

## LEARNING OUTCOMES

Having completed this badge members will be able to:

- correctly start up and shut down a computer;
- demonstrate how to run a program using different methods;
- save and open a file on a computer;
- produce and print an item using a word processor program;
- send and receive email;
- explain why opening emails from unknown sources is dangerous;
- search the internet for a chosen topic.



## BADGE REQUIREMENTS

1. Demonstrate how to “start up” and “shut down” a computer correctly.
2. Demonstrate how to run a program from the Menu System and also from a Shortcut.
3. Demonstrate how to save a file to, and open a file from a specific folder location.
4. Create and print a document using basic word processing.
5. Use an email program to send and receive an email to a friend or leader.
6. Explain why care should be taken when opening emails especially from unknown senders.
7. Search the internet for a Salvation Army Website.

SHOES

SUNSCREEN

TRACK

WATER

ADVENTURERS  
SUNBEAMS



CATEGORY

Life to the  
Max

TIME FRAME

Three weeks

AIM

To be able  
to use the  
computer  
proficiently.





# Teaching Ideas

Although there are a lot of “self-trained” computer specialists around, you should ensure that the presenter is sufficiently experienced in the content of this badge. The badge may be completed by more than one presenter, i.e sending an email may be something that most members are familiar with and can simply be shown, but knowledge about email security might require a person with further skill and understanding.

Although most people have computer equipment in their home many would be reluctant to bring it along for your group to use. Thus the first problem you are faced with is sourcing suitable ‘up-to-date’ equipment.

A guest presenter could be identified in the community. They may be the local computer store, an IT employee from within the Corps. It would be advantageous to use such a person as they may be willing to bring along computer equipment for members to use.

Other possible solutions for sourcing computer equipment could be:-

- Ask the Corps Officer if the Corps computer can be used.
- Ask the Salvation Army IT department to send someone along with equipment.
- Ask a local computer store if they would be willing to send someone along with equipment.
- The local library may be a source of computers and the limitations of using ‘public’ computers may be an added learning experience.
- Visit a local internet cafe or gaming group. A visit to the place first and discussion with the owner would ensure the suitability. An *Activity Approval Form* must be completed and forwarded to DHQ at least one month before the activity.
- Members might be prepared to bring along their own (with parents permission), or you could use your own.
- Local schools may allow you to undertake the badge in the school computer lab although many public schools use Mac systems; the librarian may consent to teach and assess the badge.

Whatever options you come up with each member should have the opportunity to carry out the task, so one computer between a team of 2 or 3 will be workable. Additionally, when teaching and demonstrating you need to ensure that members are not left out or pushed to the back. Make sure you demonstrate at a pace that allows all members the opportunity to learn, whilst some will already be familiar with computers, others may not be.

# Teaching ideas



TEACHING  
IDEAS



## 1. Demonstrate how to 'start up' and 'shut down' a computer correctly.

All computers are obviously different in look and some in shape. This said however they all have an "On" switch.

The basic rule for starting up a computer system is "Peripherals On" first, then turn on the computer by pressing the On button/switch. When shutting down, "Peripherals Off" last. That is, shutdown the computer and then turn off the peripherals. *"Peripherals" are computer hardware attached to your computer such as printers, speakers, external drives.*

Not turning a computer on without first having turned on the Peripherals may not allow the computer to correctly connect to and use these devices. Turning the peripherals off before the computer may cause the computer to "freeze" or "lock-up" when it can no longer see them.

When we are ready to "Shut Down" our computer we shouldn't just turn off the power. We need to:

- make sure we have saved anything we have been working on;
- correctly close down or exit from any programs that are open;
- shutdown the computer using the "Shutdown" command from the menu for the operating system that is being used.



## 2. Demonstrate how to run a program.

Select a program for the members to run. In preparation for the next part of the badge you could select the word processing programming you are going to use, e.g. Microsoft Word® WordPad®.

To ensure that members understand it is a good idea to have the members open a few different programs.

Make sure members show you how to find and open a program from the menu system and also from a shortcut on the desktop. It is outside the aims of the badge, but if a shortcut for the program you want the member to open doesn't exist on the desktop you could show them how to create one.



## 3. Demonstrate how to open and save a file to.

As with most computer programs there is more than one way to perform different commands. Most programs however all have a standard menu system which includes Save and Open options.

Demonstrate to the members how to access the menu system for the program you have chosen. Next show them how to open a file, save that same file, and also demonstrate the "Save As" option which will allow them to save the file with a different name. You will need to have some "test" files on a disk or on the computers you are using.

Use a program that will be most useful to the members, such as a word processor like Microsoft Word®. Once you have shown members how to open and save a file have them demonstrate it until you are confident they can do this.



# Teaching ideas

Once the members are comfortable using the menu system you may choose to demonstrate other methods such as: using the Icon bar, using shortcut keys, using the 'Recent Documents' from the menu bar.

This section may require you to demonstrate and/or explain files and folders in brief so members have a basic understanding of how to find files when looking to open one. Teach the members to use the features that come with most operating systems such as 'My Documents' which will not only help keep their files in the one place, but also the files will also easier to find.



## 4. Create and Print a document using a basic Word processor.

The document should include the use of at least two different fonts and additional text formatting such as, alignment, underlining, italics.

All reasonably up-to-date windows based operating systems come with 'WordPad', a built in word processing program. Members may choose to use another program such as 'Microsoft Word®' or "Lotus WordPad®". Opening and using any of them is fairly similar. Don't necessarily focus on the members typing skills but rather their ability to use the program, including formatting the text and printing the completed document.

One option here might be to create a 'personal profile' sheet. Each member could create one which could be used to handout in a Church Parade or the like to encourage Prayer Partnership with Corps members. To assist with doing this you might have a digital camera on hand to take the members' photo for their page. This would have the added advantage of showing how to connect the camera and download the photos.

Another option could be a report based on an activity as part of their badgework, e.g. a report based on an outing or activity the group participated in. These activities could also be linked with other requirements of other badges.

**NOTE:** Remember to ensure your Individual Record /Permission form is up to date as this form has the permission for photographing members.

# Teaching ideas



## 5. Use an email program to send and receive an email to a friend or leader.

Options for accessing the internet include a booking at the local library for use of their computers and the internet, visit an internet café, local school, or the Corps may have internet access. If you choose to visit a library, school or café, an *Activity Approval Form* must be completed and forwarded to DHQ at least one month before the activity. Members may already have a family email address or their own email address. Members may have one that they have created at school which they can access. If they have their own email address they could send an email to a nominated person such as one of the SAGALA leaders, or the Corps Officer.

**NOTE:** *If you intend to have members access the internet and/or create web based email accounts you will need to gain Parental Permission. You will need to also monitor the content of emails being sent.*



## 6. Explain why you care should be taken when opening email from unknown senders.

Email can be harmful in a number of ways:

- it can carry viruses that are potentially harmful to your computer data;
- unwanted and unnecessary spam is proliferated;
- unknown emails could come from 'prowlers' looking for innocent young people to reveal personal contact information which could lead to harmful contact.

Obviously email that is harmful in any way is undesirable. If email is received from unknown sources it should **NOT** be responded to and it should be **DELETED** immediately. Any attachments from unknown sources should be deleted immediately as they could be the carrier of viruses.

Emails are often sent by automatic systems that are looking to confirm contact with a genuine email account for 'spammers' to send bulk or harmful emails to. Explain to members that responding to unknown emails of this nature gives confirmation to the originating source that the account is genuine which could lead to further targeting of unwanted emails.

Explain to members what viruses, worms, phishing are, and the need to protect computers from these.

**Virus:-** Computer instructions (code) that attaches itself to a program with the intent to cause harm – can range from annoying to destroying information.

**Worm:-** A type of computer virus that reproduces itself to occupy memory and disk space. Worms thrive more in network environments where viruses are usually PC based.

**Phishing:-** Short for Password Harvesting Fishing. It is the luring of sensitive information, such as passwords and other personal information, from a victim by masquerading as someone trustworthy with a real need for such information. Popular targets are users of online banking services and auction sites such as eBay. Phishers usually work by sending out spam e-mail to large numbers of potential victims.



TEACHING  
IDEAS



# Teaching ideas



## 7. search the internet for a salvation Army Website.

There are a number of "Search Engines" available when searching the web:

[www.google.com](http://www.google.com), [www.yahoo.com](http://www.yahoo.com), [www.answers.com.au](http://www.answers.com.au).

Members should use one of the above or a search engine of their choice to search for a Salvation Army Website.

Leaders should be aware that the search engine does all the work so if it seems a bit simple you could have members search for more than one site.

**Important Note:** *It is often during searching that undesirable 'hits' or 'links' to web pages come up. This activity should be monitored closely to avoid any explicit or potentially harmful material.*

*Again, you will need parental permission explaining what the intentions of the badge are and the supervision level that will exist prior to allowing members to access the internet.*

*You may like to distribute internet safety guidelines from Australian Communications and Media Authority, The Australian Internet Safety Advisory Board, The Virtual Global Taskforce, The NSW Government – NSW Police Force.*

**Handout 1** may be used to reinforce the Badge requirements.



# Leader's Resource 1

**Sample memory card. Have children complete their own memory verse disk. Scale the task according to the members' ability.**

1. Search and find a picture of a CD using Google Images, or use one that has already been saved.
2. Copy the picture into a Word document.
3. Create memory verse using Word art.
4. Match size of CD picture to Word Art
5. Print.



# Handout 1

## Adventurer/sunbeams



1. Before turning the computer on you should first:
  - ☐ Tie your shoe laces
  - ☐ Turn on other computer equipment like the printer and speakers
  - ☐ Turn on the lights
2. To turn off your computer just turn off the power point on the wall.
  - ☐ True
  - ☐ False
3. Before turning off your computer you should:
  - ☐ Eat your dinner
  - ☐ Turn the speaker volume down
  - ☐ Make sure you have saved your work
4. The correct way to shut down your computer is:
  - ☐ Save your work
  - ☐ Shutdown your computer from the menu Shutdown Command
  - ☐ Turn off your peripherals last
  - ☐ All of the Above
5. You should never open an email from an unknown person because:
  - ☐ It might be too big
  - ☐ It might have a joke in it
  - ☐ It may contain a harmful virus or other harmful content
6. If you are searching on the Internet and an inappropriate site is found you should:
  - ☐ Exit the web page straight away
  - ☐ Tell an adult
  - ☐ Change your search request
  - ☐ All the above



# Devotional ideas



1. **Title:** Store Up God's Word  
**Bible:** Psalm 119:11  
**Thought:** Remember what God has taught us so that we can use it later on.  
**Supplies:** Bible, a computer disk (or USB device)

Hold up the disk or USB device and ask members what the object is. This CD/USB is used to store information from the computer. It means that people can move information from one computer to another. On this disk the information is stored in little sections called bytes, each disk can hold thousands of bytes. We cannot see any of the information on the disk because it is recorded on the magnetic surface: it's invisible but its there.

The CD, and how it can store information and bring it back is an amazing thing, but there is something more amazing – that's the human brain. The human brain is like a giant computer and our memory is like a CD storing up information ready to be used whenever needed.

There is something that we should all be storing up on our CD in the brain. Each of us should be storing up God's word – the Bible. If ever there is a situation where we are tempted to do the wrong thing we can retrieve God's word from our memory bank and 'run that program'. Jesus did this when he was tempted in the wilderness. He quoted the Old Testament to the devil. When we are discouraged or disappointed there are passages in the Bible to help us, but we won't be able to access this help unless we store up God's word in our minds like the computer stores up information on this disc.

How do we store the Bible in our minds? We do it by reading the Bible regularly, going to Sunday school and Kids Club and Church to hear it preached and taught, and we can memorize verses that we have read. Then, when we need it, God's word will be right there in our head. Read Psalm 119:11.

So take the marvellous computer we call the mind and store up information from the Bible on the CD we call the memory. It will help us to be more successful Christians.

Create a memory card in the shape of a CD. Use word art to type the text making it circular by editing the wordart shape and then stick onto a used CD or small picture of one as a memory card. CD template found on **Leader's Resource 1**.



DEVOTIONAL  
IDEAS



# Devotional ideas



## 2. Title:

A Filter

## Bible:

Philippians 4:8

## Theme:

Of all the things we see, hear and think we must filter out those things that are unworthy

## Supplies:

Bible, coffee filter.

Display filter and ask members what it is. This is a coffee filter that is placed in a coffee machine holds the coffee grains and only lets through the coffee. In that way we enjoy the coffee without the unpleasant bits of ground up coffee.

There are other types of filters as well. Tea leaves are filtered by a strainer, or in a tea bag, our windows are filtered so flies don't come inside, our cars have air filters so that only clean air is taken into the engine. Computers have sophisticated filters in their programs so that our information is protected. Some of these programmes are called Norton, McAfee, PC-cillon.

We should use filters as well. God wants us to filter what we see, and hear and think. Read Phillipians 4:8.

When we hear people using bad language or bad words should we use them ourselves? When we see someone doing something wrong should we join them? When we start thinking something nasty or unkind should we think of more unkind and nasty things to do and say? The Bible verse tells us to filter out such words, actions and thoughts and to think about words that are clean, right and noble. Filter them out these things and say that is not true, that is not right, or noble, or pure. Think, say and do only what is good. This is what our Adventurer and Sunbeam Law says and its what the Bible says.

Just as the coffee filter filters out the grit and grains we need to filter out the impurities that we might see or hear or think.

Pray with members that they will remember to filter all that they see and hear and think. Pray that God will help them filter out the impurities in their life.

# Devotional ideas



## 3. Title:

Parts

## Bible:

John 17:21

## Theme:

Things must be complete to work properly

## Supplies:

Bible, parts of a computer, pieces of mother boards, punch and hammer, key rings

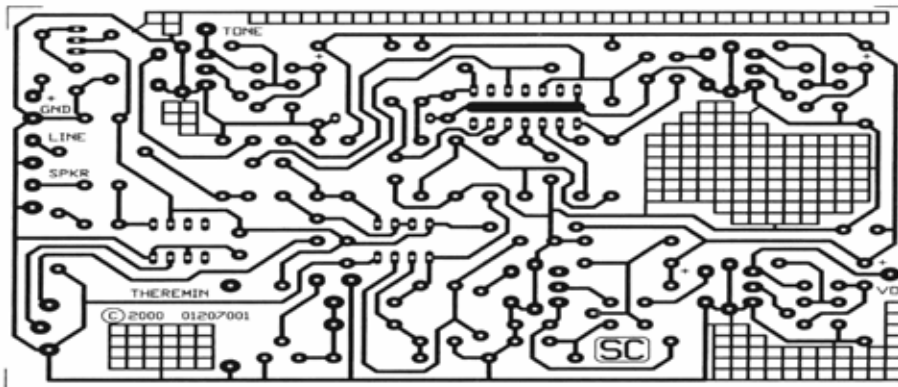
Show members the parts of the computer you have and explain what each part is and what it does.

There are so many parts in the computer and each part has to work properly so that the computer will work properly. Sometimes we get a glitch and things go wrong and we have to call someone who can fix our problems. Most of the time we don't know exactly what is wrong but we know the computer just isn't working right.

It's the same in our lives, in our community, our school, and our family. All things have to be working together for things to go right, to work in harmony. RedJohn 17:21.

Jesus wanted all people to be one. When we look at the computer we don't see a multitude of parts we see one computer with all parts working together. Jesus wants us to be like that made up of many parts but all working together.

Use the pieces of mother boards or chips (you should be able to get these from a computer enthusiast or shop) to make key rings to remind members of the parts. Hammer a hole in one end and thread the key ring through it.



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