Design Document: Computer Basics

Class Description

New to computers or been awhile since you used one? Come to Computer Basics and learn how to start and shut down a computer; create, save, and open a file; create a folder; and rename files and folders.

**Prerequisites:** Mouse & Keyboard Basics

**Curriculum Track**

Basics

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To introduce new users to basic terminology, functionality, and navigation of computers

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Windows 7

Material Requirements

Pens or pencils, activity sheets, handouts, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Identify and define basic computer components
* Navigate a computer desktop
* Start and shut down a computer
* Create, save, and open a file
* Create and move a file into a folder
* Rename a file and/or folder

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

**Agenda (3 mins)**

* Outline the following topics that will be covered in class:
  + Terminology & Descriptions
  + Desktop Elements
  + Starting Up & Shutting Down a Computer
  + Creating, Saving, & Accessing a File
  + Creating Folders & Renaming Files

**Topics, Talking Points, and Activities (85 mins.)**

* Terminology & Descriptions
  + Define the following terms for participants as you move through the presentation slides:
    - **Computer**: An electronic device for storing and processing data based on a program or logic sequence involving numbers and codes
    - **Desktop Computer**: A computer with a separate monitor, keyboard, and processor
    - **Laptop Computer**: A portable computer that contains the monitor, keyboard, and processor in one unit
    - **Monitor:** The computer component that allows users to view images
    - **Flash Drive:** A pocket-size data storage device used to save computer files; also called a thumb drive or USB drive
    - **Desktop**: The primary display area on a computer screen
    - **Icon**: A small graphical representation of a program
    - **Window**: An area of the screen that displays information for a specific program independently from other parts of the screen
    - **Taskbar**: A stationary strip of icons used to access frequently-used programs such as Internet Browsers or Microsoft products
    - **System Tray**: A stationary taskbar that contains icons for system functions such as time, date, and audio volume
    - **Start Menu**: The central launching point for computer programs and tasks in a Windows computer

**ACTIVITY**: Have participants complete **Activity #1** on the *Activity Sheet*

* Desktop Elements
  + Explain that now that you’ve provided basic definitions, it’s important to understand how the Desktop elements work together so users can navigate within the computer
  + Share that the desktop is like home base and is the first place they will visit to access all programs and functions
  + Use screenshots or a live demo to illustrate the following items:
    - Double-clicking on an icon on the Desktop, in the Taskbar, or in the System Tray opens the program in a new window
    - Clicking on the **x** in the upper right corner closes a program and its window
    - Clicking on the **\_** in the upper right corner minimizes (hides) a program and its window instead of closing it
    - Clicking on the double window icon in the upper right corner of a program while it is open allows you to adjust between full screen view and window view
    - Clicking on the **Start** menu allows you to access **All Programs** loaded on your computer as well as important areas that contain ways to manage and organize your programs, like:
    - **Computer**, which allows you to see all of your drives and browse for files
    - **Control Panel**, which allows you to adjust all system settings like Display, Language, Security, create additional user accounts, and uninstall programs
    - **Devices and Printers**, which allows you to check the status of print jobs and configure scanners, portable hard drives, and other external devices to your computer
    - **Help** **and** **Support**,which connects you to your computer manufacturer’s resources to help you answer questions about how your computer works

**ACTIVITY**: Have participants complete **Activity #2** on the *Activity Sheet*

* Starting Up & Shutting Down
  + Explain that to maintain a computer properly, users should not leave it up and running all the time
  + Click on the **Start** menu and show users the options for managing computer activity; if an option is not visible on the student computers, skip it and move to the next. Explain each option, as follows:
    - **Log Off**
    - Closes programs and logs off the current user
    - Allows another user to log in with his or her own profile
    - Typically used on shared computers or when privacy concerns require individual accounts
    - Requires users to log in with personalized credentials (i.e., log in and password)
    - **Lock**
    - Locks the computer in its current state so no one else can access it
    - Typically used in offices when someone leaves his or her desk and does not want to log out
    - Requires the current user’s (or an administrator’s) password to unlock it
    - **Restart**
    - Closes all open programs and shuts down/restarts Windows (reboots)
    - Either logs in the current user automatically or populates the username box with the current user’s login (if auto-saved)
    - Typically used when an application gets hung up
    - May or may not require users to enter their username and password on the log in screen
    - **Sleep**
    - Keeps your session in memory and puts the computer in a low-power state so the user can quickly resume working
    - Typically used to save energy without having to log out or turn the computer off
    - Requires the user to press a key or move the mouse to bring it out of “hibernation”
  + **Hibernate**
  + Saves your session and turns off the computer
  + Typically used to bypass the log off/log in processes
  + Requires the user to turn on the power at which point Windows will restore your session
    - **Shut down** (default)
      * Closes all programs, shuts down Windows, and turns off the computer
      * Typically used at the end of the day
      * Requires users to turn power back on and log in with credentials
  + Highlight that on most computers, the power button is either on the front of the processor (desktop) or inside the lid (laptop)

**ACTIVITY:** Have participants complete **Activity #3** on the *Activity Sheet*

* Creating, Saving, & Accessing Files
* Explain that there are many types of documents users can create for different purposes; in today’s class, participants will be using Microsoft Word to create a document
* Outline the following steps for creating and saving a document as you move through the slides (or do a live demo, if you prefer):
  1. Open a new Word document
  2. Type the sentence, “I really enjoy teaching computer classes!”
  3. Click **File** > **Save As** and show participants the **Save As** window
  4. Use the scroll bar to show participants how to browse between folders and drives
  5. Click on the **Desktop** icon and then in the *File name* box
  6. Name your file *Teaching* and save it to the Desktop by clicking the **Save** button

**ACTIVITY:** Have participants complete **Activity #4** on the *Activity Sheet*

* Creating Folders & Renaming Files
* Explain that computer files are organized and maintained through the process of creating and managing Folders
* Outline the following steps for creating and moving a file into a folder as you move through the slides (or do a live demo, if you prefer):

1. Minimize all applications and use your mouse to right-click on the Desktop
2. Without pressing any buttons on the mouse, move it down to **New** and right to **Folder**, then left-click to select it
3. Type *Computer Basics* and press the **Enter** key to save the change
4. Use the mouse to left-click on the *Teaching* file you created
5. Without letting go of the button, drag the file on top of the *Computer Basics* folder you just created on the desktop
6. Release the left mouse button, and double-click on the folder to open it; you should see your *Teaching* file inside of it

* Outline the following steps for renaming a folder and/or a file as you show the slide (or do a live demo, if you prefer):

1. Use your mouse to right-click on the Computer Basics folder or the Teaching file inside it
2. Without pressing any buttons on the mouse, move it down to **Rename**, then left-click to select it
3. Type *Practice Folder* and press the **Enter** key to save the change

**ACTIVITY:** Have participants complete **Activity #5** on the *Activity Sheet*

**Wrap Up/Closing (3 mins.)**

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving