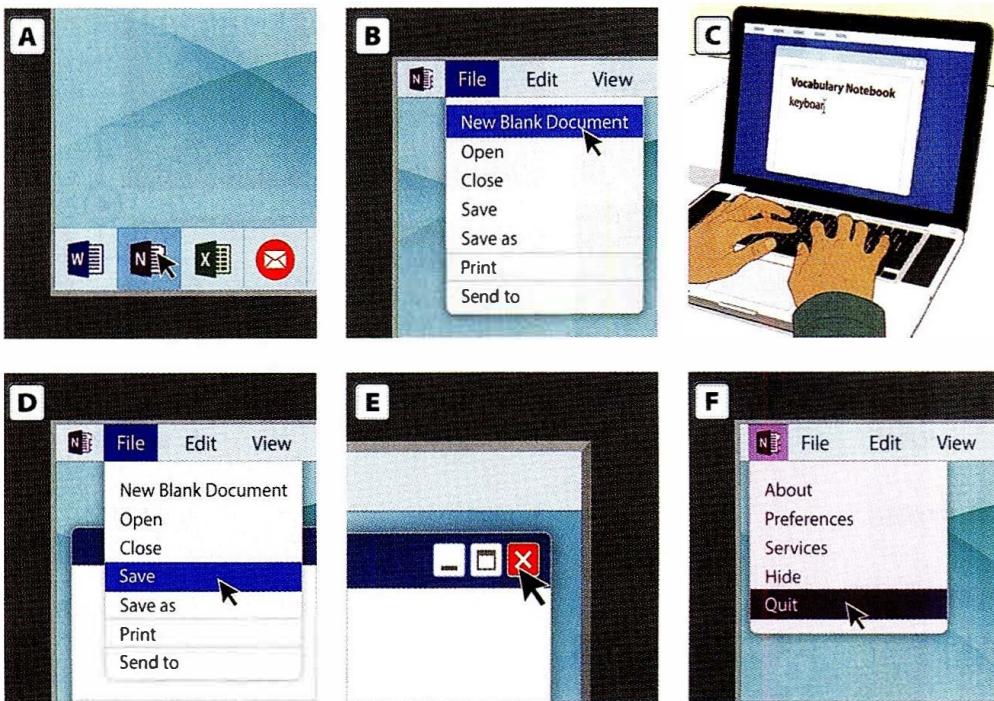




Digital Literacy

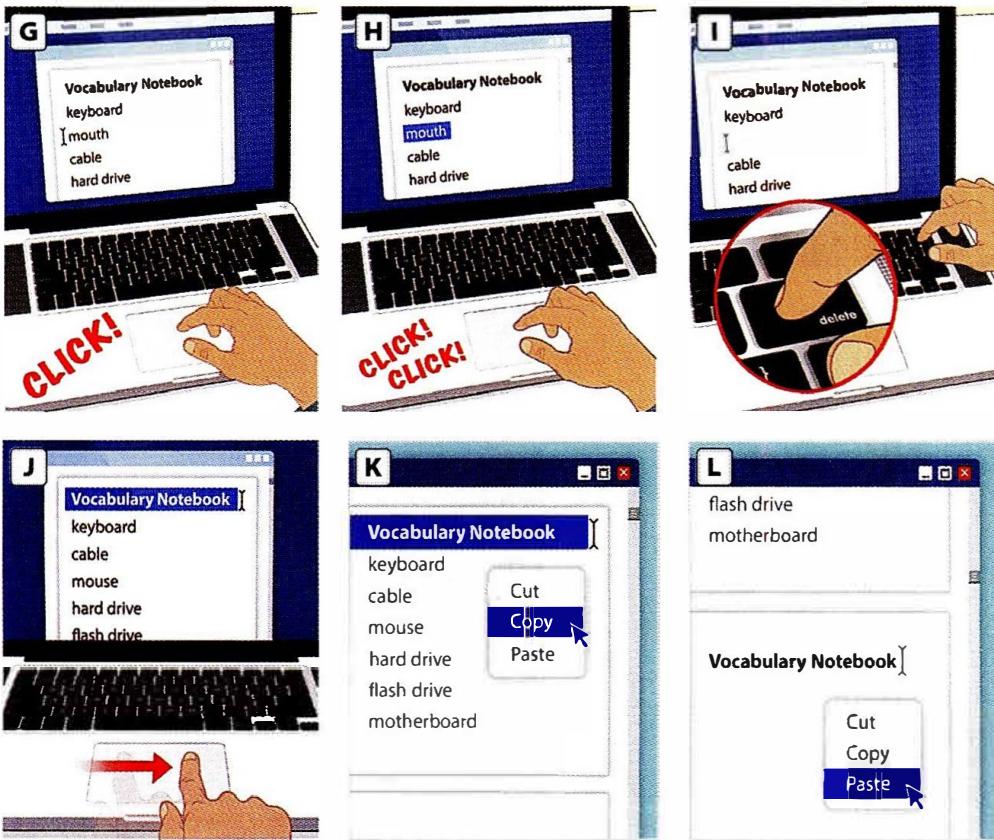
Creating a Document

- A. open the program
- B. create a new document
- C. type
- D. save the document
- E. close the document
- F. quit the program



Selecting and Changing Text

- G. click on the screen
- H. double-click to select a word
- I. delete a word
- J. drag to select text
- K. copy text
- L. paste text



More vocabulary

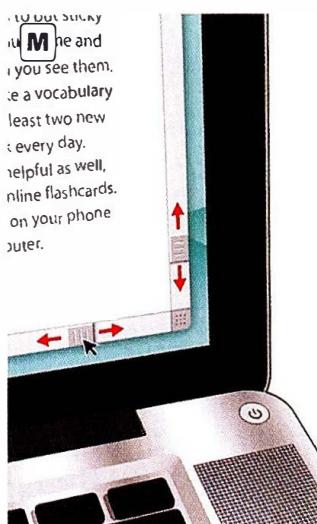
keyboard shortcut: use of the keys on the keyboard to cut, copy, paste, etc. For example, press "control" on a PC ("command" on a Mac) and "C" to copy text.

Identify Diego's problem. Brainstorm solutions.

Diego is nervous around computers. He needs to complete an online job application. His brother, Luis, offers to apply for him. What could Diego do?



Moving around the Screen



M. scroll



N. use the arrow keys

O. create a username

Registering an Account

Registration

Username	JoshuaA	O
Password	*****	P
Confirm password	*****	Q

JEAN Jersey R

SUBMIT S

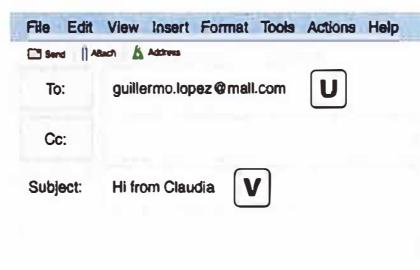
R. type the verification code

S. click submit

Sending Email

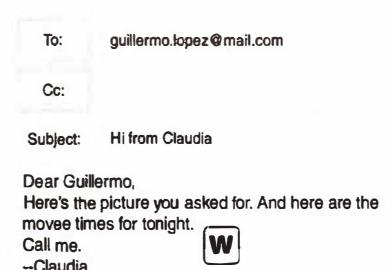


T. log in to your account

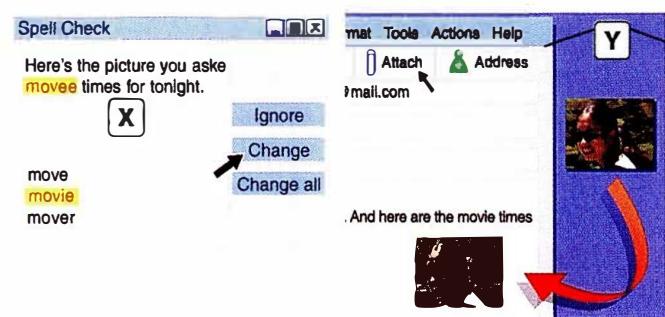


U. address the email

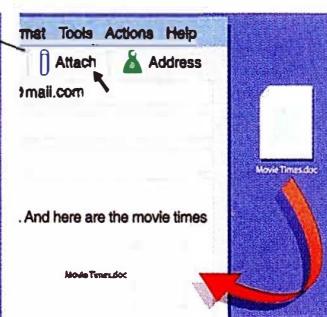
V. type the subject



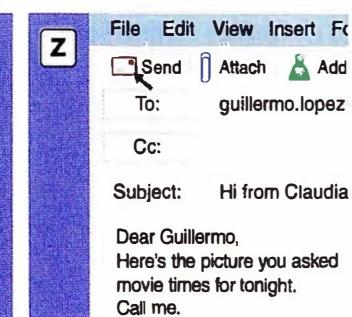
W. compose / write the message



X. check your spelling



Y. attach a file



Z. send the email