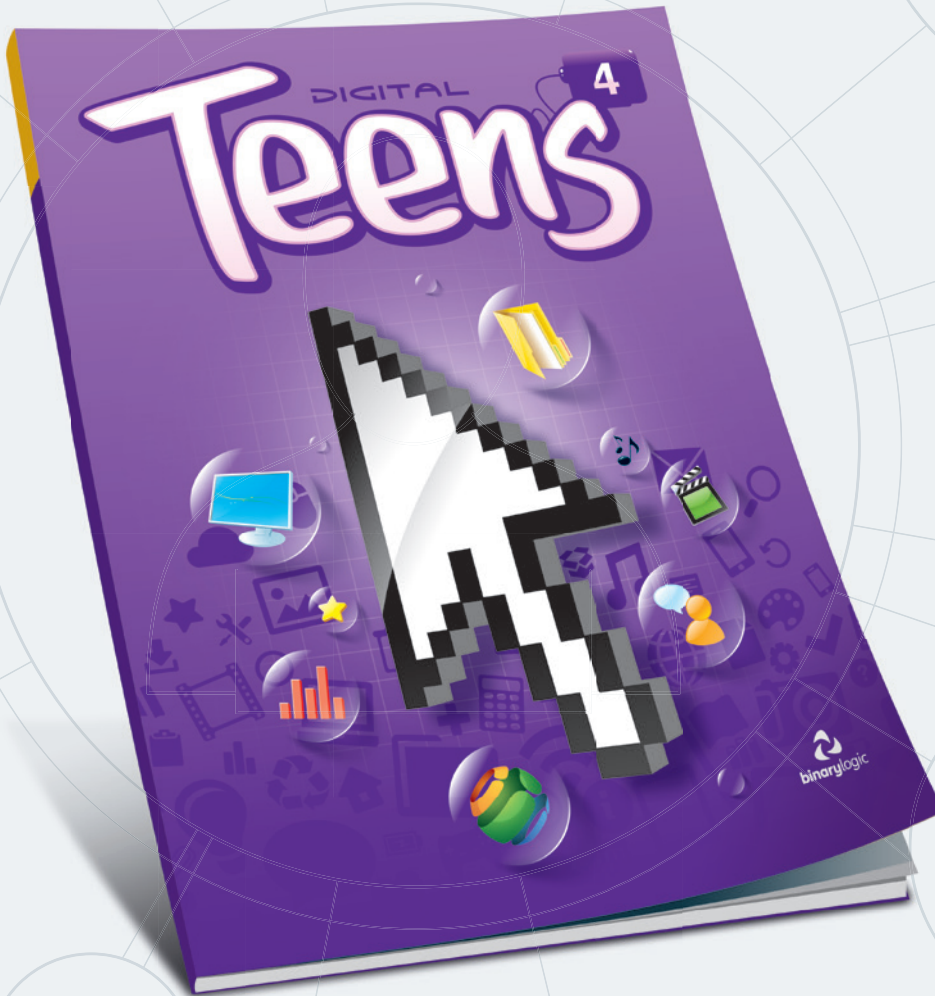


## Online Teaching Resources

# Digital Teens 4



### Samples of

- > Lesson Plans
- > Activity Worksheets
- > Self-Evaluation Sheets

## Syllabus

### Computer science basics

1. Data manipulation
2. Computer architecture
3. Operating systems
4. Network fundamentals
5. Computers in society
6. Project

### Working online

1. Working with documents online
2. Online meetings
3. Presentation broadcasting
4. Notes management
5. Mind mapping
6. Project

### Advanced imaging

1. Image essentials
2. Layers
3. Image adjustments
4. Retouch and enhance
5. 2D animation creation
6. Project

### Desktop Publishing

1. From etching to DTP
2. Basic Tools
3. Single-page design
4. Multi-page document I
5. Multi-page document II
6. Project

### Developing applications

1. Programming concepts
2. Decisions and repetition
3. Database management
4. Classes, objects and inheritance
5. User interface and testing
6. Project

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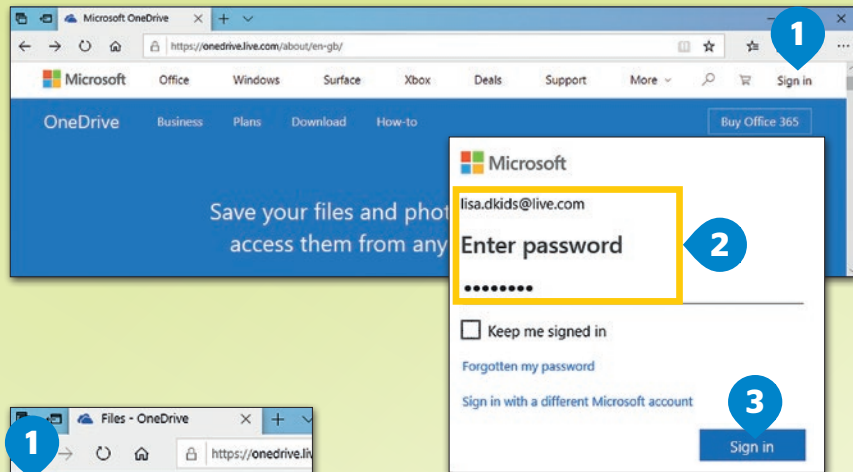
## TASK 1

# Working with documents online

If you frequently use Office programs to create and edit documents then you probably know how frustrating it can be if you are away from your computer and you desperately need to access one of your documents. Luckily, **Microsoft OneDrive**, which comes with the integrated **Office Online**, allows you to access your documents anywhere and even edit them online, right from your web browser, as if you were using a regular office application. On top of that, it also offers the ability to easily share your documents with others or collaborate with them online.

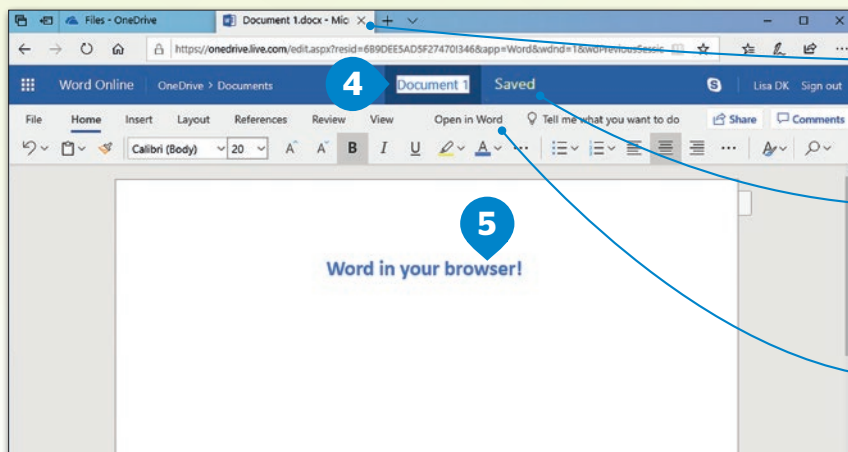
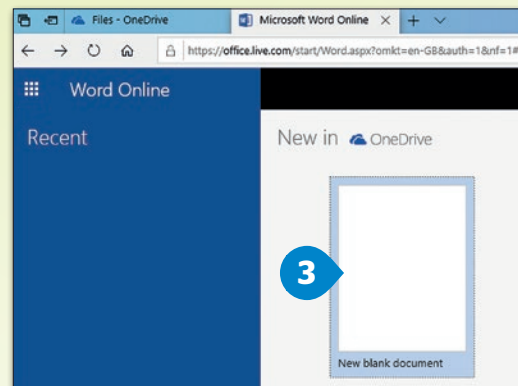
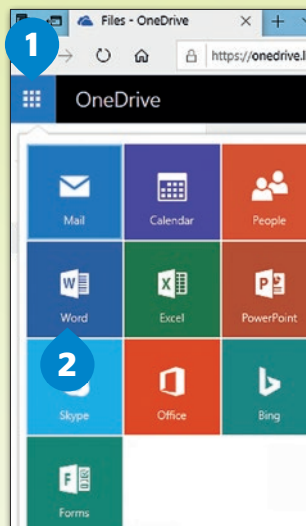
### To start using Office Online:

- > Go to **onedrive.live.com** and click **Sign in**. **1**
- > Type your Microsoft Account email address and password. **2**
- > Click **Sign in**. **3**



### To use Word Online:

- > Click the **App Launcher**. **1**
- > Click **Word**. **2**
- > Click **New blank document**. **3**
- > Click **Document 1** and type a name for your new Word document. **4**
- > Use the online application like you would use Microsoft Word on your desktop. Most of the controls are there. **5**



Click the **Close** button to return to your **OneDrive**.

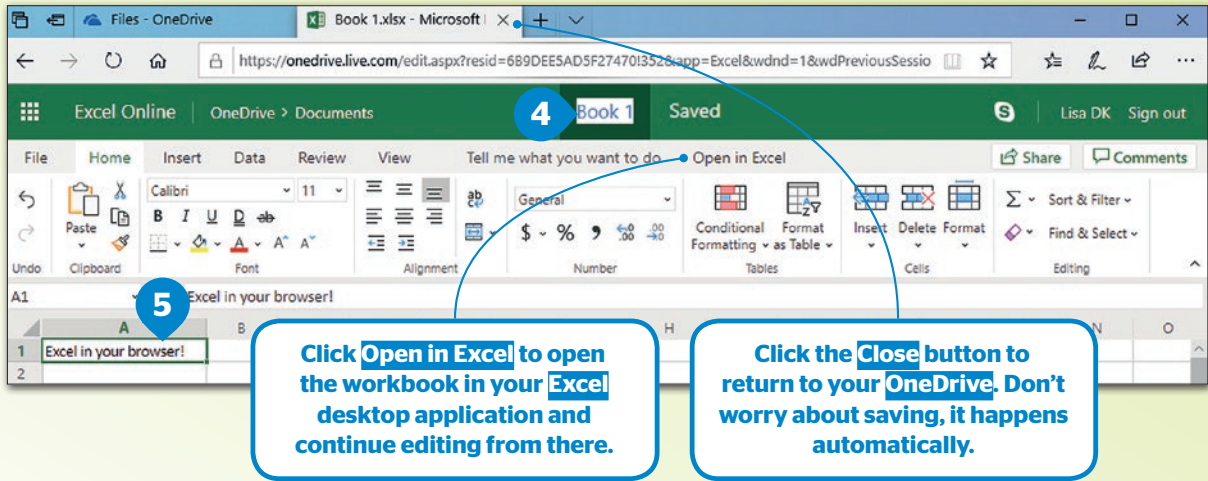
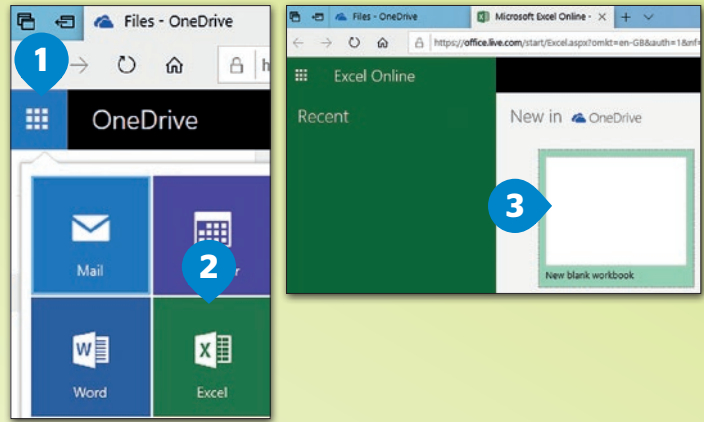
Every change you make to your document is automatically saved in your **OneDrive**.

Click **Open in Word** to open the document in your **Word** desktop application and continue editing from there.



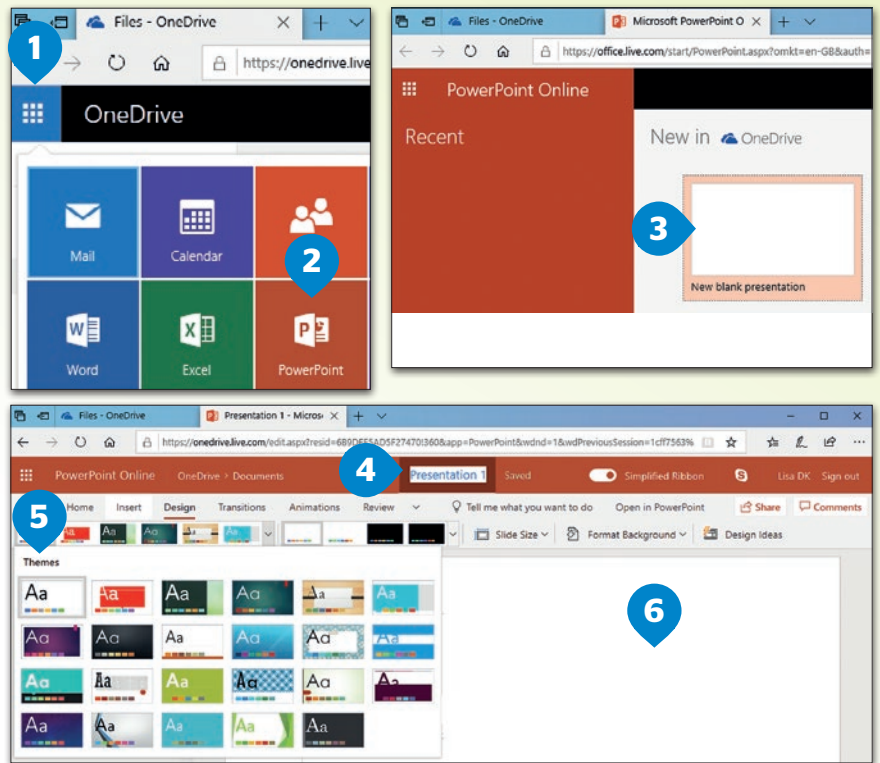
**To use Excel Online:**

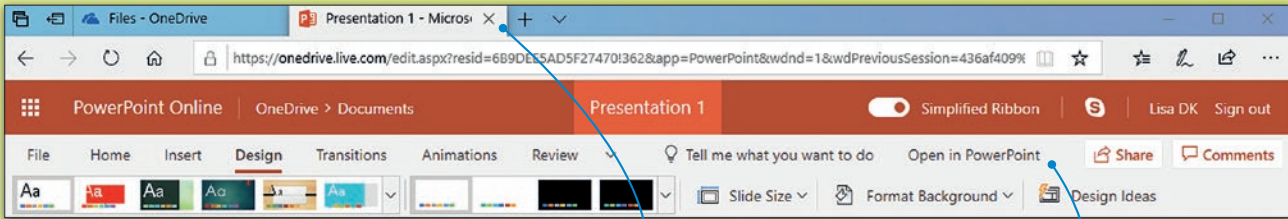
- > Click the **App Launcher**. **1**
- > Click **Excel**. **2**
- > Click **New blank workbook**. **3**
- > Click **Book 1** and type a name for your new Excel document. **4**
- > Use the online application like you would use Microsoft Excel on your desktop. Most of the controls are all there. **5**



**To use PowerPoint Online:**

- > Click the **App Launcher**. **1**
- > Click **PowerPoint**. **2**
- > Click **New blank presentation**. **3**
- > Click **Presentation 1** and type a name for your new PowerPoint document. **4**
- > On the **Design** tab, in the **Themes** group, click a theme that you want to apply. **5**
- > Use **PowerPoint** like you would in your desktop. Most of the controls are there. **6**

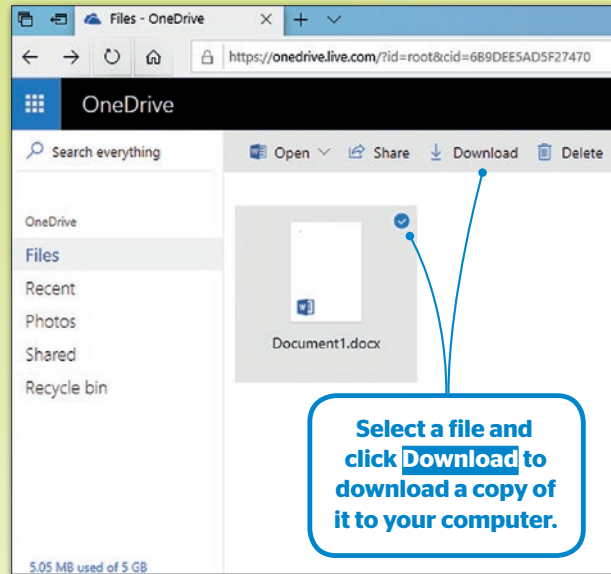
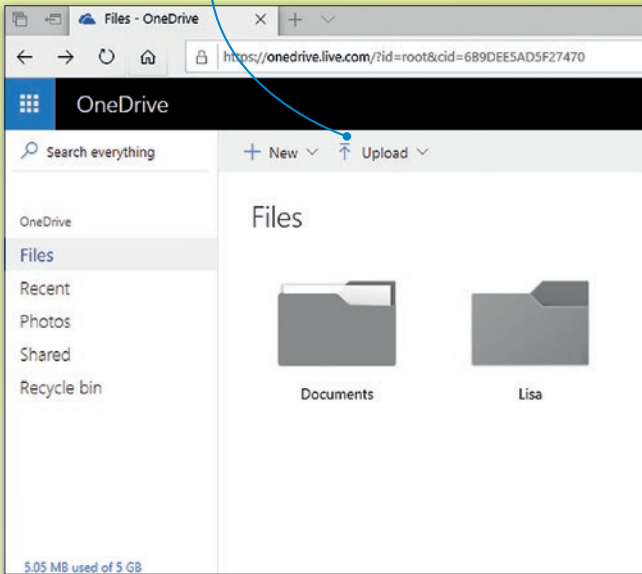




Click **Upload** to upload your documents to your **OneDrive** from your computer so that they are accessible from any browser, anywhere.

Click the **Close** button to return to your **OneDrive**. Don't worry about saving, it happens automatically.

Click **Open in PowerPoint** to open the presentation in your **PowerPoint** desktop application and continue editing from there.



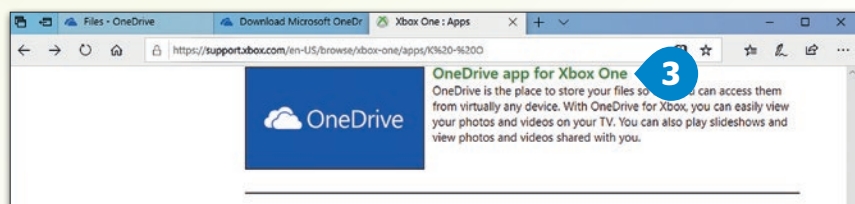
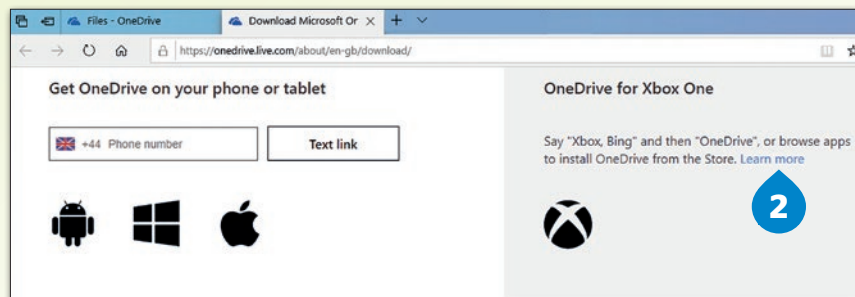
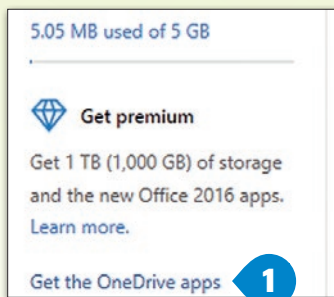
Select a file and click **Download** to download a copy of it to your computer.

## Access your OneDrive files from your devices

For easier access to your OneDrive files from any device you use, there are useful applications that you can download and install.

### To download OneDrive:

- > Click **Get the OneDrive apps**. 1
- > Select the device type you want (e.g. Xbox One) and click **Learn More**. 2
- > Click **Onedrive app for Xbox One** 3 to download and install the **OneDrive** app.



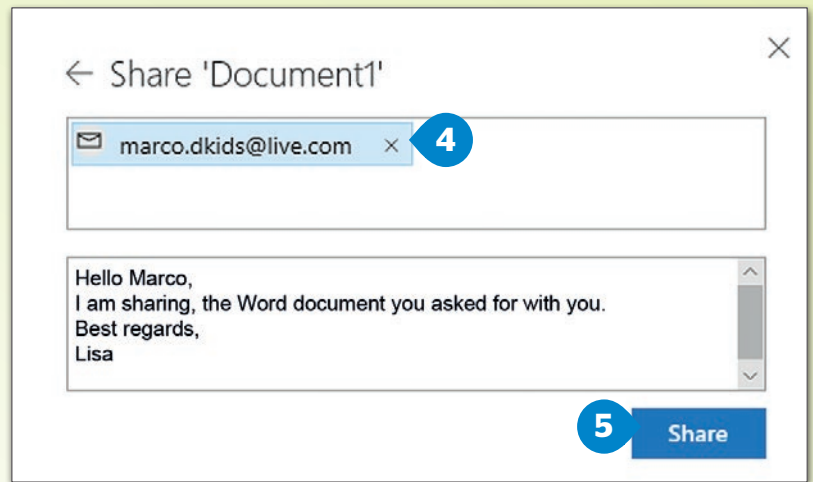
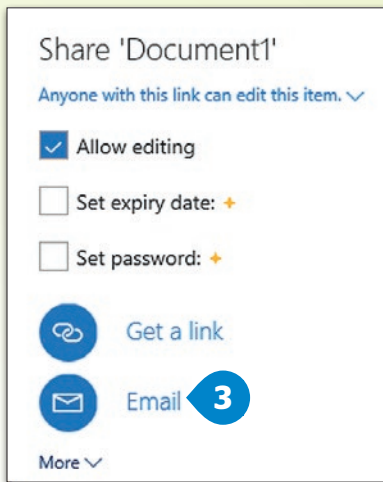
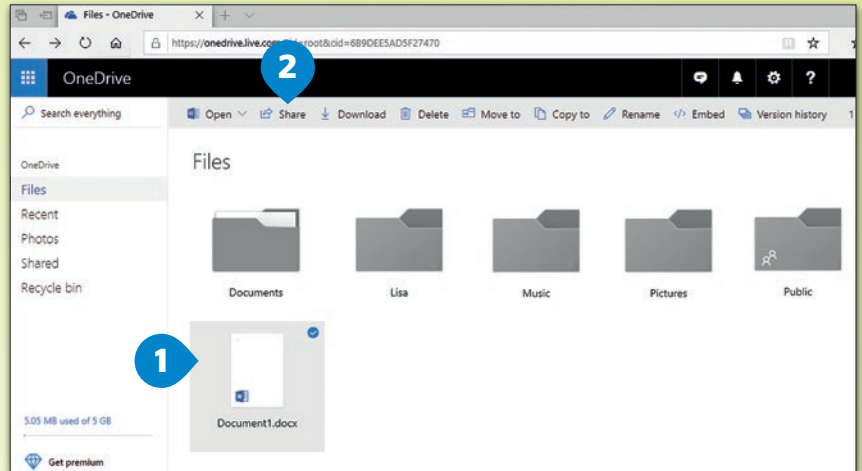


## Share your documents with others and collaborate

Once you have your documents on **Microsoft OneDrive**, you can share them with your friends.

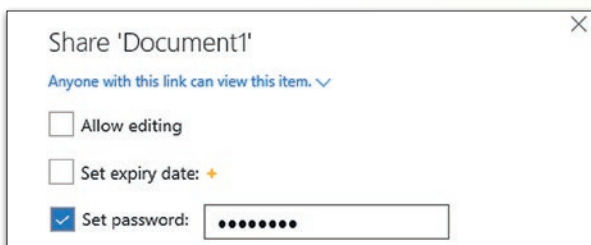
### To share your documents:

- > Select the document you want to share. **1**
- > Click **Share**. **2**
- > Click **Email**. **3**
- > Type the email addresses of the people you want to share the file with. **4**
- > Click **Share**. **5**



## Share with care

Remember that if someone forwards your email to someone else, whoever receives the email will be able to see the document. So if you want only your recipients to see the document, deselect the checkbox **“Allow editing”**, select the checkbox **“Set password”** and type a password to protect the file, before you continue to the next step and click **Share**.

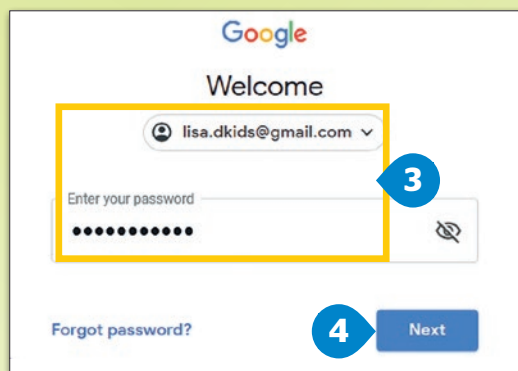
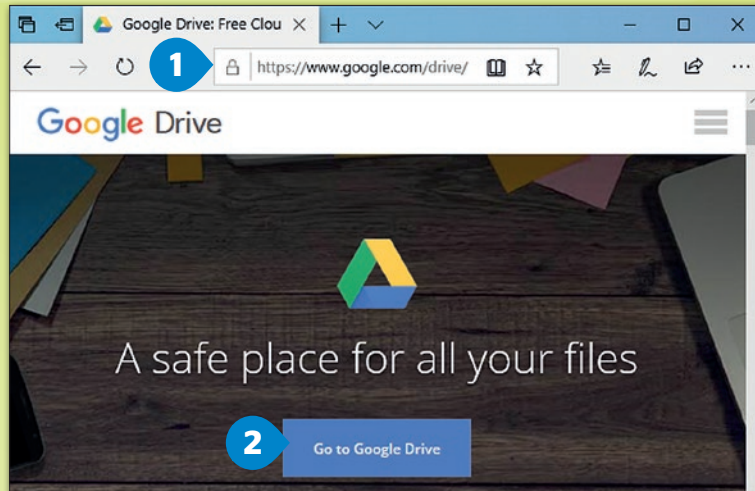


You don't need to worry about closing the document for others to open it. In **Word Online**, **Excel Online**, **PowerPoint Online** and **OneNote Online** you and your friends can edit the document at the same time. That way you can collaborate on the same document online, as if you were together.

An alternate cloud storage service with integrated online office suite capabilities is **Google Drive**. Much like **Microsoft OneDrive**, it offers access to your files from all browsers and the ability to create, edit, share and collaborate on documents with others through **G Suite**, Google's Office Suite. To use **Google Drive** you need a **Google account**, which you will already have if you use **Gmail**.

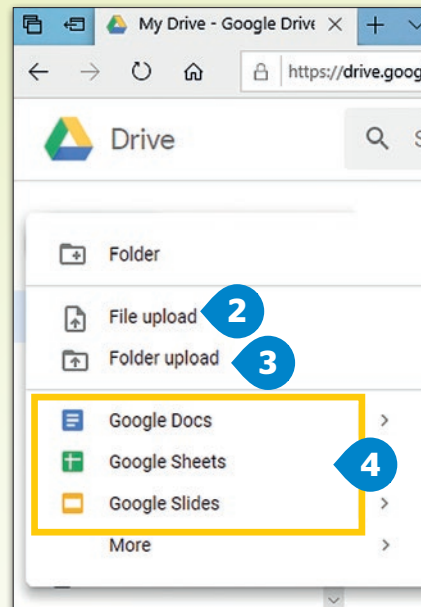
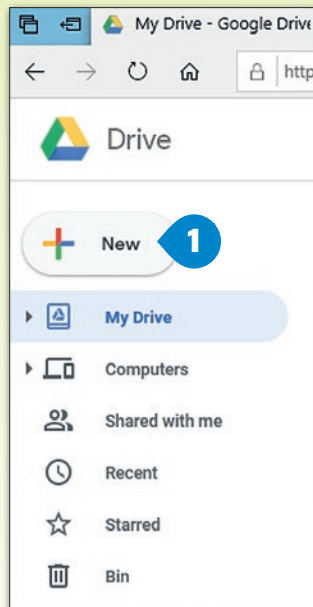
### To start using Google Drive:

- > Go to **www.google.com/drive/** **1** and click "**Go to Google Drive**". **2**
- > Sign in using your Google account **Email** and **Password**. **3**
- > Click **Next**. **4**



### To use Google Drive:

- > Click the **New** button **1** and click **File upload**, **2** to upload any file or click **Folder upload**, **3** to upload any folder from your computer to your **Google Drive**.
- > Or, if you want to create a new office document, click the type of document you wish to create. **4**
- > The appropriate web application will open. Keep in mind, **Google Docs** is like **Word**, **Google Sheets** like **Excel** and **Google Slides** like **PowerPoint**.



## HISTORY

The concept of cloud computing dates back to the 1950s, when they used mainframe computers for processing that could be accessed via client/terminal computers called "dump terminals." These computers were used only for communicating with the mainframe and had no internal processing capabilities.

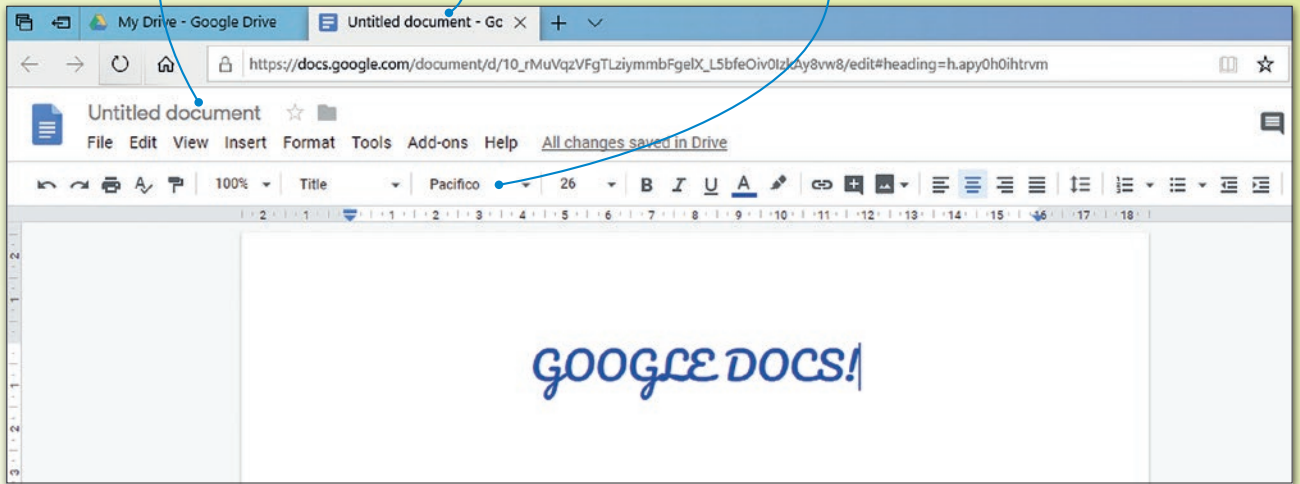


Let's have a look at some **G Suite** applications.

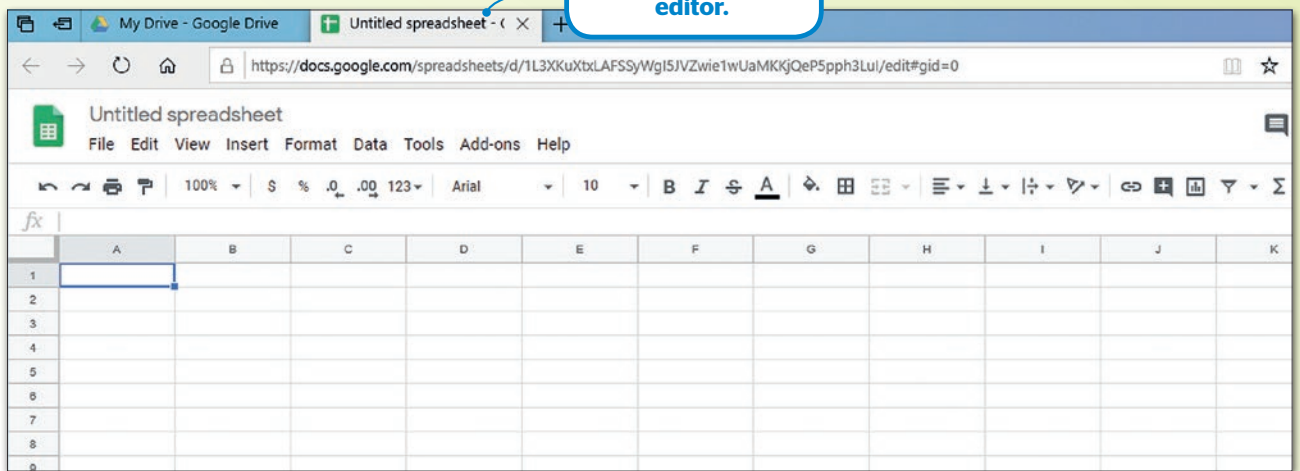
Give your document an appropriate title.

The **Document editor**.

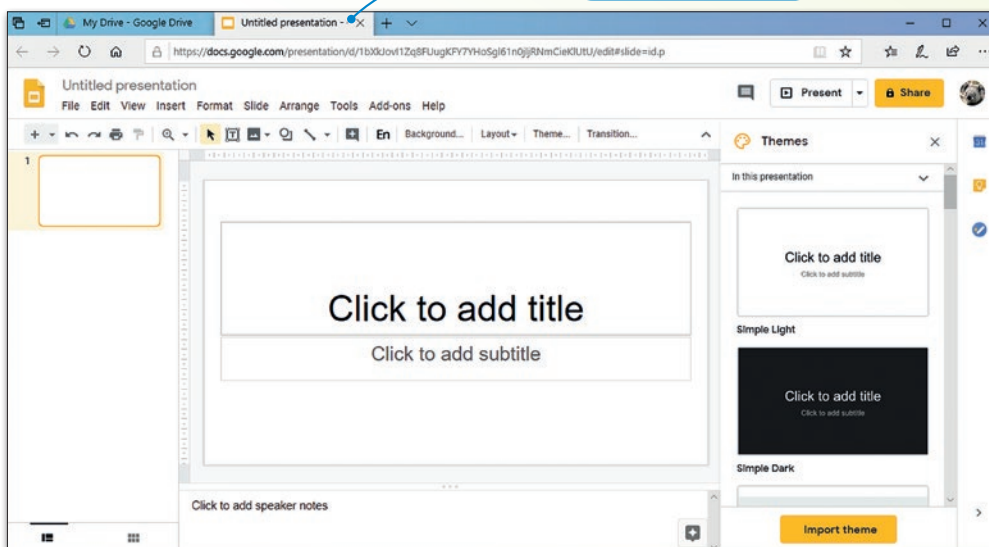
The usual text editing controls and formatting tools are all here.



The **Spreadsheet editor**.



The **Presentation editor**.

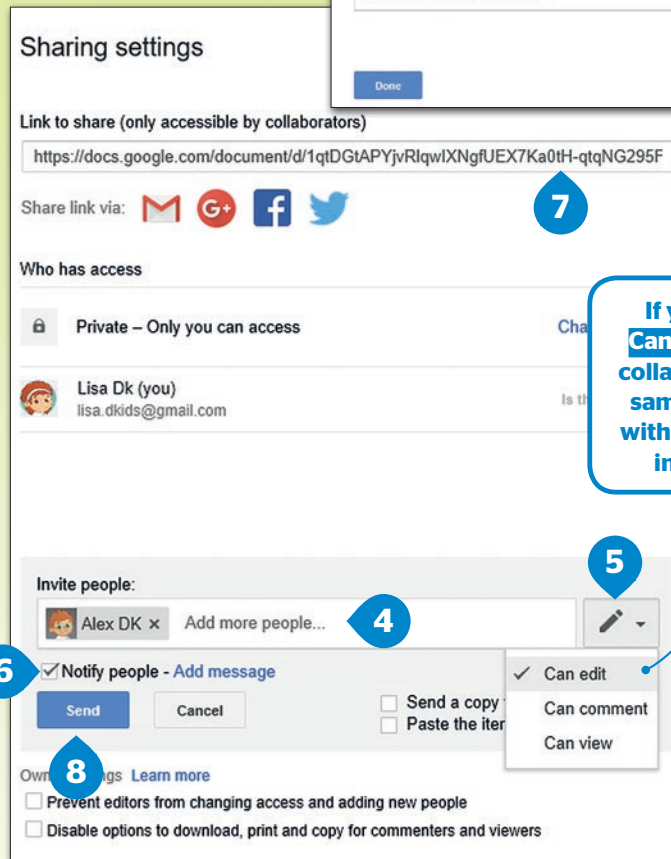
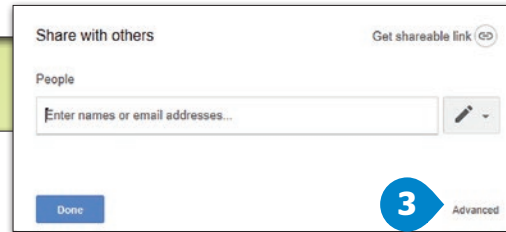
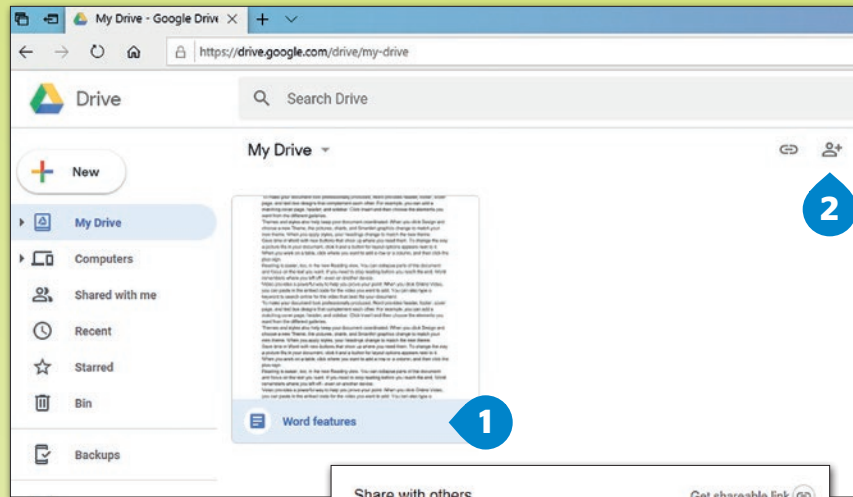


## Share documents with others and collaborate

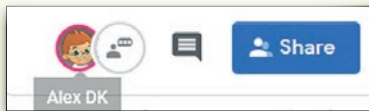
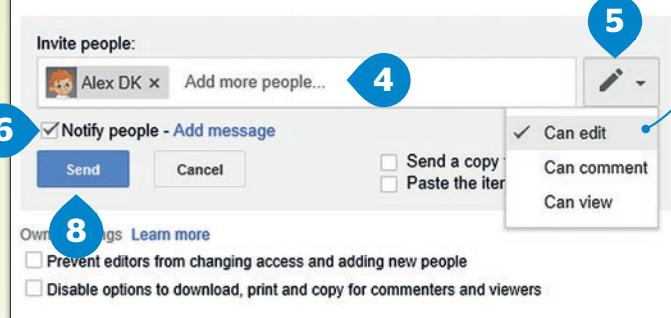
Once you have your documents in **Google Drive**, you can share them with your friends.

### To share your documents:

- > Select the document you want to share. **1**
- > Click the **Share** button. **2**
- > Click the **Advanced** button. **3**
- > Type the email addresses of the people you want to share the file with. **4**
- > Set the access permissions from the drop-down list. **5**
- > Either check **Notify people** **6** or copy the **Link to share** **7** and send it to your friends (either by email, IM or however else you communicate).
- > Click **Send**. **8**



If you choose **Can edit** you can collaborate on the same document with many people in real time.



## Real-time collaboration

**Google Drive** lets multiple people in different locations collaborate simultaneously on the same file from any computer with Internet access. When someone is viewing or editing something at the same time as you, you'll see a profile picture and their name if you place the mouse pointer on it, in the top right of your screen.

## hands on!

Get acquainted with the various capabilities of Google Drive by creating different documents. Try out the real-time collaboration ability by creating a virtual chat with your classmates.