



BRISBANE SENIORS ONLINE Inc.

Computing for the over 50s

ABN 33 988 458 051

BSOL BASIC CURRICULUM

- MODULE 1. Computer basics
- MODULE 2. Introduction to Windows operating system
- MODULE 3. System Security
- MODULE 4. Basic word processing
- MODULE 5. More about the Windows operating system
- MODULE 6. The internet
- MODULE 7. Email

PLEASE NOTE

The core purpose of Brisbane Seniors OnLine is to get as many seniors on-line, and confident in using their computers, as possible, and the curriculum reflects this goal. A learner may not require teaching in all areas and may select those that are of interest or importance to them. So if the learner wants only to learn about the Internet, then the mentor will only cover that module. It is up to the learner. The mentor may still make recommendations about other topics which should be covered, but this will be taught only if the learner agrees.

There is in no rigid order in the way the curriculum is taught, as our mentors have different approaches to their tutoring. However, all of the areas listed will be covered, if that is what the learner requires. Computer Security should be covered before the learner goes online.

There may be other computer-related topics which are of interest also, but which are outside our curriculum. While we will not guarantee to teach these, if the mentor has the time, willingness and ability, he or she may be prepared to do so. Often we have other learners waiting to be assigned mentors, so it is quite possible that the mentor is needed more urgently for helping these other learners with the basic curriculum.

The learner should bring a note pad with a view to taking brief notes on what is being covered. When they start to learn Word they should later transcribe their notes into a Word Document. This gives a practical exercise to use when typing in Word.

MODULE 1. COMPUTER BASICS

If possible describe turning on/off. (At some venues you may not be able to do this)

- The Parts – the Tower, the Keyboard, the Monitor, and the Mouse – additional may be Printer, Scanner.
- The Tower – similar to the engine under the bonnet of a car and holds the ‘nuts and bolts’ that makes everything work
- The Keyboard – same as typewriter keyboard plus some extras
- The Monitor or Screen shows your work or the Desktop
- The Mouse sends commands to computer by pointing.

Work through each of these finishing with the use of the mouse.

Practical Exercise in Mouse use – Solitaire. Describe window then practise with the mouse.

- Briefly define what is meant by hardware and software – without going into a lot of technical detail.
- Describe or show the hard disk, USB, CD/DVD drive. If appropriate, also demonstrate a floppy disk drive.

MODULE 2. INTRODUCTION TO WINDOWS OPERATING SYSTEM

It is suggested that only the basics are covered at this stage. When the learner has acquired some knowledge of the computer, then return and cover it in more detail. See Unit 4.

- Icons
- The Desktop (holds all your office tools, files, folders, programs)
- The Recycle Bin (Wastepaper Basket)
- Start Menu – Closing Down
- Task Bar
- Wallpaper
- Screen savers
- My Computer
- The Maximise, Minimise, Restore and Close buttons, and the concepts of active windows and multiple windows.

MODULE 3. SYSTEM SECURITY

Explain viruses, spyware, the need for a firewall, spam and bogus emails.

Before going on line:

- Ensure anti-virus software is installed
- A firewall is enabled
- Backups are made of important documents
- Windows and anti-virus updates are enabled

Finally reassure the learner that security is common sense like locking your front door when you go out. If you do it you are less likely to get burgled.

MODULE 4. BASIC WORD PROCESSING

A. Introduction

If this is being taught on a public computer, rather than at the learner's own home, some form of reusable storage device – floppy disc or USB drive – will be needed from now on so that each learner can save his or her own work. Show to learner. (Analogy -like a tape used to record music and then can be played on another system.)

- Icon on the Desktop opens a blank document
- The cursor
- Scroll Bars

The learner can now practise typing, transferring their hand written notes from the previous session. Save on floppy or USB, and also demonstrate saving on hard disc.

B. Word Processing

(a) The Word Document. Open a blank document and describe briefly as the learner types up notes
Note: these comments apply to versions of Word prior to Word 2007, which uses a “menu ribbon” rather than toolbars.

- The Title Bar
- The Menu Bar
- The Standard Tool Bar
- The Formatting Tool Bar
- The Ruler
- The Status Bar

(b) The Functions of the Tool Bars

If you start with the Formatting Tool Bar then the Standard Tool Bar, by the time you get to the Menu Bar many of the functions will have been covered. Also the Formatting Tool Bar has functions the learner can incorporate into their notes. Some of the buttons will vary depending on what is installed on the PC and you may need to adapt these features.

(c) The Formatting Tool Bar

- Changing fonts
- Changing font size
- Using bold
- Using italics
- Using underline
- Using all three together
- Aligning text R, C, L and J
- Using numbering and bullets
- Highlighting text
- Changing the font colour

(d) The Standard Toolbar

- New blank document
- Opening a saved document
- Save
- Print
- Print preview
- Spelling check
- Cut, Copy, Paste
- Undo, Redo
- Help feature

(e) The Menu Bar

As stated before many of the features have already been covered, and as this is basic Word, it is not intended that all the features of the Menu will be covered.

- FILE Close, Save As, Page Set Up, Print, Last Documents
- INSERT Page Numbers, Symbol, Picture, Clip Art
- FORMAT Paragraph – Line Spacing
- WINDOW
- HELP

MODULE 5. MORE ABOUT THE WINDOWS OPERATING SYSTEM

Recap on what was learned in Introduction to Windows Operating System before continuing with this unit.

- Basic File Management
 - C: drive
 - A: drive (if installed)
 - Other removable drives – USB memory stick, playing CD/DVDs, burning to CD/DVD
- Windows Explorer
 - Finding files and folders
 - Creating folders – moving and renaming files
 - Using the Ctrl and Shift keys to make multiple selections
- Printers
- Control Panel -adding/removing hardware and software, date/time, desktop themes, display settings, mouse
- Creating shortcut icons to folders, files and programs
- Arranging your desktop

MODULE 6. THE INTERNET

(a) Introduction to the Internet

- The Web
- ISP selection, download/upload quotas
- Getting connected, and the differences between dial-up and broadband

(b) The browser

- The menu bar
- The navigation toolbar
- The address

(c) The mouse

- Changing the shape of the mouse pointer
- Colours on the screen

(d) Navigating the Web

- Moving backwards and forwards
- Stop, refresh, home
- Search engines
- History
- Tabs

(e) Favourites

- Adding to
- Creating folders
- Organising

(f) Downloading and Saving Documents

(g) Printing Documents

MODULE 7. EMAIL

(a) Introduction to email

What is email – email addresses and passwords

(b) Common features of email

Outbox – inbox – sent items – deleted items – the address book

This may vary slightly with public email services

(c) If the computer is set up to do so, utilise a program such as Outlook, Outlook Express or Eudora. Otherwise, sign up to a web-based email service such as Hotmail or Yahoo. Compose a message to the address you have just signed up to and show the message page-address

(d) Subject, CC, BCC, text, sending or saving a message, reply to sender

(e) Reply, Reply to All, Forward

(f) The address book

(g) Folders: creating folders, moving messages to folders

(h) Email protocols: where to place the reply, hiding or deleting other recipients' addresses

(i) Attachments: attaching files to messages, viewing attachments, saving attachments.

(j) Spam, junk mail, phishing

(k) Backing up messages and address book

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