Computer Essentials

1. In word, make a list of 5 jobs/careers that require general computer knowledge and 5 jobs/careers that require good keyboarding skills. Include the job title, a brief job description, and the salary range. (10 marks)

2. Create a timeline outlining the history of computers and the keyboard. Include a minimum of 10 points. (5 marks)

3. Make a list of what you think are the 10 most important computer terms to know, along with their definitions. (5 marks)

4. List the programs included in Microsoft Office. For each one give a brief description of what it can be used for, along with 2 strengths and 2 limitations of the program. (5 marks)

5. Search the internet for keyboarding related websites: informational, typing practice, speed tests, games, etc. List your top three choices, provide the url and write a review for each one outlining how it helps improve keyboarding and what you like about it (minimum 100 words each). (6 marks)

6. Discuss the terms 'QWERTY' and 'ergonomic keyboard'. What is it? Where did it come from? What is their significance in keyboarding? (4 marks)

7. List 10 words (with at least 6 letters each) that can be typed using only the right hand. List 10 words (with at least 6 letters each) that can be typed using only the left hand. With which hand can you type more words? (10 marks)

8. What are diacritical marks? What languages use them? List the shortcuts in Microsoft Word 2007 for the following (10 marks):

á	â
í	ê
ó	ô
ý	ñ
à	ã
è	ü
ò	ï
ù	ç

9. What do the following keyboard shortcuts do? (4 marks)

CTRL+C:
CTRL+X:
CTRL+V:
CTRL+Z:
CTRL+B:
CTRL+U:
CTRL+I:
CTRL+F:

10. Type out the 2 articles (20 marks):
   a. Computer Whiz Kid
   b. Why the Computer is Doomed

Total Marks: 79