



YOUR NAME:- \_\_\_\_\_

YOUR USERNAME::- \_\_\_\_\_

YOUR STUDENT E-MAIL:- \_\_\_\_\_

OVERVIEW – WEEK 2

**Lecture: Intro to Digital Literacy**

**Workshop:** Basics – the labs, the school computers, saving and opening files/software, Health & Safety.

**Self-Directed:** Familiarise yourself with the school software (specifically, what software does the school have - how many of the programmes do you recognise...). Access your H:/ drive and make a folder called “Digital Literacy” - You will use this to save all your files for this course. Describe two core activities that you should do when working on computers.

*\*Students who have digital cameras to bring them to next week’s workshop – with the relevant USB cables.*

WRITE THE WEB ADDRESS (URL) OF THE COURSE WIKI HERE:

\_\_\_\_\_

**SOFTWARE**

List 10 Software programmes that are available on the school computers and a short description of what they do:

<i>e.g. Microsoft Word</i>	<i>For Writing text documents</i>



### HEALTH & SAFETY

List two websites that have good information about using computers safely:

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Name two things you will always do when working at a computer:

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### SAVING FILES

Write the Path Name to your Digital Literacy Folder here:

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### IT SERVICES

What number do you call to get help with most computer problems? \_\_\_\_\_

Where is the IT Open Access Suite? \_\_\_\_\_

What is the room number of the SCHOOL OF ART Open Access Suite? (note that this is NOT in the Electronic Arts Department, which should only be used for Digital Literacy coursework, Electronic Arts students and Video Editing) \_\_\_\_\_

Take a note of any questions you have for next week's workshop – or if you came across any problems with the computers, write down the problem here.