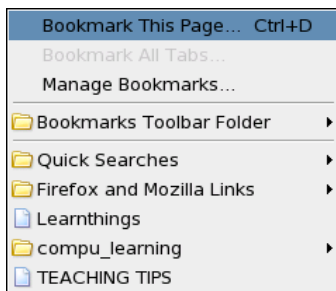
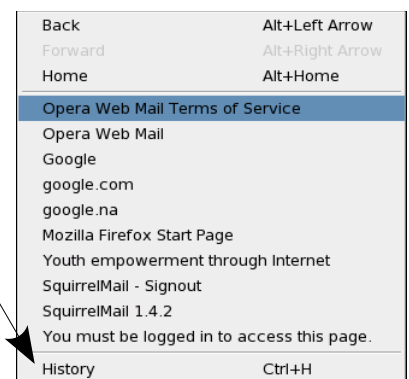


Reload reloads a page in case it's not appearing properly.
Full Screen (shortcut F11) adapts the browser window to the size of your screen.



Go: Has once more the functions **Back, Forward** and **Home**. Further on it helps you to get to any URL you visited on this day.

History leads you to any URL you visited before the actual day.

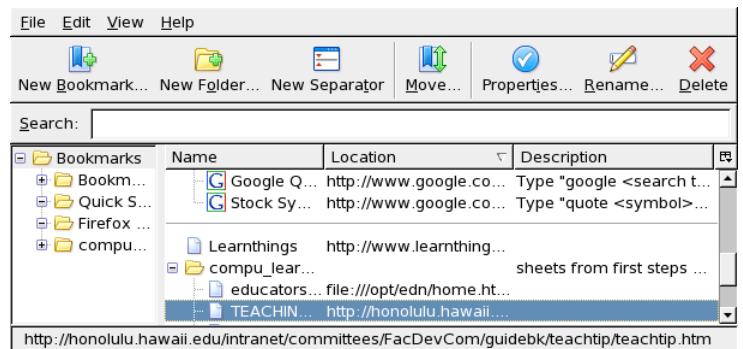


Bookmarks:

- To **Bookmark this page** means to save the URL of the current page in order to find it again later.
- **Manage Bookmarks** opens the Bookmarks Manager in which you can organise your Bookmarks.

Tools you don't need at your stage of computer knowledge.

Help is very important to find out things you'd like to know or to solve problems.



Activity 11: Internet and Firefox

7 E - Mail (electronic mail)

E - Mail enables you to send messages from any computer to another computer anywhere in the world under the condition that both computers are connected to the Internet. E-mails are not sent directly to the user's computer, but go initially to the server of the Internet Service Provider (ISP). There the mail is kept for a limited period of time until the user downloads it. You can include documents, pictures and other files (if they are not too big!).

Netiquette (Internet & Etiquette)

Mutual respect, courtesy and good manners are as important using the internet as in daily life.

Rules:

- Never forward chain letters and spam via e-mail
- Make certain that attachments of e-mails are free of viruses.
- Never use e-mail for confidential or sensitive matters.
- Never use all capital letters in e-mails. They are regarded as shouting! (exceptions to this include formal letters or mail to any business partner etc.)
- Emoticons (also known as smileys) can be used to reflect emotions and to minimise typing.
e.g. :-D laugh; :-) smile; :-(cry; :-O surprise; ;-) blink / wink

7.1 Webmail: You work with any internet browser on the e-mail program of any provider.

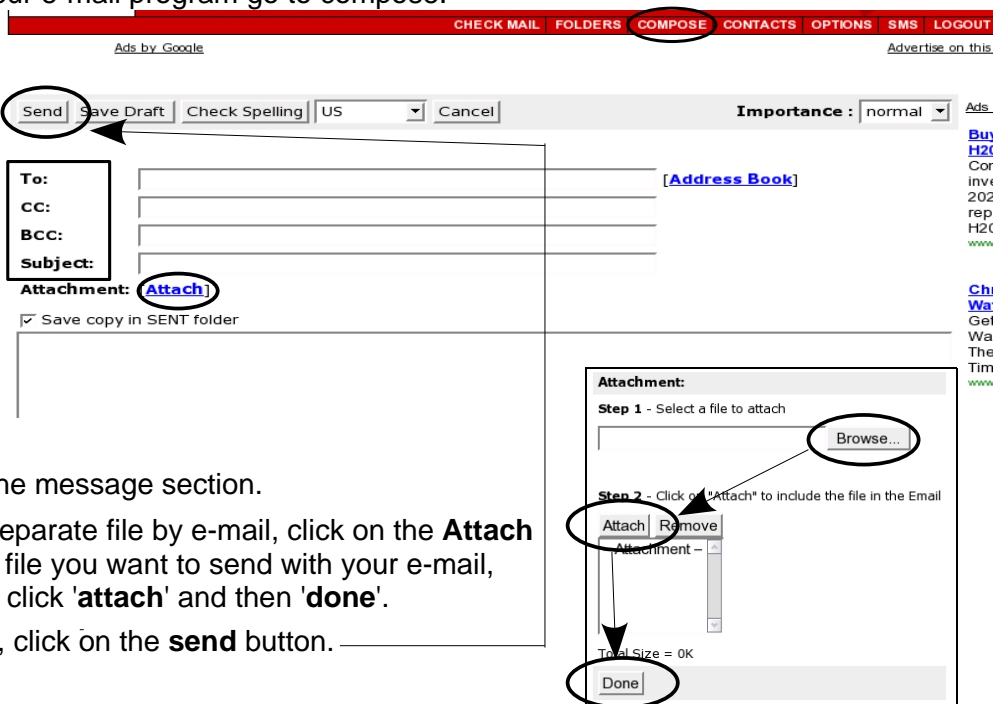
We will establish an e/mail account at operamail.com

First you have to create your own account with your own e-mail address. This happens during the process of signing up.

7.2 How to write and send e-mails?:

After having opened your e-mail program go to compose.

- Type in an address in the "To:" section.
- You can CC: to someone else if you want to send a copy.
- You can BCC: to someone if you want to send a copy without either person knowing.
- Type a subject in the subject line!
- Type the message in the message section.
- If you want to send a separate file by e-mail, click on the **Attach** button, **browse** for the file you want to send with your e-mail, choose this document, click '**attach**' and then '**done**'.
- When you are finished, click on the **send** button.



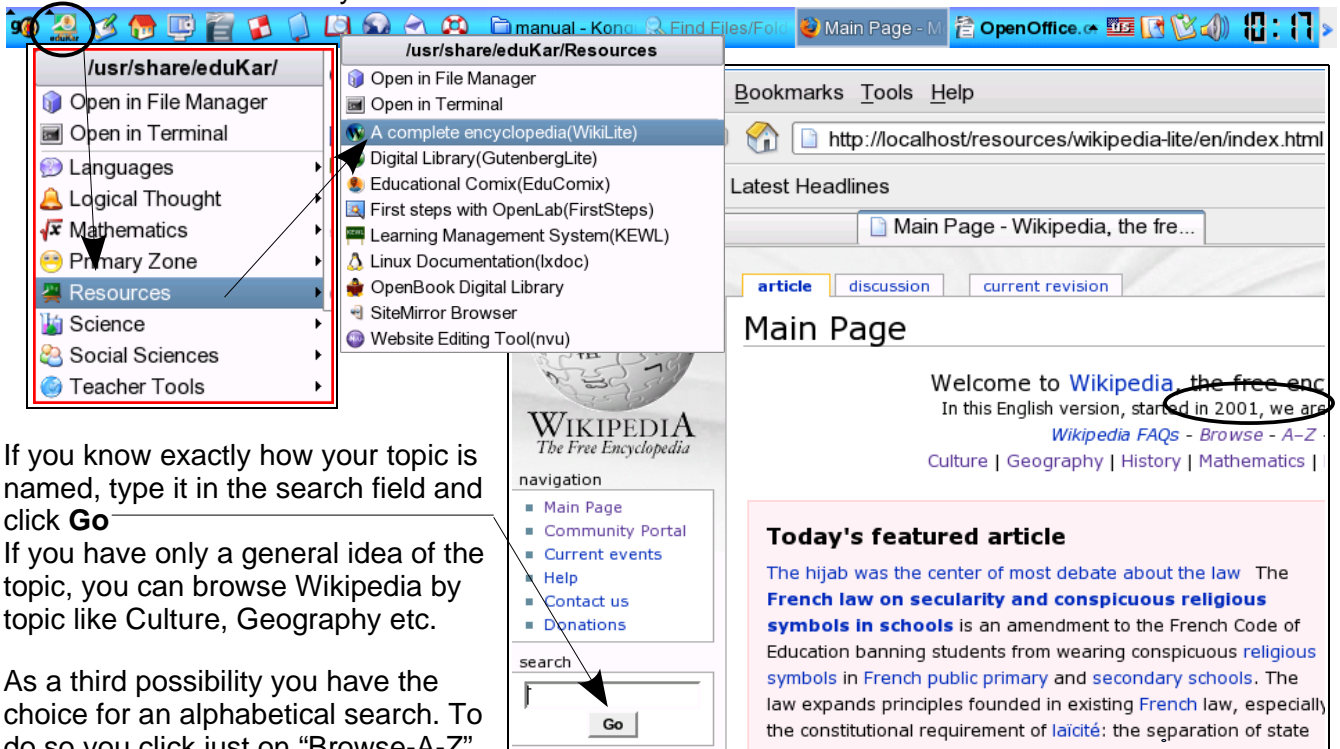
Activity 12: Signing up for your own E-Mail Account

8 WikiLite an Introduction to the free encyclopedia

On the Schoolnet server there is a version of Wikipedia, the free encyclopedia on the internet. Here you can easily find a lot of information you might need for school or private life.

8.1 How to find it?

Go to Educar > Resources > A complete encyclopedia (WikiLite). There you can search for information in different ways.



If you know exactly how your topic is named, type it in the search field and click **Go**

If you have only a general idea of the topic, you can browse Wikipedia by topic like Culture, Geography etc.

As a third possibility you have the choice for an alphabetical search. To do so you click just on "Browse-A-Z". With this action you will be connected to the internet and the process slows down.

WikiLite doesn't include pictures. If you need pictures click on a link which leads you to an online version of Wikipedia. By loading pictures your computer gets much slower!

Activity 13: WikiLite - how to find Articles and Topics

9 Preparation for the final exam of Level 1

Go through all the activities once again. Check whether you feel unsure about something. Try to redo all the tasks which seem not yet clear to you. Clarify last uncertainties with the facilitator. **You must:**

- be able to explain certain expressions (manual p. 3 - 5)
- know what to do, if you find a black screen in the Computer Centre
- know different ways to open programs
- know where to find on the system a flash disk or a Floppy Disk which you plug in
- be familiar with KTouch
- be able to open, name and save a new document with OOWriter in a specified file
- be able to create a document with OOWriter using Tab stops
- know how to use the formatting tools of OOWriter
- be able to rename a document on the system
- know how to find the answer to a given question by browsing the internet
- be able to send an attachment via e-mail to a given e-mail address
- know how to use WikiLite.