

COMPUTER BASICS

****Instructions for the trainer are in bold and caps**

PRIOR TO CLASS: *Instructor opens the following (each is hyperlinked and will open if you click on them):*

- [Computer Basics Presentation](#)
- [Mouse Training Presentation](#)
- [Keyboarding Presentation](#)
- [File Management Presentation](#)
- [Mouse Practice Spreadsheet](#)
- [Keyboarding Practice Document](#)
- [File Manage Practice Document](#)
- [Certificate of Completion Document](#)

Computer Basics is a two hour course designed to familiarize students new to computers with basic computer terminology, hardware, software, input (mouse and keyboard) and output (printer and external storage) devices, as well as the Microsoft Windows file structure.

Introduce yourself and ask the students to introduce themselves to one another.

ASK ABOUT THEIR EXPECTATIONS... *ie: "What do you hope to learn today?"*

INSTRUCTION: Display [COMPUTER BASICS PRESENTATION](#) on overhead. Students can take notes in student handbook (dotted lines are provided in the handbook for this purpose) when necessary. **ENCOURAGE** students to stop you if they have any questions.

STATE & DISPLAY Objectives:

- Describe the importance of computers in today's world.
- Explain the basics of computer performance and how it relates to productivity.
- Explain the role of memory.
- Identify the primary hardware components of a computer.
- Define the term program.
- Describe what an operating system is and its role.
- Define the term network and identify the benefits of networking.
- Define the term Internet.
- Describe the different types of productivity programs and their uses.
- Describe the different types of communications programs and their uses.
- Manage files and folders in Windows Explorer.
- Perform basic file operations.
- Perform proper shutdown procedures Identify the steps for starting a computer.
- Identify the different groups of keys on a keyboard.

- Perform different tasks by using a mouse.

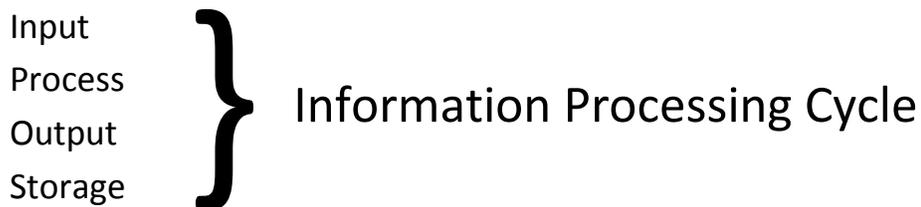
ASK: *Why is it important to know how to use a computer?*

Computers are everywhere and everyone is using them! Computers are in our cars, our kitchens, our living rooms, our stores and, most importantly, in our workplaces. They are used to communicate, to play, and to make everyday tasks easier (once you know how to use them!). The ability to use a computer will enhance your ability to not only keep in touch with friends and family but it will also increase your ability to find and keep a job.

ASK: *What is a computer?*

An electronic device that accepts data (input), manipulates the data (process), produces information based on the manipulation (output) and stores the results (storage).

ie: The computer performs 4 basic functions



Human Brain analogy:

Input	=	eyes, ears, mouth & nose
Processing	=	brain
Output	=	verbal & non-verbal reactions
Storage	=	you have control / important keep / not imp. Delete

ASK: *What types of things can you do, already do or want to do on the computer?*

(pause for responses, contribute if needed) Can we do these things without a computer?

YES... so...

The question is, “why pay so much money for a machine that does things we can already do without the machine?”

EXPLAIN: *Why do we want to use a computer to do work we could do without a computer?*

Speed:	Computers can process data much faster than we can.
Accuracy/	Computers don't get sick (without help!), they are not
Reliability:	distracted by loving or hating you, they don't care what you look like etc...

Memory: Computers are able to store and recall instantaneously, huge amounts of data

INSTRUCTION: 5 basic computer components

(1) **Input:** A device we use to put information into the computer. List as many as we can think of.

(2) **Output:** A device we use to see the results of the computer's manipulation of the data we input. List as many as we can think of.

***How many devices can we think of that are both input and output?

(3) **Central Processing Unit** (CPU=Control Unit and Arithmetic Logic Unit):

Control Unit interprets the instructions (traffic cop),

Arithmetic Logic Unit performs the arithmetic and logical functions (addition, subtraction, multiplication, division, equals, not equal, equal to or greater than, equal to or less than, greater than, less than...)

(4) **Memory:** RAM (Random Access Memory)

This is what makes the computer so darned fast ~ the ability to go from point A to point Q without having to pass through B,C,D,E,F,... (Beam me up Scotty and as opposed to Sequential Access – cassette tapes) This is where the computer holds data while it is needed for processing. It is volatile in that it loses its contents when the machine is turned off.

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ROM (Read Only Memory): a set of chips that contain instructions that help a computer prepare for processing tasks. These instructions are permanent. The only way to change them is to remove the chips and replace them.

(5) **Storage:** Hard Drive, Floppy Disk Drive, CD drive, Memory Sticks, etc... Discuss pros and cons of each storage method

INSTRUCTION: *Computer Programs*

A computer program is a set of step-by-step instructions that tell the computer how to perform a specific task. Without computer programs your computer is merely a really expensive paper weight!

System Software: Software that works with the operating system to control the interaction between the user, software and hardware.

Application Software: Software the computer uses to carry out a task as specified by the user.

- *Word Processing:* enter, edit, format and print documents containing primarily, but not limited to text.
- *Spreadsheet:* enter, edit, format, print, sort and calculate primarily numeric data.
- *Communications:* email and the internet
- *Education and Entertainment:* Tutorials, Testing, Simulation, and Games (multimedia)

INSTRUCTION: *Students turn on & login to computers*

- Review desktop screen components.

On Overhead: Show students how to access and open the following:

- Mouse Practice
- Keyboard Practice

Open and close them a few times. Open them both and demonstrate how to go from one to another.

ENCOURAGE QUESTIONS**INSTRUCTION:** *Input devices*[Presentation](#) on Mouse Training

- Click
- Double Click
- Right Click
- Click and Drag
- Drag and Drop

[Mouse Practice](#) Instructor demonstrates (SLOWLY if need be) on overhead and students do at their computers.

[Presentation](#) on Keyboarding Training

Open Keyboard Practice document and walk students through the use of each of the below.

- QWERTY
- Function Keys
- Modifier Keys
- Directional Keys
- Numeric Keypad
- Other Keys
- Hot Keys / Shortcut Keys

[Keyboarding Practice](#) Instructor demonstrates (SLOWLY if need be) on overhead and students do at their computers.

INSTRUCTION: *File Management*

[Presentation](#) on File Management

- Importance
- My Computer
- My Documents
- Folders
 - Subfolders
 - Files
 - File Naming Conventions
 - File Types

[File Management Practice](#) **INSTRUCTOR DEMONSTRATES** (SLOWLY if need be) on overhead and students do at their computers.

Instructor Notes:.....

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