COMPUTER 100.

Lesson Plan

Switch Computer on.

- Locate and operate switch.
- Difference between desk top and lap top.
- Make sure screen is turned on – desktop.
- Identify hardware components.
- User name/password.

Identify Mouse Functions.

- Conventional mouse.
- Lap top mouse.
- Right and left click.
- Mouse wheel.
- Highlight and enter.
- Solitaire/mousearobics.

Icons.

- Double click on icons to open programs.
- My Computer.
- Internal and external memory.
- Firefox/Outlook Express.
- Shortcuts.

Internet/Google.

- Get on to internet.
- Explain Google – web address or brief description.
- Preparing to type in new web address.
- Brief description.

Turn off Computer.

- Remove all external memory.
- Shut down all programs.
- Turn off for XL or 7.