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A program of Literacy Minnesota

Remote Learning Resource Page
Basic Computer Skills, Lesson 1: Devices and Computer Log On
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Vocabulary

desktop computer
laptop
monitor
mouse
system unit
tablet

Warm Up

- How do you turn on the power to your phone?
- How do you get into your phone?
- How do you tell your phone what to do?
- How do you make your battery full again?
- How do you go back to your home screen?

- I have used a _____.
- I have never used a _____.

We will learn to:

log on and shut off a computer using the correct buttons and process.

see differences between different types of computers/devices.

recognize common parts of different computers and their purposes.

become more familiar with the computer on which we are working.

MODEL & EXPLAIN 1
➜ **Reference B**

MODEL & EXPLAIN 2
➜ **Handout A** ➜ **Reference B**

DO IT TOGETHER 2
➜ **Reference B**

EXPLORE
Directions: You try it! ➜ **Reference C**

Task
➜ **Handout B**

Vocabulary Work
➜ **Handout C**

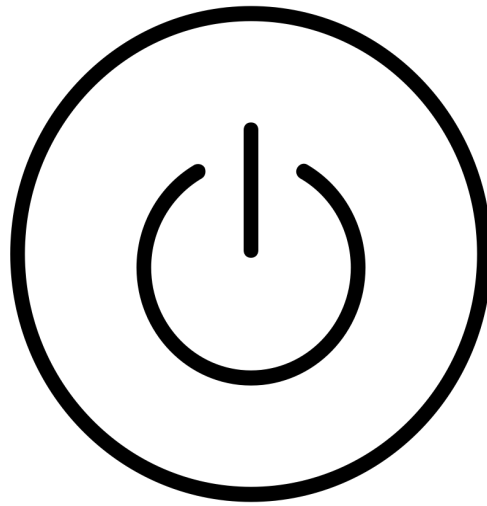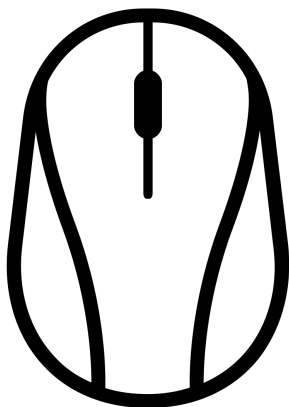| **Wrap-Up** |
| --- |
| *A final check in with learners. An opportunity to review, reflect, or check for understanding.* |
| ◆ I use a _____ at school.
◆ I like to use a _____ because _____.
◆ I do not like to use a _____ because _____. |

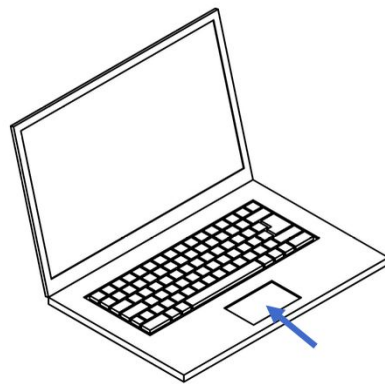**NORTHSTAR**

A.

B.

C.

NORTHSTAR

D.

E.

F.

G.

H.

NORTHSTAR
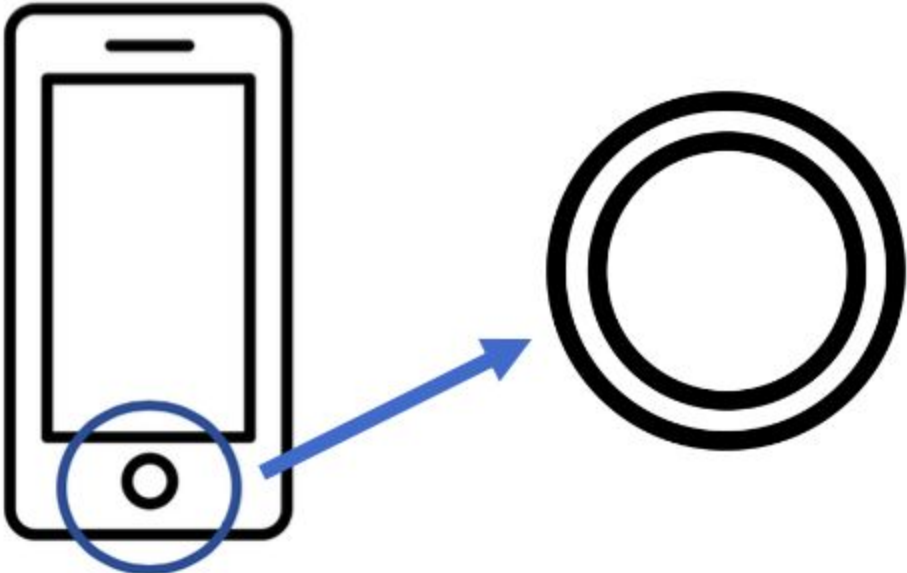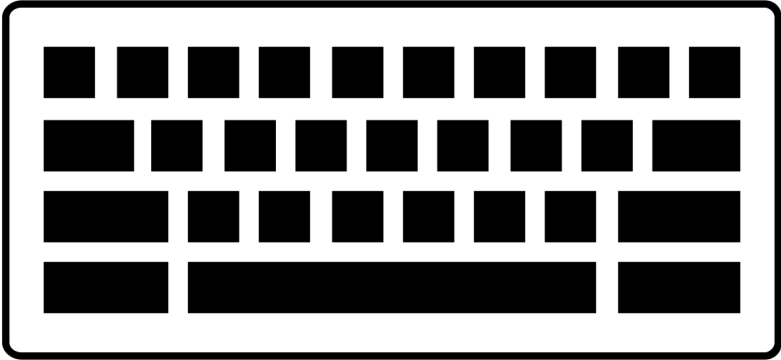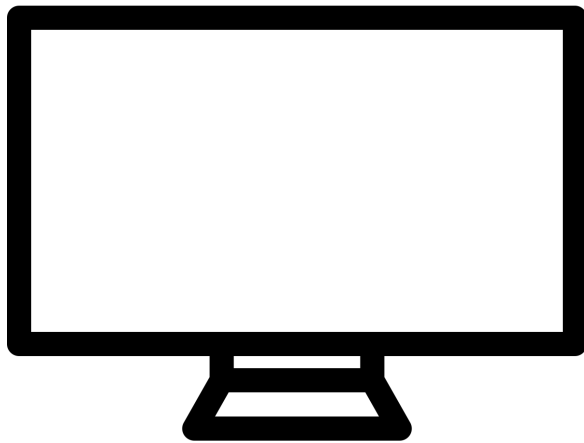
I.
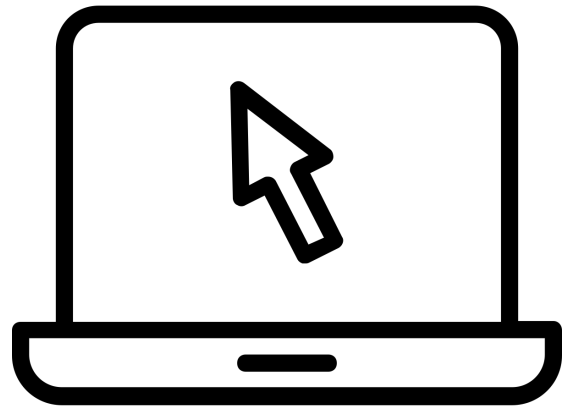
J.
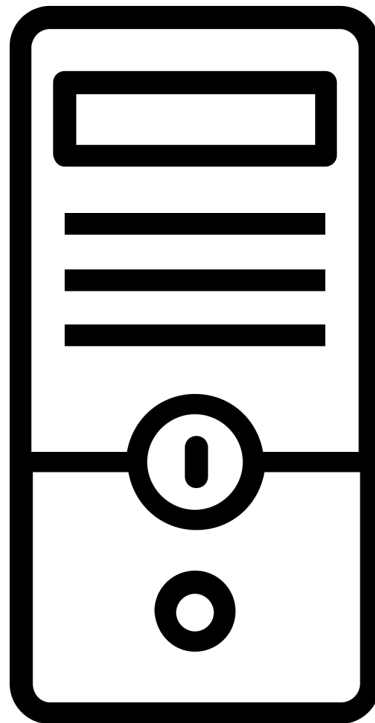
K.

L.
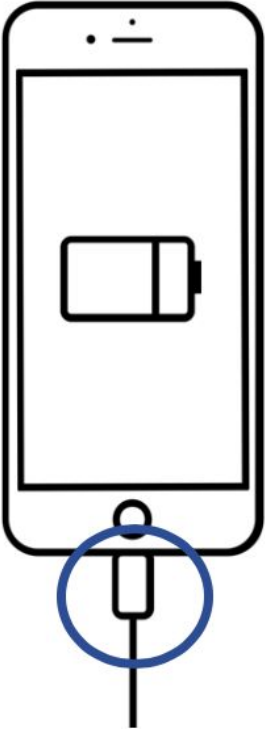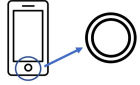
M.

Directions: Complete the steps.

1. Turn on computer.

2. Log on to computer (if necessary).

3. Log out of computer (if necessary).

4. Shut down computer.

Directions: Write the name of the computer part next to the picture.

Computer Part	Name		Computer Part	Name
	1.			5.
	2.			6.
	3.			7.
	4.			8.

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Desktop Computer

Directions: Label the desktop computer's parts with the vocabulary from the box below. Definitions are also given to help you.

Computer Part	Definition
keyboard	a place to type on a computer
monitor	shows information from the computer
mouse	moves the cursor
power button	turns on a computer
system unit	the brain of the computer
monitor power button	turns on and off the monitor

6.

2.

3.

4.

5.
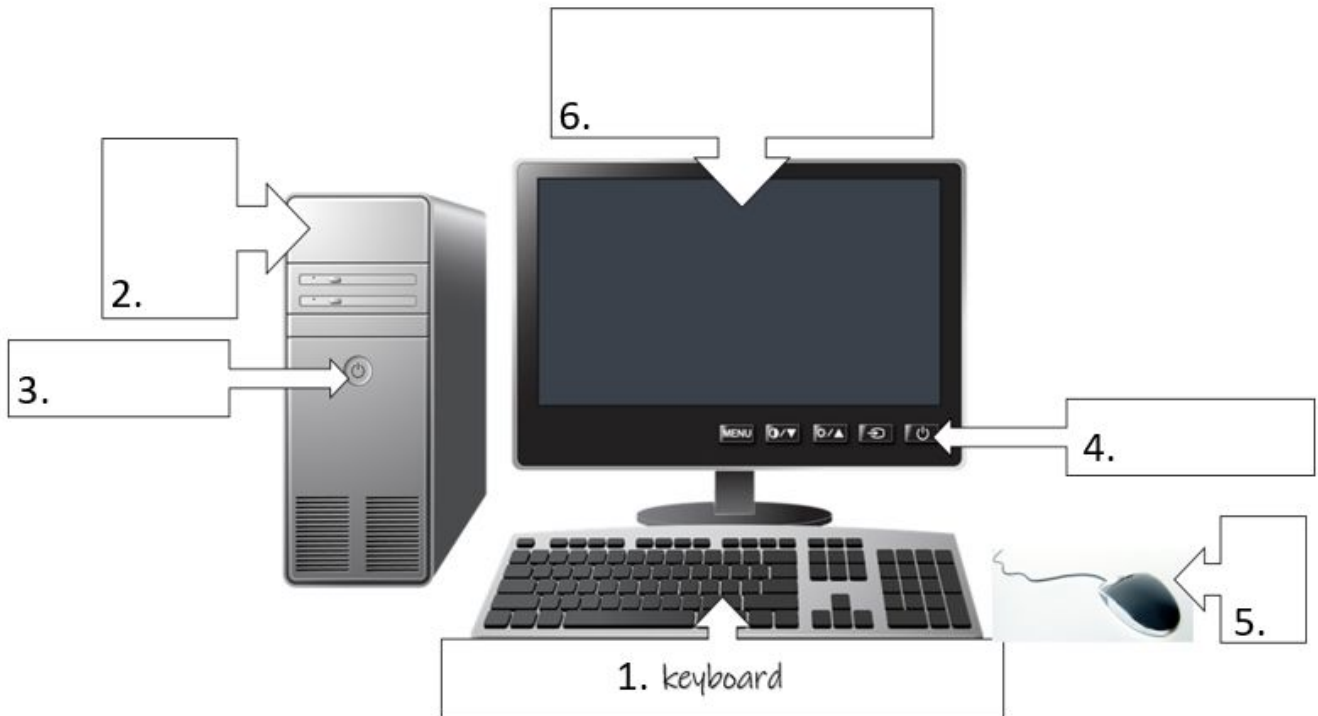
1. keyboard

Laptop Computer

Directions: Label the desktop computer's parts with the vocabulary from the box below. Definitions are also given to help you.

Computer Part	Definition
screen	*shows information from the computer*
keyboard	*a place to type on a computer*
touchpad	*a place to move the cursor*
power button	*turns on a computer*
charging port	*a place to plug in the computer to charge the battery*

1. screen

2.

3.

4.

5.
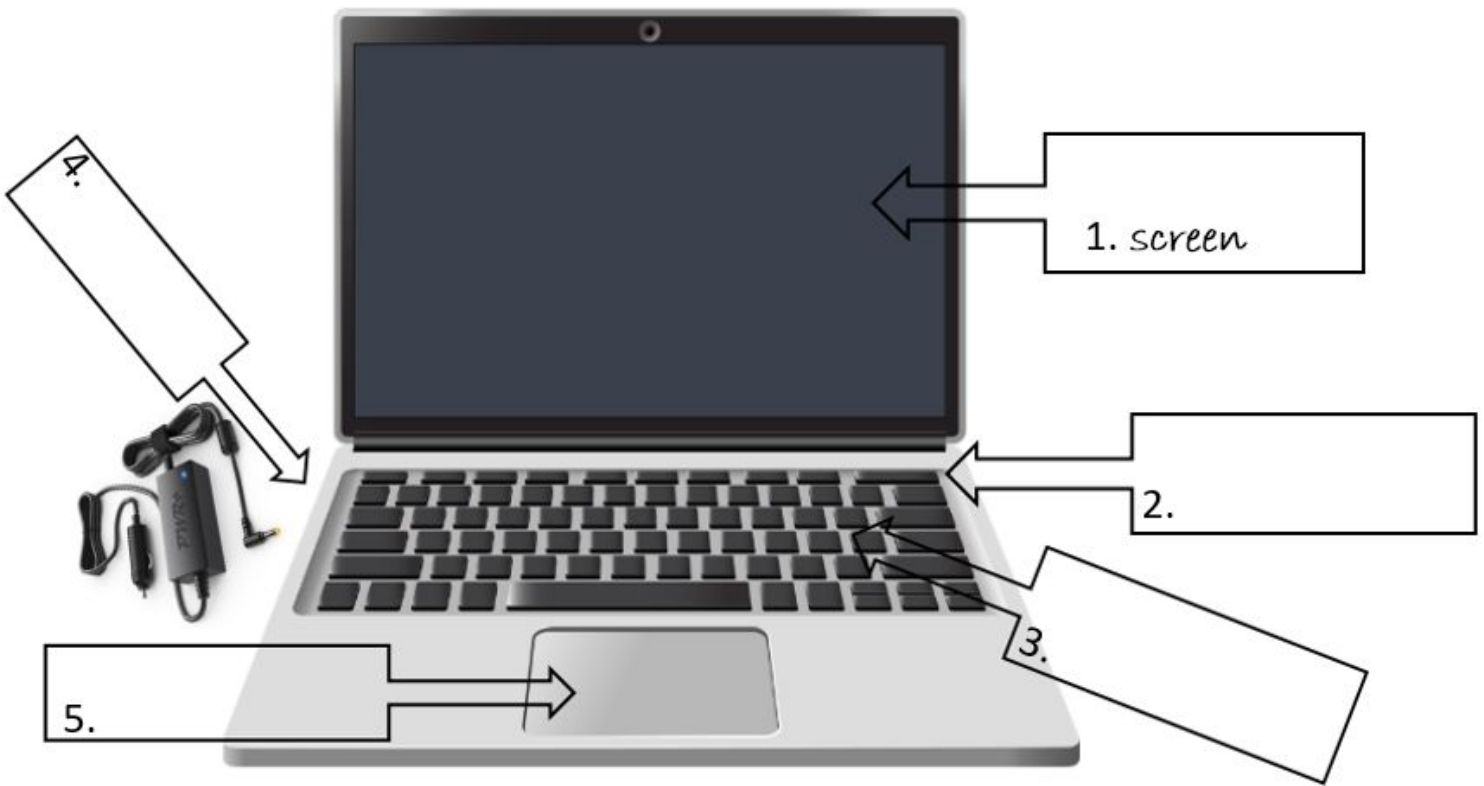
Tablet or Smart Phone

Directions: Label the desktop computer's parts with the vocabulary from the box below. Definitions are also given to help you.
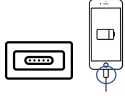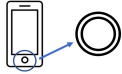
Computer Part	Definition
touchscreen	*a place to see and click*
keyboard	*a place to type on a computer*
home button	*goes to home screen*
power button	*turns on a tablet or a phone*
charging port	*a place to plug in the charger*

2.

1. touchscreen

3.

5.

4.
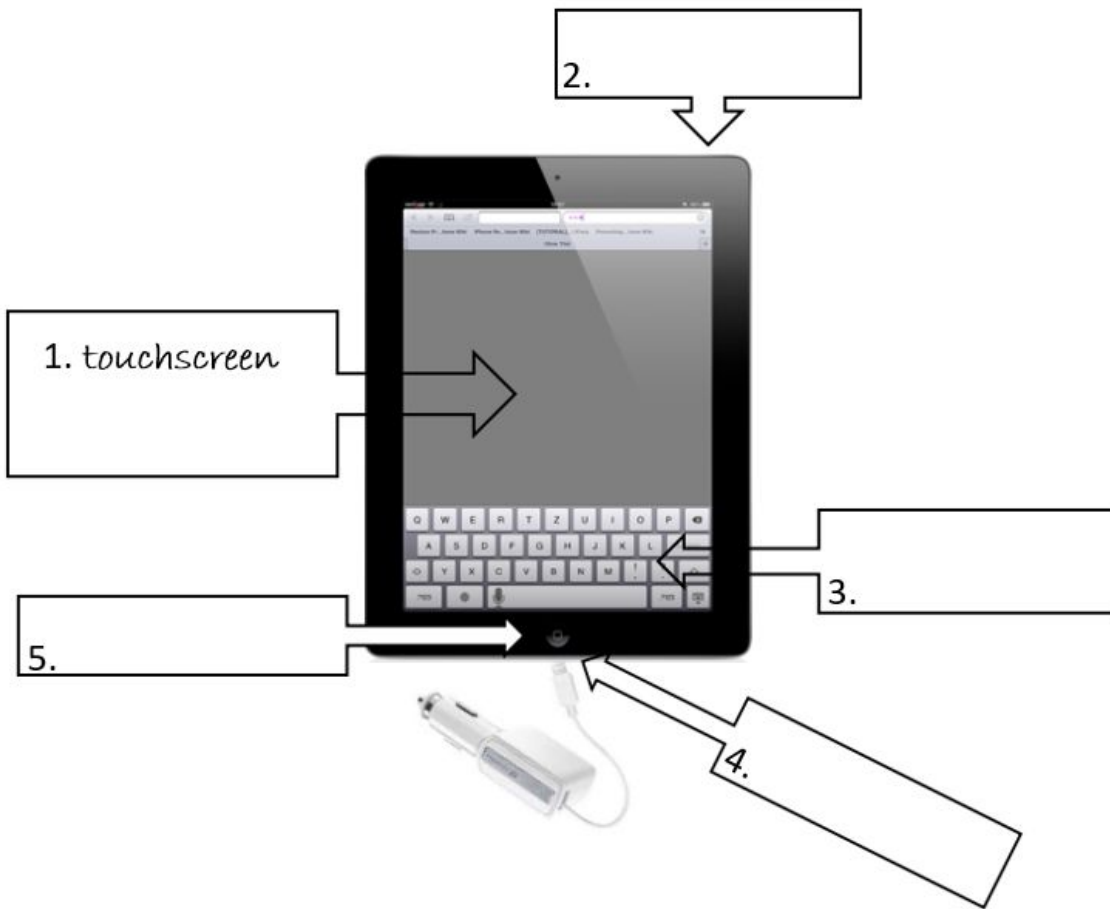
Directions: Write sentences to match vocabulary and pictures.

Example: Picture a is a System Unit, the brain of the computer.

1.Charging Port/Power Port *a place to plug in computer/ a place to plug in laptop to charge*	a.
2.Monitor/Screen/ Touch Screen *shows information from desktop or laptop/ a place to move cursor on tablet*	b.
3.System Unit *the brain of the computer*	c.
4.Mouse/Touchpad *allows movement of cursor/ a place to move cursor on laptop*	d.
5.Home Button *brings user to home screen*	e.
6.Keyboard *a place to type on computer*	f.
7.Power Button *allows computer to turn on*	g.

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Remote Learning Resource Page
Basic Computer Skills, Lesson 2: Mouse Skills
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Vocabulary

click	**icon**
click and hold	**menu**
drag and drop	**right click**
double click	

We will Learn to:

We will learn to:

click the mouse to push buttons such as 'close' or 'shut down'.

double click to open files, folders, and programs.

click and hold icons to **drag and drop** them.

right-click to open a **menu**.

DO IT TOGETHER 1

- ◆ How do you open a file/folder?
- ◆ How do you push a button?
- ◆ How do you move a file or folder **icon**?

DO IT TOGETHER 2

- ◆ Which **click** opens a **menu**?
- ◆ Which **click** pushes buttons?

EXPLORE
Directions: You try it!   ➜ **Reference A**
Task

➜ The teacher performs one action on the computer.
     ◆ **Double click** a folder.
     ◆ **Click** to close the folder.
     ◆ **Drag and drop** a folder.
     ◆ **Right click** to make a new folder, rename a folder, or delete a folder.
 ➜ Repeat the same action on your computer.

Vocabulary Work
➜ **Handout A**

Directions: Complete the following:

1. **Double click** a folder.
2. **Click** to close the folder.
3. **Drag and drop** the folder.
4. **Right click** to make a new folder.
5. **Drag and drop** the folder into the trash/recycle bin.
6. **Right click** to empty the trash.

Using the Mouse

Directions: Answer the questions using the vocabulary words below.

click	double click	click and hold, then drag and drop
right click	menu	icon

1) How do you open a file or folder? _____

2) How do you move a file or folder icon? _____

3) How do you open a menu? _____

4) What does right click open? _____

5) How do you push a button? _____

6) What is a picture of a file or folder called? _____

7) How many icons are in the picture below? _____

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Remote Learning Resource Page
Basic Computer Skills, Lesson 3: Mouse Shapes
Screen Share or email this page to Learners to Support Remote Instruction

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Vocabulary

hand	pointer
i-beam	spinning wheel
mouse	WiFi
mute	

Warm Up

➔ **Handout A**

We will Learn to:

check if the computer is connected to the internet to complete a task.

increase, decrease, and **mute** the volume.

use escape to get out of full-screen.

recognize the uses of different **mouse** shapes.

MODEL & EXPLAIN 1

➔ **Reference A**

DO IT TOGETHER 1

➔ **Reference B**
- ◆ What should we do if we can't hear the video?
- ◆ What should we do if we want the computer to be quiet?
- ◆ What should we do if we want the **volume** to increase again?

EXPLORE

Directions: You try it!
- ➔ **Handout B**

Task 1

- ➔ **Handout C**
  - ◆ turn on and log on to computers.
  - ◆ right click on desktop to create a new folder.
  - ◆ rename folder with their name.
  - ◆ open browser and search for an image.
  - ◆ right click image and save it to the desktop.

Task 2

1. This **mouse** shape opens a <u>file</u>.
2. This **mouse** shape <u>types</u> a website.
3. This **mouse** shape <u>types</u> name of a file.
4. This **mouse** shape drags a <u>file</u> on the desktop.
5. This **mouse** shape <u>types</u> something in a document.
6. This **mouse** shape clicks to open a photo <u>link</u>.
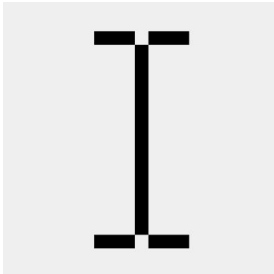7. This **mouse** shape clicks to open a website <u>link</u>.

Vocabulary Work

- ➔ **Handout E**

Wrap-Up

- ➔ **Handout A**

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pointer

i-beam

hand
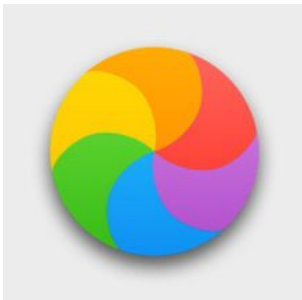
spinning wheel
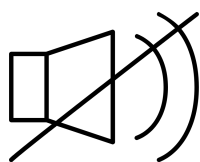
Mute
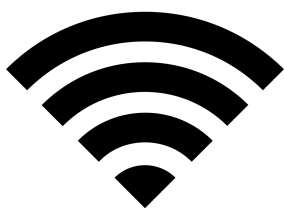
WiFi Connection
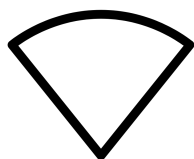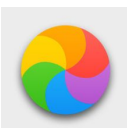
No WiFi Connection

1. What should we do if we can't hear the video?

2. What should we do if we want the computer to be quiet?

3. What should we do if we want the volume to increase again?

Directions: Match the mouse shape and it's correct purpose.		
Mouse Shape		*Mouse Purpose*
1. ➤		a. inserts or changes text
2. I		b. opens links
3. 👆		c. opens files and folders
4. 🌈		d. wait
5. 📶		e. no sound
6. 🔇		f. connected to internet

Directions: Complete the practice.

Find a video

1. Open up a browser, like Google.

2. Click on the address bar. Type in **youtube.com**

3. Search for **kittens**

4. Select one kitten video.

Practice Volume Control

1. Adjust volume.

2. Mute volume.

3. Unmute volume.

Adjust Size of Screen

1. Click **the square** on bottom right corner of the video for full screen.

2. Click **ESC** to leave full screen.

3. Choose another video, enlarge it to full screen, click **ESC** to leave full screen. Repeat as time allows.

4. Log out and shut down computers.

Directions: As you try each activity, decide if the statement is true or false.

Mouse Shape	Mouse Use	True or False?
I	This mouse shape <u>types</u> a new name for a file.	**1.**
I	This mouse shape clicks on a <u>file</u> to open it.	**2.**
▲	This mouse shape <u>types</u> a website address.	**3.**
I	This mouse shape drags a <u>file</u> to a new location.	**4.**
I	This mouse shape <u>types</u> words in a document.	**5.**
👆	This mouse shape clicks to open a <u>folder</u>.	**6.**
👆	This mouse shape clicks to open a website <u>link</u>.	**7.**
▲	This mouse shape clicks an X to close the window.	**8.**

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Directions: Fill in the blanks with the correct vocabulary word. Words will be used multiple times.

Vocabulary Words

hand	i-beam	pointer

1.   This mouse shape opens a <u>file</u>.

        _____

2.   This mouse shape <u>types</u> a website.

        _____

3.   This mouse shape <u>types</u> name of a file.

        _____

4.   This mouse shape drags a <u>file</u> on the desktop.

        _____

5.   This mouse shape <u>types</u> something in a document.

        _____

6.   This mouse shape clicks to open a photo <u>link</u>.

        _____

7.   This mouse shape clicks to open a website <u>link</u>.

        _____

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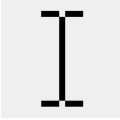
Directions: Write the name of each mouse shape and its purpose.

Symbol	Mouse Shape Name	Shape Purpose
1.		
2.		
3.		
4.		
5.		
6.		

Remote Learning Resource Page
Basic Computer Skills, Lesson 4: Fixing Typos
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Vocabulary
Arrow Keys **Enter** **Backspace** **Shift** **cursor** **Spacebar**

Warm Up
The Statue of Liberty is in New York City. *Tickets @ the Statue of Liberty are $25.50 (or $16 for children!)*
◆ 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?

We will Learn to:
make capital letters and symbols with **Shift**. use **Enter** to make new lines. edit text and fix your mistakes using the mouse, **Arrow Keys**, and **Backspace**.

MODEL & EXPLAIN 1
➔ **Reference A**

DO IT TOGETHER 1
◆ **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 　◆ Use **Enter** key to make a new line. 　◆ Type your address. 　◆ Move the **cursor** <u>using only the</u> **Arrow Keys**.

Task
➜ [Handout A.1](#) ➜ [Handout A.2](#)

Vocabulary Work
➜ [Handout B](#)

Wrap-Up
➜ *My name is (your name) and I am learning computer skills at (name of your school/location).*
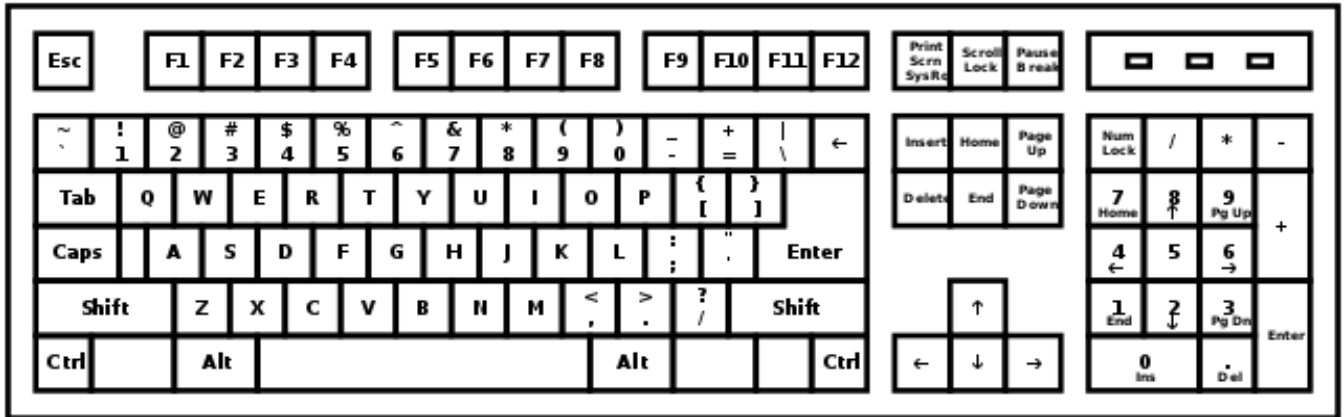
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Task: Typing Practice, Story 1

Directions: Type this story. Try to fix your mistakes when you are done.

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.

Story from "[Journeys](#) an Anthology of Student Writing, 2017" published by Literacy Minnesota.

Task: Typing Practice, Story 1

Directions: Type this story. Try to fix your mistakes when you are done.

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!

Story from "[Journeys](#) an Anthology of Student Writing, 2017" published by Literacy Minnesota.

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Keyboard Keys
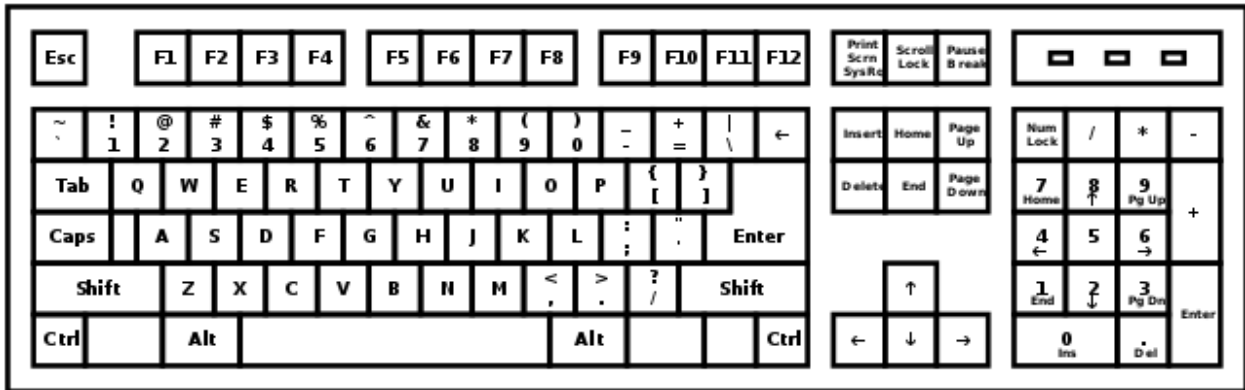
*Directions: Match the **function** (what it does) to its **key**.*

Function	Key
a. Makes a new line	1) Spacebar
b. Makes capital letters or the top character on a key	2) Shift
c. The blinking line that writes or deletes letters	3) Enter
d. Deletes characters to the left of the cursor	4) cursor
e. Makes a space	5) Arrow Keys
f. Moves the cursor	6) Backspace

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Remote Learning Resource Page

Basic Computer Skills, Lesson 5 : Keyboard Keys

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Vocabulary

Caps Lock
Control/Command
highlight
Shift
shortcut
tab stop

Warm Up

Shift, Caps Lock, Tab, Control/Command, Enter, Spacebar

- ◆ Have you used these keys - Shift, Caps Lock, Tab, Control/Command, Enter, Spacebar - before?
- ◆ Which keys have you used?
- ◆ What do they do? If you have not used these keys before, what do you think they do?

We will Learn to:

make capital letters/symbols with **Shift**.

make all letters capital with **Caps Lock**.

move the cursor to the next **tab stop** with **Tab**.

highlight text to change or delete it.

use special **commands** to undo previous actions.

DO IT TOGETHER 1

1) *The Golden Gate Bridge is in San Francisco.*
2) *DO NOT TOUCH! WET PAINT! If you see a problem, please call 555-1234.*

MODEL & EXPLAIN 2
➔ **Reference A**

EXPLORE
Directions: You try it! ➔ **Reference B** The Golden Gate Bridge is in San Francisco. DO NOT TOUCH! WET PAINT!

Task
➔ **Handout A**

Vocabulary Work
➔ **Handout B**

Wrap-Up
1. **Taste of Napoli Italian Restaurant.** 2. **CLOSED FOR REMODELING.**
1. "Which key should be used to make capital letters in sentence 1?" 2. "Which key should be used to make capital letters in sentence 2?"

My Story

written by Martin Alexander Villalobos River, 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 years old and my two other brothers are 16 years old.

Story from "[Journeys](#) an Anthology of Student Writing, 2017" published by Literacy Minnesota.

Directions: Complete the following steps.

1. Copy these sentences:

The Golden Gate Bridge is in San Francisco.

DO NOT TOUCH! WET PAINT!

2. Highlight one sentence.
3. Try copying and pasting.
4. Move the sentences to the next tab stop with Tab.

Directions: Type these sentences.

The was started in 1868.

The was finished in 1883.

The was started in 1930.

The was opened in 1931.

Brooklyn Bridge

Empire State Building
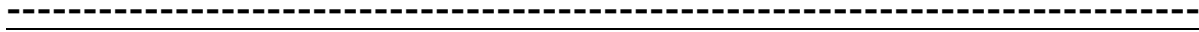
Handout A

Directions: Now, use cut (Ctrl+X) and paste (Ctrl+V) to make these sentences.

The Brooklyn Bridge was started in 1868.

The Brooklyn Bridge was finished in 1883.

The Empire State building was started in 1930.

The Empire State building was opened in 1931.

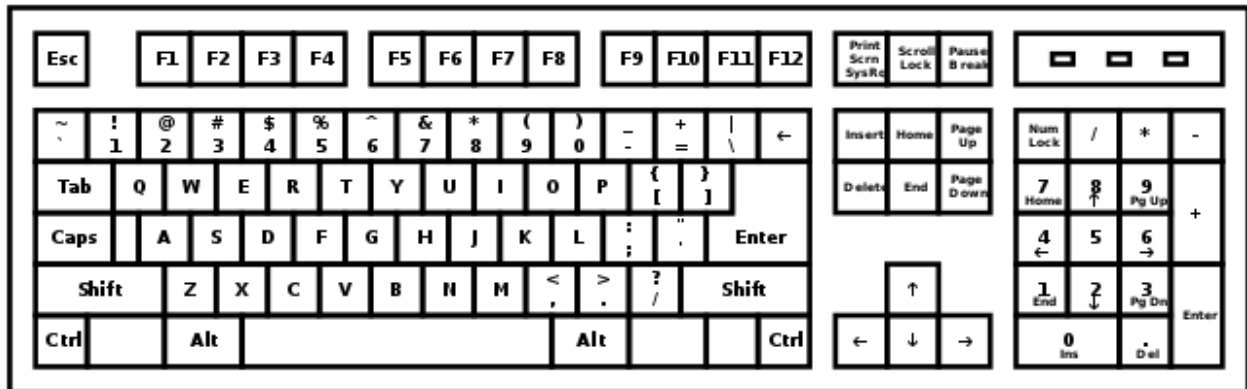*Directions: Match to connect the key with its purpose.*

KEY	PURPOSE
1. Shift	a. makes all the letters capital until you press it again
2. Caps Lock	b. Use special shortcuts (Control+C - copy, Control+V - paste)
3. Highlight	c. Moves the cursor to the next tab stop
4. Control/ Command	d. Makes capital letters or the top character on a key
5. Tab	e. Select text to change or delete

Remote Learning Resource Page
Basic Computer Skills, Lesson 6: Drives and File Movement
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Vocabulary

hard drive	**USB port**
flash drive	
cloud drive	
recycle bin (Windows)/trash (Mac)	

Warm Up

◆ Where do you put papers that you no longer need?
◆ Where do you keep or save important papers?
◆ The computer can take pictures and record voice. How could this be useful?

We will Learn to:

take a photo and record voice with the computer.

save a photo/recording to the desktop, a **USB drive**, and the **Cloud**.

use the **recycle bin** in order to remove files.

MODEL & EXPLAIN 2

➔ **Reference A**

DO IT TOGETHER 2

➔ **Reference A**

EXPLORE

Directions: You try it!
➔ **Reference B**
➔ **Handout A**

Task 1
➔ **[Handout B](#)**

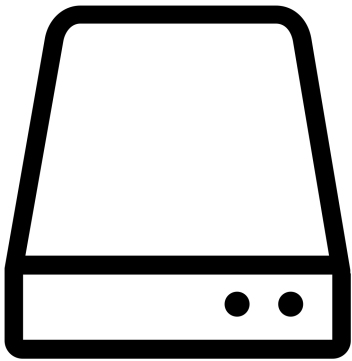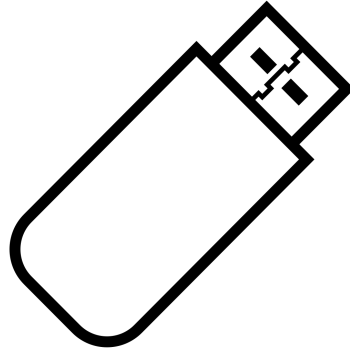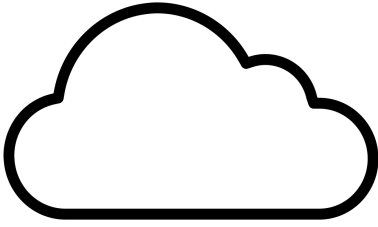| Task 2 |
| --- |
| ➔ **[Handout C](#)** |

Vocabulary Work
➔ **[Handout D](#)**

Wrap-Up
◆ Where do we store information? ◆ What are the three types of drives? ◆ Where do we put files we no longer need? ◆ Where can we plug in an external device? ◆ Where can you save a file on the internet?

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Local Disk (C:)

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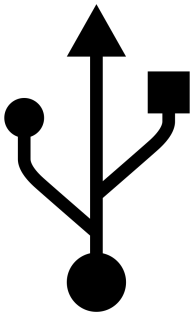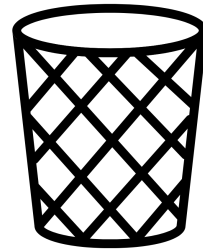
Directions: Follow these steps:

1. Open and close the camera program.
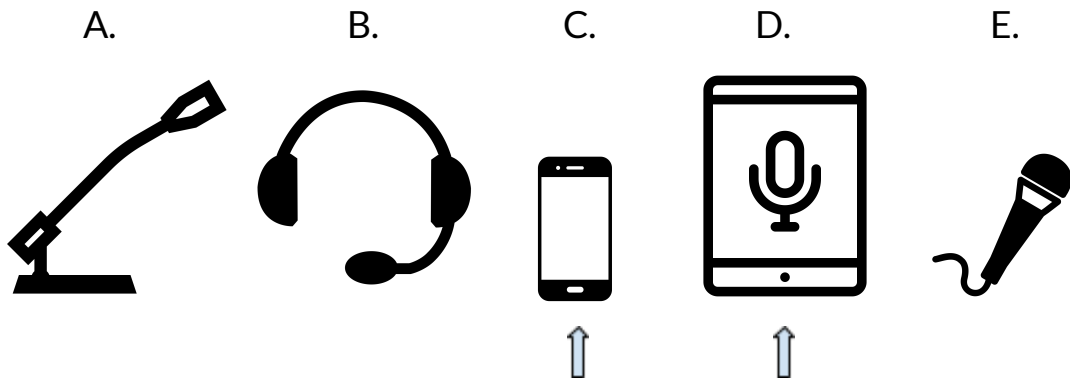
2. Open and close the recording program.

3. Open and close the recycle bin/trash.

4. Find the USB port on your computer.

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*Directions: Find and circle the **camera** on each device picture.*

A.   B.   C.   D.   E.
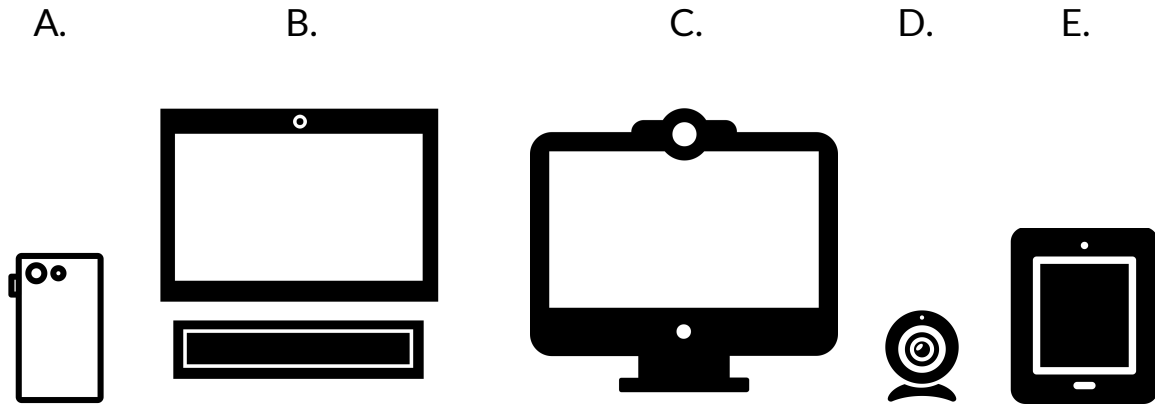
*Directions: Find and circle the **microphone** on each device picture.*

A.   B.   C.   D.   E.
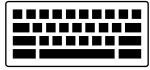
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Directions: Follow these steps:

1. Take a photo.

2. Save it to the desktop (hard drive) with your name.

3. Make a recording.

4. Save it to the desktop (hard drive) with your name.

5. Show the teacher.

6. Move both files to the recycle bin/trash.

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Drives

Directions: Follow the instructions for each number to find the picture.

1. Find the picture of the **hard drive**.
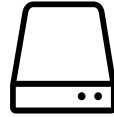
A   **B**   **C**   **D**

_____

2. Find the picture of the correct location to plug in the **flash drive**.
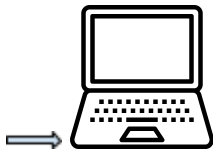
A   **B**   **C**

_____

3. Find the icons of **cloud drive(s)**.

A   **B**   **C**   **D**

_____

4. Find the icon of a **flash drive**.

A   **B**   **C**   **D**

Directions: Match each definition with the word it describes.

- **A.** **a place to plug in an external device**
- **B.** **a place to store information on the internet**
- **C.** **a place in which to move files no longer needed**
- **D.** **a place to store information on a computer**
- **E.** **a place to store information on a portable stick**

Vocabulary		Definition
Local Disk (C:)	**1. Hard drive**:	
	2. Flash drive:	
	3. Cloud drive:	
	4. Recycle bin/ Trash:	
	5. USB port:	

Remote Learning Resource Page
Basic Computer Skills, Lesson 7: Screen Interaction
Screen Share or email this page to Learners to Support Remote Instruction

Vocabulary

check boxes
drop-down menu
radio buttons
scroll up/down
scroll wheel
trackpad

Warm Up

◆ What kinds of forms or applications have you filled out before?
◆ What information did they ask for?

We will Learn to:

use the mouse to **scroll up** (move a page up) or **scroll down** (move a page down).

type information into online forms.

select answers in online forms.

MODEL & EXPLAIN 1

➔ **tinyurl.com/northstarbasics**

DO IT TOGETHER 1

◆ If a question has circles or **radio buttons**, how many answers can I pick?
◆ If a question has **check boxes** how many answers can I pick?
◆ If a question has a **drop-down menu** how many answers can I pick?
◆ How do you move a page up or down?
➔ **Handout A**

EXPLORE
Directions: You try it!   ➔ **tinyurl.com/northstarbasics**

Task
➔ **https://tinyurl.com/northstarbasics**

Vocabulary Work
➔ **Handout B**

Wrap-Up
◆ How do you move a page up or down? ◆ In online forms, what kinds of questions have only one answer? ◆ In online forms, what kinds of questions have more than one answer?

Online Forms

1) What is your first name?

Short answer text

2) Do you have a computer or smartphone?

◯ Yes

◯ No

3) What kinds of computers have you used?

☐ Desktop Computer

☐ Laptop

☐ Smartphone
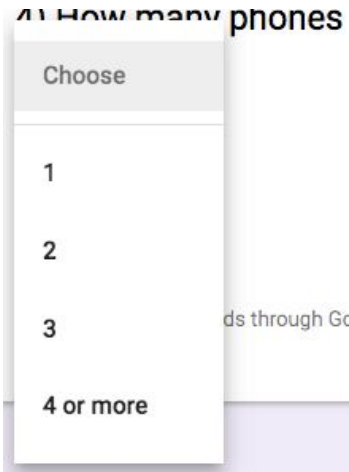
☐ Other...

Online Forms - Vocabulary

Directions: Label each picture with the correct vocabulary word.

a. check boxes	c. radio buttons
b. drop-down menu	d. scroll up/down

Do you have a computer? ○ yes ○ no	
1.	2.
4) How many phones Choose 1 2 3 ds through Go 4 or more	What kinds of computers have you used? ☐ Desktop ☐ Laptop ☐ Smartphone ☐ Other: _____
3.	4.

Remote Learning Resource Page
Basic Computer Skills, Lesson 8: Customizing and Updates
Screen Share or email this page to Learners to Support Remote Instruction

Vocabulary

background
customize
settings
software
update

Warm Up

- I **customized** the *outside* of my cell phone by _____
  - adding a new case.
  - adding a screen protector.
  - other?
- I **customized** the *inside* of my cell phone, so it works well for me by _____
  - changing the **background.**
  - changing the language.
  - adding/changing a password.
  - choosing the ringtone.
  - other?

We will Learn to:

change **settings** to **customize** the computer for your specific needs and preferences (likes).

recognize necessary **updates** for your computer.

MODEL & EXPLAIN 1

- → **Reference A**
- → **Reference B**

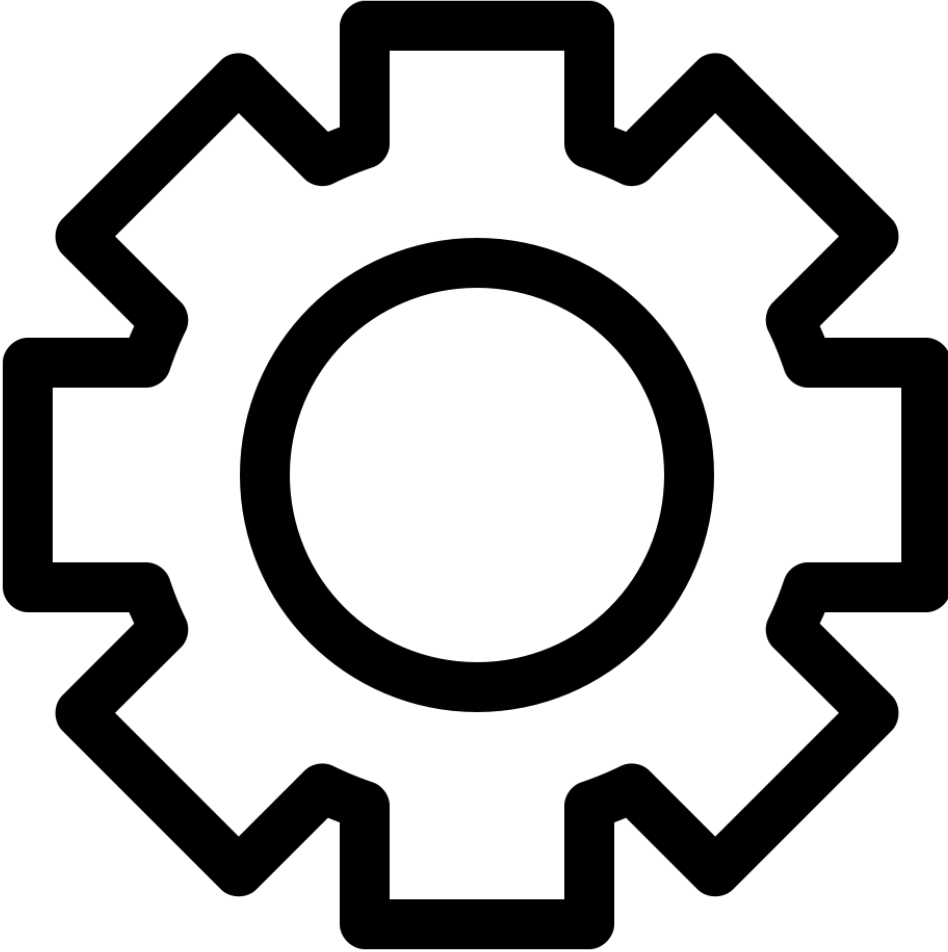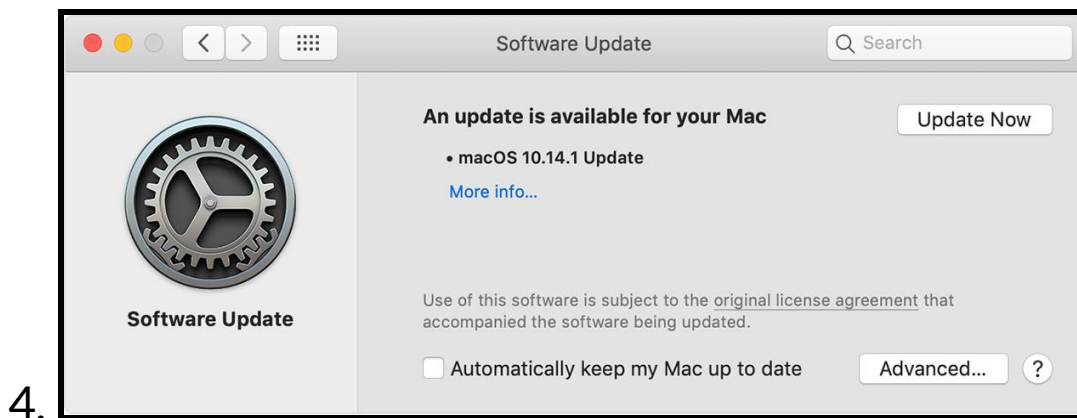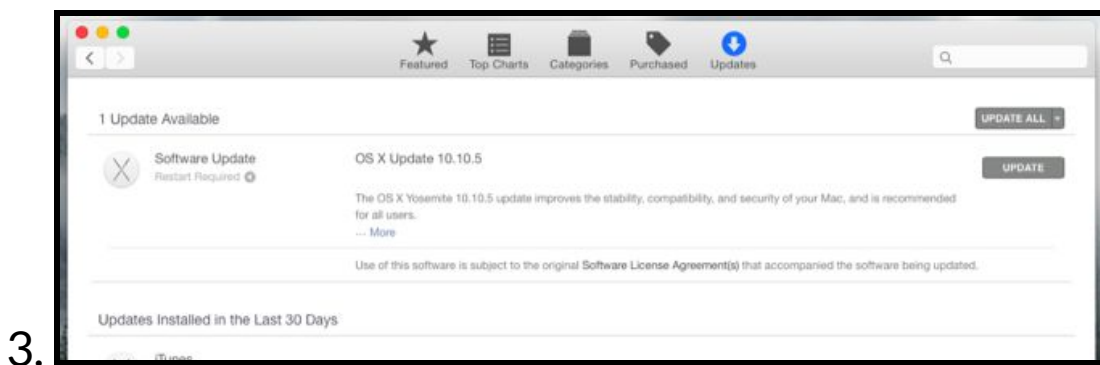| **DO IT TOGETHER 1** |
| :--- |
| ➔ **Reference C**
    a. What is a **software update**?
    b. What are some reasons to do **software updates**?
    c. What do you think might happen if we don't **update** our **software**?
    d. Where can we go to find **software updates** on our device? |
| **EXPLORE** |
| *Directions: You try it!*
    1) Go to the start menu, click the **settings** icon.
    2) Go to the start menu, scroll to **settings** icon.
    3) Search **settings** in search bar. |
| **Task 1** |
| ➔ **Handout A** |
| **Task 2** |
| ➔ **Handout B** |
| **Vocabulary Work** |
| ➔ **Handout C** |

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1.

2.

3.

4.

**NORTHSTAR**
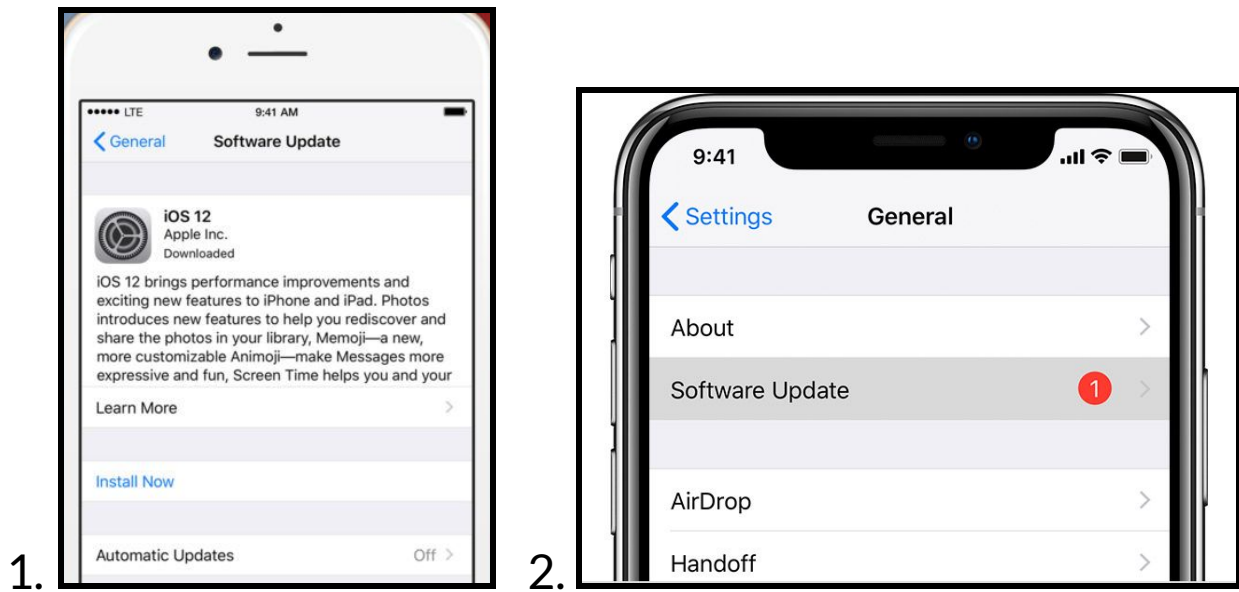
1. What is a software update?

2. What are some reasons to do software updates?

3. What do you think might happen if we don't update our software?

4. Where can we go to find software updates on our device?

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*Directions: Look at the pictures below to answer the questions.*

1. What word is the same in each of the pictures below?
   a) advanced   b) software update   c) install

2. In each picture below, find the place you should click to update the device.

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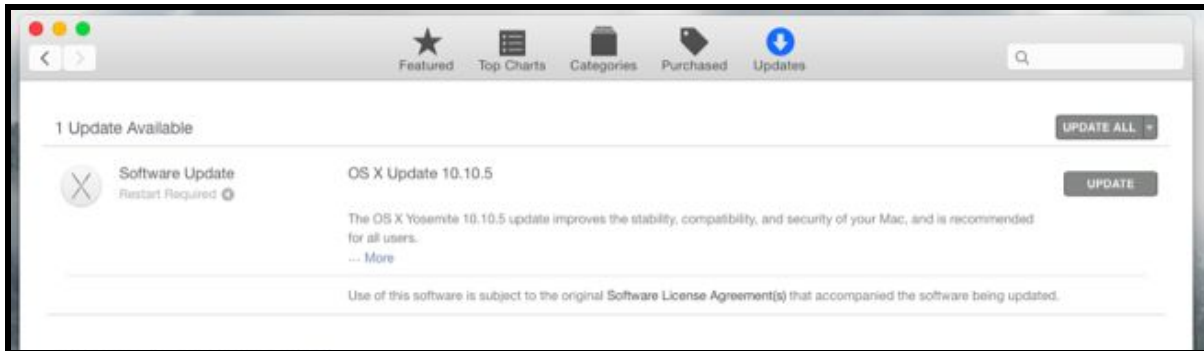
Handout B

Here is an example of a settings screen on a computer.

Directions: Look at the icons (pictures) below. Guess how the icons can help you customize your computer.
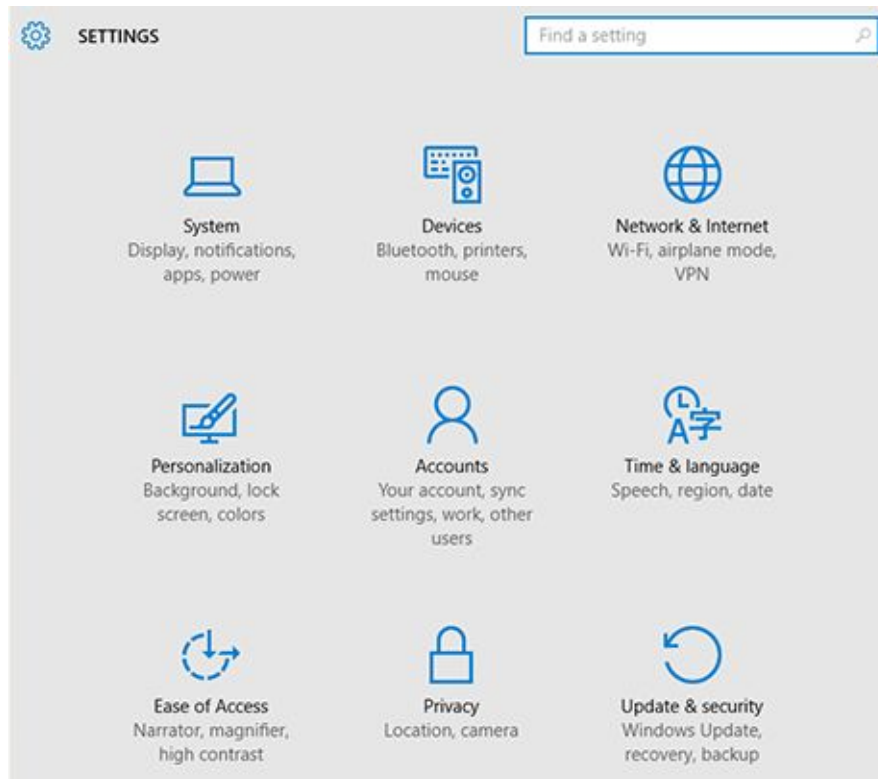
1. What icon do you think helps **change the language**?
➔ I think _____ helps change the language.

2. What icon do you think helps **select a different WiFi network**?
➔ I think _____ helps select a WiFi network.

3. What icon do you think helps **change the display of your computer screen?**
➔ I think _____ helps change the display.

4. What icon do you think helps **change the computer's background to a different color or picture**?
➔ I think _____ helps change the background.

5. What icon do you think helps **make the computer easier to use by making mouse pointer bigger?**
➔ I think _____ helps make the computer easier to use.

Directions: Match the vocabulary word with its correct definition.

Vocabulary		Definition
1. Customize:		**a. the main area of a screen behind icons and open programs, also known as the desktop**
2. Software:		**b. an area of the computer where you can customize the computer to be specific for your use**
3. Update:		**c. programs used by a computer**
4.Background:		**d. to get a newer version**
5. Settings:		**e. to change something to make it personal for an individual**

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