

Introduction to Computers

Lesson Plan

Week 1 – Computer Terminology and Equipment-----

Identify Computer Equipment -----

Turning on the Monitor and the Computer-----

What is a GUI (Graphical User Interface) -----

Moving around the Desktop-----

Naming the Components of the GUI Screen-----

Using Mouse Commands-----

Week 2 – Naming & Using Components of the Computer-----

Revision – A review of what we have learnt -----

Selecting Objects with the Mouse -----

Using Windows on the Desktop-----

Using Multiple Windows on the Desktop-----

Week 3 – Working with Multiple Applications-----

Revision – A review of what we have learnt -----

Running Multiple Windows/Applications-----

The Start Button and The Start Menu-----

Shut Down / Turning Off the Computer-----

Week 4 – Revision Practicing Your New Skills-----

Task 1 – Identifying components of a GUI-----

Task 2 – Describing window buttons -----

Task 3 – Using various components of a GUI -----

Task 4 – Minimising and Maximising Programs -----

Task 5 – Running multiple windows/applications -----