

Garden Grove Adult Education – Lincoln Education Center  
 VESL/Business/Computer Applications Training  
**Basic Computer Concepts & Practices**

### ASSIGNMENT SHEET

Textbook: *Computer Concepts and Windows XP/Vista* develop by Labyrinth Learning, CA: 2007; and handouts developed by Dr. June Nguyen, the instructor.

Lesson No.	Lesson Topics	Learning Concepts	Files to Download
1	About Computer Systems	Handout #1 - Handout #2 - Handout #3	Vocabulary List #1 Vocabulary List #2 Vocabulary List #3 Vocabulary List #4 Vocabulary List #5 Vocabulary List #6 Vocabulary List #7 Vocabulary List #8 Vocabulary List #9 Vocabulary List #10 Vocabulary List #11 Vocabulary List #12
2	About Computer Hardware	Handout #1 - Handout #2 - Handout #3	
3	About Computer Software	Handout #1 - Handout #2 - Handout #3	
4	Log on & Windows Desktop	Handout #1 - Handout #2 - Handout #3	
5	Elements of a Program Window	Handout #1 - Handout #2 - Handout #3	
6	About the Internet	Handout #1 - Handout #2 - Handout #3	
7	About Electronic Mail	Handout #1 - Handout #2 - Handout #3	

#### Hands-on & Skill-BUILDER Exercises - PP1

Hands-on MS Paint	SB – More WordPad	SB - Internet Search More	Email – Attach files
Draw a Map	WordPad – Highlight & Format	Email – Sign-in & Send	Email – Open attached files
SB – Paint & Calculator	WordPad – Fonts & Bullets	Email – Contact & Check & Read	Download & save files
Play a Game	WordPad – Align & Print	Email – Compose, Reply & Forward	Copy/Paste text, images, etc.
Hands-on WordPad	Internet – Hands-on Search Results	SB – Sign-up for Webmail	Move text between applications