Teaching Computer Literacy

Lesson Plan 1

1. turning on/shutting down the computer  
2. entering a user name and password  
3. using the keyboard  
4. using the mouse  
5. opening/closing programs

In this lesson, students will begin to become familiar with the computer and its basic hardware/software components.

Describe the PC, monitor, keyboard and mouse to students. Pass out handout if available.

Before turning on the computers ask students to identify different letters and numbers on the keyboard. How many rows of numbers are there? How many rows of letters are there? Ask students to find different letter keys and number keys by calling out random letters and numbers. Next, have students find different punctuation marks. Then ask students to locate the shift keys, space bar, enter, caps lock, and backspace. Check for accuracy. Describe the various functions of the keys.

Describe the mouse and its function. Have students place the mouse in the center of their palms. Tell students that it may be necessary to physically touch them in order to assist in moving the mouse. Model mouse movement (think flight attendant) by using the arm and not twisting the wrist. Model up, down and left, right with your arm. Demonstrate left click first. Don’t complicate by showing right click and scroll until later.
Turn on the projector. Have students turn computers on. Write down or project the user name and password (usually guest1 and welcome). Assist students because sometimes there is a different user name on the screen that needs to be changed back to guest1. Once everyone has logged on, practice mouse work by getting the students to locate the cursor and do big circles on the desktop. Model the activity by moving your mouse so that the cursor is going in large circles around the desktop. Ask students to reverse direction and do big circles again. Check the students’ wrists to make sure that the mouse is correctly manipulated. Next, ask students to make small circles in the center of the desktop screen. Again, model the process. Reverse direction. Have students make an imaginary X (think back to when your friend wrote words on your back with their finger and you had to guess the word) to the four corners of the desktop in straight lines. Make an imaginary S. Make different imaginary letters if necessary on the desktop for more practice. Have students write their names using the cursor to finish.

Prepare students for opening computer programs by modeling double-click. Have students practice double-click in the center of the desktop. When everyone is ready, open the Microsoft Word program. Then have students close the program by clicking on the topmost button in the right hand corner of the page. Get students to re-open Microsoft Word. Close it again. Explain double-click to open, single click to close. Open the program again. Now, ask students to type their first and last name. Check for capitalization. Close the program again. The ‘Do you want you want to save the changes…’ prompt is given. Click No. Open Microsoft Word for the last time. Ask students to make a Capital T or a question mark. Ask them to write their name in capital letters with a period at the end. Close the program again. Open Internet Explorer and close it for more practice.

Click on start and Turn off computer to shut down all the computers. Try to get students in the habit of going through this process. Have students turn on the computers again, enter the user name and password, open Microsoft Word, and write their full names.