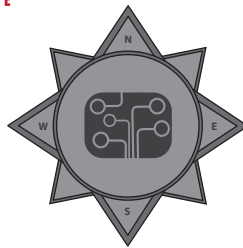


BASIC COMPUTER USE

Computers are awesome. You can do so much with them, and they're fun too. We are going to look at some basic computer skills to make sure we have a good foundation for our journey through the "Information Age." Here's what you need to do to make sure you're up to speed.

FLIP OVER FOR YOUR NEXT CHALLENGE



EARN THIS NUGGET

Demonstrate to your parents that you have a grasp of the foundational function of the computer interface.

1. Switch on the computer. You may have to log-in with a password.
 2. Single click an icon to select an item and double click an icon to execute or open it. Right click an icon to open a menu.
 3. Click and drag the mouse pointer across the screen to create an expanding rectangle. When you do this, you can select multiple things. If you now hit the enter key this would execute any icons that you had selected, but don't do that because it could get annoying, that's just a little demo of how it will work.
 4. Open a word processor program and type a quick message, and now select save. Take note of where the file will be saved; being organized with files is essential. You can change the file location when you save it. You can also create new folders so you can keep files together. Practice this and get used to saving files in a place you can find.
 5. Windows Explorer (Finder on Mac): Open this and navigate to your files; you can move files from one place to another. Practice this, but be careful not to lose your files.
 6. Copy (CTRL C), cut (CTRL X) and paste (CTRL V) are powerful tools on the computer. If you highlight something in the word processor, or files in the explorer program, you can copy to the clipboard and paste a copy where you want. Cut is a variation where you copy a file, but when you paste, the original is deleted. Practice this.
- That concludes a very basic look at your computer interface. These simple principles are the foundation to pretty much everything you'll do on a computer. Get these skills down to the satisfaction of your parents and you have your Nugget.

