

Basis: [Computer Skills Curriculum For Adult Learners | OER Commons](#)

Description

- **Overview:** This computer skills curriculum is designed for teaching computer skills, MS programs, and Social Media awareness to adult learners. The curriculum uses visual aids, practical application and performance based assessments making it appropriate for ESOL learners as well as native English speakers. Each module aligns with the corresponding Northstar Digital Literacy Assessment. Teacher notes, vocabulary lists, and additional resources are included in each module.
- **Level:** Adult Education **Material Type:** Full Course, Lesson Plan **Author:** Sherry Lehane **Date Added:** 01/28/2016
- **License:** Creative Commons Attribution Non-Commercial **Language:** English **Media Format:** Downloadable docs, Text/HTML

Contents

Unit 1: Introduction to the Curriculum	Unit 10: Microsoft Word Basics-Part 1
Unit 2: Registration and Assessment	Unit 11: Microsoft Word Basics-Part 2
Unit 3: Computer Basics-Part 1	Unit 12: Microsoft Excel-Part 1
Unit 4: Computer Basics-Part 2	Unit 13: Microsoft Excel-Part 2
Unit 5: Website Basics-Part 1	Unit 14: Microsoft Excel-Part 3
Unit 6: Website Basics-Part 2	Unit 15: Microsoft Excel-Part 4
Unit 7: Internet Safety and Privacy	Unit 16: Social Media-Part 1
Unit 8: Email Basics-Part 1	Unit 17: Social Media-Part 2
Unit 9: Email Basics-Part 2	

Credits

We hope you will find our curriculum useful. **We ask that if you reproduce and/or use a modified version of this curriculum that you give credit to the Rhode Island Family Literacy Initiative (RIFLI).**

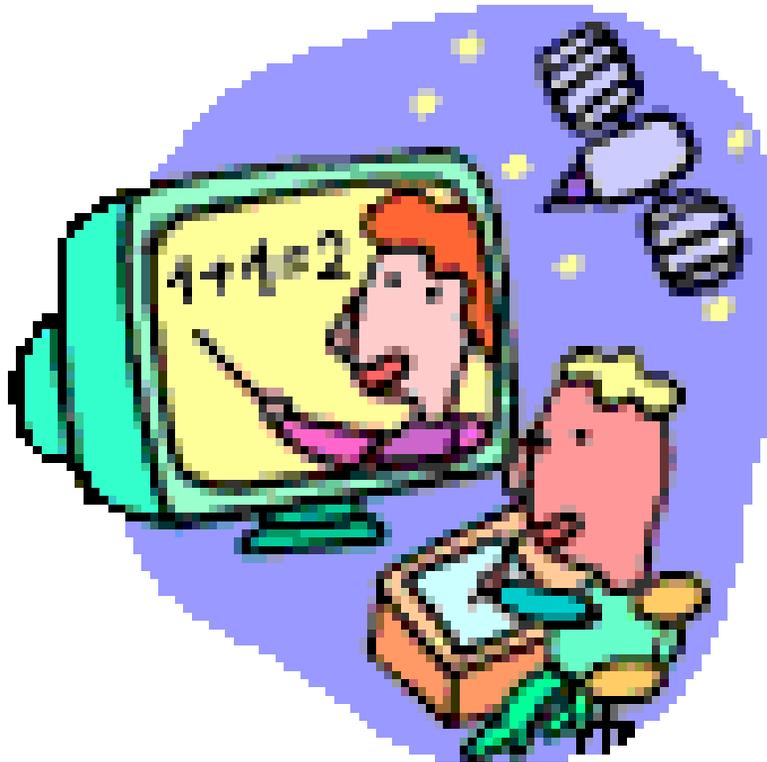
Source:

[Computer Skills Curriculum For Adult Learners | OER Commons](#)



Introduction to Computer Basics

Registration and Assessment



Your Teachers are:

Today's Goals:

- Register for the class
- Talk about what you want to learn
- Assess your computer skills



Ask your partner and share with the class:

- What do you want to learn?
- What do you use the computer for now?
- How often do you use a computer?
- Where do you use a computer?
- Do your children use a computer?
- Do you know someone who can help you use computers?

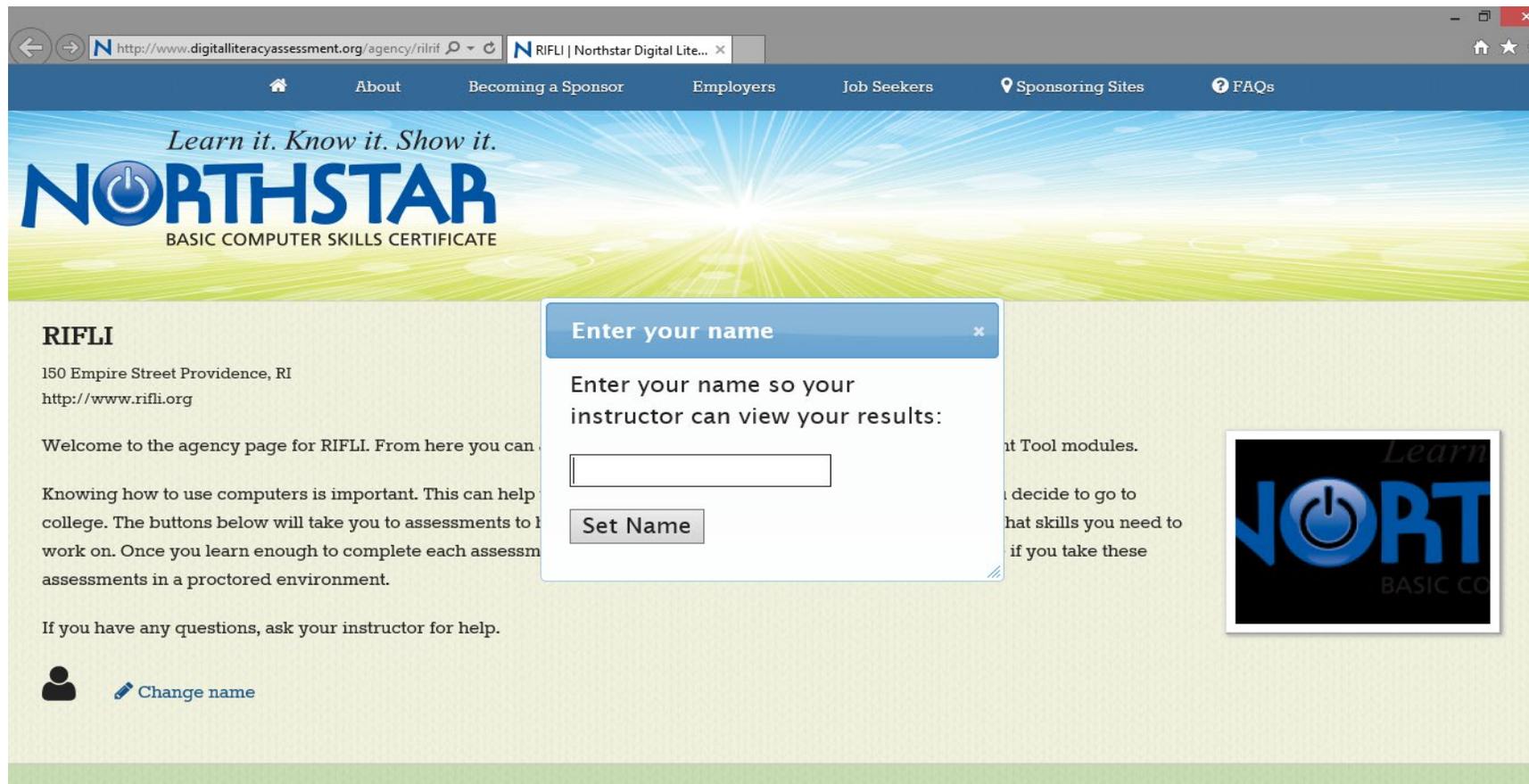


Assessment of your computer skills

- You will take an assessment of basic computer skills.
- After the assessment, you will get a print out of the skills you can and cannot do and we will work on these during the classes.
- You can take the assessment in English or Spanish. It will take about 20 – 40 minutes.

Let's Assess!!!

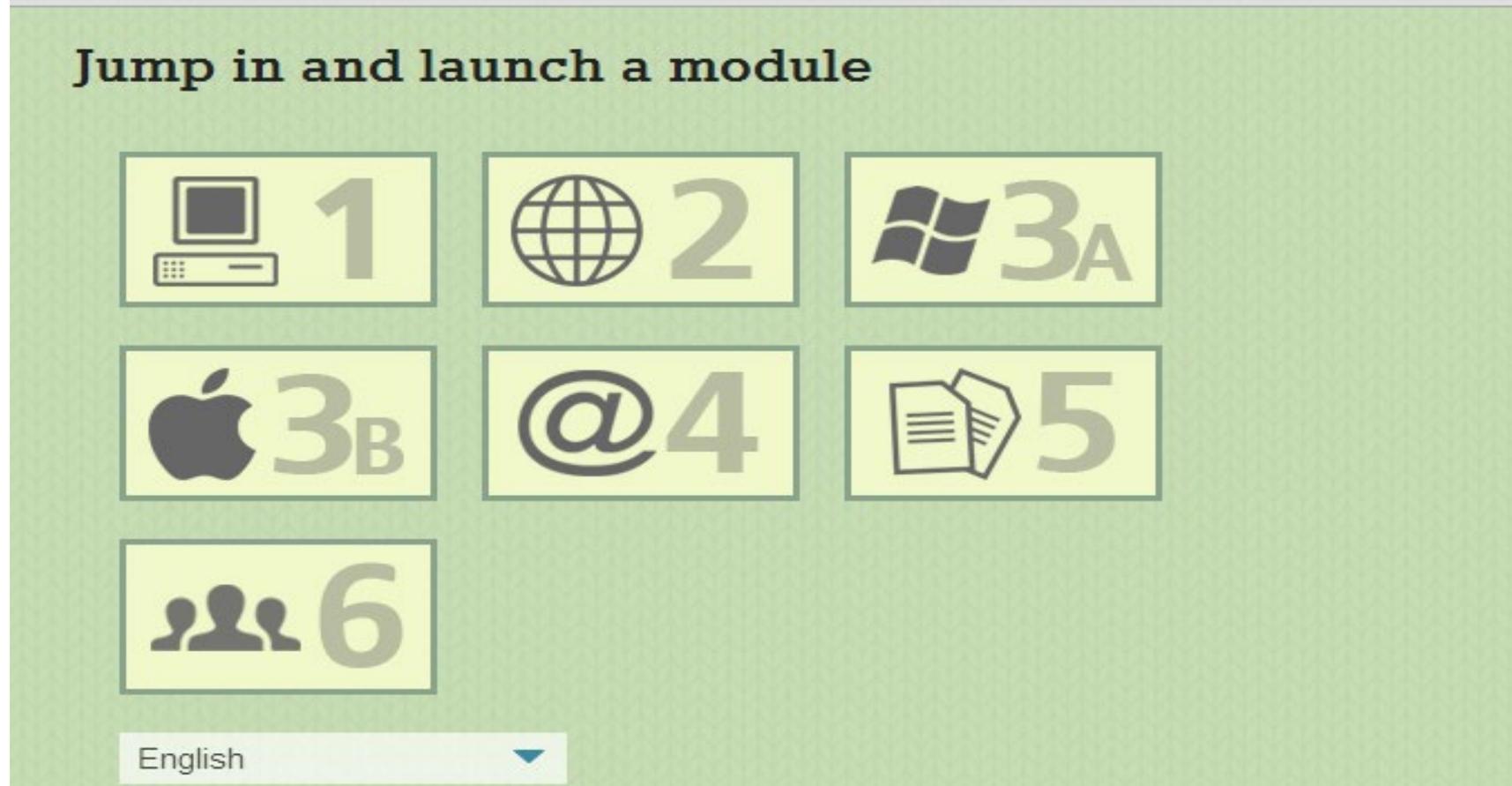
- Look at your screen and click on RIFLI Digital Literacy Assessment
- Enter your name and click on “Set Name”



The screenshot shows a web browser window displaying the RIFLI Digital Literacy Assessment website. The browser's address bar shows the URL <http://www.digitalliteracyassessment.org/agency/rifli>. The website's navigation menu includes links for Home, About, Becoming a Sponsor, Employers, Job Seekers, Sponsoring Sites, and FAQs. The main header features the slogan "Learn it. Know it. Show it." and the "NORTHSTAR BASIC COMPUTER SKILLS CERTIFICATE" logo. A pop-up window titled "Enter your name" is overlaid on the page, containing the text "Enter your name so your instructor can view your results:", an empty text input field, and a "Set Name" button. The background content of the website includes the RIFLI agency name and address (150 Empire Street Providence, RI), a welcome message, and a "Change name" link.

Start your Assessment

- Press 1 on your Screen



1. Put on your headphones
2. Do you hear sound?
 - No – Raise your Hand
 - Yes – touch your computer screen
3. Click “Next” on the bottom right

Learn it. Know it. Show it.

NORTHSTAR
BASIC COMPUTER SKILLS CERTIFICATE



Do you hear the piano?

This assessment uses audio.



Please turn on your speakers or put on headphones.



Click the **Next** button to continue when you're ready.

Module 1: Basic Computer Use 

I don't have sound. **NEXT**



If you don't know an answer:

- Click on **"I DON'T KNOW"**

The screenshot shows a digital learning interface for the Northstar Basic Computer Skills Certificate. At the top, a blue banner contains the text "Learn it. Know it. Show it." and the "NORTHSTAR BASIC COMPUTER SKILLS CERTIFICATE" logo. To the right of the banner, a yellow instruction box says "Click on the desktop computer." with a mouse cursor icon. Below the banner, three computer icons are displayed: a desktop PC, a laptop, and a smartphone. At the bottom of the interface, a green bar contains the text "Module 1: Basic Computer Use" and a folder icon. On the right side of this bar, there is a red button labeled "I DON'T KNOW". A red arrow points from the "I DON'T KNOW" button in the screenshot back to the "I DON'T KNOW" text in the instruction above.

- Listen to the 3 minute Orientation
- After the Orientation, follow the instructions you hear
- Don't forget that you can also read the instructions in this box

Learn it. Know it. Show it.

NORTHSTAR
BASIC COMPUTER SKILLS CERTIFICATE

3 Minute Assessment Orientation

QUESTION 4 OF 33

Select all of the Internet browser icons. Then, click NEXT to continue.

Module 2: World Wide Web

Module 1: Basic Computer Use

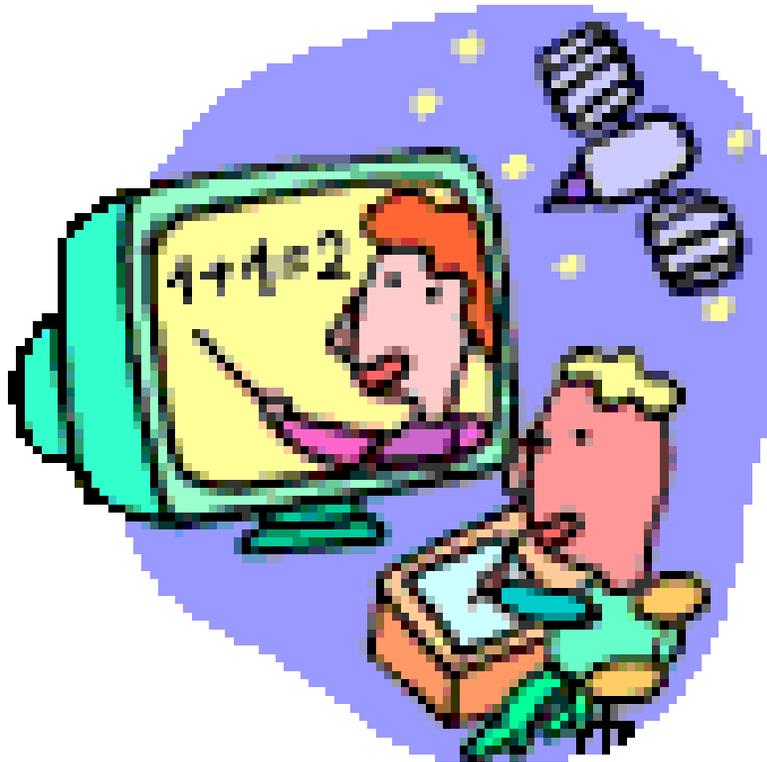
Skip Orientation

Notes to Teachers

- These lessons cover very basic computer information. Based on the pre-assessments for your students, you may be able to get through these slides rather quickly.
- You can do the Northstar Computer Basics assessment. There is also a paper/pencil assessment that is time saving. It can be accessed through the proctor site of Northstar.
- Certificates for assessments must be issued through an approved proctoring site/agency.

Introduction to Computer Basics

Part 1



Your Teachers are:

Today's Goals:

1. Talk about the computer assessments
2. Identify computer parts: hardware and software
3. Learn and review words to talk about computers
4. Practice using the mouse and/or typing



Computer Parts – Can you show me.....

1. Keyboard
2. Screen or Monitor
3. Mouse
4. Mouse Pad
5. On/Off button
6. USB port
7. Headphone and Headphone port
8. Microphone and Microphone port
9. CD drive

Computer

- Many parts that work together to process and save information
- Can be portable or stationary



Desktop Computer

- Stationary computer that sits on a desk or table
- Must be plugged in for power
- Monitor, keyboard and mouse are separate parts



Laptop Computer

- Small, portable computer
- Uses a rechargeable battery for power
- Monitor, keyboard and mouse are combined



Tablets

- Smaller than a laptop
- Keyboard is on screen or separate
-
- Use touch screen or type for input
- Lightweight, easy to carry



Smartphone

- A cell phone with a built in computer
- Very small and portable
- Have fewer functions than a full sized laptop or desktop computer or Tablet



Hardware

- Physical parts of the computer
- Computers can be updated with new hardware
- Many types of hardware
 - Mouse
 - Monitor
 - System Unit
 - Keyboard



CPU → Central
Processing
Unit

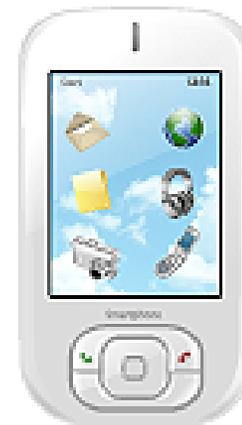
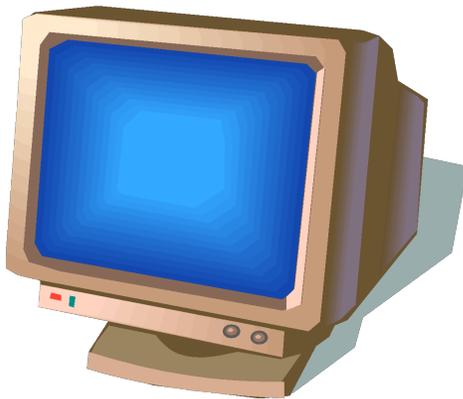
- Box that contains the computer's processor and memory
- Brain of the computer
- Most other computer parts are connected into the CPU



Monitor = Screen



- Where information is displayed
- Has a power button



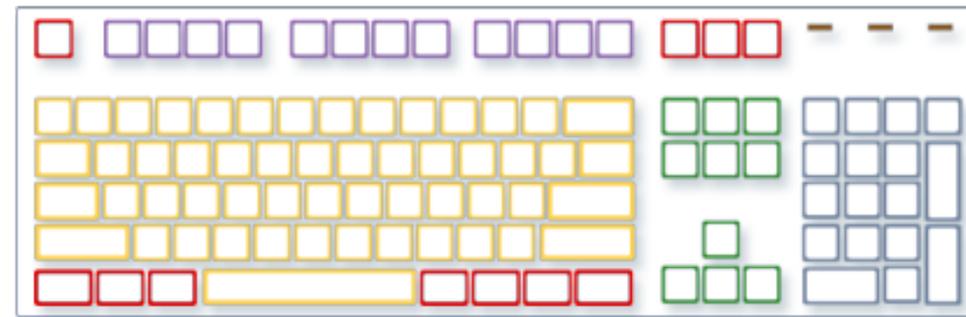
Keyboard

- Used to type letters and numbers
- Used to give the computer instructions
- Like a typewriter with some special keys



Keyboard Organization

- Typing (alphanumeric) Keys
- Navigation keys
- Numeric Keypad
- Control Keys
- Function keys



- | | |
|------------------------------|--------------------|
| ● Control keys | ● Navigation keys |
| ● Function keys | ● Numeric keypad |
| ● Typing (alphanumeric) keys | ● Indicator lights |

Types of Keyboards

- Keyboards come in different styles
- Can be set up differently for different languages



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↑	> <	Y	X	C	V	B	N	M	µ	;	:	-	↑
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Ё	!	" №	;	%	:	?	*	()	-	+	Backspace	
1	2	3	4	5	6	7	8	9	0	-	=	←	
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Caps	Ф	Ы	В	А	П	Р	О	Л	Д	Ж	Э	/	
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Ctrl		Alt								Alt			Ctrl

Mouse, Touchpad, Trackpad



- Used to point at and select items on the screen
- Used to give the computer instructions



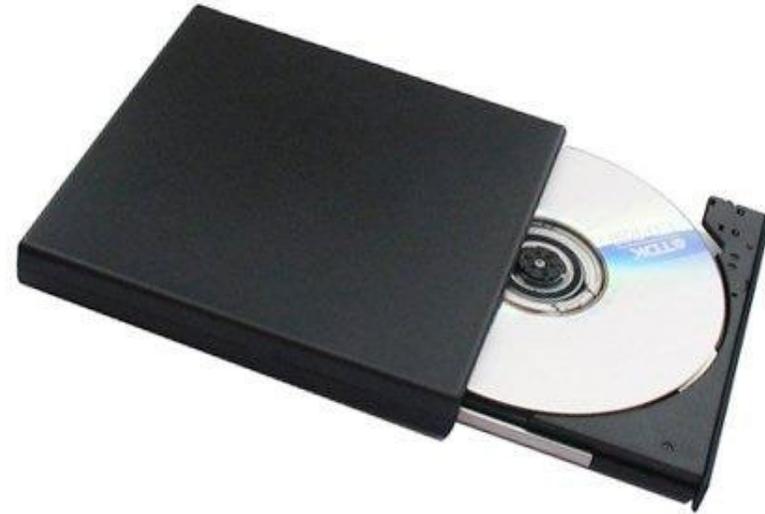
Touch Screen

- Tap the screen to click
- Often used on ATMs, grocery store check outs, smart phones and tablet computers



CD/DVD Drive

- Used to play CDs and DVDs
- Blank CDs and DVDs can be used to save information
- Often located on the system unit



Power

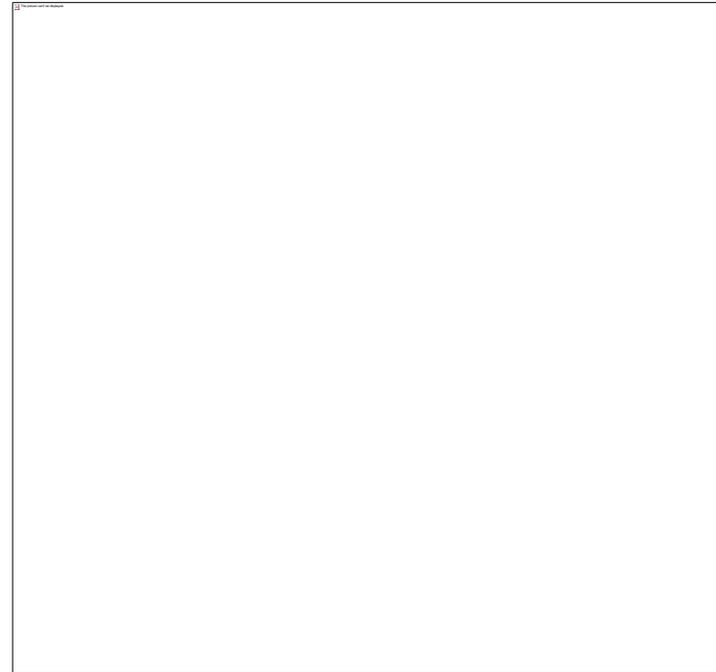
- Power buttons often have this symbol
- Monitor and the system unit have a power button





Audio Ports

- Used to plug in headphones and microphones
- Located on the system unit



USB Ports

- Rectangular hole for hardware to connect to the computer
- Very common type of connection
- Examples of hardware that uses a USB port
 - Printers
 - Keyboards
 - Digital Cameras
 - Flash Drives





Information In or Out?

Input

Output

- keyboard
- mouse
- printer
- Microphone
- Scanner
- Camera
- monitor/screen
- CD/DVD
- headphones



Practice mouse skills and typing

Click on the **blue text** to go to practice mouse skills or typing.

Mouse Practice 1 – [Mouse Exercises](#)

www.seniornet.org/howto/mouseexercises/mousepractice.html

Mouse Practice 2 – [Mouercise](#)

www.pbclibrary.org/mousing/mouercise.htm

Mouse Practice 3 – [Mouse Games](#)

www.pbclibrary.org/mousing/games.htm

Typing Practice 1 – [Sense Lang Typing](#)

www.sense-lang.org/typing/tutor/keyboarding.php

Typing Practice 2 – [Doorway Online](#)

www.doorwayonline.org.uk/



Questions??

1. The lesson today was:
 - Too difficult
 - Too easy
 - Just right
2. What was the most useful thing you learned today?
3. Will you come to the next class?
4. Comments, suggestions???



Homework and Practice

- 1. Complete handout with computer parts and bring it to the next class.
- 2. Practice typing and/or using the mouse.
- 3. Watch the 4 videos at this link for
GETTING STARTED ON THE COMPUTER – 15 MINUTES
digitallearn.org/learn/getting-started-computer

Bye and see you next class!

Hasta pronto

ΑΥΤΙΟ

Au revoir

orevwa

GOODBYE!

Farewell

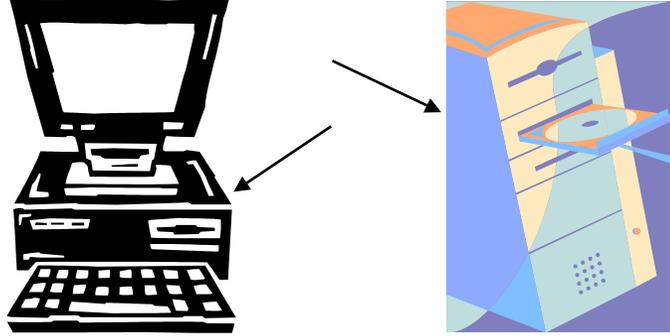
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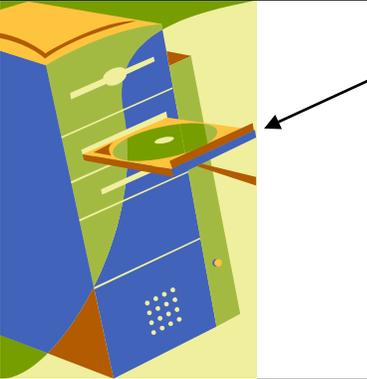
再见

ДО СВИДАНИЯ

再见

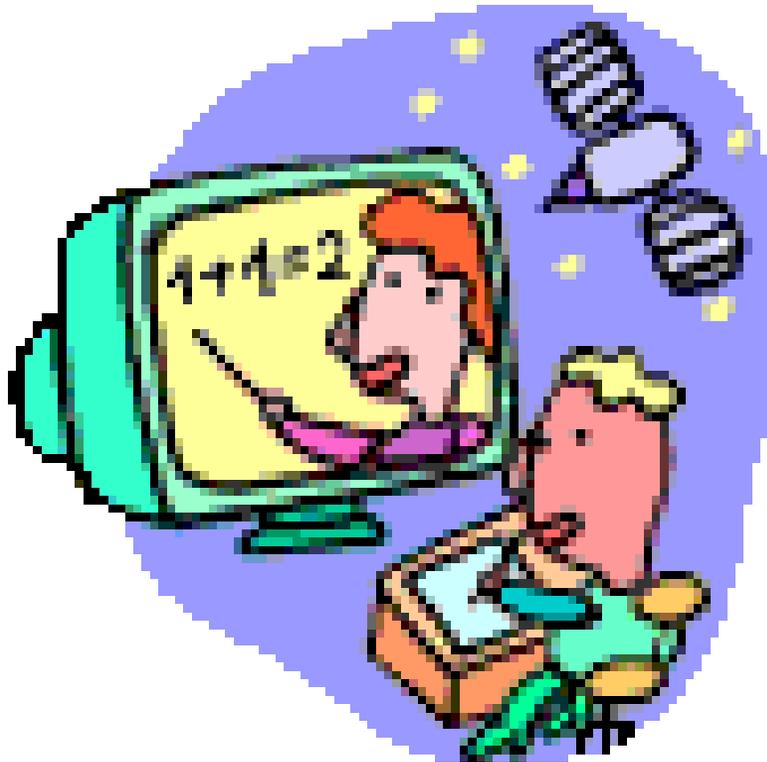
<p>Keyboard</p>		<p>Used to type letters and numbers.</p>
<p>Laptop</p>		<p>Small, portable computer</p>
<p>Monitor</p>		<p>Where information is displayed</p>

<p>CPU</p>	 A diagram showing a desktop computer system. On the left, there is a black silhouette of a desktop tower, keyboard, and mouse. On the right, there is a colorful, stylized illustration of a computer tower with internal components like a hard drive and RAM visible. Two black arrows point from the tower in the illustration to the tower and keyboard in the silhouette.	<p>Brain of the computer</p>
<p>Touch pad</p>	 A photograph of a black laptop computer. A large white arrow with a black outline points directly to the touch pad located below the keyboard.	<p>Used on laptop computers to point at and select items on the screen and to give the computer instructions.</p>
<p>Mouse</p>	 A photograph of a white computer mouse with a blue cord and a blue scroll wheel.	<p>Used to point at and select items on the screen and to give the computer instructions.</p>

<p>CD drive</p>		<p>Place where you insert (put in) a CD or DVD into your computer.</p>
<p>headphones</p>		<p>A device you put use to listen to sound coming out of your computer.</p>
<p>Desktop computer</p>		<p>A larger computer that is not portable. It needs to sit on a desk.</p>

Introduction to Computer Basics

Part 2



Your Teachers are:

Did you do your homework?

1. How did you find the videos? Too easy, too difficult, or just right?
2. Did you do the matching activity?
3. Turn to a classmate and talk about some of the most interesting things you learned in the last class.

Today's Goals

1. Learn about computer software
2. Understand the difference between hardware and software
3. Understand the first screens you see on your tablet
4. Understand the Desktop & Icons
5. Understand and use your Tablet's Control Panel

Program or Software or Applications (Apps.)

- Instructions that tell the computer what to do
- Many types of programs
 - Typing letters
 - Playing music
 - Drawing pictures
 - Games
 - Browsing the internet
 - Many More!
- Some software is free, other software is available to buy
- Software can be upgraded





Hardware or Software?

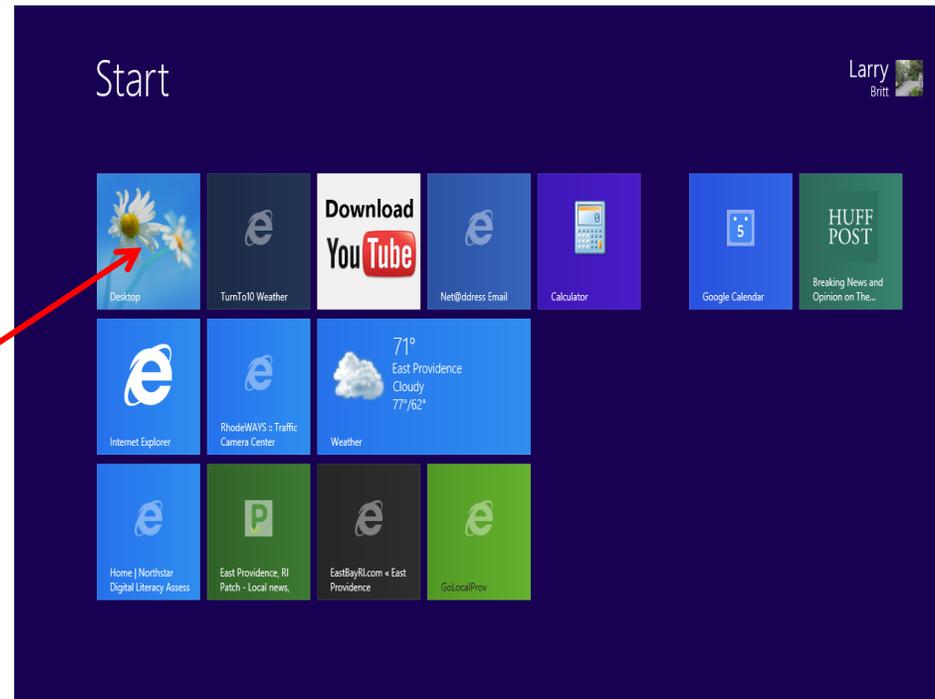
- Hardware

Keyboard
Facebook
Screen/Monitor
Youtube
E-mail
Mouse
Write a Letter
Microphone
USB Port
CPU
Headphones
I-tunes
Play Games
CD

- Software

Start Screen

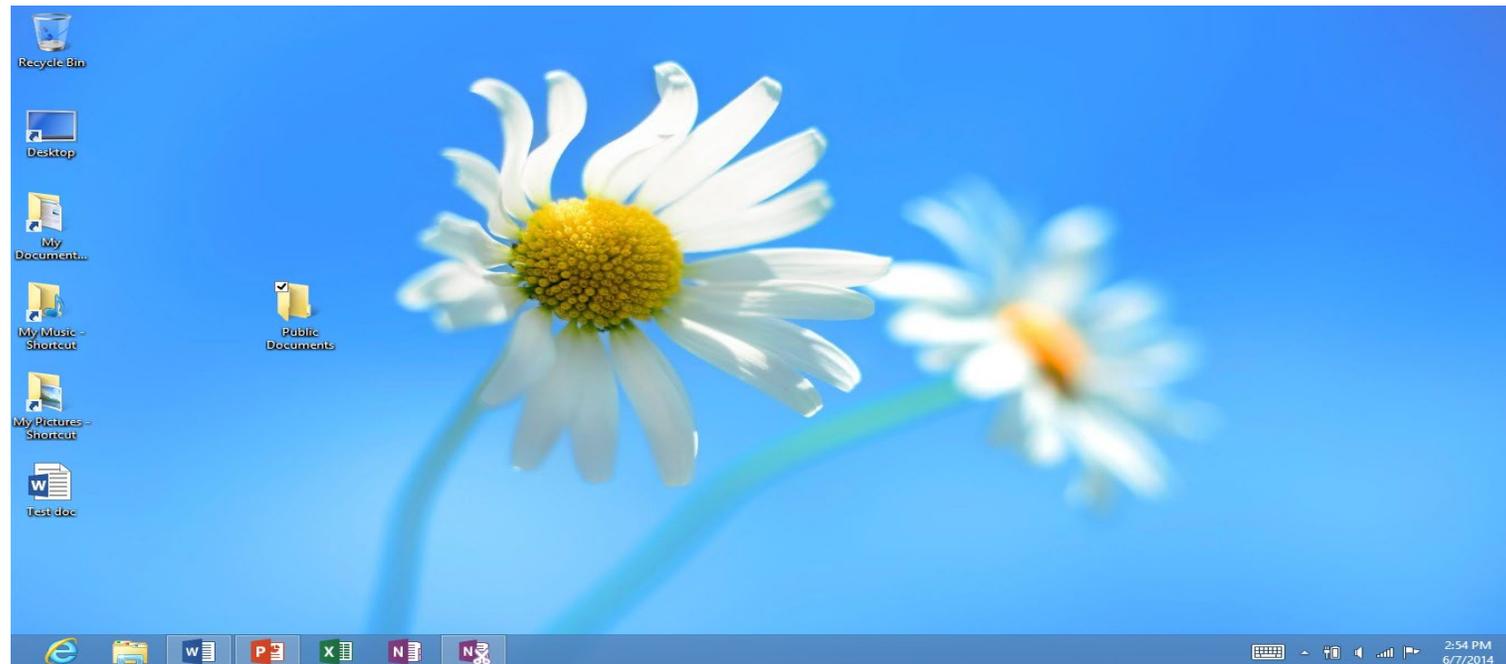
- Screen that is displayed after turning on the computer
- Shows shortcuts to programs, web sites, files, and folders
- Today we will click on the **Desktop** shortcut



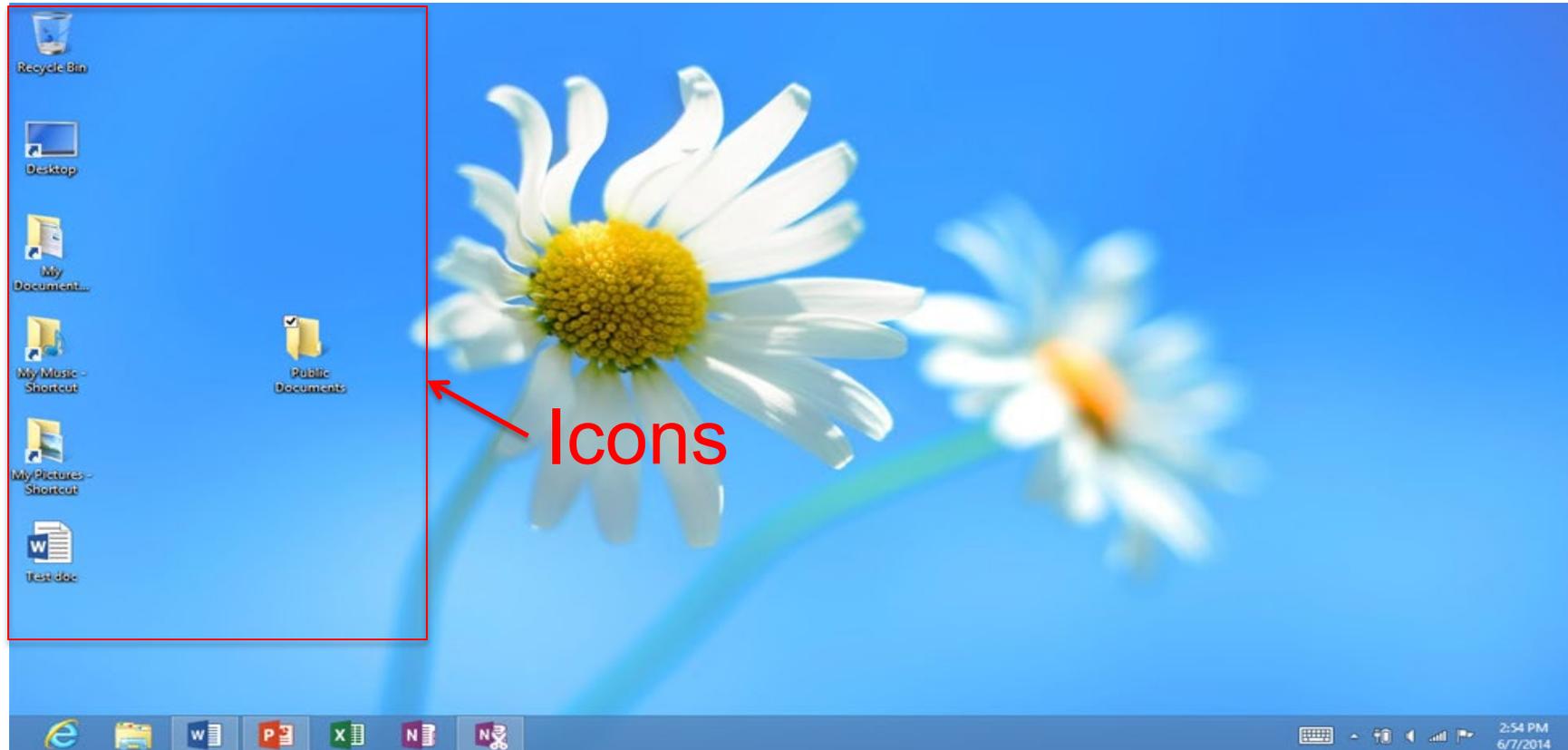
Note: Your computer Start Screen may look different because you decide what you want on this screen.

Desktop

- Shows shortcuts to programs, files, and folders - **Icons**
- Programs, files, and folders open from the Desktop



Icons – shortcuts to programs, documents, anything on your computer



Desktop:

Some useful icons are:

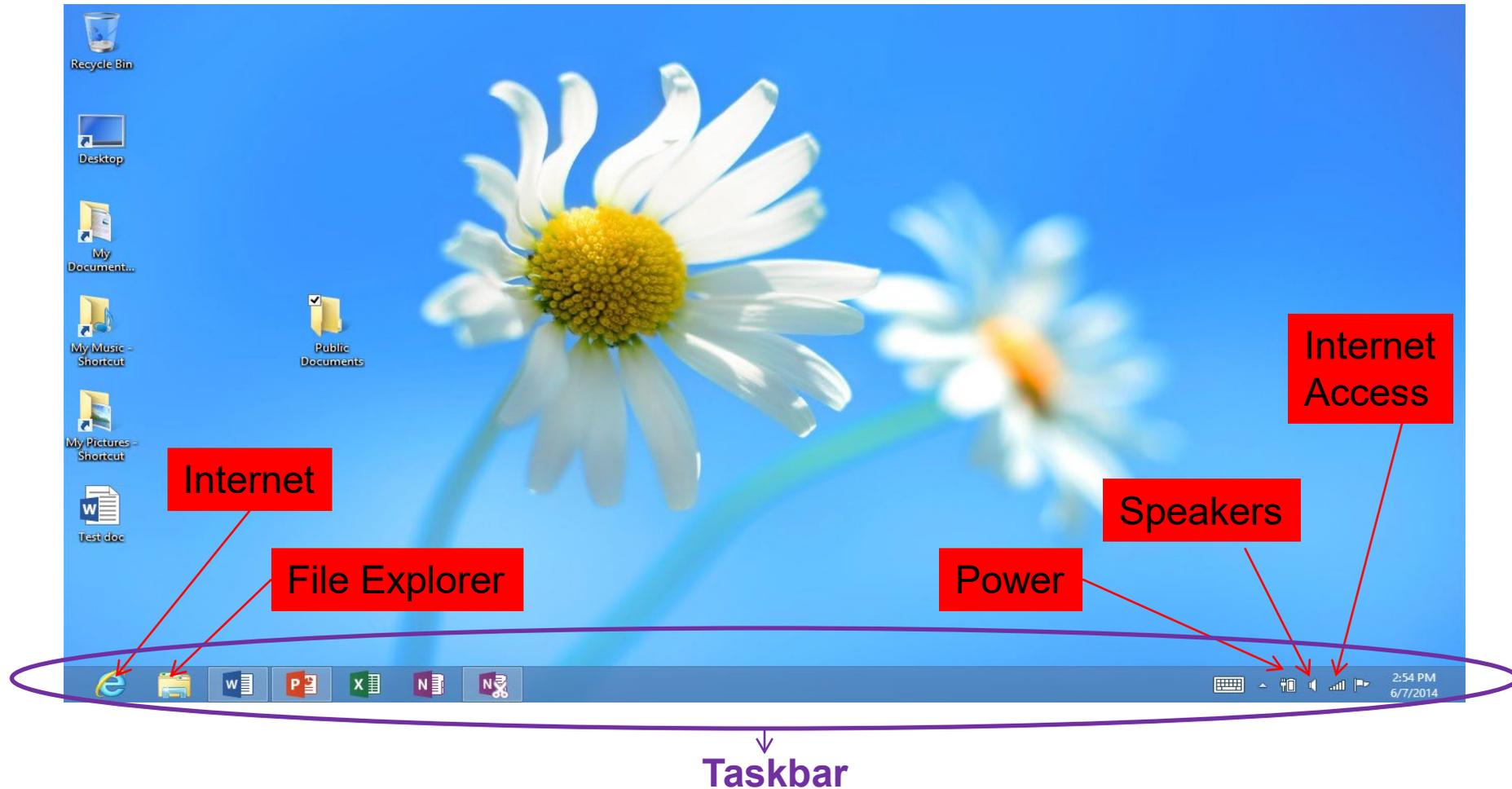
- **Recycle Bin:**  where your deleted or erased documents go. They stay there until you empty.
- **Internet Icon:**    a fast way to get to the Internet.
- **My Documents:**  a place to keep documents on your computer.
- **File Explorer:**  use to find documents, files, photos and other devices



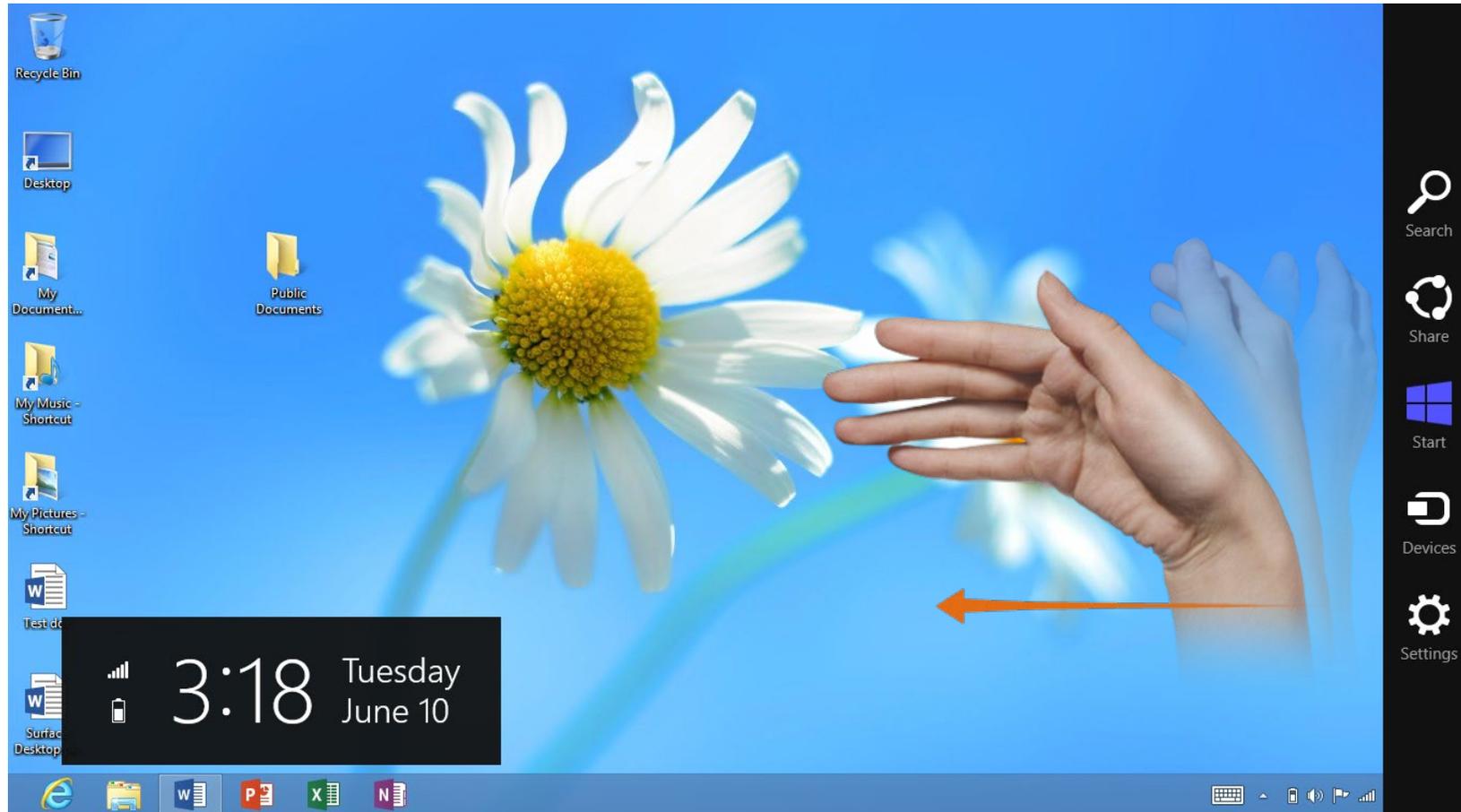
Drag and Drop

- You can move icons to a different place on your Desktop by dragging and dropping them.
- Let's practice: click, hold and move an icon to another location on your screen.
- Don't be afraid to experiment, you can't break the Tablet!

The Taskbar and More Icons

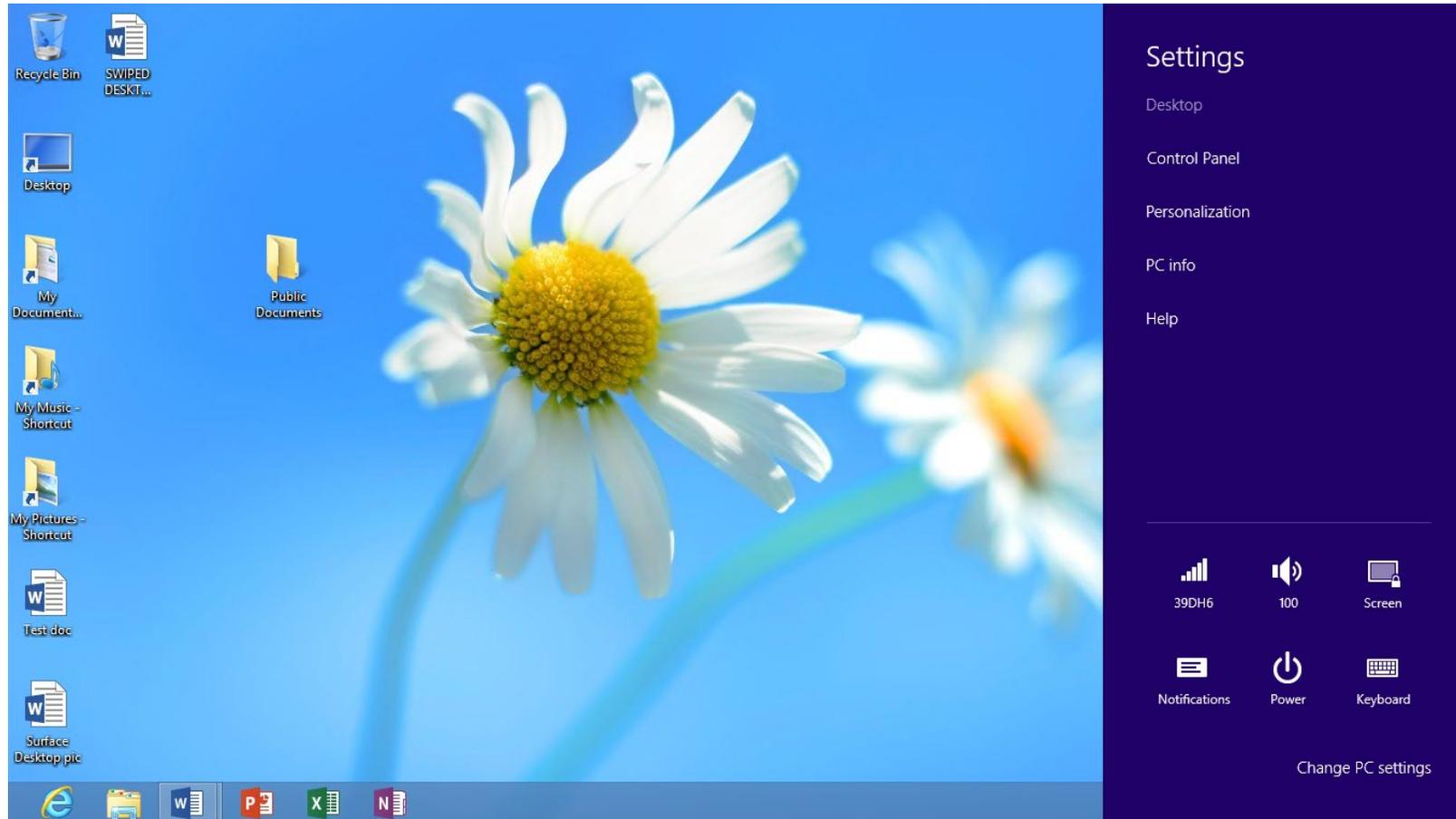


Swipe



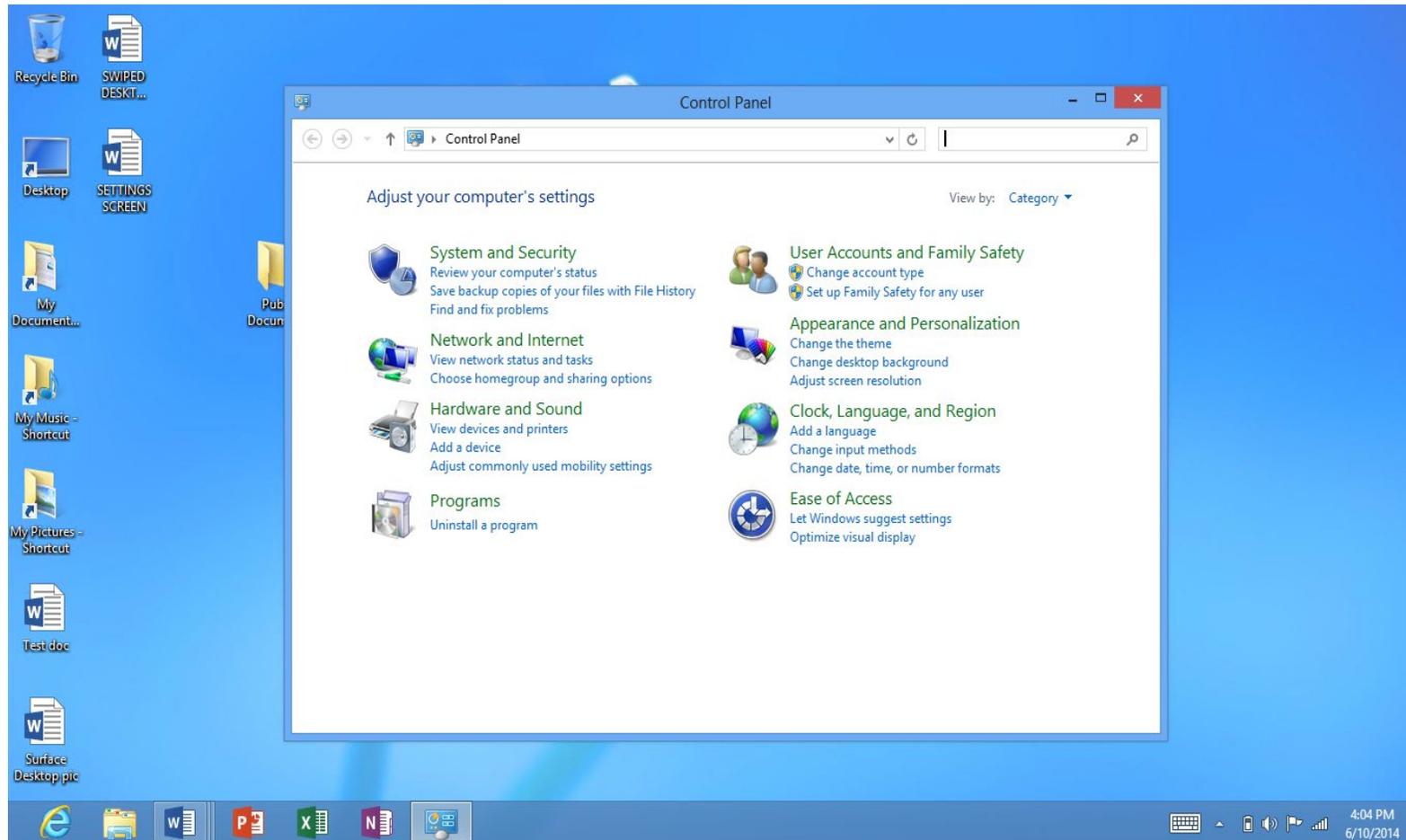
- Swipe your screen to show the right side Menu. Then click on “Settings”.

Settings: a Menu to help you look inside you Tablet.



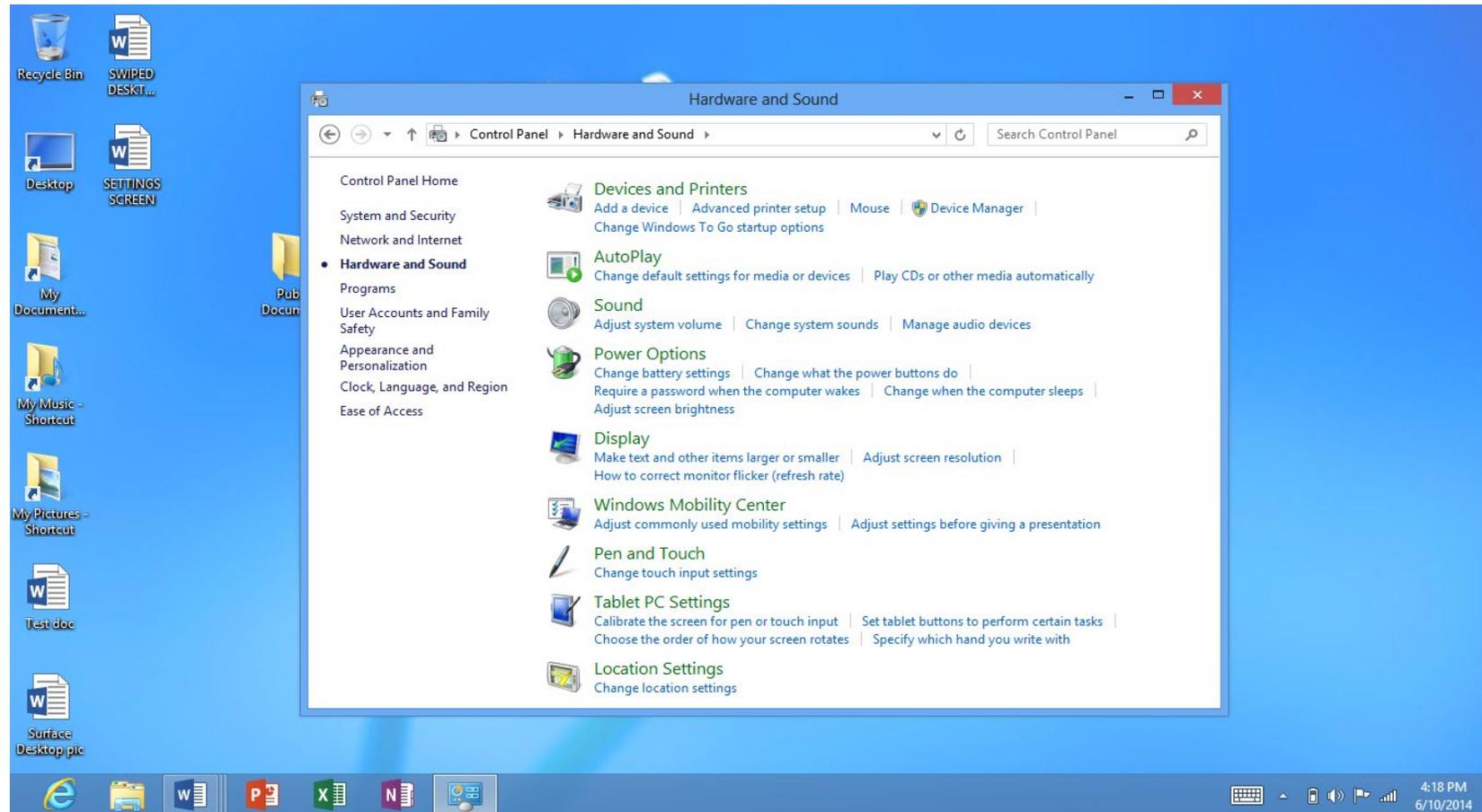
- Today we will look at the “Control Panel”. How can we look at the Control Panel?

The Control Panel: allows you to make changes to your Tablet



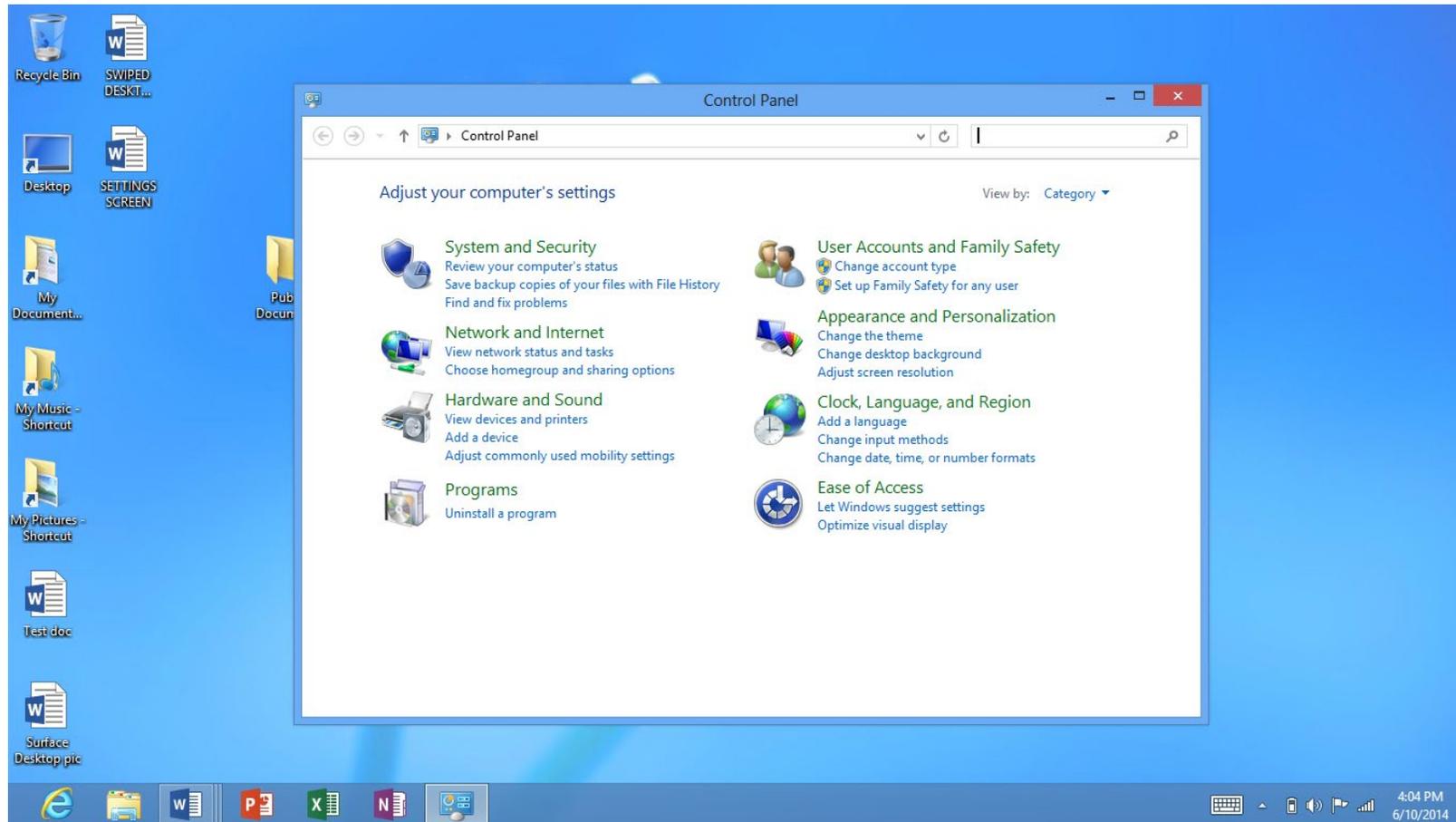
- Where should we click to change something like volume or mouse settings?

Hardware and Sound

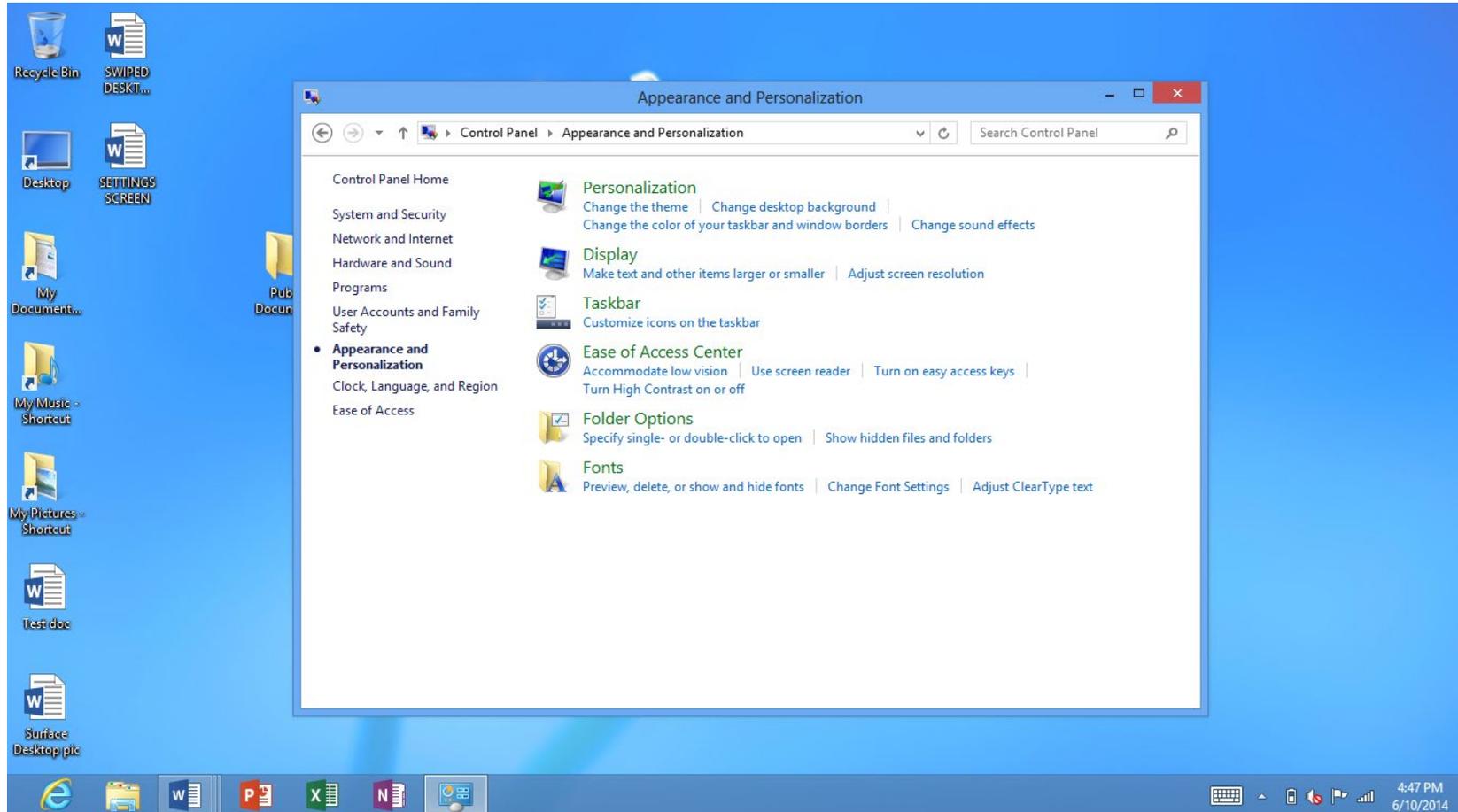


- Change your volume to mute. Change it back.

How to change your Desktop Picture



Appearance and Personalization



- Choose a different photo. Can you change it back to the original photo?



Questions??

1. The lesson today was:
 - Too easy
 - Too difficult
 - Just right

2. What was the most useful thing you learned today?

2. Comments, suggestions???

Homework and time for you:

- Homework:

1. Please review the handouts from today's lessons as a review of what we talked about today
2. Talk to friends and family about what you learned about computers (this helps you remember!)
3. Watch the 5 videos at the link for:

USING A PC (WINDOWS 7) - 13 MINUTES

DIGITALLEARN.ORG/LEARN/USING-PC-WINDOWS-7

- You can use the remaining time to:

- Ask questions
- Explore your Tablet
- Practice mouse skills
- Practice typing skills

Bye and see you next class!

Hasta pronto

ΑΥΤΙΟ

Au revoir

orevwa

GOODBYE!

Farewell

Bis bald

再见

ДО СВИДАНИЯ

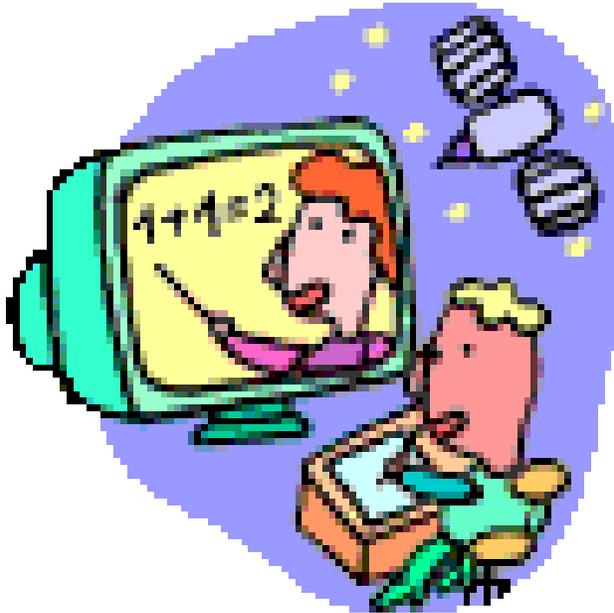
再见



Notes to Teachers

1. Northstar digital literacy assessment or an alternate assessment should be done at the start of each new unit. To access the assessments, go to www.digitalliteracyassessment.org
2. Certificates for assessments must be issued through an approved proctoring site/agency.
3. Throughout the lessons, we have bolded words that are computer terms to bring students' attention to these key vocabulary words.
4. A vocabulary list is included on the last slide. You may want to print this on 8/5 x 11 paper so you and students can refer to this during the lesson.

Web Site Basics – Part 1



Your teachers are:

Review

1. Turn to a classmate and tell him/her 3 computer parts you remember from the last lesson.
2. Turn to a classmate and tell him/her 3 interesting things you learned from the last lesson.
3. Did you do your homework? Was it too easy, too difficult, or just right?

Today's Goals:

1. Assess your knowledge about the Internet
2. Identify words to talk about the Internet
3. Identify parts of a website
4. Practice using a search engine
5. Browse a website to learn about computers and the Internet

What is the Internet?

- The Internet is the largest computer network in the world connecting more than 2 billion computers!

- **Inter** = between
- **network** = a group of two or more computer systems connected together.





6 Key Parts of Websites

1. address = web URL found in the address bar

Example: <http://www.gclearnfree.org>

- **http** = hyper text transfer protocol = refers to the way information is transferred over the web
- **www** = world wide web
- **gclearnfree** = site name
- **.org .com .gov .edu .net** = network - (these last 3 letters are called extensions)



2. Navigation Tools

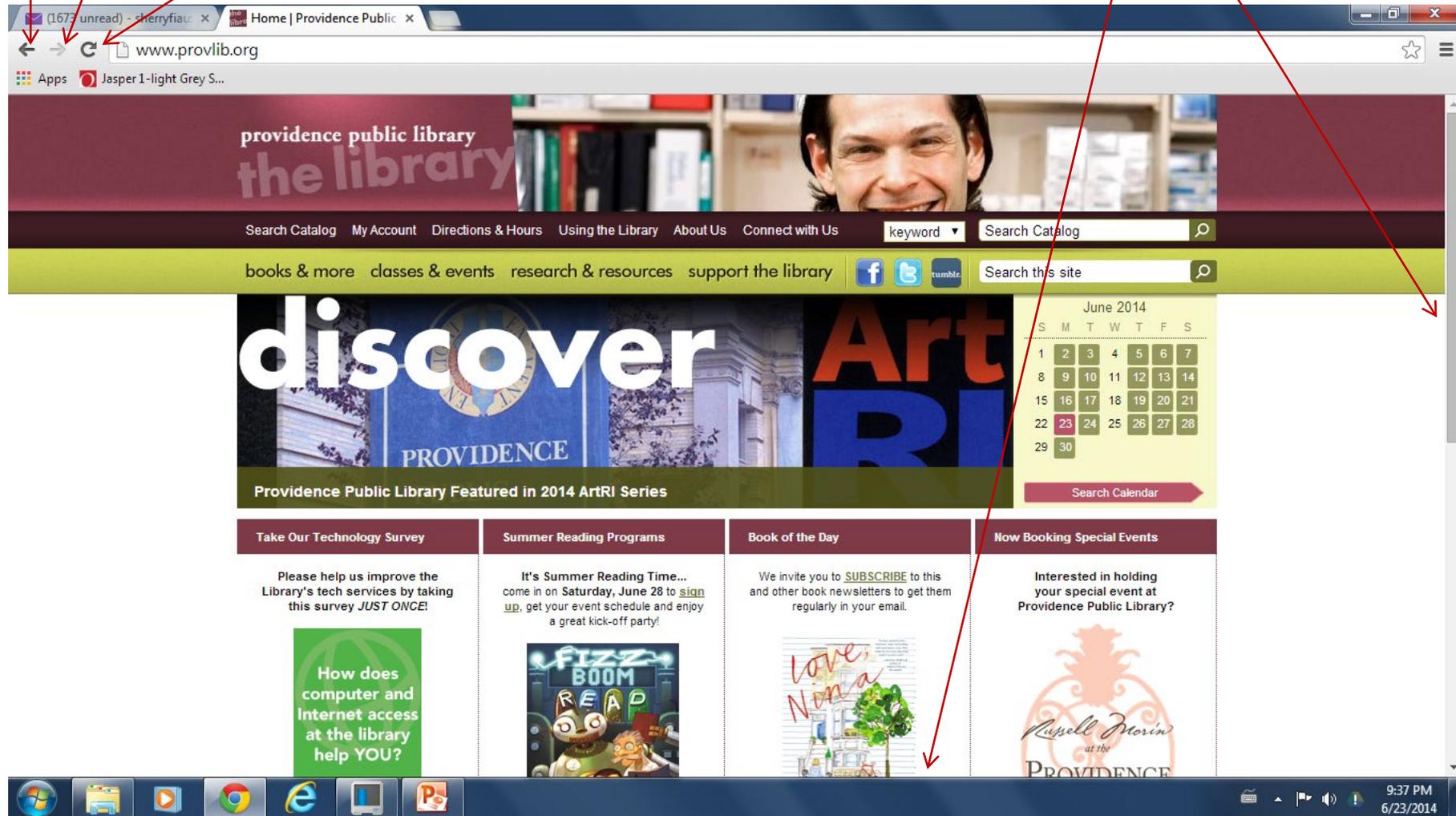
- **scroll bars** = horizontal and vertical bars that move the screen up and down and left and right
- **Back button** = goes the screen/page before
- **Forward button** = if you go “back”, you can return to original screen
- **Refresh** = reload = updates a web page

Back

Forward

Refresh = Reload

Scroll bars



3. Search boxes/spaces

This is a blank space where you can type in words to help you find something on that website.

Search Box

The screenshot shows the Providence Public Library website. At the top, there is a navigation bar with the text "providence public library the library" and a search bar labeled "Search Catalog" with a "keyword" dropdown. Below this is a secondary navigation bar with links for "books & more", "classes & events", "research & resources", and "support the library", along with social media icons for Facebook, Twitter, and Tumblr, and a "Search this site" bar. The main content area features a large banner for "discover Providence" and "Art RI". To the right of the banner is a calendar for June 2014, with the 12th highlighted. Below the banner is a "Search Calendar" button. The bottom section of the page is divided into four columns: "Take Our Technology Survey", "Explore Block Island...", "Book of the Day" (featuring "The Possibilities" by Kai Hart Hemmings), and "Now Booking Special Events" (featuring Russell Morin at the Providence Public Library). The Windows taskbar at the bottom shows the date as 6/12/2014 and the time as 11:19 AM.





4. Links

Links are connections to another page on a website. They can have many different looks. Look for words that are:

- underlined
- *In italics*
- The **cursor** changes to a hand
- **Hover** over the link to see what it is, but don't click to open.

Where are the links on this site?

The screenshot shows the Cranston Public Library website with the following elements:

- Navigation Bar:** Links for "SEARCH THE LIBRARY CATALOG", "MY ACCOUNT", and "EBOOKS & AUDIOBOOKS". A search box is located to the right.
- Header:** The Cranston Public Library logo and address: "140 Sockanosset Cross Road, Cranston, RI 02920". To the right is a sketch of the library building.
- Main Menu:** A horizontal bar with links for "Home", "Locations & Hours", "Events", "Adults", "Kids", "Teens", "Research", "eBooks", and the date "Friday June 20th".
- Survey Banner:** A green banner with the text "Take our Technology Survey!" and a call to action: "Help improve the library's technology services. Take our survey." with an "impact" logo.
- Search and News:** A section with "Search the library" and "What's New" tabs. Below "Search the library" are "Catalog" and "Website" buttons. Below "What's New" is a "We Want to Hear from You!" announcement: "From June 16 to June 30, the Cranston Public Library will be running an online survey to understand how patrons use the library's technology so we can".
- Taskbar:** The Windows taskbar at the bottom shows icons for Internet Explorer, Google Chrome, and other applications. The system tray shows the time "10:04 AM" and date "6/20/2014".



5. Advertisements

Advertisements are the way search engines make money. People or businesses pay money to the search engine company to gain exposure to their products or services.

DON'T CLICK on them unless you really want that product. It opens doors to lots of unwanted consequences.



6. Media

Videos, pictures, and audio are frequently found on websites to communicate information to the user – you.



Names of Search Engines

Google

Yahoo

Bing

Why use a search engine?

1. To look for a website when you don't have the web address.
2. You want to look at what kind of information is available.

What do you want to find?

Here are some suggestions: a recipe, pictures of your native country, or a map of where you live, addresses of businesses or people, services, people, etc.



www.google.com

1. Type in the word – be as specific as possible
2. Click on web or map or image
3. Search results – how many are there?!!
4. Number of pages are at bottom of screen
5. Open a new tab



Type this address into the address bar:

www.gcflearnfree.org

1. What is this website?
2. How can it be useful to you?
3. **Browse** this website and click on a link that interests you. Write the name of that link.
 1. Spend some time **browsing** this website.

Show me the 6 parts of a website:

1. web address
2. scroll bars
3. search box
4. links
5. advertisements – Are there any?
6. media – Is there any?



Questions???

1. The lesson today was:
 - too easy
 - too difficult
 - just right
2. What was the most useful thing you learned today?
3. Comments, suggestions???



Homework

1. Go to:

– digitallearn.org/learn/basic-search

and listen to and read along to the 4 Lessons

– 7 minutes

Internet Vocabulary

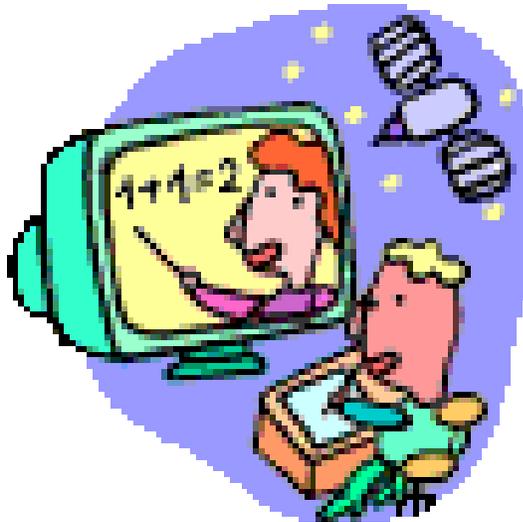
1. World Wide Web (www.)
2. web browser
3. search engine
4. web address = Internet address
5. web site
6. web page
7. link = hyperlink
8. scroll bar
9. scroll up ↑ scroll down ↓ scroll left ← scroll right →
10. search box
11. back ≠ forward
12. reload = refresh
13. pop-up windows
14. Tabs
15. Enter key

Notes to Teachers:

1. We used 2 library websites to demonstrate key features in today's lesson as well as Google.com, Askri.org and craigslist.com. You may want to change the websites you are asking students to browse.
2. Throughout the lessons, we have bolded words that are computer terms to bring students' attention to these key vocabulary words.

Web Site Basics - Part 2

Your Teachers are:





Review

1. Did you do your homework? Was it too easy, too difficult, or just right?
2. Turn to a classmate and discuss what you learned about the Internet in the last lesson: what are the 6 main parts of a website (refer to your handouts if needed).
3. Test each other using the vocabulary list for the Internet from the last lesson. Take turns saying a word and your partner gives a definition or an example.

Today's Goals

1. Review what you learned last week about the Internet
2. Review vocabulary related to the Internet
3. Practice using the Internet: an Internet Scavenger Hunt
4. Practice navigating sites on the Internet!



Identify Internet Providers

1. Name 2 different **Internet Providers**.
2. Which one do you have at your home?



Identify the **Internet Browser** on your computer

- Is there more than one?



Review: Internet Search #1

1. Open the Internet **browser** from your desktop.
2. Click in the **address bar** and type in www.google.com if it doesn't come up automatically.
3. Type in a keyword for information you would like to look for. Write down the **keyword**.
4. Open one of the websites that has that information.
5. Write down the name of that website.

What is the name of this website?
What is the web address?

The screenshot shows a web browser window with the address bar displaying www.cranstonlibrary.org. The website header includes navigation links for "SEARCH THE LIBRARY CATALOG", "MY ACCOUNT", and "EBOOKS & AUDIOBOOKS", along with a search bar. The main banner features the Cranston Public Library logo, which includes a stylized book icon, and the text "CRANSTON PUBLIC LIBRARY" and "140 Sockanosset Cross Road Cranston, RI 02920". To the right of the logo is a sketch of the library building. Below the banner is a dark teal navigation bar with links for "Home", "Locations & Hours", "Events", "Adults", "Kids", "Teens", "Research", "eBooks", and a date indicator "Thursday June 12th". The main content area is divided into two columns. The left column is titled "Search the library" and contains a search interface with tabs for "Catalog" and "Website", a search type dropdown menu set to "Keyword", a search input field, and a "Search" button. The right column is titled "What's New" and features an "Art Exhibit" section. The exhibit text reads: "Work by the Painting Around art group will be on display in the Central Library meeting room from May 31 - June 27. This exhibition highlights artwork created or inspired by the many Rhode Island venues visited by members of the Painting Around." Below the text is a "Read More" link and an image of a colorful artist's palette with paintbrushes. The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:15 PM on 6/12/2014.

Internet Search #2

- 1. Click in your address bar and type in the address: www.cranstonlibrary.org.
- 2. Click on the link “Adults”
- 3. Write down 2 services offered to adults by the Cranston Library
- 4. Click on “Location and Hours”. Write down the hours that the William Hall library is open.
- 5. Click on the link “Search the Library Catalog”. Find the call number for a film called “Pursuit of Happiness” . It is a DVD.

What is the name of this **website**?
What is the **web address**?

The screenshot shows a web browser window with the URL www.provlib.org. The website header features the logo "providence public library the library" and a navigation menu with links: Search Catalog, My Account, Directions & Hours, Using the Library, About Us, and Connect with Us. A search bar contains the text "Pursuit of happiness". Below the header is a secondary navigation bar with links: books & more, classes & events, research & resources, and support the library, along with social media icons for Facebook, Twitter, and Tumblr, and a "Search this site" bar.

The main content area features a large "discover" banner with a decorative background. To the right of the banner is a calendar for June 2014, with the 12th highlighted. Below the banner is a section titled "PPL Presents a Family History Workshop Series through September".

The footer contains four promotional boxes:

- Take Our Technology Survey**: "Please help us improve the Library's tech services by taking this survey *JUST ONCE!*" with a green button that says "How does computer and Internet access at the library help YOU?".
- Explore Block Island...**: "In conjunction with our current Block Island Exhibit, we invite you to travel with us Saturday, June 28!" with a photo of a coastline.
- Book of the Day**: "We invite you to SUBSCRIBE to this and other book newsletters to get them regularly in your email." with a book cover for "The Possibilities" by Kai Hart Hemminas.
- Now Booking Special Events**: "Interested in holding your special event at Providence Public Library?" with the Providence Public Library logo.

The Windows taskbar at the bottom shows the system tray with the time 12:13 PM and date 6/12/2014.

Internet Search #2

1. Click in your address bar and type in the address: www.provlib.org.
2. Click on the link “**classes and events**”
3. Write down 2 types of classes offered
4. Click on “**Directions and Hours**”. Write down the hours that the Providence Public library is open.
5. Click on the link “**Search Catalogue**”. Find the call number for a film called Pursuit of Happiness”.

Internet Search #3

1. Click in the address bar and type in the address www.craigslist.org.
2. Click on “Rhode Island”
3. Browse through the categories: jobs and for sale.
4. When you find something of interest, write it down.

Internet Search #4

1. Type in the web address: www.askri.org
2. Write the names of five (5) different **links**
3. Open each of the five (5) links and **browse** them. Write a few sentences describing how the link might be useful to you or a friend.



Some useful websites

1. Learn and practice typing keyboard skills:

doorwayonline.org.uk/texttype.html

2. Practice using the mouse/touchpad:

www.seniornet.org/howto/mouseexercises

3. *Practice opening links:*

www.pbclibrary.org/mousing/mousecise.html

4. *About the Internet:*

www.gcflearnfree.org/internet101

5. Find some useful resources for Rhode Island

www.askri.org

6. Library: www.provlib.org or www.cranstonlibrary.org

7. RIFLI: www.rifli.org



Questions??

1. The lesson today was:
 - too easy
 - too difficult
 - just right
2. What was the most useful thing you learned today?
3. Comments, suggestions???

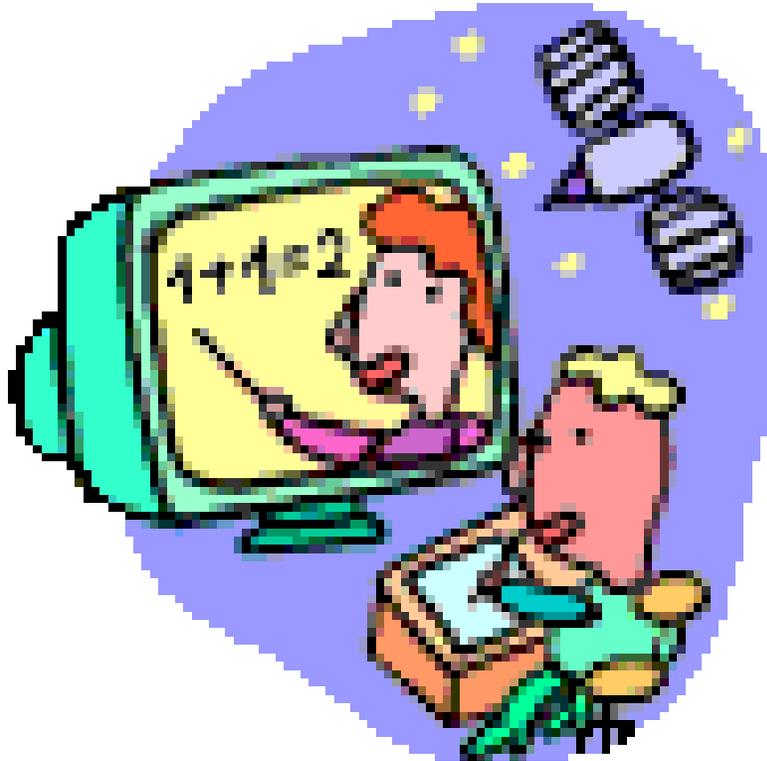
Homework

1. Open one of the websites from today's lesson.
2. Look at 3 different **links** within that website.
3. Write down 3 things you learned from reading the information.
4. Go to:
 - digitallearn.org/learn/navigating-website
 - Listen to and read along to the 3 Lessons
 - They are 6 minutes long

Notes to Teachers

- At the time we embedded the links in these lessons, they all worked. If they don't, you can google the website, find the link, open it and minimize it for easy access when you get to that part of the lesson.
- Slides 27, 28, 28 are a game. You should click on the boxes for the game and print out the answers for yourself before class.

Internet Safety

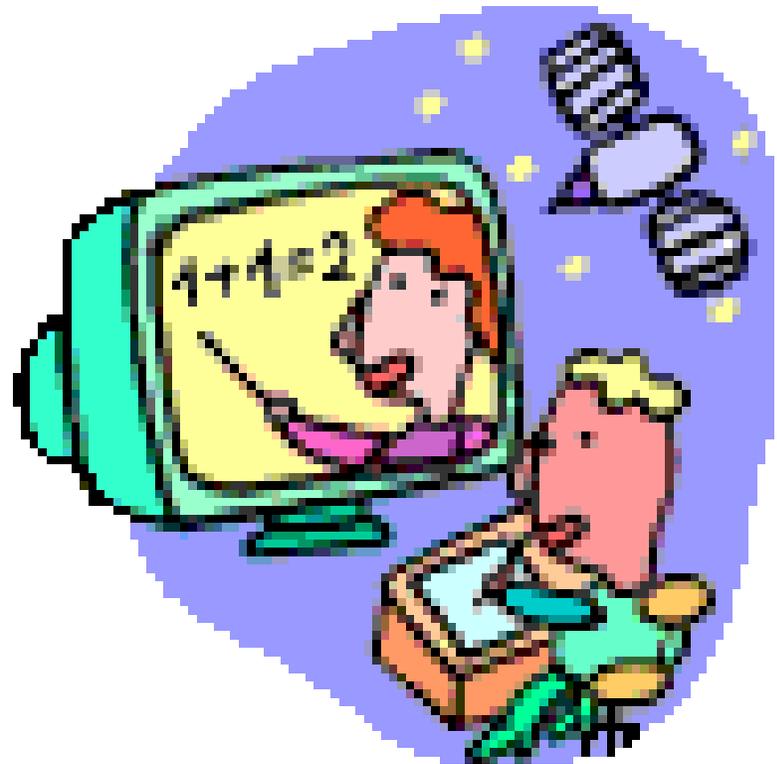


Your Teachers are:

* Modification of original Broadband RI Train the Trainer Internet Safety Module



Your Teachers are



Today's Lesson: Creating an Account

- An **account** allows only YOU to look at or access information.
- How many of you have an email account?
- How many of you do banking on-line?
- What other things do you do on the Internet that you might need an account for?

What do you need to create an **account**?

- A **user name** and a **password**
- Easy enough right?

Maybe not! - How many of you have created a user name or password and then forgot it?

User name

- Should be easy to remember.
 - Try to use the same user name for different accounts. It's the **password** that should be very SECRET!
 - Create a **user name** now
-

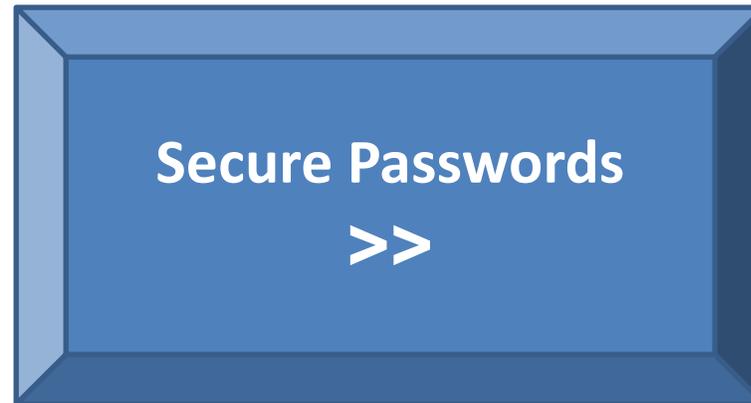
Password

- Should be easy to remember but very difficult for another person to guess.

Passwords

A Video from Common Craft:

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



25 Most Common (Worst) Passwords of 2012

Source: SplashData, Inc.

1...password	10...baseball	18...shadow
2...123456	11...iloveyou	19...Ashley
3...12345678	12...trustno1	20...football
4...abc123	13...1234567	21...jesus
5...qwerty	14...sunshine	22...Michael
6...monkey	15...master	23...ninja
7...Letmein	16...123123	24...mustang
8...dragon	17...welcome	25...password1
9...11111		



Let's play the "Password Game"

Each family has a card to fill out...

Write down your family name and then create a new password using the following rules:

- 1) Must be at least 8 characters and no longer than 12 characters**
- 2) Must contain at least 1 letter, 1 number, & 1 special character**
- 3) You must be able to remember the password**

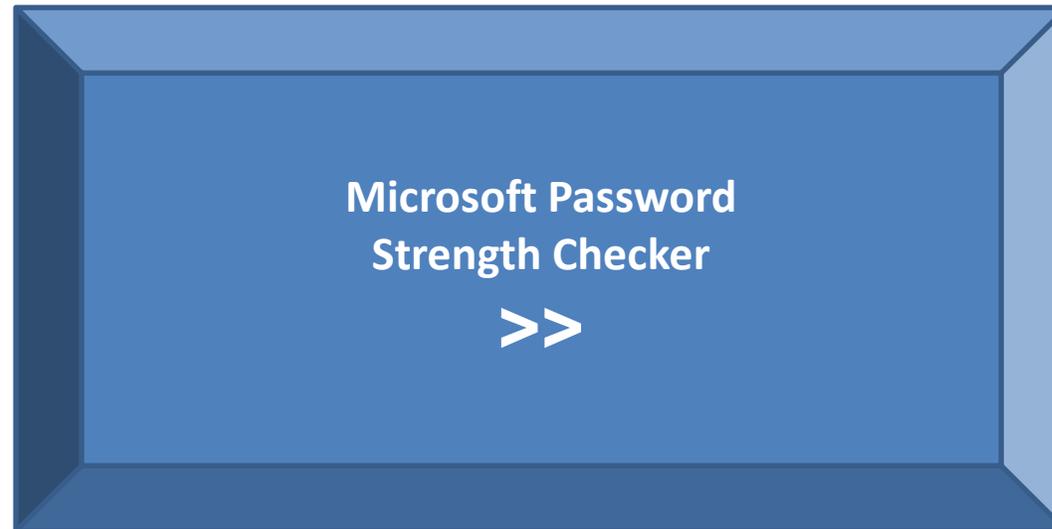
Once you have finished, fold your card and pass it to a teacher.

.

Checking for Password Strength

Let's do some password checking: choose a password, then go to this website to see how strong it is.

<http://microsoft.com/en-gb/security/pc-security/password-checker.aspx>



Secret Challenge Questions:

Adding another level of password security

A **security challenge question** is used as a way to be sure that banks, cable companies and cell phone companies know that you are really their customer. They are a form of shared secret.

Banks have used questions to be sure they know their customers since at least the early 1900s.

In the early 2000s, security questions became common on the Internet, as a way to let customers get a new password: a password reset.

The best questions have answers that are:

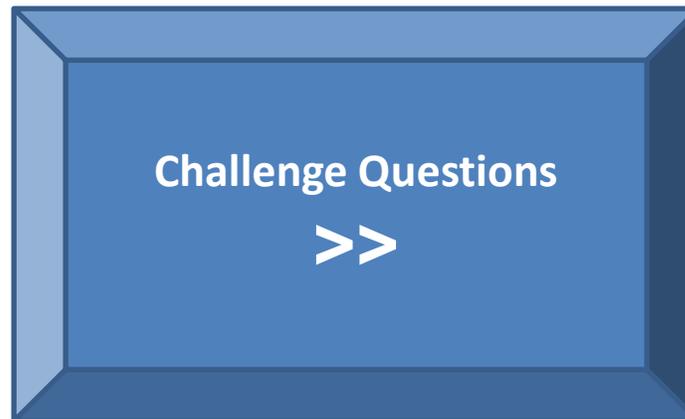
- **Simple**
- **Memorable**
- **Not limited to a small list of answers**
- **Can't be guessed or researched easily**
- **Don't change over time**



Security Challenge Questions

A Video from Indiana University:

http://www.youtube.com/watch?v=EHyD4wBz0_s





WHICH IS A BETTER SECURITY CHALLENGE QUESTION?

- A. What was your childhood nickname?

- B. What is your mother's maiden name ?
(Maiden name is her last name before she got married.)

WHICH IS A BETTER SECURITY CHALLENGE QUESTION?

- A. What is the name of the High School you graduated from?

- B. What is the name of your favorite childhood friend?

WHICH IS A BETTER SECURITY CHALLENGE QUESTION?

- A. In what year was your father born?

- B. In what city or town did your mother and father meet?

WHICH IS A BETTER SECURITY CHALLENGE QUESTION?

- A. What was the name of your first pet?

- B. What is your pet's name?



What is Phishing?

- **Phishing** is the way that criminals steal your personal information over the Internet?
- How do they do it? By pretending to be a legitimate (real) business and asking you for information or by stealing your password.
- In email – did you ever get an email from someone you don't know? Or from a business that is trying to give you something for free?



in:spam

Search Mail

Search the Web

St
Cr

[Compose Mail](#)

[Inbox \(431\)](#)

[Starred](#) ★

[Chats](#) ☺

[Sent Mail](#)

[Drafts \(4\)](#)

[All Mail](#)

[Spam \(7973\)](#)

[Trash](#)

[Contacts](#)

[Spam Skillet Casserole](#) - Broil until golden

Delete Forever

Not Spam

More Actions ▼

[Refresh](#)

Select: All, None, Read, Unread, Starred, Unstarred

[Delete all spam messages now \(mes:](#)

- | | | |
|--------------------------|-----------------------------|---------------------------|
| <input type="checkbox"/> | ★ American Grants | Find the grant and get m |
| <input type="checkbox"/> | ★ Credit Report Center | The U.S. average credit s |
| <input type="checkbox"/> | ★ QuickBizCash | Get up to 150K for your b |
| <input type="checkbox"/> | ★ Best Credit Cards For You | Shop now, pay later with |
| <input type="checkbox"/> | ★ Your Crush (IMU) | Did U know someone has |
| <input type="checkbox"/> | ★ Free Search | Please respond for the op |



From: McDonald's Consulting <consult@McDonalds.com>

Date: Thu, 20 Jan 2011 04:44:06 -0600

To:

Subject: Survey



Dear [REDACTED],

You have been selected to participate in a public opinion poll conducted by McDonald's, a non-partisan polling organization. The poll is about current events at the national level and your views about them. It is short and should take you only 5-7 minutes to complete. All of your answers will be kept strictly confidential and will be used only for legitimate research purposes.

To take the poll, click on this link:

http://www.McDonalds.com/Survey_Pool/150Dollar/5-7min/Survey.html

Each person taking the poll will win \$250

Thank you for your participation!

Sincerely,
Survey Manager

[Official Rules](#) | [Terms and Conditions](#) | [Privacy Policy](#)

© 2011 McDonald's. All Rights Reserved.



Going (49,950)



Maybe (6,178)



Invited (1,752,639)



Receive \$100 Starbucks Gift Card for FREE (Official)

Public Event · By Starbucks Giveaway

Friday

Starbucks

As summer is hot and we are getting great sales we've decided to giveaway free gift cards to facebook users!

To get yours, Follow the steps below :

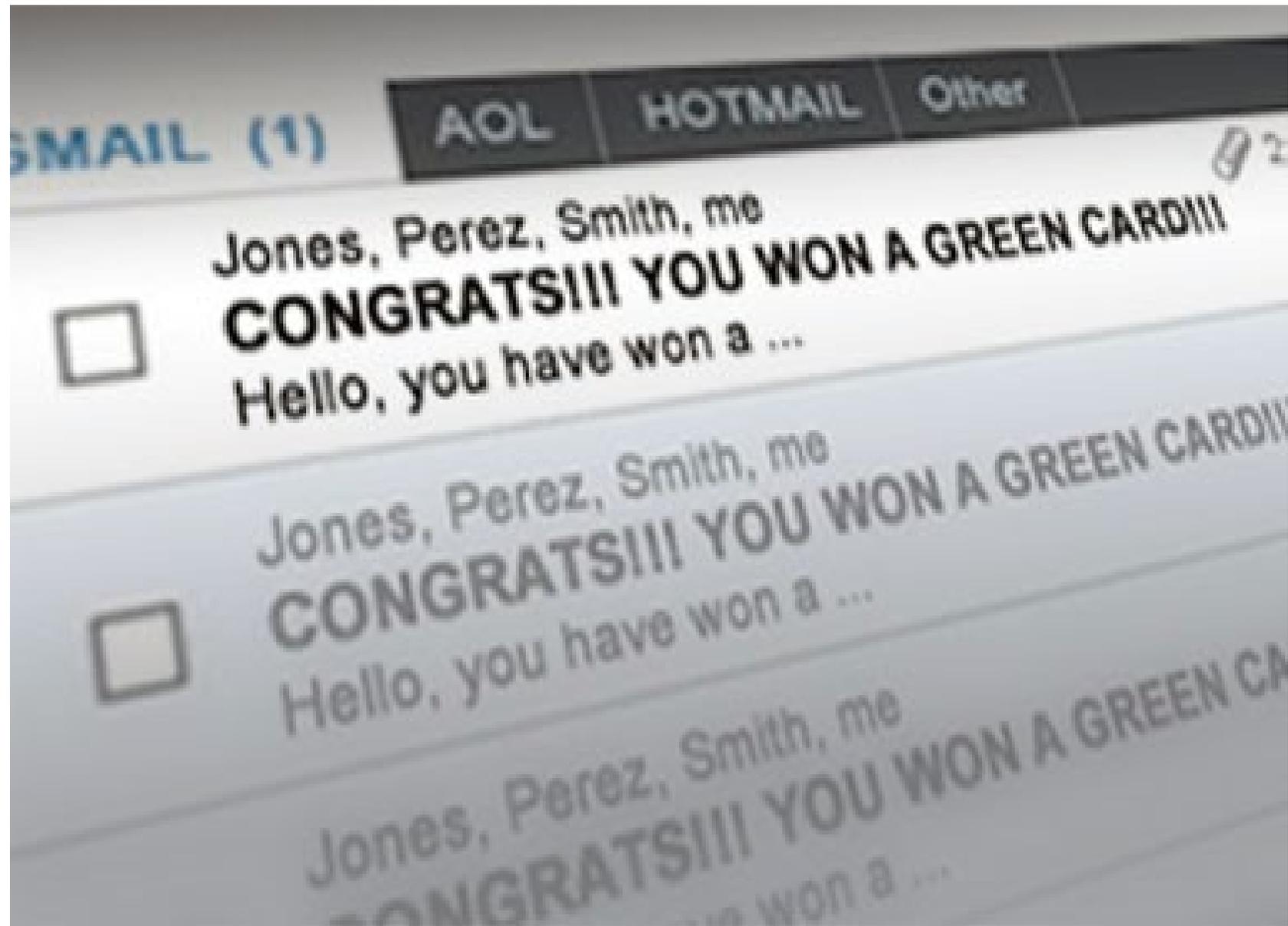
Step 1 : Click on "Join" at the top of the page.

Step 2 : Click " Invite Friends" at the top of the page and select your friends and click SUBMIT. Tickets you receive depends upon amount of friends you invite.

Invite 50 Friends = \$25 Voucher
Invite 100 Friends = \$50 Voucher
Invite 200 Friends = \$100 Voucher
Invite 500 Friends = \$200 Voucher

[NOTE : To select friends faster , press TAB and SPACE repeatedly.]

Step 3 : <http://sbcasdad.blogspot.com/> <- Go here after completing above two steps to get





Basic ground rules for avoiding phishing scams

- **Don't email personal or financial information.**
- **Do not click on links in emails or reply to suspicious emails** ... independently open a browser and type in the website address. This way, you control what sites you visit. Do not let a phisher direct you to a false site.
- **Only provide personal or financial information through an organization's website if you typed in the web address yourself** and you see signals that the site is secure, like a URL that begins with **https** (the "s" stands for secure).
- **Be very cautious about opening attachments and downloading files from emails**, regardless of who sent them. These files can contain viruses or other malware that can weaken your computer's security.
- **Be cautious about email messages that come from people or places you do not know.** Scammers sometimes use mail or contact lists that are not protected – be sure that you know who you are getting email from.
- **Be cautious of messages with no subject, or messages that are too general or strange for the person sending the email .** If you think that a friend did not send a message, **email them in a separate message and ask**. Sometimes email addresses can be stolen by scammers.

Public vs. Private (secure) Websites

**Most of the Internet
is like a public space:
Like the lobby of a bank...**



**Where others can overhear you,
or see your information, or find
your account information that
you carelessly discard**

**There are secure (private) sites
that offer a higher level of
information security: Like a Safe
Deposit Box in a bank's vault...**



**Where only you and the bank
have ANY access to your
valuables and information**

http:// vs. https://

Add a Credit or Debit Card - Internet Explorer, optimized for Bing and MSN

https://www.amazon.com/gp/css/account/cards/view.html?ie=UTF8&ref_=ya_30&viewID=addCarc

File Edit View Favorites Tools Help

★ Favorites | Suggested Sites | Free Hotmail | Web Slice Gallery

amazon Join Prime | Amazon.com | Today's Deals | Gift Cards | Help

Shop by Department | Search | All | Go | Hello, Your Account

Your Account > Add a Credit or Debit Card

Please enter your credit or debit card information below.

Step 1: Add a Credit or Debit Card

Credit or debit card number: <input type="text"/>	Cardholder's Name: (as it appears on the credit card) <input type="text"/>	Expiration Date: (only month and year required) 01 2012
---	---	--

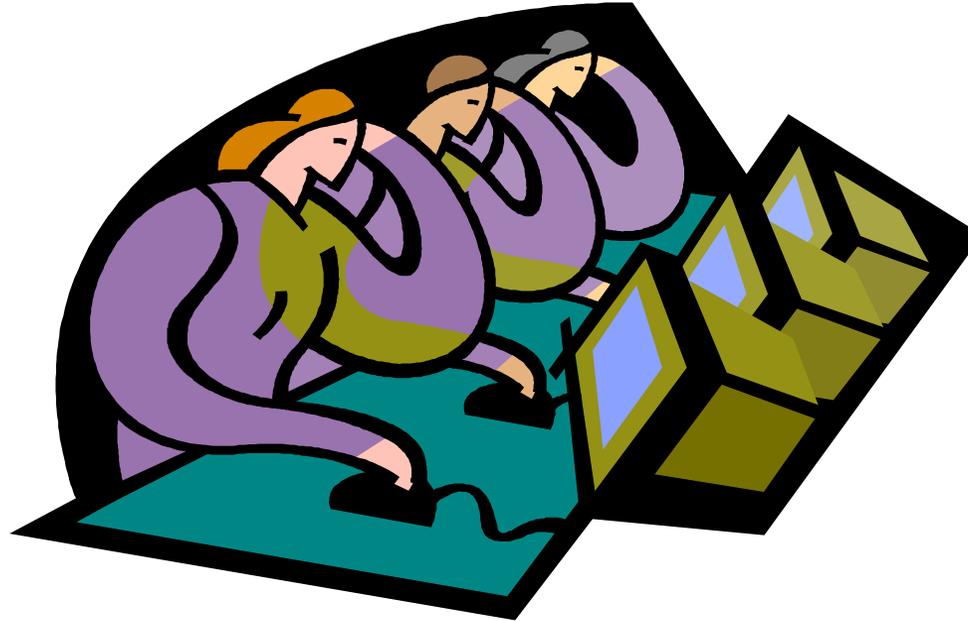
Note: Amazon.com Store Cards d

Step 2: Select Billing Address

Please select a billing address from your address book (below), or [enter a new billing address](#).

Address Book

Importance of “SIGN OUT” / “LOG OFF”



Let's
Play...

Family Feud

Round
1

Top 7 answers on the board to this question...

1

2

3

4

5

6

7



Family Feud

**Round
2**

Top 8 answers on the board to this question...

1

5

2

6

3

7

4

8



Family Feud

**Round
3**

Top 8 answers on the board to this question...

1

5

2

6

3

7

4

8



Parental Control

- **Parental Controls allow parents to monitor what their children are doing on the Internet, how long they can be on the Internet, and what sites their children can access. For more information, you can watch a video on YouTube. Do a search for :Parental Control – windows 7.**



Questions??

1. The lesson today was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions???

Online Safety & Privacy Basics

Thank you and BE SAFE!





Resources for Review

- <http://www.gcflernfree.org/onlinesafety/internetsafety>
- <http://www.gcflernfree.org/onlinesafety/internetsafetyforkids>

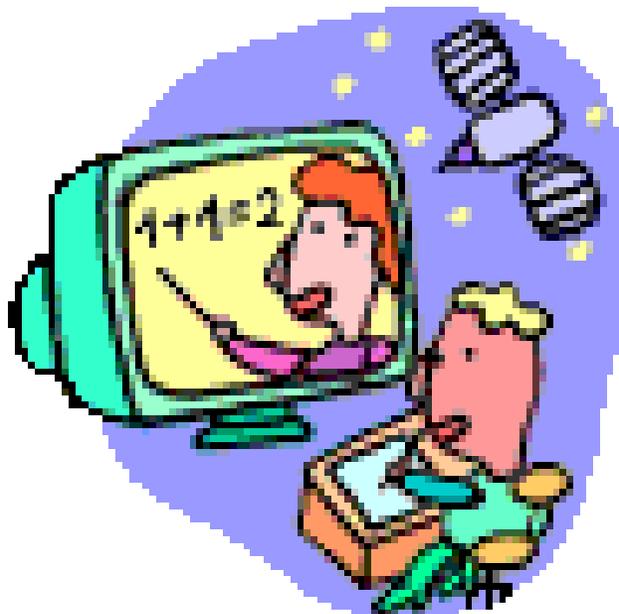
Homework

1. Watch the videos and read the texts from the resource page.
2. Take notes of things you want to remember and be prepared to share them with a classmate in the next class.

Notes to Teachers

- You may want to copy slide 15, the vocabulary list, and put it into an MS Word document as a separate handout.
- You may want to give students the Northstar assessment for Microsoft Word before these lessons.
- Certificates for assessments must be issued through an approved proctoring site/agency.

Email – Part 1



Your teachers are:

Review

1. Did you do your homework? Was it too easy, too difficult or just right?
2. Turn to your partner and discuss the difference between:
 - an Internet provider**
 - a web browser**
 - a search engine**
3. Turn to your partner and talk about something you found useful in the websites we looked at in the last lesson.

Today's Goals

1. Complete an assessment of using email
2. Create an e-mail account
3. Send an e-mail
4. Open an e-mail
5. Open an attachment
6. Attach a document/picture
7. Forward an email = send a message to a different person
8. Sign out
9. Sign in



About you?

- Who uses e-mail?
- What does the 'e' in e-mail mean?
- What are the benefits of using e-mail?



Popular e-mail **service providers** are:

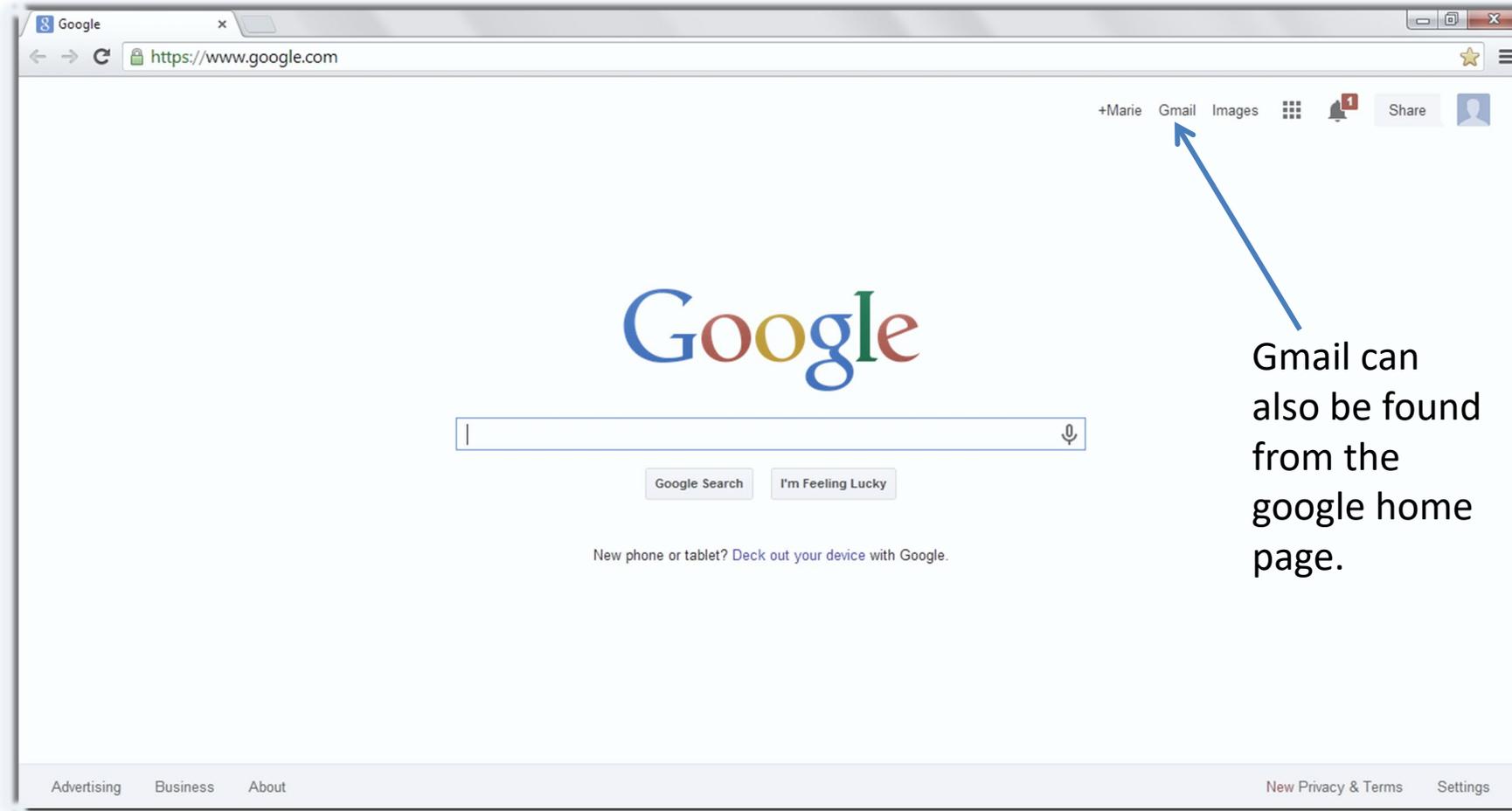
- Yahoo
- Gmail = google e-mail
- Verizon
- Cox



An email address is different from a website address.

- An email address ends with the name of the provider: mariaromano@yahoo.com This is a unique address. Email is available through the yahoo or google website.
- If you chose to use google for email, your email address would mariaromano@gmail.com.
- Gmail is part of the google website: www.google.com.

www.google.com



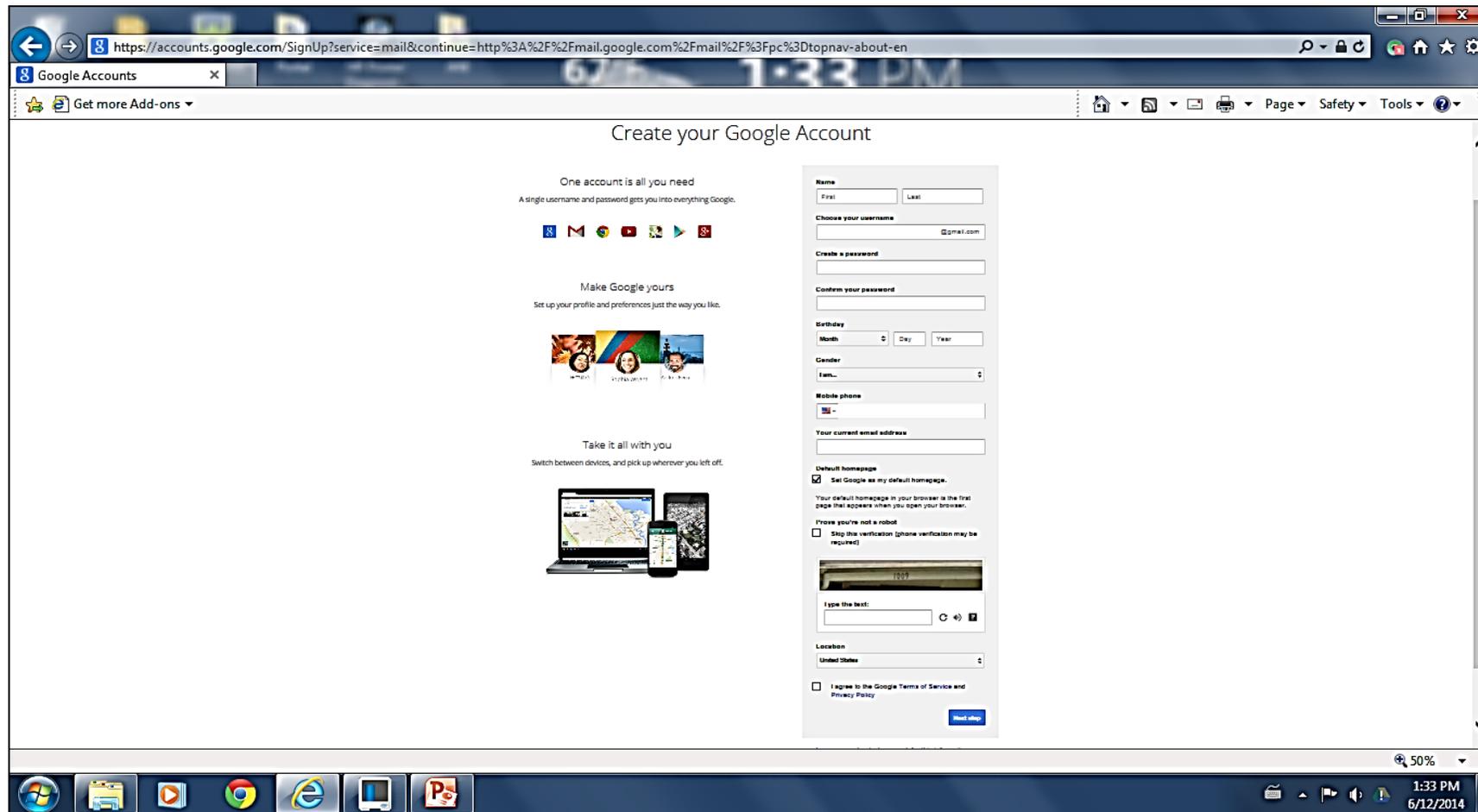


www. Google.com or
www.gmail.com

Steps:

1. Open www.google.com or type in www.gmail.com
2. Create a new gmail account: fill in the fields and create a user name and a password.
3. You will need to give your cell phone number to receive a code.
4. Type in the letters you see.

1. Click on “create an account”
2. Fill in fields = empty boxes



The screenshot shows a web browser window with the URL `https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F%3Fpc%3Dtopnav-about-en`. The page title is "Create your Google Account".

The main content area is divided into three sections:

- One account is all you need:** A single username and password gets you into everything Google. Below this are icons for various Google services.
- Make Google yours:** Set up your profile and preferences just the way you like. Below this are three profile picture options.
- Take it all with you:** Switch between devices, and pick up wherever you left off. Below this are images of a laptop, a smartphone, and a tablet.

On the right side, there is a registration form with the following fields:

- Name:** First and Last name input boxes.
- Choose your username:** Input box with a dropdown menu showing "@gmail.com".
- Create a password:** Input box.
- Confirm your password:** Input box.
- Birthday:** Month, Day, and Year dropdown menus.
- Gender:** Dropdown menu.
- Mobile phone:** Input box with a country code dropdown.
- Your current email address:** Input box.
- Default homepage:** A checked checkbox labeled "Set Google as my default homepage." with a sub-note: "Your default homepage in your browser is the first page that appears when you open your browser."
- Prove you're not a robot:** A checkbox labeled "Skip this verification (phone verification may be required)". Below it is a CAPTCHA image showing the number "1337" and a text input box labeled "Type the text:".
- Location:** A dropdown menu showing "United States".
- Agreement:** A checkbox labeled "I agree to the Google Terms of Service and Privacy Policy".
- Next step:** A blue button at the bottom right of the form.

The browser's taskbar at the bottom shows the Windows logo, several application icons, and the system tray with the time "1:33 PM" and date "6/12/2014".

Locate some vocabulary words on this page.

Google Account password changed - Sherry Lehane Hi Sherry, The password for your Google Account - sherrylehanem@gm Jun 11

Start using Dropbox! - You haven't installed Dropbox yet! Install Dropbox Hi Sherry, as a reminder, installing Dropbox May 20

Please confirm your email address used with EmployRI - Hello Sherry Lombari. Welcome to EmployRI. In order to receive e May 6

Welcome to EmployRI - Welcome to EmployRI. This system is designed to assist you with meeting your employment needs z May 6

REMINDER: You're Invited - CANT READ THIS EMAIL? CLICK HERE TO TAKE OUR SURVEY AND ENTER OUR SWEEPST Apr 22

You're Invited - CANT READ THIS EMAIL? CLICK HERE TO TAKE OUR SURVEY AND ENTER OUR SWEEPSTAKES DRAV Apr 18

Complete your Dropbox setup! - Hi Sherry, Your account is almost ready! To get the most out of Dropbox, be sure to install D Apr 18

Re: Request to share Faciliator Resources and Videos - Hi Sherry, I just shared the folder with you. Let me know if you st Apr 15

ANI-PD (sherrylehanem@gmail.com) - Ive shared an item with you. ANI-PD Google Drive: create, share, and keep all your st Apr 15

Re: Request to share Faciliator Resources and Videos (Out of Office) - I am out of the office until May 2. I will respond wl Apr 13

me learning lounge visual conc. Apr 8

Google Account password changed - Sherry Lehane Hi Sherry, The password for your Google Account - sherrylehanem@gm Mar 9

http://www.powtoon.com/p/dOPVC2vPICf/ - http://www.powtoon.com/p/dOPVC2vPICf/#.Uti7la6TICY.gmail Jan 17

sherryfiaux sherryfiaux@yahoo.com has shared something with you - http://www.powtoon.com/p/dOPVC2vPICf/#.Uti66YsN_1Y_email --- Thi Jan 17

Your turn

1. **Compose** a message to me. You will need my e- mail address:
britt.larry@gmail.com
2. I will **reply** to you. Open my response and reply.
3. Reply (**send**) your message to me.
4. I will send you an **attachment**.
5. Open the attachment and read it.
6. **Forward** this email to a classmate or a friend.

Great job!

- Sign out
- Sign back in
- What do you say when someone asks you what your e-mail address is?



Your e-mail address is

_____@gmail.com

Your user name is : _____

Your password is: _____

Vocabulary

1. **Compose** = write an email message
2. **Inbox** = mailbox
3. **Send** =
4. **Reply/ reply all** = answer or respond to one person or all people in that message
5. **Spam** = junk email
6. **Forward**= send a message to a different person than the sender
7. **Log in** = access your account with user name and password
8. **Log out** = sign out
9. **Folders** = a system to organize your mail messages
10. **Trash** = place to put emails you don't want anymore
11. **Drafts** = an unfinished email message
12. **Delete** = erase
13. **Move** = put in another folder
14. **Contacts** = names and email addresses of people in your email account





Questions??

1. The lesson today was:
 - too easy
 - too difficult
 - just right
2. What was the most useful thing you learned today?
3. Will you come to the next class?
4. Comments, suggestions???



Time to take a class photo! We need it for the next class.



Resources for Review

- www.gcflearnfree.org/emailbasics/email101/1
- www.gcflearnfree.org/gmail
- digitallearn.org/learn/intro-email
- digitallearn.org/learn/intro-email-part-2



Homework Assignment #1

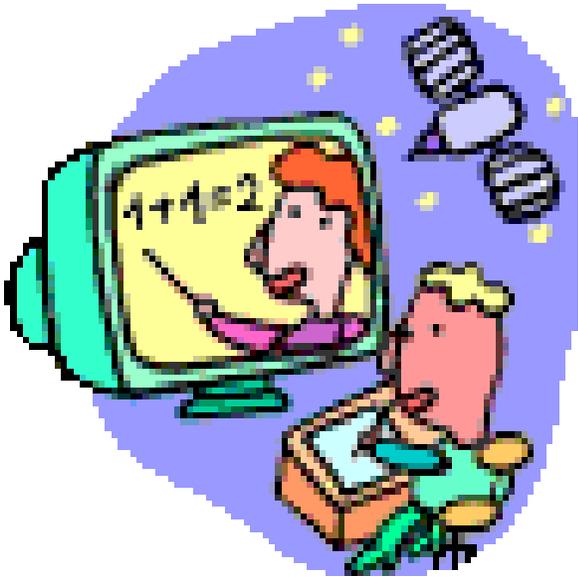
1. Open up the resources for review.
2. Watch the videos and/or read the texts.
3. Make notes of some of things you want to remember.
4. Bring your notes to class to share with a classmate.

Homework Assignment #2

1. Open up your email account.
2. Send an email to your teacher or a classmate and ask for a reply.

Email - Part 2

Your teachers are:





Review

1. Did you do your homework? Was it difficult, easy, or just right?
2. Turn to your partner and tell them your email address.
3. Open your email account and identify the word to:
 1. send an email
 2. answer an email
 3. find email addresses of your friends and family

Today's Goals:

- Review tasks from email lesson part 1 and practice using e-mail etiquette
- Select messages to perform more tasks with email



What is email etiquette?

1. Begin your message with a greeting: Hi, Dear, Hello...
2. End your message with a closing: bye, talk to you soon,
3. Use punctuation and capitals to make reading easier.
4. Don't type words in all capital letters.
5. Separate long messages into paragraphs.
6. Put an appropriate subject in the subject line.



Use email etiquette and compose a message to me.

1. Sign in to your email account
2. Send me a message at _____
3. I will respond to you with a question
4. Respond to my question and open the attachment I sent you.
5. Save the attachment to your desktop.
6. Insert another picture into my attachment and send it back to me or a classmate



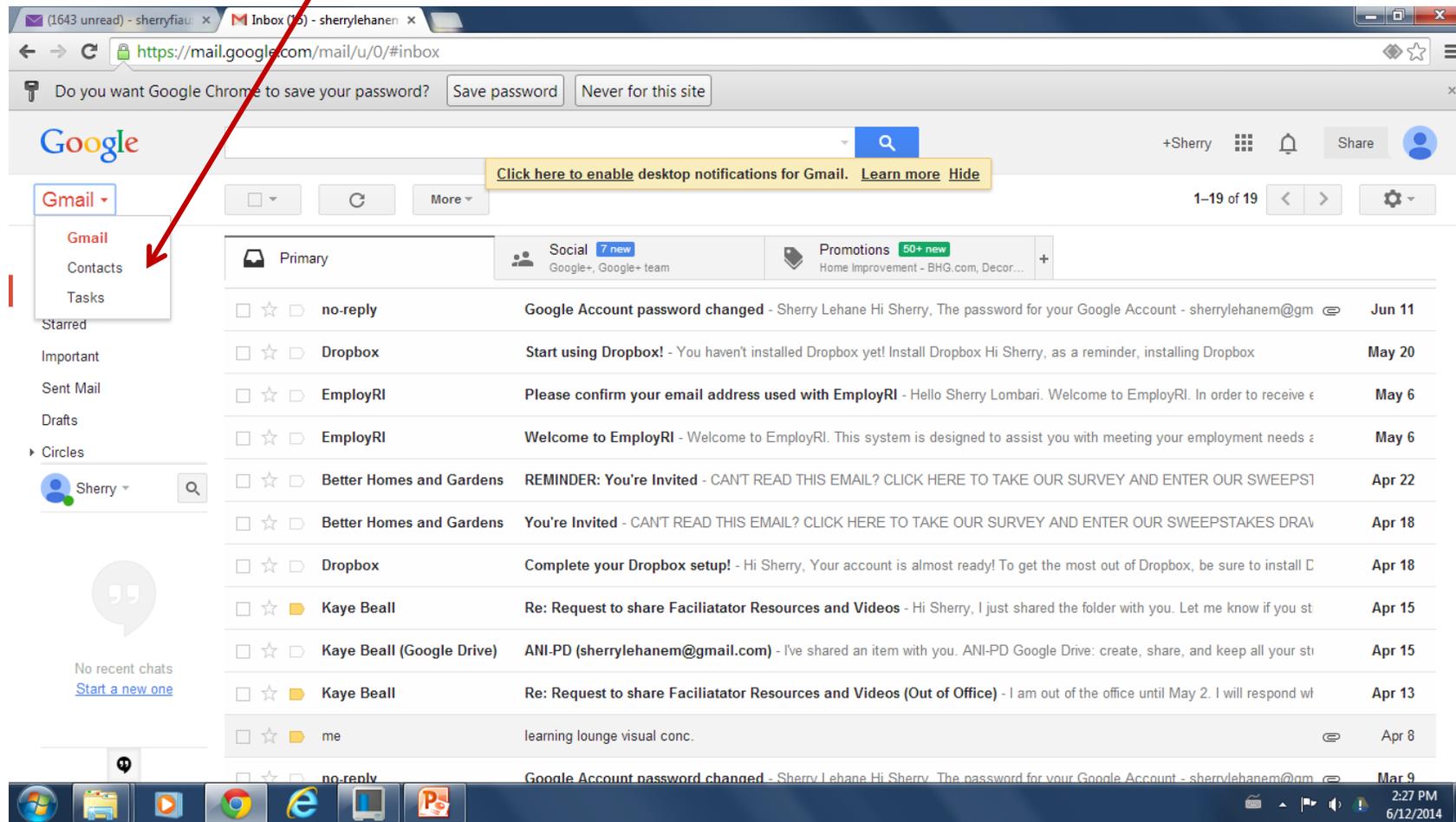
Do a few more e-mail tasks:

1. Open up the **contacts** and type in my e-mail address.
2. Look in your **spam folder** for ‘junk’ mail and empty it.
3. **Delete** an email I sent you and then retrieve it from **trash**.
4. **Create a folder** and name it “computer class”
5. **Move** one of my messages to this folder.
6. Sign out.

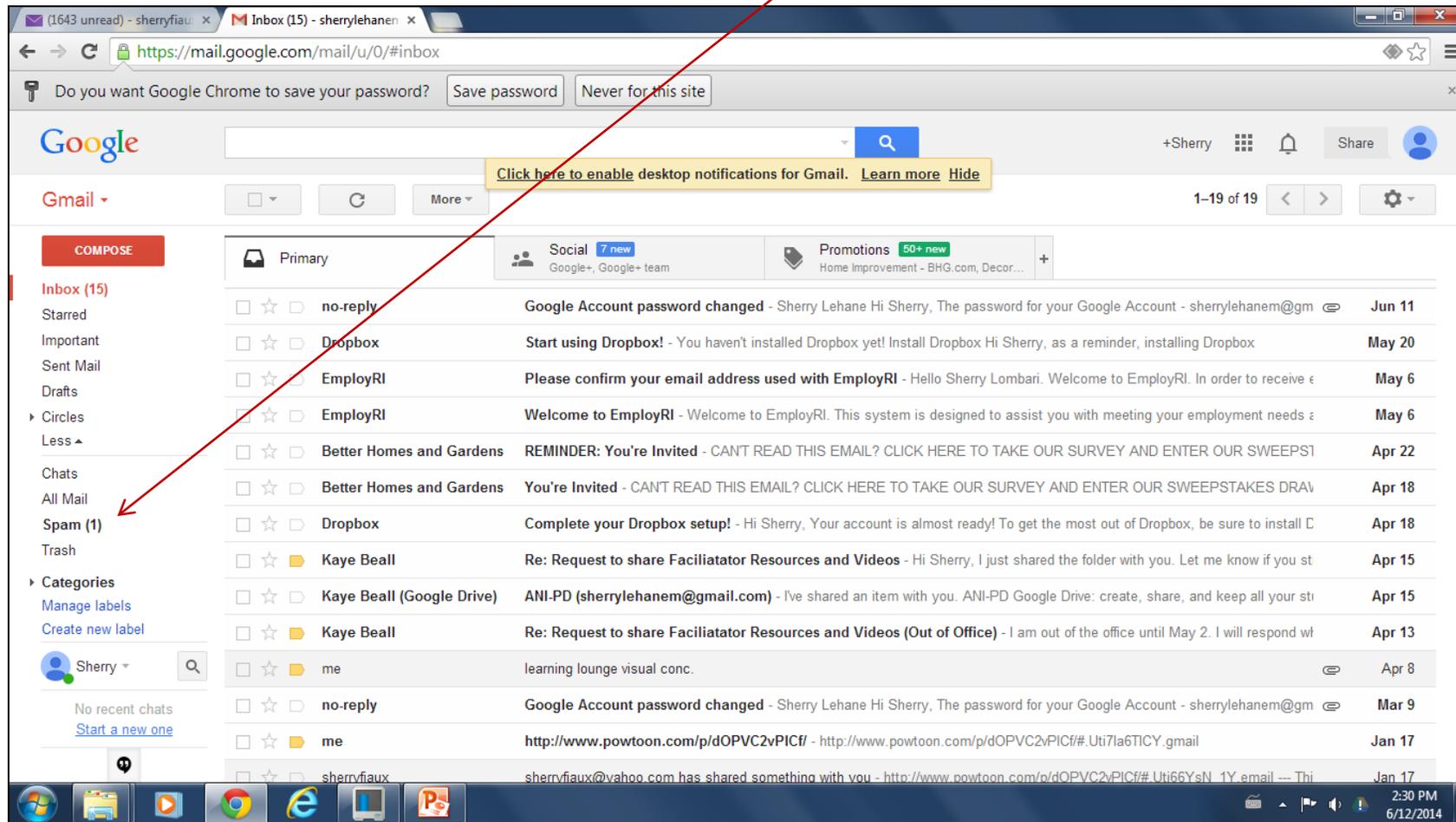
Selecting an email message.

- You must first select a message before you can delete it or move it. Select a message by clicking in the little box to the left of the message.

Insert contacts: email address of people, friends, family



Look in your spam folder



Gmail Tools

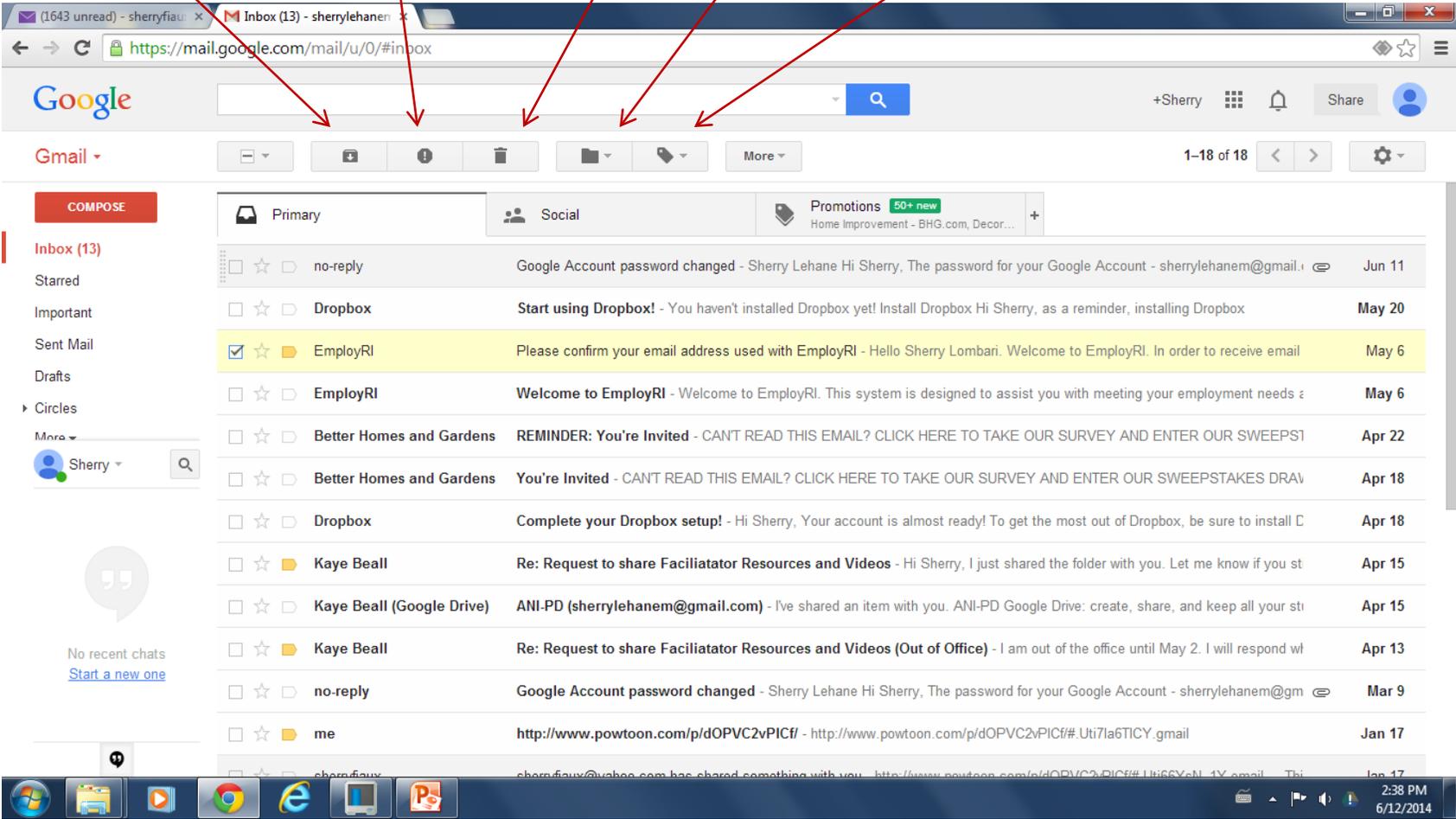
Archive

Report spam

Delete

Move to

Labels



Create a folder to organize your mail. Name is "computer class".

The screenshot shows a Gmail inbox with a 'Move to' dropdown menu open over the 'EmployRI' email. The menu options are: Social, Promotions, Updates, Forums, Spam, Trash, Create new, and Manage labels. A red arrow points from the text above to the 'Create new' option. A yellow tooltip above the menu says: "Categories" will always be shown in the label list. [Learn more](#)

Category	Sender	Subject	Date
Primary	no-reply	Google	
Primary	Dropbox	Start using Dropbox	
Primary	EmployRI	Welcome to EmployRI. This system is designed to assist you with meeting your employment needs	May 6
Primary	Better Homes and Gardens	REMINDER	
Primary	Better Homes and Gardens	You're invited	
Primary	Dropbox	Complete your account	
Promotions	Kaye Beall	Re: Request to share Faciliator Resources and Videos	Apr 15
Promotions	Kaye Beall (Google Drive)	ANI-PD (sherrylehanem@gmail.com) - I've shared an item with you. ANI-PD Google Drive: create, share, and keep all your st	Apr 15
Promotions	Kaye Beall	Re: Request to share Faciliator Resources and Videos (Out of Office) - I am out of the office until May 2. I will respond w/	Apr 13
Promotions	no-reply	Google Account password changed - Sherry Lehane Hi Sherry, The password for your Google Account - sherrylehanem@gm	Mar 9
Promotions	me	http://www.powtoon.com/p/dOPVC2vPICf/ - http://www.powtoon.com/p/dOPVC2vPICf#.Uti7Ia6TICY.gmail	Jan 17
Promotions	sherryfiaux	sherryfiaux@yahoo.com has shared something with you - http://www.powtoon.com/p/dOPVC2vPICf#.Uti66YsN_1Y.email --- Thi	Jan 17
Promotions	Gmail Team	Gmail update: Reach more people you know - Gmail update: Reach more people you know Ever wanted to email someone	Jan 10

Questions??

1. The lesson today was:
 - too easy
 - too difficult
 - just right
2. What was the most useful thing you learned today?
3. Comments, suggestions???



Resources for Review

- www.gcflearnfree.org/beyondemail
- digitallearn.org/learn/intro-email-part-2



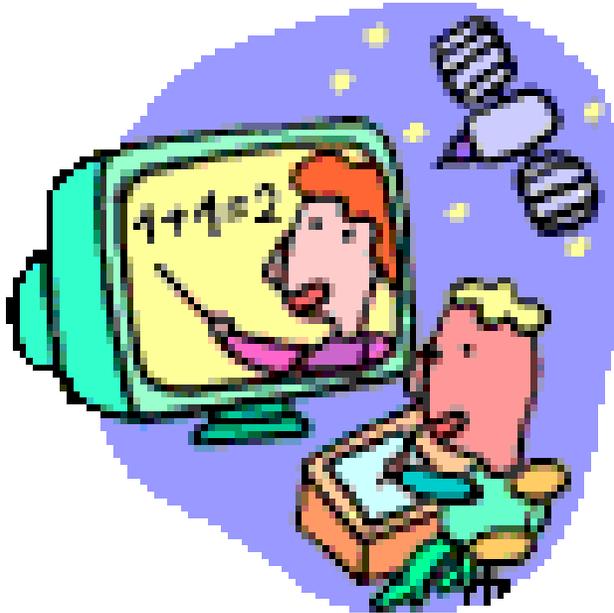
Homework

1. Open both of the resources.
2. Watch the videos and read the texts.
1. Make notes of things you want to remember and be prepared to share them with a classmate in the next class.

Notes to Teachers:

1. Bring sample flyers to class to help the students understand the homework assignment. See last slide.
2. Place the document: “Cape Cod vacation” on each student’s desktop.
3. You may want to give the Northstar MS Word assessment before doing these lessons.
4. Certificates for assessments must be issued through an approved proctoring site/agency.
1. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.

Microsoft Word – Part 1



Your teachers are:



Review

1. Did you do your homework? Was it too easy, too difficult, or just right?
2. Turn to your partner and discuss something you learned about email from the homework.
3. Discuss the following with your partner:
 - Name 2-3 common email providers. Which one do you use?
 - What is your email address?
 - What are some actions that you can do with email?
 - What are some things you learned about email etiquette?
 - What is an attachment and how do you know there is an attachment in an email sent to you?



Today's Goals

1. Assess your knowledge of Microsoft Word
2. Open a document in Microsoft Word
3. Practice navigating around a document
4. **Format** a document
5. **Insert** a picture
6. **Save** your document
7. Email the document to yourself

Open Microsoft Word

- Where do you find the **icon**?
- Click on the **MS Word** Icon
- Click on '**Blank document**'.





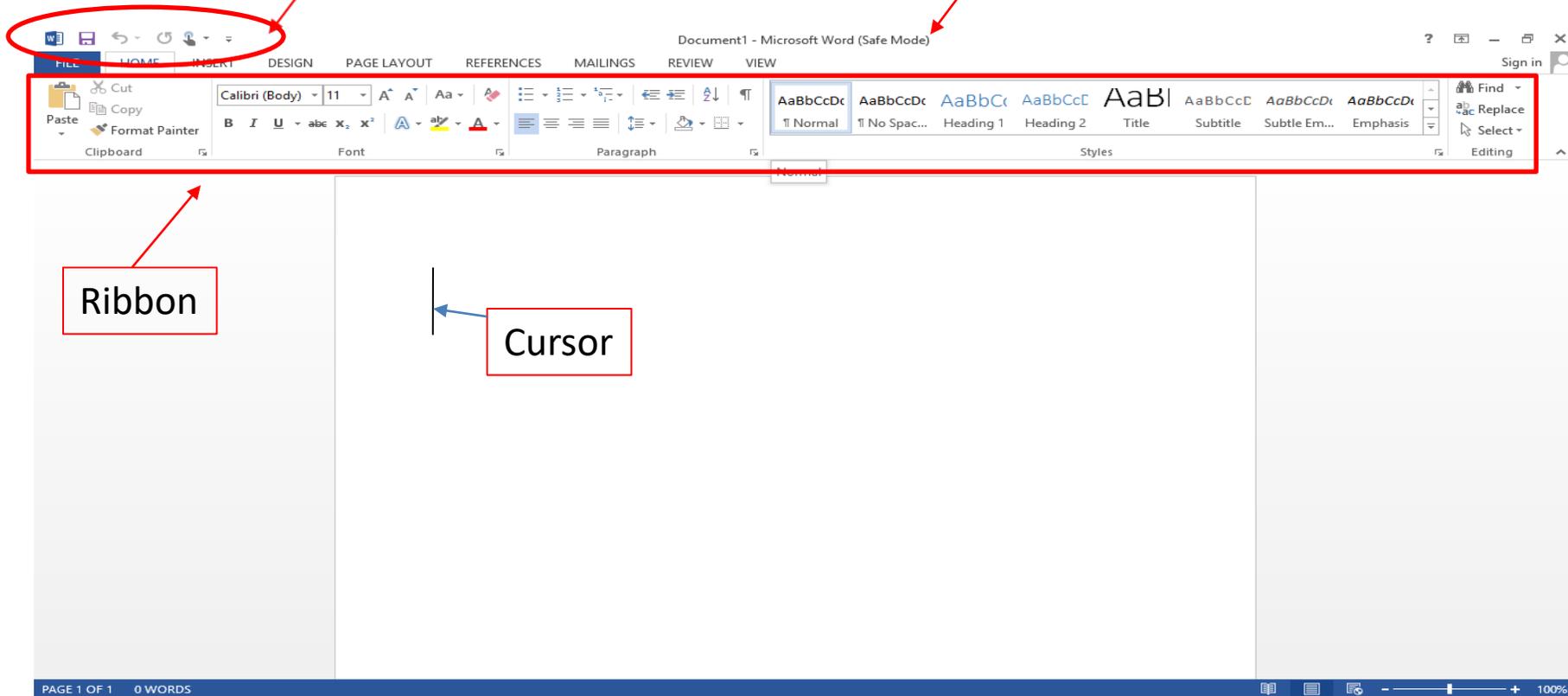
Parts of Microsoft (MS) Word Screen

- Title Bar
- Quick Access Toolbar
- Cursor
- Ribbon
- Status Bar (views and zoom)

Parts of Microsoft (MS) Word Screen

Quick Access Toolbar

Title Bar



Ribbon

Cursor

Status Bar (views and zoom)



Navigating a Text

1. Open the Word document on your desktop named “Cape Cod Vacation”
2. **Ctrl Home** - takes you to top of document
Ctrl End – takes you to end of document
Scroll Bar on right of screen

Hover on the ribbon and find the following:

- **Font** – Home tab, font
 - Default is Calibri size 11
- **Undo/Redo** – on Quick Access Toolbar
- **Formatting Characters** – Home tab, font
 - Bold (Ctrl +B)
 - Italic (Ctrl + I)
 - Underline (Ctrl +U)
- **Add a page:** press “enter” until you have a new page

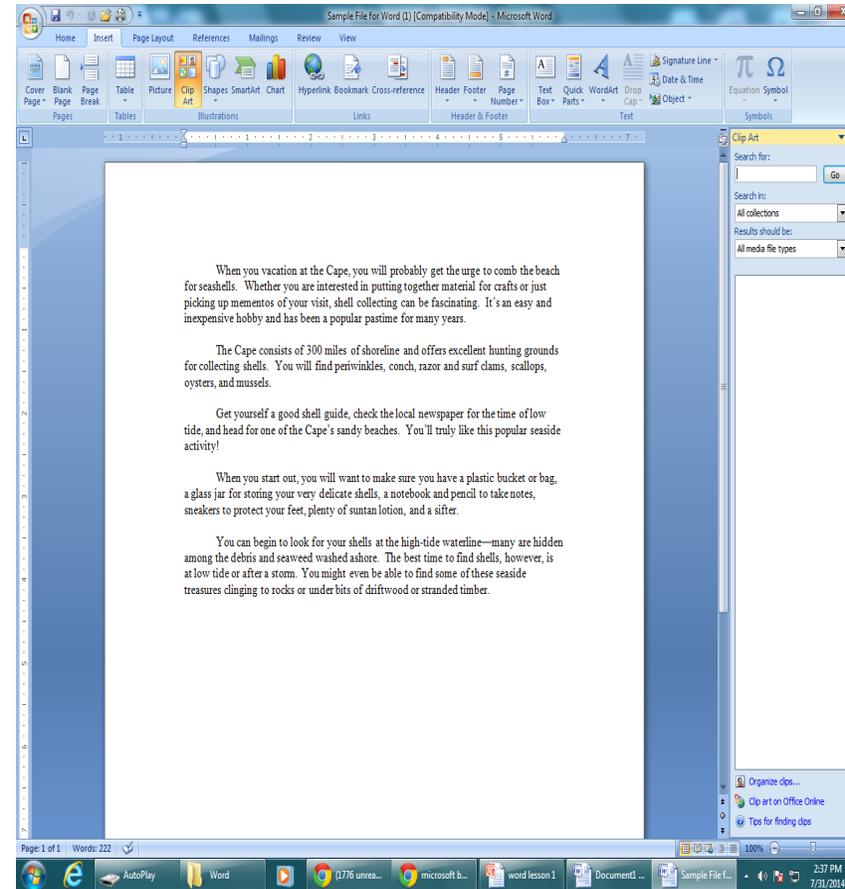


Text Alignment

- **Word Wrap** – type to the margin and do not press enter. Press enter at the end of a paragraph
- **Alignment** – on Home tab, paragraph
 - four types
 - Left (default)
 - Center
 - Right
 - justify

Insert a picture

1. Click on **Insert**
2. Click on **clip art**
3. Type a **key word** in the **Search box** to find a picture for the story
4. Select a picture by clicking on it.





Format your picture

- Click on the picture to activate it. You will see a broken line with circles on the corner.
- Click on a corner and drag it to the size you want.
- Click on one of the corners until the 4-sided arrows appear. Click, hold, and drag the picture to where you want it on the page.

Save your Document

1. Click on **file**.
2. Click on **save as** in the left hand menu.
3. Click on **computer**.
4. Click on **desktop**.
5. Give your document your name and type it in the **file name** box.
6. Click on **save**.



E-mail the document to yourself

- Open your email.
- Compose a message to someone in the class or a friend or family member.
- Attach your document.
- Send the message with the attachment.



Questions???

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions???

Homework

1. Write down ideas for a flyer you will create next class.
 - Examples: a party invitation, a notice, a service you could provide.
2. Go to:
 - digitallearn.org/learn/intro-microsoft-word Listen to and read along to the 5 Lessons
 - 17 minutes - take notes to share in class



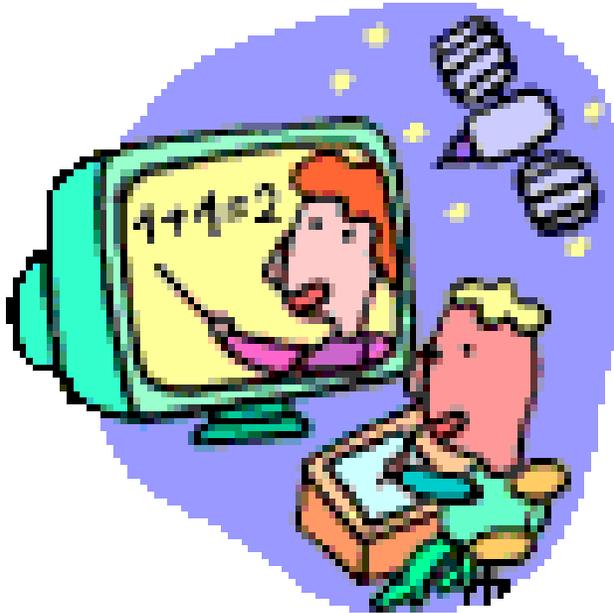
Vocabulary

1. Microsoft (MS) Word – create a document
2. Title Bar – shows the “title” of your document
3. Quick Access Toolbar – Save, Undo, Redo
4. Cursor – the insertion point on your screen
5. Ribbon – quick access to document editing
6. Status Bar (views and zoom) – your view of the document
7. Ctrl Home - takes you to top of document
8. Ctrl End – takes you to end of document
9. Scroll Bar on right of screen – move up and down within a document
10. Font – the printed “style” of your text
11. Undo/Redo – reverse a change to a document/repeat a previous change
12. Formatting Characters – change the appearance of text (Bold, Italic, etc.)
13. Word Wrap – when a sentence automatically continues to the next line
14. Alignment – when all of the text “lines up” the same (to left, right, center)
15. Insert – put a picture, chart, or art in your document
16. Clip Art – a library of pictures and art to “Insert”
17. Keyword – a word to help you find clipart or a picture in MS Word
18. Format – change the size, color or shape of something

Note to Teachers:

- For homework, the students will need:
 1. an electronic version of the document called:
 - job letter format.doc
 - You can e-mail it to the class
 2. A paper version of the document called:
 - job letter done.doc
 - Students will re-format the electronic version to look like the paper version

Microsoft Word – Part 2



Your teachers are:

Review

1. Did you do your homework? Was it too easy, too difficult, or just right?

1. Turn to your partner and discuss what you learned about the MS Word :

a) what are the 5 main parts of the MS Word screen

b) Define:

Ctrl Home		Ctrl End	
Scroll Bar		Font –	
Undo/Redo		Formatting Characters	
Word Wrap		Alignment	
Insert Clip Art		Keyword	
Format		Desktop	

Today's Goals

- Open a document in Microsoft Word on your Start screen



- Format this document to create a flyer
- Practice using the following keys:
 1. **Shift**
 2. **Backspace**
 3. **Delete**
 4. **Undo**
 5. **Enter**
 6. **Navigation arrows**
 7. **Letter keys**
- Save your flyer



Let's practice

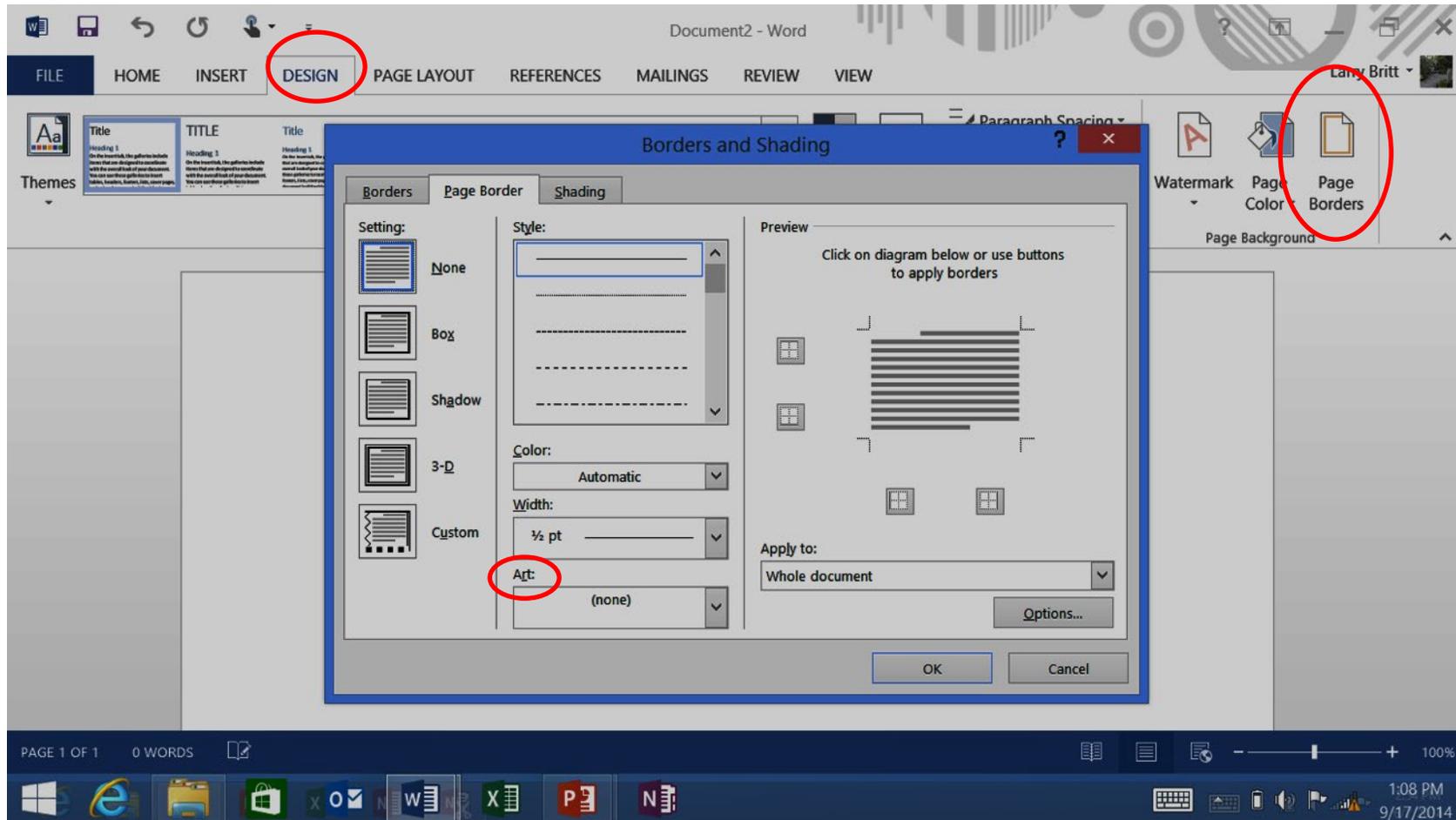
1. Open a **blank document** in Microsoft Word from your desktop
2. Type in your first and last name: use the **shift key** to capitalize the first letter of your names
3. Use the **backspace** key to erase your name
4. Retype your name
5. Move your cursor between your first and last name. Use the **delete** button to erase your last name only.
6. Use the **Enter** key to move to the next line
7. Type in your address: use the **shift key** to capitalize the first letter of your street name
8. Type in the number 2. Use the **undo** key to erase it.



Practice: Create a Flyer

1. Write down your ideas for a flyer in your notebook
2. Ask for help with spelling and formatting
3. Delete all text from your MS Word Document
4. Click on “**Design**” at the top of the page
5. Click on “**Page Borders**” at the top right
6. Click on “**Art**” at the bottom of the pop-up
7. Select the border you like for your flyer
8. Type the text you wrote in your notebook
9. **Save** your flyer to the Desktop

Practice: Create a Flyer



Questions???

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions???

Homework

1. Open the email from me that has an attachment called:
 - job letter format.doc
2. Use the keys we practice to change (**format**) the letter so it looks like the letter you have in **hard copy** (paper copy).
3. When you make a mistake, you can use the **backspace**, **delete**, or **undo** button.
4. **Save** your letter on your computer or flash drive.
5. Send me an email with the corrected letter
6. Review the last video:
 - digitallearn.org/learn/intro-microsoft-word
 - Listen to and read along to the 5 Lessons
 - 17 minutes – take notes to share in class

Notes to Teachers:

1. These Excel modules are intended for **higher level ESL learners and native speaking students.**
2. Place the document: “**cell phone workbook.xlsx**” on each student’s desktop.
3. You may want to give the *NorthStar MS Excel assessment* before doing these lessons. Certificates for assessments must be issued through an approved proctoring site/agency.
4. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.



Review

- Did you do your homework? Was it too easy, too difficult, or just right?
- Turn to your partner and discuss what you learned about MS Word:
 - a) What is a Word Document? - examples
 - b) What are the parts of a Word screen? - examples
 - c) What are some ribbon tabs? – examples
 - d) What is the difference between save and save-as?

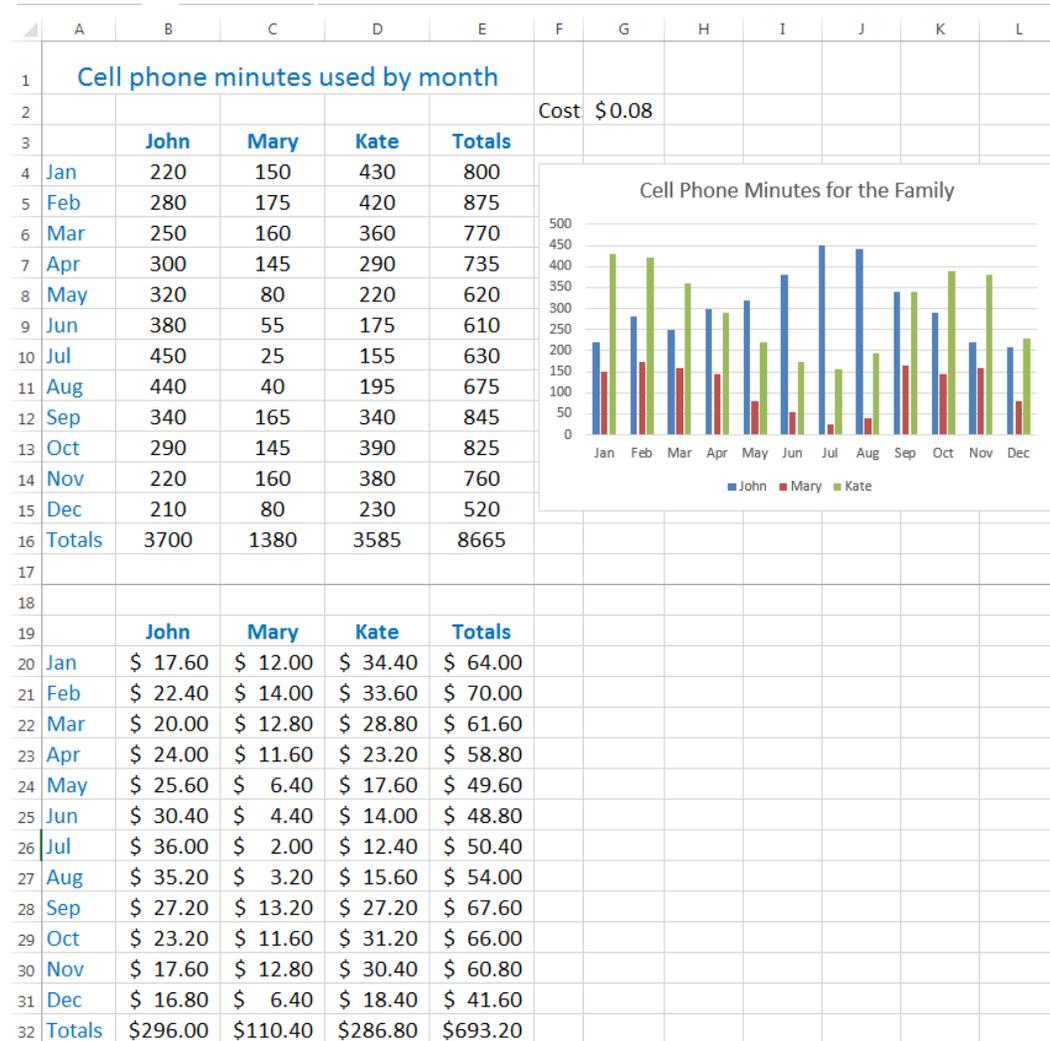
Microsoft Excel – Part 1



Your teachers are:

What is an Excel Workbook?

This is what a completed Excel workbook looks like:



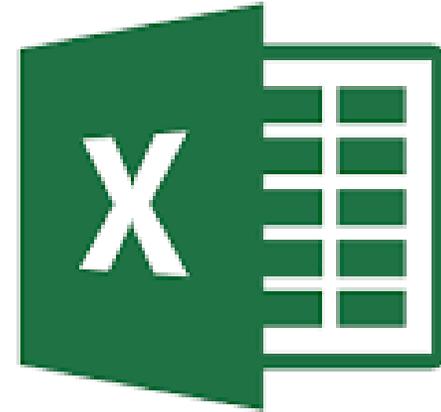
Can you think of some other uses for Excel?

Today's Goals

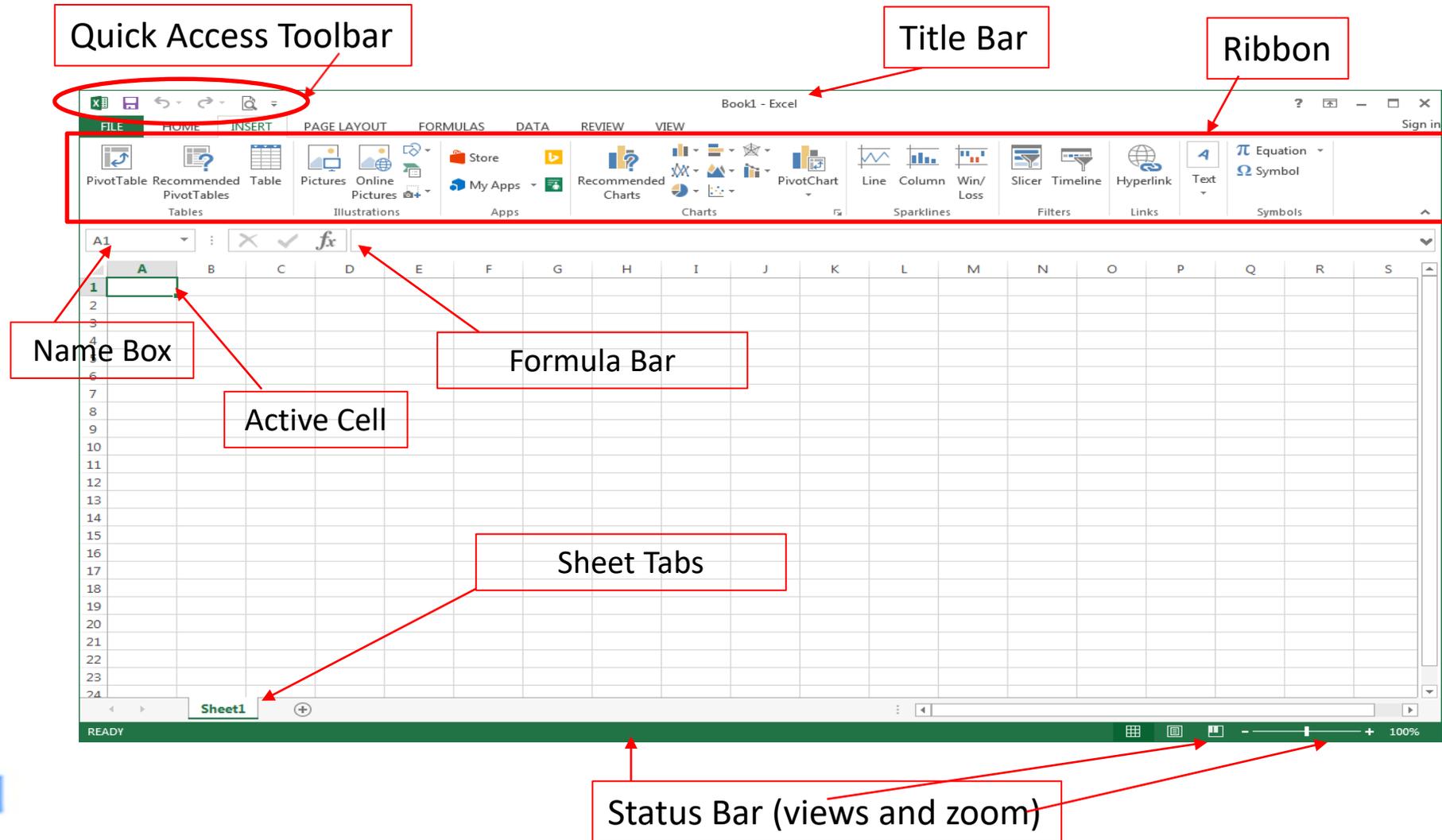
1. Assess your knowledge of Microsoft Excel
2. Open a Workbook in Microsoft Excel
3. Practice navigating around a workbook
4. Practice navigating around a sheet
5. Locating cells and entering data
6. Formatting and aligning cells
7. Undo and Redo

Open Microsoft Excel

- Where do you find the **icon**?
- Click on the **MS Excel** Icon
- Click on '**Blank workbook**'.



Parts of Microsoft (MS) Excel Screen





Navigating a Workbook

1. Open the Excel Workbook on your desktop named *“Cell Phone Workbook”*
2. Locate the sheet tabs on the bottom left of screen
3. Add a new sheet (sheet4) by clicking the *“New Sheet”* button
4. Double click on *“sheet1”* and rename it by typing *“Cell Phone Minutes”*, then click anywhere on the sheet to enter the name
5. Right click on the *“Cell Phone Minutes”* sheet to change the sheet tab color to yellow



Navigating a Sheet

1. Columns are named for the letter at the top of the column
Rows are named for the number at the left edge of the row
Cells are where columns and rows meet and are named by the column and the row e.g. A1, B3, C12
2. Use your mouse or track pad to activate (highlight) cell C4
3. Use the arrow keys on your keyboard to move around the sheet
4. Type in D8 in the Name Box and hit enter to jump to that cell
5. Use 'CTRL + any arrow key' to jump to the top, bottom, left and right edges of a sheet

Hover on the Home ribbon and find the following:

- **Font Group**

- Default style is Calibri and default text size is 11

- **Formatting tools**

- Bold (Ctrl +B)
- Italic (Ctrl + I)
- Underline (Ctrl +U)
- Fill Color
- Font Color





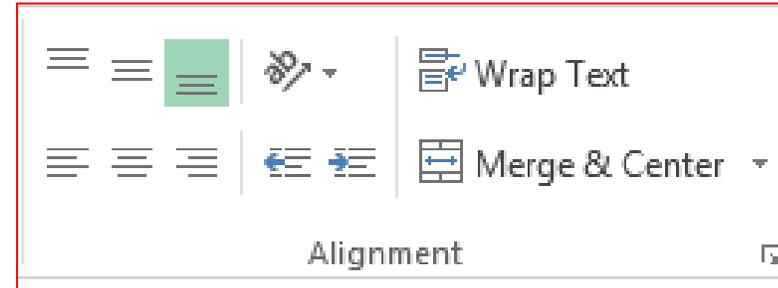
Formatting Practice

1. Highlight cells B3 through E3, then click the '**Bold**' tool on the ribbon.
2. Highlight the entire column A, then change the **font color** to **blue**.
3. Highlight the entire row 3, then change the **font color** to **blue**.
4. Highlight the entire sheet (CTRL + A), then change the **font size** to 14.

Hover on the Home ribbon
and find the following:

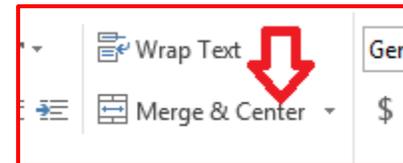
- **Alignment Group**

- Align Left
- Center Align
- Align Right
- Wrap Text
- Merge & Center



Alignment Practice

1. Highlight cells B3 through E3, then click the **'Align Right'** tool on the ribbon.
2. Highlight cells B3 through E16, then click the **'Center Align'** tool.
3. Highlight cells A1 through E1, then click the **'Merge & Center'** tool on the ribbon.



4. Then change the newly merged cells font size to 18.

Hover on the Quick Access Toolbar and find the following:

- **Quick Access**

- Save

- Undo

- Redo



- Now click back to the Home Ribbon and choose a tool off the ribbon to right click on and add it to the Quick Access Toolbar.



Undo and Redo Practice

1. Change the cell contents for Mary's December total from 50 to 80.
2. Change the cell contents for John's January total from 200 to 220.
3. Click the **UNDO** tool on the Quick Access Toolbar to “step back in time: one step at a time”.
4. Click the **REDO (Repeat)** tool on the Quick Access Toolbar to “step forward in time: one step at a time”.



Save your Document

1. Click on **file**.
2. Click on **save as** in the left hand menu.
3. Click on **computer**.
4. Click on **desktop**.
5. Give your document your name and type it in the **file name** box.
6. Click on **save**.



Questions?

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions?

Homework

1. Go to:
 - <http://www.gcflearnfree.org/excel2013/4>
 - Read and click through the 6 screens of this lesson
 - Watch the video on screen 1
 - About 15 minutes
 - Write down 3 things you learned about Excel



Vocabulary

1. **Microsoft (MS) Excel** – create a workbook
2. **Sheet Tabs** – each workbook is made up of one or more “sheets”
3. **Title Bar** – shows the “title” of your workbook
4. **Quick Access Toolbar** – Save, Undo, Redo
5. **Ribbon** – quick access to workbook editing tools
6. **Name Box** – displays the location, or "name" of a selected cell
7. **Formula Bar** – where you enter or edit data or a formula that will appear in a specific cell
8. **Column** – group of cells that runs from the top of the page to the bottom identified by letters
9. **Row** – group of cells that runs from the left of the page to the right identified by numbers
10. **Cell** – The rectangle where at the intersection of a row and a column
11. **Status Bar** (views and zoom) – your view of the workbook
12. **Ctrl + Arrow Key** – takes you top, bottom, left edge or right edge of sheet
13. **Scroll Bar** on right of screen – move up and down within a sheet
14. **Font** – the printed “style” of your text
15. **Undo/Redo** – reverse a change to a sheet/repeat a previous change
16. **Formatting** – change the appearance of text in a cell(s) (Bold, Italic, Size, Color, etc.)
17. **Alignment** – when all of the text “lines up” the same (left, center, right)
18. **Text Wrap** – when the contents of a cell roll to a second line to fit in the cell
19. **Merge & Center** – allows you to combine the contents of two or more cells into one cell

Notes to Teachers:

1. Make sure each student has his/her file open from the previous class “(student name).xlsx”.
2. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.

Microsoft Excel – Part 2



Your teachers are:



Review

- Did you do your homework? Was it too easy, too difficult, or just right?
- Turn to your partner and discuss the 3 things you learned from your homework assignment.

Vocabulary Review Quiz

Which answer describes the “FORMULA BAR”?

- A) Shows the “title” of your workbook
- B) Toolbar at the very top of the screen with tools like Save, Undo, Redo
- C) The location, or “name” of a selected cell
- D) Where you enter or edit data or a formula that will appear in a specific cell

Which answer describes a “ROW”?

- A) Group of cells that go from the top of the page to the bottom identified by letters
- B) Group of cells that go from the left of the page to the right identified by numbers
- C) The rectangle at the intersection of a row and a column
- D) Group of cells that run diagonally from top-left to bottom-right

Which answer describes “MERGE & CENTER”?

- A) When you reverse a change to a sheet or repeat a previous change
- B) When all of the text “lines up” on the left edge of the cell
- C) When the contents of a cell roll to a second line to fit in the cell
- D) A tool that allows you to combine the contents of two or more cells into one cell



Today's Goals

1. Entering data in cells
2. Selecting individual cells and cell ranges
3. Formatting cells using the Numbers tools
4. Resizing columns and rows
5. Insert and delete columns and rows
6. 'Copy & Paste' and 'Cut & Paste'

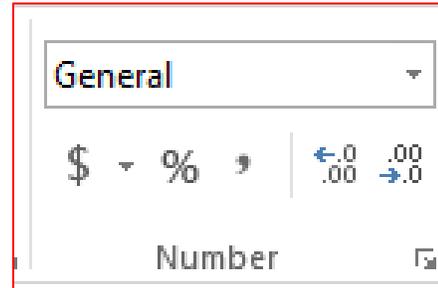


Selecting Cells and Entering Data Practice

1. Select (highlight) cell F2, then type in “Cost:”.
2. Select cell G2, then type in “.08”. Explain that this is the cost (8 cents) per minute that we will use later on in the course to calculate the dollar amounts.
3. You can see more formatting options by clicking the drop-down box arrow in the Numbers Group of the ribbon.

Hover on the Home Ribbon and find the following:

- **Number Group**
 - Currency Format
 - Percentage Format
 - Remove Decimal Place
 - Add Decimal Place





More Formatting Practice

1. Highlight cell G2, then click the Currency format tool (\$) tool on the ribbon.
2. Increase or decrease decimal positions using the “.0←.00” and “0.→00” tools on the ribbon.
3. You can see more formatting options by clicking the drop-down box arrow in the Numbers Group of the ribbon.



Resizing Columns & Rows Practice

1. Increase the width of column F by moving your pointer between columns F and G until you see the “← | →” symbol, then click and hold the mouse button down as you drag to the right.
2. Increase the height of Row 1 by moving your pointer between rows 1 and 2 until you see the “← | →” symbol, then click and hold the mouse button down as you drag down.
3. Auto-fit column G to the largest item in the column by moving your pointer between columns G and H until you see the “← | →” symbol, then double-click your mouse.



Insert & Delete ~ Rows & Columns Practice

1. Insert a column by clicking on the column header for column C and clicking 'insert' on the ribbon.
2. Delete a column by clicking the new empty column C header and clicking 'delete' on the ribbon.
3. Insert a row by clicking on the row header for row 8 and clicking 'insert' on the ribbon.
4. Delete a row by clicking the new empty row 8 header and clicking 'delete' on the ribbon.



'Copy & Paste' and 'Cut & Paste' Practice

1. **Copy & paste** by selecting cells A4 through A15 then clicking the 'copy' button on the ribbon. Then click on cell A20 and click the 'paste' button on the ribbon.
2. **Cut & paste** by selecting cells B3 through E3 then clicking the 'cut' button on the ribbon. Then click on cell B19 and click the 'paste' button on the ribbon.
3. **Copy & paste** is like creating a duplicate, while **cut & paste** is like moving the contents of the cells.
4. Copy the cells B19 through E19 and paste to cell B3.



Save your Document

1. Click on **Save** on the Quick Access Toolbar. Save just replaces the old version in the same location with the same name. **Save As** allows you to change the name or location of the file.



Questions???

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions???

Homework

1. Go to:
 - <http://www.gcflearnfree.org/excel2013/7>
 - Read and click through the 6 screens of this lesson
 - Watch the video on screen 1
 - About 15 minutes
2. Go to:
 - <http://www.gcflearnfree.org/excel2013/8>
 - Read and click through the 6 screens of this lesson
 - Watch the video on screen 1
 - About 15 minutes
3. Write down 3 things you learned about columns, rows and cells



Vocabulary

1. **Selecting Cells** – an action that allows you to make a cell or group of cells active for any future action.
2. **Highlighting Cells** – (same as Selecting Cells – see above)
3. **Number Group** – section of the HOME ribbon that allows for quick formatting of numbers using pre-set formats
4. **Currency Format Tool** – symbolized as a ‘\$’ on the ribbon, makes all selected cells turn to a money format
5. **Column and Row Resizing** – when a column or row is manually dragged to make larger or smaller using the “← | →” resize symbol that appears between column or row headings
6. **Auto-Fit Column or Row** – the action of double-clicking when on the resize symbol that automatically fits the column or row to the largest item in that column or row
7. **Insert Column or Row** – the action of adding an empty column or row to a sheet by selecting the adjacent column or row and clicking the insert button on the ribbon. Columns insert to the left of the column selected and rows insert above the row selected
8. **Delete Column or Row** - the action of removing a column or row on a sheet by selecting the column or row and clicking the delete button on the ribbon. All contents of the cells in the column or row deleted will also be deleted
9. **Copy & Paste** – a two step action that allows for the duplication of one or more cell contents to another location in the workbook. The original location (copied cells) will still have the original contents
10. **Cut & Paste** – a two step action that allows for the moving of one or more cell contents to another location in the workbook. The original location (cut cells) will now be empty

Notes to Teachers:

1. Make sure each student has his/her file open from the previous class “(student name).xlsx”.
2. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.

Microsoft Excel – Part 2



Your teachers are:



Review

- Did you do your homework? Was it too easy, too difficult, or just right?
- Turn to your partner and discuss the 3 things you learned from your homework assignment.

Vocabulary Review Quiz

Which answer describes the “FORMULA BAR”?

- A) Shows the “title” of your workbook
- B) Toolbar at the very top of the screen with tools like Save, Undo, Redo
- C) The location, or “name” of a selected cell
- D) Where you enter or edit data or a formula that will appear in a specific cell

Which answer describes a “ROW”?

- A) Group of cells that go from the top of the page to the bottom identified by letters
- B) Group of cells that go from the left of the page to the right identified by numbers
- C) The rectangle at the intersection of a row and a column
- D) Group of cells that run diagonally from top-left to bottom-right

Which answer describes “MERGE & CENTER”?

- A) When you reverse a change to a sheet or repeat a previous change
- B) When all of the text “lines up” on the left edge of the cell
- C) When the contents of a cell roll to a second line to fit in the cell
- D) A tool that allows you to combine the contents of two or more cells into one cell



Today's Goals

1. Entering data in cells
2. Selecting individual cells and cell ranges
3. Formatting cells using the Numbers tools
4. Resizing columns and rows
5. Insert and delete columns and rows
6. 'Copy & Paste' and 'Cut & Paste'

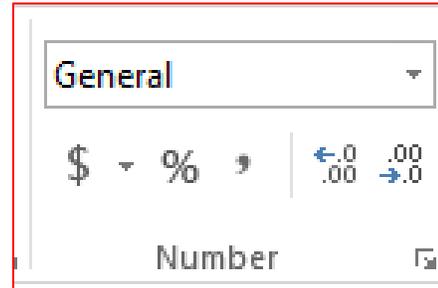


Selecting Cells and Entering Data Practice

1. Select (highlight) cell F2, then type in “Cost:”.
2. Select cell G2, then type in “.08”. Explain that this is the cost (8 cents) per minute that we will use later on in the course to calculate the dollar amounts.
3. You can see more formatting options by clicking the drop-down box arrow in the Numbers Group of the ribbon.

Hover on the Home Ribbon and find the following:

- **Number Group**
 - Currency Format
 - Percentage Format
 - Remove Decimal Place
 - Add Decimal Place





More Formatting Practice

1. Highlight cell G2, then click the Currency format tool (\$) tool on the ribbon.
2. Increase or decrease decimal positions using the “.0←.00” and “0.→00” tools on the ribbon.
3. You can see more formatting options by clicking the drop-down box arrow in the Numbers Group of the ribbon.



Resizing Columns & Rows Practice

1. Increase the width of column F by moving your pointer between columns F and G until you see the “← | →” symbol, then click and hold the mouse button down as you drag to the right.
2. Increase the height of Row 1 by moving your pointer between rows 1 and 2 until you see the “← | →” symbol, then click and hold the mouse button down as you drag down.
3. Auto-fit column G to the largest item in the column by moving your pointer between columns G and H until you see the “← | →” symbol, then double-click your mouse.



Insert & Delete ~ Rows & Columns Practice

1. Insert a column by clicking on the column header for column C and clicking 'insert' on the ribbon.
2. Delete a column by clicking the new empty column C header and clicking 'delete' on the ribbon.
3. Insert a row by clicking on the row header for row 8 and clicking 'insert' on the ribbon.
4. Delete a row by clicking the new empty row 8 header and clicking 'delete' on the ribbon.



'Copy & Paste' and 'Cut & Paste' Practice

1. **Copy & paste** by selecting cells A4 through A15 then clicking the 'copy' button on the ribbon. Then click on cell A20 and click the 'paste' button on the ribbon.
2. **Cut & paste** by selecting cells B3 through E3 then clicking the 'cut' button on the ribbon. Then click on cell B19 and click the 'paste' button on the ribbon.
3. **Copy & paste** is like creating a duplicate, while **cut & paste** is like moving the contents of the cells.
4. Copy the cells B19 through E19 and paste to cell B3.



Save your Document

1. Click on **Save** on the Quick Access Toolbar. Save just replaces the old version in the same location with the same name. **Save As** allows you to change the name or location of the file.



Questions???

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions???

Homework

1. Go to:
 - <http://www.gcfllearnfree.org/excel2013/7>
 - Read and click through the 6 screens of this lesson
 - Watch the video on screen 1
 - About 15 minutes
2. Go to:
 - <http://www.gcfllearnfree.org/excel2013/8>
 - Read and click through the 6 screens of this lesson
 - Watch the video on screen 1
 - About 15 minutes
3. Write down 3 things you learned about columns, rows and cells



Vocabulary

1. **Selecting Cells** – an action that allows you to make a cell or group of cells active for any future action.
2. **Highlighting Cells** – (same as Selecting Cells – see above)
3. **Number Group** – section of the HOME ribbon that allows for quick formatting of numbers using pre-set formats
4. **Currency Format Tool** – symbolized as a ‘\$’ on the ribbon, makes all selected cells turn to a money format
5. **Column and Row Resizing** – when a column or row is manually dragged to make larger or smaller using the “← | →” resize symbol that appears between column or row headings
6. **Auto-Fit Column or Row** – the action of double-clicking when on the resize symbol that automatically fits the column or row to the largest item in that column or row
7. **Insert Column or Row** – the action of adding an empty column or row to a sheet by selecting the adjacent column or row and clicking the insert button on the ribbon. Columns insert to the left of the column selected and rows insert above the row selected
8. **Delete Column or Row** - the action of removing a column or row on a sheet by selecting the column or row and clicking the delete button on the ribbon. All contents of the cells in the column or row deleted will also be deleted
9. **Copy & Paste** – a two step action that allows for the duplication of one or more cell contents to another location in the workbook. The original location (copied cells) will still have the original contents
10. **Cut & Paste** – a two step action that allows for the moving of one or more cell contents to another location in the workbook. The original location (cut cells) will now be empty

Notes to Teachers:

1. Make sure each student has his/her file open from the previous class “(student name).xlsx”.
2. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.
3. Relative and Absolute referencing can be a difficult concept for students to understand, so take your time and repeat that part of the lesson if necessary.

Microsoft Excel – Part 3



Your teachers are:



Review

- Did you do your homework? Was it too easy, too difficult, or just right?
- Turn to your partner and discuss the 3 things you learned from your homework assignment.

Vocabulary Review Quiz

Which is the symbol for “COLUMN AND ROW RESIZING”?

A) $\leftarrow | \rightarrow$

B) \$

C) f_x

D) Σ

Which answer describes “CUT & PASTE”?

A) A tool that allows you to automatically sum up a column of numbers

B) A two step action that allows for the duplication of one or more cell contents to another location in the workbook. The original location will still have the original contents

C) A two step action that allows for the moving of one or more cell contents to another location in the workbook. The original location will now be empty

D) When cells are merged into one cell

Which is another way of saying “SELECTING CELLS”?

A) Deleting Cells

B) Highlighting Cells

C) Shading Cells

D) Bolding Cells

Today's Goals

1. Sorting data
2. AutoSum function
3. Entering basic formulas
4. Auto Fill



Sorting Data Practice

1. **Sort** by clicking on the '**sheet2**' tab, then click on any cell in column A (last name) and click on the '**Sort & Filter**' button on the ribbon. Then click '**Sort A-Z**'. This is a "simple sort" (one column only).
2. Sort by clicking on any cell in column F (ZIP code) and click on the '**Sort & Filter**' tool on the ribbon. Then click '**Sort Z-A**' ('Largest to Smallest'). This sorts all the rows by the ZIP code column in descending numerical order.
3. Do a 'custom sort' (more than one column) by clicking on any cell in column A and click on the '**Sort & Filter**' button on the ribbon. Then click '**Custom Sort**'. This option first sorts all the rows by the sort-by column, then you can 'Add Levels' for secondary sorts. Try sorting by City, then by ZIP code.

* Important: Now click back to the '**Cell Phone Minutes**' sheet tab



AutoSum Practice

1. Highlight cell B16, then click the **AutoSum** function tool “ Σ ”.
2. Enter the AutoSum function by typing it in. Click on cell C16, then type “=SUM(C4:C15)”.
3. Copy and paste the formula in cell C16 to cell D16 using the Copy and Paste Tools on the Home Ribbon.
4. The **Average** function works similar to the AutoSum function using the ribbon.



Preparing for Formulas

1. A quick refresher lesson on the **Order of Operations** in relation to basic math principles:
 1. Parentheses
 2. Exponents
 3. Multiplication & Division (left to right)
 4. Addition & Subtraction (left to right)
2. Operators: **+** is addition **-** is subtraction ***** is multiply **/** is division
3. A video on the 'Order of Operations' in Excel:
https://www.youtube.com/watch?feature=player_embedded&v=J7Odynlr-Og



Entering Formula Practice

1. Enter a **formula** by clicking in cell E4, then type “=B4+C4+D4” and hit enter. ALL formulas must start with the equal sign.
2. The formula recalculates automatically by changing the number in cell D4 from 440 to 430.
3. Create a formula that multiplies the 8 cents per minute by the number of minutes used. Click on cell B20 and type “=B4*\$G\$2”. The \$ in front of the G and the 2 is called **absolute referencing** which tells Excel to ‘Freeze’ that cell reference when the formula is copied.
4. A video on Relative/Absolute referencing:
https://www.youtube.com/watch?feature=player_embedded&v=U6KdFSNaDVE



Auto Fill Practice

1. Highlight the group of cells E4 through E16, then click the **Fill** tool on the ribbon, then click the **Down** option.
2. By clicking on any of the cells from E5 through E16, you can see that the Auto Fill tool uses **Relative addressing** where the cell references 'move' or change with the copying (filling) of the formulas down the column.
3. You can fill down a column by clicking on the bottom right hand corner (**Fill Handle**) of the original cell (E4), and click and hold the mouse button as you drag the selection down to cell E16.

More Copy & Paste

1. Highlight cell B20 and click the **Copy** tool on the Home ribbon. Then highlight cells B20 through E32 and click the **Paste (Clipboard)** tool on the Home ribbon.

When you complete the copy-paste it should look like this...

		John	Mary	Kate	Totals
20	Jan	\$ 17.60	\$ 12.00	\$ 34.40	\$ 64.00
21	Feb	\$ 22.40	\$ 14.00	\$ 33.60	\$ 70.00
22	Mar	\$ 20.00	\$ 12.80	\$ 28.80	\$ 61.60
23	Apr	\$ 24.00	\$ 11.60	\$ 23.20	\$ 58.80
24	May	\$ 25.60	\$ 6.40	\$ 17.60	\$ 49.60
25	Jun	\$ 30.40	\$ 4.40	\$ 14.00	\$ 48.80
26	Jul	\$ 36.00	\$ 2.00	\$ 12.40	\$ 50.40
27	Aug	\$ 35.20	\$ 3.20	\$ 15.60	\$ 54.00
28	Sep	\$ 27.20	\$ 13.20	\$ 27.20	\$ 67.60
29	Oct	\$ 23.20	\$ 11.60	\$ 31.20	\$ 66.00
30	Nov	\$ 17.60	\$ 12.80	\$ 30.40	\$ 60.80
31	Dec	\$ 16.80	\$ 6.40	\$ 18.40	\$ 41.60
32	Totals	\$ 296.00	\$ 110.40	\$ 286.80	\$ 693.20



Save your Document

1. Click on **Save** on the Quick Access Toolbar.



Questions???

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions???

Homework

1. Go to:
 - <http://www.gcflearnfree.org/excel2013/13>
 - Read and click through the 4 screens of this lesson
 - Watch the video on screen 1
 - About 15 minutes
2. Go to:
 - <http://www.gcflearnfree.org/excel2013/18>
 - Read and click through the 4 screens of this lesson
 - Watch the video on screen 1
 - About 15 minutes
3. Write down 3 things you learned about Excel formulas



Vocabulary

1. **Simple Sort** – Sorting rows of data using one column as the sort field
2. **Custom Sort** – Sorting rows of data using multiple columns as the sort fields
3. **Primary Sort Field** – A column (field) that is sorted first
4. **Secondary Sort Field** – A subsequent sort field (column) that is sorted on after the primary sort
5. **Formula** – A mathematical statement used to calculate a value. A formula always starts with the “=”
6. **Order of Operations** – the set order followed by Excel when it evaluates formulas containing more than one mathematical operator
7. **Function** – A pre-defined formula that is comprised of a name and a set of arguments
8. **AutoSum** – On the home ribbon, a shortcut that automatically generates a SUM function in the active cell
9. **Average Function** – A function that returns the average of the range of cells provided
10. **Relative Addressing** – In a formula, the address of a cell based on the relative position of the cell that contains the formula and the cell referred to. If you copy the formula, the reference automatically adjusts. A relative reference takes the form A1
11. **Absolute Addressing** – In a formula, any cell reference that requires a static (non-changing) cell reference. If you copy the formula, the cell reference does NOT change. An absolute reference takes the form \$A\$1
12. **Fill Tool** – On the home ribbon, a tool that copies the contents of a cell to adjacent cells
13. **Fill Handle** – The solid square in the lower-right corner of a selected cell that is dragged to copy the contents of a cell to adjacent cells

Notes to Teachers:

1. Make sure each student has his/her file open from the previous class “(student name).xlsx”.
2. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.
3. The final homework project is optional, and should be assigned based on the teacher(s) feel for the demonstrated ability of the class throughout the 4 modules. If you decide not to assign the project, remove slide #14 from this presentation.

Microsoft Excel – Part 4



Your teachers are:



Review

- Did you do your homework? Was it too easy, too difficult, or just right?
- Turn to your partner and discuss the 3 things you learned from your homework assignment.

Vocabulary Review Quiz

Which answer describes a “SECONDARY SORT FIELD”?

- A) Sorting rows of data using one column as the sort field
- B) Sorting rows of data using multiple columns as the sort fields
- C) A column (field) that is sorted first
- D) A subsequent sort field (column) that is sorted on after the primary sort

Which answer describes a “FUNCTION”?

- A) A mathematical statement used to calculate a value that always starts with the “=”
- B) The set order followed by Excel when it evaluates formulas containing more than one mathematical operator
- C) A pre-defined formula that has a name and a set of arguments
- D) On the home ribbon, a shortcut that automatically generates a SUM function in the active cell

Which type of cell referencing uses dollar signs to create static (non-changing) cell references in a formula?

- A) Absolute Addressing
- B) Continuous Addressing
- C) Relative Addressing
- D) Auto Addressing



Today's Goals

1. Creating charts from data
2. Setting the Print Area
3. Changing the Page Orientation
4. Save As and Re-Naming a workbook
5. Close Excel



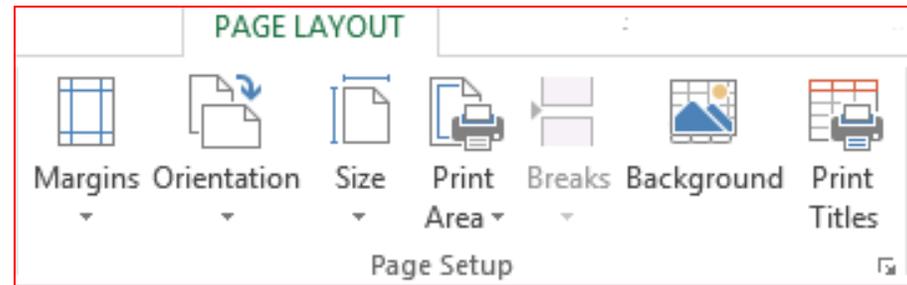
Charting Practice

1. **Create a Chart** by highlighting cells A3 through D15 (don't select totals), then open the 'INSERT' ribbon. In the 'Charts' group of the ribbon click on the 'Insert Column Chart' tool and choose '2-D Column'. A column chart will automatically appear. You can move the chart around the sheet by clicking and dragging. Charts exist on-top-of the cell grid and not within a single cell.
2. **Resize** the chart by clicking and dragging on one of the corner 'handles' of the chart area when the chart is selected.
3. The data is 'tied' to the chart. So, by changing a few of the numbers you can see how the chart columns will adjust in real-time.
4. Click on the '**Format**' ribbon then select parts of the chart to customize like colors, alignment, etc.

Hover on the Page Layout ribbon
and find the following:

- **Page Setup Group**

- Margins
- Orientation
- Print Area





Print Area Setting Practice

1. Move and resize the chart so that it fits **on top of** the column range of F through L.
2. **Set the Print Area** by selecting cells A1 through L17, then click on the **Page Layout ribbon** and then click the '**Print Area**' tool and choose '**Set Print Area**'.
3. When you want to include objects like charts or pictures in your print area, you must set the print area to include all of the cells **BEHIND** the object.

Page Orientation Practice

1. **Select the Page Orientation** for printing by clicking on the **Page Layout ribbon** and then click the **'Orientation'** tool and choose **'Landscape'**.
2. The orientation terms come from the world of fine art. **Portrait** orientation is taller than it is wide, like the famous portrait painting: Mona Lisa. And **Landscape** orientation is wider than it is tall, like a beautiful sunset landscape painting.

Portrait



Landscape





Save as and Re-Naming Practice

1. Save a copy of the current workbook with a different name, by clicking on the **'File'** tab and choosing **'Save As'**. Change the file name field to "*Final (student's name)*". Save the workbook in the same folder as your original file.
2. The first time you save a workbook or if you are going to rename a 2nd copy of a workbook, you should use the **SAVE AS** option. If you just want to update an existing workbook that you made changes to, then you can use the **SAVE** option and you won't be prompted for the file name. It will just save the file instantly.



Closing Excel Practice

1. Close the program after you have saved it by clicking the “X” in the upper right-hand corner of the screen.



Questions???

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions???



Vocabulary

1. **Charts** – Graphic visualizations produced from data
2. **Page Layout** – A specific ribbon with tools for setting up the page up for printing
3. **Print Area** – The cell range selected and set to limit the printed area of a sheet
4. **Orientation** – The direction in which a document is displayed or printed
5. **Portrait** – A page orientation which is vertical, where the printed page will be taller than the width
6. **Landscape** – A page orientation which is horizontal, where the page is wider than the height
7. **Save As** – When saving a workbook in which you are asked to enter a file name, type and location
8. **Save** – When saving a workbook with no prompts which re-saves the existing file name
9. **Close** – When you shut down the program by clicking on the “X” in the upper right hand corner

Final Take-Home Assignment

1. Create your own Excel workbook that includes formulas, formatting, and other topics you learned in class.

Choose one idea from:

- A home budget with all your monthly expenses
 - A soccer team workbook with names, goals, penalties, etc. *You can find a real team and player names on the Internet*
 - An idea of your own
2. Once completed, email the workbook to your instructor.



Congratulations!

You have **completed** the *Excel Basics Course*



Notes to Teachers:

1. Ensure that all students have an **email account** before class. Prior to class make sure that students know and have confirmed their email address and password. Maybe a class registration requirement should be an email from the student to the teacher.
2. You may want to give the *NorthStar Social Media assessment* before doing these lessons.
3. Certificates for assessments must be issued through an approved proctoring site/agency.
4. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.

Social Media – Part 1



Your teachers are:

Today's Goals

1. Assess your knowledge of social media
2. Understand differences between Facebook, Twitter, & LinkedIn
3. Creating an account
4. Importance of trust on social media
5. Privacy settings
6. Uploading photos
7. Appropriate photos

Social Media

Definition:

Electronic communication (websites for social networking) where users create online communities to share information, ideas, personal messages, and other content.

Examples: photos, videos, etc.

Different Social Media Sites

Three of the most popular social media websites in the world:



The world's largest social networking site that connects "Friends"



A professional networking site used by many people for jobs and careers



A social network site where people communicate through short updates called "Tweets"

Creating an Account

Setting up a social media account is free and requires you to enter some basic information like: email, password, and name

If you don't have any social media accounts, please go to the area of the classroom for the site you would like to join:

Go to the **back of the room** to create an account on:



Go to the **middle of the room** to create an account on:



Go to the **front of the room** to create an account on:



Creating an Account

facebook

Video link for **setting up a *Facebook* account:**

https://www.youtube.com/watch?v=KR_xVgt9iZk

twitter

Video link for **setting up a *Twitter* account:**

<https://www.youtube.com/watch?v=LeVeR7regTY>

LinkedIn

Video link for **setting up a *LinkedIn* account:**

https://www.youtube.com/watch?v=HSNVa_hYID0

Trust

Social Media websites are designed to try and help you connect with many people. Knowing which people to trust is probably the most important part of using social media.

The following slide will list some people that have asked you to be their **“Friend” on *Facebook*** or to **“Connect” on *LinkedIn***.

Let’s look at some examples and you decide if you should accept their request...

Trust

Raise your hand if you would accept a request from ...



Your spouse



A person with the same last name, that you don't know



Someone you don't know, but is friendly looking



Your best friend



A very attractive person, in a swimsuit, that you don't know



Someone you used to work with, but haven't seen in years

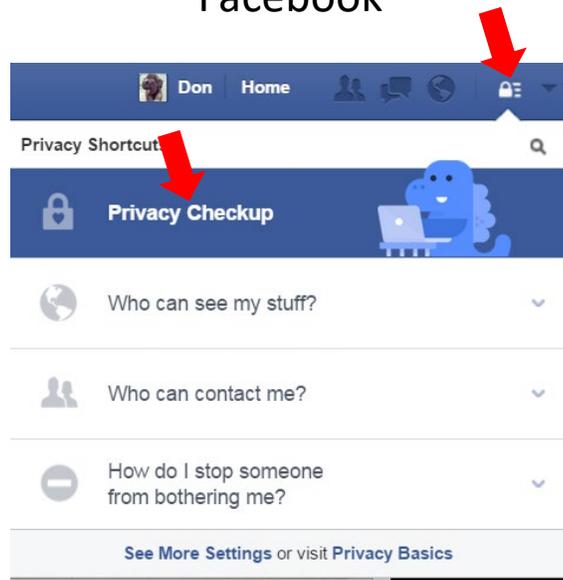
What are some examples of why you would or wouldn't want to connect/friend this person?

Privacy Settings

Facebook, LinkedIn, and Twitter privacy settings can be accessed in the following locations of each website:

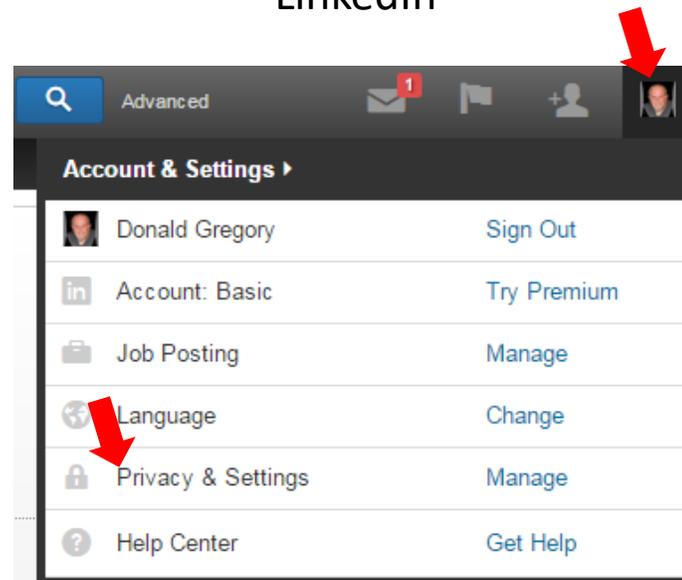
First you click on the padlock icon, Then click on the "Privacy Checkup"

Facebook



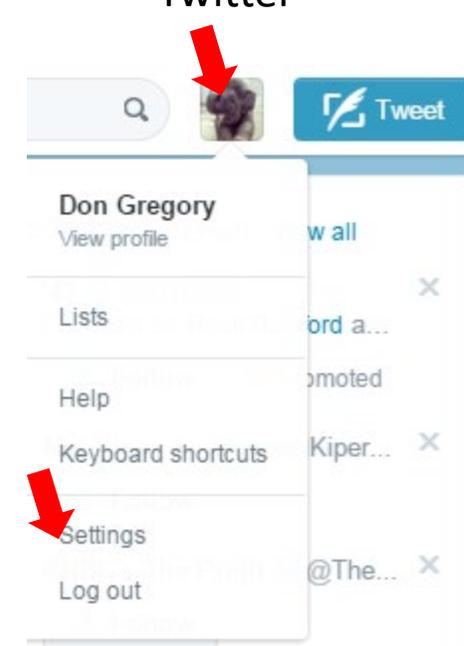
First you click on your profile icon/photo, Then click on the "Privacy & Settings"

LinkedIn



First you click on your profile photo, Then click on the "Settings"

Twitter



Privacy Settings

In Facebook, there are four settings that allow others to see or not see your information. These settings can be different for each item in your personal profile (Current City, Employer, etc.)

- **Public** ... Anyone on Facebook can see your information
- **Friends** ... Only people you have agreed to be friends with can see your information
- **Only Me** ... Only you can see your information
- **Custom** ... Allows you to customize your privacy settings

The following slide will ask you to set some privacy settings based on who you want to give access to your information:

Employer: Walmart Inc.

Which setting do you use if you only want yourself to be able to see this information:

- Public Friends Only Me Custom
-

Current City: Providence, RI

Which setting do you use if you want everyone on Facebook to see this information:

- Public Friends Only Me Custom
-

Relationship Status: Single

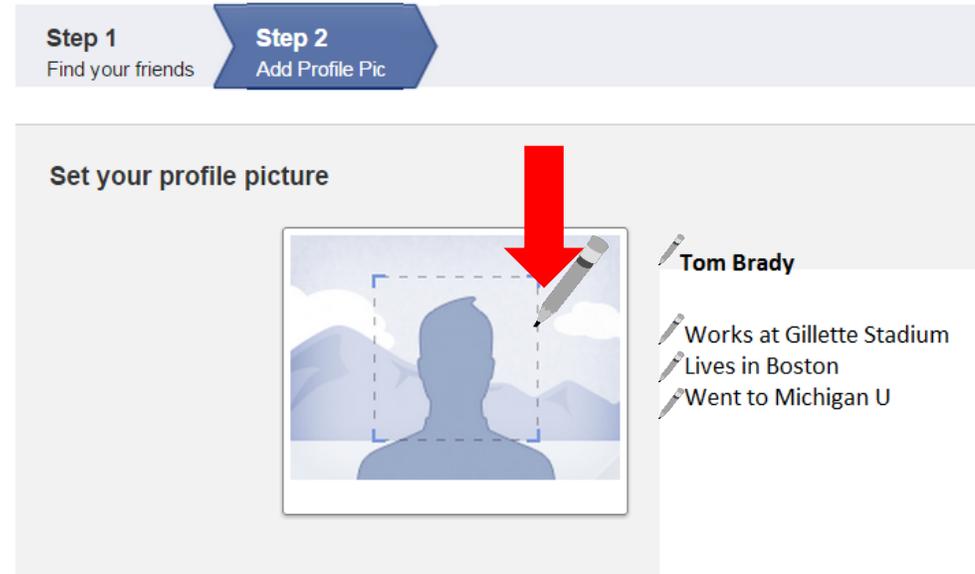
Which setting do you use if you want only people you have agreed to connect with on Facebook to see this information:

- Public Friends Only Me Custom

Uploading a Photo

All Social Media websites encourage you to use a ***Profile Picture*** on your page. Although optional, it is recommended that you do include a respectful and professional looking photo.

Where do you click to add a Profile Picture?



Appropriate Photos

Using professional/respectful photos on ALL of your Social Media sites is very important. If you are looking for a job than your ***LinkedIn* profile picture** should show you to be a clean, well groomed, responsible, and professional person.

Remember that your employer and other public agencies can view your ***Facebook and Twitter* profile pictures**, so don't use any photo that could jeopardize your job or your personal reputation.

The following slide will show you several possible profile pictures, you decide which ones you would use on Facebook...

Appropriate Photos

Raise your hand if you would use this style of photo as your Facebook profile picture:





Questions?

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions?

Homework

1. Video Review:

- Watch this short YouTube video about **LinkedIn**:
<http://youtu.be/ZVIUwwgOfKw>
- Watch this short YouTube video about **Twitter**:
http://youtu.be/D_4ZgGTJAJ8 (that is not a space, but an underscore “_”)
- Watch this short YouTube video about **Facebook Privacy**:
<http://youtu.be/emzaUABF2WU>
- Write down three things (one from each video) that you learned from watching the three videos



Vocabulary

1. **Social Media** – Electronic communication (websites for social networking) through which users create online communities to share information, ideas, personal messages, and other content
2. **Facebook** – The world’s largest social networking site that connects “Friends”
3. **LinkedIn** – A professional networking site used by many people for jobs and careers
4. **Twitter** – A networking site where people communicate through short updates called “Tweets”
5. **Friend** – A Facebook contact that both you and the other person have agreed to share information
6. **Connection** – A contact, that both you and the other person have agreed to connect. This includes 1st-degree connections on LinkedIn, contacts you've synced from other sources and LinkedIn profiles you've saved. You can contact these people through email or messages on LinkedIn. A 2nd-degree connection is a contact of one of your contacts
7. **Following** – A Twitter term to identify someone that you choose to follow their Tweets
8. **Follower** – A Twitter term to identify someone that has chosen to follow your Tweets
9. **Hashtag** – a word or phrase preceded by a hash or pound sign (#) and used to identify messages on a specific topic (mostly used on Twitter)
10. **Trust** – a measure of confidence that a person will behave in an expected manner, despite the lack of ability to monitor or control the environment in which he/she operates.
11. **Privacy Settings** – the part of a social networking website, internet browser, piece of software, etc. that allows you to control who sees information about you
12. **Account Profile** – Basic information about you on a social networking site
13. **Profile Picture** – A photo that is included in your social media profile that is visible to the public
14. **Appropriate Photos** – A photo posted on social media that reflects positively on you and would not jeopardize your employment or personal reputation

Notes to Teachers:

1. This section of “Social Media” is slanted heavily toward Facebook, so if any students chose LinkedIn or Twitter as the account to create in the previous class, you may want to give a brief overview of the Facebook screen and basic concepts of the site.
2. A vocabulary list is included on last slide. You may want to print this on 8.5 x 11 paper so you and students can refer to it during the lesson.

Social Media – Part 2



Your teachers are:



Review

- Did you do your homework? Was it too easy, too difficult, or just right?
- Turn to your partner and discuss the 3 things you learned from your homework assignment.

Vocabulary Review Quiz

Which answer describes “LINKEDIN”?

- A) The world’s largest social networking site that connects “Friends”
- B) A professional networking site used by many people for jobs and careers
- C) A networking site where people communicate through short updates called “Tweets”
- D) A social media site where users “pin” pictures onto “boards” to share favorite photos

Which answer describes a “FRIEND” on social media?

- A) A Facebook contact that both you and the other person have agreed to share information
- B) A 2nd-degree connection is a contact of one of your contacts
- C) A term to identify someone that you choose to follow their Tweets
- D) A term to identify someone that has chosen to follow your Tweets

Which answer describes an “APPROPRIATE PROFILE PHOTO”?

- A) Any photo that is included in your social media profile that is visible to the public
- B) A photo of you with an empty bottle of whiskey
- C) A photo posted on social media that reflects positively on you and would not jeopardize your employment or personal reputation

Today's Goals

1. Identifying validity of Information Requests
2. “Likes” on Facebook
3. Private Messaging
4. Posting on Facebook
5. Sharing posts on Facebook
6. Understanding what “Public” really means
7. Reminder: Appropriate Profile Pictures

Information Requests

When using social media sites, you will often receive messages, posts, emails, and other communications that are requesting permission to access your information, or requests for you to enter information.

Great care should be taken in accepting these requests.

The following slides show some examples of information requests.

Information Request #1

Raise your hand if you would CLICK TO TAKE THE SURVEY



facebook. Facebook Survey Gift Invite

Participation in this survey is greatly valued!

You will receive a gift of your choice for completing the Facebook survey and [receive a gift of your choice](#). No purchase is required, see offer details.

Simply complete the question survey, then follow the instructions on our website.

Take the survey to receive your gift.

Information Request #2

Raise your hand if you would ACCEPT THIS REQUEST

<https://accounts.google.com/o/openid2/auth?zt=ChRvd1dSbDNtakxic3pIVk1ue...>

Google

f Facebook.com -

Facebook.com would like to:

-  View your email address
-  View basic information about your account
-  Manage your contacts

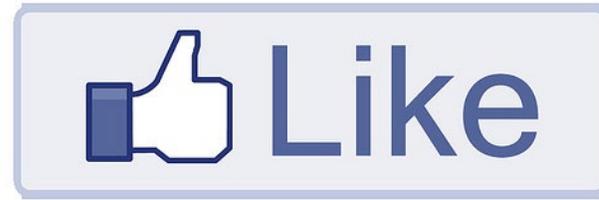
Facebook.com and Google will use this information in accordance with their respective terms of service and privacy policies.



Information Request #3

Raise your hand if you would ACCEPT this offer on Facebook?





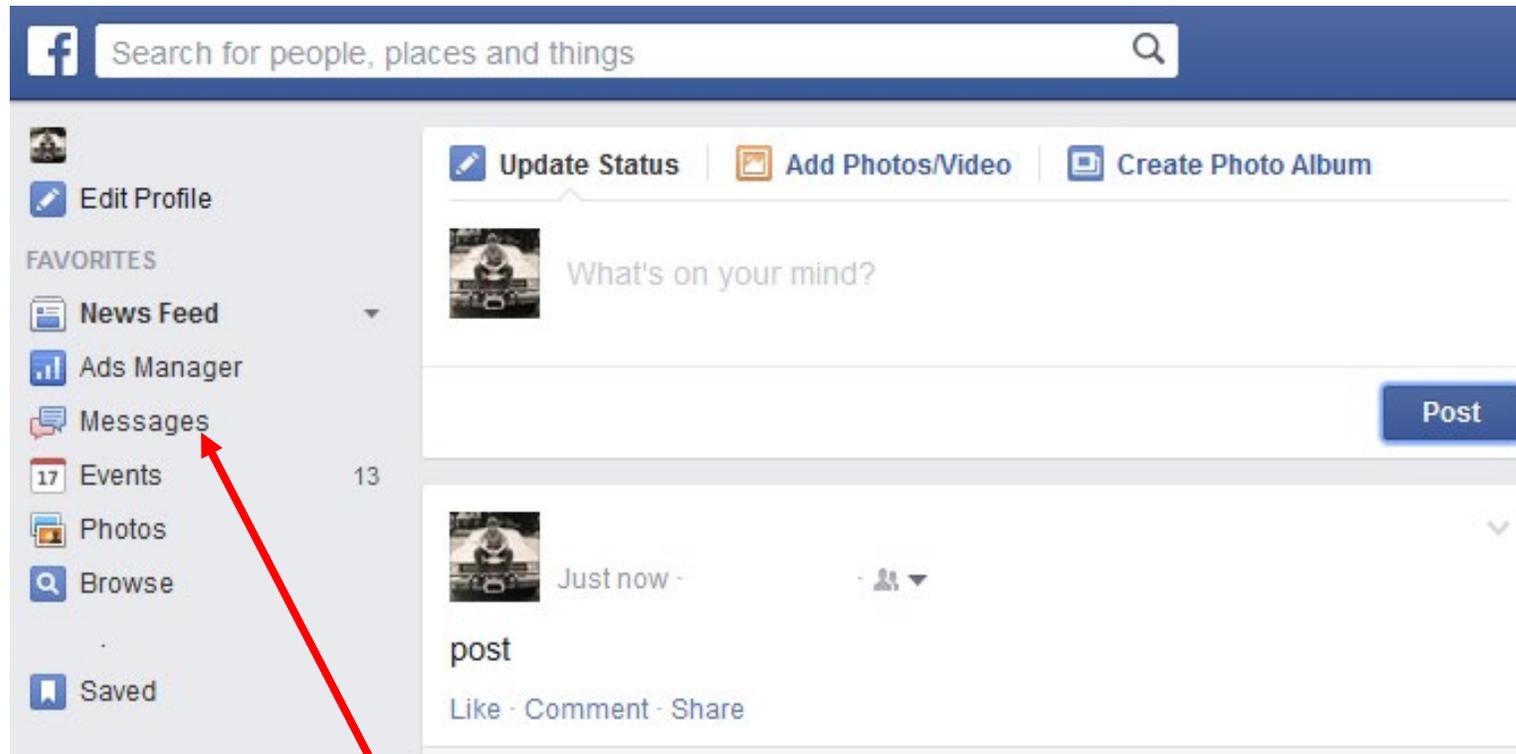
The “**Like**” **button** is a feature of Facebook, where users can like content such as status updates, comments, photos, links shared by friends, and advertisements. When a user clicks the Like button, the content appears in the **News Feeds** of that user's friends. Facebook describes "liking" as a way for users to *"give positive feedback and connect with things they care about"*.

People included in the audience of the post (Public, Friends, Friends-of-Friends, etc.) can see your comment or like in the News Feed or ticker as well as other places around Facebook. If you aren't comfortable with who can see the post, don't like it or comment on it.

IMPORTANT: By liking a page or post, you are allowing the owner of that page/post access to your public information and you could end up seeing advertisements based on your likes.

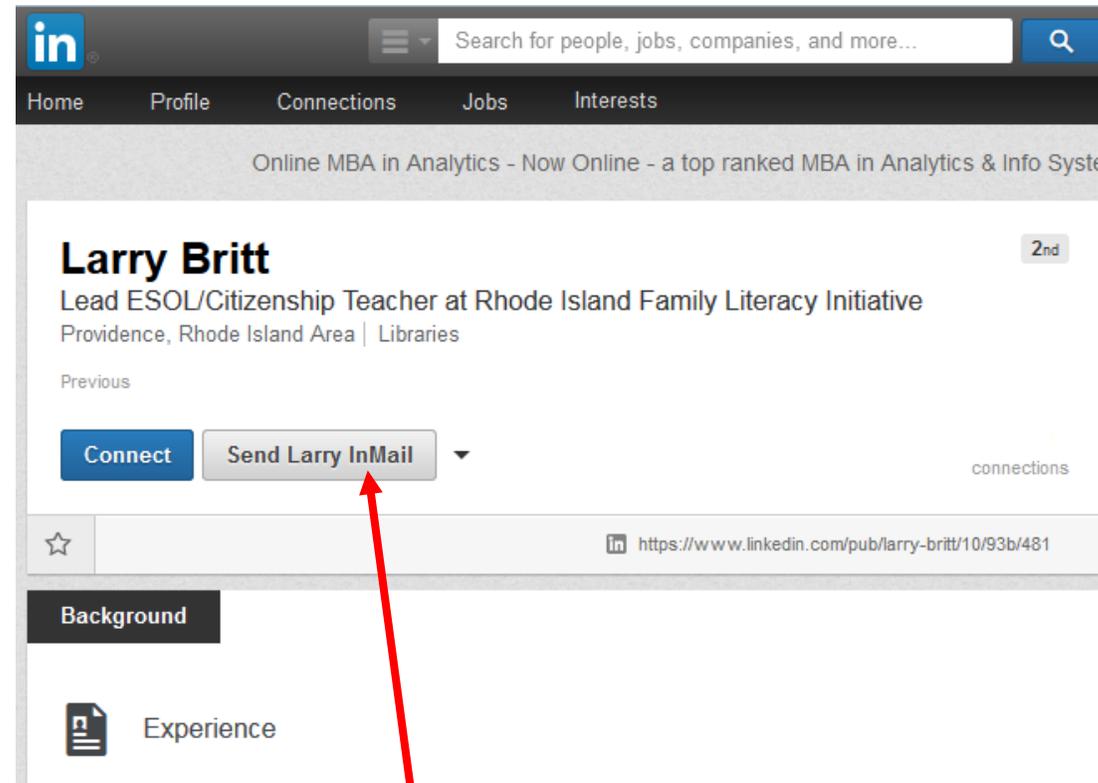
Private Messaging on Social Media

Facebook, LinkedIn, & Twitter all provide a way for you to contact another member that is private.



On Facebook, where would you click to send a private message to a Friend?

Private Messaging on Social Media



On LinkedIn, after navigating to your connection's profile page, where would you click to send a private mail message to Larry?

Private Messaging on Social Media



On Twitter, after navigating to a FOLLOWER'S page, where would you click to send a private Message to Elly May

*** You can only message someone that follows you on Twitter**

Recent Activity

Here, you'll be notified about recent activity on Facebook, including:

- **Friend Requests:** When someone requests that you add them as a friend
- **Messages:** When someone sends you a private message
- **Notifications:** When a friend interacts with you on Facebook, like commenting on your status, tagging you in a picture, or inviting you to an event.

The image shows a screenshot of a Facebook profile page for Olenna Mason. The page is annotated with red arrows pointing to various features. At the top, three red arrows point to the notification, messages, and friend request icons. A red arrow points from the 'Update Status' button to a text box titled 'Publisher'. Another red arrow points from the 'What's on your mind?' text input to the same 'Publisher' box. A third red arrow points from the 'Like' button of a post by Henri Rousseau to a text box titled 'News Feed'. A fourth red arrow points from the 'Write a comment...' input of the same post to the 'News Feed' box. The page layout includes a search bar, navigation links (Home, Find Friends), a left sidebar with navigation options (Welcome, News Feed, Messages, Events, Photos, Browse, Find Friends, GROUPS, APPS, PAGES), and a main content area with a status update form and a news feed of posts.

Publisher

You'll use the **Publisher** to share things on Facebook. It's easy to share a status update, photos, links, and more. The information you share in the Publisher will be posted on your News feed and Timeline, as well as your friends' News feeds.

News Feed

The **News Feed** is a stream of posts and updates from your friends and the Facebook Pages you follow.

Sharing

Sharing on Facebook

Facebook is all about sharing with your friends. You can share lots of things, such as **status updates, photos, links**, and even your **location**. You can also share something directly with your friends by **posting on their Timelines**.

Before you share anything on Facebook, you'll need to think about who you are sharing with.

You can review GCFLearnFree's lessons on [Understanding Facebook Privacy](#) and [Adjusting Your Privacy Settings](#) to learn more.

Sharing from Another Site

RI.gov THE STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Search Jobs | Internal/Lateral Postings | Seasonal & Internships | Manage Your Profile | Job Interest Cards | Human Resources | RI.gov Home

Job Opportunities Page

powered by **NEOGOV™**

Job Title: CLERK
Department: DEPARTMENT OF ADMINISTRATION
Division: Purchasing
Opening Date/Time: Wed. 06/17/15 12:00 AM Eastern Time
Closing Date/Time: Sun. 06/21/15 11:59 PM Eastern Time
Salary: \$17.12 - \$18.19 Hourly
\$31,167.00 - \$33,098.00 Annually
Pay Grade: 307A
Job Type: Council 94 (2-36)
Name of Bargaining Unit Union: Council 94 Local 2448 (26)
Location: One Capitol Hill, Providence, Rhode Island
Scheduled Work Days; Hours of Work: Monday-Thursday; 8:30 am-4:00 pm
Work Week: Part-Time

[Next Job](#) **Job #:** 2433-10000-273 [SHARE this JOB](#)

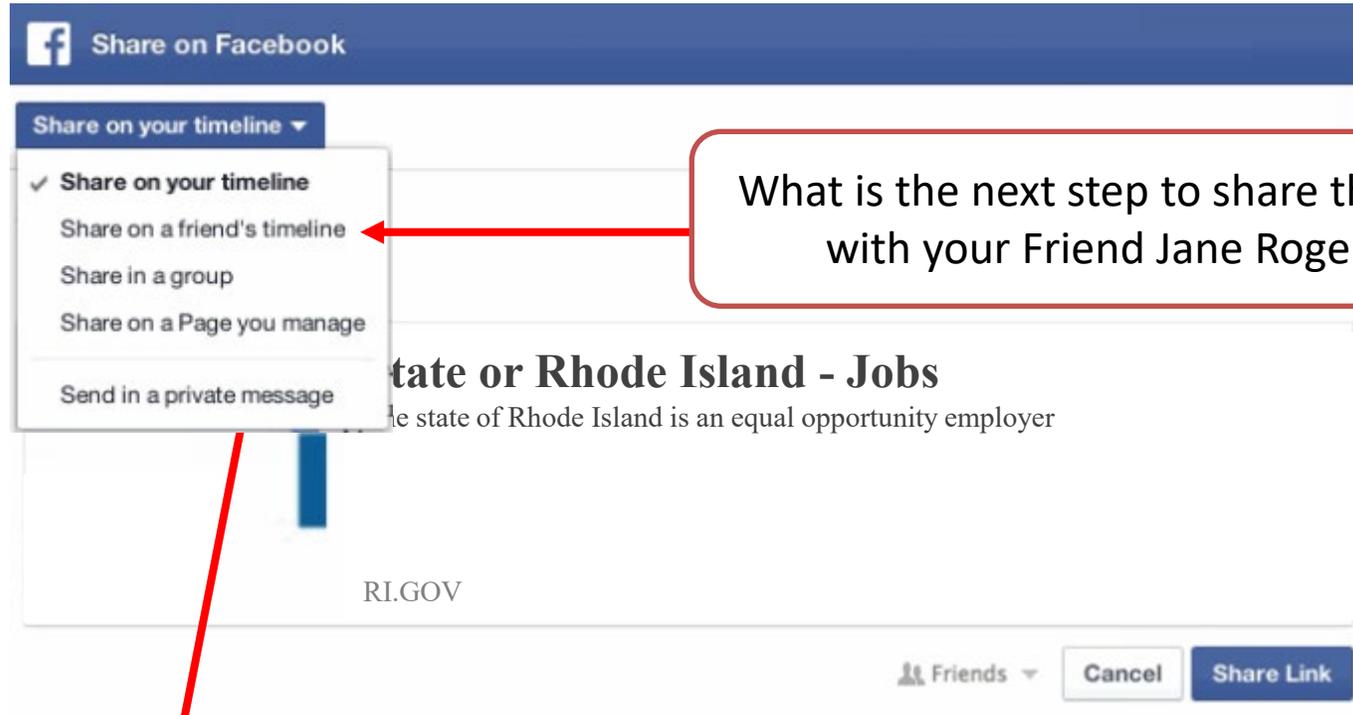
[Print Job Information](#) | [Apply](#)

Class Definition	Benefits	Supplemental Questions
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GENERAL STATEMENT OF DUTIES: To perform simple routine repetitive clerical work; and to do related work as required.



Sharing from Another Site



What is the next step to share this job with your Friend Jane Rogers

What is the next step to share this job with your Friend Jane Rogers

Sharing from Another Site



The screenshot shows a Facebook sharing interface. At the top, there is a blue bar with the Facebook logo and the text "Share on Facebook". Below this, there is a dropdown menu set to "Share on a friend's timeline" and a text input field containing the name "Jane Rogers". Underneath is a text area with the placeholder "Say something about this.". The main content of the share is a job post titled "State or Rhode Island - Jobs" with the description "The state of Rhode Island is an equal opportunity employer" and the URL "RI.GOV". At the bottom right, there are two buttons: "Cancel" and "Share Link".

What are the last 2 steps to post this job on your Friend Jane Rogers timeline

Review:

What “Public” Means on Social Media

If you post a photo or update as “public”, who can see your information?

You Yes or No

Your Family Yes or No

Your Friends Yes or No

Your Employer Yes or No

Your Future Employer Yes or No

A Childhood Classmate Yes or No

A Former Co-Worker Yes or No

A Total Stranger Yes or No



Questions?

1. Today's lesson was:

- Too easy
- Too difficult
- Just right

2. What was the most useful thing you learned today?

3. Comments, suggestions?

Vocabulary

1. **Information Requests** – When using social media sites, messages, posts, emails, and other communications that are requesting permission to access your information, or requests for you to enter information.
2. **Like Button** – a feature of Facebook, where users can like content such as status updates, comments, photos, links shared by friends, and advertisements.
3. **Private Messaging** – a way social media sites allow you to contact another member that is private. Often mimicking a closed chat box or email type communication.
4. **Status Updates or Posting** – Information you share that appears on your own Facebook Timeline and your Friends News Feeds.
5. **Publisher** – the box that you enter your Post or Status Update. The information you share in the Publisher will be posted on your News feed and Timeline, as well as your friends' News feeds.
6. **Timeline** – On Facebook, where you can see your posts or posts you've been tagged in displayed by date. Your Timeline is also part of your profile.
7. **Tagging** – Links a person, Page or place to something you post, like a status update or a photo. For example, you can tag a photo to say who's in the photo or post a status update and say who you're with.
8. **News Feed** – On Facebook, an ongoing list of updates on your homepage that shows you what's new with the friends and Pages you follow.
9. **Sharing** – The foundational concept of social media: to share lots of things, such as status updates, photos, links, and even your location.