Student Guide: Using a Computer

Monitor

Mouse

Keyboard

Getting acquainted

Computers help us communicate with others and work together. In this class, we will be communicating and learning together. Take a few minutes to write down a few things about yourself that you will feel comfortable sharing with the class.

Discussion

Tell us your name, where you were born, what you do well, and one of the things you hope you can gain from taking this course. Use the space below to write your ideas.

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Consider these questions

Discuss these questions with your classmates as you work, and when you are finished, write a short paragraph about each of these questions.

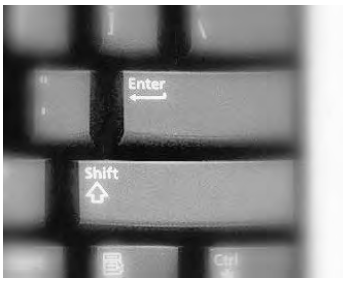
- What vocabulary do I need to use when I talk about a computer with others? (Create your own list of vocabulary words to discuss in the left column of this page.)
- What is the difference between a mouse pointer and a text cursor?
- How are e-mail addresses and web addresses similar, and how are they different?
- How can I use the internet profitably and safely?

Getting Started

Find the power button on your computer and power-up your computer. Often the power button has a symbol like the one to the right. Ask for help if you do not see a clearly labeled power button on your computer.

Locate the internet explorer icon pictured to the right. Ask for help if you have any difficulty finding the Internet Explorer icon on the screen.

The instructor will demonstrate how to use the mouse to open Internet Explorer.



Once Internet Explorer is open, the instructor will demonstrate how to use the mouse to select the address bar. When your **text cursor** is positioned in the address bar, you will be typing the following address:

http://tech.tln.lib.mi.us/tutor/

Notice that typing the colon **:** symbol requires using the shift key.

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Discussion

When you have completed the TLN online tutorial, discuss and write notes about what you learned in the tutorial. Be sure to take note of any unfamiliar or unintuitive words you encountered.

http://

Web addresses normally begin with <http://> or <https://> for secure websites. The letters "h-t-t-p" stand for "hyper-text transfer protocol." The term "hyper-text" refers to a method of marking documents with shortcuts that allow opening a related document.

@

Often, but not always, a web address will begin with <www>, but web addresses always contain at least one period, and a standard suffix like ".com, .org. or .net" or a two letter country code such as "uk" or "mx" or "co." They do not contain the "@" symbol, which indicates an email address.

support@microsoft.com is a correctly formatted email address.

support.microsoft@com is NOT a correctly formatted address.

support.microsoft.com is a correctly formatted web address.

Quiz

Enter the following web address into your address bar. Take the quiz. Ask for help if you have difficulty accessing the website.

http://replay.waybackmachine.org/20090303114703/http://www.learnthenet.com/English/quiz/01quiz.htm

When you complete the quiz, write notes about what you learned. Remember to write vocabulary words you want to discuss.

Username and Password Worksheet

Locate the username and password worksheet. Follow the instructions on the sheet to create your own memorable user name and password..

(Everyone will take a short break)

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Email Basics

View the "Email Basics" PowerPoint slide show at

<http://docs.google.com/present/view?skipauth=true&id=dgdh5k5g_18p4dn86hr>

Create your own Google email account using the information you created on your password worksheets.

<www.gmail.com>

Return to the Michael Learner Productions quiz to experience how your experiences today have already improved your understanding of internet addresses.

http://www.learnthenet.com/test-yourself/net-iq/index.php

Understanding Social Networking

View the YouTube video "Social networking in plain English," (Spanish version)

<http://www.youtube.com/watch?v=6a_KF7TYKVc&feature=channel>

Understanding Social Networking Safety

Read the following article "7 Things to Stop Doing Now on Facebook"

<http://finance.yahoo.com/family-home/article/109538/7-things-to-stop-doing-now-on-facebook>

If you need a Spanish translation, ask for help to translate the article using Google translator.

Discussion

Discuss the online article about social networking safety.

Discuss the vocabulary list you have created. Do you see any patterns regarding which words seem counter-intuitive?

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Shutting Down Your Computer

There are a number of ways to correctly shut down a computer, but this method should work with all versions of Windows.

Press and hold the **Ctrl** key.

As you press the **Ctrl** key, press and hold the **Alt** key.

As you continue pressing **Ctrl** and **Alt**, press the **Del** key, and release all three keys.

Press the "Shut-Down" button.

Depending on the version of Windows, the shut-down button may look like this icon, or it may be a square button labeled "Shut-Down."

If you have any difficulty shutting down your computer, or finding the "shut-down" button, please ask for help.

Post-Learning Assessment

The facilitator will complete the pre/post-learning assessment observe as you demonstrate skills you have learned today.

Reaction Survey

As you wait for the facilitator to do the post-learning assessment, please take a few minutes to give us your reactions to this seminar.

After The Seminar

Facebook

The following address will allow you to view the Facebook support group "being Latino." This page also has a "sign up" button to create your own Facebook account. If you wish, go ahead and create your own account. If you need help signing up, just ask!

http://www.facebook.com/Being.Latino?ref=ts

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