

Welcome to BOOT CAMP!

Greetings:

You have been chosen to demonstrate computer calisthenics for the troops. You will perform each of the tasks assigned to you using this document as your equipment.

Tips and Tricks pages can be found in your manual to aid you in your endeavor. Each task is explained in detail to help you be the best you can be!

Now, proceed soldier!



Name _____ Class _____ Date _____



Computer Skills Checklist

Complete each of the exercises below. Use Tips and Tricks pages in your manual as a reference. Check off the exercises as you complete each one.

On the Boot Camp web site, click on the link to Calisthenics. The document called “Boot Camp” will open in Word.

Successfully Completed!	Task	
	Go to File → Save As . Save Boot Camp to your computer desktop as Boot Camp 1	
	Create a folder on your computer desktop Name your folder Calisthenics	
	Drag and Drop “ Boot Camp ” into the folder you created	
	Copy and Paste the folder, Calisthenics, into My Documents	
	Open the Calisthenics folder that is in My Documents Open Boot Camp	
	Save Boot Camp to the floppy disk	
	Save Boot Camp to your folder on piglet	
	Minimize Boot Camp	
	Go to Start and click on Search	
	In the blue area on the left side of the window, click on All Files and Folders . Search for Commendation	
	Open, read and close	
	Maximize Boot Camp	OR: Right click on Boot Camp on the task bar and click on Close
	Close Boot Camp	
	Delete Boot Camp from the Calisthenics folder	
	Go to Start and click on Help and Support	
	In the Search field, type delete a folder .	
	Choose the correct directions from the results list on the left	
	Follow the directions to delete the Calisthenics folder Suggestion: Follow the directions under the Note!	
	Create a shortcut on the Desktop to the Calculator . It is located at Start → All Programs → Accessories → Calculator	
	Open Help and Support from the Start Menu	
	Search for change to classic start menu	
	Follow the directions to change the Start Menu to Classic view.	
	Click on the Start Menu to see if you like the change	
	Change it back if you would like (Optional)	
	Remove the floppy disk from the disk drive. Place a label properly on the floppy disk, and write your name on the label.	
	Congratulate yourself! You have completed Calisthenics!	

Name _____ Class _____ Date _____



Out on Patrol

Your Mission: Use all of the resources provided to you in the TIP Teacher Manual pages Tips and Tricks and the Boot Camp web site to find the information necessary to complete the assignment.

What is the CPU? What does it do?

What is an operating system? What is the operating system of the computer you are using at your school?

What happens to information that is in RAM when the computer is turned off?

What is the difference between computer hardware and computer software?

What is an input device? What is an output device? Give 2 examples of each.

What does ROM stand for? What is it?

Name three storage devices listing them from the one that will save the least information to the one that will store the most information.

What type of software is necessary to prevent your computer from being damaged by viruses?

What strategy will prevent your computer from becoming sluggish due to an abundance of temporary Internet files and cookies?



Computer Basics Vocabulary

- **Byte** – On almost all modern computers, a byte is equal to 8 bits. Large amounts of memory are indicated in terms of kilobytes (1,024 bytes), megabytes (1,048,576 bytes), and gigabytes (1,073,741,824 bytes).
- **CD** – Compact Disc; a removable storage device that can hold about 650 MB of information
- **CPU** – Central Processing Unit; the brain of the computer that controls the functions of the computer and changes data into useful information
- **Computer** – A tool used to help people process and share information
- **Cookie** – The purpose of a cookie is to customize web pages; you supply information to a web site and the web site packages the information and puts it on your computer. The information allows the web site to “recognize” you the next time you go the web site.
- **Disk Drive** – Hardware that holds, reads from, and writes to storage devices; The C: Drive writes to the hard disk, the A: Drive writes to a floppy disk, and usually the D: Drive writes to CD's if it is a CD-RW device.
- **Floppy Disk** – A removable storage device usually one flat disk enclosed in a case; used to store small amounts of information, about 1.44 MB
- **Gigabyte** – One gigabyte is equal to 1,024 megabytes. Gigabyte is often abbreviated as G or GB.
- **Hard Disk** – A storage disk located inside the CPU; the largest storage device measured in gigabytes; Most hard drives hold about 40 gigabytes which is equal to about 4,000 MB
- **Hardware** – The physical parts of the computer including the CPU, keyboard, monitor, mouse, etc.
- **Icon** – Pictures and symbols in software that represent files or commands
- **Input Device** – Any device used to send information from the user to the CPU; examples are the keyboard, mouse, scanner, digital camera
- **Megabyte** – When used to describe data storage, 1,048,576 (2 to the 20th power) bytes. Megabyte is frequently abbreviated as M or MB; a floppy disk will hold 1.44 MB
- **Operating System** – Software that sets all the rules and controls all of the functions of the computer; Windows and MacOS are examples

- **Output Device** – Any device that sends information from the CPU to the user such as a printer, monitor, speakers, or projector
- **Peripherals** – Hardware attached to the computer to perform specific functions; examples are printers and scanners
- **Processor** – A computer chip in the CPU that changes data from human data to computer data that can be stored and changes computer data to human data; the speed of the processor is important to efficiency of the computer and is measured in Mhz or Ghz
- **RAM** – Random Access Memory is the active memory of a computer; any open document or program that is running is in RAM; RAM is not permanent memory
- **ROM** – Read Only Memory is permanent memory; all data that is saved to the hard drive or another storage device is in Read Only Memory
- **Save** – Committing changes made to permanent memory
- **Software** – Computer programs
- **Storage Device** – Any device that can permanently store information