

Edubuntu Introductory Training for Teachers

In order to use Edubuntu productively in the classroom a teacher should be able to demonstrate knowledge and use of the following applications and skills. (This training syllabus can be adjusted for Primary versus High School) Use this list as talking points to present the training. Step through from beginning to end having students open each of the applications and understanding the basics of each. Use the Edubuntu Lesson Plans for more details on each of the applications and their uses in the classroom. When the training is complete, go back through the list and have the student show you their capability in each topic.

STUDENT NAME:	
Date of training and testing:	
Trained	Topic
	Tested
Computer Setup (All required)	
	Connecting the computer
	Turning on the computer
	Logging In (password: admin)
	Windows
	Maximize (Top left – up arrow)
	Minimize (Top left – down arrow)
	Close (Top left - X)
Applications/Education (Four required)	
	Blinken
	Kalgebra
	Kanagram
	KBruch
	KHangMan
	Kig
	Kmplot
	KTouch
	KTurtle
	KWordQuiz
	Marble
	Parley
	Step
	TuxMath
	TuxPaint
	Tux Typing
Applications/Games (Two required)	

AisleRiot Solitaire
Atomix Water Molecule
Blinken
Chess
Gcompris
gbrainy
Kanagram
KhangMan
Mahjongg
Mines
Potato Guy
Quadrappel
Sudoku
Applications/Internet (All required)
Firefox
- Address Bar (enter the URL)
- Search bar
- Forward button
- Back button
Applications/Office (All required)
OpenOffice.org Presentation
- Add slide, delete slide
- Insert text, graphic, photograph
- Slide design
- Slide transition
- Object animation
- Slide show
OpenOffice.org Spreadsheet
- Cell address
- Column width
- Row height
- Autosum function, other functions
- Create a chart
OpenOffice.org Word Processor
- Cut, copy, paste text
- Change font, font size, font color

- Bold, italic, underline
- Superscript, subscript
- Bulleted List/Numbered List
- Align left, center right
- Insert a table
- Page format Portrait/Landscape
File Management
File/Save
File/Save As
File/New
File/Open
File/Recent
Places (All required)
Home Folder
Desktop
Documents
Recent Documents
Log Out (Required)
Shut Down (Required)