Digital Literacy

1. Look at page 210 in your dictionary. Which comes first? Number the steps in order (1 and 2).

a. Change text. 2
Select text. 1
b. Save the document. ___
Close the document. ___
c. Delete a word. ___
Double-click on a word. ___
d. Copy a word. ___
Paste a word. ___
e. Open the program. ___
Quit the program. ___
f. Save the document. ___
Type the document. ___
g. Delete text. ___
Drag to select text. ___
h. Create a new document. ___
Click on the screen. ___

2. Look in your dictionary. Circle the words to complete the sentences.

a. Remember to delete a word / save the document on your hard drive.
b. Click on the X to close / create a document.
c. You need a mouse or track pad to type a word / double-click.
d. To select a word, click / double-click on it.
e. To save a document, click / double-click on "Save."
f. To move text, quit / copy and paste it.

3. Look at Rosa's message. Check (✓) the things Rosa did.



- [x] typed her name
- [ ] selected a word
- [ ] deleted a question
- [ ] typed the date
- [ ] deleted a word
- [ ] quit the program

4. Look at page 211 in your dictionary. Complete the Q (questions) and A (answers).

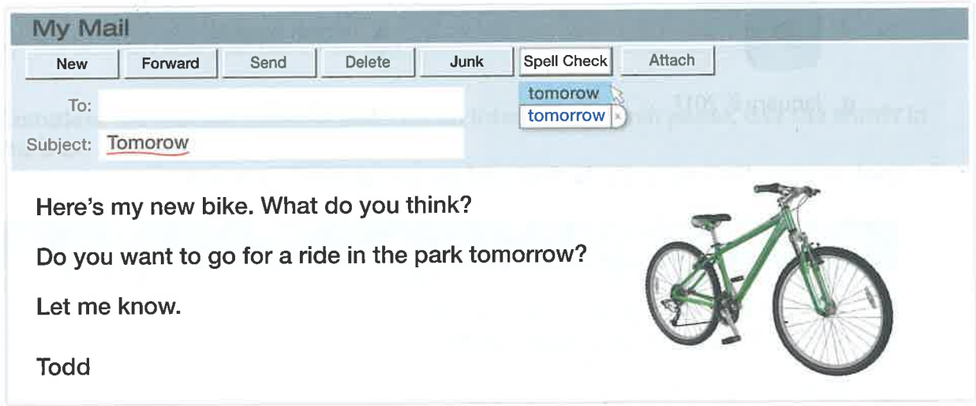
Q: How do I go to the top or the bottom of the screen?
A: Use the arrow keys (a.) or _____ (b.) up or down.

Q: How do I confirm my password?
A: _____ (c.).

Q: How do I send my registration information?
A: _____ (d.).

Q: How do I show the computer that it is really me?
A: _____ (e.). Then _____ (f.).

5. Look at the email. *True* or *False*?



a. Todd logged in to his email account. true
b. He addressed the email. ___
c. He typed the subject. ___
d. He composed the message. ___
e. He attached a picture. ___
f. He attached a document. ___
g. He checked his spelling. ___
h. He sent the email. ___

CHALLENGE Compose an email and send it to a classmate. Then describe the steps you took.
Example: *First, I wrote the message. Then I . . . .*