Summary, challenges, and instructional strategies

This module initiates students into using the computer. It introduces key beginning tasks such as turning the computer on and off, identifying key elements of the operating system interface, such as the desktop, icons, and taskbar, and helps them to understand the role of the mouse and keyboard and how to use these tools. They practice basic skills such as orienting to the computers screen and desktop, understanding different elements of the screen, and using the mouse to click and double click.

Assist students with this orientation by providing key elements on which to focus – desktop, icons, taskbar – and repeating these three elements each time they go back to the opening screen. Help students who may have no experience with the mouse, the keyboard, or both, by providing demonstrations, handouts, and one-on-one assistance. Emphasize that these skills take time to learn and reassure them that they will improve with each use. Keep keyboarding exercises simple and provide sample document (loaded onto computers beforehand) to edit for those who do not have typing skills. Move to hands-on mousing exercises quickly – these allow novices to begin practice right away while also providing higher level challenges for those with more skill. Assist with double-clicking by creating sounds that allow them to hear the speed of the clicks and performing clicks together with your hand on top of the student’s.