

Adult Basic Education  
**Technology**

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# Computer Technology 3101

# Study Guide

**Prerequisite:** None

**Credit Value:** 1

**Resources:** Haag, S.E. (2009). *Computer Concepts in Action*. New York: McGraw Hill.

Van Huss, S.H., Forde, C.M., Woo, D.L., and Hill, J. (2008). *College Keyboarding: Keyboarding Course, Lessons 1 – 25, Seventeenth Canadian Edition*. Scarborough: Nelson Education Ltd.

Van Huss, S.H., Forde, C.M., Woo, D.L., and Hill, J. (2008). *Keyboarding Pro Deluxe*. [CD-ROM]. Scarborough: Nelson Education Ltd.

<b>Technology Courses [Adult Oriented Electives]</b>
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Computer Technology 3101 Computer Technology 3102
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## To the Student

### I. Introduction to Computer Technology 3101

Computer Technology 3101 is the first of two courses designed to give the adult learner with limited or no experience using a personal computer the skills necessary to use computers in their everyday life. In this course, you will become familiar with and comfortable working within the Windows environment. You will learn how to use the keyboard using the touch method and how to use e-mail effectively. You will learn the basics of word processing and produce several documents using word processing software. Finally, you will learn how to use the Internet efficiently, while remaining cognizant of possible threats while online.

In Unit 1, *Introduction to Windows*, you will become familiar with the Windows desktop and the mouse. You will work with multiple applications, learn how to use Windows Explorer, and work with files and folders. You will create a copy using “Save as”, create shortcuts, and access and organize folders on the desktop. You will use different search options for finding files and folders in Windows Explorer.

In Unit 3, *Keyboarding and E-mail*, you will learn how to key the alphabetic keys by touch and with good technique. You will become familiar with the parts of an e-mail program such as Microsoft Outlook, create and send an E-mail message, and attach a file. You will reply to an e-mail message, forward an e-mail message, manage your e-mail, work with the address book, and adjust e-mail settings.

In Unit 3, *Introduction to Word*, you will explore the features of a word processing program such as Microsoft Word, open and save a document, format and edit a document, use the thesaurus and check spelling and grammar, and preview and print a document. You will format text, use the format painter, change page orientation and text alignment, create bulleted and numbered lists, and insert a picture in a document.

In Unit 4, *Using the Internet*, you will learn about the World Wide Web, how computers connect to the Internet, and online safety. You will use a Web browser to navigate the Internet, and practice using your Favorites and History lists. You will learn effective ways to search the Internet for specific information, as well as evaluate the quality of information on a Web site.

Two textbooks are required for this course: *Computer Concepts in Action* by Haag, S.E. (2009) and *College Keyboarding: Keyboarding Course, Lessons 1 – 25, Canadian 17<sup>th</sup> Edition*, by VanHuss, S.H. et al. (2008). Additionally, you will require a software program called *Keyboarding Pro Deluxe*, which accompanies College Keyboarding.

## To the Student



### II. Use of Technology Study Guides

Before beginning this course, ensure you have the text and any other resources needed (*see the information in the Introduction to this course for specifics*).

As you work through the Study Guide, you will see that it is divided according to the Units listed in the Table of Contents. When you open a unit it will have the following components:

#### Reading for this Unit:

Here you will find the chapters, sections and pages of the text you will use to cover the material for this unit. Skim the sections of the textbook, look at the titles of the sections, scan the figures and read any material in the margins. Once you have this overview of the unit, you are ready to begin. Do not be intimidated by the content. You will work through the text, section by section, gaining knowledge and understanding of the material as you go.

<p><b>References and Notes</b></p> <p>This left hand column guides you through the material to read from the text. Read any highlighted notes that follow the reading instructions. The symbols   direct you to the questions that you should complete when finished a reading assignment.</p>	<p><b>Work to Submit</b></p> <p>You come across three (3) headings in this right hand column.</p> <p><b>Writing:</b> This section comprises your notes for the unit. Here you will find either written questions or references to specific questions or problems from your text. You may want to write out each question followed by the answer. This material should be checked by your instructor before moving on to the next unit.</p> <p><b>Portfolio:</b> A portfolio is an organized, purposeful collection of your work that displays knowledge, understanding, skills, accomplishments, interests, and achievement throughout the course. You will maintain both an electronic portfolio, where you will store digital documents, and a physical portfolio, where you will keep hard copies of your work. At the end of the course, you will submit both your electronic and physical portfolios for evaluation, but it is recommended that you consult with your instructor regularly to ensure your portfolio is maintained at a high standard.</p> <p><b>Assignment:</b> This section indicates if there is an assignment that should be completed for the Unit. The information in the “References and Notes” column will indicate how you obtain the assignment. Some assignments will be submitted digitally while others will involve a hard copy. Ensure you read the directions carefully to determine which format is required.</p>
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## To the Student

### III. Recommended Evaluation

Written Notes	10%
Portfolio	30%
Assignments	30%
Test(s)	10%
Final Exam	<u>20%</u>
	100%





## Unit 1 – Introduction to Windows

To fulfill the objectives of this unit, students should complete the following:

### Reading for this unit:


*Computer Concepts in Action*


Unit 1 Project 2, pages 19 – 36


Unit 2 Tech Talk, pages 41 – 50

Unit 2 Project 1, pages 51 – 68

### References and Notes

Refer to page 22 to write answers for questions 1.1-1.3 

Refer to pages 23 - 24 to complete question 1.4 

Refer to page 20 to write answers for questions 1.5 – 1.6 

### Work to Submit

#### Writing:

- 1.1 Locate the left button, scroll wheel, and right button on the mouse.
- 1.2 Describe the function of the following mouse pointers:
  - a. arrow
  - b. hand
  - c. I-beam
  - d. two-headed arrow
  - e. four-headed arrow
- 1.3 Explain what is meant by the following mouse commands:
  - a. click
  - b. double-click
  - c. right-click
  - d. drag

#### Practice:

- 1.4 Complete the “Step-by-Step” exercise on pages 23 - 24.

#### Writing:

- 1.5 What is a desktop?
- 1.6 What is an icon?

## Unit 1 – Introduction to Computers

### References and Notes

Refer to page 21 to complete question 1.7 ►►

Refer to page 25 to write an answer for question 1.8 ►►

Refer to pages 25 – 27 to complete question 1.9 ►►

Refer to page 32 to write an answer for question 1.10 ►►

Refer to pages 33 – 35 to complete questions 1.11 – 1.12 ►►

Refer to page 41 to write an answer for question 1.13 ►►

### Work to Submit

#### Practice:

1.7 Complete the “*Step by Step*” exercise on page 21.

#### Writing:

1.8 Define the following terms:

- a. program
- b. application
- c. window
- d. taskbar

#### Practice:

1.9 Complete the “*Step-by-Step*” exercise on pages 25 – 27.

#### Writing:

1.10 Explain what is meant by the following Shut Down options:

- a. switch user
- b. log off
- c. lock
- d. restart
- e. sleep
- f. shut down

#### Practice:

1.11 Complete the “*Step-by-Step*” exercise on page 33.

1.12 Complete the “*Step-by-Step*” exercise on pages 34 – 35.

#### Writing:

1.13 What are the differences between a personal computer, minicomputer, and a super computer?

## Unit 1 – Introduction to Windows

### References and Notes

*Refer to page 42 to write answers for questions 1.14 – 1.16* ►►

*Refer to pages 43 – 44 to write answers for questions 1.17 – 1.19*



*Refer to pages 45 – 46 to write answers for questions 1.20 – 1.22*



*Refer to pages 47 – 48 to write answers for questions 1.23 – 1.27*



*Refer to page 49 to write answers for questions 1.28 – 1.29* ►►

### Work to Submit

#### Writing:

- 1.14 What is a central processing unit (CPU)?
- 1.15 What is a bit? What is a byte?
- 1.16 Read the text on pages 41 – 42 and answer question 2 at the bottom of page 42.
- 1.17 What is hardware?
- 1.18 Give three examples of input devices and three examples of output devices.
- 1.19 Answer questions 1 and 2 on page 44.
- 1.20 What is random-access memory (RAM)? What is read-only memory (ROM)?
- 1.21 What is a storage device? Give three examples of a storage device.
- 1.22 Answer questions 1 and 2 on page 46.
- 1.23 What is software?
- 1.24 List and describe three categories of software.
- 1.25 What is an operating system?
- 1.26 Describe three types of operating systems.
- 1.27 Answer questions 1 and 2 on page 48.
- 1.28 What is a computer network?

## Unit 1 – Introduction to Windows

### References and Notes

Refer to page 52 to write answers for questions 1.30 – 1.31 ►►

Refer to the Online Learning Center at [glencoe.com](http://glencoe.com) to complete question 1.32 ►►

**Note:** Refer to page xvi in the text for instructions on how to use the Online Learning Center

Refer to pages 53 – 54 to complete question 1.33 ►►

Refer to the Online Learning Center at [glencoe.com](http://glencoe.com) to complete question 1.34 ►►

Refer to pages 55 – 56 to complete question 1.35 ►►

Refer to the Online Learning Center at [glencoe.com](http://glencoe.com) to complete question 1.36 ►►

Refer to pages 57 – 58 to complete question 1.37 ►►

Refer to page 59 to write answers for questions 1.38 – 1.39 ►►

### Work to Submit

#### Writing:

1.29 Answer questions 1 and 2 on page 49.

1.30 What is the purpose of the documents folder?

1.31 Define drive, folder, and file.

#### Practice:

1.32 Complete TechSIM A-1: *Get to Know Windows Explorer*.

1.33 Complete the “*Step-by-Step*” exercise on pages 53 – 54.

1.34 Complete TechSIM A-2: *Work with Folders*.

1.35 Read the text on page 55 and complete the “*Step-by-Step*” exercise on pages 55 – 56.

1.36 Complete TechSIM A-3: *Work with Files*.

1.37 Read the text on page 57 and complete the “*Step-by-Step*” exercise on pages 57 – 58.

#### Writing:



1.38 When is the “Save as” command used?



1.39 What is the purpose of the three or four - letter extension after the file name?

## Unit 1 – Introduction to Windows



### References and Notes

Refer to the Online Learning Center at [glencoe.com](http://glencoe.com) to complete question 1.40  

Refer to pages 59 – 60 to complete question 1.41  



Refer to page 61 to write an answer for question 1.42  

Refer to the Online Learning Center at [glencoe.com](http://glencoe.com) to complete question 1.43  

Refer to pages 61 – 63 to complete question 1.44  

Refer to the Online Learning Center at [glencoe.com](http://glencoe.com) to complete question 1.45  

Refer to pages 64 – 65 to complete question 1.46  

Refer to page 66 to write an answer for question 1.47  

Refer to pages 66 – 67 to complete question 1.48  

**Note:** This is the end of Unit 1. You should check with your instructor to see if there is review work or any other additional work for this unit.

### Work to Submit

#### Practice:

1.40 Complete TechSIM A-4: *Open and Save a File*.

1.41 Complete the “*Step-by-Step*” exercise on pages 59 – 60.

#### Writing:

1.42 What is a shortcut?

#### Practice:

1.43 Complete TechSIM A-5: *Work on the Desktop*.

1.44 Complete the “*Step-by-Step*” exercise on pages 61 – 63.

1.45 Complete TechSIM A-6: *Search for Files*.

1.46 Read the text on page 64 and complete the “*Step-by-Step*” exercise on pages 64 – 65.

#### Writing:

1.47 Complete questions 1 – 3 under “*Key Concepts Check*” and questions 4 – 6 under “*Critical Thinking*”.

#### Practice:

1.48 Complete the “*Step-by-Step*” exercise on pages 66 – 67.

## Unit 2 – Keyboarding and E-mail

To fulfill the objectives of this unit, students should complete the following:

**Reading for this unit:** *Computer Concepts in Action*  
College Keyboarding, Lessons 1 – 13  
Appendix B: E-mail, pages 467 – 482

References and Notes	Work to Submit
<p>Refer to the Keyboarding Pro Deluxe software to complete question 2.1 ▶▶</p>	<p><b>Portfolio:</b></p> <p>2.1 Complete Alphabetic Lessons 1 - 10 on the <i>Keyboarding Pro Deluxe</i> CD-ROM. Place a printed copy of each Lesson Report in your portfolio.</p>
<p>Refer to the Keyboarding Pro Deluxe software to complete question 2.2. See your instructor to find out if lesson reports should be submitted on paper or electronically ▶▶</p>	<p><b>Assignment:</b></p> <p>2.2 Complete Alphabetic Lessons 11 – 13 on the <i>Keyboarding Pro Deluxe</i> CD-ROM. Submit a printed or electronic copy of each Lesson Report to your instructor for marking.</p>
<p>Refer to the Online Learning Center at <a href="http://glencoe.com">glencoe.com</a> to complete question 2.3 ▶▶</p>	<p><b>Practice:</b></p> <p>2.3 Complete TechSIM B-1: <i>Get to Know Microsoft Outlook</i>.</p>
<p>Refer to page 468 to complete question 2.4 ▶▶</p>	<p>2.4 Complete the “Step-by-Step” exercise on page 468.</p>
<p>Refer to the Online Learning Center at <a href="http://concepts.glencoe.com">concepts.glencoe.com</a> to complete question 2.5 ▶▶</p>	<p>2.5 Complete TechSIM B-2: <i>Create and Send an E-mail Message</i>.</p>
<p>Refer to pages 469 – 470 to complete question 2.6 ▶▶</p>	<p>2.6 Read the text on page 469 and complete the “Step-by-Step” exercise on pages 469 – 470.</p>

## Unit 2 – Keyboarding and E-mail

References and Notes	Work to Submit
<p>Refer to the Online Learning Center at <a href="http://glencoe.com">glencoe.com</a> to complete question 2.7 ▶▶</p>	<b>Practice:</b>
<p>Refer to pages 471 – 472 to complete question 2.8 ▶▶</p>	2.7 Complete TechSIM B-3: <i>Attach a File to an E-mail Message.</i>
<p>Refer to the Online Learning Center at <a href="http://glencoe.com">glencoe.com</a> to complete question 2.9 ▶▶</p>	2.8 Read the text on page 471 and complete the “ <i>Step-by-Step</i> ” exercise on pages 471 – 472.
<p>Refer to page 473 to complete question 2.10 ▶▶</p>	2.9 Complete TechSIM B-4: <i>Save a Draft and Reply to an E-mail Message.</i>
<p>Refer to the Online Learning Center at <a href="http://concepts.glencoe.com">concepts.glencoe.com</a> to complete question 2.11 ▶▶</p>	2.10 Read the text on page 473 and complete the “ <i>Step-by-Step</i> ” exercise on page 473.
<p>Refer to page 474 to complete question 2.12 ▶▶</p>	2.11 Complete TechSIM B-5: <i>Forward an E-mail Message.</i>
<p>Refer to the Online Learning Center at <a href="http://glencoe.com">glencoe.com</a> to complete question 2.13 ▶▶</p>	2.12 Read the text on page 474 and complete the “ <i>Step-by-Step</i> ” exercise on page 474.
<p>Refer to pages 475 - 476 to complete question 2.14 ▶▶</p>	2.13 Complete TechSIM B-6: <i>Managing E-mail.</i>
<p>Refer to the Online Learning Center at <a href="http://glencoe.com">glencoe.com</a> to complete question 2.15 ▶▶</p>	2.14 Read the text on page 475 and complete the “ <i>Step-by-Step</i> ” exercise on pages 475 – 476.
<p>Refer to pages 477 – 478 to complete question 2.16 ▶▶</p>	2.15 Complete TechSIM B-7: <i>Work with the Address Book.</i>
<p>Refer to the Online Learning Center at <a href="http://glencoe.com">glencoe.com</a> to complete question 2.17 ▶▶</p>	2.16 Read the text on page 477 and complete the “ <i>Step-by-Step</i> ” exercise on pages 477 – 478.
	2.17 Complete TechSIM B-8: <i>E-mail Settings.</i>

## Unit 2 – Keyboarding and E-mail

### References and Notes

Refer to pages 479 – 480 to complete question 2.18 ▶▶

Refer to page 481 to write an answer for question 2.19 ▶▶

Refer to pages 481 – 482 to complete the assignment ▶▶

**Note:** This is the end of Unit 2. You should check with your instructor to see if there is review work or any other additional work for this unit.

### Work to Submit

#### Practice:

2.18 Read the text on page 479 and complete the “*Step-by-Step*” exercise on pages 479 – 480.

#### Writing:

2.19 Complete questions 1 – 3 under “*Key Concepts Check*” and questions 4 – 5 under “*Critical Thinking*”.

#### Assignment:

2.20 Complete the “*Step-by-Step*” exercise on pages 481 – 482. Send your e-mail message to your instructor for marking.



## Unit 3 – Introduction to Word

To fulfill the objectives of this unit, students should complete the following:

**Reading for this unit:** *Computer Concepts in Action*  
Unit 4 Project 1, pages 134 – 151  
Unit 4 Project 2, pages 152 – 166

### References and Notes

Refer to page 135 to write an answer for question 3.1 ▶▶

Refer to pages 135 – 145 to complete questions 3.2 – 3.6 ▶▶

Refer to pages 146 – 148 to complete question 3.7 ▶▶

Refer to page 149 to write an answer to question 3.8 ▶▶

### Work to Submit

#### Writing:

3.1 What is word processing software used to create?

#### Practice:

3.2 Complete the “*Step-by-Step*” exercise on pages 135 – 136.

3.3 Read the text on page 137 and complete the “*Step-by-Step*” exercise on pages 137 – 138.

3.4 Read page 139 and complete the “*Step-by-Step*” exercise on page 140.

3.5 Read page 141 and complete the “*Step-by-Step*” exercise on pages 141 – 143.

3.6 Read page 144 and complete the “*Step-by-Step*” exercise on pages 144 – 145.

#### Portfolio:

3.7 Read page 146 and complete the “*Step-by-Step*” exercise on pages 146 – 148. Place a printed copy of the letter in your portfolio.

#### Writing:

3.8 Complete questions 1 – 3 under “*Key Concepts Check*” and questions 4 – 5 under “*Critical Thinking*”.

## Unit 3 – Introduction to Word

### References and Notes

Refer to pages 149 – 150 to complete the assignment ►►

Refer to page 153 to write an answer for question 3.10 ►►

Refer to pages 153 – 155 to complete questions 3.11 – 3.12 ►►

Refer to page 156 to write answers for questions 3.13 – 3.14 ►►

Refer to page 157 to complete question 3.15 ►►

Refer to page 158 to write an answer for question 3.16 ►►

Refer to pages 158 - 159 to complete question 3.17 ►►

### Work to Submit

#### Assignment:

3.9 Complete the “*Step-by-Step*” exercise on pages 149 – 150. Submit an electronic copy to your instructor for marking.

#### Writing:

3.10 Define format and font.

#### Practice:

3.11 Complete the “*Step-by-Step*” exercise on pages 153 – 154.

3.12 Read the text on page 155 and complete the “*Step-by-Step*” exercise on page 155.

#### Writing:

3.13 What is meant by orientation? What are two types of orientation?

3.14 What is meant by alignment? List and describe four text alignment options.

#### Practice:

3.15 Complete the “*Step-by-Step*” exercise on page 157.

#### Writing:

3.16 Describe two types of lists that are most often found in documents.

#### Practice:

3.17 Complete the “*Step-by-Step*” exercise on pages 158 - 159.

## Unit 3 – Introduction to Word

### References and Notes

Refer to pages 160 – 162 to complete question 3.18 ▶▶

Refer to page 163 to complete question 3.19 ▶▶

Refer to page 164 to write an answer for question 3.20 ▶▶

Refer to pages 164 – 165 to complete the assignment ▶▶

**Note:** This is the end of Unit 3. You should check with your instructor to see if there is review work or any other additional work for this unit.

### Work to Submit

#### Practice:

3.18 Read the text on page 160 and complete the “*Step-by-Step*” exercise on pages 160 – 162.

#### Portfolio:

3.19 Read the text on page 163 and complete the “*Step-by-Step*” exercise on page 163. Place a printed copy of the flyer in your portfolio.

#### Writing:

3.20 Complete questions 1 and 2 under “*Key Concepts Check*” and questions 3 and 4 under “*Critical Thinking*”.

#### Assignment:

3.21 Complete the “*Step-by-Step*” exercise on pages 164 – 165 and submit an electronic copy to your instructor for marking.

## Unit 4 – Using the Internet

To fulfill the objectives of this unit, students should complete the following:

**Reading for this unit:** *ScienceWise: Succeeding in Today's World*  
Tech Talk: Going Online, pages 86 – 95  
Unit 3 Project 1, pages 96 – 108  
Unit 3 Project 2, pages 109 – 121

### References and Notes

Refer to page 86 to write answers for questions 4.1 – 4.3 ▶▶

Refer to page 87 to write answers for questions 4.4 – 4.5 ▶▶

Refer to page 88 to write an answer for question 4.6 ▶▶

Refer to page 89 to write answers for questions 4.7 – 4.9 ▶▶

Refer to page 90 to write answers for questions 4.10 – 4.11 ▶▶

Refer to page 92 to write answers for questions 4.12 – 4.13 ▶▶

### Work to Submit

#### Writing:

- 4.1 What is the difference between the Internet and the World Wide Web?
- 4.2 What is a Web site?
- 4.3 What is a uniform resource locator (URL)?
- 4.4 List four common URL extensions and explain what they mean.
- 4.5 Answer questions 1 and 2 under “Reading Check” on page 87.
- 4.6 What is an Internet service provider?
- 4.7 What is the purpose of a modem?
- 4.8 List and describe three types of modems.
- 4.9 What is a web browser?
- 4.10 What are the benefits of electronic mail (E-mail) over traditional forms of communication?
- 4.11 List and describe four methods for using E-mail.
- 4.12 What is netiquette?
- 4.13 What is spam?

## Unit 4 – Using the Internet

### References and Notes

Refer to pages 93 – 94 to write an answer for question 4.14 ▶▶

Refer to page 97 to write an answer for question 4.15 ▶▶

Refer to pages 97 – 100 to complete questions 4.16 – 4.17 ▶▶

Refer to page 101 to write an answer for question 4.18 ▶▶

Refer to pages 101 – 102 to complete question 4.19 ▶▶

Refer to pages 103 – 105 to complete question 4.20 ▶▶

Refer to page 106 to write an answer for question 4.21 ▶▶

### Work to Submit

#### Writing:

4.14 Read pages 93 – 94 and answer questions 1 – 2 under “*Reading Check*” on page 94.

4.15 What is a home page?

#### Practice:

4.16 Read the text on page 97 and complete the “*Step-by-Step*” exercise on pages 97 – 98.

4.17 Read the text on page 99 and complete the “*Step-by-Step*” exercise on pages 99 – 100.

#### Writing:

4.18 What is a bookmark?

#### Practice:

4.19 Read the text on page 101 and complete the “*Step-by-Step*” exercise on pages 101 – 102.

#### Portfolio:

4.20 Read the text on page 103 and complete the “*Step-by-Step*” exercise on pages 104 – 105. Place a printed copy of the website in your portfolio.

#### Writing:

4.21 Complete questions 1 – 3 under “*Key Concepts Check*” and questions 4 - 5 under “*Critical Thinking*”.

## Unit 4 – Using the Internet

### References and Notes

Refer to pages 106 – 107 to complete the assignment ▶▶

Refer to page 110 to write an answer for question 4.23 ▶▶

Refer to pages 110 – 111 to complete question 4.24 ▶▶

Refer to page 112 to write answers for questions 4.25 – 4.26 ▶▶

Refer to pages 112 – 116 to complete questions 4.27 – 4.28 ▶▶

Refer to pages 117 – 118 to complete question 4.29 ▶▶

### Work to Submit

#### Assignment:

4.22 Complete the “*Step-by-Step*” exercise on pages 106 – 107. Submit your printed websites to your instructor for marking.

#### Writing:

4.23 What is a search engine?

#### Practice:

4.24 Read the text on page 110 and complete the “*Step-by-Step*” exercise on pages 110 – 111.

#### Writing:

4.25 What is a Boolean search?

4.26 Explain when the following words or symbols are used in a Boolean search:

- i. “ ”
- ii. AND, +, or &
- iii. OR, ^
- iv. NOT, -

#### Practice:

4.27 Read the text on page 112 and complete the “*Step-by-Step*” exercise on pages 113 – 114.

4.28 Read the text on page 115 and complete the “*Step-by-Step*” exercise on pages 115 – 116.

#### Portfolio:

4.29 Read the text on page 117 and complete the “*Step-by-Step*” exercise on pages 117 – 118. Save the Web page in your student folder.

## Unit 4 – Using the Internet

### References and Notes

Refer to page 119 to write an answer for question 4.30 ▶▶

Refer to pages 119 – 120 to complete the assignment ▶▶

**Note:** This is the end of Unit 4. You should check with your instructor to see if there is review work or any other additional work for this unit.

### Work to Submit

#### Writing:

4.30 Complete questions 1 – 3 under “*Key Concepts Check*” and questions 4 – 5 under “*Critical Thinking*”.

#### Assignment:

4.31 Complete the “*Step-by-Step*” exercise on pages 119 – 120. Save the Web page in your student folder for marking.

