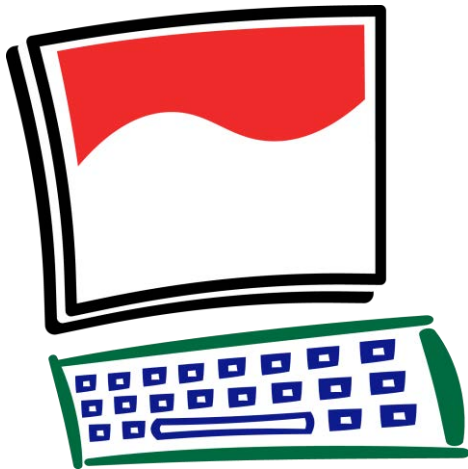


# TECHNOStart

## Teacher Guide

Lessons for Primary Students: Grades K-2



### Technology Project using Google Drawings

Introduction to Computer Basics

In this project, students have fun learning computer fundamentals. This introduction provides beginners with basic knowledge such as the function of computer hardware, mouse or touch terminology, and computer rules. Activities encourage students to discover how to create with technology. By making simple drawings they develop essential skills including how to open and close a program, select tools to perform a task, save and print, open a saved file, and type using the keyboard. Upon completion, students receive a Computer Operator License that states they can use the computer competently and safely. Extension activities introduce sign in and out procedures, file organization, and drawing techniques.

**TECHNO**Kids®

Copyright © 1993 – 2022 TechnoKids Inc.  
All Rights Reserved

# Table of Contents

TechnoStart Overview .....	i
Technology Integration Ideas .....	ii
Prepare to Teach TechnoStart .....	iii
Assignment 1 What Is a Computer? .....	1
Assignment 2 About Parts of the Computer .....	3
Find the Computer Parts .....	3
Computer Riddles .....	4
Assignment 3 Get to Know the Mouse .....	5
How to Use the Mouse .....	5
About Mouse Actions .....	6
Assignment 4 Get to Know Touch Actions .....	7
How to Use a Touch Screen or Pad .....	7
About Touch Actions .....	8
Assignment 5 Practice Using the Mouse or Touch Actions .....	9
Assignment 6 About Computer Care .....	11
Assignment 7 Show Good Behavior .....	13
Open Google Drawings .....	13
Find the Parts of the Window .....	13
Find the Tools on the Menu and Toolbar .....	14
Play with the Tools .....	14
Close Google Drawings and Sign Out .....	14
Did You Show Good Behavior? .....	15
Assignment 8 About the Keyboard .....	16
Assignment 9 Be the Fastest Typist in the World .....	17
Sign Into Google Drive and Make a New Drawing .....	17
Add a Text Box .....	17
Type Letters .....	17
Select the Text .....	17
Format the Font .....	18
Format the Font Size .....	18
Set the Font Style .....	18
Format the Text Color .....	19
Make Text Look Great .....	19
Close Google Drawings and Sign Out .....	19
Assignment 10 About Saving Your Work .....	20
Pick a Place to Save Your Work .....	20
Name a File .....	20
Do Not Lose Your Work .....	21
Assignment 11 Follow Rules for Saving .....	22
Sign Into Google Drive and Make a New Drawing .....	22
Give the File a Name .....	22
Draw a Line .....	23
Undo and Redo an Action .....	24
Size, Move, or Delete a Line .....	24
Make a Sun .....	24
Close Google Drawings and Sign Out .....	24
Did You Follow the Rules for Saving? .....	25

Assignment 12 Open a Saved File and Make Changes.....	26
Sign Into Google Drive and Open the Sun Drawing.....	26
Make Shapes.....	26
Fill the Shape and Set the Line.....	27
Finish the Picture.....	27
Close Google Drawings and Sign Out.....	27
Assignment 13 Follow Rules for Printing.....	28
Printing Rules.....	28
Sign Into Google Drive and Make a New Drawing.....	29
Insert an Image from the Internet.....	29
Add a Border.....	30
Finish the Picture.....	30
Print the Picture.....	30
Close Google Drawings and Sign Out.....	30
Assignment 14 Learn to Left and Right Click.....	31
Click with the Mouse.....	31
Tap with a Touch Pad.....	32
Tap with a Touch Screen.....	32
Assignment 15 Left and Right Click to Edit a Picture.....	33
Sign Into Google Drive and Make a New Drawing.....	33
Change the Background Color.....	33
Insert Dog Picture.....	33
Size or Move the Picture.....	34
Zoom In and Zoom Out.....	34
Edit the Dog Picture.....	34
Close Google Drawings and Sign Out.....	34
Assignment 16 Earn a Computer Operator License.....	35
Computer Operator Checklist.....	35
Earn Your Computer Operator License.....	36
Extension Activity 1: Pick the Computer to Do the Job.....	37
Extension Activity 2: Play Computer Spy Game.....	38
Extension Activity 3: Label It Input or Output.....	40
Extension Activity 4: Turn the Computer On and Sign In.....	41
Extension Activity 5: Sign Out or Shut Down the Computer.....	43
Extension Activity 6: Sign In and Out of Google Drive.....	44
Extension Activity 7: Keep Your Files Safe.....	45
Extension Activity 8: Clean Up Your Files.....	46
Extension Activity 9: Make a Copy to Save Time.....	48
Extension Activity 10: Edit Colors.....	50
Appendix A: Assessment Tools.....	51
Review: Mouse and Touch Actions.....	51
Review: What Is Wrong with the Behavior?.....	52
Review: Missing Keys on the Keyboard.....	53
Review: Using Computer Parts.....	54
Review: Match Google Drawings Tools.....	55
TechnoStart Skill Summary.....	56
Appendix B: Material List.....	57

# TechnoStart Overview

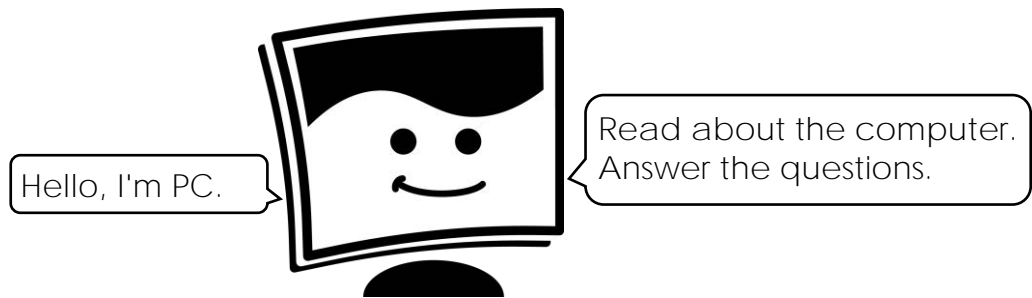
<p><i>Purpose:</i> Develop computer fundamentals to operate a computer competently and safely.</p>	<p><i>Preparation:</i> (see <i>Preparing to Teach</i>)</p> <ul style="list-style-type: none"> <li>• Install Google Chrome</li> <li>• Sign up for a Google account</li> <li>• Install Adobe Reader or another PDF app</li> <li>• Share <i>Start folder</i> with students</li> <li>• Prepare teacher resources</li> <li>• Download and print Flashcards or Tool Summary from <a href="#">TechnoHub</a> (optional)</li> </ul>
<p><i>Objectives:</i> (see <i>Appendix A: Skill Summary</i>)</p> <ul style="list-style-type: none"> <li>• describe computer use in daily life</li> <li>• explain the function of hardware</li> <li>• comprehend computer terminology</li> <li>• use mouse and touch actions</li> <li>• demonstrate appropriate behavior</li> <li>• open and close a program</li> <li>• select a tool to complete a task</li> <li>• operate a computer competently and safely</li> <li>• create using digital tools</li> <li>• type using the keyboard</li> <li>• print and save a file</li> <li>• open a saved file</li> <li>• sign in or sign out</li> <li>• classify hardware as input or output</li> <li>• customize print settings</li> <li>• create a copy using Save As</li> <li>• organize files using folders</li> </ul>	<p><i>Materials:</i> (see <i>Appendix B:</i> for a list)</p> <ul style="list-style-type: none"> <li>• Start folder:             <ul style="list-style-type: none"> <li>◦ Workbook Assignment Sheets</li> <li>◦ Computer Detective Show</li> <li>◦ Computer Parts</li> <li>◦ Mouse and Touch Actions</li> <li>◦ Do's and Don'ts</li> <li>◦ Dog template</li> </ul> </li> <li>• TechnoStart Skill Summary</li> <li>• Parent Letter and Certificate (optional)</li> <li>• Sign In Cards, License Cards, Spy Glass</li> <li>• Flashcards and Tool Summary (optional)</li> </ul>
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> <li>• What is a Computer? Recognize devices and describe computer use in daily life.</li> <li>• About Parts of the Computer: Color computer parts and then solve computer riddles.</li> <li>• Get to Know the Mouse: Learn about a mouse and terminology.</li> <li>• Get to Know Touch Actions: Learn about touch devices and terminology.</li> <li>• Practice using Mouse or Touch Actions: Become a computer detective finding parts.</li> <li>• About Computer Care: Classify a behavior as a do or don't.</li> <li>• Show Good Behavior: Explore Google Drawings. Assess behavior.</li> <li>• About the Keyboard: Color the spacebar, enter, shift and letter keys in student name.</li> <li>• Be the Fastest Typist in the World: Type letters and numbers. Format the text.</li> <li>• About Saving your Work: Select saving location. Assign a name to files. Know saving rules.</li> <li>• Follow Rules for Saving: Make a picture using the Line tool. Name the file.</li> <li>• Open a Saved File and Make Changes: Open a file and make changes using the Shape tool.</li> <li>• Follow Rules for Printing: Create a picture using images on the Internet. Print the file.</li> <li>• Learn to Left and Right Click: Label how to perform these actions with a mouse or touch.</li> <li>• Left and Right Click to Edit a Picture: Adjust magnification to edit a picture of a dog.</li> <li>• Earn a Computer Operator License: Complete the checklist. Earn a license.</li> </ul>	
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> <li>• Pick the Computer to Do the Job: Connect the task to the correct device.</li> <li>• Play Computer Spy Game: Solve riddles to guess the computer part.</li> <li>• Label It Input or Output: Circle if a computer part is input or output.</li> <li>• Turn the Computer On and Sign In: Follow proper start up procedures.</li> <li>• Sign Out or Shut Down the Computer: Follow proper sign out, shut down, or sleep procedures.</li> <li>• Sign In and Out of Google Drive: Explore the Google Drive environment.</li> <li>• Keep Your Files Safe: Understand how to keep a username and password secure.</li> <li>• Clean Up Your Files: Organize files into folders.</li> <li>• Make a Copy to Save Time: Create a copy of a picture. Make new pictures based on the original.</li> <li>• Edit Colors: Customize the color palette in Google Drawings.</li> </ul>	
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> <li>• Mouse and Touch Actions</li> <li>• What's Wrong with the Behavior?</li> <li>• Missing Keys on the Keyboard</li> <li>• Using Computer Parts</li> <li>• Match Google Drawings Tools</li> <li>• License Checklist</li> <li>• Start Skill Summary</li> </ul>	
<p><i>Notes:</i> If your students cannot read or write independently complete the worksheets orally.</p>	

# Technology Integration Ideas

TechnoStart introduces basic computer knowledge and skills that beginners need. You can teach the entire project to your class at the start of the school year, select a few of the activities to remind students about rules and routines, or pick an assignment that targets a specific skill your students need to practice. There are several ways to integrate TechnoStart into curriculum:

- *Provide a Foundation for Future Learning*  
TechnoStart focuses on fundamentals. Knowing how to use the computer is essential. Although students may have access to many gadgets it should not be assumed they have the knowledge or skills required to competently or safely use a device in a school setting. Select the activities that will provide the skills required to use the computer for future tasks.
- *Assess Computer Knowledge and Skills*  
TechnoStart includes many assessment tools. These can be used to evaluate learning after completing a set of activities. Alternatively, they can be used to assess a student's current level of knowledge or skills prior to beginning the project to help select suitable content for learning.
- *Design Informative Bulletin Boards*  
The resources in TechnoStart can help you decorate your bulletin boards with information your students will find helpful. Use the Computer Parts, Mouse and Touch Actions, or Do's and Don'ts files.
- *Build Vocabulary with Computer Booklets*  
TechnoStart has Computer Parts, Mouse and Touch Action, and Do's and Don'ts cards. These files can be cut in half and stapled together to form booklets. Primary students can read each book to build their computer vocabulary.

# Assignment 1 What Is a Computer?

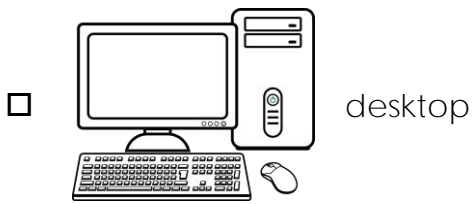


A computer is a tool that runs programs.

The computer is sometimes called a "personal computer" or PC for short.

1. Computers come in many shapes and sizes.

Check the computers you have seen before.

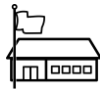


2. Computers are used everywhere!

Check the places where you use the computer.



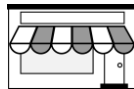
home



school



car

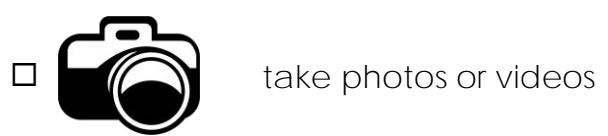


store

other:

3. Computers can be used to play, work, learn, and more!

Check the ways that you use the computer.



4. List other ways a person can use the computer.

- 
- 
- 

Pick the computer to do the job!  
Do Extension Activity 1.




# Assignment 6 About Computer Care

Learn how to take care of your computer.  
View the Do's and Don'ts file. It is in the START folder.


Circle whether the behavior is a do or **don't**.

Sit in your chair with feet on floor.



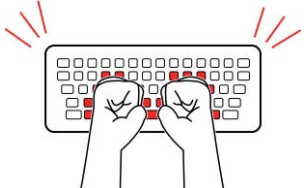
do don't

Lean on your chair with feet on desk.



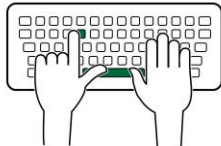
do **don't**

Slam fists on the keyboard.




do **don't**

Press keys gently on the keyboard.



do don't

Have a clean desk.




do don't

Have a messy desk.



do **don't**

Eat or drink at computer.



do **don't**

Eat or drink away from computer.




do don't

Wait for work to print.



do don't

Group around printer to grab work.



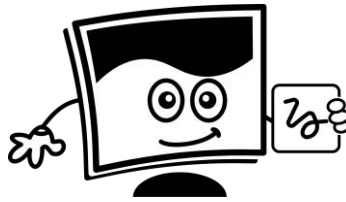
do **don't**




## Assignment 11 Follow Rules for Saving

Make a picture using the *Scribble* tool.

Give the file a new name.

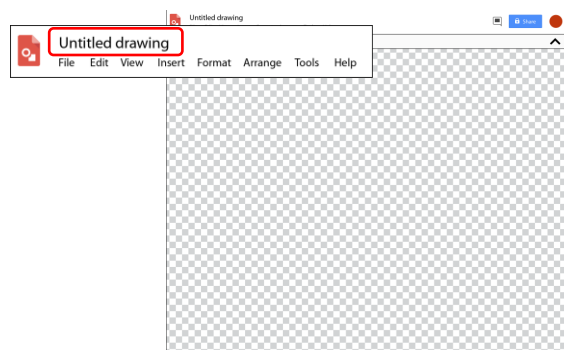


### Sign Into Google Drive and Make a New Drawing

- ▷ Sign into Google Drive.
- ▷ Click *New*. Pick *More*.
- Click or tap Google Drawings. 

### Give the File a Name

- ▷ Look at the top of the window. The name of the file is *Untitled drawing*.





- ▷ Click or tap inside the file name.  
Type **Sun** in the file name box.

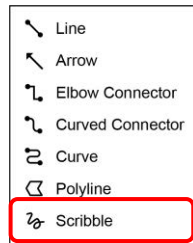


- ▷ Press ENTER on the keyboard.  
The file name changes.




## Draw a Line


- ▷ Select the *Line* arrow. 
- Pick *Scribble*. 




- ▷ Drag the mouse or your finger to make a line.

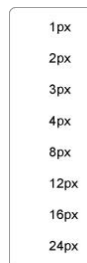



- ▷ Tap or click the *Select* tool. 
- ▷ Tap or click on the line.

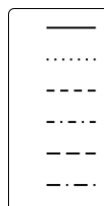
- ▷ Select *Line color*. 
- Pick a color.




- ▷ Select *Line weight*. 
- Pick a size.




- ▷ Select *Line dash*. 
- Pick a style.

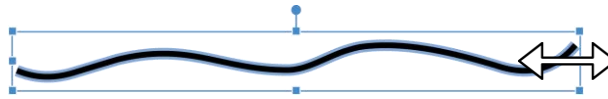


## Undo and Redo an Action

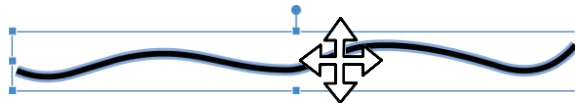
- ▷ Select *Undo*. 
- ▷ Select *Redo*. 

## Size, Move, or Delete a Line

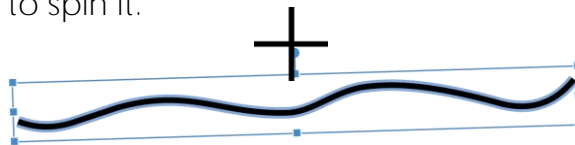
- ▷ Click or tap *Select*.   
Select the line.
- ▷ Drag a handle to change the size.



- ▷ Drag the middle to move it.





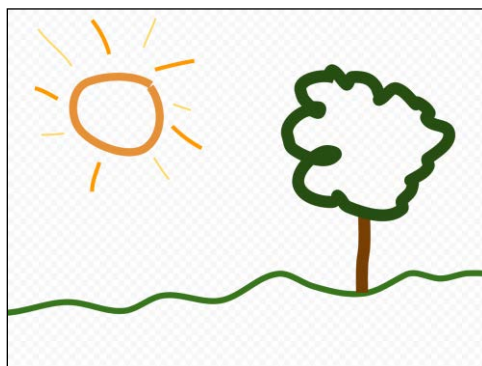
- ▷ Drag the circle to spin it.



- ▷ Press the DELETE key to remove it.

## Make a Sun

- ▷ Draw a sun using *Scribble*.   
Use lines to finish the picture. 



## Close Google Drawings and Sign Out

Did You Follow the Rules for Saving?

Answer YES or NO to each question.



Did you give the file a name?

yes

no

Did Google Drawings save changes to your picture as you made it?

yes

no

Did the file save in your Google Drive?

yes










no

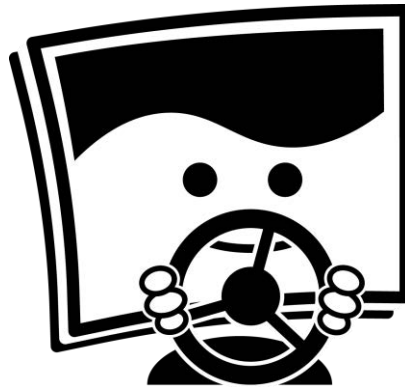
Use folders to save work. Clean up files in Extension Activity 8.

# Assignment 16 Earn a Computer Operator License

## Computer Operator Checklist

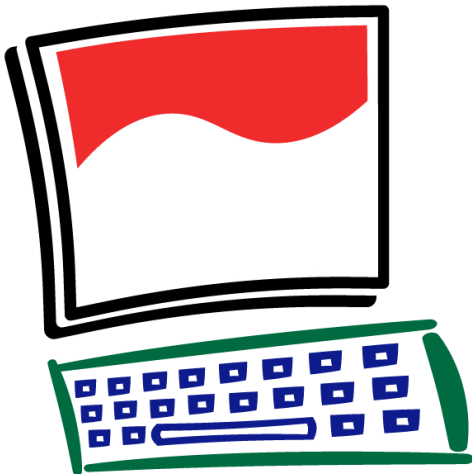
Read each sentence. Can you do each task?

Computer Parts	 YES	 SOMETIMES	 NO
I can name each part. I know what they do.			
I can use each computer part.			
Computer Basics	 YES	 SOMETIMES	 NO
I can open and close a program.			
I know how to use mouse or touch actions.			
I can type letters and numbers.			
I can make things with the computer.			
I can print and save my work.			
I can open a saved file.			
Computer Rules	 YES	 SOMETIMES	 NO
I use care when I use the computer.			
I follow rules for printing and saving my work.			



# Computer Operator License

---



---

Name

Date:

**TECHNO**Kids

# Review: Missing Keys on the Keyboard

Add the missing letters to the keyboard.

E

P

A

H

C

