

Class 1 – Intro to Keyboard, Mouse & Search Engines

Lesson Plan (2 hours approx.)



Welcome and Introduction



Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none"> • Make your learner feel comfortable • Give your learner an idea about what they will be doing 	<ul style="list-style-type: none"> • Introduce yourself - tell your learner how you came to be tutoring • Ask your learner about themselves and what they hope to get out of the classes. Find out what they know about using a computer. • Outline the goals for this session • Reassure your learner that you won't move on until they are comfortable with what they have learnt 	<ul style="list-style-type: none"> • Getting Started book page 4 to 6

Introduction to PC Hardware



Goals	Suggested Actions	Resources/Notes
<ul style="list-style-type: none"> • Help your learner recognise typical PC components • Give your learner easy starting exercises 	<ul style="list-style-type: none"> • Introduce the PC/Laptop/Tablet and its components e.g. Tower (If a p.c.) Monitor/screen Keyboard Mouse/Touchpad (if a laptop) Power button Touch screen <p>Exercise</p> <ul style="list-style-type: none"> • Name the parts above and ask your learner to place their hand on them • Switch on the computer • Introduce the desktop, icons and the start button • Explain that to get into anything on the computer you need to use a mouse or the touchpad on a laptop 	<ul style="list-style-type: none"> • Getting Started book page 7 <p>Explain that the start button takes you into everything on the computer – the icons on the desktop are shortcuts to things you use most e.g. Internet Explorer</p>

Using the Mouse



Goals

- Help your learner to use a mouse so they can control the computer

Tip: For students with sight issues using the ctrl key and the + sign will increase the size of text on the screen

Remember

- **Explain...**
- **Let them try it**
- **Practice...**

Suggested Actions

- **Explain** what a mouse is
- **Explain** how to hold the mouse

Exercise

- **Practice** holding the mouse and move it gently around

Introduce the cursor

Exercise

- **Move the mouse gently around the desktop – point at an icon -watch what happens**
- **Demonstrate** the start button – explore menu
- **Explain** that you use a mouse to select things by pointing & single-clicking or double-clicking. They will learn to do this best by doing an exercise.

Exercise - Choose a mouse exercise from Getting Started book page 11 or www.mouseprogram.com

Resources/Notes

- Getting Started book page 10/11

Tip: For learners struggling with the mouse, go into the Control Panel, select Mouse, reduce the speed

Help: If your learner **right-clicks** the mouse by accident, just ask them to press the Esc key

Using the Keyboard and working with text



Goals

- Introduce your learner to the keyboard

Suggested Actions

- **Explain** the function of different keys:
 - Shift key
 - Backspace key
 - Space bar
 - Enter key
 - @ key
 - Number keys
- **Open** a text document (Notepad, Word or Open Office).

Exercise

“Type your name” – Getting Started Book page 15

Resources/Notes

- Getting Started book page 14/15

Note:

When you enter text the cursor changes into a flashing line

Introduction to the Internet & Web Browsing



Goals

- To help your learner understand how the Internet and how Internet browsers work
- To help your learner find a website using the address bar

Explain the Terms

- Internet
- World Wide Web
- Web address
- Internet browser
- Address bar
- Homepage
- Link
- Browser buttons

Remember

- **Explain...**
- **Let them try it...**
- **Practice...**

Suggested Actions

- Explain what this session will cover and what your learner will be able to do at the end of it
- Explain that the Internet is a worldwide network of computers all connected to each other
- Explain that when you connect to the Internet you have access to the World Wide Web which is a virtual library full of pages of information
- Explain that when you go to a library you 'browse' through books, you can find or explore pages on the Internet using an Internet browser
- Show your learner where the Internet browser is located on the computer
- Explain that you need to double click on the Internet browser icon to connect to the Internet. Ask your learner to click on the icon
- When the web page opens explain that this is called the homepage
- Identify the address bar, explain that every single page on the World Wide Web has a unique web address e.g. www.ageaction.ie
- Explain that if you want to visit a website and already know the address, you can type it in on the address bar
- Ask your learner to click on the address bar – notice the address is highlighted. Once it is highlighted they can type the address of the web page they want to visit.
- Ask your learner to type in the address www.rte.ie and press the Enter key

Resources/Notes

- Internet terms Getting Started book page 19


Internet Browser Icons



Hint: When using tablets the Internet is accessed by touching the Browser app

Website Addresses Explained

www = World Wide Web
ageaction = Name of website
ie = website is located in Ireland

- Explain that you are now on the RTÉ website and are looking at the RTÉ homepage
- Explore the homepage and explain the scroll bars
- Explain that a website is like a book with a front cover – the homepage. It also has lots of other pages – web pages. To go to different pages you have to click on a ‘link’.
- Take a tour of the website with the mouse
- Ask your learner to move the mouse around the homepage
- What do they notice? How many links can they find?
- Ask your learner to click on a link
- Look at the address bar again. Notice that this page is now included in the address.
- Ask your learner to find a link on this new page and click on it
- When the new page loads look at the address bar again – can they see the new page address?
- Explain the Internet browser buttons
- Ask your learner to have a go at clicking on the different buttons
- Explain the **Home** button – takes you back to the homepage – the first page you see when you open your Internet browser
- Explain how to use the close button  to close the Internet

Exercise

- [Open the Age Action website](#)
- [Find the contact details for Getting Started](#)

Prompt:

Has your learner noticed that the cursor has changed from an arrow to a hand?

Browser Buttons



Back a page



Forward a page



Home

Getting Started
book page 22

Search Engines



Goals

- To help your learner understand how to search for information on the web
- Reinforce your learner's keyboard and mouse skills

Remember

- Explain...
- Let them try...
- Practice...

Suggested Actions

- Explain what a search engine is and why you use one
- Ask your learner to open the Internet browser
- When the homepage appears ask them to type the address www.google.ie in the address bar
- Explore and explain the Google search page
- Ask your learner to type the words **Dublin Zoo** into the search box and click on Google search button
- Explain the search results page
 - No. of results (links)
 - Results and their addresses
- Use the scroll bar to see more results
- Ask your learner to click on any of the links to view the web page
- When finished, ask your learner to click on the back browser button to go back to the page of results
- Continue to explore links
- Exercise
[Search for Dublin Zoo and click on links to discover what time the Zoo opens at](#)
- Ask your learner what they would like to search for and spend some time exploring

Prompt: How can you find something if you don't have the web address?

Question:

Does your learner remember how to look for more information on the page using the scroll bar?

Hint: Dublin Zoo opening times are under Visitor Information on the Dublin Zoo website

Idea: Look up a famous person on the 1901/1911 census

www.census.ie

e.g. James Joyce
1901 Dublin,
W.B. Yeats 1911
Dublin

- Ask your learner to close the Internet
- Re-cap on what you have covered so far and check that your learner is comfortable



Wrap Up

Goals

- Check that your learner is comfortable with what they have learnt

Suggested Actions

- Go through what you and your learner have covered in this class
- **Remind** your learner of day and time of next class
- **Swap** telephone numbers with your learner– just in case one of you may not be able to come to a class.
- **Encourage** your learner to practice their new skills (exercises in book)

Fun-work Assignment:

- Give your learner the **Search Engine Exercise** handout from the Age Action website
- Explain to your learner that next week you will be learning about email and suggest that they should start [collecting email addresses of friends or relatives](#)
- **Explain** why it is important to shut down the computer properly
- **Exercise – Shut down the computer**

Remember:

Praise the hard work and identify what your learner has achieved today

Search Engine Exercise handout (See Age Action website)