

Warm Up

Evaluate the following:

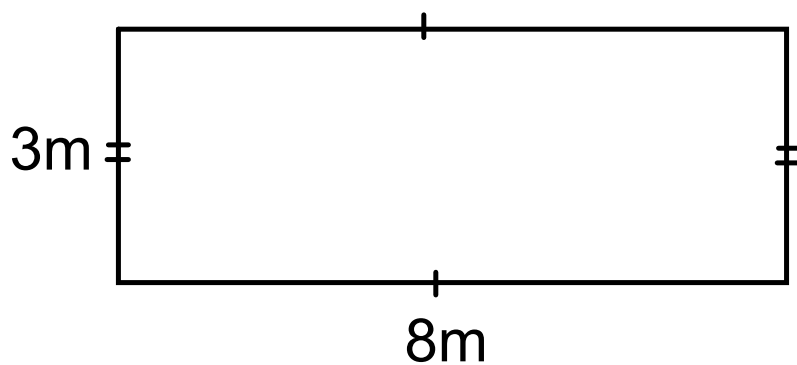
(a) $12 + 14 =$

(b) $19 + 21 =$

(c) $8 \times 9 =$

(d) $12 \times 7 =$

What is the Perimeter and Area of the given rectangle below?



$P =$

$A =$

My Website is

www.mrchilds.com

This is a new course for me, so it is a bit slower in its development.

Computer Skills

- What equipment are you working on (**computer**, iPad, laptop, phone)?

- Do you have Microsoft **Word** on your device?

(go to www.office.com to download)

- Adobe Reader is free software title that lets you work with PDF files

Link: <https://get.adobe.com/reader/>

Step 1 of 3: Download software

Acrobat DC. It's how the world gets work done.

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OPTIONAL OFFERS

~~McAfee~~

Yes, install the McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or firewall settings. [Learn more](#)

Yes, install McAfee Safe Connect to keep my online activities and personal info private and secure with a single tap. [Learn more](#)

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~~**Adobe Acrobat Pro DC**~~

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Computer Skills

Organization is key for a computer to run successfully. Information is kept together using **Folders**.

We are going to create a Folder for this class on your device, to keep track of your computer files.

Basic Device Structure is the same whether it is a laptop, desktop, cell phone or tablet.

Information is stored on a **"hard drive"**.
(spinning disk, solid state drive SSD)



Navigation on a Windows Computer

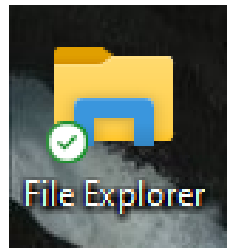
To "look" around on a Windows computer you can use the application File Explorer.

You can start file explorer by clicking on several icons such as:

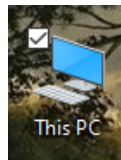
- Your Named Folder



- File Explorer



- This PC



Click on the *This PC* icon.

Storage Concepts

Information on the hard drive is organized into "folders", just like you would with paper files.

1. Operating System Files (**Windows**) are kept in a folder.
2. **Software** titles are kept in a different folder.
3. **User** data is kept in a different folder.

There can be folders inside of folders, these are called levels.

Software Files

Name	Date modified	Type	Size
_nb	9/3/2019 9:30 PM	File folder	
AMD	9/26/2020 12:06 AM	File folder	
ESD	1/22/2020 11:21 PM	File folder	
HP_SL_965D0289-10E1-45ec-B11F-A60...	9/29/2019 3:28 PM	File folder	
Intel	3/19/2020 7:55 PM	File folder	
PerfLogs	12/7/2019 4:14 AM	File folder	
Program Files	3/20/2021 9:46 PM	File folder	
Program Files (x86)	1/4/2021 7:25 PM	File folder	
Users	8/28/2020 4:15 PM	File folder	
Windows	4/19/2021 9:15 PM	File folder	
AppleBclnInstall.log	12/4/2019 1:21 PM	Text Document	

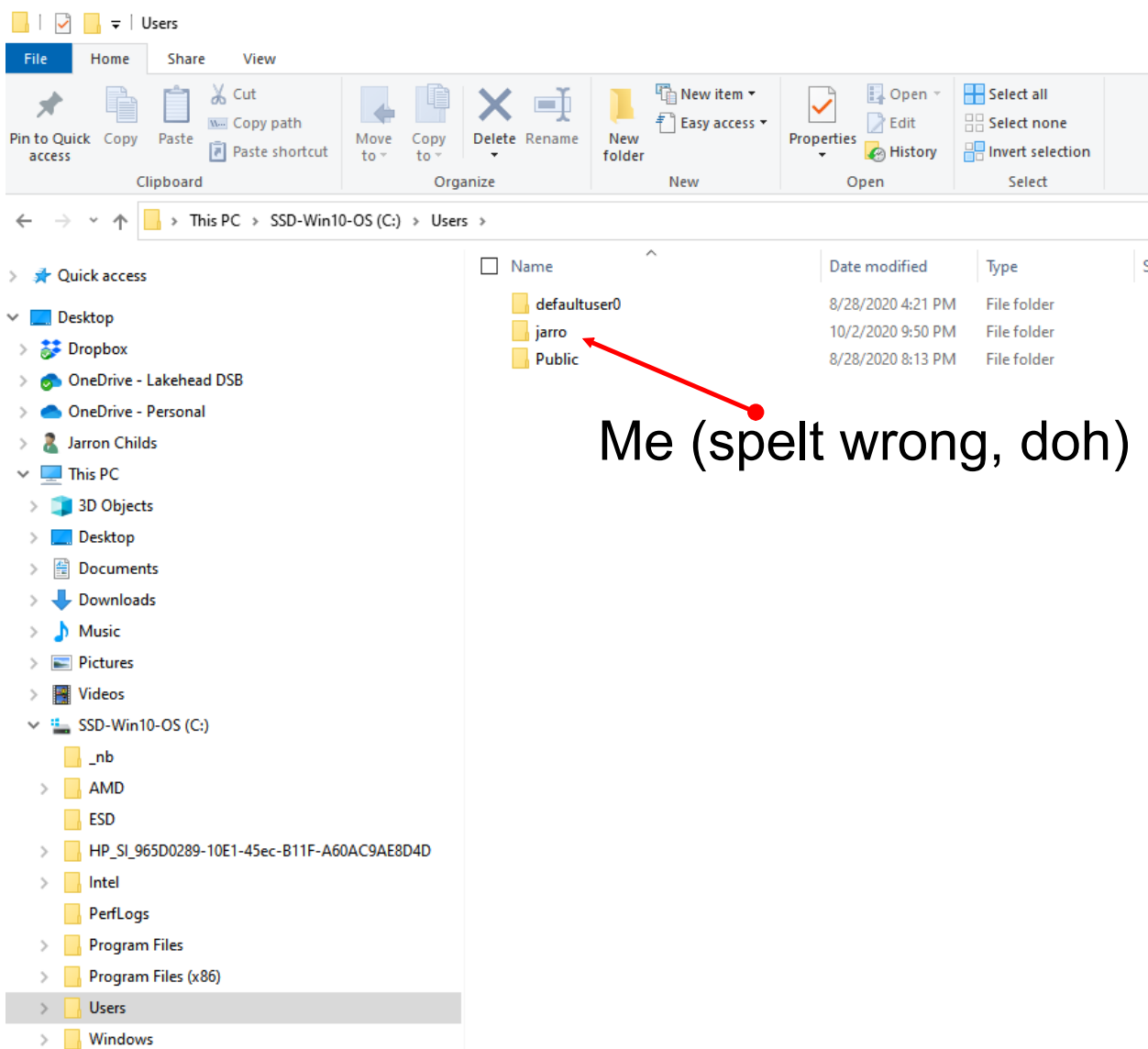
User Data Files

Windows Files

Hard drive

Inside the User Folder

Inside the User folder, you will find the names of the accounts that have logged onto the computer.



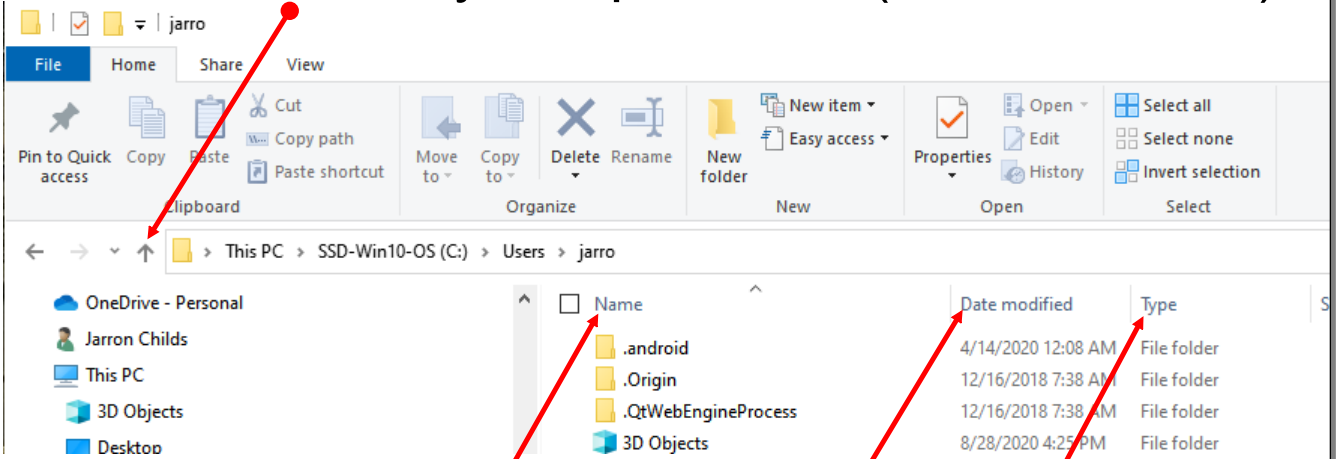
The screenshot shows the Windows File Explorer interface. The address bar indicates the path: This PC > SSD-Win10-OS (C:) > Users >. The ribbon includes tabs for File, Home, Share, and View, with various action buttons like Copy, Paste, Move to, Copy to, Delete, Rename, New folder, Properties, Open, Select all, Select none, and Invert selection. The left sidebar shows the navigation pane with 'Users' selected under 'This PC'. The main pane displays a table of folders:

Name	Date modified	Type
defaultuser0	8/28/2020 4:21 PM	File folder
jarro	10/2/2020 9:50 PM	File folder
Public	8/28/2020 8:13 PM	File folder

A red arrow points from the text 'Me (spelt wrong, doh)' to the 'jarro' folder in the table.

Options to Look Around

Moves you Up a Level (back to Users)

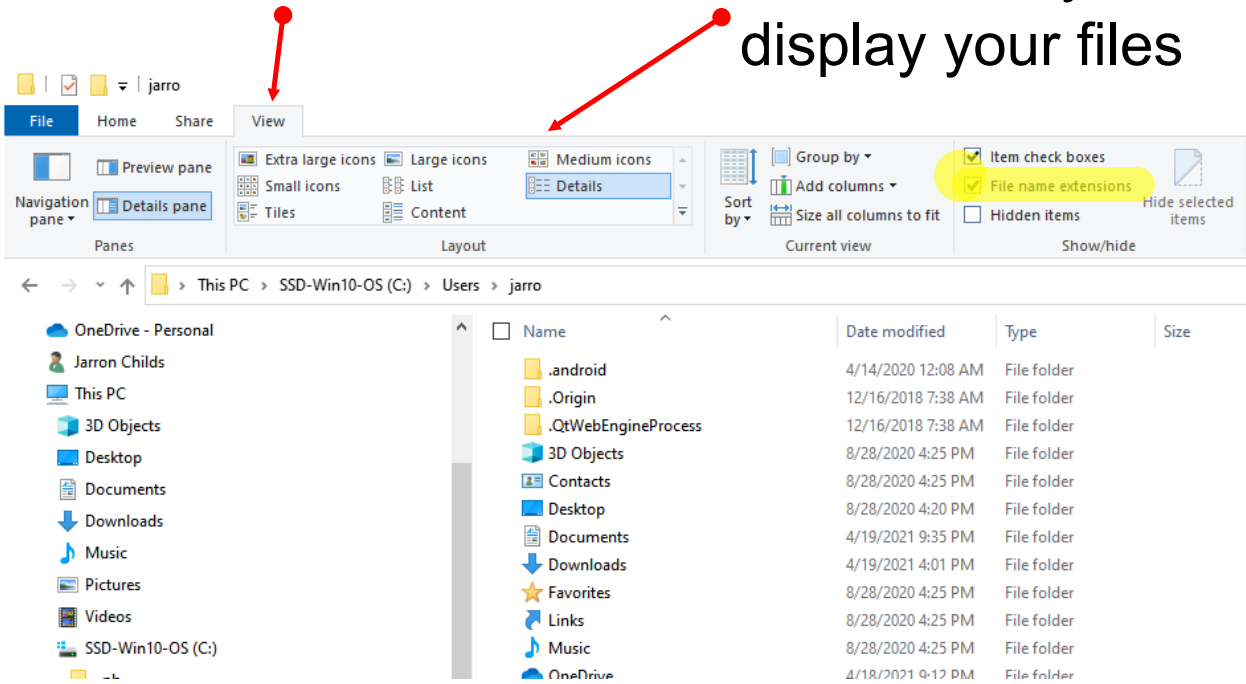


Sort by Name, Date, etc

Options to Look Around

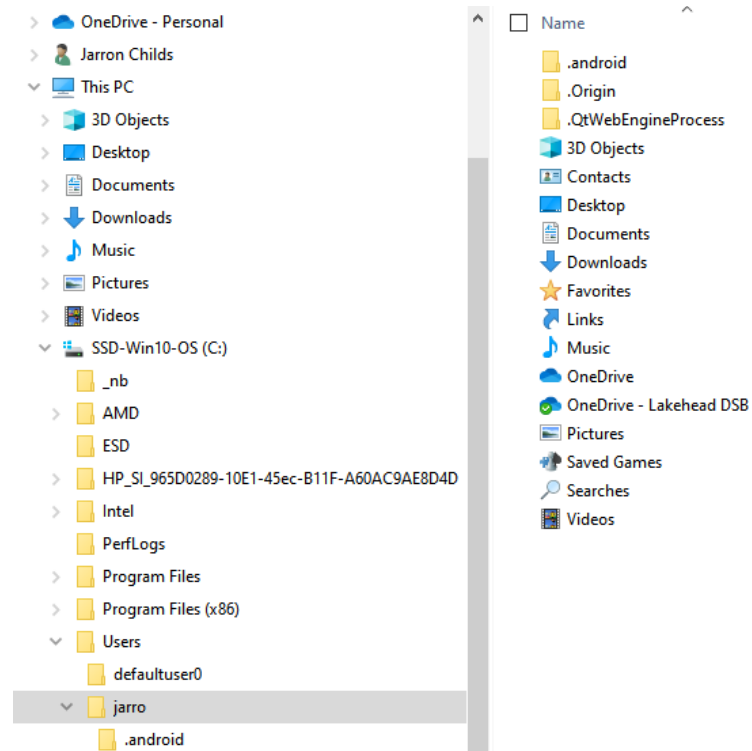
Switch to the View Tab

Different ways to display your files



Windows User folders have the same file folders on all windows computers.

- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos



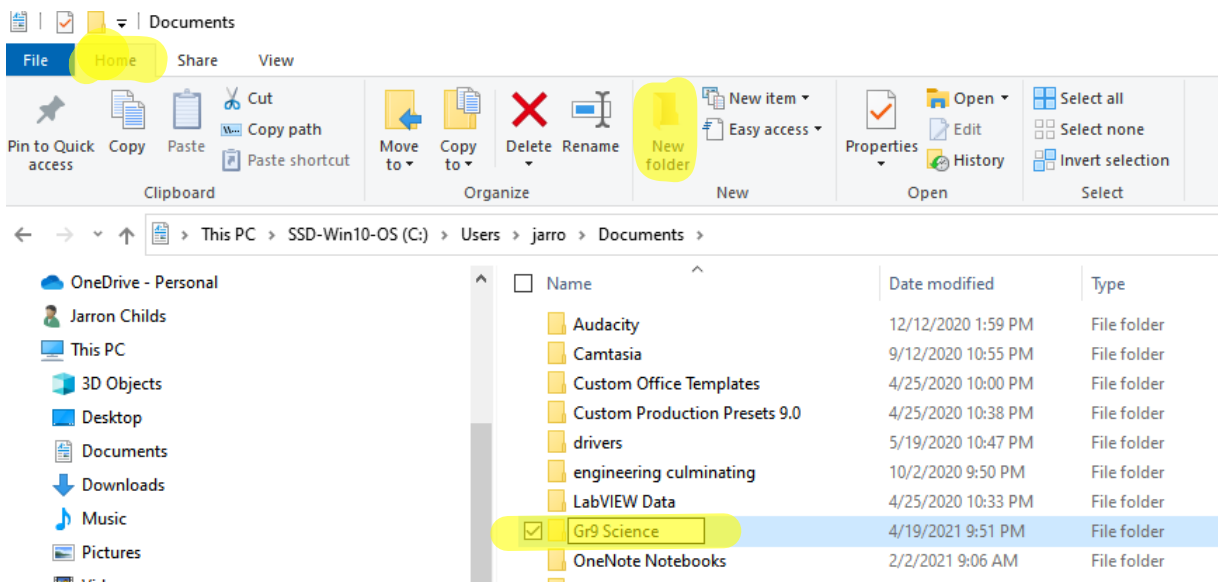
OneDrive is an external storage location that can be local and in the Cloud (internet).

Apple (Mac) computers have the same structure but with slightly different names for folders.

Create a New Folder

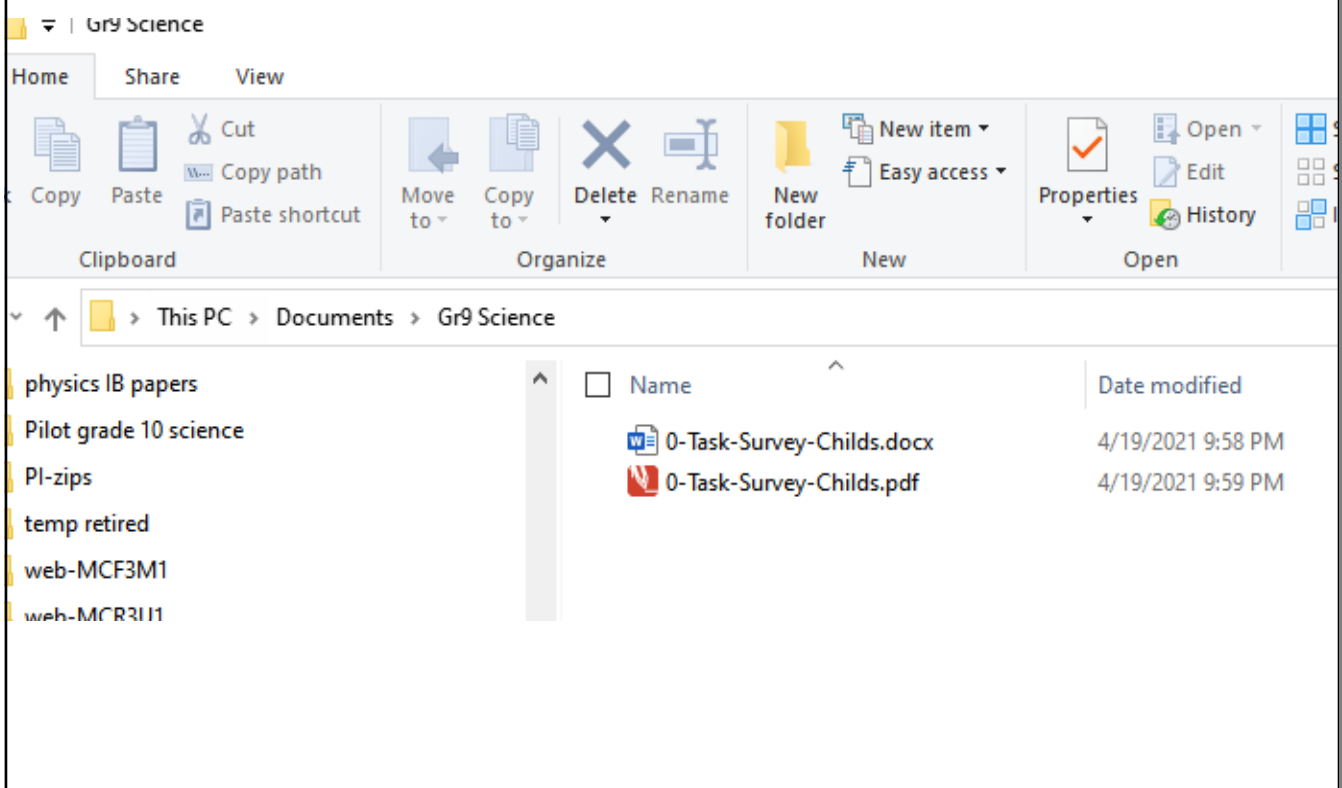
To create a New Folder to store your Science material in, we will do the following:

- Navigate to the Documents Folder
- click on the Home Tab on the top menu bar
- click on the New Folder button
- name the folder "Gr9 Science"



Working with Files - File Types

- Word files have a blue icon, and end with .doc or .docx (extension)
- PDF files have a red icon, and end with .pdf (portable document file)
- image files (pictures) are usually .jpeg but can also .png
- file extension, tells the computer what software should open the file



Downloading Files from Edsby or my website

Downloaded files, go to the "Downloads" folder on your device.

You may need to Copy the file to your Documents folder (or this course folder) BEFORE working on them.

Copying a file can be done via the Menu - Edit - Copy, or by "Ctrl + C"

Pasting a File can be done via the Menu - Edit - Paste, or "Ctrl + v"

Let's download the class note from today and copy it to our Gr9 Science folder.

Let's try getting a document from Edsby.

Click on the Assignment - *Task-Survey*.

Download the file (downloads folder).

Copy the file to your *Gr9 Science* Folder.

Open the file and type in your answers.

----- pause -----

Save the file (*Save As* to add your name).

ie. *Task-Survey-John.doc*

Export the file as a PDF.

Go to your *Gr9 Science* folder and you should see two files with your name on it.

Upload the file in Edsby under the "My Work" tab.

