





Computers - what's what?

Aim of session:

- ✖ to be able to switch on and use a computer.

Objectives of session:

- ✖ understanding the icons on a computer
- ✖ learning how to switch on a computer
- ✖ understanding how the mouse works.

Approx timing	Topic	Activity
5 minutes 	Introduction	<p>Activity</p> <ul style="list-style-type: none"> ✖ chat about what you will be learning today and what things you'll be using ✖ detail the different features of a computer and how they work
15 minutes 	Your computer	<ul style="list-style-type: none"> ✖ you might want to go over: the monitor, mouse, keyboard and hard drive - how they work together. <p>You demonstrate the following:</p> <ul style="list-style-type: none"> ✖ how to switch on a computer
15 minutes 	Switching on the computer and monitor	<ul style="list-style-type: none"> ✖ logging on ✖ setting up a password ✖ what the features on the start screen mean ✖ which programmes are already available including Word and Excel.
5 minutes 		Have a break



10 minutes



The mouse

- ✦ Show your mentee how to use a mouse and how to navigate the computer using it
- ✦ Get your mentee to have a go at using the mouse.

Exercise for your mentee to try:

Switch the computer off and ask your mentee to turn on the computer and open up Word.