**CCMCL302 Apply computer literacy**

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| **Purpose statement** | This module describes the skills and knowledge required to operate a computer, to use word processing applications in the production of workplace documents, to create and use spreadsheets and charts through the use of spreadsheet software, to design electronic presentations, and to send, receive and manage electronic mail (email), as well as to collaborate online using chat rooms, intranets and instant messaging. |

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| **Elements of competency** | **Performance criteria** |
| 1. Apply computer basics | * 1. Computer basics are properly described according to their classifications |
| * 1. Various connectors and ports are properly identified according to their types |
| * 1. Computer operations are appropriately described according to their role |
| * 1. Desktop’s elements are appropriately used according their version |
| 1. Use a current Word processing package | * 1. Text is convenient formatted according to their document |
| * 1. Table is properly created and edited according to the numerical data and presentation of text in |
| * 1. Text is conveniently edited according to their document |
| * 1. . Header, footer and footnotes are appropriately inserted according to the document |
| * 1. . Document is appropriately saved according to the keeping of data |
| 2.6. Document is suitable printed according to the selected print options |
| 1. Use current spreadsheet package | * 1. . Basic Excel tasks are properly used in Excel |
| * 1. Sheets are properly managed in Excel workbook according to their location |
| * 1. Cells and their content are conveniently formatted to their design |
| * 1. Functions and operations are properly used according to their conditions |
| * 1. Excel worksheet are suitable printed according to their selected print options |
| **4.Use current power point presentations version** | * 1. New power point presentation is properly created to its document |
| * 1. Slide is properly managed according to their presentation of information |
| * 1. Graphics are properly inserted according to their perspective steps |
| * 1. Word documents is suitable converted to PowerPoint presentation |
| * 1. Presentation is properly animated according to its design |
| * 1. Presentation is properly used in different view |
| * 1. Presentation is suitable printed according to their selected print options |
| **5. Use Internet/Intranet (outlook)** | 5.1. Website is properly described according to their needs |
| 5.2. Search engines are properly used in different types |
| * 1. instant messaging is properly used in communication technology |
| * 1. Favourites are properly managed using internet explorer |
| * 1. The internet is conveniently browsed using the hyperlinks |
| * 1. Files are downloaded and uploaded using internet according to its steps |

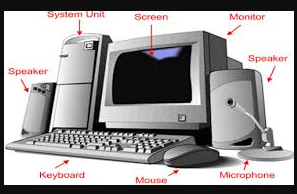
**At the end of the module the learner will be able to:**

1. Apply computer basics
2. Use a current Word processing package
3. Use current spreadsheet package
4. Use current power point presentations

Use Internet/Intranet (outlook**)**

* Description of the computer basics
* Introduction to computer

**Computer :**is an electronic device that operates (works) under the control of programs stored in its own memory unit.  
**A computer** is an electronic machine that processes raw data to give information as output.  
  
An electronic device that accepts data as input, and transforms it under the influence of a set of special instructions called Programs, to produce the desired output (referred to as Information).



* Classification of a computer

Supercomputers are the fastest, largest, most expensive and powerful computers available. They are able to perform many complex operations in a fraction of a second. Supercomputers are mainly used for scientific research, which requires enormous calculations. Some of the applications that justify use of supercomputers include aerodynamic design and simulation, petroleum research, defense and weapon analysis and telecommunications. Because of its weight, a supercomputer is kept in a special room.

Mainframe computers are less powerful and cheaper than supercomputers. While supercomputers may be described as giant computers, mainframes are said to be big in size. They are used for processing data and performing complex mathematical calculations. They have a large storage capacity and can support a variety of peripherals. Mainframe computers are used as powerful data processors in large research institutions and organizations such as banks, hospitals and airports, which have large information processing needs. Minicomputers are also known as small-scale mainframes because they were cheaper alternative to mainframes computers. Like mainframes,

minicomputers are used in business organizations, laboratories, research institutions, engineering firms and banks.

Microcomputer is the smallest, cheapest and relatively least powerful type of computer. It is called a microcomputer because its CPU is called a microprocessor, which is very small compared to that of minicomputers, mainframes and supercomputers. Microcomputers are commonly used in schools, business enterprises, cybercafé, homes and many other places. Today, the processing power of microcomputers has increased tremendously close that of minicomputers and mainframes.

* Microcomputers
* Personnel computers types

Desktop Computer: Commonly fits on a desk. A single User PC Laptop Computer: Compact PC, that usually portable

Net book: Smaller, lighter, and more portable laptop Tablet PC: Uses the Touch Screen Technology

A personal digital assistant (PDA): also known as a handheld PC, is a variety mobile device which functions as a personal information manager. Nearly all modern PDAs have the ability to connect to the Internet. A PDA has an electronic visual display, letting it include a web browser. Most models also have audio capabilities, allowing usage as a portable media player, and also enabling most of them to be used as telephones.

* Identification of various connectors and ports
* Computer connectors
* Computer ports
* Description of computer operations
* Input
* Input devices
* Output
* Output devices
* Store
* Storage devices ( Primary and secondary storage)
* Process
* CPU( Control Unit, ALU, Register)
* Use of desktop’s elements
* Windows and its elements
* Desktop
* Task bar
* Start menu
* Minimize, maximize, close buttons