



COMPUTER SKILLS REVIEW:

Name the hardware:

monitor printer
system unit power button



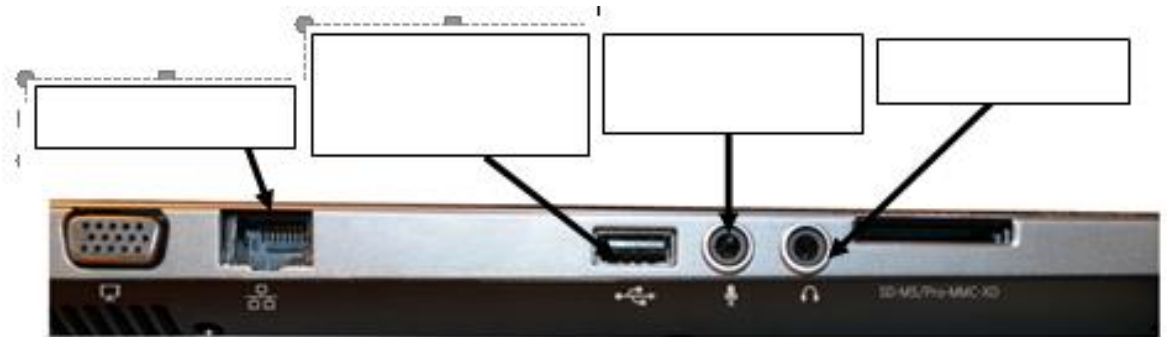






Name the ports: (use the words below)

USB Port
Ethernet Port
Headphone Jack
Microphone Jack

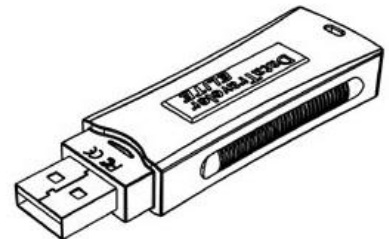


Name the storage devices:

internal hard drive flash drive external hard drive



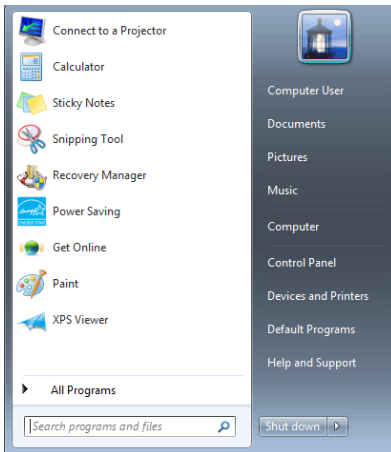






PRACTICE: USING THE MOUSE

1. DOUBLE-CLICK on the Google Chrome icon on the desktop
2. CLICK in the address bar and type: <http://www.ppl-inc.org/the-hub/>
3. CLICK on the yellow box that says *Computer*
4. FIND the link that says *Practice Computer Skills* on the left side of the page
5. Put the cursor ON the link. When you see the hand, CLICK on the link
6. FIND *Mouse Exercises* link and CLICK on it
7. COMPLETE the mouse practice exercises



PRACTICE: THE START MENU

1. CLICK the *Start Button* to open the Start Menu
2. CLICK on *All Programs*
3. CLICK on the arrows to find the FOLDER named **Microsoft Office 2016**
4. CLICK in the folder
 - a. Now you can see all programs under Microsoft Office
5. CLICK on Word 2016 to open the program

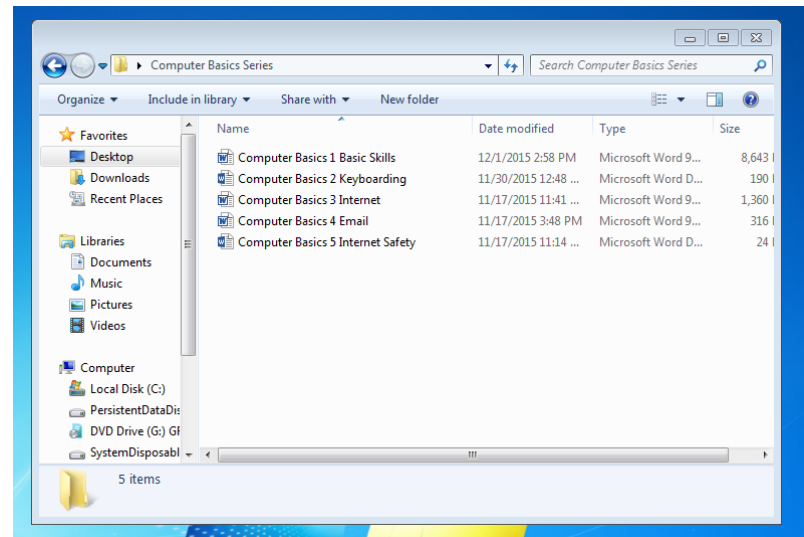
PRACTICE: MOVING DOCUMENTS

THIS DOESN'T WORK BECAUSE OF OUR COMPUTER SETTINGS!

(still practice the steps though)

Move a document to *My Documents*:

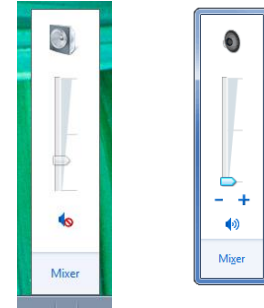
1. CLICK on the Windows Explorer
2. CLICK on *Desktop* in the navigation panel
3. DOUBLE-CLICK on *Workshop Documents*
4. CLICK AND DRAG the file 'Excel 3 Practice' from *Workshop Documents* to *Documents*
5. A Pop-up window will appear telling you "this action cannot be completed" CLICK CANCEL!





PRACTICE: CHANGING THE VOLUME

1. Find the speaker symbol in the taskbar (bottom right)
2. CLICK one time
3. CLICK AND DRAG the tab UP to make the sound LOUDER
 - OR click the '+' until the tab reaches the top
 - (Note the '+' and '-' are not available on our computers)
4. CLICK AND DRAG the tab DOWN to make the sound SOFTER



PRACTICE: CURSORS

Circle the cursor that will open a file folder.



Circle the cursor that will write in a document.



Circle the cursor that will open a hyperlink.



PRACTICE: USING A SEARCH ENGINE



1. CLICK on the address bar
2. TYPE the search engine address into the address bar (www.google.com, for example)
3. Press the Enter key
4. TYPE your 'search term'(lions, jobs in Minneapolis, etc.) into the Search box on the search engine webpage
5. Press the Enter key OR click the "Google Search" button



PRACTICE: JOB SEARCHING ONLINE

1. TYPE *Minneapolis Jobs* into the Google Search Bar.
2. CLICK on the link for Indeed.com (“Jobs, Employment in Minnesota”)
3. TYPE a position name (bank teller, packaging associate, etc.) into the ‘what:’ box
4. Search job openings

PRACTICE: FILLING OUT PAYMENT FORMS

1. Write out your information in the correct boxes above
2. Bonus question: what should you check before entering information into a form like this?

The screenshot shows a web form titled "Enter a new shipping address" with a close button (X) in the top right corner. The form contains the following fields:

- Full name:
- Address line 1: (with placeholder text: Street address, P.O. box, company name, c/o)
- Address line 2: (with placeholder text: Apartment, suite, unit, building, floor, etc.)
- City:
- State/Province/Region:
- ZIP:
- Country: (with a dropdown arrow)
- Phone number: (with a "Learn more" link and dropdown arrow to its right)

PRACTICE: DOMAIN NAMES

.org is a common domain name. What are three other common domain names?

1. _____
2. _____
3. _____



Which web address uses a common domain name?

- A) www.indeed.cm
- B) www.indeed.comm
- C) www.indeed.com
- D) www.indeed.moc

Which email address uses a common domain name?

- A) taylor@umn.edu
- B) taylor@umn.educ
- C) taylor@umn.ed
- D) taylor@umn.education

Which web address uses a common domain name?

- A) www.us.govern
- B) www.us.gov
- C) www.us.fedgov
- D) www.us.govnt

Select the web address that uses a common domain name:

- A) www.ppl-inc.orgn
- B) www.ppl-inc.organ
- C) www.ppl-inc.org
- D) www.ppl-inc.or

PRACTICE: COMPOSE AN EMAIL

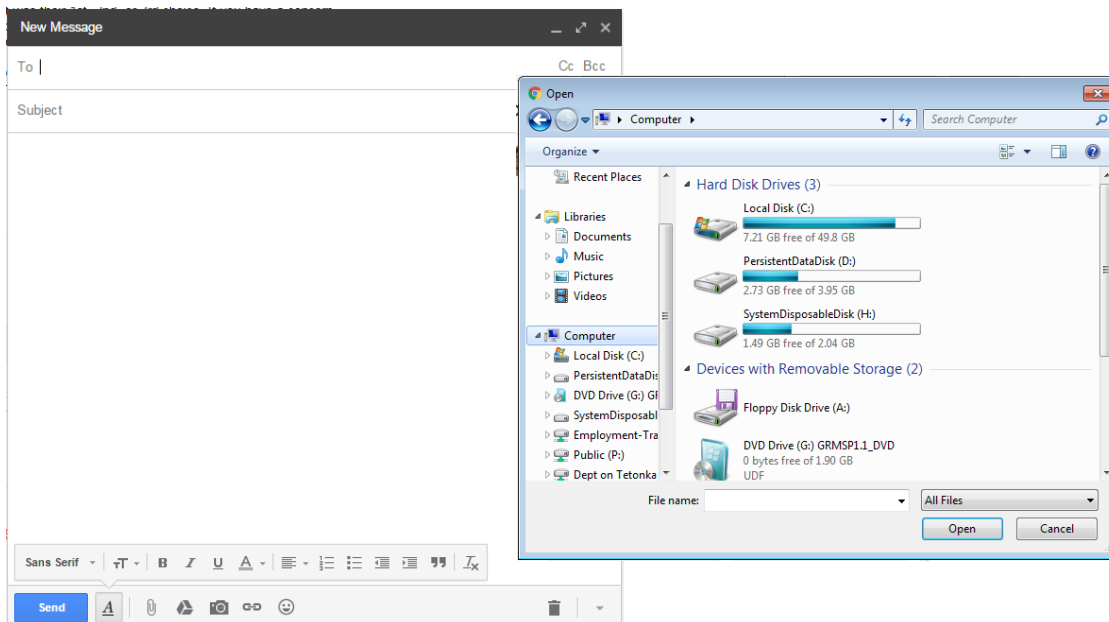
1. Compose a new email
2. CC yourself on the message.
3. Type "Email Practice" in the Subject line.
4. Follow the steps above under "PRACTICE: ADDING AN ATTACHMENT"
5. Attach the Sample Formatted Resume from the Workshop Documents folder on the Desktop.
6. Write a message in the body section of the new email.
7. Click Send.
8. Check your Inbox. Did you receive the new message?

-Go to email provider

-Sign in to your account or PPL's account

ppllearningcenter@gmail.com Pw: 1925Computers

PRACTICE: ADDING AN ATTACHMENT





1. CLICK the paperclip
 - A separate window will open
2. FIND your document using the locations on the left side of in the window
 - If your document is saved to a flash drive: CLICK Computer -> CLICK "Flash Drive" (or related name) under "Devices with Removable Storage" -> CLICK your document -> CLICK "Open"
3. CLICK on your Document, then CLICK the "Open" button
4. The file is now be attached to your message
 - You will see the document title in blue at the bottom of your email
5. Make sure to mention the attachment in your email message
6. CLICK "Send"

PRACTICE: CHOOSING AN APPROPRIATE USERNAME:

Martin Smith wants to create an email account. Create three possible login names for his account:

1. _____@gmail.com
2. _____@yahoo.com
3. _____@hotmail.com

Write a friend's first and last name: _____

Create three possible login names using your name:

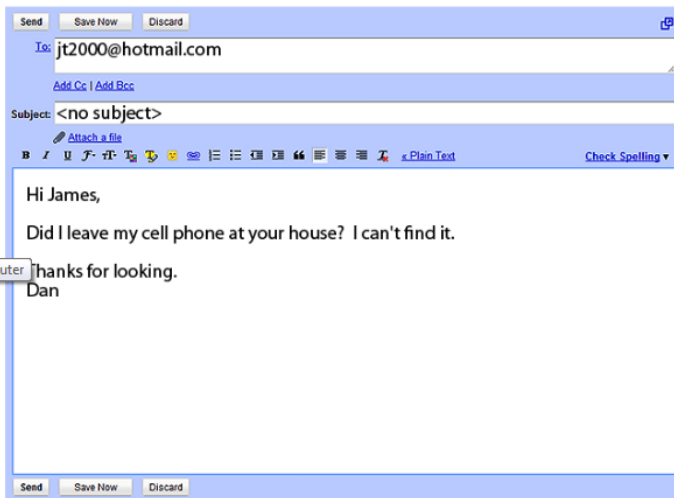
1. _____@gmail.com
2. _____@yahoo.com
3. _____@hotmail.com

PRACTICE: SAFE EMAIL FORWARDING PRACTICES

1. You should forward an email to as many contacts as possible
TRUE FALSE
2. It is ok to forward an email to a few of your contacts
TRUE FALSE
3. It is a good idea to forward an email offering rewards or money to all of your friends and family
TRUE FALSE

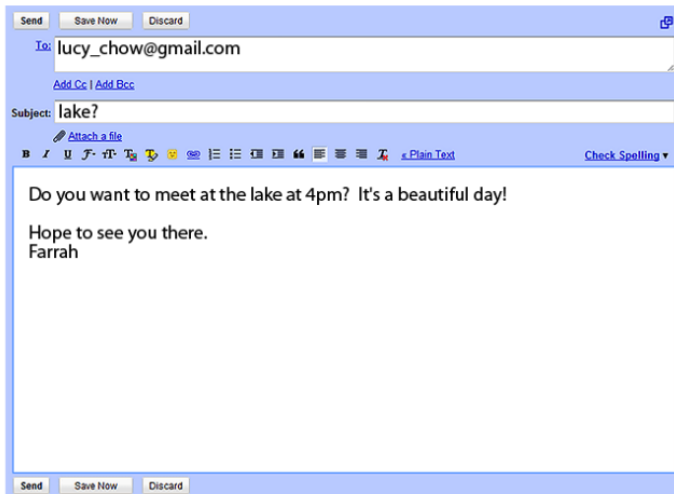


PRACTICE: EMAIL ETIQUETTE



This email uses bad email etiquette. What's wrong with the email?

- A) The email uses all capital letters.
- B) The email has a poor greeting.
- C) The email has a poor closing.
- D) The subject line is not complete.
- E) No problem.



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Write the four parts of an email in the message box below: