

Lesson 5:  
Computer  
Essentials

1



5



Warm Up Oct 8-12 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins DYMO Label Avery

Clipboard Font Paragraph Styles Editing

**Week of:** October 8-12, 2012

**Monday**

Warm Up: Keyboarding 15 min (please complete a time write)

Intro to Computer Essentials – Lesson 5

Use PowerPoint to computer vocabulary

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**Tuesday**

Warm Up: Keyboarding 15 min

Review Lesson 5

Complete lesson 3-5 review

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Answer Key:

1. Icon
2. Clock
3. Background wall paper
4. Start
5. Minimized windows
6. Recycle bin
7. Task bar
8. Maximize window
9. Log off/shut down