

COMPUTER LITERACY

COURSE MANUAL

CMP424_19A



LESSON PLANS - TESTS - QUARTER REPORT FORMS

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Quarter 2

Lesson 10

Complete Lesson 10 in SetonOnline, or use the instructions below.

Notes for those using the optional printed textbook:

Read and study Chapter 5 from page 163 through the top of page 180. In the introductory part of the chapter, on pages 163 through 165, you'll notice that the chapter will cover many functions of Microsoft Office. You probably won't be able to remember them all, but the more you work with the Office programs, the more you will learn, so it's very important to do the Exercises, perhaps even multiple times, so you can feel reasonably confident in using the Office programs.

**Lesson 11**

Complete Lesson 11 in SetonOnline, or use the instructions below.

Notes for those using the optional printed textbook:

Read and study Chapter 5 from the middle of page 180 to the middle of page 197. This section goes over very important and basic functions which are common to most software, so it's very important to understand the concepts involved.



Quarter 3

Lesson 17



Complete Lesson 17 in SetonOnline, or use the instructions below.

**Notes for those using the optional printed textbook:**

Read and study Chapter 7 from page 277 to the end of Exercise 7.9 on page 299. Spreadsheets will not be very familiar to most high school students, but if you take it step by step it should not be too hard to understand.

Page 278 talks about the difference between “worksheet” and “spreadsheet.” While the book may be technically correct, what the book refers to as a worksheet is commonly also called a spreadsheet. Since it’s such a common usage, it’s hard to say it’s wrong.

Lesson 18



Complete Lesson 18 in SetonOnline, or use the instructions below.

**Notes for those using the optional printed textbook:**

Read and study Chapter 7 from the bottom of page 299 through page 322. The most important part of this chapter is probably the section starting on page 304 which explains using formulas and functions. That is really the heart of what a spreadsheet is. A typical spreadsheet program will have hundreds of functions that you can use for various statistical analyses, but the functions listed on page 310 are the ones you will use most often. In fact, just knowing how to use `SUM()` and `AVERAGE()` would allow you to make good use of spreadsheets.

Do Review Questions on pages 323 and 324.



Starting Google Docs

Now that you have logged into your Google account, you are ready to use Google Docs and Sheets.



1. In the upper right corner of Google's Home or Welcome page, click the **Google Apps** icon to see the applications available to you.
2. In the **Google Apps** menu, scroll down and click the **Docs** button.
3. If a Welcome box appears, then **Click** the **X** in the upper right corner of the Welcome to Google Docs window to cancel the Tour.

Creating a New Document

A **Template** is a new document with certain formatting and fill-in fields built in. For example, a resume template will contain promptings for the person's name, address, and other contact information. It will also have a format already established, including fonts, colors, and spacing. Templates are great ways to quickly get started on a standard document, while still allowing the user to customize it as needed.

A **Blank** document is just a simple Template. It doesn't have any fill-in fields or promptings. However, a blank document will still begin with page margins set, as well as a font type, size, and color.

When creating a new document, you must choose between starting with a Blank document or starting with a Template.

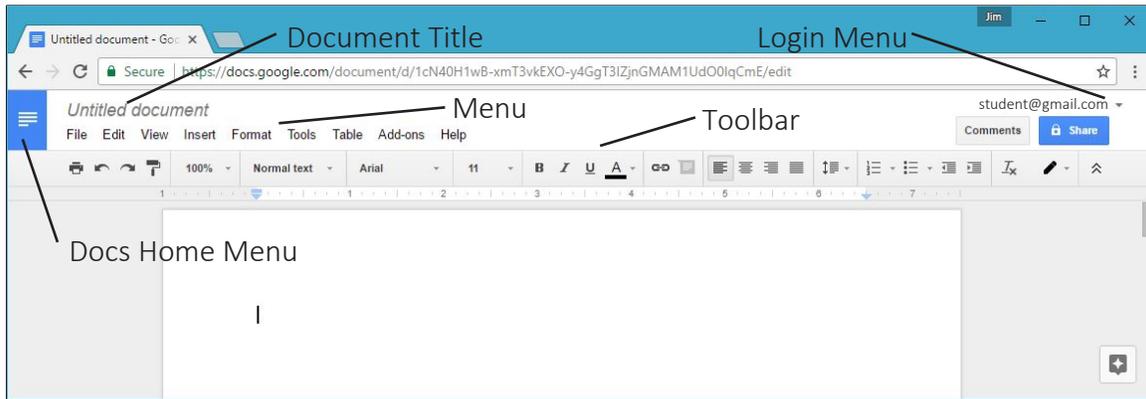
Here's a way to create a password that is easy to remember but hard to guess

- a. Think of something important to you. It can be anything. Your parents, your goldfish, your favorite book.
- b. Make a sentence from it. Here's an example: "I love my goldfish."
- c. Let's turn this into a kind of riddle using only a few characters. These can be letters, numbers, special symbols, and both upper and lower case. (Case matters with passwords). **1!Au4th**. Can you guess how to read my password?
 - **1**=I
 - **!**=love
 - **Au** is the chemical symbol of gold
 - **4th**=fish. I used a little poetic license for fish.
 - **.** By adding a period to end of my string of characters, it increases the number of characters to 8, which is the required password length.



1. Click the **Blank** template from the **Template Gallery**.
2. An Untitled document will open.

If Google offers to introduce features to you, click **No Thanks**.



Essential Parts of the Google Doc Screen

Entering and editing text

Let's suppose you need to write a report about an important historical character. Starting at the top of the document, type the following text:

A Report About Joan of Arc

1. Press **Enter**.
2. Continue entering text:

Joan of Arc was born in the Kingdom of France, January 6, 1492. It is said that she received visions from the Archangel Michael, Saint Margaret, and Saint Catherine of Alexandria. These visions led her to join in the fight against the English during the Hundred Years War.
3. Click in the title between **About** and **Joan** and enter **Saint**.
4. Click in the year of her birth between **4** and **9**. Using the **Delete Key**, delete **9** and type **1**. Her birth year is 1412.
5. Double click the word **said** and replace it with **believed**.

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We encourage you, however, to write in this Course Manual, or highlight in it to mark student progress.

For more information, visit:
setonhome.org/return-lp



Seton
Home Study School

1350 Progress Drive, Front Royal, VA 22630
www.setonhome.org



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