

## **COMPUTER TERMINOLOGY**

Get Level packet from the Instructor, and follow instructions, in order.

LEVEL – 1	LEVEL – 2
<b>Lesson 1</b> <b>Basic Computer Terms</b> Basic Computer Terms Assignment	<b>Lesson 4</b> <b>Advanced Computer Terms</b> Advanced Computer Terms Assignment
<b>Lesson 2</b> <b>Hardware/File System Terms</b> Online Hardware Presentations Hardware Terms Assignment	<b>Lesson 5</b> <b>Basic Computer Maintenance</b> On-line Reading Add a New Link not included in list Compile a list of ways to maintain computer.
<b>Lesson 3</b> <b>Internet Terms</b> Parts of the URL Handout Internet Terms Assignment  Hand in all Terms assignments File Extension Worksheet **All Assignments must be completed before you can take the Competency Test	<b>Lesson 6</b> <b>Buying a Computer</b> Collect Computer Advertisements Customize a computer for purchase on-line
<b>Competency Test</b>  You may use your notes, assignments and the Internet to complete this test.  Turn in the all assignments, paper clipped, when you turn in the test.	<b>Lesson 7</b> <b>History of Computers</b> History of Computers / Important People Assignment  <i>No Test for Level 2</i>

**Put a header on each document.** Include your name, filename and date. For example:

Paul Sadler  
 Internet Terms – 3/21/2005

**Spell check and proofread all documents.** You and only you are responsible for the accuracy of your documents.

**Print preview** your documents before you send them to the printer.

**Print only ONCE!**

**Three hole punch** your documents and put them in your company portfolio.

**Save your documents** to your Company folder on the H: drive