

# Easy Peasy — All in One Homeschool

A complete, free online Christian homeschool for your family and mine

## Computer

**Course Description** – Students will understand basic computer and internet usage and obtain word processing skills as well as practice in depth with the following: first grade, typing; second grade, Paint, Publisher; third grade, Power Point; fourth grade, Scratch (computer programming); fifth grade, WordPress blogs; sixth grade, html; seventh grade, graphic design including photo manipulation; eighth grade, spreadsheets; high school computer courses are listed on the high school page. (Equivalent free software can be used for any of the listed programs.)

### Level 5

#### Internet Review

1. Internet Safety Reminders: Do not download anything onto your computer without permission. Do not click on any advertising on a website even if it looks like a game to play. Don't give out your name, age, address, phone number, email address, photo, etc. online without permission. Do you remember these words: browser, desktop, window, crash, loading, refresh, download? If not, ask someone.
2. Internet safe search — When you want to find something on the internet, you have to be careful how you look for it. Here are some tips. Be as specific as possible in your search. Type as many words as you know that will help you find what you are looking for. That will help keep things you are not looking for from coming up. Google also has a way to turn on "safe search," though this isn't 100% safe for sure. Also, use kid friendly search engines. Here is one place you can go to search.
3. Internet Safety — Here are some tips for staying safe when you use the internet. Never sign up for anything online without permission. When a site asks for a **username**, you are not supposed to give your real name. Make up a pretend name for yourself. Never tell anyone online your real name, address, phone number or email address unless your parents tell you it is okay. Even if it's a friend online, don't give them information about yourself unless you have permission.
4. Internet security — There are different tools that are used for security on the internet. One is passwords. A password is a secret word that you use to let the computer or website know that you are you. The best passwords have letters and numbers in them. I use a really good password for important websites (that you don't use—like for my bank information) but I use a silly password for websites where it is not important, like to play a game. Use only one or two passwords or you'll forget which password you used where! So many places ask for passwords now. Choose passwords that are at least 6 letters/numbers long. Sometimes 8 is required. Another tool is software that protects your computer from viruses and adware. A computer virus is a command that sneaks into your computer and tells it to do something you don't want it to do, like erase everything

on your computer! Adware sneaks advertisers info onto your computer. You probably have anti-virus software on your computer. A free program is called Avast. Your computer should block ads that are called “pop ups.” Sometimes you’ll see a note that says a “pop up” was prevented from opening. This was a website trying to force their advertisement on you. Sometimes worse. Most of the time you don’t want to see the pop up that was blocked, but sometimes you need that pop up for whatever you are doing. If you want to see the pop up that was blocked, go and ask a parent if it is okay.

5. Your browser’s **cache** (say: cash) is a memory of a website. You can view the **cache** of a webpage even if you aren’t connected to the internet. It won’t be updated. It will be an old image of that webpage. Some browsers use the **cache** to open web pages more quickly, bringing up a previous version of the page. If you expect a change on a page and you reload it but don’t see the change, it’s like that you are seeing an older version of the page from the cache. If you need to see the change on the page, you can try and hit (ctrl and f5). If that doesn’t work go to your browser’s tools or settings and look for a clear cache option.
6. Another piece to your browser’s memory is called **cookies**. **Cookies** are what enable your browser to remember your usernames and passwords, what things you normally search for, stores follow what pages you look at on their websites to know what you might be interested in. Go look at all of the cookies stored on your computer. There are lots and lots probably. I don’t know what browser you are using but try looking for them under tools and privacy. Search for how to find them if you can’t. In Chrome you go to settings, under the hood, then content settings to find your cookies. Warning: if you delete all of your cookies, sites won’t remember your usernames and passwords for you anymore. We get so used to having them filled in for us that we forget what they are. Don’t delete anything without your parents’ permission.

#### Word processing review

1. Open up a new document in your word processing program. Make a mini poster for your mom (or someone else.) Use photos, clip art, shapes, color, word art, different fonts, etc. Tell Mom thanks. Write “Thanks” on your poster. Use the photos and clip art to show her what you are thankful for. Save and print.
2. Open up a new document in your word processing program. Make a mini poster for dad (or anyone else). Use text boxes and in each box write a word that describes your dad or whomever you have chosen. Choose portrait or landscape layout.

#### Create a blog

1. This year in computer class you are going to create a blog. Today you are going to decide on what your blog will be. Decide what you are going to share about. It can be a place where you share what you learn in school, a place where you share a hobby, a place where you share your artwork or photographs, it can be a place where you share what normal things you do each day, it can be a place where you share what you believe. Think about it. Think of a title. Write down your title and a description of your blog’s purpose.
2. Go to [wordpress.com](http://wordpress.com). Click on get started. With your parents’ permission. Fill out the information to secure a blog all of your own. Write in the title you decided on. Use that as

your domain name, mytitle.wordpress.com If it is not available, play with it until you find one that's available. Don't just pick randomly. It will help people find your blog address if it relates to your blog!

3. Go to your dashboard. Click on posts. Delete the post that wordpress.com left for you. Click on new post. Write something. Anything. Click on publish. Ta da!
4. Make sure you are logged onto wordpress.com. Go to your dashboard. Look where it says "Recent comments". Go to your comments. Delete the comment wordpress.com left. Go to your first post you left the other day. (To do that just click on the title of your blog on any page.) Now leave a comment under your post. Click on comment. Look at your first post again and make sure your comment is there.
5. Go to your dashboard (make sure you are logged on.) Click on themes. Browse the themes and choose one. Make sure it has places for pictures, writing, and widgets (side bar). Try and choose something that says "flexible." That means you'll be able to change it. Preview different ones you like and then "activate" one of them. If your theme has a photograph that you can change, change it if you want to.
6. Let's look at widgets today. Go to your dashboard. Click on widgets. Look around for it. There is a long list of widgets. Choose one and drag it to the right. Now click on the title of your blog to go look at it. What changed on your blog? To get rid of something on your sidebar, on the widget page drag it down to the bottom where there is a place for discarded widgets. On your side bar you should have a search bar, and links to your previous posts. Click and drag those options to the side bar area. You can go ahead and make other changes to your sidebar now if you like.
7. Today let's make a post. Click on posts on the left hand side of the page. Move your mouse under the post you already made and click on trash (unless you really love it). Click on "Add New." Write a title for your post. Type your post. Write about what your blog is going to be about. Add a picture. Click on the rectangle inside a rectangle picture next to "Upload/Insert." It should say, "Add an Image." Choose a picture off of your computer to put in the post. If there isn't a good one, then search clip art Wikipedia online and save a picture to your computer first. (Right click on the picture and click on save as.) Publish your post when you are done.
8. Today we are going to edit your post. Click on the title of your last post. Click on edit along the top of your browser. (If it's not there, make sure you are logged in.) Click on update. Click on "posts" on the list to the left. Click on quick edit. Click on "make this post sticky." This means that post will always be first. Type in the tag box some words that describe your post: school, photography,... it helps people searching for things on that topic to find you. Click on update. That's your save button.
9. Let's edit your post again. Remember how? Click on dashboard, posts, and then "edit" underneath it. Along the top of the edit box are symbols. B stands for **Bold**. I stands for *Italic*. ABC is for ~~striking out something~~. Test each button to see what it does. When you get to the last button it will give you more buttons. Test them out.
10. Today we are going to insert media. Click on the star-like button in the line where it says "Upload/Insert." Click on select from computer. Find your certificate or flyer that you

made or something you wrote. Type in a title for it. Then click on insert into post. Now click on update. Then click on view page. Click on that link to the media you inserted. What happened?

11. Today you are going to add a poll to your post. Click on the circle in the upload/insert menu. Choose a poll format and question and answers. Add it to your post. Click on update to save it.
12. Add an about page. Might already be one. Add a page or go to the about page. Write a description of your blog's purpose. Remember not to share your name or photo without permission from your parents.
13. Explore some other blogs. Note how they are using them — purpose. Note extras on the page — links, calendars, blogroll, about, sign up, twitter, tags, share this, ads?...one, two, three...I'll put the rest on the next computer day.
14. Look for the same things: four, five, six
15. Go to your dashboard and click on settings. Change your "tagline" to fit your blog. Now go to widgets and add anything you noticed and liked while blog hopping.
16. Go to your dashboard and go to appearances. Click on each heading underneath to see what it does. Use one of these to change something on your blog.
17. Today add a custom form to your about page. Click on the button all the way on the right in the upload/insert menu. Create a form for people to contact you.
18. Add a new post. Type Easy Peasy Homeschool. Highlight it. Click on the paperclip in the menu above the typing box. Copy and paste this address into the top line.  
<http://allinonehomeschool.wordpress.com> Click on the box that says to open in a new window. Click okay. Publish and view your post. Click on the link to make sure it works.
19. Today delete your posts if they weren't serious. Dashboard, edit, delete. Write your first real post. What you want to share with the world. When you are done, save as a DRAFT! Don't click on publish. Under the edit box there is a choice to save it as a draft do that.
20. Reread your post. Fix what you want to fix. Publish.
21. Go back to your previous post. Does it have a picture? It should. Find out and add it. But, you need to take your own or find a public domain photo. Does it have any links? Try and add one. You should add something to each post. Try and keep from just writing with nothing extra.
22. Add tags and categories for your post. They describe your post so that people searching the internet can find you.
23. Email the link to your blog to a few people and ask them to leave comments. In your dashboard under settings, click on discussion. Decide on your settings. You probably want to approve comments before they appear on your blog.
24. In your dashboard under settings, click on general, writing and reading and adjust them as you wish.
25. Under settings click on privacy and sharing. Decide whether your site is invite only or you want people to share it freely all over the world. If you want to share, give them buttons to click on to share to facebook, etc.
26. Create another page or sticky post, something that will always be there.

27. Under appearance click on Menus. Create a menu for your sidebar, options for people to choose from to help them get around your blog.
28. Under appearance click on background. Change what you like.
29. Explore any other options on the left hand menu of the dashboard.
30. Write a post draft.
31. Edit your post. Make sure you include a picture. Publish.
32. Publish a post.
33. Make sure your blog reflects you and what you want to share. Now is the time to change it if it doesn't. Write a draft post.
34. Edit your post, finalize it and publish it.
35. Write a new post draft.
36. Edit your post and publish it. Keep it up and let the world know what you are up to.