

Practice Activity: Competency 1.1

Demonstrates Basic Operations & Concepts

You will need a **CD-ROM**, and a basic understanding of how to use Microsoft Word to open, create, save, and print a document to complete this activity.

Directions: Open Microsoft Word and use the Windows operating system to complete the following tasks

1. Open the My Documents folder on your desktop and create a new folder called Tech Practice – your initials. If you are in the training lab, place this folder in the “Tech Practices” folder that’s already in the My Documents folder.

EXAMPLE: Tech Practice – jln

Note: You may have already created this folder if you have done other practice activities.

2. Create a new Microsoft Word document.
3. Save your document in this folder and name it Tech 1.1
Username date (no spaces)

EXAMPLE: **Tech1.1jnauert9-21-07**

Note: The ability to save a file to a particular location is a very important skill. Make sure that you are comfortable with this step before you come in for your Level 1 test.

4. At the top of your document enter the title Practice Activity:
Competency 1.1
5. On the next line enter your first and last name and today’s date.
6. Insert a CD-ROM. Practice using the Explore feature to look at the CD-ROM (Right click on the CD and choose Explore). In your Word document, type the name of one of the files you see on the CD-ROM (it doesn’t matter what files you have...only that you practice opening a CD and finding files).
7. If you have a flash drive (also called a USB drive, thumb drive, or jump drive), plug it into a USB port and Explore it as you did with the CD-ROM.

7. Go to the Start menu and select Help (it may be listed as Help and Support). Search for information on stickykeys, and in your Word document, enter one of the topics that the Help function suggests.
8. Answer the following questions in your own words on your Word document:
 - a. What does virus protection software do?
 - b. Who should you call for technical help?
 - c. What are three things you can do when you simultaneously press the Control Alt Delete keys?
 - d. Why is it a good idea to NOT open an attachment on an email if you do not know who sent it?
 - e. What does the Task Manager do?
 - f. Why should you shut down your computer at the end of the day?
9. Save the changes that have been made to the document.
10. Print a copy of the document
11. Close all windows
12. Create a folder on your desktop.
13. Delete the folder you just made on the desktop.
14. Empty the recycle bin
15. Remove the CD-ROM from the drive.
16. Use the Task Tray to safely remove the flash drive from the USB port.

If you can successfully complete all of these steps, you are ready to take the Technology Competency 1.1 assessment.