

## **Files**

Drawings, pictures, texts and multimedia documents that students can use for their work.

### **Drawings**

Color drawings (\*.BMP).

### **BW Drawings**

Greyscale drawings (\*.BMP).

### **Desktop**

Resources to personalize the desktop.

- **Cursors:** Cursor files (\*.CUR and \*.ANI) to replace the ones that come with Windows.
- **Wallpapers:** Wallpapers with pictures of animals.
- **Icons:** Icon files (\*.ICO) for students to be able to personalize the system icons.
- **Tiles:** Files with textures and tiles to use as wallpapers.
- **Screensavers:** Children screensavers.
- **Desktop themes:** Freeware desktop themes.

### **Backgrounds**

Pictures and drawings which can be used as backgrounds for multimedia presentations.

### **Pictures**

Freeware pictures of animals, the space...

### **Music**

MIDI files with children songs and Christmas carols.

### **Sounds**

Noises, animals and sound effects (\*.WAV) which can be used as effects for multimedia presentations.

### **Texts**

Text files (\*.TXT) with classic short stories, fables, jokes, riddles, Christmas carols and tongue twisters. Students can add them to their work. Note: the stories are in DOC format.

### **Videos and animations**

Examples of videos (AVI) and animations (GIF). In order to watch the animated Gifs, we need a picture viewer or else open them on the Internet browser.

### **Internet**

Website directory with a selection of educational websites for students of the second level of Elementary Education, as well as links to resources which are necessary to carry out some of the activities suggested on the syllabus.

### **Click & Play 4**

Files of the course's exercises, activities and practice activities.

The exercises corresponding to each unit are in their corresponding unit.

Exercises for basic drawing with Paint have been placed in a different folder.

### **Drawing**

BMP files with Paint drawing exercises.

- **Color:** BMP files with drawings that students can color.

- **Complete the drawings:** BMP files with incomplete drawings that students can complete and color.

- **Draw shapes:** Geometric drawing exercises with basic shapes.

- **Labyrinths:** \*.BMP files with pictures of labyrinths for students to learn how to draw with the mouse by finding the exit.

- **Join the Dots:** BMP documents. Students have to create simple drawings by joining the numbered dots.

*Labyrinths* and *Join the Dots* are suitable exercises for those students who need to practice using the mouse.

### **Click&Play Templates**

Files with templates of Word and PowerPoint documents. All the contents in this folder must be copied inside the *Office templates* folder.

### **UNIT 1**

**Activities:** Multimedia activities designed on the Click environment. They can be run from the CD-ROM. *Folders.exe* and *Hardware.exe*.

**Faces:** Pictures and drawings of faces to distort and change with Paint.

**Photomontages:** Selection of drawings to make photomontages by using Paint's paste command.

### **UNIT 2**

**Browsing files:** Riddles. Exercises for looking for files. Guess the answer and find the picture.

**Calculator:** Exercises for copying and pasting data between programs.

**Classifying files:** Exercises for moving, copying and classifying files.

**Writing:** Writing exercises and activities.

**Text formatting:** Basic text formatting exercises.

**Stories:** DOC. and TXT. files with incomplete stories that students have to finish.

 **UNIT 3**

**Websites:** Website addresses that students have to type on the browser's address bar.

 **UNIT 4**

Every resource that is necessary for this unit is available in the Files – Desktop folder.

 **UNIT 5**

Every resource that is necessary for this unit is available in the Internet directory.

 **UNIT 6**

**Keyboard activities:** Writing exercises for the students to learn how to use the basic keys for text editing.

**Writing:** Writing exercises.

**Text formatting:** Basic formatting exercises.

**Stories:** Incomplete stories that students have to finish.

**Practice:** Practice activity for students to search for information and pictures so that they can create a Word document afterward.

 **UNIT 7**

**Adjusting images:** Exercise to practice adjusting images.

**Template samples:** Samples of documents created from Word templates.

**Paragraph formatting:** Basic paragraph formatting exercises.

**Spelling:** Spell check exercises.

 **UNIT 8**

**Caricatures:** Exercises for grouping and arranging objects.

**Lines and shapes:** Vector illustration exercises using lines and shapes.

**Objects:** Exercises for modifying and transforming vector objects.

**Titles and effects:** Exercises for using WordArt to create titles.

 **UNIT 9**

**Circus:** Example of presentation created from the *Circus comic* template.

The *Background* and *Characters* folders contain all the necessary resources to create a similar presentation.

**Sports:** Example of multimedia presentation. The *Images* folder contains graphic resources to complete it.

**Dinosaurs:** Example of multimedia presentation. The *Images* folder contains graphic resources to complete it.

**Grin and Red:** Example of story using different backgrounds and characters.

The *Background* and *Characters* folder contain all the necessary resources to create a similar presentation.

**Mystery House:** Example of presentation created from the *Very mysterious* template. The *Images* folder contains graphic resources to complete it. (Note: in order to work with the *Mystery House* sample presentation, the user has to click on the *Close* button of the *Slide Master* toolbar after opening the presentation).

**Fishtank:** Example of animation which will be continued in Unit 10.

The *Background* and *Images* folders contain all the necessary resources for students to create their own animated fishtanks.

**Objects.ppt:** Presentation with examples and exercises for creating and modifying objects and text boxes.

## UNIT 10

**Picture toolbar:** Presentation with examples and exercises to manipulate and modify pictures with that toolbar.

**Forest:** Example of presentation created from the *Woods comic* template.

The *Background* and *Characters* folders contain all the necessary resources to create a similar presentation.

**Animated circus:** Example of presentation created from the *Circus comic* template.

It is similar to the one in Unit 9, but this one has animation effects.

The resources to create it are available in Unit 9.

**Story. Peter's Journey.ppt:** Example of presentation created from the *Story* template.

Students can create a similar story using their own drawings.

**Mystery story:** Example of presentation created from the *Very Mysterious* template.

It is similar to the one in Unit 9, but this one has animation effects.

The resources to create it are available in Unit 9.

**Designs:** Examples of design templates that students can use for their own presentations, as well as the ones available in PowerPoint.

**Space. A Walk on the Moon.ppt:** Example of presentation created from the *Space* template.

The *Background*, *Images* and *Sounds* folders contain all the necessary resources to create a similar presentation.

**My Holidays. Holidays.ppt:** Example of presentation made in Outline view, but with animation effects and having applied a design template.

**Animated fishtank:** Example of presentation created from the *Fishtank* template.

It is similar to the one in Unit 9, but this one has animation effects.

The resources to create it are available in Unit 9.