

# STRATEGIES THATWORK

Intel® Learn Easy Steps for CALD learners

## Module 1: Introduction to Computers



The *Intel® Learn Easy Steps for CALD learner's* project and the *Strategies That Work* resource kit were developed with the support of the Victorian Government.

Updated 2016: The resource is filed at:  
<http://intelforcald.acfe.vic.edu.au/Resource+kit>

# STRATEGIES THAT WORK

## Module 1: Introducing Computers and Operating Systems

Recognise and navigate basic computer components and functions including Start functions, Mouse, Keyboard, Files and Folders

### Planning and Delivery Tips

- *Skill Set Checklist* provides “goals” for module ie the core skills and knowledge to be taught
- *\*Easy Steps Online* - use video tutorials without audio to illustrate / demonstrate eg. keyboard, mouse clicking
- Mouse / Keyboard: *\*Easy Steps Online, Module 1, Activity 2: Parts of the Computer* use video for demonstration (no audio) or for revision
- Additional time and support may need to be given to learners totally new to mouse skills.
- \* <https://easystepsonline.intel.com/>

### Key Terms / Vocabulary

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

### Scaffolding

- Unpack the knowledge / skills / concepts in module
- Chunk the skills and information being taught over a number of lessons
- Introduce through demonstration and step by step exercises
- 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

- Mouse practice  
<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/index.htm>
- Activity Card PDF Practice Card:  
<http://www.intel.com/content/www/us/en/education/intel-learn-easy-steps/easy-steps-activity-card-manage-files-folders.html>