

**Unit 0: Introduction and Using Windows™**

In this short introductory unit, you will learn terminology and basic skills of computer operation that are needed for subsequent successful use of the machines. For each day, do the reading outlined below before you come to class; you may find it useful to keep some notes of unfamiliar terms and concepts, or questions that occur to you that can be asked in class. For the more operationally-oriented sections characterized by lists of step-by-step instructions you should read for overview before coming to class but you will find the material does not become fully clear until you can actually try the operations out on a computer as you read. When you have finished each reading assignment, write out the listed practice exercises to turn in on the indicated day.

**Schedule**

**T Jun 17:**  **BEFORE CLASS:** Read Lessons 1-3 and 5-9 of the Introductory Module in your textbook. At the beginning of the class period, turn in practice exercises from page INT-7 #1-5, page INT-25 #3-5, and page INT-37 #1 and 2 (Practice #1). Whenever you turn in practice exercises, be sure your name is in the upper right, along with the assignment number (in this case “Practice #1”).

**IN LAB:** Look at the computer screen and identify the components you have read about. Then use section 9 as a guide to format both of the diskettes you bought for this class. Call one of them *Data* and the other *Backup*. You will use these disks to store your work for the rest of the class.

Use the floppy disk you named *Data* for practice as you re-read Lessons 6-8. Pay particular attention to Lesson 8, *Managing Files With My Computer*. Make sure you know how to copy and rename files as described in that lesson, so you can keep backups of your work on your *Backup* floppy.