

Table of Contents

Preface v

CHAPTER 1

Computer Basics 1

Vocabulary.....2
 Picture Dictionary – Nouns2
 Computer Verbs.....4
 Concepts and Exercises.....5
 How We Use Computers.....5
 Parts of the Computer.....6
 The Correct Way to Sit at the Computer.....7
 Turning On the Computer.....8
 What Is Windows?.....9
 Using a Mouse.....11
 Turning Off the Computer.....13
 Skill Builder Exercises.....14
 Paired Conversation.....16
 Chapter Review.....17

CHAPTER 2

Windows and the Start Menu.....21

Vocabulary.....22
 Picture Dictionary – Nouns22
 Computer Verbs.....24
 Concepts and Exercises.....25
 The Windows Desktop.....25
 Opening Programs.....26
 Parts of a Program Window.....28
 Moving a Window.....30
 Skill Builder Exercises.....32
 Paired Conversation.....34
 Chapter Review.....35

CHAPTER 3

Windows Programs 39

Vocabulary.....40
 Picture Dictionary – Nouns40
 Computer Verbs.....42
 Concepts and Exercises.....43
 Common Features in Programs.....43
 Dialog Boxes.....46
 Using Ribbon Tools.....48
 The Windows Calculator.....53
 Using Menus.....56
 Skill Builder Exercises.....58
 Paired Conversation.....62
 Chapter Review.....63

CHAPTER 4

Creating a Document in Word 65

Vocabulary.....66
 Picture Dictionary – Nouns66
 Computer Verbs.....68
 Concepts and Exercises.....69
 The Computer Keyboard.....69
 Using the Keyboard.....71
 Word-Processing Programs.....72
 Inserting Text.....74
 Deleting Text.....75
 Printing Your Work.....77
 Skill Builder Exercises.....79
 Paired Conversation.....83
 Chapter Review.....84

CHAPTER 5

More with Word87

Vocabulary 88
 Picture Dictionary – Nouns 88
 Computer Verbs 89
 Concepts and Exercises 90
 Highlighting Text 90
 Formatting Text 92
 Bullets 94
 Alignment 96
 Saving Your Work 97
 Skill Builder Exercises 101
 Paired Conversation 105
 Chapter Review 106

CHAPTER 6

The Internet109

Vocabulary 110
 Picture Dictionary – Nouns 110
 Computer Verbs 112
 Concepts and Exercises 113
 What Is the Internet? 113
 Google Chrome 114
 The Address Bar 115
 Search Engines 116
 Search Results 118
 Search for a Job Online 122
 Apply for a Job Online 124
 Skill Builder Exercises 126
 Paired Conversation 129
 Chapter Review 130

CHAPTER 7

Email133

Vocabulary 134
 Picture Dictionary – Nouns 134
 Computer Verbs 135
 Concepts and Exercises 136
 About Email 136
 Writing and Sending a Message 138
 Contacts 140
 Reading Your Email 142
 Replying to Messages 143
 Skill Builder Exercises 145
 Paired Conversation 150
 Chapter Review 151

CHAPTER 8

Files, Folders, and Windows Search . . .155

Vocabulary 156
 Picture Dictionary – Nouns 156
 Computer Verbs 157
 Concepts and Exercises 158
 The File Explorer Window 158
 Double-Clicking 160
 Viewing Files on a USB Drive 162
 Creating Folders 166
 Opening Files and Saving to a New Location 168
 Taking a Screen Capture 170
 Windows Search 173
 Skill Builder Exercises 176
 Paired Conversation 180
 Chapter Review 181

CHAPTER 9

Writing Letters in Word183

Vocabulary 184
 Picture Dictionary – Nouns 184
 Computer Verbs 186
 Concepts and Exercises 187
 The Word Window 187
 Typing a Personal Letter 190
 Checking Your Spelling and Grammar 193
 Typing a Business Letter 195
 Opening a Saved File 198
 Skill Builder Exercises 200
 Paired Conversation 205
 Chapter Review 206

CHAPTER 10

Editing Word Documents 209

Vocabulary 210
 Picture Dictionary – Nouns 210
 Computer Verbs 211
 Concepts and Exercises 212
 Typing a Résumé 212
 Copying and Pasting Within a Program 215
 Saving a File with a New Name 218
 Undo 219
 Moving Text in Word 220
 Right-Click to Copy and Paste 222
 Copying from One Program to Another 224
 Skill Builder Exercises 226
 Paired Conversation 232
 Chapter Review 233