

Module 1

In this module you will teach the student how to:

- 1. Turn on the computer**
- 2. Recognize the parts of the computer**
- 3. Practice with the mouse**
- 4. Connect to the internet**
- 5. Read a web page**
- 6. Surf the world wide web**
- 7. Print a page**
- 8. Shut-down the computer**

Note: There is a lot of information in this module. It may be best to teach it a few times.

Tutor preparation: have you configured your computer?

Sit beside the student at the computer, on the side where the student will be using the mouse. There is no need for the student to look at the manual during the session. At the end of the lesson, revise module 1 by looking through module 1 in the student manual with your student. Many people have never used a computer. Make this first session fun by working through the following steps:

1. Turn on the computer.

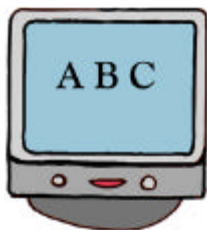
Direct your student to push the on buttons.



Turn on the box and turn on the screen

2. Recognize the parts of the computer

Name the parts of the computer below and read aloud these simple explanations of their functions:



“**The Screen** is where we read information”.



“**The box** contains the **Central processing unit. (CPU)**. This is where the computer does its work.”




“**The Printer** is for printing the information we see on the screen.”



“**The Keyboard** is for typing words. As you type, the information will appear on the screen.”



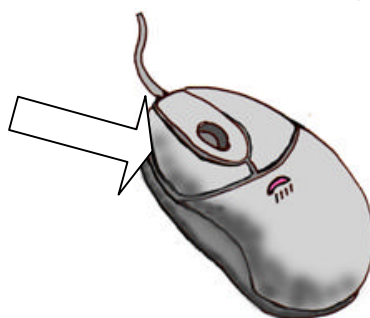
“**The Mouse**” is like the steering wheel of a car. It controls everything you do on a computer. Watch the screen as I move the mouse. The white arrow, which is called the cursor  also moves. Now you try it.”

3. Practice with the mouse

The student will be looking at the desktop screen for these exercises. If a person is unable to use their right hand, you can customize the mouse for left-handed users (go to settings-control panel-mouse settings). Many people prefer to simply move the mouse across to the left of the keyboard. They will still be able to use their left-hand index finger to click the **left mouse button**. (See photo on page 9)

Say the following instructions:

1. “There are 2 (maybe 3) buttons on the mouse and you will be using the left mouse button during the training program.”





2. “Rest your hand comfortably on the mouse. If you can, keep the base of your palm anchored to the desk. This will give you more control.” (Demonstrate)

3. “Move the mouse in a small circle on the mouse pad. Can you see the cursor (☞) move in a circle on the screen?”
4. “Now watch the cursor as you move the mouse back and forth and side to side.”

Note: Many of us click the right mouse button by mistake and a menu pops up. Demonstrate this for your student and show them how to move the cursor off the menu and “click” to get rid of the menu!

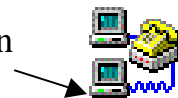
4. Connect to the Internet

The student will need to remember two steps:

1. Click on the Internet Connection. 
2. Click on Internet Explorer. 

Give these instructions:

1. “Move the cursor onto the Internet connection icon and double-click the left mouse button.”



Let your student practise this. If they find it too difficult, here are some other options:

- Configure the mouse to a single-click or
- Slow down the double-click action.

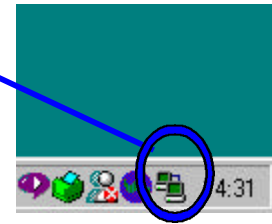
(See instructions for both in the introduction on page 8)

2. “Type the password” (assist if necessary)

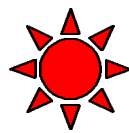
3. “Save the password by clicking the box.”

4. “Click on connect”

“You are connected to the Internet when you see this icon in the bottom right-hand corner of the screen.”



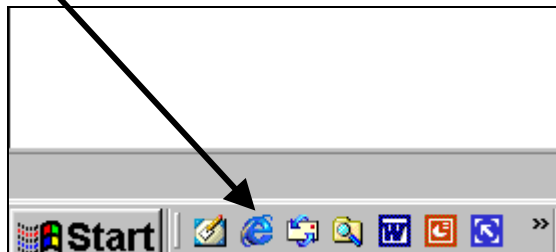
5. “Now click the Internet explorer icon”



Here's a tip!

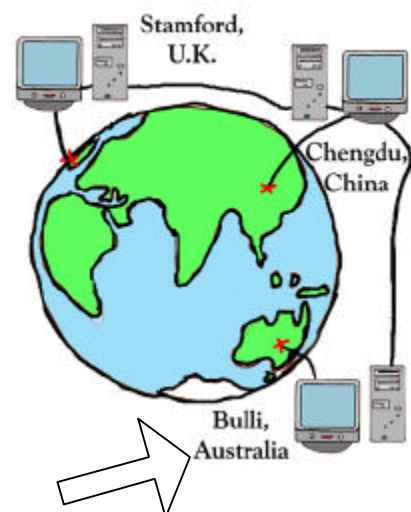


In the bottom left corner of the screen, you can click ONCE only on any icon in the quick launch bar. Click Internet Explorer.



Show this diagram to the student to demonstrate that they are now connected to other computers around the world.

You are here!



5. Read a web page (scrolling practice)

Give these instructions:

- “Move the mouse onto the arrow at the bottom of the scrollbar at the right of the screen”
- “Click the mouse a few times and notice that the webpage moves!”
- “Now try to click on the arrow at the top of the scrollbar. The page will return to the its original position!”

Everyone finds scrolling a bit difficult at first. Encourage your student to persist. With practice most people with can manage a standard mouse. Remember that you can:

- Use the keypad arrows to move the page up and down.
- Experiment with the Scroll wheel if your mouse has one. Many people prefer this option.
- Experiment with the width of the scrollbar. (See instructions in the Introduction on page 9)

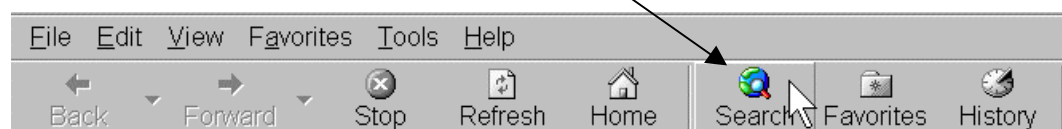
6.Surf the World Wide Web

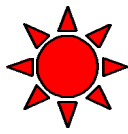
Now it’s time to have fun. The ABC website is a good place to start. Type this web address in the Address box: <http://www.abc.net.au>



Now give these instructions:

1. “Take a few minutes to look at the screen.”
2. “Is the print big enough?” (Direct your student to enlarge print, by clicking on View-Text size- Largest)
3. “Put the cursor on each of the icons on the navigation toolbar. See how each icon changes from black and white to colour when the cursor passes over it.”





Here's a tip! Remember you can enlarge the icons by using Windows Standard (extra large). (See instructions in the Introduction on page 11)

4. "Click on any word on the menu bar and a drop-down menu will appear. Move your mouse down the menu and watch the blue highlight. If there is a right arrow, this will lead to a side menu."
5. "Move your mouse onto an underlined word (hyperlink). When the cursor changes into a hand, click your mouse. You will be linked to a different page. When you click on hyperlinks, you are surfing the World Wide Web!"

6. Demonstrate the back button



Encourage your student to explore this page, clicking on whatever interests them. Just have fun surfing! This introductory lesson is giving the student "hands-on" experience of the internet. They should feel enthusiastic and want to find out more about the possibilities of this new technology.

7. Print a page

Show the student how to click on the printer icon. It is great for the student to take home a print-out from the Internet to show their family and friends.

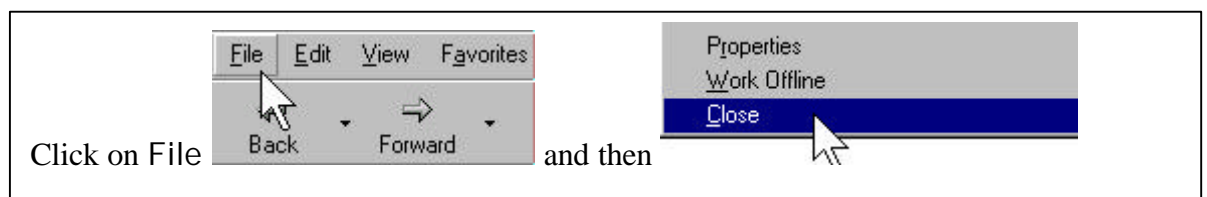


8. Shut-down the computer

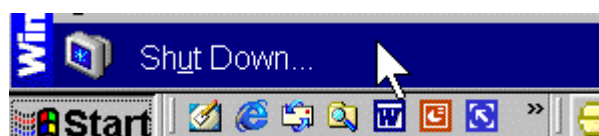
1. Close the screen, by clicking on the close box in the top right corner of the screen.



OR



2. Click the mouse on Start and then Shut Down



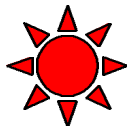
3. Follow the on-screen instructions.

To finish the session:

- Look through module 1 with your student and revise what you have covered today. The page numbers in the student manual are colour-coded. Module 1 is blue.
- Write a few notes in the student's book to let relatives and friends know what you have covered in the lesson. This may encourage interest and stimulate conversation about the student's progress.
- Ask your student to practice before the next session if possible.
- Reassure the student that with regular practice they will be able to enjoy the Internet as much as anyone else.

On the next 2 pages:

- Record your own thoughts about how this session went.
- Ask your student for feedback and record their comments about the session. Some questions you may like to ask your student are:
Did you enjoy the session? What did you enjoy about it? Did I explain things clearly? Did I go too quickly or slowly? Do I give you enough time to talk? Is there anything you would like to ask me about the session?
- Complete the skills checklist with your student.



MOUSE PRACTICE

Some students may have ongoing difficulty with the mouse.

Here are some tips:

- Have fun with Microsoft Paint. Go to Start -Programs- Accessories- Paint.
- Go to these three websites to help you practise mouse skills:
 1. <http://www.jigzone.com>
 2. <http://www.lawrencegoetz.com/programs/mousepractice/>
 3. <http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>
- Practise playing card games -FreeCell or Solitaire.
Go to Start- Programs- Accessories- Games – FreeCell or Solitaire. (Warning – this can be addictive!)
- Shop around for a “better behaved” mouse.

Name of student:

Name of tutor:

Date of session	Tutor's Notes	Student's comments

Module 1 skills checklist 

Date:

Name of Student:

Name of tutor:

The student should feel comfortable with the following skills before progressing to module 2. Ask the student to help you fill in a score of 1-5 in the box for the following skills.

Rating Scale: I can do this-

- 5 100% on my own
- 4 75%
- 3 50%
- 2 25%
- 1 I need someone to do this for me.

Turn on computer.

Recognize the parts of the computer and their functions.

Connect to the internet (click internet explorer)

Scroll up and down a web page

Surf the World Wide Web (click on hyperlinks, use back button)

Print a page

Shut-down the computer

Congratulations, you can go onto Module 2