Module 4: Computer Essentials

Main objective: With this module we intend to give the seniors the tools to enable them to understand key concepts relating to ICT, computers and software.

General Description: At the end of this module learners will be able to:

- Work effectively on the computer desktop using icons, windows.

- Adjust the main operating system settings and use built-in help features.

- Create a simple document and print an output.

- Know about the main concepts of file management and be able to efficiently organize files and folders.

Topic 1: Desktop, Icons and using windows

Short description: The main goal of this topic is to present and make the senior participants comfortable with the desktop of a computer and its icons as well as the different parts of a window. They will have access to materials related to the purpose of the desktop and the task bar, the identification and use of common icons as well as the use of a shortcut and all information to work with a window.

Topic 2: Working with text and printing

Short description: The main goal of this topic is to teach seniors how to use a text application and print a document. They will be able to open, close a word processing application, enter text into a document, copy, move text within a document, between open documents and save and name a document, as well as install, uninstall a printer, set a default printer from an installed printer list, print a document from a word processing application and view, pause, restart and cancel a print job.

Topic 3: Introducing files and folders

Short description: The main goal of this topic is to introduce all information related to files and folders. They will have access to the hierarchical structure of files and folders and their properties, changing view to display files and folders, identifying common file types, open a file, folder, drive and create, rename, search a file or folder. They will also be able to select individual, adjacent, nonadjacent files, folders, sort files, copy, move files, folders between folders, drives and delete files, folders to the recycle bin/wastebasket/ trash and restore to original location.

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Topics:	Learning Outcomes:
1.1. Desktop, Icons and using windows	1.1.1. Outline the purpose of the desktop and the task bar 1.1.2. Identify common icons like those representing: files, folders, applications, printers, drives and shortcuts/aliases, recycle bin/trash/wastebasket 1.1.3. Select and move icons 1.1.4. Create, rename, move, a shortcut 1.1.5. Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar 1.1.6. Open, collapse, expand, restore down, maximize, resize, move and close a window 1.1.7. Switch between open windows
1.2. Working with text	1.2.1. Open, close a word processing application. Open, close files 1.2.2. Enter text into a document 1.2.3. Copy, move text within a document, between open documents. Past a screen capture into a document 1.2.4. Save and name a document 1.2.1. Install, uninstall a printer. Print a test page 1.2.2. Set a default printer from an installed printer list 1.2.3. Print a document from a word processing application 1.2.4. View, pause, restart and cancel a print job
1.3. Introducing files and folders	1.3.1. Understand how an operating system organizes files, folders, files in a hierarchical structure. Navigate between drives, folders, sub-folders, files. 1.3.2. Display file, folder properties like: name, size, location 1.3.3. Change view to display files and folders like: files, icons, list and details 1.3.4. Identify common file types like: word processing, spreadsheet, presentation, portable document format, image, audio, video, compressed, executable files. 1.3.5. Open a file, folder, drive 1.3.6. Create a folder 1.3.7. Rename a file, folder 1.3.8. Search for files by properties 1.3.9. View list of recently used files 1.3.10. Select individual, adjacent, non adjacent files, folders 1.3.11. Sort files in ascending, descending order by name, size, type, date modified 1.3.12. Copy, move files, folders between folders, drives 1.3.13. Delete files, folders to the recycle bin/wastebasket/ trash and restore to original location