

Computer Literacy Module 2

ABET Fundamental and Core Skills



Computer Skills for Beginners

Learner's Booklet

Lesson 7: Determine Printing Cost

1. Average cost of ink or toner: R1200
Shield pages which can be printed from one cartridge): 5000

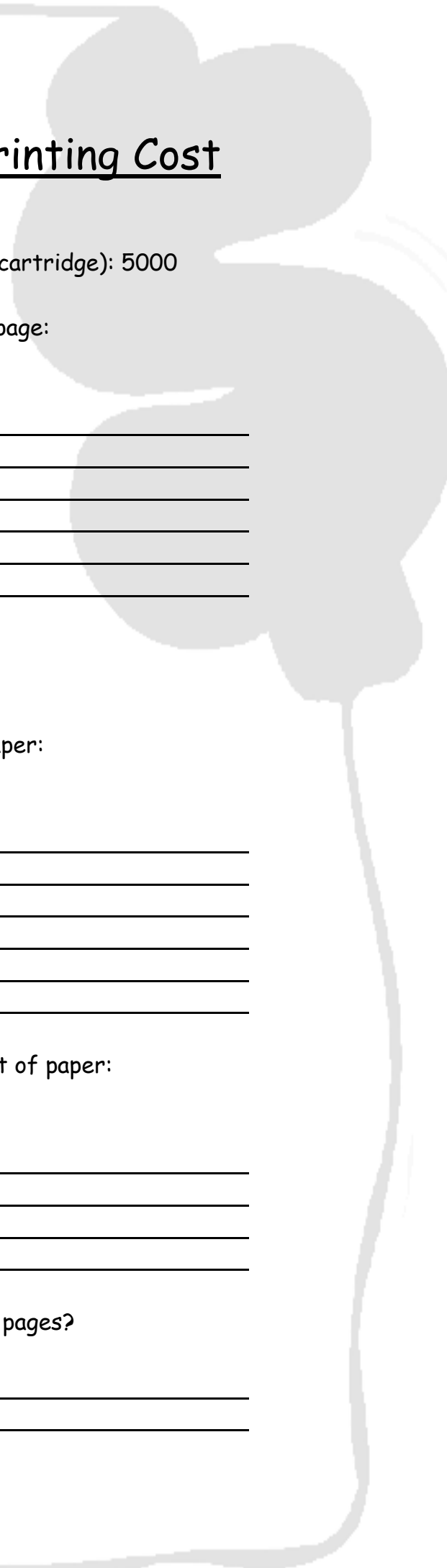
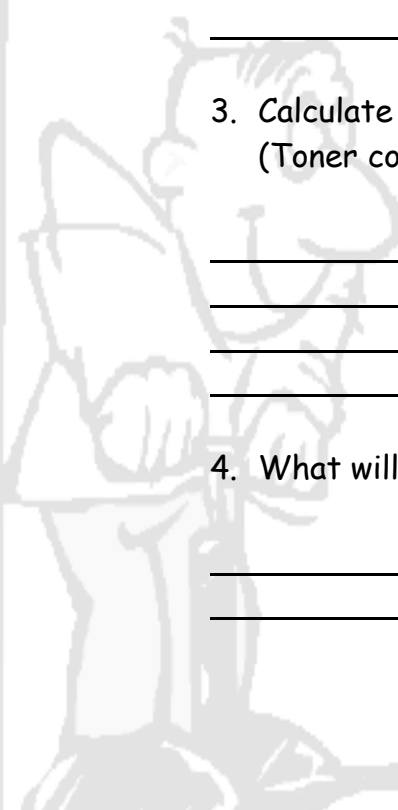
Determine the average cost of printing one page:
(Toner ÷ Shield)

2. Average cost of a ream paper: R50
Sheets in a ream: 500

Determine the average cost of a sheet of paper:
(Ream cost ÷ number of sheets)

3. Calculate the total cost of printing one sheet of paper:
(Toner cost + Sheet cost)

4. What will it cost to print a document of 100 pages?



Lesson 7: Reduce Printing Cost

You are employed in an office. Your manager asks you to write a memo to all employees explaining how to reduce printing cost. Do the following:

		☹	☺
1	Create a new document in the word processing software on the computer.		
2	List at least 5 ways in which printing cost can be reduced. Type this in the new document.		
3	Save the document as Reduce Cost YOUR NAME.		
4	Add a heading to the document: Memo to all employees		
5	Apply formatting of your choice to the text. You may change the text colour, the font type and the font size.		
6	Print Preview the document.		
7	Save all changes.		
8	Print the document.		

Notes

Circle the correct words.

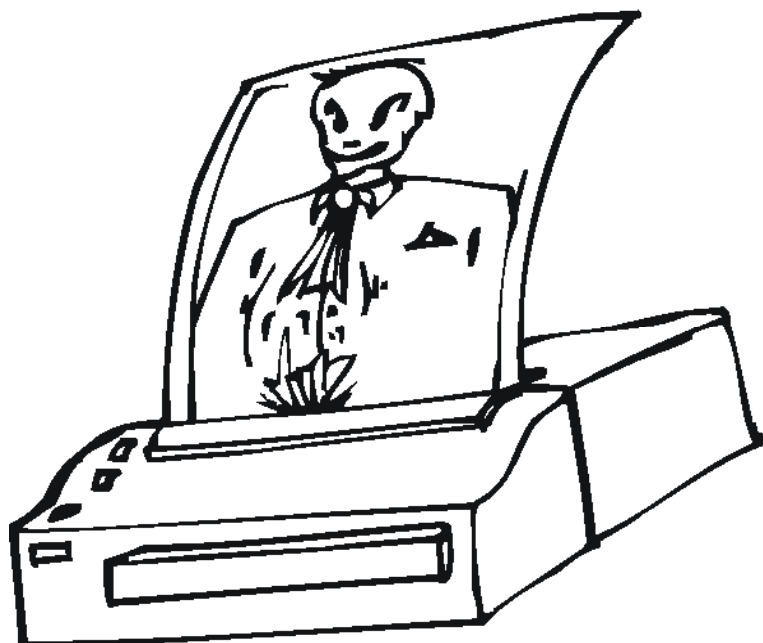
To print a document:

1. Click on **Edit File View** in the Menu bar.
2. Select **Print New Open**,
3. Click **Cancel Properties OK** in the Print dialog box.

Always check **Print Preview Review View** before printing to see what the document will look like when it is printed.

The Print dialog box **has does not have** a section that lets you choose the number of copies you want to print.

You **can cannot** make changes to your document when you are in Print Preview.



Lesson 8: Safety in the workplace

You are asked to create a sign to put up in the workplace which will stress the importance of safety. Do the following:

		☹	☺
1	Select one important safety aspect in your workplace.		



Write down the safety aspect here: _____

2	Work on the computer.		
3	Open a new, blank document.		
4	Type a heading for the sign (use only 2 or 3 words).		
5	Insert any picture or clipart of your choice. Remember the clipart must support the message of the sign!		
6	Type the safety rule or message below the picture.		

You may want to formulate the rule here before your type it on the computer: _____



7	Format the heading to emphasise it.		
8	Format the text to improve the appearance of it.		

Which of the following formatting did you use?

	YES	NO
Font Type		
Font Size		
Font Colour		

