

Digital Foundations: Volume 1 Workbook

120 Practical Activities for Mastering the Modern
Computer

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Student:

About Digital Foundations

The Mission

In a world driven by technology, digital literacy is no longer an optional skill—it is a fundamental right. **Digital Foundations: Volume 1** was created to bridge the gap between "using a computer" and "mastering a computer."

Tested in the Classroom

This workbook is more than just a collection of exercises; it is a curriculum in action. These activities are currently used with **Beginners Classes (Year 1)**, providing a structured and engaging introduction to the digital world. By observing how learners interact with these tasks, the content has been refined to be accessible, fun, and highly educational.

What's Inside?

Across **120 practical activities**, this book covers the essential pillars of computing:

- **Hardware Mastery:** Identifying what's under the hood.
- **Software & Navigation:** Moving beyond the desktop.
- **The Researcher's Mindset:** Ethical and efficient web searching.
- **Typography & Design:** The art of digital communication.

How to Use This Book

Each activity is designed to be completed in **10 to 15 minutes**. Whether students are solving a Word Search to memorize terminology or designing their first document layout, the goal is "Learning by Doing."

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Unit 1: Hardware and Software

Section I: Foundations

Activity 1: The Digital Brain (Multiple Choice)

Instructions: Computers follow a specific cycle to work. Read the question and circle the correct answer.

1. When you type a letter on the keyboard, what part of the cycle is this?
 - a) Output
 - b) Input
 - c) Storage
2. What does the computer do when it "thinks" or calculates a math problem?
 - a) Processing
 - b) Sleeping
 - c) Input
3. When the printer gives you a physical piece of paper, what is it called?
 - a) Input
 - b) Processing
 - c) Output
4. Which of these is the correct order of how a computer works?
 - a) Output → Input → Processing
 - b) Input → Processing → Output
 - c) Processing → Output → Input

Activity 2: Hardware vs. Software (Complete the Phrase)

Instructions: Use the words in the **Word Bank** to complete the sentences below. Some words may be used more than once.

Word Bank: Physical, Programs, Hardware, Software, Touch.

1. The _____ includes all the parts of the computer that you can see and _____ with your hands.
2. The _____ is the set of _____ or instructions that tell the computer what to do.
3. If you can kick it, it's _____. If you can only see it on the screen, it's _____.

Activity 3: True or False? (The Myths)

Instructions: Read the statements below. Write **T** if it is True or **F** if it is False.

1. [] A computer mouse is an example of software.
2. [] Minecraft and Google Chrome are examples of software.
3. [] Hardware cannot work without software to tell it what to do.
4. [] The computer case (the box) is part of the hardware.
5. [] You can download hardware from the internet.

Activity 4: Creative Thinking: Inside the Box

Instructions: Imagine you have a screwdriver and you open the computer case.

1. **Draw:** In the box below, draw three things you think you would find inside a computer.
2. **Label:** Write the names of the parts if you know them (e.g., wires, chips, fan).

Activity 5: Match the Word (Basic Definitions)

Instructions: Draw a line to match the term on the left with its correct meaning on the right.

Term	Meaning
1. User	A. Raw facts, numbers, or letters entered into a computer.
2. Data	B. A machine that processes data to create information.
3. Computer	C. The person (you!) who is operating the computer.
4. Information	D. Data that has been processed into something useful.

Section II: Internal Hardware

Activity 6: Word Search – "The Engine Room"

Instructions: Find the 6 hidden words related to the parts inside a computer. Words can be horizontal (left to right) or vertical (top to bottom).

Word List:

1. CPU
2. RAM
3. MOTHERBOARD
4. SSD
5. FAN
6. STORAGE

M	O	T	H	E	R	B	O	A	R	D
X	C	P	U	L	Q	R	A	M	Z	K
S	T	O	R	A	G	E	P	O	N	F
B	V	G	S	S	D	H	J	L	I	A
W	Q	R	Y	T	U	I	O	P	S	N

Activity 7: Match the Function (How it Works)

Instructions: Draw a line from the Hardware Component to its correct "Job Description."

Component	Job Description
1. CPU	A. I keep the computer cool so the parts don't overheat.
2. Motherboard	B. I am the "Brain" that processes all the instructions.
3. Fan	C. I am the main circuit board that connects all the parts together.
4. Power Supply	D. I convert electricity from the wall into power for the computer.

Activity 8: The Human Body Analogy

Instructions: Computers work a lot like the human body! Match the computer part to the body part that does a similar job.

- A. **CPU** is like the... ____ (1. Heart / 2. Brain)
- B. **RAM (Short-term memory)** is like... ____ (1. Thinking about a phone number / 2. Remembering your 5th birthday)
- C. **Hard Drive (Long-term memory)** is like... ____ (1. A library of memories / 2. A quick thought)
- D. **Power Supply** is like the... ____ (1. Heart pumping blood/energy / 2. Fingers touching keys)

Activity 9: The Motherboard "City Map"

- **Instructions:** Think of the Motherboard as a **City**. Different buildings do different jobs. Read the descriptions and draw a line to the "Building" that matches the computer part.

The "City Building"	The Computer Part
1. The Town Hall: Where the Mayor sits and makes all the decisions for the city.	A. RAM Slots
2. The Loading Dock: Where trucks (cables) arrive to drop off supplies from the outside world.	B. CPU Socket
3. The High-Speed Train Station: Where information waits to be rushed to the Mayor immediately.	C. External Ports

Activity 10: Fast or Big? (Multiple Choice)

Instructions: Computer parts are measured in different ways. Circle the correct unit for each category.

1. If I want to know how **FAST** my CPU is, I look for:
 - a) Gigahertz (GHz)
 - b) Liters (L)
 - c) Inches (in)
2. If I want to know how many photos I can **STORE** on my Hard Drive, I look for:
 - a) Miles per hour (MPH)
 - b) Gigabytes (GB) or Terabytes (TB)
 - c) Degrees Celsius (°C)
3. Which of these is usually the **LARGER** amount of storage?
 - a) 500 Megabytes (MB)
 - b) 1 Terabyte (TB)

Section III: Peripherals

Activity 11: The Sorting Hat (Table Categorization)

Instructions: Look at the list of devices below. Decide if each one is an **Input** device (sending data *into* the computer) or an **Output** device (receiving data *from* the computer). Put an "X" in the correct column.

Device	Input	Output
1. Keyboard		
2. Monitor (Screen)		
3. Printer		
4. Mouse		
5. Speakers		
6. Webcam		
7. Headphones		
8. Microphone		
9. Projector		
10. Scanner		

Activity 12: Peripheral Word Search

Instructions: Find the 10 peripherals hidden in the grid below. Words can be horizontal (across) or vertical (down).

Word List: KEYBOARD, MOUSE, MONITOR, PRINTER, SPEAKERS, WEBCAM, SCANNER, PROJECTOR, MIC, HEADPHONES.

P	R	O	J	E	C	T	O	R	X	T
M	O	N	I	T	O	R	Z	Q	K	Y
O	W	E	B	C	A	M	S	L	E	B
U	H	E	A	D	P	H	O	N	E	S
S	P	E	A	K	E	R	S	J	Y	P
E	X	C	M	I	C	V	B	N	B	Z
P	R	I	N	T	E	R	G	H	O	N
S	C	A	N	N	E	R	F	D	A	H
K	E	Y	B	O	A	R	D	W	R	I

Activity 13: The Odd One Out

Instructions: In each row, three devices belong to the same category (Input or Output), and one does not. **Circle the device that is the "Odd One Out"** and write why.

1. Monitor / Printer / Speakers / Keyboard

- *The odd one is: _____ because it is an Input device.*

2. Webcam / Mouse / Headphones / Microphone

- *The odd one is: _____ because it is an Output device.*

3. Joystick / Scanner / Keyboard / Projector

- *The odd one is: _____ because it is an Output device.*

Activity 14: Connect the Port

Instructions: To work, hardware must be plugged in! Match the device on the left with the cable or port it usually uses on the right.

Device	Connection Type
1. Modern Mouse	A. Power Cable (to the wall)
2. High-Def Monitor	B. USB Port
3. Computer Case	C. HDMI Cable
4. Wired Headphones	D. Audio Jack (3.5mm)

Activity 15: Scenario Logic: What do I need?

Instructions: Read the situations below and write down which peripheral you would need to complete the task.

1. "I want to have a video call with my grandmother so she can see my face."
○ **I need a:** _____
2. "I finished my essay and I want to put it in my physical folder for school."
○ **I need a:** _____
3. "I am playing a game and I want to hear the sound without waking up my brother."
○ **I need:** _____
4. "I have a physical old photo that I want to put onto my computer to save it."
○ **I need a:** _____

Section IV: Software & Operating Systems

Activity 16: Logo Drawing (Operating Systems)

Instructions: The Operating System (OS) is the most important software on a computer. Draw the logo of each OS.

OS Name	Logo
1. Windows (Microsoft)	
2. macOS (Apple)	
3. Android (Google)	
4. Linux (Tux the Penguin)	

Activity 17: The Boss of the Computer (Complete the Phrase)

Instructions: The Operating System (OS) is like the "Manager" of a hotel. Use the words below to explain what it does. Some words may be used more than once.

Word Bank: Communicate, Hardware, Software, Manager, Background.

1. The Operating System is the main _____ that runs in the _____ of your computer.
2. Its job is to help the _____ (like the mouse) _____ with the applications (like a game).
3. Without an OS, the computer would just be a box of _____ that doesn't know how to turn on!

Activity 18: Systems vs. Apps (The Sorting Game)

Instructions: Not all software is the same. **System Software** (the OS) runs the computer, while **Application Software** (Apps) helps you do specific tasks. Sort the list below.

List: Google Chrome, Windows 11, Microsoft Word, Android, Minecraft, iOS, Roblox, Calculator.

System Software (The Manager)	Application Software (The Tools)

Activity 19: The "Update" Alert (Multiple Choice)

Instructions: Sometimes your computer or phone asks to "Install Updates." Why is this important? Circle the best answer.

1. **Updates usually fix "bugs." What is a software bug?**
 - a) An actual insect inside the screen.
 - b) A mistake in the code that causes a problem.
 - c) A type of computer virus.
2. **Why should you keep your software updated?**
 - a) To get new features and better security.
 - b) Because the computer likes to restart for fun.
 - c) To delete all your old photos.
3. **What is a "User Interface" (UI)?**
 - a) The wires inside the computer.
 - b) The way the software looks on the screen (buttons, menus).
 - c) The person using the computer.

Activity 20: Word Scramble (Software Terms)

Instructions: Unscramble the words below to reveal common software terms.

1. **P A P** — ___ (A short name for application)
2. **R E W S O R B** — _____ (Used to surf the internet)
3. **L L A T S N I** — _____ (To put new software on a computer)
4. **D O W S I N W** — _____ (A very popular operating system)

Section V: Storage & Memory

Activity 21: RAM vs. Hard Drive (The Desk Analogy)

Instructions: Imagine you are working at a desk. The **Desk Surface** is your RAM (space to work right now). The **File Cabinet** is your Hard Drive (where you store things for later).

Circle the correct answer based on the analogy:

1. If you have a **bigger desk (more RAM)**, can you have more apps open at the same time? (**Yes / No**)
2. If you have a **huge file cabinet (Hard Drive)**, can you save more photos and videos? (**Yes / No**)
3. Which one is **faster** for the CPU to reach? (**RAM / Hard Drive**)

Activity 22: Volatile vs. Non-Volatile (Don't Lose Your Work!)

Instructions: Fill in the blanks using the words **RAM** or **Hard Drive**.

1. _____ is **Volatile** memory. This means if the power goes out and you didn't save, the information is deleted!
2. _____ is **Non-Volatile** storage. This means the information stays there even if the computer is turned off.
3. When you click the "**Save**" button, you are moving your work from the _____ to the _____.

Activity 23: Where is my file? (Cloud vs. Local)

Instructions: Match the storage type to its description.

Storage Type	Description
1. Local Storage	A. Files are saved on the internet (like Google Drive). You can access them from any computer.
2. Cloud Storage	B. A small, portable device you can carry in your pocket to move files.
3. USB Flash Drive	C. Files are saved directly on the computer's internal SSD or Hard Drive.

Activity 24: The IT Help Desk (Troubleshooting)

Instructions: You are the IT expert! Draw a line to match the **Problem** with the most likely **Solution**.

The Problem	The Solution
1. The computer won't turn on at all.	A. Check if the mouse is plugged into the USB port.
2. I can't move the little arrow on the screen.	B. Check if the Power Supply is plugged into the wall.
3. The computer is very slow with many apps open.	C. The software has a "bug"; try to install an Update.
4. An app keeps "freezing" or crashing.	D. You might need more RAM memory.

Activity 25: Build a PC (The Budget Challenge)

Instructions: You have **\$100 "Tech-Bucks"** to build a computer. Choose one part from each category without going over your budget!

Category	Option A	Option B
1. Processor (CPU)	Fast Brain (\$50)	Basic Brain (\$30)
2. Memory (RAM)	16GB - Heavy Gaming (\$30)	8GB - School Work (\$15)
3. Storage (SSD)	1TB - Huge (\$40)	256GB - Small (\$20)

Your Choices:

- CPU: _____ (\$____)
- RAM: _____ (\$____)
- Storage: _____ (\$____)
- **Total Spent:** \$_____ (Did you stay under \$100?)

Section VI: Final Review

Activity 26: The Big Picture (Concept Map)

Instructions: Fill in the empty boxes of this map to show how everything in a computer system is connected.

- **Top Box:** The Computer System
- **Branch 1:** Hardware → (Examples: _____, _____)
- **Branch 2:** Software → (Examples: _____, _____)
- **Hardware Sub-branch:** Input Devices → (Example: _____)
- **Hardware Sub-branch:** Output Devices → (Example: _____)

Activity 27: Critical Thinking (Short Answer)

Instructions: Think about what you have learned and answer the following questions in 1-2 sentences.

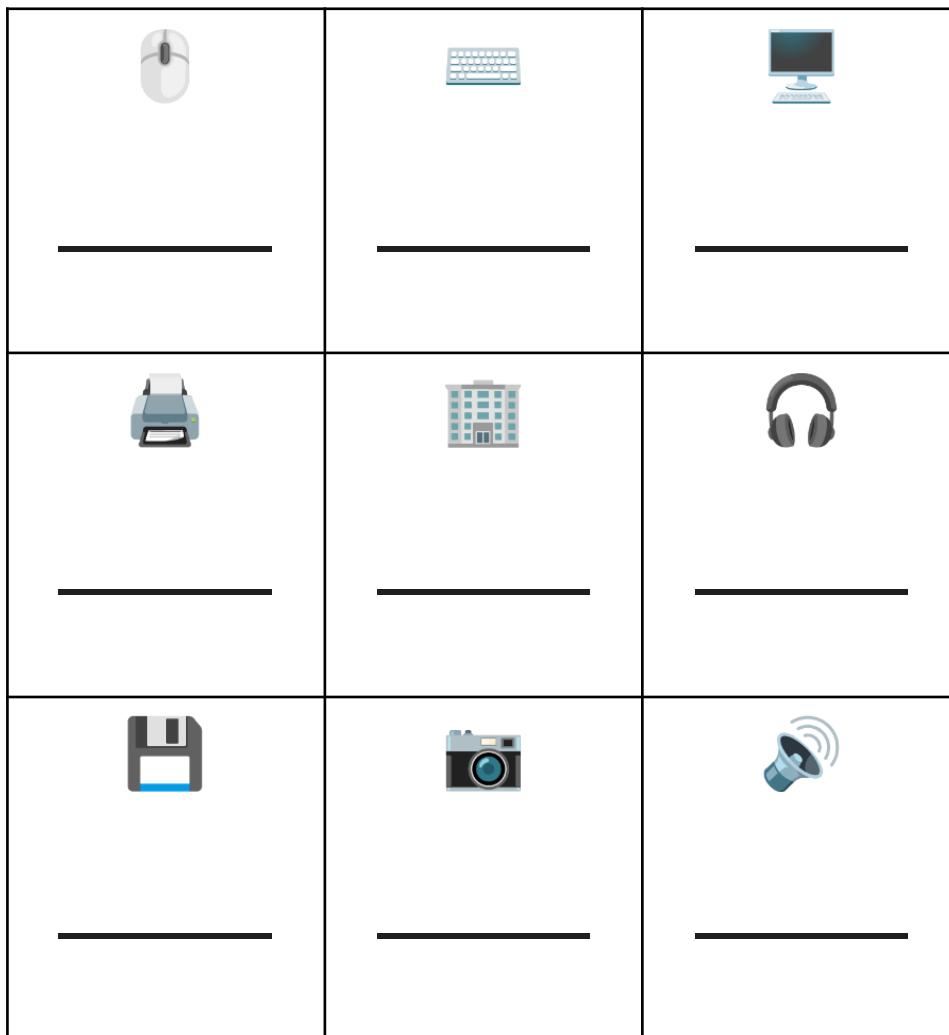
Can a computer work if it only has hardware but no software? Why or why not?

Why do you think computers need a fan or a cooling system inside the case?

If you could upgrade only ONE part of your computer to make it faster, which would you choose and why?

Activity 28: Hardware Bingo!

Instructions: Look at the 9 icons in the grid. Find these items in your classroom or lab. When you find one, write its name under the icon. If you get 3 in a row (horizontal, vertical, or diagonal), shout "BINGO!"



Activity 29: Hardware Speed-Run

Instructions: Circle the correct answer.

1. **Which is the "Brain"?** (CPU / Monitor)
2. **Which is for "Right Now" work?** (RAM / Hard Drive)
3. **Which is an "Input" device?** (Speakers / Mouse)
4. **Which is the "Manager" of the computer?** (Google Chrome / Operating System)

Activity 30: Unit 1 Final Quiz

Instructions: Circle the best answer for this final summary.

- 1. Which part is considered the "Heart" of the computer's power?**
 - a) The Mouse
 - b) The Power Supply
 - c) The Wallpaper
 - 2. Which is a type of "System Software"?**
 - a) Microsoft Word
 - b) Windows 11
 - c) YouTube
 - 3. RAM is where the computer stores things...**
 - a) Forever
 - b) Only while the power is on
 - c) On a piece of paper
 - 4. A Printer is an example of an:**
 - a) Input Device
 - b) Output Device
 - c) Internal Brain
 - 5. What does "CPU" stand for?**
 - a) Computer Processing Unit
 - b) Central Processing Unit
 - c) Core Power Utility
-

Unit 2: The Desktop

Section I: The Interface (What is a Desktop?)

Activity 1: The Virtual Workspace (Matching)

Instructions: In the digital world, the "Desktop" is like the top of a physical desk. Match the digital item to its physical "real world" equivalent.

Digital Item	Physical Equivalent
1. Desktop Wallpaper	A. A paper inside a folder.
2. Folder	B. The desk surface (or a poster on the wall).
3. File	C. A drawer or a physical plastic organizer.
4. Recycle Bin	D. A trash can under the desk.

Activity 2: Parts of the Screen (Multiple Choice)

Instructions: Look at a standard desktop screen and circle the correct answer.

1. What is the long bar usually located at the bottom of the screen?
 - a) The Sidebar
 - b) The Taskbar
 - c) The Spacebar
2. What do we call the small pictures that represent programs or files?
 - a) Icons
 - b) Stickers
 - c) Drawings
3. Where do you click to find a list of all the apps installed on the computer?
 - a) The Exit Button
 - b) The Start Menu (or App Launcher)
 - c) The Clock

Activity 3: Desktop True or False?

Instructions: Read the statements about the desktop. Write **T** for True or **F** for False.

1. [] You can change the background picture (wallpaper) of your desktop.
2. [] The Taskbar is used to show which programs are currently open.
3. [] If you delete a file, it stays in the Recycle Bin until you empty it.
4. [] You are not allowed to move icons around on the desktop.
5. [] The Clock and Date are usually found in the corner of the Taskbar.

Activity 4: Design Your Own Wallpaper (Creative Drawing)

Instructions: If you could have any image as your computer background, what would it be?

1. **Draw:** In the rectangle below, draw your dream Desktop Wallpaper.
2. **Add Icons:** Draw 3 small icons on top of your picture (e.g., a game, a folder, and a web browser).



Activity 5: Complete the Phrase (The Desktop's Job)

Instructions: Use the words in the **Word Bank** to complete the sentences.

Word Bank: Quickly, Organize, Interface, Access, Navigation.

1. The Desktop is a Graphical User _____ (GUI) that makes it easy to use the computer.
2. Its main job is to help you _____ your files and _____ your apps.
3. Icons allow you to open programs _____ without searching through the whole computer.
4. The Taskbar and Start Menu are tools for _____ around the system.

Section II: Icons & Window Controls

Activity 6: The Icon Safari (Matching)

Instructions: Different icons do different things. Match the icon type to its description.

Icon Type	Description
1. Folder Icon	A. A link that takes you to a program quickly (it usually has a small arrow).
2. Program/App Icon	B. A digital "container" used to group and organize files.
3. File Icon	C. The actual software, like a game or a calculator.
4. Shortcut Icon	D. A specific piece of work, like a drawing or a letter.

Activity 7: The "Three Little Buttons" (Window Controls)

Instructions: In the top-right corner of almost every window, there are three symbols. Label them using the **Word Bank**.

1. [—] This button is called: _____. It hides the window in the Taskbar.
2. [□] This button is called: _____. It makes the window fill the whole screen.
3. [X] This button is called: _____. It quits the program and removes it from the screen.

Word Bank: Close, Minimize, Maximize.

Activity 8: Taskbar Scramble

Instructions: The Taskbar has many useful features. Unscramble the names of these Taskbar items.

1. **R T S A T** Menu: _____ (Where you find all your apps).
2. **K C O L C**: _____ (Tells you the time in the corner).
3. **C H R A E S** Bar: _____ (Used to find files or apps by typing).
4. **V O M L U E**: _____ (Controls how loud your speakers are).

Activity 9: Shortcut Logic (True or False)

Instructions: Shortcuts are very handy, but they can be tricky. Write **T** for True or **F** for False.

1. [] A shortcut icon usually has a tiny arrow in the bottom corner.
2. [] If I delete a shortcut, the actual program is deleted from the computer forever.
3. [] Shortcuts allow you to open your favorite apps without searching the Start Menu.
4. [] You can have a shortcut to a website on your desktop.
5. [] You can only have one shortcut on your desktop at a time.

Activity 10: The "Right-Click" Menu

Instructions: When you click the **Right Mouse Button** on the desktop, a "Context Menu" appears. Look at the list of options below and **circle the 3 things** you can actually do from that menu.

- A) Create a New Folder
- B) Print a physical piece of paper
- C) Change the Desktop Background (Personalize)
- D) Sort your Icons (by Name or Date)
- E) Charge your phone battery

Section III: Files & Folders

Activity 11: The Suitcase Analogy (File vs. Folder)

Instructions: Think of a **Folder** as a suitcase and a **File** as a piece of clothing. Circle the correct word to complete the sentence.

1. You put your **(Files / Folders)** inside a **(File / Folder)** to keep them organized.
2. A **(File / Folder)** contains actual information, like a picture or a song.
3. You can have a folder inside another folder. This is called a **(Sub-folder / Super-file)**.

Activity 12: How to Create a New Folder (Step-by-Step)

Instructions: You want to make a new place for your homework. Put these steps in the correct order by writing the numbers **1, 2, 3, and 4** in the boxes.

- [] Type a name for your folder (like "School Work") and press Enter.
- [] Right-click on an empty space on the Desktop.
- [] Click on the option that says "**Folder**."
- [] Move your mouse over the word "**New**."

Activity 13: Naming Your Files (The Rules)

Instructions: Computers have rules about what you can name a file. Some characters are "forbidden" because the computer uses them for other things.

Look at the names below. Circle the ones that are "SAFE" to use and put an "X" over the ones that might cause an error.

- A) My_Drawing_v1
- B) Pizza/Party/Photos
- C) Homework_Science
- D) Can/Name*This
- E) Project:History

Tip: Avoid using symbols like ** / \ : * ? " < > | ** in your file names!

Activity 14: Moving Day! (Drag and Drop)

Instructions: To move a file into a folder, you use a technique called "**Drag and Drop**." Match the action to the step.

Action	What you do
1. Click	A. Move the mouse while holding the button down.
2. Hold	B. Press the left mouse button on the file icon.
3. Drag	C. Let go of the mouse button when the file is over the folder.
4. Drop	D. Keep your finger pressed down on the button.

Activity 15: Identifying File Types (Extensions)

Instructions: Every file has a "family name" called an **extension** (the three or four letters after the dot). Match the extension to the type of file it is.

Extension	What is inside the file?
1. .jpg	A. A Document (like a letter or essay).
2. .mp3	B. A Music or Audio file.
3. .docx	C. An Image or Photograph.
4. .pdf	D. A fixed document that looks the same on any computer.

Section IV: The Recycle Bin & Deleting

Activity 16: The Safety Net (Visual Recognition)

Instructions: The Recycle Bin icon changes depending on if it is empty or full. Write **T** for True or **F** for False.

1. **True or False:** If the bin looks full, it is taking up space on your computer's storage. (____)
2. **True or False:** You can "Empty" the bin to make more room on your hard drive. (____)

Activity 17: How to Delete (Methods)

Instructions: There is more than one way to send a file to the Recycle Bin. **Match the Method to the Action.**

Method	The Action
1. The Keyboard Way	A. Right-click the file and click the "Trash Can" icon or the word "Delete."
2. The Mouse Way	B. Click the file once to select it, then press the Delete key on your keyboard.
3. The Drag Way	C. Click and hold the file, then move it on top of the Recycle Bin icon and let go.

Activity 18: Oops! I Need That Back (Restoring Files)

Instructions: You accidentally deleted your homework! Fortunately, it's still in the Recycle Bin. Put these steps in order (**1, 2, and 3**) to get it back.

- [] Find your file, right-click it, and select "**Restore**."
- [] Double-click the **Recycle Bin** icon on the desktop to open it.
- [] Look at your Desktop; your file has returned to its original spot!

Activity 19: Permanent vs. Temporary (True or False)

Instructions: Understanding the "Point of No Return." Write **T** for True or **F** for False.

1. [] Deleting a file from a USB Flash Drive usually deletes it forever (it doesn't go to the bin).
2. [] Once you click "Empty Recycle Bin," you can easily get your files back.
3. [] The Recycle Bin only stores files from your computer's internal hard drive.
4. [] You should always double-check the bin before you empty it.

Activity 20: The Deletion Dialog Box

Instructions: When you try to empty the bin, a "Warning Box" pops up.

Why does the computer ask you "Are you sure?" before deleting forever?

- a) Because it is bored.
- b) To prevent you from making a mistake you can't fix.
- c) To see if you are still awake.

Section V: Finding & Launching Apps

Activity 21: The Gateway to Apps (The Start Menu)

Instructions: The Start Menu is like the "Main Menu" of a video game. Look at the icons below and circle the one that represents the **Start Button** on most computers.

1. **Where is the Start Button usually located?**
 - a) In the middle of the screen.
 - b) In the bottom-left or bottom-center corner.
 - c) Hidden behind the monitor.
2. **True or False:** You can find every single app installed on your computer by clicking the Start Menu. (____)

Activity 22: The "Magic" Search Bar

Instructions: If you have 100 apps, scrolling is too slow! The Search Bar is the fastest way to find things. Read the scenario and write what you would type in the search box.

1. "I want to draw a picture using the **Paint** app."
 - I type: _____
2. "I need to do a math problem on the **Calculator**."
 - I type: _____
3. "I am looking for my saved file called **Science_Homework**."
 - I type: _____

Activity 23: Pin it! (Taskbar vs. Start)

Instructions: "Pinning" an app means sticking it somewhere so it never moves. Match the term to the correct definition.

Action	What happens?
1. Pin to Taskbar	A. The app icon stays in the big Start Menu area.
2. Pin to Start	B. The app icon stays on the long bar at the bottom of the screen.
3. Unpin	C. The icon is removed from its "stuck" position (but the app is not deleted).

Activity 24: Multitasking (Working with many apps)

Instructions: Computers allow you to have many apps open at once. This is called **Multitasking**. Look at the keyboard shortcut below and answer the question.

The Shortcut: Pressing **Alt + Tab** at the same time allows you to:

- a) Turn off the computer.
- b) Quickly switch between different open windows.
- c) Change the color of your mouse.

Activity 25: Sorting the "All Apps" List

Instructions: Most computers sort apps alphabetically (A to Z). Put these 5 apps in the correct order as they would appear in the "All Apps" list.

- *Microsoft Edge* [__]
- *Calculator* [__]
- *Zoom* [__]
- *Paint* [__]
- *Settings* [__]

Section VI: Mastery & Final Review

Activity 26: The Desktop Word Search

Instructions: Find the 5 hidden words that describe the things you see on your computer screen. Words can be horizontal (across) or vertical (down).

The Words to Find:

1. **ICON:** A small picture that represents a program.
2. **FOLDER:** A digital container used to organize your work.
3. **TASKBAR:** The long bar at the bottom of the screen.
4. **WALLPAPER:** The picture on your desktop background.
5. **RECYCLE:** The "trash can" for your digital files.

W	A	L	L	P	A	P	E	R	Q
X	I	K	L	T	B	O	P	E	I
R	E	C	Y	C	L	E	M	I	C
B	D	O	F	O	L	D	E	R	O
T	A	S	K	B	A	R	V	N	N
H	G	Z	Q	I	Z	X	W	L	S

Activity 27: The Hidden File (Troubleshooting Logic)

Instructions: Read the scenario and help Sarah solve her problem.

The Situation: Sarah saved a picture of a cat to her Desktop. She opened her Web Browser to look for more pictures. Now, she says, "Oh no! My cat picture disappeared from the Desktop!"

What is the most likely reason she can't see her file?

- a) The computer deleted the file automatically.
- b) The Web Browser window is **Maximizing** and covering the Desktop.
- c) The file turned invisible because it was scared.

What should Sarah do to see her Desktop again?

_____ (Hint: Use one of the "Three Little Buttons").

Activity 28: Navigating the File Tree (Logic Maze)

Instructions: Follow the path of the "Science_Project.docx" file to see where it ends up.

1. Start at the **Documents** folder.
2. Go into the **School** folder.
3. Go into the **Science** folder.

Where is the file located now?

- a) On the Desktop
- b) Inside the Science folder
- c) In the Recycle Bin

Activity 29: Desktop "True or False" Final Round

Instructions: Write **T** for True or **F** for False.

1. [] You can have a folder inside another folder.
2. [] Emptying the Recycle Bin gives you more space on your Hard Drive.
3. [] If you rename a file, the information inside the file changes.
4. [] The Search Bar can find both apps and files.
5. [] You should name your files "asdfghjkl" so they are easy to find.

Activity 30: Unit 2 Final Quiz

Instructions: Circle the correct answer for each summary question.

- 1. Which button hides a window but keeps the program running?**
 - a) Close (X)
 - b) Minimize (—)
 - c) Start
 - 2. What is the three-letter code at the end of a filename (like .jpg) called?**
 - a) A file nickname
 - b) A file extension
 - c) A file password
 - 3. To move a file from one place to another with a mouse, you:**
 - a) Click and Hope
 - b) Drag and Drop
 - c) Copy and Cry
 - 4. If you want to find a specific app quickly, you should use the:**
 - a) Clock
 - b) Search Bar
 - c) Power Button
 - 5. A "Shortcut" icon is different because it has a small:**
 - a) Arrow
 - b) Star
 - c) Smiley face
-

Unit 3: Google Platform Basics

Section I: The Google Ecosystem

Activity 1: The Google Galaxy (Matching Icons)

Instructions: Google has an app for almost everything! Match the icon name to its correct picture and its main purpose.

App Name	Icon Description	Purpose
1. Gmail	A. A colorful triangle.	1. To search for information on the web.
2. Google Drive	B. A colorful letter "M" or an envelope.	2. To store files in "The Cloud."
3. Google Search	C. A colorful "G" or a magnifying glass.	3. To send and receive digital letters (emails).
4. Google Docs	D. A blue rectangle with white lines.	4. To write reports and essays.

Activity 2: Staying Safe Online (True or False)

Instructions: To use Google, you need an account. Read these safety rules and write **T** for True or **F** for False.

1. [] It is okay to share your Google password with your best friend.
2. [] You should always **Log Out** of your account if you are using a school computer.
3. [] A "Strong Password" should include letters, numbers, and symbols.
4. [] If you forget your password, you should just create 10 new accounts.
5. [] Your Google Account lets you use many different apps with just one login.

Activity 3: What is "The Cloud"? (Complete the Phrase)

Instructions: Use the words in the **Word Bank** to understand how Google stores your work.

Word Bank: Internet, Servers, Anywhere, Cloud, Physical.

1. In the old days, files were only saved on a _____ hard drive.
2. Today, we use "The _____," which means your files are stored on powerful computers called _____.
3. Because your files are on the _____, you can access your homework from _____ (home, school, or even a library!).

Activity 4: The Benefits of Google (Multiple Choice)

Instructions: Why do so many people use the Google Platform? Circle the best answer.

- 1. What is "Collaboration" in Google Docs?**
 - a) Working alone in a dark room.
 - b) Two or more people working on the same file at the same time.
 - c) Deleting everyone else's work.
- 2. What does "Autosave" mean?**
 - a) You have to click a "Save" button every 5 minutes.
 - b) The computer saves your changes automatically as you type.
 - c) The computer saves your work only when you turn it off.
- 3. Where do your files go when you finish them in Google?**
 - a) They are printed automatically.
 - b) They are saved in your Google Drive.
 - c) They disappear forever.

Activity 5: Word Search – "Google Tools"

Instructions: Find the 6 hidden Google-related words. They can be horizontal or vertical.

Word List: GMAIL, DRIVE, CLOUD, SEARCH, SHEETS, SLIDES.

G	M	A	I	L	X	Z	O
Z	V	H	J	R	Q	S	P
C	L	O	U	D	W	L	D
S	E	A	R	C	H	I	R
B	V	G	S	H	E	D	I
N	M	S	Z	X	E	E	V
X	S	H	E	E	T	S	E

Section II: Gmail & Communication

Activity 6: Anatomy of an Email (Labeling)

Instructions: When you write a new email, you click "Compose." Look at the diagram below and label the different parts using the **Word Bank**.

1. **To:** _____ (Who is receiving the email?)
2. **Subject:** _____ (A short title of what the email is about.)
3. **The big empty space:** _____ (Where you write your full message.)
4. **The blue button:** _____ (What you click to deliver the message.)

Word Bank: Subject Line, Body, Recipient, Send.

Activity 7: The Subject Line Challenge

Instructions: A good subject line tells the reader exactly what is inside. Look at the "Bad" subject lines below and **rewrite them** to be "Good" and clear.

Bad Subject Line	Your Improved Subject Line
1. "HELP!!!!"	
2. "hi"	
3. "homework"	
4. "Question"	

Example: Instead of "Question," try "Question about Friday's Math Project."

Activity 8: Sending Attachments (True or False)

Instructions: An "Attachment" is a file you send along with your email. Write **T** for True or **F** for False.

1. [] You can attach a photo (.jpg) to an email.
2. [] You can attach a physical pencil to an email.
3. [] The icon for an attachment usually looks like a **Paperclip**.
4. [] You can send a Google Doc as an attachment.
5. [] It is safe to open attachments from people you do not know.

Activity 9: Email Etiquette (Matching the Tone)

Instructions: How you write depends on who you are talking to. Match the **Message** to the correct **Recipient**.

Message	Who should receive it?
1. "Dear Mr. Smith, please find my essay attached."	A. Your best friend.
2. "Hey!! R u coming to the park later? LOL"	B. Your school teacher.
3. "Hello, I am interested in joining the Coding Club."	C. A Club Leader or Principal.

Activity 10: Organizing the Inbox (The Folders)

Instructions: Google automatically sorts your emails into categories so your inbox doesn't get messy. Match the **Category** to the type of email found there.

Category	Type of Email
1. Primary	A. Emails from stores about sales and coupons.
2. Social	B. Personal emails from your teacher, friends, or family.
3. Promotions	C. Notifications from YouTube, Instagram, or games.
4. Spam	D. Dangerous or unwanted "junk" mail.

Section III: Google Drive

Activity 11: The Cloud Library (True or False)

Instructions: Google Drive is where all your work lives. Read the statements and write **T** for True or **F** for False.

1. [] Google Drive allows you to access your files from a phone, tablet, or laptop.
2. [] You have to carry a USB drive to use your Google Drive files.
3. [] If your computer breaks, your files in Google Drive are still safe.
4. [] Google Drive only lets you store Google Docs, not photos or videos.

Activity 12: The "New" Button (Creating & Uploading)

Instructions: To add something to your Drive, you use the "+ New" button. Match the action to its result.

Action	Result
1. New Folder	A. Copies a file from your computer's hard drive into the Cloud.
2. File Upload	B. Creates a brand new empty Google Doc to start writing.
3. Google Docs	C. Creates a digital container to organize your Drive.

Activity 13: Search & Sort in the Drive

Instructions: As your Drive grows, you need to find things quickly. Circle the correct way to find a file in each scenario.

1. I remember the file name, but not which folder it is in:
 - o a) Use the **Search Bar** at the top.
 - o b) Delete everything and start over.
2. I want to see the files I worked on five minutes ago:
 - o a) Click on the "**Recent**" tab.
 - o b) Click on the "**Trash**" bin.
3. I want to see the files my teacher sent to me:
 - o a) Click on "**Shared with me.**"
 - o b) Click on "**My Drive.**"

Activity 14: Organizing the Mess (Logic Puzzle)

Instructions: Below is a list of files. **Draw a line** to the folder where each file should be stored to keep the Drive organized.

File Name	Folder Name
1. Lions_Project.docx	A. Math Class
2. Family_Photo.jpg	B. Science Class
3. Multiplication_Table.pdf	C. Personal
4. Football_Match.mp4	D. Videos

Activity 15: Understanding "Shared" Icons

Instructions: When a file is shared with other people, the icon changes.

1. **What does the small "Person" symbol on a folder mean?**
 - a) The folder belongs to a robot.
 - b) The folder is shared with other people.
 - c) The folder is locked and cannot be opened.
2. **True or False:** If a folder is shared, other people might be able to see the files you put inside it. (____)

Section IV: Google Scholar & Research

Activity 16: Search vs. Scholar (The Comparison)

Instructions: Not all search engines are the same. Match the tool to the type of information you are most likely to find there.

The Tool	Best for finding...
1. Standard Google Search	A. Scientific articles, university papers, and books for a thesis.
2. Google Scholar	B. Pizza recipes, movie times, and news about video games.

Activity 17: Finding Reliable Sources

Instructions: In Google Scholar, you find "Peer-Reviewed" work. Use the **Word Bank** to complete the sentences about why this is important.

Word Bank: Experts, Facts, Opinions, Checked, Reliable.

1. On the regular internet, anyone can write their _____, even if they are not true.
2. In Google Scholar, the articles are written by _____ and professors.
3. Before an article is published in Scholar, it is _____ by other scientists to make sure the _____ are correct.
4. This makes the information more _____ for your school projects.

Activity 18: The "Citing" Button (The Magic Quote)

Instructions: One of the best features of Google Scholar is the "Cite" button.

When you click the double quotation marks ("") under a search result, what happens?

- a) The computer reads the article out loud.
- b) It gives you the correct way to credit the author (Citation) so you don't plagiarize.
- c) It deletes the article.

Activity 19: Filter by Year (Research Logic)

Instructions: Sometimes, old information is out of date. Look at the sidebar in Google Scholar and answer:

1. **If you are researching "New Technology in 2025," which filter should you click?**
 - a) Any time
 - b) Since 2024
 - c) 1950 - 1960
2. **True or False:** Older articles are always bad. (____)
 - (*Hint: No, but for technology, newer is usually better!*)

Activity 20: Word Search – "The Researcher"

Instructions: Find the 4 hidden words related to online research and academic honesty. Use the clues below to understand what each word means!

The Clues:

1. **CITE:** To give credit to the person who wrote the information.
2. **SCHOLAR:** A specific Google search engine for academic literature.
3. **PLAGIARISM:** Using someone else's work as your own without credit (Don't do this!).
4. **EXPERT:** A person who is very knowledgeable in a specific subject.

P	L	A	G	I	A	R	I	S	M
B	Q	X	V	Z	T	N	X	L	C
S	C	H	O	L	A	R	N	K	I
G	H	J	W	O	P	Z	Q	R	T
M	E	X	P	E	R	T	Y	U	E

Section V: Google Docs & Collaboration

Activity 21: The Blue "Share" Button

Instructions: To work with a friend, you must use the Share button. Look at the three permission levels below and match them to what they allow a friend to do.

Permission Level	What can your friend do?
1. Viewer	A. They can change everything, delete text, and type new things.
2. Commenter	B. They can only read the document. They cannot change anything.
3. Editor	C. They can read the document and leave "sticky notes" on the side.

Activity 22: Working Together (Collaboration Logic)

Instructions: In Google Docs, you can see other people typing. Answer the following questions:

- 1. What is the colorful vertical line that shows where a friend is typing?**
 - a) A Ghost
 - b) A Collaborator's Cursor
 - c) A Screen Glitch
- 2. True or False:** If two people type in the same spot at the same time, the computer will explode. (____)
- 3. True or False:** You can see who else is looking at the document by looking at the round "Avatar" icons in the top right corner. (____)

Activity 23: The Power of Comments

Instructions: Instead of changing a friend's work, you can leave a comment. Put these steps in order (**1, 2, and 3**) to leave a comment.

- [] Type your suggestion in the box and click the "Comment" button.
- [] Highlight the word or sentence you want to talk about.
- [] Click the small blue icon that looks like a speech bubble with a plus sign (+).

Activity 24: Version History (The Time Machine)

Instructions: Did someone accidentally delete the whole essay? Don't panic! Google Docs has a "Time Machine."

1. **What is the name of the feature that lets you see older versions of your document?**
 - a) Delete History
 - b) Version History
 - c) The Rewind Button
2. **True or False:** You can restore a version of the document from yesterday if you don't like the changes you made today. (____)

Activity 25: Directing Attention with the "@" Symbol

Instructions: If you want to make sure a specific person sees your comment, you can "tag" them.

Fill in the blank:

To tag a friend in a Google Doc comment, you should type the _____ symbol followed by their email address.

- *Example: "Please check this paragraph _____ friend@school.com"*

Section VI: Final Mastery

Activity 26: Slides and Sheets (The Other Tools)

Instructions: While Google Docs is for writing, Google has other tools for different tasks. Match the app to the type of project.

If you want to...	Use this App:
1. Create a presentation with pictures and text for a class speech.	A. Google Sheets
2. Create a table of numbers, a budget, or a chart.	B. Google Slides
3. Organize data into "Cells" (boxes) labeled with letters and numbers.	C. Google Sheets
4. Use "Slides" to tell a visual story.	D. Google Slides

Activity 27: The "Omnibox" Challenge (Search Logic)

Instructions: In Google Chrome, the bar at the top where you type website addresses is called the **Omnibox**. It can do more than just find websites!

Try to guess what would happen if you typed these things into the Google search bar:

1. If you type "**10 + 25**", Google will show you a: _____
2. If you type "**Weather in London**", Google will show you the: _____
3. If you type "**Define: Technology**", Google will show you the:

Activity 28: Digital Footprint (Short Answer)

Instructions: When you use Google tools, you leave a "Digital Footprint." This is a trail of everything you do online. Answer the following:

1. **Why is it important to be kind when writing comments on a friend's Google Doc?**

2. **Who can see your "Search History" if you are logged into a school account?**

Activity 29: Unit 3 Logic Maze (The Cloud Journey)

Instructions: Draw a line to show the correct path for a school project.

1. **Start:** You research your topic using... (**Gmail / Google Scholar**)
2. **Next:** You write your report using... (**Google Docs / Google Sheets**)
3. **Then:** You share it with your teacher by clicking... (**The Print Button / The Share Button**)
4. **End:** Your file is automatically saved in... (**Google Drive / A Floppy Disk**)

Activity 30: Unit 3 Final Quiz

Instructions: Circle the correct answer for each summary question.

1. What is "The Cloud"?

- a) A fluffy white object in the sky.
- b) Storing and accessing data over the internet.
- c) A type of computer virus.

2. Which of these is a "Strong Password"?

- a) password123
- b) MyName2010
- c) T3ch!_99#Plat

3. What happens when you "Collaborate" on a document?

- a) You lock the document so no one else can see it.
- b) Multiple people work on it at the same time.
- c) You print 100 copies.

4. To send a file through Gmail, you click the icon that looks like a:

- a) Paperclip
- b) Magnifying glass
- c) Trash can

5. Google Scholar is best for finding:

- a) Cartoons and games.
 - b) Reliable, academic articles for research.
 - c) Pizza delivery near me.
-

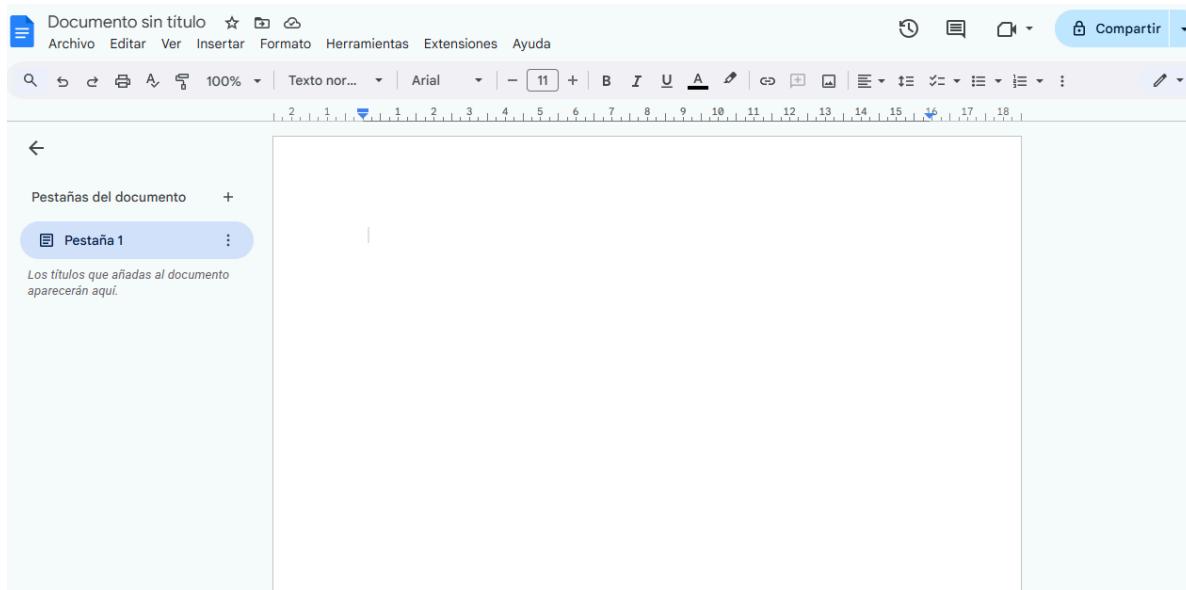
Unit 4: Word Processing

Section I: The Interface & Basic Typing

Activity 1: The Anatomy of a Word Processor

Instructions: Whether you use Microsoft Word or Google Docs, the buttons are very similar. Label the main parts of the window using the **Word Bank**.

1. **The Ribbon/Toolbar:** Where all your styling buttons live.
2. **The Ruler:** Shows the margins and help you align text.
3. **The Document Area:** The "white paper" where you type.
4. **The Zoom Slider:** Makes the page look bigger or smaller on the screen.



Activity 2: Cursor vs. Mouse Pointer

Instructions: Many students confuse the mouse and the cursor. Circle the correct icon for each description.

1. **Which one shows where the *next letter* you type will appear?**
 - a) The Arrow (↖)
 - b) The Blinking Line (|)
2. **Which one do you use to click on a button in the toolbar?**
 - a) The Arrow (↖)
 - b) The Blinking Line (|)
3. **True or False:** You can move the blinking cursor by clicking your mouse in a different sentence. (____)

Activity 3: The Magic Keys (Keyboard Shortcuts)

Instructions: In Word Processing, shortcuts save time. Match the shortcut to the action.

Shortcut	Action
1. Ctrl + B	A. Paste (Put the copied text here).
2. Ctrl + C	B. Bold (Make the text darker).
3. Ctrl + V	C. Copy (Memorize the selected text).
4. Ctrl + Z	D. Undo (Oops! Go back one step).

Activity 4: Selection Secrets

Instructions: Before you can change text, you have to "Select" it. How do you do it? Write the correct number of clicks.

- To select a single **Word**, you click: (**1 time / 2 times**)
- To select a whole **Paragraph**, you click: (**2 times / 3 times**)
- To select **nothing**, you click: (**In the white space / On the text**)

Activity 5: Identifying the Toolbar Icons

Instructions: Look at these common icons found in the toolbar. Write what you think they do.

1. [**12**] : This changes the _____.
2. [**A**] : This changes the _____.
3. [**=**] : This _____ the text to the left, center, or right.
4. [**•=**] : This creates a _____ list.

Section II: Font Styles & Formatting

Activity 6: The "Style" Trio (B, I, U)

Instructions: Match the text style button to how the text looks.

Button	Name	Example of how it looks
1. [B]	A. Italic	I. <u>The dog is sleeping.</u>
2. [I]	B. Underline	II. The dog is sleeping.
3. [U]	C. Bold	III. <i>The dog is sleeping.</i>

Activity 7: Font Personality (Choosing the Right Type)

Instructions: Some fonts are professional, while others are "fun." Look at the font types below and decide which one is best for each situation.

1. **Writing a serious letter to the Principal:**
 - a) *Comic Sans MS* (Wavy and playful)
 - b) **Times New Roman** (Professional and classic)
2. **Making an invitation for a Superhero Birthday Party:**
 - a) **Impact** (Bold and loud)
 - b) *Courier New* (Looks like an old typewriter)
3. **Reading a long story on a screen:**
 - a) **Arial** (Clean and easy to read)
 - b) **Caveat** (creative writing, thin lines)

Activity 8: Highlight vs. Font Color

Instructions: Don't get these two mixed up! Draw a line to the correct definition.

Tool	What it does
1. Font Color	A. Puts a colored "marker" stripe behind the text.
2. Text Highlight	B. Changes the color of the actual letters themselves.

Activity 9: Font Size Math

Instructions: Font size is measured in "points." The bigger the number, the bigger the letter.

1. **Which size is better for a Title? (12 pt / 24 pt)**
2. **Which size is standard for the main body of an essay? (12 pt / 48 pt)**
3. **True or False:** You can type your own number into the font size box if you don't see the size you want in the list. (____)

Activity 10: Clear Formatting (The "Reset" Button)

Instructions: Sometimes you make a mess with too many colors and styles. There is a button that looks like an **"A" with an eraser** or a **"Clear"** option.

What happens when you click "Clear Formatting"?

- a) It deletes all your words.
- b) It turns off your computer.
- c) It removes all colors, bolding, and italics, returning the text to normal.

Section III: Alignment & Spacing

Activity 11: The Alignment Match-Up

Instructions: In the toolbar, you will see four lines of bars that show how text sits on the page. Match the alignment name to its common use.

Alignment	Common Use
1. Left Aligned	A. Used for the Main Title of your story or report.
2. Center Aligned	B. The standard way we write sentences and paragraphs.
3. Right Aligned	C. Often used for the Date or your Name at the top.
4. Justified	D. Makes both sides perfectly straight (like a newspaper).

Activity 12: Breathing Room (Line Spacing)

Instructions: Line spacing is the "empty air" between your lines of text. Look at the examples below and answer the questions.

1. **Which spacing makes it easier for a teacher to write corrections between your lines?**
 - a) Single Spaced (1.0)
 - b) Double Spaced (2.0)
2. **True or False:** Increasing the line spacing will make your document have more pages. (____)
3. **When is it better to use Single Spacing?**
 - a) For a long school essay.
 - b) For a shopping list or a short letter.

Activity 13: Indenting the First Line

Instructions: In many books, the first line of a new paragraph starts a little bit to the right. This is called an **Indent**.

How do you create an indent quickly?

- a) Press the Spacebar 50 times.
- b) Press the **Tab** key on your keyboard once.
- c) Use a ruler on the computer screen.

Activity 14: The "Justify" Mystery

Instructions: Look at the two paragraphs below. One is **Left Aligned** and one is **Justified**.

Paragraph A: The edges on the right side are "ragged" and uneven, like a cloud.

Paragraph B: Both the left and right edges are perfectly straight, like a clean box.

Which one is Justified? (Paragraph A / Paragraph B)

Activity 15: Word Scramble – Page Layout

Instructions: Unscramble these words related to how we set up our "paper."

1. **N I G R A M S** — _____ (The empty border around the edge of the paper).
2. **R T I A T R O P** — _____ (A vertical page, like a normal letter).
3. **S C A P E L A N D** — _____ (A horizontal page, like a wide photo).

Section IV: Bullets & Numbering

Activity 16: Bullets vs. Numbers

Instructions: Sometimes we use dots (bullets) and sometimes we use numbers. Decide which type of list is best for each situation.

1. **A Grocery List:** (Bullets / Numbers)
2. **Steps to bake a cake (First, Second, Third):** (Bullets / Numbers)
3. **A list of your 5 favorite movies:** (Bullets / Numbers)
4. **Instructions on how to win a video game:** (Bullets / Numbers)

Activity 17: Multi-Level Lists (Sub-bullets)

Instructions: Sometimes a list has "mini-lists" inside it. To create a sub-bullet (like the one below), what do you do?

- **Fruit**
 - Apples
 - Bananas

To move a bullet to the right and make it a "sub-bullet," you should:

- a) Delete the bullet and draw a new one.
- b) Press the **Tab** key on your keyboard.
- c) Press the **Spacebar** 10 times.

Activity 18: Changing the Bullet Style

Instructions: You don't always have to use a plain black dot! Look at the symbols below. Circle the ones you can usually use as "Bullets" in a word processor.

- [] A small star (★)
- [] A checkmark (✓)
- [] A tiny arrow (→)
- [] A picture of your own face
- [] A hollow circle (○)

Tip: Most word processors have a "Define New Bullet" option where you can pick almost any symbol!

Activity 19: The List Order Challenge

Instructions: You are making a **Numbered List** of your morning routine, but the steps are out of order. **Rewrite them** so they make sense with numbers 1, 2, and 3.

- *Put on my shoes.*
- *Wake up.*
- *Go to work/school.*

1. _____

2. _____

3. _____

Activity 20: "Continuing" a List

Instructions: Imagine you are typing a list. You finish line #3 and press the **Enter** key.

What happens automatically?

- a) The computer shuts down.
- b) The computer automatically starts line **#4** for you.
- c) The computer deletes the whole list.

How do you "Stop" the list when you are finished?

- a) Press **Enter** two times in a row.
- b) Throw the mouse at the wall.
- c) Unplug the keyboard.

Section V: Images & Visuals

Activity 21: Inserting Pictures

Instructions: There are different ways to get a picture into your document. Match the source to the description.

Source	Description
1. This Device / Upload	A. A pre-made library of simple drawings and cartoons provided by the app.
2. Online Pictures / Search	B. A photo that is already saved on your computer or USB drive.
3. Icons / Clip Art	C. Using the internet to find a picture without leaving the document.

Activity 22: The "Handles" (Resizing Images)

Instructions: When you click on a picture, small circles or squares appear on the corners and sides. These are called **Resizing Handles**.

- 1. Which handles should you use to make the picture bigger without making it look "squished" or "stretched"?**
 - a) The handles on the top and bottom.
 - b) The handles on the corners.
- 2. What does the "Circular Arrow" handle at the very top do?**
 - a) It deletes the picture.
 - b) It rotates the picture.
- 3. True or False:** You can move a picture just by clicking and dragging it to a new spot. (____)

Activity 23: Text Wrapping (The "Dog" Menu)

Instructions: Sometimes text and pictures don't get along! **Text Wrapping** tells the computer how to put words around an image. Match the style to the result.

Wrap Style	What happens?
1. In Line with Text	A. The text flows all the way around the picture like a box.
2. Square	B. The picture acts like a giant letter and sits in the middle of a sentence.
3. Behind Text	C. The text writes right over the top of the picture (like a background).

Activity 24: WordArt and Text Effects

Instructions: WordArt is for making titles stand out with shadows, glows, and 3D effects. Look at the options below and **circle the three** things you can change in WordArt.

- A) The Shadow color
- B) The Outline of the letters
- C) The smell of the paper
- D) The Gradient (colors fading into each other)
- E) The speed of the computer

Activity 25: Photo Editing Basics

Instructions: You don't always need a fancy app to fix a photo. Word processors have basic tools built-in. Match the tool to the problem.

The Problem	The Tool to use:
1. The picture is too dark.	A. Crop Tool
2. There is a person in the background I want to remove.	B. Corrections (Brightness/Contrast)
3. I want the photo to look like a black and white drawing.	C. Artistic Effects / Filters

Section VI: Proofing & Final Review

Activity 26: The Squiggly Lines (Spell Check)

Instructions: Your word processor is like a tiny teacher watching your work. Look at the colored squiggly lines and match them to the problem.

The Color	What it means:
1. Red Squiggly Line	A. Grammar or Punctuation mistake (like forgetting a period).
2. Blue (or Green) Squiggly Line	B. Spelling mistake (the computer doesn't recognize the word).

How do you fix it?

- a) Delete the whole sentence.
- b) **Right-click** on the underlined word to see "Suggestions."

Activity 27: Find and Replace (The Detective)

Instructions: Imagine you wrote a 10-page story about a dog named "Buddy," but you decided to change his name to "Max." You don't have to change it 100 times by hand!

Put these steps in order (1, 2, and 3) to use "Find and Replace":

- [] Type the new name ("Max") in the **Replace** box and click **Replace All**.
- [] Click the **Find** button (often looks like a magnifying glass).
- [] Type the old name ("Buddy") in the **Find** box.

Activity 28: Headers and Footers

Instructions: Sometimes you want information to appear on every single page (like the page number or your name).

1. **The area at the very TOP of the page is the:** (Header / Footer)
2. **The area at the very BOTTOM of the page is the:** (Header / Footer)
3. **True or False:** If you type your name in the Header of Page 1, it will automatically appear on Page 2 and Page 3. (____)

Activity 29: Exporting to PDF

Instructions: When you finish a project, you might want to save it as a **PDF**.

Why would you save a document as a PDF? (Circle the best answer)

- a) Because it makes the document un-editable, so it looks the same on everyone's phone or computer.
- b) Because it makes the file invisible.
- c) Because it turns the text into a video.

Activity 30: Unit 4 Quiz

Instructions: This is the final quiz for the entire Volume! Circle the correct answer.

- 1. What is the shortcut to UNDO a mistake?**
 - a) Ctrl + S
 - b) Ctrl + Z
 - c) Ctrl + P
- 2. Which alignment puts text in the exact middle of the page?**
 - a) Left
 - b) Center
 - c) Justified
- 3. If you see a Red Squiggly line, you should:**
 - a) Ignore it; it's just decoration.
 - b) Check your spelling.
 - c) Change the font color.
- 4. Where do you go to see how many words you have typed?**
 - a) The Status Bar (at the bottom)
 - b) The Recycle Bin
 - c) The Power Button
- 5. A "Header" is used for information that repeats at the:**
 - a) Top of every page
 - b) End of the document
 - c) Middle of a paragraph

Volume 1 Final Review Exam

Instructions: Choose the best answer for each question. This exam covers Hardware, Desktop, Google Platform, and Word Processing.

Section A: The "Physical" Computer

1. Which part of the computer is known as the "Brain"?
 - a) The Monitor
 - b) The CPU
 - c) The Mouse
2. If your computer is "freezing" or acting very slow, which part might be running out of "temporary memory"?
 - a) The RAM
 - b) The Hard Drive
 - c) The Keyboard
3. What is the difference between Hardware and Software?
 - a) Hardware is digital; Software is physical.
 - b) Hardware is what you can touch; Software are the programs inside.
 - c) There is no difference.

Section B: Navigating the Desktop

4. What is the long bar at the bottom of your screen called?
 - a) The Space Bar
 - b) The Taskbar
 - c) The Scroll Bar
5. To hide a window without closing it, you click:
 - a) Maximize
 - b) Close (X)
 - c) Minimize (—)
6. If you delete a file from your computer's hard drive, where does it go before it is gone forever?
 - a) Google Drive
 - b) The Recycle Bin
 - c) The Start Menu

Section C: The Cloud & Communication

- 7. What is the main benefit of "The Cloud" (like Google Drive)?**
 - a) It makes your computer weigh less.
 - b) You can access your files from any device with internet.
 - c) It prevents your computer from getting dusty.
- 8. When sending an email, what is the "Subject Line" for?**
 - a) To write the entire letter.
 - b) To give a short title so the reader knows what the email is about.
 - c) To list your home address.
- 9. Which tool is best for finding reliable, scientific articles for a school project?**
 - a) Google Scholar
 - b) YouTube Comments
 - c) A random blog

Section D: Creating Documents

- 10. What is the keyboard shortcut to PASTE text?**
 - a) Ctrl + C
 - b) Ctrl + V
 - c) Ctrl + Z
- 11. If you want to make a title stand out with a shadow and cool colors, you use:**
 - a) Bullet points
 - b) WordArt / Text Effects
 - c) Double Spacing
- 12. What does "Autosave" do in Google Docs?**
 - a) It saves your work every time you type a letter.
 - b) It saves your work only when you click "File > Save."
 - c) It asks you for a password every 5 minutes.

Volume 1 Final Project

Project Title: "My Personal Tech Guide"

Goal: Create a 2-page document that demonstrates your mastery of the computer.

Project Requirements:

1. **Setup:** Open a new **Google Doc** or **Word** document.
2. **Organization:** Create a **New Folder** on your Desktop named "Final_Project_[YourName]". Save your document inside it.
3. **Title:** Create a Title using **WordArt** or a Large Font (Size 24+), **Centered**, and **Bold**.
4. **Content Section 1 (Hardware):** Write one paragraph explaining your favorite computer part. Use **Double Spacing**.
5. **Content Section 2 (The Desktop):** Insert a **Screenshot** of your desktop icons and "Wrap Text" (Square) so it sits next to your writing.
6. **Content Section 3 (Research):** Use **Google Scholar** to find one fact about the future of computers. **Cite** the source at the bottom of the page.
7. **Formatting:**
 - Use at least one **Bulleted List**.
 - Use **Bold** for key terms and *Italics* for book or article titles.
 - Add a **Header** with your Name and the Date.
 - Add a **Footer** with "Page 1 of 2".
8. **Final Step: Export** your finished project as a **PDF** and "send" it to your teacher (via a practice email or by moving it to a specific "Turn In" folder).

Graduation Checklist for the Teacher

- [] Can the student explain the difference between RAM and Storage?
- [] Can the student create, rename, and move a folder?
- [] Does the student understand how to share a document with "Viewer" vs "Editor" permissions?
- [] Can the student fix a red-underlined spelling error?

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