TO: Deacon Oscar Walker
FROM: Ezell Pittman
SUBJECT: AM Class Presentation
DATE: June 15, 2020

When I registered for the class all I knew basically was how to turn the computer on and off, send an email, and write a letter. I am delighted to say I have learned a lot about the functions of icons on the computer. I was taught in school that you should start with the basics, so I will begin my presentation by telling what I learned about the keyboard. While I cannot demonstrate all of the functions and symbols, I will demonstrate some and explain others.

There are functions at the top of the keyboard and functions on the side, all serving a purpose.

Tab: It allows the writer to move a word or the cursor to the right.

Example: The big brown fox jumped … over the lazy dog

The big brown fox … Note: to move this line I hit the tab key. Also, the tab key allows one to indent which is defaulted five spaces.

Cap Lock: When the key is not in the lock position you get lower case letters.

Example: WHEN IT IS IN THE LOCKED POSITION YOU GET CAPITAL LETTERS.

Shift Key: Used to type CAPITAL LETTERS and other alternate upper characters.

Example: ABCabc@#$%^&*( )_+;:'"{}[]\|\

The shift key will also allow you to hit other lower and upper characters.

Example: <>?:;

Control Key: When with another key, performs action. The control key rarely performs any function when pressed by itself.

Backspace: It pushes the carriage one position backward and moves the cursor one position backward and deletes the character.

Example: For the Singapore trip, bring the following:
For the Singapore trip, bring the following

Enter Key: Sends the cursor to the next line or executes a command or operation.

Delete Key: Used to delete the text or a character on the keyboard.

Example: Heritage Sites or Heritage

up

Arrow Keys: Move cursor or

down

up

Page up & Page Down: Used to scroll or

down

Windows Key: Opens the start menu

Escape Key: Used for various functions – as to interrupt or close a pop-up window.

Microsoft Word

Home will show different icons. Some are as follows:

Bold *Vancouver (italicized)* UC, Berkeley (underlined)

Lines

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Hightlight: For the trip, take, passport and medication

Fonts/Sizes: Grand Canyon (12) Yellowstone (16) Nat'l Bridge, VA (18)

In addition, I learned to use bullets, number tabs, and the alignment tab which allows centering. A very useful icon for me was that normal is double space and single is no space. I had a lot of difficulty with spacing before I leaned the difference. I have a basic understanding of how to insert lines, cells, how to make an excel chart, a PowerPoint presentation and more.

I use the computer mostly to email and occasionally write a letter. Many of the functions I learned I do not use, but now that I know I can use them for future reference. Excel and PowerPoint will be useful tools for me to practice using. What I learned in the basic and intermediate class enhanced my computer skills. Brian Herbert said the following about learning:

"The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice."

I am glad I made the choice to learn a new skill.

Sincerely,

Ezell Pittman
AM Intermediate Computer Class