MODULE 2

USING THE COMPUTER AND MANAGING FILES

Teacher Notes

Time Allocation

Total length of classes – 40 study hours.

Recommended course sequence	Number and name of ECDL module	Approximate course length (study hours)
1.	1. Concepts of information and communication technology	2
2.	**2. Using the computer and managing files**	**4**
3.	3. Word processing	10
4.	7. Web browsing and communication	5
5.	6. Presentation	6
6.	4. Spreadsheets	6
7.	5. Databases	7
		40

Classroom Equipment

The study material examines activities in the **Gnome** environment of **Linux Ubuntu 10.10**.

The recommended minimum system requirements:

- **x86** processor with a clock rate of **1 Ghz**;
- **1 GB** of random-access memory
- Hard drive capacity (free space for parallel installation of operating systems) – **8 GB**;
- Video card and monitor with a resolution of **1024 × 768**
- USB port
- CD/DVD drive
- Internet connection
- Operating system **Linux Ubuntu 10.10** or newer with the **Gnome** graphical environment (version 2.32 or newer)
- OpenOffice.org (version 3.2 or newer) application suite, including the application **Writer.**

Note:

The latest versions of Ubuntu may include the identical software **LibreOffice** in place of the **OpenOffice.org** application suite.

The latest versions of Linux Ubuntu use the graphical environment **Unity** by default. It is recommended to use the **Gnome** environment for better correspondence with the tasks of the study material.

Virtual Environment

If the classroom computers are equipped with a Windows operating system, it is possible to use a virtual work environment.

To create a virtual environment:

1. Download the free **VirtualBox** software from **www.virtualbox.org**;
2. Install **VirtualBox** in the **Windows** environment;
3. Create a new virtual machine;
4. In the environment of the virtual machine, install **Linux Ubuntu**;
5. Install **VirtualBox** on the classroom computers;
6. Copy the previously created virtual machine disk onto the classroom computers;
7. On the computers, create a new virtual machine in **VirtualBox**, choosing to use the copied virtual disk.

Note:

Advanced technical knowledge may be needed for creation of the virtual environment and installation of the operating system.

The user manual of **VirtualBox** can be found in the **Documentation** section of its website: **http://www.virtualbox.org/wiki/End-user_documentation**.

Language Selection

In **Linux Ubuntu**, it is possible to choose the language of the graphical environment (interface) for both the operating system and the **OpenOffice.org** suite.

**To change the interface language:**

1. Perform the top panel menu command **System–>Administration–>Language Support**;
2. In the **Language** tab of the **Language & Text** dialogue box, drag the desired language to the top in the list "**Language for menus and windows**":
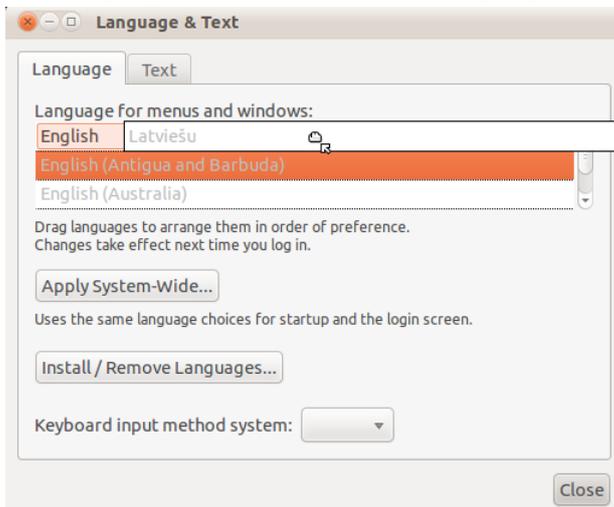
3. Click **Apply System-Wide**;
4. Enter the administrator password;
5. In the **Text** tab, choose the number, currency, date format;
6. Close the dialogue box by clicking **Close**;
7. Restart the computer (or log out and log in again).

If the list does not contain the desired language:

1. Click **Install/ Remove Languages**:
2. In the following dialogue box **Installed Languages**, tick the checkbox next to the desired language:
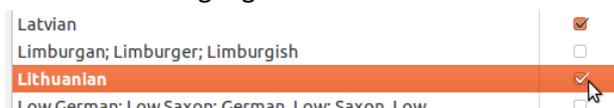
3. Click **Apply Changes**;
4. Enter the administrator password.

Before Starting the Course

- It is recommended to create a new user account with a password for the study course (**System–>Administration–>Users and Groups**);
- Copy the folder **2_computer_files** with task templates to the **Documents** folder of the user account;
- Get thoroughly acquainted with the study material and tasks;
- It is recommended to complete all the practical tasks included in the material;
- Complete the final task **2.12_test** on a classroom computer.

Practical Task Files

The files of ECDL module 2 **Using the Computer and Managing Files** are located in the folder **2_computer_files**. Task templates and files for completion of the tasks are in subfolders whose names begin with the number of the respective task. Each task folder contains a subfolder called **final**, which contains an example of a file obtained as a result of completing the task.

Course Outcome

- Use the main features of the operating system including adjusting the main computer settings and using built-in help features;
- Operate effectively around the computer desktop and work effectively in a graphical user environment;
- Know about the main concepts of file management and be able to efficiently organize files and folders so that they are easy to identify and find;
- Use utility software to compress and extract large files and use anti-virus software to protect against computer viruses;
- Demonstrate the ability to use simple text editing and print tools available within the operating system.

Independent Work

The final task **2.12_test** is intended as an independent test of knowledge and assessment of readiness for the exam.

Frequently Used Commands

Setting up the work environment

- Changing the appearance of the desktop, fonts and windows: **System–> Preferences–>Appearance**.
- Changing the resolution: **System–>Preferences–>Monitors**.
- Screensaver: **System–>Preferences–>Screensaver**.
- Keyboard layouts: **System–>Preferences–>Keyboard**.
- Time and date (administrator password required): **System–>Administration–> Time and Date**.

Installing applications

1. Perform the command **Applications–>Ubuntu Software Center**;
2. In the search field of the **Ubuntu Software Center** dialogue box, enter the name of the application or the task that it will have to perform;
3. Install the application that has been found (selected).

System information

- For the computer system: **System–>Administration–>System Monitor**.
- For the graphical environment: **System–>About Gnome**.

Printing

- Printer management: **System–>Administration–>Printing**.
- Print job management: **System–>Administration–>Printing**; perform the menu command **Printer–>View Print Queue** for the selected printer.

Data management

- Default file manager: **Nautilus**.
- User folders: in the **Places** menu.
- Home folder: **Places–>Home Folder**.

Searching for files and folders

- Search: **Places–>Search For Files**.
- Wildcard characters: the question mark (**?**) substitutes for any one character; the asterisk (*****) substitutes for any number of characters.

Compressing and extracting files, folders

- Compressing in file manager **Nautilus**: **Edit–>Compress**.
- Extraction in file manager **Nautilus**: **Edit–> Extract Here**.

Viruses

- The default installation of **Linux Ubuntu** does not include an antivirus.
- For file manager **Nautilus**: install the extension **Antivirus scanning for Nautilus**.

Taking screenshots

- Press **Print Screen** on the keyboard;
- Use the **Paste** command to paste the obtained screenshot where desired.