



CLICK it

To The Future

Grade 2

CLICK it

To The Future

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CLICK it : To the Future



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Chapter 1



In this chapter, let's remember the important lessons in Grade One.

- Computer Lab rules.
- Computer parts.
- Turning the computer On and Off.
- Creating folders.
- Saving files.
- Typing the basic row on the keyboard.

Lab Rules

When we use the Computer Lab, make sure you always follow these rules.

- Enter the lab quietly.
- Sit in your place.



- No eating or drinking is allowed in the Computer Lab at any time.



- Voices should be kept to a whisper voice.



- Make sure you keep the Lab neat and clean.



- Whenever you have any question, just raise your hand.



- Take good care of the computer lab equipment.

What is a Computer?

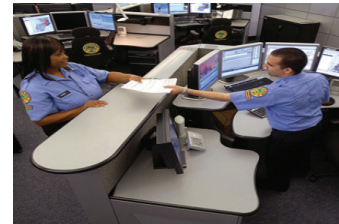
A Computer is a device that helps people do many things in a fast organized way.

Computers have many advantages, some of these advantages are:

1. Computers make our work more organized.
2. Computers give us fast results, much faster than humans.
3. Computers can do a lot of things at the same time.

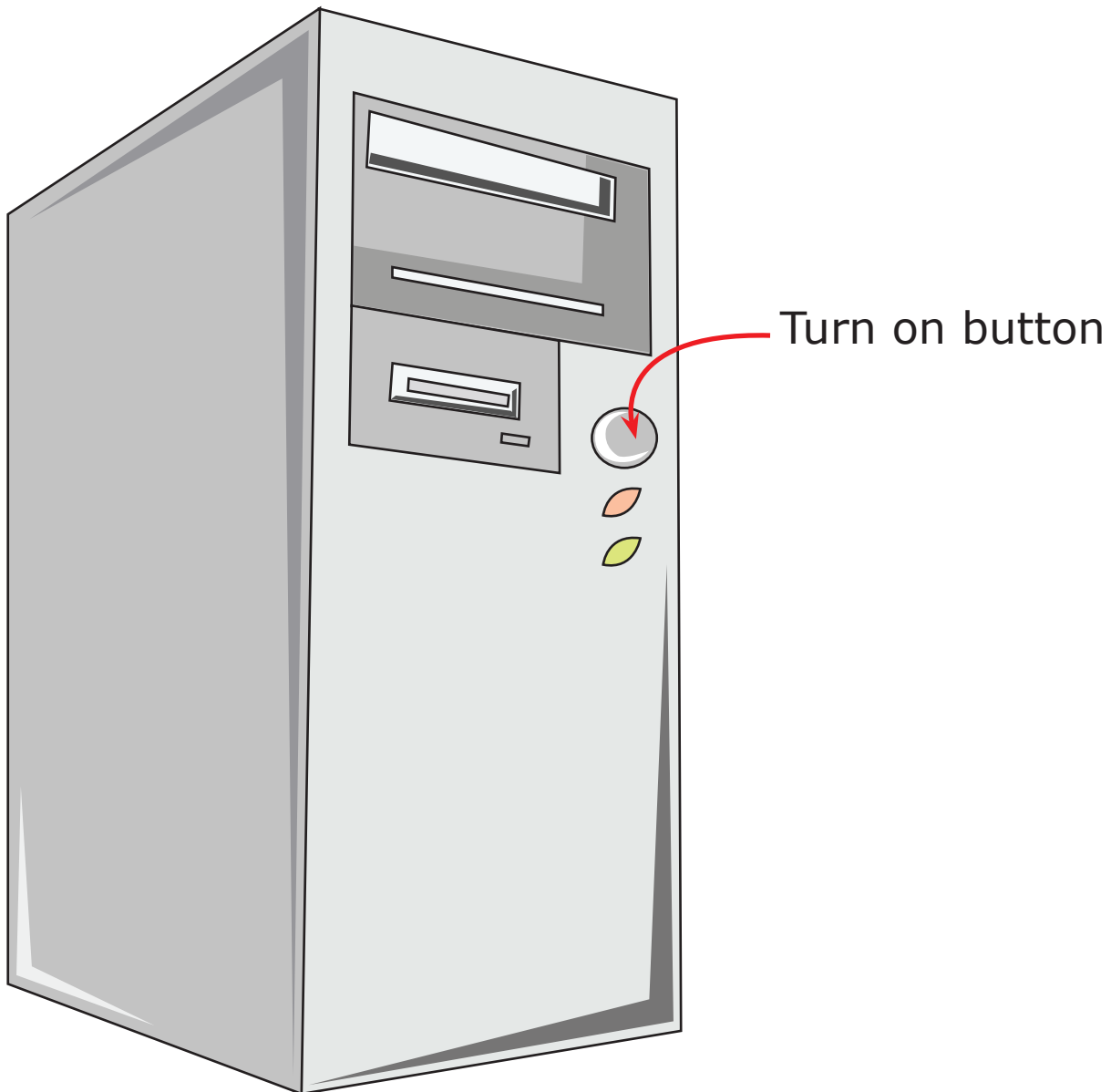
Where are Computers used?

Computers are used in many places like hotels, offices, schools, hospitals, banks and many other places.



Getting Started

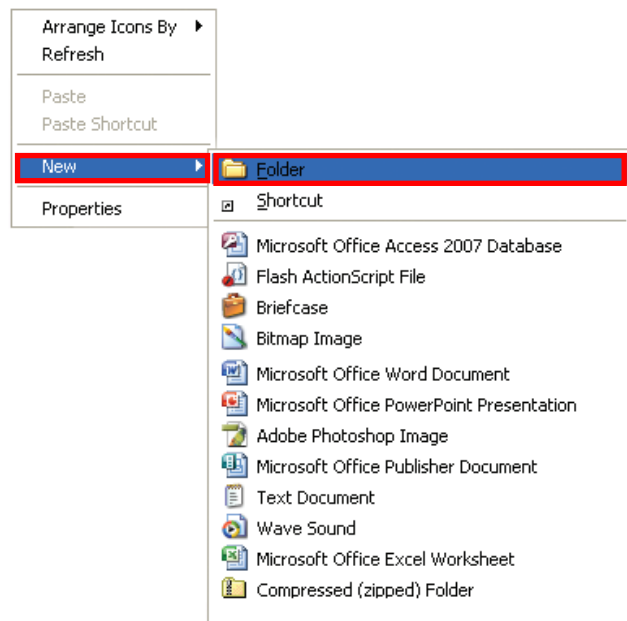
1: Turn the computer on.



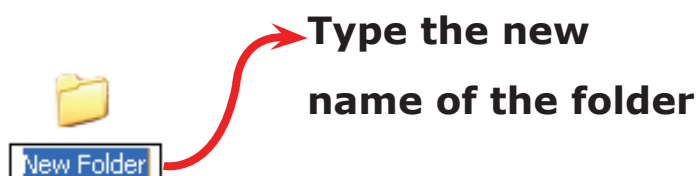
2: Creating Folders:

Let's create a new folder on your computer desktop:

- 1- Go to any empty space on the desktop.
- 2- Use the mouse and right click.
- 3- Options will appear, select **New**, then **Folder**.




- 4- Now you can type the name of the Folder.



Fantastic work! You have created your first Grade 2 folder.

3: Turning the computer off

Using the mouse, go to the start menu  and left click. Then select **Turn off Computer**.



Click here

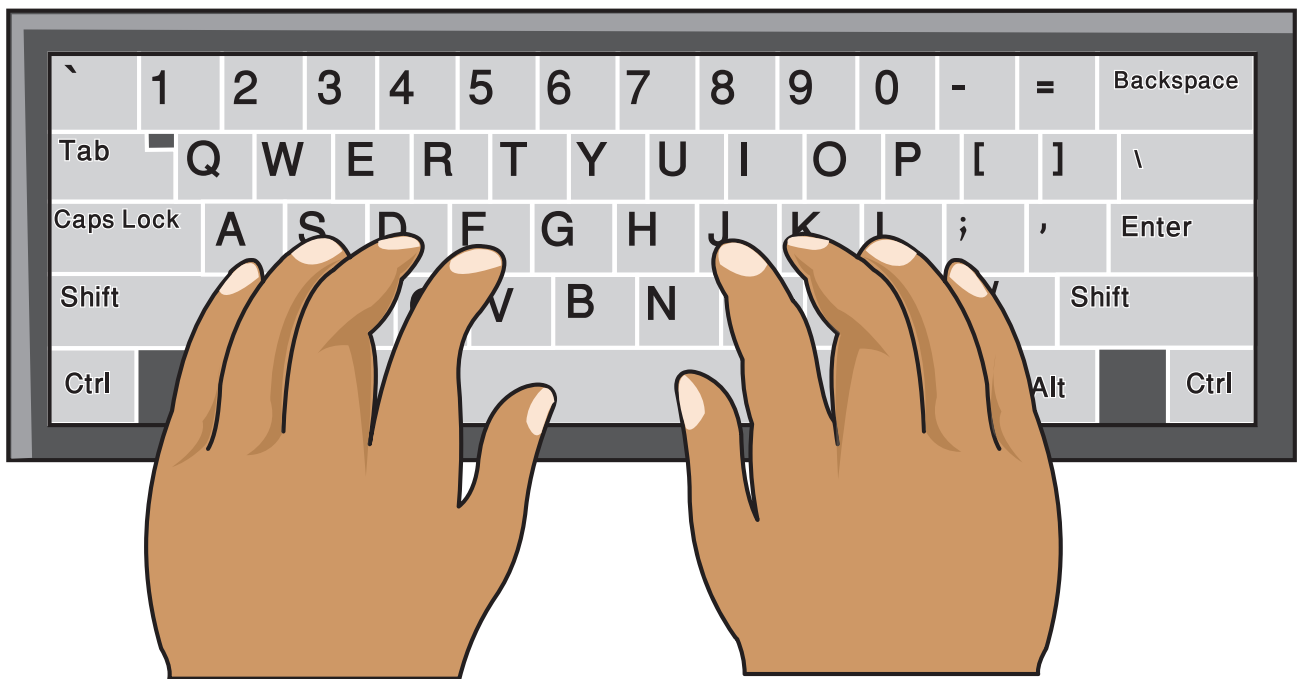
Typing

Do you remember Grade One typing?

Let's recap:



Place your fingers on the keyboard as shown below:

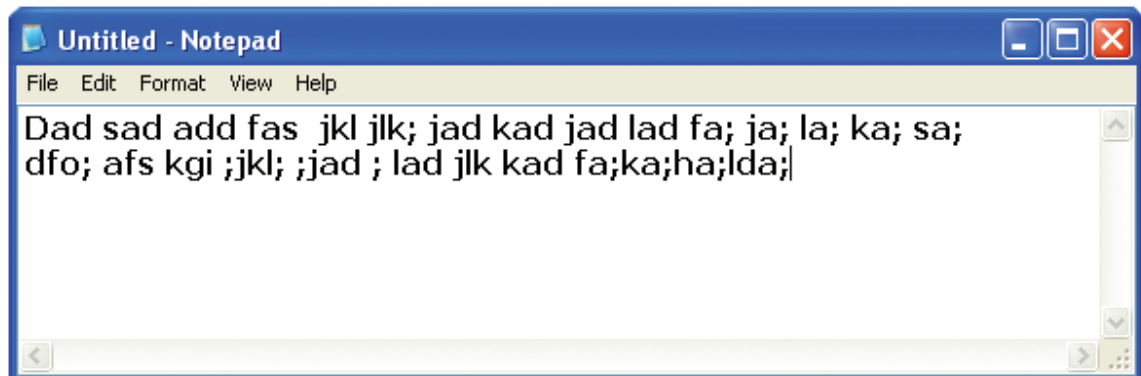


Left Hand
ASDF

Right Hand
JKL;

Lab Activity

Type the letters as shown below:



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