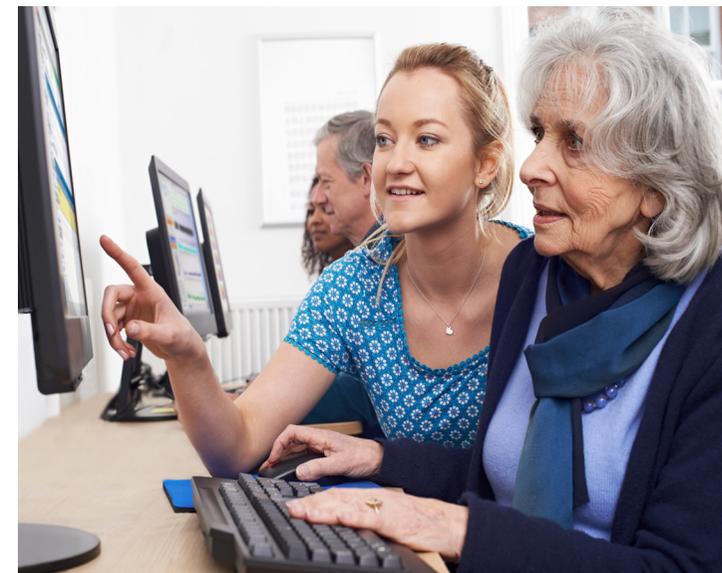# Using a computer

Session Overview: This session will provide simple guidance to basic controls and use of laptop or desktop computers. It includes turning on and off a computer, safe usage and how to open files and folders.

Learning Objectives: To demonstrate switching a computer on and navigating around the computer including opening applications and changing settings on the computer.

Activities: Before the session starts, make sure that the power is off on the devices you are using in this session, as the warm up activity involves the learners switching on their own devices. Print a copy of **Using a Computer Glossary** for each learner. This handout helps learners to understand 'jargon' words that they may not have come across before.

The activities in this session are based around the Windows 10 operating system.

Timing: This session should run for 90 minutes, however this is approximate. You can also introduce breaks for learners at any point.

	Timing	Activity	Assessment
Beginning the session	5 minutes	Discuss Learning Objectives Ask learners: Have you ever used a computer before? Give each learner a copy of the Using a Computer Glossary. *(They don't need to read through all of it now, as it's a long document. It will come in handy during the practise activity in this session, and for future sessions)*	If learners have used a computer before, the appropriate Be Connected course is **Using a computer** If learners haven't used a computer before, the appropirate Be Connected course is: **The absolute basics: What is a computer?** Complete the warm up activity with all learners.

Using a computer

	Timing	Activity	Assessment
Warm up activity	20 minutes	**Switching on the computers** 1. Show learners where the power button on the computer, and ask learners to press this to turn on the computer. 2. When the operating system is fully loaded, demonstrate opening a programme or app 3. Make a point of opening an internet browser, as they will be opening this up for the next activity. This could be with learners gathered round one device, or on a one to one basis. 4. Ask learners to practice opening applications and programmes for a few minutes 5. Ask learners to open up an internet browser - if they're not sure where this or how to do this, go around and show them individually.	Walk around to monitor learner progress and for those struggling, suggest opening and closing several programs/apps.
Core course material	35 minutes	Once learners have opened up an internet browser, go around and support learners to find the appropriate Be Connected course. There were two options for learners depending on their previous experience of using computers.	Allow learners to work through the course at their own pace.
Using a computer practise activity	20 minutes	**Changing settings** Give each learner a copy of **Using a Computer Practise Activity**.	If learners struggle with the practise activity, suggest that they revisit the Be Connected course, or offer some one-to-one support.

	Timing	Activity	Assessment
Session review	10 minutes	**Ask learners:** • What was easiest and what was hardest part of this session? • How do you turn on a computer? • How do you turn off a computer? • How do you start a program or app? • Did anyone who completed the practise activity find anything that they'd like to share?	This is a chance for learners to reflect upon what they've learnt, but also to demonstrate their skills to you.

1 | Practise makes perfect

Encourage learners to keep practising using a computer, especially if they have their own computer or laptop at home.

2 | Keep learning with Be Connected

Once learners are confident in using a computer, they can move onto Be Connected: **Getting Started Online**.

3 | Learner resources

The **Using a Computer glossary** may come in handy in future sessions, as they learn new digital skills and hear more words they may be unfamiliar with.