Getting to Know Your Computer			
Warm up: Are there things on your computer you would like to know more about? Would you like to customize your computer so it suits your needs?			
Objectives: • Identify parts of a computer system • Customize the desktop • Explore Accessories • Manage files			**Time:** 2.5 hours
Learning Tasks	**Instructor Activities**	**Time**	**Resources**
Identify parts of a computer system: • Match names with computer parts and accessories • Identify items on the desktop	Warm up and introductions Have learners: 1. Complete the computer vocabulary exercise. 2. Set up the laptops (if using the laptop lab). 3. Complete the desktop vocabulary exercise.	15 min 20 min	Computer lab Computer & Projector Getting to Know Your Computer workbook p.1-3
Customize the desktop: • Add a User Account	Discuss why people may want more than one computer user account. Have learners: 1. Open the Control Panel. 2. Go to User Accounts and Safety. 3. Create a new account.	20 min	Getting to Know Your Computer workbook p.4
• Change the desktop background • Adjust the screen resolution	Discuss and demonstrate how to change the desktop background and adjust the screen resolution. Have learners: 1. Open the Control Panel. 2. Choose a new picture for the desktop. 3. Change the screen resolution. Break	20 min 15 min	Getting to Know Your Computer workbook p.5-6

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• Add a desktop shortcut	Discuss shortcuts. Demonstrate how to create a desktop shortcut. Have learners: 1. Click on the Start menu. 2. Click on All programs and go to Games. 3. Find and play a game they like. 4. Create a desktop shortcut for the game.	20 min	Getting to Know Your Computer workbook p.7
Explore Accessories: • Identify the options in Accessories • Open WordPad • Create a WordPad document	Explore Accessories by having learners: 1. Click on the Start button. 2. Go to All Programs and click Accessories. 3. Try various options in Accessories. 4. Open WordPad and type a list.	15 min	Getting to Know Your Computer workbook p.8-9
Manage files: • Create a folder • Save a file • Delete a file • Empty the Recycle bin	Discuss the importance of creating a system to manage files. Highlight the importance of both saving and deleting files. Have learners: 1. Create a folder. 2. Save the WordPad file in the folder. 3. Go back to Documents and find the file. 4. Delete the file. 5. Empty the Recycle Bin.	15 min	Getting to Know Your Computer workbook p. 9-11
	Discuss various ways to shut down the computer. Have learners: 1. Shut down the computers. 2. Pack away the laptops (if using a laptop lab).	10 min	Getting to Know Your Computer workbook p. 12

Evaluation: Learners will identify computer system parts; customize the desktop by creating a user account and changing the desktop background and screen resolution; and create, save and delete a WordPad file.

Notes: The workshop will be shorter if using a computer lab. For advanced groups spend more time exploring the Control Panel.

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