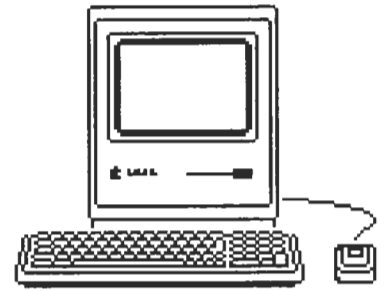


Computer Literacy: Creating a Document



Introduction

In today's world, technology is changing at a tremendous rate of speed. In the area of graphic communications, designers are thrilled with the advances of the computer. With the computer, a graphic designer can do the work of several people. Not long ago type would be generated on strip printers or phototypesetters. Layouts would be pasted up using T-squares and layout pencils. Photographs would be screened into halftones in the darkroom. Since computer systems are costly and cannot always meet all the needs of the graphic designer, these basic layout procedures are still used in many print shops. However, with the advancements in computer **hardware** and **software**, the use of computers for these procedures is becoming easier, more affordable, and less time consuming. Even some of the smallest shops are beginning to use computers in the layout and design area.

This activity will familiarize you with the skills necessary to operate the basic functions of a Macintosh® computer. Application software programs will be introduced and used to demonstrate the operations of the computer. Computers are somewhat like automobiles; each brand operates slightly differently, but they all perform the same functions.

Job Description

In this activity you are going to power up and maneuver through the Macintosh desktop.

You will use the available word processing software (MacWrite®, MS-Works®, or MS-Word®) to aid in the study of the hardware. You will also use the software to prepare an article suitable for publication. This document will use the basic commands of your word processor as well as clip art selections.

Materials and Supplies

Macintosh computer system
Application software,
i.e., MacWrite®, MS-Works®,
MS-Word®, SuperPaint®, MacDraw®
Clip art disks
Computer paper

Preparing Your Computer For Work

One of the first steps in working with a computer is to be sure that the proper cables are connected and that the computer is receiving power. On the back of your computer you will see a set of **ports** or receptacles. Each port has a specific function. One is for the keyboard; one is for the power cord; and one is for the printer. The power switch is the **toggle switch** that is located on the left side of the computer (Mac Classic) or on the right side of the base unit, known as the **central processing unit** or CPU, (Mac LC, LCII, LCIII). On the monitor (Mac LC, LCII, LCIII), the power switch is on the right side above the base unit. Turn on the CPU and the monitor. Now wait until you see the opening **desktop** screen. (See Figure 1.) If this screen does not appear, then **troubleshooting** is necessary.

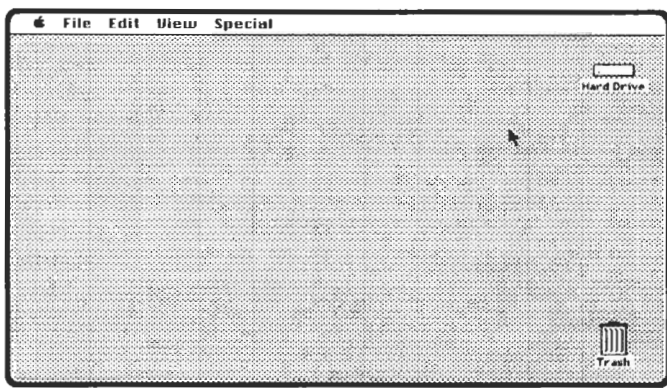


Figure 1 - Desktop Screen

Opening an Application Program

A **tutorial** program is available with all systems. This disk was part of the set-up materials shipped with your computer. The first activity should be to work through the tutorial program to familiarize yourself with the movement and functions of the **mouse**. The tutorial program should already be installed on the **hard drive** of your computer.

To begin the tutorial program, turn on the computer and wait for the two **icons** to appear on the desktop. One icon represents the hard drive and one represents the trash can. When disks are **dragged** into the trash can, they are **ejected**. When **folders** or **files** are dragged into the trash can, they are deleted. Using the mouse, place the pointer on the hard drive icon and press the mouse button twice. This is called **double clicking**. Double clicking opens the hard drive and can open an application software program. You are now on the Macintosh desktop. You can see all the folders. Folders help organize the items on the computer similar to the organization of information in a file cabinet.

Now that the hard drive is open, locate the Mac Basics tutorial folder. Double click to open it. Locate the Mac Basics icon and open it by double clicking on the application icon. Mac Basics is a self-paced, self-running program. Read the screens slowly and carefully, following all directions. When you have completed the tutorial, you should be able to distinguish between **point, click, drag**, and

highlighting desired text. These skills will be used frequently when working with the computer.

Creating a Word Processing Document

Next you will create a **word processing** document that will be used in other applications. Open your specific word processing application program by double clicking through the folders and applications until you get to a blank word processing screen. Your teacher will instruct you on the specifics of your particular word processing program.

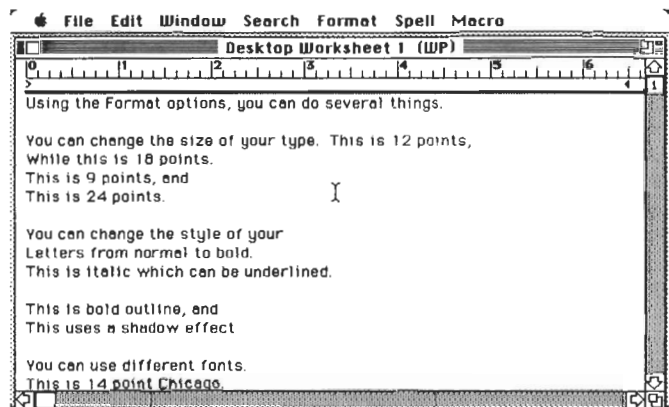


Figure 2 - Typical Word Processing Screen

Notice the **menu bar** across the top of the screen. Point, click, and drag to the right to activate each title. The windows will open, revealing the options. Some of these options include **Save, Print, Copy, and Paste**. Other options will allow you to choose the **font, styles, and sizes** of your text. Each word processing program has its own individual options from which to choose.

Special Function Keys

To create a word processing document, you will use the keyboard as you would a standard typewriter, with a few easy changes. You will notice that there is no carriage return necessary at the end of each line of text. The computer will automatically **wrap** the text around to the next line as you continue typing. To correct mistakes in typing,

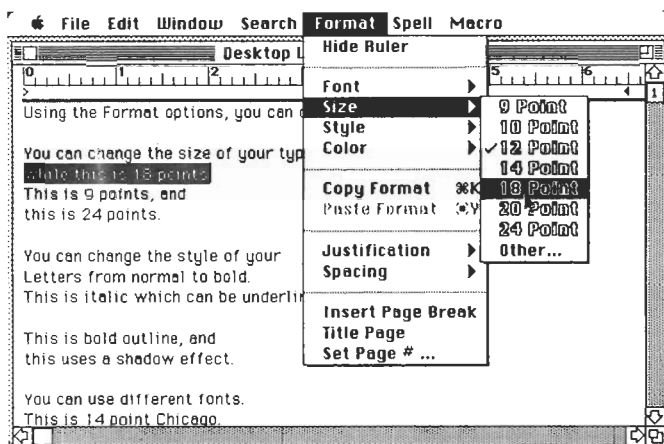


Figure 3 - Example of Pull Down Menus

place the cursor to the right of what you wish to correct using the mouse or the arrow keys, and press the **Delete** key. You can now add text where the cursor is positioned. The computer will insert the text at this point. You may also wish to use one of the special functions found in one of the titles on the menu bar. To use an option such as underline, center, bold, enlarge text, or change fonts, you must highlight the text; then choose the option from the menu. You can change text and its **format** throughout your document as many times as you desire.

Type in a short document about a favorite hobby or sport. Center a title and use any other options you feel will enhance your document. When you finish, **Save** the document on your disk or on the hard drive. Ask your teacher for assistance if saving is to be done on your disk.

Adding Graphics to the Scrapbook

You can easily add graphics to your document. **Clip art graphics** that are used often can be stored in the **Scrapbook** of the computer.

The process of getting the graphics into the Scrapbook requires you to use a draw or paint program such as MacDraw® or SuperPaint®. You will also need to be sure that the clip art selections are stored in a folder on your hard drive.

Start your draw or paint program. Be sure your **toolbox** is visible. Ask for assistance if the toolbox is not visible. Each application program opens the toolbox using different keystrokes. Use the software documentation to choose the graphic you want to place in your previously created word processing document. Open the file containing the desired clip art selection. You will notice that there are many graphics on the same page. Using your outline tool or the lasso tool, frame the desired graphic. You may need to do some reading of the documentation in order to figure out how your particular draw or paint program works.

NOTE: Anything captured inside the lasso or outline box will be part of your graphic. Use these tools carefully.

You should now notice that the graphic or the box is "twinkling". This means the graphic is selected. Copy the graphic to the clipboard by choosing the **Copy** option from the **Edit** menu title. On the menu bar, choose the Scrapbook option under the Apple menu title. Open the Scrapbook and "paste" the graphic from the clipboard to the Scrapbook using the **Paste** option under the **Edit** menu title. You have now placed the graphic in the Scrapbook for future use.

Close all windows and open your created word processing document. Open the Scrapbook and copy the graphic back to the clipboard. (If you haven't placed anything new on the clipboard, your graphic is still there and doesn't need to be recopied.) Close the Scrapbook, if necessary. Paste the graphic onto the word processing document. You should observe the handles surrounding the graphic. The handles are used to resize the graphic. Grab the graphic and drag it to its desired position. You can use the graphic tools included with the word processing program to alter the graphic if necessary.

Save your new document and follow the steps to print, if desired.

Printing Your Document

It may be necessary for you to print a **hard copy** of your document to make corrections or to see if it is what you wanted. There are several different printers that may be available for you to use. An Imagewriter printer, if available, should be used to print a draft copy. However, most labs will have a laser printer or a deskjet printer available for student use. The Macintosh® computer requires software to be installed for each type of printer that is available. Ask your teacher to assist you in discovering which printer is installed on your particular computer system and how to access it.

Most word processing programs have the **Print** option accessible under the **File** title along the menu bar. To activate the **Print** option, select **Print** under the **File** title. A **dialog box** will appear giving you certain options from which to choose. Be sure your printer is ready, choose the options you want, and click on OK. In a short time the printer will begin printing your document with your graphic. If corrections are needed, make the editing changes, resave, and print again.

Safety

Computers are fragile. They should not be moved around on tables. Your computer is also an electronic machine with a power supply. Care should be taken not to open the machine without the expertise of a technician. Although your computer contains low voltage, it can pose danger if improperly handled.

Vocabulary

hardware	toggle switch
keyboard	troubleshooting
mouse	icon
hard drive	highlighting
desktop	toolbox
click	hard copy
double clicking	wrap
ports	application
folder	file
format	fonts
document	clip art
scrapbook	word processing
monitor	printer

Ecology

Don't forget that it is a good idea to recycle all computer paper. Pinfeed computer paper is also recyclable.

On Your Own

1. Create a flyer advertising an upcoming school or community event. Begin by drawing thumbnail sketches and a rough layout; then use the computer and your word processing program to complete the mechanical, or comprehensive. Use different formatting techniques found in your word processing program. Be sure to vary styles and sizes of the type and include clip art to attract interest.
2. Check the Yellow Pages for companies or private organizations that word process documents. Call and ask them for the name of the application program they use.



Office of Vocational, Adult, Career, and Community Education
Technology Education
Dade County Public Schools
Miami, Florida

TEACHER GUIDE

COMPUTER LITERACY: CREATING A DOCUMENT

Objectives: Upon completion of this assignment, students will be able to:

- Power up and maneuver through the Macintosh® desktop.
- Demonstrate opening, saving, and closing application software.
- Prepare a word processing document.
- Add graphics to the Macintosh® Scrapbook.
- Import and paste clip art graphics to a document.
- Print a hard copy of a document.

Helpful Hints:

1. It would be helpful if all necessary software titles are loaded on the hard drives of all computers prior to the distribution of this assignment.
2. You should be familiar with the software packages before introducing them to the students. Students who are unfamiliar with the Macintosh® computer should first work through the "Mac Basics" tutorial.
3. Do not allow students to handle original copies of software. Follow the instructions in the manuals on making back-up copies.
4. Before working with clip art software, make copies of the graphic pages for the students. This will give students the opportunity to view the graphics available on each disk and save time by not having to look at every graphic while at the computer.
5. Printer paper and 3.5" disks can be purchased from DCPS Stores & Distributions.
6. Make a display page showing the various fonts and sizes available on the students' computers.
7. Monitor the students carefully to ensure a proper time limit. This assignment should take no more than seven (7) days.

**LANGUAGE ARTS APPLICATION
COMPUTER LITERACY: CREATING A DOCUMENT**

Student Name

In all types of jobs you will find that you need the ability to communicate your ideas effectively. Here are a few examples that demonstrate how language arts skills are related to this activity.

Use a periodical index in your library to complete a list of articles published within the last six months in either Time or Newsweek magazines that focus on computer applications.

Select one article of interest to you. Read the article, and write a brief summary. Be ready to present your findings in a two minute presentation to the class.

MATH APPLICATION COMPUTER LITERACY: CREATING A DOCUMENT

Student Name

In all types of occupations you will need the ability to apply mathematics effectively. Here are a few examples of how math skills are used in relation to this activity.

Most large businesses use computers for many different reasons. Many of these businesses must purchase computers as their companies grow or as their present computer systems become obsolete. It is not uncommon for businesses to work within budget constraints. In this exercise you will be asked to conform to a budget and calculate the computer equipment you can purchase.

Example:

Ms. Matthew's needs to update the computer software for her department. If the software package sells for \$275.00 per computer, how many computers can she update with a budget of \$5,000.00

To find the answer, simply divide the amount budgeted by the cost per package.

$\$5,000.00 \div \$275.00 = 18.18$ or 18 software packages
(Remember only whole units can be purchased.)

Try these:

- _____ 1. Mr. Baldwin wants computers and cabinets for his music class. If the computers with software sell for \$3,500.00 each, and the cabinets sell for \$250.00 each, how many computer stations will he be able to purchase with a budget of \$18,000.00?
- _____ 2. The principal of South Bank Senior High received a grant of \$50,000 to update her computer lab. How many computers and printers can be purchased if the computers sell for \$3,800.00 each and the printers (each printer will support four computers) sell for \$1,250.00 each?
- _____ 3. Ms. Smith wants to purchase computers for the art department. She wants each computer system to be complete with software and a color printer. If Ms. Smith has a budget of \$40,000 to purchase 15 complete systems, how much can she spend on each system?

MATH APPLICATION

COMPUTER LITERACY: CREATING A DOCUMENT (Cont'd.)

- _____ 4. By the year 2000, the Dade County School Board wants to place a computer in every classroom to be used for the recording of attendance and grades. If the computers will cost \$2,500.00 each, how many computers can be purchased this year with a budget of \$5,000,000.00?
- _____ 5. The Apex Corporation wants to upgrade its computers with new SIMMs to increase the RAM in each computer. If the SIMMs are \$40.00 each and each computer needs 4 SIMMs, how many computers can be upgraded with a budget of \$3,000.00?
- _____ 6. The Capital Insurance Company wants to purchase new laptop computers for its nationwide sales force. If each laptop costs \$2,800.00, how many laptops can be purchased with a budget of 3.5 million dollars?
- _____ 7. Mr. Park wants computers for his creative writing class. He will write a grant for the funds needed. The maximum amount that can be requested is \$10,000.00. The computers can be purchased for \$1,550.00 each, and a printer with cables costs \$875.00. If Mr. Park receives the maximum grant amount, how many computers can be purchased if only one printer is purchased?
- _____ 8. Southside Elementary needs new keyboards for its computers. The cost of the keyboards are \$85.00 each. How many keyboards can be ordered using the \$1,375.00 remaining in the repair budget?
- _____ 9. Mr. Lopez wants to buy CD-ROM drives for his computers as many of the latest interactive programs for computers are formatted on compact disk. How many drives can he purchase with \$3,000.00 if they sell for \$375.00 each?
- _____ 10. Many companies lease their computers rather than purchase them to reduce their operating expenses. The computer system needed will cost \$175.00 per month for each unit. If the amount budgeted for the year is \$15,000.00, how many computers can be leased every month?

QUIZ
COMPUTER LITERACY: CREATING A DOCUMENT

Student Name

Fill in the blanks using the words below:

hardware
scrapbook
wrap
troubleshooting

software
dragging
format

icon
hard copy
graphics

1. Computer pictures are known as _____ .
2. _____ is the process of holding down the mouse while moving the item selected.
3. The physical components that make up a computer system are called the _____ .
4. If text does not fit all on one line, it will _____ to the next line automatically.
5. By _____ , one can usually figure out what is wrong with the computer or the program.
6. A graphic display which represents a menu choice is called a(n) _____ .
7. The programs that assist you in operating the computer are also called _____ .
8. By changing the way the document looks, you are changing its _____ .
9. A paper print out is known as a _____ .
10. A feature of the Macintosh® where frequently used items can be stored is known as the _____ .

**DISPLAY PAGE SAMPLE
COMPUTER LITERACY: CREATING A DOCUMENT**

Using the Format options, you can do several things.

You can change the size of your type. This is 12 points,
while this is 18 points.

This is 9 points, and

this is 24 points.

You can change the style of your letters
from normal to **bold.**

This is italic which can be underlined.

This is bold outline, and
this uses a shadow effect.

You can use different fonts.

This is 14 point Chicago.

This is 24 point Zap Chancery.

This is 18 point Bookman.

This is 14 point New York.

You can change the justification.

This is left justified.

This is center justified.

This is right justified.

Now type your name using the font, style, and size of your choice.