

5

Using computers



When would you use a computer?
What are computer skills?
Have you ever sent an e-mail?

What you will do

This unit is about using a computer. You will be able to practise the computer skills that you learn. Look at the skills below. These are the skills you will practise. Which are the most useful for you? Tick the boxes.

Listening and speaking

Skill

- ☐ Listening to information about the use of a computer
- ☐ Listening to instructions
- ☐ Talking about the Internet

Skill code

SLlr/E1.1, 2
SLlr/E1.3; SLc/E1.4
SLd/E1.1

Reading and writing

Skill

- ☐ Using the keyboard to type a capital letter for the pronoun 'I'
- ☐ Answering questions about the use of a computer
- ☐ Recognising and using words associated with the computer
- ☐ Using upper- and lower-case letters
- ☐ Using a word processor to write an e-mail
- ☐ Spelling words correctly

Skill code

Ws/E1.3
Wt/E1.1
Rw/E1.1, 2; Rt/E1.1, 2
Rw/E1.3; Ww/E1.2
Ww/E1.1; Wt/E1.1
Ww/E1.3

Project work

At the end of this unit, there is a choice of activities for you to do. These are based on the computer skills that you will have learned.

What is a computer?

Activity A • Speaking

This is a computer. More and more people are using computers at work.

- 1 Can you name three jobs where a computer is used?
- 2 In pairs, say when you may need to use a computer.



Word bank

mouse =



printer =



keyboard =



Activity B • Listening and reading

- 1 Look at the five images and listen to the audio clip.
- 2 Listen to the statements on the audio clip.
- 3 Tick the box if the statement is true.
 - a Martha works in a hospital. ☐
 - b Martha works with computers all the time. ☐
 - c Martha is very good with computers. ☐
 - d Martha will have to type in the letters for the chosen film. ☐

Activity C • Reading and writing

Look at the different parts of a computer below. Read the words in the word bank and match them to the images.

1 This is a 2 Here is a



3 This is a 4 Here is the



5 These are the



Word bank 1

mouse keyboard keys
monitor printer

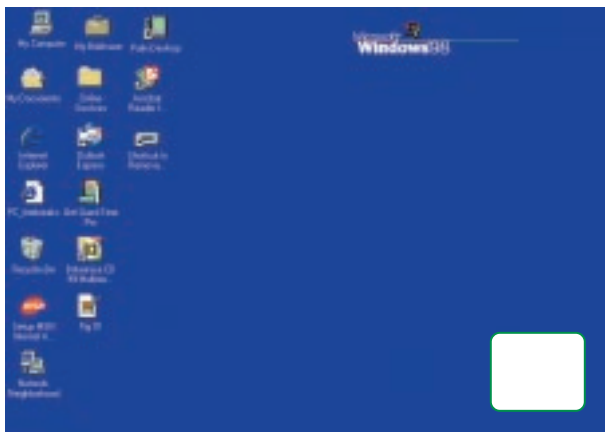
Add your own words

Making a start



Activity A • Listening

Listen to the five steps to start up a computer. Put these pictures in the right order. Show this order by putting the right number in the box.



Activity B • Reading and speaking



- 1 Tell another person how to start up a computer.
- 2 Try to start up the computer yourself.



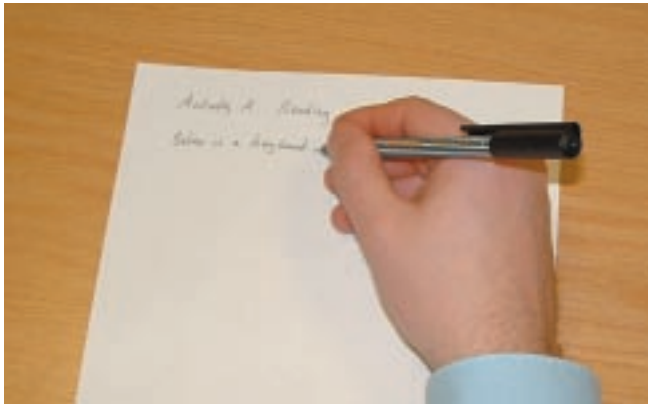
Have you forgotten how to start up a computer? Check the instructions on page 4. Read the five steps again.



Activity C • Speaking

As a group, talk about what happened in Activity B.

Write on



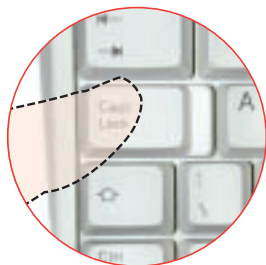
Using a pen



Using a keyboard

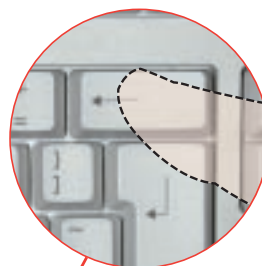
Activity A • Reading

Below is a keyboard.



H |

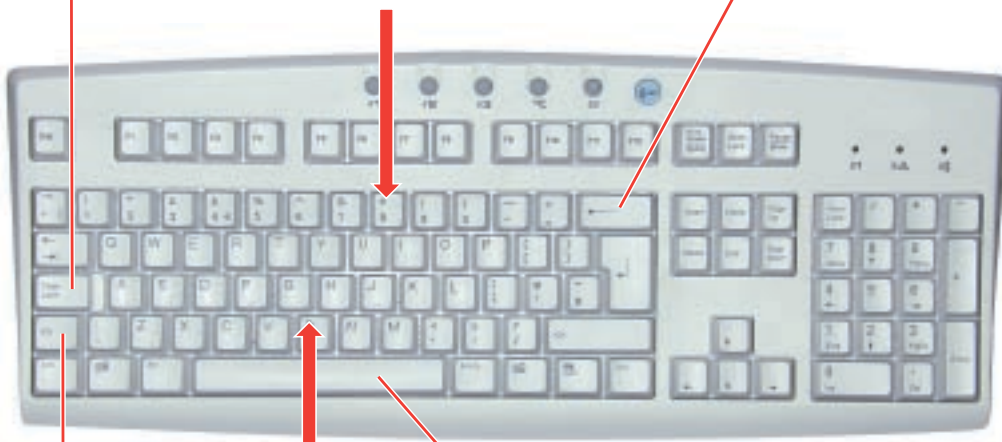
Press here to make capital letters. Press **CAPS LOCK** again to make the letters lower case.



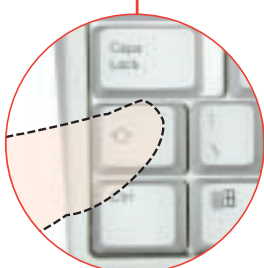
delet

Press here to remove letters that you have typed.

Here are the numbers.



Here are the letters of the alphabet.



Here is the **SHIFT** key. Hold it down to get a capital letter.



Make a space between words with this long key.

Activity B • Reading


You can use a computer to write.


You can use *Microsoft Word*.

Hold the mouse and drag the pointer to here on the screen:

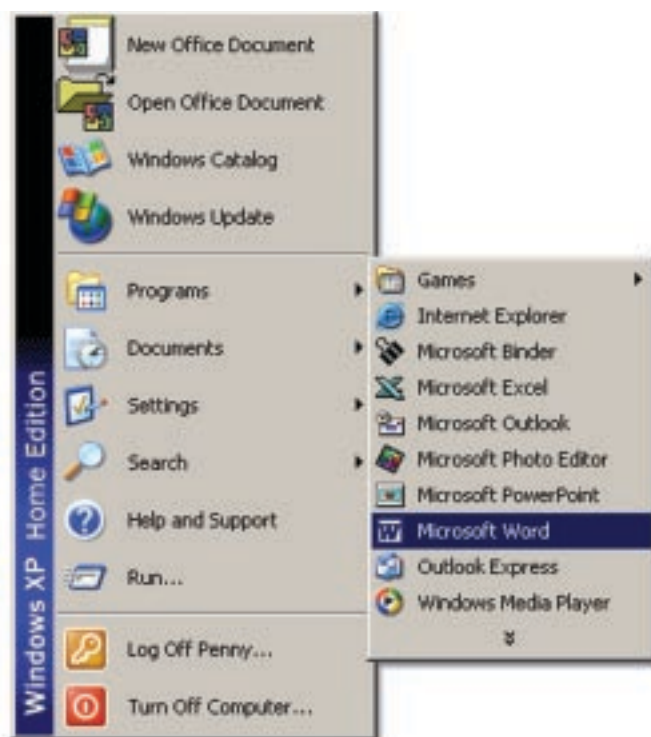


Click the mouse with the pointer on 'Start'

Find  . Move the pointer there. Click.

Find  . Move the pointer there. Click twice.

This will open a Word file.



Activity C • Reading and writing

- 1 Type the alphabet using CAPITAL LETTERS and lower-case letters.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y z

- 2 Press the return key  to move down to the next line.

- 3 Now type your name. Use CAPITAL LETTERS.

- 4 Now press this key  to remove it.

Remember

- Use the CAPS LOCK key to make capital letters every time.

Word bank 2

type shift lock capital drag alphabet

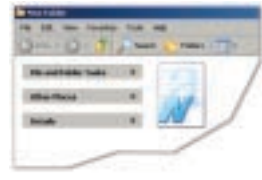
Add your own words

Save it and print!

Activity A • Reading

Word bank 3

File



click

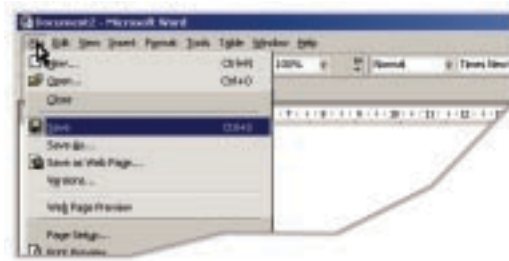
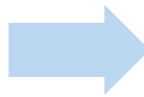


close



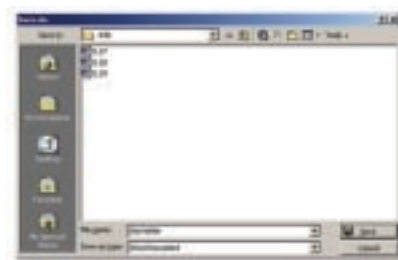
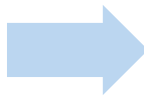
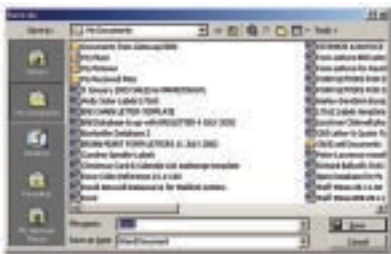
Go here (top left) to **save** your work.
Click on File.

You will see this.



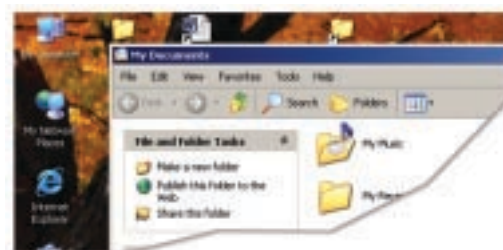
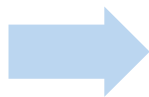
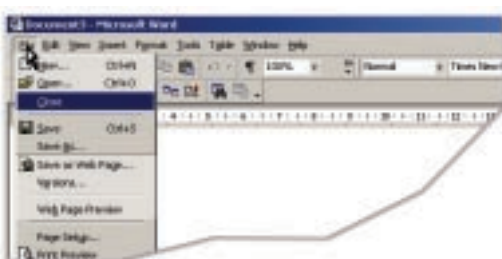
Click on 'Save As'.

You will see 'File name'.
Type your name here.
Now click on 'Save'.



Your file will be saved in a folder
called '**My Documents**'.
You now need to close this window.
Click on '**Close**'.

When you want to find your work again:
Click on Open.
Look for the name of the file you want.
Click on it to open your file.





Activity B • Listening and writing

Listen to the messages of three people speaking. Fill in the gaps on the notepad below. The missing words are in word bank 4.

Remember

- 'I' on its own is always written as a capital letter.

Word bank 4

printer print printed

Activity C • Writing

Think of a message you might like to send someone.

- 1 Write your own message here.

.....

.....

.....

.....

- 2 Type your message into the computer and print it out.

Activity D • Reading

Use the mouse to click onto 'File' (top left).

Click on 'Print'.

Look at the print menu. There is a lot of information in it.

Look for the number of copies (on the right).

If you want more than one copy, you can change the number.

Click on 'OK'.

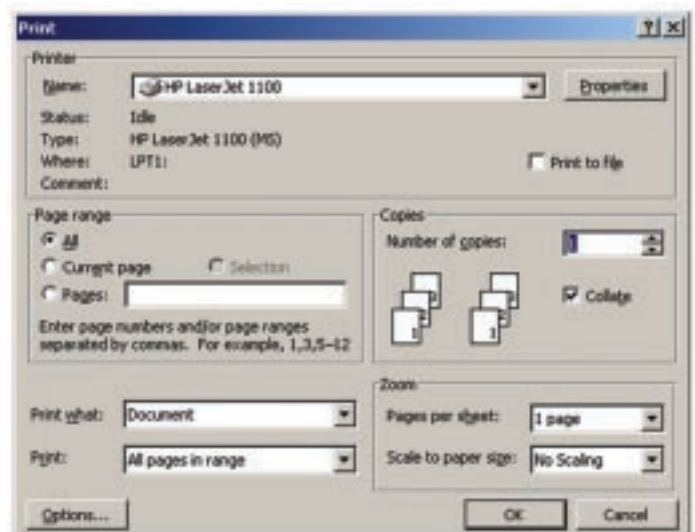
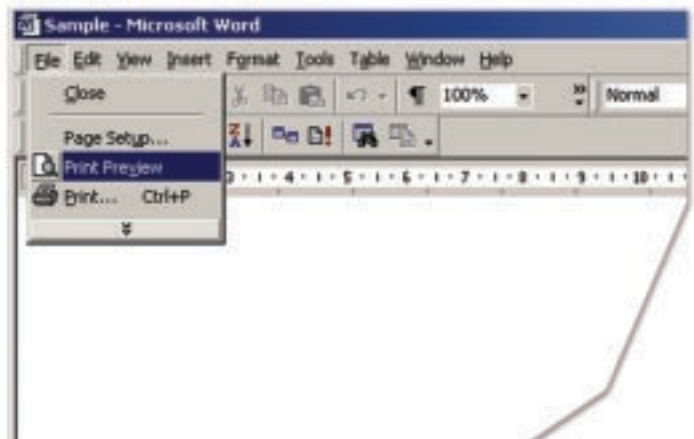
Go to the printer. Your work will now be printed.

Messages

Hi Jim, it's Kate. I have to work late! I am still writing some letters and then I have to them. So I will see you about 7 o'clock. Bye!

Hello Jim, you left the computer on! I have saved your work. I have it out. See you in the morning. Suban

Jim, it's your mum. I forgot to buy paper for the Can you get some, please? See you later.



Sending an e-mail



Activity A • Listening and speaking

Listen to the conversation. In pairs, answer the questions below.

- 1 Has Steve ever sent an e-mail?
- 2 What does e-mail mean?
- 3 How much does it cost to send an e-mail?
- 4 Where do you put the e-mail address?



Activity B • Reading and writing

Amy has written instructions for Steve on how to send an e-mail.

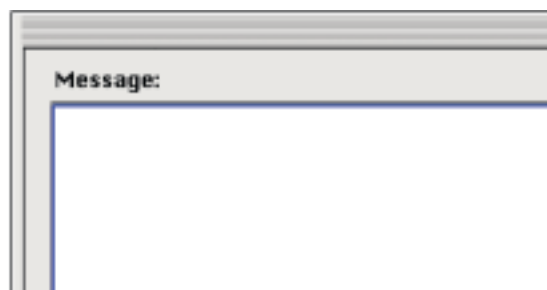
To send an e-mail you need to use
a program like Outlook Express.

Look for the new message icon.
Click on it.

Type the e-mail address.
Give your e-mail a title.

Write your message.

Send your e-mail.

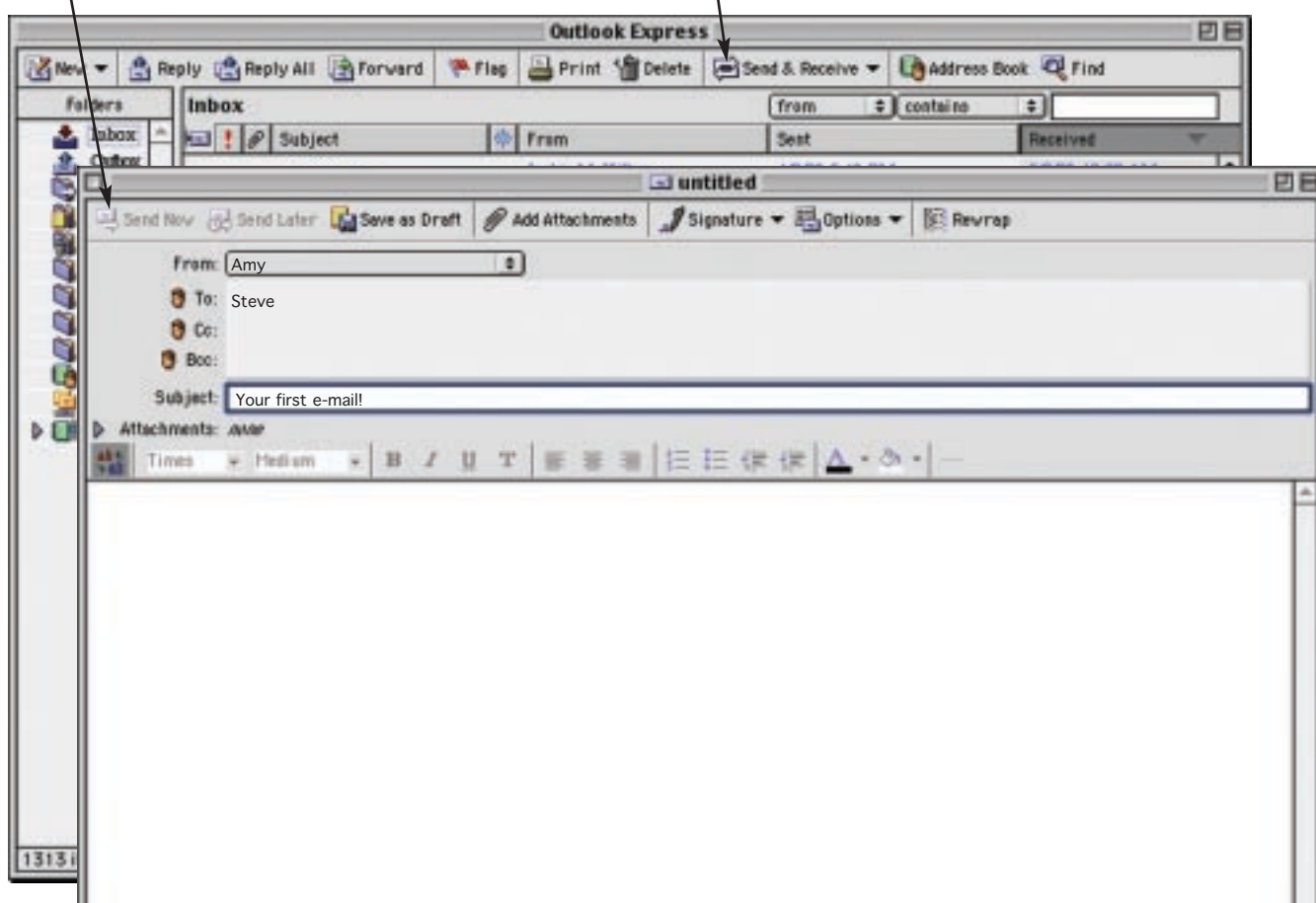


Activity C • Reading and writing

- 1 Look at the e-mail screen below. The e-mail is from Amy to Steve. His e-mail address is Steve@parentscomputer.co.uk.
- 2 Write an e-mail to Steve.
- 3 Type your e-mail on the computer. Send it to Steve.

Click here to put your message in the 'Out box'.

Click here to send all the messages in your out box.



The '@' symbol

The symbol '@' means 'at'.
Can you find it on the keyboard?

Symbols I want to remember

Symbols I want to remember

Symbols I want to remember

What is the Internet?



Activity A • Listening and speaking

Listen to the teacher explaining about the Internet.



Activity B • Speaking

In a group, discuss what you can do on the Internet.
Answer these questions.

- 1 What does www mean?
- 2 What messages can you send?
- 3 How can the Internet help you?



Activity C • Listening and reading

Listen to Greg and Jeff talking about work.
Answer these questions.

- 1 Where does Greg work?
- 2 Where does Jeff suggest Greg could advertise?
- 3 Does Greg advertise on the Internet?
- 4 What is Jeff's website address?
- 5 Where does Jeff tell Greg to meet him?



Spelling

Activity A

Here are the five vowels: a e i o u



- 1 Circle all the vowels on the keyboard.
- 2 How many vowels can you find in each of the words below?

pr i nter mouse screen keyboard keys e-mail monitor

Activity B

Fill in the missing vowel to make a word.
Write more words.

h t

b t

f ll

b ll

'Look, Say, Cover, Write, Check'

With new words:

Look at the shape of the words.

Say the word to yourself.

Cover the word.

Write the word down.

Check to see if you spelt it the right way.



Activity C

Look at the following words.

Can you see that some words have the same endings?

print er comput er

ent er aft er

Some words begin with the same letters. Can you see the patterns?

Can you hear the same sounds?

mou se mou th mou ntain

Activity D

Join words that have the same beginning or the same end.

press cost computer word keep
card dress keen tea pea

Activity E

Find these four words in this wordsearch. Look for the beginning and end letters.

screen

keyboard

keys

computer

a	o	i	p	u	y	p	u	e	y	s	e	o	p
c	o	m	p	u	t	e	r	p	r	e	m	f	r
b	d	t	m	o	n	i	t	o	r	u	a	r	i
k	e	y	b	o	a	r	d	n	n	l	i	h	n
h	i	y	u	p	d	e	t	t	u	t	l	u	t
h	b	k	e	y	s	u	o	g	r	y	u	e	e
k	g	u	d	j	s	c	r	e	e	n	j	w	r

There are three more words to find.



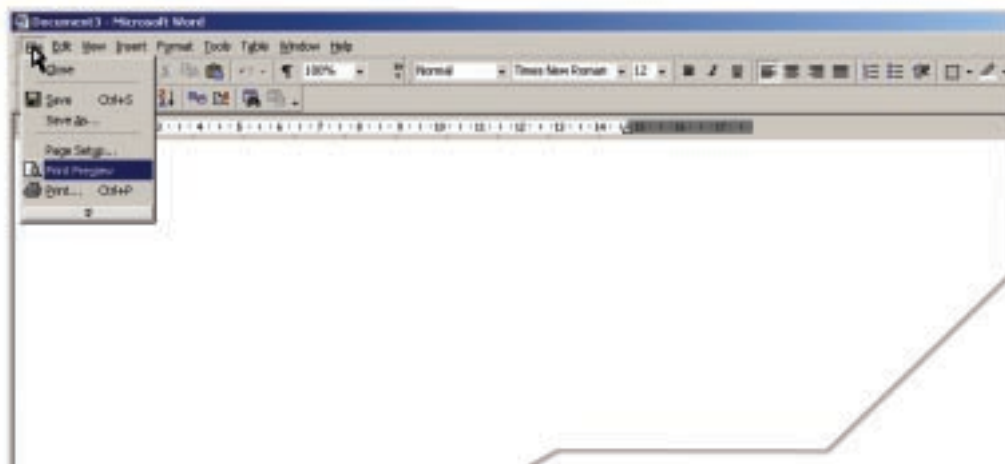
Integrated skills

These are the projects for this unit. You will need to use a computer for some of them.

- 1
 - a Turn on the computer.
 - b Open **Microsoft Word** and type in the numbers 1 to 10.
 - c Print them.
 - d Save your work.
- 2
 - a Type the sentence below. Use this long key at the bottom of the keyboard to separate the words in the sentence.

The computer is a
 machine to help
 me to write.

- b Save your work.
- 3
 - a Clear the screen.
 - b Type a list of names and telephone numbers of people that you know.
 - c Save your work.



- d Print your work, and keep it in your folder.



Check it

1 Match the capital letters to the lower case letters.

W	u
U	d
I	k
P	g
K	w
G	i
N	n
D	p

2 Discuss the words below with your group. Match the words with the meanings below.

screen keyboard keys printer mouse

- a This has the same name as a small animal.
- b You can see your work on this.
- c This is like a typewriter.
- d This makes a copy so you can see your work on paper.
- e These are buttons that you press. They have letters and numbers.

How am I doing?

Look back at the skills listed on page 1.

Now finish the sentences below.

I am confident with

.....

I need more practice with

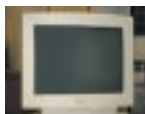
.....

Page 2 Activity B

- 3 a Martha works in a hospital. ✗
- b Martha works with computers all the time. ✗
- c Martha is very good with computers. ✗
- d Martha types in the letters for the chosen film. ✓

Page 3 Activity C

- 1 This is a monitor.



- 2 Here is a printer.



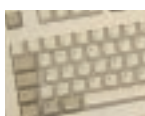
- 3 This is a keyboard.



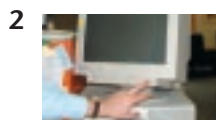
- 4 Here is the mouse.



- 5 These are the keys.



Page 4 Activity A



Page 5 Activity B

- 1 Press the button on the monitor. The button is at the bottom of the screen on the right.
- 2 There is a grey screen with writing at the top and lots of symbols.

Page 9 Activity B

print printed printer

Page 10 Activity A

- 1 No
- 2 Electronic mail
- 3 The same as a local phone call
- 4 Where it says 'address'.

Page 12 Activity B

- 1 World Wide Web
- 2 E-mails
- 3 To find information

Page 12 Activity C

- 1 In a shop
- 2 newspaper
- 3 No
- 4 www.jeffbusiness.co.uk
- 5 At the office

Page 13 Activity A



- 2

printer	mouse	screen	keyboard
keys	e-mail	monitor	



Answers

Page 13 Activity B

hut hot hit or hat
bit bat bet or but
fall fill fell or full
ball bell bill or bull

Page 14 Activity D

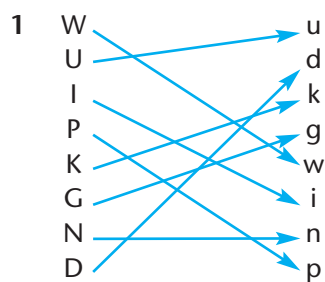
press dress cost computer
word card keep keen
tea pea

Page 14 Activity E

a	o	i	p	u	y	p	u	e	y	s	e	o	p
c	o	m	p	u	t	e	r	p	r	e	m	f	r
b	d	t	m	o	n	i	t	o	r	u	a	r	i
k	e	y	b	o	a	r	d	n	n	l	i	h	n
h	i	y	u	p	d	e	t	t	u	t	l	u	t
h	b	k	e	y	s	u	o	g	r	y	u	e	e
k	g	u	d	j	s	c	r	e	e	n	j	w	r

monitor e mail printer

Page 16



- 2 a mouse
b screen
c keyboard
d printer
e keys



Audio scripts

Page 2 Activity B Audio script 1

Martha: So, where do I start?
Trainer: Well, have you worked with computers before?
Martha: No, I've always been a little frightened of them.
Trainer: Well, don't be; they are just a tool to help you with your job.
Martha: OK.
Trainer: You'll just be using the computer for the basics at the moment, to print cinema tickets, so let's make a start.
Martha: I'm not sure how to operate all the different parts. It seems quite overwhelming.
Trainer: Here is the computer. This is the mouse to point and select on the screen. The screen shows you what you have typed. This is the keyboard. A keyboard has the letters of the alphabet on it. They are not in the same order as the alphabet. You will have to type in the letters for the chosen film. Here are the number keys. You will need to press these keys to enter the number of tickets that the person wants.
Martha: All right, let's try!

Are these true?

- 1 Martha works in a hospital.
- 2 Martha works with computers all the time.
- 3 Martha is very good with computers.
- 4 Martha types in the letters for the chosen film.

Page 4 Activity A Audio script 2

- 1 Check that the monitor and computer are connected to the electricity supply.
- 2 Turn the monitor on by pressing the button at the bottom of the screen.
- 3 Turn the computer unit on here. The computer will start up.
- 4 Here is what you should see.
- 5 Now you are ready to begin using the computer.

Page 9 Activity B Audio script 3

Narrator: Listen to the following messages left on Jim's answerphone. Fill in the words that are missing as you follow the words on the message pad.

Kate: Hi Jim, it's Kate. I have to work late! I am still writing some letters and then I have to print them. So I will see you about 7 o'clock. Bye!

Suban: Hello Jim, you left the computer on! I have saved your work. I have printed it out. See you in the morning. Suban.

Mum: Jim, it's your mum. I forgot to buy paper for the printer. Can you get some, please? See you later.

Page 10 Activity A Audio script 4

Amy: Steve, have you ever sent an e-mail?
Steve: No Amy, but I hear this is a great way to communicate.
Amy: If we were to employ you, I would need you to be experienced in sending and receiving e-mails.
Steve: That wouldn't be a problem. My parents have a computer at home and I can practise. What does e-mail mean?
Amy: Electronic mail. They only take a second to send and cost the same as a local phone call. You need to be connected to a phone line. In fact, can you e-mail me when you get home?
Steve: No problem.
Amy: You will need my e-mail address. It is amy@yahoo.com
Just type in my address where it says 'address'. Write the message that you want to send in the empty page provided. Then all you need to do is press 'send'. It's simple. I'll write back so check your inbox.

Page 12 Activity A Audio script 5

The Internet is used to connect computers, which enables people to exchange and share information. The Internet is also known as the World Wide Web (www).

Today the Internet is used in business, schools, colleges and in homes all over the world. You can use it to send e-mails to people.

It is like being in the biggest library ever created, with every single reference book at your side.



Page 12 Activity C Audio script 6

Jeff: Hello Greg. How is business?

Greg: I am looking for different ways to get people into the shop.

Jeff: Have you thought of advertising in the local newspaper?

Greg: I did that last month but it didn't seem to work.

Jeff: Do you have a web page?

Greg: No.

Jeff: Instead of our customers coming into the shop, they buy our products directly over the Internet. Business couldn't be better.

Greg: That sounds like a great idea. What do I need to do?

Jeff: Start by looking at our website:
www.jeffbusiness.co.uk

Greg: OK, then what?

Jeff: Your website has to start with 'www'. This means that it is on the World Wide Web.

Greg: Can I have www.gregbusiness.co.uk?

Jeff: Yes. Come to my office next week and we will have lunch. I will show you how to use the Internet.

Greg: Thank you very much. I'll see you next week.