Computer Basic Course

Chikuni Parish
December 2010

Gambirasio Gianpietro

Introduction – generic considerations

Student registration

The students that participated at the first sessions of the Computer Basic Course were chosen from those who applied at the course announcement done by the parish.

Taking into account the number of personal computers bought and considering that it was the first time that this computer basic course has taken place in Chikuni, it was decide to start with only three classes, with ten student per class, for two hours per day over a six week period. Those classes were divided into two morning classes and one evening class in order to allow people who work during the day to attend the course. For the evening session, priority was given to the Home Base Care collaborators. Mostly, the course was attended by 20 year old youths whom ended the secondary school.
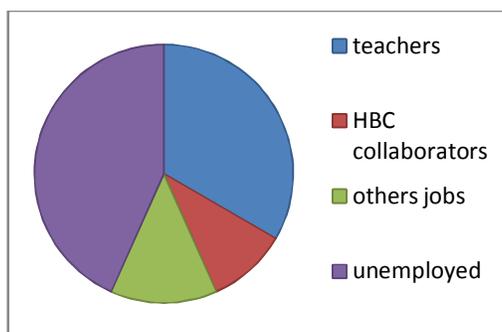
Concerning the student registration, some data was registered

Gender

gender	number	percentage
Female	16	53%
Male	14	47%
Grand Total	**30**	**100%**

Employing

job	number	percentage
teachers	10	33%
HBC collaborators	3	10%
other profession	4	13%
unemployed	13	43%
Total	**30**	**100%**

Question 1: Have you already a PC at home/ office/job place?

question 1 answer	number	percentage
yes	10	33%
no	20	67%

Question 2: Have you already used a PC?

question 2 answer	number	percentage
yes	11	37%
no	19	63%

Question 3: What would you like to learn attending this course?

question 3 answer	number	percentage
basic skills	25	83%
improved skills	5	17%

Student attendance

Each day the student attendance was recorded. Results follow:

attendance	nr of student
under 80%	3
between 80% and 90%	9
above 90%	18

attendance average	92%

Timetable

The time table followed for six consecutive weeks was:

from Monday to Friday	
1st session	08.00 – 10.00
2nd session	10.15 – 12.15
3rd session	18.00 – 20.00

☺ The timetable was properly arranged. It is not advised to exceed more than six hour of teaching per day in case only one teacher will teach all the classes.

☺ It was really helpful starting for the same level and following the same lesson topics calendar for all three classes: avoid topics found too complicated during the previous session, spent more

time on the topics found more useful for the student, simplify examples and practicals... it helps to increase the teaching quality.

☹ Since the power supply is not reliable, lessons may need to be postponed or to re-plan the weekly time table in order to restore missed lessons. During this first session of lessons, there was 5 (five) hours of no power supply out of 180 (one hundred eighty) hours of lessons.

Working environment

The classroom where the Computer Basic Course took place was well arranged.

☺ The 56 meter square of internal walk area is big enough to properly place ten computer desk with enough space for keyboard, mouse and taking notes at the same time.

☺ There are four windows (two big size and two small size), providing enough sunlight from outside and the minimum air ventilation during the day. Curtains were fixed, to regulate sunlight, heat to stop people looking in from outside. During evening lessons, the two neon bulbs fixed in the classroom were enough for internal light.

☺ Repainted and cleaned properly.

☺ In order to provide a high security level, two strong iron doors (locked with padlocks) and iron grids at the windows were made and fixed.

☹ Due to the high external temperature, it is recommended to install a fan. The computers will work better and longer in cool conditions, and the students as well.

☹ During this first session of classes, in order to protect consoles, monitors, keyboards and others devices from the dust and from accidentally damages during no lesson time, plastic cover were used (actually the ones that were found in the original boxes). It is recommended to make strong cloth covers.

Student performances

Every week a test was done. The results follow.

Student attendance during test session:

week	attending	missing
week one	30	0
week two	25	5
week three	26	4
week four	27	3
week five	27	3
week six	26	4

Performances:

week	below 60%	between 60% and 95%	above 95%	average
week one	2	26	2	72%
week two	2	15	8	79%
week three	3	10	13	89%
week four	3	19	5	81%
week five	4	17	6	79%
week six	5	15	6	76%

Final resut

performances [0% - 100%]	number of students	percentage
below 60%	4	13%
between 60% and 95%	21	70%
above 95%	5	17%

Lesson calendar and weekly tests

During the couse several topics about computing were touched and the pre-planned calendar was not fully followed. Mostly because the slowness (and sometimes laziness as well) of some student and because of the inexperience of the teacher about how plan the couse (since it was the first time, what was planned is only an idea of what to do).

At the end of every week, an individual test was done by the student, in order to reach two goals: test the performance of the students and have feedback of the lessons taught and know which segments should be repeated, refreshed or they can be taken as complete.

The lesson calendar and the tests done per each week follow.

Week one

Lesson 1
Introduction about the computer course: timetable, topics, rules, tasks.
Registration form: name, age, grade, job and other information about the students.
PC introduction: what a PC is, the processing of data, hardware and software.
Hardware: main elements and their connections, UPS, console, monitor, keyboard, mouse.
Computer memory: differences and tasks, RAM memory, hard-disc, removable memories.

Lesson 2
Refresh about previous lesson.
Software: introduction, Windows 7, desktop, Start menu.
File: introduction, characteristics of a file, create a new file, save a file, open a file.
Procedure to turn on/off a PC.

Lesson 3
Refresh about previous lesson.
Operation with files: create a new file, open, save, rename, delete, copy, cut, paste.
Mouse keys use and keyboard shortcut.
The recycle bin: open it, delete permanently a file, restore a file.

Lesson 4
Refresh about previous lesson.
Starting Word and identifying Word window element: Office button, quick access toolbar, title bar, ribbon, status bar, scroll bar, zoom button, insertion point.
Adding and removing text.
Saving and closing a document: using Office button, using quick access toolbar, using keyboard shortcut.

Lesson 5
Refresh about previous lesson.
Switching between ribbons, tabs and dialog boxes using mouse and using keyboard
Creating a new document and switching between open documents: using office button menu, using quick access toolbar, using keyboard shortcut, using a template.

Document view: print layout, full screen reading, web layout, outline, draft. Document view tab and icons.
First week test.

Test

Answer to the following questions (20 min):

1. What is a PC and what does it do?

2. What is the hardware? Write some elements.

3. What is the software?

4. How many are the memories in a PC? Which are the main differences?

5. What is a file?

6. Which are the main characteristics of a file?

7. What does it mean "to create a file"?

8. What is the "desktop"?

9. Explain the difference between folder and file.

10. What is the ribbon in a Microsoft Office Word window?

Week two

Lesson 1

Test correction and sharing about the results.
Navigating in a document, moving the insertion point in a document: with the mouse pointer, directions keys, keyboard shortcuts, Go To command
Selecting a text: with the mouse pointer, directions keys, keyboard shortcuts
Touch typing

Lesson 2

Refresh and practice: moving insertion point, selecting
Formatting text characters (font, size, font color, font style, text case): tab font, font dialog box, tab styles
Live preview
Text highlighting color command button
Touch typing practice

Lesson 3

Refresh and practice: moving insertion point, selecting and formatting text characters
Undo and Repeat commands
Deleting a text
Insert special characters: tab Symbols, symbol dialog box, shortcut key assignment, insert an mathematic equation

Lesson 4

Refresh and practice: moving insertion point, selecting and formatting text characters
Cutting, copying and pasting text: tab clipboard and command buttons, keyboard shortcut
Format painter command
Open and use the office clipboard

Lesson 5

Refresh and practice: moving insertion point, selecting and formatting a text, coping and moving text
Second week test.

Test - part one (10 min) - theory

1. What is the "ribbon"?

2. Which kind of document you can make using the software Microsoft Office Word?

3. What are the "shortcut keys"?

4. Why the shortcut keys are so important?

5. Write a list of 5 (five) shortcut keys that you remember by hearth (please not copy) and

   explain their assignment.

Using your PC, follow the instructions:

1. Open a new MS Office Word document
2. Type the following test:

> Early history of Zambia
>
> The original inhabitants of modern day Zambia were bushmen (also called San), who were hunters and gatherers.
> They lived a nomadic life, with Stone Age technology.
> Mainly they gathered fruit and nuts, but they also hunted antelope.

3. For the title "Early history of Zambia" chose the following format: font Arial, font color red, size 20, effect bold
4. For the other sentences chose the format: font Times New Roman, font color black, size 14, effect italic
5. On the same document, make a copy of the text

Week three

Lesson 1

Test correction and sharing about the results.
Refresh and practice: moving insertion point, selecting and formatting a text, coping and moving text.
Page setup tab: margins, orientation, size, column.
Paragraph tabs: bulleted and numbered list, general alignment, indentation, spacing.
Practice: type a informal letter

Lesson 2

Refresh and practice: selecting and formatting a text, page setup, paragraph setup.
Insert heater and footer, insert a cover page.
Practice: type your Curriculum Vitae

Lesson3

Refresh and practice: selecting and formatting a text, page setup, paragraph setup, heater and footer.
Proofing tab: spelling and grammar, research, thesaurus.
Insert a text box, insert a word art.
Page Background tab: watermark, page color, page border.
Practice: prepare a birthday card

Lesson 4

Procedure of creating a Word document.
Middle evaluation course: anonymous suggestions.
Third week test.

Test

Part one (60 min)

Type the following two pages letter. Check the spelling and the grammar, and set up the pages, the paragraphs and the formats as showed.

| alignment center font effect italic | → | *Chikuni Lab Course*
HBC – Chikuni |

| alignment left | → | Telephone: 123 456
e-mail: info@chikunizam.com |

| alignment right | → | 29th October 2010 |

Mrs. Edith Frame

48 White Lane

Liverpool L12 5HN

Dear Mrs. Frame,

| alignment justify first line indent 1cm | → | We thank you for your letter and appreciate your interest in our project. Our activities are proceeding well and we hope to finish our computer course as better as possible. |

| alignment justify first line indent 1cm | → | We hope you will come soon to visit us in Chikuni as you promised. We enclose a list of places that you should visit here in Zambia. |

| font effect italic | → | *Your sincerely* |
| | | *Chikuni Computer Lab students* |

| alignment center font effect italic, underlined, bold font color red | → | ***<u>ZAMBIA</u>*** |
| | | ***<u>TOP ATTRACTIONS</u>*** |

| alignment justify bulletted list | → |
| font color green | → |

- Victoria Falls: a natural wonder as well as a center for adventure activities
- South Luangwa walking Safari: track wild life and learn bush-lore in Zambia's premier national park
- Canoeing on the Lower Zambesi: a relaxing way to enjoy a beautiful national park
- Busang Plains: flood plain in Kafue National Park
- Shiwa Ngandu: remarkable colonial manor house
- Njika Plateau: dramatics high lands, perfect for hiking and house riding

Week four

Lesson 1
Test correction and sharing about the results.
Sharing about middle course evaluation. Plan of the coming weeks lessons.
Starting Excel and describing a workbook: identifying Excel window elements and describing a worksheet, opening an existing workbook.

Lesson 2
Refresh about Excel window elements.
Navigating in a worksheet, selecting worksheet cells, rows and columns
Saving a workbook.

Lesson 3
Refresh and practice: navigating in a worksheet and selecting worksheet cells.
Inserting, deleting and renaming worksheets.
Entering, editing and formatting cell contents.
Practice.

Lesson 4
Refresh and practice: navigating in a worksheet and selecting worksheet cells, inserting and deleting and renaming worksheets, entering and editing and formatting cell contents.
Autofill command.
Creating formulas.
Using functions.
Practice: party budget, farm management, salary records.

Lesson 5
Refresh and practice.
Fourth week test.

Part one (20 min)

1) Open a new file of Excel
2) Save it in your personal folder with the name "*Friday test*"
3) Rename *sheet1* in *test1* and *sheet2* in *test2*
4) In the worksheet *test1* insert the following text, numbers, formula:

	A	B	C	D
1	home	15743.01	3743.01	=C2-D2

Part two (30 min)

Prepare in the worksheet *test2* the following table. Set properly number and text formats. Use properly formulas and functions

Chikuni Basic School

	School fee		performance			
			term 1	term 2	term 3	term 4
student 1	ZMK	2,500,000	7	10	5	8
student 2	ZMK	1,500,000	7	10	8	7
student 3	ZMK	2,000,000	6	6	10	7
student 4	ZMK	1,700,000	5	4	5	10
student 5	ZMK	2,000,000	8	6	9	9

Average					
Max					
Min					

Total	

Week five

Lesson 1

Test correction and sharing about the results.
Refresh and practice: navigating in a worksheet and selecting worksheet cells, inserting and deleting and renaming worksheets, entering and editing and formatting cell contents, autofill command, creating formulas, using functions.
Number tab.
Practice

Lesson 2

Refresh and practice: navigating in a worksheet and selecting worksheet cells, inserting and deleting and renaming worksheets, entering and editing and formatting cell contents, autofill command, creating formulas, using functions, change number format
Use an Excel template.
Create a chart.
Practice

Lesson 3

Refresh and practice: navigating in a worksheet and selecting worksheet cells, inserting and deleting and renaming worksheets, entering and editing and formatting cell contents, autofill command, creating formulas, using functions, change number format, create a chart.
Chart design, chart layout, chart format.
Practice

Lesson 4

Refresh and practice: navigating in a worksheet and selecting worksheet cells, inserting and deleting and renaming worksheets, entering and editing and formatting cell contents, autofill command, creating formulas, using functions, change number format, create a chart, chart design, chart layout, chart format.
Conditional formatting.
Practice

Lesson 5

Refresh and practice.
Fifth week test.

Test

Part one (10 min)

Follow those instructions:

- open a new file of Excel2007
- save it using "Fridaytest" as a file name and your personal folder as location
- rename the sheets using "step1", "step2" and "step3" as new names

In the worksheet named "step1" arrange this table choosing number formats as shown and inserting formulas and functions in order to make the proper calculations

item	quantity	unit price	amount
bread	7	ZMK 5,000.00	
rice	2	ZMK 7,000.00	
coffe	1	ZMK 11,000.00	
jam	2	ZMK 6,500.00	
total			

Part two (20 min)

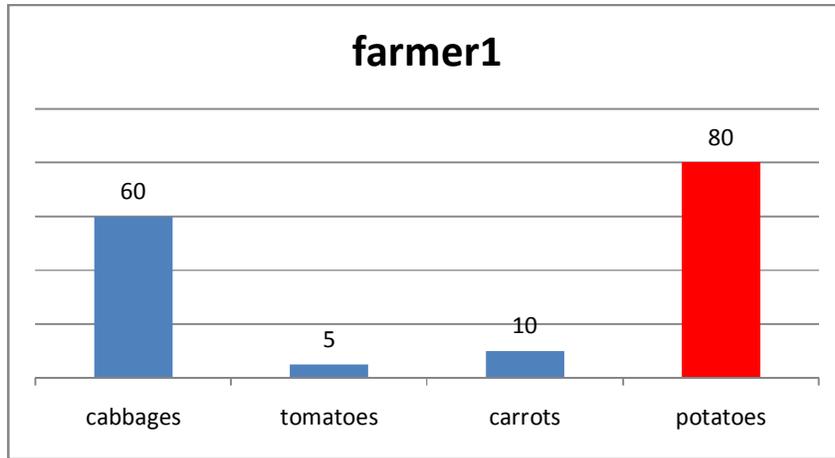In a new worksheet, insert the following values choosing the right format as shown

value	number format
12.50	general, two decimals
2.7	genaral
1/8	fraction
R 1,034.00	currency
09-Jan	date
0.3%	percentage
home	text

Calculate the total, average, maximum value and minimum value of the following list of numbers:
125, 745, 365, 78, 890, 500, 69, 58

Part three (30 min)

Arrange properly the following table and insert the four charts as shown

	farmer1	farmer2	farmer3	farmer4	totals
cabbages	60	75	50	45	
tomatoes	5	6	8	4	
carrots	10	12	8	7	
potatoes	80	95	100	135	
totals					

farmer1

cabbages	tomatoes	carrots	potatoes
60	5	10	80

harvest 2009

- cabbages
- tomatoes
- carrots
- potatoes

carrots

- farmer 1 27%
- farmer 2 32%
- farmer 3 22%
- farmer 4 19%

harvest 2009

- cabbages, 230
- tomatoes, 23
- carrots, 37
- potatoes, 410
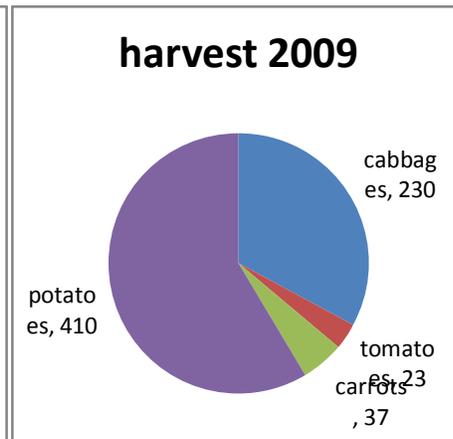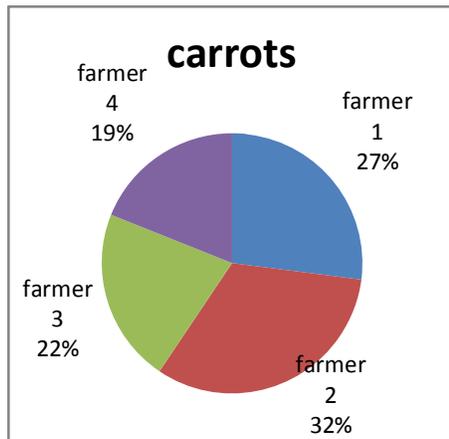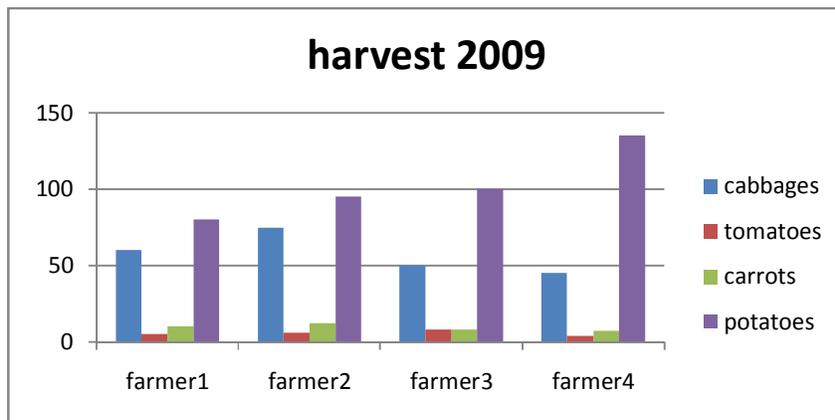
Week six

Lesson 1

Test correction and sharing about the results.
Planning of coming week lessons.
PowerPoint2007: introduction, identifying powerpoint window elements, template.

Lesson 2

PowerPoint2007: inserting new slides and saving a presentation, applying a theme, adding slide content, selecting and editing text, inserting slide objects (shapes, text boxes, clip art, smart art diagrams, word art).
Practice

Lesson 3

Word2007: practice typing a letter and a Curriculum Vitae

Lesson 4

Excel2007: practice about number format, formulas, functions, charts.

Lesson 5

Sharing about graduation ceremony and computer course certificates.
Sixth week test (postponed to the next week because of no power supply)

Test

Part one (10 min)

Follow those instructions:

- open a new file of Excel2007
- save it using "Friday19" as a file name and your personal folder as location
- close the file
- move the file "FridaY19" from your personal folder to the desktop
- rename the file "Friday19" using "lasttest" as a new file name
- open the file "lasttest"
- insert the number 123 in the cell A1
- close the file saving the changes
- delete the file "lasttest"

Part two (30 min)

Type the following letter, check the spelling and the grammar, set properly the page, set the paragraphs and the text format as shown

alignment center font color red

→ Chikuni Lab students

alignment right font effect bold

→ **To: USA President**
Mr. Barack Obama
White House
Washington City

Dear Barack Obama,

first line indent 1cm alignment justify

→ how are you? We would like to congratulate for your job and for what you are doing, it should not be easy run the United State of America.

We invite you to our place; it would be nice for you to spend Christmas in Chikuni. Please, let us know if you come alone or with your family.

We wish you all the best.

Chikuni, 19th November 2010

font effect italic

→ *Chikuni Lab Students*

Part three (20 min)

In a new worksheet, insert the following values choosing the right format as shown

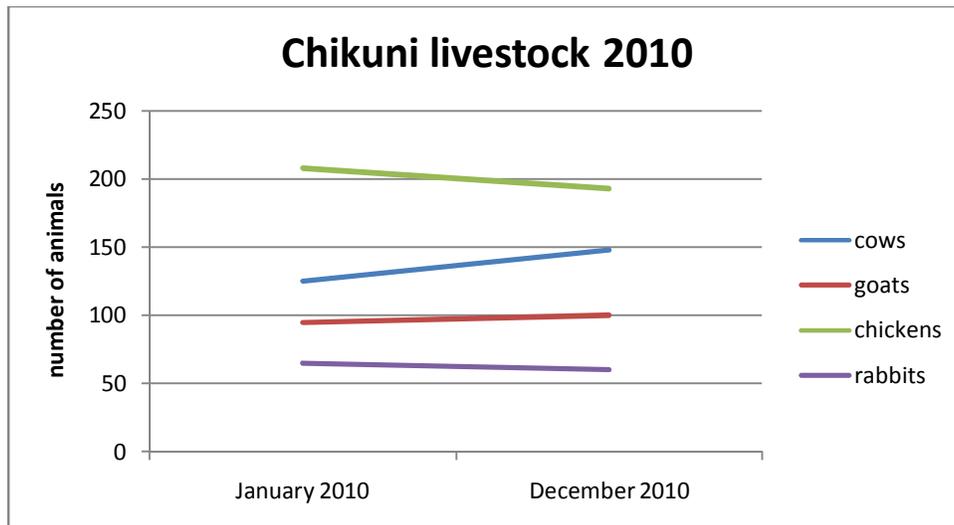| A1		2.3%
A2		50,275.1
A3	ZMK	20,557
A4	€	575.00
A5		3/7
A6	December 25, 2010	

Calculate the total, average, maximum value and minimum value of the following list of numbers: 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140.

Part four (30 min)

Arrange properly the following table and insert the three charts as shown

<table>
<tr><td colspan="5" style="text-align:center">**Chikuni livestock**</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>January 2010</td><td>births 2010</td><td>deaths 2010</td><td>**December 2010**</td></tr>
<tr><td>cows</td><td>125</td><td>50</td><td>27</td><td></td></tr>
<tr><td>goats</td><td>95</td><td>80</td><td>75</td><td></td></tr>
<tr><td>chickens</td><td>208</td><td>125</td><td>140</td><td></td></tr>
<tr><td>rabbits</td><td>65</td><td>85</td><td>90</td><td></td></tr>
<tr><td>**totals**</td><td></td><td></td><td></td><td></td></tr>
</table>

January 2010

rabbits 13%   cows 26%

chicken 42%   goats 19%

December 2010

rabbits 12%   cows 30%

chicken 38%   goats 20%

Chikuni livestock 2010

number of animals

January 2010   December 2010

cows
goats
chickens
rabbits
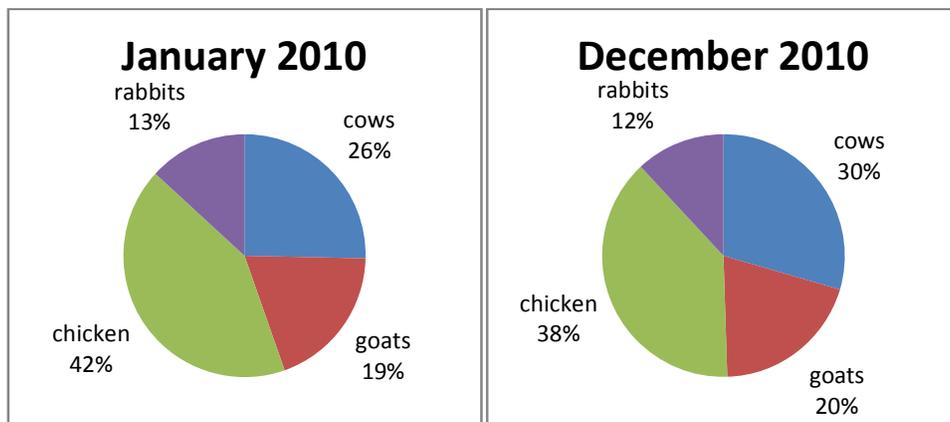
Inventories

11th October 2010 inventory

Stationery

- Nr 1 attendance book (big size)
- Nr 21 flipchart blocks
- Nr 12 markerpens for whiteboard
- Nr 24 markerpens for flipchart
- Nr 3 exercize book (big size)
- Nr 24 markerpens for flipchart (provided by Arche')
- Nr 5 paper blocks (provided by Arche')
- Nr 3 masking tape rolls

Text books

- Nr 2 copies of "Getting started with Microsoft Excel 2007", 117 pages, download http://FreeTutorialCentral.com
- Nr 2 copies of "Getting started with Microsoft Word 2007", 122 pages, download http://FreeTutorialCentral.com
- Nr 2 copies of "Getting started with Microsoft PowerPoint 2007", 1113 pages, download http://FreeTutorialCentral.com

Classroom forniture

- Nr 12 new tables
- Nr 11 new chairs
- Nr 1 standard flipchart board and whiteboard

Personal Computers

- Nr 10 monitors
- Nr 10 consoles
- Nr 10 standard keyboards
- Nr 10 standard mouse
- Nr 5 UPS, model "APC back-UPS CS series 650 VA"
- Cables and connections

19th December 2010 inventory

Stationery used for six weeks course of three classes, total of 180 hours

- Nr 1 attendance book (big size)
- Nr 8 flipchart blocks
- Nr 20 markerpens for flipchart
- Nr 3 paper blocks
- Nr 2 masking tape rolls

Stationery left

- Nr 12 markerpens for whiteboard
- Nr 13 flipchart blocks
- Nr 28 markerpens for flipchart
- Nr 3 exercize book (big size)
- Nr 2 paper blocks
- Nr 1 masking tape rolls

Text books, as recorded in 11th October 2010 inventory

Classroom forniture, as recorded in 11th October 2010 inventory

Personal Computers, as recorded in 11th October 2010 inventory

nr 1 copy of "Getting started with Microsoft Excel 2007", "Getting started with Microsoft Word 2007" and "Getting started with Microsoft PowerPoint 2007 reviewed according to the lessons done and to the topics touched.