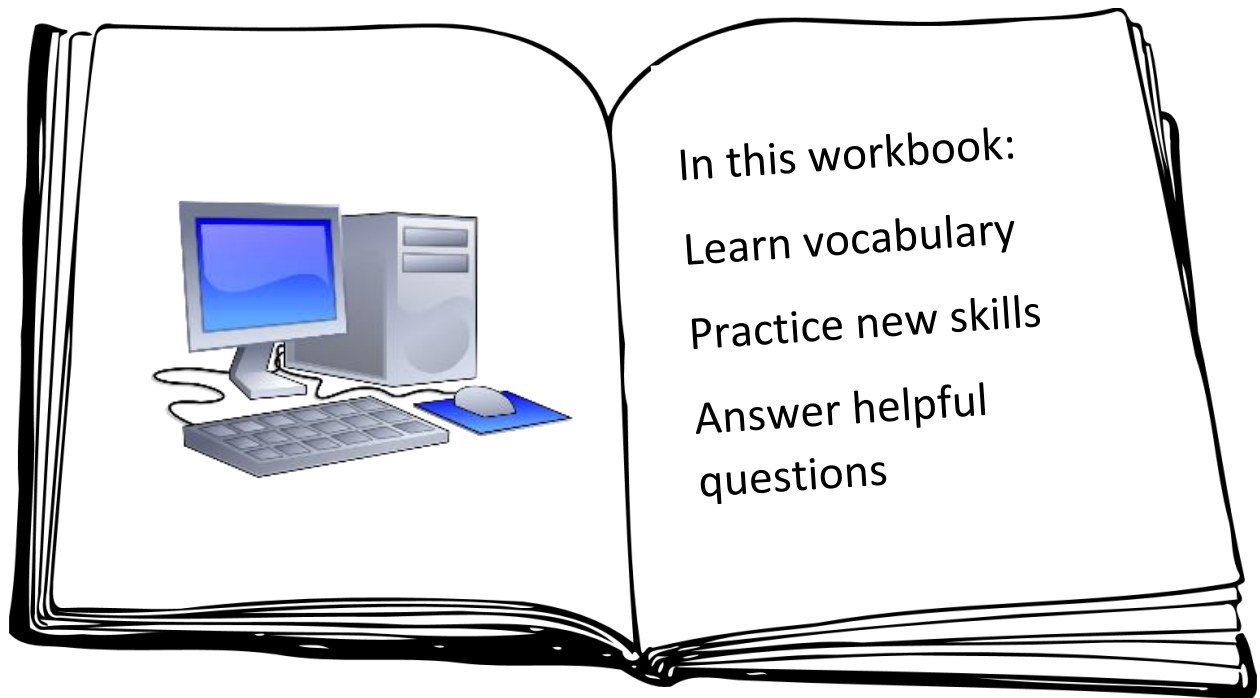# LBS DIGITAL CURRICULUM
Workbook
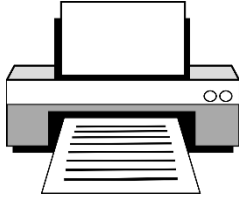
In this workbook:

Learn vocabulary

Practice new skills

Answer helpful questions

cesba

Contents

Badge Checklist

When you come to the end of a section and see a little badge at the bottom of the page, put the date and a checkmark in the boxes beside that badge's title.

Badge	Date	Completed
Parts of the Computer		
The **On** Button		
The Desktop		
The Internet		
Using Email		
Facebook		
Mobile Devices		
Online Videos		
Online Safety		
Microsoft Word		
Vocabulary		
Survey		

Name the Hardware

Hardware	Name

Hardware is the part of the computer that you can _____ and _____.

The Computer Parts

Word Search Activity

Find the words from the list below in the puzzle.

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

HARDWARE
COMPUTER
MONITOR
KEYBOARD
MOUSE
PRINTER
CPU

Label the hardware

Turning the Computer On

1. Which computer is better to take away from your desk?
   _____

2. Which computer sits on your desk at work or home?
   _____

3. ⏻ This is the _____ button.

4. Circle the **On** buttons in the pictures below:

Badge Awarded

The On
Button

The Mouse

Draw a line between the word and its meaning.

1) Select

2) Shortcut

3) Highlight

4) Scroll

a) a way of doing something that saves time

b) a way of picking a word or words

c) a way of choosing something on the computer by clicking on it with the mouse

d) a way to move around the computer screen

Label the mouse
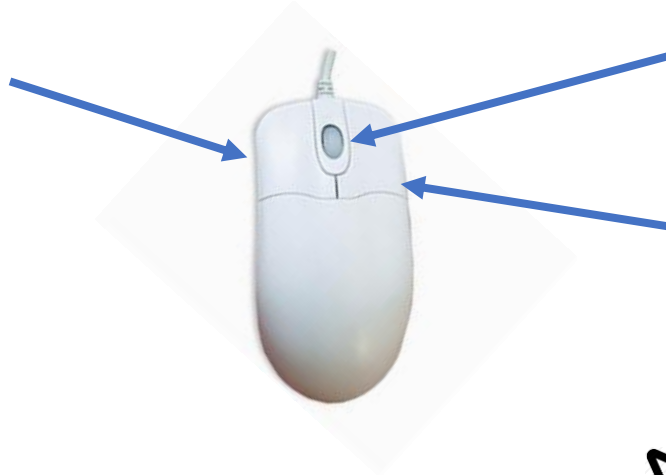
When you move the mouse, you will see the

_____

move on the screen.

The Keyboard

Match the keys to what they do.
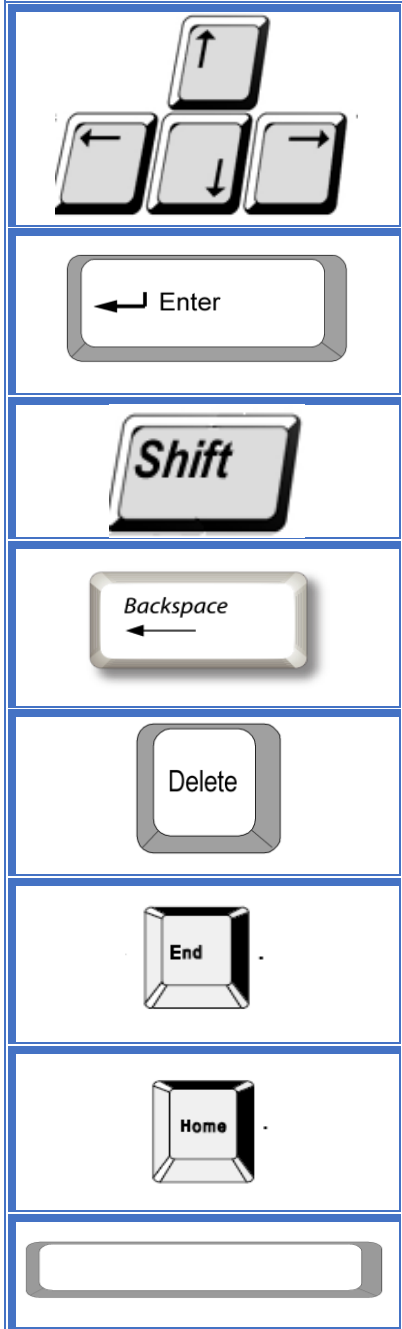
Keys	Descriptions
↑ ← ↓ → (arrow keys)	- signals the end of a paragraph
↵ Enter	- makes spaces between words when typing
Shift	- deletes the letter to the left of the pointer
Backspace ←	- makes the pointer go to the end of the line
Delete	- moves the pointer up, down, right, and left
End	- deletes the letter to the right of the pointer
Home	- changes what a key will do, for example, will make a letter a capital (A,B,C) or will make a symbol (&*@)
(space bar)	- makes the cursor go back to the start

Badge Awarded

Parts of the computer

The Screen and the Desktop
Word Search Activity
Find the words from the list below in the puzzle.

```
A  M  N  I  L  K  D  O  R  K  R  F  E  N  R        DESKTOP
N  W  B  J  J  D  K  P  O  C  B  M  N  K  I        USERNAME
U  U  I  H  P  T  N  X  C  W  E  U  I  W  L        SCREEN
N  G  H  Y  W  A  I  T  U  T  Z  W  I  J  J        OPERATING
C  T  D  I  B  K  Z  V  S  S  V  D  M  T  J        SYSTEM
M  D  P  L  D  B  F  Y  I  J  C  A  C  S  Z        PASSWORD
X  P  U  F  Z  L  S  O  L  Z  U  K  L  X  R        CLICK
S  C  A  A  D  E  O  P  E  R  A  T  I  N  G
C  I  H  S  E  F  U  O  A  V  W  T  C  W  Z
R  G  Y  U  S  E  R  N  A  M  E  N  K  G  G
E  I  S  T  K  W  L  X  F  O  W  Q  Q  T  V
E  B  H  V  T  D  O  R  X  V  R  D  V  O  B
N  L  Y  L  O  T  L  R  H  M  L  X  Y  S  H
I  H  Z  N  P  G  O  P  D  S  H  L  H  G  M
G  J  K  L  V  Q  T  X  L  D  F  H  O  J  L
```
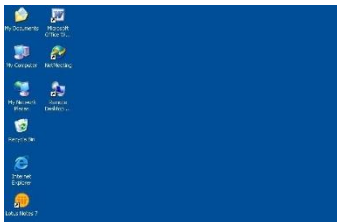
The program that runs your computer is called an _____

_____.

What are Folders and Apps?

Draw a line between the picture on the left and the words on the right.
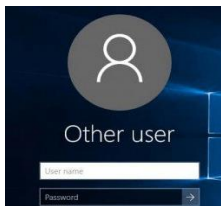
Desktop

Web-based app

Folders

Username box

Windows button

1. Pictures of folders and apps on the desktop are called
   _____.

2. _____ apps need the Internet to work.

Badge Awarded

The Desktop

My Computer/ This PC

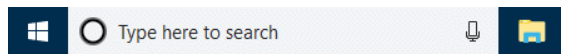Draw a line between the picture on the left and the words on the right.

This PC

Search box

Computer

Internet browser

Google Chrome

This PC icon

Type here to search

Computer icon

The Internet

Use the words in the box to fill in the blanks below.

Address bar	Browser	Chevron	Drop-down
Internet	Home page	Search engine	Website

1. A browser helps you use the _____.

2. The _____ _____ is the first page you see when you go online.

3. Google Chrome is an Internet _____.

4. A _____ menu gives you choices after you click the down arrow.

5. You type a web address into the _____ _____ to go to the website.

6. A _____ _____ like Google or Yahoo helps you find information online.

7. A _____ is a page on the Internet.

Choosing an Email Address

When choosing words to use in your email address, think about what they will look like to other people.

You email should not show who you are in a good way. People often try to use their first, last, or middle names for emails.

Look at the options and pick the best email address from this list.

a) Needajob@gmail.com

b) CutiePie25@gmail.com

c) Catlover11@gmail.com

d) StellaKJones@gmail.com

e) Lifeoftheparty@gmail.com

Picking a Password

List one or two things in each part and combine a few of them to make a secure password that you can remember. Your password should be 8 or more characters long. A character is a number, symbol or letter.

*Do not use private information in your password (birthdate, anniversary, names of family, etc.)

Favourite Number(s)	Favourite book character	Favourite Food	Favourite colour	Symbol

Sending an Email

Write all the steps you need to do to send an email on the lines below.

Step 1: Sign into email

Step 2: _____

_____

_____

_____

_____

Writing an Email

Label the parts of this email:

	JDaveMatthew@mail.com
	Re: Tuesday's meeting
	Hi Dave,
	Thank you for letting me know about Tuesday's meeting. I will be there with my paperwork.
	Have a great day,
	Vivaan Patel

Badge Awarded

Using Email

Public Wi-fi

1. Ask people in your class or your instructor, or use the Internet, to make a list of places you can get free Wi-fi or use computers in your town.

_____
_____
_____
_____
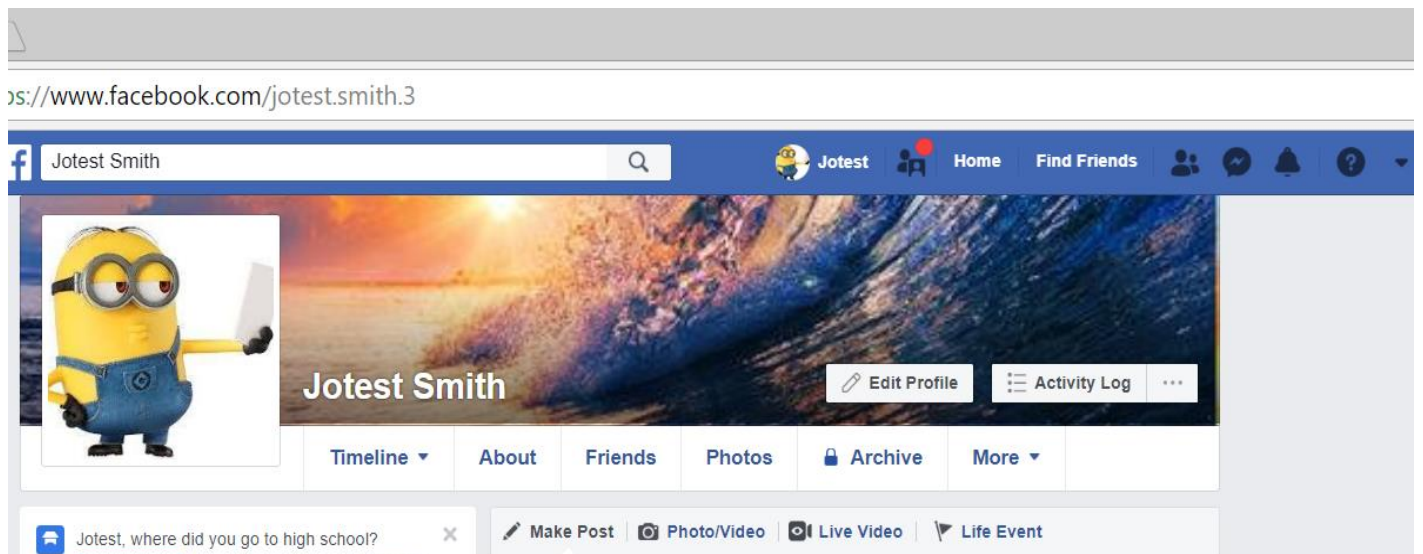_____
_____
_____
_____
_____
_____

Facebook

Use the words in the box to fill in the blanks below.

Add	Liked	Post	Share

1. I want to _____ my friend Anna to Facebook.

2. I _____ the Blue Jays fan page on Facebook.

3. I should _____ my status today.

4. I thought that video was funny. I will _____ it on my wall.

Draw arrows and use these words to label the picture: message alert, friend alert, profile picture, Home feed, cover photo, web address.

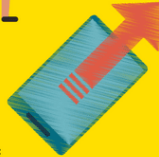

Badge Awarded

Using Facebook

Mobile Devices

VERBS

_____

1 **GET OFF**

= stop talking on the phone
I should get off the phone now, I have so many things to do.

2 **BREAK UP**

= become inaudible over the telephone because of interference
I can't hear you, you're breaking up.

3 **SCROLL DOWN**

= move down the screen
Are you scrolling down the entire contact list with your thumb?

4 **PHONE IN**

= to phone the place where you work in order to tell your employer something
She's just phoned in sick.

5 **RUN OUT OF**

= use all of something and not have any left
I've run out of credit. Please call me back.

6 **TOP UP**

= buy more minutes for your cell phone, add credit to your phone
I need to top up my mobile phone. (British English)

7 **CHARGE UP**

= put electricity into a piece of electrical equipment such as a battery
My battery is about to run out. I'll need to charge up my phone.

8 **PLUG IN**

= to connect a piece of equipment to an electricity supply or to another piece of equipment
Don't leave your phone plugged in overnight.

1. _____ _____ the phone.

2. I cannot hear you, you are _____ing _____.

3. Use your thumb to _____ _____ to the bottom.

4. I will have to _____ ____ sick today.

5. I have _____ _____ ____ data on my phone.

6. I need to _____ _____ the date on my phone.

7. I need to _____ _____ my phone. The battery is low.

8. I need to _____ _____ my phone to charge it.

Smartphones

1. Name 3 things that a smartphone can do.

_____

_____

_____

2. What is Wi-Fi?

_____

_____

_____

3. What is one of the benefits (pros) of having a pay-as-you-go phone?

_____

_____

_____

4. In what folder can you find your photos from your smartphone?

a) Images   b) DCIM   c) PhonePics
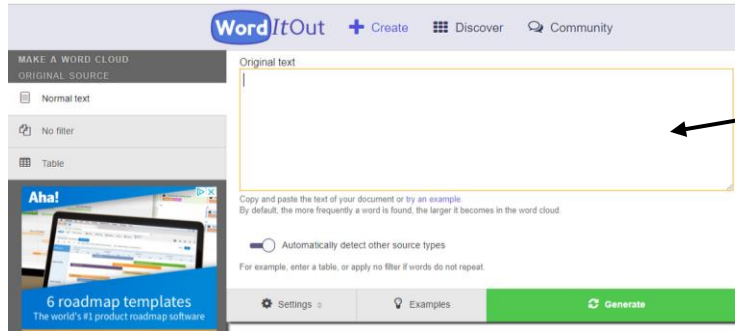
5. How do you delete information from your phone?

_____

_____

Smartphones and Tablets

Create a word cloud using the WORD LIST below.

Go to **WordItOut.com/word-cloud/create** and type the words below into the white box. Click the green box that says **Generate** to make your word cloud, then show your instructor.

WORD LIST

tablet	data	delete
smartphone	apps	text messages
camera	internet	gallery

1. A tablet has a _____ screen.

2. iPads have an _____ operating system.

3. Apps are programs that you use on a tablet. You can get free apps from the _____ _____ or on _____ _____.

4. CAPTCHA uses a _____ to make sure you are not a robot.

Badge Awarded

Mobile Devices

YouTube

1. Search for a video using the words "polar bear documentary."

2. Watch it and answer these questions.

a) Where do the polar bears live?

_____

b) What was the message (point, topic) of the video?

_____
_____
_____
_____

c) What part did you like the best?

_____
_____
_____

d) Who made this video?

_____
_____
_____

Badge Awarded

Online Videos

Online Safety

1. List 3 facts that you learned from the online shopping videos on **page 84.**

_____

_____

_____

_____

2. Give an example of private information.

_____

3. Give an example of personal information

_____

4. Look at the posters on **page 86** of your book. List two of the suggestions for keeping a good reputation online.
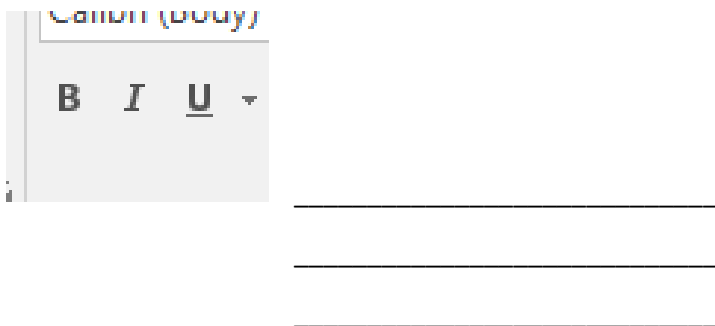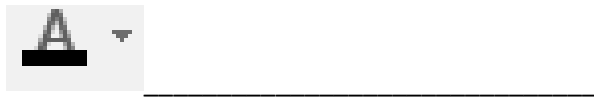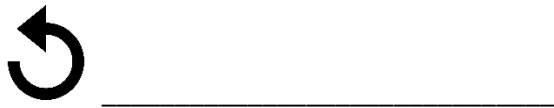
_____

_____

_____

_____

_____

Badge Awarded

Online Safety

Microsoft Word

1. List three of the tabs on the ribbon in MS Word.

    a. _____

    b. _____

    c. _____

2. What do these tools do?

    ⟲ _____

    A ▾ _____

    Calibri (Body)

    B *I* U ▾

              _____

              _____

              _____

3. Unscramble (rearrange these Word terms)

onft _____

aves _____

bribno _____

dnuo _____

Badge Awarded

Microsoft Word

Read and Write

Copy the words on the lines below. This will help when you need to spell these words in the future.

Application

_____

Attachments

_____

Contacts

_____

Data

_____

Desktop

_____

Documents

_____

Drop-Down

_____

File

_____

Font

_____

Icon

_____

Internet

_____

Keyboard

_____

Message

_____

Microsoft

_____

Mouse

_____

Operating system

_____

Scroll

_____

Settings

_____

Smartphone

_____

Status

_____

Tablet

_____

Template

_____

Badge Awarded

ABC

Vocabulary

Your Opinion

Circle your answer in the survey below.

1. This course helped me.

Yes   Somewhat   Don't Know   No
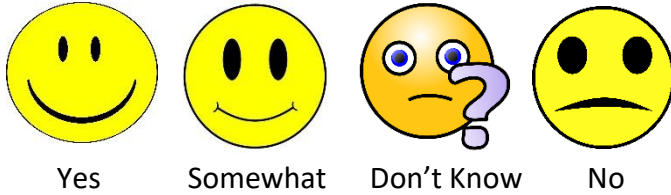
2. I know more about digital skills now that I have taken this course.

Yes   Somewhat   Don't Know   No
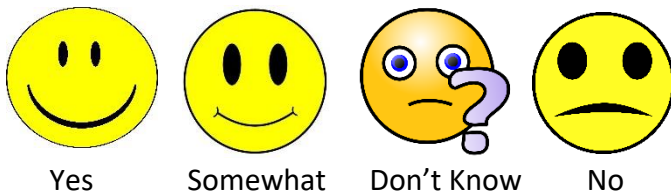
3. I would like to learn more.

Yes   Somewhat   Don't Know   No

Badge Awarded

Survey