COMPUTERS

Name: _____ Date: _____

Guidelines for Project Proficiency Award
<u>Beginning</u>: (Microsoft OS)

	Date Completed	Leader's Initials
1. Define the Following Terms:	_____	_____
• Software/Hardware		
• Boot		
• Bit/Byte		
• Bug/Debug		
• File/Directory		
• CPU		
• RAM/ROM		
• Floppy Disk		
• DOS		
2. Demonstrate how to set up a computer (connect monitor and printer to computer, etc.)	_____	_____
3. Demonstrate how to properly install and configure various programs	_____	_____
4. Describe how to properly handle and care for disks	_____	_____
5. Explain how information is saved to a disk	_____	_____
6. Name four of the big software companies and their specialties	_____	_____
7. Explain how to use word processing, graphic and spreadsheet software	_____	_____
8. Explain how to specify a computer for purchase	_____	_____
9. Demonstrate basic operating system fundamentals and navigation	_____	_____
10. Explain how to set up an Internet account with an email address	_____	_____
11. Know how to use file and disk management utilities	_____	_____
12. Give a demonstration at your club.	_____	_____
13. Create a poster about computers and enter it in a fair or share it with your project group or 4-H contact	_____	_____

Project Leader's Signature of Completion: _____ Date: _____

Club Leader's Signature of Completion: _____ Date: _____