Computer Lesson #1 – Using Windows and Managing Documents			
Warm up: What do you use the computer for now? What would you like to do with it?			
Objectives: Name parts of the computer Use Windows Manage documents 			Session: #1 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
 Name parts of the computer Match computer vocabulary and parts 	Warm up Present:	10 min.	Computer lab
 Use Windows Move arrow Use Start menu 	• Explain that it is important for the class to have a shared computer vocabulary. Have learners label the numbered diagram on parts of the computer. Review together.	15 min.	Lesson 1 – Handout 1
 Turn computer off and on Use scroll bar Open and close 	 Explore Windows together, filling in the blanks on the Windows worksheet as you go. 	15 min.	Lesson 1 – Handout 2
 Manage documents Open a Word document Type a list Create a folder Save list 	 Practice: Have learners open a new Word document and type a "To-do" or shopping list (focus on the computer skill – don't worry about typing, spelling, etc.). Got to "Save As" and have each learner create a folder to save his/her work in. Have learners rename their lists and save in their folders. 	20 min.	Word Processing 1
Evaluation: Learners will complete t	two vocabulary worksheets, create a list and save the	list in a folder	•
Notes: Encourage learners to help ear	ch other as some will have stronger skills. We learn	what we teach!	Explain that the little mouse
and keyboard images on the Word Pr	ocessing sheets mean click once, click twice and type	e.	

Computer Lesson #2 – Using a Keyboard & Editing Text and Spaces			
Warm up: How many of you have taken typing or word processing courses? Do you use those skills now?			
Objectives: • Use a keyboard • Edit text and spaces			Session: #2 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
 Use a keyboard Match names with keys on keyboard 	Warm up Review:	5 min.	Computer lab
 diagram Type sentences Edit text and spaces Insert text and 	 Have learners open a new Word document. Point out the task bar and document name. 	5 min.	
 o Insert text and spaces o Highlight text o Delete text and spaces 	 Have learners number the keyboard diagram. Review together. Then have them type the sentences on weight loss. 	10 min.	Lesson 2 – Handouts 1 & 2 Word Processing 2
spaces	• Show learners now to highlight text, insert text and lines, and delete text and lines using the delete and backspace keys.		
	 Practice: Have learners open the Bean Salad recipe and make the corrections given. More advanced learners can then edit the Apple Muffin recipe. Have learners save the recipes in their folders (and print them if they want to try the recipe at home). 	30 min.	Lesson 2 – Handouts 3 & 4
Evaluation: Learners will number a	keyboard diagram and edit a recipe.		
Notes: Be sure to download the reci	pes in advance so they are available to the class. Givin	ng learners ar	already typed document allows
them to focus on the computer skill being taught rather than worrying about whether or not they can type!			

Computer Lesson #3 – Typing Paragraphs and Checking Spelling			
Warm up: How many of you use the computer to write letters or send email messages? How do you check for spelling errors?			
Objectives: • Type paragraphs • Check spelling			Session: #3 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
 Type paragraphs Use tab and enter 	Warm up Review:	5 min.	Computer lab
 Type sentences Check Spelling Open Spell-check Use Spell-check 	 Have learners fill in the blanks on the Typing Paragraphs handout. Review how to use the tab and enter keys. Have them type the paragraphs and the next paragraph on the handout (or they can write their own). Tell them not to worry about errors. 	15 min.	Lesson 3 – Handout 1
	 Present: Point out the Review tab on the ribbon. Show learners how to use Spell-check. Have them use it to check their paragraphs. 	20 min.	Word Processing 3
	 Practice: Have learners use Spell-check to correct the newsletter article. Have them save the article in their folder. Advanced students can type and check a newspaper article. 	20 min.	Lesson 3 – Handout 2 Newspaper article copies
Evaluation: Learners will type a para	agraph and check spelling in a newsletter article.		· · ·
Notes: Spell-check is found in the Pr	oofing group on the Review tab. Be sure to downloa	d the article i	n advance so it is available.

Computer Lesson #4 – Using Tabs & Typing Friendly Letters			
Warm up: How many of you still write letters? How many just use email?			
Objectives: • Use tabs • Type friendly letter			Session: #4 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
 Use tabs Create a personal schedule 	Warm up Review: • Have learners create a personal schedule	5 min. 10 min.	Computer lab Lesson 4 – Handout 1
 Type a friendly letter Indent using tab key Write a letter to a friend 	using the tab key to make two columns – one for time and one for activity. Present:		
	 Show learners how to use the tab key to indent lines using the ruler to measure. 	5 min.	
	 Have learners copy the sample letter. Have them write a letter to a friend. Show learners how to print their letters. 	40 min.	Lesson 4 – Handout 2 Letter to copy
Evaluation: Learners will create a po	ersonal schedule and type a letter to a friend.	•	•
Notes: Some learners may not be con	nfortable thinking of something to say and learning a another longer letter for them to conv	a new skill. It	s okay for them to copy the
sample letter again of you could bill	g another longer letter for them to copy.		

Computer Lesson #5 – Using Fonts			
Warm up: What is a font? Do fonts affect how we respond to text?			
Objectives: • Use fonts			Session: #5 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
 Use fonts Identify the formatting toolbar Use different font styles Underline, bold and italicise text 	 Warm up Review: Have learners write a list of names and phone numbers of friends and family using the tab key to create two columns. Present: 	5 min. 10 min.	Computer lab
	 Show learners the Font group on the Home tab. Demonstrate how to change the font style by highlighting a line of text and choosing a different font style. Show how to choose the font style before beginning to type. Then show how you can also use the B,<i>I</i>, and <u>U</u> icons to format text. 	10 min.	Word Processing 5
	 Practice: Have learners copy the garage sale poster using different font styles. More advanced learners can create a second poster using the information on Handout 2. 	35 min.	Lesson 5 – Handouts 1 & 2
Evaluation: Learners will create a pl	none list and copy a poster using different fonts and f	font styles.	
Notes: Encourage creativity. This is	the fun part!		

Computer Lesson #6 – Using Alignments & Inserting Pictures				
Warm up: What is an alignment? Is a picture really worth a 1000 words?				
Objectives: • Use alignments • Insert pictures			Session: #6 Time: one hour	
Learning Tasks	Instructor Activities	Time	Resources	
 Use alignments Align text right, left and centre Create an invitation using all three alignments 	 Warm up Review: Have learners write a sentence about their day. Highlight and change the font style. Use B, <i>I</i>, and <u>U</u>. Undo the changes. 	5 min. 10 min.	Computer lab	
 Insert Pictures Search for pictures Insert a picture Move, resize and position a picture 	 Present: Point out the Paragraph group. Discuss alignment. Demonstrate by having learners write their names and then align them right, left and centre. 	10 min.	Word Processing 6-1	
Practice: • Have learners fill in and then type the invitation on Handout 1.15 min.Lesson 6 – Handout 1Present: • Demonstrate how to insert a picture. Have learners search for a picture and insert it in their invitation. Demonstrate how to move, resize and position pictures. • Have learners save their invitations.20 min.Word Processing 6-2				
Evaluation: Learners will create an Notes: Be sure to show learners how	invitation with aligned text and a picture. v to change the wrapping style of the picture so the pi	cture is easy	to move.	

Computer Lesson #7 – Cut, Copy and Paste				
Warm up: Do we always have to retype things if we want to use them again?				
Objectives:			Session: #7	
• Use cut and paste			Time: one hour	
• Use copy and paste		1		
Learning Tasks	Instructor Activities	Time	Resources	
• Use copy and paste	Warm up	5 min.	Computer lab	
\circ Paste text	Review:			
 Use cut and paste Cut text Paste text 	• Have learners open a new Word document, search for a picture in Clip Art that reflects their day and insert the picture in their document.	10 min.		
	 Present: Have learners type a caption for their picture. Demonstrate how to cut the caption and 	15 min.	Word Processing 7	
	paste it lower on the page, then how to copy it and paste it lower on the page, using the Clipboard group. Practice:			
	 Have learners copy and paste the childhood diseases into the table on Handout 7-1 using Handout 7-2 as a guide 	15 min.	Lesson 7 – Handouts 1 & 2	
	 Have learners cut and past the recyclables/not recyclables into the table in Handout 7-3. 	15 min.	Lesson 7 – Handout 3	
Evaluation: Learners will copy and	cut items and paste them into tables.			
Notes: Show learners how they can paste the last cut/copied item multiple times (useful for the childhood disease activity).				

Computer Lesson #8 – Numbered & Bulleted Lists			
Warm up: When do we use bulleted	and numbered lists?		
Objectives: • Use numbered lists • Use bulleted lists			Session: #8 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
Use numbered lists O Type article O Create a numbered	Warm up Review:	5 min.	Computer lab
 Use bulleted lists Type article Create a bulleted list 	 Copy a "quote of the day" on the board. Have learners open a new Word document and type the quote. Have them copy and paste it ten times. 	10 min.	
	 Have learners type a list of towns/cities. Demonstrate how to highlight the list and then use the number/bullet icons in the Paragraph group on the Home tab to format the list. Demonstrate how to first click on the icon and then type a new list. Show how to highlight the list and click on the icon to undo. 	20 min.	
	 Practice: Have learners copy Handouts 8-1 & 8-2 using the bullet and number icons on the formatting toolbar to format the text. Have learners save their work. 	25 min.	Lesson 8 – Handouts 1 & 2
Evaluation: Learners will copy two	documents, using the bullet and number icons to form	nat the text.	
Notes: Use bullets when items are of equal value and numbered lists when there is a sequence or difference in importance.			

Computer Lesson #9 – Typing Business Letters			
Warm up: When do you write a business letter? Is it always a complaint letter? Do you ever write "good news" business letters?			
Objectives: • Type business letter			Session: #9 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
 Type business letter Identify parts of a business letter 	Warm up Review:	5 min.	Computer lab
• Write a business letter	• Have learners type a list of foods they enjoy and number it using the number icon.	10 min.	
	 Present: Discuss the parts of a business letter. Discuss how the conventions have changed since many people learned to write a business letter (block format, province format, etc.) and how the computer has shaped that change. 	15 min.	
	 Practice: Have learners write a complaint or "good news" letter to their MP, MLA or mayor. Have learners print their letters. Extend the activity by having more advanced learners look up the address on the internet and showing them how to print an envelope. 	30 min.	Lesson 9 – Handout 1
Evaluation: Learners will write a bu	siness letter and print an envelope.		
Notes: If you are sharing a printer make sure that everyone is printing letters and/or envelopes at one time!			

Computer Lesson #10 – Creating Tables				
Warm up: When do we use tables? How can they help us organize information?				
Objectives: • Create tables			Session: #10 Time: one hour	
Learning Tasks	Instructor Activities	Time	Resources	
 Create tables Identify parts of a table 	Warm up Present:	5 min.	Computer lab	
 Create a table Type information into cells 	 Discuss when to use tables. Have learners identify the parts of a table. Demonstrate how to create a table using the Tables group in the Insert tab. Demonstrate how to type information in the cells and how to move around in the table (using tab key, arrows and/or mouse). 	20 min.	Word Processing 10	
	 Practice: Have learners create the table in Lesson 10 – Handout 1 and input the words in the correct columns. A quick review of parts of speech may be necessary! Have learners save their table in their folder. 	35 min.	Lesson 10 – Handout 1	
Evaluation: Learners will create a t	able and type information in the cells.			
Notes: In the lesson yesterday is an	adverb. Y esterday can be an adverb, noun or adjectiv	ve.		

Computer Lesson #11 – Formatting Tables			
Warm up: How can formatting help us understand documents?			
Objectives:			Session: #11
• Format tables			Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
• Format tables	Warm up	5 min.	Computer lab
• Insert and delete columns and rows	Review:		
◦ Format rows,	• Have learners create a table with three	15 min.	
columns and cells	columns, eight rows and the headings		
• Format borders, size,	Spring, Summer and Fall. Have them type		
Tonts and angliment	season		
	Present:		
	• Click in a cell and point out the Layout and Design tabs located in Table Tools.	10 min.	Word Processing 10
	• Use the Seasons table to demonstrate how		
	to change the height, delete and insert,		
	and columns.		
	Practice:	30 min.	Lesson 11 – Handout 1
	• Have learners format the table in Lesson 11 – Handout 1.		
	• Have learners save their tables in their		
	folders.		
Evaluation: Learners will format a ta	able and type information in the cells.	• 1 1 .1 • 1	
Notes: Don't forget to download the table for learners to format. The table will get too wide and the sides of the page will no longer be visible. To avoid this, show learners how they can double click at the top of the line between columns and the column will			
automatically fit to the contents. You <i>must</i> click in a cell to access the Layout and Design tabs in Table Tools.			

Computer Lesson #12 – Page Set-up			
Warm up: What is portrait? What is landscape? What is a margin?			
Objectives: • Set up page			Session: #12 Time: one hour
Learning Tasks	Instructor Activities	Time	Resources
Set up page O Discuss default	Warm up	5 min.	Computer lab
 Change margins Change paper size Change paper orientation 	 Discuss default settings on the computer and when it is appropriate to change those settings. Have learners open a new Word document and click on the Page Layout tab. Have learners change the paper size, margins and orientation of the document. Close the document. 	15 min.	Word Processing 12
	 Practice: Have learners create the table in Lesson 12 – Handout 1. Have them input information from memory, the phone book, or, for more advanced learners, from the internet. Have learners save their table in their folder. More advanced learners can also do the resume if appropriate 	40 min.	Lesson 12 – Handout 1 Lesson 12 – Handout 2
Evaluation: Learners will change the	e page set-up on a document and then create a phone	list.	of friends and formily
Notes: More advanced learners can use <u>www.mytelus.com</u> or <u>www.canada411.ca</u> to find phone numbers of friends and family.			