

For
Children
Aged 4-8

Zip's Missing

By
Jim Fitt

A Velsoft Computer Manual for Kids



Story Book



Coloring



Activities



Learning



Easy Reader



Illustrations By
John Cockcroft

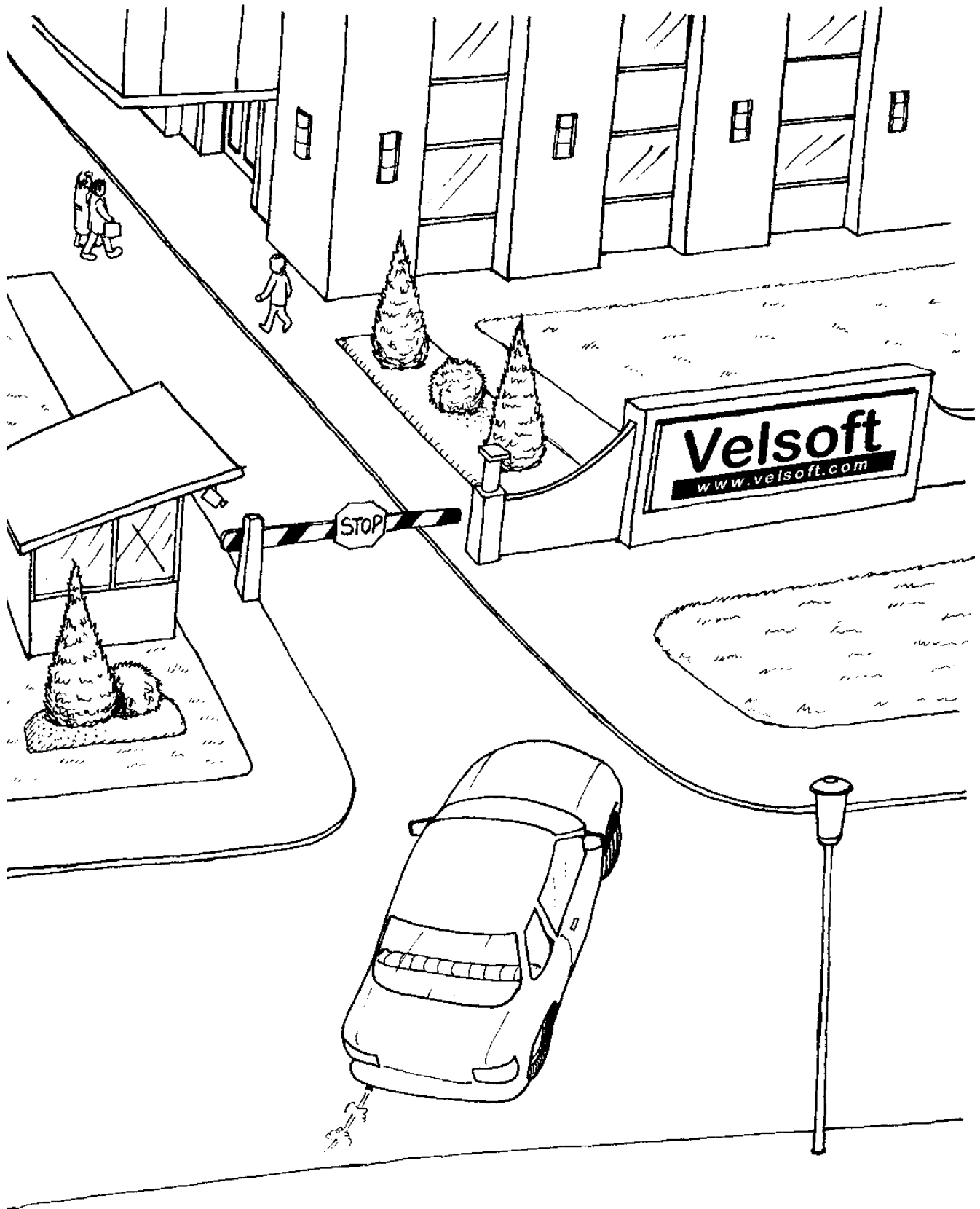
Entertaining Activities and Storybook
Especially for Children... Builds Learning,
Use and Enjoyment of Computers



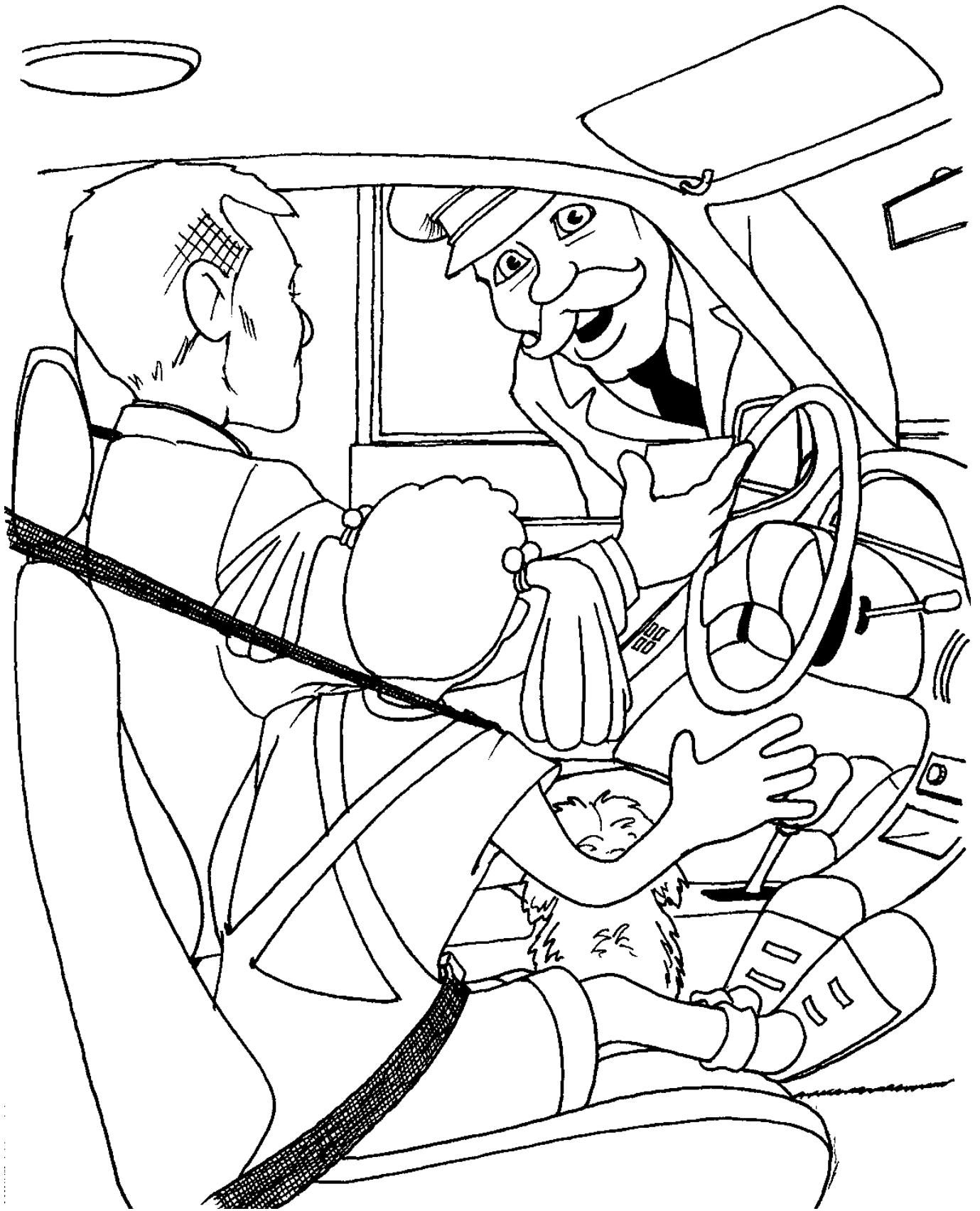
“Well Lauren, are you ready to come to work with me today?”

“Sure Dad.” “Can I take Zip?”

“Of course you can, replied Dad.”



As they arrived at Dad's building Lauren asked, "Dad! do you use a computer at work?" "Yes Lauren", replied Dad. "I help the company look after their money and I do this using a computer."



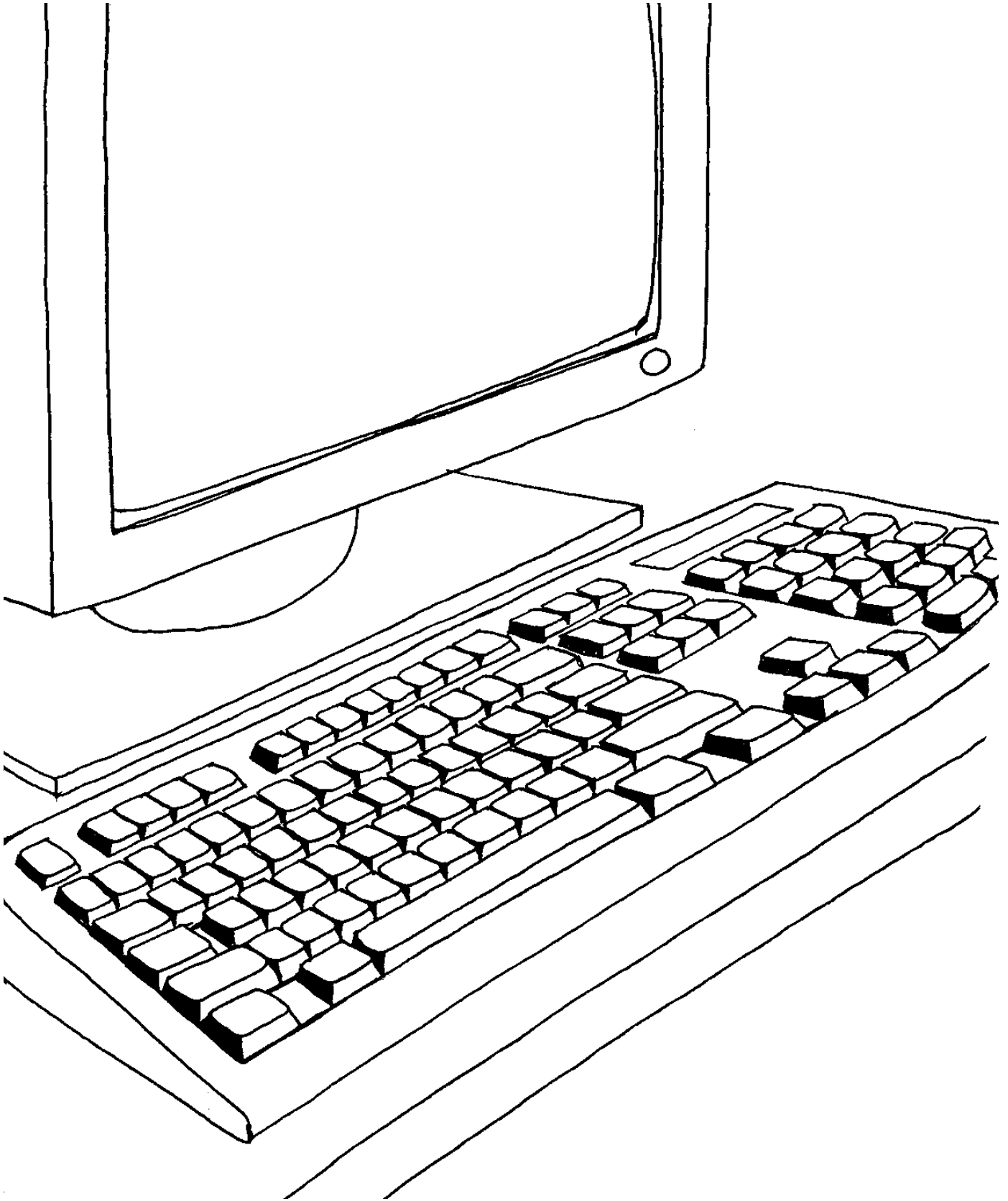
"Good morning Dennis. Lauren is visiting me at work today."
"Well, hello there Lauren," said Dennis. "Hope you have fun today!"



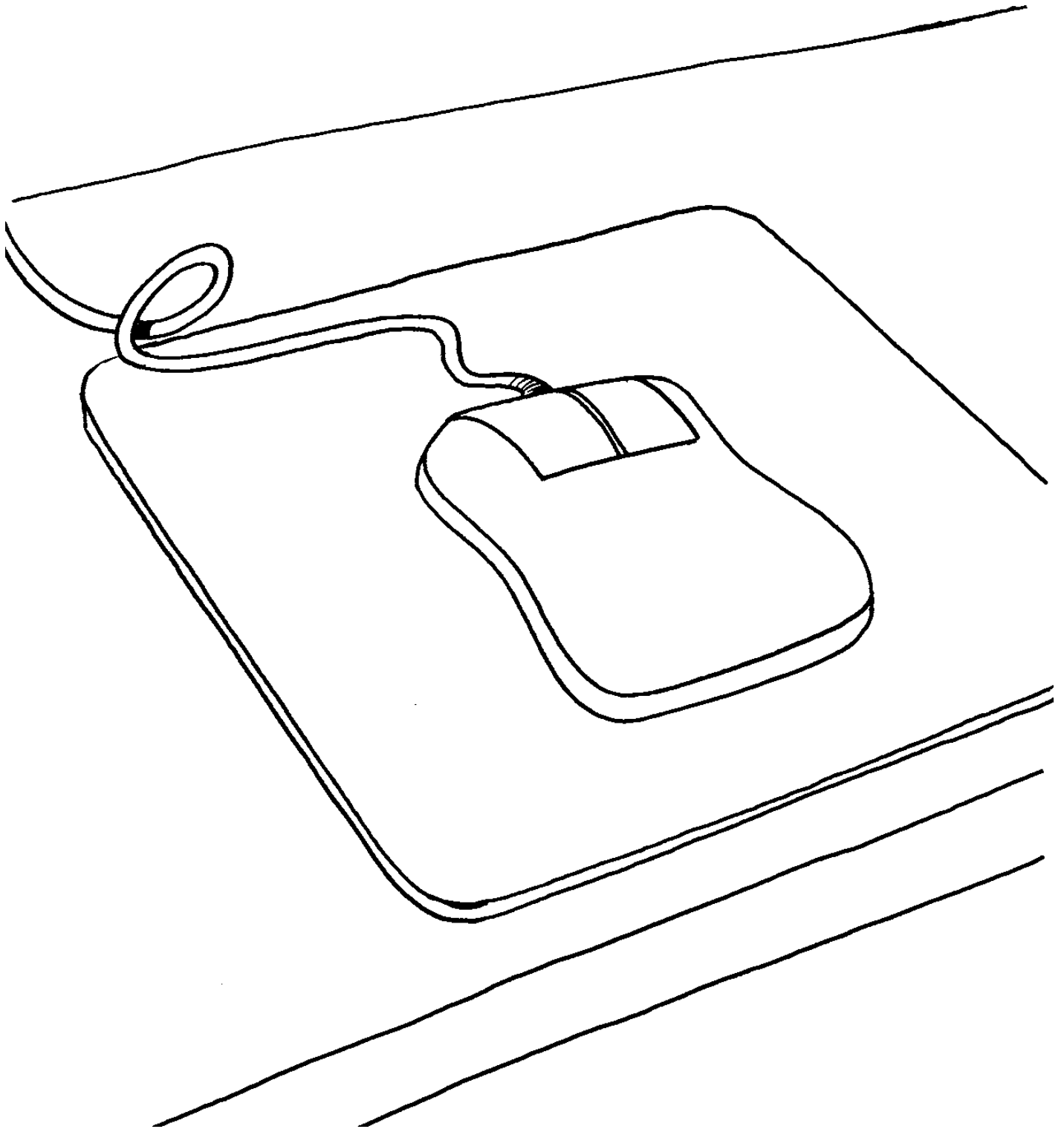
“This is where I do my work,” said Dad. “This is my computer.”



“This is my monitor,” he continued, “I use the monitor to see what I’m doing on the computer.”

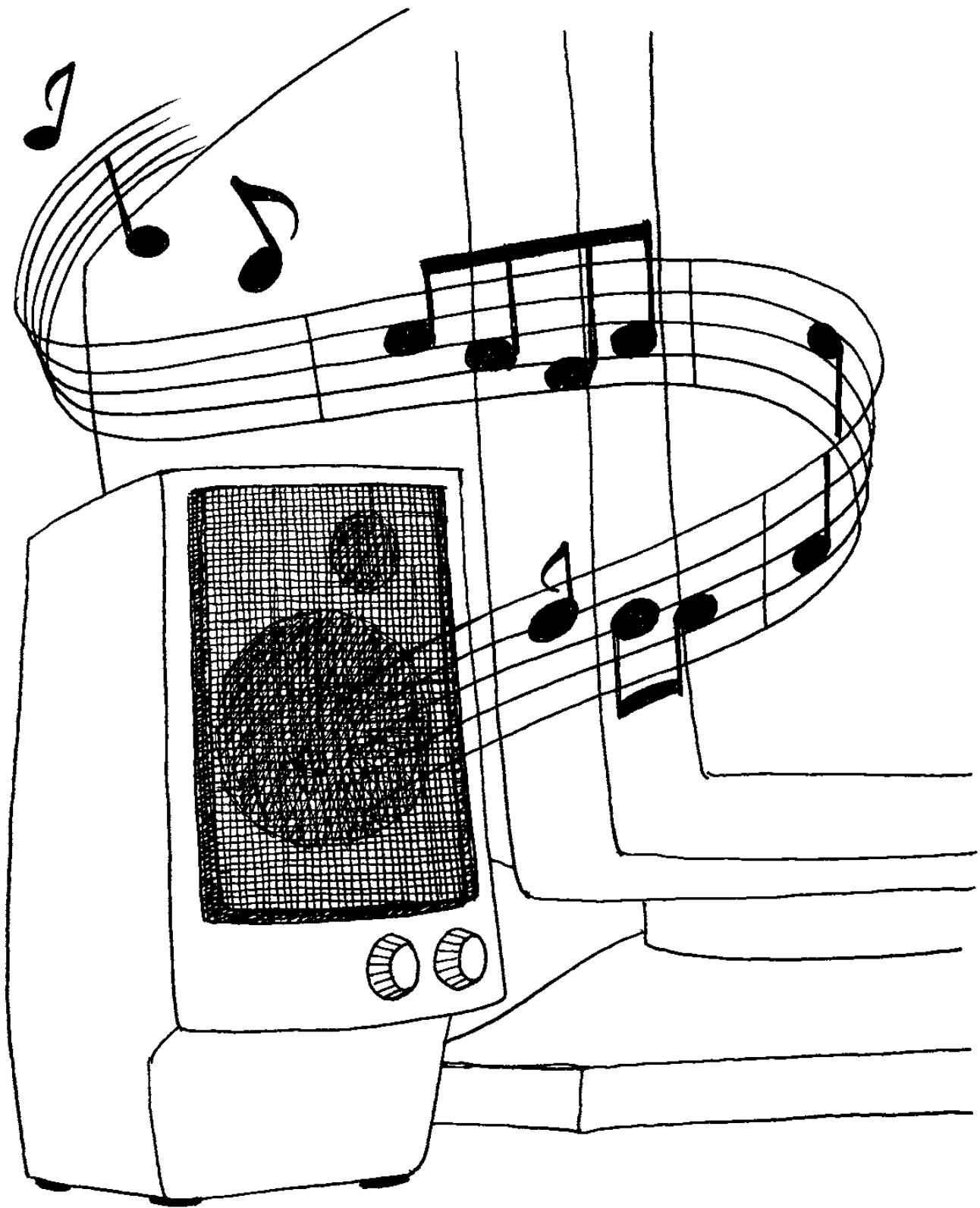


"and this is the KEYBOARD. I use the keyboard to type in words on the computer."



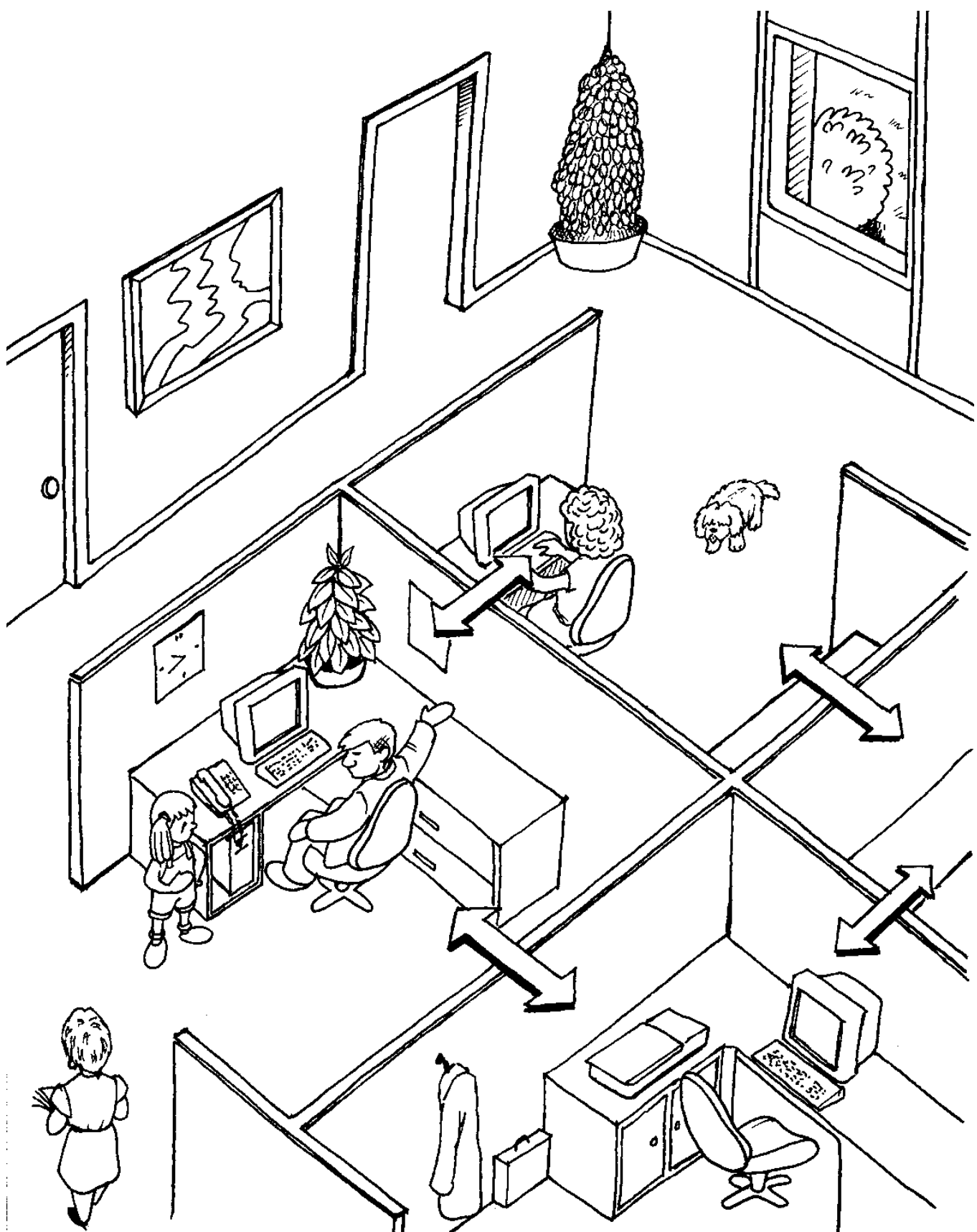
**"I also use this thing to do work on my computer.
It's called a MOUSE."**

Lauren laughed. "It doesn't look like a mouse to me!"



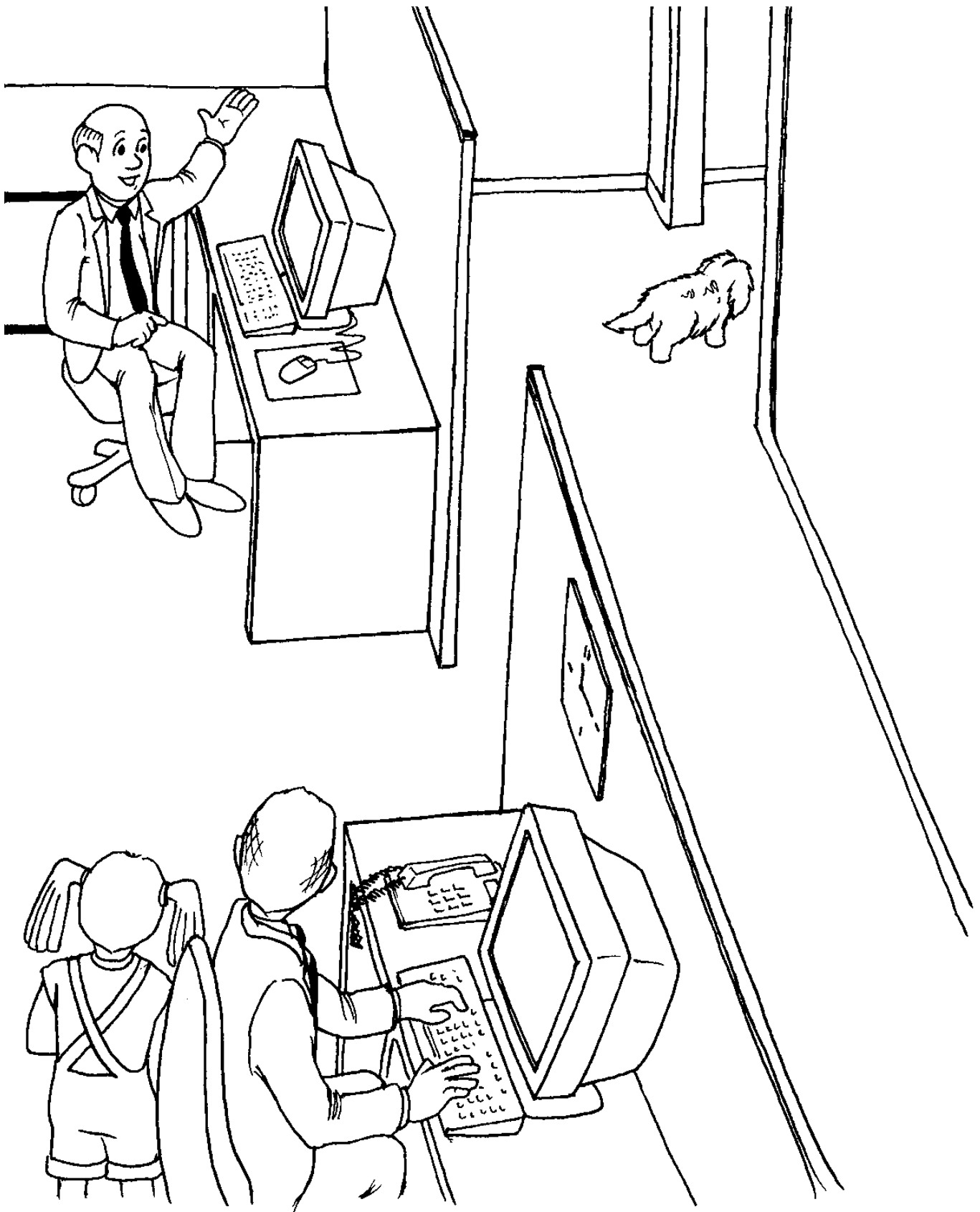
Dad showed her some more parts to the computer. "These are the **SPEAKERS**.

Any sound that the computer makes comes out of the speakers."



"My computer is connected to all the other computers in this room," said Lauren's Dad, "when this happens it means I'm on a NETWORK." "A network allows me to send FILES to any of the other workers."

"What's a file?" asked Lauren.



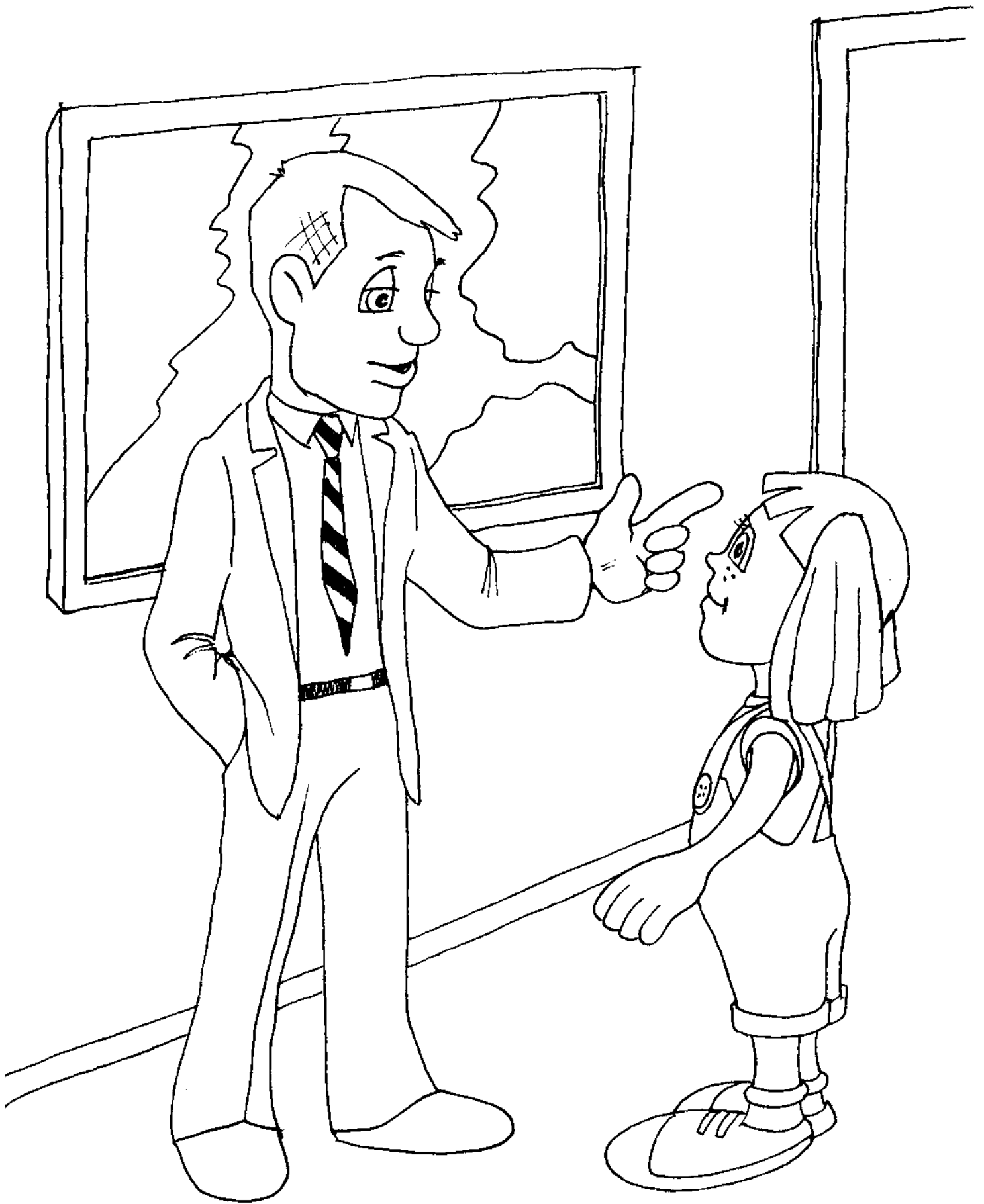
"Oops! I forgot this is all new to you Lauren. A FILE is what I want to send -- like a message."

"You mean I can send a message to that computer from your computer?"asked Lauren.

"Sure, watch this..."



**Lauren suddenly looked around the room.
"Hey, wait a minute! Where's Zip?!"**



“You look over there,” said Dad, “and I’ll look over here.”

Teachers Page

for Chapter 1

Words We've Learned

computer
monitor
keyboard
type
mouse
speakers
sound
connected
network
file

Congratulations! You have just purchased the best computer resource for children aged 4-8.

Zip's Missing was designed especially for kids and was carefully planned by teachers, parents and children to provide a positive learning experience through a variety of appealing activities.

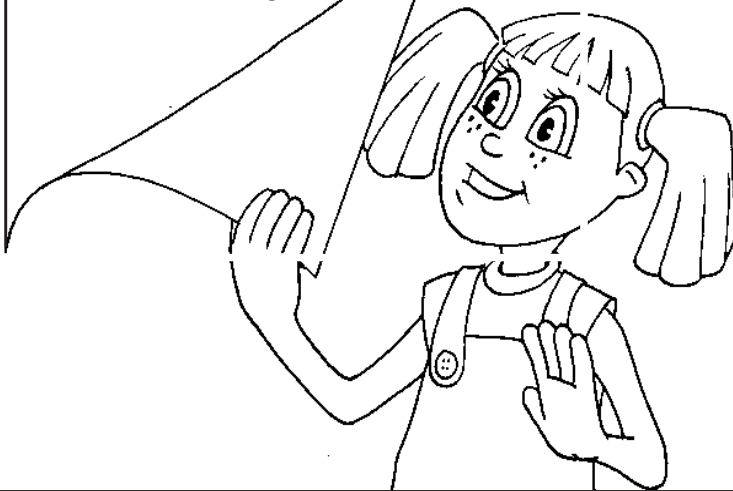
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Written by: Jim Fitt

Illustrated by John Cockcroft

Based on characters by Ken O'Neill

www.velsoft.com

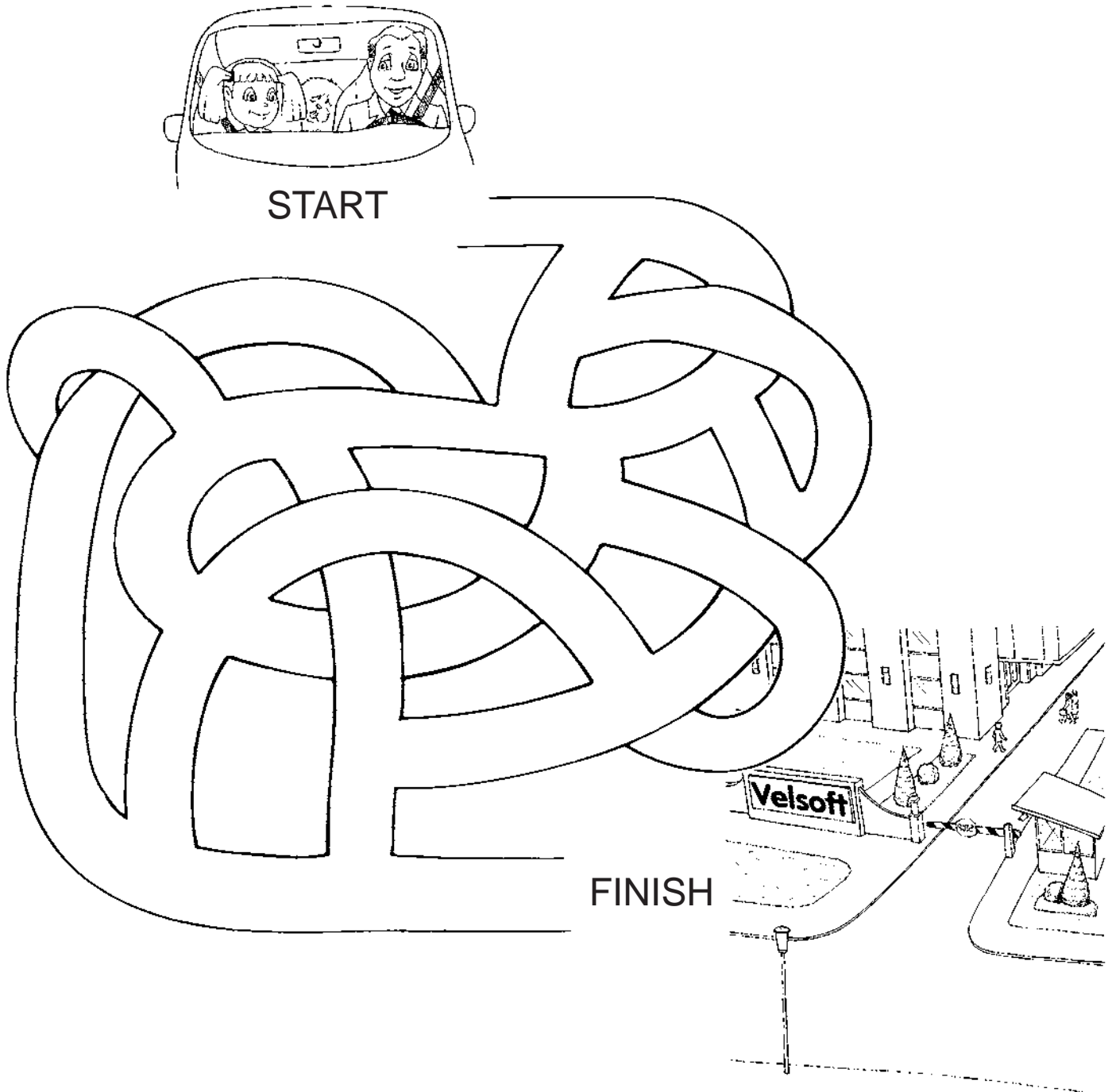


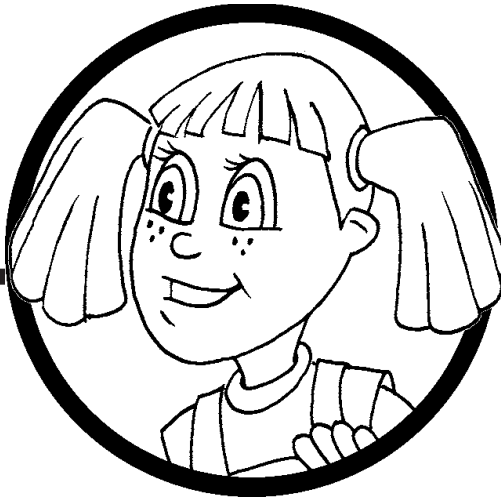
Suggested Activities

1. Ask each student to cut out a picture of a new computer from a magazine or newspaper and bring the picture to class.
2. Have each student hold up their computer picture and try and name the parts of the computer. (i.e. speakers, monitor, keyboard , mouse etc.)
3. Using their computer picture have the students cut out the parts of the computer. Have them paste the pieces on a new page and let them decide how the computer should look.

The Drive To Work

Help Lauren, Dad and Zip get to work.
Draw a line from START to FINISH.



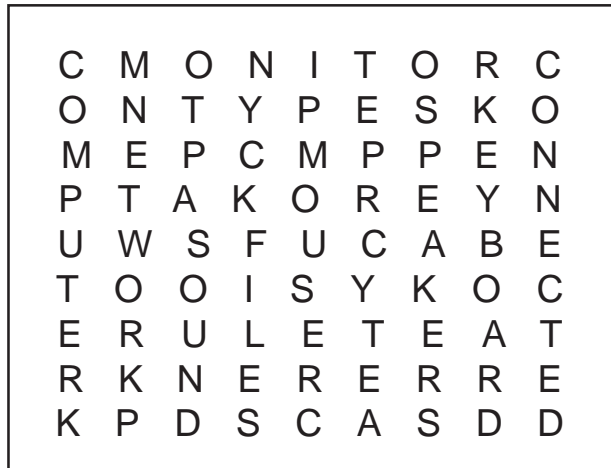


Draw a picture of yourself using a computer

Fun With Hidden Words

Find the 10 hidden words listed
in the word list on the right:

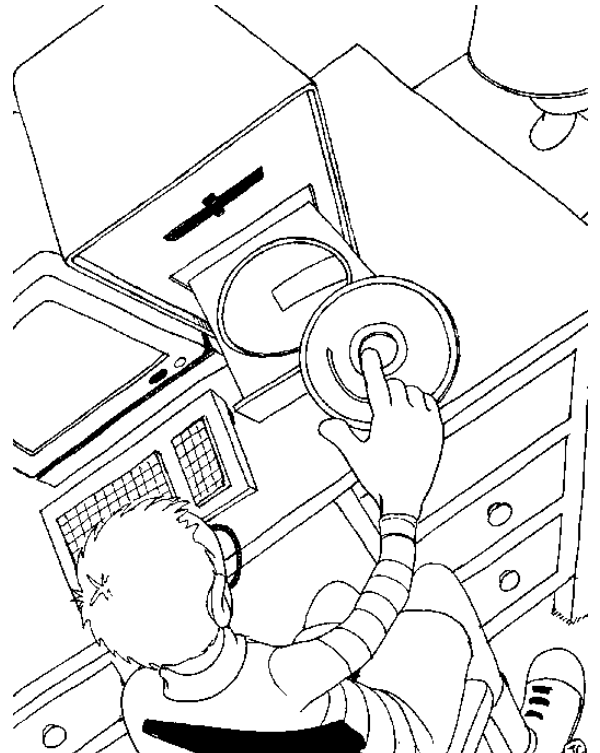
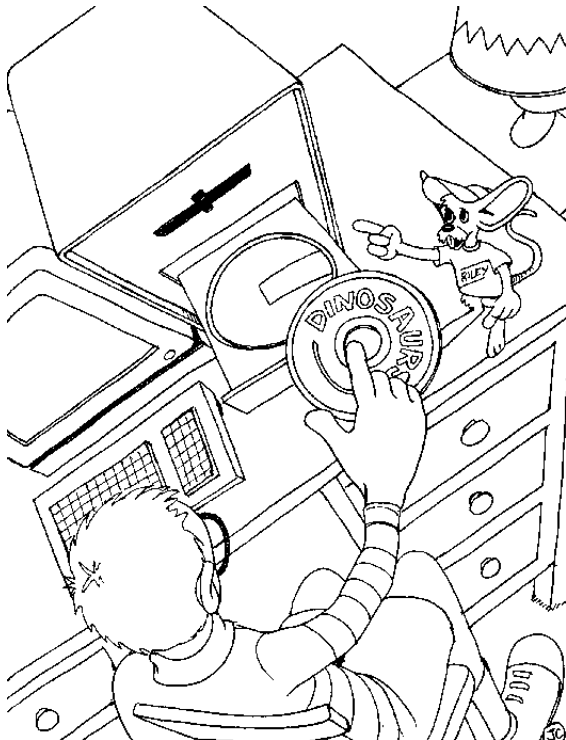
Hint: The words can go up,
down, forward, and backward.



Word List

computer
monitor
keyboard
type
mouse
speakers
sound
connected
network
file

Find The 7 Differences



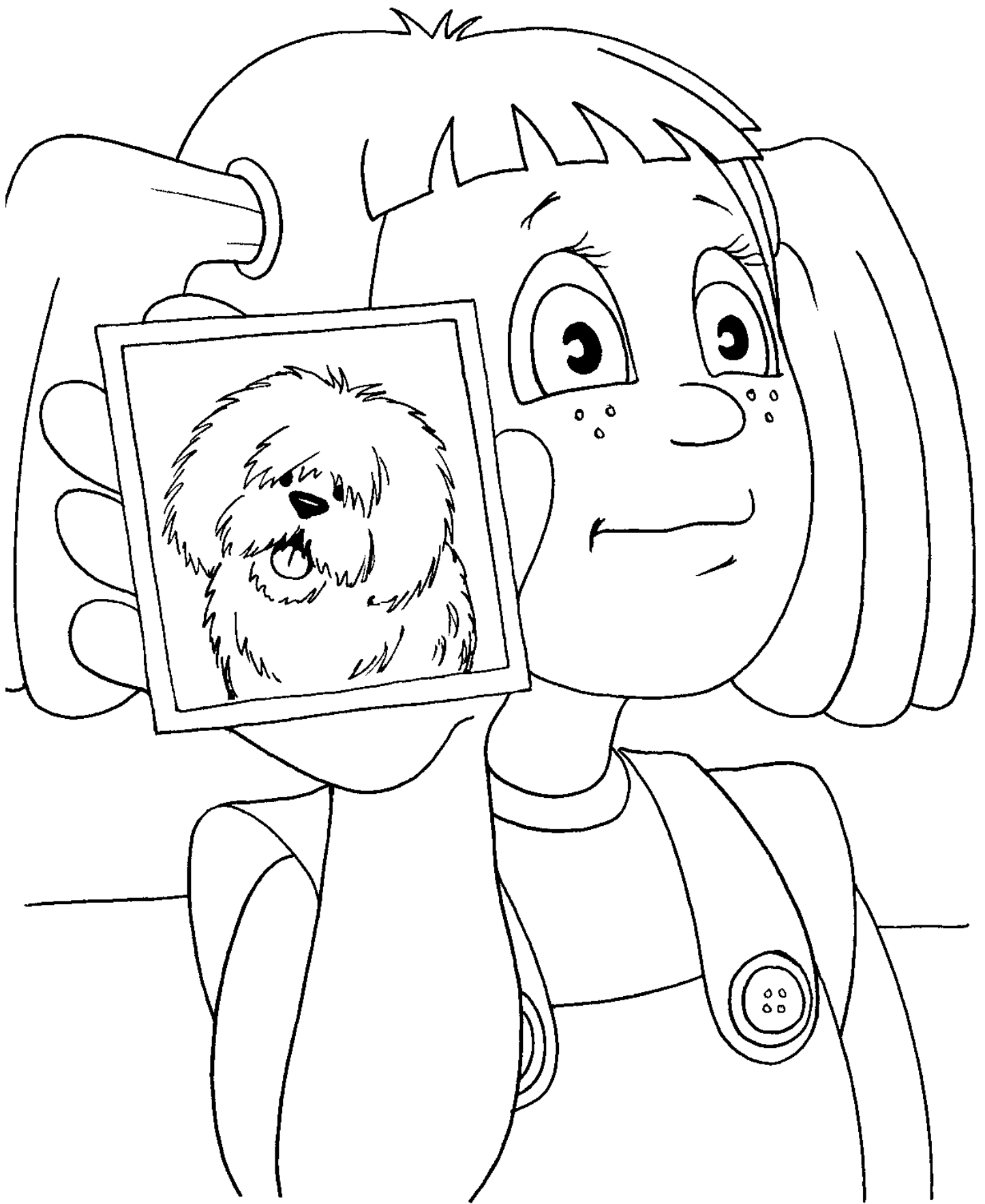


"Here Zip!" called Lauren.



“Hi, my name is Lauren and I’m looking for my dog, his name is Zip.”

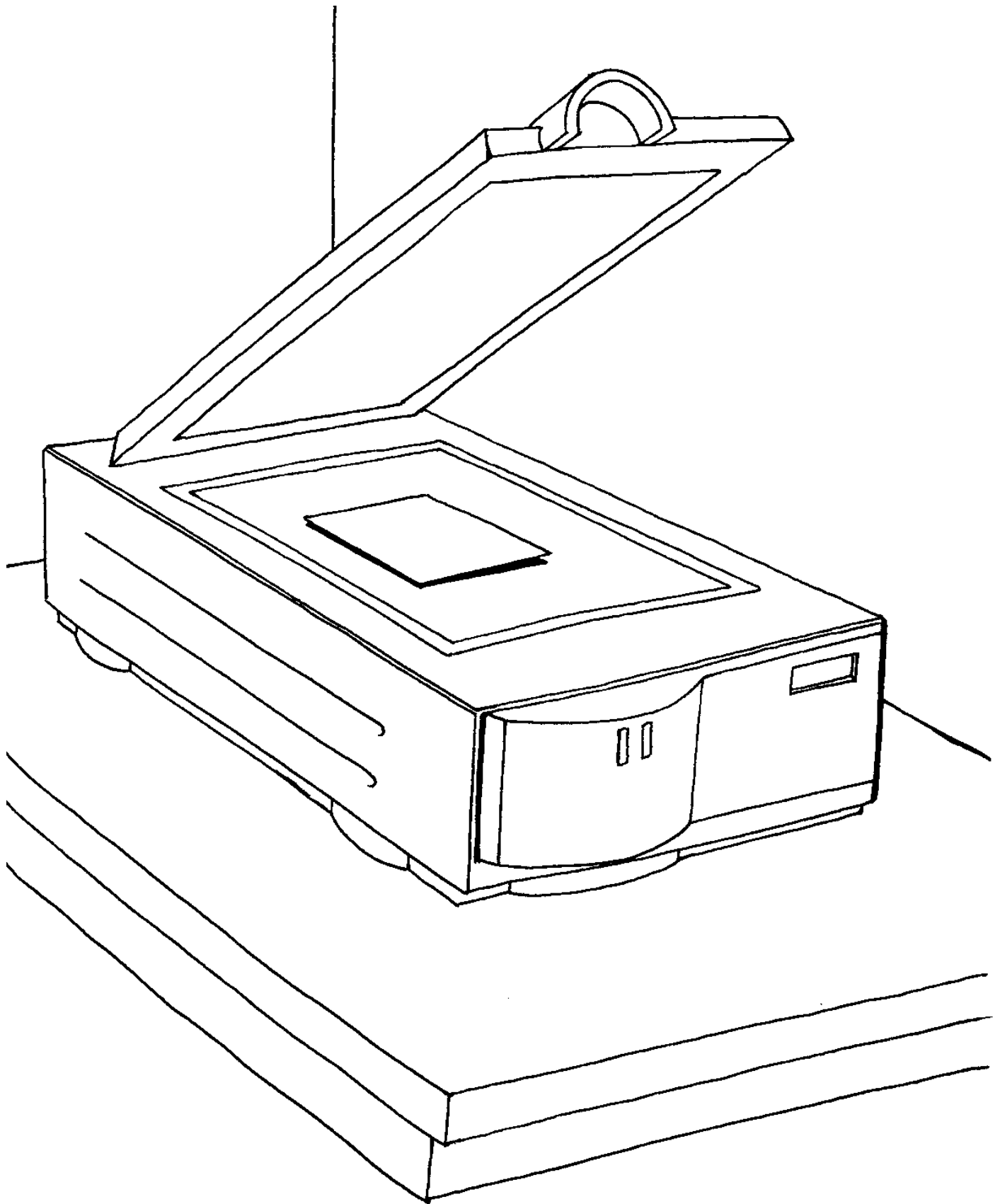
“Hi Lauren, my name is John and I haven’t seen Zip.” What does he look like?”



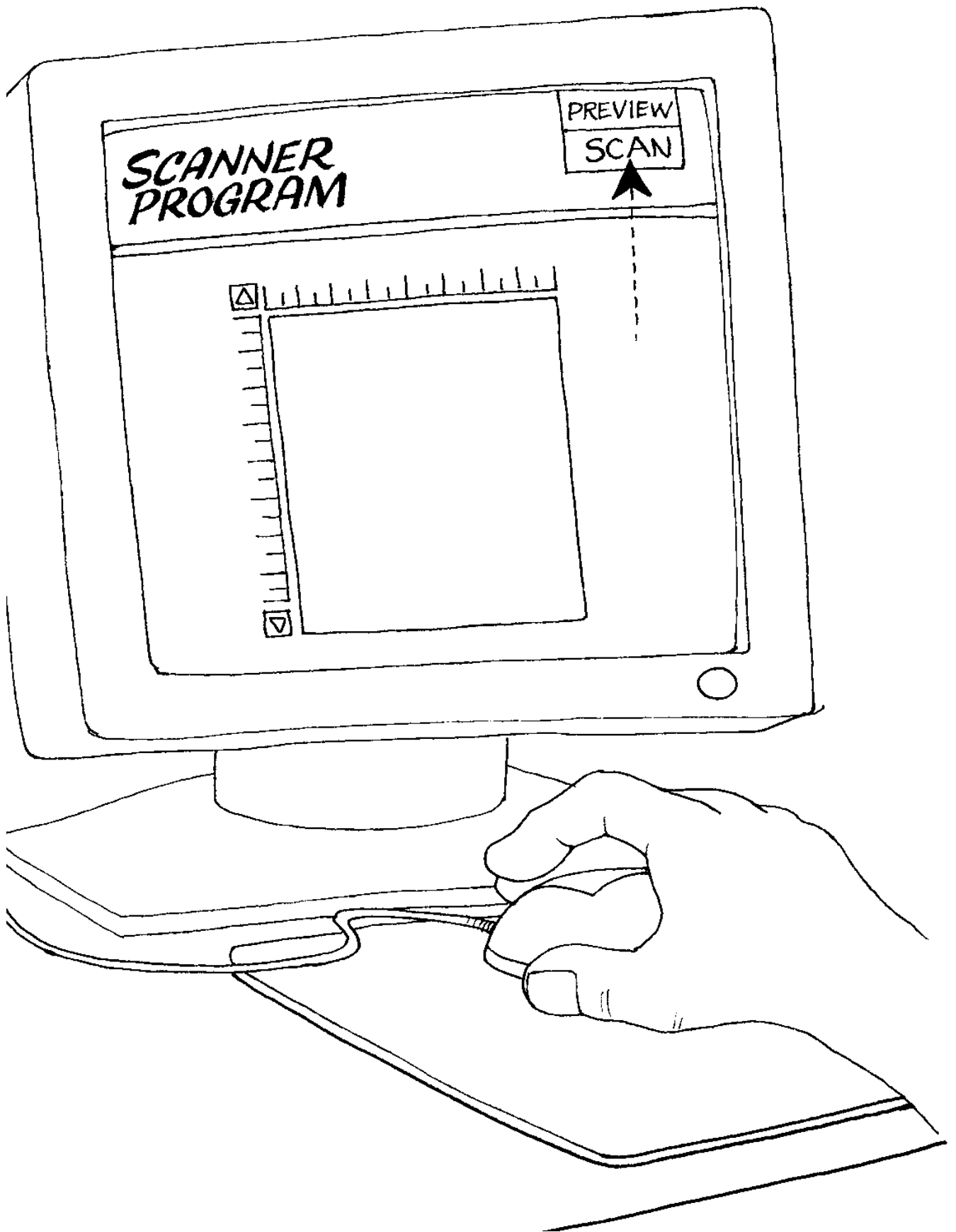
“Here, I have a picture of Zip.”



“I’ve got an idea,” John said, “let’s SCAN the picture into the computer and make a poster to hang up.”
“Great!” Lauren replied. “Where do we start?”



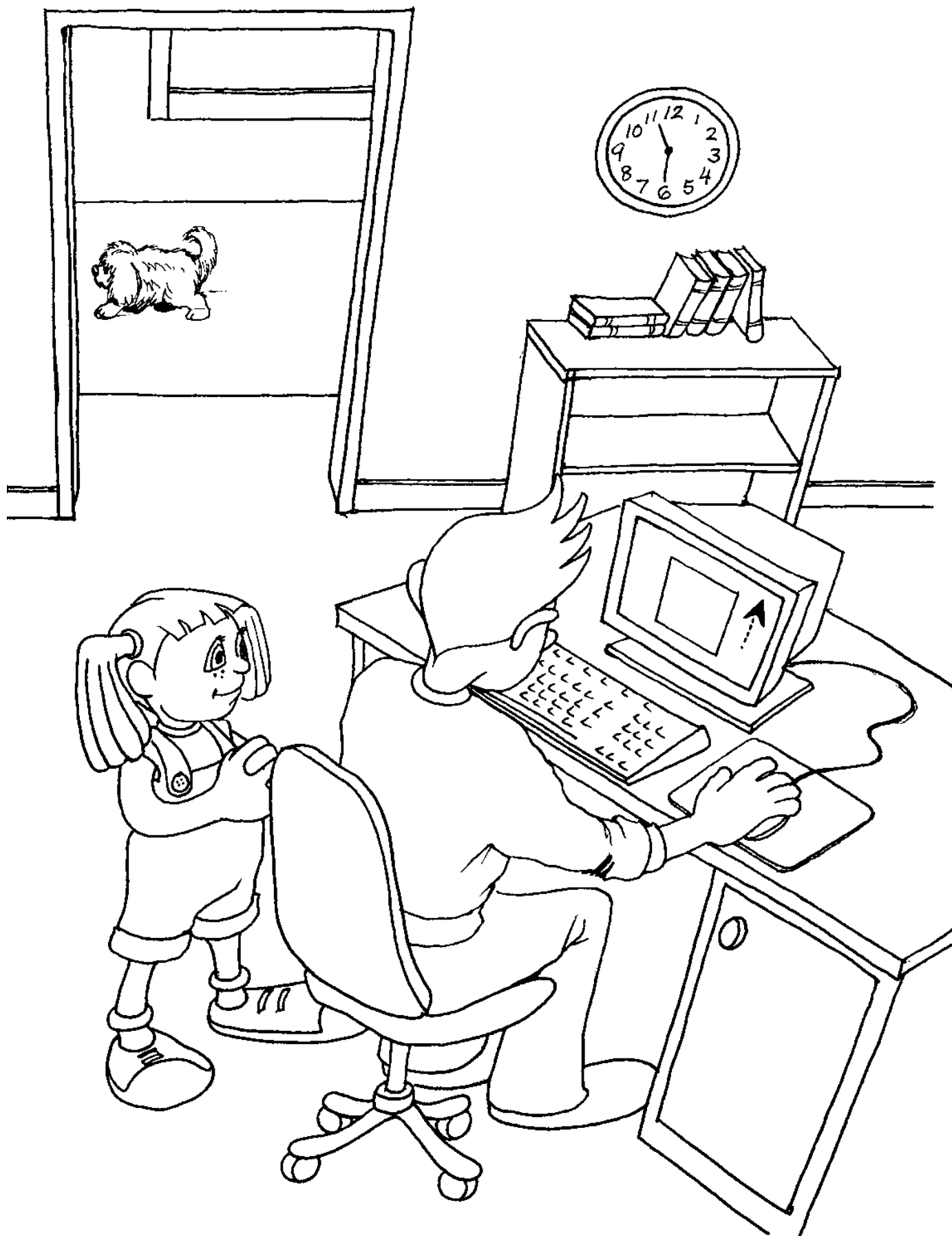
“This is our SCANNER.” “First we place the picture facedown on the FLATBED SCANNER.” “Then we move our mouse, which makes the pointer on the screen move.”



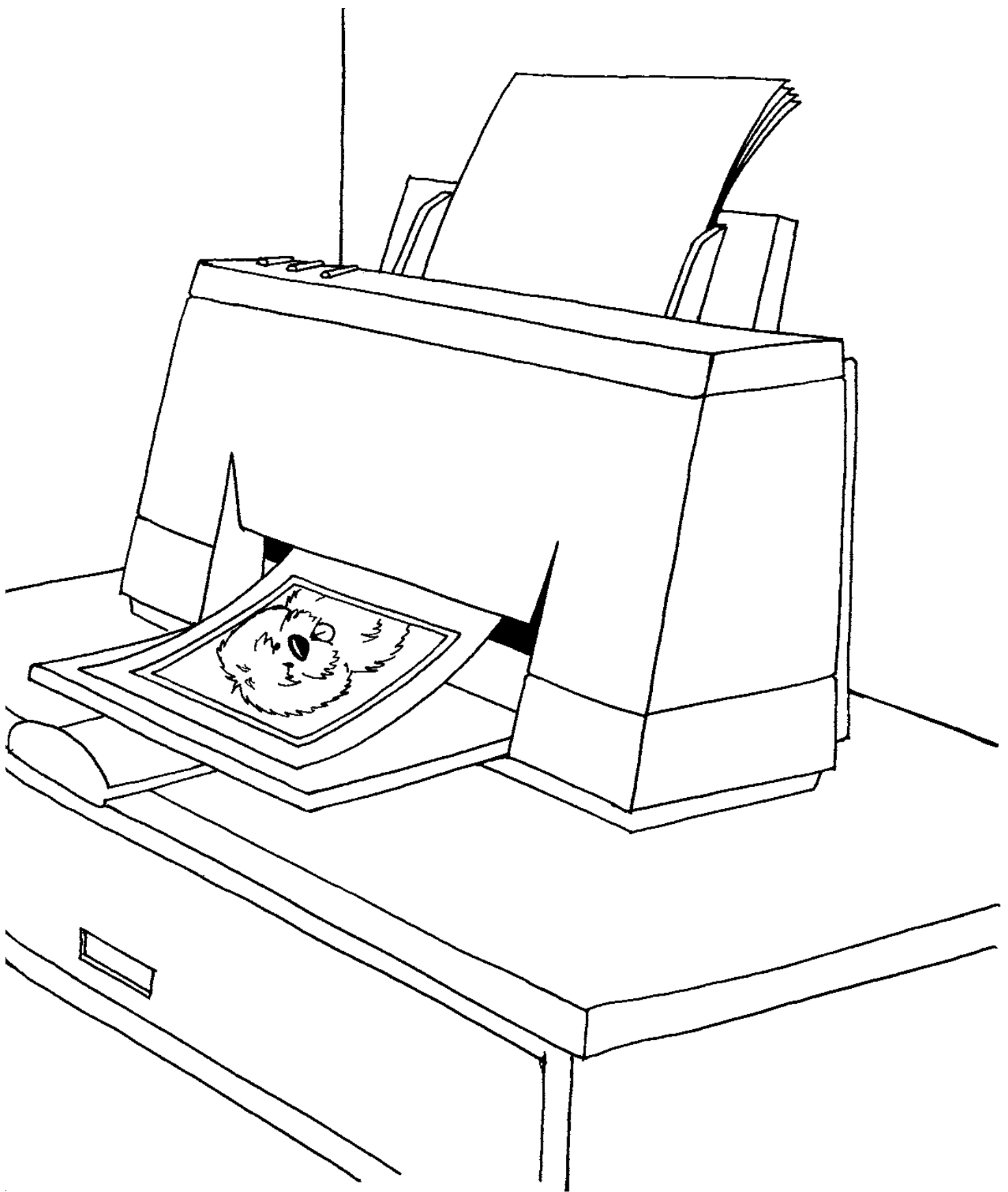
“We move the pointer over the button that says SCAN.” “If we quickly press and release the left mouse button twice the scanner starts scanning.”



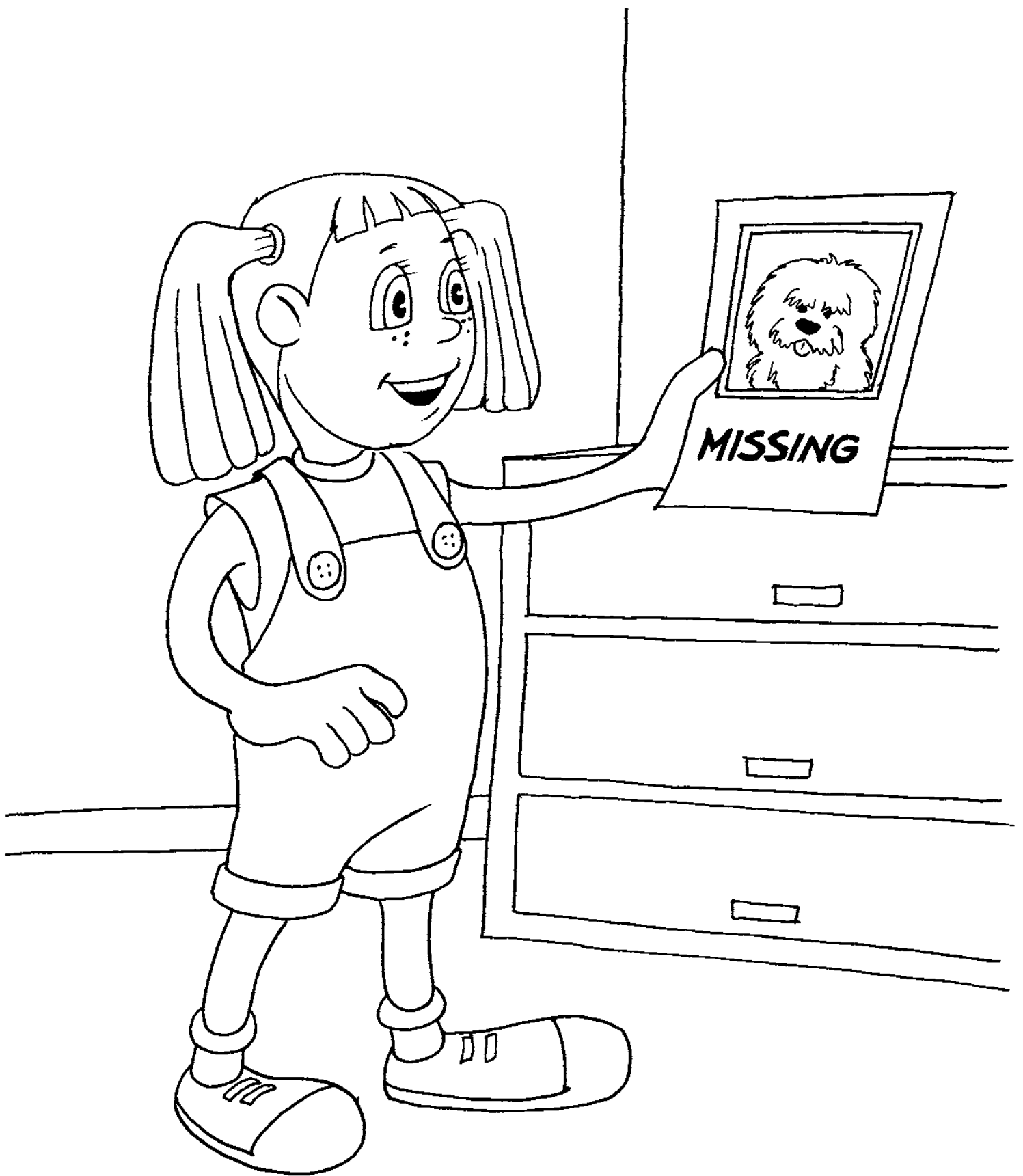
“There you are,” said John. “The scanner put a picture of Zip on the screen. This is called a GRAPHIC. Now, using the keyboard we can type in the word missing. M-I-S-S-I-N-G.”



“After making the sign we can print it out by clicking the PRINT button.”



“See Lauren, the printer makes the actual paper copy of what you see on the computer screen.”



“Thank you John”, said Lauren.

“I’m glad I could help”, said John. “I’ll print some more copies for you to hang up.”

Teachers Page

for Chapter 2

Words We've Learned

scan
scanner
flatbed
pointer
screen
graphic
print

Consultants

Consultants on this computer manual for kids include:

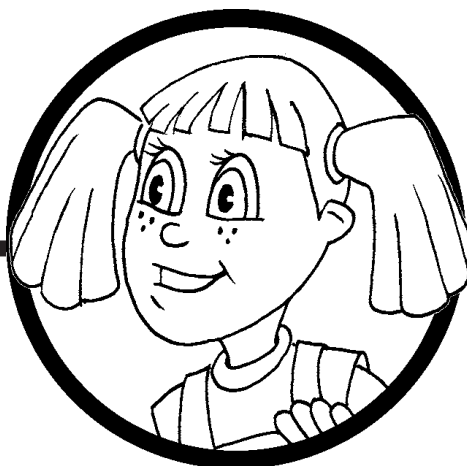
Heidi Baxter

The Fine Print

Purchasing this Velsoft computer Manual for Kids means that you are free to make as many copies as you wish. All that we ask is that the copies are made for your school or household only.

Suggested Activities

1. Ask the class to draw a picture of what goes on inside a computer. Let them use their imagination and draw what they believe the inside of a computer looks like. You may choose to do this in groups or individually.
2. Using volunteers, have them explain to the class what parts they drew and why.
3. If you have access to a scanner; have each student draw a picture and take turns scanning that picture onto the computer. You may also allow them to print the picture.



List 5 things you like to do on a computer

1. _____

2. _____

3. _____

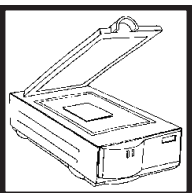
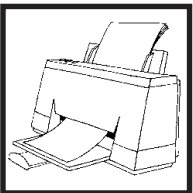
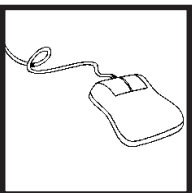
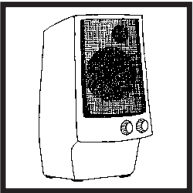
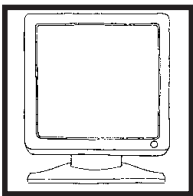
4. _____

5. _____



Zip's Matching Page

Help Zip match the pictures with words. Draw a line to connect each picture with its name.



scanner

keyboard

printer


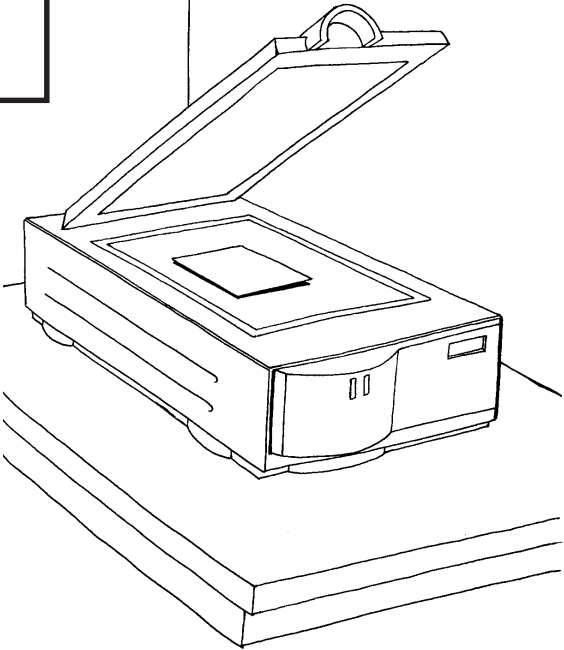
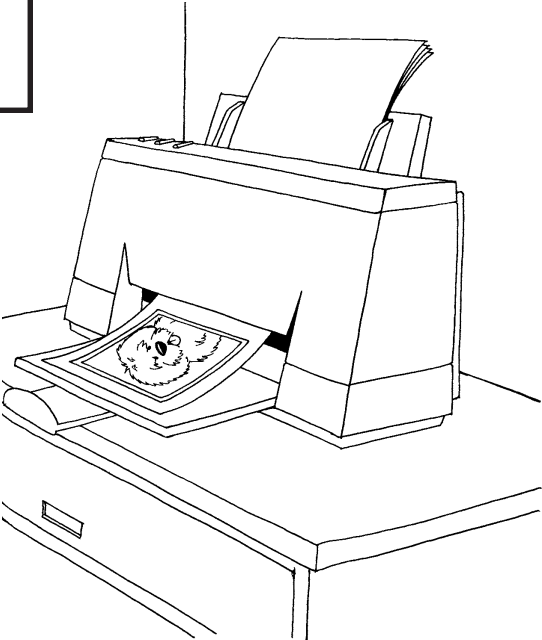

mouse

monitor

speaker

Which Came First

Put the pictures in order by writing 1, 2, 3, or 4 in the . Then tell the story.

<div data-bbox="134 604 253 722"><input type="text"/></div> 	<div data-bbox="839 604 958 722"><input type="text"/></div> 
<div data-bbox="134 1308 253 1425"><input type="text"/></div> 	<div data-bbox="839 1308 958 1425"><input type="text"/></div> 



Lauren hung up the posters of Zip and hoped that someone would help look for him.



“Hi, my name is Lauren and I’m looking for my dog, his name is Zip.”

“Hi Lauren, my name is Kim and I haven’t seen Zip.” “What does he look like?”



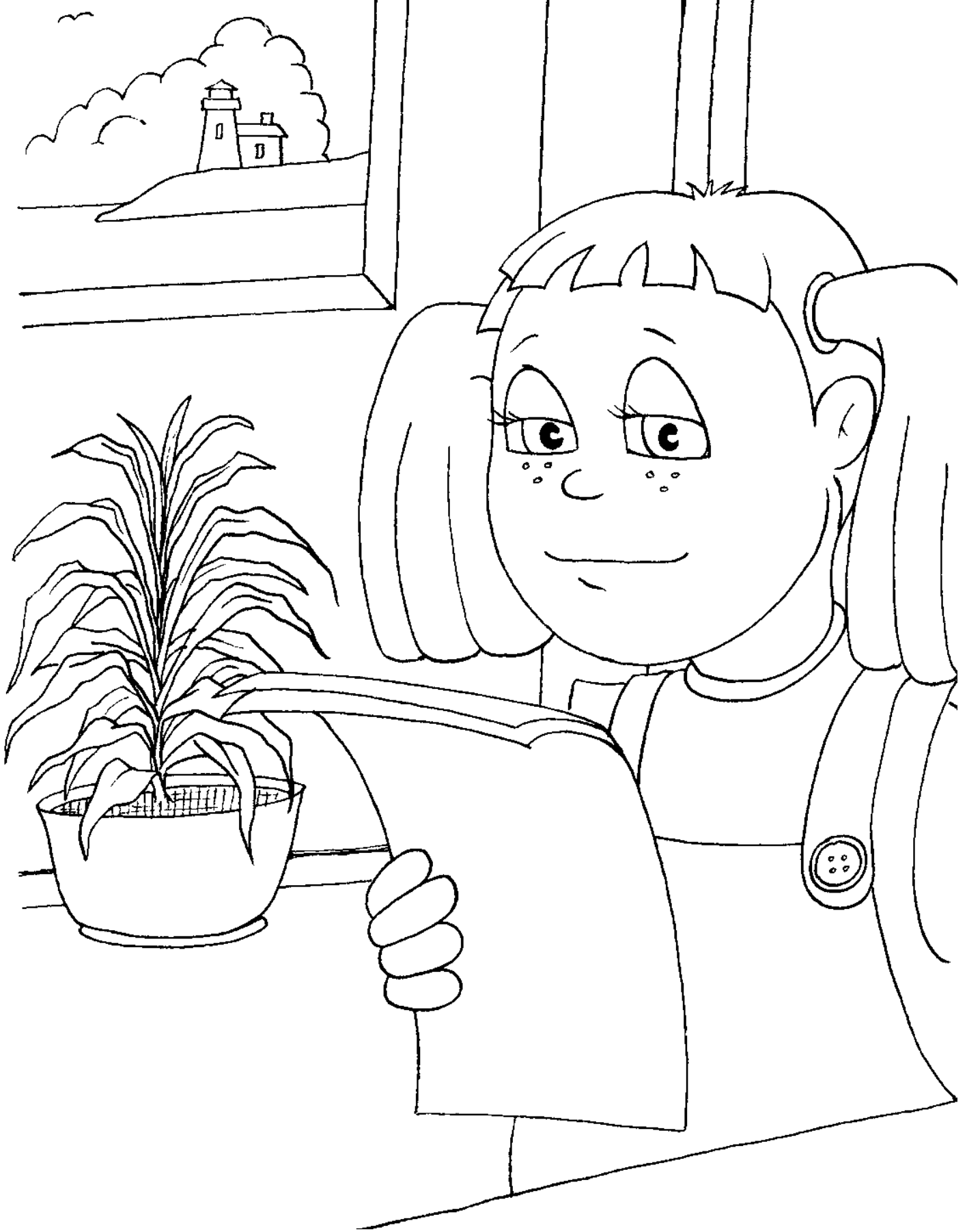
Lauren held up a copy of the new poster, “Zip looks like this.”

“If I see Zip I will let you know,” Kim said. “In the meanwhile would you like to see what we do here?”

“Sure!” replied Lauren.

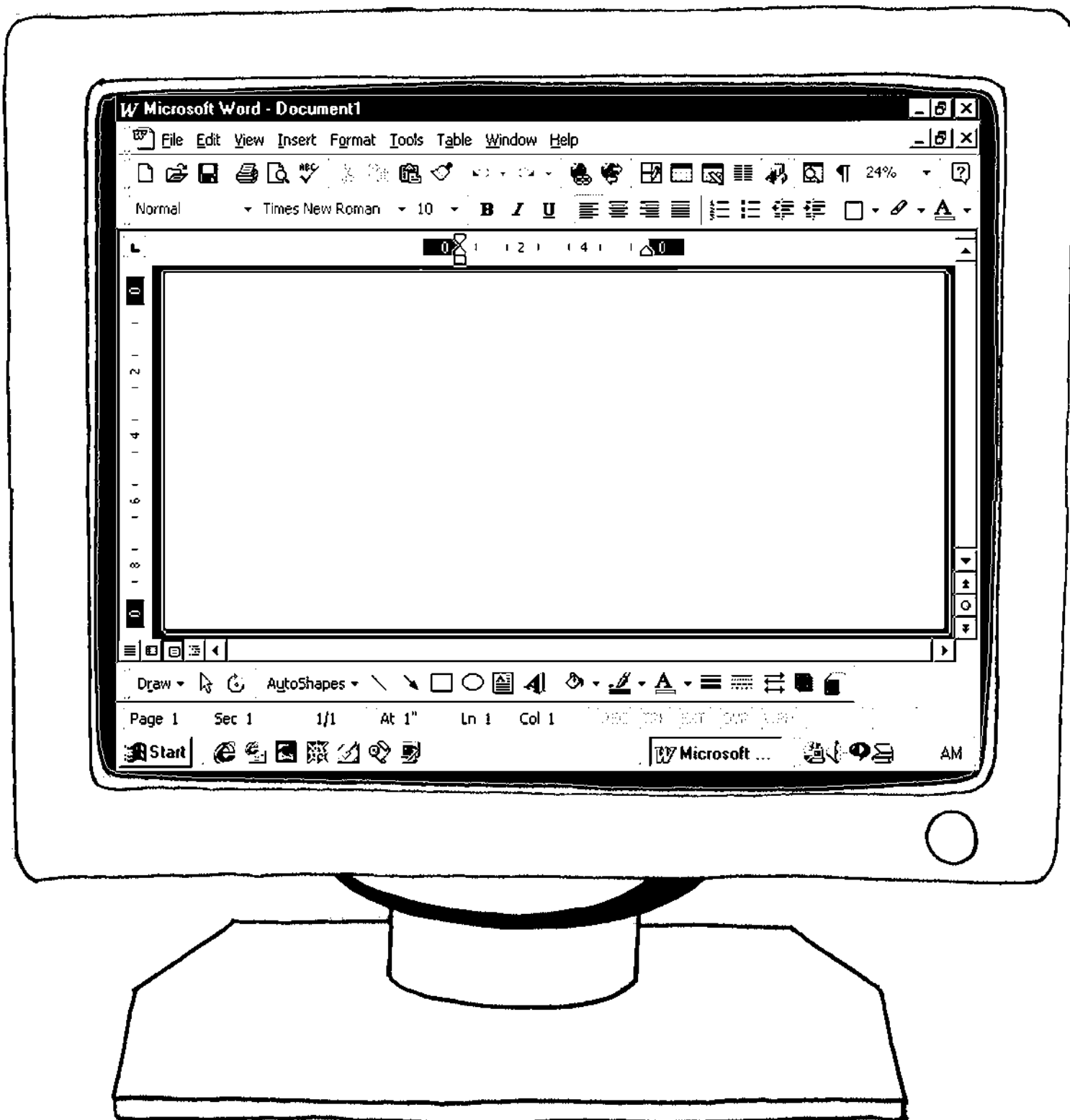


“What we do is type information into the computer.” “My job here is to do WORD PROCESSING on the computer.” “This means that I use the computer to type in letters, reports, manuals and other things.”

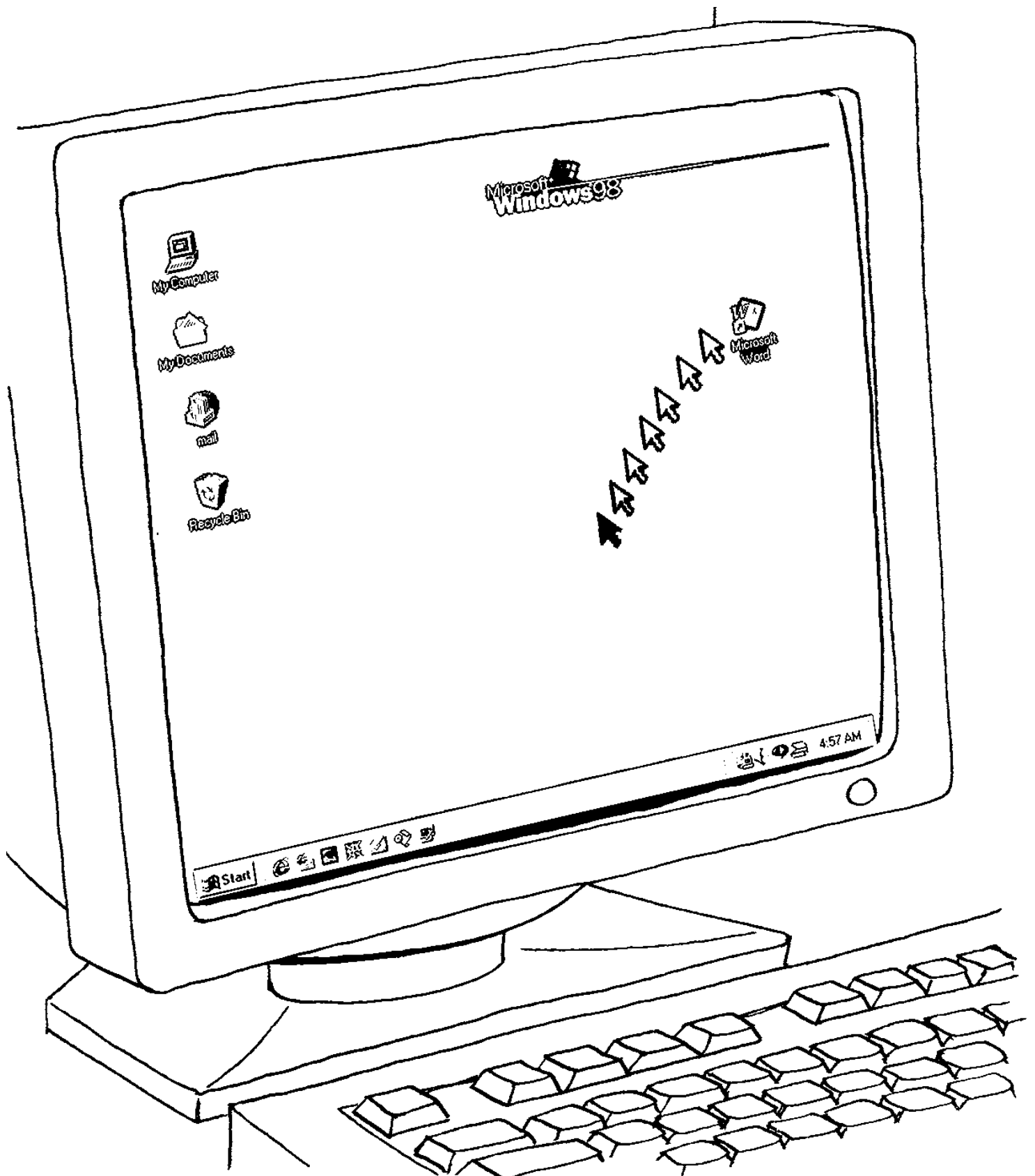


“Could you write a letter to everyone telling them Zip is missing?” Lauren asked.

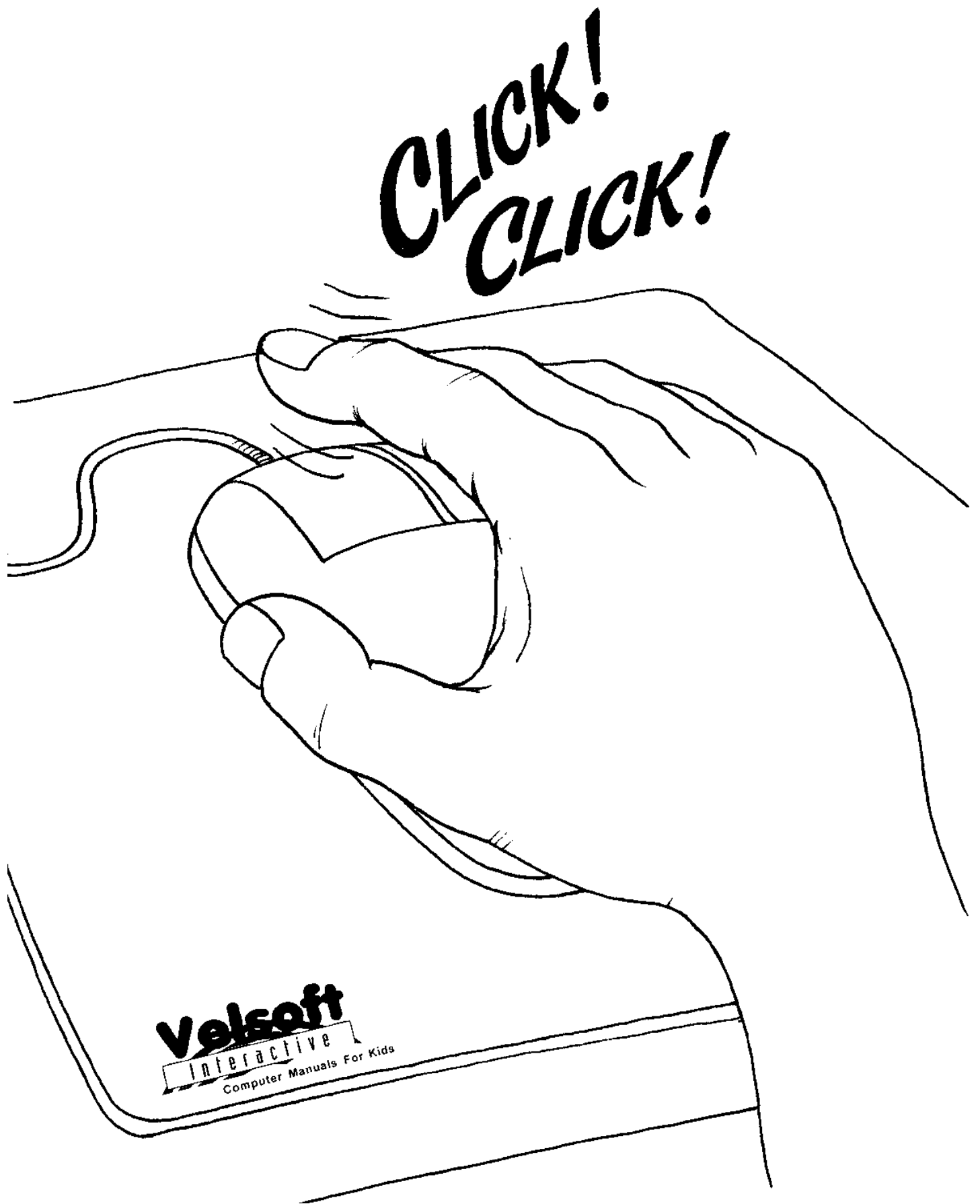
“Sure,” Kim replied.



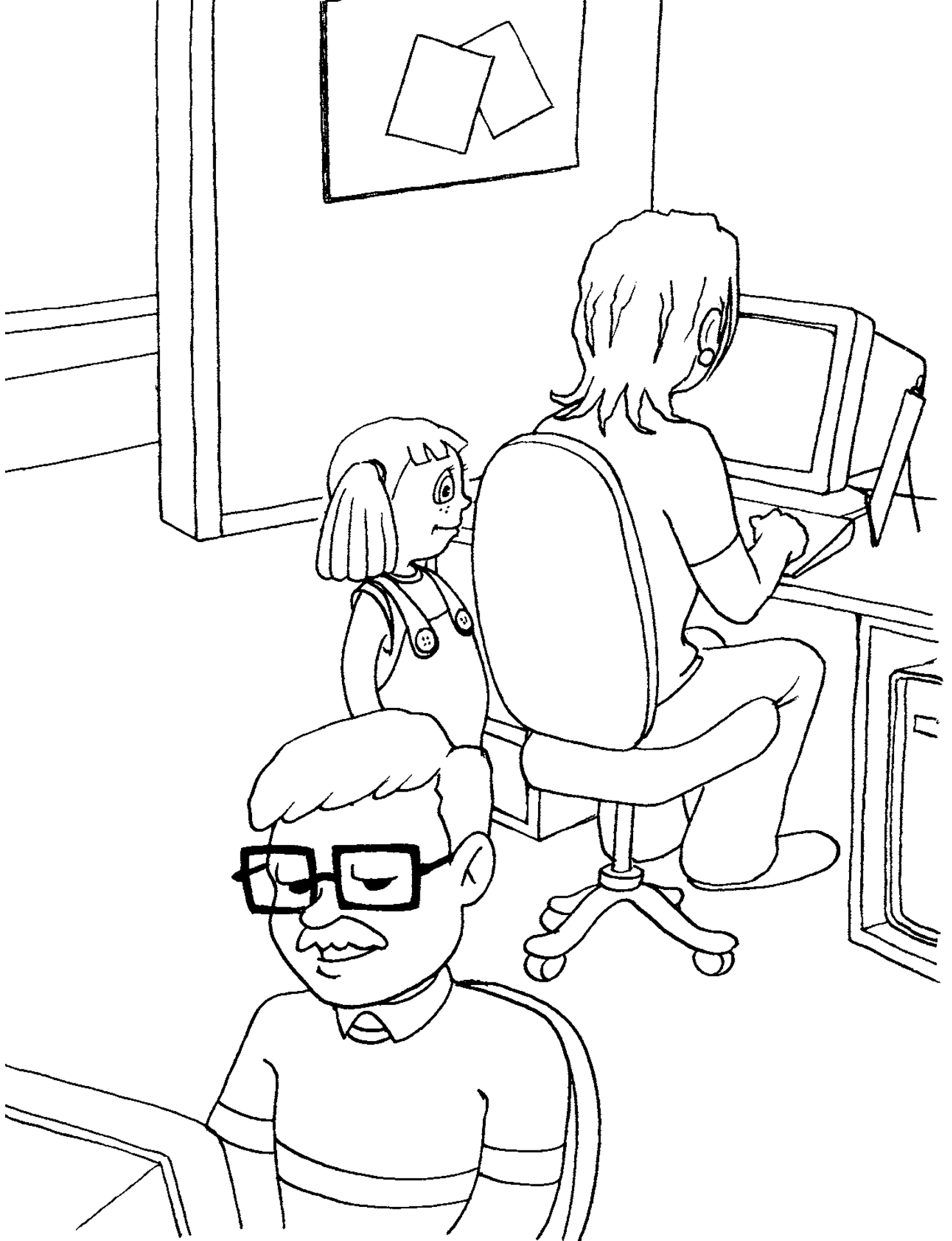
“Do you know what a PROGRAM is?” asked Kim.
“Yes,” Lauren replied. “A program is what you see
on the monitor that lets you do stuff.” “It is also
called SOFTWARE.”
“Very good Lauren.”



“To write a letter we move our mouse pointer onto the little picture of the word processing program.”
“The picture is also called an ICON.”



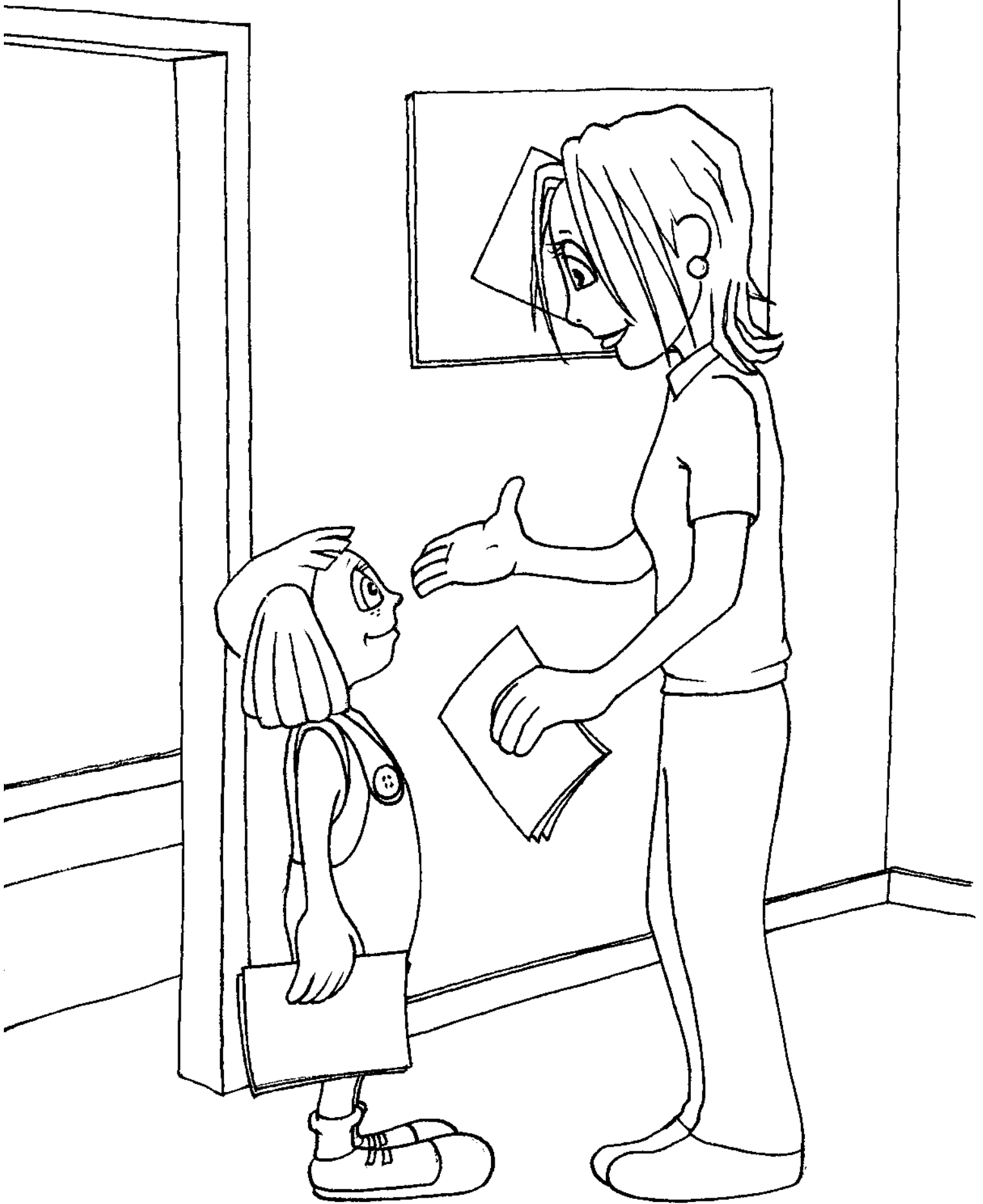
“Clicking the left mouse button two times quickly makes the word processing program start.”



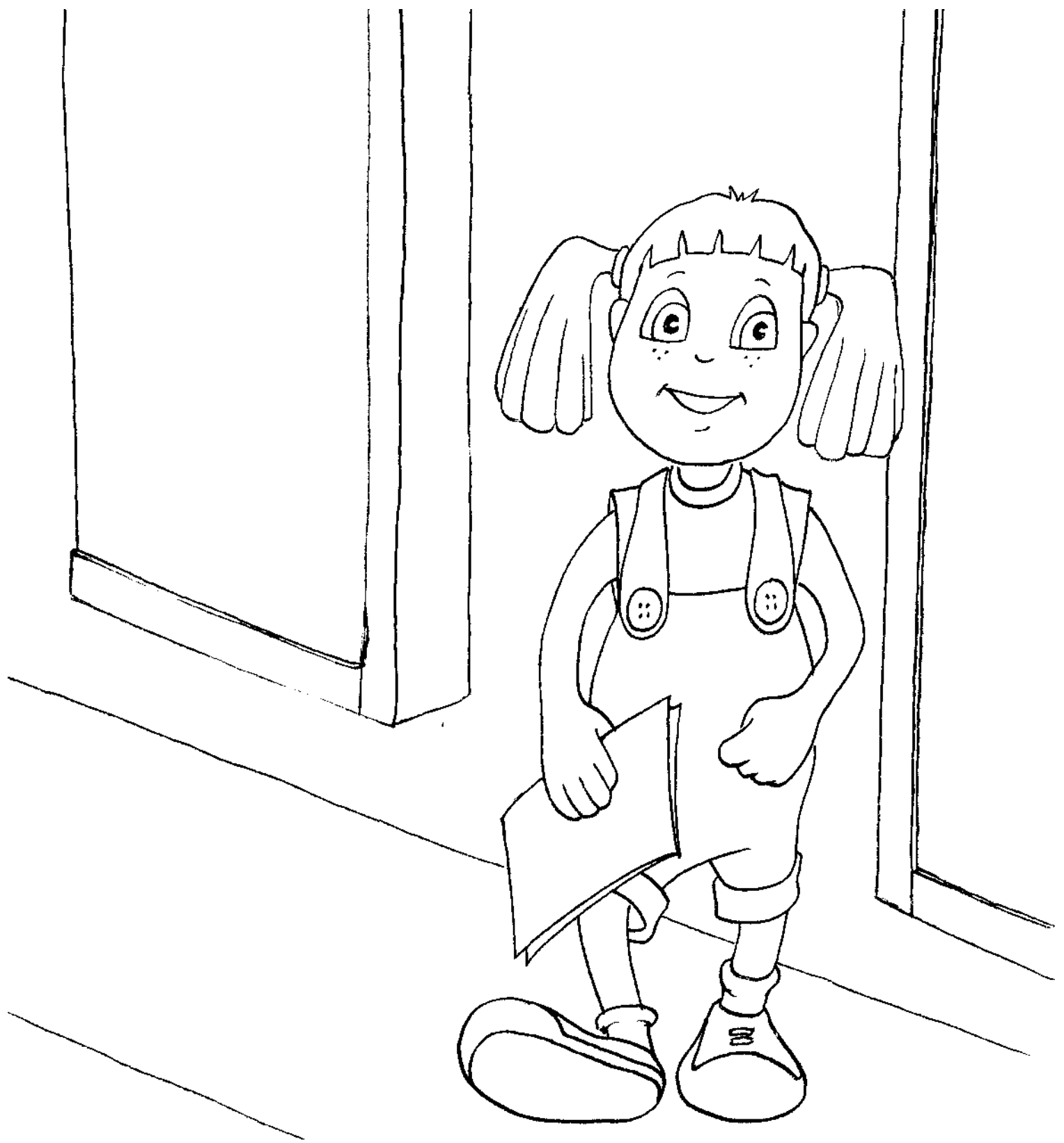
“Next, I use the keyboard to type the letter.”



“Now that we have the letter finished, let’s print it off.”



“Next, I will send this letter to everyone who works here.”



“Thank you Kim,” said Lauren.

Teachers Page

for Chapter 3

Words We've Learned

word processing
program
software
icon

Why Zip's Missing is an eBook

As a technology company we are amazed at the explosion the eBook industry has made on the Internet. It did not take long to make the decision to adopt electronic distribution. Our research in this new area of publishing has reinforced the significance of this industry.

Delivering books, manuals, guides, etc.
'on-demand' through the Internet makes sense:

Electronic books cost less because the printing is done at the user end;

Electronic books are convenient - instant access from home;

Electronic books allow content searching;

Electronic books can be purchased and viewed instantaneously;

Electronic books often offer sample chapters for download allowing you to try before you buy.

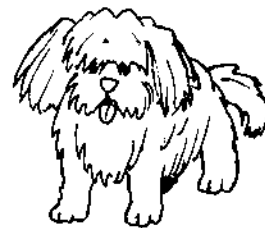
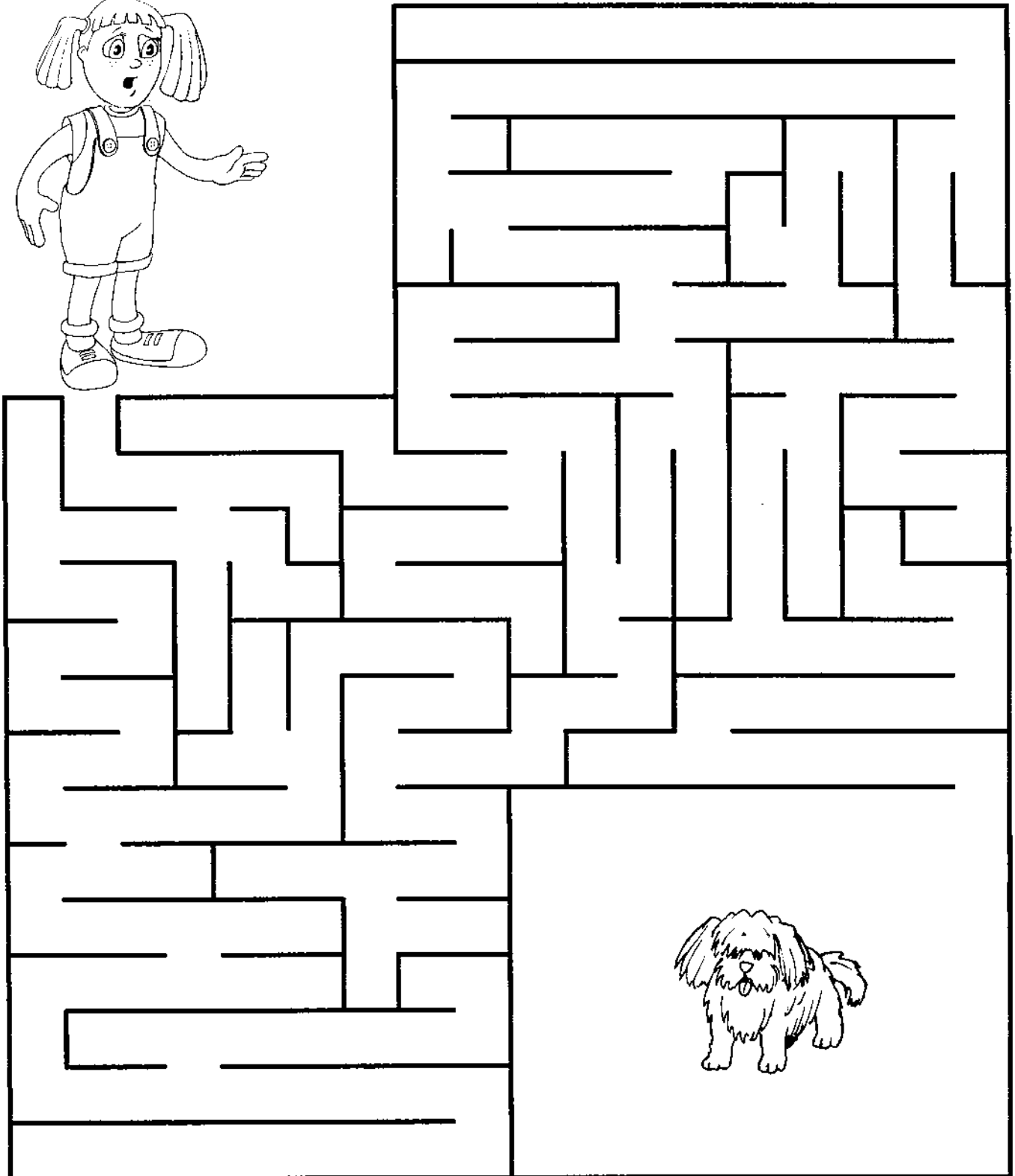
Our commitment to eBooks has convinced us to use this medium exclusively.

Suggested Activities

1. Have each student name a parent or friend they know who has a computer and what they use it for.
2. Have each student name a career where they would use a computer and what they would use it for.
3. Have each student draw a picture of their parent or friend using a computer.

Looking For Zip

Help Lauren find Zip. Draw a line from Lauren to Zip.



The Word Computer

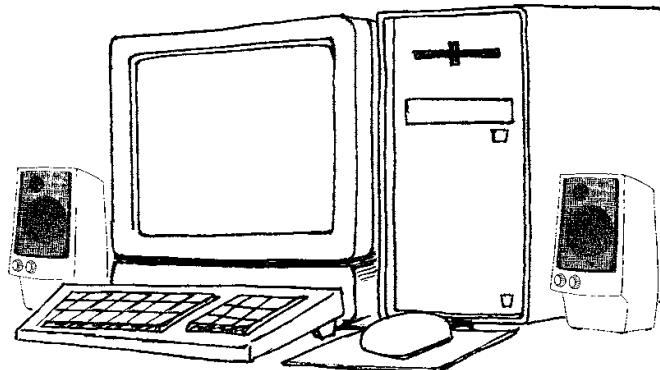
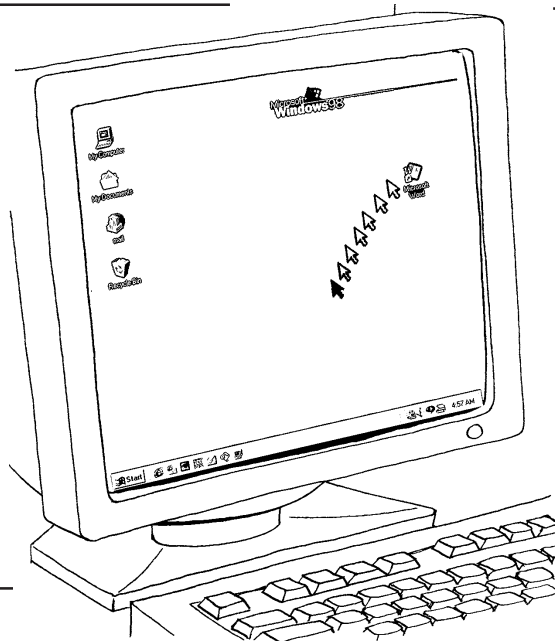
There are 8 letters in the word COMPUTER.

How many words can you make using the letters in the word

c o m p u t e r

tempo





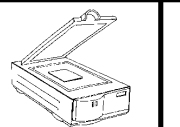


rope





Data Processing

While helping Lauren look for Zip, Stewart, John, Ron, Gary, Billy and Heather saw different computer parts. Read the above graph and answer the following questions:

						
Stewart	5	1	2	3	0	5
John	6	2	3	8	0	5
Ron	2	1	5	0	6	3
Gary	1	4	1	4	5	0
Billy	0	3	3	6	2	1
Heather	5	4	1	2	5	2

How Many...

Circle the correct answer
Who saw more...

printers did Heather see ____.

scanners did Heather see ____.

monitors did Heather see ____.

keyboards did Heather see ____.

mouses did Heather see ____.

speakers did Heather see ____.

scanners did Heather see ____.

printers did Heather see ____.

monitors did Heather see ____.

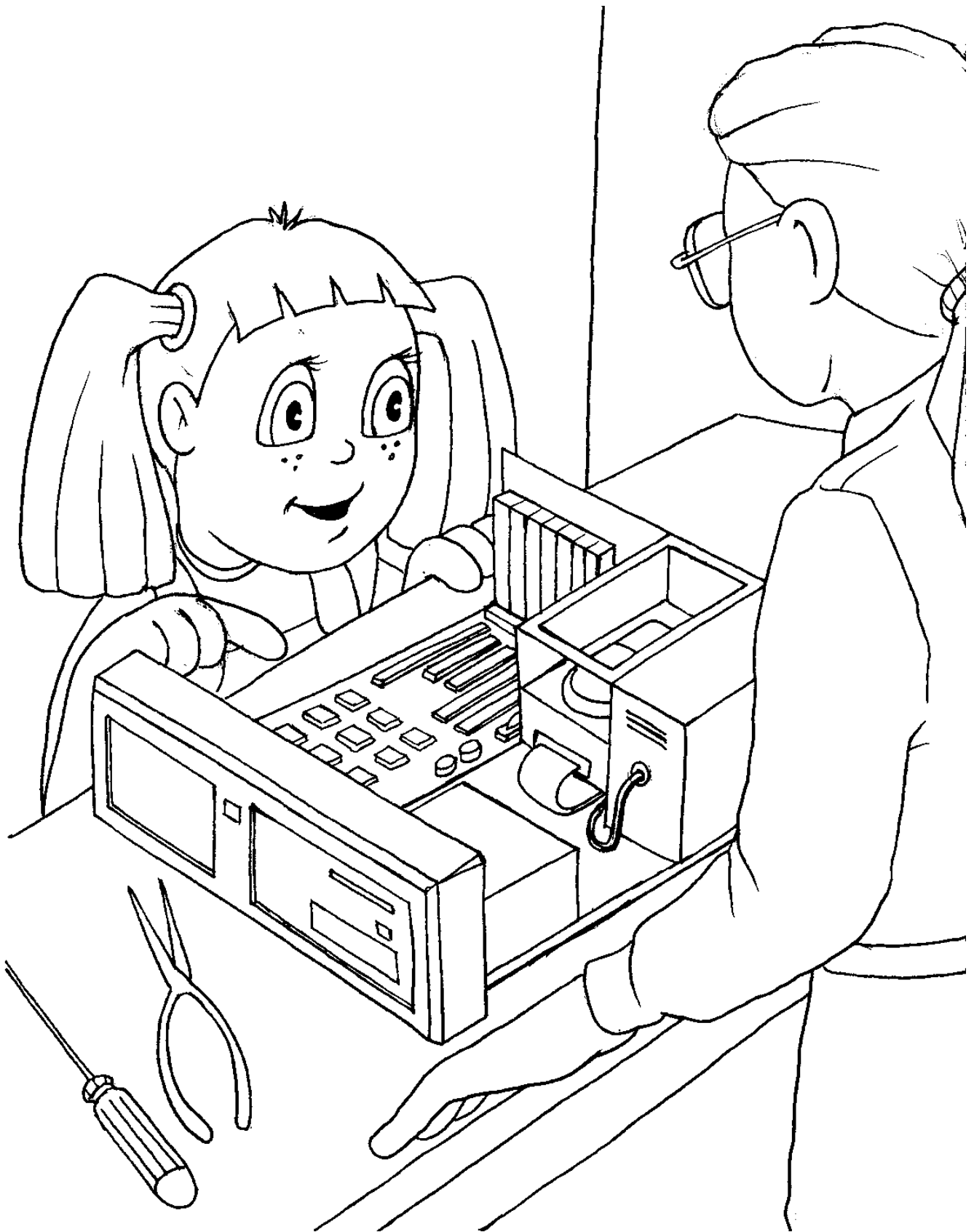
keyboards did Heather see ____.

printers:	Heather	Stewart
monitors:	John	Gary
scanners:	Billy	Heather
speakers:	John	Billy
mouses:	Ron	Gary
keyboards:	Heather	Ron
printers:	John	Ron
speakers:	Billy	John
monitors:	Heather	John



“Hi, my name is Lauren and I’m looking for my dog, his name is Zip.”

“Hi Lauren, my name is Heather and I haven’t seen Zip.”

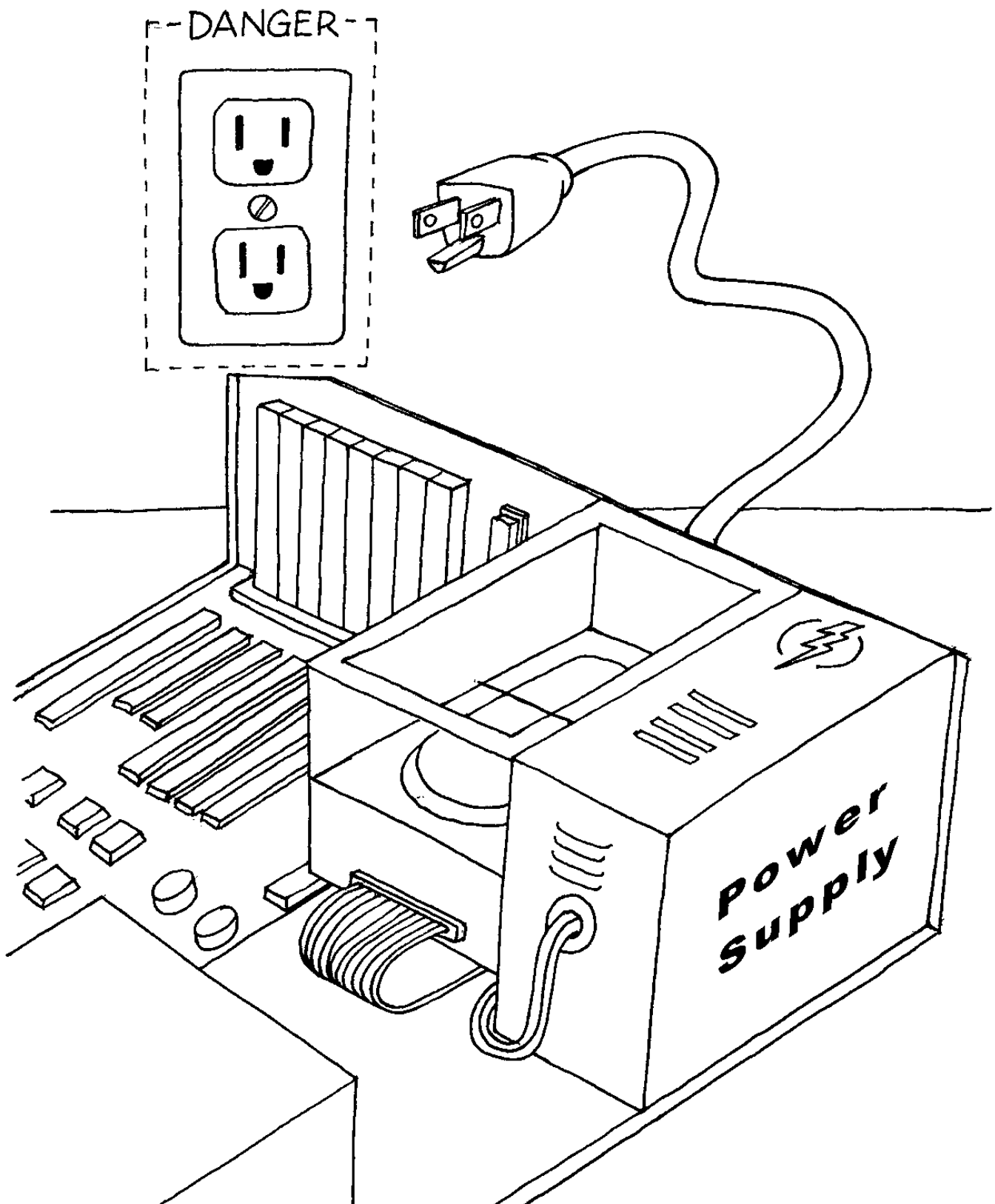


“(Wow)!” Lauren said, surprised to see the inside of a computer. “What are you doing?”

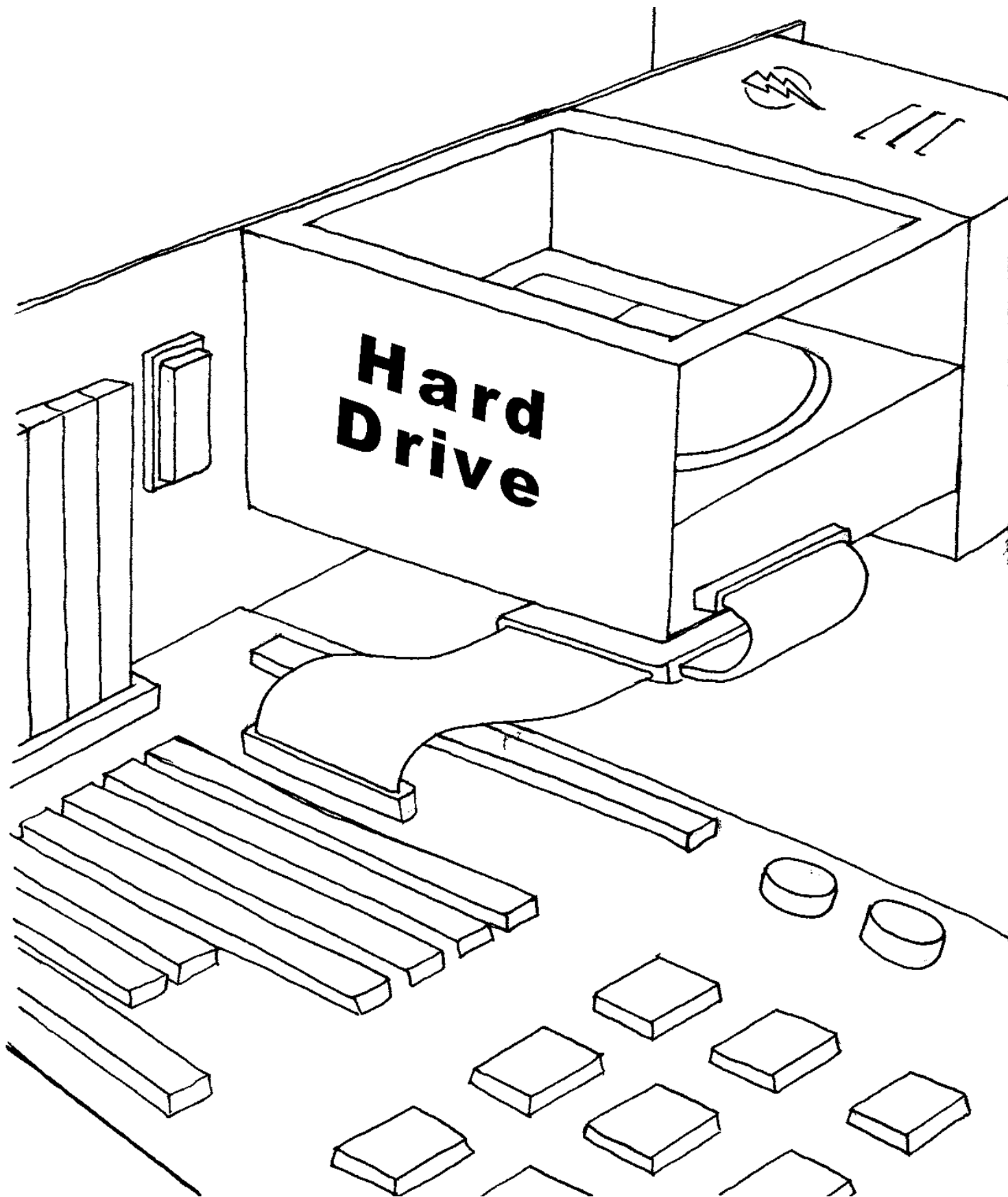
“I’m fixing this computer,” said Heather.

“Neat!” replied Lauren. “How do you fix a computer?”

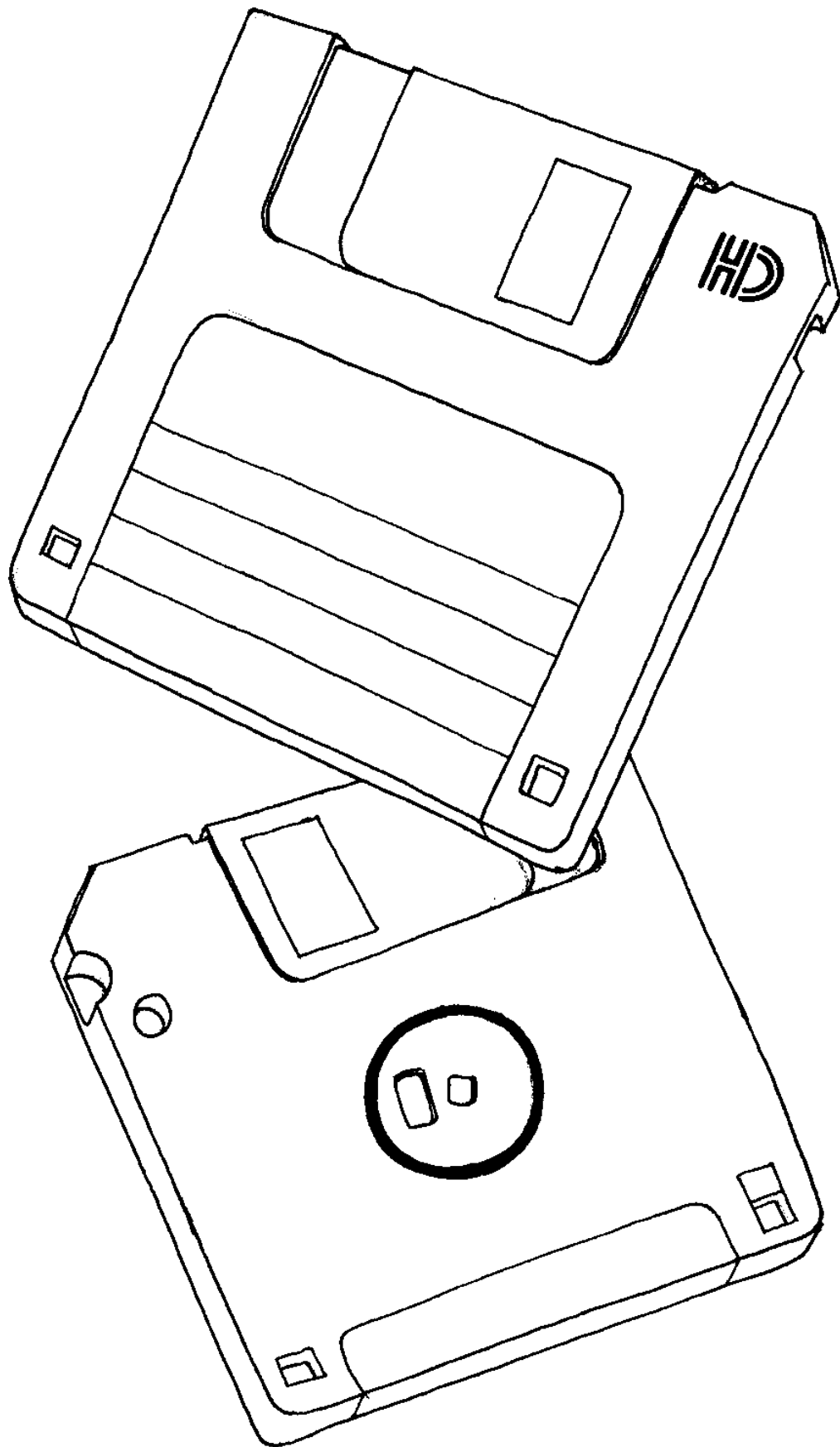
“We look inside to find the part that’s not working.”



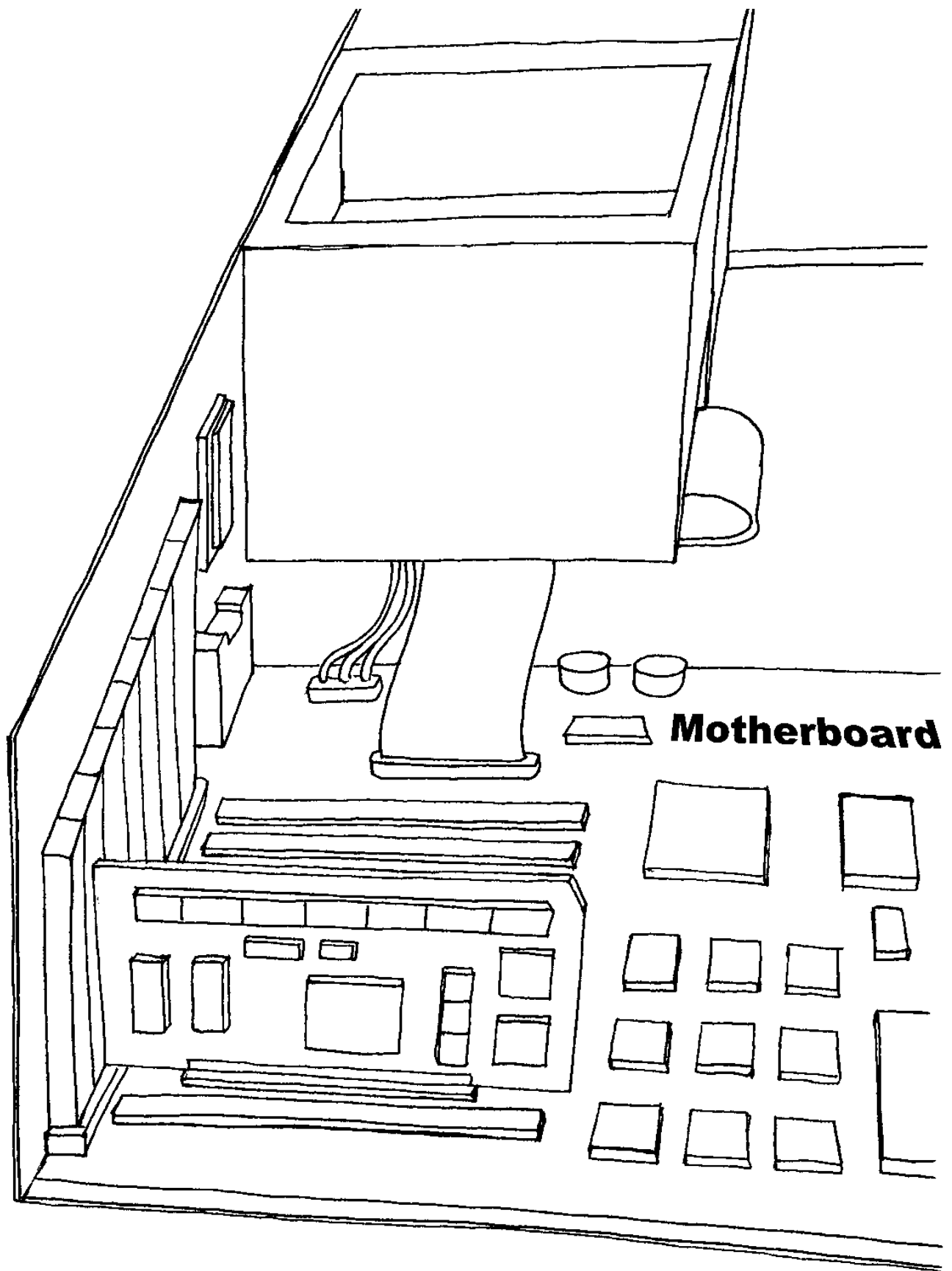
“A computer has several main parts.” “This part is called a POWER SUPPLY.” “When you plug your computer into the wall, power travels through the CORD and goes into this power supply.” “The power supply then turns the power into something the computer can use.”



“This other part is called a HARD DRIVE.” “This is where you SAVE things like pictures or letters.”



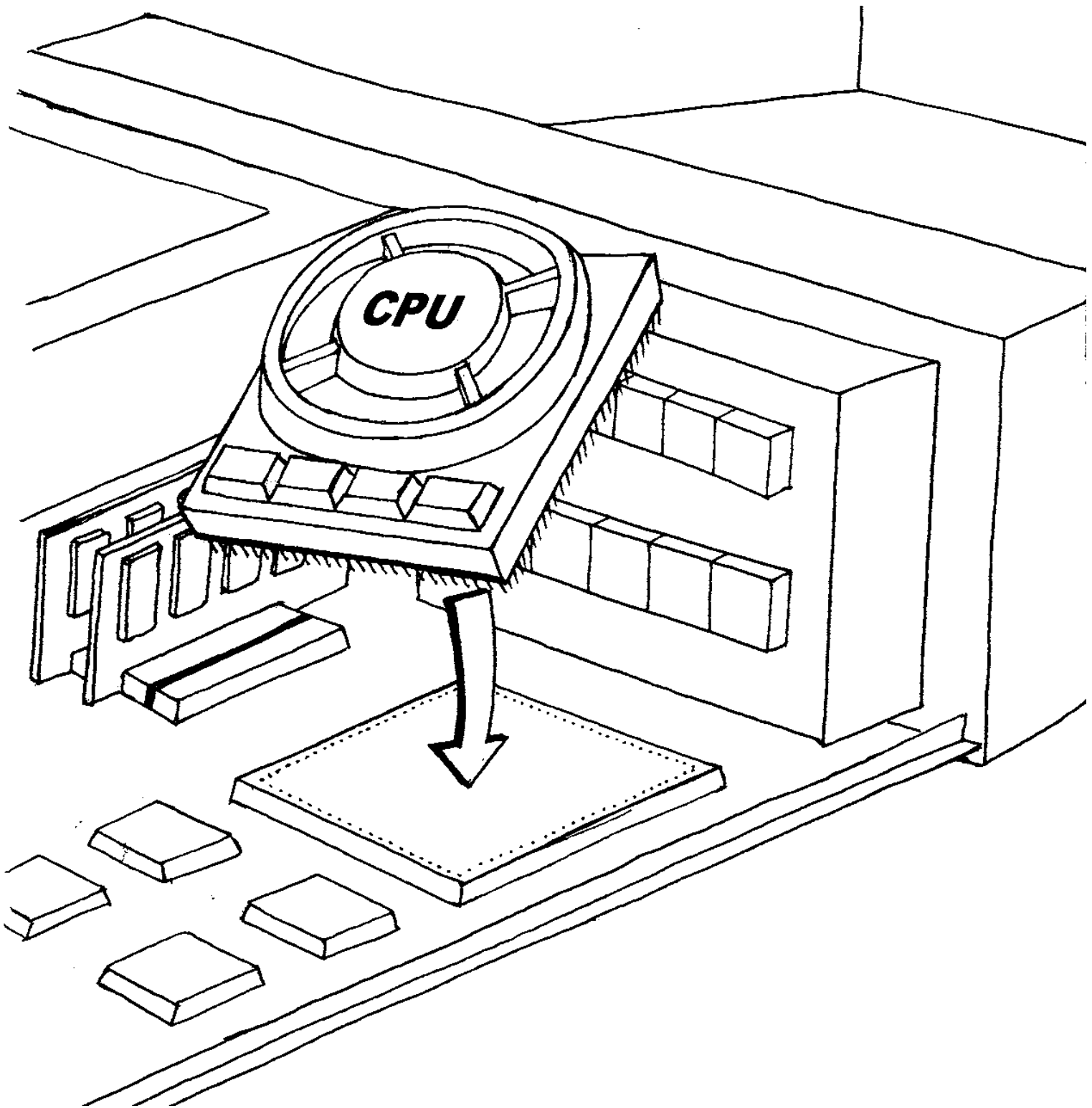
“Another place we save things is on a FLOPPY DISK.” “A floppy will not hold as much stuff as a hard drive but you can carry it back and forth between home and school if you like.”



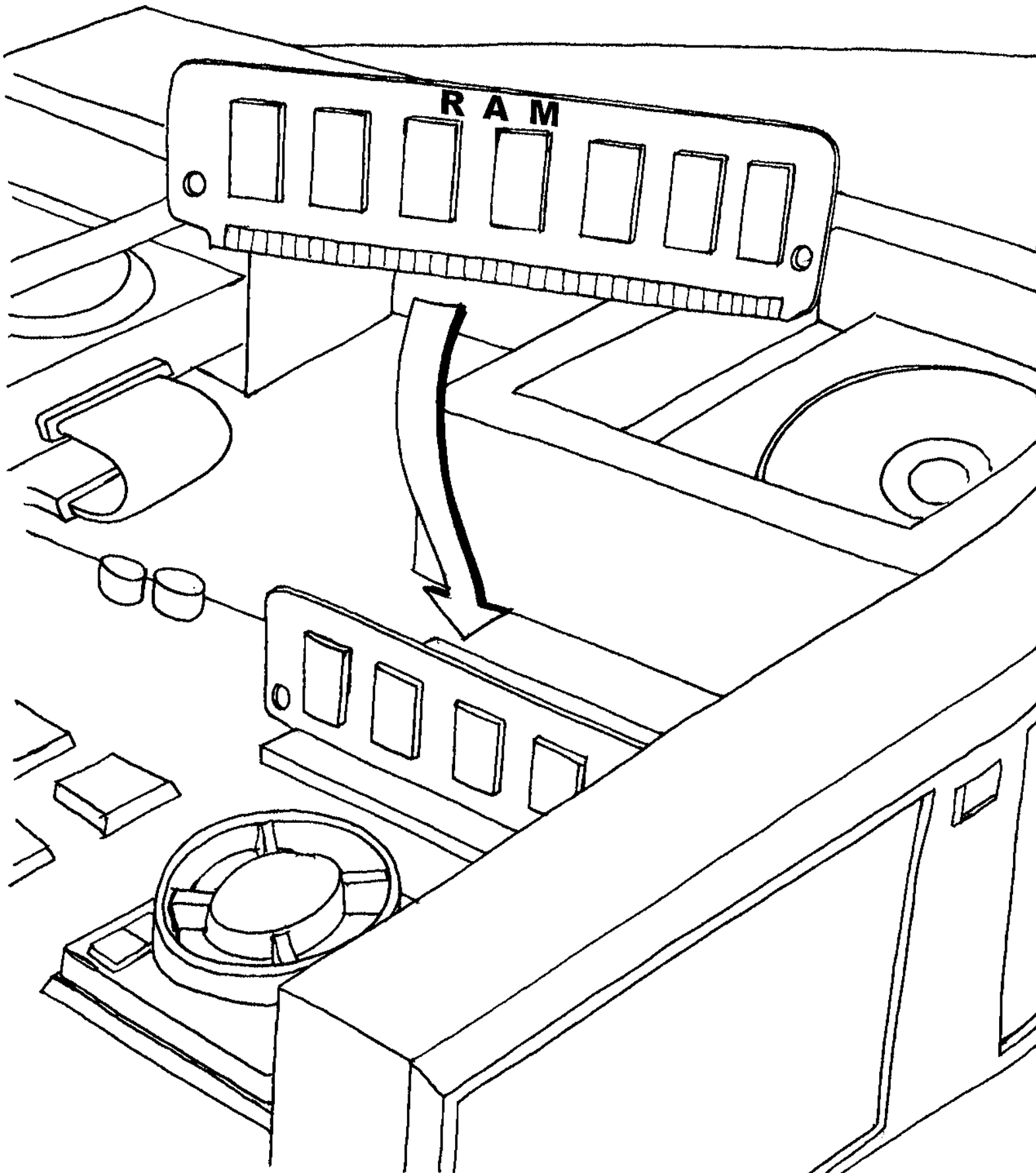
“Also in a computer is a part called a MOTHERBOARD.”

“A motherboard?” replied Lauren.

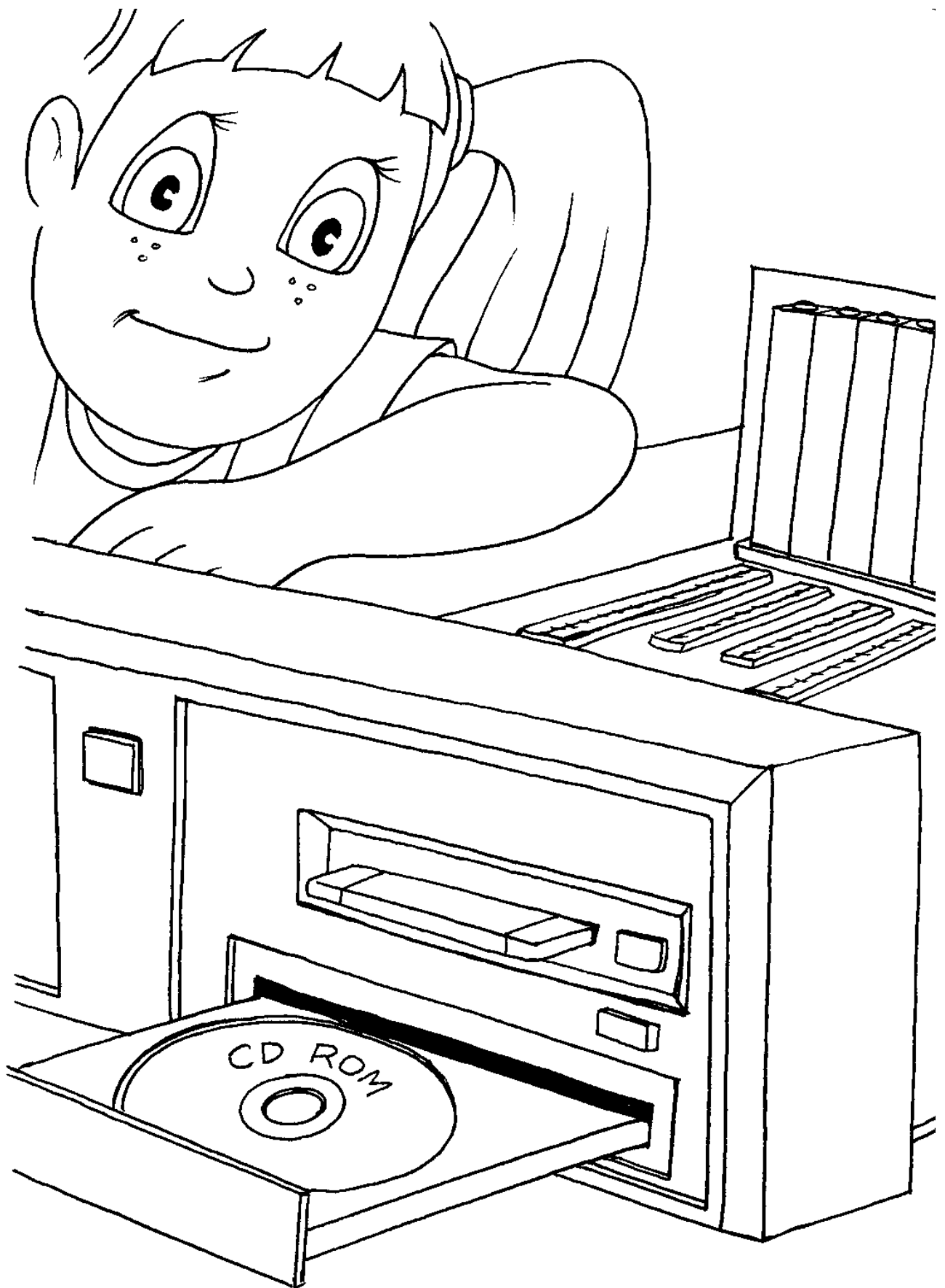
“Yes, this is the main part of your computer.” “Every part in the computer plugs into the motherboard.”



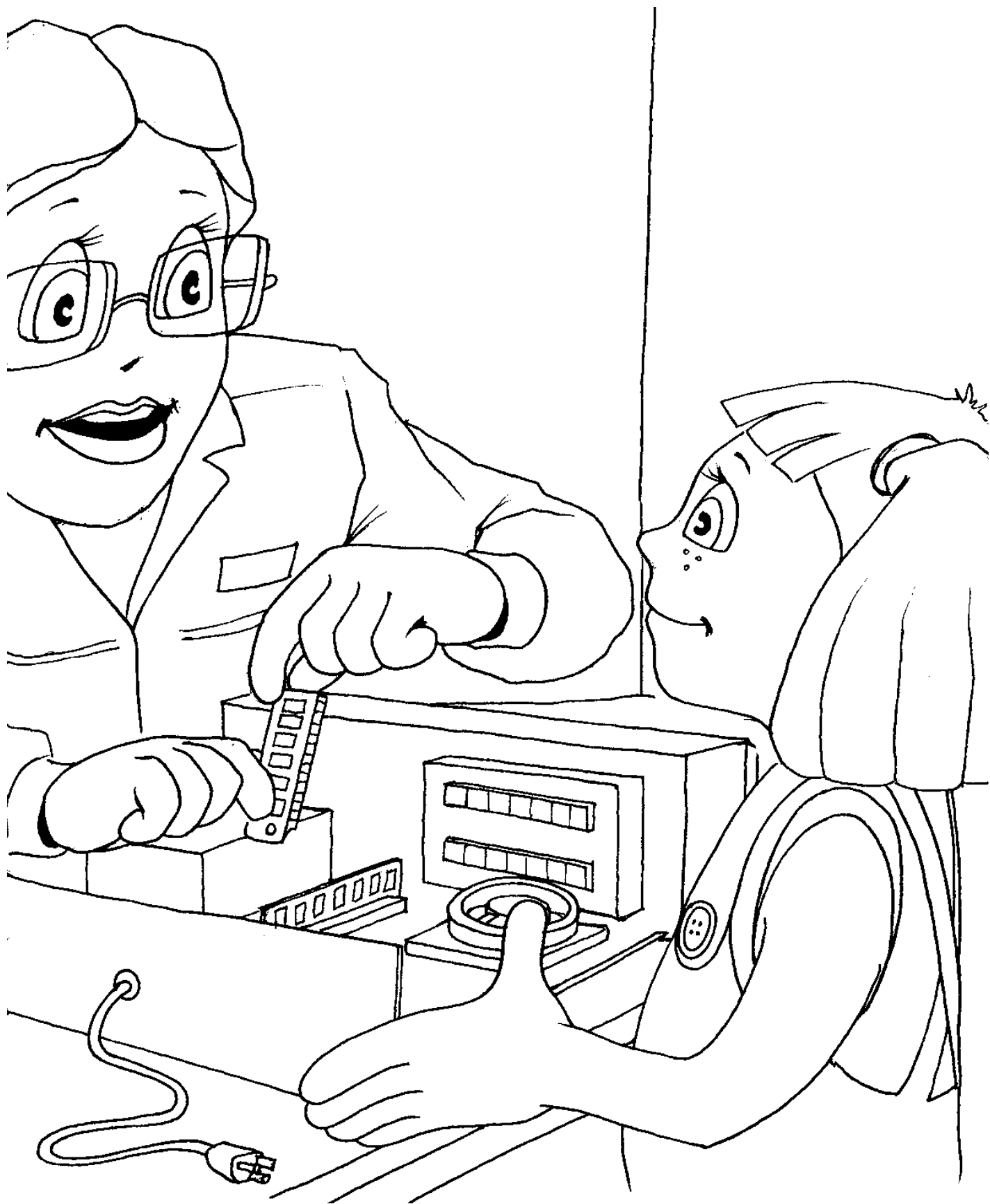
“This computer part is called the CENTRAL PROCESSING UNIT or CPU for short.” “The CPU is the smart part of the computer and does all the thinking.”



“Another important part of the computer is called RAM.” “RAM is used by the computer to temporarily store things that you are working on.”



“Computers also have a place to insert your floppy disks, called a FLOPPY DRIVE and a place to insert CD-ROM’s, called a CD-ROM DRIVE.”



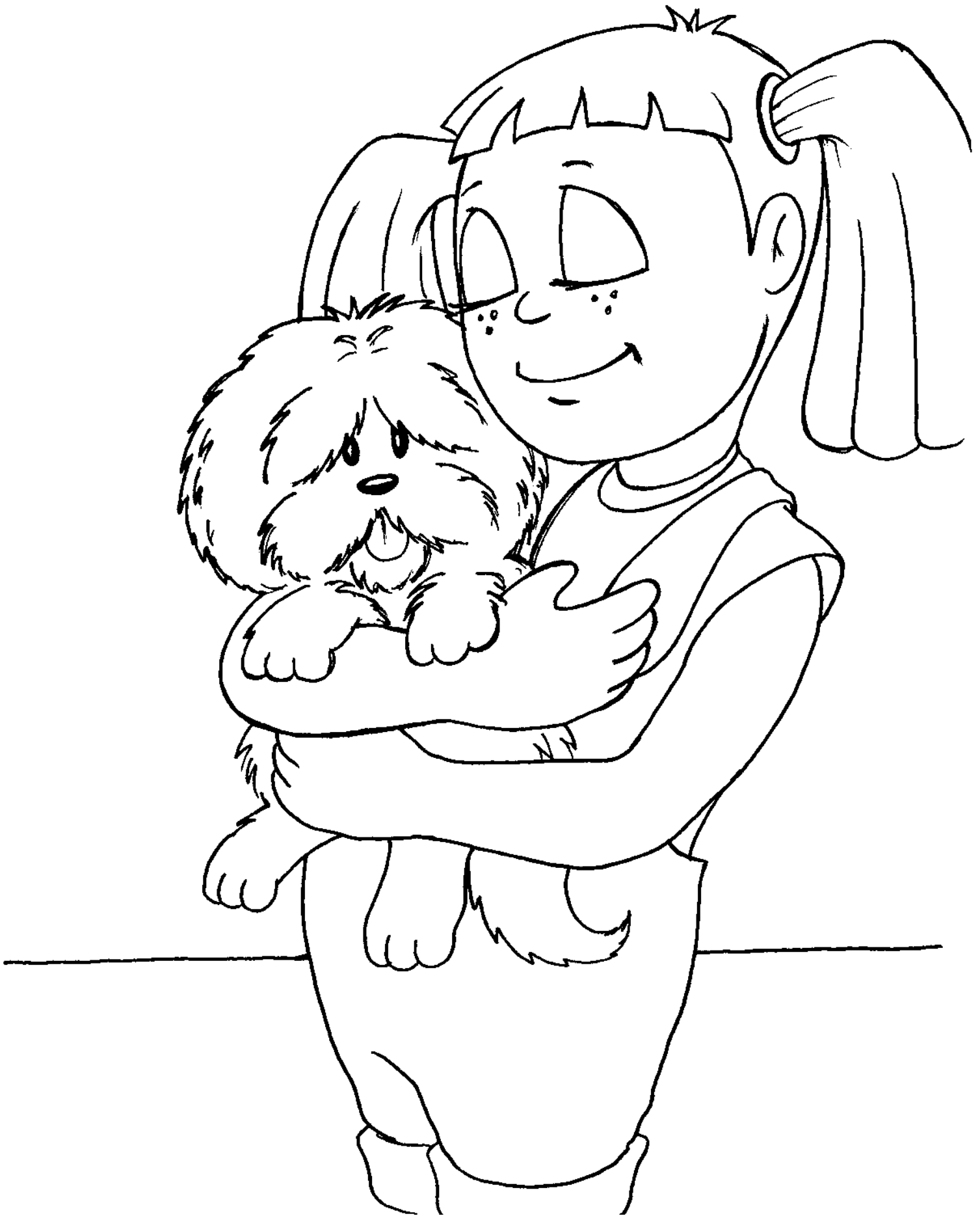
**“What’s wrong with this computer”? asked Lauren.
“I’m putting more RAM in it and this will make it
work faster”, replied Heather.”**



Dad rushed into the room with Zip in his arms. “Hey, look who I’ve found.”

“Zip!” “Zip!” shouted Lauren.

“Your posters and letters really worked Lauren,” said Dad. “Everyone was looking for Zip.”



Lauren is very happy to have Zip back.

Teachers Page

for Chapter 4

Words We've Learned

power supply
cord
hard drive
save
floppy disk
motherboard
central processing unit
CPU
RAM
Floppy Drive
CD-ROM
CD-ROM Drive

Activities Rational

The activities in **Zip's Missing** have been carefully designed to provide the effective combination of character recognition and basic computer knowledge. Character recognition is important for building a relationship between the student and the character. This relationship makes the computer skills building exercises more enjoyable and, therefore, a more valuable learning tool.

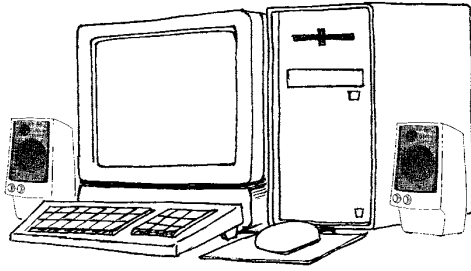
The actual computer skills building exercises vary in difficulty so that each student is entertained and challenged.




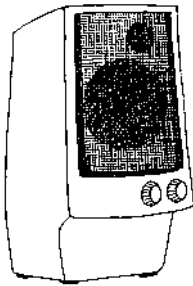
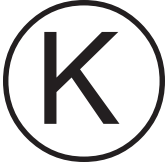
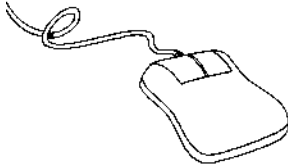
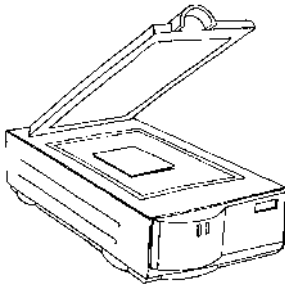
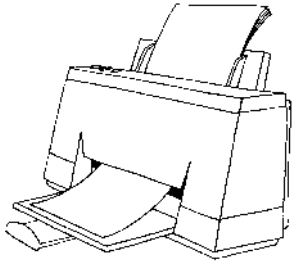

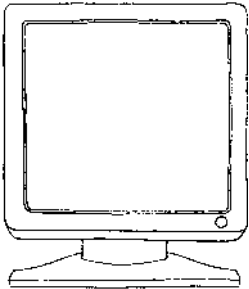
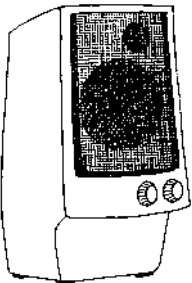
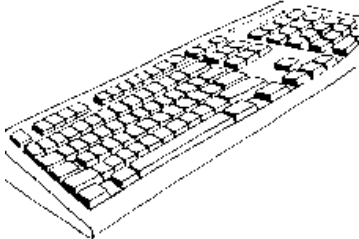

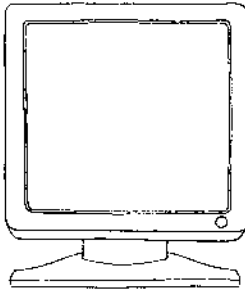
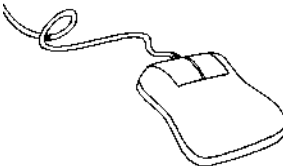
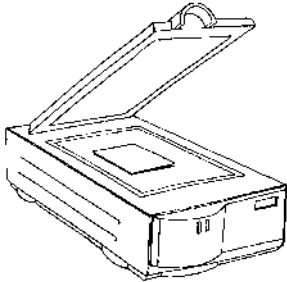

Suggested Activities

1. Ask each student to find two computers for sale in a magazine or newspaper? Bring both computer pictures to class.
2. Ask them to choose the computer they like the best.
3. Have the students list three reasons why they chose that computer.

Fun With Letters

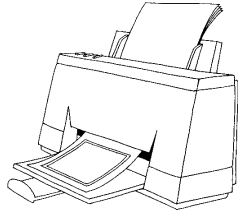


Color the computer parts in each square whose name begins with the letter in the circle!

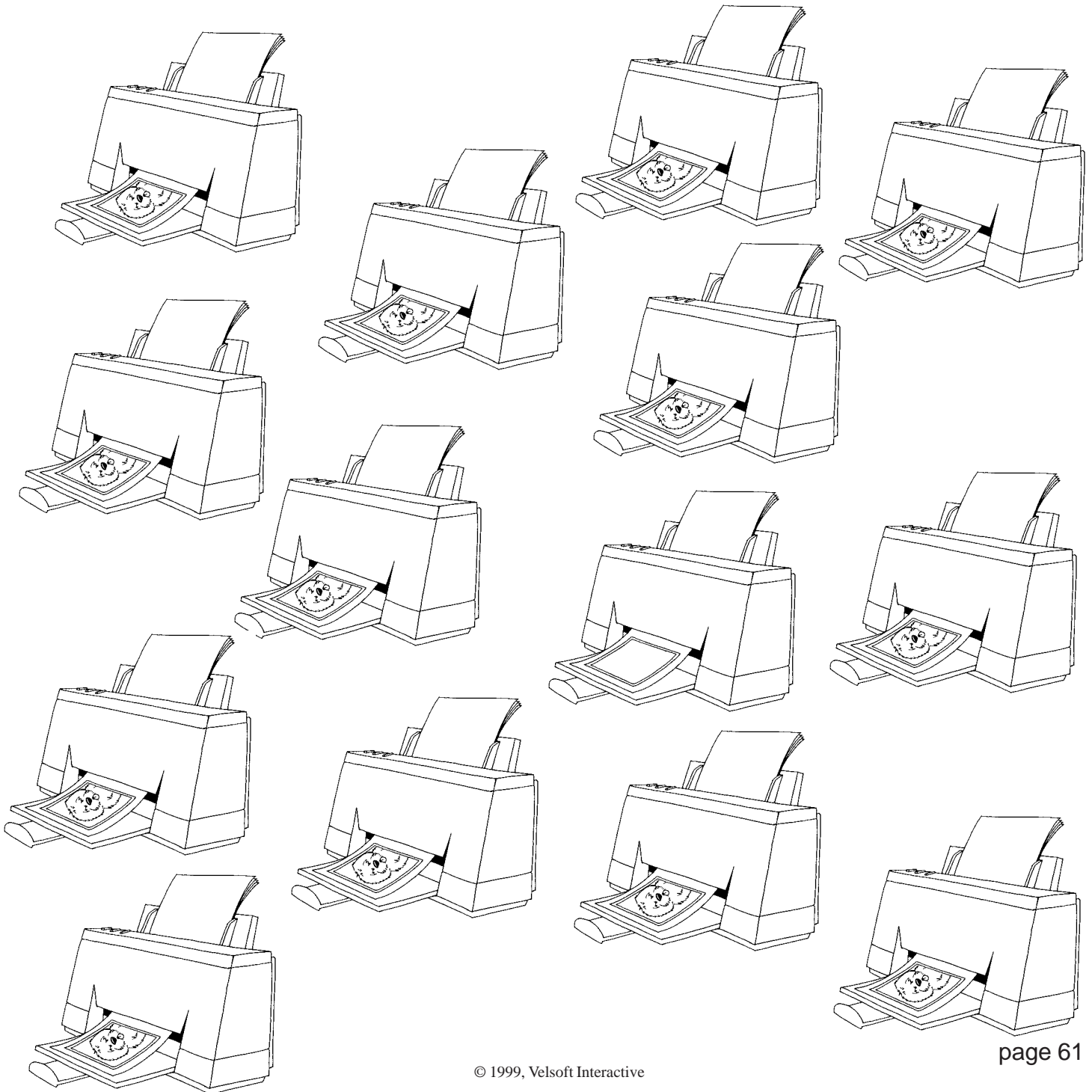
Find The Difference

Match the



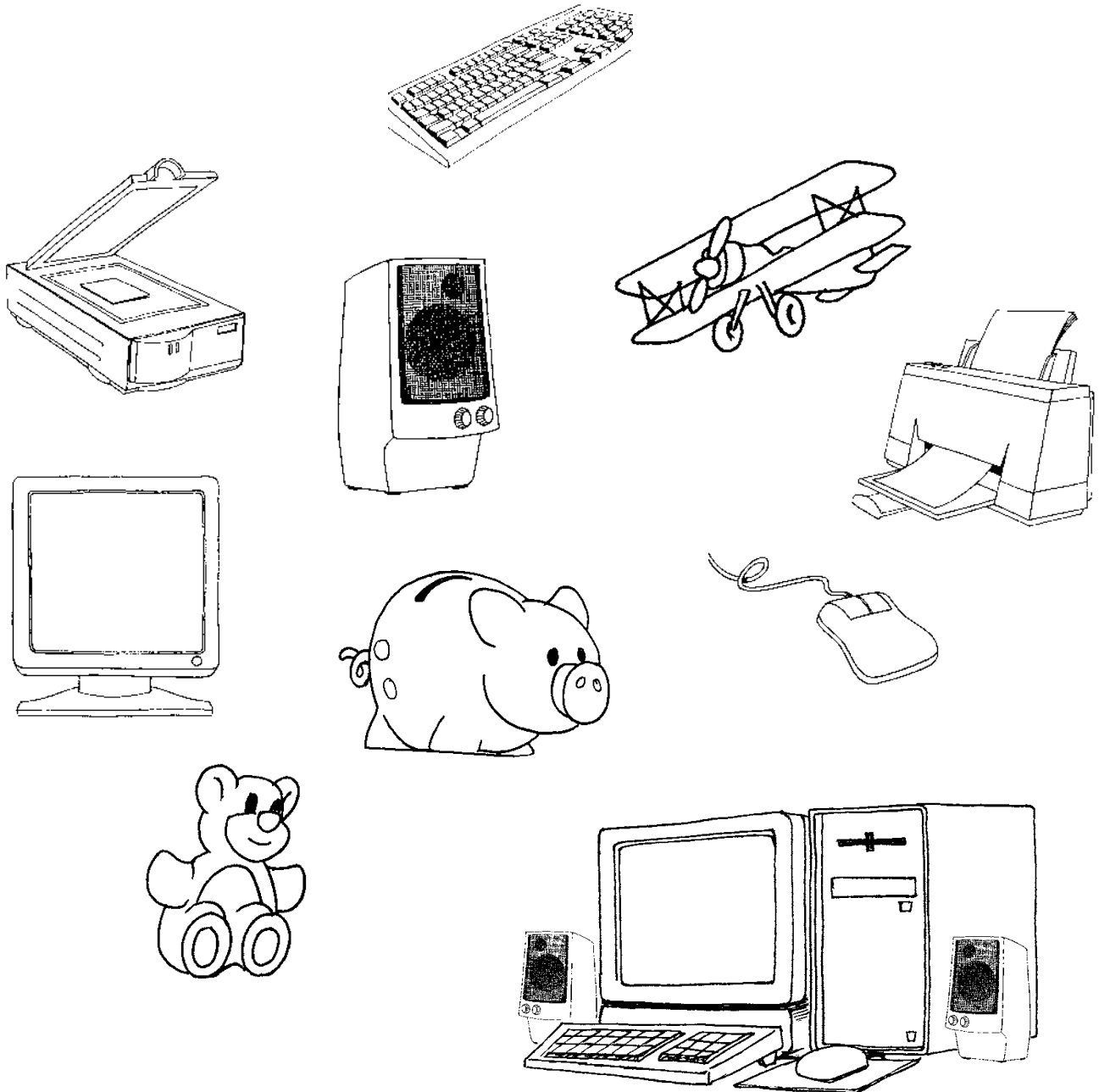
with the printer that

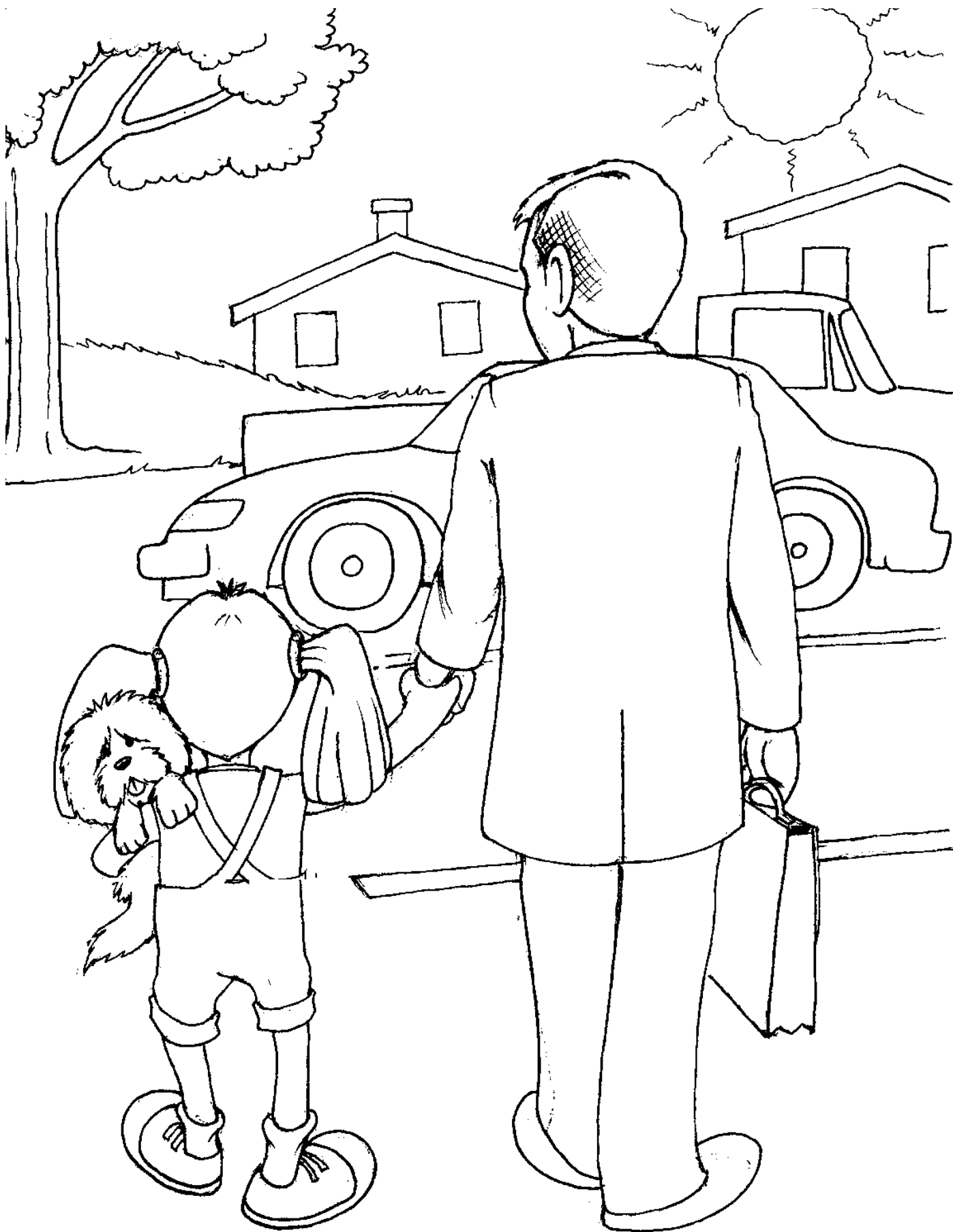
looks most like it.



X Marks The Not

Put an **X** through the things that are not computer parts.

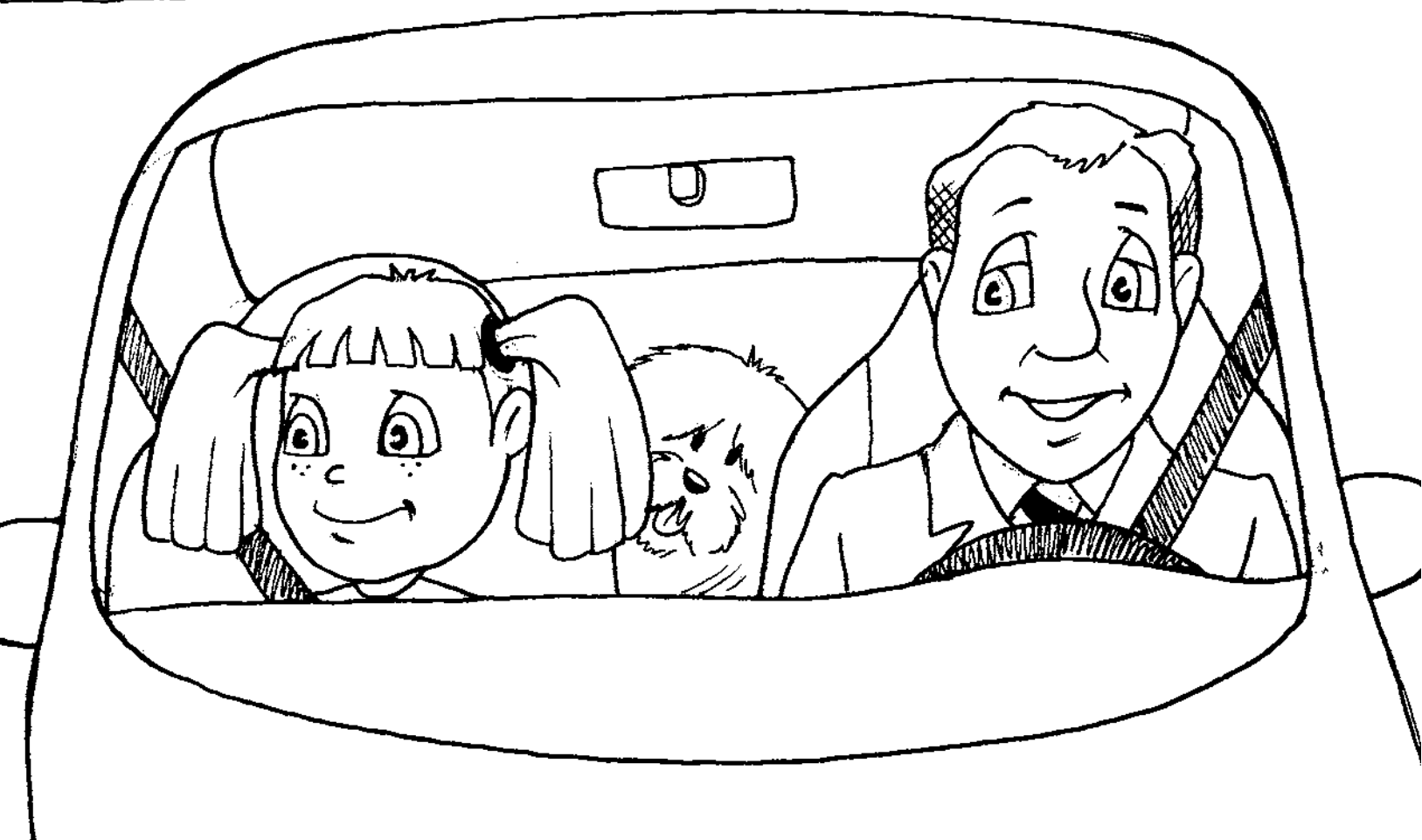
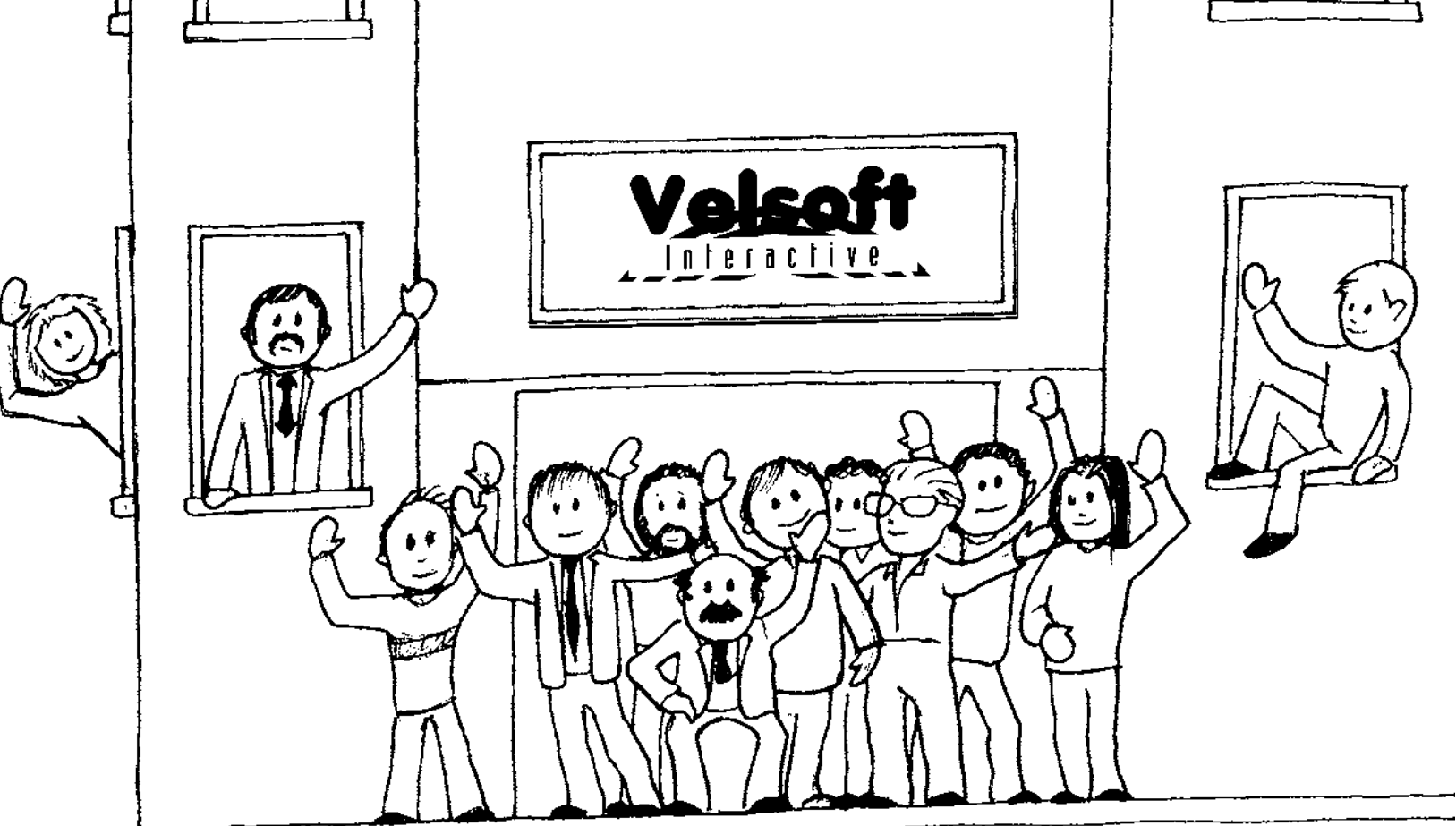




“So Lauren, did you learn anything about computers today?” asked Dad as they leave for home.



**“I sure did, Dad!” “Computers are really cool.”
“They can help you do your work easier and faster...”**



...but you still need people to make them work."

Teachers Page

for Chapter 5

Total Words We've Learned

computer	word processing
monitor	program
keyboard	software
type	icon
mouse	power supply
speakers	cord
sound	hard drive
connected	save
network	floppy disk
file	motherboard
scan	central processing unit
scanner	CPU
flatbed	RAM
pointer	Floppy Drive
screen	CD-ROM
graphic	CD-ROM Drive
print	

Velsoft

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Suggested Activities

1. Take your class on a tour of a technology-based business or your school's office. Identify who uses computers and what they use them for.
2. Challenge the student to bring to class the name of a computer peripheral that was not mentioned in Zip's Missing (ie. joystick, modem, trackball, Zip drive, tape backup, sound card, video card, microphone, CD-R, digital camera, laptop, etc.).
3. Using examples, discuss the difference between hardware and software.

Computer Cross-Outs

Cross out all the letters T, E, W, & K in each box to decode the hidden answer to the question.

1. The main place to store things on a computer is on the _____ drive.

H	E	A	T	E	R	E	D
---	---	---	---	---	---	---	---

2. You save a file on a _____ disk if you want to take it home.

T	F	E	L	O	P	P	Y
---	---	---	---	---	---	---	---

3. The brains of a computer is called _____.

W	E	C	T	P	K	U	T
---	---	---	---	---	---	---	---

4. The computer uses _____ to temporarily store things.

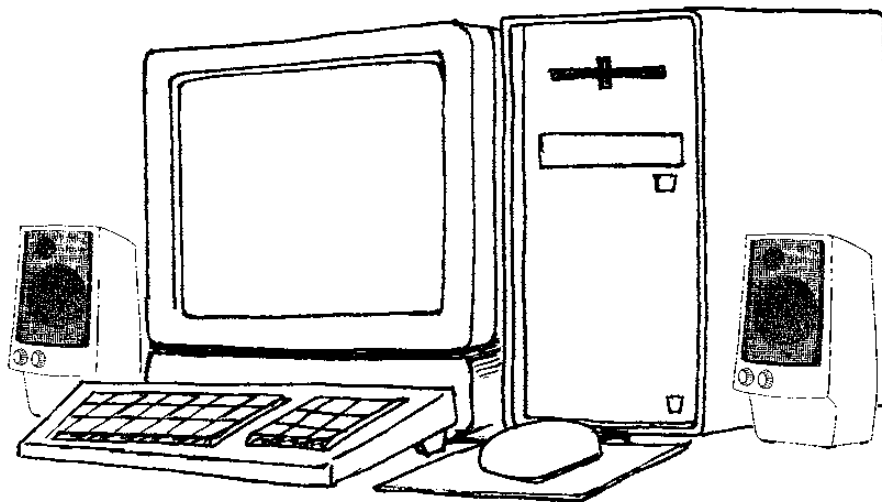
T	K	W	R	E	A	E	M
---	---	---	---	---	---	---	---

5. You _____ a picture to bring it into the computer.

K	S	E	C	A	T	E	N
---	---	---	---	---	---	---	---

6. An _____ is a small picture that acts as a symbol of a program or file on a computer.

I	C	O	W	T	E	E	N
---	---	---	---	---	---	---	---



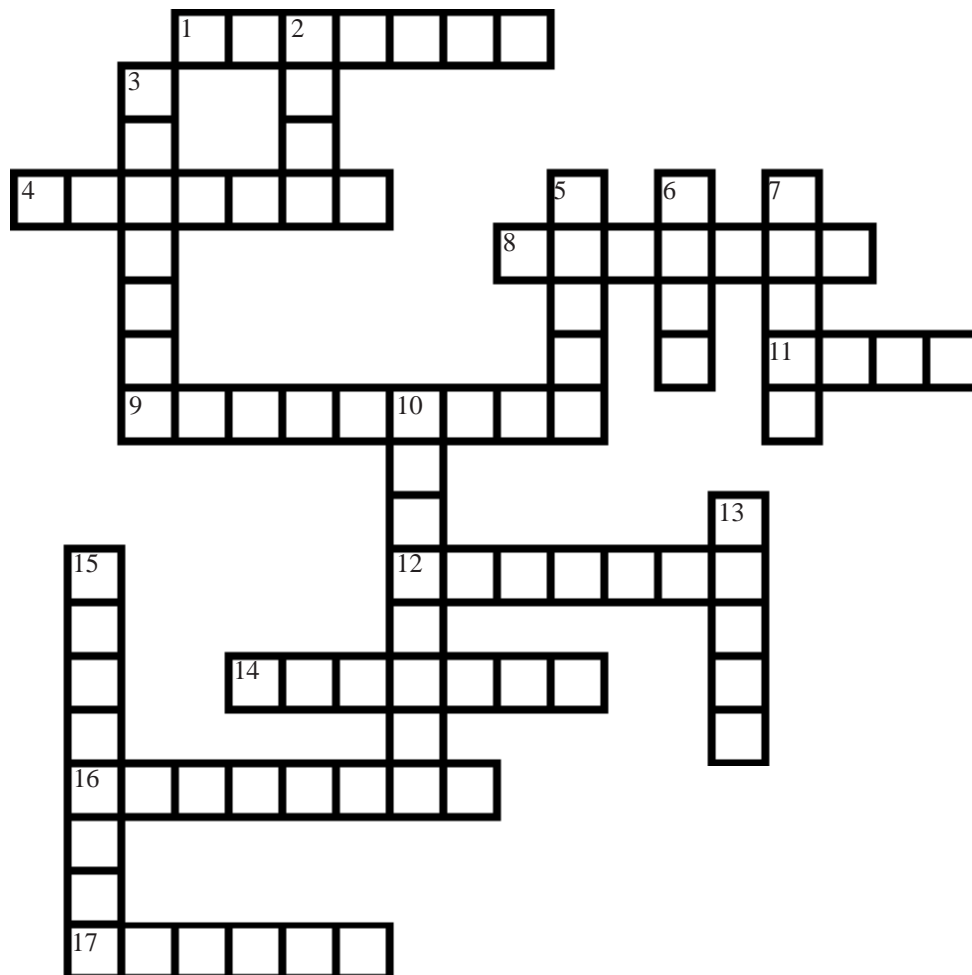
Computer Crossword

Across

1. A _____ allows us to send files to other computers.
4. You use a _____ to bring pictures onto a computer screen.
8. The part of the computer that looks most like a TV is called a _____.
9. A network is when all the computers are _____ to each other.
11. We have to _____ a picture to get it into the computer.
12. You move your mouse to effect the _____ on the screen.
14. A scanner that lays flat on a desk is called a _____ scanner.
16. You type on a _____.
17. When you type you can see what you're typing on the computer's _____.

Down

2. To put words on the computer screen, you must _____ on the keyboard.
3. A picture on the computer is called a _____.
5. What you hear from a computer is called _____.
6. Information stored on a computer is called a _____.
7. You can click things on your computer screen by moving your _____.
10. A machine that helps you do your work is called a _____.
13. After you have created something on the computer you can _____ it out to have a look at it.
15. _____ are what let you hear the sounds on a computer.





Certificate

presented to

for successfully completing all
computer activities in **Zip's Missing**.
A Velsoft Computer Manual for Kids!

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Computer Manuals For Kids

Date

Teacher

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