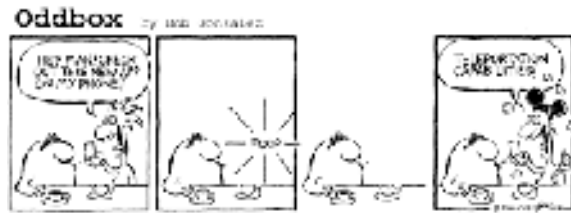


Digital Literacy

Name _____

Period _____



Overview: Computers are an integral part of everyday life, affecting the way we work and live. This course introduces you to the fundamentals of computing, explains the components of a computer, explores operating system basics, and shows you how to use a mouse and a keyboard.

Guiding question: When you run into a problem you are unsure how to solve what do you do?

- a) call our the teacher's name
- b) stop working & stare into space or visit with my buddy
- c) problem solve myself to see if I can solve the problem myself

Checklist

____ Put name on this paper along with the period

____ Prepare my digital portfolio

____ go to the student public drive>junior high>Ms Emily>Digital Literacy>semester II

____ make sure you have a folder that is labeled with your name

____ move that folder to the proper class period folder (3rd or 4th period)

____ inside your folder create a folder & label it 'graphics' (move any graphics here)

____ create 'Table of Contents' folder

____ open a Word document, list your Kahoot login and gmail account login and save this information to your Table of Contents folder.

____ Re-name your table of contents folder 'Google Tools'

____ Find the file named 'Presentation1.pptx in your file \

____ Participate in a class discussion about 'input', 'output', 'peripherals'.

____ Open a new Word document and using your keyboarding skills write a few sentences about what you think is the greatest invention. Save this document in your Digital Lit file in your graphics file and call it 'greatest invention' Now copy that file and paste it somewhere in the junior high student public drive. Email the pathway to someone in this class and let them know to check their email. Here is an example: (turn page over)

Digital Literacy

Name

Period

Student public drive>junior high>digital lost and found>assignments>golden nugget>warning

____The secret word is:

____If you have any additional time you may finish your Kahoot or try your neighbor's Kahoot .