



Computer Basics

CITY OF NEW YORK/PARKS & RECREATION

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IN THIS LESSON:

Parts of the computer, the desktop, icons, making folders, opening windows, resizing windows, using the mouse, start menu, shutting down

WHAT TO PREPARE:

Make sure there is a folder on the server for "Adult Classes"

Print "Computer illustration", "Computer Basics Worksheet", "Computer Basics Handout"

THE COMPUTER

- Hand out "Computer Illustration" and give the students a few minutes to complete on their own, go through it together, answer any questions.
- Introduce the desktop, explain that not all desktops will look the same and why.
- Define icons as the pictures they see on the desktop and that they do different things. Programs shortcuts open programs, file folders open a window that will allow you to see files.
- Compare the computer to a real desk with items sitting on the top and disk drives that store information like filing cabinet drawers: A: is the floppy, C: is the hard drive, D: is for a CD, etc.
- How to use the mouse, single click, double click, right click, roller.
- Practice by double-clicking on "My Computer".
- Explain the keyboard: enter key, backspace, delete, shift key, space bar, @, caps lock, num lock.

MAKING FOLDERS, RENAMING, DELETING

- Explain the levels of folders, i.e.: each folder can contain many additional folders and files.
- Explain the server and that when your files are saved there you can use any computer in this room, but the files won't be available elsewhere.
- Double click on My Computer, go to the "Adult Classes" folder on the server and have students create a new folder in it with their names.
- Open that folder and make another folder with any name and show them how to rename it.
- Show them how to delete this new folder, explain what a dialogue box is and that they need to pay attention to the information.
- Explain how to rename a folder and what "Highlighted" means. If the name of a folder is highlighted they may change the name by mistake.
- Tell them folders can be moved into other folders and to be careful not to move a folder that doesn't belong to them.

WINDOWS, MINIMIZE, MAXIMIZE, CLOSE

- Explain that they are looking at the folder through a window, explain minimize, maximize, restore down. Have them practice each.
- With the window restored down (not maximized) move it around the screen.

TASK BAR

- Open another window, maximize one. Explain that there are now two windows open and you can switch between the two using the task bar.
- Explain that many windows, and programs can be open at once and the task bar is used to go from one to the next.

START MENU, SHUTTING DOWN

- Explain that the Start Menu is used to open programs.
- Show the proper way to shut down and explain the importance of shutting down properly.
- Have everyone shut down computers, power off monitors and restart.
- No password is necessary when the login screen appears.

IN-CLASS WORKSHEET

- Hand assignment for the last 10-15 minutes of class, answer any questions.



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