

Computer Basics for ESOL

Joan Brack Adult Learning Center

South Middlesex Opportunity Center



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Computer Basics

Level 1 Skills

1. Identify components of a computer:
 - a. mouse, keyboard, “computer proper” [aka “the hard drive”], USB ports, microphone/headphone jacks, on/off switches, power switches/strips.
 - b. Understand difference between OS [MS-Windows, MacOS, etc] and individual Applications
 - c. Desktop Tour
2. Mouse skills
 - a. Reliably distinguish between Left & Right Mouse Buttons
 - b. Coordinate movement of physical Mouse with movement of the Mouse Cursor on Screen
 - c. Double-Clicking, Drag & Drop, Selecting files/directories using a mouse
3. Keyboarding skills
 - a. Be able to reliably produce single characters one at a time
 - b. Introduction to non-alphabetic keys: PageUp, PageDown, Home, End, Insert, Delete, L/R/U/D Arrows, NumLock, Tab, Shift, Caps Lock, Ctrl, Alt, Left Windows, Right Windows, Esc
 - c. Key Combinations: Shift + LetterKey, Ctl+Alt+Del
4. Internet browser
 - a. Start & Close, select Browser.
 - b. Browser tabs
 - c. Open and Close individual windows.
 - d. Ad Avoidance and Recovery from accidental clicks
5. Basic Email use
 - a. How to check Email
 - b. Understand Login & Password Recovery & Password Reset
6. Basic computer maintenance, troubleshooting and security
 - a. Cleaning
 - b. Headphones, keyboard, mouse connections
 - c. Password and personal information 101

Computer Basics 2.0

Level 2 Skills

1. Microsoft Word

- a. Create new document
- b. Open and edit a document
- c. Move, copy, and find text
- d. Format font and paragraphs
- e. Create and edit tables
- f. Modify page layout
- g. Print document

2. Microsoft Excel

- a. Create a new workbook
- b. Enter cell values and labels
- c. Modify a worksheet
- d. Use formulas and functions
- e. Print

3. Microsoft PowerPoint

- a. Create a new presentation
- b. Open and edit a presentation
- c. Format a presentation
- d. Add objects to a presentation
- e. Print

4. Google Suites

- a. Navigate and edit My Drive
- b. Use Google Docs
- c. Use Google Spreadsheets
- d. Use Google Presentation
- e. Share

Student Self-Assessment

Computer Basics Level 1

First day of class: _____

Name: _____

Circle the number that best expresses how you feel about your ability.

1=Very Uncertain 2=Uncertain 3=Confident 4=Very Confident

- | | | | | | |
|----|---|---|---|---|---|
| 1. | I know what a Monitor, Keyboard, Mouse and Computer are. | 1 | 2 | 3 | 4 |
| 2. | I know how to use the Left Mouse <u>and</u> the Right Mouse Buttons. | 1 | 2 | 3 | 4 |
| 3. | I know how to Drag and Drop with a Mouse. | 1 | 2 | 3 | 4 |
| 4. | I can use a Computer Keyboard. | 1 | 2 | 3 | 4 |
| 5. | I know how to Open and Close Internet Browser (Firefox, Google Chrome, Internet Explorer, MS-Edge, etc.). | 1 | 2 | 3 | 4 |
| 6. | I know how to Close Tabs and Windows on an Internet Browser. | 1 | 2 | 3 | 4 |
| 7. | I know what to do if I accidentally click on something that takes me away from the Web Page I want. | 1 | 2 | 3 | 4 |
| 8. | I know how to check my email and what to do if I forget my Email Password. | 1 | 2 | 3 | 4 |
| 9. | I know how to connect Headphones to a Computer. | 1 | 2 | 3 | 4 |

Student Self-Assessment

Computer Basics Level 1

Last Day of Class: _____

Name: _____

Circle the number that best expresses how you feel about your ability.

1=Very Uncertain **2**=Uncertain **3**=Confident **4**=Very Confident

- | | | | | | |
|----|---|----------|----------|----------|----------|
| 1. | I know what a Monitor, Keyboard, Mouse and Computer are. | 1 | 2 | 3 | 4 |
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| 9. | I know how to connect Headphones to a Computer. | 1 | 2 | 3 | 4 |

Student Self-Assessment

Computer Basics Level 2

First day of class: _____

Name: _____

Circle the number that best expresses how you feel about your ability.

1=Very Uncertain **2**=Uncertain **3**=Confident **4**=Very Confident

- | | | | | | |
|-----|---|---|---|---|---|
| 1. | I know how to create a new document in Microsoft Word. | 1 | 2 | 3 | 4 |
| 2. | I know how to open and edit a document. | 1 | 2 | 3 | 4 |
| 3. | I know how to modify page layout in Microsoft Word . | 1 | 2 | 3 | 4 |
| 4. | I know how to create and modify a workbook in Microsoft Excel. | 1 | 2 | 3 | 4 |
| 5. | I know how to create and format a presentation in Microsoft PowerPoint. | 1 | 2 | 3 | 4 |
| 6. | I can print documents, worksheets, and presentations. | 1 | 2 | 3 | 4 |
| 7. | I know how to navigate and edit My Drive with my Google account. | 1 | 2 | 3 | 4 |
| 8. | I know how to use Google Docs. | 1 | 2 | 3 | 4 |
| 9. | I know how to use Google Spreadsheets. | 1 | 2 | 3 | 4 |
| 10. | I know how to use Google Presentation. | 1 | 2 | 3 | 4 |
| 11. | I know how to share files I created. | 1 | 2 | 3 | 4 |

Student Self-Assessment

Computer Basics Level 2

Last day of class: _____

Name: _____

Circle the number that best expresses how you feel about your ability.

1=Very Uncertain **2**=Uncertain **3**=Confident **4**=Very Confident

- | | | | | | |
|-----|---|---|---|---|---|
| 1. | I know how to create a new document in Microsoft Word. | 1 | 2 | 3 | 4 |
| 2. | I know how to open and edit a document. | 1 | 2 | 3 | 4 |
| 3. | I know how to modify page layout in Microsoft Word . | 1 | 2 | 3 | 4 |
| 4. | I know how to create and modify a workbook in Microsoft Excel. | 1 | 2 | 3 | 4 |
| 5. | I know how to create and format a presentation in Microsoft PowerPoint. | 1 | 2 | 3 | 4 |
| 6. | I can print documents, worksheets, and presentations. | 1 | 2 | 3 | 4 |
| 7. | I know how to navigate and edit My Drive with my Google account. | 1 | 2 | 3 | 4 |
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Warm up: Monday May 14

1. Open Microsoft Word.
2. Type your answers to the questions.
3. Save and share it with ESL@smoc.org

Questions:

1. Have you ever made any purchases online?
2. What website or websites did you use?
3. What did you buy?
4. Was it easy or difficult?
5. If you have never shopped online, what you would like to learn?

When you are finished, complete your project from last week
(English class for Jessica's friend)

Warm up: Monday May 21

1. Open Microsoft Word.
2. Type your answers to the questions.
3. Save and share it with ESL@smoc.org

Questions:

1. Have you ever searched for the job online
2. What website or websites did you use?
3. Did you use online application forms?
4. Do you have a resume?
5. Do you need any help to create a resume or find a job?

Computer Class Assignment #2

Problem	<p>Jessica would like to make an appointment with a doctor who specializes in allergy treatment. But first she needs to find a doctor. She has her primary care physician at Reliant Medical Group.</p> <p>She asked her husband to look into if he can find a doctor at this office and send her email about his findings.</p> <p>Her health insurance is Harvard Pilgrim Health Care.</p>
Project	<ol style="list-style-type: none">1. Find the website of Reliant Medical Group.2. Using website, navigate to Medical Services and Info for Patients to find the doctor.3. After you have found the doctor, make sure that the doctor is accepting new patients and Jessica's health insurance. You may use your own address for location.4. Save all necessary information (including address, phone number), write email and send it to ESL@smoc.org

Computer Class Assignment #4


Problem	<p>Jessica is looking for a new apartment. She would like to stay in the same area of Framingham and surrounding towns. Her goal is:</p> <ol style="list-style-type: none">1. Find one bedroom or studio apartment2. Maximum rent \$1500 per month.3. Available next month. <p>Jessica also has a cat and wondering whether she would be able to keep her pet.</p>
Project	<ol style="list-style-type: none">1. Navigate to website Apatments.com, look for information fields/location, price/, fill all necessary information and check the results. Save information you would like to share.2. Use Google search. Type: find apartments, click on a map. Compare your results. Save information.3. Navigate to USPS.com; find Quick Tools menu then Change My Address, open link.4. Open Eversource website, find drop down menu: I Want To, check Start/Stop Service.5. If you have any other services, which you would like to transfer to another place/cable, home phone/ you may check corresponding websites. <p>Save all necessary information (including address, phone number), create a Microsoft Word or Power Point Presentation, attach to email and send it to ESL@smoc.org</p>

Computer Class Assignment #7

My Favorite Smart Phone App.

1. Open Google Drive.



2. Click on  chose Google Slides and select from Blank Presentation.
3. Click on the Top Box and add your name.
4. Click on the Bottom Box and type the name of the App.
5. On a left upper corner of a tool bar click **+** to add a new slide.
6. Write a few paragraphs about your app. Please explain the reasons why the app is so important for you and what you can do with it.
7. Add a new slide and click **Insert**. From dropdown menu select **image**. Add an image or images to illustrate your presentation.
8. From the right part of the window you may choose different Themes as well as from Format menu various formatting tools: font, size, color, layout and etc.
9. Click on **Transition**, and try different types. Choose your favorite.
10. Share your work with esl@smoc.org.

