

Intermediate Computer Class Lesson Plans

Administrative Introduction, Computer Vocabulary.

Business cards, Introduction, Group Photo

Glossaries & syllabus distributed (read over syllabus)

Name signs

Skill assessment form (raise hands, write in blanks)...priorities of class (ESL or computer skills?)

\*Anyone who can't make e-mail attachments must learn!

Typing account registration & speed test

Vocabulary & parts of the computer (how connected to internet? #of USB ports)

Q&A from original handout

Memory - byte through TB, how much storage space on C, how much RAM?

Storage devices- cd-r (VS. CD-ROM), dvd-r, flash drives, floppies

Dialog Box VS. Window

Closing files VS. Exiting applications

Promise to e-mail, encourage to stay & assist basic class

## Intermediate Computer Class Lesson Plans

### Intermediate Windows.

Typing levels: Beginner (don't know where keys are) (home row typist or hunt & peck) (Shift & CAPS LOCK) (punctuation & number keys) Intermediate (type looking at fingers) Advanced (type w/out looking at fingers)

[www.typingtest.com](http://www.typingtest.com) (write speed on signs... "I typed #\_ wpm on DATE.")

Register for typing tutor account, or visit [www.typingweb.com](http://www.typingweb.com) (maybe everyone should just do typingweb.com)

New Folder in My Docs

E-mail & attachments: photo saved to named folder.

Dialog Boxes VS. windows

Memory - binary code (1's & 0's), each 1 or 0 is a bit. 8 bits = one byte

byte through TB, how much storage space on C, how much RAM? Defragmenting

Alt+Tab switch betw. Open windows

Multi-selecting w/ Shift VS. Control keys

Ctrl+Alt+Delete & Task Manager

Storage devices- cd-r (VS. CD-ROM), dvd-r, flash drives, floppies

Customize the taskbar & Start Menu

Accessories - Paint & Calculator

Change screen saver

Change desktop pattern

Change input language... (always change it back to English, or you'll scare people!)

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### Intermediate Word.

Review - Typing, memory, dialog box VS. window, how to get to Task Mgr.

Make a new folder & download Word file into it.

Formatting Documents - Page setup, Views

“Lines” of text VS. “Space” VS. Columns - ask how many lines of text are in specific paragraphs. The default is one column. Change the text to multiple columns.

Navigating - “Insertion Point” VS. Cursor

Clicking, Arrow Keys, Home, End, Page Up/Down; Ctrl-Home, Ctrl-End, Ctrl-Page Up/Down, Ctrl-Left/Right Arrow  
Backspace VS. Delete

Highlighting - Double-click, Triple-click, Left/Right Arrow-Shift, Ctrl-Left/Right Arrow-Shift

Left margin, Select All

(Typing while something is highlighted replaces what is highlighted with what is typed.)

Undo & Redo. Have students “select all”, then “accidentally” type and delete everything.

Moving text - use quick reference. Highlight, Click & Drag VS. Copy & Paste VS. Cut & Paste

Alignment & Spacing - using Enter to create extra spaces betw. lines

Formatting Text -

Formatting Paintbrush practice.

Save the formatted changes as a different name! Go online and review how to copy and paste photos into Word (search for “hacker”). Why do we make all these changes? It can save paper and thereby save the earth!

If there’s time, show how to change input language and generally finish week 2’s content. How to insert symbols & special characters might have to wait until next week (it’s not on the handout).

Remind everyone to bring contact info for their bosses in the past for the Résumé workshop next week.

## Intermediate Computer Class Lesson Plans

### Basic Résumé Writing.

(Finish MS Word formatting of NY Times Passwords / Edited article)

New documents

Adding symbols/changing to Spanish to type R ésum é

Save File in personal folder

What is a R ésum é?

Pass out examples & go to my website

Name & Contact info...a word on citizenship (employers will ask!)

Objective VS. Summary

Placement of Experience (emphasize skills & use action verbs) VS. Education (include FSC classes? )

Language skills

Interests and other skills not related to specific experiences

References (ask Nirvani and others. They should use me for one.)

Right-click on red & green for spelling & grammar checks

Save to e-mail accounts (attach & send to self).

This was just practice. Always get people to proofread. Use nicer paper when sending it out with a COVER LETTER

## Intermediate Computer Class Lesson Plans

### Intermediate Internet.

Make sure Résumé files didn't get lost

Go over Basic handout & updates quickly.

Back, Forward, Stop, Refresh

Home page: add a newspaper site (don't change from CareerZone).

Add a site or two to Favorites, then manage them (delete one).

Look at security in Tools/Preferences

Access & erase history

Switch between open tabs, open windows. (Ctrl. TAB VS. Alt. TAB)

Surf w/out the mouse (TAB to next text boxes, open links w/ ENTER)

Multi-selecting w/ Shift VS. Control keys

Advanced searches

Review copy & paste into Word (Copy & Paste VS. Save As...)

Our favorite websites

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### Excel Basics.

Distribute Quick Reference.

Do another typing test! ([www.typingtest.com](http://www.typingtest.com))

Finish internet handout.

Define “spreadsheet” and list uses. Spreadsheet Vs. Worksheet Vs. Database

Other vocab on the whiteboard: cell, formula, column, row, graph/chart

Membership Over Time - Example of spreadsheet and worksheets: show the graphs

New spreadsheet - SKILLS: TAB vs. ENTER, highlighting cells VS. columns/rows, resizing column width & row height

Use Registrants file to do an alphabetical sort, format the document, insert/delete rows and columns, print preview & set print area

Use Attendance file to do sum, average formulas, basic graph

F2 to edit a cell, Ctrl + “ to copy the above cell’s data into the active cell