

Did you find all of the items?

K.1.2

Type in your username.  
Enter in your password.  
Click OK or Login.

K.1.4

Put the metal clip part of the floppy disk into the computer first. Make sure the label is facing up.  
To eject the disk on a Mac, click once on the disk icon and then press the apple command key and e to eject the disk.  
To eject the disk from a PC, simply press the eject button on the disk drive.  
Always make sure you have closed all files before you eject a disk.  
K.1.4

To print, click on File, Print.

Mac shortcut: apple p  
PC shortcut: ctrl p

K.1.4

Did you name any of these items?

Computer  
TV  
VCR  
Digital Camera

K.1.1

To turn your computer on:  
Find the power button. Press it gently one time.

To turn your computer off:  
Find the shutdown command on your computer. Click the button to shutdown your computer. Make sure to power off if necessary.

K.1.4

Double click on the icon or program name to launch an application.  
Click on File, Exit or File, Quit to close a program.

K.1.4

Open the CD drive, if necessary. Place the CD in the drive face up. Close the CD drive, if necessary.

To eject the CD on a Mac, click once on the disk icon and then press the apple command key and e to eject the CD.

To eject the CD on a PC, simply press the eject button on the CD drive. Always make sure you have closed all files before you eject a disk.

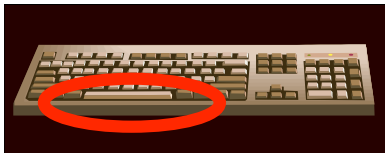
K.1.4

Look in the middle of the keyboard for the keys with letters.



K.1.6

The space bar is the large, rectangular bar at the bottom of the keyboard.



K.1.6

The delete and back space keys allow you to remove text you have typed in.



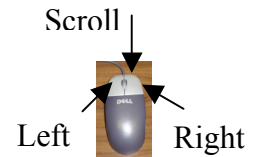
K.1.6

Here are the arrow keys.



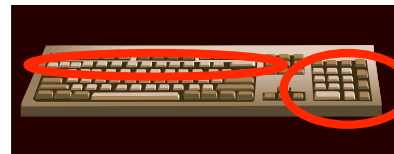
K.1.6

The mouse helps you make selections. Click once to select an item. Click twice to open an item. The left mouse button is the action button to make the computer do something. The right button is the choice button, which gives you many options. Some mice have a scroll wheel. It allows you to move up and down on a page.



K.1.5

The numeric keys are usually found in two places – near the top of the keyboard and on the righthand side of the keyboard.



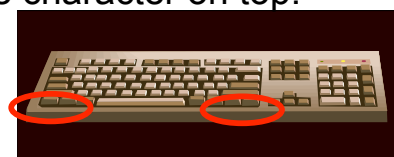
K.1.6

The return or enter key allows you to move to the next line down on your document.



K.1.6

There are 2 shift keys on your keyboard. The shift key when held down with a letter key makes a capital letter. The shift key when held down with a key that has 2 characters on it makes the character on top.



K.1.6

To open a document, double click on its icon. You also can open the program first, and then select File, Open. Navigate to where your document is saved. Then select it, and choose Open.

K.1.8

**FALSE**

To save a document, click on File, Save. The shortcut is:

Mac: apple s  
PC: ctrl s

K.1.8

**TRUE**

K.2.3

**TRUE**

K.2.2

**FALSE**

K.2.5

To show respect:

- Treat their work nicely
- Tell them you like their work
- Ask them for help if you have a question
- Give them credit for their work

K.2.7

K.2.4

Always report problems to an adult. You also can make a sign with a note telling what is wrong with the equipment and tape it to the equipment.

K.2.6

To close a window:

Mac: apple w (or click on the button in the top left hand corner of the window – a red circle or gray square)

PC: ctrl w (or click on the X in the upper righthand corner of the window)

K.2.9

**FALSE**

**SHARE!!  
TAKE TURNS!!**

K.2.8

**FALSE**

K.2.10

A program that lets you write words, sentences, stories, and essays and then edit your work is a word processing program. Some examples are:

Microsoft Word  
Appleworks Word Processing  
Word Perfect  
Microsoft Works

K.3.1

A program that lets you draw or paint such as:

Appleworks Draw  
Appleworks Paint  
KidPix  
Microsoft Paint

K.3.3

K.2.9

**FALSE**

K.2.11

Inspiration and Kidspiration are great examples of programs that help you make mind maps and thinking webs to brainstorm or organize information.

K.3.2

A storyboard helps you plan your project. It helps you organize the things you want to include in your project such as text, audio, graphics, and video clips. The storyboard is a sequence of events for your project.

K.3.5

Audio is another word for SOUND. Audio clips might include a clip of your voice, a clip of a song, or a sound effect.

K.3.6

There are many search engines you could use. You might use yahooligans or google.

K.5.1



Kindergarten

Spreadsheets let you make graphs. You might use Appleworks spreadsheet, Graph Club, or Microsoft Excel.

K.3.4

Microsoft PowerPoint, Hyperstudio, and Appleworks let you make slide shows.

K.3.6

Graphics is a word for picture or diagram. Clip art is a good example of graphics.

K.3.6

You might go to the website for your school or public library. Many of these websites have links to an on-line card catalog that lets you search for a particular book.

K.5.2

Floppy Disk =



CD =

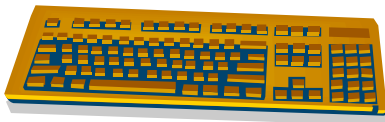


1.1.1

Did you find any of the following items?

- Television
- VCR
- Phone
- Overhead projector
- LCD projector
- Computer
- Radio

1.1.2



1.1.3

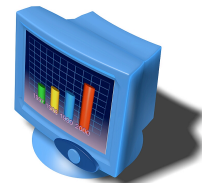
You insert a floppy disk into the floppy disk drive. You insert the CD into the CD-ROM drive.

1.1.4

# 1st Grade

The hard drive is the main storage device for the computer, which stores and retrieves the computer's programs and data.

1.1.1



1.1.3

To turn the computer on, you need to push the power button. Some computers have one power button that turns everything on. Other computers require you to turn both the monitor and CPU on. To turn your computer off, you need to click shutdown from the start menu (PC) or the apple command menu (Mac).

1.1.3

To print a document, click on File, Print or the printer icon on the toolbar. The shortcut on a PC is ctrl p. The shortcut on the Mac is apple p.

1.1.5

To create a new document, click on File, New.

1.1.5

To save a file, click on File, Save.

PC shortcut: ctrl s

Mac shortcut: apple s

1.1.5



The period and question mark are near the lower right hand corner, between the letter m and the shift key.

1.1.6

To eject a disk from a PC, close all files on the disk first. Then, push the eject button next to the disk drive opening. On a Mac, click once on the icon of the disk on the desktop screen. Then, press the apple key and the letter e, or select Special, Eject from the desktop menu.

1.1.4

To quit a program, click on File, Exit or File, Quit.

1.1.5

To open a file, double click on the file name.

You also can open the program first. Then, click File, Open. Navigate to where the file is saved, select the file, and click open.

1.1.5

Select Save to save a file for the first time and give the document a name. If you make any changes to the document and you want to keep the same filename, select save.

Select Save As if you want to make a copy of the file under a different filename.

1.1.5/1.1.11



There are 2 shift keys.

1.1.6

Find the on/off switch on the printer. Use this switch to turn the printer on or off.

1.1.8

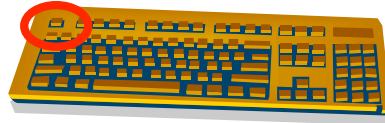
This is a scanner.



1.1.9

You should call your file a name that matches the content of your file. For instance, if you are publishing a class newsletter, you might call the file, "newsletter." Be specific, and choose something that you will remember.

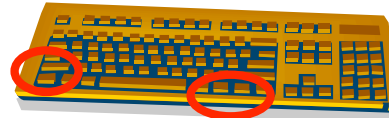
1.1.10



The ESC (escape) key is usually in the upper left hand corner of the keyboard.

1.1.6

There are normally 2 control keys on a PC keyboard.



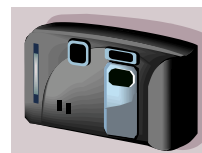
The command key/apple key is next to the space bar on either side.

1.1.6

Slide out the paper tray on the printer carefully. Place paper made for the printer in the paper tray. Be sure to line the paper up neatly with the guides. Close the paper tray.

1.1.8

This is the picture of the digital camera.



1.1.9

**FALSE!**

If you spill your food or drink, you might damage your computer.

**TRUE!**

1.2.3

1.2.2

**TRUE!**

**FALSE!**

1.2.5

1.2.4

There are many ways to show respect for other people's work. Here are 2 ways.

Give a compliment!

Do not cause damage to the work.

If you notice a problem with a piece of equipment, tell your teacher. You also can write a note stating what the problem is and put it next to the piece of equipment.

1.2.7

1.2.6

To close a window on a

PC: ctrl w or click on the X in the upper right hand corner of the window

Mac: apple w or click on the box in the upper left hand corner of the window

You can share or work together!

Take turns.

Make a schedule so that everyone gets a chance to use the computer.

1.2.9

1.2.8

**FALSE!**

Passwords are supposed to be kept private.

1.2.10

Here are some examples of appropriate behavior:

- Share!
- Be gentle with equipment!
- Follow your school's rules.
- Report problems to an adult.

1.1.12

You might use a word processing program like Microsoft Word or Appleworks Word Processing.

1.3.2

A database is a program that allows you to organize information in the form of records. You can sort and find the records in a database.

1.3.5

**FALSE!**

Always leave your area neat. Push in your chair. Straighten up the equipment. Log off of the computer. Gather your materials and put them away.

1.2.9

**FALSE!**

It is never ok to share information about yourself with a stranger. If someone on the Internet asks you for information, tell your teacher, your parent, or your caretaker.

1.2.11

You might use Inspiration or Kidspiration.

1.3.1

There are many programs that let you draw or paint pictures. Here are a few ideas.

Appleworks Draw or Appleworks Paint  
KidPix  
Microsoft Paint

1.3.3

A spreadsheet is a program that lets you make calculations, use formulas, and create graphs.

**TRUE!**

1.3.7

A storyboard is the plan for your project. It is like making an outline before you write. For example, if you were to make a movie, your storyboard would include the sounds, camera shots, and scenes you wanted to include in your movie.

1.3.6

To organize information in a spreadsheet, click on Data, Sort or Calculate, Sort. This will allow you to sort the information in ascending or descending order (in ABC order, 123 order, ZYX order, or 321 order).

1.3.9

Email stands for *electronic mail*. Email is a way to send letters over the Internet.

1.3.8

There are several programs that will let you make a slide show. Microsoft PowerPoint, Hyperstudio, and Appleworks let you make slide shows.

1.4.1

Here are some popular search engines.

Google [www.google.com](http://www.google.com)  
Yahooligans [www.yahooligans.com](http://www.yahooligans.com)  
Lycos [www.lycos.com](http://www.lycos.com)  
Excite [www.excite.com](http://www.excite.com)  
Yahoo [www.yahoo.com](http://www.yahoo.com)

1.3.10

I am asking you to add sound to your work. You might add sound effects, a music clip, or record your voice.

1.4.1

1.4.3

If your school has an online card catalog, you could look for your book online. Many public libraries and school libraries now have online databases that let you search for a book online.

1.5.4

2nd Grade

From the smallest amount of storage to the greatest:

Floppy Disk  
CD-ROM  
Hard Drive  
Server

2.1.2

Here are a few programs that can help you make a multimedia project.

Microsoft PowerPoint  
Hyperstudio  
KidPix  
Appleworks Presentation

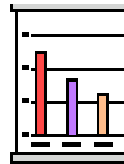
2.1.4

You have to cite your information (tell where your information came from).

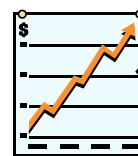
1.5.3

Here are some of the graphs you can make using a spreadsheet.

Bar graph



Line graph



Pie graph



1.6.2

Floppy disk, CD-ROM, DVD, USB drive, Hard Drive, Server

2.1.1

Multimedia means several modes to communicate or show information. Multimedia usually includes visual and audio. A multimedia project might have pictures, music, and video.

2.1.3

A dialog box is a window that gives you information and lets you send information (a command) to the software or the computer. For instance, a dialog box appears when you click on File, Print. You then click on a button to tell the computer to print your document.

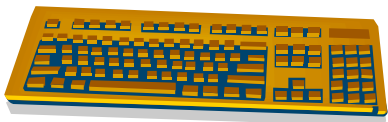
### 2.1.5

Do you have any of these programs?

Microsoft Word  
Appleworks  
Internet Explorer  
Safari  
Netscape  
Kidspiration

### 2.1.6

There are 2 shift keys on the keyboard.



### 2.1.9

The shortcut to print is ctrl p on a PC and apple p on a Mac.

### 2.1.10

A popup menu is a window that appears and gives you options. For instance, if you right click in a document, you get choices to copy or paste. Popup menus usually appear when you scroll over an area and click your mouse or click a certain key.

### 2.1.5

A tool palette might have a paint brush, a pencil, a spray can, an eraser, or shapes.

### 2.1.5

The home row is the row of keys that has these letters:

A S D F G H J K L ; '

### 2.1.7

The shortcut to save is ctrl s on a PC and apple s on a Mac.

### 2.1.10

The shortcut to paste is ctrl v on a PC and apple v on a Mac.

The shortcut to copy is ctrl c on a PC and apple c on a Mac.

2.1.10

Do you have any of these items?

Printer  
Scanner  
Digital camera  
Video camera  
PDAs  
Alphasmarts  
Keyboard  
Mouse

2.1.10

A peripheral device is a piece of equipment that works with the computer to do a specialized job. A peripheral is not essential for the computer to work.

2.1.12

You might give your story a title. Use the title for the filename. For instance, if you were writing a story on penguins, you might use this filename:

PenguinStory

2.1.11

Did you check the paper tray to see if it is empty? If so, add more paper to the paper tray.

2.1.13

Do you have any of these rules at your school?

Be gentle with the equipment.  
Only go to websites your teachers say you may visit.  
Respect the work of other students.  
Obey copyright.  
Leave your work area neat.

2.2.1

2.1.13

A filename is the name you give to a document when you save your work.

2.1.13

Here are some good manners you might have named.

Be gentle with equipment.  
Share the computers with your classmates.  
Keep your work area neat.  
Always logoff your computer when you are finished working.

2.2.3

Only visit websites your teachers give you permission to visit.

2.2.5

To close a window on a PC, click ctrl w or click the X in the upper righthand corner of the window. On a Mac, click apple w or click the box in the upper lefthand corner.

2.2.7

**FALSE!**

Always clean up your area.

2.2.7

Save your work often!!

2.2.2

Did you name any of these good behaviors?

Follow your teacher's directions.  
Save your work.  
Remember to close programs and log off when you are finished.  
Be gentle with equipment.  
Keep food and drinks away from the computer.

2.2.4

Share! Take turns!

2.2.6

On a PC: Click the Start Menu and select log off or log out.

On a Mac: Click on Special, Logout or Log off. On OSX, click on the blue apple in the upper left hand corner and choose log off or log out.

2.2.7

## **FALSE!**

You must give credit to the person whose ideas or work you want to include in your work.

Click Save As. Give the file a name and save it to your directory.

### 2.2.9

Kidspiration and Inspiration are 2 examples that let you make mind maps or brainstorm webs. Your school might have another software program that lets you make mindmaps. Have you asked your teacher?

### 2.2.8

A *Code of Ethics* is a set of rules for using technology in an appropriate way. Check with your teacher to see if your school has a *Code of Ethics*.

### 2.3.1

Here are some tools you might use:

Spell Check  
Grammar Check  
Thesaurus  
Dictionary  
Font  
Track Changes

### 2.2.10

Open the program you want to use. Click on File, New to create a new document.

### 2.3.2

Click on Insert, Picture. Then, select from Clip Art or From File. Some programs have the clip art choice under the File menu with the choice, Show Clippings. Other programs have a Library for the clip art. You can also copy and paste a picture into your document.

### 2.3.2

Graphics is a word that means pictures. Pictures might come from clip art, a digital camera, or an original piece of art that has been scanned into the computer.

### 2.3.3

### 2.3.3

A spreadsheet is a table made up of cells in rows and columns. A spreadsheet is used to organize information and do math. Spreadsheets can make graphs.

#### 2.3.4

Here are some ideas for fields you might include:

Type of animal  
Habitat (where it lives)  
Size  
Diet (what it eats)

#### 2.3.5

Cells

#### 2.3.5

Click in the cell where you want the information to go. Then, type in your information.

#### 2.3.6

A database is a program that organizes information into records and fields. Here are some examples of databases:

Telephone book  
Address book  
Online card catalog  
Search engine  
Online encyclopedia

#### 2.3.4

You would include records about the zoo animals. Here are 3 examples of records you might have:

Giraffe  
Elephant  
Ape

#### 2.3.5

A record is a set of information about a specific thing.

A field is a category for specific information about the record.

Here is an example.

Record: Panda  
Fields: Habitat, Size, Diet

#### 2.3.5

Click on Edit, New Record or Insert, New Record depending on which program you use to make your database.

#### 2.3.6

Audio is another word for sound. Audio clips could be sound effects, music clips, or your own voice recorded into the computer.

2.3.9

Email  
Teleconference  
Video conference  
Blog  
Discussion Board  
Chat room

2.4.1

You might use a keyword search to find information about a particular topic. For instance, if you wanted to find out about a frog's life cycle, you might type in the word *frog* in a search engine or database.

2.5.2

Bargraph

2.6.2

A storyboard is the plan for your project. It is like making an outline before you write. For example, if you were to make a movie, your storyboard would include the sounds, camera shots, and scenes you wanted to include in your movie.

2.3.8

Microsoft PowerPoint  
Appleworks  
KidPix  
Hyperstudio

2.3.8/2.3.9

A keyword search is a way to look for information by typing in a topic word to an online search engine or database. For instance, when using an online card catalog system, you might type in the word *planes* to find books about airplanes.

2.5.1

A citation is a way to give credit to a reference you used. You include a citation to tell your audience where your information came from. For instance, let's say you are writing a report on George Washington. You used an encyclopedia to learn about George Washington. A citation would tell what encyclopedia you used.

2.5.6

Piegraph or Pie chart

Line graph

2.6.2

2.6.2

Table or Chart

Pictograph

2.6.2

2.6.2

A bit is the tiniest unit of information in a computer. Every key on the keyboard and command you enter in is made up of bits that tell the computer what to do.

3rd Grade

3.1.1

Binary logic is a number system made up of 2 digits. For computers, the two digits are 0 and 1. Everything a computer does is made up of zeros and ones. These zeros and ones tell the computer what to do.

There are 8 bits in a byte.

8 bits = 1 byte

1024 bytes = 1 kilobyte

1024 kilobytes = 1 megabyte

3.1.1

3.1.1

A server is a powerful computer that is used to store programs, files, and information that can be delivered to other computers. The server is part of a network and is used to manage the network's resources.

### 3.1.3

Telecommunication allows us to communicate (send messages) over phone or cable lines.

### 3.1.4

Email stands for electronic mail. Email is used to send messages or letters over the internet.

### 3.1.5

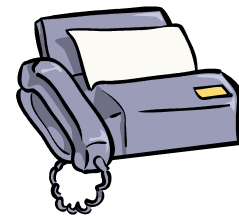
Instructions for the computer are stored in its memory. There are 2 main types of memory: RAM and ROM. RAM, "Random Access Memory," allows you to read and write information. ROM, or "Read Only Memory," tells the computer how to run certain programs.

### 3.1.6

A modem is a device that allows your computer to connect to a phone line to send messages electronically. A modem uses digital communication.

### 3.1.1

This is a picture of a fax machine.



### 3.1.3

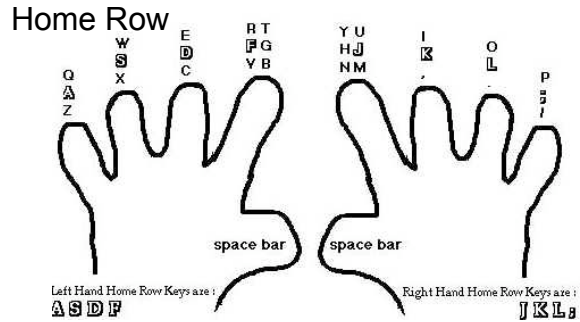
Memory is the storage of data on the computer, often in the form of chips or cards. Some memory is "Read Only Memory," which tells the computer how to run certain programs. Other memory is "Random Access Memory," which allows you to read and write information.

### 3.1.5

Floppy disk  
USB drive  
CD-ROM  
Hard Drive

### 3.1.6

Your fingers should rest on the *home row*.



### 3.1.10

A peripheral is a piece of equipment that works with the computer to do a specialized job. A peripheral is not essential for the computer to work.

### 3.1.10

Picture taken from

<http://www.hammon.k12.ok.us/teach/qwalker/Keyboarding/keyboard>



web cam



printer



LCD projector

### 3.1.13

Your filename should match the content of your file and be something you can remember. You might choose to give this document the filename, "Simple Machines."

### 3.1.11

Examples of audio files might be:

Sound effects

Music clip

Recording of your voice or a sound

### 3.1.13

Save. Save often!

### 3.1.12

Be gentle with equipment.

Share the computers with your classmates.

Keep your work area neat.

Always logoff your computer when you are finished working.

### 3.2.2

### 3.2.1

Here are some things to remember when you use the Internet:

- Never share personal information with a stranger.
- Only visit websites your teacher has given you permission to visit.
- If you use information from the Internet for a project, be sure to cite and give credit to the website you used.

3.2.5

To close a window on a PC, click ctrl w or click the X in the upper righthand corner of the window. On a Mac, click apple w or click the box in the upper lefthand corner.

3.2.7

Chair pushed in.  
Keyboard, mouse, and monitor in proper position.  
Disks removed from drives and put away.  
Headphones put away.  
Equipment logged off.  
Materials put away. (notebooks, pencils)

3.2.7

No, you cannot copy the information word for word. If you copy the information, you are plagiarizing (taking someone else's work and saying it is your own work). Instead, you must put the information into your own words and cite your source. Your teacher can show you how to cite the website.

3.2.9

**TRUE!**

3.2.3

Take turns.

Share.

Create a schedule of who gets to use the computer when so that everyone gets a chance to use the computer.

3.2.6

On a PC: Click the Start Menu and select log off or log out.

On a Mac: Click on Special, Logout or Log off. On OSX, click on the blue apple in the upper left hand corner and choose log off or log out.

3.2.7

Save As

Save As allows you to make a copy of the file and put it in your own directory.

3.2.8

Ctrl c on a PC

Apple c on a Mac

No. You need to purchase or have a software license that gives you permission to install the software on each machine first.

3.3.1

Ctrl v on a PC

Apple v on a Mac

3.2.10

Ctrl x on a PC

Apple x on a Mac

3.3.1

Here are just some of the tools available to help you edit your work:

- Spell Check
- Grammar Check
- Thesaurus
- Dictionary
- Font tools
- Track Changes

3.3.1

A scanner lets you transfer a picture from a non-digital source onto the computer. For instance, you can scan a hand-drawn picture into the computer using a scanner. The scanner takes a digital imprint of your picture.

3.3.2

3.3.1

Click on Format, Font or use the font buttons on the toolbar. Make sure to highlight the text you want to change first!

3.3.1

1. Take pictures with your digital camera.
2. Transfer or connect the storage medium from your camera to the computer.
3. Click on Insert, Pictures From File within your slide show.
4. Navigate to your picture.
5. Click insert.

3.3.2

Crop means to reduce the size of your picture by cutting or removing the outer edges of the picture. You can use the crop tool to help you.

### 3.3.3

Click on the picture one time. Click and drag the handlebars (often small white circles or black squares) in toward the center of the picture to make the picture smaller or away from the center to make the picture larger.

### 3.3.3

A spreadsheet is a table made up of cells in rows and columns. A spreadsheet is used to organize information and do math. Spreadsheets can make graphs.

### 3.3.4

**TRUE!**

### 3.3.6

You can copy the picture from the Internet and paste it into your document. Remember to give credit to the website where you found the picture according to copyright and fair use.

### 3.3.2

Click on the picture and use your format picture toolbar to rotate the picture. You can rotate the picture using the handlebar or by typing in the degrees to rotate it. Some programs will let you flip the picture left, right, up, or down.

### 3.3.3

Each record would be about one figure or space shape. The fields would give detailed information about each figure or space shape. Here's an example:  
Record: Rectangular Prism  
Fields:

Item: Fish Tank

Number of sides: 6

### 3.3.4

Cells

### 3.3.4

Audio means sound.

You can make bar graphs, line graphs, pie graphs, and many other graphs.

### 3.2.7

Your teacher is asking you to do a project that includes audio and graphics. You might include a sound effect, a video, a picture, or your voice in this project.

### 3.3.6

Graphics is a word that means pictures. Pictures might come from clip art, a digital camera, or an original piece of art that has been scanned into the computer.

### 3.3.7

You can embed a video clip or hyperlink a video clip. To embed the clip, click Insert, Movie From File. Navigate to your video file and click insert. To hyperlink a video clip, highlight the text that will serve as the link. Then, click on Insert, Hyperlink. Navigate to your video file and click ok.

3 3 9

You could do a keyword search on the internet or using an electronic database. You could visit the websites your teacher has suggested, too.

### 3.3.7

1. Come up with a topic.
2. Create a storyboard that tells what scenes, sounds, and script you want for your video.
3. Take the footage.
4. Import your video into the computer.
5. Edit your footage.
6. Add sound and text effects, transitions, and voice overs.
7. Show your video to others.

### 3.3.8

You could send an email, participate in a blog or a discussion board, post a webpage, or have a video conference.

### 3.5.1

### 3.4.1

An electronic database is a set of information that is search-able on a CD, on a computer, on a network, or on the Internet. Examples of an electronic database would be an online card catalog, an encyclopedia on a CD-ROM, or a search engine.

### 3.5.3

Kidspiration and Inspiration are 2 examples.

### 3.6.1

1.44 MB floppy disk  
256 MB USB thumb drive  
700 MB CD  
20 GB hard drive

### 4.1.2

A keyword search is when you look for information using a topic word. For instance, if you are learning about architecture from Ancient Rome, you might type in the keyword *Rome*. This search will find articles that contain the word *Rome*.

### 3.5.2

A citation is a reference telling specific information about a source you used. The citation tells another person where to find the reference you used. Ask your teacher for help in citing your sources. An example of a citation would be:

Churchman, Deborah. "Be a Nature Detective." Ranger Rick Mar. 1999:28-31.

### 3.5.6

A network is 2 or more computers connected together via cables or waves.

### 3.6.5

Memory is the storage of data on the computer, often in the form of chips or cards. Some memory is "Read Only Memory," which tells the computer how to run certain programs. Other memory is "Random Access Memory," which allows you to read and write information.

### 4.1.1

A bit is the smallest unit of information on a computer. Every key on the keyboard and command you enter in is made up of bits that tell the computer what to do.

A byte is 8 bits. Each letter on the keyboard is one byte; the letter is made up of 8 bits of information to tell the computer which letter you want to appear in your document.

#### 4.1.3

There are 1024 kilobytes in 1 megabyte.

1024 Kb = 1 MB

#### 4.1.3

There are 1024 bytes in a kilobyte.

#### 4.1.3

Bit  
Byte  
Kilobyte  
Megabyte  
Gigabyte

#### 4.1.3

There are 1024 megabytes in a gigabyte.

1024 MB = 1 GB

#### 4.1.3

A printer transfers information from the computer on to paper.

#### 4.1.3

Two ways computers can be networked are via cables or radio waves. When the computers are connected, they are able to communicate with each other.

#### 4.1.7

#### 4.1.4

1. Take pictures with your digital camera.
2. Transfer or connect the storage medium from your camera to the computer.
3. Copy the files from the digital camera's storage medium to the directory you want on your computer.

4.1.7

Ask your teacher what your guidelines are. Did your teacher say to use the computers for school work? Did your teacher say to treat the equipment with respect? Did your teacher say to only visit websites that are appropriate?

4.2.1

Be gentle with equipment.  
Share the computers with your classmates.  
Keep your work area neat.  
Always logoff your computer when you are finished working.

4.2.3

You might make a schedule or sign-up sheet so that every class gets a turn to use the wireless lab.

4.2.6

A scanner converts information (a document or a picture) from a non-digital source to a digital source. For instance, a scanner can transfer a hand-drawn picture into a digital image.

4.1.7

A computer could have a floppy disk drive, a CD-ROM drive, or a DVD drive. Computers also might have a USB port to connect external drives.

4.1.7

Save your work often!

4.2.2

Ask your teacher if you may use the website. Does the website help you with your schoolwork?

4.2.5

On a PC: Click the Start Menu and select log off or log out.

On a Mac: Click on Special, Logout or Log off. On OSX, click on the blue apple in the upper left hand corner and choose log off or log out.

Ctrl w on a PC. You also can click on the X in the upper righthand corner of the window.

Apple w on a Mac. You also can click on the box or red circle in the upper lefthand corner of the window.

#### 4.2.7

If you make changes to the document, save it under a new name or to a new location.

#### 4.2.7

Chair pushed in.  
Keyboard, mouse, and monitor in proper position.  
Disks removed from drives and put away.  
Headphones put away.  
Equipment logged off.  
Materials put away. (notebooks, pencils)

#### 4.2.8

Ask your teacher if your school has a *Code of Ethics*. Does it tell you how to use the technology in your school?

#### 4.2.7

You must cite the information and give credit to the original author of the information.

#### 4.2.10

Highlight the text. Then, select the font, style, and size tools. Adjust them to a style that pleases you or meets the criteria for your project.

#### 4.2.9

Spell Check  
Grammar Check  
Font Tools  
Drawing Tools  
Thesaurus  
Dictionary  
Translation  
Track Changes

#### 4.3.1

#### 4.3.1

1. Plan your essay first using paper and pencil or a webbing program such as Kidspiration or Inspiration.
2. Create a new word processing document.
3. Write your essay.
4. Revise your essay.
5. Use editing tools.
6. Publish (or print) your final copy.

#### 4.3.1

Click on Insert, File and select the file you wish to include in the current document. For example, you can insert a slide from another file or you can insert a picture file into a document.

#### 4.3.3

A database is a program that allows you to organize information in the form of records and fields. A spreadsheet allows you to do math calculations and make graphs.

#### 4.3.5

In column A, you could type in your classmates' names. In column B, you can type in the length of each person's foot. Use a different row for each person's data. Highlight the information and make a bar graph to show your data. You also could use a formula to figure out what the average length is for the feet in your classroom.

#### 4.3.5

Pencil  
 Paint Brush  
 Spray Can  
 Eraser  
 Shapes  
 Geometrical lines and figures  
 Grouping and Aligning tools  
 Fill and line colors

#### 4.3.1

Click on Format, Insert Columns. Select the number of columns you wish to include. Click OK or Apply.

#### 4.3.2

Click on Insert, Picture. Select whether you want to insert a picture from clip art or from your files. Sometimes the clip art library is called *Show Clippings* or *Library* and is found under the File Menu.

#### 4.3.4

You might include famous people, places you've studied, historical events, or information about the different geographical regions.

#### 4.3.5

Bar graph  
Pie graph  
Line graph  
Scatter graph  
And many more graphs!!

Use the find tool in your database.  
Type in the word "zebra." Click Find.  
You should now see the record on zebras.

#### 4.3.7

1. Define the problem(s).
2. Brainstorm some possible solutions.
3. Storyboard your multimedia project.
4. Create a slide show or hypermedia project using information from steps 1-3. Remember to include audio and graphics.
5. Present your project to your principal.

#### 4.3.8

You might use iMovie, Movie Maker, or Final Cut Pro. There are many other types of video editing software, but these are just a few examples.

#### 4.3.10

Email  
Video Conference  
Website

#### 4.4.1

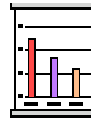
#### 4.3.6



Line Graph



Pie Graph



BarGraph

#### 4.3.7

Put a tape in the video camera. Use the record button to start and stop filming. You might want to use a tripod to stabilize your shots. Remember to use the zoom features or a mic if necessary.

#### 4.3.9

You would send an email that includes a document. Your document might be a digital picture, a word processing file, or some other file on your computer. The file is sent electronically with your email.

#### 4.4.1

1. Define your topic, purpose, and audience.
2. Brainstorm ideas for your video.
3. Create a storyboard of the shots, script, and sounds for your video.
4. Shoot the video segments.
5. Import your video and edit.
6. Add special effects and voice overs.
7. Publish/Show your video.

#### 4.4.4

A keyword search is when you look for information using a topic word. For instance, if you are learning about the solar system, you might type in the keyword *planets*. This search will find articles that contain the word *planets*.

#### 4.5.3

You can copy and paste graphics from the internet into your work. However, be sure to remember copyright and fair use rules. Always cite your sources!

#### 4.5.5

A hypermedia project is a project that includes links to other files (audio, graphics, video, documents) or websites. You are able to open those other files or websites by clicking on a button, text, or picture.

#### 4.4.2

Using a search engine or an online database, type in a keyword or boolean search.

#### 4.5.2

Highlight the text and select copy and paste. However, be sure to remember copyright and fair use rules. Always cite your sources!

#### 4.5.5

If your library has an online card catalog, you can look for this book using the web. Use a keyword search for the topic, title, or author.

#### 4.5.7

60 GB would be most likely. (60 MB is less than a CD-ROM holds.)

Megabytes

5.1.1

5.1.1

There are 1024 bytes in 1 KB. There are 1024 Kb in 1 MB. There are 1024 MB in 1 GB. Think of the byte as the base unit of measure and using the base 10 system to calculate larger storage amounts.

Bit  
Byte  
Kilobyte  
Megabyte  
Gigabyte

5.1.2

5.1.1

A base 2 (binary) system operates on just two numbers. The computer uses binary logic and the numbers 0 and 1.

For example, each letter is made up of 8 bits. Here are the bit sequences for these letters:

A = 1000001  
a = 1100001  
M = 1001101  
m = 1101101

Binary logic uses zeros and ones to tell the computer what to do. Every letter you type or command you give the computer is made up of zeros and ones. These zeros and ones act as electrical charges that make the computer do the action you requested.

5.1.3

5.1.3

You could create a flyer using a word processing program or a desktop publishing program. You could create a video about the books and show it to the students at your school. You could appear as a guest anchor on your televised news show. What other ways could you advertise these books?

Units of measure (bit, byte, kilobyte, etc.) tell you how much storage is available or being used. The base two system is made up of two numbers, zero and one. The computer uses zeros and ones to form bit sequences that tell the computer what to do. The more bits needed to complete a task, the more storage you need.

5.1.4

5.1.3

A scanner connects to a computer via a USB cable.

A printer can connect to a computer via a USB cable or a serial port cable. Printers also can connect via infrared (IR) or networks.

5.1.5

**FALSE.**

Food or drink spills can cause damage to computer equipment.

5.1.5

1. Take pictures with your digital camera.
2. Transfer or connect the storage medium from your camera to the computer.
3. Copy the files from the digital camera's storage medium to the directory you want on your computer.

5.2

**FALSE.**

5.1.5

Report the problem to your teacher or the person responsible for the technology equipment at your school. You can leave a note on the equipment so that others know what the problem is and that the problem has been reported.

5.2

This means that you have to give credit to any person or source you use for information in doing your work. You give credit by citing your sources or creating a reference list. Otherwise, someone might think these ideas are yours.

**TRUE!**

5.2

5.2

5.2

**False.**

School computers are to be used for educational purposes only.

5.2

You can embed a video clip or hyperlink a video clip.

To embed the clip, click Insert, Movie from file. Navigate to your video file and click insert.

To hyperlink a video clip, highlight the text that will serve as the link. Then, click on Insert, Hyperlink. Navigate to your video file and click ok.

5.3.2

Highlight all the words. Then use the Sort tool to sort the words in ascending (ABC) order. Make sure each word is on a separate line or in a separate cell.

5.3.3

A hypermedia project is a project that includes links to other files (audio, graphics, video, documents) or websites. You are able to open those other files or websites by clicking on a button, text, or picture. A hypermedia slide show is non-linear slide show.

5.3.5

Choose to send information electronically. Email your documents instead of printing them, save your documents to a storage device (a floppy disk, a CD, a USB drive, or a shared storage area), or publish the information to a website.

5.2

- Word Processing or Desktop Publishing program
- Formatting tools
- Font tools
- Spell Check
- Grammar Check
- Thesaurus
- Dictionary
- Auto-flow and layout tools

5.3.1

Use the find tool. Type in a keyword or the main word for the record and click find.

5.3.3

To write a formula in a spreadsheet, use the order of operations for math. Here are some examples:

Addition =A1+B1

Subtraction =A1-B1

Multiplication =A1\*B1

Division =A1/B1

Average =(A1+B1+C1)/3

5.3.4

An example of a multimedia project is a slide show that uses audio and graphics to communicate a message.

Audio: sound effects, sound clips, music clips, voice overs, video clips

Visuals: graphs, pictures, word art, animations, video clips

### 5.3.6

Video conference  
Email  
Website  
Teleconference  
Newscast

### 5.3.5

1. Come up with a topic.
2. Create a storyboard that tells what scenes, sounds, and script you want for your video.
3. Take the footage.
4. Import your video into the computer.
5. Edit your footage.
6. Add sound and text effects, transitions, and voice overs.
7. Show your video to others.

### 5.4.1

- Does your website answer the questions or things you want to know for your research topic?
- Is your website approved by your teacher?
- Who published the website? Is it from a reputable source?

### 5.3.7

Go to the website for your public library. Find the link to their online card catalog. Type in a keyword, the title, or the author for the book you want. Click search. Look through the results to find the book you wanted.

### 5.5.1

A citation is a way to give credit to the sources you used. The citation helps other people find the information you used in the sources you used. Here's an example of how to cite a book.

Author. Title of book. Place published: Publishing Company, year published.

### 5.5.1

Use a good search engine that is recommended by your teacher. Use a keyword or boolean search. Try to be as specific as possible with your search words so you are not overwhelmed with all of the results that are returned. Examine and evaluate the results to determine which results will be most helpful to you.

### 5.5.3

### 5.5.2