

COMPUTERS

NAME _____ CLUB _____

BEGINNING

Date

Leader's
Initials

1. Know the meaning of the following terms or phrases:

-software

-hardware

-"boot"

-bit/byte

-bug/debug

-file

-directory

-CPU

-RAM

-ROM

-floppy disk

-DOS

2. Know how to set up a computer (i.e. connect monitor and printer to computer, etc.)

3. Know how to install various programs into the computer system and configure them properly.

4. Know how to handle and properly care for disks.

5. Know and explain how information is saved to a disk.

6. Name four (4) big names in software companies.

7. Explain and know how to use word processing, data base, and spreadsheet.

8. Understand what the numbers and figures mean when purchasing a computer.

9. Know basic DOS commands (i.e. show directory, change directory, change drive, etc.)

10. Be able to navigate your way through windows.

11. Know how to set up an Internet account with an eMail address

12. Know how to use and know the importance of using MS Defrag and Scandisk.

13. Do a demonstration at county field day, on computers

14. Create a poster about computers, and enter it in a fair, or share it with your project group.

Leader's Signature _____ Date _____