Computers for Life

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About this pack

Computer for Life is a basic ICT course designed for the learning disability community. It was commissioned by Catherine Crerar (Adult Literacy Development Worker, CLAN West Dunbartonshire) and developed with Norma Lamond (ICT and Adult Literacies Tutor).

The pack provides 10 weeks of materials which introduces learners to the basics of the computer as well as how to use email and the Internet. The materials are designed so that adult literacies learners can follow them easily and so that they can develop their literacies skills alongside their ICT skills.

All the materials in the pack were produced by West Dunbartonshire on a cdrom, which includes examples of interactive jigsaws and the open source programme used to produce them.

Please contact Norma on normalamond@hotmail.co.uk or Catherine at CLAN, West Dunbartonshire Council on 0141 951 4952 for more information about the cdrom and the course itself.

Computers for Life

Week 1 Lesson Plan

Introducing the learner to Hardware and Software

Objective:

To introduce the learner to Hardware and Software

Lesson plan:

1. Introduce the learner to Hardware and Software
   50 minutes

   Resources:
   Handout 1a **- Using a Computer Safely**
   Handout 1b - **The main parts of a PC**
   Handout 1c - **Software**

   Break

2. Move to the computers. Switch on the PC and log in.
   50 minutes

   Handout 1d **Using the Mouse**

   Demonstrate how to hold the mouse.

3. Show the learners how to access the web links, games and jig saws.

4. Switch off the PC and discuss what we have learned and complete Individual Learning Plan.
   10 minutes

Materials
Illustrated handouts.

Handout 1a **-** **Using a Computer Safely**
Handout 1b - **The main parts of a PC**
Handout 1c - **Software**
Handout 1d - **Using the Mouse**

Extras (for more advanced users if required):

Handout 1e **Web Quest Dumbarton**
Handout 1f **Web Quest Dumbarton answers**

Use props if possible. Encourage the learners to handle the props and talk about them.

Hardware props included:

PC Processor Box
Mouse
Keyboard
MP3 Player
Headphones
Microphone
Digital Camera

Software props included various software packages in their boxes or cases.

Web links, games and jig saws.

Handout 1a Using a Computer Safely

When using the computer take a moment or two to make sure you are sitting comfortably.

The screen should be 20" – 26" away from your eyes and you should be able to see it without moving your neck.

If the light makes it difficult to see the screen then close the blinds.

Give your eyes a rest after 20 or 30 minutes. You should then take a 2 or 3 minute break. Get up, walk around and focus on something in the distance.

If you spend too much time in front of the Computer screen you may get sore eyes or a sore head.

If the Computer screen is flickering, turn it off and report it for repair.

Handout 1b
The main parts of a PC

This is also called Computer Hardware.

PARTS OF A COMPUTER
PROCESSOR
VDU
MOUSE
KEYBOARD
WHAT OTHER THINGS CAN YOU CONNECT TO A COMPUTER?

These are just some of the things you can connect to a computer. Do you know what they are called? Can you think of any others?

Devices that connect to a computer are called “peripherals”

Handout 1c - Software

A computer is just a machine. It needs to be told what to do. Software contains instructions and tells the computer what to do.

Every computer has software called an Operating System. This may be called
Windows 2000
Windows XP or
Windows Vista.

The operating system tells the computer what to do when you click the mouse or type on the keyboard. It also helps the computer to work properly.

When you shut down the computer the operating system sorts all of the files and makes sure everything is OK. It's just like tidying up before you go to bed.

There is another type of software called Application Software.

This software allows you do things on the computer such as playing games, making cards or writing letters.

Software usually comes on a CD. You need to put the CD in the CD ROM Drive to install the software.

The cover of the CD will have instructions for you to follow. Can you find the CD ROM Drive on the Computer?

You can also use the CD drive to play music CDs and if you have a DVD drive on your computer you can watch films too.

We can also use floppy disks on the computer, but CDs can hold a lot more software. Soon the floppy disks will be too old to use.

These are some of the Software CDs you can buy for your Computer.

Handout 1d Using the Mouse

This is a mouse. You use a mouse with a computer.

The mouse has two buttons, one on the left and one on the right.

When you are holding the mouse your index finger is over the left mouse button and your middle finger is over the right button. Your thumb and other finger hold the mouse and control it.

Usually you need to click the left button to make things happen.

Sometimes you have to click the left button twice - click click

Hold the mouse and move it around the mat. Can you see the little arrow moving around the screen. You are making the arrow move. The arrow is called the cursor. When the arrow is pointing at a shortcut click the left mouse button and this will make it open.

Move it to the left

Move it to the right.

Make little circles.

To practice using the mouse we can play games and do exercises.

Let us practice using the mouse.

Web links, games and jigsaws.

The CD Rom used in the original materials contains shortcuts to programs such as Solitaire and Mousercise.

Weblinks:

Dress the Eggplant
http://www.logintolearn.com/eggplant.html
Join the dots
http://www.lizardpoint.com/fun/java/dinodots/dino1.html
Mouse exercises
http://www.seniornet.org/howto/mouseexercises/mousepractice.html
Swat the mosquito
http://www.logintolearn.com/mosquito.html

There are a list of things to do.

Use the mouse click on the game or jigsaw you want to start.

Enjoy learning to use the mouse.

Handout 1e
Web Quest - Dumbarton

1. Did you know Dumbarton has a basketball team?

a)What are they called?_____

b) Where do they play?_____

c) What league are they in?

_____

d) Who do they play next and when?

_____

_____

_____

2. In which American City would you find Dumbarton House?

_____

____

3. When do Dumbarton Football Club play their next game and who will they play?

_____

_____

_____

4. Where in the U.S.A. would you find Dumbarton Bridge?

_____

5. In what year was Dumbarton People's Theatre founded?

_____

Handout 1f: Answers to Dumbarton Web Quest

1. Dumbarton Dodgers Basketball Club who play in the Strathclyde basketball league.

Dumbarton Dodgers

Full name Dumbarton Dodgers Basketball Club

Nickname(s) *The Dodgers*

Founded 1981

Ground Meadow Sports Centre

Chairman Stewart Banks

Manager Neil Stansfield

League Strathclyde basketball league

2. Dumbarton House Washington D.C.

3.

4. Dumbarton Bridge San Francisco

The Dumbarton Bridge is the southernmost of the highway bridges that span the San Francisco Bay in California. Carrying over 81,000 vehicles daily, it is also the shortest bridge across San Francisco Bay at 1.63 miles (8600 feet / 2622 m / 2.62 km).

5. Welcome to Dumbarton People's Theatre

History - Dumbarton People's Theatre was founded in 1945 as a successor to the Scottish People's Theatre. The original company had it's own little theatre before World War II and D.P.T. grew literally from the ashes of the old theatre which was bombed during the Clydebank Blitz.The new company had several homes, starting in the town's Burgh Hall. In 1960 the old Boy Scout's hall in Glasgow Road was acquired and converted into a theatre. The Denny Bequest, left by the firm of William Denny, the famous shipbuilders of the town, made funds available to provide a purpose built theatre to serve the community. In 1969 the Denny Civic Theatre opened and productions have been staged there ever since.

Computers for Life
Lesson Plan Week 2

Introduce the learner to the Keyboard

Objective
To introduce the learner to the Keyboard

Lesson plan:

The entire session is devoted to using the keyboard and mouse.

1. Reinforce using the Mouse
   Learner to start up and Close Down the PC.

2. Introduce the learner to the Keyboard

   Resources:
   Handout 2a **– The Keyboard**
   Handout 2b – **Keyboard Practice**
   Handout 2c – **Keyboard games**

   Possible Website is the BBC Dance Mat Typing but that can be a bit noisy so headphones are advised for that.

3. Last half hour may use jigsaws or mouse related games to have some fun especially with learners who are struggling.

4. Switch off the PC.

5. Discuss what we have learned and complete ILP. If user is confident with mouse and keyboard discuss possible project activities or web quests etc.

Keep sessions as relaxed as possible.

Materials
Illustrated handouts

Handout 2a **– The Keyboard**
Handout 2b – **Keyboard Practice**
Handout 2c – **Keyboard games**

Extras:

Handout 2d: **Working with text** (for advanced users)

Web Quest for more advanced users if required.

Hardware props include

Mouse
Keyboard

Web links / games

Dance Mat typing
http://www.bbc.co.uk/schools/typing

Keyboard Games
http://www.bigbrownbear.co.uk/keyboard/index.htm

Make up words
http://www.bigbrownbear.co.uk/magneticletters/index.html

Doing Sums
http://www.bigbrownbear.co.uk/magneticnumbers/index.html

Handout 2a: The keyboard

Today we are learning to use the keys on the keyboard.

We are using MS Word to type the letters. Open up the program Microsoft word. The tutor will help you.

There are some special keys on the keyboard we need to learn about.

The enter key. Sometimes it looks different but there is always a little arrow shape on the key. If you press this key you will move down a line and the next word you type will be on the next line. There are two enter keys on the keyboard can you find them?

First of all let us look at the row of keys with numbers.

Can you type

1 2 3 4 5 6 7 8 9 0 - =

Press the Enter key and have a go. Press the enter key twice and do it again.

The keys with numbers have some other signs on them such as a pound sign £ and a dollar $ sign.

To type these signs you hold down the shift key and you press the key at the same time.

There are two shift keys on the keyboard one at each side. This is what a shift key looks like can you find the two shift keys?

Hold down the shift key and press he number keys again. Look at what you get.

! “ £ $ % ^ & * ( ) _ +

Press the enter key twice and type again.

If a key has two different signs on it, you must hold down the shift key to type the top sign.

Can you find any other keys which have two signs on them?

Can you see the delete key? If you press the delete key all of the text on the right hand side will be deleted. Be careful you don’t delete the whole page!

The backspace key deletes all the letters to the left. It moves the cursor left and deletes every letter in its path.

Handout 2b: Keyboard Practice

Type all of the keys in the top line from 1 to =

Press enter once and do it again.
Press enter twice and do it again.

Can you see what the **enter** key does?

Repeat the exercise holding down the **shift** key.

Now type your name and address.

Use the backspace key to delete your address.

Now type a couple of sentences. You make them up. What you like to watch on TV.
What you had for breakfast.
Who is your favourite singer or tell me about your favourite actor or film.

This is just to help you find the keys on the keyboard.

If you like you can use the CD to practice the mouse and keyboard exercises.

Handout 2c: Keyboard games

Hold down ctrl key and click on the link to open the games.

http://www.bigbrownbear.co.uk/keyboard/index.htm

This game asks the user to type a letter. See how many points you can score.

==========

http://www.bigbrownbear.co.uk/magneticletters/index.html

This game lets you make up words using the keyboard

==========

http://www.bigbrownbear.co.uk/magneticnumbers/index.html

This game lets you use the keyboard and mouse to do sums.

Handout 2d: Working with text

MS Word is a word processing program. You can use it to type letters, reports, stories and make posters.

To make text look more attractive you can change the shape and size and colour of the words.

Look at the toolbar. It will probably read **Times New Roman 12** just like the picture above.

Times New Roman is the font name. The number **12** is the size of the letters.

The font is the style of the text. There are lots of different fonts.

To adjust the font **size** select the text you want to change and click on the drop down box . The bigger the number you choose, the bigger the letters will be.

To adjust the font style select the text you want to change and click on the drop down arrow beside the Times New Roman font box. This picture shows some of the fonts you can choose. Try some different fonts and find the one you like the best.

Now we have had some fun with the fonts let’s see what else the toolbar buttons offer.

Before any of the effects will work you have to select the text you want to change. Your tutor will show you how to do this.

Look at the letter A on the far right of the picture. Click on the drop down box and you can change the colour of the font.

Look at the ab button. Press this and you will change the background colour.

The capital letter B will make the text bold.

The letter I will make the text italic.

The letter U will underline it.

Computers for Life
Lesson Plan Week 3

Introducing the Internet (1)

Objective:
To introduce the learner to the Internet.

Lesson plan:

1. Discuss things we will find online and what types of web sites we will look for.
   Handout 3a: **What is the Internet?**

2. Do a Security talk – warnings

3. Explain how to use Google to search for web sites and spend some time surfing.

4. Explain how to save a picture from the internet.
   Handout 3b: **Save a picture from the Internet**

5. Switch off the PC. Discuss what we have learned and complete ILP.

Keep sessions as relaxed as possible.

Materials
Illustrated handouts.

Handout 3a: **What is the Internet?**
Handout 3b: **Save a picture from the Internet**

Extras:
Web quests for advanced learners. Theme quests e.g. Burns Night.

Handout 3c: **Robert Burns Web Quest**
Handout 3d: **Robert Burns Web Quest answers**

Handout 3a: What is the Internet?

The Internet is millions of computers around the world joined together just like a big spider's web. That's why they call it the World Wide Web.

What sort of things will you find on the web?

There are lots of Web Sites with games, music, photographs and information.

A web site is like a book. It has a lot of pages and it may have some pictures, but the pages are not made of paper. You read them on the screen.

Each Web Site has a different address. Let's look at one of them.

http://www.bbc.co.uk

http:// Web Site addresses begin this way.

www. This means World Wide Web

bbc This is the name of the company that owns the web site

.co.uk Means that the web Site is British

We use software called Internet Explorer to explore the Internet. This is called Surfing. We surf by clicking on links to other pages.

To start Internet explorer click the left mouse button on the big blue e.

The first web page you see is called your home page.

What is your home page called?

The Home Page has links to other pages and web sites.

Let's look at a web page and do a little surfing.

Remember:
Point your cursor at your web page and move it around.
When it turns into a hand you have found a link.

A link can be a word, a photograph or a button.

Now that we can surf the net let's explore some other web sites.

There are two ways to find web sites .

If you know the full address of the web site you want look at, type the address into the address toolbar.

The other way is to search for a web site. We will search using Google.

Type the following web address in the address bar.

http://www.google.co.uk

Try searching for your favourite TV show, or singer. Type the name of the show in the box and click Google Search.

Handout 3b: **Save a picture from the Internet**

We will find a picture on the Internet and save it into my pictures folder.

Take a little time to search for a nice picture. I have gone to the national geographic web site and found a picture of a lioness.

http://www.nationalgeographic.com

Place the mouse over the picture and click on the right mouse button. Select Save Picture As and give the picture a name.

Now open the program MS Word.

Move the mouse over the picture and click on copy. Switch to the MS Word program and Paste the picture into the document. To do this click once on the page with the left mouse button, then click once with the right mouse button and select Paste.

The picture has now been pasted into the word document.

Type a description of the picture underneath it. Two or three sentences will do.

Save the document to the floppy disk and then print it.

NOTE

This doesn’t always work. Sometimes pictures cannot be copied.

Handout 3c: **Robert Burns Web Quest**

Robert Burns was a famous Scottish Poet. Every year his birthday is celebrated all around the world at Burns Suppers. This web quest is a quiz to find out more about Robert Burns.

Use Google to search for the answers.

1. When was Robert Burns born? Can you write down the date and the year?

2. What would you eat at a Burns supper?

    a) Fish and chips

    b) Chicken tikka masala

    c) Haggis mashed potatoes and turnip

3. Where in Scotland was Burns born?

4. Can you name any of Robert Burns Poems.

5. How old was Robert Burns when he died?

Handout 3d: **Robert Burns Web Quest answers**

Robert Burns was a famous Scottish Poet. Every year his birthday is celebrated all around the world at Burns Suppers. This web quest is a quiz to find out more about Robert Burns.

Use Google to search for the answers.

1. When was Robert Burns born? Can you write down the date and the year?

25th January 1759

2. What would you eat at a Burns supper?

a) Fish and chips

b) Chicken tikka masala

c) Haggis mashed potatoes and turnip

3. Where in Scotland was Burns born?

Alloway, South Ayrshire two miles south of Ayr

4. Can you name any of Robert Burns Poems.

Well there were lots were there not? Examples:-

Tam O'Shanter,Auld Lang Syne,A Man's A Man for a' That,My Luve is Like a Red,Red Rose,To A Mouse.

5. How old was Robert Burns when he died?

He died on21st July 1796 aged 37 of heart disease.

Computers for Life
Lesson Plan Week 4

Introducing the Internet (2)

Objective:
To reinforce last week's introduction to the Internet.

Lesson Plan:

1. Reinforce last week's introduction to the Internet.

2. Add web address to favourites.
   Handout 4a: **Surfing the net and using Favourites**

3. Type in an Internet address.

4. Use Google to search for web sites and spend some time surfing.
   Handout 4b: **Some web sites to look at**

5. Switch off the PC. Discuss what we have learned and complete ILP.

Keep session as relaxed as possible.

Materials
Illustrated handouts.
Handout 4a: **Surfing the net and using Favourites**
Handout 4b: **Some web sites to look at**

Extras:

Links to Bills games for hangman etc

Handout 4a: Surfing the net and using Favourites

Last week we had a look at the Internet. We learned how to move around web pages.

There are two ways to surf the net.

The first way is to search for web sites.

The second way is to type in the web site address.

Today I want you to type in some addresses and to surf these web sites.

We will learn how to save the web sites to your favourite list.

If we have time we will find some pictures from the Internet and save them to your floppy disks.

Web sites

http://www.ultimatedallas.com/

The official web site for the TV show Dallas.

http://www.donny.com/

Donny Osmond official web site

http://www.startrek.com

Official star trek site.

http://www.scifi.com/

Find your favourite Science fiction show here.
http://www.digitalspy.co.uk/soaps/

What's happening in this week's soaps.

http://www.imdb.com/

The Internet movie database. Search for movie information here.

http://www.skysports.com/

Everything you need to know about sport.

Add to favourites

If you find a web site you like you can save the address to your favourites list. Then the next time you want to visit the site you don't have to type in the address, you just click on the link.

1. Click the yellow star on the toolbar.
2. Click on Add.
3. Your favourite web site is now on the list.

To copy a picture to your floppy disk.

1. Find a picture from one of the web sites.
2. Click on the picture with the right mouse button
3. Click Save As and find the A drive
4. Click save.

Now your picture is on the floppy disk. We will use it next week.

Handout 4b: Some web sites to look at

Elvis
www.elvis.net

Westlife
http://www.westlife.org/videos/

http://www.completealbumlyrics.com/single/Westlife/
Westlife song lyrics

Scottish football Websites
http://www.armchairfans.co.uk/

http://www.t-army.com/
Tartan army

Soaps
http://www.digitalspy.co.uk/soaps/

Travel
http://travel.roughguides.com/

Computers for Life
Lesson Plan Week 5

Using email (1)

Objective:
To introduce the learner to the concept of e-mail.

Lesson plan:

1. Introduce the learner to the concept of e-mail.
   Handout 5a: **E-mail**
   Handout 5b: **Netiquette**

2. Discuss Security - To begin with "Do not open an e-mail from a stranger".

3. The learners will open e-mails from the tutor and reply to the tutor.

4. They will send e-mails to each other and reply to each other.
   Handout 5c: **Suggested e-mails**

5. If time permits take 30 minutes or so to go back to surfing the Internet. This is to reinforce previous learning.

6. Switch off the PC. Discuss what we have learned and complete ILP.

Keep sessions as relaxed as possible.

Materials
Illustrated handouts.

Handout 5a: **E-mail**
Handout 5b: **Netiquette**
Handout 5c: **Suggested e-mails**
(Sheet of suggested messages for learners who don't know what to write.)

Handout 5a: E-mail

If you send a letter to somebody what do you need?

Paper and a pen.
You write the letter.
You put it in an envelope and
Write the address of your friend.
You have to buy a stamp and then take the letter to a post-box.

It takes a long time.
It is called snail mail because it is so slow.

E-mail is Electronic Mail.

If your friend has a computer you can send your friend an e-mail.

What do you need to send an e-mail to your friend?

First of all you and your friend both need to have an e-mail address.

I have made up an e-mail address for everybody.

You have to log in to your account using your name and password.

Then you have to type up your letter.

You type in your friend's address and click the button to send the e-mail. The e-mail only takes a couple of minutes to arrive at your friend's mailbox and your friend can send you a reply right away.

It’s as simple as that. Fast too.

Let us try it now.

My first e-mail

I have set up e-mail accounts for you all. I have a log in name and a password for everybody.

You have to keep them safe. You don’t want anybody else to see your e-mails.

First we have to go to hotmail.

Type in http://www.hotmail.com on the address line.

This is where you sign in. You need your ID and password.

Type them in the boxes.

Click on the Inbox to see your mail. I have sent you some e-mails let us open them together.

E-mail 1.

E-mail 2.

When you look in your in box you can see who sent the e-mail. If you get an e-mail from a stranger <u>do not open it.</u>

Read your e-mail.
What do you want to do next?

Send a reply.

1. Click the <u>reply</u> button.
2. Type a message.
3. Click on <u>send</u>.

Now I want you to send a message to somebody else in the group.

Click on New for a new blank e-mail.

Type the e-mail address of the person next to you in the To line and type a subject and then a message.

Let us do it together.

Type the address carefully it must be exactly correct.

Type hello in the subject box.

Type a short message in the main box.

Now click on send.

A message says E-mail sent do you want to add this person to Contacts. Click Add to contacts.

Click on the **In box** to wait for your e-mail.

Handout 5b

NETIQUETTE

WHAT IS NETIQUETTE?

Netiquette is being a polite person when you are using the internet.

WHY IS NETIQUETTE IMPORTANT?

When a person receives your e-mail they cannot see your face and don't see if you are joking or angry. Because they only see your words you must be careful what you write in case there are misunderstandings.

Here are **three things** to remember about e-mailing:-

1. **WRITE SHORT MESSAGES**

   It is easier for people to read short e-mails. A short e-mail says what needs to be said quickly and doesn't confuse people.

2. **USE SMALL LETTERS**

   Don't write THE WHOLE MESSAGE IN CAPITAL LETTERS!!! When you read an e-mail in capital letters you

think someone is angry at you. It's like being shouted at!

3. **DON'T SEND ANYTHING YOU DON'T WANT TO FORWARDED**

   Be careful about what you write in your e-mail to someone. People can easily forward your e-mail to someone else.

There are stories in the newspaper about people who make this mistake. Sometimes the e-mails are sent all over the world! How embarrassing!

(adapted from http://www.learnthenet.com/english/email/100mail.htm)

Handout 5c: Suggested e-mails

Hi

It is very cold today. I am wearing a hat, scarf and gloves. I hope it does not rain because I forgot my umbrella.

See you later

{*type your name here*}

Hi

Are you going out for lunch today? I am going to the Boulevard because it is my friend's birthday.

bye

{*type your name here*}

Hi

Did you see the football last night? My team scored 3 goals. We are going to win the cup!

{*type your name here*}

Computers for Life
Lesson Plan Week 6

Using email (2)

Objective:
To reinforce last week's introduction to using email.

Lesson plan:

7. Reinforce last week's introduction to using email.
   Handout 6a: **E-mail Review**

8. The learners will send e-mails to each other and reply to each other.

9. If time permits take 30 minutes or so to go back to surfing the Internet. This is to reinforce previous learning.

10. Switch off the PC. Discuss what we have learned and complete ILP.

Keep sessions as relaxed as possible.

Materials
Illustrated handout.
Handout 6a: **E-mail Review**

See extras folder.

Handout 6a: E-mail Review

Last week we learned how to use e-mail. Can you remember what we did? Let's have another look.

How to log into Hotmail

Click on Internet explorer to go onto the Internet.

Type http://www.hotmail.com into the address bar like this.

Log into hotmail using your user ID and Password.

What are you waiting for - let's log in!

Computers for Life
Lesson Plan Week 7

Extending learning on email and the Internet

Objective:
To reinforce and extend learning on e-mail and the Internet.

Lesson Plan:

1. Reinforce and extend learning on e-mail and the Internet. At least half an hour each.

2. Look at e-mail attachments with higher level learners.

3. Look at possible projects with higher level Learners see extras folders.

4. Make use of resources on CD e.g. mouse programs / games for free activities.

5. Switch off the PC. Discuss what we have learned and complete ILP.

Keep sessions as relaxed as possible.

<u>Materials</u>

Handout 7a: **What have you learned?**
Handout 7b: **Why would you use e-mail?**
Handout 7c: **New words**

See extras folder.
Send a couple of e-mails for learners to reply to each week.

Handout 7a: What have you learned?

Let's look at what we have learned about Computers.

What have we learned about the Internet?

Let's see how much you know about the Internet;

1. What is the Internet?
2. What is another name for the Internet?
3. What is a web site?
4. Can you tell me what a search engine is?

These are some web sites you may find interesting.

http://www.seeglasgow.com/

This website tells you about things that are happening in Glasgow.

http://www.edinburgh.com/

This web site tells you about things that are happening in Edinburgh.

http://icdunbartonshire.icnetwork.co.uk/

This web site has links to The Lennox Herald.

http://www.yourradiofm.com/

Your radio tells you what fm radio there is in your area. Find out what's on in Dumbarton and Alexandria.

Handout 7b: Why would you use e-mail?

What sort of messages would you send?

Let’s look at some e-mails we could send.

Subject: Hello

Message: What is the weather like today? I hope it doesn’t rain because I left my umbrella at home.

best wishes

Norma (type your own name)

Subject : Lunch

Message: Where are you going for lunch today?

Norma (type your own name)

Subject: Sport

Message Did you see the football last night? It was a good game. My team scored four goals.

see you later

Norma (type your own name)

What other messages can you send?

Handout 7c: New words

When we use e-mail we use some new words.

Do you know these words?

Do you know what they mean?

E-Mail	Reply
In Box	Forward
password	Contacts
sign in	Send

Computers for Life
Lesson Plan Week 8

Creating a calendar using Word

Objective:
To reinforce and extend learning on e-mail and the Internet.

Lesson Plan:

1. Begin with discussion on “Why do we use calendars?”

2. Start with birthdays and moved on to other special dates and festivals.

3. Identify or provide photographs for this activity.

4. Lots of potential here for extension activities using literacy and ICT.

Keep sessions as relaxed as possible.

Switch off the PC. Discuss what we have learned and complete ILP.

Materials
Handout 8a: **Creating a calendar**

Handout 8a: Creating a calendar

Today we are going to take a break from e-mail and make a calendar.

Why do we use calendars?

We have all saved a photograph to our floppy disks and we will use this photograph for the calendar.

I have some extra photographs if you don't have your disk.

Open up MS Word.

To do this click on the Word shortcut on your desktop.

Open up the template 2008 Calendar.

Do you like the background colour?

If you don't we can change it.

Click on format background and choose a colour.

Now we will add a picture. This can be tricky so don't panic.

Click on Insert,
picture,
from file

Your picture is on the A drive.

Click on the picture then click insert.

We may have to make the picture bigger or smaller to fit in the space.

To do this move the mouse down to the right hand corner and when a little arrow appears drag the mouse diagonally to make the picture smaller.

Let me show you this. Drag from the corner towards the middle and this:

becomes this:

If the picture is not in the correct place we have to move it.

To do this we have to click on *text wrapping* on the toolbar (*the icon with the little dog*), and select tight. Now we can move the picture around.

Once your calendar is finished save it onto the floppy disk and we will try to print it.

If the printers do not work I will print it for you and bring it in next week.

Computers for Life
Lesson Plan Week 9

Creating a Webquest

Objectives:
Continue with e-mail.
Continue with Internet.

Lesson Plan:

1. Switch on PCs log in and check e-mail.

2. Discuss the idea of a web quest. We have used these earlier as extension exercises, now we have more experience we could use them with all of the learners.

3. Perhaps some of the more experienced learners with a little help could devise the web quest.

4. Take a local theme or perhaps something seasonal.

   For Example:

   January - Burns Supper
   February- Valentines Day
   March - St Patricks day
   Local places of interest.
   Local famous people.

5. You could introduce an element of competition.

6. Once we have finished, switch off the PC.

7. Discuss what we have learned and complete ILP.

Materials
None

Computers for Life
Lesson Plan Week 10

Reviewing your learning

Objective:
To review your learning on the Computers for Life course

Lesson Plan:

1. Take some photographs during the class.

2. Start by reading your e-mails. I have sent a few e-mails for you to open.

3. Learners should send an e-mail to their tutor saying what they liked and didn't like about the course.

4. Have a break and we can talk about what you have learned, and ask the tutor any questions you may want to ask.

5. After the break go back on the computers and you can decide what you want to do.

    - You can surf the net to look at your favourite web site.

    - You can send e-mails

    - You can play games

    - You can do what you like to do best.

6. Try the Computers for Life quiz.

Materials:
Handout 10a: **Week 10 tasks**
Handout 10b: **Computers for life Quiz**

Handout 10a

Week 10 Computers for life course

During the class we will take some photographs.

This week we will start by reading our e-mails. I have sent a few e-mails for you to open.

Send an e-mail to Norma saying what we liked and didn't like about the course.

Then we will have a break and we can talk about what we have learned, and I will try to answer any questions you may want to ask me.

After tea we will go back on the computers and you can decide what you want to do.

You can surf the net to look at your favourite web site.

You can send e-mails

You can play games

You can do what you like to do best.

I hope you enjoyed the class

Handout 10b: Computers for life Quiz

This is the last week so today we are having a quiz to see how much you have learned.

1. When you are using a mouse which button do we click the most? Right button or left button?

2. On the keyboard what does the Enter Key do? It is sometimes called “Return”

3. How do you get on the Internet? Which shortcut do you click?

4. How do we search for information? What is the name of the search engine we usually use?

5. Would you open an e-mail from somebody you didn’t know? Yes or No and Why.

6. Why would you not type an e-mail all in capital letters?

7. What type software would you use to keep your computer safe?

8. What is your favourite website?

Setting Options for People Who Are Blind or Have Difficulty Seeing Things on the Screen

If you are blind or have difficulty seeing things on screen, you can quickly set vision related options using the **Accessibility Wizard**. Options include scrollbar and window border size, desktop icons, high contrast schemes, size and color of the mouse cursor, and the cursor width and blink rate.

	Mouse actions	Keyboard actions
1	On the **Start** menu: • Point to **All Programs**. • Point to **Accessories**. • Point to **Accessibility**. • Select **Accessibility Wizard**.	Display the **Start** menu by pressing CTRL+ESC (or the Windows logo key). • Press R. • Type **accwiz** • Press ENTER.
2	In the **Welcome to the Accessibility Wizard** dialog box: • Select **Next.**	In the **Welcome to the Accessibility Wizard** dialog box: • Press N.
3	In the **Text Size** dialog box: • Select the smallest text you can read. • Select **Next**.	In the **Text Size** dialog box: • Select the smallest text you can read by pressing the UP ARROW or DOWN ARROW key. • Press N.
4	In the **Display Settings** dialog box: • Ensure that the Change the font size check box is selected. • If it is not, select its check box. • If you want to use Microsoft Magnifier, select the **Use Microsoft Magnifier** check box. • Select **Next**.	In the **Display Settings** dialog box: • Ensure that the **Change the font size** check box is selected. • If it is not selected, press C. • If you want to use Microsoft Magnifier, press U. • Press N.
5	In the **Set Wizard Options** dialog box: • Select the **I am blind or have difficulty seeing**	In the **Set Wizard Options** dialog box: • Select the **I am blind or have difficulty seeing things on screen** check box by pressing L.

	things on screen check box. • Select **Next** to continue through the wizard.	• Press N to continue through the wizard (use the arrow keys and ENTER to select the appropriate options).
6	In the **Completing the Accessibility Wizard** dialog box: • Select **Finish** to save your changes and exit the wizard. **Note** To **cancel** your changes, select Cancel, and then select **No**. • To move back to change earlier screens, select the **Back** button.	In the **Completing the Accessibility Wizard** dialog box: • Press ENTER to save your changes and exit the wizard. **Note** To cancel your changes, use the TAB key to move to the **Cancel** button, and then press ENTER. Press TAB to select **No**, and then press ENTER. • To move back to change earlier screens, press B.

Accessibility Wizard: Set Wizard Options: Vision options

Accessibility Tutorials from Microsoft

http://www.microsoft.com/enable/training/default.aspx

Accessibility Tutorials for Microsoft Products

These step by step tutorials introduce you to some of the most commonly used accessibility features. The instructions show you how to use the mouse or keyboard to navigate, select options, and change settings. This information is presented in a side by side format so that you can see at a glance how to use the mouse, the keyboard, or a combination of both.

Windows	Office	Internet
Windows Vista	Office 2007	Internet Explorer 7
Windows XP	Office 2003	Internet Explorer 6
Windows 2000	Word 2002	Internet Explorer 5
Windows Me	Outlook 2002	
Windows 98	Word 2000	
	Outlook 2000	

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These materials were designed to help train individuals on how to use accessibility settings in Microsoft products. The Microsoft accessibility fact sheets, tutorials, demos, videos, and other training materials may be used for non-profit educational and training purposes only. These materials may be printed and duplicated when used for educational or training purposes and not for resale. If you or your organization wants to use these materials for any other purpose, you may submit a request to and obtain written permissions from Microsoft. Requests will be considered on a case-by-case basis.

Assistive Technology Information

http://www.microsoft.com/enable/at/default.aspx

Hint:
If you are not sure which version of software you are using. Open the program. Click on Help from the menu and select About “program name”.

The version of the software will be displayed including information about updates or “service packs.”

Extension activities

Badminton

1. Open up Word and copy the letter text into a Word file.

2. Save the document with the name 'AGM.doc'

3. Create a new paragraph at the words starting 'This is a call' and 'Election of the Treasurer'.

4. Make the words 'To the members of the Keepfit Badminton Association' blue.

5. Centre the words 'To the members of the Keepfit Badminton Association'.

6. Make the words 'To the members of the Keepfit Badminton Association' bold.

7. Highlight the entire document and change the font size to 12.

8. Put in today's date at the top of the document in front of 'Paula Jones' and add three new lines.

9. Save your work so far.

10. Put bullet points into the Agenda items from 'Election of the Treasurer' to 'New Badminton Court'.

11. Put in double line spacing to the agenda items from 'Election of the treasurer' to 'New Badminton Court'.

12. Insert the picture '[Badminton Player]' three lines after the word 'secretary'.

13. Centre the picture and make it bigger.

14. Save your work.

15. View your document in print preview.

16. Print a copy of your document.

Letter text (Badminton)

Paula Jones,
7 Fairway Hill,
London W1

To the members of the Keepfit Badminton Association This is a call for the Annual General Meeting, which is to be held on Monday the 12th of January 2008 at 6 p.m. in Oldpark House.

Agenda Election of the treasurer and secretary

Presentation of the annual accounts

Club Captain's report

Presentation of the budgets for 2008

Election of the board

Election of the auditor

New badminton court proposals

Jim Green,

Secretary

Badminton Picture

Hillwalking

You are going to make a leaflet about hillwalking look more attractive by changing the document's format.

1. **Open up Word and copy the hillwalking text into a Word file.**

2. **Save the document with the name 'Hillwalking.doc'**

3. **Zoom the hill walking document down to 100%.**

4. **Select all the words in the document and change the font to Arial.**

5. **Select all the words in the document and change the size of font to 12.**

6. **Select all the words in the document and apply 6 point spacing above and below each paragraph and save.**

7. **Change the text 'Hill walking for amateurs' to upper case and save.**

8. **Change the word 'sweating' in the paragraph beginning 'Make sure that' to say 'dehydration'.**

9. **Add this information into the table.**

Warmest summer months for hill walking	Degrees Celsius
June	20
July	25
August	24

10. **Use the spell-check programme and change all the words that are not correct.**

11. **Insert the picture '<u>hillwalking</u>' at the bottom of your document.**

12. **Centre your picture and resize it to make it look attractive.**

13. **Save your work.**

14. **View your document in print preview.**

15. **Print a copy of your document.**

Hillwalking Text

HILL WALKING FOR AMATEURS

A weekly information sheet based on providing essential hill-walking helpp and advice to hill-walking enthusiasts all over the country.
This week sees our resident expert, Marie Aspell, expound on some essential and valuablee hill-walking hints and tips for the upcoming summer season.
Hill Walking tips for summer:
Get hiking boots one size bigger than your normal shoe size, as inntense swelling of the feet may occur.
Wear appropriate clothhing to suit weather conditions.

Warmest summer months for hill walking	Degrees Celsius

Make sure that adequate amounts of water are taken as sweating can occur durring warm summer months.

Hillwalking picture

Earthquake Web Quest

We want to use the Internet to find out about the earthquake in England yesterday.

Search for Information using Google.

Once you have found the answers send me an e-mail with the answers typed on it.

1. Where did the earthquake occur?

2. How large was the area affected.

3. How strong was the quake?

4. In 1906 there was a massive earthquake in North America. There was a disaster film made about it. Where exactly did this earthquake happen?

COMPUTERS FOR LIFE

SOME USEFUL LINKS FOR TUTORS

1) Finding pictures on the internet

Finding pictures on the internet about your interests:

- Use www.google.com and www.yahoo.com
- Select **images** option
- Enter your hobby e.g. 'Line Dancing' and '**search images**'

2) California Distance Learning Project

www.cdlponline.org

This is a resource with adapted newspaper stories and follow-up vocabulary and comprehension activities. It is an American resource so you need to choose articles that are not culture-specific.

3) SEN Teacher

www.senteacher.org has a very useful '**links**' section to a range of useful sites e.g. Do2Learn :-

You can also make up worksheets using the word scrambler on www.senteacher.org

4) Adult Basic Skills Resource Centre

You can find a lot of good stuff on the ICT section on www.skillsworkshop.org. '**Mouse exercises**' has activities to practise basic ICT clicking and dragging skills such as 'Dress the Aubergine' and 'Bubble Buster'. There are also some word processing formatting activities.

5) British Council Learn English

http://www.britishcouncil.org/kids-games-fun.htm

Has some clicking and dragging games e.g. 'mosquito swat' and 'trolley dash'.

6) BrainsBreaker

Create some jigsaw puzzles on:-
www.brainsbreaker.com

You can select a picture to create the jigsaw or use one of your own. You can also control the number of pieces used.

7) The Letter Ladder

The Learning Ladder contains clear explanations of basic ICT commands:-

http://learningladder.org/basics/index.htm

8) Kokolikoko

You can create free word searches with words like frequent computer commands on them. The site www.kokolikoko.com has this facility. The writing could be a bit small for some learners but the word search can then be magnified on a photocopier

9) Activities for ESL Students

Learners can play online crosswords at:-

http://a4esl.org.

10. Kent NGFL

Kent NGLF has online activities which learners can use to practise ICT and literacy skills. You might want to be selective though as the resource is written for young learners.

http://www.kented.org.uk/ngfl/games/index.htm

11. Talent

London Online. E-learning for ESOL and basic skills

http://www.talent.ac.uk/londononline/welcome/home/index.htm

11. Northumberland Grid for Learning

http://ngfl.northumberland.gov.uk/ict/default.htm

This link has got some activities for clicking and dragging including a drag and drop computer labelling task.