

BASIC COMPUTER SKILLS WORKSHOP

Basic Computer Skills LESSON
Version 1-DRAFT
Effective Date 19 NOV 2014

INTRODUCTION:

Show Slide 1: Title

Motivator	Determining how to use a computer is essential for today's job seeker. The new age is the computer age and we must learn how to do everything on that media.
------------------	--

Main Learning Objective	Learn the basic computer skills necessary to search and apply for jobs. This workshop includes everything from using the keyboard to accessing the internet to creating and saving files. In addition, learn to use jobs.mo.gov to search for your next job.
--------------------------------	--

Knowledge	Title	Taught	Required
	Knowledge of Computer applications	X	

Skill	Title	Taught	Required
	Ability to use a computer	X	
	Ability to read		X

Time Required	The administrative/academic hours required to teach this lesson are as follows:			
	Academic	Resident Hours		Methods
	Yes	0 hrs	5mins	Workshop/Intro
	Yes	hrs	50mins	Workshop
	Yes	0 hrs	5mins	Workshop /summary
	Total Hours:	hrs	60mins	

Test Lesson Number	Hours	Lesson Number
	0 hrs	0 mins

Instructor Requirements	One DWD instructor per 12 students
--------------------------------	------------------------------------



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Equipment Required for Instruction	<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Qty</u>
	Computer w/internet	1:1	1:1	13
	Projector		1:1	1
	Screen		1:1	1

Materials Required	<i>Instructor Materials:</i> Lesson Plan and PowerPoint presentation.
	<i>Student Materials:</i>
	Student handouts

References:	Title	Date
	Basic Computer skills Curriculum; St Paul community Literacy Consortium, http://spclc.org/curricula-resources/computer-curriculum#basic	2014
	Computer basics; Web junction; https://webjunction.org/documents/webjunction/Computer_Basics.html	2014



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Lesson

LEARNING OBJECTIVE A

Show Slide 2: Learning Objective A

Learning Objective A

Action: Develop basic computer skills

Conditions: Given a computer with internet explorer, in a office environment.


Standards: Develop basic computer skills in accordance with the lesson instruction.

Action:	Develop basic computer skills
Conditions:	Given a computer with internet explorer, in a office environment.
Standards:	Develop basic computer skills in accordance with the lesson instruction.

Section I

Identify the components of the computer

- Identify the Central processing Unit.
- Identify the keyboard.
- Identify the monitor.
- Identify the removable media areas.
- Identify the mouse.
- Identify the printer.
- Identify the Audio output.



Learning Step 1: Identify the components of the computer.	Show Slide 3: Identify the components of the computer
---	--

Instructor States: Identify the Central processing Unit.

The system unit houses the brain of your computer, including the memory, power supply, and central processing unit (CPU). All other components are considered



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

peripheral.

Instructor States: Identify the keyboard.

Note: Hand out Keyboard tips and Computer keyboard key explanations.

The keyboard allows you to enter information into your computer. It is similar to typewriter but has some different keys that perform special functions.

Instructor States: Identify the monitor.

The monitor displays the text and graphics generated by the computer.

Instructor States: Identify the removable media areas.

The CD-ROM disks are inserted in your system's 0: drive. They can store much more information than a floppy disk, but your computer cannot write to them. This is because they are Read Only Memory (ROM). There are however several options to write to which are DVD writable and CD-R.

Instructor States: Identify the mouse.

The mouse is a pointing device that allows you to select and manipulate objects you see on your monitor.

Instructor States: Identify the printer.

The printer prints text and pictures you create on your computer. Without a printer, sharing work you have done on your computer has to be done over a network or removable media.

Instructor States: Identify the Audio output.

The headphones and speakers allow the user to hear the audio portion of a program.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

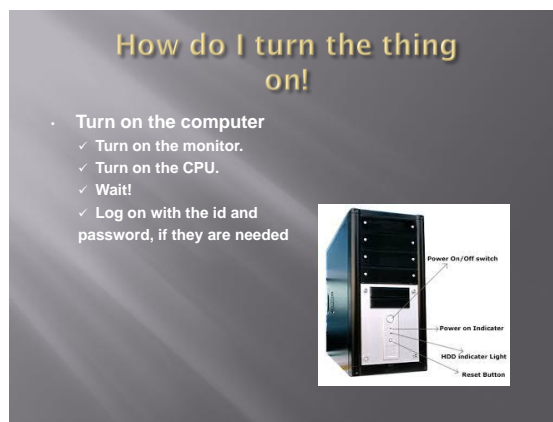


Note: Hand out Computer Basic Definitions

Show Slide 4: Questions

Check on Learning:

Q: What does CPU stand for?
A:.Central Processing Unit
Q: What does ROM stand for?
A: Read Only Memory.



Learning Step 2: How do I turn the thing on!

Show Slide 5: How do I turn the thing on!



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Instructor States: Turn on the computer.

✓ **Turn on the monitor.**

The power button for your monitor is normally located in the bottom right corner of the monitor frame. Some older models have it on the back or side.

✓ **Turn on the CPU.**

The power button for the monitor is normally located in the front center of the CPU. Again, some older models have it on the top or in the back right corner.

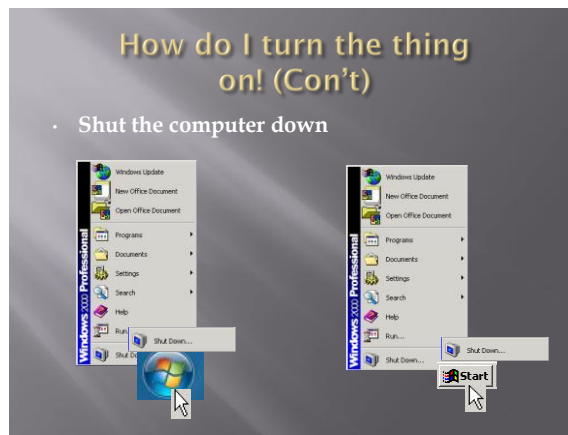
✓ **Wait!**

You have to wait for the computer to think and wake up. Kind of like us when we first get up in the morning, it takes some time to wake up. The computer will not take as long as we do, but it still needs a few minutes.

✓ **Log on with the id and password, if they are needed.**

When the computer has finished, you will see the desktop. This is the main screen.

Note: If the computer has a green light in the front then it is already turned on. In this case, all you have to do is move the mouse back and forth on the desk to wake the computer up.



Show Slide 6: How do I turn the thing on! (Con't)

Instructor States: Shut the computer down

Remove the media, if there is one. Without this removed you will normally receive a



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

warning.

Close all programs. Again, without doing this you will receive warnings stating that you will lose any unsaved work.

Click on the START or Windows icon menu in the lower left corner.

Click on SHUT DOWN...You will have many options such as restart, Lock (if it is password protected), and Log off (if you just want to leave the computer on and it is password protected)

Wait! The computer will turn off automatically. Then you should turn off your monitor to insure complete shutdown process.

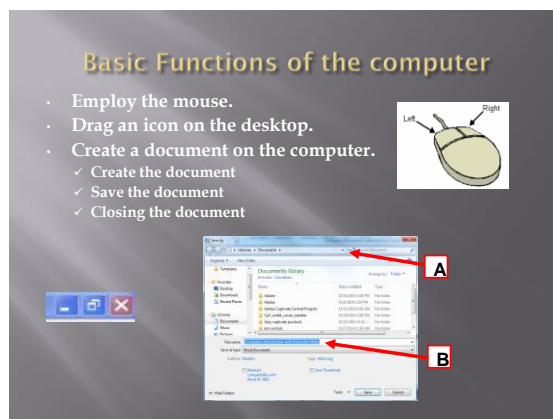


Show Slide 7: Questions

Check on Learning:

Q: What should you do prior to shutting down the computer?

A: Remove media and save/close all programs.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Learning Step 3: Basic Functions of the computer

Show Slide 8: Basic Functions of the computer

Instructor States: Employ the mouse.

Note: Hand out A simple mouse exercise, Mouse basics, and Mouse visual aid.

A computer mouse, or mouse, is used to communicate with the computer. It is held in your hand.

In order to hold the mouse you should:

1. Rest the heel of your hand on the table in front of the mouse.
2. Hold the mouse loosely between the thumb and ring and little fingers.
3. Rest the index and ring fingers lightly on top of the mouse.

The mouse controls the cursor on your screen. The cursor can look like an arrow or a simple line or a hand or a double arrow.

Use the thumb and fingers to move the mouse. When you move the mouse gently, the cursor will also move.

The mouse is divided into two parts or buttons: the left button and the right button.

With your index finger on the left part of the mouse, push down lightly and then release quickly. You might hear or feel a small 'click' sound. This is called a 'mouse click' or a 'click.' When you click with the mouse, a specific action will happen.

A click or left click is done with the index finger on the left button.

A right click is done with the middle finger on the right button

A double click is done twice, quickly, with the index finger on the left button.

Instructor States: Drag an icon on the desktop.

Note: The instructor should show the class how to do this and then have them do it.

An icon is a picture or symbol on the desktop. The position of the icon can be moved on the desktop.

To drag or pull an icon:

1. Place the cursor on the icon
2. Push the left button on the mouse with the index finger. Hold the button down. Do not lift the index finger.
3. Move the mouse and continue to push the left button. The icon will move.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

4. Release the left button. The icon will stay in that position.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Instructor States: Create a document on the computer.

Note: The instructor should walk the class through this while they are doing it as well.

A document can be created with any program on your computer. We will use Microsoft word because this is the program used for most resumes.

To open the Microsoft word document:

1. Left click on the start or windows icon in the bottom left corner of the monitor.
2. Go to all programs and left click on it.
3. Go to the file named Microsoft office and left click on it.
4. Go to the Microsoft office word and left click on that.

To start your document:

1. Move your cursor to the word document page and left click on the document unless it is already flashing on the document (Newer versions of Microsoft word allow for the cursor to flash on the document when you open the new document).
2. Type "I am learning to use the computer".

To save the document:

1. Move the mouse pointer up to the Menu bar on the word File or windows icon and then left click. You will see a drop down menu to select from.
2. Move your cursor down to the "Save As". When you do this you will see another drop down menu with several options.
3. Select the "word Document" option. The "Save As" dialog box should appear.
4. Select where you want to save it to (A). We will choose to save it to the desktop.
5. Choose a file name (B) at the bottom of the "save As" dialog box. Word might make a suggestion for you. Highlight that suggestion and name it "Computer Basics".
6. Left Click Save.
7. The dialog box will disappear and the name at the top of the document will change to My first document.
8. You can now close this document by going to the top right corner of the document and left clicking on the red X.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

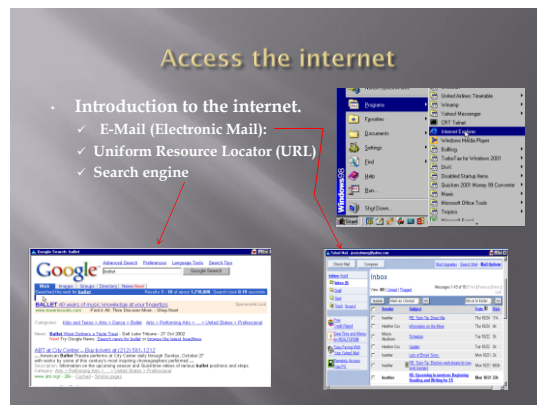


Show Slide 9: Questions

Check on Learning:

Q: Where do you go to open a document?
A: Start or window Icon at the bottom left corner of the computer screen.

Section II



Learning Step 4: Access the internet

Show Slide 10: Access the internet

Instructor States: Introduction to the internet.

Many computers can be connected to share information. This is called a network. The Internet is a collection of networks, in which all the computers can “talk to each other” and share information. It isn’t a thing...you can’t touch it. And it isn’t a place...you can’t actually go there.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Started in 1969 by the Department of Defense. In the late 1980s companies found a way to move information through the internet faster and cheaper. This is when the public started to hear about the Internet.

The World Wide Web (The name for the part of the Internet that most people use) lets you click on things, see pictures, hear sounds, and watch video (Also called The Web or The Net).

✓ **E-Mail (Electronic Mail)**

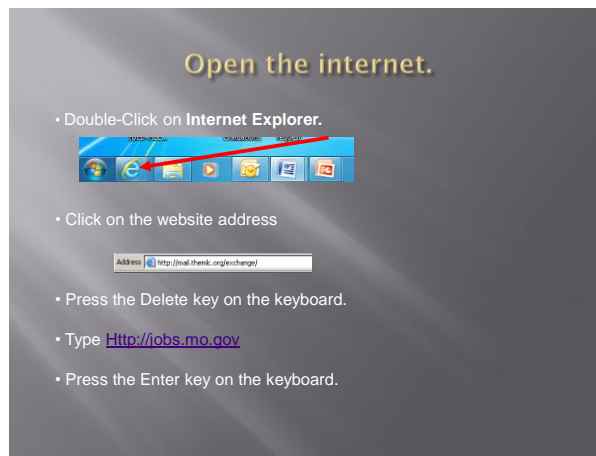
Text messages sent through a network to one person or a group. Email messages can also carry attached files.

✓ **Uniform Resource Locator (URL)**

It is like an address for the website. It tells the computer where the information is and how to access it. This is also known as the "Web site address."

✓ **Search Engine**

A tool that we can use to find information through searches for keywords and phrases.



Show Slide 11: Open the internet

Instructor States: Open the internet.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

- Double-Click on Internet Explorer.

This can be found in one of or all three spots. It can be found on the bottom left corner of the computer screen, On the desktop, or in the start/windows icon menu.

- Click on the website address.

When you do this it will highlight the address.

- Press the Delete key on the keyboard.

When you do this it will delete the address in preparation for you to type a new address.

- Type the new website address.

We will type the address of <http://jobs.mo.gov>.

Web address beginnings:

- WWW World Wide Web
- Http Short for *HyperText Transfer Protocol*, HTTP is the underlying [protocol](#) used by the [World Wide Web](#). HTTP defines how messages are formatted and transmitted, and what actions Web Servers and [browsers](#) should take in response to various commands.
- Https Hypertext Transfer Protocol Secure (HTTPS) is a communication protocol for [secure](#) communication over a [computer network](#), with specially wide [deployment](#) on the [Internet](#).

Web Address Endings:

- .com operated by a company
- .org operated by a non-profit
- .gov operated by a branch of the government
- .edu operated by a school or college

- Press the Enter key on the keyboard.

This is the computer sending the signal to the web that you want this address.



A proud partner of the americanjobcenter network®

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



A proud partner of the americanjobcenter network®

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP



Show Slide 12: Questions

Check on Learning:

Q: Where are the possible spots to open explorer?

A: It can be found on the bottom left corner of the computer screen, On the desktop, or in the start/windows icon menu.

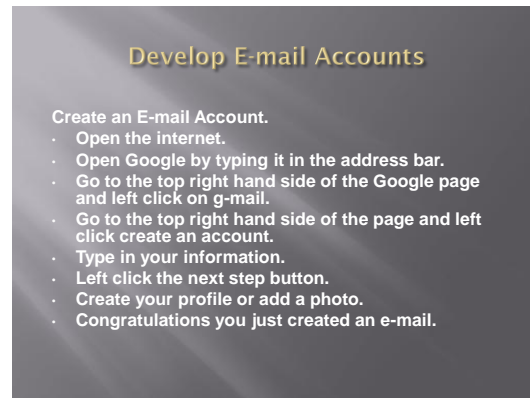


For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP



Learning Step 5: Develop E-mail Accounts

Show Slide 13: Develop E-mail Accounts.

Instructor States: Create an E-mail Account.

- **Open the internet.**
- **Open Google by typing it in the address bar.**
- **Go to the top right hand side of the Google page and left click on g-mail.**
- **Go to the top right hand side of the page and left click create an account.**
- **Type in your information.**
 - ✓ Name
 - ✓ Choose a user name.
 - Communicate professionalism in your e-mail.

Here are some examples of what we are talking about. What would you think if you saw this on a resume: “Gnarly1941@emailaddress.com” might convey what? Or “MaryJaneReefer@emailaddress.net?”

Don't laugh. I've seen similar e-mail addresses like these on resumes more often than you would guess. A surprising number of people continue to send out resumes that have what I call “bad” e-mail addresses. Even if it isn't goofy, an e-mail address could potentially finish your job search before you even get it off the ground, because the one you are using doesn't project a professional image.

- Stay Away From Things That Might Tip Off Your Age.

Avoid year of birth, graduation, or age references.

- Avoid Political, Gender, Or Religious References.

You may be very passionate about a particular belief, cause, or affiliation, but you don't need to be in an employer's face about it.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

- Be Careful About Health References, Too.

Being a cancer survivor is great, but if you let an employer know that before you get to the [interview](#), their concern about health care costs might cause them to “lose” your application, if you know what I mean.

- Keep It Simple, Stupid.

If you have an e-mail address that looks like some kind of code and doesn't make any kind of logical sense, create an easy one to type into a message.

- Your Safest bet? You're Name.

Your name as the e-mail address is your best bet.

- ✓ Create a password.
- ✓ Confirm your password.
- ✓ Birthday
- ✓ Gender
- ✓ Mobile phone
- ✓ Prove you're not a robot
- ✓ Location
- **Left click the next step button.**
- **Create your profile or add a photo.**
- **Congratulations you just created an e-mail.**

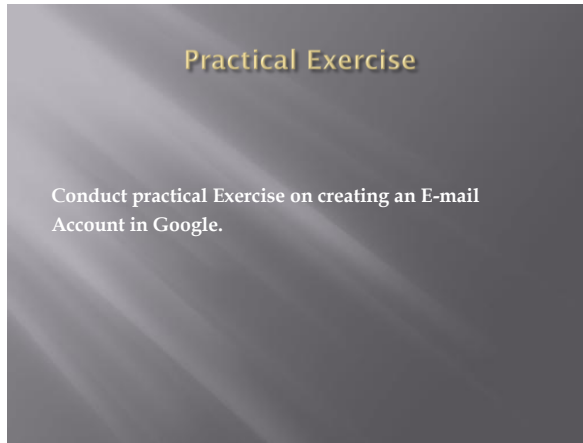


For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP



Show Slide 14: Practical Exercise

***Instructor States:* Conduct practical Exercise on creating an E-mail Account in Google.**

Create an e-mail account In Accordance With (IAW) the lesson previously given.



Show Slide 15: Questions

Check on Learning:	Ask for any question and clear up any misunderstandings.
---------------------------	--



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Section III

Navigate Missouri Jobs site.

- Place your mouse on the top tool bar and left click on the find a job tab.
- Place your mouse on the Job search tab and left click the mouse.



The screenshot shows the Missouri Jobs website interface. At the top, there is a navigation bar with several tabs. The 'Find a Job' tab is highlighted, and a dropdown menu is visible below it, showing options like 'Job Search', 'Create a Career Center', and 'Job Search Assistance'. The 'Job Search' option is selected, and a search box is displayed. Below the search box, there are sections for 'Your Missouri Career Center' and 'Missouri's Top Jobs'.

Learning Step 6: Navigate Missouri Jobs site

Show Slide 16: Navigate Missouri Jobs site

Instructor States: Place your mouse on the top tool bar and left click on the find a job tab.

Once you do this it will bring up a drop down menu for you to select from.

Instructor States: Place your mouse on the Job search tab and left click the mouse.

You should get a job search box which will require your input to produce a listing of jobs.

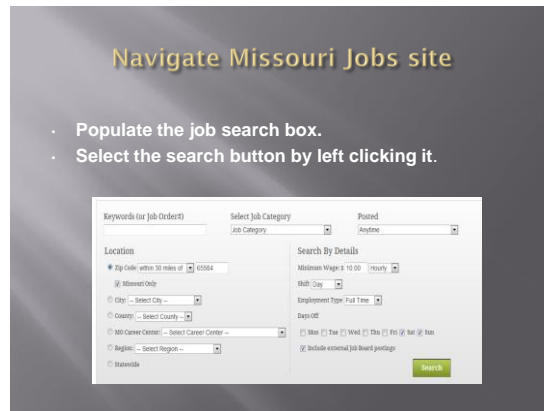


For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP



Show Slide 17: Navigate Missouri Jobs site (Con't)

Instructor States: Populate the job search box

The job search box has several options for you to choose from. You can search the location by selecting one of the following:

- Zip Code and within so many miles of that zip code. If you are close to the border and do not wish to work in the next state you can select “Missouri only” by left clicking in the box.
- City
- County
- Missouri Career Center
- Region
- Statewide.

You will also (if wanted) include details such as minimum salary, Shift, Type of employment (FT, PT, etc), what days off you require, and you can include external job listings.

Instructor States: Select the search button by left clicking it.

Once this is pressed the job site will begin to search for you criteria selected. This could take a few seconds.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP



Show Slide 18: Navigate Missouri Jobs site (Con't)

Instructor States: Select the job that you want to look at.

Once the listing comes up you will be able to look down the listing for the job that you would like to look closer at. Once found, you will left click on the blue lettering.

A job posting on this page will tell you:

- The job title.
- The first few line of the description.
- The job order number.
- The date and time that the job was posted.
- The location of the position.
- Any experience that is needed (Degree or months of experience)



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Navigate Missouri Jobs site

- Select the job you want to apply for.

Title:	MGTg Aluminum Welders
Onet Classification:	Welders, Cutters, and Welder Fixers
Wage:	\$12.00 hourly
Location:	Lebanon, MO 65036
Description:	IMMEDIATE NEED FOR 6 EXPERIENCED MGT/G ALUMINUM WELDERS. Manufacturer of Aluminum Boats has experienced a Large Increase in Business! Will work on a production line. Work Week is Four (5) hour days—Monday thru Thursday. Overtime is MANDATORY WHEN NEEDED. All overtime is paid after 40 hours per week at 1.5 times regular hourly pay. Hours are 5:45 am to 4:15 pm. Must pass a Welding Test prior to assignment. Must also pass a 7 year Background Check WHICH INCLUDES SIS, and Drug test. Candidates with the qualifying skills, good attendance, productivity, and high quality work, who are able to work well in a close team environment, HAVE A HIGH CHANCE OF BEING OFFERED A PERMANENT POSITION, after a suitable trial period. These are Great Jobs with a very respectable, Well Established Boat Manufacturer. \$ 20 cent per hour raises are given after 90 days. You should plan on Mandatory Overtime due to this increased Business.
Open Date:	11/11/2014
Close Date:	11/21/2014
Experience:	6 Months Required
Education:	Degree required None

Show Slide 19: Navigate Missouri Jobs site (Con't)

Instructor States: Select the job you want to apply for.

Once you find the position that you are interested in learning more about, left click on the job title.

This will bring you to a more extensive view of the position. You will be able to view a full description of the job as well as any specifics of the job (Work schedule, days off, skills, etc)

Navigate Missouri Jobs site

- Apply for a position.

[How To Apply](#) [Close](#)

- Read the page concerning arrest and convictions
- Follow the instruction to apply.

Employer: Manufacturer, Inc.
Phone: (417) 532-1212 Ext.
Website: For complete description and application instructions: www.mojobs.com
JOB REFERENCE INFORMATION: IN THE ADDRESS BAR AT THE TOP OF YOUR COMPUTER INTERNET PAGE, TYPE IN www.mojobs.com IN ORDER TO CREATE AN ACCOUNT. PLEASE DO NOT GOOGLE MANUFACTURERS— THAT SITE TAKES YOU TO A GENERAL MANUFACTURER WEBSITE THAT DOES NOT GO TO THE EMPLOYER COMPANIES. OR YOU CAN CALL (417) 532-1212 AND WE WILL SEND YOU AN EMAIL THAT CONTAINS THE WEBSITE THAT YOU CAN CLICK ON TO OPEN WHAT YOU WANT WHEN YOU VISIT THIS CAREER & EDUCATION WEBSITE. AT 1-800-1212

 NATIONAL CAREER READINESS CERTIFICATE 

MISSION: HELP TO HIRE!

Show Slide 20: Navigate Missouri Jobs site (Con't)



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Instructor States: Apply for a position.

In order to apply for the position you are interested in you must log in to the system. Once logged in you simply select the button at the bottom of the description “How to Apply”

Instructor States: Read the page concerning arrest and convictions.

The first screen that you will receive is the page “concerning arrest and convictions”. You must acknowledge that you read this page by left clicking continue at the bottom of the page.

Instructor States: Follow the instruction to apply.

On the top of the job page you will be given instructions on how to apply for the position. You might be told to e-mail a copy of a resume, come to the company in person, or direct you to a web page to apply.

Once you move from the job page to apply your “Jobs.mo.gov” record will show that you applied for this position.



Show Slide 21: Questions

Check on Learning:

Q: What are some examples of things you can select under the details on the job search box?

A: Minimum salary, Shift, Type of employment (FT, PT, etc), What days off you require, and You can include external



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

job listings.

Appendix A – Viewgraph Masters

Career Applications
Version 1- DRAFT

Sequence	Media Name	Media Type
1	Computer Skills PPT	PowerPoint



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Appendix D – Student Handouts
Lesson Title
Version 1-DRAFT/ALPHA/BETA/FINAL

Sequence	Media Name	Media Type
1	A simple mouse exercise	Word
2	Computer Basic definitions	PDF
3	Computer Keyboard Key Explanations	Word
4	Key boarding Tips	Word
5	Mouse Basics	Word
6	Mouse Visual Aid	PDF



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Handouts

A SIMPLE MOUSE EXERCISE USING

MICROSOFT PAINT

Using a mouse is one of the most fundamental skills you will need when working on a computer. Being comfortable using a mouse takes a little practice. Practice is time well spent because using a computer will become much easier once you can easily manipulate the mouse. Look at the following table to familiarize yourself with the terminology we use when referring to different Types of mouse clicks.

Summary of Mouse Actions

MOUSE ACTION	How TO PERFORM ACTION	WHEN TO USE ACTION
Click	One click of the left mouse button	<ul style="list-style-type: none">• To select an image or icon• To move items around your computer's desktop• To move the cursor through a word processing program
Double-click	Two clicks of the left mouse button	To execute an action such as opening a program
Right-click	One click of the right mouse button	To display shortcuts in a variety of programs
Click and Drag	Click and hold down the left mouse button and move the mouse on the pad. Release the left button.	To select a section of text in a document or frame. Text appears highlighted after it has been selected.
Drag and Drop	Click an item that has been selected, hold down the left mouse button, and drag the item to a new location.	When moving sections of text or graphic images or tables.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP



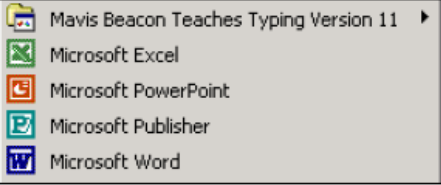
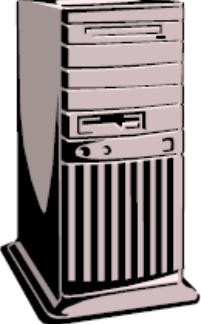



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Basic Computer and Windows Terms

<p>1. APPLICATION: another word for a program or software.</p>	
<p>2. BOLD: A font style that makes letters and words darker.</p>	<p>These words are bold. These words are not.</p>
<p>3. CENTRAL PROCESSING UNIT: where all of the information you put into the computer is stored.</p>	
<p>4. CLICKING: Pointing to something on the screen and then pushing the button on the mouse is called clicking.</p>	
<p>5. CURSOR: The line or arrow that follows your mouse movement.</p>	
<p>6. DESKTOP: The screen you see first when your computer turns on.</p>	

BASIC COMPUTER SKILLS WORKSHOP

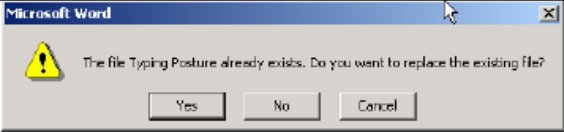



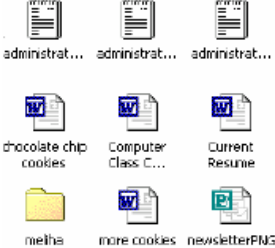




For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

<p>7. DIALOGUE BOX: A window that pops up and asks you questions.</p>	
<p>8. DISK DRIVE: The place where you put your disk so that you can save files on it.</p>	
<p>9. DISKS: Where you save your work, like recording on a video tape.</p>	
<p>10. DOCUMENT: Anything you create in Microsoft Word is called a document.</p>	
<p>11. FILE: a piece of computer information such as a document or part of a computer program.</p>	
<p>12. FOLDER: Just like a file folder in a filing cabinet, a file is where documents (letters, spreadsheets, etc.) are kept.</p>	
<p>13. FONT: The way letters and words look.</p>	
<p>14. FORMAT: Changing the way that text looks on the page.</p>	<p style="text-align: center;">THIS is formatted.</p> <p style="text-align: center;">This is not formatted.</p>

BASIC COMPUTER SKILLS WORKSHOP



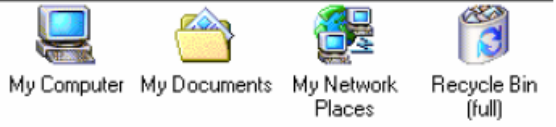




For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

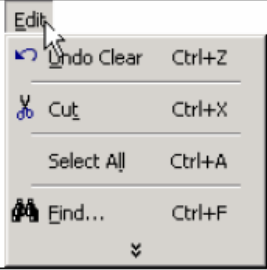



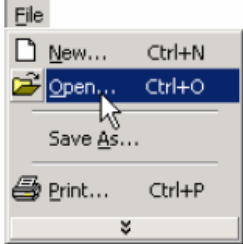
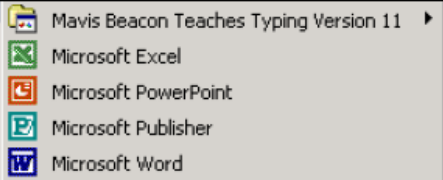


Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

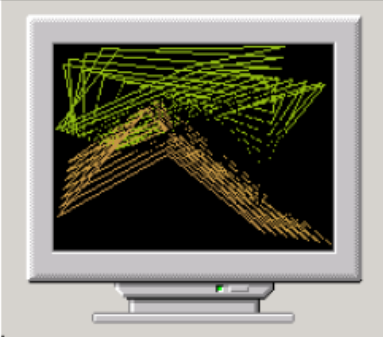


BASIC COMPUTER SKILLS WORKSHOP

<p>15. HARDWARE: All the parts of the computer that you can touch: the monitor, CPU, printer, mouse, and keyboard.</p>	
<p>16. HARD DRIVE: the place inside your computer where programs and files are stored.</p>	
<p>17. HIGHLIGHT/SELECTING: Click and drag across a word or sentence to highlight it. When it is highlighted you can make changes to it.</p>	<p>This text is not highlighted. This text is highlighted.</p>
<p>18. ICON: Symbols or pictures that you can click on to perform an action. Each program has its own icon.</p>	
<p>19. ITALICS: A font style that slants words to the right.</p>	<p><i>This text is in italics.</i> This text is not.</p>
<p>20. KEYBOARD: Like a typewriter, it's where you type and enter numbers. It is one way to tell the computer what you want it to do.</p>	
<p>21. MENU BAR: The words at the top of the screen. Click on these words and you see menus of other things you can do.</p>	

BASIC COMPUTER SKILLS WORKSHOP

<p>22. MENU: A list of other things you can do. You see a menu when you click on one of the words on the Menu Bar.</p>	
<p>23. MICROSOFT WORD: A word-processing program for typing letters, resumes, school papers and more.</p>	
<p>24. MONITOR: Your computer's screen</p>	
<p>25. MOUSE: The tool you can use tell the computer what to do. For example you can open programs and files by clicking or double clicking.</p>	
<p>26. OPEN: A command on the File Menu that brings files onto the screen so that you can see them.</p>	
<p>27. POINT: The size of text.</p>	<p>12 point 16 point 24 point</p>
<p>28. PROGRAMS: Another word for software or applications.</p>	

BASIC COMPUTER SKILLS WORKSHOP

<p>29. SCREEN SAVER: A design on the screen that turns on if you don't use your computer for a few minutes.</p>																																																																																					
<p>30. SCROLL BARS: The bars on the sides of the screen that allow you to move up or down the page.</p>																																																																																					
<p>31. SPREADSHEET: Organizes information into rows and columns and often uses math and numbers.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>654</td> <td>654</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>2</td> <td>654</td> <td>209934</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>3</td> <td>654</td> <td>67368814</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>4</td> <td>654</td> <td>2.16E+10</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>5</td> <td>654</td> <td>6.94E+12</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>6</td> <td>654</td> <td>2.23E+15</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>7</td> <td>654</td> <td>7.15E+17</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>8</td> <td>654</td> <td>2.3E+20</td> <td>321</td> <td>810</td> <td>1205</td> <td></td> </tr> <tr> <td>9</td> <td>654</td> <td>7.57E+22</td> <td>321</td> <td>321</td> <td>321</td> <td></td> </tr> <tr> <td>10</td> <td>654</td> <td>2.57E+25</td> <td>321</td> <td>321</td> <td>321</td> <td></td> </tr> <tr> <td>11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	1	654	654	321	810	1205		2	654	209934	321	810	1205		3	654	67368814	321	810	1205		4	654	2.16E+10	321	810	1205		5	654	6.94E+12	321	810	1205		6	654	2.23E+15	321	810	1205		7	654	7.15E+17	321	810	1205		8	654	2.3E+20	321	810	1205		9	654	7.57E+22	321	321	321		10	654	2.57E+25	321	321	321		11						
	A	B	C	D	E	F																																																																															
1	654	654	321	810	1205																																																																																
2	654	209934	321	810	1205																																																																																
3	654	67368814	321	810	1205																																																																																
4	654	2.16E+10	321	810	1205																																																																																
5	654	6.94E+12	321	810	1205																																																																																
6	654	2.23E+15	321	810	1205																																																																																
7	654	7.15E+17	321	810	1205																																																																																
8	654	2.3E+20	321	810	1205																																																																																
9	654	7.57E+22	321	321	321																																																																																
10	654	2.57E+25	321	321	321																																																																																
11																																																																																					
<p>32. TOOL BARS: The bars across the top of the screen that have icons you click on to do different things.</p>																																																																																					



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

When talking to tech support or to other people about keyboard commands, web pages, and command line commands, you may hear such things as forward slash, backward slash, and caret. Many times this can be confusing for anyone unfamiliar with each of the symbols on a keyboard. The chart below helps identify each non-alphanumeric keyboard key and a short description of the key or a link to a page with information about the key.

SYMBOL	EXPLANATION
Windows	PC keyboards have a Windows key, which looks like a four-pane window.
Command	Apple Mac computers have a command key.
Esc	Esc (Escape) key
F1 - F12	Information about the F1 through F12 keyboard keys.
Tab	Tab key
Caps lock	Caps lock key
Shift	Shift key
Ctrl	Ctrl (Control) key
Fn	Fn (Function) key
Alt	Alt (Alternate) key (PC Only; Mac users have Option key)
Spacebar	Spacebar key
Arrows	Up, Down, Left, Right Arrow keys
Back Space	Back space (or Backspace) key
Delete	Delete or Del key
Enter	Enter key
Prt Scrn	Print screen key
Scroll lock	Scroll lock key
Pause	Pause key
Break	Break key
Insert	Insert key
Home	Home key



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Page up	Page up or pgup key
Page down	Page down or pgdn key
End	End key
Num Lock	Num Lock key
~	Tilde
`	Acute, Back quote, grave, grave accent, left quote, open quote, or a push
!	Exclamation mark, Exclamation point, or Bang
@	Ampersat, Arobase, Asperand, At, or At symbol
#	Octothorpe, Number, Pound, sharp, or Hash
£	Pounds Sterling or Pound symbol
€	Euro
\$	Dollar sign or generic currency
¢	Cent sign
¥	Chinese Yuan
§	Micro or Section
%	Percent
°	Degree
^	Caret or Circumflex
&	Ampersand, Epershand, or And
*	Asterisk and sometimes referred to as star.
(Open parenthesis
)	Close parenthesis
-	Hyphen, Minus or Dash
_	Underscore
+	Plus
=	Equals
{	Open Brace, squiggly brackets, or curly bracket
}	Close Brace, squiggly brackets, or curly bracket
[Open bracket



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

]	Close bracket
	Pipe, Or, or Vertical bar
\	Backslash or Reverse Solidus
/	Forward slash, Solidus, Virgule, or Whack
:	Colon
;	Semicolon
"	Quote, Quotation mark, or Inverted commas
'	Apostrophe or Single Quote
<	Less Than or Angle brackets
>	Greater Than or Angle brackets
,	Comma
.	Period, dot or Full Stop
?	Question Mark



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

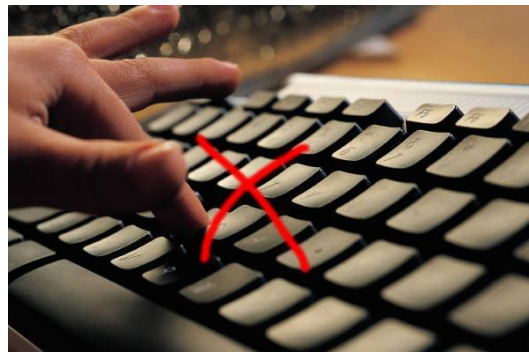
Keyboard & Typing Tips

Mistakes happen quickly on the computer keyboard. Because of its sensitivity, the keyboard offers both challenges and rewards. Those rewards come after a bit of practice and study to take advantage of what the keyboard gives you. Mostly those advantages will be learned through practice and additional instruction. At this point we just touch some basic points. Here are some tips to make life simpler, and your work more efficient.

Hold your hand with your thumb on the space bar, first finger on the "F" (left-hand) and "J" (right-hand). Then let your fingers naturally fall so that each rests on top of the next key along the same horizontal row.



As you type, don't hold down the key after you depress it. If you do keep your finger depressed on a particular key, it will keep sending the computer commands. In this case it will be sending specific commands to repeat itself. So your result will be a string of unwanted characters displayed onscreen.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

Understanding the keyboard also means learning the special functions of certain keys. On the computer keyboard you often use two or more keys at the same time, indicated by the "+" sign. For example in managing applications you will learn that "Ctrl + Alt + Delete" is a decision of last resort. You depress these three keys simultaneously when you just want to get out of whatever muddle that the computer has left you with.



You will see a key marked "Ctrl" This key helps you give the computer commands in combination with other keys (such as Ctrl+P to print a document in many programs). Holding down the shift key causes the keyboard to print either the upper case of an alphabetic character or the top character if two are displayed on the individual key.



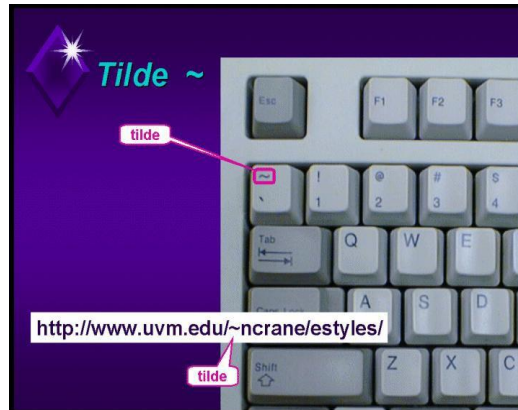
For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

The tilde (pronounced "till-deh") character is in the upper left-hand portion of your keyboard. You will sometimes see it as part of a web address (www.key.com/~board) to indicate that one site is piggybacking on another.



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or Missouri Relay 7-1-1.

BASIC COMPUTER SKILLS WORKSHOP

MOUSE BASICS

MOVING THE MOUSE

The mouse should be placed on a flat surface, trackball facing down and buttons facing up. The mouse cursor moves when the trackball is moved across a flat surface. If the ball does not roll, the mouse cursor does not move. Try lifting the mouse off the pad and setting it down at the other side of the pad. The mouse cursor position will not change.

CLICK

Press the left mouse button once. This will move the text cursor to that location on the page.

DOUBLE-CLICK

Rapidly click the left mouse button twice. This is often done to select a word or open a program.

CLICK AND DRAG

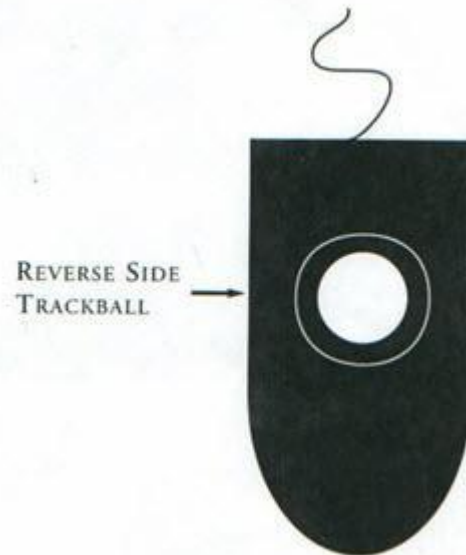
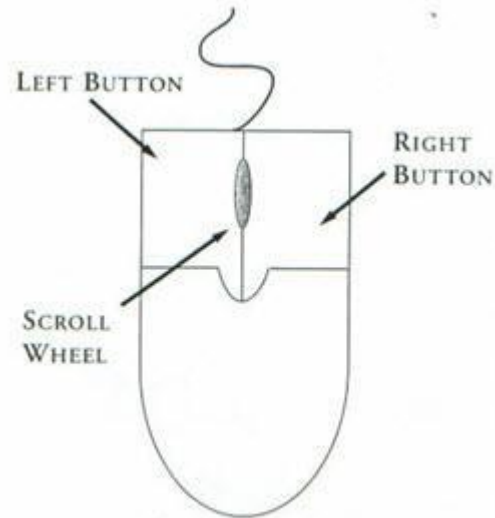
To drag means to hold down the left mouse button and move the mouse on the pad. Example: To highlight or select text, click (single click, left button) where you want to begin. Drag the cursor to the end of the desired text. Release the mouse button. The text is now selected. To select one word, double-click it.

DRAG AND DROP

Some items can be moved by clicking the item, holding down the mouse button, and dragging the item to a new location. Try this with an icon on the desktop.

RIGHT-CLICK

Click the right mouse button once for context-sensitive functions



The Mouse

