

STRATEGIES THAT WORK

Intel® Learn Easy Steps for CALD learners

Module 1: Introducing Computers and Operating Systems



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

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

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

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

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>