

Basic Computer Skills

Unit: 1 – 4

Fixing Typos

Warm-up: Thumbs Up / Thumbs Down

- I know how to Type
- I have used a computer keyboard.
- I am excited to be here.
- I am ready to learn.



Questions I have.....

Basic Hardware Skills and Objectives

1. Distinguish between different types of devices (tablets, desktop and laptop computers).
2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).
3. Log on to and shut down a computer.
4. **Demonstrate knowledge of keys on keyboard**
(Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock, ESC, Windows, Function, ALT, Space Bar).
5. Identify types of mice: mouse and touchpad.
6. Identify mouse pointer shapes and the functions they represent
[spinning wheel (loading), I-Beam (text), arrow (basic clicking), hand pointer (clickable links)]
7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).
8. Drag and drop.
9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling). 1
10. Access and control audio output features (volume, mute, speakers and headphones).
11. *Identify icons on desktop.*
12. Demonstrate ability to trash and retrieve items using the trash or recycle bin.
13. Demonstrate understanding that it is possible to customize a computer for increased accessibility
(customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor).
14. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility,
and that different versions may be installed on different computers.
15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).
16. **Identify whether or not a computer is connected to the internet.**
17. Identify and locate camera and mic on laptops, tablets.
18. Turn computer and monitor on and off

Unit 1-4 Edit Typing Mistakes

4. Demonstrate knowledge of keys on the keyboard:

Enter or Return

Space Bar

Shift

Backspace

Delete [DEL]

Arrow Keys

Caps Lock

Number Lock

ALT

[FN] Function

COMMAND Key

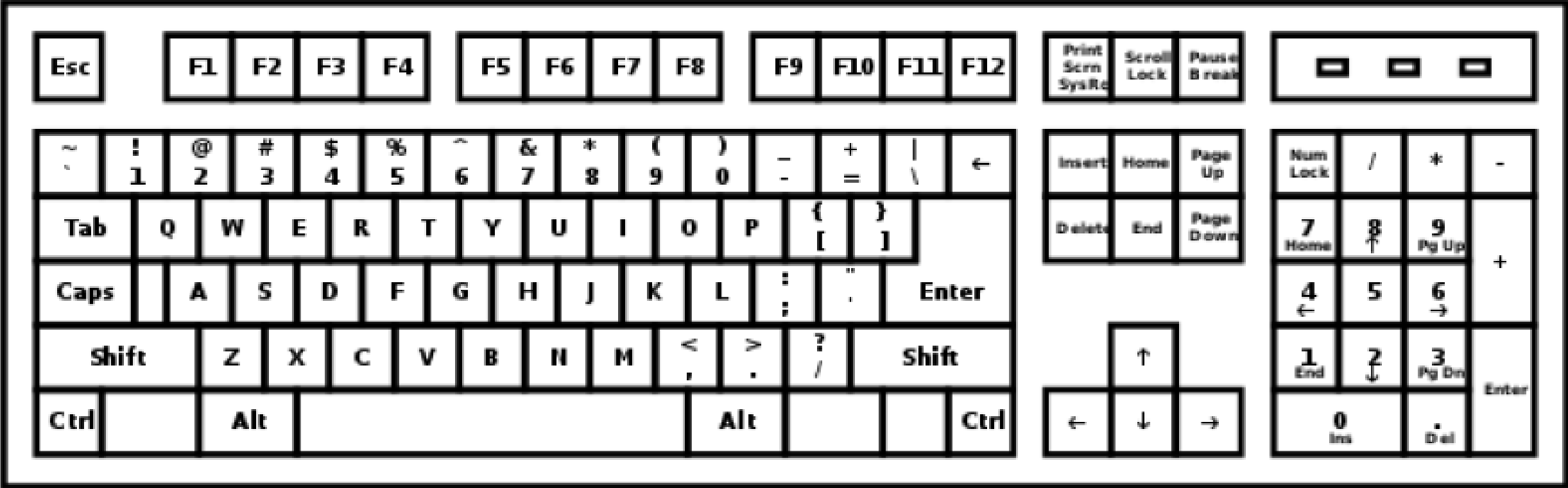
Windows
Microsoft



MAC
Apple



Typical QWERTY Keyboard

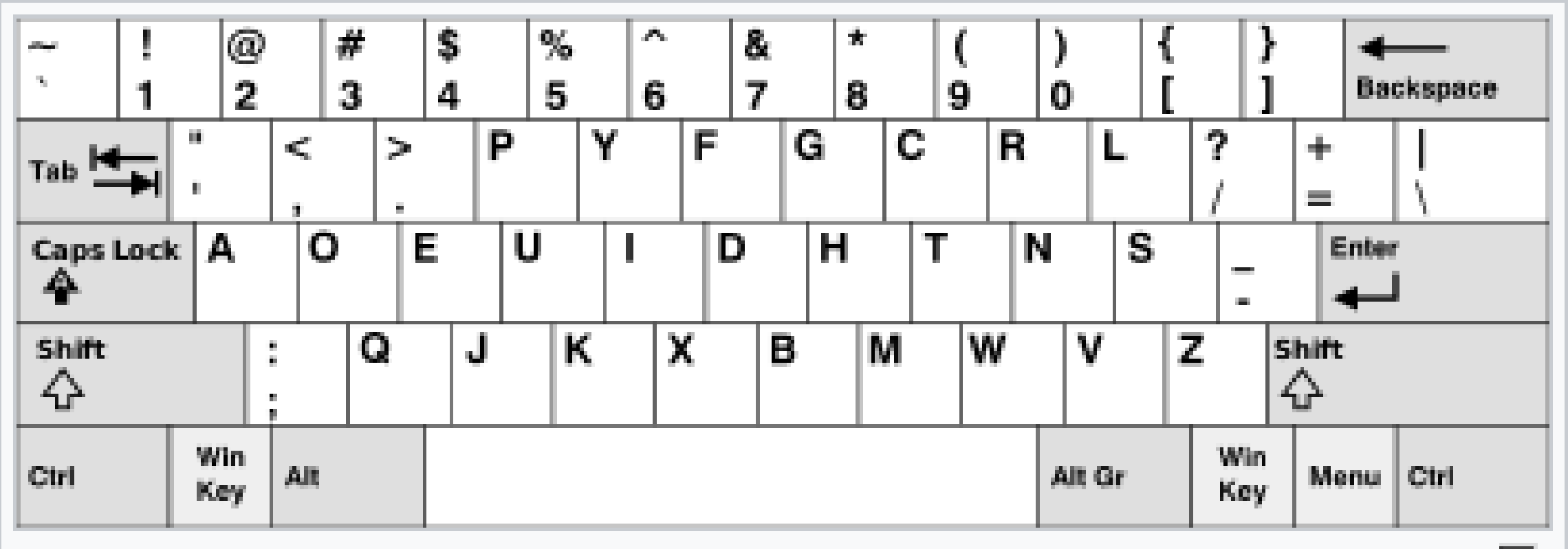


HOME KEYS

Left Hand: A S D F

Right Hand: J K L ;

DVORAK Keyboard



A [keyboard layout](#) for [English](#) patented in 1936 by [August Dvorak](#) and his brother-in-law, William Dealey, as a faster and more [ergonomic](#) alternative to the [QWERTY](#) layout (the [de facto standard](#) keyboard layout).

Special Keys: Think, Pair, Share

→ *Directions: Give two minutes to think about questions below, then discuss in pairs for two minutes,*

The Statue of Liberty is in New York City.

Tickets @ the Statue of Liberty are \$25.50 (or \$16 for children!)

and finally share together as a class.

- ◆ What symbols do you notice in these sentences?
- ◆ How many capital letters do you see?
- ◆ What special keyboard keys would you need to type these sentences?

DO IT TOGETHER

The Statue of Liberty is in New York City.

Tickets @ the Statue of Liberty are \$25.50 (or \$16 for children!)

EXPLORE

→ *Directions: You try it!*

Type some equations using numbers and symbols.

For example, $1+1=2$ $5^2=25$

- ◆ Use **Enter** key (return) to make a new line.
- ◆ Type your address.
- ◆ Move the **cursor** using only the **Arrow Keys** .

Unit 1-4 Fixing Typos – Learning Objectives

Learners will practice recognizing important keys on the keyboard and when to use them appropriately.

Use the keyboard to write and edit text with support from an instructor.

Move the **cursor** with the mouse and **Arrow Keys**.

Backspace to delete letters to the LEFT of the CURSOR

DELETE to delete letters to the RIGHT of the CURSOR

- If you notice learners use two hands to press **Shift** and a number key to make a symbol, show them how to use their pinky finger to press **Shift** to better facilitate typing. (CAPS LOCK does not get the **symbols**).
- If learners find it challenging to identify extra spaces or spelling mistakes, use the magnifying lens tool to zoom in on the screen. Windows: hold start menu key and press plus sign key (+) | Mac: Command Option 8
- Demonstrate how text will automatically move to a new line as you type.
Pressing **Enter** at the end of every line is not necessary. (**WORD WRAP**)
- Encourage learners to use both the mouse, **Arrow Keys**, and **Commands** to move the **cursor**.

Typing Activity - **We will learn to:**

- This activity uses Microsoft WORD. (Guided)
- While you do not know all the features of the program, you can start to experiment how typing on a computer is different than typing on a type-writer.
 - Select Text (Mouse and Shift+Arrows for Attributes)
 - Make capital letters and Symbols with **Shift**.
 - Use **Enter** to make new lines.
 - Edit text and fix your mistakes using the **mouse, Arrow Keys, DELETE, and Backspace.**

Handout A.1

Task: Typing Practice, Story 1

Directions: Type this story.

Try to fix your mistakes when you are done.

Story from “*Journeys an Anthology of Student Writing, 2017*” published by Literacy Minnesota.

My Story by Martin Alexander Villalobos Rivera, St. Paul

My name is Martin, and I was born in September, 1998. I was born in Honduras. I finished college in Honduras. I'm in electricity. My school in Honduras is called Institute Modelo. I came to the USA six months ago. I lived in Houston, Texas for one month. Now I live in St. Paul, Minnesota. Now I live with my father, his wife, and my two brothers. My youngest brother is one year old and my two other brothers are 16 years old.

Handout A.2

Task: Typing Practice, Story 2

Directions: Type this story.

Try to fix your mistakes when you are done.

Story from “*Journeys* an
Anthology of Student
Writing, 2017” published by
Literacy Minnesota.

Thankful to Be in America by Abdirizak Jama, St. Paul

After 25 years of struggling to survive, I came to the USA to start a new life. On Thanksgiving, my family and I gave thanks for our life in America. Thanksgiving is one of the biggest holidays in the USA, and this year was really the best ever for my family, because of the good weather. We enjoyed visiting our relatives, shopping, and fun activities for our six children. We started our celebration by going to a restaurant in Columbia Heights, Filfila, which means ginger restaurant. After eating as much as we could, we went shopping at the Mall of America. After shopping we went to a movie. We had planned to go bowling the next day, but it was closed, so we visited more relatives. I am thankful for the Hubbs Center, all my teachers, and the American people. Thanksgiving 2016 was the best!