

**Facilitator/Presenter’s**

**Guide to**

**Computer Basics for Parents**

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| **Content**: This module is designed to provide a basic understanding of computers for the beginner user. Participants will learn about the very basic components of a computer, including input devices such as a computer keyboard and mouse/trackpad. Participants will also learn about the computer desktop. |
| **Approximate Time Frame**: 60 minutes |
| **Suggested Audience:** Technological beginners |

| Slide | Slide View | Presenter’s Text |
| --- | --- | --- |
| 1 |  | **Display this slide as participants arrive. When ready to begin, welcome the participants to the session and read the title of the course.** |
| 2 |  | **Read steps on slide to select interpretation in Zoom on a computer** |
| 3 |  | **Read steps on slide to select interpretation in Zoom on a mobile device** |
| 4 |  | **Say**: *The outcomes for today’s session are the following:*   * *Gain a basic understanding of computers* * *Learn how to use a computer keyboard* * *Learn how to use a mouse/trackpad* * *Learn about the computer desktop* |
| 5 |  | **Introduce yourself and additional presenters (if any)** |
| 6 |  | **Read slide** |
| 7 |  | **Read slide** |
| 8 |  | **Conduct Inclusion Activity** |
| 9 |  | **Say**: *Let’s begin with our first segment of today’s training, Intro to Desktop Computers & Laptops. In this segment we will learn the difference between a desktop computer and a laptop.* |
| 10 |  | **Say**: *An operating system is the most important software that runs on a computer. It allows you to communicate with the computer without knowing how to speak the computer's language. Operating systems usually come****pre-loaded****on any computer you buy.* *Two of the most common operating systems for personal computers are****Microsoft Windows*** *and****macOS****.*  **Then, read slide** |
| 11 |  | **Say**: *When it comes to types of computers, people commonly use either a desktop computer or a laptop. This slide provides a basic overview of a desktop computer.*  **Then, read slide. Click to trigger slide animations**. |
| 12 |  | **Say**: *Some people prefer to use a laptop computer because it is portable and allows you to use your computer almost anywhere.*  **Then, read slide. Click to trigger slide animations.** |
| 13 |  | **Say**: *This next segment will cover the basics of using a computer keyboard.* |
| 14 |  | **Say**: *All desktop computers and laptops include a keyboard.*  **Then, read slide.** |
| 15 |  | **Say**: *Here is an example of a desktop computer keyboard. All computer keyboards with a cord connecting them to the computer automatically turn on when the computer turns on. As you type on the keyboard you’re inputting information into the computer.*  *The most commonly used areas of the keyboard are:*   * *The Typewriter keys. These are the same keys you find on an old typewriter; letters, numbers, and punctuation symbols* * *The Arrow keys. These keys move the text cursor in the direction of the arrow – up, down, left or right.* * *The numeric keypad contains calculator-like keys.*   **Click to trigger slide animations.** |
| 16 |  | **Say**: *A laptop keyboard is arranged differently than a desktop keyboard to accommodate the laptop's smaller size.*  *As with a desktop keyboard, you should be able to identify the following basic items on your laptop keyboard:*   * *Alphanumeric, or “typewriter,” keys* * *Arrow keys: in this example, they’re on the bottom right.* |
| 17 |  | **Say**: *The Shift key on your keyboard allows you to type uppercase letters as well as use any of the symbols that appear at the top of a key, such as the Question mark symbol. To do this, hold down the Shift key and type the letter or the symbol.* |
| 18 |  | **Say**: *The Caps Lock key on your keyboard allows you to write in all capital letters. To use do this, simply press the Caps Lock key once and start typing. To turn it off, press the Caps Lock key again. Many keyboards have a small indicator light for the Caps Lock key to let you know if it’s on or off.* |
| 19 |  | **Say**: *The Space bar allows you to enter a space between text as you type. To enter a space, press the space bar.*  **Click to trigger slide animations.** |
| 20 |  | **Say**: *Some additional keys that are commonly used include the Tab key, Enter key and the Arrow keys.*  **Then, read description of each key provided on the slide.** |
| 21 |  | **Conduct “check for understanding” activity** |
| 22 |  | **Say**: *Next, we will learn how to use a computer mouse to move the pointer around the screen and open programs.* |
| 23 |  | **Say**: *The mouse is a handheld computer device used to move the cursor around the screen. A mouse can be connected to the computer with a cord or can be wireless. The mouse buttons are used to interact with files, windows, and other software. The mouse must be placed on a flat surface, like a desk or table top, next to your computer.* |
| 24 |  | **Say**: *The mouse is used for several functions.*   * *Move the cursor - The primary function is to move the mouse pointer on the screen.* * *Open a program - Once you've moved the pointer to an icon, folder, or another object clicking or double-clicking that object opens the document or the program.* * *Select - A mouse also allows you to select text or a file or highlight and select multiple files at once.* * *Drag-and-drop - Once something is selected, it can also be moved using the drag-and-drop method.* * *Hover - Moving the mouse cursor over objects with hover information helps discover each object's function.* * *Scroll - When working with a long document or viewing a long web page, you may need to scroll up or down.* |
| 25 |  | **Read slide** |
| 26 |  | **Read slide** |
| 27 |  | ***Say****: You may need to scroll up or down when viewing a webpage or working with a long document. One way to scroll is to click-and-drag the scroll bar on the right side of the screen.*  **Then, read slide.** |
| 28 |  | **Say**: *Another way to scroll through webpages and documents is by using the Scroll wheel.* *Just roll the wheel on a mouse down to move through pages going forward or scroll up to move backward in your document.*  **Then, read slide.** |
| 29 |  | **Say**: *Now that we’ve learned what a computer mouse is and how to use it, let’s learn about using a touchpad (also referred to as a trackpad) on laptops.* |
| 30 |  | **Say***: One of the important differences between a laptop and a desktop computer is that the laptop uses a touchpad instead of a mouse.* |
| 31 |  | **Say***: The touchpad is sometimes also called a trackpad. The touchpad is used to control the mouse pointer, also called a cursor. The cursor is used to point to and choose (or activate) items on the screen.* |
| 32 |  | **Say**: *To move the cursor on your screen, slide your finger across the touchpad in the direction you want the cursor to go. Don’t worry if you come to the edge of the touchpad and the cursor still hasn’t reached its destination. Lift your finger off the touchpad surface and move it back to the edge of the touchpad to make more travel room for your finger. When your finger is not in contact with the touchpad, the cursor won’t move.* |
| 33 |  | **Say**: *Touchpads may include two buttons that function just like the left and right buttons on a mouse. The buttons may be located above or below the touchpad.*  *On a touchpad that doesn't have left and right buttons, a quick tap on the touchpad is the same as a left click.* |
| 34 |  | **Say**: *Double-clicking on a touchpad is just like a double-clicking with a mouse. First, move your cursor to the area of the screen you want to select. On a touchpad with buttons, simply tap the left button twice. On a touchpad without buttons, simply tap on the touchpad twice quickly to double-click.* |
| 35 |  | ***Say****: You may need to scroll up or down when viewing a webpage or working with a long document. One way to scroll is to click-and-drag the scroll bar on the right side of the screen.*  **Then, read slide.** |
| 36 |  | **Say**: *You can also scroll with your touchpad using two fingers. Drag two fingers on the touchpad to the direction you want to scroll.* |
| 37 |  | **Conduct “check for understanding” activity** |
| 38 |  | **Say**: *In this next segment, we are going to learn about the computer desktop.* |
| 39 |  | **Say**: *The desktop is the primary user interface of a computer. It represents the kinds of objects you might find on top of an actual desk – documents, writing tools, folders and other items.*  *It includes the desktop background (or wallpaper) and icons of files and folders you may have saved to the desktop. In Windows, the desktop includes a task bar, which is located at the bottom of the screen by default. In Mac OS, the desktop includes a menu bar at the top of the screen and the Dock at the bottom.*  *When you boot up your computer, the desktop is displayed once the startup process is complete.* |
| 40 |  | **Say**: *When you look at your desktop, you should see various icons for each of the files and programs that are saved to the desktop of your computer. Clicking on an icon from the desktop is a quick way to access and open the item. These icons are also referred to as ‘desktop shortcuts’.* |
| 41 |  | **Say**: *On a Windows computer,* *the Taskbar appears at the bottom of the screen. It shows the programs that you currently have open on your computer.*  *To switch from one program to another, single click the program on the Taskbar, and it will become the front window.*  *You can even add icons for your favorite programs to the taskbar, for quicker and easier launching.*  *On the right-side of the taskbar you will find the Notification Area which informs the user of different things like the state of the Internet connection or the charge of the laptop battery.* |
| 42 |  | **Say**: *Similar to the Taskbar on a Windows computer, the Dock on a Mac is also located at the bottom of the screen. In the Dock, you can open an app or program and switch to another app or program.* |
| 43 |  | **Say**: *As you open a program or file on your computer, it will appear in a window on the screen. The example on this slide shows 3 open windows overlapping.*  **Click to trigger slide animation. Then read slide.** |
| 44 |  | **Say**: Resizing a window can be useful in many situations. For instance, when you need to fit more than one on the same screen. This slide shows you how to resize a window.  Minimize - Clicking this button, which looks like a dash, collapses the window onto the Taskbar.  Maximize / Resize - Clicking this button, which looks like a box or two boxes, toggles the window between full and nearly full (not maximized) screen.  Close window – Click the “X” button to close the window. |
| 45 |  | **Read Slide**  **Then say:** *To resize the window, move the cursor to any edge or corner of the window until a double-headed arrow appears. When this arrow appears, click-and-drag it to make the window larger or smaller.* |
| 46 |  | **Say**: *It is best to****shut down****your****computer****when you don't need to use it for a while and to save power.*  **Then, read slide. Click to trigger slide animation.** |
| 47 |  | **Say**: *To shut down an Apple computer, follow these steps:*  **Then, read slide. Click to trigger slide animation.** |
| 48 |  | **Conduct “check for understanding” activity** |
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