

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Demonstrate basic uses of computer technology.**

Objectives:

- A. Describe basic computer technology today.
- B. Discuss ways we use computer technology on the job.
- C. Use the internet to explore job opportunities.

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**MODULE 7E: INFORMATION SHEET**

*TO THE STUDENT:* Read and study this information sheet, then complete the activity at the end of this module.

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**What is considered basic computer technology today?**

Without a doubt in anybody's mind, the answer would be the computer and/or the Internet. Thousands of people each year have new computers on their desks either at work or at home, each one having the growing capabilities at their fingertips that was once only available to large corporations or the military. Computers were the size of trucks! Now we have that technology in our homes and at our private businesses.

**Why is a computer technology?**

Most of the time we think of technology as something that makes our lives and work easier and faster. The computer, along with the Internet, are considered the fastest and most powerful inventions. It reaches out to the end of the globe and can be connected to satellites in outer space. The newest, and some say one of the greatest invented technology of all time, the computer, makes our lives and work easier when we use them. Other great inventions that were thought to be great were boats, railroads, telegraphs, automobiles, telephones and even satellites and, maybe the most famous of its time, the printing press. All of these are technologies that when invented were marvels of their time like the computer.

A computer can help us complete many different jobs that otherwise would be long and cumbersome tasks. A computer can:

- Store all kinds of information both personal and business.
- Act like a typewriter, allowing you type letters, better known as word processing.
- Organize information in charts and graphs.
- Help us make presentations and publications.
- Allow us to send communications across the world in the form of e-mails and faxes instantaneously.

- Allow us to organize budgets and financial records in the form of spreadsheets.
- Can entertain us by playing games, allowing us to watch movies, and play music.

A computer can help us complete our work faster and easier.

- Computers are very accurate, far more than humans.
- Computers save documents in their original form until you physically change it.
- Computers can be used to reproduce documents in mass; requiring no retyping. Just click and print.

**Using computers on the job**

Computers can be used for many different purposes. At home, we use computers for doing our schoolwork and browsing the Internet. Computers are also important tools on the job. They are used for communication and data management.

**Creating information**

**Word-Processing Software** is used in homes, schools and business for the writing letters and many other types of printed communication. An example of word-processing software is *Microsoft Office Word. Word* and other word-processing software, can be used to type letters, resumes, journals and many other types of printed information. This form was created by word-processing software.

**Managing Information**

Spreadsheets are used in business and industry to organize and manage information (data) in many different ways. Spreadsheets can be used to make calculations, store columns of numbers or graphically display any type of numeric information. The spreadsheet below shows us an example.

Age group ratio for pensions: extrapolation until 2025

**Ratio Retired/Workforce**

Austria		Scen.	Curr.
Start age Workforce	male	◀	▶
	Female	◀	▶
Start age Retirement	Male	◀	▶
	Female	◀	▶
Percent Workforce	Male	◀	▶
	Female	◀	▶

Age Group Ratio	Scen. %	Current %
Year		
1991	40.0	40.0
1992	39.9	39.9
1993	39.7	39.7
1994	39.6	39.6
1995	39.5	39.5
1996	39.8	39.8
1997	40.7	40.7
1998	42.1	42.1
1999	43.3	43.3
2000	44.1	44.1
2001	44.7	44.7
2002	45.2	45.2
2003	45.2	45.2
2004	45.3	45.3
2005	46.1	46.1
2006	46.9	48.9
2007	47.5	47.5

## Communication and the Internet

Computer technology can also be used to access up-to-date information on weather, the stock market, and other important forms of information via the internet. The Internet also allows companies and individuals to communicate through chat rooms and e-mail. Information that would traditionally take days to receive through mail delivery can now be sent and received with one click of a computer key.

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### Sample E-Mail

**To** <homeowner email>  
**FROM:** <your email>  
**SUBJECT:** Meeting with <company name> on <day month, day> at <time>

**Dear [Mr. /Ms.] <homeowner name>,**

Just a quick reminder of our meeting to discuss the project for your home at <address, city>. If for any reason you cannot meet at the above time, please contact me immediately at <office phone number>.

Thank you for considering <company name>, and I look forward to helping your home improvement dreams become a reality.

<your name>  
<your company>  
<email>  
<website>  
<phone no.>

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## What is the Internet?

The Internet was developed in the 1960's primarily as a defense mechanism in case of a nuclear war. It was thought that if all areas of the country or military were connected to each other by modems, telephone lines and cables, or other communications devices, that if one area was destroyed, the others would still be able to communicate with each other via the internet network of computers. This network was named ARPA net (Advanced Research Projects Agency). As its popularity grew, and the wide capabilities were uncovered, many more networks followed. The ability to communicate with other people all around the country at the touch of some keys was unstoppable. E-mail was invented. Today, we have companies like Compu Serve and America Online, just to name a few, as part of a huge Internet.

## What is the Worldwide Web?

The Web, on the other hand, was not developed until 1990. “Based on a proposal by Tim Berner-Lee for enhancing the Internet, CERN (the European Particle Physical Laboratory in Geneva) began work on a hypertext browser;” hence, the term “Web browser.” The idea was to allow users to share research information in hypertext with graphics, illustrations and even with sound and video. By January of 1993, fifty such web servers were in existence. Mosaic, a user friendly advanced Web browser, was developed and is given the title as the spark that started the interest in the Worldwide Web. By 1994 there were more than 10,000 servers. In early 1996, it was estimated that 40,000 servers were online serving an estimated 20 to 30 million users.

Think of the internet as a device that contains all the information and Web pages and the Web browser as the tool to access that information and Web sites.

## Searching the Worldwide Web

Many people are waking up each morning and instead of opening the newspaper, they are opening up their Web browser to the Dailynews.com to get the information they used to get from their paper in their driveway.

The Web is a great place to learn news and receive information but one of the best parts of the Web is the useful downloadable material we use to advance ourselves in life. Not just the baseball scores, but also the tickets to the game. Not just information on what’s the best car for the consumer, but we actually can purchase the car on line. We can sign up and take a college course online.

The computer along with the Internet gives us power. This power is unequal to any other new technology because it is a worldwide resource that is important to people around the globe. It is accessible to anyone!

## Summary

Technology is an important part of business and industry and we need to be familiar with these tools. As members of the workforce, we need to be very familiar with these tools and how to use them.

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## References for this Module:

Clark, Carol Lea. Working the Web, Harcourt Brace College Publishers, 1997.  
Shelly Cashman Series, Essential Introduction to Computers, Thomson Learning, 2001.

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**MODULE 7E: STUDENT ACTIVITIES**

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*TO THE STUDENT:* After reading and studying the information sheet, complete the following activities.

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**Activity 1: Locate employment opportunities.**

Using the information and Web sites provided below, search the Web for two different employment opportunities in your area. When you find a help wanted ad or job opportunity, print the page and hand it into your Instructor.

Job opportunities that are in your local area around where you live will be listed on the local newspaper web sites. Here are a few that go well beyond your local area:

- <http://www.careerbuilder.com>
- <http://www.careershop.com>
- <http://www.employmentspot.com>

If you are unsure of your career choice and would want to research other careers, use the following web site as a start:

U.S. Department of Labor <http://stats.bls.gov>

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**Activity 2: Answer the following questions:**

1. List two tools of technology and tell why they are important.
  - a.
  
  
  
  
  
  
  
  
  
  
  - b.
  
  
  
  
  
  
  
  
  
  
2. Discuss a form of communication that can be sent via the internet and how this type of communication can be beneficial to business.



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**MODULE 7E: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania’s Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

B. Apply research skills in searching for a job.

- CareerLinks
- Internet (i.e. O-NET)
- Networking
- Newspapers
- Professional associations
- Resource books (i.e. Occupational Outlook Handbook, PA Career Guide)

**Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.5.11. Quality of Writing**

- F. Edit writing using the conventions of language.
- Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).

**1.8.11 Research**

- B. Locate information using appropriate sources and strategies.
- Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.

- Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
- Use tables of contents, indices, key words, cross-references and appendices.
- Use traditional and electronic search tools.