

# Global Kids 1

## Syllabus



**GLOBALCERT**

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

**The installed software required for the examination process GloblaKids programme 1 is:**

**Microsoft Windows**

**Microsoft Office**

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## Lesson 1

### Getting to know the computer

1. Computer/Basic tasks you do with your computer
2. Computer parts and their Function
  - Central Unit
  - Monitor
  - Keyboard
  - Mouse (or other pointing touch pad units)
  - Loudspeakers
3. Open/Close Computer
4. The desktop
  - Description/Use
  - Brief Description of icons
5. Taskbar
6. Start menu (brief description)
7. Mouse
  - Left and right button (short description)
8. Open/Close window

## Lesson 2

### Work in Windows environment

1. Mouse
  - Left and right key (detailed description)
  - Aspects of indicator (depending on the position and the desired function)
2. Applications
  - Meaning, use
  - An explanation of the difference of the environment
3. Start menu (detailed description)
  - Tabs
4. Window
  - Minimize/Maximize
  - Change Dimension
  - Move
5. Folder "Computer"
  - Open/close/maximize/minimize a window
  - An explanation of the contents that appear
6. Use application "Calculator"
  - Operation
  - Keys
  - Acts
7. The taskbar
  - Resizing
  - Switch between Windows

## Lesson 3

### Let's draw!

1. "Paint" Application
  - Using the application
  - Reference and other similar applications (of the same use)
2. Painting Window (detailed description)
  - Title bar
  - Menu bar
  - Toolbar
  - Selection of colors
  - Draw Area (canvas)
3. Painting tools
  - Pencil
  - Brush
  - Airbrush
  - Eraser
4. Color Picker
5. Tool Sizes
6. Painting Shapes
  - Rectangle
  - Ellipse – Cycle (with the use of the button Shift)
  - Rounded rectangle
  - Polygon
  - Line
  - Curve
  - Color Selection and Combination Tools
7. Bucket, Color Picker
8. Keyboard
  - Letter keys
  - Small caps Button
9. Text
  - Fonts
  - Sizes
10. Save file
11. Closing application

## Lesson 4

### Writing texts on the computer

1. Application "Notepad"
  - Using the program
  - Explain parts of the program (title bar, menu bar, page)
  - Reference to other similar programmes
  
2. Keyboard
  - Alphanumeric keys
  - Punctuation Keys & Space button (Key)
  - Capital – Small (right Shift keys & Caps Lock)
  - Change language (and language indicator explained in taskbar)
  - Key Tone
  - Carriage return (Enter)
  
3. Menu «Format → Font”
  - Font selection
  - Font Size

## **Lesson 5**

### **Abbreviations, numbers and symbols**

1. Keyboard
  - Numeric buttons
  - Numeric keyboard-if any-and use Num Lock key
  - Use Shift Key for inserting symbols at the top of the keys
  - Tab Key
  - Transaction Keys (4 arrow keys, Home, End keys, Page Up, Page Down)
  - F function keys (F1 for help)
  - Function key Ctrl (Ctrl + N's explanation, Ctrl + O, Ctrl + S)
  - Show the above indications in the menu "file" or "File" and connect similar indications with functions
2. The "view" menu or "View"
  - Show and hide status bar
3. Menu "Help" or "Help"
  - Explain the operation and use of Assistance
4. Menu "Format → Font"
  - Font style
5. Menu "Format → Word Wrap"



## Lesson 6

### Files and Folders

1. Memory
  - RAM
  - Storage
  - Permanent storage (hard disk – Removable Storage)
  
2. Files and Folders
  - Definition & File name
  - Definition & folder name
  - An explanation of the difference between file and folder
  - An explanation of organization in folders and subfolders
  - Default storage folder of applications "my documents" or "My Documents"
  
3. Folder "Computer"
  - Display storage units
  - Show folders
  - Show files
  - An explanation of the displayed contents
  
4. Capacity units of measure
  - Byte / Kilobyte (KB) / Megabyte (MB)/ Gigabyte (GB)
  
5. Representational capacities in various media storage (feeling of small & great storage resources)

## Lesson 7

### Use of folders and files

1. Εξερεύνηση του φακέλου “Τα έγγρατά μου”
  - Toolbar button (Back/forward)
  - Search Folder
2. Create a folder on the desktop
3. Move the folder (all modes)
4. Delete folder (all modes)
5. Recycle Bin
  - Restore
  - Empty Recycle Bin
  - Final deletion
6. Cut/Copy/Paste file and Folder

## **Lesson 8**

### **Handling Applications**

1. Open multiple Windows
  - Switch from one to another.
2. Explanation of the diversity of applications and selection of a suitable one for the desired work ("Paint", "Notepad", "Calculator")
  - Windows menu Bars
  - Toolbars Windows
  - Window status bar

## **Lesson 9**

### **Computer games and ergonomic posture in front of the computer**

1. Use the computer for games.
2. Distinction between locally saved games and on line games.
3. Update on online gaming risks (charges).
4. Tips for ergonomic posture in front of the computer.
5. Tips for eyes and hands.
6. Proper lighting Tips.

## Lesson 10

### Personalise Your Computer

1. Desktop background
  - Select image
  - Deformity/Tiled/centered
  
2. Screen Saver
  - Option
  - Activation Time
  - Preview
  
3. Arrange the icons on your desktop
  - Auto arrange
  - Align to grid

## **Lesson 11**

### **More for the Windows environment**

1. Desktop background
  - Color selection
  - Palette with colors
    - i. Primary colors
    - ii. Add to Custom Colors
    - iii. RGB color system (link colors with numbers)
    - iv. Hue, Saturation, Brightness
  
2. Set date and time or "Change Date and Time Settings"
  
3. The "desktop items"
  - Show/Hide icons:
    - i. My computer
    - ii. Documents
    - iii. Network
    - iv. Recycle Bin

## **Lesson 12**

### **Music and Videos**

#### 1. Video and audio Applications

#### 2. Media Player Application

- Select music or video file
- Playing music file or "Play"
- Key "Stop" or "Stop"
- The button "Mute" or "Mute"
- Next/previous Button or "Next"/"Previous" and using them as fast forward/ Quick return or "fast forward"/"fast rewind" respectively.
- Volume
- Playback Effects
- Shuffle Button or "Turn shuffle On/Off"
- Repeat Key or "Turn Repeat On/Off"
- Search Field or "Search"

## Lesson 13

### Auxiliary Functions

1. Help and Support (Windows environment)
  - From the start menu or "Start"
  - With F1 key
2. Description the environment help window
  - Choosing ready-help topics
  - Search this topic for help
3. Browse or Search (Windows environment)
  - Browse by name
  - Search by file type (first contact with file endings)
  - Using wildcards (\*,?)



## **Lesson 14**

### **Extensions and shortcuts**

1. Naming files
  - Non-allowed characters in file and folder names (/ \ : \* ? " < > | ) a single file name parts (Name,., expansion)
2. Associate extensions with the respective application (reference to common normal extensions applications)
3. Show/Hide file extensions
4. Modification and expansion effects
5. Shortcuts
  - What are/Use
  - Shortcut Symbol
  - Create shortcut
6. File icons, folders, shortcuts, applications, storage units

## Lesson 15

### Exploring the Internet

#### 1. The Internet

- What is  
*(Computers can connect with each other and create computer networks. There is a very big worldwide network which connects other networks and computers with each other called the Internet or Internet)*
- Web WWW  
*(As the Internet consists of millions of computers, the information that they they contain are available to all those who are connected to the Internet. This information is usually available through the World Wide Web or WorldWide Web)*
- Websites  
*(This is an environment where information is presented in various pages ...)*
- `Other Internet services (email, search engines

#### 2. Internet connection

- Modes of connection (telephone network, wired, wireless, satellite)
- Connection speed

#### 3. Web browsers

- What it is
- Address bar
- Visit at site
- Toolbar Buttons Back/Front or "Back"/"Front"
- Save Website

#### 4. Search Engine Google

- Search topic through Google
- Links or "hyperlink"

## Lesson 16

### Internet Read More ...

1. Internet history
  
2. Networks and Internetworks
  - LANs (Local Area Networks)
  - MAN (Metropolitan Area Networks)
  - WAN (Wide area networks)
  
3. Internet actions
  - Finding information
  - Games
  - Assistance for courses
  - Reading books and magazines
  - Music
  - Movies
  - Radio
  - TV
  - Discussions with other people
  - News
  - Markets
  - File sharing
  - Messaging
  - Fun
  
4. Basic Internet services
  - World Wide Web (WWW)
  - Electronic Mail (e-mail)
  - File transfer (FTP - File Transfer Protocol)
  - Chat
  - Search Engines
  
5. Protocols

## **Lesson 17**

### **More about the Internet**

1. Favorites
  - Add site to Favourites
  - Organise Favourites
    - i. Create new folder
    - ii. Add a page in a folder
    - iii. Moving a page from one folder to another
2. Press Refresh Web page
3. Press stop seeing
4. Press home page or "Home"
5. Set initial page

## Lesson 18

### Email

#### 1. Email

- What is

#### 2. E-mail Address

- Name – allowed characters
- @ or at or duckling
- Labelling dispute with the website address
- The concept of a provider in the name of the email address
- Free mail – known pages providing free email

#### 3. Use E-mail Programs

- Reference to existing programs
- Using web mail
- Opening Microsoft Outlook Application

#### 4. Create the first message

- To line or "To"
- Subject Bar or "Subject"
- Send key

## Lesson 19

### More about Email

1. Microsoft Outlook application environment Description
  - Folder list
  - Message list
  - Preview window
  
2. Create a message
  - To line or "To" send to multiple users
  - Subject Bar or "Subject"
  - "Cc" bar
  - Send key
  
3. Folder Outbox
  
4. Send/receive Button
  
5. Inbox: Information Message Line (Sender, Subject, Date, Time, Size)
  
6. Risk reporting & Overcome Unknown Sender
  
7. Open incoming message
  
8. Reply button

## **Lesson 20**

### **More about email**

1. Forward button
  - Indication forwarded message FW
2. Attach file to message (all modes)
3. Account Setup

## Lesson 21

### Text processing with Microsoft Word

1. Microsoft Word application
  - Application usage
  - Open application
  
2. A full description of the Microsoft Word interface
  - Title bar
  - Menu bar
  - Toolbars
  - Ruler
  - The status bar
  - Text area (blank page)
  - Insertion
  
3. Microsoft Word Features
  - Automatic line break
  - Carriage return (Enter key)
  - Change language
  - Letters with accents
  
4. Spelling
  - Show Spelling menu (right-click)
  - An explanation of commands, ignore all add to Dictionary



## Lesson 22

### Functions of Microsoft Word

1. Open file
2. Save/Save as. .. File
3. Select text – Use
4. Text selection Modes
  - Option with the mouse
  - Select all text (with A Ctrl key or the select all command on the menu Edit)
  - Choice of a word (with double click on the word)
  - Option proposal (with Ctrl and click on the proposal)
  - Select paragraph (with triple-clicking)
5. Font formatting (toolbar)
  - Change font
  - Change font size
6. Copy and Paste (from the toolbar)

## **Lesson 23**

### **Embellishing text**

#### 1. Font formatting (toolbar)

- Bold, italic, Underlined
- Importance of positioning the insertion point (or cursor)keys that appear activated onto the toolbar

#### 2. Align text (from the toolbar)

- Full explanation Left, Right, Full, Center alignment
- Explain that whole paragraph can have one alignment
- Examples of use for each alignment

## Lesson 24

### Completing the changes

1. Insert Image
  - ClipArt
  - From file
  
2. Placing the image inside the text – text wrap (by right clicking)
  - Square
  - In line with text
  - Hermetic
  - Behind text
  - In front of text
  - Up and down
  
3. Resize/move the image
  - Changes in the appearance of the mouse pointer
  
4. Print Preview
  - Zoom
  
5. Printing
  - List of printers
  - Default printer and indication