

Computer Literacy Module 3

ABET Core Skills



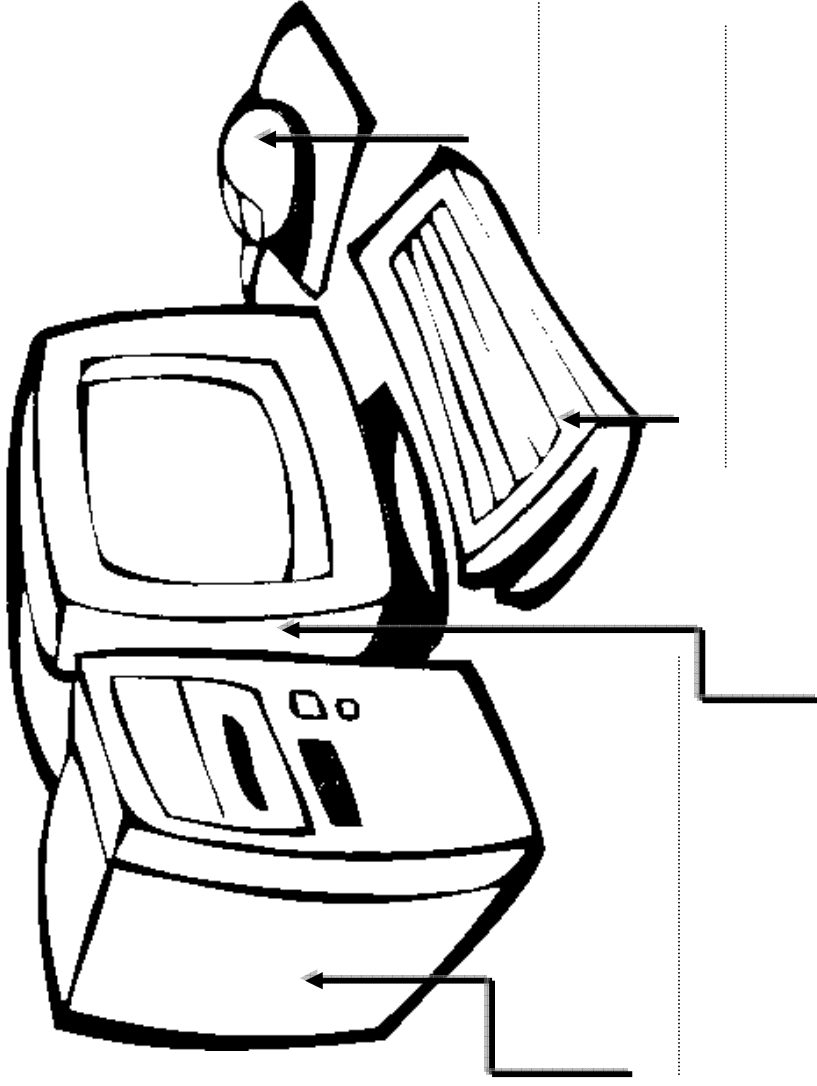
Intermediate Skills for ABET Learners



Learner's Booklet

Lesson 2 Revision

1. Label the different parts of the computer below:



2. Explain the difference between computer hardware and computer software.

3. Look at the pictures below and list places where computers are used every day.

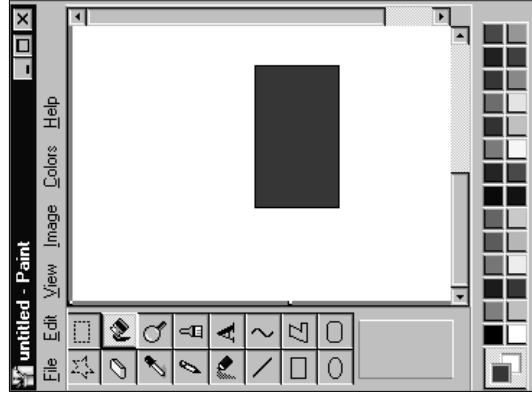


4. Give examples of computer software.

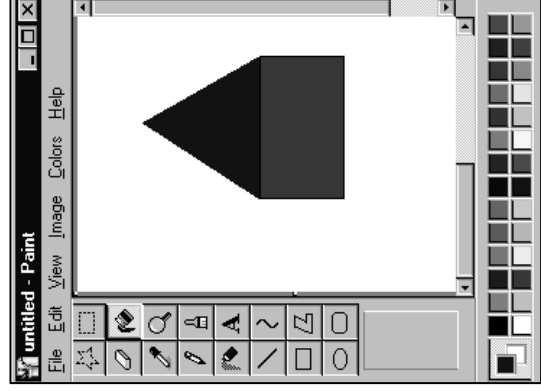
Drawing Paint

Open Microsoft Paint® and do the following step-by-step. When you have completed a step, mark it off.

- Open Microsoft Paint®.
- Click on the Rectangle icon in the Toolbox.



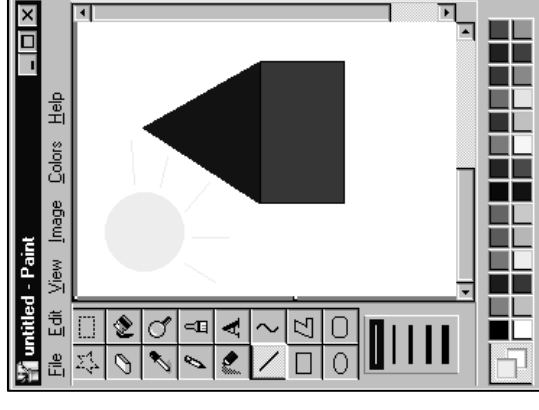
- Draw a rectangle in the drawing space.
- Click on the Fill with colour icon in the Toolbox.
- Click on red in the Colour Box.
- Click in the rectangle in the drawing space.



- Click on blue in the Colour Box.

- Click on Line in the Toolbox.
- Draw two lines to make a triangle.
- Click the Fill with colour icon.
- Click in the triangle.
- The triangle should be blue.

- Click on yellow in the Colour Box.
- Click on the Ellipse icon in the Toolbox.
- Draw a circle in the top corner of the drawing space.



- Click on the Fill with colour.
- Click in the circle in the drawing space.
- Click on the

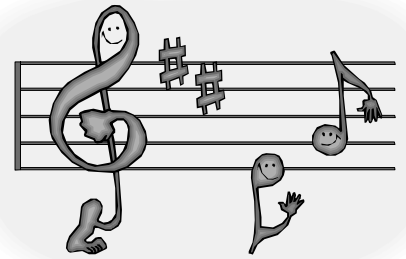
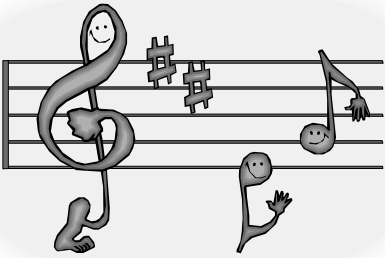
Line icon in the Toolbox.

- Draw lines from the circle.

- Save the drawing as House YOUR NAME.

- Print the drawing.





CD Cover

Do the following to create a CD cover for your favourite music CD.

1. Answer the following questions:

Do you like music? _____

What type of music do you like? _____

Who is your favourite music artist? _____

What is your favourite music album? _____

What is your favourite song? _____

2. Plan the CD cover. Your cover can be designed for an existing CD or you can make up your own. Check point 6 on the next page before you start.

3. Open Microsoft Paint®.

4. Change the size of the canvas to 12,5cm x 12cm.

5. Draw the CD cover as you have planned earlier.

6. Include the following in your drawing:

1. The name of the CD
2. The name of the artist
3. Use the tools from the Toolbox to draw a picture or illustration
4. Colour

7. Save the CD cover as *YOUR NAME CD COVER*.

8. Print the CD cover.

9. Answer the following questions when you have finished the project:

• Did you answer the questions in step 1? _____

• Did you do the planning on paper first? _____

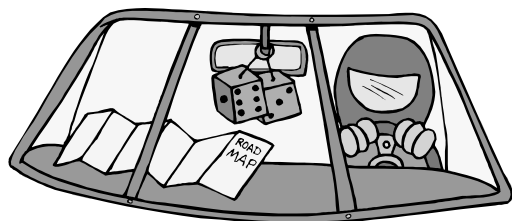
• **How** did you change the size of the canvas in Paint®? _____

• Does your CD cover have a name? _____

• What is the name of the artist on your CD cover? _____

• List at least three tools that you used to draw the cover in Paint®. _____

Road Accidents in South Africa



Road accidents kill thousands of people every year in South Africa. Do the following:

Find information on how many people died last year and the year before that on South African roads.

Complete the following table:

	Last Year	Previous Year
Pedestrian related		
Overtaking related		
Visibility related		
Other		

Compile a list of 5 things that road users can do to minimize the risk of an accident.

Do the following in Microsoft Word®:

1. Create a flyer (one A4 page) to promote road safety in South Africa.
2. Type a heading with WordArt.
3. Type the completed table into the document.
4. Type the list below the table.
5. Apply formatting to the list.
6. Add a picture or drawing to the flyer.
7. Add anything that you think will enhance the flyer.

