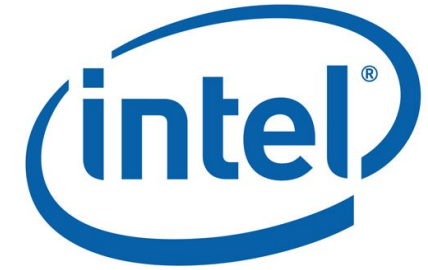


# UNIT 1: Introducing Computers and Operating Systems



Recognise and navigate basic computer components and functions including Start

## Planning and Delivery Tips

- *Skill Set Checklist* provide “goals” for module ie the core skills and knowledge to be taught
- *Easysteps online*—use video tutorials without audio to illustrate/demonstrate eg keyboard, mouse clicking.
- *Try Activities* from *Easysteps online*—do as class activity with volunteer student on data show/projector. (*Using the internet* and a browser occur in module 2)
- **Parts of the computer**—use the *Try Activity Revision* (after learners have completed mouse skills) <http://easystepsonline.intel.com/module/1/2#try>  
Intel videos Module 1.2 <http://easystepsonline.intel.com/module/1/2>
- **Mouse /Keyboard**  
*Easysteps online* video for demonstration  
Keyboard basics *Try activity* using data show/projector and a student

## Key Terms /Vocabulary

- Desktop computer vs laptop
- Monitor
- Operating system
- Desktop
- Mouse
- Click/Double click/right click
- Drag
- Start Button/Start menu
- Task bar
- Keyboard and keyboard functions
- Folders/subfolders create
- Create/move/copy files

## Scaffolding

- Unpack the knowledge/skills/concepts in module
- Chunk the skills and information being taught over a number of lessons.
- Introduce through demonstration and
- Revise and build on skills in next lesson with a practical exercise or activity.
- Learners create vocabulary list of new words/vocabulary (to be used for revision and pronunciation)
- Elicit learners’ knowledge about computers and practice pronunciation

## Extra Resources

- Practice clicking the mouse  
cursor changes when it goes over hypelink  
<http://pbclibrary.org/mousing/intro.htm>  
<http://www.investintech.com/content/freemouseexercises/>
- Keyboard practice <http://www.typing.com/tutor/games/>  
<http://bigbrownbear.co.uk/keyboard/>