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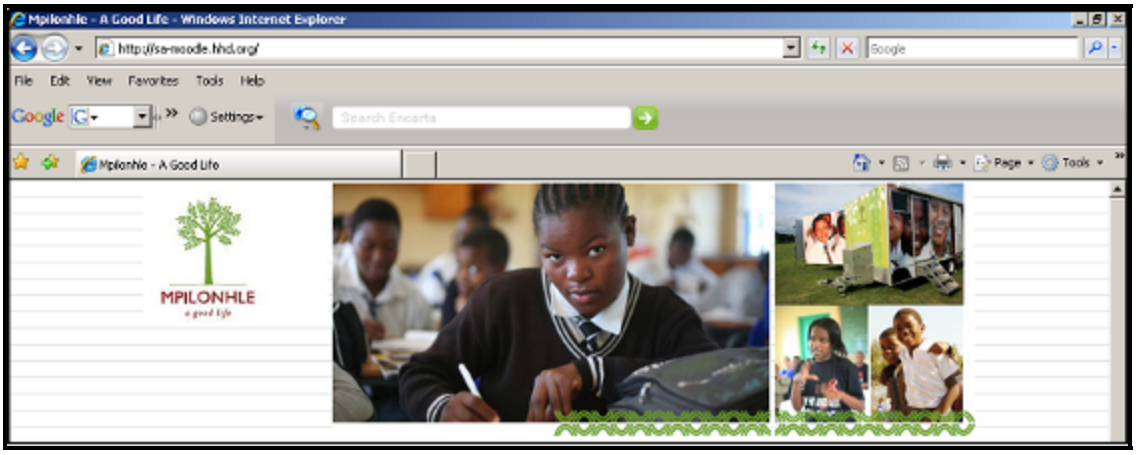
Basic Navigation

Launching a Web Browser

Students will be asked to locate the Internet Explorer icon on their desktops and open the program by left clicking on the icon with the mouse twice.

This will bring up the Mpilonhle Moodle Website in Internet Explorer (this site will be set as the default homepage for all computers) which will be the starting point for all assignments.



Logging into the Mpilonhle Moodle Site

Students will be asked to enter their Username and Password into the text boxes on the main page of the Mpilonhle Moodle site.

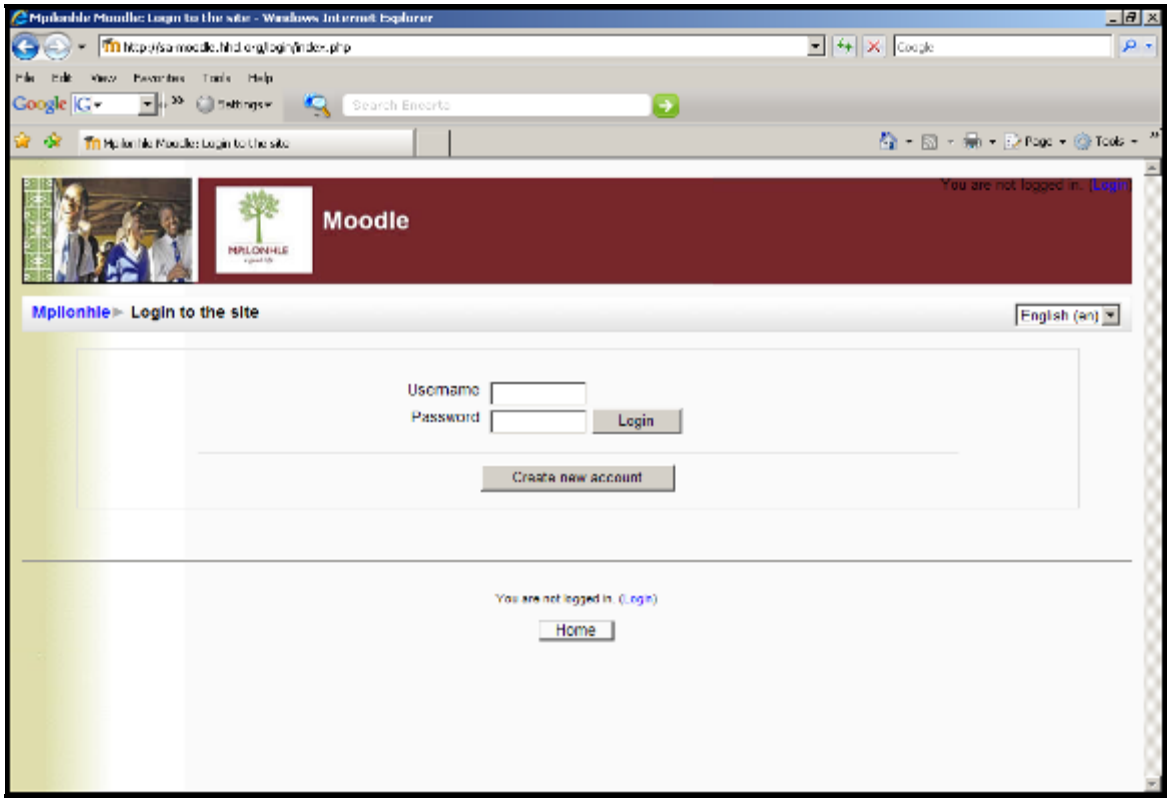
(The Username and Password for students will be provided in advance).

OR

Ask students to click onto the **Mpilonhle Computer Curriculum** button on the Mpilonhle main page.

This will bring students to the Login Page of the Mpilonhle site.

Students will be asked to enter their Username and Password into the text boxes. (The Username and Password for students will be provided in advance).



Once students have logged in, they will be brought to the **Mpilonhle Computer Curriculum** assignments page.

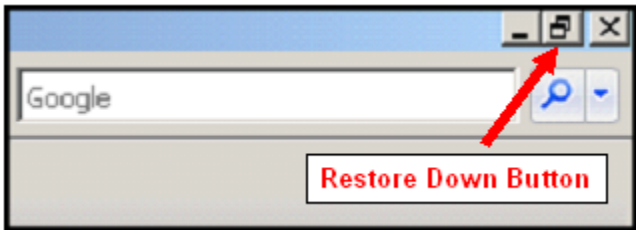
At this point, students will be asked to minimize their web browser programs and open Microsoft Word.

Minimizing a screen

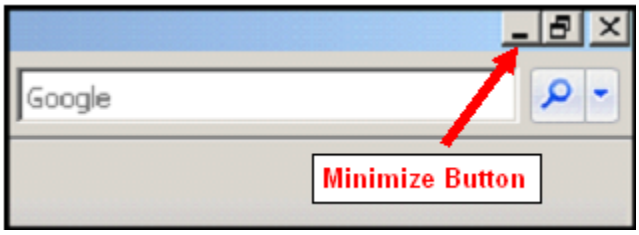
In the top right corner of the screen, students will see three buttons:

Close

Restore Down



Minimize



Explain that the **Close Button** will end the selected program.

Demonstrate the **Restore Down** and **Minimize** buttons to show students that these are ways to diminish or hide a program and reveal the desktop and other programs.

Ask students to minimize their internet browser windows and open up Microsoft Word.

Running Microsoft Word

Similar to launching Internet Explorer ask students to run Microsoft Word by left clicking twice with the mouse on the Word icon.

Ask students to use the **Restore Down** or **Minimize** button to reduce or hide the Microsoft Word program. Restoring down or minimizing is useful when switching between programs such as going back and forth between Microsoft Word and a Web Browser. For more information about these functions see the next task.

Switching between Microsoft Word and Web Browser

Being able to switch between a Microsoft application and Internet Explorer will be an important skill for students to learn to be able to complete assignments. Many assignments will ask students to work with a programs including Microsoft Word and Excel and to save and upload documents to the Mpilonhle site.

Switching back and forth between programs will allow students to work on assignments and refer back to the Mpilonhle site for instructions.

Exercising skills gained using the **Restore Down** and **Minimize** buttons, students can switch between programs by:

1. Restoring down the Microsoft Word program and the Internet Explorer program so that both screens can be seen on the desktop at once (as shown below).

   Students will be able to click on either screen to work with that program. Students can also switch to the other program at any time by clicking on the other screen. Users can switch back and forth as many times as desired.

OR, students can switch to another program by:

2. Using the **Minimize** button, students can reduce their program to the task bar (shown below). Once a program is minimized simply click on the program icon on the task bar to restore the program screen to full size.

   By minimizing one program, students will be able to view the screen for the other program and can return to the original program by restoring it from the task bar (by clicking on the icon).

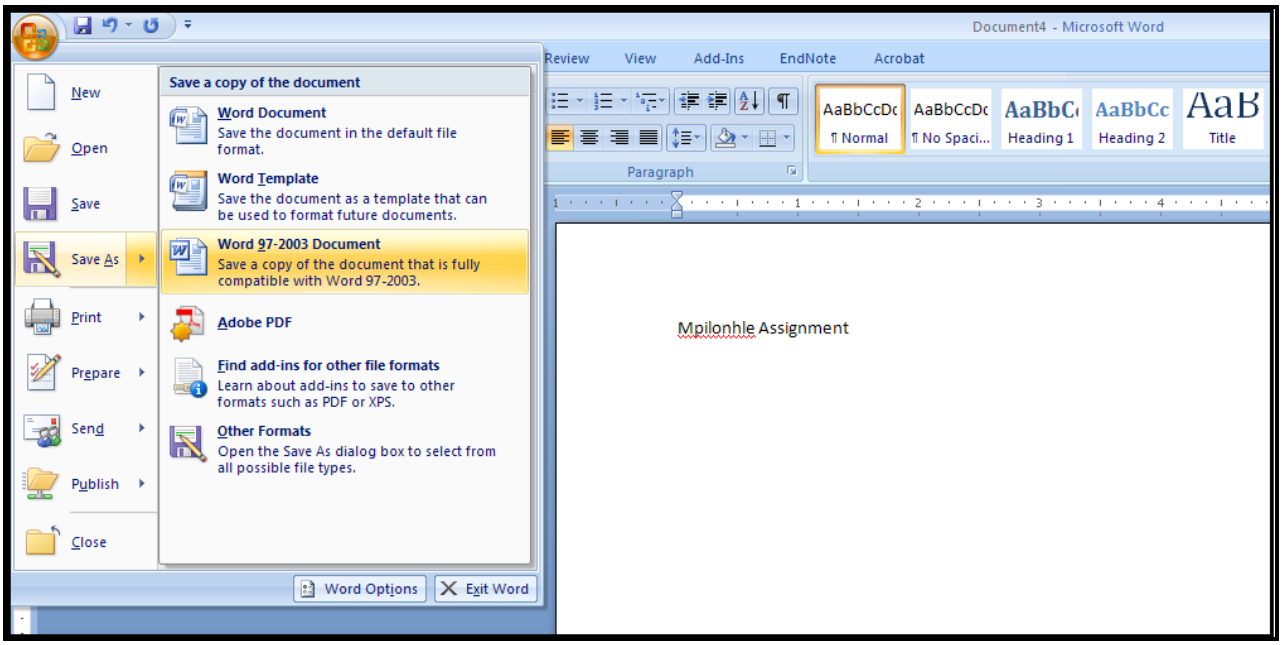
Submit Lesson Assignments

When a student has finished an assignment, whether using Microsoft Word, Excel or PowerPoint, they will need to submit it to the Mpilonhle site. The process to submit a finished document is the same for all three programs.

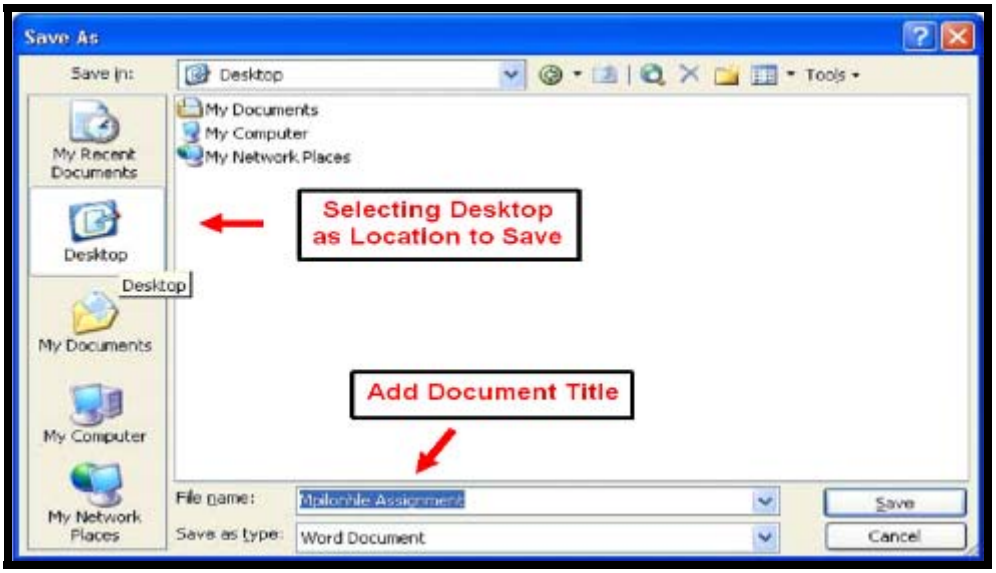
1. **Saving to the Desktop -** When they have finished an assignment, a student will first save the document they are working to the desktop. To do this students will:

   a) Click on the **Office** button on the top right of the screen.

   b) On the drop down box that appears, select the **Save As** button



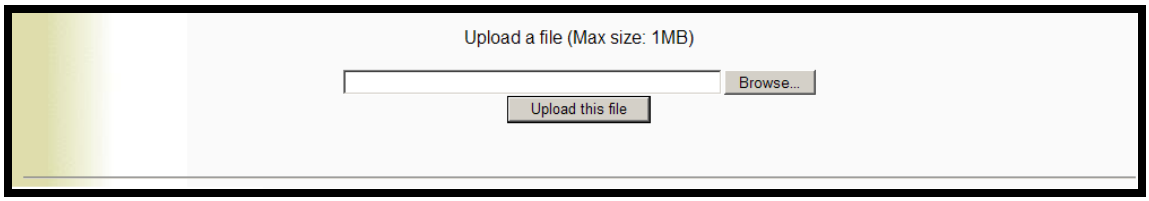
c) A new popup box will appear. Select the desktop location for the file to be saved and type a name for the document (try to come up with a name that will be easily remembered). Once the desktop has been selected and a name given to the document, click on the **save** button.



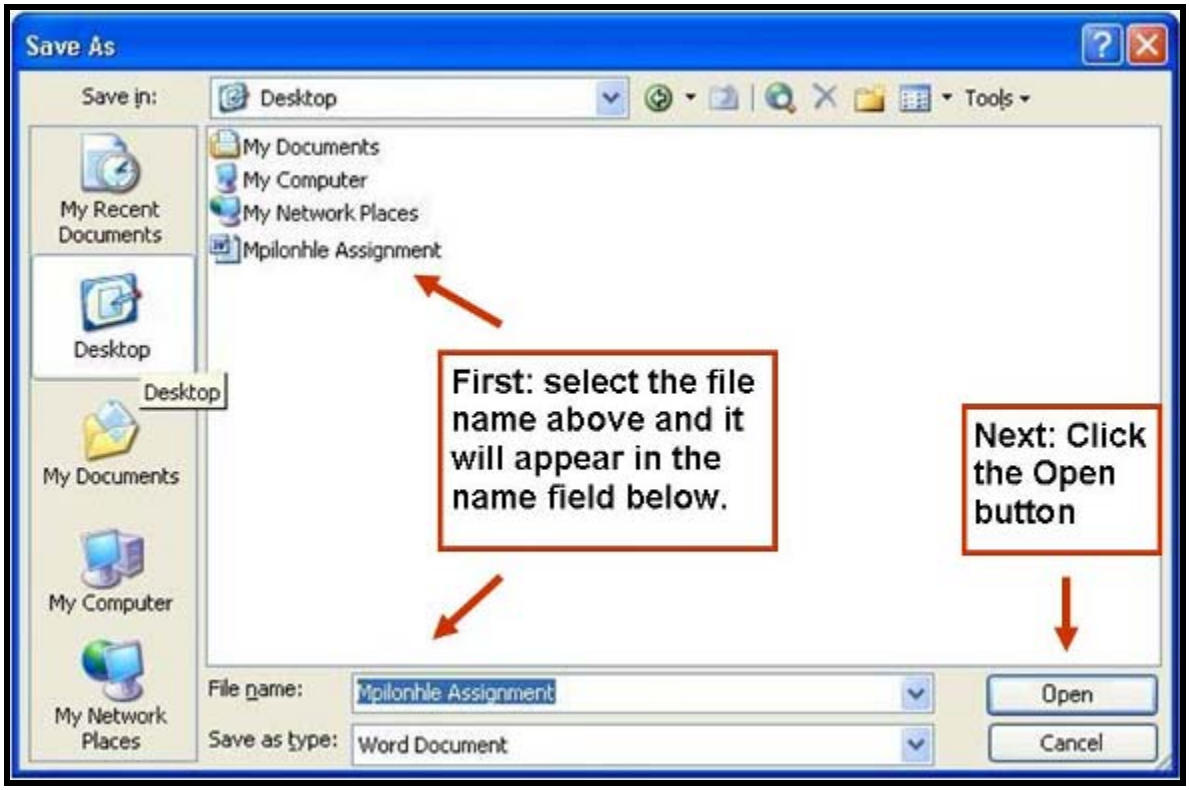
d) Once saved, an icon of the saved document will appear on the desktop (see below). To continue working on the document, left click twice on the icon. Students must remember to save any more changes to the document before closing the document to prevent their work from being lost.

2. **Uploading a document to the Mpilonhle site –** Once a student has finished working on an assignment and saved their progress to the desktop, they are ready to upload the document. To do this students will:

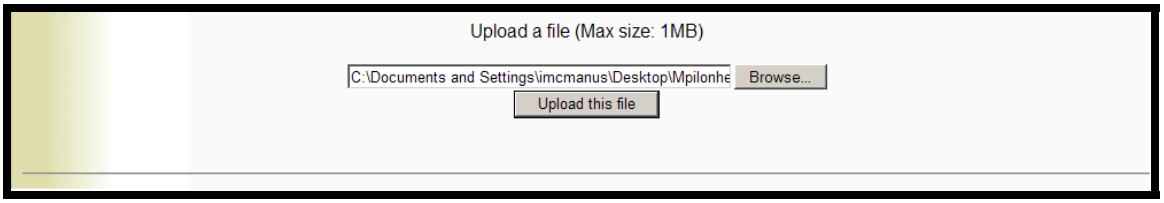
    a) Go to the bottom of the Mpilonhle assignment page where they can upload saved files (see next page). To select the saved word document click on the **Browse** button.



b) A popup box will appear where students will select the **Desktop** location and then select the file name they saved. Once the file name is selected, the student will click the **Open** button.



c) Once the student clicks the **Open** button, the file path will appear in the box at the bottom of the Mpilonhle page (see below). The student will then select the **Upload this file** button to finish submitting.

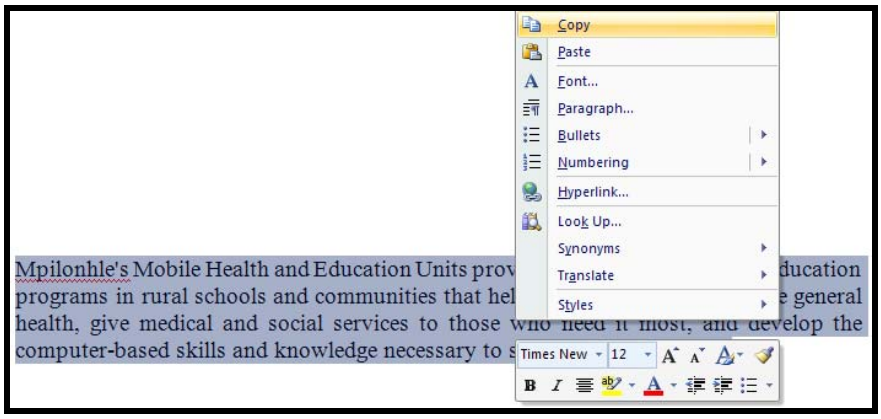


Copying and pasting text and images

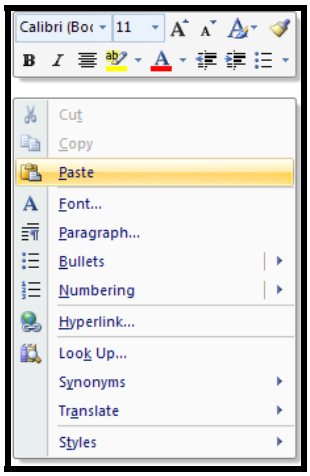
Copying and pasting text and images is a useful way to transfer data from one source to another. You may want to include outside text or images in a Word document you create, or add numbers and other information to documents such as an Excel file.

There are a couple of options for copying text or an image:

1. Highlight the text or image.
2. Right click on the text or image and select C**opy.**



3. In the new document where you want the text or image pasted, right click and select **Paste.** The text or image will now appear in the new document.



OR

Instead of right clicking and selecting Copy on highlighted text and images, you can use quick keys to copy.

1. Highlight the text or image.
2. Press the **Ctrl** and **C** keys on your keyboard at the same time.
3. The highlighted text or image will now be copied.
4. In the new document where you want the text or image pasted, press the **Ctrl** and **V** keys to paste the copied text or image.

OR

You can use the copy and paste functions on the Home toolbar

1. Highlight the text or image.
2. Select the **Copy** button in the top left corner of the Home toolbar.

3. In the new document where you want the text or image pasted, select the **Paste** button in the top left corner of the Home toolbar.

Basic Navigation Additional Material

Intermediate Lesson: Creating a folder

In order to organize files and easily recover saved documents, folders are created. To create a folder, students can go through the following steps:

1. Right click on the desktop or within an existing folder to bring up a menu of options. Select **New** on the drop down menu options and click on the **Folder** button from the drop down menu that appears.

2. A folder icon will appear and a field will be highlighted to provide a name for the folder. Create a name for the new folder. Students should remember to use a name that represents the files that will be saved within.

a) New folder & highlighted name field

b) New folder with name added

3. Documents can be dragged and dropped into a folder by left clicking on a file and dragging it over the folder icon. Let go of the left mouse button to place the file into the folder.

Lesson 1: Beginner

Lesson 1: Beginner will provide students with basic computer skills including how to: launch a program, login to a website, minimize windows, switch between programs, and save and upload documents.

This lesson will also provide preliminary instruction for commonly used computer programs: word processors, spreadsheets, and electronic encyclopaedias.

The lesson is broken into five 30 minute sessions on the following topics:

- Basic Navigation
- Microsoft Word
- Microsoft Excel
- Encarta
- TypingMaster

Basic Navigation (Beginner)

Goal: To teach fundamental computer skills that will allow students to proceed through assignments and navigate the Mpilonhle Moodle site.

Time: 30 minutes

Objectives: At the end of the Basic Navigation section, students will be able to:

- Launch a web browser
- Login to the Mpilonhle site
- Open Microsoft Word
- Switch between Microsoft Word and a web browser
- Submit lesson assignments

Material to present Basic Navigation can be found at the beginning of the Teacher's manual. Additional skills for Intermediate, Advanced I and Advanced II lessons are included.

Microsoft Word (Beginner)

Goal: To teach students how to format text and paragraphs, including making changes to font, alignment and spacing. These skills are useful when composing longer documents and are a good early exposure to the features of a word processing program.

Time: 30 minutes

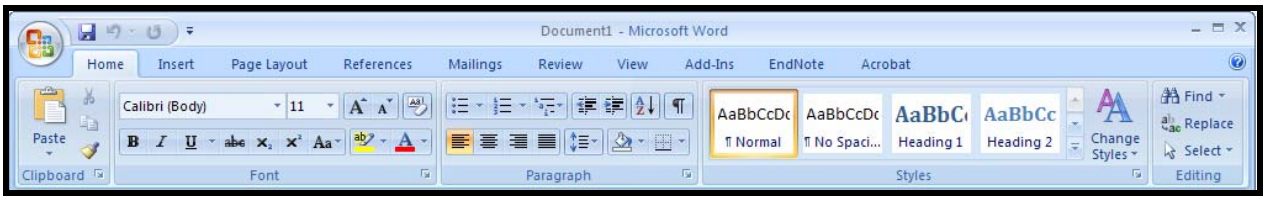
Objectives: At the end of the Microsoft Word section, students will be able to:

- Format text
- Change text font
- Change line spacing
- Align text

What is a word processor?

A word processor, like Microsoft Word, is a computer application which allows the user to create, edit and save documents. Word processors are useful tools to help write papers and reports. Users can write and modify text, format the page to change the appearance of the document and add features like images.

A toolbar at the top of the program provides an array of features that allows users to modify the look and content of the spreadsheet.



By clicking on different tabs on the toolbar new options will appear.

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the Community Word Processing assignments on the Mpilonhle site.

Assignment 1

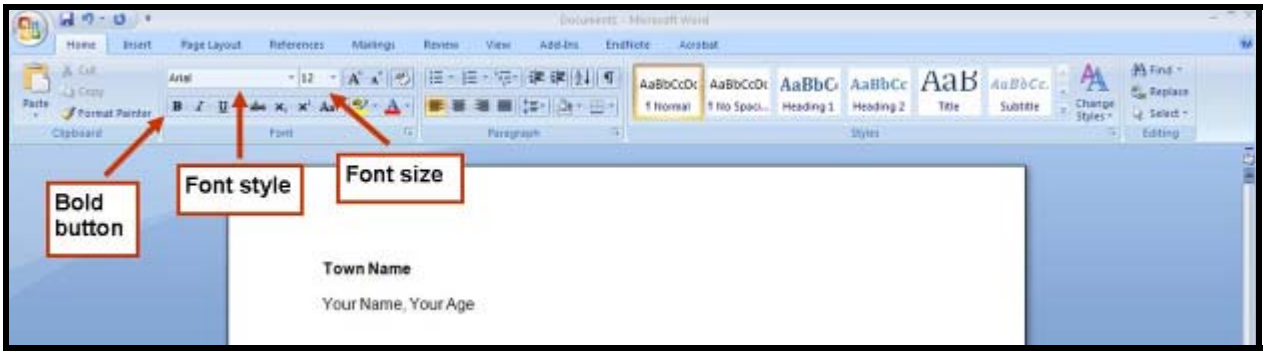
This assignment will ask students to go through the following steps:

1. Open Microsoft Word

2. Type two lines of text:
    a) On the first line type their town name
    b) On the second line type their name and age

3. Change the font:
    a) Change the font style for both lines to Arial
    b) Change the font size for both lines to 12pt
    c) Bold the font for the first line of text which has the town name

Step 3 can be done by:
    a) Highlighting the selected text
    b) Modifying the selected text by using options on the top **Home** toolbar menu (see below):



Note: Instead of using the **Bold** button on the toolbar hold the **Ctrl + B** on the keyboard to bold the highlighted text.

Assignment 2: Centre text

This assignment will build off of the previous exercise and ask students to go through the following steps:

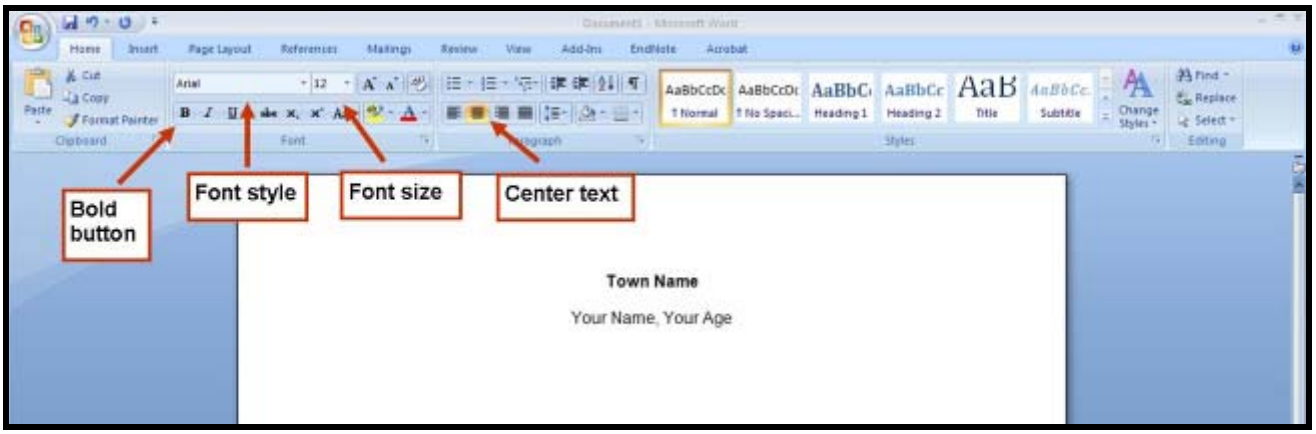
1. Open Microsoft Word

2. Type two lines of text:
    a) On the first line type their town name
    b) On the second line type their name and age

3. Change the font:
    a) Change the font style for both lines to Arial
    b) Change the font size for both lines to 12pt
    c) Bold the font for the first line of text which has the town name

4. Change the text alignment and line spacing:
    a) Align the text to centre justified
    b) Change the line spacing to double spaced

Both steps 3 and 4 can be done by:
    a) Highlighting all of the text
    b) Modifying the selected text by using options on the top **Home** toolbar menu (see below):



Note: Instead of using the **Bold** button on the toolbar hold the **Ctrl + B** on the keyboard to bold the highlighted text.

Assignment 3: Italicize text

This assignment will build off of the previous exercise and ask students to go through the following steps:

1. Open Microsoft Word

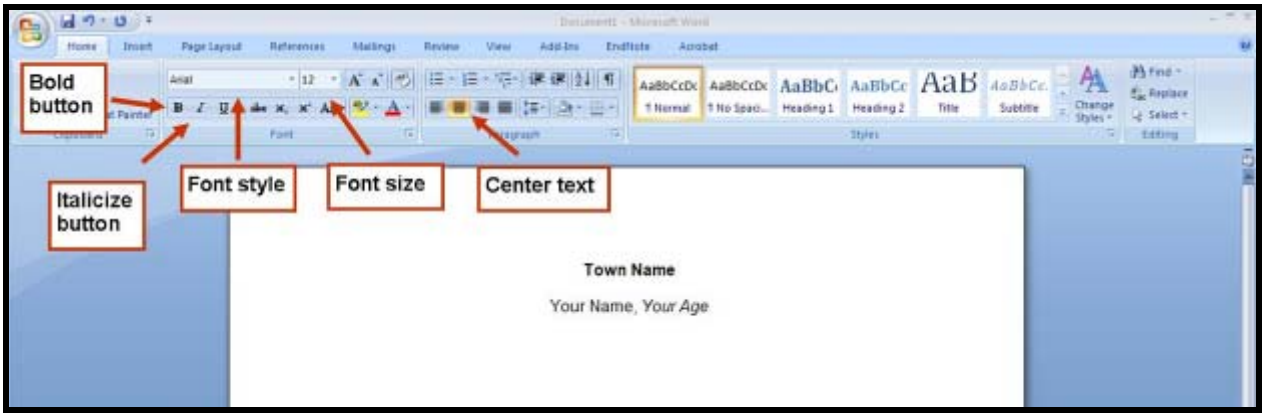
2. Type two lines of text:
    a) On the first line type their town name
    b) On the second line type their name and age

3. Change the font:
    a) Change the font style for both lines to Arial
    b) Change the font size for both lines to 12pt
    c) Bold the font for the first line of text which has the town name

4. Change the text alignment and line spacing:
    a) Align the text to centre justified
    b) Change the line spacing to double spaced

5. Change the font:
    a) Italicize the font for the second line of text which has your age

Steps 3, 4, and 5 can be done by:
    a) Highlighting the selected text
    b) Modifying the selected text by using options on the top **Home** toolbar menu (see below):



Note: Instead of using the **Bold** button on the toolbar hold the **Ctrl + B** on the keyboard to bold the highlighted text.

Instead of using the **Italicize** button on the toolbar hold the **Ctrl + I** on the keyboard to italicize the highlighted text.

Assignment 4: Underline text

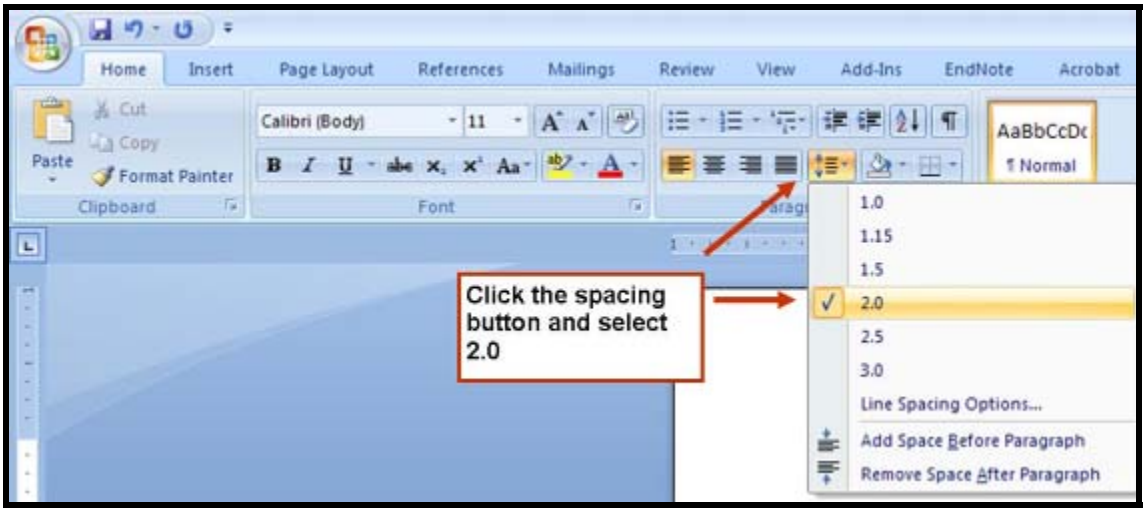
This assignment will build off of the previous exercise and ask students to go through the following steps:

1. Open Microsoft Word

2. Type two lines of text:
    a) On the first line type their town name
    b) On the second line type their name and age

3. Change the font:
    a) Change the font style for both lines to Arial
    b) Change the font size for both lines to 12pt
    c) Bold the font for the first line of text which has the town name

4. Change the text alignment and line spacing:
    a) Align the text to centre justified
    b) Change the line spacing to double spaced

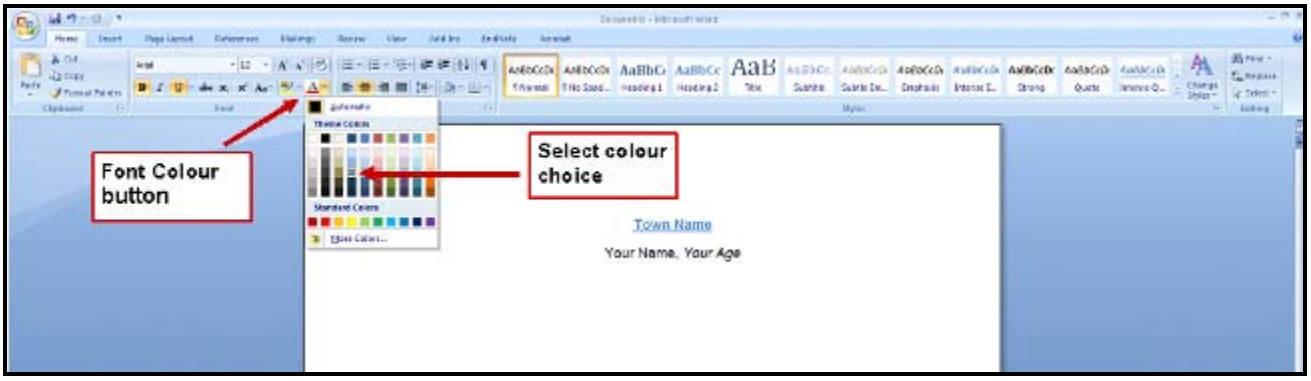


5. Change the text:
    a) Italicize the text for the second line of text which has your age
    b) Underline the text for the first line Town Name

Steps 3, 4, and 5 can be done by:
    a) Highlighting the selected text
    b) Modifying the selected text by using options on the top **Home** toolbar menu (see below):

6. Change the text colour by:
    a) Highlighting the selected text
    b) Modifying the selected text by using options on the top **Home** toolbar menu
    c) Select **Font Colour** button
    d) Select colour choice

When finished, the submitted text should look like this:



Microsoft Excel (Beginner)

Goal: To teach students with basic information of how to use a spreadsheet program and present some of the number manipulation functions.

Time: 30 minutes

Objectives: At the end of the Microsoft section, students will be able to:

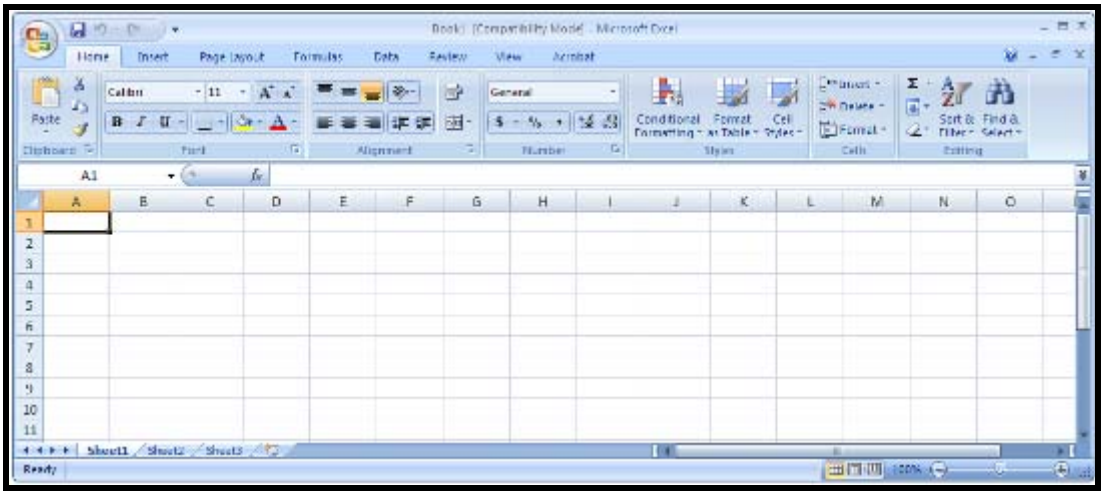
- Understand what a spreadsheet is
- Add, subtract, divide and multiply in Excel
- Determine totals
- Count items

What is a spreadsheet?

A spreadsheet program allows users to manipulate numbers easily. You can use it for calculations, to sort data or create graphs. A spread sheet is like an electronic version of a paper worksheet.

The spreadsheet consists of columns and rows made up of individual cells. Numbers, letters and formulas can be put into these cells. Formulas are added to cells to define how to calculate the information in the cells. Examples of this will be shown in the Excel assignment.

A toolbar at the top of the program provides an array of features that allows users to modify the look and content of the spreadsheet.



Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the Community Spreadsheet assignments on the Mpilonhle site.

Assignment 1

This assignment will ask students to go through some basic calculations in Excel using the following steps:

1. Open Microsoft Excel

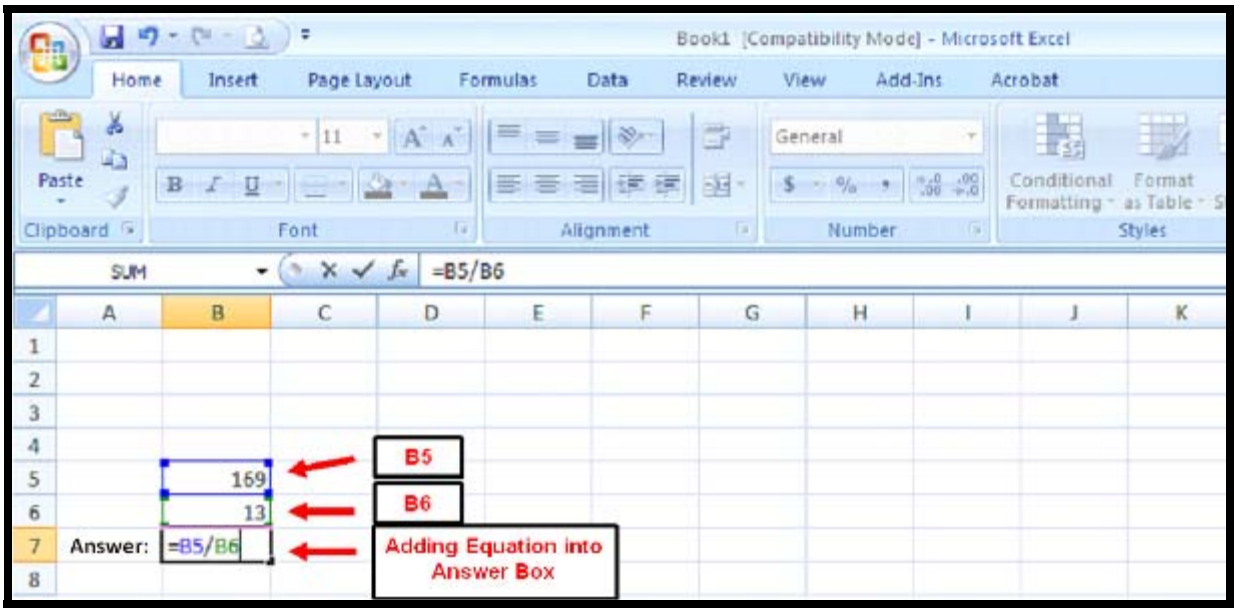
2. The student will be asked to find the correct total for the following calculation:

    - 169 divided by 13

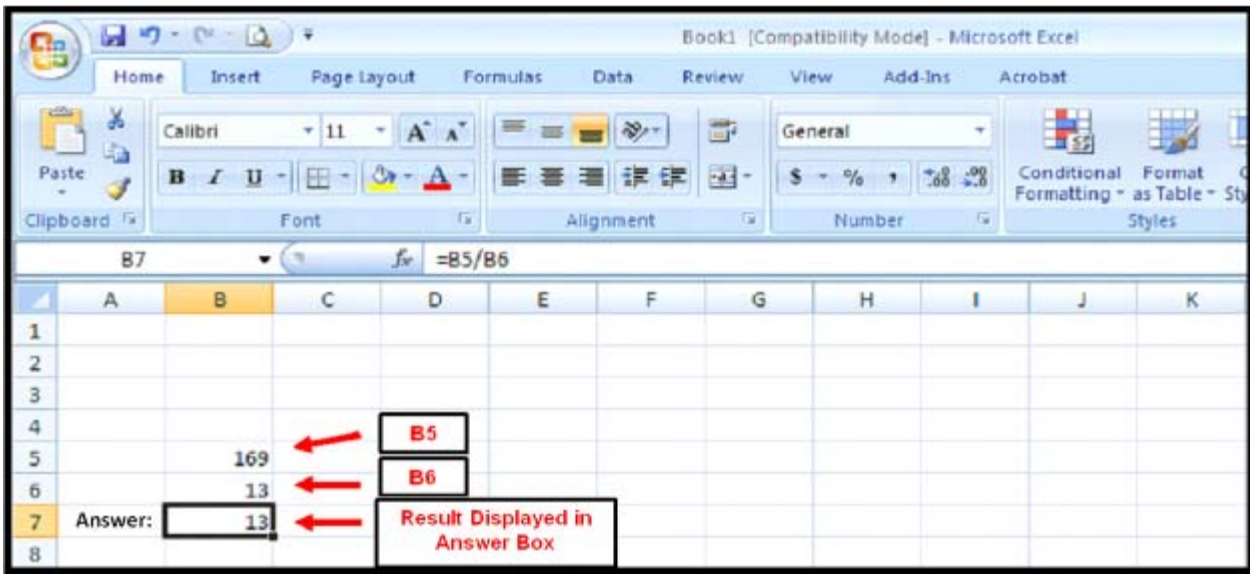
For this assignment, students will need to insert the two variables into cells and an equation in a new cell to get the result (shown below).

Students will insert:

- the first variable (169) into a cell
- the second variable (13) into the next cell below it
- create an equation in a third box (shown below):
    - type "**=**"
    - select the first cell
    - type the divide sign "/"
    - select the second cell



Hitting the **enter** button will display the result in the cell.



The final submitted answers should appear in the format shown above with the following correct answer:

- 169 divided by 13 = 13

Assignment 2

This assignment will build on the previous assignment and ask students to go through some basic calculations in Excel using the following steps:

1. Open Microsoft Excel

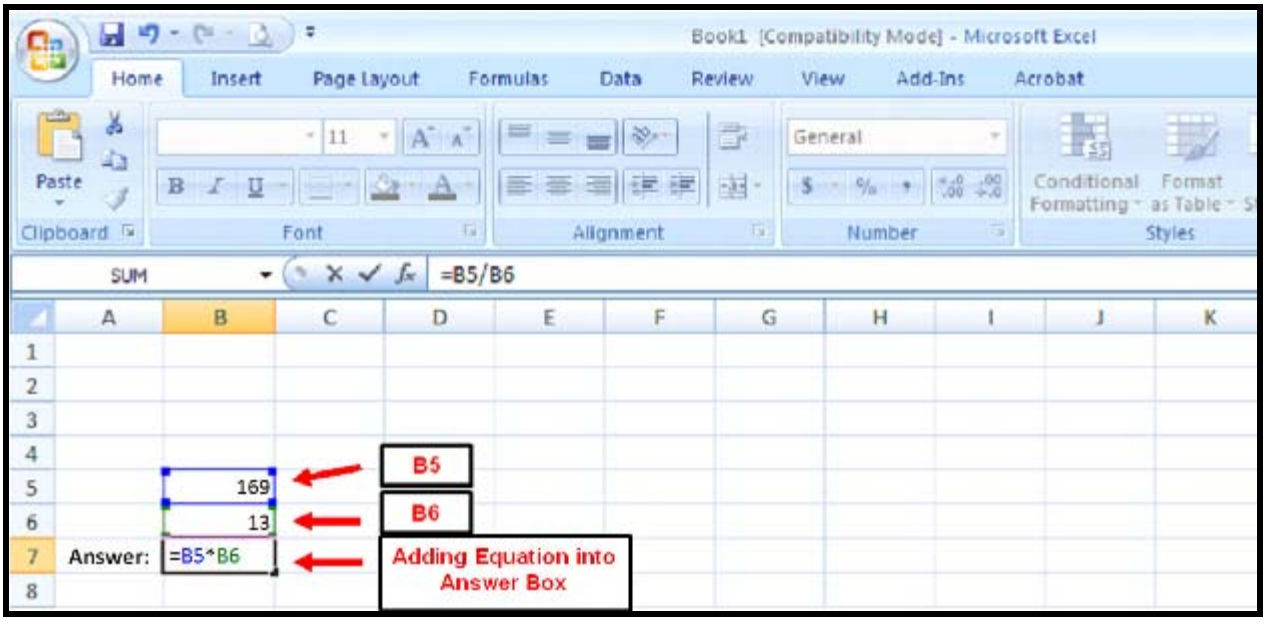
2. The student will be asked to find the correct total for the following calculation:

    - 169 multiplied by 13

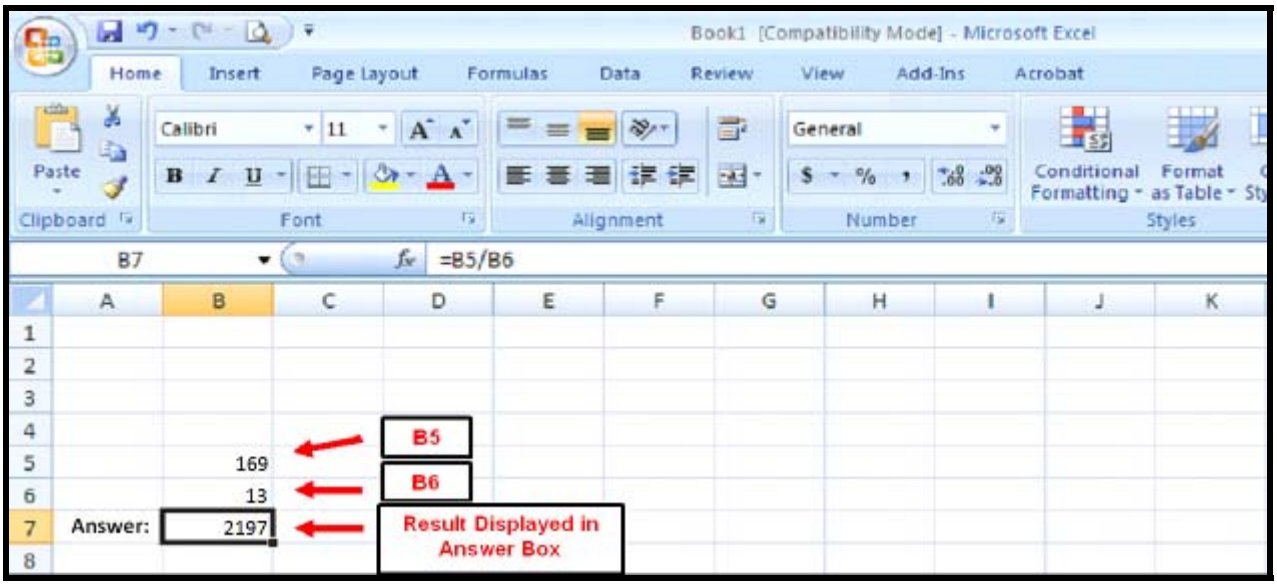
For this assignment, students will need to insert the two variables into cells and an equation in a new cell to get the result (shown below).

Students will insert:

- the first variable (169) into a cell
- the second variable (13) into the next cell
- create an equation in a third box (shown below):
    - type "**=**"
    - select the first cell
    - type the multiply sign "*"
    - select the second cell button



Hitting the **enter** button will display the result in the cell.



The final submitted answers should appear in the format shown above with the following correct answer:

- 169 multiplied by 13 = 2197

Assignment 3

This assignment will build on the previous assignment and ask students to go through some basic calculations in Excel using the following steps:

1. Open Microsoft Excel

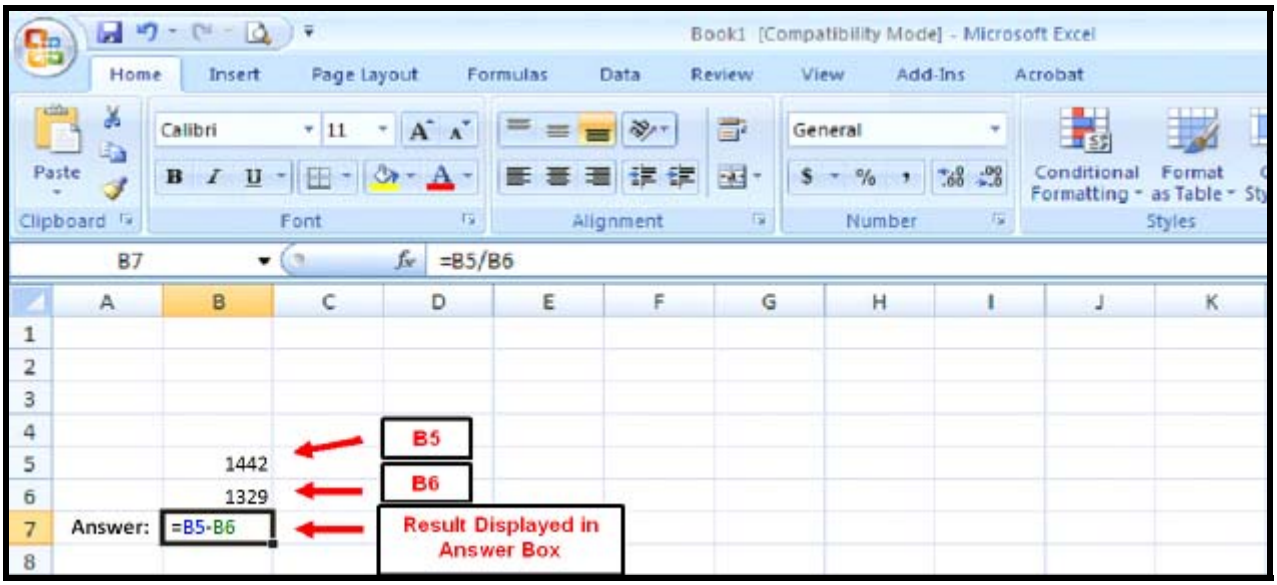
2. The student will be asked to find the correct total for the following calculation:

    - 1442 minus 1329

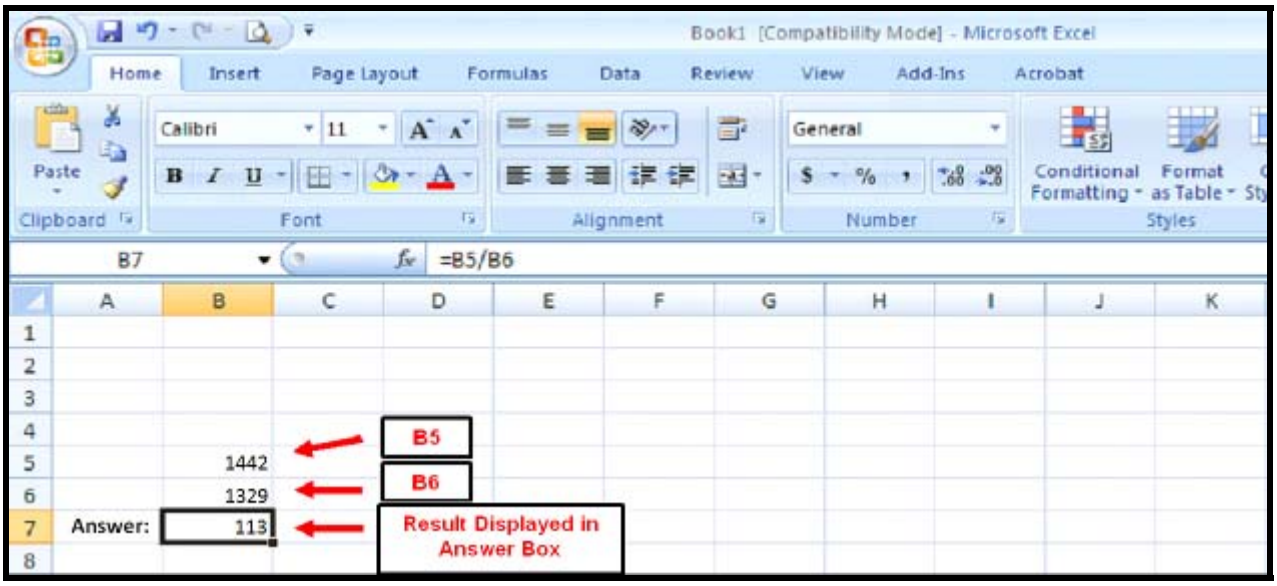
For this assignment, students will need to insert the two variables into cells and an equation in a new cell to get the result (shown below).

Students will insert:

- the first variable (1442) into a cell
- the second variable (1329) into the next cell
- create an equation in a third box (shown below):
    - type "**=**"
    - select the first cell
    - type the minus sign "-"
    - select the second cell



Hitting the **enter** button will display the result in the cell.



The final submitted answers should appear in the format shown above with the following correct answer:

- 1442 minus 1329 = 113

Assignment 4

This assignment will build on the previous assignment and ask students to go through some basic calculations in Excel using the following steps:

1. Open Microsoft Excel

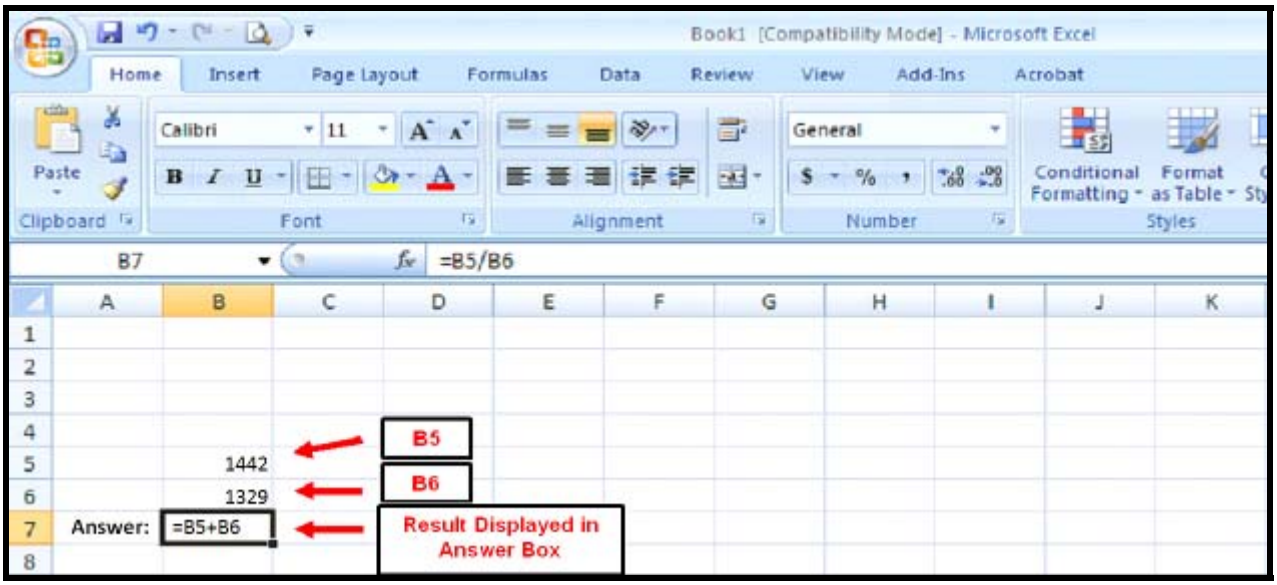
2. The student will be asked to find the correct total for the following calculation:

    - 1442 plus 1329

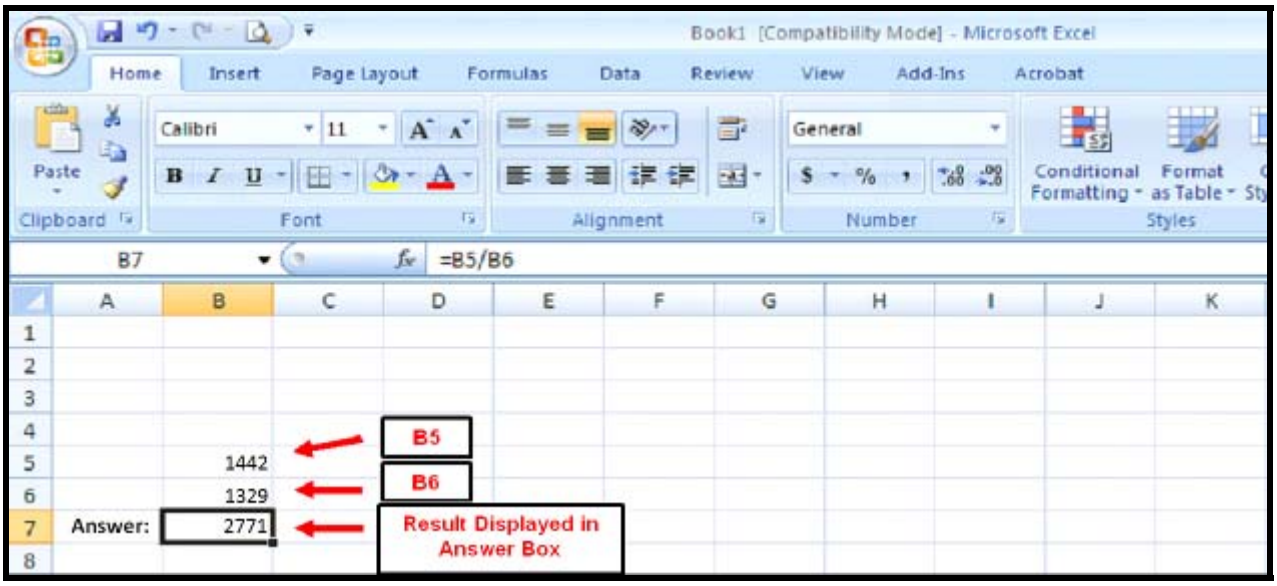
For this assignment, students will need to insert the two variables into cells and an equation in a new cell to get the result (shown below).

Students will insert:

- the first variable (1442) into a cell
- the second variable (1329) into the next cell
- create an equation in a third box (shown below):
    - type "**=**"
    - select the first cell
    - type the addition sign "+"
    - select the second cell



Hitting the **enter** button will display the result in the cell.



The final submitted answers should appear in the format shown above with the following correct answer:

- 1442 plus 1329 = 2771

Encarta (Beginner)

Goal: To teach students how to use the various search mechanisms available for Encarta to find information on a range of topics.

Time: 30 minutes

Objectives: At the end of the Encarta section, students will be able to:

- Look for topics in Encarta using categories and subcategories to narrow the search.
- Use the Encarta search box to find information on topics.

Encarta Encyclopaedia Basics Lesson

Present the Encarta Encyclopaedia Basics lesson which can also be found on the Mpilonhle Moodle site.

This lesson will provide students with information about the Encarta program and the resources which can be found using the software.

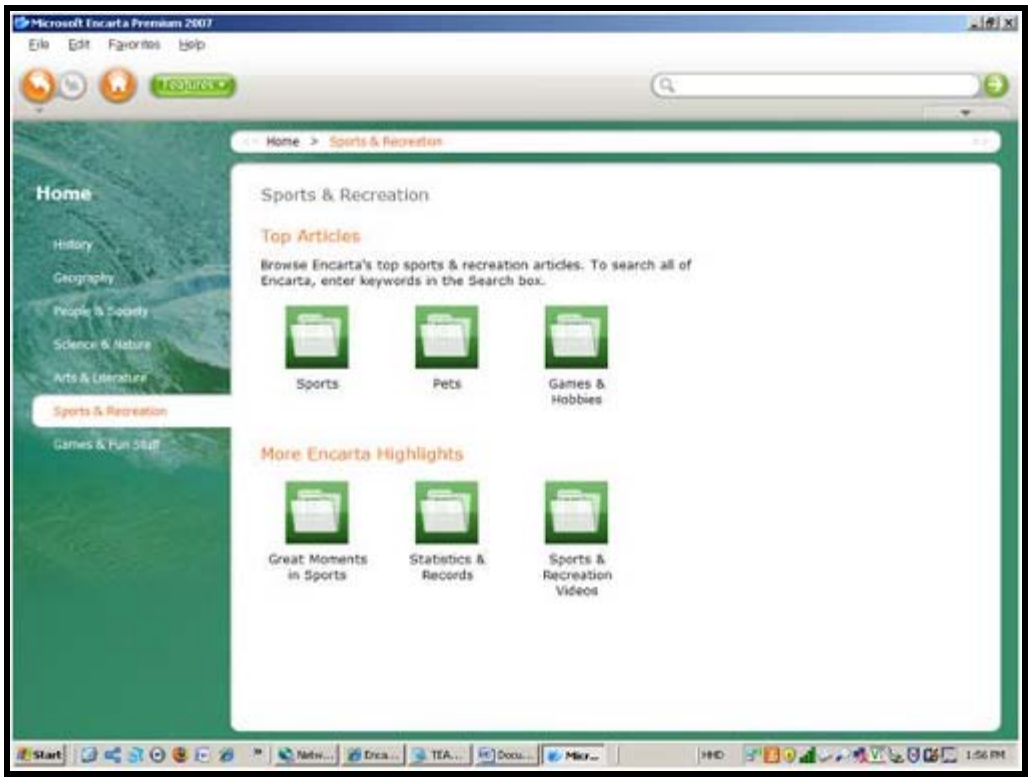
In addition, the lesson will present visual directions for how to use the Encarta search functions.

Encarta

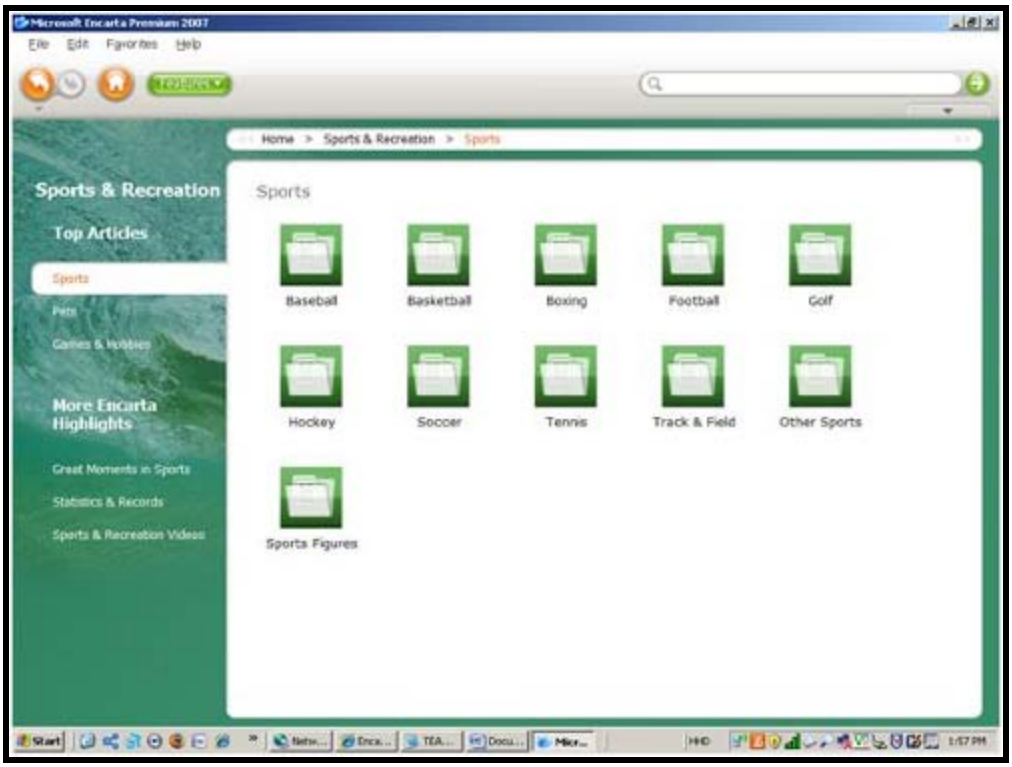
Encarta is a digital multimedia encyclopaedia created by Microsoft Corporation. The encyclopaedia contains more than 62,000 articles as well as pictures, videos and sounds.

Encarta allows you to search by general category and narrow your search using subcategories. For example to find more information about the game of soccer you can follow these steps:

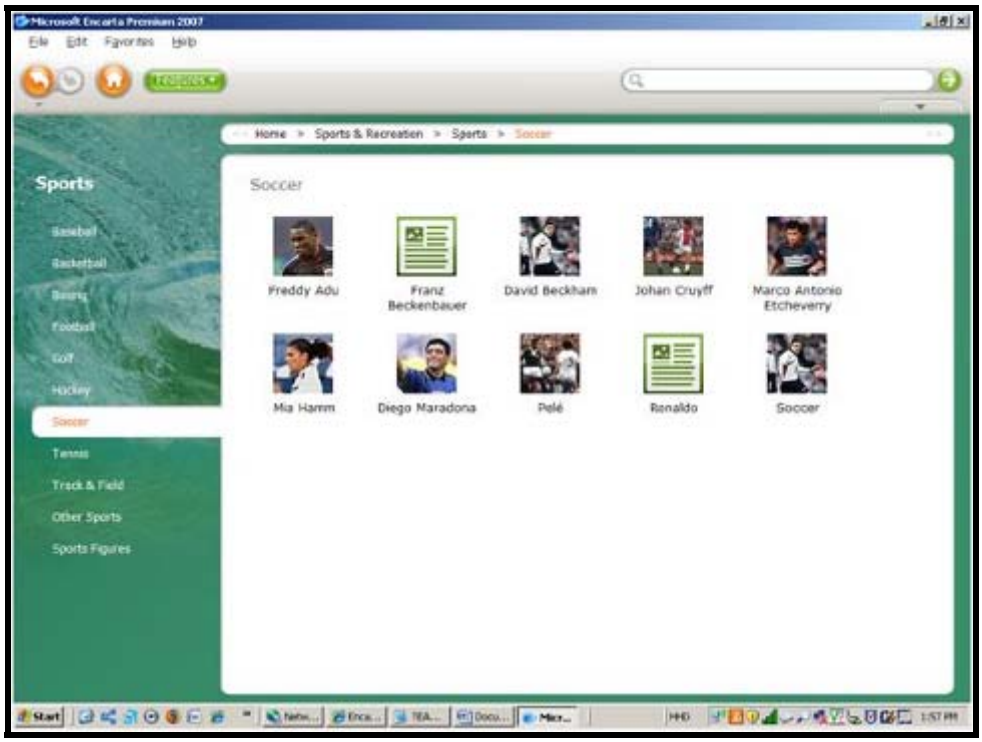
1. Click on the main category **Sports & Recreation**.



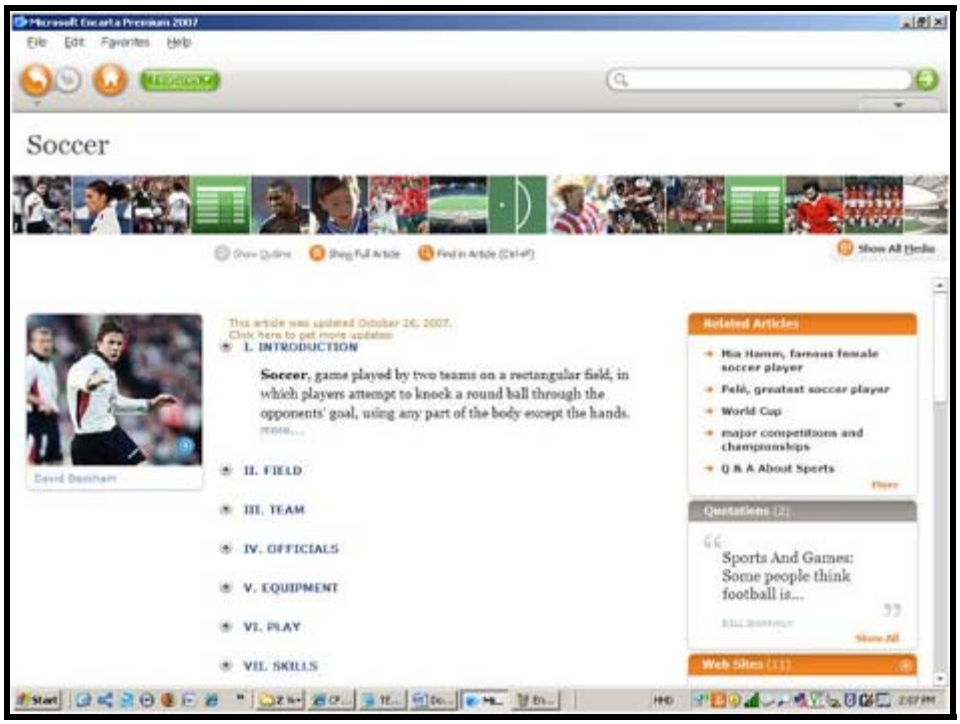
2. Next click on the subcategory folder **Sports**.



3. Next click on the subcategory folder **Soccer**.



4. On this page you see basic information about the game of soccer. On the left hand side you can see categories for different soccer related articles. Click on the any of the other articles to find out more information.



You can also try a search by typing the subject you are interested into the search box in the top right hand corner of the screen. A search for soccer will bring up the most popular articles. It also shows articles, pictures, web links and dictionary entries related to soccer.

Assignment

Students will be asked to read the instructions for Encarta Basic search exercises and complete the online Encarta Quiz 1. (This quiz will require students to switch between the Encarta program and the Internet Explorer web browser).

Typing Master (Beginner)

Goal: To teach fundamental computer skills related to understanding the keyboard and developing typing abilities.

Time: 30 minutes

Material to present Typing Master Beginner can be found at the end of the Teacher's manual. Additional skills for Intermediate, Advanced I and Advanced II lessons are included.

Lesson 2: Intermediate

Lesson 2: Intermediate will provide students with further knowledge and skills of Microsoft Word, Microsoft Excel and Encarta. These topics will build on the information presented in Lesson 1: Beginner.

In addition, students will be introduced to Microsoft PowerPoint and learn basics about the program and creating a presentation.

The lesson is broken into five 30 minute sessions on the following topics:

- Microsoft Word Intermediate
- Microsoft Excel Intermediate
- PowerPoint Beginner
- Encarta Advanced
- TypingMaster Intermediate

Microsoft Word (Intermediate)

Goal: To teach students how to format text and paragraphs, including creating columns and bulleted lists to differentiate text. Students will also learn how to modify lists of bullets and numbers.

These skills are useful when students wish to create more advanced documents, such as reports or articles.

Time: 30 minutes

Objectives: At the end of the Microsoft Word section, students will be able to:

- Put text into columns
- Add bullets and numbering
- Edit bullets and numbering

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the Community Intermediate Word Processing Assignments on the Mpilonhle site.

This assignment will ask students to go through the following steps:

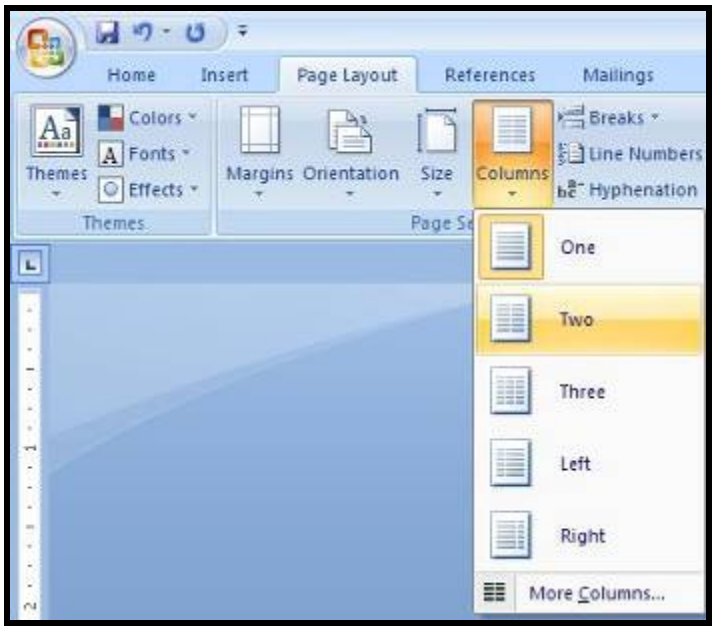
Assignment 1: Creating Columns

1. Open Microsoft Word
2. The student will put the following text from the Mpilonhle homepage into two columns:

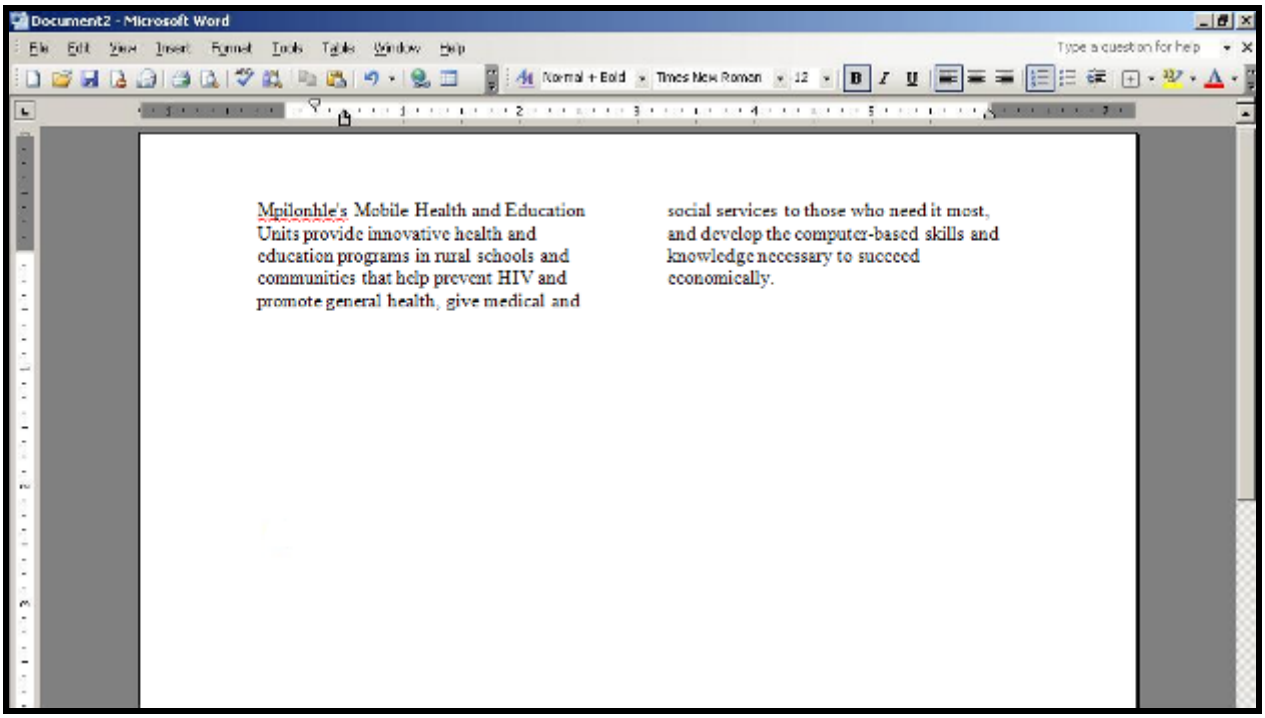
   Mpilonhle's Mobile Health and Education Units provide innovative health and education programs in rural schools and communities that help prevent HIV and promote general health, give medical and social services to those who need it most, and develop the computer-based skills and knowledge necessary to succeed economically.

To create columns:

a) Copy the Mpilonhle text into Microsoft Word
b) Highlight the Mpilonhle text in Microsoft Word
c) Click on the **Page Layout** tab on the top toolbar
d) Select **Columns** and choose **Two** columns



When finished, the submitted text should look like this:



Assignment 2: Creating a Numbered List

1. Open Microsoft Word

2. The student will create a numbered list of the continents posted below from largest in size to smallest:

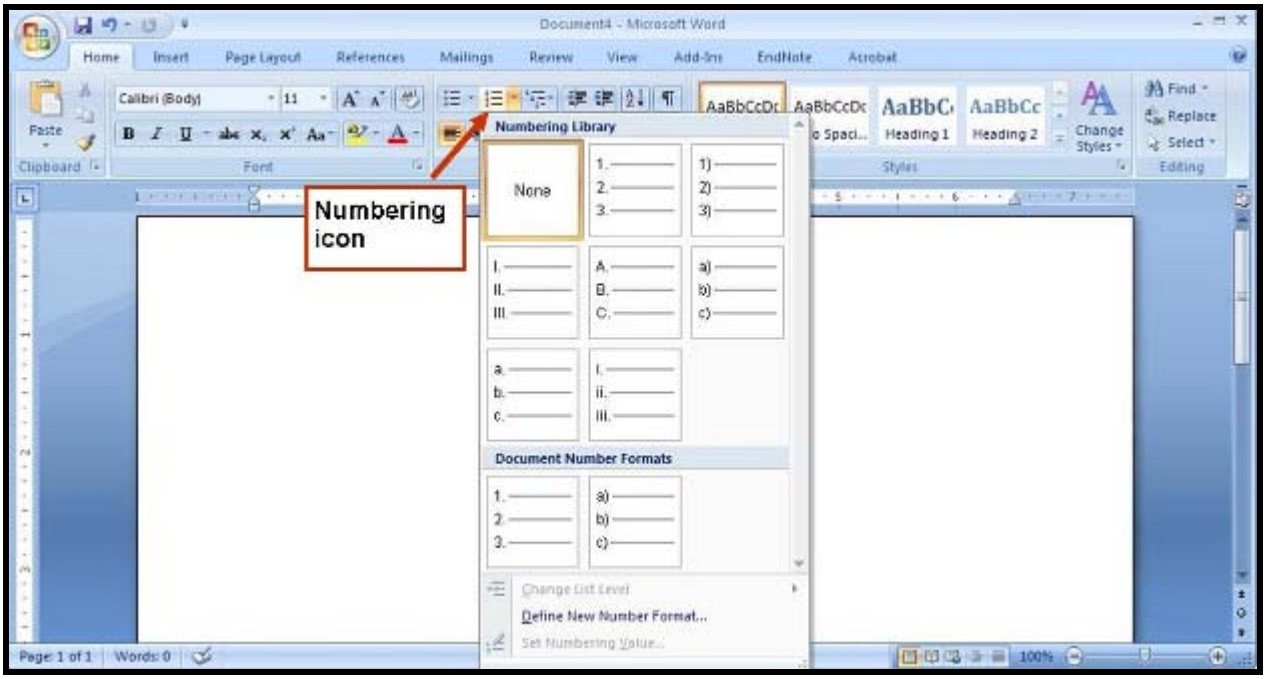
Continents (from largest to smallest):

Asia
Africa
North America
South America
Antarctica
Europe
Australia

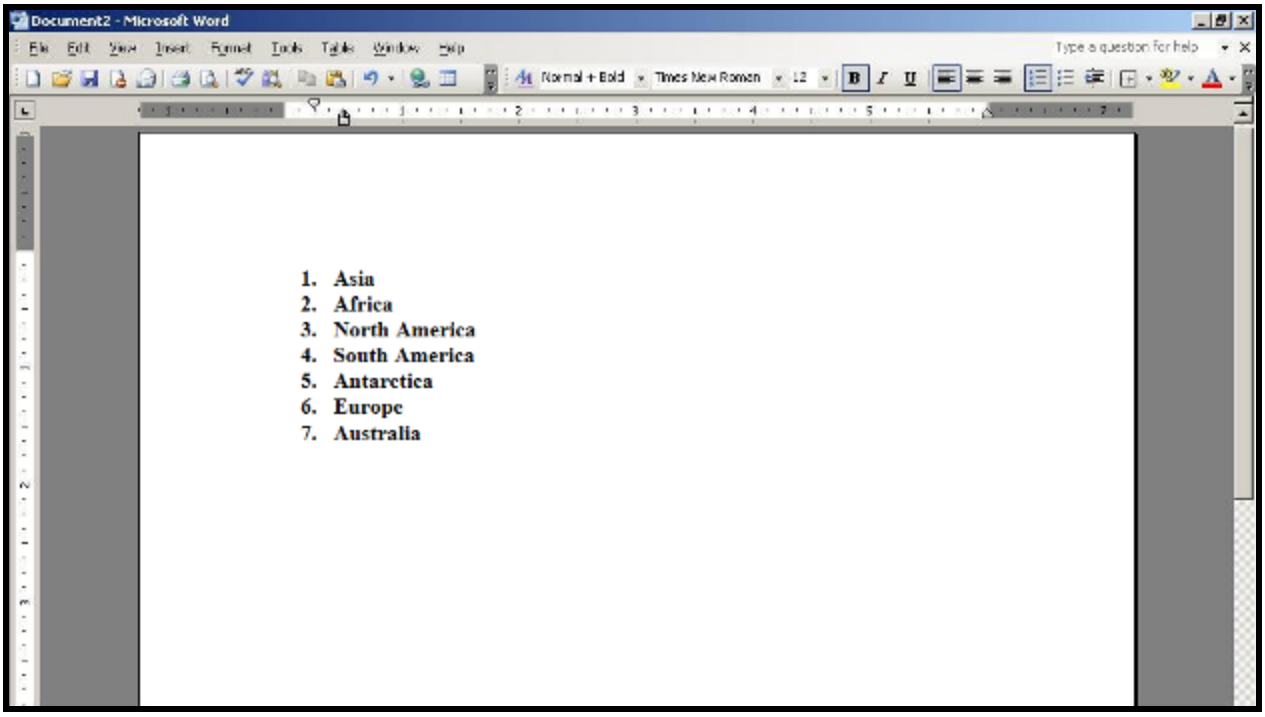
To apply numbering to a list:

a) Paste text above into Microsoft Word
b) Highlight the text

c) Select the **Numbering** icon on the **Home** tab of the top toolbar and choose desired number style (see below)



When finished, the submitted text should look like this:



Assignment 3: Modifying a Numbered List

1. Open Microsoft Word

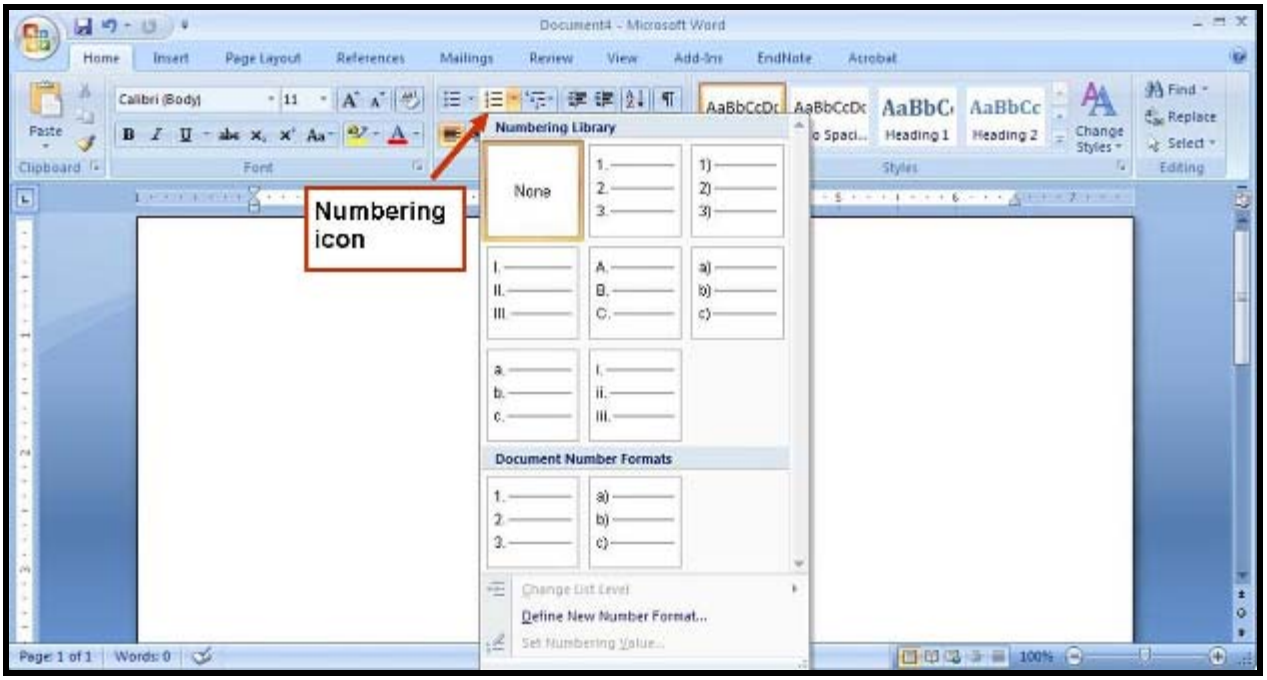
2. The student will create a numbered list of the continents posted below from largest in size to smallest:

Continents (from largest to smallest):

Asia
Africa
North America
South America
Antarctica
Europe
Australia

To apply numbering to a list:

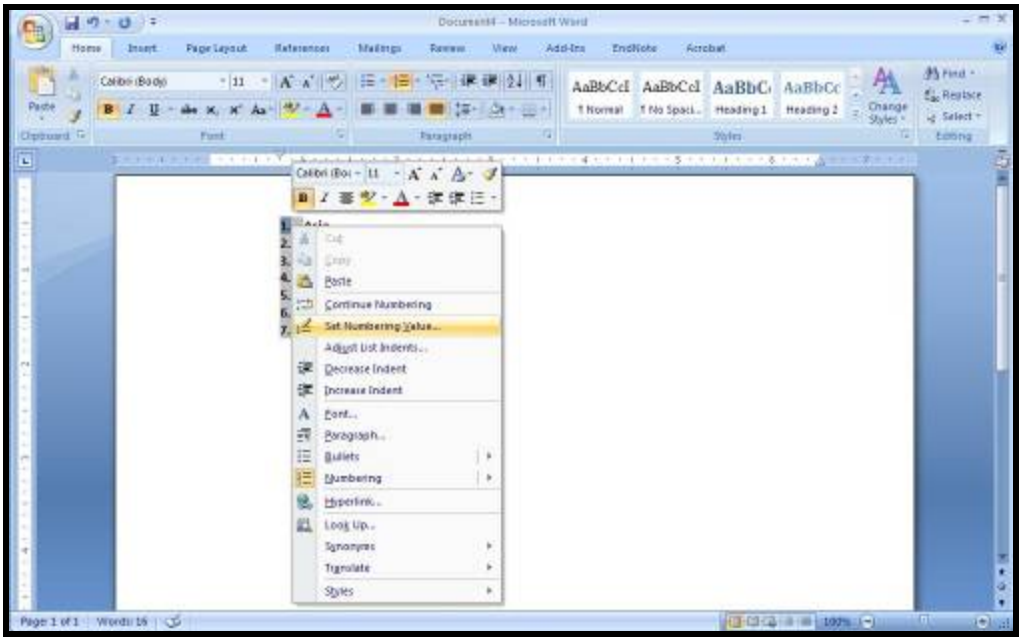
a) Paste text above into Microsoft Word
b) Highlight the text
c) Select the **Numbering** icon on the **Home** tab of the top toolbar and choose desired number style (see below)



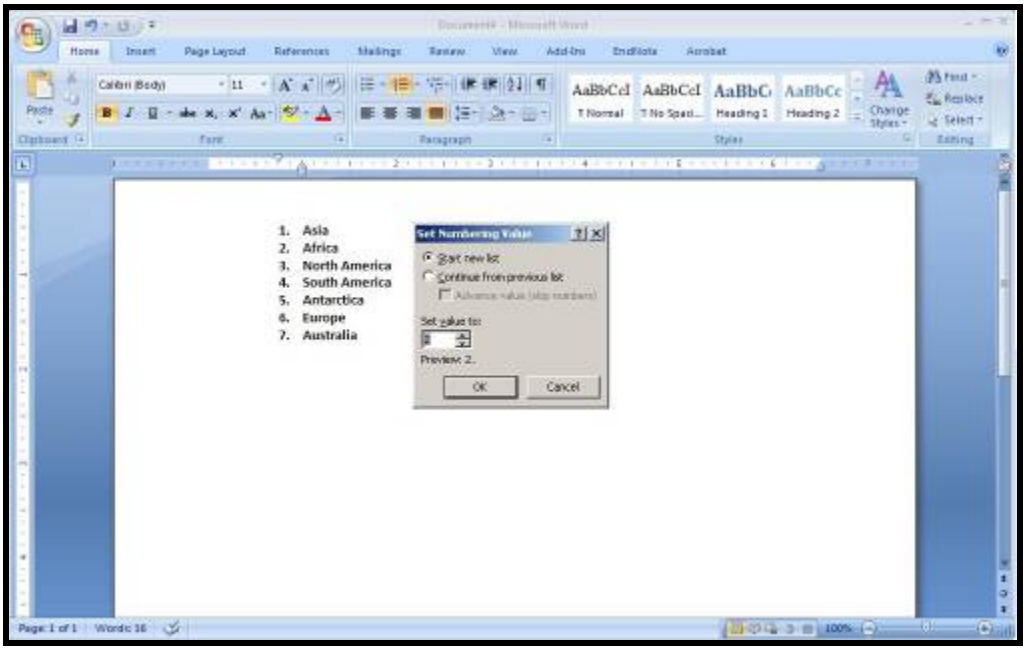
3. The student will renumber the list starting with the number 2.

To do this, students will:

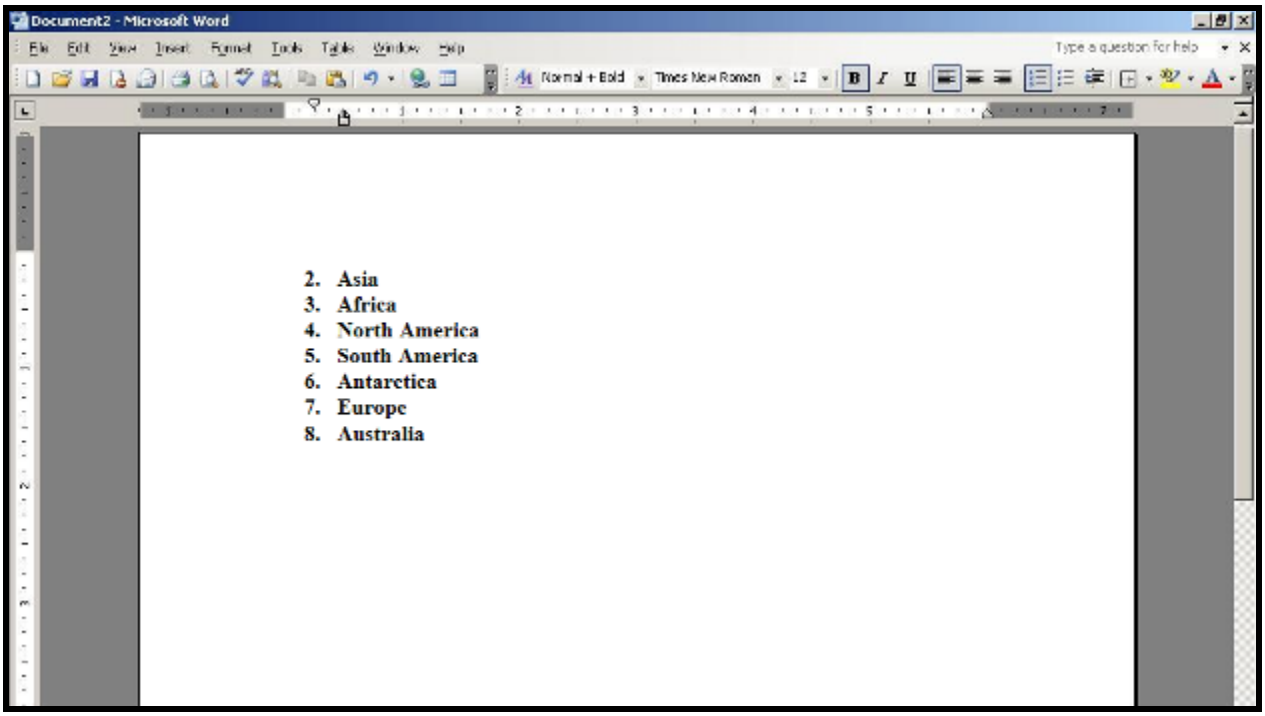
a) Highlight the numbers and right click
b) Select **Set Numbering Value**



c) In the popup window that appears, select **Set value to: 2** (see below):



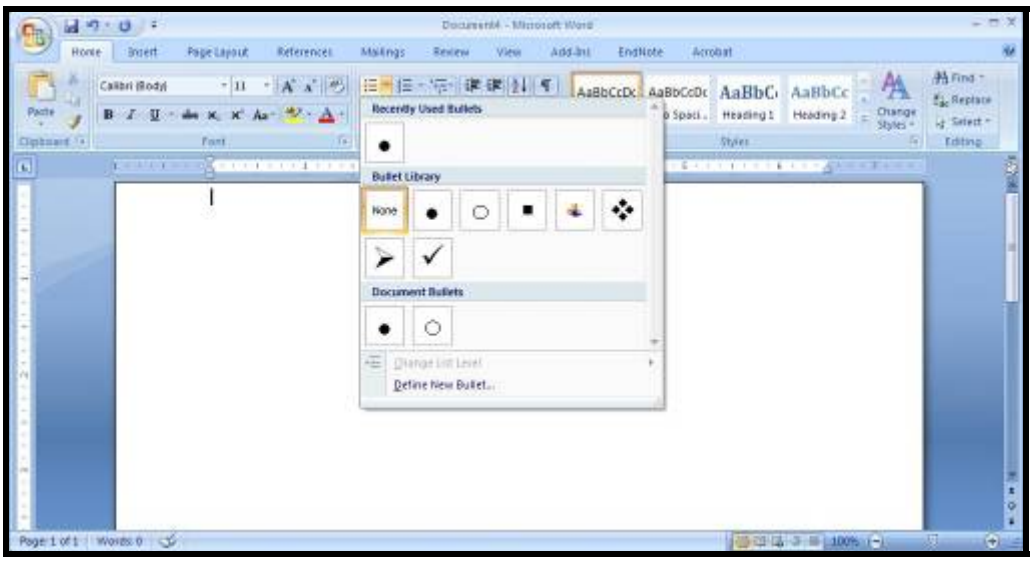
When finished, the submitted text should look like this:



Additional information

To apply bullets to a list:

a) Select the **Bullets** icon on the top toolbar and choose the bullet style desired (see below):



Microsoft Excel (Intermediate)

Goal: To teach students with basic information of how to use a spreadsheet program and present some of the number manipulation functions.

Time: 30 minutes

Objectives: At the end of the Microsoft section, students will be able to:

- Determine the average of a list
- Determine the largest amount in a list
- Determine the smallest amount in a list
- Calculate a percentage
- Calculate the percentage of an amount

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the Community Excel Intermediate assignments on the Mpilonhle site.

Assignment 1: Finding Averages

This assignment will ask students to go through some basic calculations in Excel using the following steps:

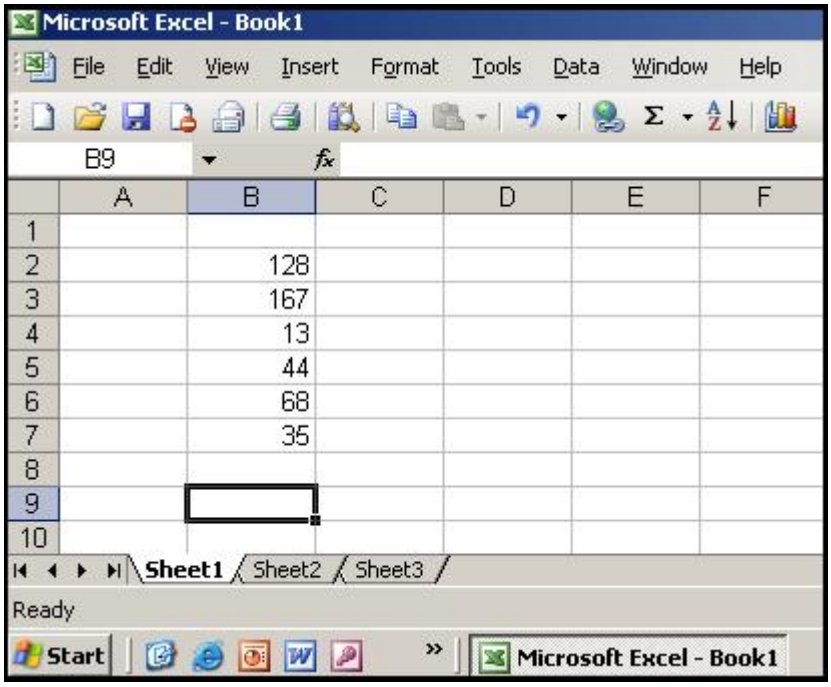
1. Open Microsoft Excel

2. The student will be asked to find the average of the following list:

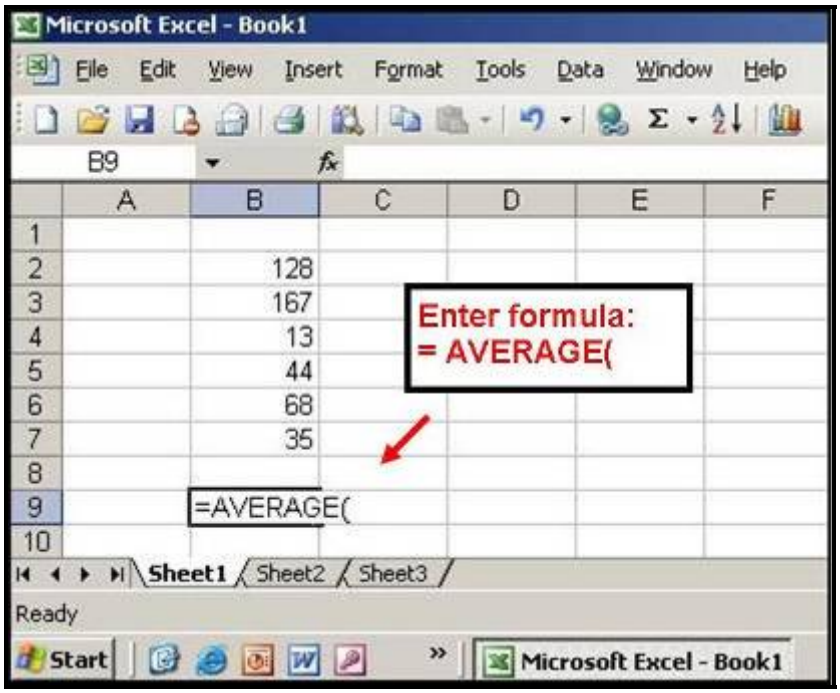
   128
   167
   13
   44
   68
   35

To find the average students will:

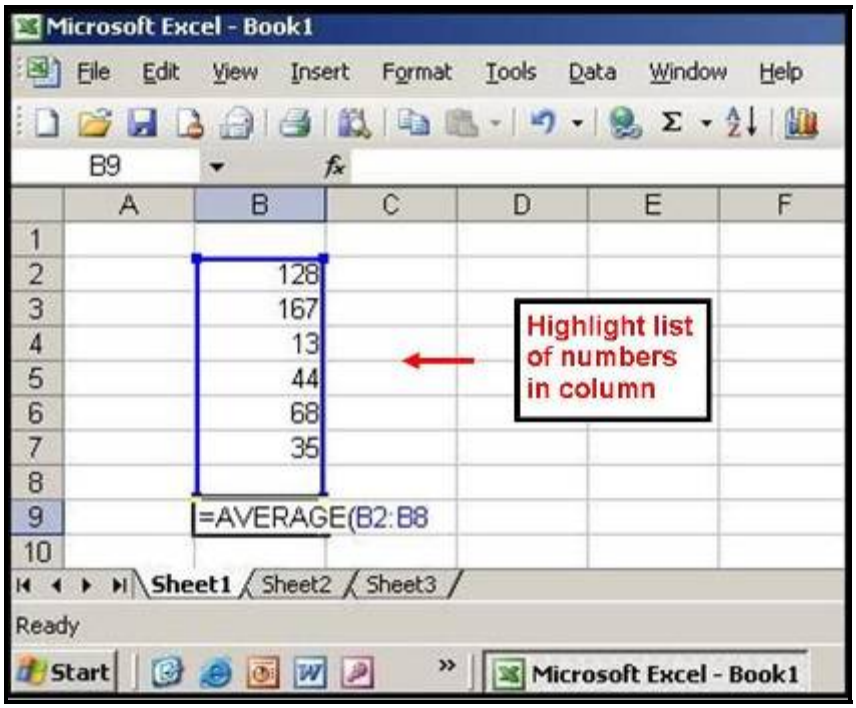
a) Enter each number in a separate cell all in the same column (see below)



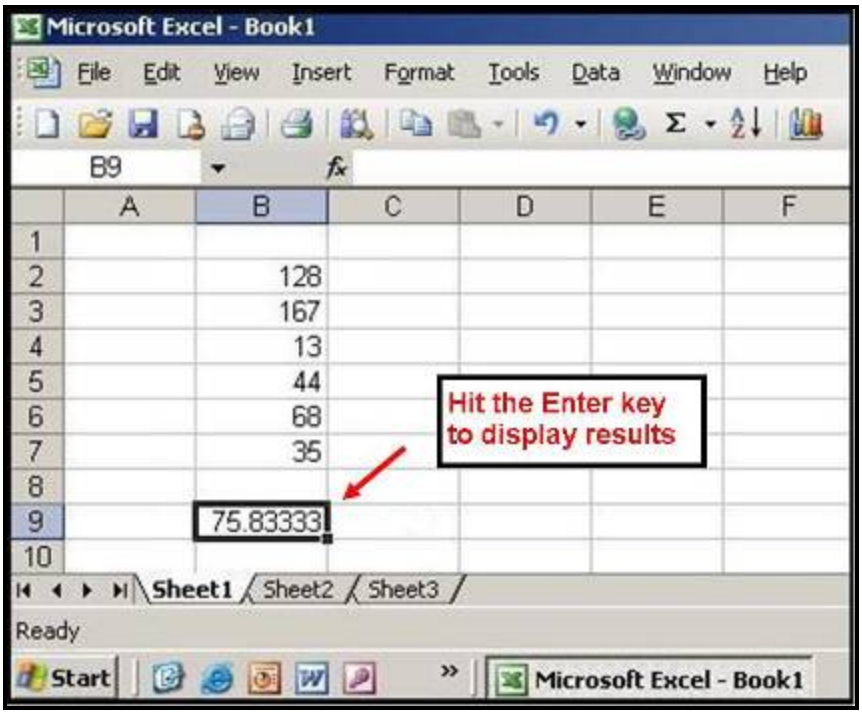
b) In an empty Excel cell enter the formula: **=AVERAGE(**



c) Highlight the list of numbers in a column and hit the enter key.



d) The average of the list will now appear in the new cell.



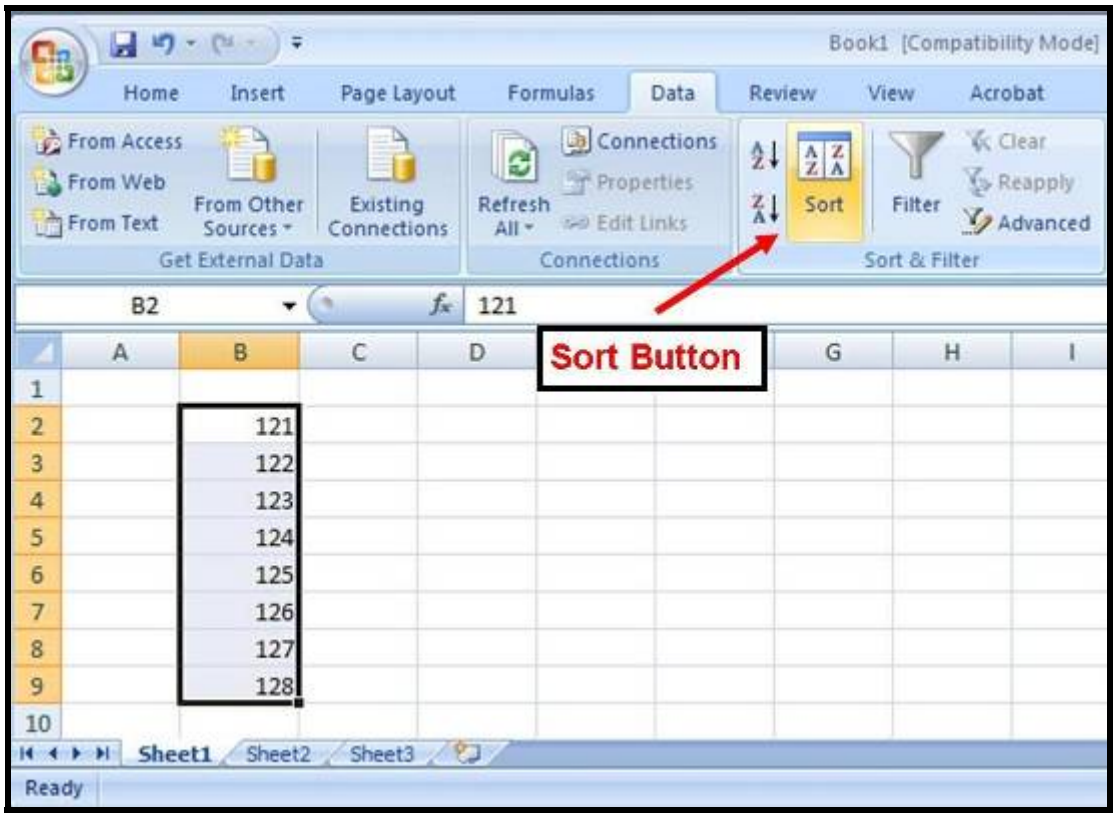
Assignment 2: Sorting a List

1. Students will be asked to sort the list below from highest to lowest number.

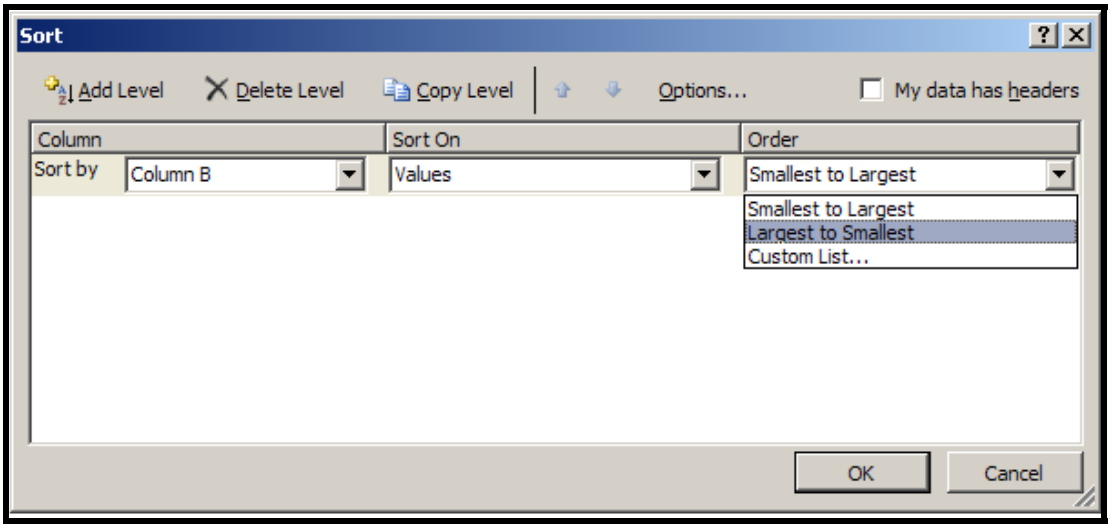
128
167
13
44
68
35

a) Highlight the data to be sorted (in this case the list of numbers in column B).

b) To sort, select the **Sort button** on the **Data** toolbar.



c) Choose Largest to Smallest from the Order drop down section of the popup window that appears.

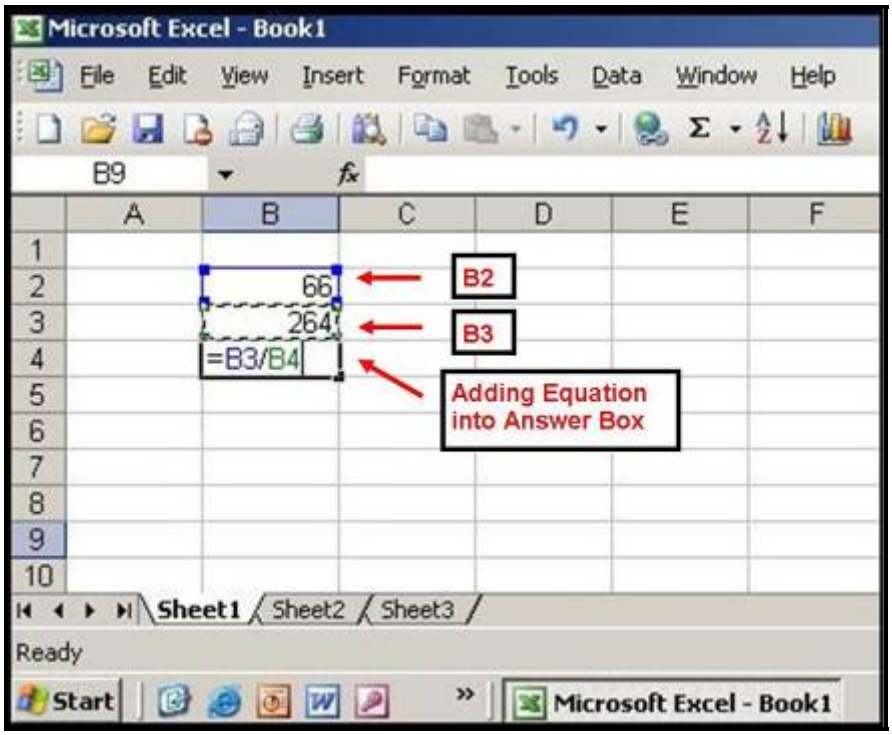


Assignment 3: Finding a Percentage

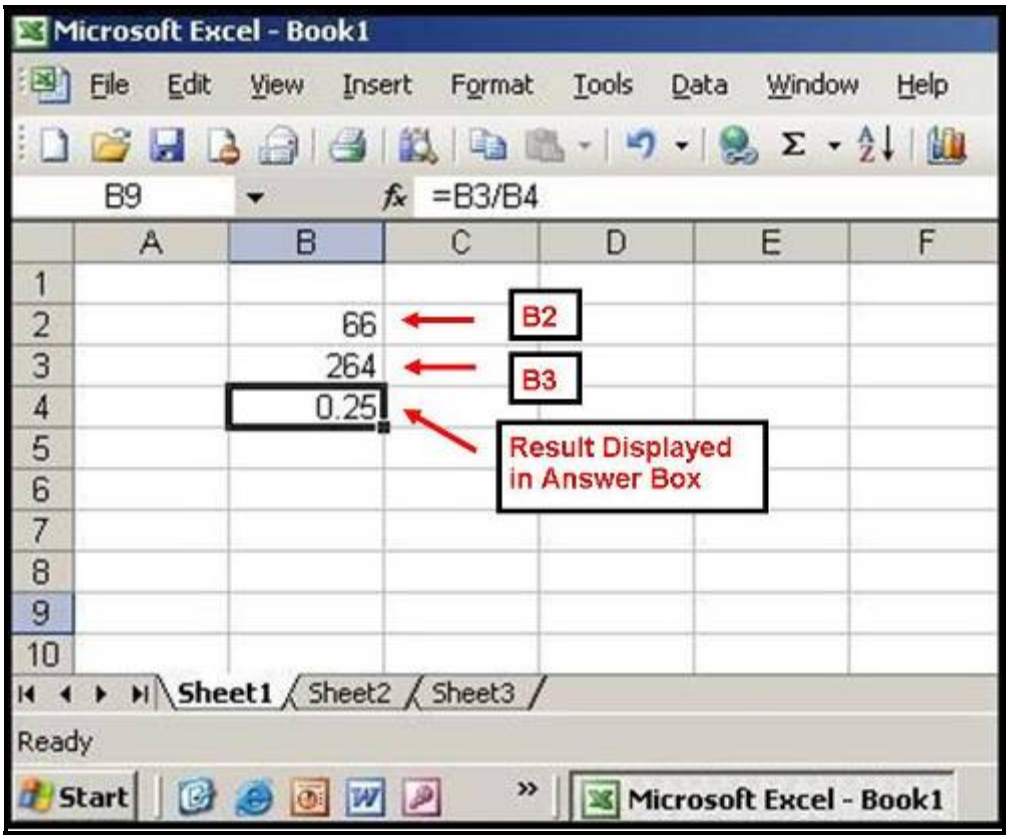
1. Find the percentage of **66 divided by 264**

   To find the percentage, students will:

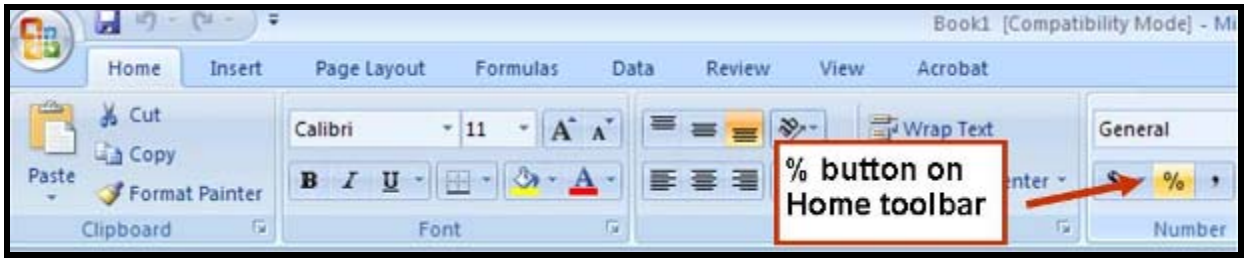
   a) Enter the two numbers into Excel cells. In a third cell enter the following:
      - Type the = sign
      - Select first cell
      - Type the / sign
      - Select second cell
      - Hit the enter key



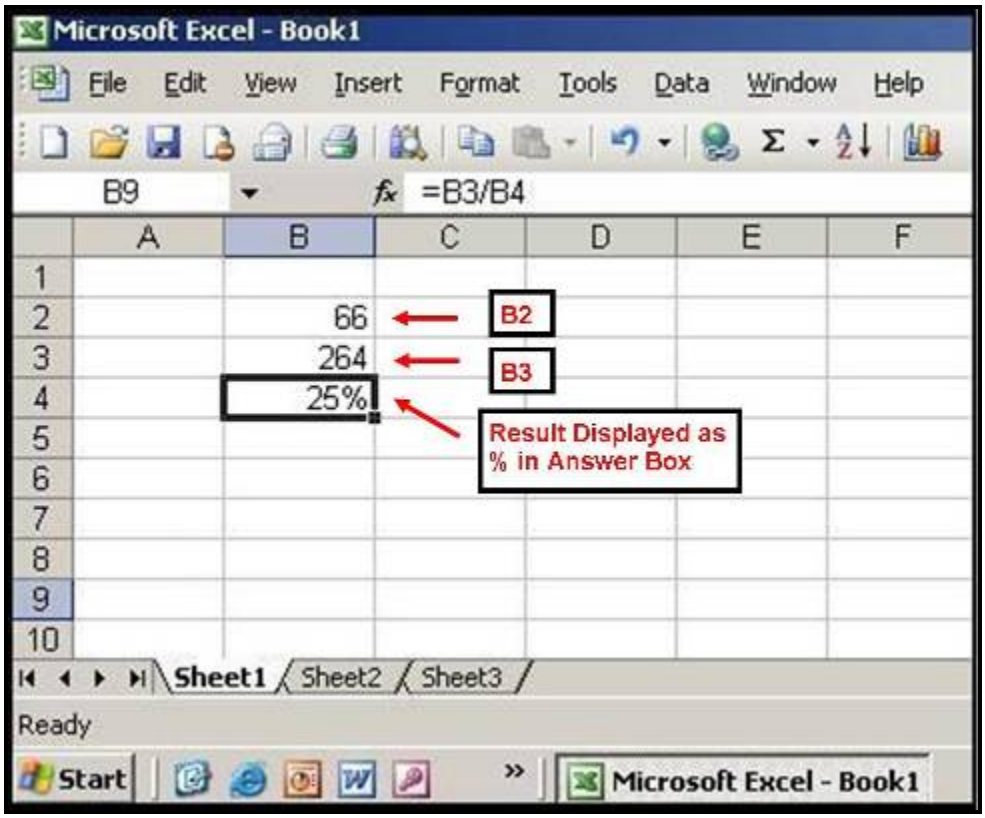
b) A decimal number will appear after completing these steps.



c) Highlight this cell and hit the **% key** on the **Home** toolbar to convert the decimal into a percentage.



d) The result will now be displayed in the highlighted cell.



PowerPoint (Beginner)

Goal: To teach students how to create a basic presentation using a template and include text, graphics and table features.

Time: 30 minutes

Objectives: At the end of the PowerPoint section, students will be able to:

- Create a slide using a template
- Add text and graphics to a slide
- Add tables to a presentation
- Add graphs to a presentation
- Copy information

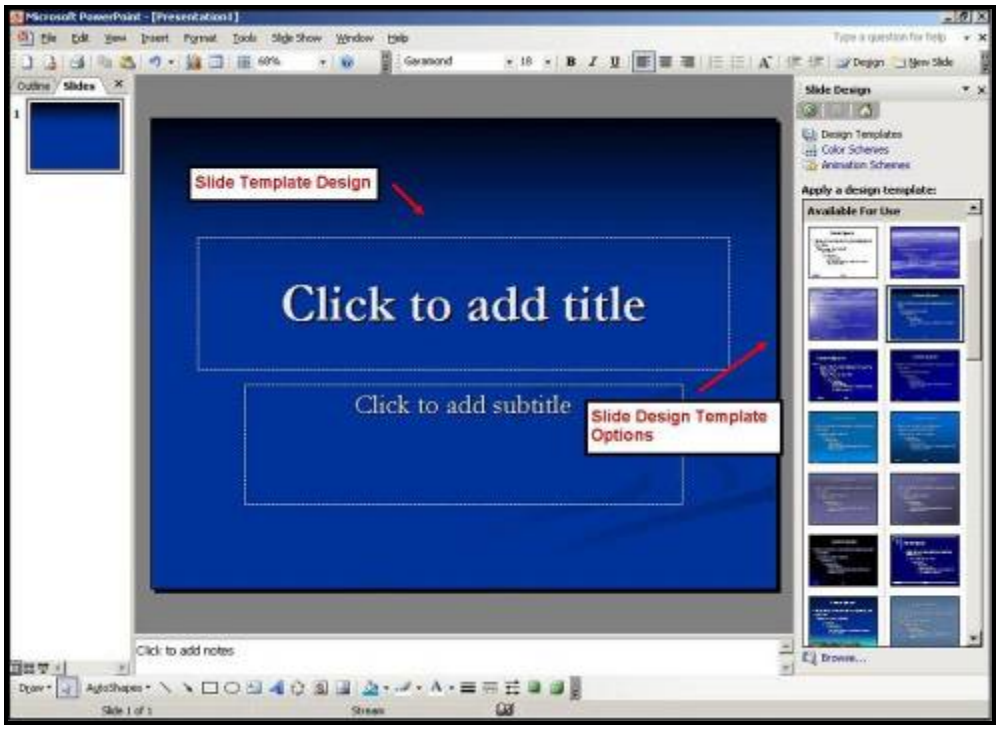
Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the PowerPoint Beginner assignment on the Mpilonhle site.

This assignment will ask students to go through the following steps:

1. Open Microsoft PowerPoint
2. Students will choose a slide template of choice for their presentation.

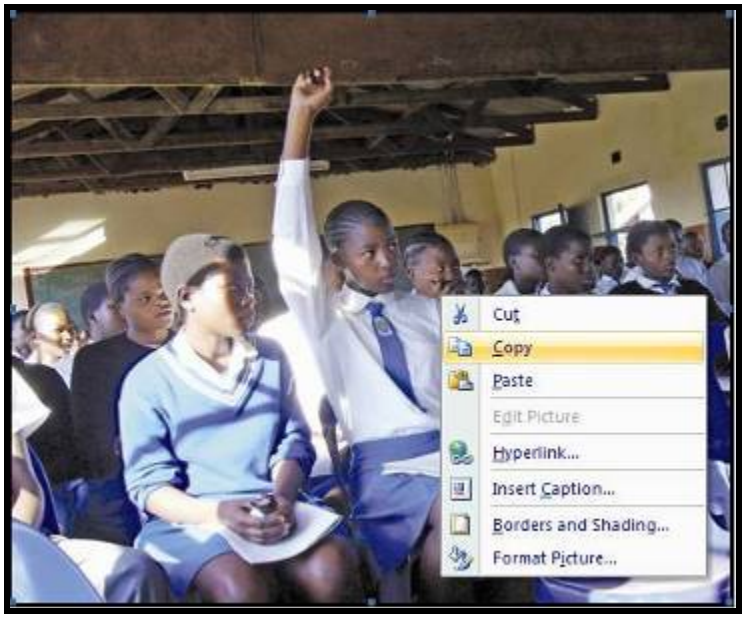


3. For the first slide of the presentation, students will be asked to:

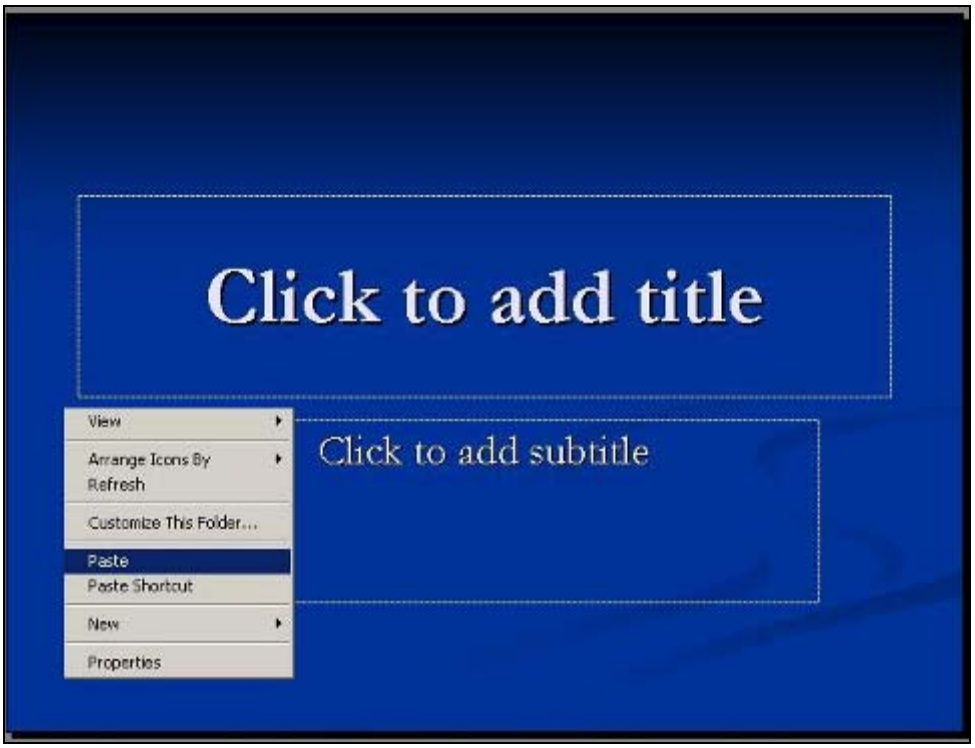
    a) Add the title: **Mpilonhle**
    b) Add a subtitle: **A good life**
    c) Insert the following graphic found in the Assignment instructions for this activity:

4. To insert the graphic above, students will:

   a) Select the image to be inserted, right click, and select **copy.**



   b) In the PowerPoint program, right click on the main slide in PowerPoint and select **paste** to insert copied image.



5. Students will then create a second slide which will include the following:

    a) Add the title: Mpilonhle

    b) Add a bullet list for:

    - Student Name
    - Age
    - Favourite Activity

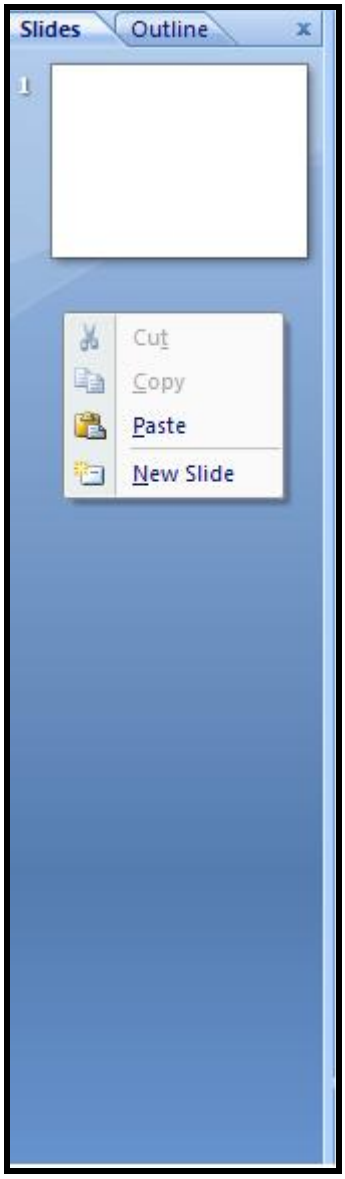
To create a new slide:

a) Right click on the navigation bar on the left hand side of the PowerPoint screen and select New Slide

OR

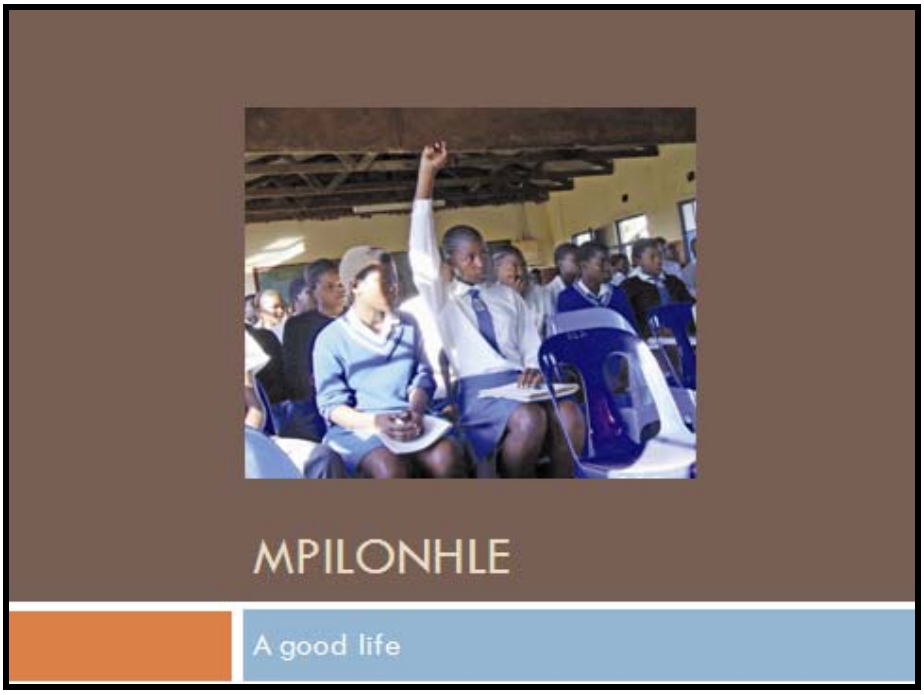
b) Click on the **New Slide** button on the **Home** toolbar

(If you have selected a template for your presentation a new slide will be created using this template).

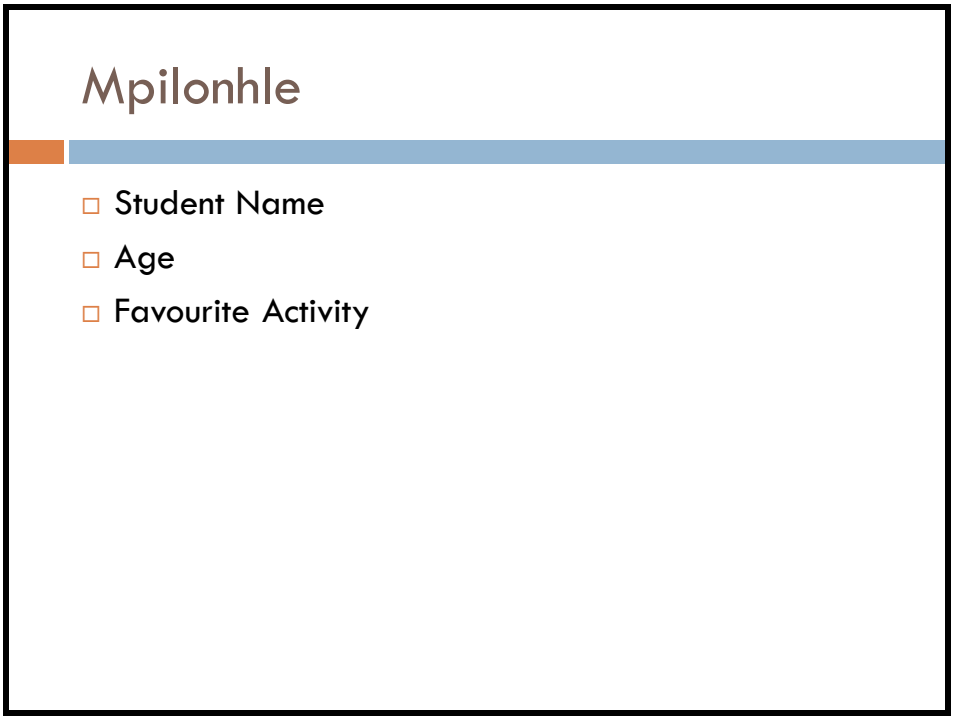


When finished, the submitted presentation should look like this:

Slide 1



Slide 2



Encarta (Intermediate)

Goal: To teach students how to conduct more advanced searches for topics using Encarta.

Time: 30 minutes

Objectives: At the end of the Encarta section, students will be able to:

- Look for information in Encarta using categories and subcategories to narrow the search.
- Use the Encarta search box to find information on topics.

Review Encarta Encyclopaedia Basics Lesson

Review the Encarta Encyclopaedia Basics lesson on the Mpilonhle Moodle site, which was presented in the Encarta beginner lesson.

This brief review of Encarta will remind students about features of the Encarta program and the resources which can be found using the software.

In addition the lesson will present visual directions for how to use the Encarta search functions.

Assignment

Students will be asked to read the instructions for Encarta Intermediate search exercises and complete the online Encarta Intermediate Search Quiz. (This quiz will require students to switch between the Encarta program and the Internet Explorer web browser).

Typing Master (Intermediate)

Goal: To teach fundamental computer skills related to understanding the keyboard and developing typing abilities.

Time: 30 minutes

Material to present Typing Master Intermediate can be found at the end of the Teacher's manual. Additional skills for Advanced I and Advanced II lessons are included.

Lesson 3: Advanced I

Lesson 3: Advanced I will provide students with more advanced knowledge and skills of Microsoft Word, Microsoft Excel, Microsoft PowerPoint and introduce steps on using messaging and blogging. These topics will build on the information presented in Lesson 1: Beginner and Lesson 2: Intermediate.

The lesson is broken into five 30 minute sessions on the following topics:

- Microsoft Word Advanced I
- Microsoft Excel Advanced I
- PowerPoint Intermediate
- Messaging and Blogging Beginner
- TypingMaster Advanced I

Microsoft Word (Advanced I)

Goal: To teach students how to insert graphics into a Word document and create borders and shading. Students will also learn how to create borders and shading to a document and add images within a Word document.

These skills are useful when students wish to create more advanced documents, such as reports or articles.

Time: 30 minutes

Objectives: At the end of the Microsoft Word section, students will be able to:

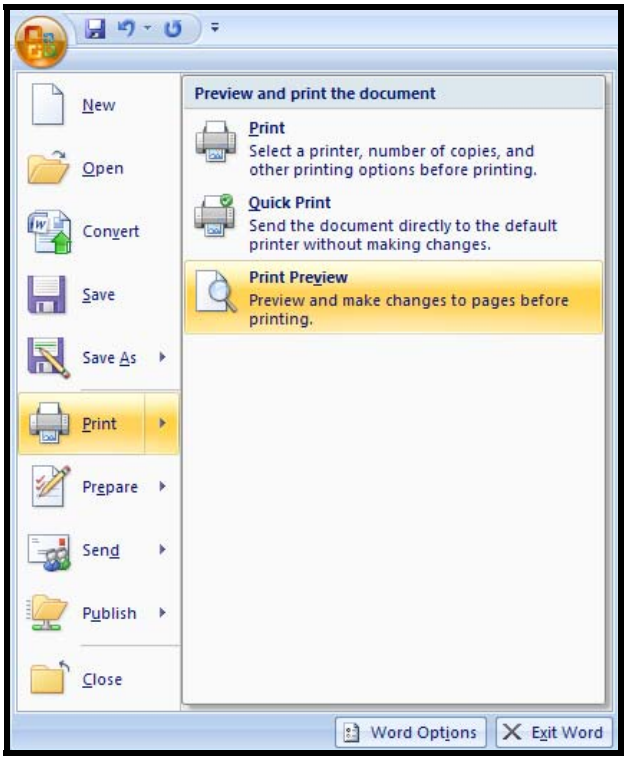
- Set up a page for printing
- Insert graphics
- Add borders and shading

How to set up a document for printing

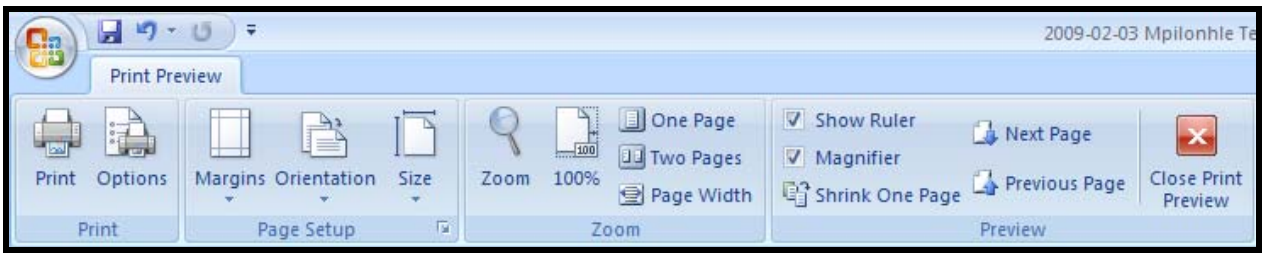
Once a document has been completed and saved you may want to print a version of it. Before printing a document it is wise to see a print preview to ensure that the document appears as you want it to for the final hard copy print.

To see a print preview:

a) Select Print on the Microsoft Word Main button
b) Then select Print Preview from the menu that appears

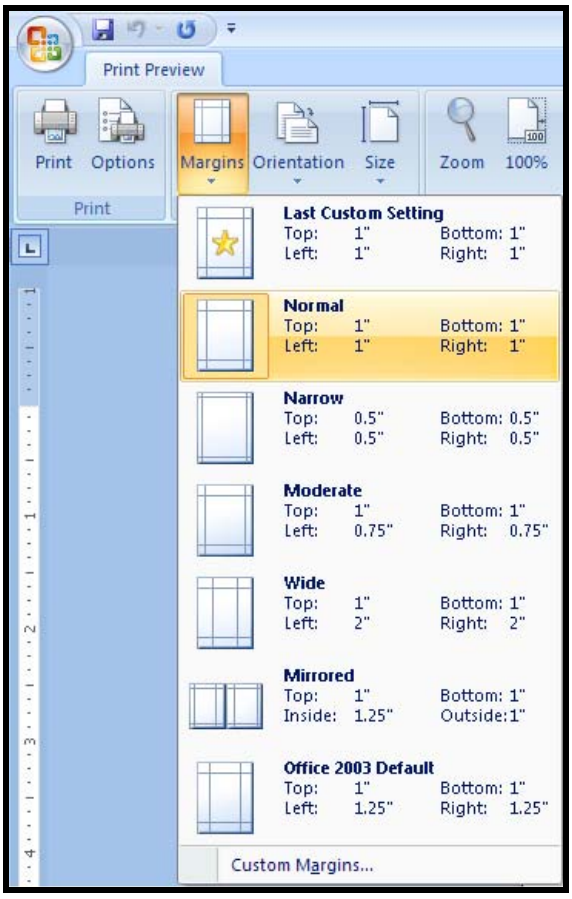


A preview of your intended print job will appear which will allow you to see what each final page will look like. The top menu will allow you to modify the appearance of the final print job (see below).



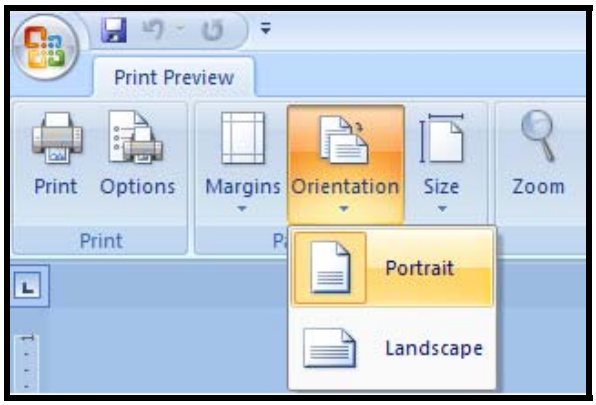
The **Margins** button will allow you to modify how much space is on the page around the body of the document.

For most documents you will want to have the Normal setting, but you can apply more options if you want to be able to fit more or less text onto a page.



The **Orientation** button allows you to determine the page layout. The default setting for most documents is Portrait, but for pages that include charts you may want to have the page set out in landscape.

Note: The **Margins** and **Orientation** buttons can also be found under the **Page Layout** tab on the Home toolbar.



The **Close Print Preview** button will allow you to leave Print Preview and return to the active Word document screen.

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the Word Processing Advanced I assignment on the Mpilonhle site.

This assignment will ask students to go through the following steps:

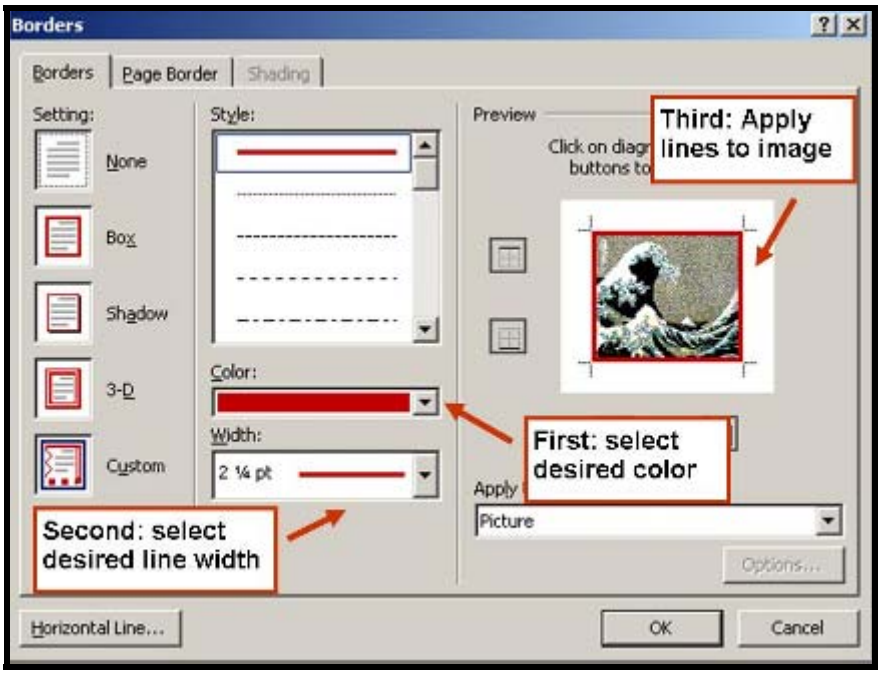
1. Insert the image below into a Word document.

a) Right click on the image and select **Copy**.
b) Then open a new Word document.
c) Right click on the Word document and select **Paste.**

The image will now appear in the word document.

2. Create a red border around the image.
    a) Right click on the image and select **Borders and Shading**.

    b) In the popup box that appears select:
        - Desired line colour
        - Desired line width
        - Then click on the sides of the Preview image to apply lines to image border.



3. **Copy** the following text and **paste** it above the image in your word document.

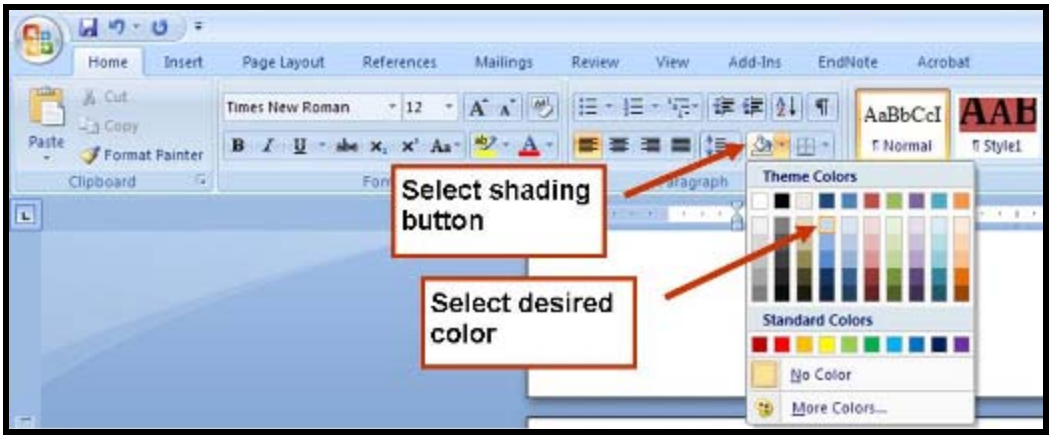
   Volcanoes are openings or ruptures in the earth's surface which allows hot, molten rock, ash, and gases to escape from below the surface.

4. Apply blue shading to the text.

   a) Highlight the text.

Volcanoes are openings or ruptures in the earth's surface which allows hot, molten rock, ash, and gases to escape from below the surface.

   b) Select the shading button on the top toolbar.
   c) Select the desired colour from the drop down menu.



When finished the submitted text should look like this:

Microsoft Excel (Advanced I)

Goal: To teach students more advanced functions of a spreadsheet program and present some of the options to printing and protecting a worksheet.

Time: 30 minutes

Objectives: At the end of the Microsoft Excel Advanced I section, students will be able to:

- Set the print range of a spreadsheet
- Work on multiple worksheets at the same time
- Create password protection for the worksheet

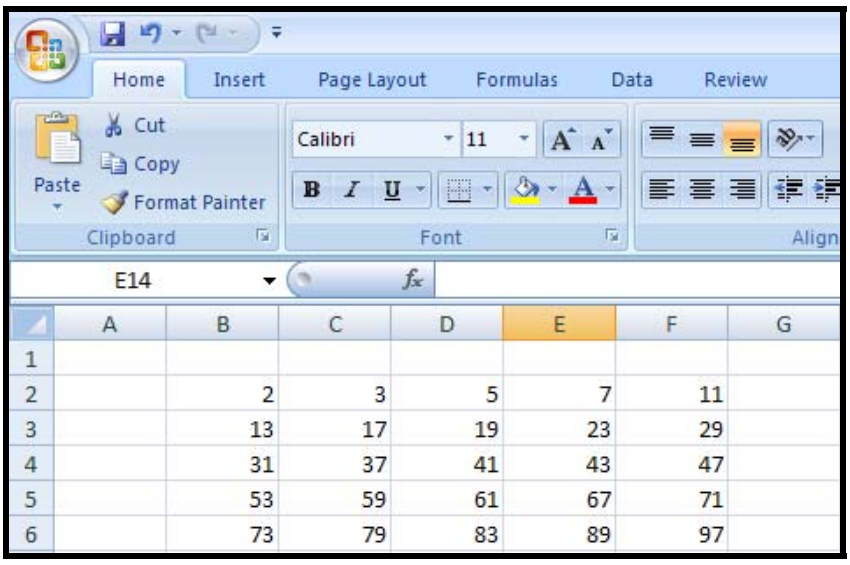
Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the Excel Advanced I assignment on the Mpilonhle site.

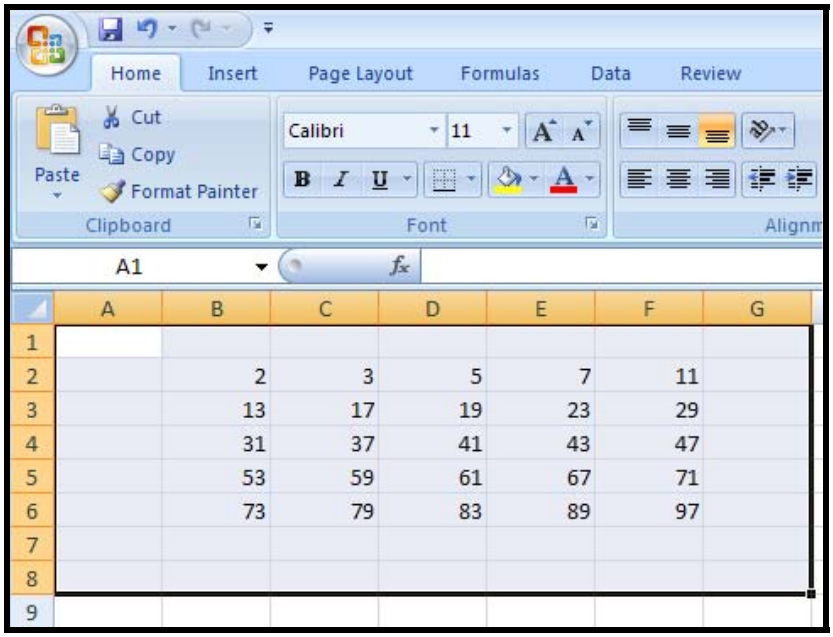
This assignment will ask students to go through some basic calculations in Excel using the following steps:

1. Add the following numbers into a Microsoft Excel spreadsheet.

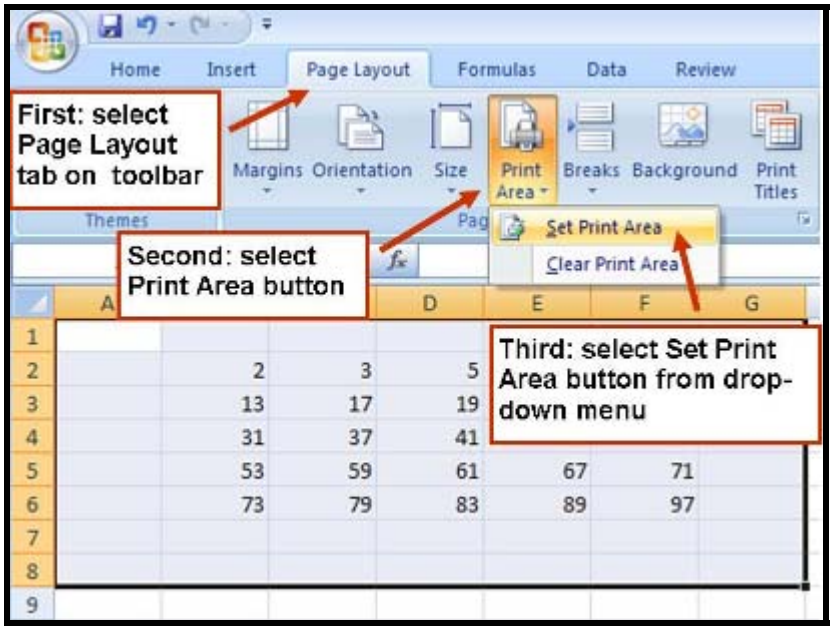


	A	B	C	D	E	F	G
1							
2		2	3	5	7	11	
3		13	17	19	23	29	
4		31	37	41	43	47	
5		53	59	61	67	71	
6		73	79	83	89	97	

2. Set the print area of this sheet by:
   a) highlighting the area desired

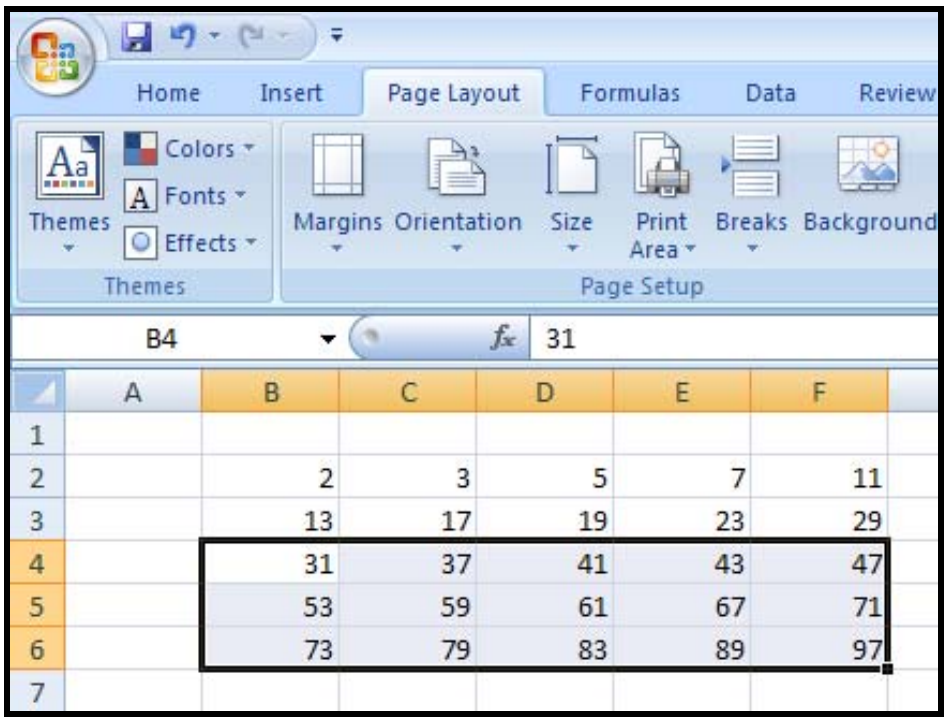


   b) Select Page Layout tab on toolbar
   c) Select Print Area button
   d) Select Set Print Area to set the highlighted area

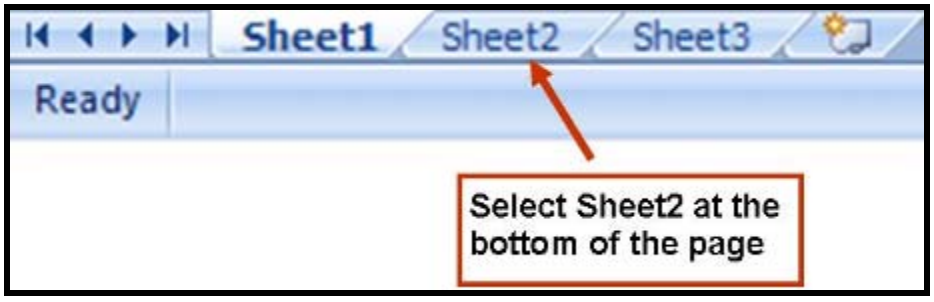


e) To preview the page before printing it, follow the instructions under "How to set up a document for printing"

3. Select the bottom three rows of the list and paste them into a new spreadsheet.
   a) Select the desired text, right click and copy

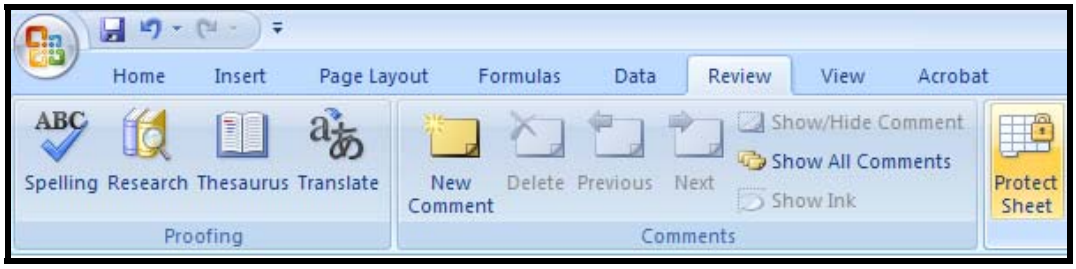


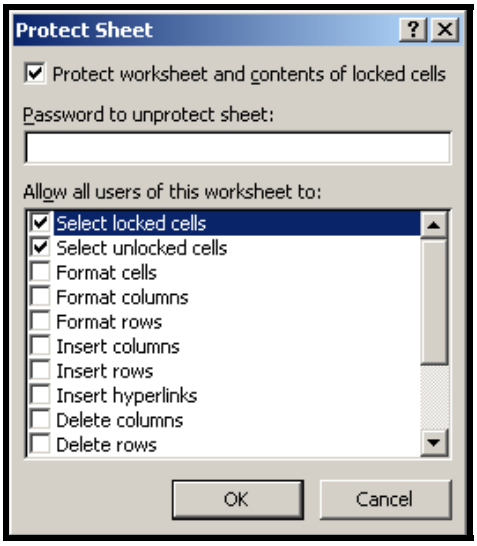
   b) Select Sheet2 at the bottom left corner of the page.



   c) Once you click on Sheet2, a new sheet will appear. You can now paste the rows of numbers you copied here. To switch back to your original sheet, simply click on Sheet1 at the bottom left corner of your screen.

4. Create a password for the worksheet.
    a) Select **Review** tab on the toolbar
    b) Select **Protect Sheet** button





    c) In the popup window that appears, type **MPILONHLE** into the **Password to unprotect sheet:** field.

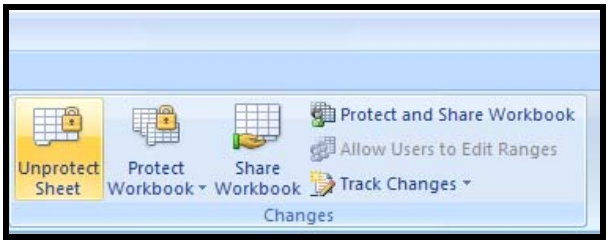
    d) Select **OK**

    e) Now the worksheet cannot be modified unless the user types the password (MPILONHLE).

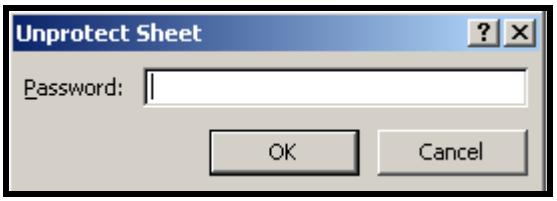
Note: whenever creating a password, try to use a word or phrase that will be easy to remember. Otherwise you risk being unable to access your document again.

To remove password protection from an Excel document:

1. Select the **Unprotect Sheet** button under the **Review** tab of the Home toolbar.



2. Type the password you created into the popup box that appears.



Password protection will now be removed from the Excel file.

PowerPoint (Intermediate)

Goal: To teach students how to add and modify a presentation they are working on. Students will also learn how to include more advanced features, such as movies and sounds, to a presentation.

Time: 30 minutes

Objectives: At the end of the PowerPoint section, students will be able to:

- Add slides to a presentation
- Move the order of slides
- Add notes to a slide
- Add transitions between slides

PowerPoint Features

The PowerPoint program allows you to customize your presentation and modify what you have created. Creating and moving slides is an important way to add content to your presentation and determine the order you want to present information.

Adding notes to a page allows you to make sure that you have important information about a particular slide. Notes will not appear when you present your PowerPoint slide show, but can be printed out to help you remember important points while you make your presentation.

Adding transitions between slides allows you to determine how you want slides to appear from one to the next as you present.

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the PowerPoint Intermediate assignment on the Mpilonhle site.

This assignment will ask students to go through the following steps:

1. Open the presentation saved from the PowerPoint Beginner assignment.

2. Add a new slide to the presentation

To create a new slide:

a) Right click on the navigation bar on the left hand side of the PowerPoint screen.

b) Select New Slide

(If you have selected a template for your presentation, a new slide will be created using this template).

3. Add the title Mpilonhle to the new slide
4. Insert the graphic below into the new slide.

5. Switch the order of your slides so that the new slide is the second slide in the presentation.

a) Left click on the slide you wish to move.

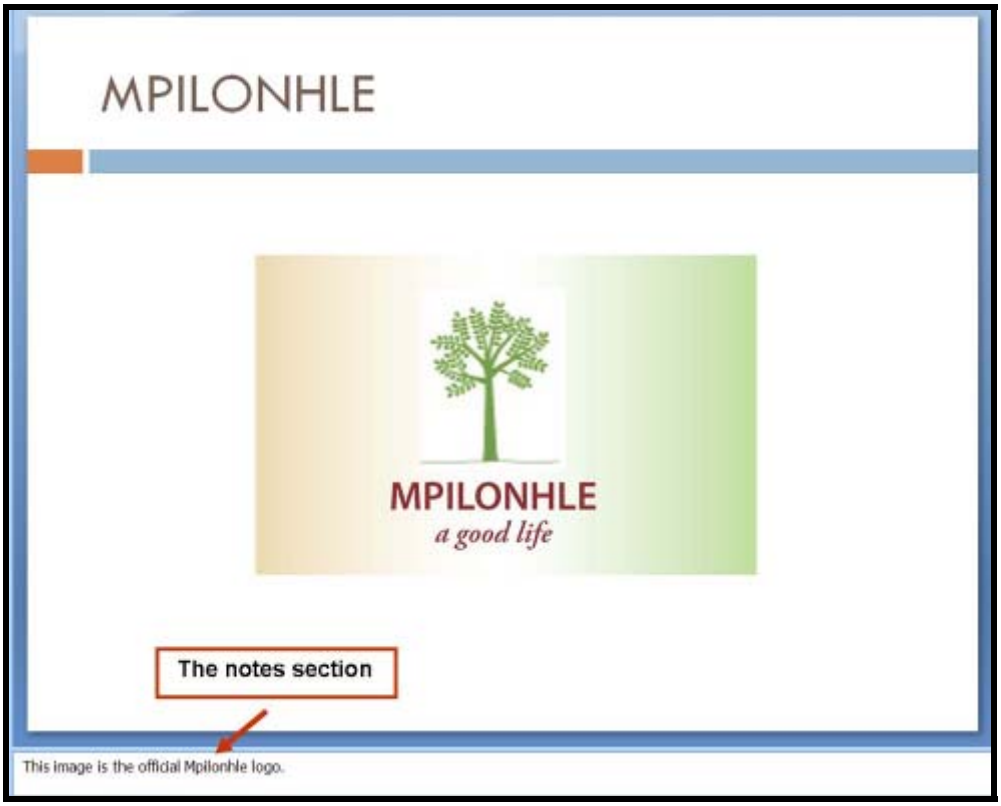
b) Drag slide to desired location in the slide order list.

c) The slide will now appear in the new location selected.

6. Add the following text into the notes section of the slide you just created:

This image is the official Mpilonhle logo.

To add notes, simply type text into the notes section at the bottom of the slide.

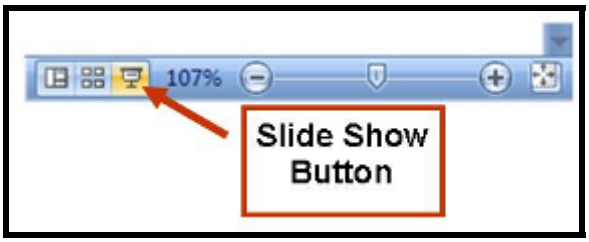


7. Select a different transition for each slide.

   a) To add a transition click on the slide you want to add the transition to
   b) Select the transition you prefer from the **Animations** tab on the **Home Menu**

8. Once you have finished working on your presentation, you can view it by clicking on the **Slide Show** button in the bottom right corner of your screen.

   Note this button is very small and may be easy to miss.



   To move forward or backwards through the slides in the presentation, use the → and ← keys on your keyboard.

   → key to move to the next slide in the presentation

   ← key to move backwards to previous slides in a presentation.

   As you progress through a presentation, you will be able to see the transitions you chose between each slide.

   These transitions are a way to customize your presentation and make your slide show look more professional.

Messaging and Blogging (Beginner)

Goal: To teach students how to use the basic messaging and blogging features of the Mpilonhle Moodle site.

Time: 30 minutes

Objectives: At the end of the Messaging and Blogging section, students will be able to:

- Use the message features to send and receive messages
- Start their own blog
- Post new blog entries

What is a message?

Messages can be sent from your account to any other account set up on the Moodle site. You can send messages to anyone in class including your teachers. You can also check to see if other people have sent messages to you or responded to what you have sent them.

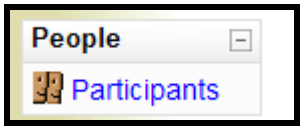
Messaging Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the Message beginner assignment on the Mpilonhle site.

This assignment will ask students to **send a message to their teacher** by going through the following steps:

1. Click on the Participants button on the top left of the screen.



A new screen will now appear with a list of all participants in the course.

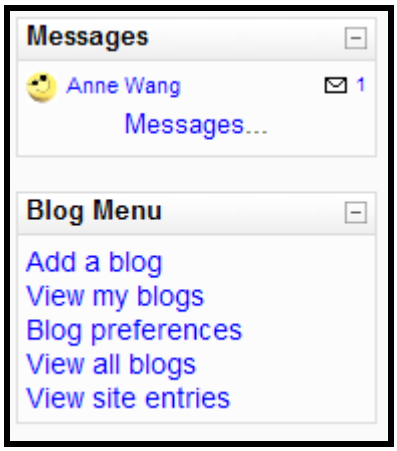
2. Find the name of the teacher you would like to send a message to and click on it. You will be brought to the **Profile** page.

3. On the bottom of their information, there is a **Send message** button. Click this button to prepare a message to be sent to this teacher (see below).

4. Type your message in the popup window that appears. Once you have written your message, click the Send message button. Your teacher will receive your message instantly!

5. To read messages sent to you:

a) Click on the **Envelope** icon in the **Messages** section in the upper right hand corner of the **Mpilonhle Computer Curriculum** main page.



Note: In the **Message** section you will be able to see who sent you messages and the number of messages you have received.

b) A popup window will appear that presents the message you received.

c) You will also be able to respond directly to this message by entering text into the box and clicking the **Send message** button.

What is a blog?

The word "blog" is a combination of the words "web log." Have you ever kept a journal? A blog is like an online journal, except that you can let other people read your entries. You can keep your daily thoughts or post any information about yourself. You can also add features to your blog such as posting pictures or photos.

Blogging Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

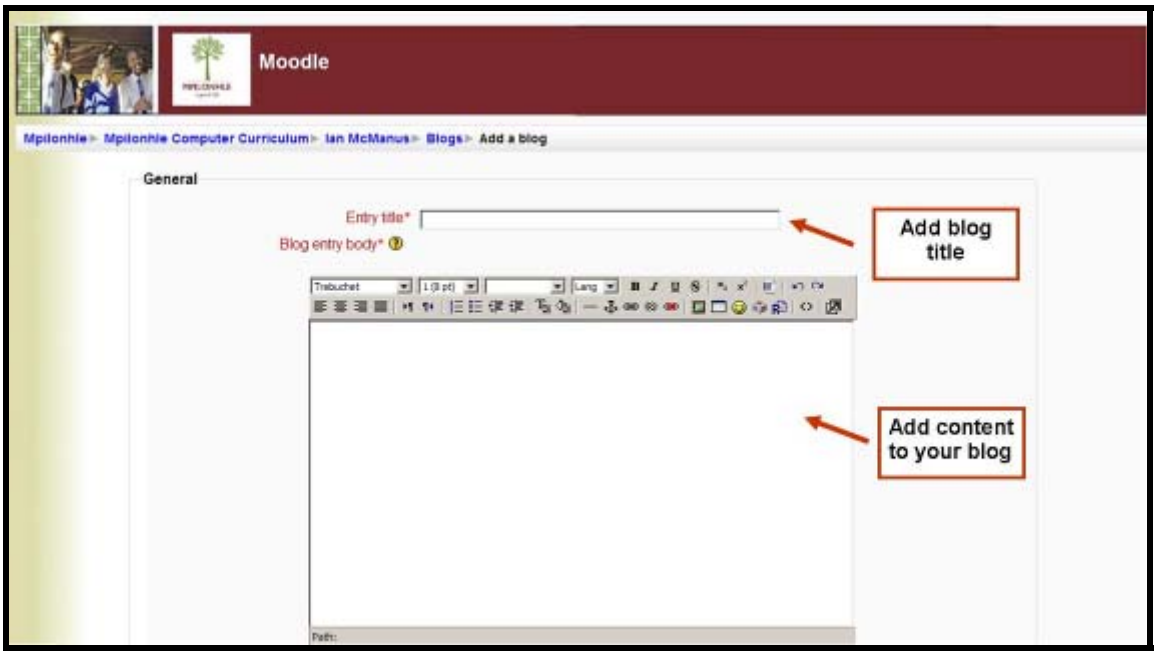
Students will be asked to review the Blogging beginner assignment on the Mpilonhle site.

This assignment will ask students to write their own blog through the following steps:

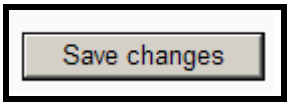
1. To begin go to the **Blog Menu** in the top right corner of the Mpilonhle Computer Curriculum screen.

2. Select **Add a blog.**

3. Add a title to your blog and content in the new page that appears.

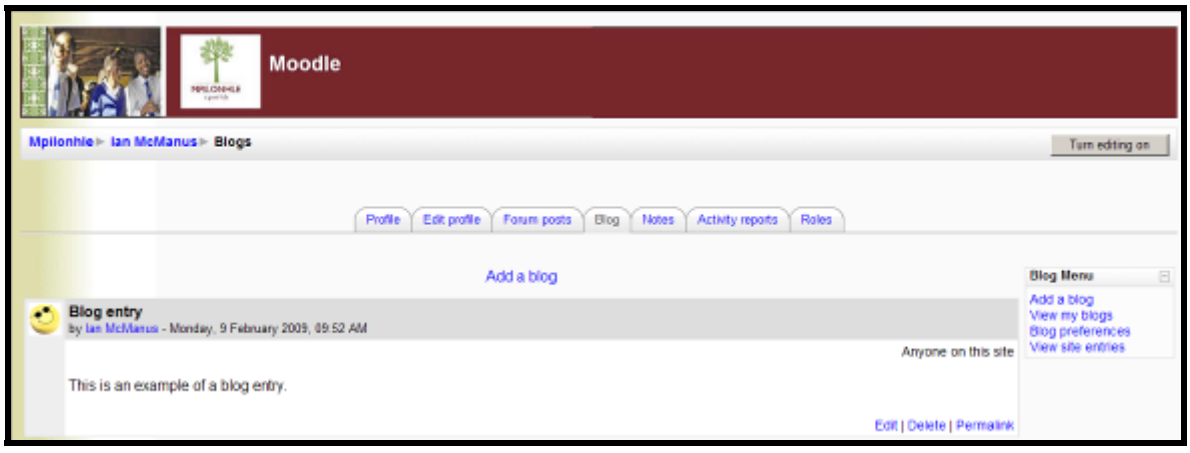


4. Once you are finished, select the **Save changes** button on the bottom of the page.



5. To view your blog or edit it once it has been saved, click on the **View my blogs** in the **Blog Menu** on the Mpilonhle Computer Curriculum page.

6. To view other people's blogs, click on the **View site entries** in the **Blog Menu** on the Mpilonhle Computer Curriculum page.



Typing Master (Advanced I)

Goal: To teach fundamental computer skills related to understanding the keyboard and developing typing abilities.

Time: 30 minutes

Material to present Typing Master Advanced I can be found at the end of the Teacher's manual. Additional skills for Advanced II lessons are included.

Lesson 4: Advanced II

Lesson 4: Advanced II will provide students with advanced knowledge and skills of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Wikipedia. These topics will build on the information presented in Lessons 1-3.

The lesson is broken into five 30 minute sessions on the following topics:

- Microsoft Word Advanced II
- Microsoft Excel Advanced II
- PowerPoint Advanced I
- Wikipedia Beginner
- TypingMaster Advanced II

Microsoft Word (Advanced II)

Goal: To teach students how to find and replace text in a Word document. Students will also learn how to finalize a document by running a spell check on a document.

These skills are useful when students wish to create more advanced documents, such as reports or articles.

Time: 30 minutes

Objectives: At the end of the Microsoft Word section, students will be able to:

- Find text
- Replace text
- Spell check

Finding Selected Text and Replacing Text

When reviewing a document, whether a paper you have written or one that you are reading, it can often be useful to use the find text feature to search for certain words or phrases. Rather than reading through a long document and trying to find a particular sentence or topic, you can search for a phrase that will bring you to that section of the document.

A second useful feature is the replace text feature which allows you to choose a word or phrase in a document and replace it with an alternate word or phrase whenever that first phrase appears. For example, rather than the word soccer appearing in a document, you may want to replace the word with football. By using the replace text feature, every time the word soccer appears, it will be replaced with the word football.

Finding Selected Text and Replacing Text Assignment

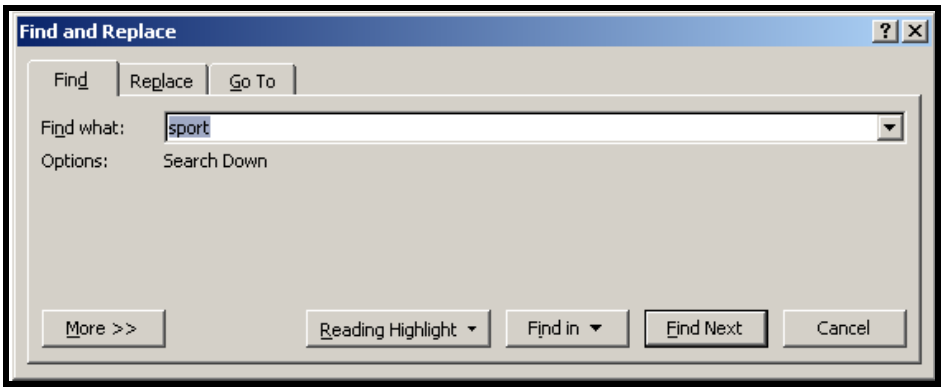
1. Copy the phrase below and paste it into a Word document.

2. Find the word **sport** wherever it appears in the following phrase:

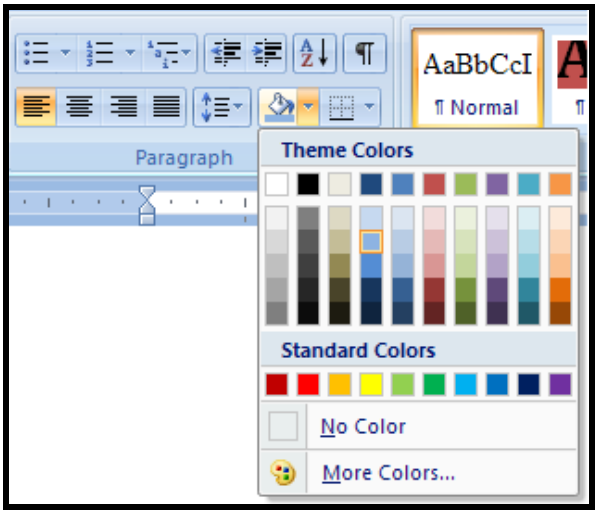
Soccer is a team sport played between two teams of eleven players, and is widely considered to be the most popular sport in the world. It is a football variant played on a rectangular grass or artificial turf field, with a goal at each of the short ends. The object of soccer is to score by maneuvering the ball into the opposing goal. In general play, the goalkeepers are the only players allowed to use their hands or arms to propel the ball; the rest of the team usually use their feet to kick the ball into position, occasionally using their torso or head to intercept a ball in midair. The team that scores the most goals by the end of the match wins. If the score is tied at the end of the soccer game, either a draw is declared or the game goes into extra time and/or a penalty shootout, depending on the format of the competition.

To use the find text feature:

a) Highlight the text
b) Press the Ctrl and the F button on your keyboard
c) In the popup box that appears, type **sport**



d) Shade the word **sport** blue everywhere it appears in the text.
   - Highlight the word sport
   - Select blue shading from the button on the Home toolbar

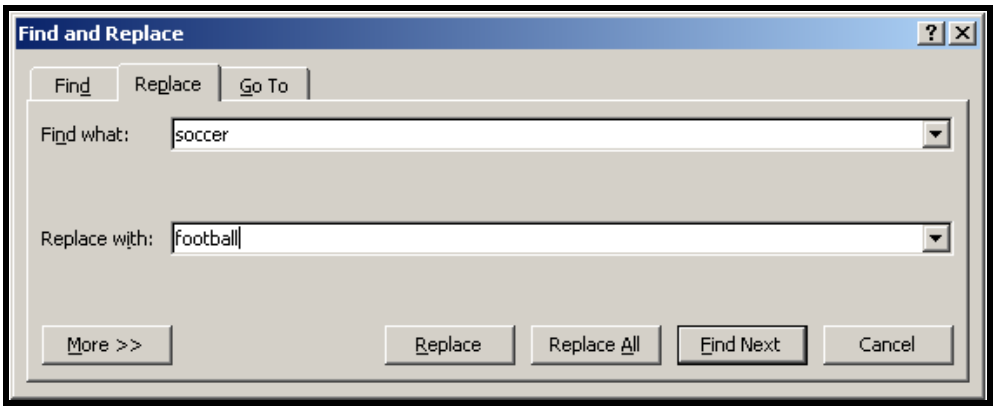


   - Do this for each time the word **sport** appears in the text

3) Replace the word **soccer** with the word **football** every time that it appears in the text.

To use the replace text feature:

a) Highlight the text
b) Press the Ctrl and the F button on your keyboard
c) Select the Replace tab
d) In the popup box that appears, type **soccer** into the **Find what:** field
e) Enter **football** into the **Replace with:** field
f) Select the **Replace All** button



The final text should look like this:

Football is a team sport played between two teams of eleven players, and is widely considered to be the most popular sport in the world. It is a football variant played on a rectangular grass or artificial turf field, with a goal at each of the short ends. The object of football is to score by manoeuvring the ball into the opposing goal. In general play, the goalkeepers are the only players allowed to use their hands or arms to propel the ball; the rest of the team usually use their feet to kick the ball into position, occasionally using their torso or head to intercept a ball in midair. The team that scores the most goals by the end of the match wins. If the score is tied at the end of the football game, either a draw is declared or the game goes into extra time and/or a penalty shootout, depending on the format of the competition.

Using the Spelling & Grammar Check

The Spelling & Grammar Check feature of Microsoft Word is a useful tool to finalize documents. Sometimes even the best writers make mistakes. Using the Spelling & Grammar Check helps the reviewer to find typos, misspellings, and incorrect grammar in a document. It is helpful to run the Spelling & Grammar Check before submitting a final document.

Spelling & Grammar Check Assignment

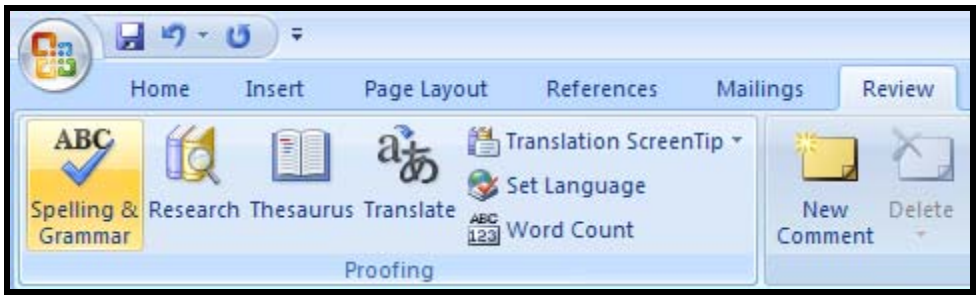
1. Copy the phrase below and paste it into a Word document.

2. Find the word spelling and grammar errors in the following paragraph:

Football is played in accordance with a set of rules known as the Laws of the Game. The game is played using a single spherical ball, known as the football. Two teams of eleven players each compete to get the ball into the other team's goal (between the posts and under the bar), thereby scoring a goal. The team that has scored more goals at the end of the game is the winner; if both teams have scored an equal number of goals then the game is a draw.

To run the **Spelling & Grammar Check:**

a) Highlight the text
b) Select the **Spelling & Grammar** button under the **Review** tab of the Home toolbar



c) A popup window will appear presenting grammar and spelling mistakes. There are a number of options you can choose for each error that appears.

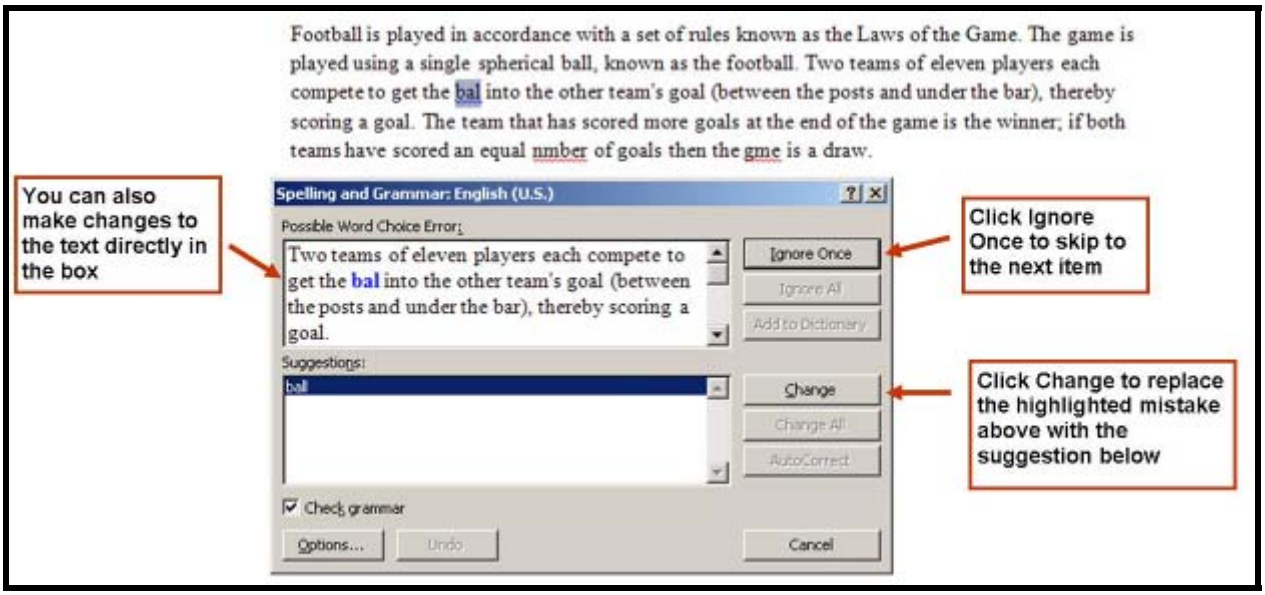
- Click the **Ignore Once** button to skip to the next error without changing the error currently being shown.

  OR

- Click the **Change** button to replace the error being shown with the Suggestion shown below.

  OR

- Directly make a change to the text by clicking into the **Possible Word Choice Error** box and typing the new desired text.



d) Once you have selected one of these options, the next error will appear in the popup box.

e) Go through the text until all desired changes have been made.

Excel (Advanced II)

Goal: To teach students more advanced functions of a spreadsheet program and present some of the options for creating graphs.

Time: 30 minutes

Objectives: At the end of the Microsoft Excel Advanced II section, students will be able to:

- Create a Bar Graph
- Create a Line Chart
- Create a Pie Chart

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

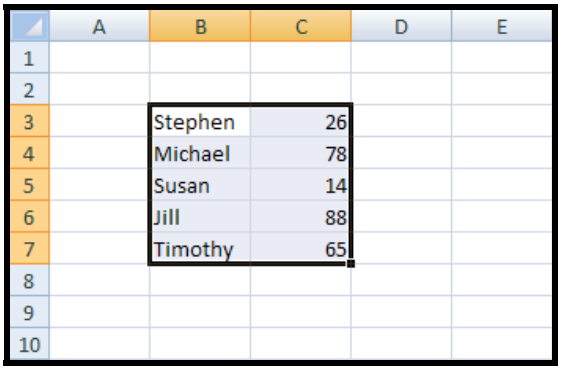
Students will be asked to review the Excel Advanced II assignment on the Mpilonhle site.

This assignment will ask students to go through some basic calculations in Excel using the following steps:

1. Add the following lists into two columns in an Excel document:

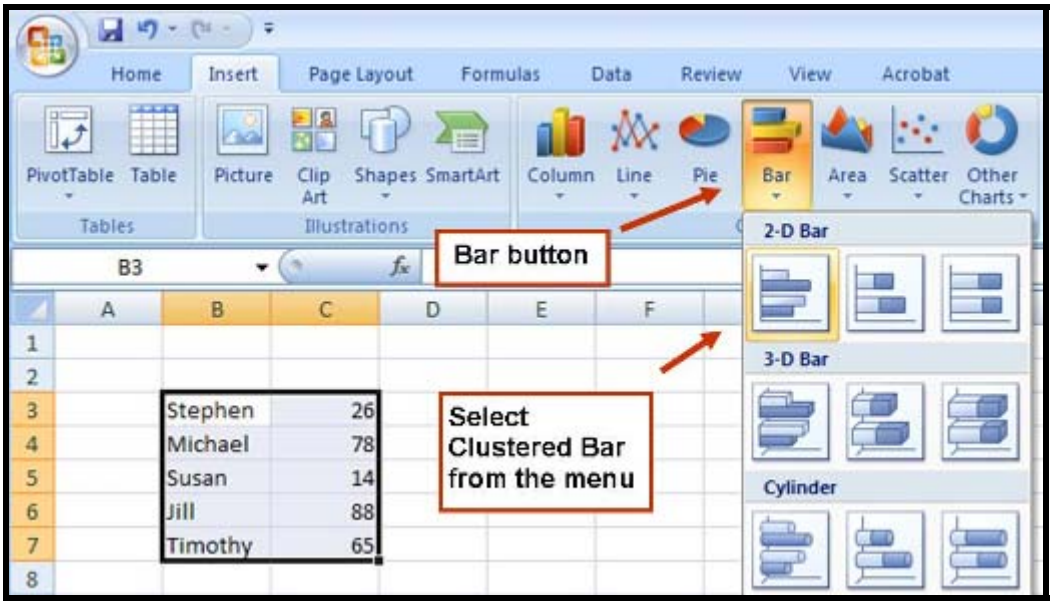
Stephen	26
Michael	78
Susan	14
Jill	88
Timothy	65

2. Create a **Bar Graph** from the data provided in these two lists.
   a) Highlight both columns of data.



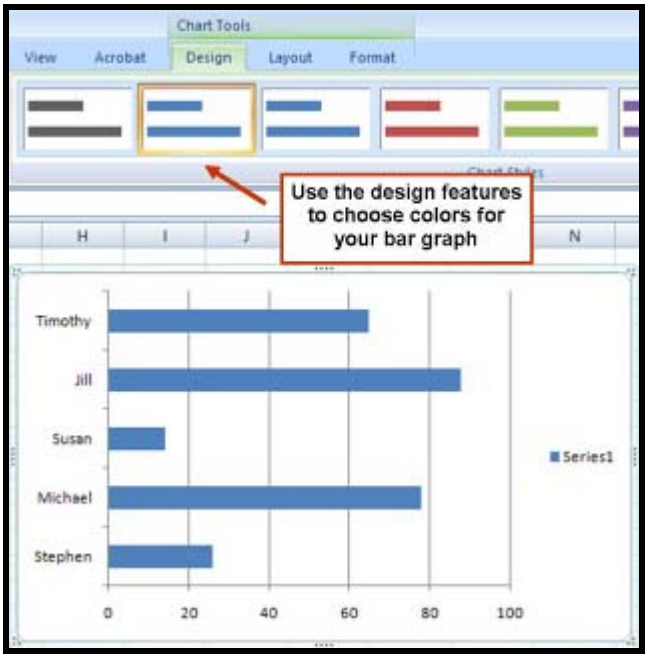
b) Click on the **Bar** button under the **Insert** tab of the **Home toolbar**.

c) Select **Clustered Bar** under the **2-D Bar** section of the drop down menu that appears under the **Bar** button.



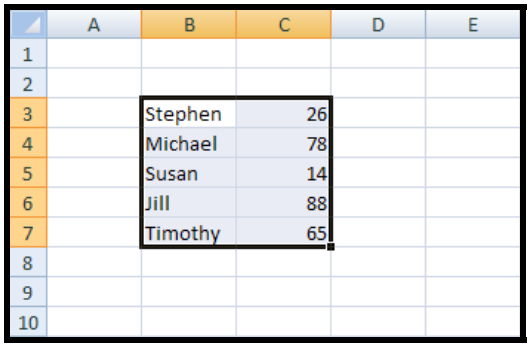
d) A **Bar Graph** will now appear in the Excel spreadsheet.

e) Use the features under the **Design** tab of the **Home toolbar** to choose a colour for your **Bar Graph**.



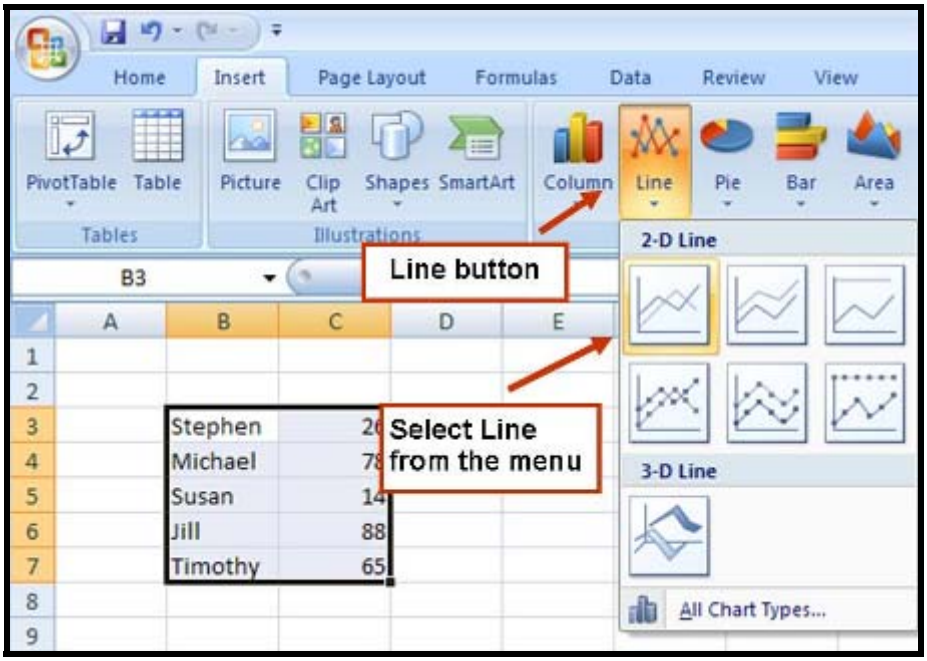
3. Create **Line Chart** from the data provided in these two lists.

   a) Highlight both columns of data.



   b) Click on the **Line** button under the **Insert** tab of the **Home toolbar**.

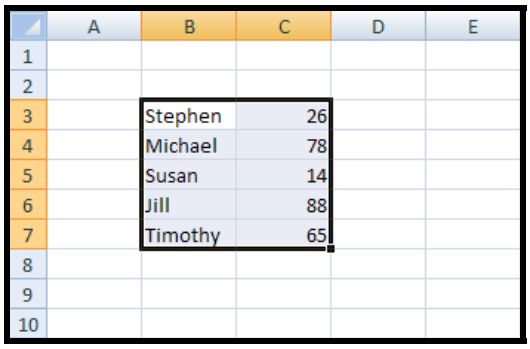
   c) Select **Line** under the **2-D Line** section of the drop down menu that appears under the **Line** button.



   d) A **Line Chart** will now appear in the Excel spreadsheet.

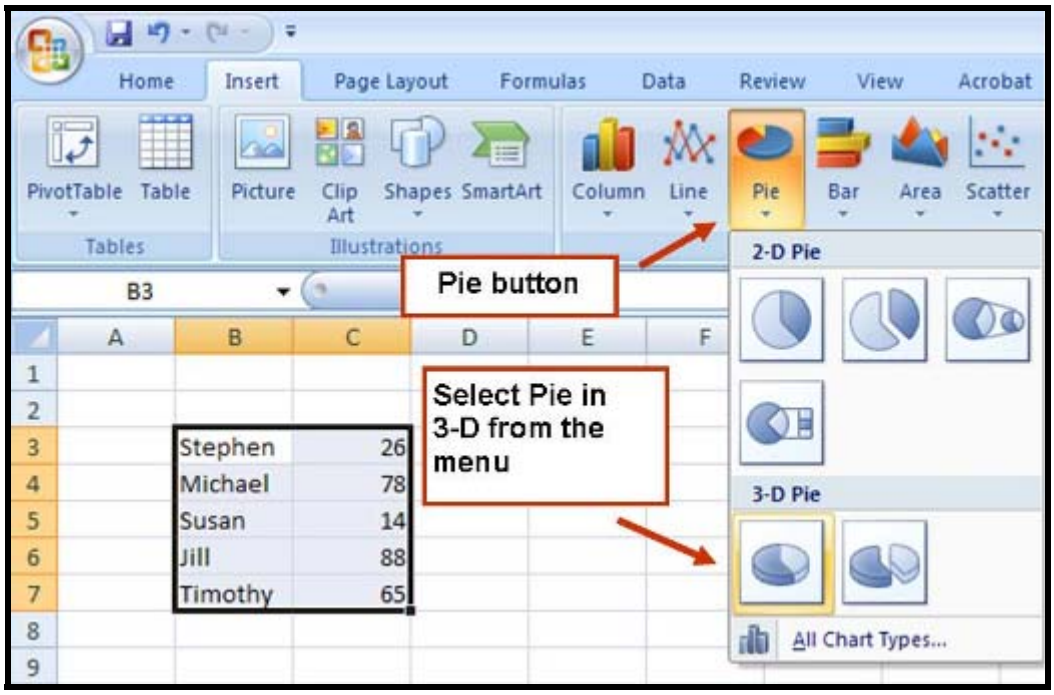
   e) Use the features under the **Design** tab of the **Home toolbar** to choose a colour for your **Line Chart**.

4. Create a Pie Chart from the data provided in these two lists.
    a) Highlight both columns of data.



    b) Click on the **Pie** button under the **Insert** tab of the **Home toolbar**.

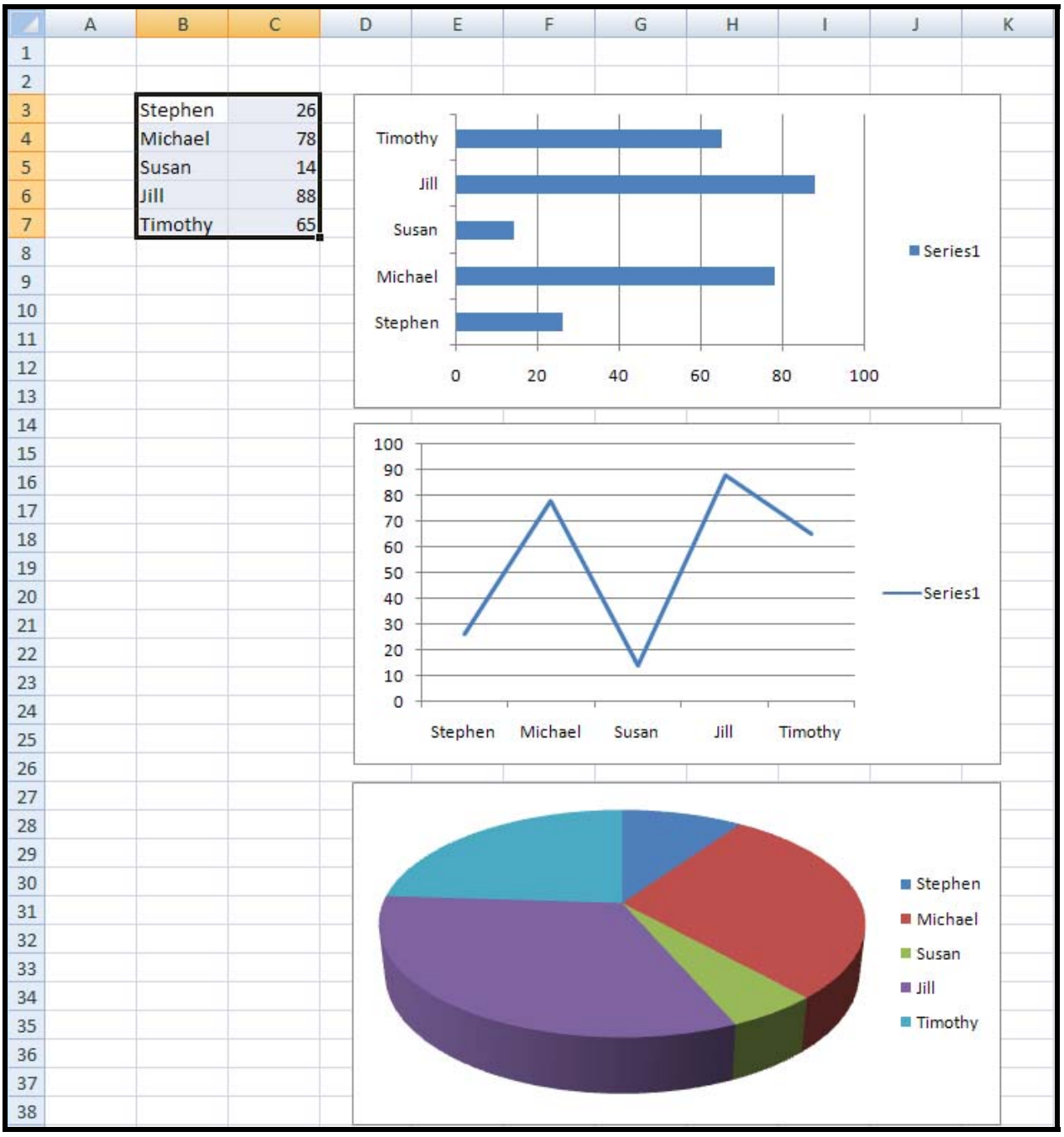
    c) Select **Pie in 3-D** under the **3-D Pie** section of the drop down menu that appears under the **Pie** button.



    d) A **Pie Chart** will now appear in the Excel spreadsheet.

    e) Use the features under the **Design** tab of the **Home toolbar** to choose a colour for your **Pie Chart**.

When finished, the submitted presentation should look like this:



PowerPoint (Advanced I)

Goal: To teach students how to add images from the clip art database. Students will also learn how to add audio features to their presentation from the clip art folder. Features such as audio add more professional aspects to a presentation.

Time: 30 minutes

Objectives: At the end of the PowerPoint section, students will be able to:

- Add clip art images to a PowerPoint slide
- Add audio to a PowerPoint slide

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

Students will be asked to review the PowerPoint Advanced assignment on the Mpilonhle site.

This assignment will ask students to go through the following steps:

1. Open the presentation saved from the PowerPoint Beginner assignment.

2. Add a new slide to the presentation

To create a new slide:

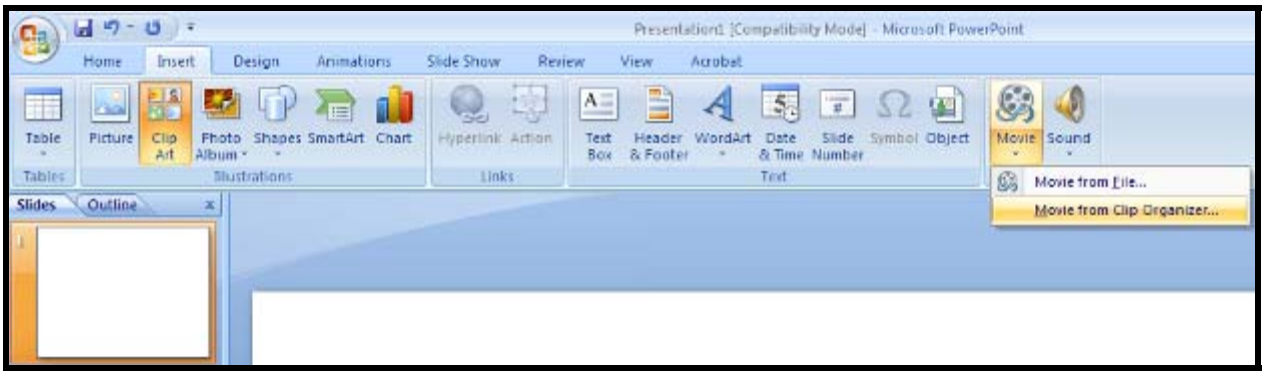
c) Right click on the navigation bar on the left hand side of the PowerPoint screen.

d) Select New Slide

(If you have selected a template for your presentation, a new slide will be created using this template).

3. In the new slide, add a clip art image of rain.

a) Select **Movie from Clip Organizer** under the **Insert** tab of the **Home toolbar**

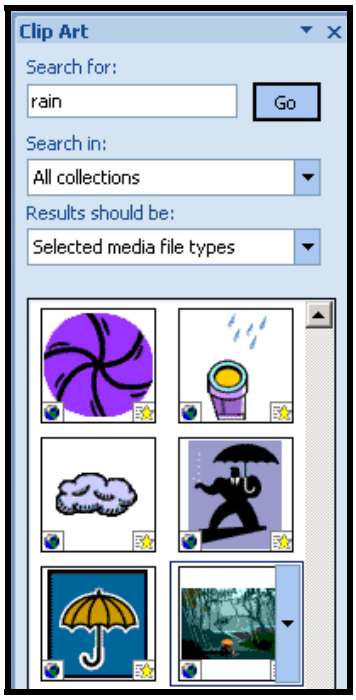


b) In the menu that appears, **Search for** the term **rain**.

c) Click Go to get a selection of rain related images.

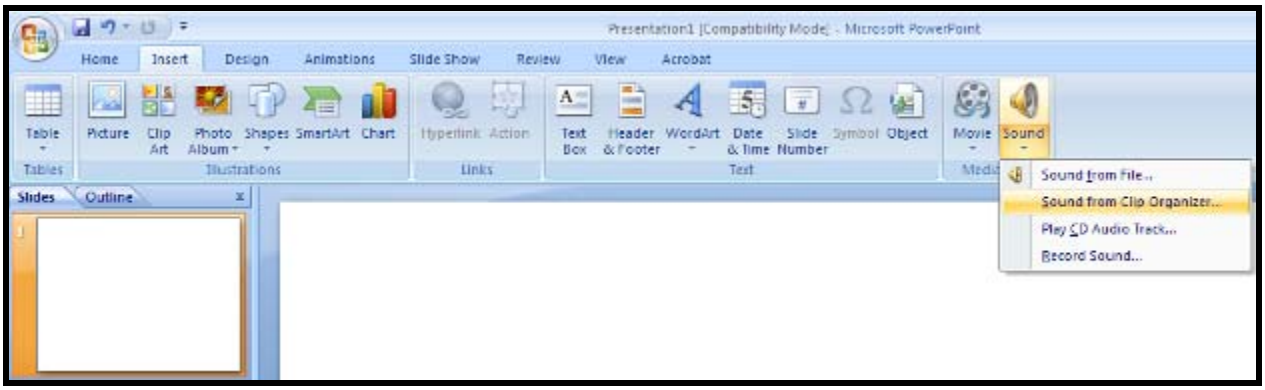
d) Select one of the files from the list.

e) Drag this image onto the new slide and expand to the size desired.



4. Add a sound clip from the clip art folder.

a) Select **Sound from Clip Organizer** under the **Insert** tab of the **Home toolbar**

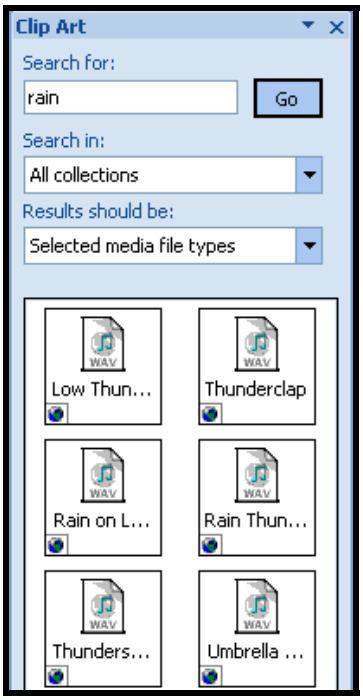


b) In the menu that appears, **Search for** the term **rain**.

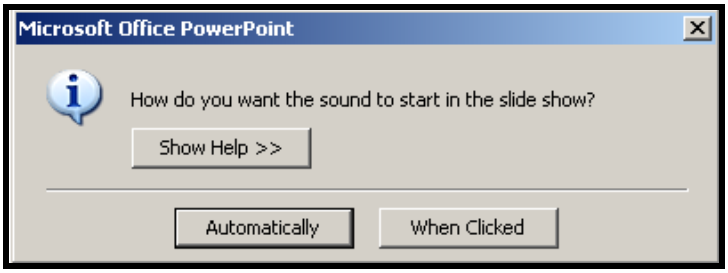
c) Click Go to get a selection of rain related sounds.

d) Select one of the files from the list.

e) Double click on this sound file to add it to the new slide.



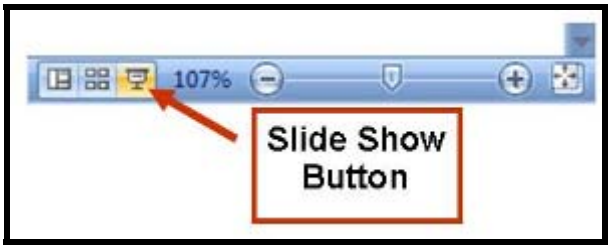
f) In the popup window that appears, select the **Automatically** button



g) Now after you transition from the previous slide to this slide, you will hear rain sounds to go with the image you selected.

5. Once you have finished working in PowerPoint, you can view the presentation by clicking on the **Slide Show** button in the bottom right corner of your screen.

   Note this button is very small and may be easy to miss.



To move forward or backwards through the slides in the presentation, use the → and ← keys on your keyboard.

→ key to move to the next slide in the presentation

← key to move backwards to previous slides in a presentation.

As you progress to the last slide of the presentation, you will be able to see the image of rain you selected and hear the audio file you selected.

When finished, the submitted presentation should look like this:

Wikipedia (Beginner)

Goal: To teach students how to navigate to resources on a popular web-based encyclopaedia.

Time: 30 minutes

Objectives: At the end of the Wikipedia section, students will be able to:

- Look for topics in Wikipedia using categories and subcategories to narrow the search.
- Navigate to additional topics by clicking on links.

Wikipedia Basics Lesson

Present the Wikipedia Basics lesson which can be found on the Mpilonhle Moodle site.

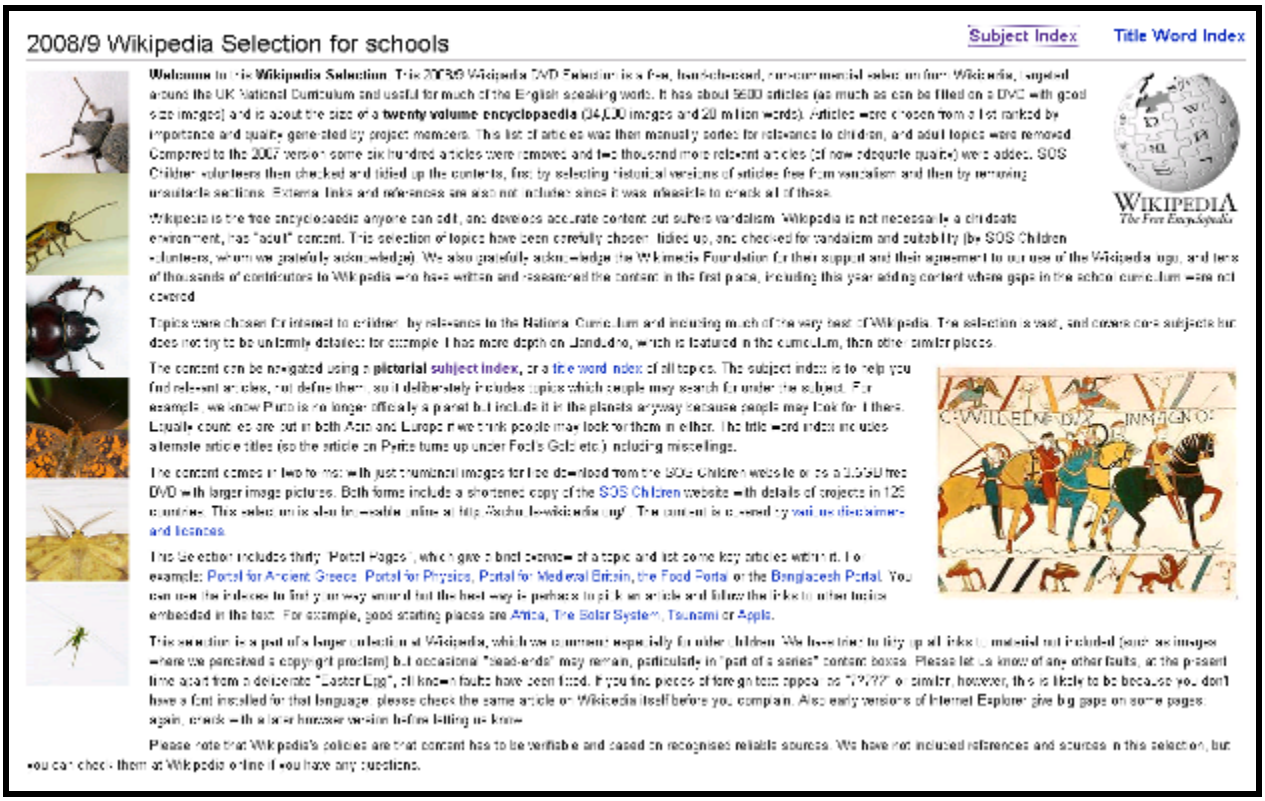
This lesson will provide students with information about Wikipedia and the resources which can be found using Wikipedia.

In addition, the lesson will present visual directions for how to use Wikipedia.

Wikipedia

(from Wikipedia) Wikipedia is a multilingual, Web-based, free-content encyclopaedia project. The name "Wikipedia" is a portmanteau (a combination of portions of two words and their meanings) of the words *wiki* (a type of collaborative Web site) and *encyclopaedia*. Wikipedia's articles provide links to guide the user to related pages with additional information.

The 2008/9 Wikipedia Selection for schools allows you to navigate by Subject Index, which is organized by subject along the lines of subjects in the UK curriculum, or by Title Word Index, which includes words from all article titles included in the selection.



To navigate by Subject Index, click on Subject Index in the upper right hand corner of the webpage. To navigate by Title Word Index, click on Title Word Index in the upper right hand corner of the webpage.

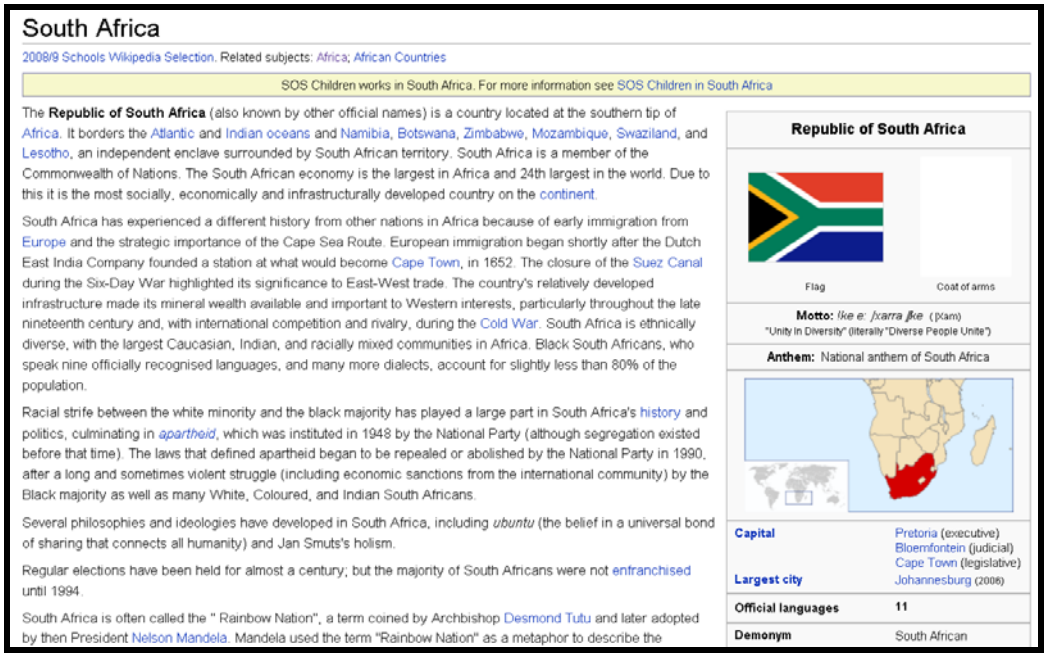
From the Subject Index page, to find information on South Africa:

a) Click on Countries

b) Then click on Africa

c) Then click on South Africa

Within the text of the article on South Africa, if you want to find more information about any of the subjects in blue, simply click on the blue word and it will take you to an article on that subject.



South Africa

2008/9 Schools Wikipedia Selection. Related subjects: Africa; African Countries

SOS Children works in South Africa. For more information see SOS Children in South Africa

The **Republic of South Africa** (also known by other official names) is a country located at the southern tip of Africa. It borders the Atlantic and Indian oceans and Namibia, Botswana, Zimbabwe, Mozambique, Swaziland, and Lesotho, an independent enclave surrounded by South African territory. South Africa is a member of the Commonwealth of Nations. The South African economy is the largest in Africa and 24th largest in the world. Due to this it is the most socially, economically and infrastructurally developed country on the continent.

South Africa has experienced a different history from other nations in Africa because of early immigration from Europe and the strategic importance of the Cape Sea Route. European immigration began shortly after the Dutch East India Company founded a station at what would become Cape Town, in 1652. The closure of the Suez Canal during the Six-Day War highlighted its significance to East-West trade. The country's relatively developed infrastructure made its mineral wealth available and important to Western interests, particularly throughout the late nineteenth century and, with international competition and rivalry, during the Cold War. South Africa is ethnically diverse, with the largest Caucasian, Indian, and racially mixed communities in Africa. Black South Africans, who speak nine officially recognised languages, and many more dialects, account for slightly less than 80% of the population.

Racial strife between the white minority and the black majority has played a large part in South Africa's history and politics, culminating in *apartheid*, which was instituted in 1948 by the National Party (although segregation existed before that time). The laws that defined apartheid began to be repealed or abolished by the National Party in 1990, after a long and sometimes violent struggle (including economic sanctions from the international community) by the Black majority as well as many White, Coloured, and Indian South Africans.

Several philosophies and ideologies have developed in South Africa, including *ubuntu* (the belief in a universal bond of sharing that connects all humanity) and Jan Smuts's holism.

Regular elections have been held for almost a century; but the majority of South Africans were not enfranchised until 1994.

South Africa is often called the " Rainbow Nation", a term coined by Archbishop Desmond Tutu and later adopted by then President Nelson Mandela. Mandela used the term "Rainbow Nation" as a metaphor to describe the

Republic of South Africa

Flag | Coat of arms

Motto: *!ke e: /xarra //ke* (ǃKam)
"Unity in Diversity" (literally "Diverse People Unite")

Anthem: National anthem of South Africa

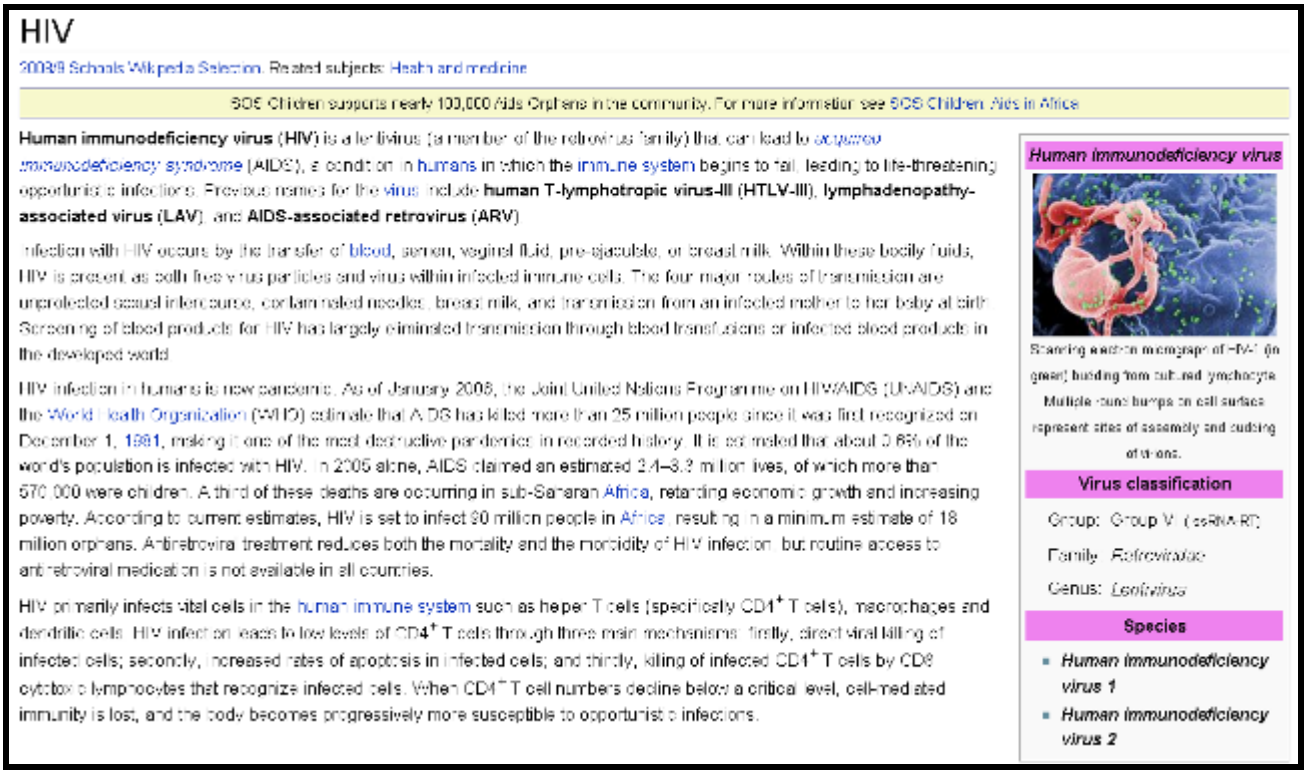
Capital	Pretoria (executive) Bloemfontein (judicial) Cape Town (legislative)
Largest city	Johannesburg (2006)
Official languages	11
Demonym	South African

From the Title Word Index page, to find information about HIV:

a) Click on the letter H in the alphabet list at the top

b) Then click on HIV

Within the text of the article on HIV, if you want to find more information about any of the subjects in blue, simply click on the blue word and it will take you to an article on that subject.



HIV

2008/9 Schools Wikipedia Selection. Related subjects: Health and medicine

SOS Children supports nearly 100,000 Aids Orphans in the community. For more information see SOS Children: Aids in Africa

Human immunodeficiency virus (HIV) is a lentivirus (a member of the retrovirus family) that can lead to *acquired immunodeficiency syndrome* (AIDS), a condition in humans in which the immune system begins to fail, leading to life-threatening opportunistic infections. Previous names for the virus include **human T-lymphotropic virus-III (HTLV-III)**, **lymphadenopathy-associated virus (LAV)**, and **AIDS-associated retrovirus (ARV)**.

Infection with HIV occurs by the transfer of blood, semen, vaginal fluid, pre-ejaculate, or breast milk. Within these bodily fluids, HIV is present as both free virus particles and virus within infected immune cells. The four major modes of transmission are unprotected sexual intercourse, contaminated needles, breast milk, and transmission from an infected mother to her baby at birth. Screening of blood products for HIV has largely eliminated transmission through blood transfusions or infected blood products in the developed world.

HIV infection in humans is now pandemic. As of January 2008, the Joint United Nations Programme on HIV/AIDS (UNAIDS) and the World Health Organization (WHO) estimate that AIDS has killed more than 25 million people since it was first recognized on December 1, 1981, making it one of the most destructive pandemics in recorded history. It is estimated that about 0.6% of the world's population is infected with HIV. In 2005 alone, AIDS claimed an estimated 2.4–3.3 million lives, of which more than 570,000 were children. A third of these deaths are occurring in sub-Saharan Africa, retarding economic growth and increasing poverty. According to current estimates, HIV is set to infect 90 million people in Africa, resulting in a minimum estimate of 18 million orphans. Antiretroviral treatment reduces both the mortality and the morbidity of HIV infection, but routine access to antiretroviral medication is not available in all countries.

HIV primarily infects vital cells in the human immune system such as helper T cells (specifically $CD4^+$ T cells), macrophages and dendritic cells. HIV infection leads to low levels of $CD4^+$ T cells through three main mechanisms: firstly, direct viral killing of infected cells; secondly, increased rates of apoptosis in infected cells; and thirdly, killing of infected $CD4^+$ T cells by $CD8$ cytotoxic lymphocytes that recognize infected cells. When $CD4^+$ T cell numbers decline below a critical level, cell-mediated immunity is lost, and the body becomes progressively more susceptible to opportunistic infections.

Human immunodeficiency virus

Scanning electron micrograph of HIV (in green) budding from cultured lymphocyte. Multiple round bumps on cell surface represent sites of assembly and budding of virions.

Virus classification

Group: Group V (ssRNA-RT)

Family: *Retroviridae*

Genus: *Lentivirus*

Species

- ***Human immunodeficiency virus 1***
- ***Human immunodeficiency virus 2***

Assignment

Teachers will walk students through the assignment steps and present directions for how to complete tasks to the class. Instructions for how to complete each task within an assignment are presented along with visual aids below.

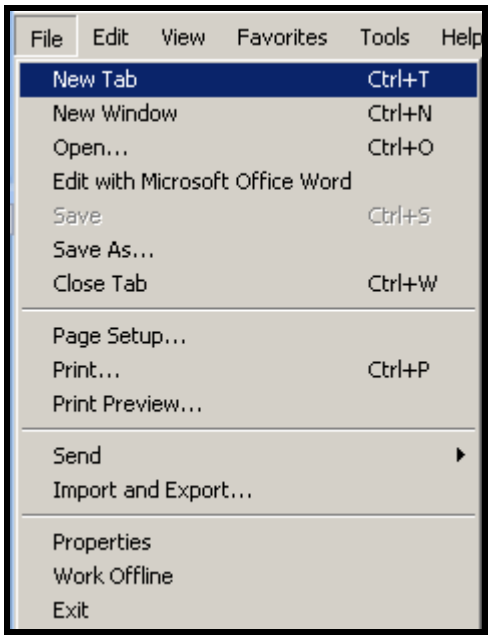
Students will be asked to read the instructions for Wikipedia Basic search exercises and complete the online Wikipedia Quiz Beginner. This quiz will require students to switch between two tabs on their web browser, one with Wikipedia open and the other with the Mpilonhle Moodle site open.

To open Wikipedia in a new tab of your web browser:

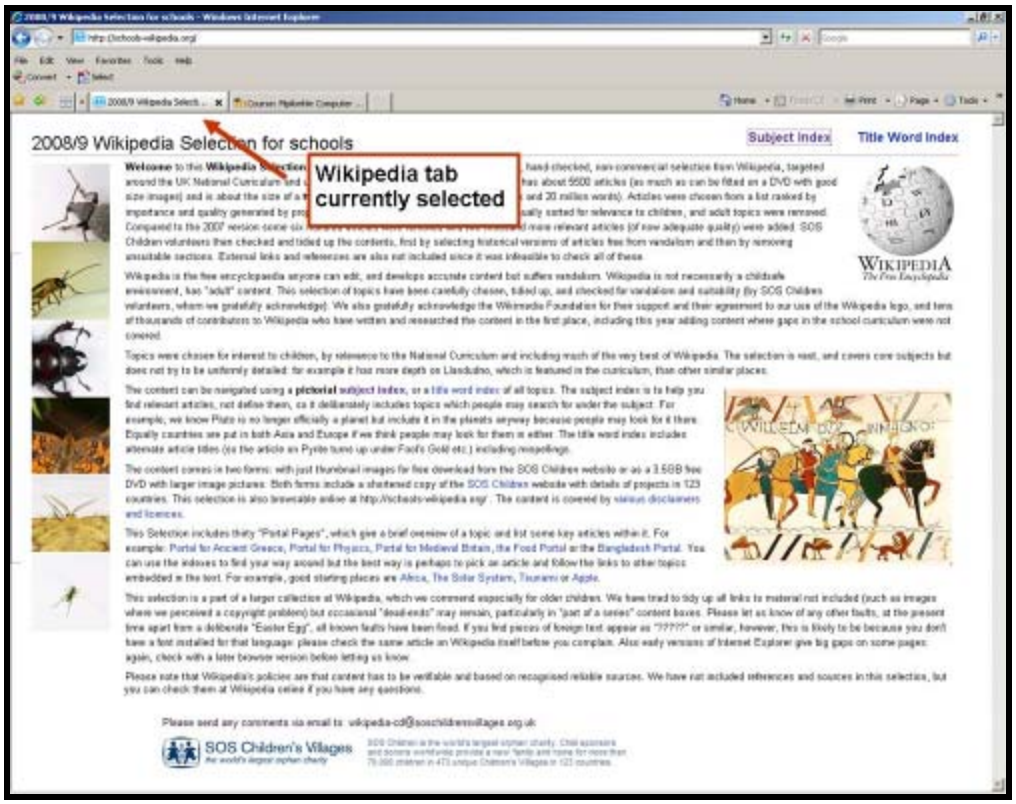
a) Hit the **Ctrl** key and the **T** key at the same time

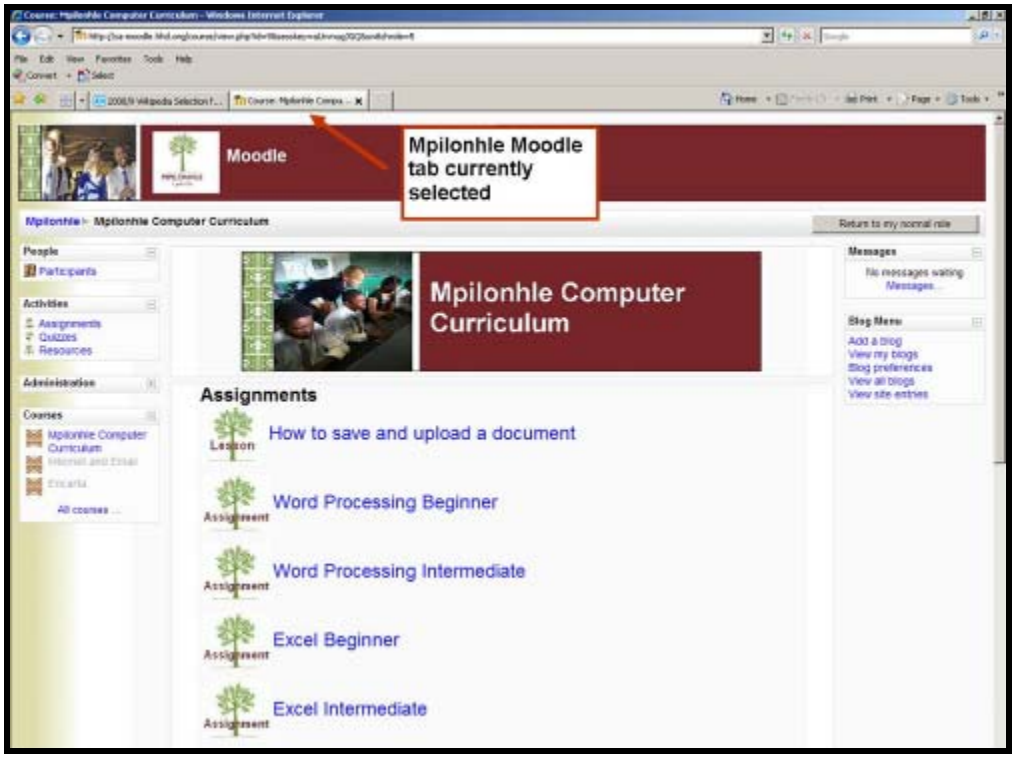
OR

b) Under the **File** menu, select **New Tab**.



To navigate between tabs, simply click on the tab you would like to view.





Typing Master (Advanced II)

Goal: To teach fundamental computer skills related to understanding the keyboard and developing typing abilities.

Time: 30 minutes

Material to present Typing Master Advanced II can be found at the end of the Teacher's manual.

Typing Master

Goal: To help students improve their typing ability through a series of exercises and games.

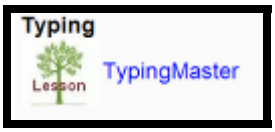
Time: 30 minutes

Objectives: At the end of the Typing Master section, students will:

- Improve skills and speed typing with the keyboard.
- Be able to progress through lesson topics and progress through lessons.

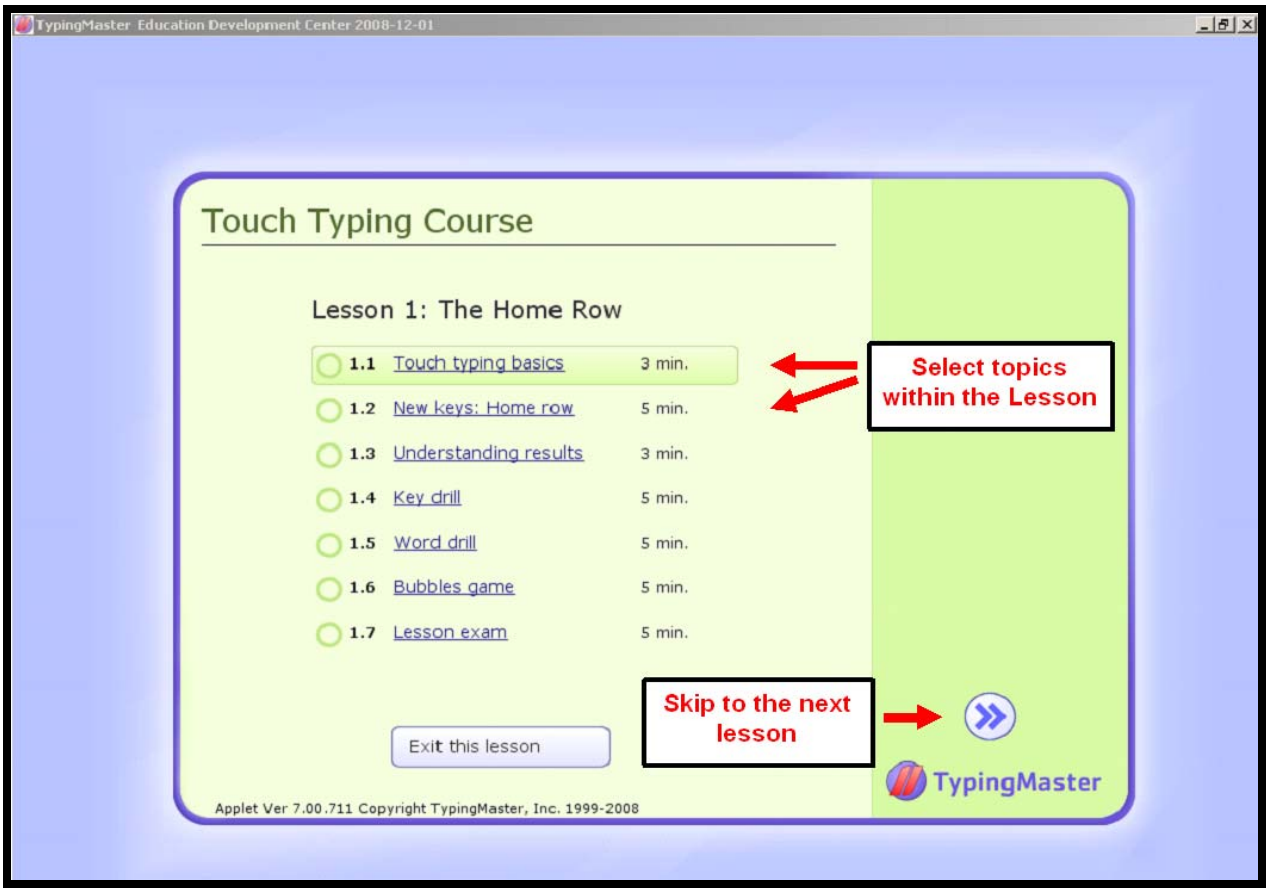
Getting started with Typing Master

The **Typing Master** lesson can be found on the Mpilonhle site under the main Computer Curriculum page.



When students click on the **Typing Master** button the program will load the following screen:

A Lesson is comprised of a series of readings to provide knowledge about the keyboard, exercises to improve typing ability, and a Lesson exam which encapsulates the content and skills presented in the Lesson.



Present **Topic 1.1 Touch typing basics** to students to provide them with an overview of important typing skills.

Once **Topic 1.1** has been presented, have students proceed to **Topic 1.2 New keys: Home row.** This topic has students type on their keyboards as they go through the material.

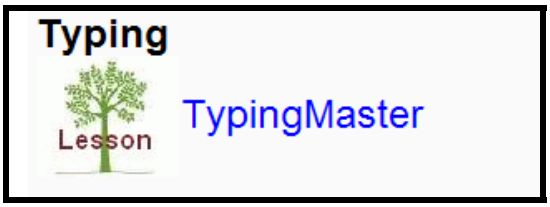
After the class has had an opportunity to go through the first two topics, allow students to try the exercises and activities **Topics 1.4, 1.5 & 1.6**

These activities will score students and allow them to build up their typing ability.

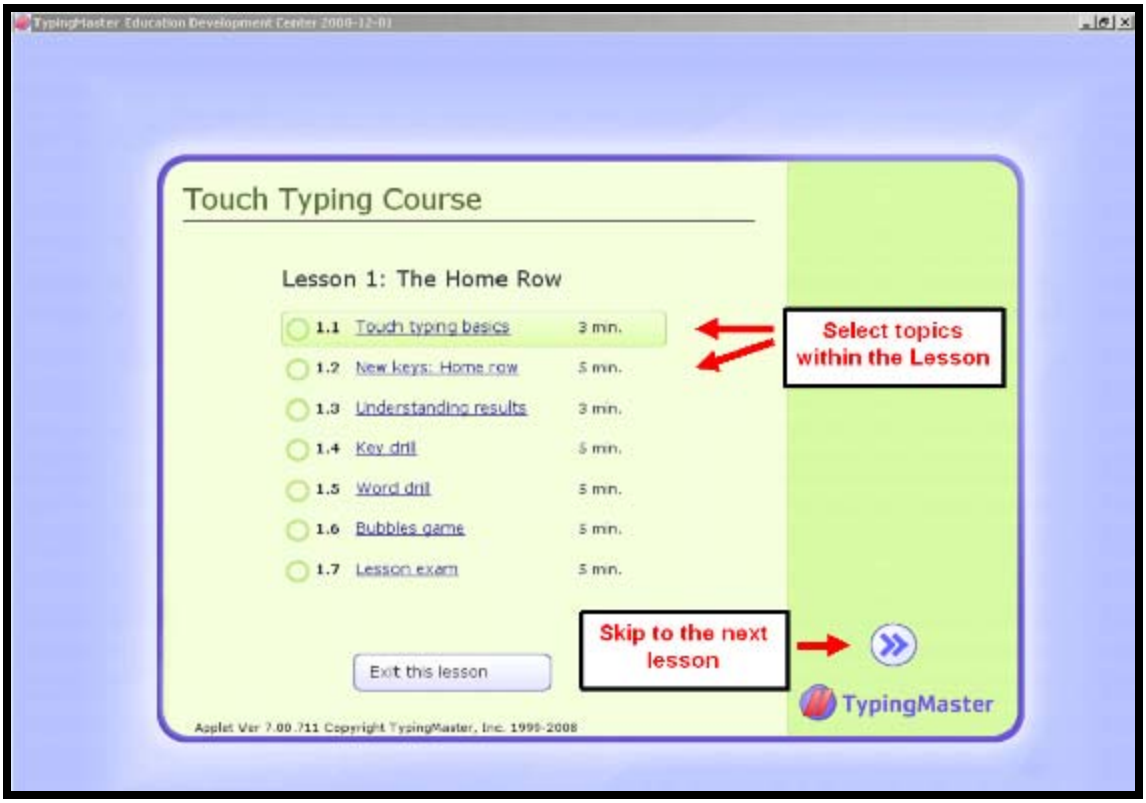
Typing Master Additional Material

Intermediate Lesson

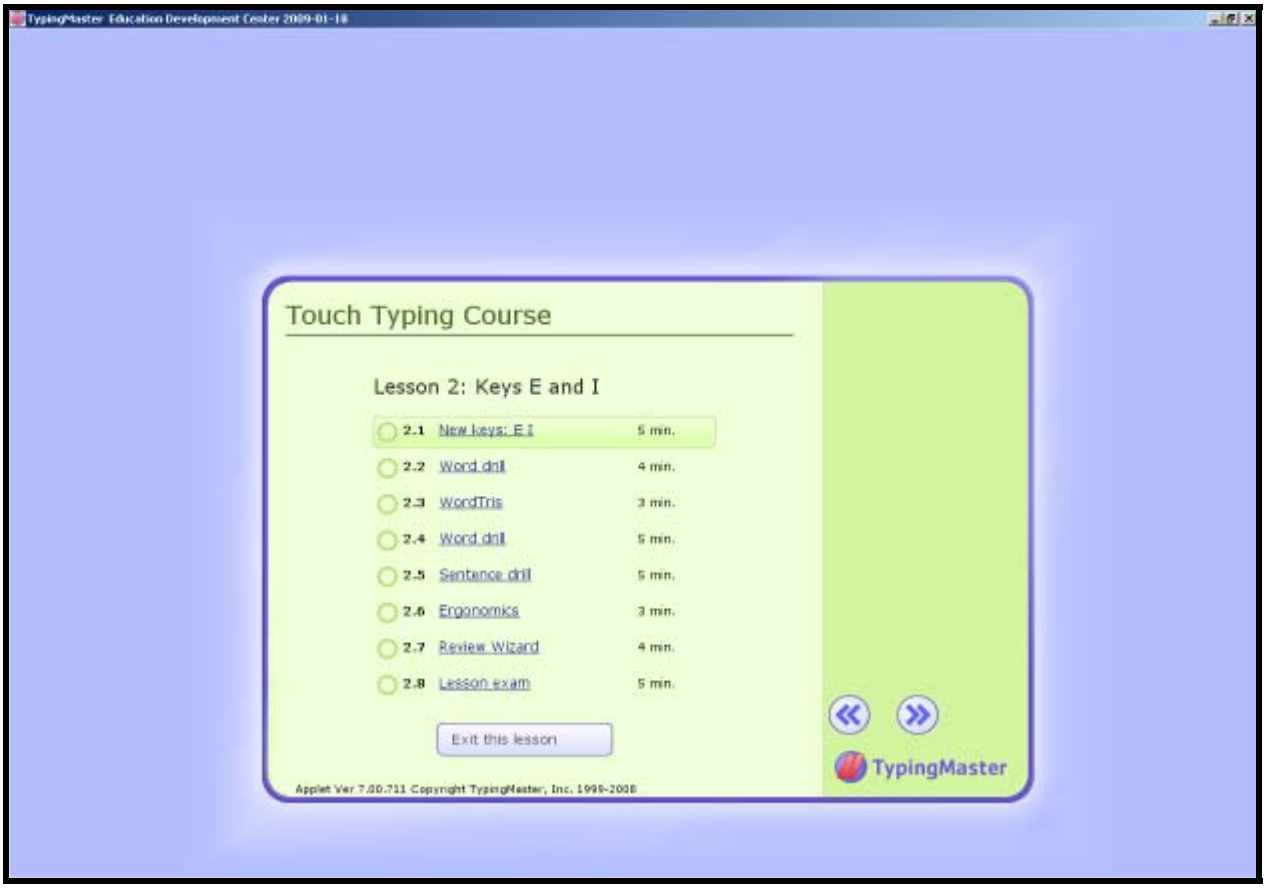
To continue with Intermediate typing lessons, launch Typing Master from the Mpilonhle Moodle site.



To move to Lesson 2, select the **skip to the next lesson** button in the bottom right corner of the screen.



A new set of typing topics will now be displayed:



Present the following topics to students:

Topic 2.1 New Keys E and I

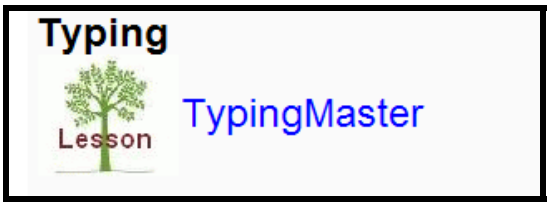
Topic 2.2 Word drill

Topic 2.3 WordTris

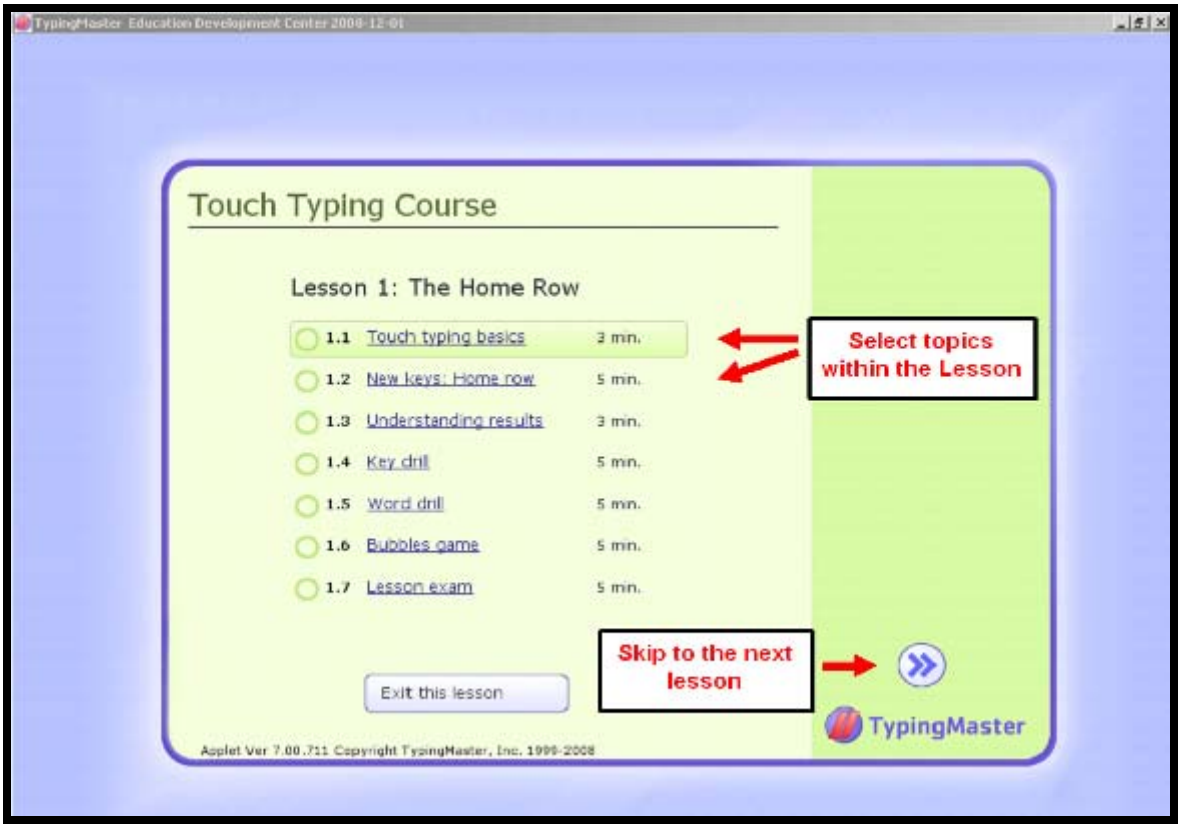
Once these topics have been presented allow students to progress through remaining topics to build upon the skills presented in the first three topics.

Advanced Lesson I

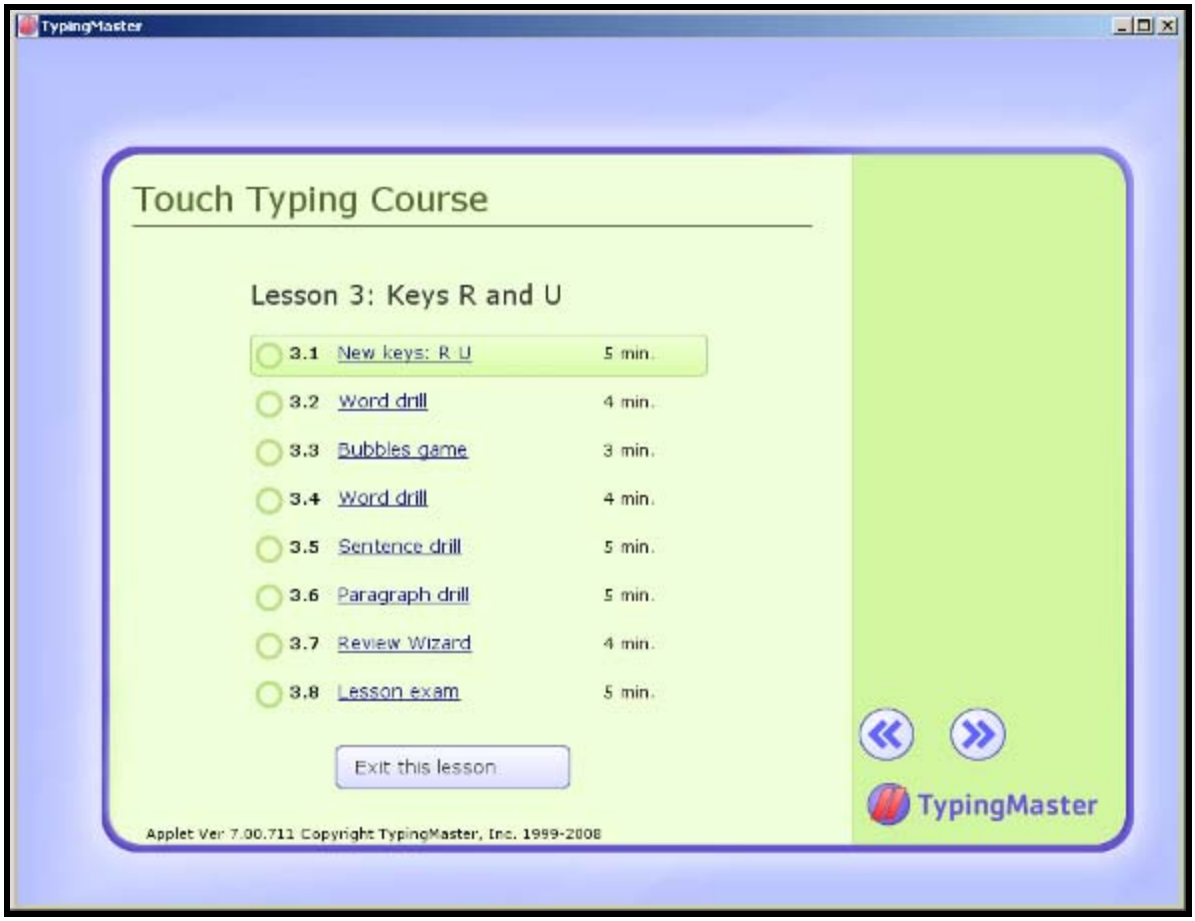
To continue with Advanced I typing lessons, launch Typing Master from the Mpilonhle Moodle site.



To move to Lesson 3, select the **skip to the next lesson** button in the bottom right corner of the screen.



A new set of typing topics will now be displayed:



Present the following topics to students:

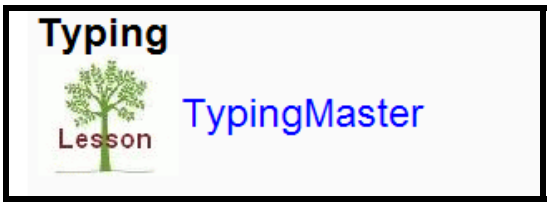
Topic 3.1 New keys: R U

Topic 3.2 Word drill

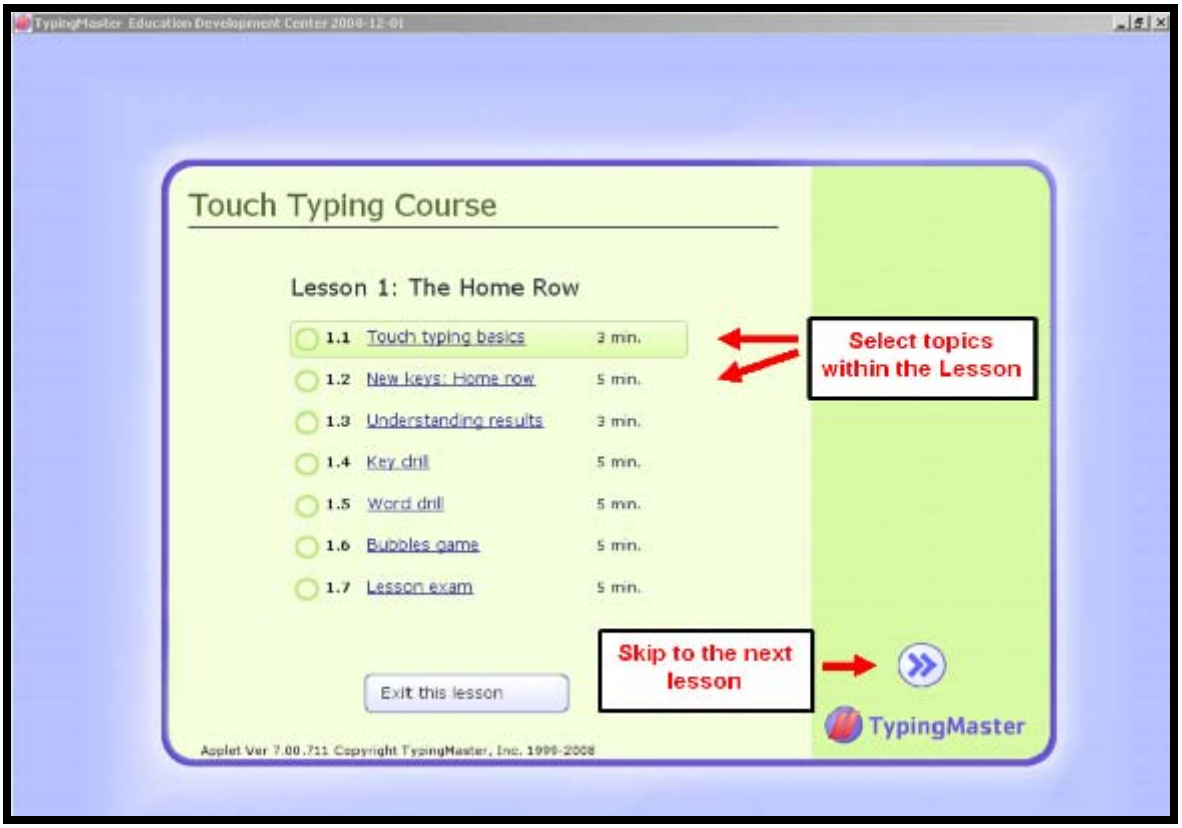
Once these topics have been presented, allow students to progress through remaining topics to build upon the skills presented in the first three topics.

Advanced Lesson II

To continue with Advanced II typing lessons, launch Typing Master from the Mpilonhle Moodle site.



To move to Lesson 4, select the **skip to the next lesson** button in the bottom right corner of the screen.



A new set of typing topics will now be displayed:

Present the following topics to students:

Topic 4.1 New keys: T O

Topic 4.2 Word drill

Once these topics have been presented, allow students to progress through remaining topics to build upon the skills presented in the first three topics.

Professional Development

The Professional Development section of the Mpilonhle Community Computer Curriculum is designed to present learners with an opportunity to apply computer skills toward creating resumes, cover letters and other resources useful to the job market.

Building a Resume

Goal: To teach students how to use templates in Microsoft Word to create a professional resume based on a resume sample.

Time: 30 minutes

Objectives: At the end of the Building a Resume section, students will be able to:

- Understand the value of a professional resume
- Select a resume template in Microsoft Word
- Fill out resume fields in a template
- Finalize a professional resume

A resume, which can also be referred to as Curriculum Vitae, is an important tool to present the skills and background of a job candidate to prospective employers. A resume provides a detailed record of a jobseeker's skills, education, previous employment, professional affiliations and other relevant experience.

Employers receive many applications for a job posting; as a result an applicant's resume needs to stand out and make a lasting first impression. A strong resume should be professional, concise and avoid errors in spelling and grammar. Resumes should be tailored to the position being applied for based on the posted job description. A resume should be written in English, as this is the language used in business in the South African job market. In order to strengthen your resume, use concise and strong language in your writing. Include the use of verbs such as contributed, organized, demonstrated, trained, managed, developed, and coordinated.

A resume can be broken into different sections. While not all resumes may have each of these sections here are some commonly found components:

1. Personal Details
2. Professional Experience
3. Education
4. Skills
5. Activities and Affiliations
6. Language
7. References

Depending on the strength of your experience you may wish to present Professional Experience, Education or Skills section first. A resume should be created to best represent the skills and background you have and present you as a strong job candidate.

1. Personal Details

The **Personal Details** section should include any relevant information about you.

- Name
- Address
- Telephone
- Email
- Birth Date/ Age
- Nationality
- Gender/ Status
- Race

An example of the **Personal Details** section can be found in the sample resume provided. In the sample resume Name, Address, Telephone, and email information is found at the top of the resume. Information related to Birth date, Age, Nationality, Gender, Status, and Race are found in the Personal Details Section below.

2. Professional Experience

The Professional section should present:

- the job title of any current or prior job positions you have held
- the company information and dates when you held these positions

In addition to information about your job title and the company for which you worked, you should provide a short summary about the nature of the work you conducted. This may be a short paragraph or a bulleted list of responsibilities and accomplishments or a combination of the two formats.

An example of the **Professional Experience** section can be found in the sample resume provided.

3. Education

The Education section should present:

- the degree(s) you have obtained
- the school(s) and date(s) at which you received your degree(s)
- the subject in which you received your degree(s)
- any special honours
- and an optional section of relevant course work

An example of the **Education** section can be found in the sample resume provided.

4. Skills

Your resume has already presented your educational and professional background. The Skills section is an opportunity to focus on additional skills you may have that are not presented in these other two sections. These skills may include personal skills such as: quick learner and excellent communication skills. These skills may also include information about proficiencies in business applications such as computer programs (Microsoft Word, PowerPoint).

An example of the **Skills** section can be found in the sample resume provided.

Note: Successful completion of the Mpilonhle course will provide you with proficiencies in the following programs: Microsoft Windows Operating System, Microsoft Word, Microsoft Excel, PowerPoint, Encarta digital library.

5. Activities and Affiliations

The **Activities and Affiliations** section should present:

- community organizations to which you belong
- volunteer experience
- personal activities and interests

An example of the **Activities and Affiliations** section can be found in the sample resume provided.

6. **Language**

The **Language** section should present:

- languages you know
- level of spoken, reading and writing ability in each language

An example of the **Language** section can be found in the sample resume provided.

7. **References**

The **References** section should present:

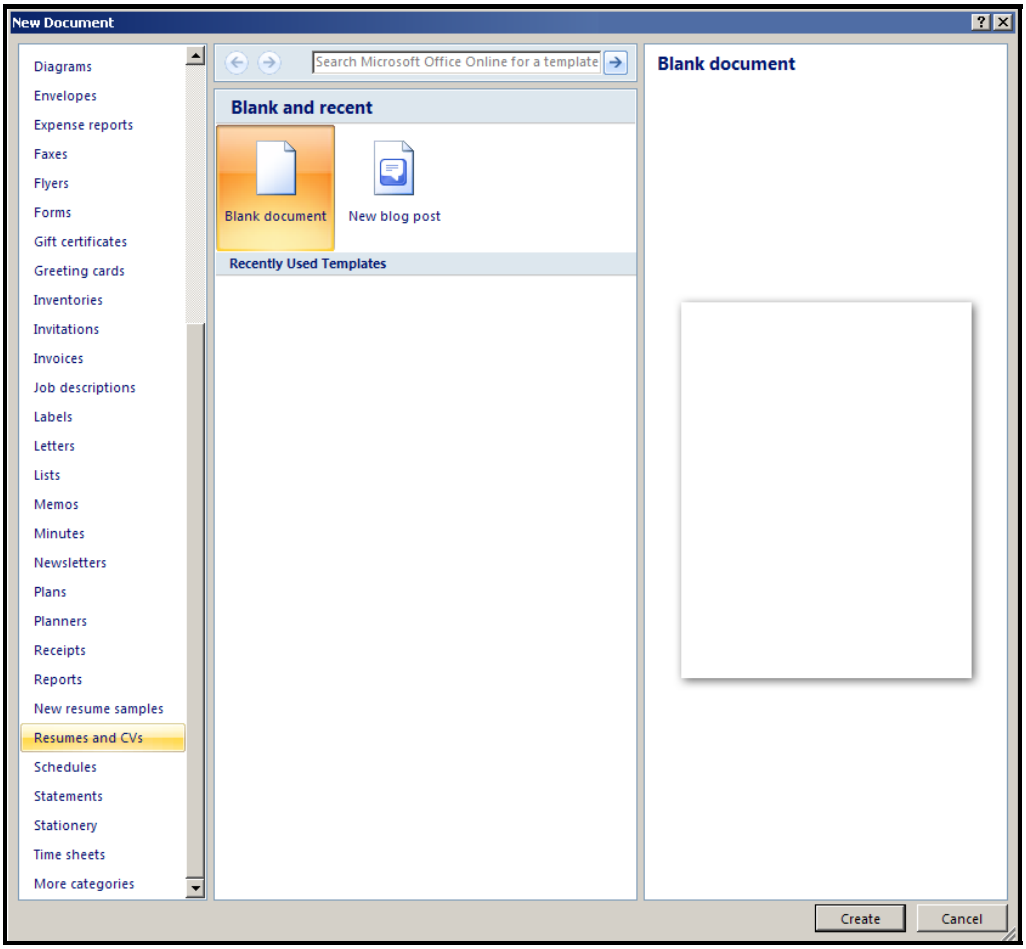
- the names and contact information for several references
- indicate whether the relationship with referee is professional or personal

An example of the **References** section can be found in the sample resume provided.

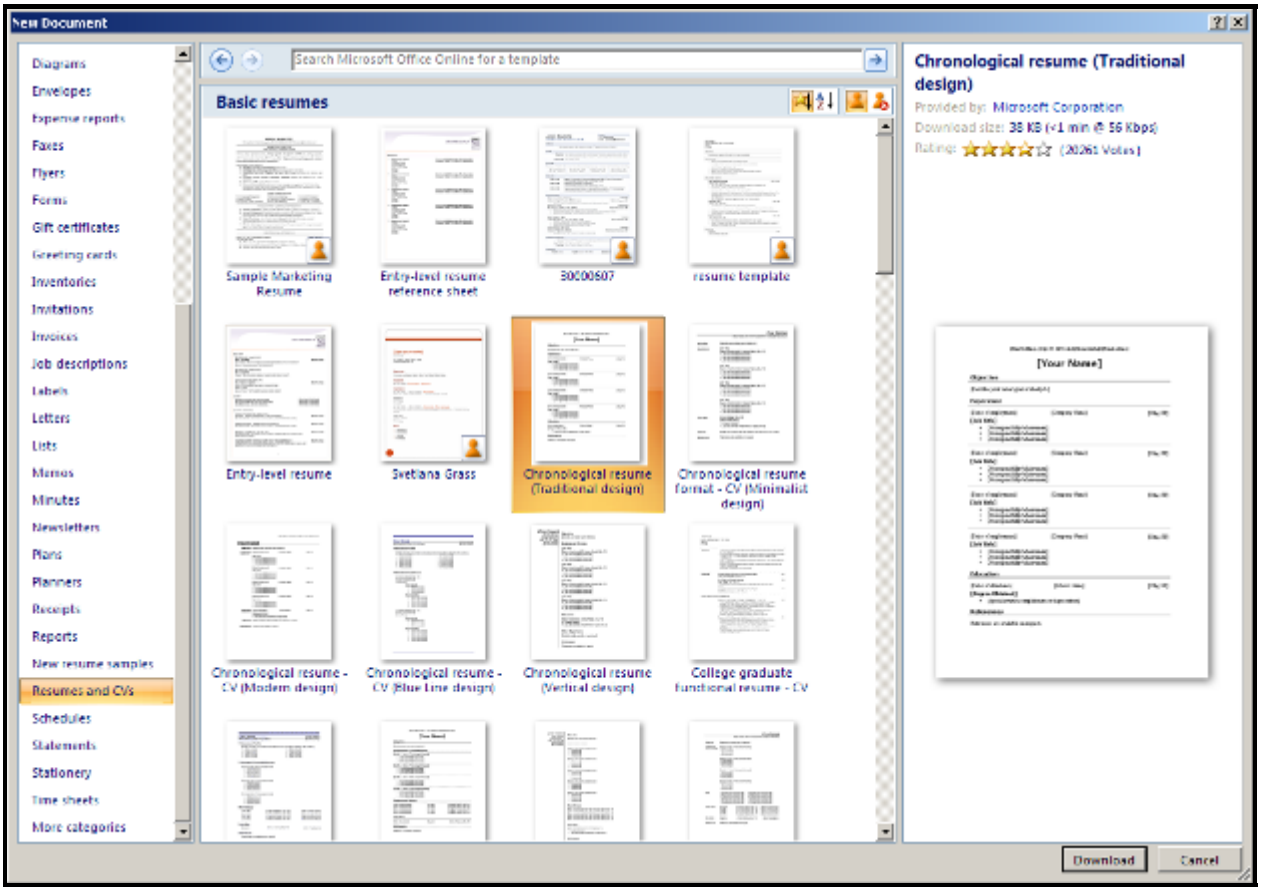
Assignment

This assignment will ask students to go through the following steps:

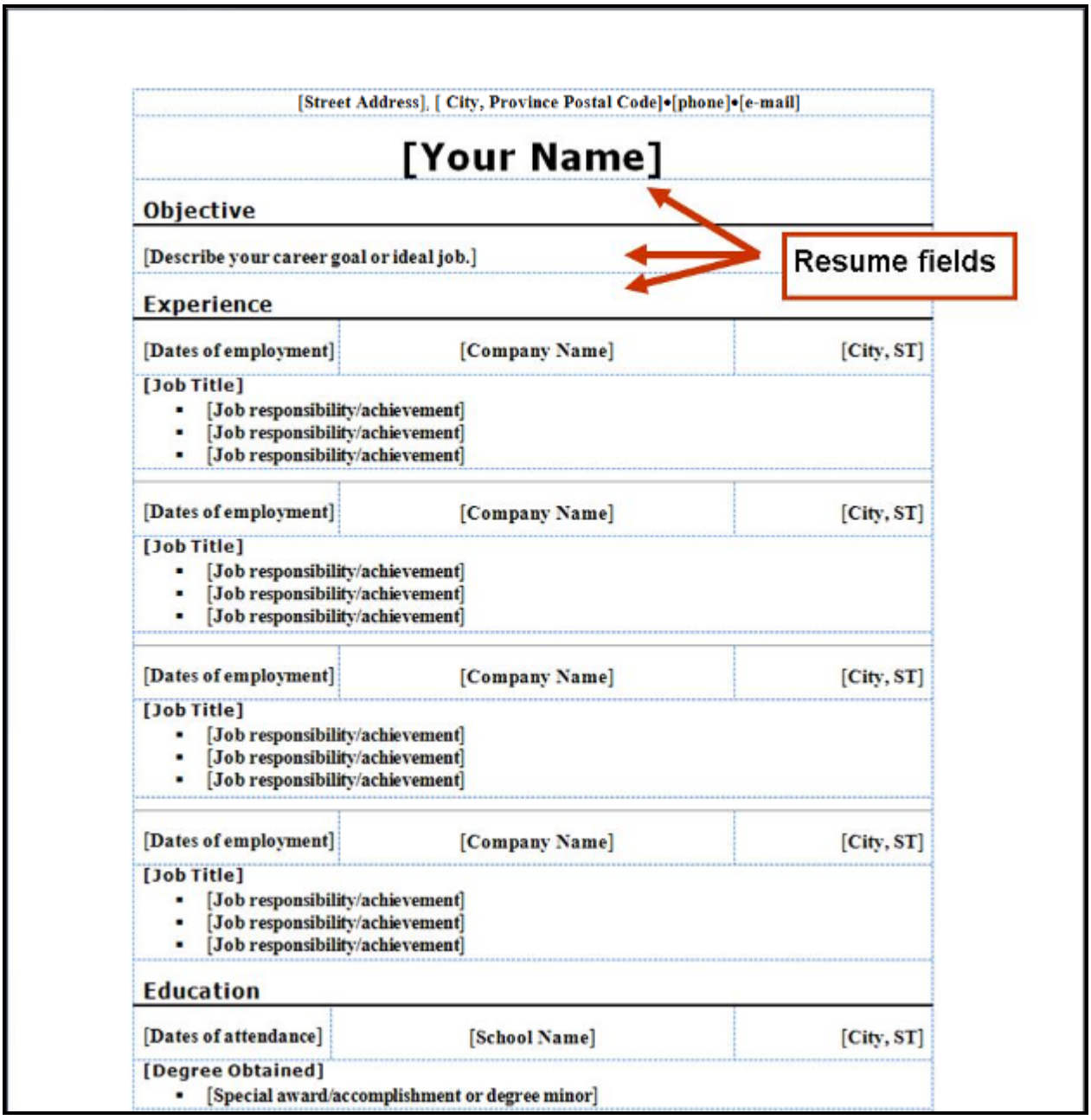
1. Open Microsoft Word
2. Click the **Microsoft Office Button**,
3. Select **New**
4. Then click **Installed Templates**
5. Select **Resumes and CVs** (All the resume templates currently installed on our computer will be listed).



6. Highlight the **Chronologic resume (Traditional design)** template and click **Create**. A new file will open in the template you've selected.



7. Begin filling out the resume fields in the new template with your background information and qualifications.



Note: For guidance on how to fill out your resume review the sample resume provided.

Building a Cover Letter

Goal: To teach students how to use templates in Microsoft Word to create a cover letter based on a sample letter.

Time: 30 minutes

Objectives: At the end of the Building a Cover Letter section, students will be able to:

- Understand the purpose and value of a professional cover letter
- Select a cover letter template in Microsoft Word
- Fill out fields in a template
- Finalize a professional cover letter

In addition to a resume a cover letter is an essential part of your job application process. The cover letter should expand on your personal qualifications and present what unique contributions you can add to an organization. Write in a few lines how your experience and expertise can contribute to the company. A cover letter should also refer to your present and future plans, showing your prospective employers what you want to do now and what you will do for them in the future.

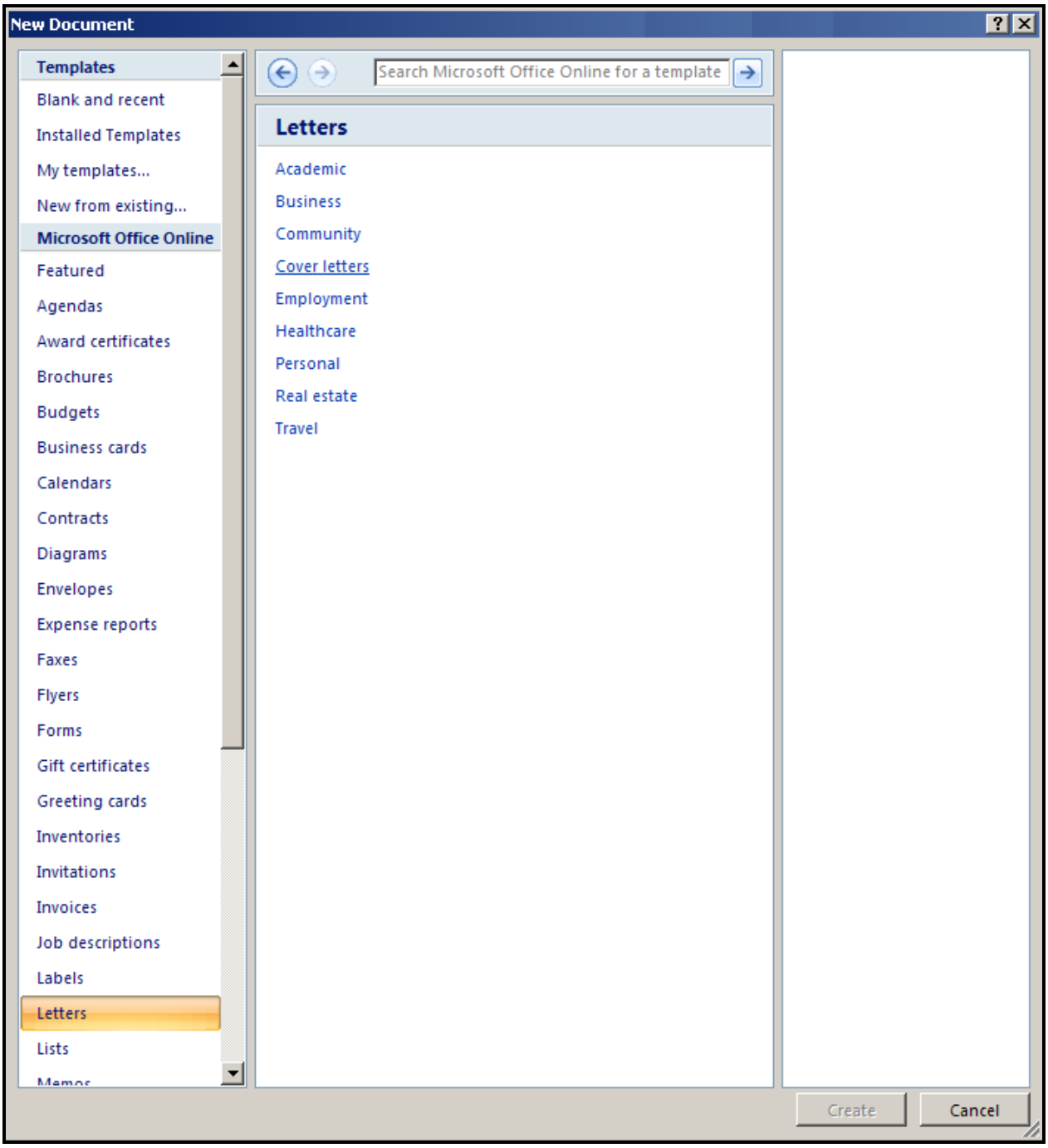
A cover letter should be one paged typed and written in English. The letter should be professional, concise and avoid errors in spelling and grammar. Cover letters should be tailored to the position being applied for based on the posted job description.

It is customary to follow up with your cover letter by phone.

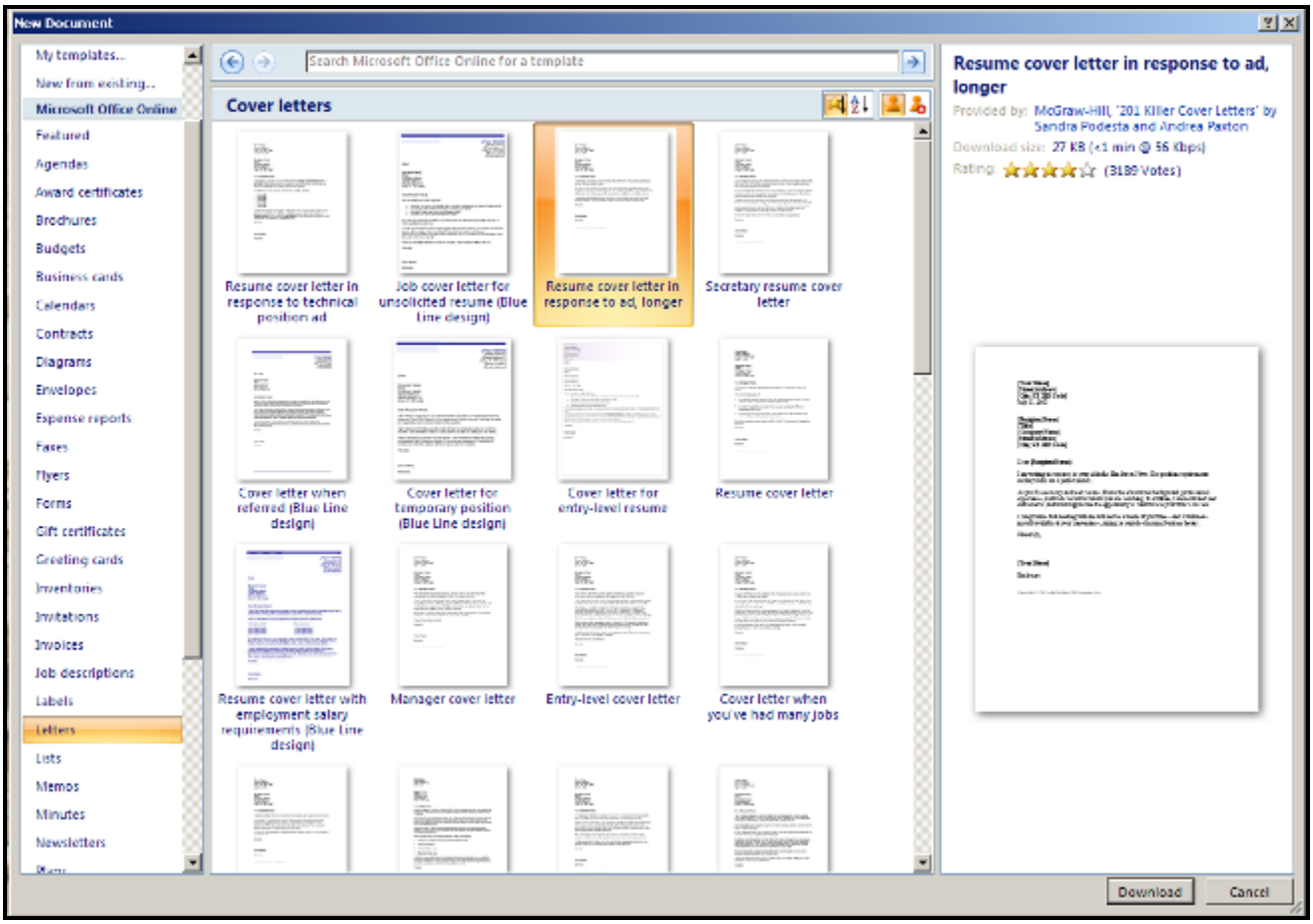
Assignment

This assignment will ask students to go through the following steps:

1. Open Microsoft Word
2. Click the **Microsoft Office Button**,
3. Select **New**
4. Then click **Installed Templates**
5. Select **Letters** and then select **Cover letters** (All the resume templates currently installed on our computer will be listed).



6. Highlight the **Resume cover letter in response to ad, longer** template and click **Create**. A new file will open in the template you've selected.



7. Begin filling out the cover letter fields in the new template with your name and address and the name and address of the potential employer.

   Remember to carefully read the letter template and modify the template to match job specifications.

Interviewing Advice

When preparing for an interview make sure to research the organization and position you are applying for thoroughly. This will enable you to answer questions well, and demonstrate knowledge and initiative in your own questions about the company.

An important part of an interview is first impressions and professional appearance. Dress conservatively in business clothing this means suits or sports coats and dress pants for men and dresses or suits for women.

Being punctual for your interview is very important. As an applicant you should arrive five to ten minutes before the interview. Being late creates a negative impression. If you are going to be late, it is important to contact your interviewer to keep them informed and provide an

explanation for the delay. If you think you will be delayed for longer than an hour, it is a good idea to ask the interviewer to reschedule at their convenience.

An interview will usually start with introductions. Remember to use formal greetings and references when talking to interviewers. Use terms such as, “Mr.” or “Mrs.” Or “Ms.” during your exchange. You are likely to be asked questions about your experience, and asked what solutions you may have to potential problems that can arise on the job. Listen carefully to questions and remember to speak clearly and confidently when answering. Be prepared to discuss your strengths, weaknesses, background, and accomplishments.