

Welcome to **Computers** for **ESL Students**

5th Edition

by Lois Wooden

COMPUTER CONCEPTS
MICROSOFT® WINDOWS 10
WORD 2016
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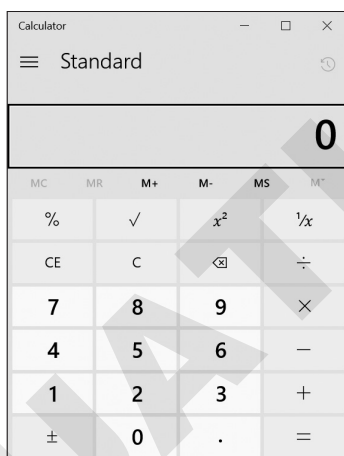
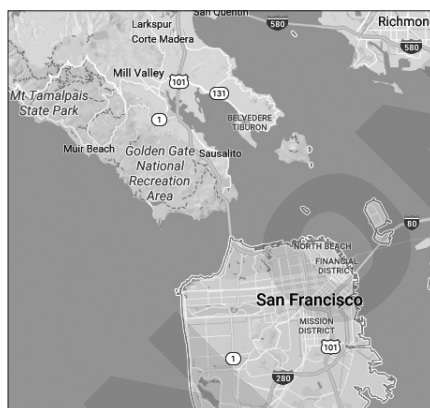
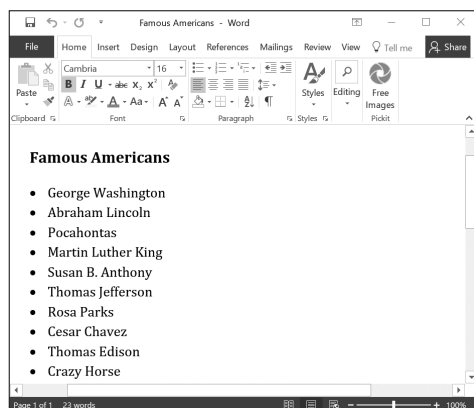
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CHAPTER 3

Windows Programs



Computer Objectives

- Use computer hardware and software
- Use a program Ribbon
- Open a dialog box and work with a drop-down list
- Draw a picture in the Paint program
- Use the Calculator program
- Play a computer game

Language Objectives

- Use vocabulary words to describe parts of different programs
- Use computer verbs to describe actions you can do with different programs
- Talk with a partner about drawing a picture in the Paint program
- Talk with a partner about the different kinds of tasks you can do with programs

Student Resources: labyrinthelab.com/esl5

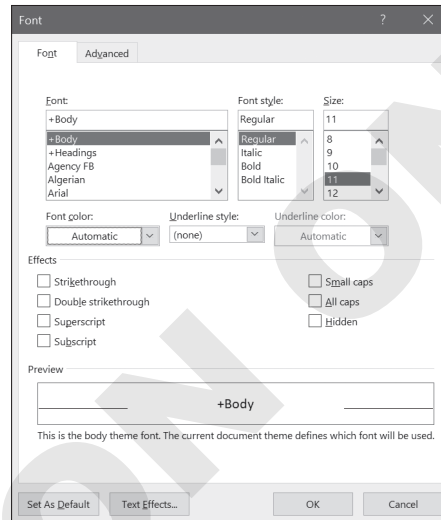


Vocabulary

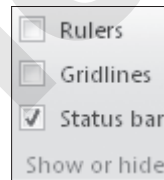
Picture Dictionary – Nouns

A **noun** is the name of a person, place, or thing. The following nouns are introduced in this chapter.

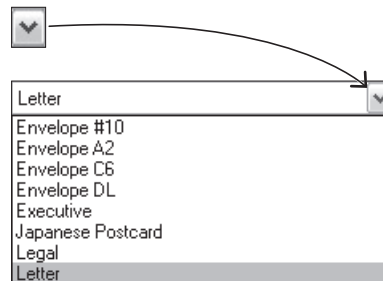
1. **Dialog box** – A window with boxes you can click to select what you want



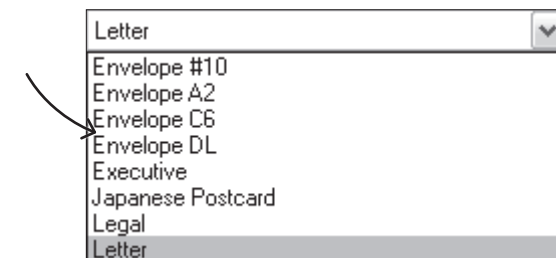
2. **Checkbox** – A box you can click to select an option you want



3. **Drop-down list arrow** – An arrow you can click to make the drop-down list menu appear



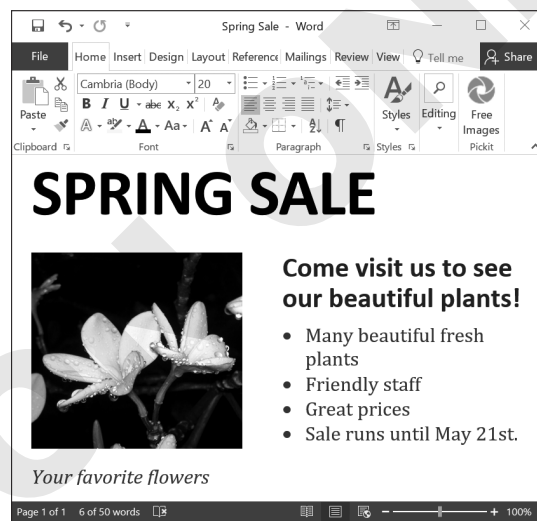
4. **Drop-down list menu** – A list with options you can choose from



5. **Hardware** – The physical parts of the computer system, such as the monitor or the keyboard



6. **Software** – Programs added to the computer system that are not hardware, such as Word

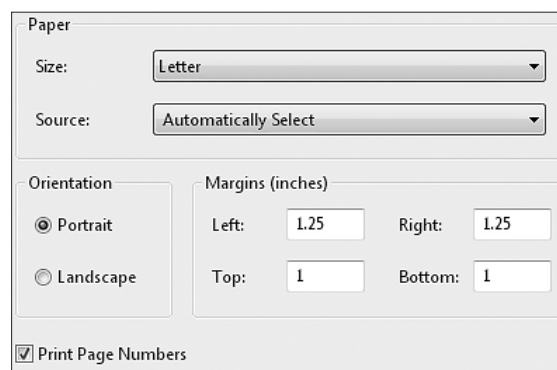


7. **Appearance** – The way an object looks, such as on the computer screen

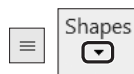


NOTE! The word *appearance* is a noun. The word *appear* is a verb.

8. **Settings** – Information about how a program is set up




9. **Menu button** – The button you click to open a menu. There are different ways that a menu button can look.



Computer Verbs

A **verb** tells an action or what a subject is or does. The following verbs are introduced in this chapter.

VERB	MEANING	EXAMPLE
1. Appear	When an object shows and you can see it	<i>When you click the box, a checkmark will appear inside the box.</i>
2. Check	To click a box so that a checkmark appears	<i>When you have a few choices, you must check the one that you want.</i>
3. Clear (a box)	To click a button or box to remove what you checked before; to uncheck a box	<i>I changed my mind, so I have to clear the box that I checked before.</i>
4. Release (a button)	To take your finger off the mouse button	<i>After you finish your mouse action, you should release the mouse button.</i>
5. Let up	To release or let go of the button	<i>Another way to say “release the mouse button” is to say “let up on the mouse button.”</i>
 NOTE! Release and let up are synonyms. Synonyms are words that have the same or a similar meaning.		
6. Play	To use a computer game	<i>I like to play Solitaire and other card games on my computer.</i>
7. Preview	To see how information will look when it is printed so you can decide what you want to do	<i>I want to preview how the document will look before I print it.</i>
8. Hold (a button)	To keep your finger pressed on the mouse button	<i>Sometimes you have to hold down your mouse button for a few seconds, and sometimes you only have to tap it.</i>
9. View	To look at an object	<i>It is important to view the tools on the toolbar so you can see the choices.</i>

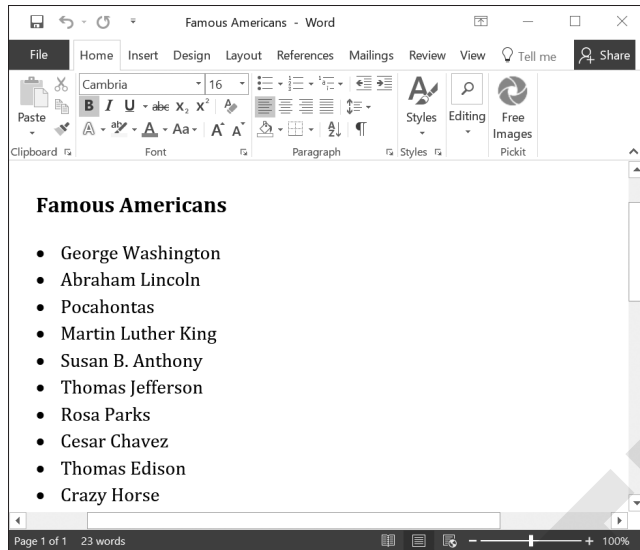


Concepts and Exercises

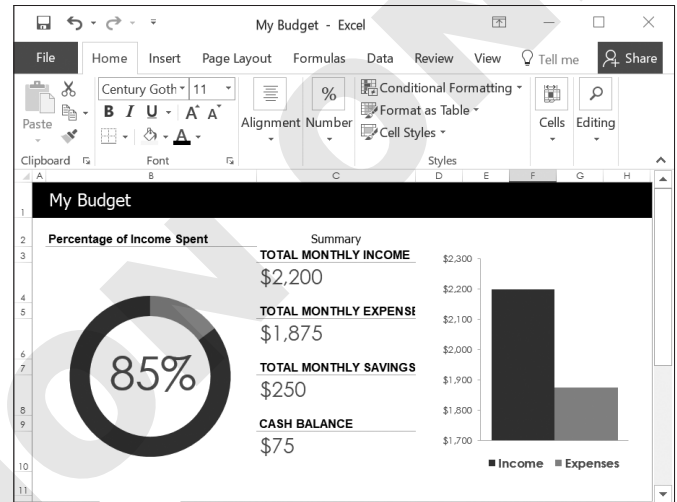
Common Features in Programs

A program is a set of directions that tells the computer exactly what to do to get a certain kind of job done. Not all programs look the same.

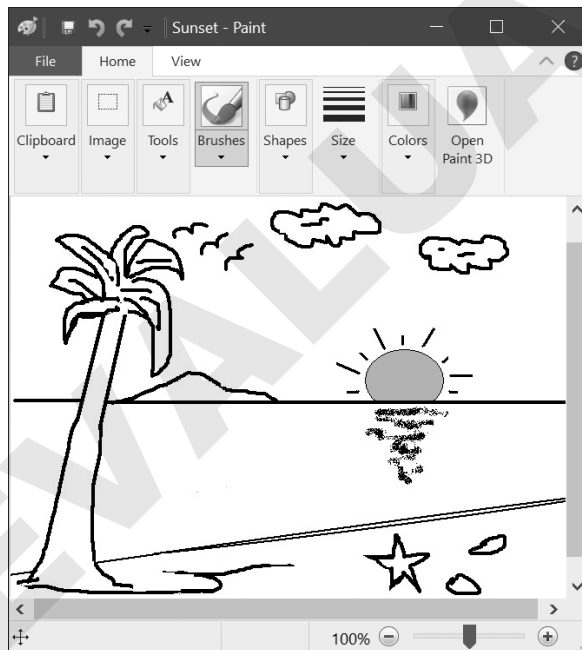
Here are examples of kinds of programs that do different jobs.



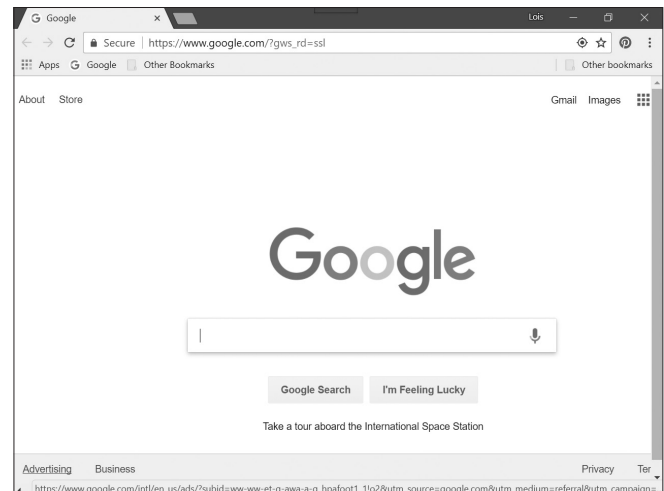
A word-processing program is used to type text.



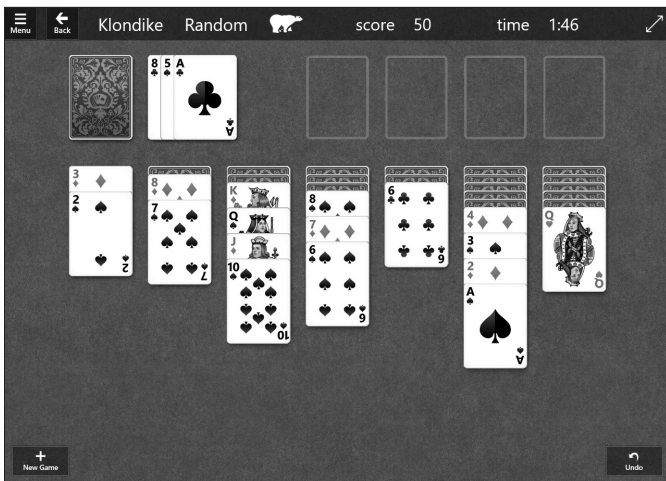
A spreadsheet program is used mostly for numbers.



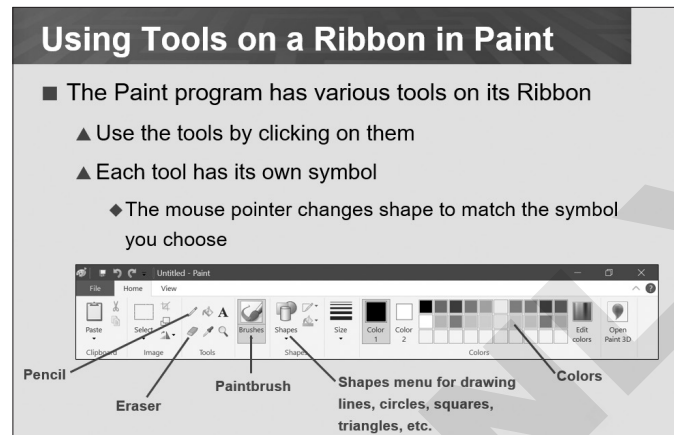
A graphics program is used to make and change pictures.



A web browser is used to find things on the Internet.

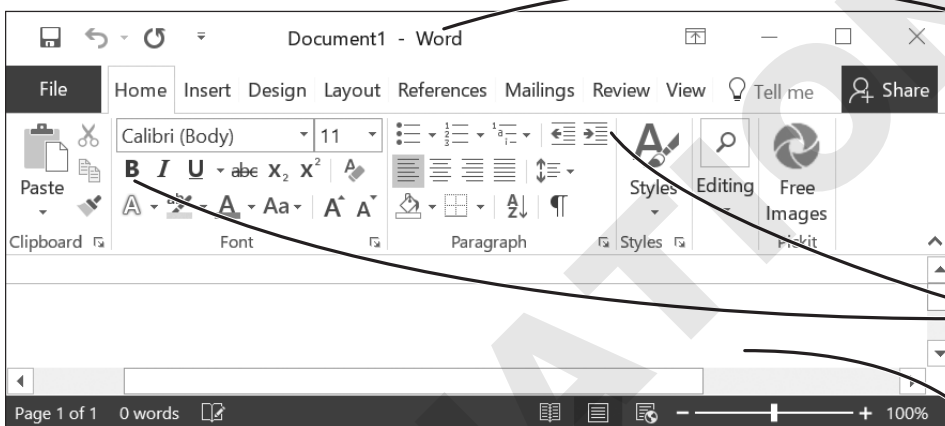


A computer game is used to relax and have fun.



A tutorial is used to show and teach ideas.

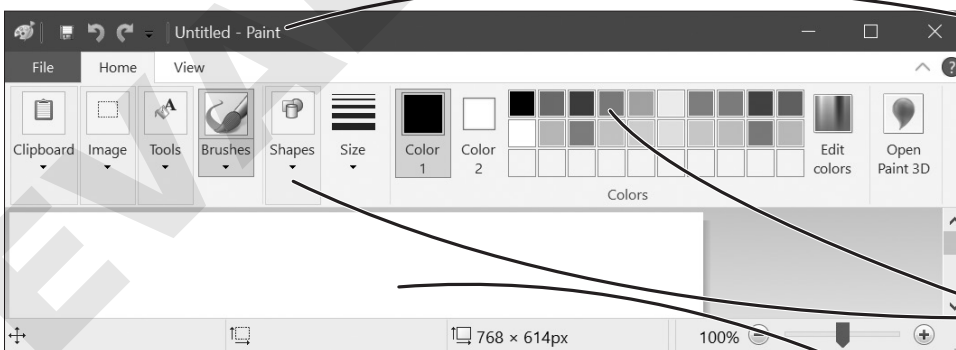
Different programs have many parts that are the same. Most program windows have these parts.



- A Title bar:** Tells you the program you are using
- B Ribbon:** A bar with different buttons; each button does a different job when you click it
- C Button:** Icons that do different jobs when you click them with the mouse
- D Work area:** The place where your work shows

Word program window

A second example of a program is Paint.

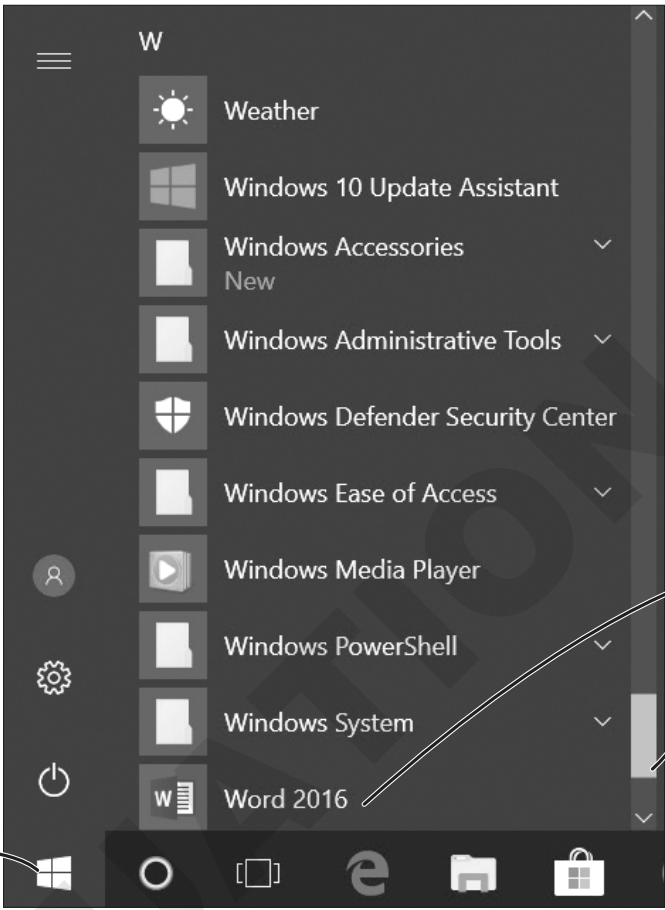


- A Title bar:** Tells you the program you are using
- B Ribbon:** A bar with different buttons; each button does a different job when you click it
- C Button:** Icons that do different jobs when you click them with the mouse
- D Work area:** The place where your work shows

Paint program window

► EXERCISE 3.1

In this exercise, you will use the Start button to start the Word program. There are different versions of Word. Your computer may show a number after the program name. The recent versions of Word look and function very similar.



1. Click **Start**.

2. Click **Word 2016**.
If your computer has a different version of Word, such as Word 2013 or Word 2010, choose that. Click **Blank Document**.



TIP! You may have to use the scroll bar to move down to the "W" section to see it.

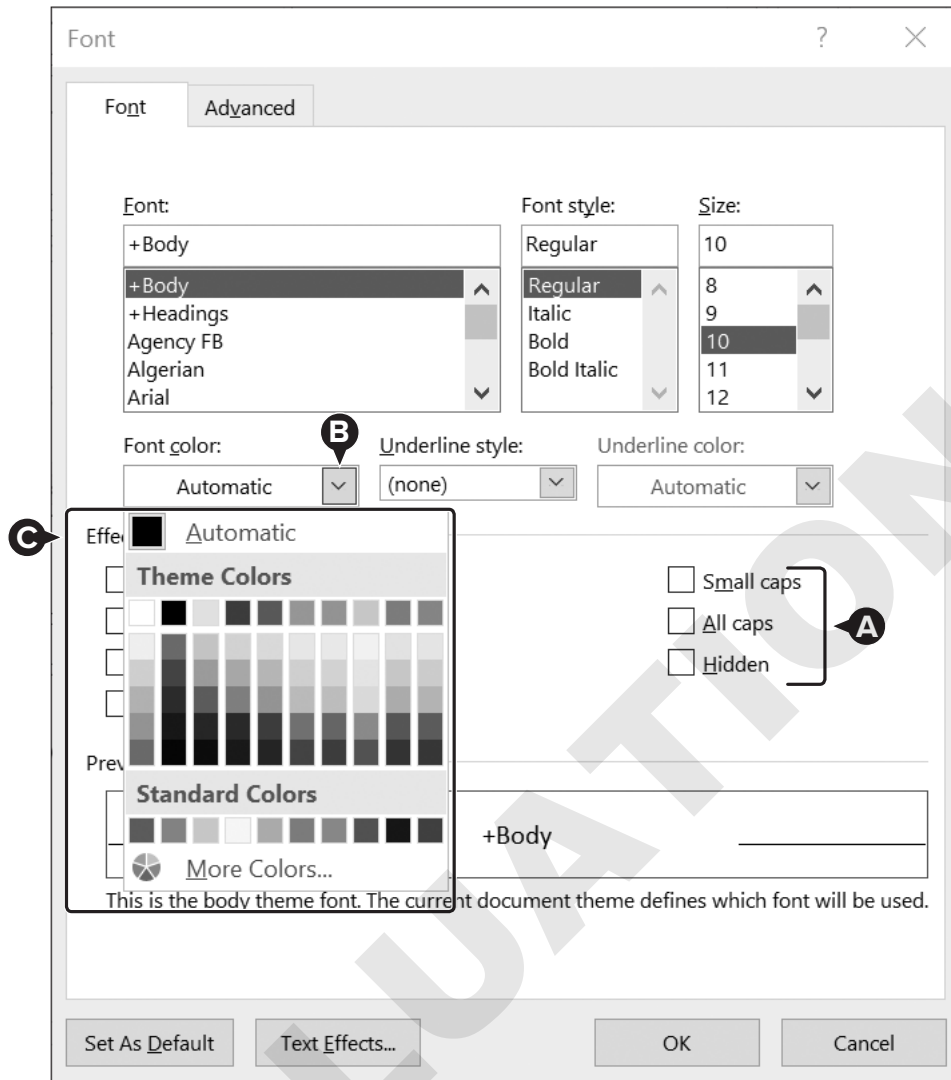
Word opens on the screen.

3. If the Word window does not fill the screen, click the **Maximize** ☐ button.
4. Find the title bar on the screen and point at it with the mouse.
5. Find the Ribbon and the work area. Move your mouse pointer over each part.

Leave Word open for the next exercise.

Dialog Boxes

Most programs have some type of dialog box. You can change settings by changing the information in a dialog box. Many dialog boxes have these features.



The Word Font dialog box

- A Checkboxes:** Click in the boxes to check or uncheck them.
- B Drop-down list arrow:** An arrow that points down that you can click to open a drop-down list menu.
- C Drop-down list menu:** A list of choices that opens when you click a drop-down arrow.

► EXERCISE 3.2

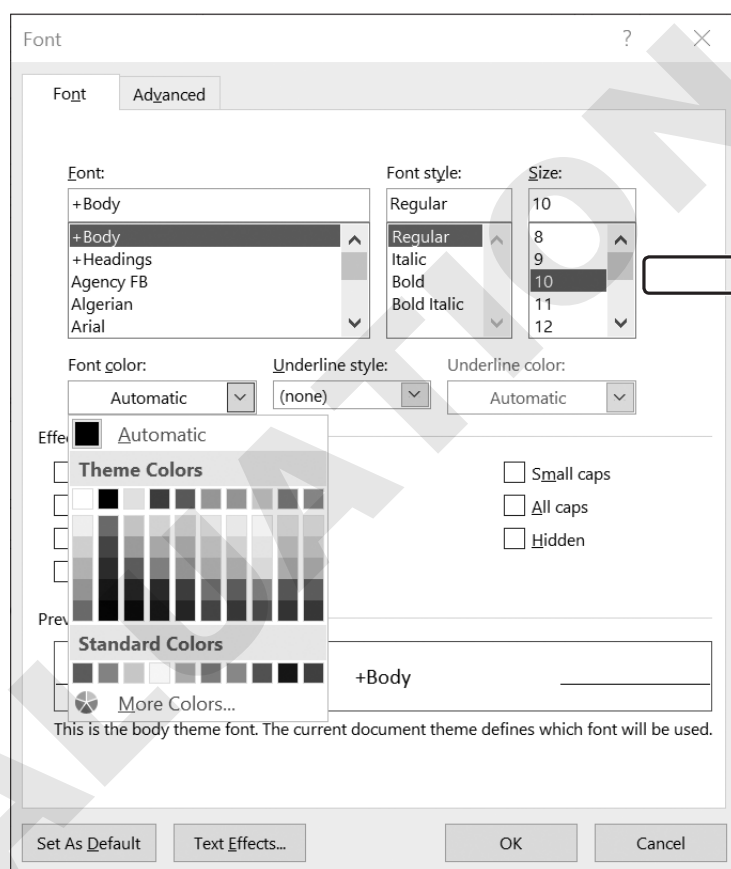
In this exercise, you will use a dialog box in Word. The program should be open from the last exercise.

1. Click the **Home** tab.

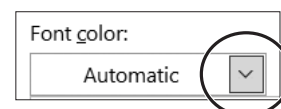


2. Click the dialog box launcher in the Font section.

This dialog box will appear on your screen.



3. Find a drop-down arrow, a drop-down list menu, and a checkbox.
4. Click the **Font Color** drop-down arrow to open the drop-down list menu.
5. Close the dialog box with the **Close** button. Then, close Word.

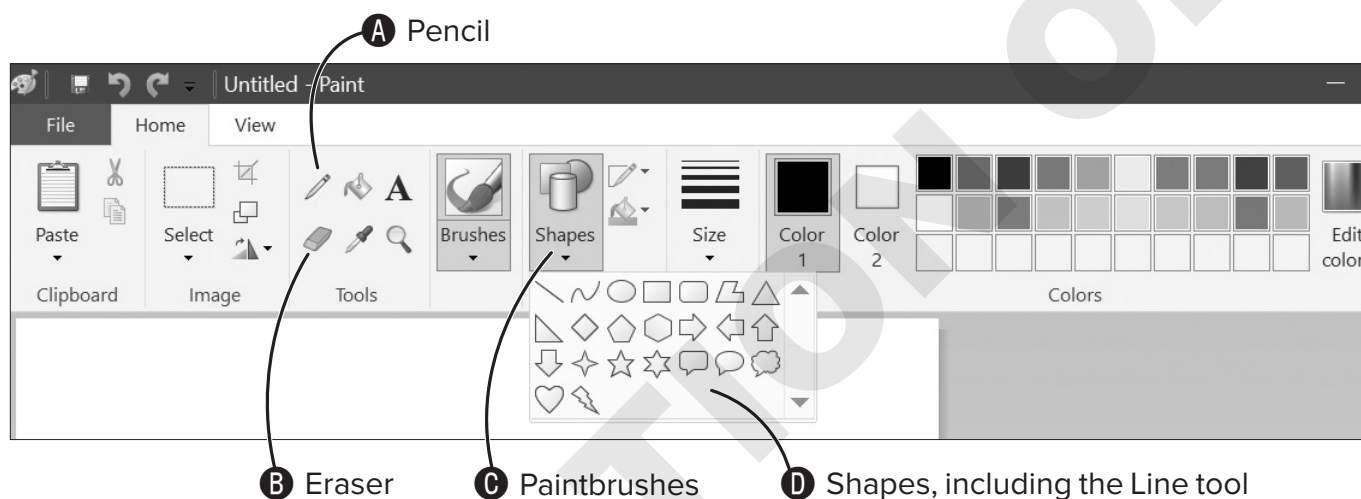


Using Tools on a Ribbon in Paint

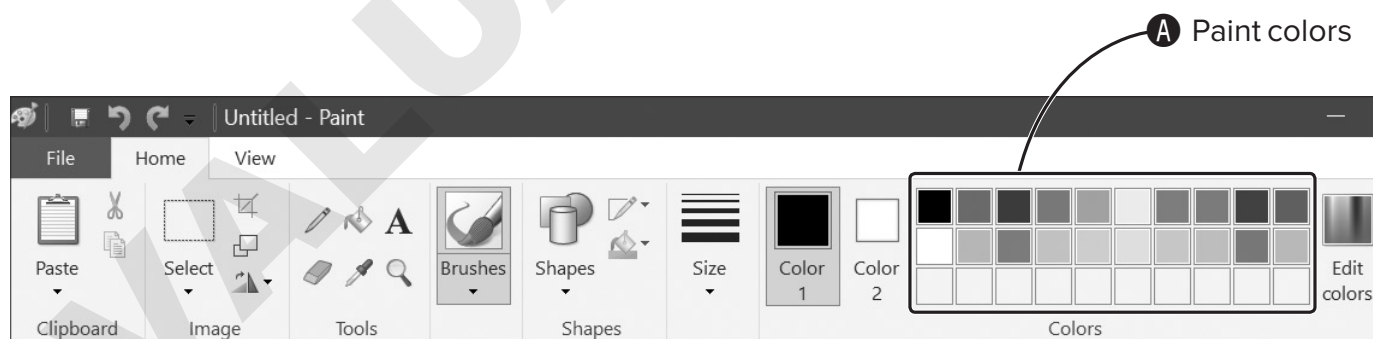
Paint gives you many tools to work with to make pictures. Some are easy to use and some take a while to learn. We will look at the easy ones now.

- You can use tools on a Ribbon by clicking on them.
- When you click on a tool, a symbol appears in place of the mouse pointer. Each tool has its own symbol.

We will not use all the tools, only a few to see how they work. Here are some of the tools. To use a tool, click it.



Tools only work in the white area of the Paint window. If you want to pick a color, click on one of the colors on the right side of the Home tab of the Ribbon.



Dragging

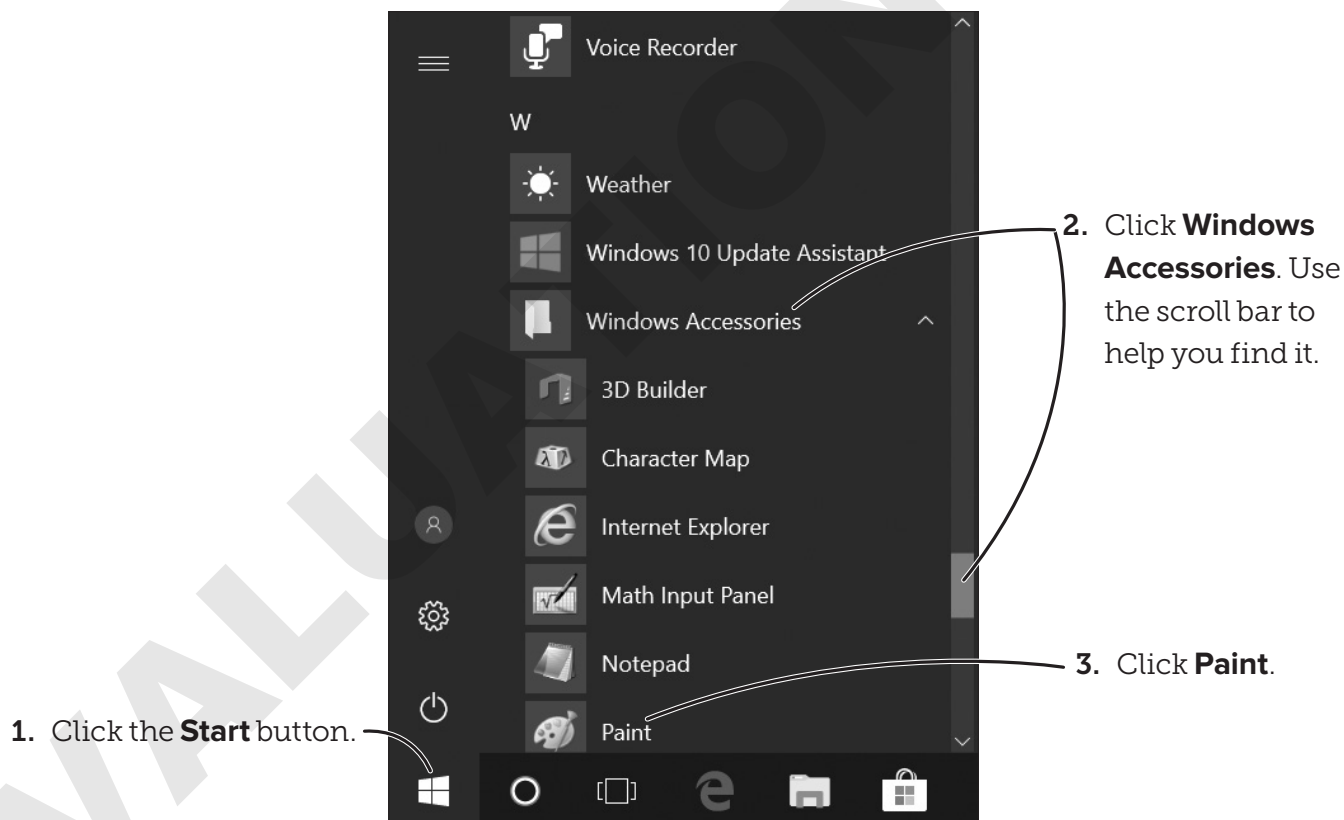
To use a tool, you need to drag with the mouse. (For a definition of *drag*, see Chapter 1, “About Computer Basics.”) Here is how:

1. Point where you want to start and then hold down your left mouse button.
2. Move the mouse to make your design.
3. Let go of the left mouse button when you are finished making the design.

You will use drag in the next exercise.

► EXERCISE 3.3

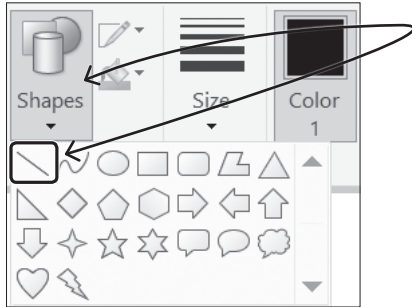
In this exercise, you will use some of the drawing tools in Paint.



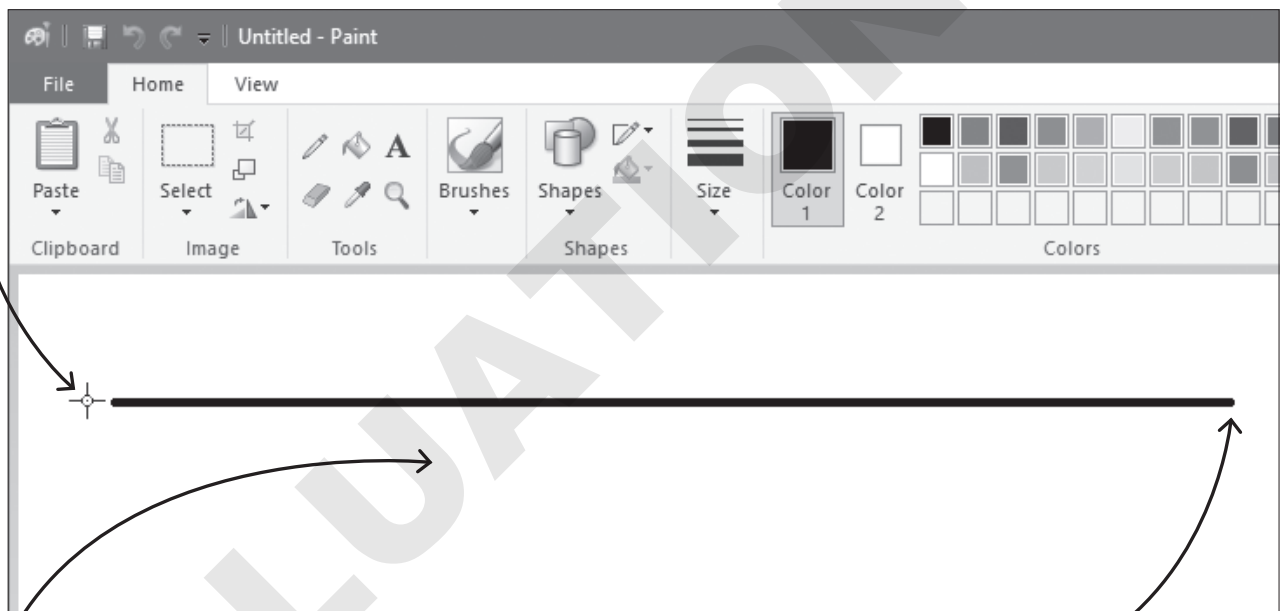
If necessary, drag the scroll box down until you see Paint.

Draw a Line

4. **Maximize** ☐ the Paint window if it does not fill the screen.
5. Click the **Shapes** button on the Ribbon and choose the **Line** tool from the menu.



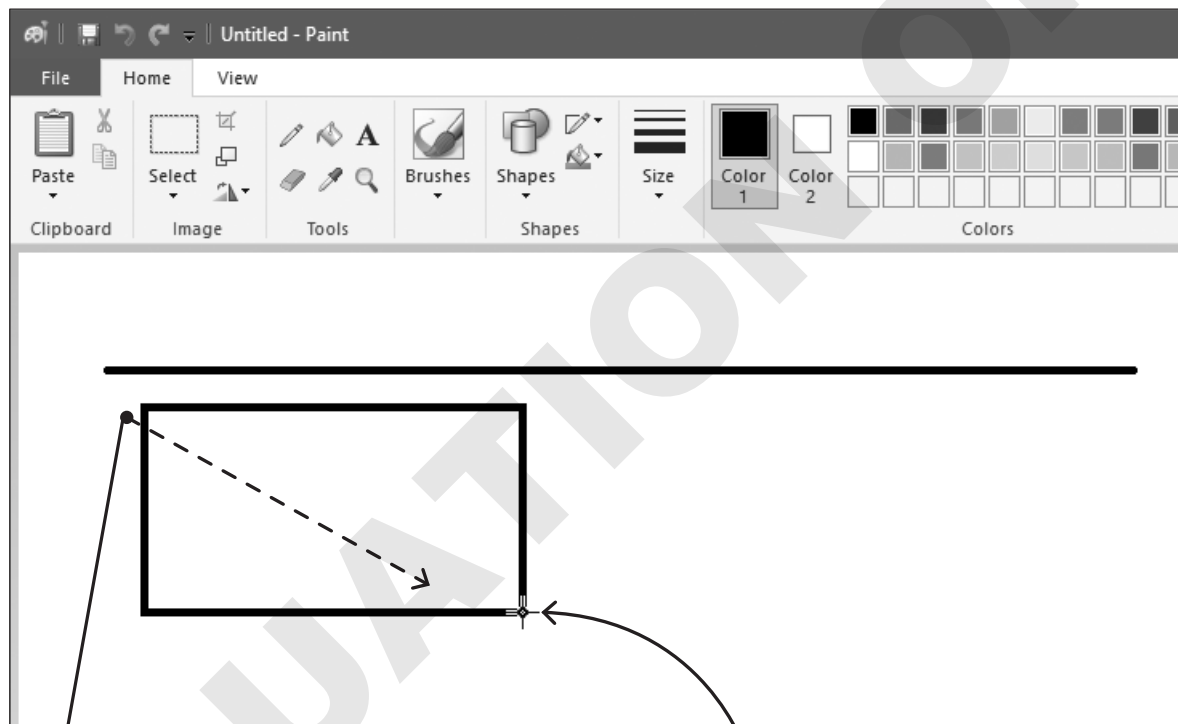
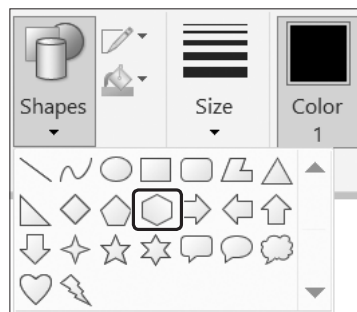
6. Point to a place on the left side of the white area. Hold down your left mouse button and keep it held down until step 8.



7. Move the mouse to the right. This draws a line.
You should see a line.
8. Let go of the mouse button where you want to stop the line.

Draw a Box

9. Click the **Shapes** button and choose the **Rectangle** tool from the menu.



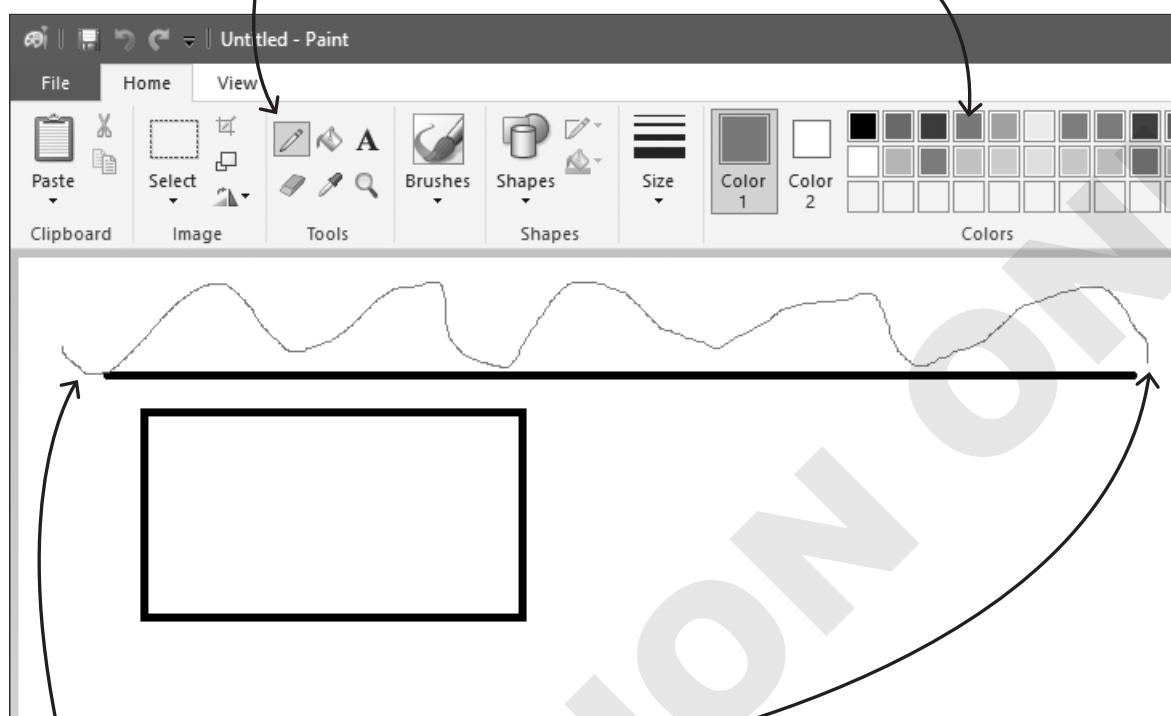
10. Point to a place anywhere on the white area. Hold down the mouse button and move it in the direction shown.

11. Let go of the mouse button.

Draw a Colored Line

12. Click the **Pencil** tool.

13. Click the color **Red** from the Colors box.



14. Point anywhere on the white area.

Hold down the mouse button and then move the mouse up and down and to the right to paint a curving line.

15. Let go of the mouse button.

16. If you make a mistake, you can erase it with the **Eraser** .

17. You can keep drawing to add anything else you like to your picture.

18. When you are finished, close Paint.

19. If Paint asks you to save your file, choose **No**.

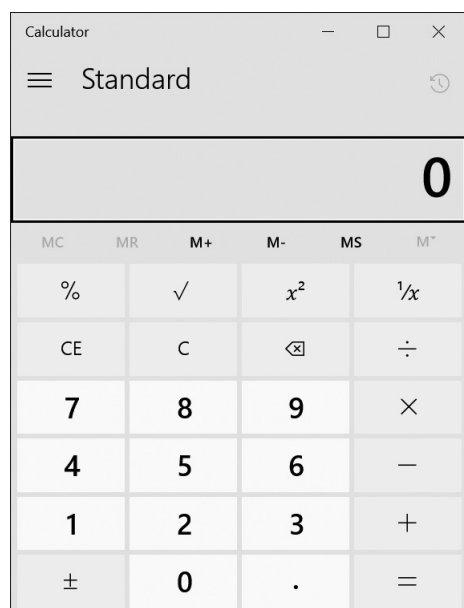
If you already know how to save a file, click Yes and give the file a name.



NOTE! You will learn how to save your files in Chapter 5, "More with Word."

The Windows Calculator

The Calculator is another program on the computer. You can use it to do many calculations. The program looks just like a handheld calculator and works the same way. You can type numbers or you can click the number buttons.



HOW TO USE THE CALCULATOR

Open Calculator: Start→Calculator

Examples of the four basic operations:

Add Two Numbers

- A.** Click the first number.
- B.** Click the plus (+) sign button.
- C.** Click the second number.
- D.** Click the equals (=) sign button.

Multiply Two Numbers

Use the X (X) button: ($3 \times 2 = 6$).

Subtract Two Numbers

- A.** Click the first number.
- B.** Click the minus (–) sign button.
- C.** Click the second number.
- D.** Click the equals (=) sign button.

Divide Two Numbers

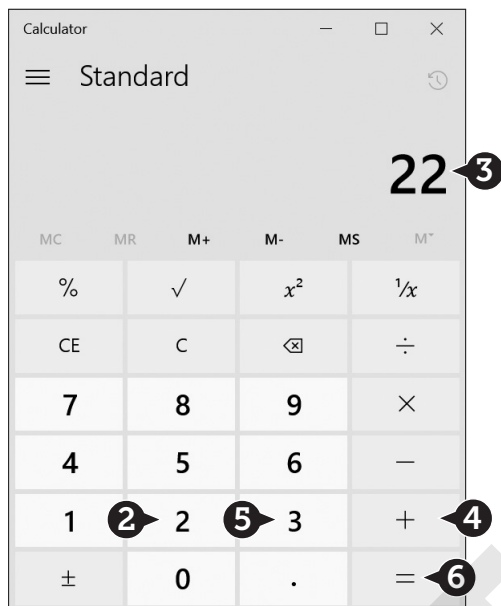
Use the division (\div) button: ($8 \div 2 = 4$).

► EXERCISE 3.4

In this exercise, you will use the Calculator to add and subtract. You do not have to type in the numbers. Just click the number buttons with your mouse.

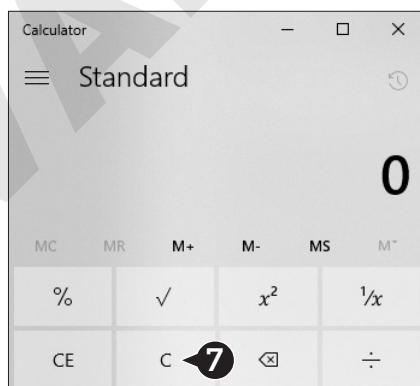
1. Open Calculator: **Start**→**Calculator**

Add Two Numbers



2. Click the **2** button two times for 22.
3. See the number in the number box.
4. Click the **plus sign** (+) to add the next number.
5. Click the **3** button two times for 33.
6. Click the **equals sign** (=) to finish.

You can see the answer (55) in the number box.



7. Click the **C** button to clear the Calculator.

Do Other Calculations



IMPORTANT Press **C** to clear after you complete each of the calculations in steps 8–11.

8. Click these buttons on the calculator: **12 + 6 =**

9. Click these buttons: **100 + 75 =**


10. Click these buttons: **50 – 10 =**

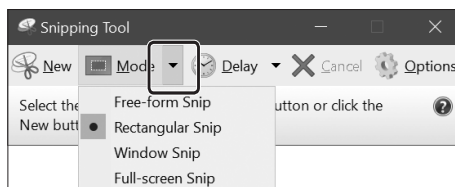
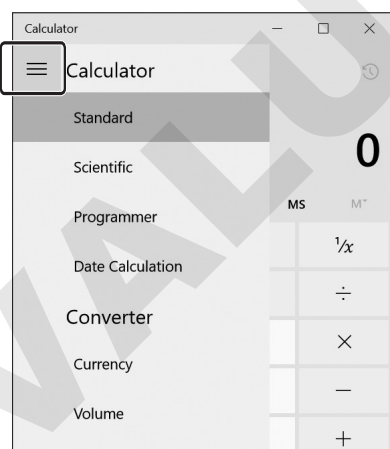
11. Click these buttons: **389 – 14 =**

Leave the Calculator open for the next exercise.

Using a Menu

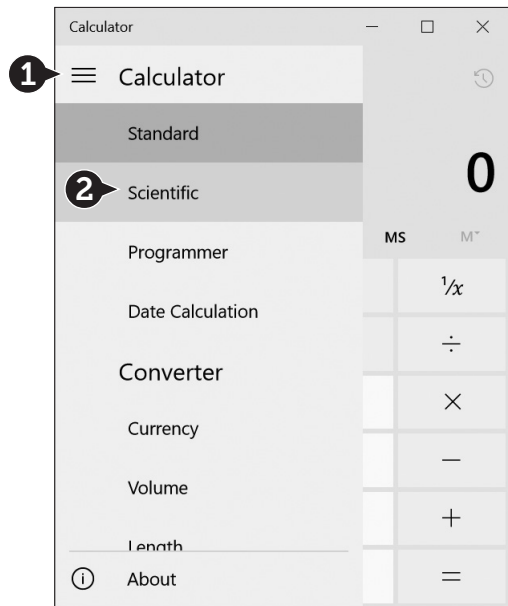
Once you have had some practice using menus, you will find that they are easy to use. The way they work is the same in each program. What changes in each program is the list of choices in the menu.

- You can open a menu by clicking the menu  button or one of the words at the top. Not all programs have menus. Some only have a Ribbon or other buttons.
- Sometimes when you click on one of the menu items, a dialog box will open.
- Sometimes a menu will show on the left side of the window.



► EXERCISE 3.5

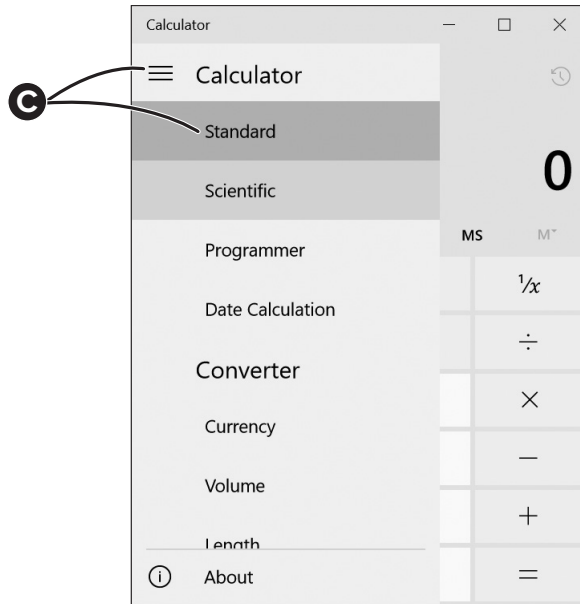
In this exercise, you will use a menu. Many settings can only be changed by using menus.



1. Click the **menu** button.
2. Choose **Scientific**.

The Calculator now shows the Scientific view with more advanced buttons.





3. Click the **menu** button, and then click **Standard** to return the Calculator to normal.
4. Close the Calculator.



Skill Builder Exercises

► SKILL BUILDER 3.1 Use Paint

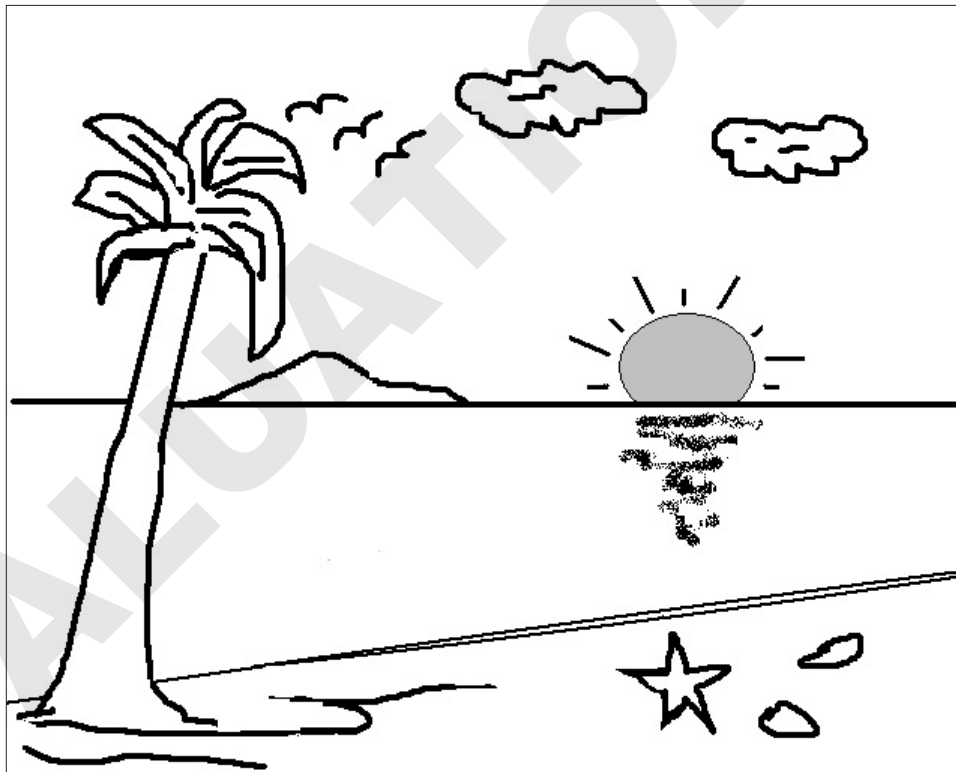
In earlier exercises, you tried some Paint tools. In this exercise, you will create a real drawing.

1. Open Paint: **Start**→**Windows Accessories**→**Paint**

Use the Start menu scroll bar to go down to Window Accessories and, if necessary, to Paint.

2. **Maximize** the Paint window.
3. Use some of the tools and colors to draw a picture of a sunset.

The sunset does not have to look perfect. This is just to practice using the mouse and dragging to draw. Many programs let you do this.



4. When you are finished, close Paint.
5. If Paint asks if you want to save your work, click **No**.

If you already know how to save a file, click Yes and give the file a name.

► SKILL BUILDER 3.2 Use the Calculator

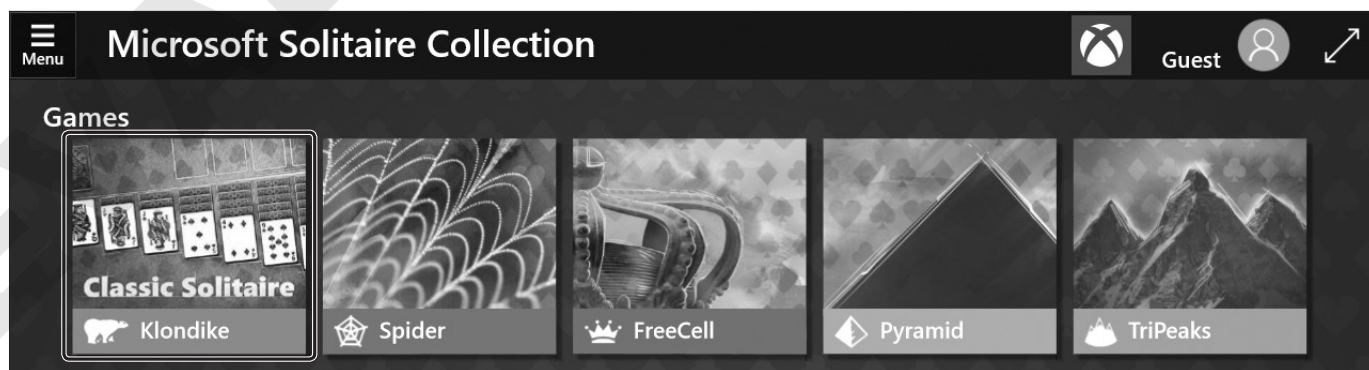
In this exercise, you will use the Calculator program to multiply, divide, and subtract numbers.

1. Open Calculator: **Start** → **Calculator**
2. To multiply, press these buttons: **3 x 12 =**
3. To multiply, press these buttons: **25 x 2 =**
4. To divide, press these buttons: **80 ÷ 4 =**
5. To divide, press these buttons: **36 ÷ 12 =**
6. To subtract, press these buttons: **99 - 43 =**
7. To subtract, press these buttons: **52 - 12 =**
8. When you are finished, close Calculator.

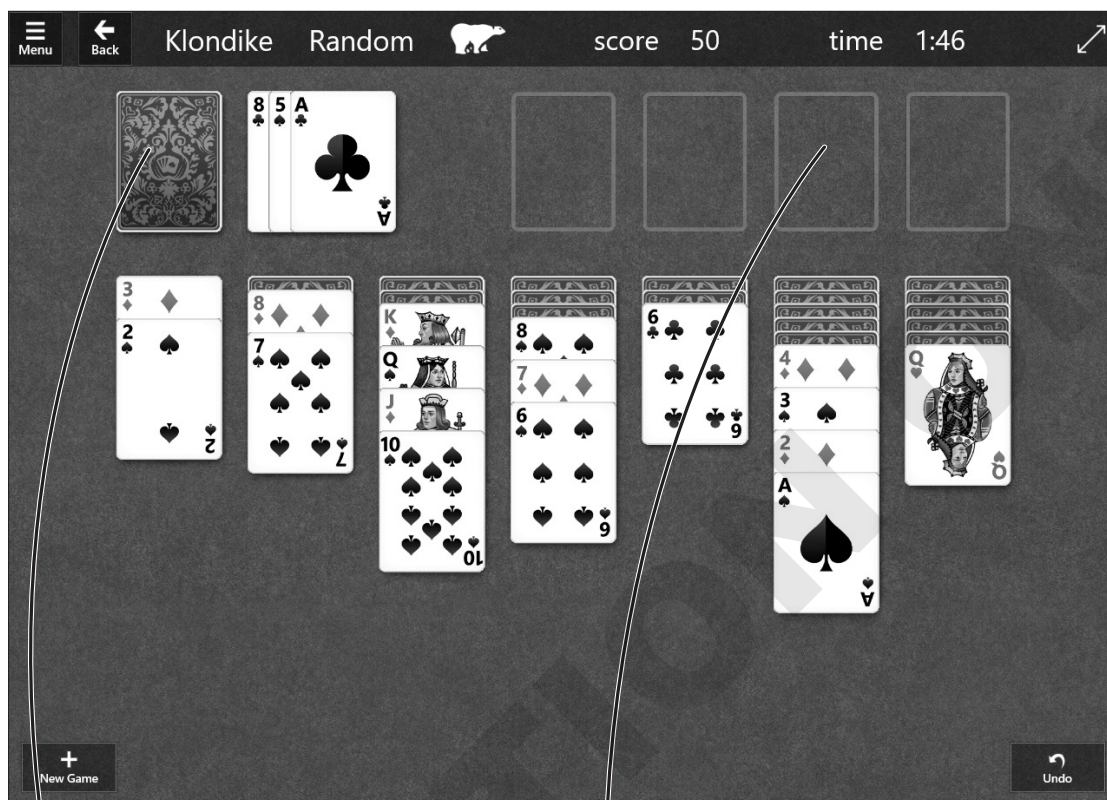
► SKILL BUILDER 3.3 Play a Game

In this exercise, you will play Solitaire. If you have never played Solitaire with cards, ask a friend or your teacher to explain how to play the game. Playing this game will give you good practice using the mouse.

1. Open Solitaire: **Start** → **Microsoft Solitaire Collection** → **Classic Solitaire Klondike**
2. Close any windows that may open before you see the game. Your teacher can help you if you cannot get to the game.
3. Click **Play as a Guest**, if necessary.
4. Click **Klondike**.



5. To move one of the cards, click on it. Hold down the mouse button and drag it to a new place. If you put a card in the wrong place, it will not stay there. It will jump back to where it was.



6. When you want to turn over a new card, click on the pack at the top.
7. Start putting the aces in the four shaded areas and build up from there. The suits (pictures on the cards) must match in each top pile. You must put all the cards in the top piles to win.
8. If you want to start a new game, click **New Game** on the bottom-left side of the window.



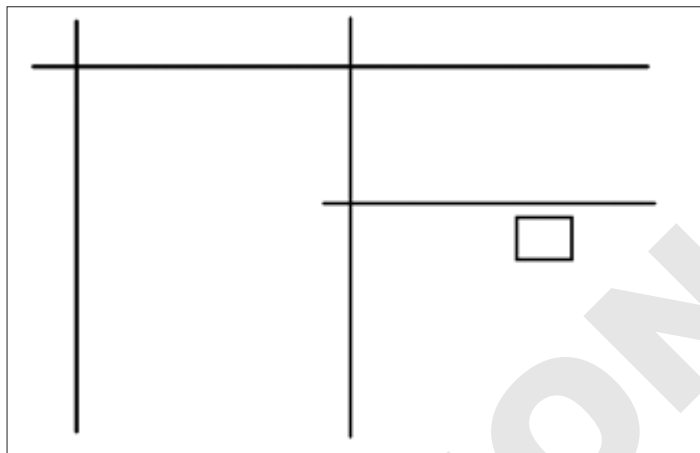
9. When you are finished playing, click the **Close** button.


► PERSONAL PROJECT 3.4 Draw a Map

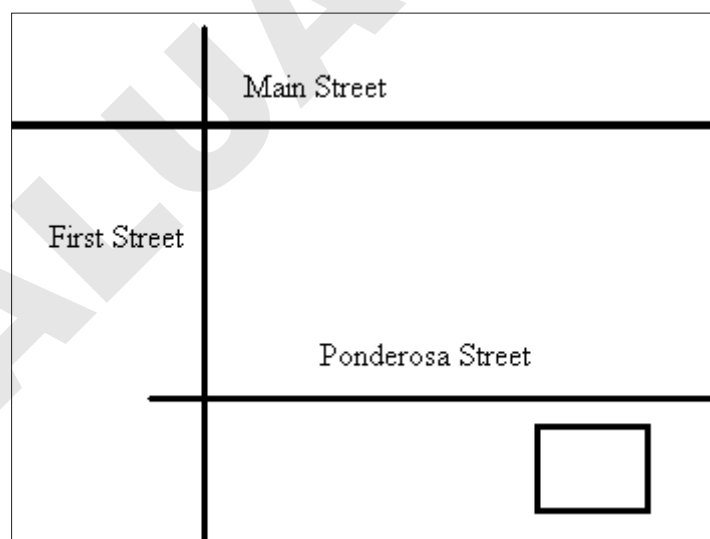
In this exercise, you will draw and print a simple map with the Paint program.

1. Open Paint: **Start**→**Microsoft Accessories**→**Paint**
2. Draw lines to create a simple street map of the area around your house.

 **TIP!** To draw straight lines, hold down the **[Shift]** key as you drag a new line.



3. Use the **Text**  tool to add street names. Click near where you want to type the words. Hold down the mouse button and drag a text box. Then you can type a street name inside the box. Make a new box for each name. After you type each street name, click outside of that text box before you make a new text box or draw another line.



4. To print the map, choose **File**→**Print** and then click **Print** again.
5. Close Paint without saving the map. (Or, if you know how to save a file, use **File**→**Save As** to save it.)



Paired Conversation

With a partner, take turns reading the A and B parts of the conversation.

- Student A Yesterday we learned how to minimize a window.
- Student B Yes, I remember. The window disappeared but did not really close.
- Student A Do you remember how to maximize a window?
- Student B Yes. Now let's talk about what we learned today.
- Student A Today we learned about hardware.
- Student B Is that like the computer and the monitor?
- Student A Right. We also learned about software.
- Student B That is like Word and Paint that are added into the computer.
- Student A That is true.
- Student B We also learned about the dialog boxes.
- Student A Yes. Dialog boxes are important because they let you select the settings that you want.
- Student B Did you play a computer game today?
- Student A Not really. I just watched somebody else play.
- Student B We practiced using the Paint program.
- Student A I liked drawing a map and typing the names of the streets.
- Student B Well, I am so glad we are learning so much!



Chapter Review

3.1 Verb Worksheet

Fill in the blanks. Select the best answer for each sentence using the computer verbs in the Word Bank.

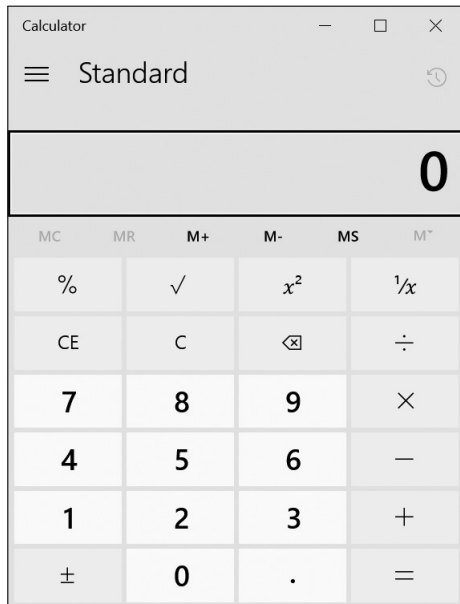
WORD BANK

appear	check	clear
let up	play	preview
release	view	hold

1. You can _____ a document to see how it will look when you print it.
2. To _____ is when an object shows on the screen and you can see it.
3. To uncheck a box is called to _____ it.
4. To _____ means to click the box so that a checkmark appears.
5. To look at something is to _____ it.
6. To _____ means to use a computer game.
7. To keep your finger pressed on the mouse button is to _____ the button.
8. To _____ means to take your finger off of the mouse button.
9. To _____ means to release or let go of a button.

3.2 Fill in the Blanks

Fill in the missing words in the sentences below. Look at the picture of the Windows Calculator to help you.



Exercise A: Add Two Numbers

1. Click the first _____.
2. Click the _____ sign.
3. Click the _____.
4. Click the _____ sign.

Exercise B: Multiply Two Numbers

1. Click the first _____.
2. Click the _____ sign.
3. Click the _____.
4. Click the _____ sign.