

Introduction to Computers

Workbook 2011/2012



These lessons originally came from the CONNECT newsletter, a project of the Ottawa-Carleton District School Board.

The *Lessons for the Literacy Lab* series was written by Diane McCargar, Elyse Schwartz, Liz Devries and Catherine Hodgins and is available in Connect: Canada's Resource Publication on Technology and Adult Literacy - Vol 5, Issues 1-5, October/November 2002, December/January 2003, February/March 2003, April/May 2003 and June/July 2003.

This material is used with permission from the National Adult Literacy Database (NALD) Library online collection: <http://library.nald.ca/connect/>.

The lesson plans were rewritten and the workbook revised for the Columbia Basin Alliance for Literacy by Keri Russell and Margaret Sutherland in January 2011



on/off button

microphone

CD drive

screen

speaker

CD

monitor

mouse

tower

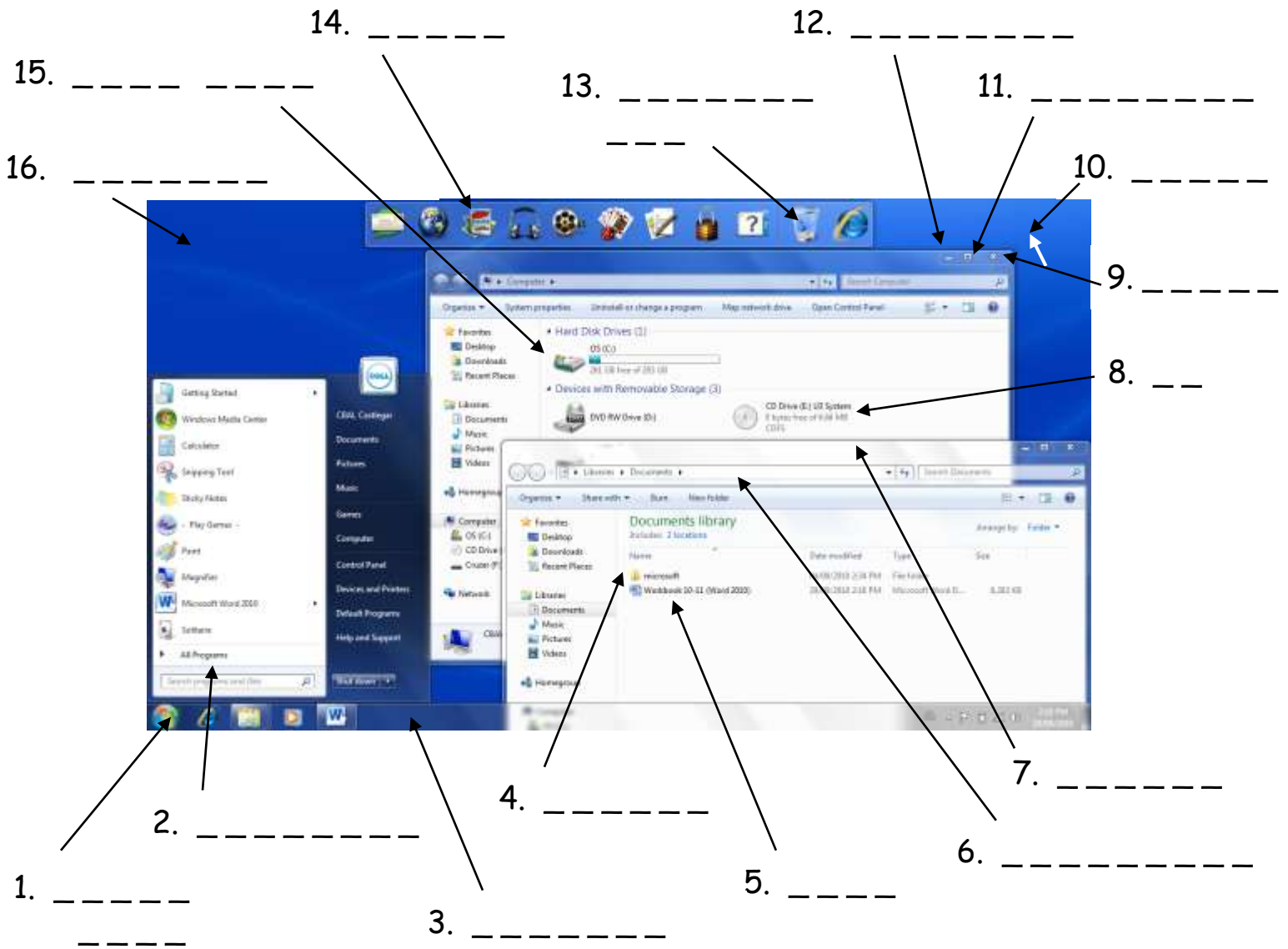
keyboard

memory stick

earphones

Lesson 1 - Handout 2

Using Windows



desktop

programs

minimize

taskbar

folder

file

window

close

maximize

recycle bin

arrow

hard disk

CD

start menu

documents

icons

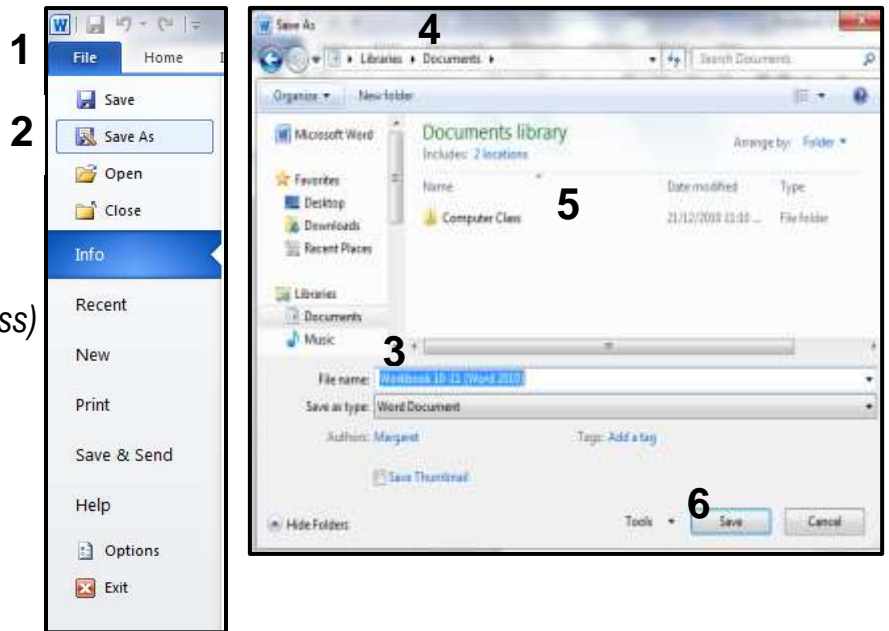
Run Word

1. Office Icon or the **Start** button.
2. Word Icon



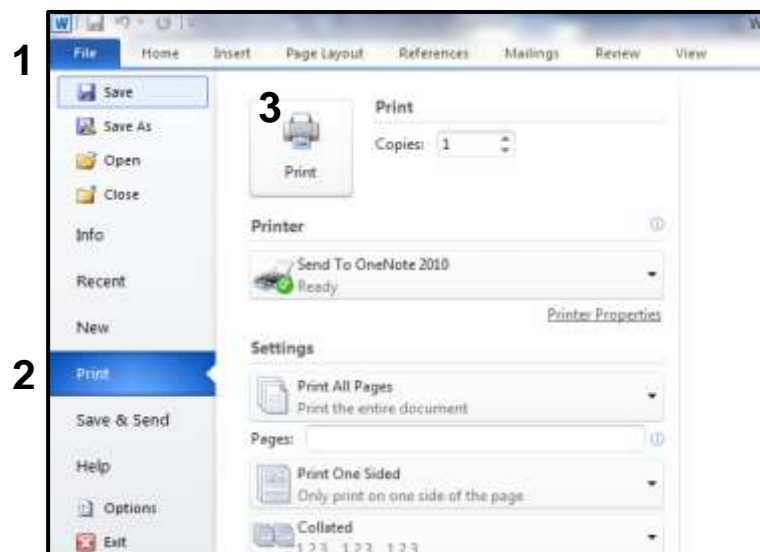
Save a Document

1. **File**
2. **Save As**
3. a file name
4. Documents
5. a folder (*Computer Class*)
6. **Save**



Print a Document

1. **File**
2. **Print**
3. **Print**




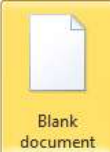



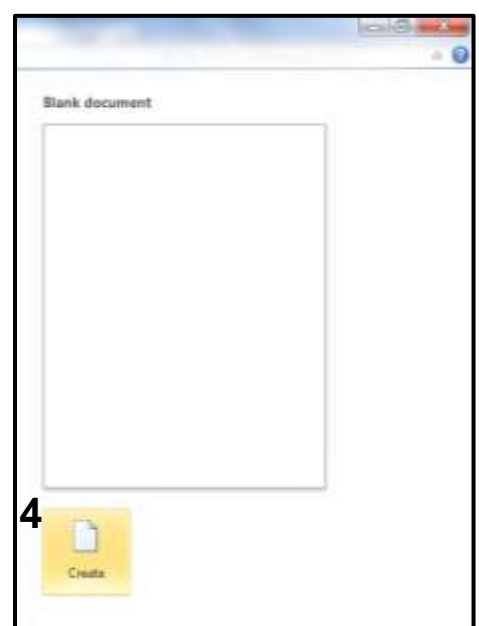
Close a Document

1.  **File**
2.  **Close** or
3.  **Exit**









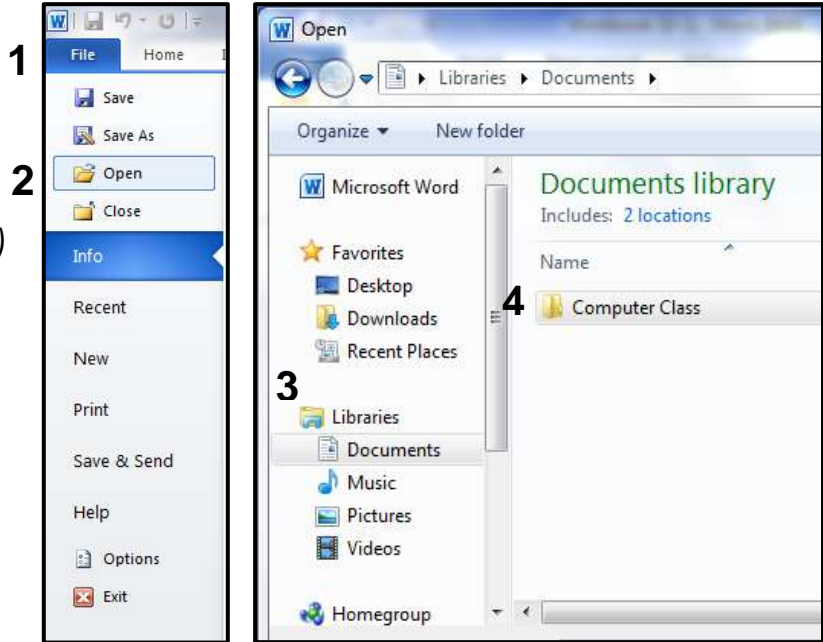
Create a New Document

1.  **File**
2.  **New**
3.  
Blank document
4.  **Create**



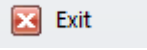



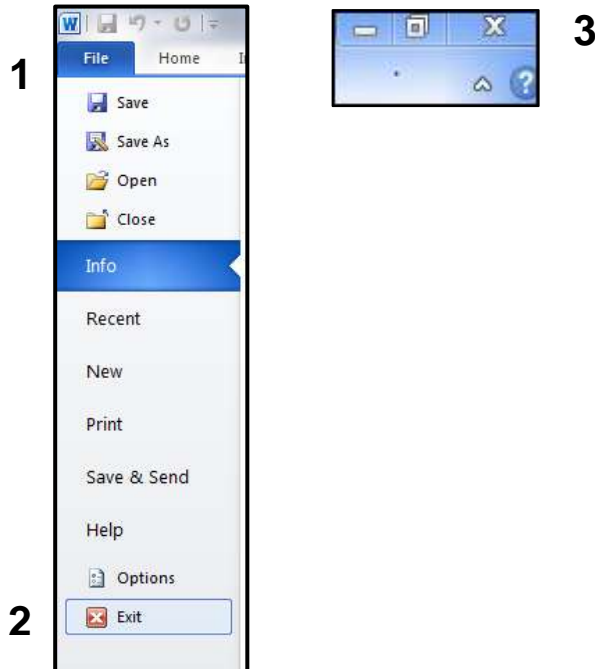
Open a Document

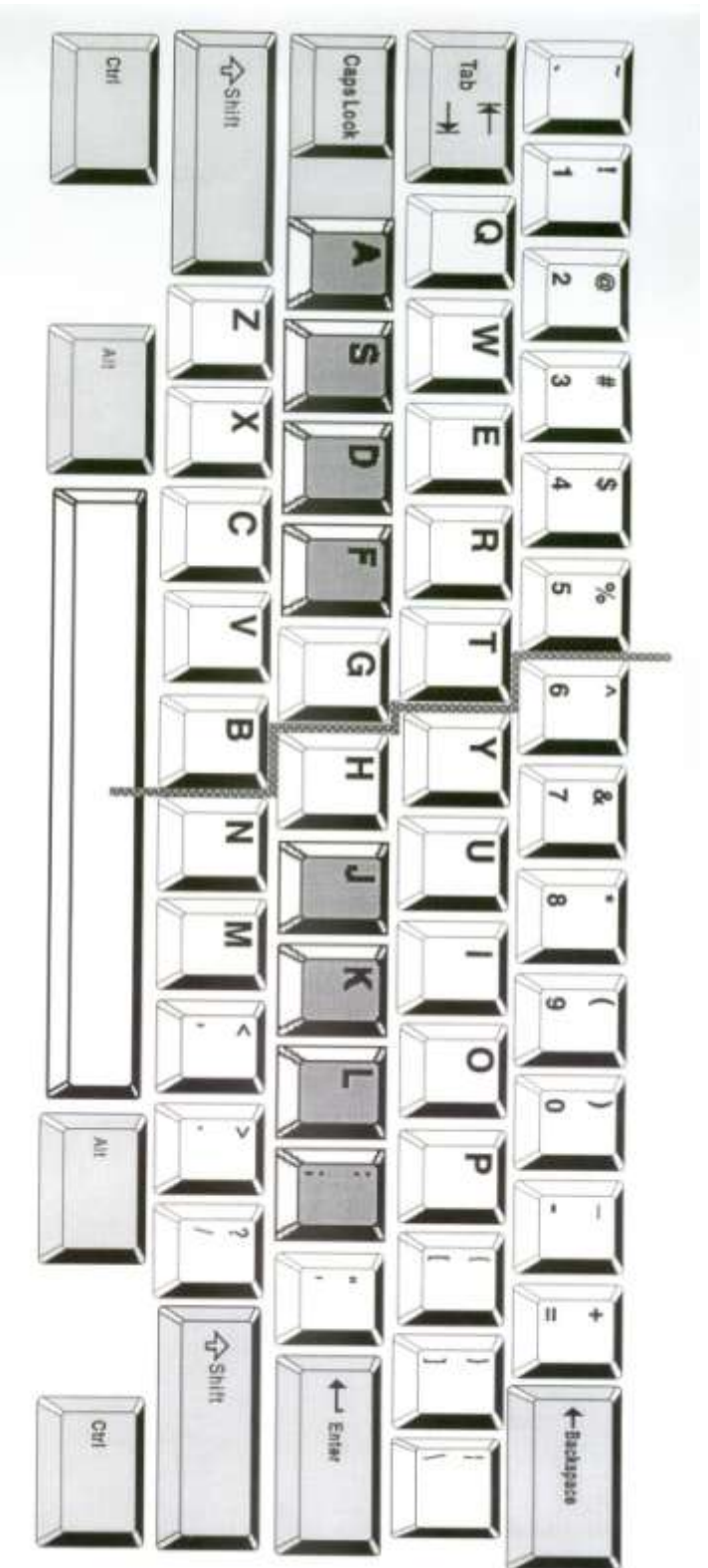
1.  **File**
2.  **Open**
3.  **Documents**
4.   a folder (Computer Class)
5.   a document



Exit Word

1.  **File**
2.   **Exit** or
3.  **Exit**





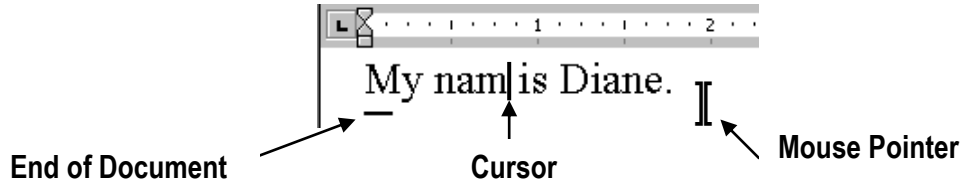
Write the number on the correct key in the picture.

1. The key you use to erase.
2. The key that starts a new line.
3. The key that makes a letter capital when you hold it down.
4. The key that makes all the letters capital until you push it again.
5. The bar that makes one space.
6. The period (.) key.
7. The key that makes a question mark (?) when you hold the shift key.
8. The comma (,) key.
9. The apostrophe (') key.
10. The key that moves you to the right when you start a paragraph.


Type the sentences below with the correct capitalization, spacing and punctuation.

TYPING SENTENCES B

whataresomesafewaystoloseweight
crashdietsaredangerousanddontwork
drinkwaterinsteadofsugarydrinkslikejuiceandsoda
exercisatleast3to5timesaweek
reducethesizeofyourmeals
doyoukeepatingafteryourefull
doyoueatwhenyoureupsetorbored
eathealthysnacksduringtheday
donteatatnightwhileyouwatchtv
eatavarietyoffoodseveryday



Inserting Text and Spaces

1. Click where you would like to insert text.
2. 

Inserting Lines

1. Click at the end of the previous line.
2. Press **Enter**.




Deleting Text and Spaces

1. Click at the end of text.
2. Press **Backspace**.

Deleting Blank Lines

1. Click on the line.
2. Press **Backspace**.

Highlighting and Deleting

1. Drag over text or   on a word or  to the left of a line.

Today is Wednesday, February 11, 2012

2. Press **Backspace**.

Instructions for making corrections to Four Bean Salad

1. Type your name on the line above **Four Bean Salad**
2. Delete the **s** at the end of the word **greens**.
3. Delete the spaces between yellow and beans.
4. Add the word **chopped** after onion.
5. Delete the blank line after $\frac{3}{4}$ cup vinegar.
6. Add **M** before **ix**.
7. Add the word **fridge** between **the** and **overnight**.

Four Bean Salad

1 can greens beans
1 can yellow beans
1 red onion
1 can chick peas
1 can kidney beans
3/4 cup sugar
3/4 cup vinegar

1/2 cup cooking oil

ix the first five ingredients together. Stir the remaining ingredients and pour over the beans.
Keep in the overnight.

1. Type your name on the line above **Spicy Apple Muffins**.
2. Double the recipe. (Example: **change 2 c. all purpose flour to 4 c. all purpose flour**)
3. Delete the blank line between **white sugar** and **cinnamon**.
4. Delete **1/2 c. cocoa**.
5. Add the word **Topping** and a blank line between **1/3 c. melted butter** and **1 tbsp. brown sugar**.
6. Change **4000F** to **400F**.
7. Delete the **extra spaces** between **muffin** and **tins**.
8. Add the word **Combine** before **egg, milk and melted butter**.
9. Delete the word **juice** after **liquid**.
10. Change the word **bottle** to **bowl**.

Spicy Apple Muffins

2 c. all purpose flour
3 1/2 tsp. baking powder
1/2 tsp. salt
1/2 c. white sugar

1 tsp. cinnamon
1/4 tsp. nutmeg
1/4 tsp. cardamom
1 c. peeled chopped apple
1/2 c. cocoa
1 egg
1 c. milk
1/3 c. melted butter
1 tbsp. brown sugar
1/4 tsp. cinnamon
1/4 tsp. nutmeg

Preheat the oven to 4000F.

Grease muffin tins.

Sift together flour, baking powder, salt and sugar in a mixing bowl.

Stir in chopped apple.

egg, milk and melted butter.

Add liquid juice to dry ingredients. Do not overmix.

Spoon into prepared muffin tins.

Topping

In a small bottle, combine brown sugar, cinnamon and nutmeg.

Sprinkle on tops of unbaked muffins.

Bake 15-20 minutes. Makes about 1 dozen muffins.

Lesson 3 - Handout 1

Typing Paragraphs

Read the story. Fill in your information. Then type these paragraphs. Remember to use ENTER to move to the next paragraph. Remember to use TAB to indent.

My name is _____. I am a student here at _____. I am _____ years old. I have _____ hair, _____ eyes, and I'm very _____ today because _____.

Right now, I am sitting close to a person named _____. This person's last name is _____. This person has _____ hair and _____ eyes.

There are _____ people in the room. We are all learning about _____.

Read the story. Then type these paragraphs. When you finish, you can type a story about yourself.

My name is Liz Devries. I am an instructor at Ottawa Technical Learning Centre. I teach English to adults. I am also a mother and I have three teenage children. I have a busy life.

Sometimes I am too busy and I get tired. One day when I was teaching, I looked down and saw that my sweater was on inside out. That was embarrassing!

I've decided that I am going to try to be better organized in the future. I like to be busy, but I don't like to go around with my clothes on inside out! I will make sure that someone checks my clothes before I go out the door every morning. Then I can be busy and happy too.

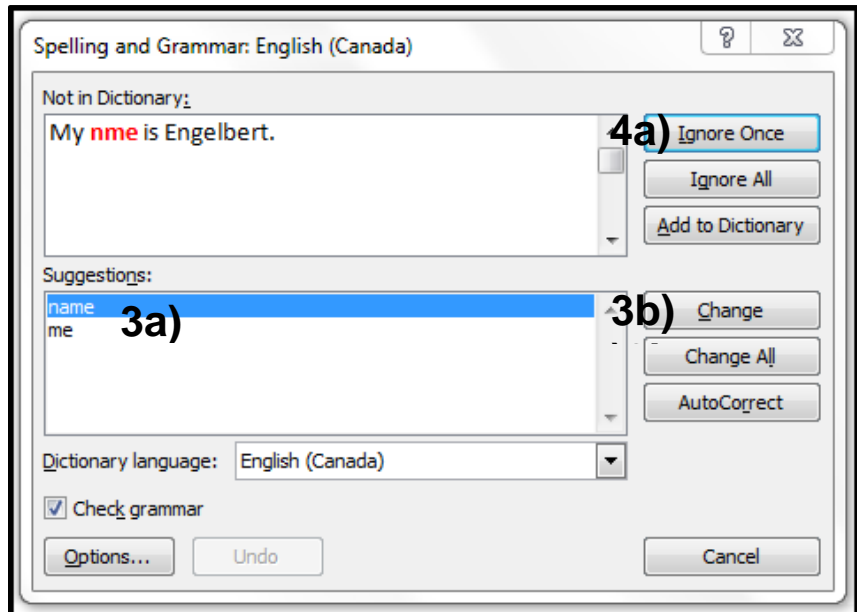
Word Processing 3

Checking Spelling

1. Click on **Review**.
2. Click on **Spelling and Grammar**.

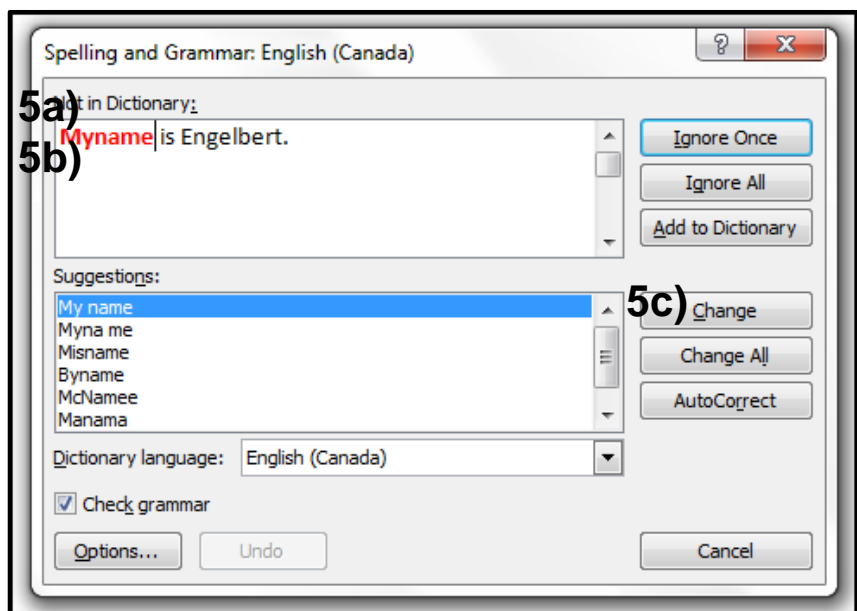


3. If the correct spelling is listed
 - a) Click on correct spelling.
 - b) Click on **Change**.



4. If a name isn't in the dictionary
 - a) Click on **Ignore Once**.

5. If the correct spelling isn't listed
 - a) Click on mistake.
 - b) Correct mistake.
 - c) Click on **Change**.



To correct the mistakes in this school newsletter:

1. Put your cursor at the beginning of the document.
2. ☞ **Review.**
3. ☞ **Spelling and Grammar.**
4. Correct the spelling mistakes.
5. When the spelling check is complete, look for the mistakes the Spelling Tool did not find. There is one wrong word in each paragraph.

The Class Communicator
January/February, 2012

Winter Isn't So Bad!

by Derek Kartoum

In case you haven't noticed, it's cold outside! Many people want to hibernate like the bears. Some people don't even want to come to school. It's so much easier to stay inside with a cup of tea than to put on all those layers and brave the Arctic winds. But what happens if you stay inside all the time? You get restless and depressed and irritable. You snap at your kids, and after awhile you don't feel like doing anything. This is my advice. Go outside and find something fun to do. You'll be surprised to see how many other people are outside having fun.

To enjoy the snow or ice, you need at least one of the following: a toboggan, a pair of ice skates, a pair of snow shoes or a pair of skis. You can ski or snow shoe anywhere in Ottawa or in the Gatineau. There are lots of trails to follow. There are also many toboggan hills, but the best one is Conroy Pit near Hunt Club. The best place for ice skating is the Rideau Canal. It's the world's longest skating rink. Be sure to check the condition of the ice. A green flag means good; a yellow flag means not very good; a red flag means danger—don't skate. The best time to go skating is early in the morning. The canal isn't crowded, and the ice is smooth because they flood it with water every night.

None of these activities costs much money. You can get used skates and skis at stores that sell outdoor equipment. You can also rent skates and skis. It's free to skate on the canal, although sometimes they ask for donations. Cross-country skiing, snow shoeing and tobogganing are also free in Ottawa.

So, there's no excuse for staying inside. Get out and enjoy the winter! Take a thermos of hot chocolate, wrap yourself up like a mummy, and do something active. Maybe I'll see you there. I'm there with the funny hat!

Lesson 4 - Handout 1

Using Tabs

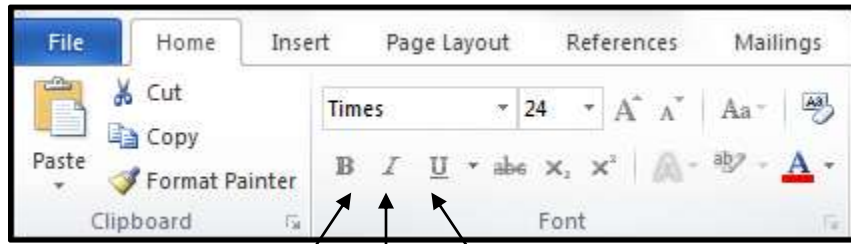
Write down at least 10 things you do every day. (Get up., Eat breakfast., Go to school., ...)
Write down the time you do each thing. (6:30 a.m., 7:45 a.m., 3:30 p.m., ...)
Type your schedule on the computer. Use the Tab key to move to the second column.

Personal Schedule

6:30 a.m.

Get up. _____

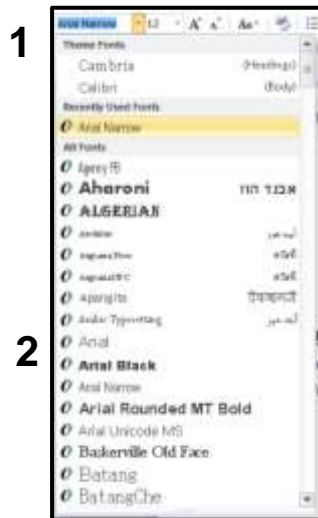
Formatting using the Home Tab



B *I* U

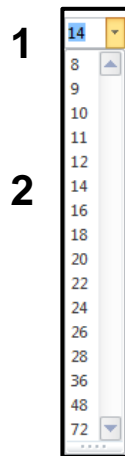
Choose a Font

1. Click on Font box.
2. Click on a font. (Arial)
3. Click on the keyboard icon.



Choose a Font Size

1. Click on Font Size box.
2. Click on a font size. (14)
3. Click on the keyboard icon.



Choose a Font Style

1. Highlight text.
2. Click on Font, Font Size or Style.
3. Click on the keyboard icon.



Change a Font after Typing

1. Click on Font Style button. Click on the keyboard icon.
2. Click on the keyboard icon.
3. Click on Font Style button again to turn it off.

Type this flyer for a garage sale. Try to use the same fonts, font sizes and styles (**B**, *I*, U). You'll need to use the Tab key.

GARAGE SALE

Saturday, May 7, 2012

8:00 AM TO 12:00 NOON

7631 OAK STREET

Dishes, CDs, tools, toys, and more...

*You never know what
treasures you might find!*

Cash Only

Rain Date: May 8

Lesson 5 - Handout 2

Using Fonts

Type a flyer describing something you have lost. The flyer should include the following information and use different fonts, font sizes and styles.

What did you lose?

What does it look like?

Where did you lose it?

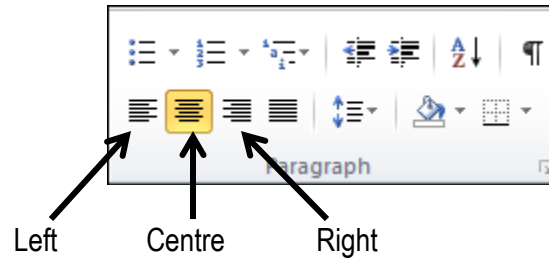
When did you lose it?

Is there a reward?

What should I do if I find it?

Formatting using the Home Tab


Paragraph Group



Choose an Alignment

1.  on an **Alignment** button.
2. .

Change the Alignment after Typing

1. Highlight lines.
2.  on an **Alignment** button.

You are going to invite your friends to a party at your house.

Here is the information you need:

- (1) the kind of party
- (2) the date
- (3) the time
- (4) what people should bring
- (5) your full name
- (6) your address
- (7) your phone number

Fill in the information about your party. Type your invitation. Make it look like the one below. Try using different fonts. When you're done, insert a picture in your invitation.

You're invited to my (1) _____ party!

on (2) _____

at (3) _____

Please bring (4) _____



(5) _____

(6) _____




(7) _____

*Please RSVP
See you there!*

Insert a Picture


1.  on the **Insert** tab.
2.  on **Clip Art**.

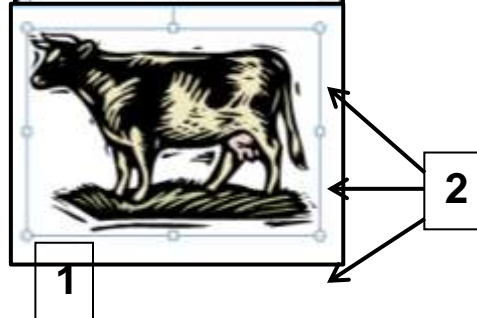


3.  a category (animals).
4.  **Go**
5.  on a picture.




Resize a Picture






1.  on the picture.
2. Drag a sizing handle.

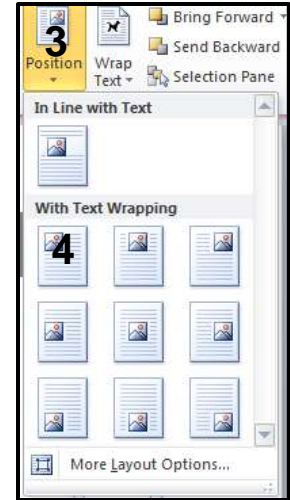
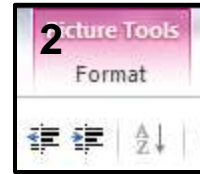
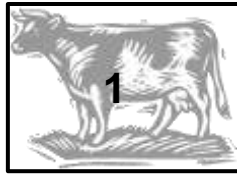


Move a Picture





1. Point to the center of the picture.
2. Use the Symbol  to Drag.

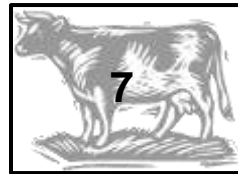
Position a Picture

1.  on the picture.
2.  on **Picture Tools**
3.  on **Position** (located in the Arrange group).
4.  on 

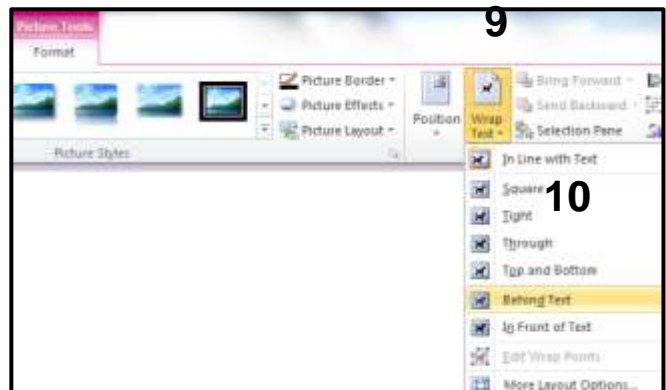


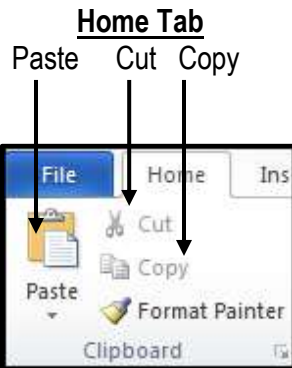
Wrap Text Around a Picture

5.  on the picture.
6.  on **Picture Tools**
7.  on **Wrap Text** (located in the Arrange group).
8.  on **Wrapping Style** you want.



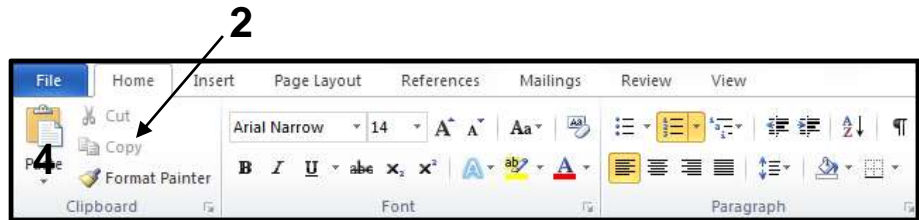
8





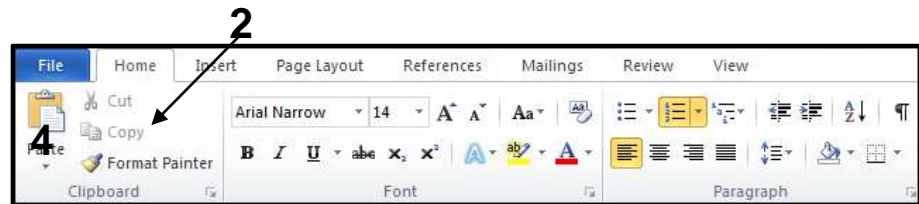
Copy and Paste

1. Highlight text.
2. **Copy**.
3. where you want text.
4. **Paste**.



Cut and Paste

1. Highlight text.
2. **Cut**.
3. where you want text.
4. **Paste**.



1. Read about the diseases on this handout.
2. Look at the immunization schedule given to you by your instructor.
3. Copy the name of each disease and paste it beside the age that requires this immunization.

Immunization can protect a child from the serious diseases described here. Always check with your doctor.

DIPHTHERIA – This is a serious infection that can cause breathing problems, heart failure, paralysis and death.

HEPATITIS B – This is a virus that can cause serious liver problems.

POLIO myelitis – This is a virus that can cause paralysis and death.

HIB (Haemophilus B) – This is a bacteria that can infect any part of the body. The infection can lead to severe joint problems, pneumonia, brain damage and even death.

MEASLES – This disease causes rash, high fever, cough, runny nose and watery eyes. It can cause ear infections, pneumonia, hearing loss, brain damage and even death.

MUMPS – This disease causes fever, headache and painful swelling of the glands in the mouth and neck.

PERTUSSIS – This is also called whooping cough. It causes severe coughing for weeks or months. The risk of complications is greatest in children under seven.

TETANUS – This is also called lockjaw. It causes painful muscle spasms, breathing failure and even death.

RUBELLA – This is also called German Measles. It causes fever, rash, swelling of the neck and painful joints. If a pregnant woman gets rubella, it is very dangerous for the unborn baby.

IMMUNIZATION SCHEDULE

2 months	
4 months	
6 months	
12 months	
18 months	
4 to 6 years	
14 to 16 years	

Routine Immunization Schedule for Infants and Children

Age at vaccination	Diphtheria Pertussis Tetanus Polio	HIB	Measles Mumps Rubella (MMR)	Hepatitis B
Birth				Infancy 3 doses ★ or Pre-teen/teen 2-3 doses
2 months	●	✦		
4 months	●	✦		
6 months	●	✦		
12 months			■	
18 months	●	✦	■	
4-6 years	●		or ■	
14-16 years				

Lesson 7 - Handout 3

Cut and Paste

1. Look at the items written below.
2. Cut and paste each item into the correct box.

glass bottles

milk bags

jar lids

light bulbs

waxed paper

cereal boxes

toilet paper rolls

plastic bags

foil

gift wrap

magazines

cardboard

newspapers

pop cans

tin cans

pots and pans

pizza boxes

chip bags

books

pottery

aluminum pie plates

shoe boxes

telephone books

flyers

CAN RECYCLE	CANNOT RECYCLE

Instructions:

1. Type the text below.
2. Use the number button in the Paragraph group to type the numbered list.

Handwashing Keeps the Germs Away

The most important thing you can do to keep from getting sick is to wash your hands.

By frequently washing your hands you wash away germs that you have picked up from other people, or from contaminated surfaces, or from animals and animal waste.

“An ounce of prevention is worth a pound of cure!”

Here is the correct way to wash your hands:

1. Use soap and warm running water.
2. Rub your hands vigorously for at least 20 seconds.
3. Wash all surfaces including the backs of your hands, wrists, between fingers, under fingernails.
4. Rinse well. Leaving soap on your hands will lead to drying and cracking of your skin.
5. Dry your hands well with a paper towel.
6. Turn off the tap with the paper towel you used to dry your hands. This prevents picking up the germs that were on your hands when you turned on the tap.

Type the text below. Use the Bullet button on the Toolbar.

What can we do to prevent West Nile infection?

Avoid mosquito bites.

- Apply insect repellent to exposed skin when you go outdoors. Be careful putting repellent on children. Don't put it on their hands and avoid their mouths and eyes.
- Wear protective clothing such as long sleeves, long pants, and socks while outdoors.
- Spray clothing with repellents containing DEET or permethrin.
- Try to stay indoors between dusk and dawn.
- Avoid activities in areas where there are many mosquitoes.
- Fix or install window and door screens to keep mosquitoes out of buildings.

Always read and follow the product directions when using any insect repellent or insecticide!

Instructions:

1. Read the sample complaint letter.
2. Type either a complaint or a thank you letter to an elected official (your Mayor, MLA or MP). Find the address on the internet.

Return Address (From:)	Rachel Greene 1203 - 440 Albert Street Ottawa, Ontario K2T 1V0	2-4 Enters
Date	May 23, 2012	2-4 Enters
Inside Address (To:)	Frank Moore Minto Apartments 1B – 440 Albert Street Ottawa, Ontario K2T 1V0	2 Enters
Greeting	Dear Mr. Moore:	2 Enters
Body	I am writing to you because the hot water tap in my bathroom is dripping. I mentioned this to the superintendent on Monday, May 12, 2012 and he said he would fix it that week. It is almost two weeks later and it still hasn't been fixed. It isn't a big problem but the wasted hot water is costing me money on my heating and water bills. I would appreciate it if you could speak to the superintendent about this problem. I'd like to know when the problem will be fixed.	2 Enters 2 Enters
Closing	Sincerely,	6 Enters
Signature		
Name	Rachel Greene	

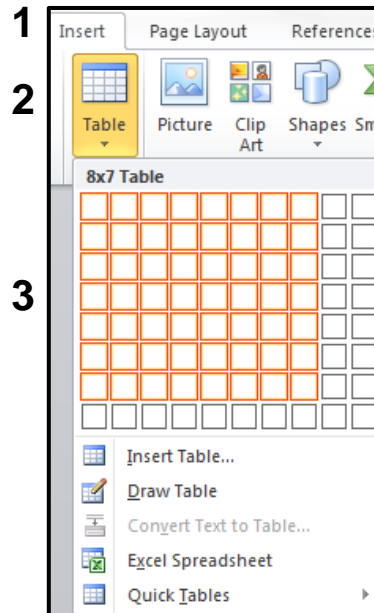
Tables

Headings →	Last Name	First Name	Address	City	Province	Postal Code
	Hamelin	Martin	2351 Park Road	Halifax	NS	B3J 2S9
Row →	Thorn	Teresa	76 Spring Garden Road	Halifax	NS	B3J 5M9

Labels in diagram: Column (points to a column), Cell (points to a cell), Border (points to the table border), Gridline (points to a gridline).

Create a Table

1. on **Insert**.
2. on **Table**.
3. Drag to highlight the number of rows and columns.
4. to insert table.



Entering Information

1. Click in a cell.
2. .
3. Press **Tab**.

Change Height or Width

1. Hover over gridline.
2. Drag line when you see two arrows.

Last Name	First Name	Address	Phone Number
Chen	Chi	20A Meadowlands Drive	765-8795
Chen	Gerald	187 James Crt.	872-3542
Green	Ben	234 Main St.	231-2387

Labels in diagram: 1 (points to a gridline), 2 (points to a gridline).

Highlight

Cell ☞ on the left edge of the cell.

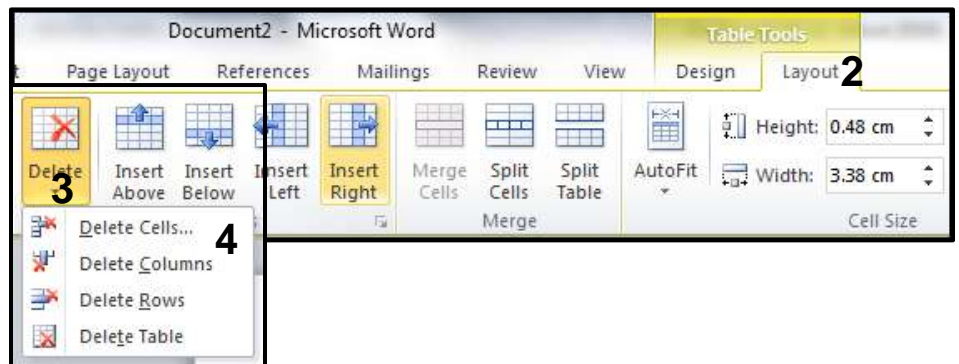
Column ☞ above the column.

Row ☞ to the left of the row.



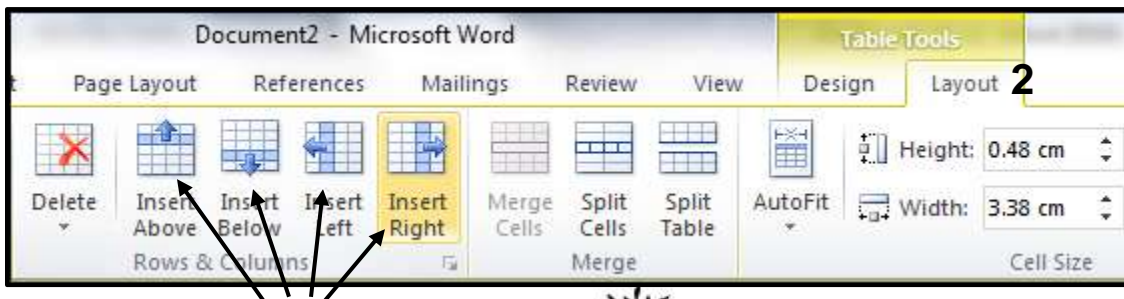
Delete Rows and Columns

- ☞ row or column.
- ☞ on **Layout** tab.
- ☞ on **Delete**.
- ☞ on **Delete Columns** or **Delete Rows**.






Insert Rows and Columns

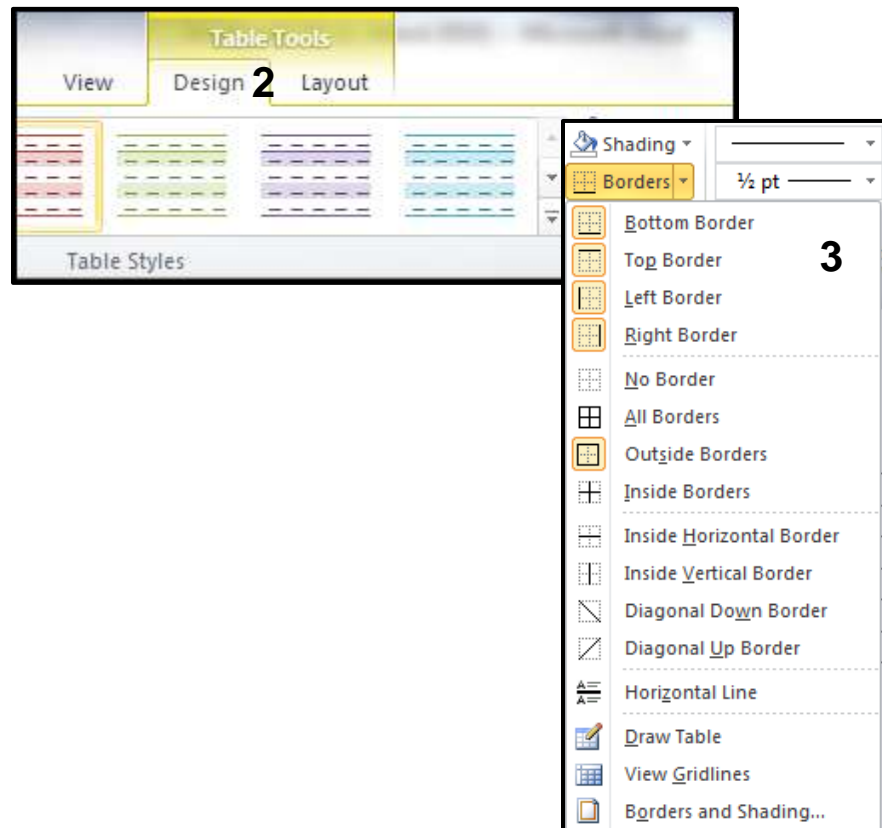
- ☞ in any cell.
- ☞ on **Layout** tab.
- ☞ on **Insert Above, Insert Below, Insert Left, or Insert Right**.




Borders

1.  in any cell.
2.  on **Design** tab.
3.  on type of border.

3



Borders

1. Highlight Cells.
2.  on a text format from the Font or Paragraph group (Bold, Centre, 18 point, etc.)

Adjectives	Nouns	Verbs	Adverbs
happy	cats	eat	quickly
young	boys	speak	loudly



2

Instructions:

1. Insert a table with 4 columns and 7 rows.
2. Type the headings.
3. Write each word below in the correct column of the table (six words for each column).
4. Type one word in each cell.

drank	beautiful	sing	think
quickly	backyard	always	engineer
flowers	hungry	run	did
go	tennis	song	sunny
yesterday	strong	never	softly
blue	happily	Canada	three

Adjectives	Nouns	Verbs	Adverbs

Instructions:

1. Put borders around all of the cells in the table.
2. Make the headings bold.
3. Make all the last names bold.
4. Centre all of the phone numbers.
5. Make the Address column wider so the addresses fit on one line.
6. Insert a City column before the Phone Number column.
7. All of the people live in Ottawa. Type Ottawa in the City column.
8. Add a Postal Code column after the City column.
9. Type the following postal codes: Chi - K5B 1R1, Gerald - K0S 4X2, Ben - KOA 2T1, Manuel - K0S 3T8, Tina - K7V 3S4
10. Insert a row to add Pierre Azar to the table. The names should be in alphabetical order.
11. Type Pierre's information

Azar	Pierre	15 Woodridge Cr.	Nepean	749-2342
------	--------	------------------	--------	----------
12. Insert the following names in the table in alphabetical order.

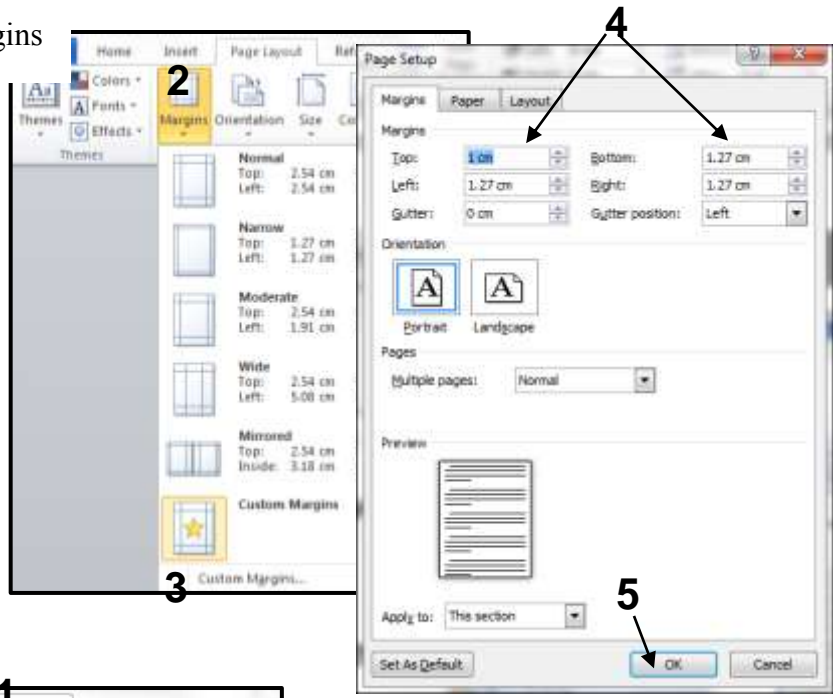
Gratton	Marie	2453 Kent Ave.	Ottawa	643-2762
Dana	Walid	167 Aspen Way	Orleans	837-8756
Tessier	Jean	873 Emperor Ave.	Nepean	756-9257
Tennant	Ivan	7545 Carson Road	Ottawa	753-8754
13. Delete Gerald Chen from the table.

Last Name	First Name	Address	Phone Number
Chen	Chi	20A Meadowlands Drive	765-8795
Chen	Gerald	187 James Ct.	872-3542
Green	Ben	234 Main St.	231-2387
Rodriguez	Manuel	78 Pearson Ave.	453-7855
Van Walraven	Tina	252 Cedarbank Road	364-9876

Change Margins

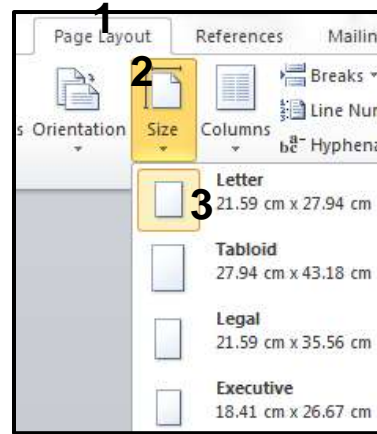
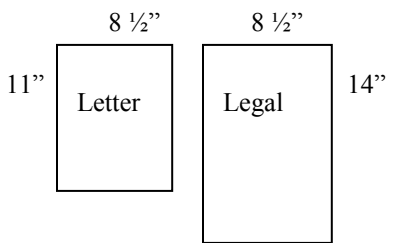
Margins are the areas around the outside of the paper

1. Click on **Page Layout**.
2. Click on **Margins**.
3. Click on **Custom Margins**.
4. Enter size of margins.
5. Click on **OK**.



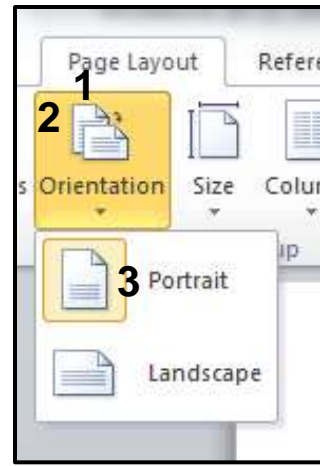
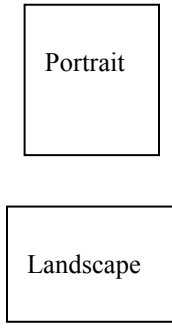
Change Paper Size

1. Click on **Page Layout**.
2. Click on **Size**.
3. Click on a paper size.



Change Paper Orientation

1. Click on **Page Layout**.
2. Click on **Orientation**.
3. Click on **Portrait** or **Landscape**.



Instructions:

1. Change the Margins to 0.5 inches.
2. Change the Orientation to landscape.
3. Create a table with 7 columns and 11 rows.
4. Type the headings given.
5. Fill in the table. Use the Telus website to find numbers you don't know.
(www.mytelus.com)

Last Name	First Name	Address	City	Province	Postal Code	Phone #

Lesson 12 - Handout 2

Resumes

Instructions:

1. Change all the margins to 0.5 inches.
2. Insert a table with 3 columns and 9 rows. Remove the borders.
3. Make the first column 2 inches, the second column 3 1/2 inches & the third column 2 inches.
4. Type the resume below. Type each section in a different row.
5. Format the information. Make the headings, the name, and the job titles bold. Make the company names italic. Centre the name, address and phone number. Right align the job addresses and dates. Use bullets for the job duties.

	<p>Frank Wendover 34 Main Street, Apt. 231 Edmonton, Alberta T5T 2X9 (613) 746-0583</p>	
GOAL:	To obtain employment as a heavy equipment operator or a labourer	
QUALIFICATIONS:	<ul style="list-style-type: none"> • Hardworking and reliable • St. John’s Ambulance first-aid training • Class 3 driver’s licence • Experience using heavy equipment 	
EXPERIENCE:	<p><i>Habitat for Humanity</i> Volunteer</p> <ul style="list-style-type: none"> • Framed windows • Installed drywall • Installed asphalt shingles 	<p>Edmonton, Alberta July 2009-present</p>
	<p><i>Johnson Construction</i> Heavy Equipment Operator</p> <ul style="list-style-type: none"> • Operated heavy equipment to move, load and unload building supplies • Operated backhoes and bulldozers to excavate, move and load earth 	<p>Winnipeg, Manitoba 1999-2008</p>
	<p><i>City of Winnipeg</i> Labourer</p> <ul style="list-style-type: none"> • Operated street cleaning equipment • Spread sand/salt for snow and ice control • Repaired road surfaces • Operated mowers to cut lawns and roadsides 	<p>Winnipeg, Manitoba 1995-1998</p>
EDUCATION:	<p>Manford Secondary School Secondary School Diploma</p>	<p>Winnipeg, Manitoba 1995</p>
INTERESTS:	<ul style="list-style-type: none"> • Fishing • Antique Cars 	
REFERENCES:	Available upon request	

Lesson 12 - Handout 3

Resumes

	<p>_____ (name) _____ (address) _____, (____) _____ (phone no.)</p>	
GOAL:	To obtain employment as a _____	
QUALIFICATIONS:	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 	
EXPERIENCE:	<p>_____ (Company) _____ (Job Title) • _____ (Duties) • _____ • _____ • _____</p>	<p>_____, _____ (address) _____ to _____ (date)</p>
	<p>_____ (Company) _____ (Job Title) • _____ (Duties) • _____ • _____ • _____</p>	<p>_____, _____ (address) _____ to _____ (date)</p>
	<p>_____ (Company) _____ (Job Title) • _____ (Duties) • _____ • _____ • _____</p>	<p>_____, _____ (address) _____ to _____ (date)</p>
EDUCATION:	<p>_____ (School) _____ (Course)</p>	<p>_____, _____ (address) _____ to _____ (date)</p>
	<p>_____ (School) _____ (Course)</p>	<p>_____, _____ (address) _____ to _____ (date)</p>
INTERESTS:	<ul style="list-style-type: none"> • _____ • _____ • _____ 	
REFERENCES:	Available upon request	