

Lesson 0/2 **Computer skills: files and folders, the keyboard- Teacher structure**

Teacher instruction:

Introduction

In this lesson, students are introduced to naming and saving files and folders. They will also familiarize themselves with the keyboard and get some practice in typing. It is a full schedule with a lot of essential elements. All the PC skills that are introduced in this lesson will be repeated in some of the other lessons.

Learning objectives

Students can:

Knowledge

- explain the basics of a computer's Operation Systems: WINDOWS
- explain the four elements of a computer and their function
- list the desktop elements and its functions
- explain the difference between a file and a folder
- explain why files are organized into folders
- explain how to use the keyboard, the keyboard layout and the basics of typing
- explain the functions of the special keys (alt, control, shift, arrow keys, tab)

Skills

- demonstrate how to save, name, rename, delete, and find files and folders in 'My Documents'
- demonstrate how to use the keyboard and demonstrate typing (also 'special keys')
- give instructions how to use the 'special keys'
- give instructions how to make a new file in MS Word, type short sentences, save the file, give it an appropriate name
- and find the file in the folder

Lesson outline & instruction methods

1	Introduction	10 min
2	Introduction to desktop	10 min
3	Students practice with files and folders	30 min
4	Practice with the keyboard	30 min
5	Exercise typing in MS Word	30 min
6	Lesson wrap up	5 min
7	Homework	5 min
	Total	120 min

1 Introduction (10 min)

Tell students: At the end of the lesson, we will understand the importance of saving documents and organizing saved files into folders. In this lesson, we will do exercises in making folders, making and saving an MS Word file and opening documents. You will also learn to use the keyboard for typing letters.

Ask students about their experiences with the homework exercises from the first computer lesson:

- do students have any questions about the handout on ICT glossary or the handout on basics for the computer?
- what do students want to learn about computers

2 Introduction to desktop (10 min)

Material:

- Instruction text desktop
- Handout: windows, software, files (background reading)

Aims:

- Get acquainted with the desktop, files and folders

How:

Have students read the introduction text themselves, or go through together. If they want to know more about these topics, they can read the handout later.

3 Exercise: practise with making and editing folders (30 min)

Material:

- Worksheet: How to make, move, rename and delete a folder

Aims

- Students are introduced to files and folders and are given scope to experiment with WINDOWS.
- Students familiarize themselves with naming and saving files and folders.

How:

- Prepare this exercise by making a folder labelled 'student folders' in the root of the 'My_documents' folder. This is where the students have to save their own folders.
- Follow the steps on the worksheet. You can choose to go through them step by step in plenary, or instruct students to open the worksheet themselves and go through the steps in their own pace.
- Make sure that every student has a chance to practice, so within each group every person should be operating the mouse once.

4. Practice with the keyboard (30 min)

Materials

- Music game
- Pacman
- Handout: the keyboard (background information)

Opmerking [LvL1]: See the first computer lesson of wswmethiopia.org! (instead of the second)

Aim

- Students are able to use the keyboard and to type and use special keys

How

1. Give a short introduction to the keyboard by showing briefly how it works.
2. There is a series of games and practical tools available to exercise typing and keyboard skills. Students can work on the following:
 - Play the music game with keyboard and mouse, learning how to use mouse and keyboard
 - Play Pac Man for arrow key exercises

Make sure the students alternate, so everyone has a chance to practice using the keyboard.

3. Students can read the *Handout- the keyboard* if they want to know more.

5. Exercise typing in MS Word (30 min)

Materials:

- Worksheet: practice typing in MS Word

Aim

- Students are able operate MS Word (open, and save files)
- Students practice typing

How

Use Worksheet: practice typing in MS Word. Students will learn how to operate Word and type the names of relatives in a document. You can either read it out loud and lead all the students through it in plenary, or direct them to the worksheet so they can practice themselves.

Note: every student should make a document of their own, so make sure students alternate.

6. Lesson wrap up (5 min)

Lead a discussion with the students about the issues covered in this lesson.

Questions you can use:

- What have you learned this lesson?
- Why are files organized into folders?
- Who can tell show the following keys on the keyboard:
 1. space-bar
 2. the numbers (two different sections!)
 3. tab
 4. backspace

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5. delete
6. CTRL (control)
7. >
8. +
9. ?

7. Homework (5 min)

Materials:

- Handout: the keyboard (background information)
- Handout: windows, software, files (background reading)
- Music mixer or Pacman

How

1. Tell the students to read both handouts.
2. Tell them the following additional exercise with the handout about the keyboard: As you will have noticed during the exercises, there are many keys on the keyboard and sometimes it is hard to find the one you are looking for. In the handout for next lesson, there is a printed version of a keyboard. Take this picture home with you, find the keys you have already used during the exercises and locate the following keys:

- Spacebar, Tab, Backspace, Caps lock, Shift, Ctrl, Alt, Insert and Delete.
- Practice typing your name and other simple things.

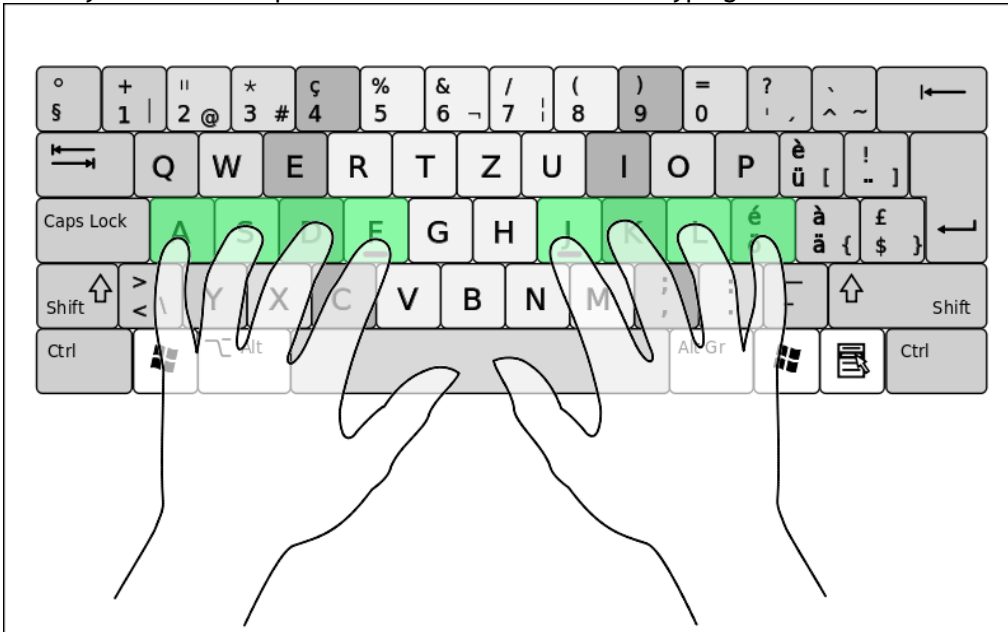
3. If you have extra time and opportunity to practice in the computer lab, play Music Mixer or Pac Man.

Tools, games and materials

- Introduction text desktop
- Worksheet: How to make, move, rename and delete a folder
- Worksheet: practice typing in MS Word
- Music mixer
- Pacman
- Handout: the keyboard (background information)
- Handout: windows, software, files (background reading)

Examples for this lesson

The keyboard and the position of the hands when fast typing



Back up (ET)

Introduction - 10min

Info

Introduction to desktop (10 mins)

Aims

- Students familiarize themselves with the computer and have a basic idea of how it works
- Students are able to work with the computer, using the desktop

How

Explain to students how a computer works by showing them its different parts: hardware, programs, windows, icons, folders and files, using the 'desktop introduction'. It is recommended to have the students gather around you and the computer in a circle. Perhaps the inner circle can stand on the floor and the outer circle on chairs.

Do

Students practice with files and folders (30 mins)

Aims

- Students are introduced to files and folders and are given scope to experiment with WINDOWS.
- Students familiarize themselves with naming and saving files and folders.

How

Give the students the two exercises; print one for every two students. Students work in pairs behind the computer, but remember: each student should make his/her own files and folders. Prepare this exercise by making a folder labelled 'studentfolders' in the root of the 'My_documents' folder. This is where the students have to save their own folders.

DO

Students practice with the keyboard (30 mins)

Aim

- Students are able to use the keyboard and to type and use special keys

How

Step 1

Give a short introduction to the keyboard by showing briefly how it works.

Step 2

There is a series of games and practical tools available to exercise typing and keyboard skills. Students can work on the following:

- Play the music game with keyboard and mouse, learning how to use mouse and keyboard
- Play Pac Man for arrow key exercises

Info

Introduction to MS Word (10 mins)

Aim

- Students are able to start in MS Word to practice typing

How

Tell the students how to start MS Word and how to save results. In the next lesson, MS Word will be explained in greater detail.

Do

Students practice typing (20 mins)

Aim

- Students gain experience in typing

How

Instruct students to practice typing as follows:

Step 1

Find the MS Word file you made during the last exercise (you probably named it 'friends' and put it in your own folder; start looking in <my document>).

Step 2

Open the file and start typing extra information; with each name, specify how this person relates to you (for example, brother, best friend, girlfriend, neighbour, etc.).

Step 3

Save the file again in your personal folder with an appropriate name (for example, friend 2).

Conclusion and homework

Lead a discussion with the students about the issues covered in this lesson.

Questions you can use:

- why are files organized into folders?
- who can tell where the following keys are on the keyboard:
 1. space-bar
 2. the numbers (two different sections!)
 3. tab
 4. backspace
 5. delete
 6. CTRL (control)
 7. >
 8. +
 9. ?

Homework

Tell the students to read the handouts. Tell them the following: as you will have noticed during the exercises, there are many keys on the keyboard and sometimes it is hard to find the one you are looking for. In the handout for next lesson, there is a printed version of a keyboard. Take this keyboard home with you, find the keys you have already used during the exercises and locate the following keys:

- Spacebar, Tab, Backspace, Caps lock, Shift, Ctrl, Alt, Insert and Delete.
- Practice typing your name and other simple things.

If you have extra time, play Music Mixer or Pac Man.

Tools, games, materials

Introduction to desktop

- Handout: [Windows, Software, Files, My File](#) (word doc)
- Handout: [The Keyboard](#) (word doc)

- Students' exercises
- Printed keyboard for students to take home for practice

- Computer (one per five students)

Handout: Windows, Software, Files, My File

Please read this handout. It explains the difference between hardware and software, the basics of a computer's operation system and software packages (such as MS Word) and how they relate to each other. The handout will also introduce files and how to organize these into folders and on drives, so you can find them back. Finally, the handout explains the basic components of Windows.

[Please download the complete handout](#)

Handout: The Keyboard

Please read this handout. It explains the basics about the computer keyboard layout.

[Please download the complete handout](#)

Introduction to desktop

The parts of the computer you can see and touch are

called **hardware** because these parts are tangible. Pieces of hardware are, for example: keyboard, mouse, hard disk, processor and monitor.

Software is called software because it is not tangible: you cannot touch or see it. Software is a set of instructions written in a special code that controls the operation of the computer. All of these instructions together are often called a software program.

To organize your files, so you can always find them again the next day, you can use folders and drives. **Folders** are objects that contain files and folder icons. They are useful for grouping together related files and folders. Imagine these folders as a filing cabinet that could hold papers (files) and other folders. Drives can be thought of as filing cabinets that store folders and files. **Drives** are part of the computer's hardware that actually stores the files and folders that you have saved. In many cases, a drive is the same as a hard disk in a computer. It can also be just a part of a hard disk or even more than one hard disk.

The **Windows desktop** is the main work area on the computer screen. It consists of everything you can see on the screen: windows, icons and dialogue boxes. You can think of the Windows desktop as a regular furniture desktop. The windows, icons and dialogue boxes are like the papers, pens and other objects you would see on a regular desk.

Do

Students practice with folders.

How to make, move, rename and delete a folder:

Step 1

Find the 'my_Documents' icon on the desktop.

Step 2

Open the 'my_Documents' folder by double-clicking on the icon with your mouse. You will notice that the files and folders that are stored in the 'my_Documents' folder appear in a window.

Now you are going to create another folder, which you will label with your own name:

Step 3

Click on 'file' in the toolbar above the window that appears.

Step 4

Select -NEW- in the menu which appears, by clicking the -new- menu option.

Step 5

Select -FOLDER- by clicking the -folder- menu option. Another folder, labelled 'new folder', appears in the window. This is the new folder you created within the 'my_Documents' folder.

Step 6

Type in your name and press the -ENTER- key. If you see that the folder has been labelled with your name, you have done this right.

Now you are going to move your folder to the folder that is labelled 'studentfolders':

Step 7

Select your folder by clicking on it once. Notice that the label turns blue to tell you that selecting it went fine.

Step 8

Drag the folder over to 'studentfolders' and drop it there: you do this by clicking the left-hand mouse button, keeping it pressed down and moving it to the folder named 'studentfolders'. Now release the mouse button. You will notice that your folder disappears from the window. You have actually moved your folder into 'studentfolders'.

Step 9

Open the folder labelled 'studentfolders' by double-clicking on the 'studentfolders' icon. Note that the folder that has been labelled with your name appears to be in 'studentfolders'.

You are now going to delete your folder:

Step 10

Select your folder by clicking on your folder icon once.

Step 11

Go to 'file' again in the toolbar above the window, click on 'delete' by left-clicking the -DELETE- button.

Step 12

Answer the question in the dialogue box by telling the computer you really want to delete the folder by clicking on the -OK- button. If your folder icon has disappeared from the screen, then your folder has been deleted successfully. Let's do it again!

- Click on 'file' in the toolbar above the window that appears.
- Select -NEW- in the menu which appears by clicking on the -new- menu option.
- Select -FOLDER- by clicking on the -folder- menu option.

Type in a name (one of your own names) for this folder and press -ENTER-.

Do

Students exercise typing in MS Word.

This exercise is going to teach you how to write the names of five relatives or friends as a list in MS Word.

Step 1

Open the MS Word application by clicking the -START- button in the taskbar, choose -PROGRAMS- from the start-menu and then choose MS Word by clicking the MS Word icon. The MS Word logo will appear on the screen to tell you that the MS Word application is being loaded. After some time, a white piece of 'paper' is shown on screen and you see the menu buttons; the program is ready to be used.

Step 2

First type in your name, age and address. As you were told in class, it is really important to save documents into the computer's memory. This is what you are going to do next.

Tip

Remember that saving means you give your document a name and put it in a place where you want to save it.

Step 3

Save your document by clicking -FILE-, and then -SAVE AS-. You see a dialogue box appearing. The computer wants you to tell it two

things: the name you like to give to your document and the folder in which you want to store the document so you can find it back.

Now you are going to fill in the dialogue box.

Step 4

Give the document a short name (a maximum of eight characters: 'friends', for example).

Step 5

Find your own folder.

Step 6

Open your folder by double-clicking on the folder icon.

Step 7

Save your document by clicking on the -SAVE- button in the dialogue box. This went fine if the dialogue box disappears and you return to the document you were working on.

Step 8

Type in your list of five relatives or friends' names. When you are done, save your document again.

Step 9

Close your document by clicking -FILE- and then -CLOSE-; close the application by clicking on -FILE- and then on -QUIT- or by clicking on the little cross-button in the upper right-hand corner of the screen.

Keyboard exercises

- [Pac Man](#)
-

[Music mixer game](#)