

# Computer Literacy Module 1

## ABET Fundamental Skills



# Basic Computer Skills

**Trainer's Guide**

## Overview

### What is in the box?

1. Trainer's Guide
2. CD
3. Learner's Booklet (additional copies can be ordered)

### Where to start

1. Unpack all items.
2. Familiarise yourself with the contents of the box.
3. The Trainer's Guide:
  - The Trainer's Guide consists of 50 lessons.
  - The Trainer's Guide will explain the progress of each lesson.
  - The lesson plan in the Trainer's Guide refers to files on the CD.
  - Each lesson plan will state the module (all lessons in this Trainer's Guide are from Module 1), the lesson number and the lesson topic at the top of the page.
  - The outcomes are listed for each lesson.
  - The lesson progress and suggestions are discussed.
  - Additional (optional) notes are included for the trainer.
4. The CD:
  - Put the CD into the CD ROM.
  - View the contents of the CD.
  - On the CD are 2 folders: *Practice Files* and *Handouts*.
  - In the *Practice Files* folder is a subfolder for each lesson. The Trainer's Guide will give details for each lesson.
  - Copies of the pages of the Learner's Booklet are included in the *Handouts* folder.

## **Summary: ABET ICT Training**

Computer Literacy Module 1 – 3

### **Module 1: Basic Computer Skills**

This unit consists of 50 computer literacy skills lessons for illiterate learners who cannot read or write. The focus falls on basic skills, like keyboard and mouse skills. Learners work in word processing documents and manipulate most of the time objects in templates. Lessons are mainly integrated with Fundamental Learning areas (Language, Literacy and Communication and Mathematical Literacy). Suggested time to complete: 25 - 35 hours

### **Module 2: Computer Skills for Beginners**

This unit consists of 20 computer literacy lessons for beginner adult learners who start to obtain reading and writing skills. The focus falls on introduction to computers and basic word processing skills. Learners learn to work from scratch in a document. Lessons are integrated with ABET Learning areas (Fundamental and Core learning areas). Suggested time to complete: 30 – 40 hours

### **Module 3: Getting used to the computer for ABET learners**

This unit consists of 20 computer literacy lessons for intermediate adult learners who have mastered the basic reading and writing skills. Skills obtained in the previous module are expanded. Focus falls mainly on word processing and Internet skills. Lessons are integrated with ABET Learning areas (Fundamental and Core learning areas). Suggested time to complete: 30 – 40 hours

### **Certification**

Upon completion a report from the trainer will serve as proof of attending the courses.

An optional written examination from PresentIT may be taken.

**Outcomes**

Languages	Mathematical Literacy	Other
TITLE 2: Use language for learning		<u>Life Orientation</u> TITLE 2: Understanding of HIV/Aids

**Preparation and Material/Equipment or Knowledge needed**

1. Make copies of the handout.
2. Open the document on all the computers.

**Content**

1. Draw outlines of the picture using the scribble tool (see next page for instructions).

**Instructions**

1. Discuss risk taking behaviour regarding sexual transmitted infections.
2. Let the learners add words to the pictures on the worksheet.
3. The learners work on the computer.
4. Each learner draws the outlines by connecting the dots.


**Trainer's Notes**

- Risk taking behaviour includes: intravenous drug use, sexual practices and blood spills.
- Minimize risks by never sharing a needle, always use a condom and put on gloves when treating someone's wounds.

**Lesson Material on the CD**

Practice File	• Lesson 15 Risky Behaviour/Doc Lesson 15 Risk
Handouts	• Lesson 15 Risky behaviour

## The Scribble Tool – Office 2003 and earlier

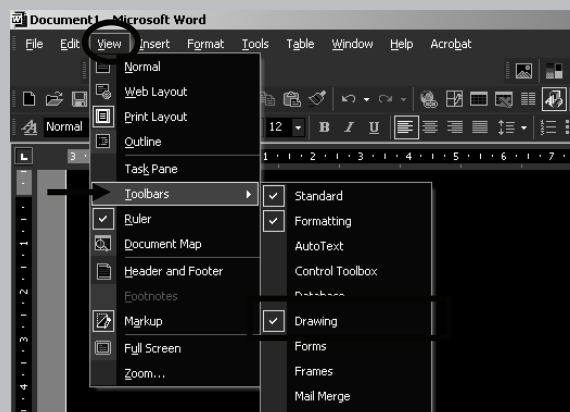
The Scribble Tool (  ) is found on the AutoShapes menu of the Drawing Toolbar.

1. Identify the Drawing Toolbar (usually at the bottom of the screen).



2. If the Drawing Toolbar is not active, activate it as follows:

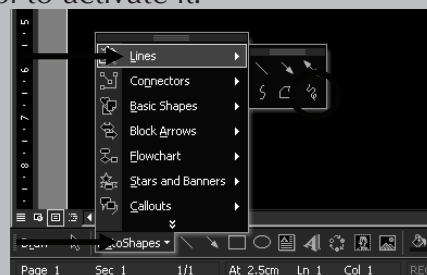
- In the Menu Bar, select View.
- Point to Toolbars and select Drawing.
- All the active toolbars will have a tick next to their names in the list.



3. On the Drawing Toolbar, select AutoShapes.

4. Point to Lines.

5. Click the Scribble tool to activate it.



6. Use the mouse to draw.

7. Right click on the top dot of the drawing.

8. Hold down the mouse button and move from dot to dot to the bottom (feet) of the picture. A line will be drawn.


9. Release the mouse button.

10. Select the Scribble Tool again and finish the rest of the picture, starting from the last dot drawn.

11. Release the mouse button when finished.

12. To delete a drawing, click to select it and press Delete on the keyboard.

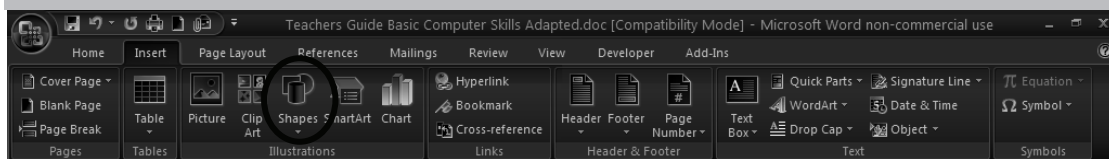
## The Scribble Tool – Office 2007

The Scribble Tool (  ) is found on the Shapes menu of the Insert tab.

1. Click the Insert tab to activate it.



2. Click the Shapes button.



3. Select the Scribble tool.



4. Click and drag with the mouse to draw.
5. Release the left mouse button to stop drawing.
6. To delete a drawing, click to select it and press Delete on the keyboard.

**Outcomes**

Languages	Mathematical Literacy	Other
TITLE 4: Write/Sign for different purposes	TITLE 1: Numbers, Operations and Relationships	

**Preparation and Material/Equipment or Knowledge needed**

1. Open the document on all the computers.

**Content**

1. Write numbers using WordArt.
2. Change formatting of WordArt (see instructions on next page).

**Instructions**

1. Let the learners count from 1 – 10.
2. The learners work on the computer.
3. Revise how to use WordArt.
4. Explain how to change the size of the WordArt.
5. Learners write each number from 1-10 in a different way by using WordArt.
6. Learners choose a bigger font size (e.g. 72 pt) for each WordArt.


**Trainer's Notes**

- Give each learner a sheet of paper with scrambled numbers on it. Learners cut numbers out, arrange it in correct order and paste unto sheet of paper. Worksheet included.

**Lesson Material on the CD**

Practice File	• Lesson 45 Numbers/Doc Lesson 45 Numbers
Handouts	• Lesson 45 Numbers

## The WordArt Tool – Office 2003 and earlier

The WordArt Tool () is found on the Drawing Toolbar.

1. Identify the Drawing Toolbar (usually at the bottom of the screen).



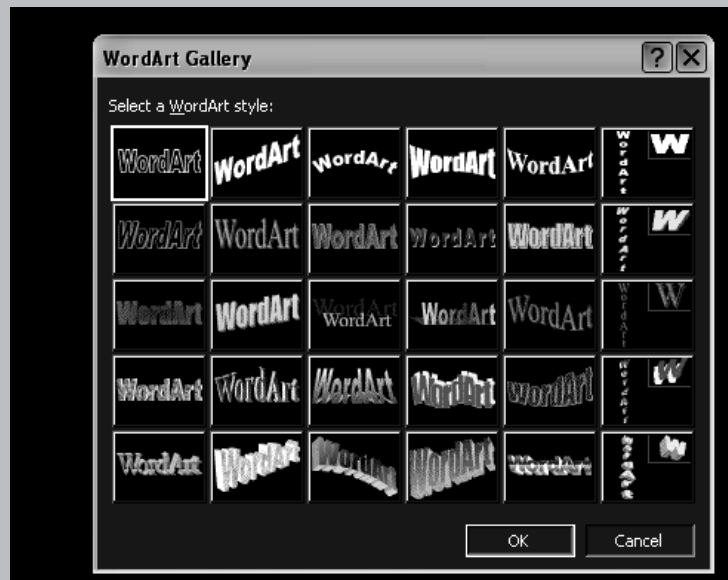
2. If the Drawing Toolbar is not active, activate it as follows:

- In the Menu Bar, select View.
- Point to Toolbars and select Drawing.
- All the active toolbars will have a tick next to their names in the list.



3. On the Drawing Toolbar, select WordArt and click.

4. Select a WordArt style from the Gallery and click to select.



5. Type the name in the text area.




6. Change the Font size by clicking the down-arrow next size. Choose a font size by clicking it from the drop-down list. The bigger the number, the bigger the writing will appear.



7. Click OK to continue.
8. To resize, click and drag one of the resizing handles.
9. To delete, select the WordArt and press DELETE on the keyboard.

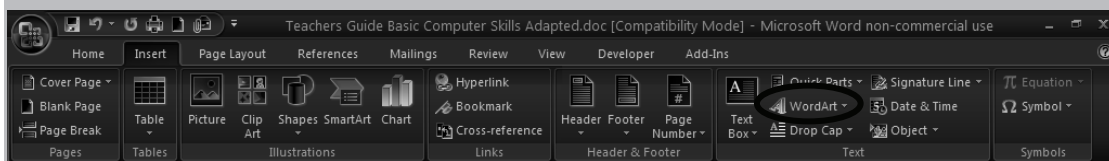
## The WordArt Tool – Office 2007

The WordArt Tool () is found on the Insert Tab.

1. Click the Insert tab to activate it.



2. Click the WordArt button.



3. Select a WordArt style from the Gallery and click to select.



4. Type the name in the text area and click OK.



5. Change the Font size by clicking the down-arrow next size. Choose a font size by clicking it from the drop-down list. The bigger the number, the bigger the writing will appear.



6. Click OK to continue.
7. To resize, click and drag one of the resizing handles.
8. To delete, select the WordArt and press DELETE on the keyboard.

## Outcomes

Languages	Mathematical Literacy	Other
TITLE 2: Language for learning	TITLE 1: Numbers, Operations and Relationships	<u>Life Orientation</u> TITLE 2: The workplace

## Preparation and Material/Equipment or Knowledge needed

1. Open the documents on all the computers.
2. Handout: Work

## Content

1. Learners type numbers on keyboard.

## Instructions

1. Discuss different types of work. Use the handout.
2. Revise the names of the numbers. Let the learners count from 1 – 10. Identify different numbers on the keyboard.
3. Open the document on the computer (Doc Lesson 48 Work 1).
4. Learners count the items and type the number in the block.
5. When finished, repeat with Doc Lesson 48 Work 2.

## Trainer's Notes

- Each learner describes his work or his perfect work!
- Worksheet: learners draw number of circles according to the number.

## Lesson Material on the CD

Practice File	<ul style="list-style-type: none"> <li>• Lesson 48 Work/Doc Lesson 48 Work 1</li> <li>• Lesson 48 Toys/Doc Lesson 48 Work 2</li> <li>• Lesson 48 Work/Doc Lesson Circles</li> </ul>
Handouts	<ul style="list-style-type: none"> <li>• Lesson 48 Work</li> </ul>