

## Introduction to Computers



### A. Instructions

1. Look at each question. If you do not know how to do the action ask someone to help you.
2. Do not go on to the next question until you can answer 'yes' to the question before.
3. Do you understand these instructions? yes / no

### B. Computers

4. Can you identify these parts on the computer? yes / no

<b>screen</b>	<b>keyboard</b>	<b>mouse</b>
<b>CPU</b>	<b>hard drive</b>	<b>disk(ette) drive</b>
<b>CD drive</b>	<b>monitor</b>	<b>cable</b>
<b>switch</b>	<b>keys</b>	<b>on / off switch</b>

5. Can you turn on the computer? yes / no
6. Can you press Start? yes / no
7. Can you find Microsoft Word? yes / no
8. Can you open Microsoft Word? yes / no
9. Can you close Microsoft Word? yes / no
10. Can you shut down the computer? yes / no

**B. Typing**

1. Can you open Microsoft Word? yes / no

2. Can you type your name? yes / no

3. Can you save and close this document? yes / no

What is the name of your document? \_\_\_\_\_

Where is it saved? \_\_\_\_\_

4. Can you find and open your document again? yes / no

5. Can you type the following? yes / no

The quick brown fox jumps over the lazy dog.

6. Can you make a capital T instead of a small t? yes / no

7. Can you find the shift key? yes / no

8. Can you find the return or enter key? yes / no

9. Can you type the following? yes / no

Cats sleep anywhere.

Any table, any chair.

Top of piano, window ledge.

In the middle, on the edge.

Anywhere, they don't care.

Cats sleep anywhere.

10. Can you save and close your document? yes /no

11. Can you turn off the computer? yes / no

## Introduction to computers

### MODULE: Computers

### LEVEL: R1T up

<b>Time: 60 to 90 mins</b>	<b>Focus: Computer basics</b>
<b>Class organisation: pairs</b>	<b>Type of activity:</b> Students teach each other computer basics
<b>Can be adapted to:</b>	<b>Prerequisites:</b> language of advice/instructions
<b>FETAC:</b>	
<b>ELP: A2</b>	

<b>For this activity you need...</b>
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1 pc per pair/group of students running MS Word
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<b>N.B.</b>
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<b>In Class Procedure at a Glance</b>
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| <ul style="list-style-type: none"> <li>• Give worksheet to students</li> <li>• Tell students they are going to teach each other to use computers. Option: Ask which students can use a computer and make trainer/trainee pairs.</li> <li>• Revise / elicit ‘<b>Can you help me?</b>’, ‘<b>How do you</b> (turn on the computer)?’, giving instructions – ‘<b>First</b>, you press this button, <b>then...</b>’. Tell students to start worksheet.</li> <li>• Allow students to work together for at least 40 minutes, helping only if students get completely stuck.</li> <li>• Check students’ progress individually. Allow time for practice.</li> </ul> |
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