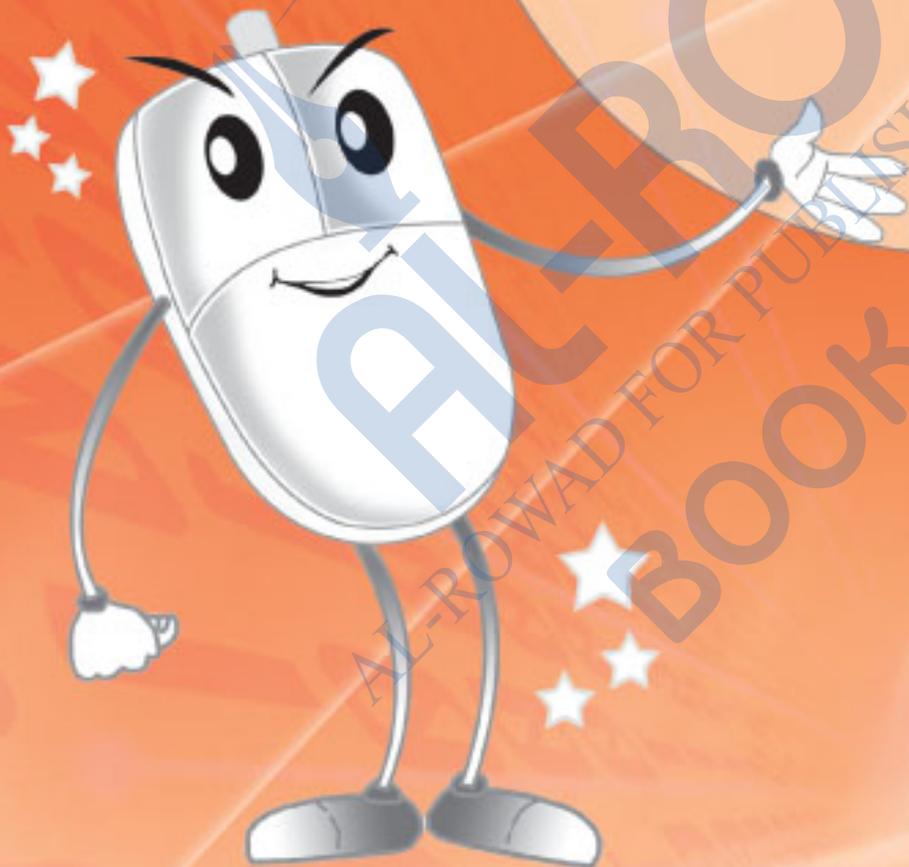


# Pioneers of COMPUTER

**Level 4**



**Dr. Basem Al-Ja'bari**



  
**AL-ROWAD**  
www.alrowadpub.com

# Pioneers of COMPUTER

Level 4



*Basem Al-Ja'bari*



  
AL-ROWAD  
www.alrowadpub.com



Tel. 00 962 6 462 55 03  
Fax: 00 962 6 462 55 04  
E-mail: info@alrowadpub.com  
www.alrowadpub.com

**ISBN 978-9957-37-386-3**

Author: **Basem Khader Al-Ja'bari**

Editing: **Ahmed .I. Abu Eisheh**

Linguistic revision: **Dr. Ibrahim Nofal**

First Published 2009

All Rights Reserved: no Part of this  
publication may be reproduced  
without the prior written permission  
of the publisher.

Printed in H.K.J



**AL-ROWAD**  
AL-ROWAD FOR PUBLISHING & DISTRIBUTION  
**BOOK MAKERS**

## Contents

<b>Introduction.</b>	<b>4</b>
<b>Teacher's role in teaching.</b>	<b>5</b>
<b>Unit 1: Computer Culture .</b>	<b>6</b>
<b>Lesson one:</b> Safety Guidelines and Procedures in a Computer Lab.	7
<b>Lesson two:</b> Main parts of the computer.	10
<b>Lesson three:</b> Computer Networks.	12
<b>Unit One Questions</b>	15
<b>Assessment</b>	17
<b>Unit 2: MS-Windows.</b>	<b>18</b>
<b>Lesson one:</b> Computer Properties.	19
<b>Lesson two:</b> Start Menu.	21
<b>Lesson three:</b> Windows Explorer.	29
<b>Lesson four:</b> Files.	32
<b>Lesson five:</b> Control Panel.	35
<b>Unit Two Questions</b>	40
<b>Assessment</b>	42
<b>Unit 3: MS-Word.</b>	<b>43</b>
<b>Lesson one:</b> Run MS-Word.	44
<b>Lesson two:</b> Text Edit.	46
<b>Lesson three:</b> Using Files.	53
<b>Lesson four:</b> Insert Menu.	56
<b>Lesson five:</b> Copy and Move.	62
<b>Lesson six:</b> Tables.	64
<b>Lesson seven:</b> Edit Tables.	66
<b>Unit Three Questions</b>	70
<b>Assessment</b>	72
<b>Unit 4: MS-Excel.</b>	<b>73</b>
<b>Lesson one:</b> Start with MS-Excel.	74
<b>Lesson two:</b> Insert Data.	77
<b>Lesson three:</b> Save File.	78
<b>Lesson four:</b> Exit the program.	79
<b>Unit Four Questions</b>	79
<b>Assessment</b>	80

## Introduction

### Dear Teachers,

I introduce in this book my humble contribution in order to help you cope with the latest developments in the second millennium, taking into consideration the needs of our dear students, who will be the leaders of the future and the new generation that will make the necessary changes for the interest of humanity. Therefore, I have adopted in my series the latest educational strategies based on ERFKE so as to create the proper educational environment, and build a generation that can be able to cope with information technology, and face the challenges imposed by the accelerating growth in the acquisition of information and skills, and to progress steadily toward employing technology in education. I do strongly believe that students have the abilities to promote progress in the country and achieve the aspirations of the nation by applying the up-to-date methods which support the student and make him or her the core of the educational process. Development processes require more efficient roles in preparing and planning in the field of education, and using various proper educational resources and aids, and giving the students, chances to express freely their opinions through democratic and independent channels.

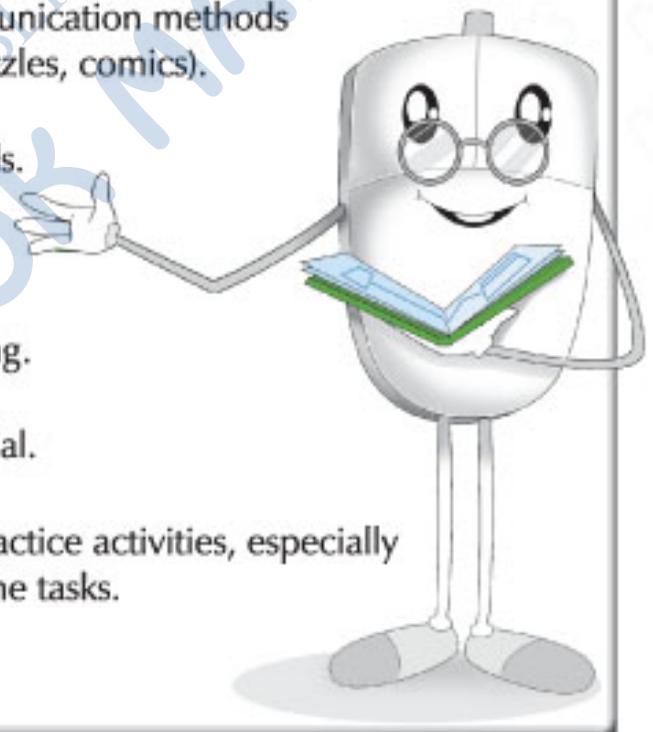
### Dear Teachers,

Notice that the programs in the book are authorized in all publications and meet all specifications set by Microsoft. The materials included can be enriched by educational and recreational programs.

E-mail: [info@alrowadpub.com](mailto:info@alrowadpub.com)  
[www.alrowadpub.com](http://www.alrowadpub.com)

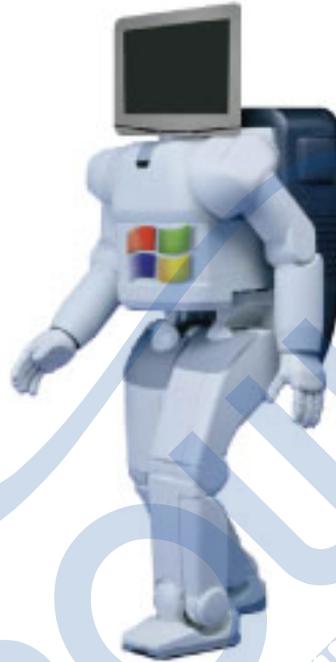
## Teacher's role in teaching processes

- You're the leader.
- Listen to your student and let him express his own opinion.
- Encourage your student to participate, and ask him to try again when he makes a mistake.
- Encourage self-assessment.
- You're the guide. Let your students practice about 75% of the time of the lesson.
- Encourage your students to use co-operative activities.
- Listen to your students. Vary your communication methods (Facilities, such as diagrams, figures, puzzles, comics).
- Use available technology as learning tools.
- Explain the lesson in short steps.
- Evaluate continuously their understanding.
- Use the work sheets to enrich the material.
- Give enough time to your students to practice activities, especially to students with special needs to finish the tasks.



# Unit 1

## Computer Culture



In this unit three main topics in computer education will be discussed: computer safety guidelines and procedures, main parts of the computer and computer networks. Being acquainted with such topics will help you to choose the right computer for you and to use it properly.

### Specific outcomes:

- Acquire knowledge and identify safety conditions in a computer lab.
- Acquire knowledge of safety measures to be taken when using a computer.
- Be aware of the side effects of using computer.
- Be aware of the main parts of computer.
- Be aware of network concept.
- Be aware of network components.
- Classify networks according to geographical areas.

## Safety Guidelines and Procedures in a Computer Lab.

### 1 - Tips for healthy conditions inside the computer lab ▶

#### 1. Good ventilation:

The lab must be well-ventilated because of the huge number of students inside. This is important to avoid breathing gases which come from laser printer .



#### 2. Clean environment:

The lab must be clean and clear of dust, this because dust decreases the efficiency of the computers. The white board is preferable in labs for this reason.



#### 3. Computer should be unmovable while in use:

because movement causes problems and damages the hard disk .



#### 4. For safety, check the plugs:

Wires must not be in the students way.  
Use an electric source protector to prevent changes in the electric current.  
Avoid using one plug to connect many computers.



## 2-The procedures to be followed at home and at work

In addition to the previous precautions you need to do the following :

### 1. Use movable chairs:

Which allow you to move in all directions (up, down, back, forward). Chairs should be fixed according to users' needs to prevent pain in the neck or in the back.



### 2. Use a filter for the screen to avoid light radiation:

Using a filter attached to the screen to reduce glare, or using special glasses or monitor with low radiation lowers harmful radiations which may cause eye problems.



Screen with a filter



Computer special glasses



LCD Screen

### 3. The keyboard and the wrist pad:

This additional pad is used by those who suffer from using Keyboards which cause RSI: (Repetitive Strain Injury), muscle strain that attack hands, neck and shoulders nerves.

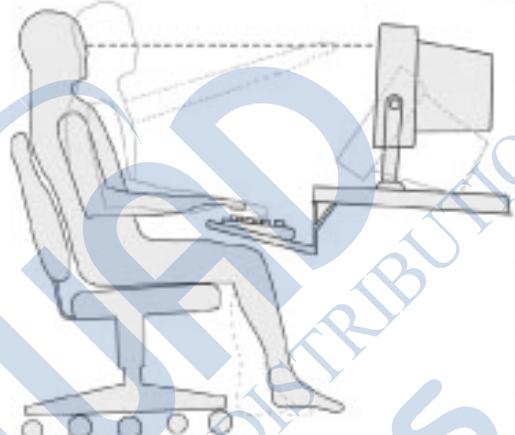


#### 4. Good posture:

Sit your back to the seat and leave a space about 60 cm between you and the screen. Put your feet on the footrest.



Footrest



A draw of the correct way to sit in front of the computer

Activity

#### (1-1) Health and computer

Write the correct procedure to prevent accidents :

Accident	Treatment
RSI ( Repetitive Strain Injury)	
Low screen radiation	
Reduce glare	
Back, neck pain	

#### Questions

**Q1: Why do you think physicians advise you to take a rest from time to time when you use the computer for a long time?**

**Q2: Complete the following table:**

Case	Result
A computer set on movable surface.	
Chalk dust inside computers room/ lab.	
Bad ventilation while printing by laser printer.	

# Lesson 2

## Main parts of the computer

Although computers are developing in an accelerating pace, and we see new types continuously, there are main parts that are common in most computers.

Activity

(1-2) Main parts of a personal computer

- 1- Teacher asks students to bring offers from shops. (Teacher prepares a group of offers).
- 2- Teacher divides students into groups, then gives each group an offer.
- 3- Teacher provides each group with a list of computer parts to choose the PC properties.
- 4- Each group presents their list to discuss the PC properties.

Explanations	PC Properties
Type of the Mother Board	
Processor and Speed	
Memory capacity / Ram	
Type, capacity of Hard Disk	
Type of the screen ( Monitor).	
AGP Ram	
Sound Card	
Fax-Modem	
Lazier Compact Disk Drive	
Floppy Disk Drive	
Keyboard	
Mouse	
Additional : 1. Printer      2. Scanner 3 _____                      4 _____	

**Activity (1-3) The main parts of the computer**

**1. Write the properties of the following set :**

Computer properties	Explanation
Intel P4	
CPU Intel core 2 Duo 2 Mhz	
2 GB RAM	
250 GB Hard Disk Drive	
24 " (Inch) LCD Monitor	
AGP 256 MB on RAM	
Sound Card 3D Built in Mother Board	
DVD RW Drive	
Floppy Disk Drive	
Fax Modem 56 K	
Multimedia KeyBoard	
Optical Mouse	

**2. Write the main parts that affect the computer performance mentioned in the previous table:**

.....

.....

.....

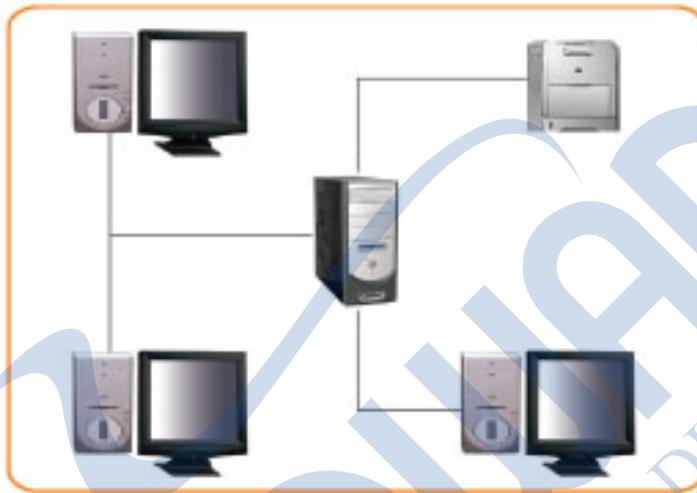
.....

**Questions**

- 1. What is the importance of the Fax Modem in a computer?**
- 2. Which is better to have a separate AVG card or a card on the Mother Board?**
- 3. What is the difference between the DVD-RW and DVD-R?**

# Lesson 3

## Computer Networks



### 1- Network

#### What is a computer network?

It is two or more computers connected together in a company for workers to share software and hardware.

### 2- The Advantages of Network

#### What are the advantages of the network?

It saves time and money because workers can :

- Share information and data.
- Work on one program.
- Share the same Printer and Scanner.

### 3- Network components

#### 1. Network:

A group of computers linked together.

