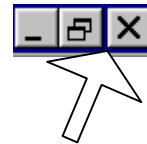


Module 2

In this module you will teach the student how to:

1. Work with windows



2. Search for information



3. Learn some keys on the keyboard



4. Enlarge print on the screen



Tutor preparation: have you configured your computer?

1. Working with Windows

A window is a part of a screen used to display a programme.
Show your student how to:

1. **Open 2 windows side by side.** Follow these steps:

- Connect to the Internet.
- Click on the search icon 
- Show your student the search window, which has opened on the left of the screen

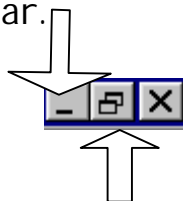


- Try closing this window by clicking on the cross in the right hand top corner. Try opening and closing the search window a few times.

2. **Click and drag windows.** Position the cursor on the border between the search window and the main Internet screen. When the double arrow appears, hold down the left mouse button and move your mouse in the direction of one of the arrows. The window border will move. This action is called “click and drag”

3. **Open windows on top of each other** and  then close them by clicking on the closebox!

4. **Minimize windows** so that the programme sits at the bottom of the screen in the status bar.



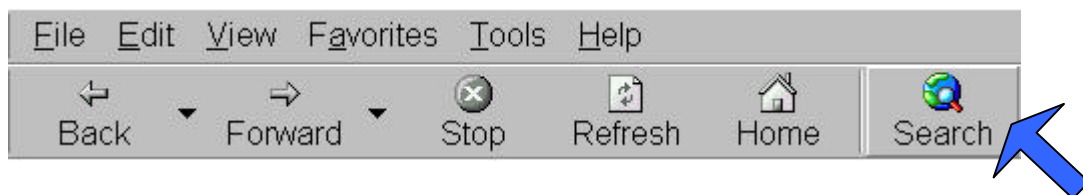
5. **Enlarge a window** so that it fills the whole screen.

2. Search for Information



You use a search engine to look for specific information about a person or topic. It is possible to search through millions of web pages in seconds. To do a search you must enter a “keyword” or “search word”

Ask the student what they would like to know more about. Decide on a search word/s, e.g. Olympics, aphasia, gardening, “great barrier reef”. Follow these steps:

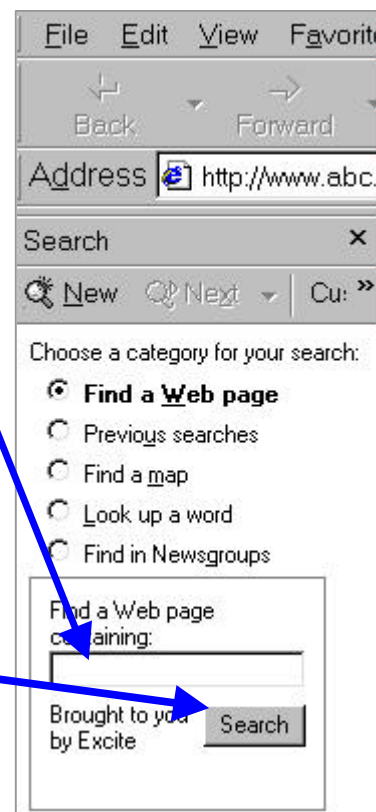


1. Click the search icon on the toolbar at the top of the screen.

2. On the left side of the screen the search window will appear. Remind your student to click the mouse in this space, before typing in search word.

3. Type a search word e.g: Olympics, aphasia, “great barrier reef”, “gardening australia”. The student may need help with typing.

4. Now click on Search



Search tips:

- If there are two words that go together, surround them in inverted commas e.g. “gardening australia”
- no need for capital letters!

5. This search on “gardening australia” has produced these results.

6. Click on any of these links to surf the web. Encourage your student to use the [back](#) button.



7. Tell them about the [home](#) button



Keep searching on topics of interest to the student. Give your student some practice at surfing the net while you are there, so you can help out if necessary. Try to gradually “fade out” your help to encourage them to become independent surfers.

At the end of the session, click on the [history](#) button. A window will open to the left of the screen. You will be able to see what web sites you have visited for the past week!



2. Learn some keys on the keyboard

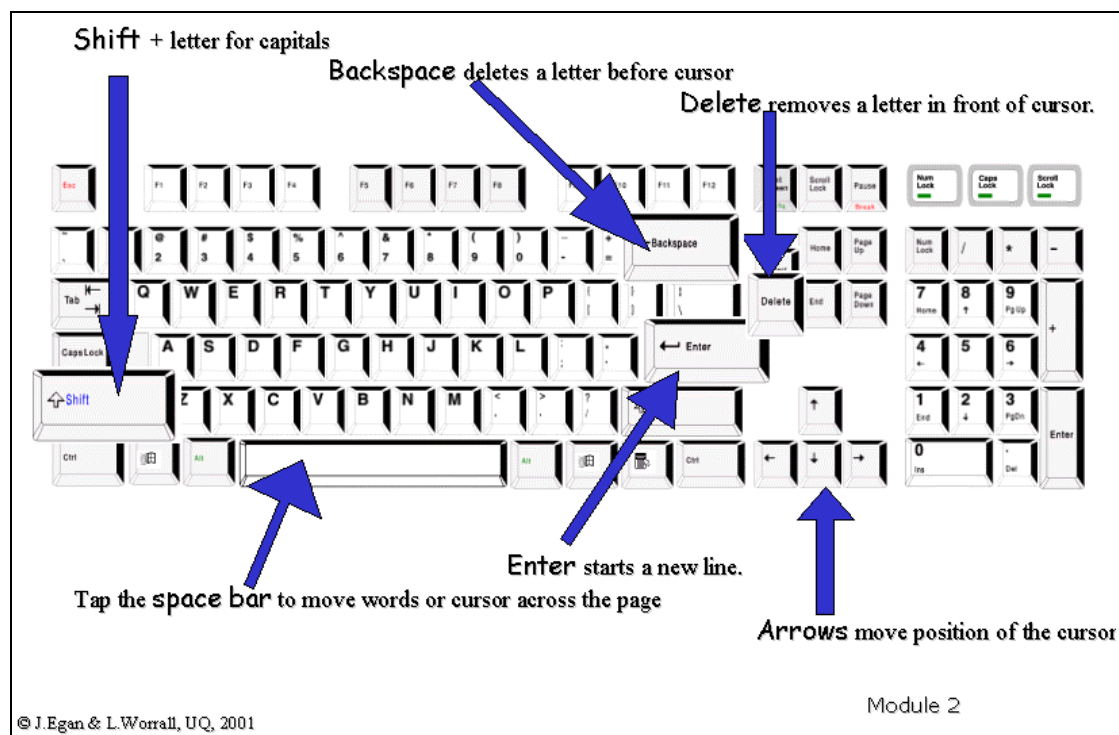


Why is this section optional?

It is not necessary to use the keyboard when you are surfing the Internet.

In fact, it is possible to surf the Internet for hours **without** typing a word! Some people however, will choose to enter text in boxes provided. This module is an orientation lesson on the computer keyboard for those students who wish to type single words and phrases.

The computer keyboard has some essential keys, which will be unfamiliar to many students. See [figure 1](#) below and assist the student to locate the keys and try them out.



3. Enlarge print on screen



To set large font as the default setting:

Click on view and in drop-down menu click on text size and click on largest. You will see a tick appear. Experiment with the size of the font. Ask your student which size is the most comfortable for them to read.

To finish this session:

- Look through module 2 with your student and revise what you have covered today. *Show your student that the page numbers in module 2 are green.*
- 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.

Name of Student:

Name of Tutor:

Date of session	Tutor's Notes	Student's comments

Module 2 skills checklist 

Date:

Name of Student:

Name of Tutor:


The student should feel comfortable with the following skills before progressing to module 3. Ask the student to help you fill in a score of 1-5 in the boxes for the following skills. If the student needs more time to develop these skills, go over the sections they need to practice in modules 1 & 2. However, don't worry about complete accuracy before going on to module 3. Just spend a little time going over the appropriate sections. Remember, surfing is fun!

I am able to 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.

Connect to the internet (click internet explorer)

Work with windows (use , click & drag windows)

Do a search

Surf the Web (click hyperlinks, use Back button, History button)

Enlarge print on screen

Shut-down the computer

Congratulations, you can go onto Module 3