

Computer Literacy Module 2

ABET Fundamental and Core Skills



Computer Skills for Beginners

Trainer's Guide

Overview

What is in the box?

1. Trainer's Guide
2. CD
3. Learner's Booklet (additional copies may 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 20 lessons.
 - The Trainer's Guide will explain the development of each lesson.
 - The lesson plans in the Trainer's Guide refer to files on the CD.
 - The lesson plan will state the module (all lessons in this Trainer's Guide are from Module 2), the lesson number and lesson topic at the top of the page.
 - The outcomes are divided into two groups: All ICT skills are listed for each lesson. Unit Standards for the Learning Areas of the ABET curriculum are listed.
 - The goals for each lesson are listed. It is a good idea to start each lesson by indicating the goals to the learners.
 - The lesson progress and suggestions are discussed.
 - Additional (optional) notes are included for the trainer.
 - For easy reference a list of corresponding files on the CD are included.
4. The CD:
 - Put the CD into the CD ROM.
 - View the contents of the CD.
 - The CD contains 5 folders.
 - Visual Display: This folder contains files which can be viewed during the lesson. Display the files on the data projector, overhead projector or broadcast to all the computers. The files will show the learners how to complete/do something on the computer. The trainer's guide will explain where to use each file during the lesson.
 - Presentations: This folder contains presentations for display during the lessons. Display the files on the data projector or broadcast to all the computers. The presentations will either serve as a discussion point or illustrate specific computer skills. It is also possible to make the files available to the learners for revision. The trainer's guide will explain where to use each file during the lesson.
 - Information Sheets: This folder contains additional information for the learner. These documents are also included in the Learner's Booklet.
 - Worksheets: This folder contains files which will serve as notes and assignments to the learner. The trainer's guide will explain where to use each file during the lesson. The worksheets constitute the biggest part of the Learner's Booklet.

- Other: Other files, including programs, are included here. The trainer's guide will explain where to use each file during the lesson.
5. The Learner's Booklet:
- Notes and assignments for the learner. Work through this during the lesson.
 - Additional booklets may be ordered.

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 gaining reading and writing skills. The focus is 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 is 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**ICT Skills**

- Open a document
- Add text to a document
- Print Preview a document
- Print a document

Other Skills

- Language Title 1 SO 1: Use speaking and listening strategies
- Language Title 4 SO 1: Produce text
- Mathematical Literacy Title 1 SO 2: Perform calculations to solve problems
- Economic and Management Science Title 4 SO 1: Price determination

Learner Goals

- Type and print a document

Content**1. Class Discussion: What is printing?**

Discuss the difference between soft copies and hard copies. Have a brainstorm on why hard copies are necessary. Have a group discussion on whether a “paperless office” would be possible.

Soft copies and Hard copies

Soft copies are documents on the computer while hard copies are printed versions on paper.

Why hard copies

- Hard copies are used for several reasons.
- Print a document to work on, away from the computer.
- Give a copy to someone without a computer.
- For security: you do not want someone to have a soft copy.
- For backup purposes (extra copy).
- People still prefer paper copies above soft copies.

2. Presentation and demonstration: How to print

Use the presentation to explain how to print.

Slide 1

When you print, you get a copy of the document on paper.

Slide 2

Finish the document. Click on the File menu in the Standard Toolbar.

Slide 3

Select Print Preview from the menu.

Slide 4

View the document and check the number of pages. Click Close when you are finished.

Slide 5

Click File and select Print from the drop-down menu.

Slide 6

The print dialog box appears. Make any changes and click OK to continue. You can change the number of print what you want.

3. Group Discussion: Cost of printing

Let learners determine the cost of printing a sheet of paper.

Cost of Toner Cartridge: R1200

Shield: 5000

Toner cost per sheet: $R1200 \div 5000 = R0,24$ (24c)

Cost of ream paper: R50

Sheets per ream: 500

Paper cost per sheet: $R50 \div 500 = R0,10$ (10c)

Total cost of Printing:

Toner Cost + Paper Cost

$R0,24 + R0,10 = R0,34$ (34c)

Cost of printing of document of 100 pages:

$100 \times R0,34 = R34$

Discuss the cost of printing and ways to limit printing cost.

Possible ways to limit printing cost (Discussion in small groups)

- Print only in black – colour is much more expensive than black and white
- Print in “draft” mode
- Print more than one page on one sheet (reduce the size)
- Print on both sides of each sheet
- Print only important documents – keep soft copies and print when needed
- Do not print everything!
- Print Preview before your print to make sure the document is correct

4. Practise: Type and print a document

Type a short memo to all employees explaining how to reduce printing cost. (Worksheet).

Notes: Circle the correct words.

To print a document

1. Click on File in the Menu bar.

2. Select Print.
3. Click OK in the Print dialog box.

Always check Print Preview before printing to see what the document will look like when it is printed.

The Print dialog box has a section that lets you choose the number of copies you want to print.

You cannot make changes to your document when you are in Print Preview.

Assessment

Assess the practical part. Let the learners print the documents and put it in their portfolios.

Suggested rubric:

	Max
Paragraph(s) typed	1
Content of paragraphs: Ways to reduce printing cost	2
Formatting applied (any formatting)	1
Document printed without any help	1

Lesson Material on the CD

Presentations	<ul style="list-style-type: none"> • Lesson 7 Print a document
Worksheets	<ul style="list-style-type: none"> • Lesson 7 Determine Printing Cost • Lesson 7 Printing (Reduce Printing Cost)

Outcomes**ICT Skills**

- Explain the editing process
- Know what Clipart is
- Search for Clipart
- Insert clipart into a document
- Delete a picture
- Resize a picture

Other Skills

- Language Title 4 SO 1: Produce texts
- Human and Social Science Title 4 SO 4: Understanding of diversity in South Africa
- Life Orientation Title 7 SO 1: Identify potential safety risks

Learner Goals

- Create a document and insert a picture

Content**1. Revision: Buttons and Toolbars**

Revise the following: What is a word processing?

Hand out the Information Sheet and revise the functions covered:

- Save a document
- Open a saved document
- Type text
- Select text
- Change font type
- Change font size
- Change font colour

2. Summary: The Editing Process

Use the visual display as aid and summarise the editing process.

Create a new document → Type text → Save → Continue to work in the document → Save regularly to prevent data loss → Select text → Format text → Save again → Continue to edit or add → Save → Print Preview → Possible changes if necessary → Save final document → Print

3. Presentation and Demonstration: Insert Clipart

Use the presentation to explain how to insert clipart into a document.

Slide 1

We will now see how to insert a picture into a drawing. Click Start to begin the presentation.

Slide 2

Click where you want the picture to appear. Click Insert.

Slide 3

Point to Picture.

Slide 4

Click Clip Art.

Slide 5

The Insert Picture ClipArt window will appear. Click the Search for clips area to type a keyword.

Slide 6

Here you will a keyword to search for the picture. Press Enter to continue. (Usually you will press the key on the keyboard, but for this presentation, click on the screen on Enter.)

Slide 7

All the results for the search will appear. Click the picture you want to insert.

Slide 8

Click the top button on the popup menu to insert the picture.

Slide 9

The picture will be inserted. Close the Insert ClipArt window.

Slide 10

The picture will be inserted into the document.

4. Presentation and Demonstration: Delete Clipart

Use the visual aid to explain how to delete a picture from a document.

How to delete a picture

- Picture in document
- Select picture
- Press Delete

Explain how to resize a picture with the resizing handles.

5. Practise: Delete Clipart

Open the practise file “Lesson 8 South Africa” on the computer. The learners have to delete all the pictures. Let them practise to insert their own clipart into the document.

6. Computer Activity

The learners create a sign which emphasise safety in the workplace. See instructions on the worksheet.

Assessment

Assess the assignment. The learners print the signs created and put it in their portfolios.

Suggested rubric

	Max
Heading typed	1
Heading formatted	2
Picture inserted	2
Appropriate picture inserted	1
Text typed	1
Text formatted	2
Overall appeal of document	1

Notes for the Trainer

Explain the worksheet assignment in detail. You might want to have a group or class discussion on the topic before the learners start with the assignment.

Lesson Material on the CD

Presentations	<ul style="list-style-type: none">• Lesson 8 Insert a picture
Visual Display	<ul style="list-style-type: none">• Lesson 8 Revision (Working with a document)• Lesson 8 Pictures (Delete a picture)
Information Sheets	<ul style="list-style-type: none">• Lesson 8 Revision (Toolbars)
Worksheets	<ul style="list-style-type: none">• Lesson 8 Pictures (Safety in the Workplace)