Subject/Course: Basic Computer Skills

Topic: Computers and Basic Navigation

Lesson Title: Introduction to Computers and Basic Navigation Skills

Duration: 120 minutes

Lesson Goals:

By the end of this lesson, you will be able to:

1. Understand the basic parts of a computer (monitor, keyboard, mouse, etc.)
2. Turn on/off a computer safely
3. Navigate the desktop environment (icons, taskbar, start menu)
4. Use the mouse (click, double-click, right-click, drag-and-drop)
5. Basic keyboard skills (typing practice, shortcuts)

Lesson Outline:

Introduction (10 minutes)

WELCOME STUDENTS AND INTRODUCE THE TOPIC OF BASIC COMPUTER SKILLS.

This course is designed to provide you with the essential knowledge and skills needed to effectively use a computer for everyday tasks. Whether you are a complete beginner or someone looking to refresh your skills, this course will help you gain confidence and competence in using computers.

Computer Fun Facts

Select either true or false for each of the following

True or False	The first computer mouse was invented in 1964
True or False	The first electronic computer was built in 1943
True or False	The first website was created in 1991

Answers:

TRUE. Douglas Engelbart was the inventor of the first computer mouse in 1964.

TRUE. The Colossus was built in 1943, the world's first programmable computer.

TRUE. Tim Berner-Lee is the creator of the first website, which was developed in 1991.

Importance of Computer Literacy (20 minutes)

In today's digital age, computer literacy is more important than ever. The ability to effectively use computers and technology is a crucial skill that impacts various aspects of our daily lives, from personal to professional environments. Here are some key reasons why computer literacy is vital:

o *Employment and Career Advancement*
   ▪ Most jobs require basic skills, such as word processing, email communication, and internet navigation. Many professions demand advanced skills that include data analysis, programming, and digital marketing.
o *Communication*
   ▪ Social Media platforms like Facebook and Instagram enable people to stay connected digitally.
   ▪ Email is one of the primary modes of communication for both personal and professional communication.
o *Online Safety*
   ▪ Cybersecurity Awareness is important for protecting personal information and recognizing cyber threats. Managing privacy settings helps you safeguard personal data.
o *Access to Services*
   ▪ Many government services are accessible online
   ▪ Community engagement is supported through participation in online forums, social groups and community activities

What is a computer?

A computer is an electronic device that processes data, performs calculations, and executes instructions to accomplish specific tasks. It is composed of both hardware and software components that work together to perform various functions.

- *Key Concepts*
    - Computers are comprised of two things. Hardware and Software.
    - Hardware is the physical parts of the computer that you can see and touch.
    - Software includes programs and applications that runs on the computer. These give instructions to hardware of how to perform tasks
- *Hardware Common Parts*
    - **Memory [RAM]:** This is the short-term storage that the computer uses to store and access data quickly. This allows programs to actively run and work on a specific task.
    - **Storage [Hard Drive or SSD]:** Long-term memory. This holds all the contents on the computer, such as files, applications and operating system.

    ### DEVICES

    - **Input Devices:** Tools used to give data to your computer. Keyboard and mouse.
    - **Output Devices:** Tools used for output data or to see and receive things from your computer. These include the monitor/screen and a printer.
- *Software Common Parts*
    - **Operating System [OS]:** this is the main software that makes the computer function. It manages all hardware and software on your computer.
    - **Applications:** These are the programs that perform specific tasks for users. Whether writing, web browsing, and/or games.

ANSWER:
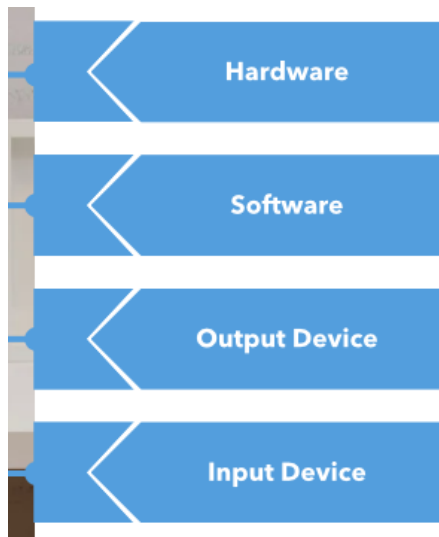
Basic Navigation Skills (50 minutes)

**DESCRIBE THE KEY COMPONENTS OF WHAT USERS SEE ON SCREEN.**

- *Desktop*

o **macOS:** Includes a dock, top menu bar with system and application menus, and the finder for file management.
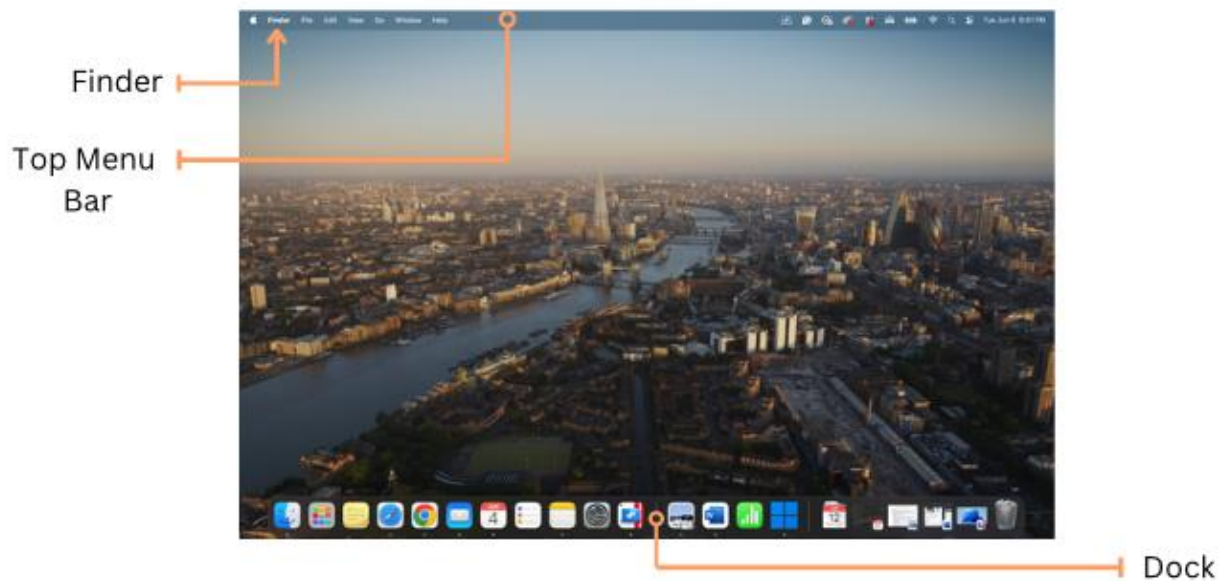
- **Dock** – A bar typically located at the bottom of the screen. This includes shortcuts to frequently used applications, open application windows, and settings.
- **Top Menu Bar** – Provides access to system functions, application controls, and system status icons such as volume control, battery charge, and time and date.
- **Finder** – this is the file management application. You can access, organize and manage files and folders.

o **Windows:** Features a taskbar, start menu, and desktop icons.
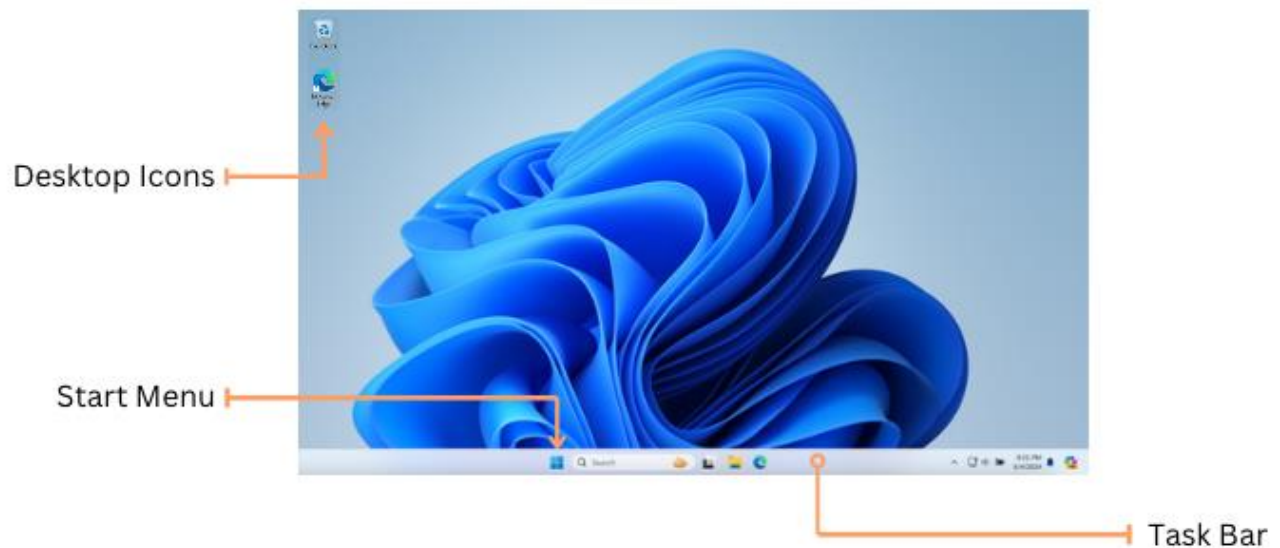
- **Task Bar** - A bar typically located at the bottom of the screen. This includes shortcuts to frequently used applications, and system status icons such as volume control, battery charge, and time and date.
- **Start Menu** – By clicking the start button; you can access installed applications, system settings, and power options.
- **Desk Top Icons** – Quick Access to installed applications

IN-CLASS DEMO

o Use the Start Menu/Dock
o Show how to access and open/close applications
o Switch between open applications, cover minimizing and maximizing, and resizing application screens

HANDS-ON ACTIVITY

o Have students open and close applications. Practice pining and unpinning items on the taskbar/dock and switching between multiple application

Homework:

Encourage students to practice navigating their computers at home and to familiarize themselves with basic terminology and skills covered in the lesson.

Conclusions and Takeaways:

o Understanding how to use computers is a fundamental skill that impacts many aspects of our daily lives.
o Fundamentally, computers are made from a combination of hardware and software concepts.
o By developing navigation skills, you can increase efficiency in accessing the desktop, taskbar, and applications.

Attribution:

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