



## Tutor notes

This module provides the learner with an exciting introduction to the world of technology and its many benefits and uses. The following is a summary of learning outcomes for this module:

1. Identify areas of everyday life where he/she interacts with technology, e.g. for learning, working, personal and home management, and for fun:
  - 'Computers in everyday life' handout provides tutor with some material for class discussion.
  - 'Computers in everyday life' worksheet - learner will list 6 examples if possible of where they interact with computers every day (class discussion initially and then learners transcribe relevant points from whiteboard)
  - 'Interacting with technology' worksheet provides tutor with some material for class discussion on how learners might interact with technology on a daily basis. (Learners may transcribe relevant points from this discussion which tutor writes on whiteboard)
2. Consider some benefits and risks of using technology
3. Benefits of using technology - Tutor Tips. This tutor handout provides a starting point for class discussion on what the benefits are of using technology in today's world.
4. Risks of using technology - Tutor Tips. This tutor handout provides a starting point for class discussion on what risks are associated with using technology in today's world
  - WS - Risks of using technology. This worksheet provides a starting point for class discussion on what the risks are of using technology in today's world.
5. Use technology requiring not more than three functions, for personal, home and educational/workplace use; e.g., assistive technologies, electronic information retrieval / communications devices, mobile phone, photocopier, computer, cameras, personal technologies - DVD/ video player, household appliances.

I suggest the following:

### **Technology for personal use – mobile phone**

- Each learner could demonstrate/discuss the following 3 functions to/with their tutor:
  - Send a text
  - Add name to 'Contacts'
  - Reply to a text
- Tutor would write the various steps on whiteboard and learners would transcribe this information into worksheet provided 'Use of mobile phone'.

### **Technology for home use – digital camera**

- 'Photographic evidence' worksheets would provide examples where learners have used a digital camera in a fun environment. (Communications module 2)
- Each learner could demonstrate/discuss the following 3 functions to/with their tutor:
  - Inserting a photo to a document
  - Attaching a photo to an email
  - Saving photos to a memory stick.
- Tutor would write the various steps on whiteboard and learners would transcribe this information into worksheet provided 'Use of digital camera'.

### **Technology for educational/workplace use – computer**

- Tutor observation to ensure that learner is familiar with:
  - Opening MS Word
  - Entering text
  - Saving a document
  - Start-up and shut-down procedures.
- Learners will key in text as per worksheet 'Using Microsoft Word – Letters and words'
- Click to go: Using computers in Adult Basic Education (<http://www.gabes.ie/file/Click%20To%20Go%2023944697.pdf>) is useful for worksheets and notes.
- Encourage learners to create a glossary of IT terminology as you progress with this module. Learners could use an address book and write in any words/phrases they do not fully understand.

## Module 3 Digital literacy – using technology

### Learning outcome and worksheet summary

Learning outcome	How to achieve learning outcome	Completed Y/N
Identify areas of everyday life where he/she interacts with technology, e.g. for learning, working, personal and home	Computers in everyday life - tutor tips WS - Computers in everyday life WS - Interacting with technology Class discussion	
Consider some benefits and risks of using technology	Benefits of using technology – tutor tips (2 pages) Risks of using technology – tutor tips (2 pages) WS – Risks & benefits of using technology Class discussion	
Use technology requiring not more than three functions, for personal, home and educational/workplace use; e.g., assistive technologies, electronic information retrieval / communications devices, mobile phone, photocopier, computer, cameras, personal technologies - DVD/ video player, household	Personal use = Mobile Phone WS – Use of mobile phone: 3 functions (1 page)  Home = Digital Camera WS – Use of digital camera: 3 functions (1 page)  Educational / Workplace WS – Using Microsoft Word – Letters and words  * Class discussion & tutor observation relevant for all tasks associated with this learning outcome.	

## Computers in Everyday Life - Tutor Tips

Fire alarm	If smoke or too much heat reaches the sensor on a fire alarm it will trigger an alarm signal or bell.
Burglar alarm	The sensor on a burglar alarm is set to pick up any movement around a building or business thus setting off an alarm or bell.
ATM	(Automatic Teller Machine) Used to withdraw cash or access details of your own account without actually entering a bank or Credit Union.
DVD Player	These can be programmed weeks in advance to record films or programs.
Digital Camera	These come with software that enables the user to load and process the images taken onto the computer.
Microwave Oven	These can be programmed to cook food for different lengths of time.
Playstation	Used for playing games.
Music Centre	These can be programmed to select CDs and play selected tracks.
Touch Screen	Used to display information in FAS off ices and art galleries.
Hospitals	Life support machines, kidney dialysis machines, xray units are all computerised and programmable to help patients who are ill.
Supermarkets	Bar code scanners are used to input details of products on the supermarket shelves.

Name:

Date:

## Computers in everyday life (ACSF Writing level 1)

List 6 examples of where you would use computers in everyday life:

1.

2.

3.

4.

5.

6.



Name:

Date:

## Interacting with technology (ACSF Writing level 1)

Write one example if possible, where you interact with technology in the areas below:

Learning



Working



Personal Management



Home Management



Fun



## Benefits of Using Technology – Tutor Tips

The use of technology has led to many advantages in modern life, including easily balancing your bank statement, using dictionary and encyclopedia programs, even planning and designing a new house is possible on your computer!

There is software available for almost any need, and if you have a notebook or laptop computer, those programs can go anywhere you go.

From writing a letter to designing a birthday card, there's nothing you can't do with a computer.

The Internet has brought even more drastic changes. Using your computer, you can "go online", and access the Worldwide Web (WWW). You can connect to other computers, huge databases, university or county libraries, or banks.

There's hardly a bill that can't be paid online these days – no more licking stamps!





## Benefits of Using Technology – Tutor Tips

If you have a friend or family member living a long distance away, you can contact them by e-mail for free, saving money in long-distance charges. Movies, songs, and games can be downloaded via the Internet to your computer, and many of them are free, as well. Do your banking on line at 2am, or take an on line class in whatever you fancy. The Internet has truly revolutionized how we connect with other people, as well as businesses.

There's not one area of our lives that computers and the Internet have not affected. While there are things to watch out for, overall most people agree that the huge advantages that have come from computers and the Internet far outweigh any disadvantages



## Risks of Using Technology - Tutor Tips

When using technology note the following:



Safety where cables are concerned



Ensure that good lighting is provided



Sit correctly and use proper chair to support your back.



Take breaks when using computer.



Make sure that your workspace is clean and tidy, no food or drinks!

Name:

Date:

## Risks and benefits of using technology

(ACSF Writing level 1 Reading level 1)

What in your opinion are the risks involved with using technology?



1.
2.
3.
4.

What in your opinion are the benefits of using technology?



1.
2.
3.
4.




Name:

Date:

## Using a mobile phone

(ACSF Writing level 2)

Write the procedure for performing each of the following tasks using your own mobile phone:

<p>Send a text message</p> 	
<p>Add name to contacts</p> 	
<p>Reply to a text message</p> 	




Name:

Date:

## Using a digital camera

(ACSF Writing level 2)

Write the procedure for performing each of the following tasks using your own digital camera:

<p>Inserting a photo into a document</p> 	
<p>Attaching a photo to an email</p> 	
<p>Saving photos to memory sticks</p> 	

Name:

Date:

## Using Microsoft Word - letters and words

(ACSF Writing level 1)

Open Microsoft Word

Key in the following letters:

Asdf	hkl;	adfg	nkib	cgsa	hioe	
Asf k	Lfri	Lopr	Btio	Pdis	Ekio	
CGHE	KIOS	POTA	GJSI	SO	U	BCWO

Key in the following words:

He had a salad.

A lass has a fall.

She sells jade and shells.

Fresh fish is dear.

Dense fog fell on the hill.

Save your document as Letters and Words.

Click X to close Microsoft Word.







**Module 3**

**Digital literacy**

**Computer skills**



## Tutor notes

This module provides the learner with an exciting introduction to the world of technology and its many benefits and uses.

Some of the 'Computer Skills' worksheets may also be used in the 'Using Technology' component. This module provides the learner with an opportunity to combine learning from other modules when completing worksheets and allows the tutor to monitor progress throughout the Learning through the Gardening (LG) course.

The worksheets included here are intended as a guide, tutors will need to give their learners extensive practice using a computer system and it is recommended that website worksheets are accessed and are used where applicable.

Many of the worksheets in this module fulfil several learning outcomes. The following is a summary of learning outcomes for this module:

1. Turn a personal computer on and off safely
  - This is an important 'start' point of any computer related course.
  - Learners should be shown exactly what is the start-up and shut down procedure for their computer system.
  - Learners should become familiar with component parts of a computer system whilst using the computer.
2. Use frequently-used keys appropriately, e.g. enter, space bar, upper and lower case, delete
  - Handouts explaining the keyboard, various keys should be shown to learners and their function explained.
  - Worksheets will provide learner with practical examples of the function of various keys e.g. upper case, lower case, delete, space bar etc.
  - <http://www.seoconsultants.com/windows/keyboard/> is an excellent website for information about the various keys on a QWERTY keyboard (for learner and tutor).
3. Use a software package, involving opening a package, entering and manipulating text/image/data, save to file, print and exit safely
  - The most commonly used software package for this purpose would be Microsoft Word.
  - Learners should be introduced to creating, editing, saving and printing documents.
  - Worksheets will provide practical examples of all the basic procedures in Microsoft Word e.g. bold, italic, underline, alignment, changing font style, inserting clipart, borders etc.
4. Identify common information/symbols

- Learners will need to look at common applications on the desktop.
- Learners will also need to identify common tools to use on a Microsoft Word document.
- [http://www.internet4classrooms.com/technology\\_tutorials/toolbars\\_word\\_topics\\_technology\\_tutorials.htm](http://www.internet4classrooms.com/technology_tutorials/toolbars_word_topics_technology_tutorials.htm) explains in detail the function of commonly used buttons on the various toolbars in Microsoft Word. A quiz is provided which may be used as an additional worksheet for this learning outcome.

#### 5. Access websites on the internet

- Worksheets will provide learners with examples of websites to access.
- Worksheets will also provide learners with examples of topics/words to search the internet for (using [www.google.com.au](http://www.google.com.au))
- Name some benefits of electronically stored information packages and the internet
- It is important for the learner to spend time thinking how they interact with IT on a daily basis.
- Class discussions about Internet and email and their relevance in everyday life. Perhaps discuss the advantages of using an ATM, ordering goods online.
- Handout 'Using computers in everyday life'
- Worksheet 'Using computers in everyday life'
- <http://www.southtippals.com/beginnercomputers.htm> provides excellent worksheets, online tutorials, web links etc., which will assist in achieving the above learning outcomes.
- 'Click to go: Using computers in adult basic education' booklet from Galway Adult Basic Education Service is useful for practical worksheets and notes:  
<http://www.gabes.ie/file/Click%20To%20Go%2023944697.pdf>

### Module 3 Digital literacy: Computer skills

#### Learning outcome and worksheet summary

Learning outcome	How to achieve learning outcome	Completed Y/N
(1) Turn a personal computer on and off safely	Tutor observation <a href="http://www.southtippals.com/beginnercomputers.htm">http://www.southtippals.com/beginnercomputers.htm</a>	
(2) Use frequently-used keys appropriately, e.g. enter, space bar, upper and lower case, delete	Edit Keys - Handout (3 pages) WS - Edit Keys WS – Frequently used keys <a href="http://www.seoconsultants.com/windows/keyboard/">http://www.seoconsultants.com/windows/keyboard/</a>	
(3) Use a software package, involving opening a package, entering and manipulating text/image/data, save to file, print and exit safely	WS – Using MS Word – Creating a document WS – Using MS Word – Editing WS – Using MS Word – Letter & Words WS – Garden Diary (e-version) WS – Parts of computer system (e-version) Inserting a border and ClipArt – tutor tips Finishing touches – tutor tips	
(4) Identify common information/symbols	Equalskills – tutorial on desktop WS – Common symbols WS – Punctuation vocabulary <a href="http://www.internet4classrooms.com/technology_tutorials/toolbars_word_topics_technology_tutorials.htm">http://www.internet4classrooms.com/technology_tutorials/toolbars_word_topics_technology_tutorials.htm</a>	
(5) Access websites on the Internet	Equalskills – tutorial on World Wide Web WS - Using the Internet	
(6) Name some benefits of electronically stored information packages and the Internet	Equalskills - tutorial on World Wide Web Using Computers in Everyday Life – tutor tips WS – Computers in Everyday Life Class discussion	

## Edit Keys – Tutor Tips

Space Bar

The Space Bar is located at the base of the keyboard and each press inserts one space between words.

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Shift

There are two Shift Keys on a keyboard - please find them now!

To type a symbol !"£\$%A&\*()\_+ hold Shift key down and press the appropriate key.

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Caps Lock

Pressing the Caps Lock Key capitalises all letters and is indicated by a light on the keyboard. Press again to switch off this light and return to lower case letters.

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The Backspace Key has an arrow pointing left and when you press it once it will delete once character or space to the left.

Backspace

arrow pointing left and when delete once character or

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## Edit Keys – Tutor Tips

Delete

The Delete Key will delete one character or space to the right when pressed

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Enter

A short vertical line attached to an arrow pointing to the left identifies the Enter/Return key.

To move cursor down to next line press Enter/Return Key once.

To move cursor down two lines, press the Enter/Return Key twice.

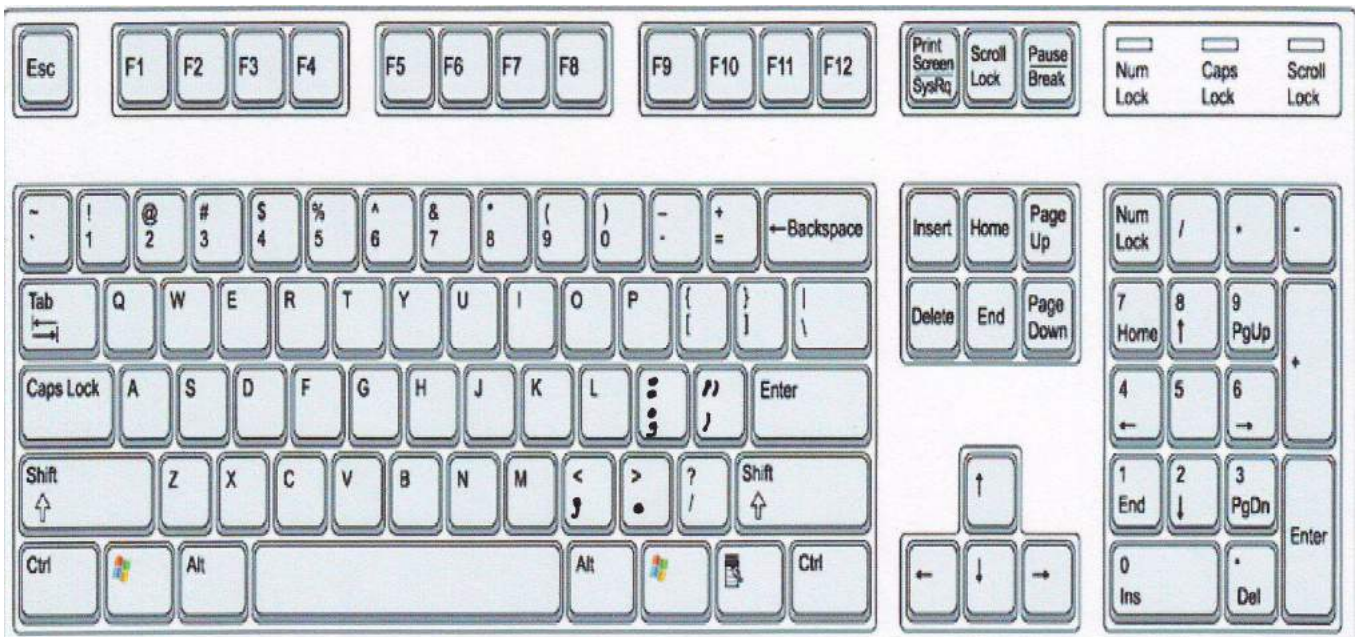
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## Edit Keys – Tutor Tips

### QWERTY

“The name ‘QWERTY’ for our computer keyboard comes from the first six letters in the top alphabet row (the one just below the numbers). It is also referred to as the ‘Universal keyboard’. It was the work of inventor C. L. Sholes, who put together the prototypes of the first commercial typewriter in a Milwaukee machine shop back in the 1860’s.”



Name:

Date:

## Edit Keys

(ACSF Writing level 1)

In your own words write down what you think each of these keys does:

Space Bar

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Shift Keys

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Caps Lock Key

---

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Name:

Date:

## Edit Keys

Backspace Key

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Delete Key

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Enter/Return Key

---

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Name:

Date:

### Frequently used keys (ACSF Reading level 1)

Find and enter where each of the following keys is located:

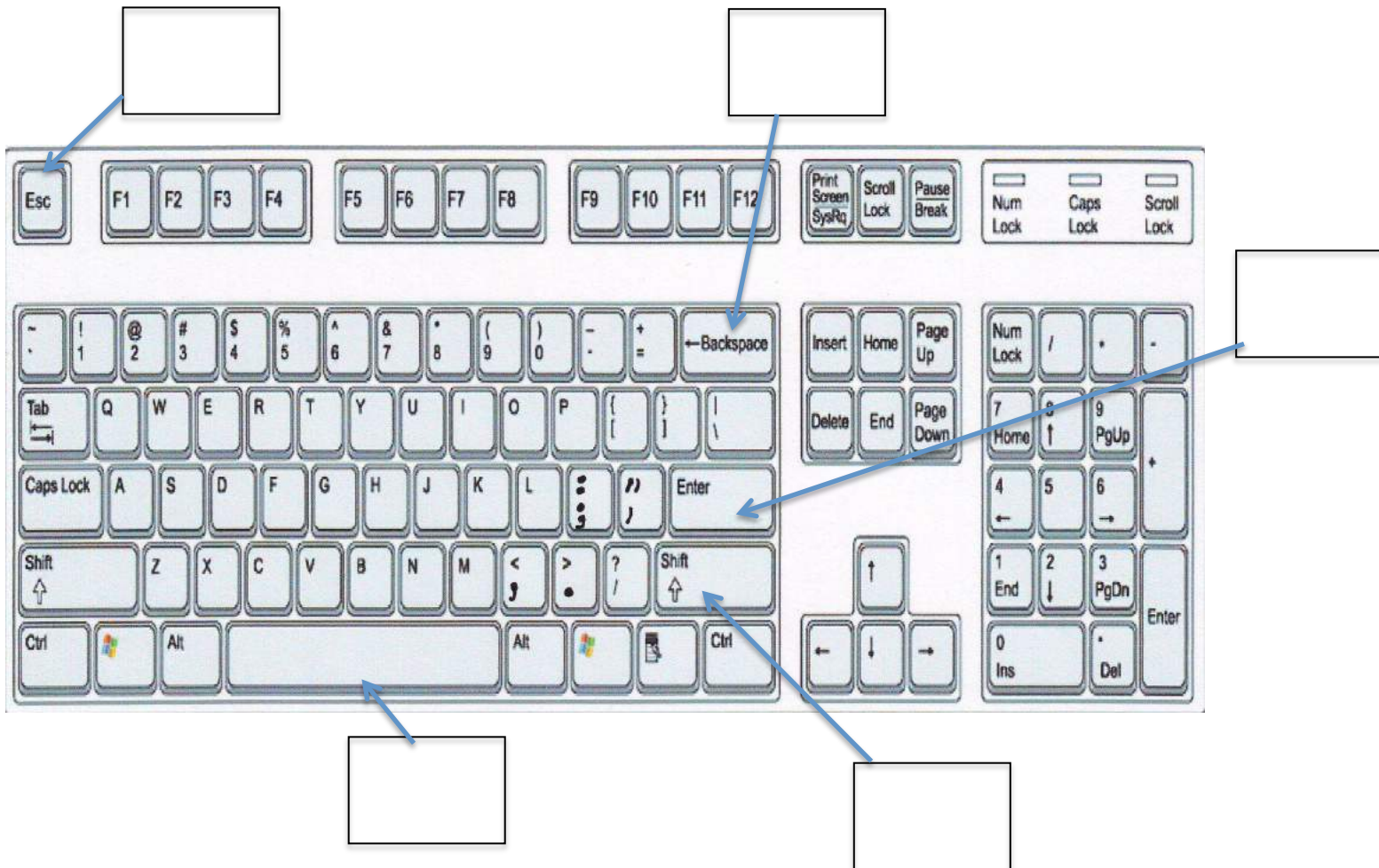
Spacebar

shift

enter/return

backspace

escape



Name:

Date:

## **Using Microsoft Word – Creating a document (ACSF Writing level 1)**

### **Task One:**

Open Microsoft Word application and start a new document

Type today's date and press Enter Key

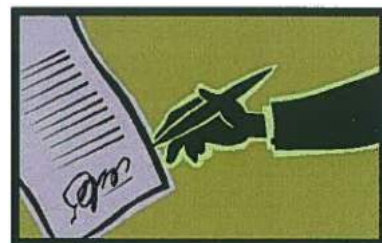
Type your full name and press Enter Key

Type your address and press Enter Key

Type your phone number and press Enter Key

Save new document as Personal Details

Click on X to close Microsoft Word.



Name:

Date:

## Using Microsoft Word - Creating a document

(ACSF Writing level 1)

### Task Two:

Open Microsoft Word application start a new document

Type the days of week, pressing Enter Key after each day:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Type your full name

Save new document as Days

Click on X to close Microsoft Word.



Name:

Date:

## **Using Microsoft Word - Editing a document**

**(ACSF Writing level 2 Reading level 2)**

Open Microsoft Word application

Open document called Personal Details

Change date to today's date

Insert your thoughts on the course so far (minimum 3 sentences please)

Save document as Newsletter

Click on X to close Microsoft Word.



Name:

Date:

## Using Microsoft Word – letters and words

(ACSF Writing level 1)

Open Microsoft Word

Type in the following letters:

Asdf	Hjkl	adfg	nklb	cgsa	hioe
Asfk	Lfri	Lopr	Btio	Pdis	Ekio
CGHE	KIOS	POTA	GJSI	SOIU	BCWO

Type the following sentences and press Enter Key after each sentence:

He had a salad.

A lass has a fall.

She sells jade and shells.

Fresh fish is dear.

Dense fog fell on the hill.

Save your document as Letters and Words.

Click X to close Microsoft Word.



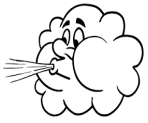
Name:

Date:

# Garden Diary

(ACSF Writing level 1 Reading level 1)

1. The weather today is: \_



2. Temperature in tunnel \_\_\_\_\_ °C in garden \_\_\_\_\_ °C



3. Today in the garden I learnt \_\_\_\_\_

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4. The tasks I carried out were \_\_\_\_\_

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5. Next class I will \_\_\_\_\_

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6. I worked with \_\_\_\_\_

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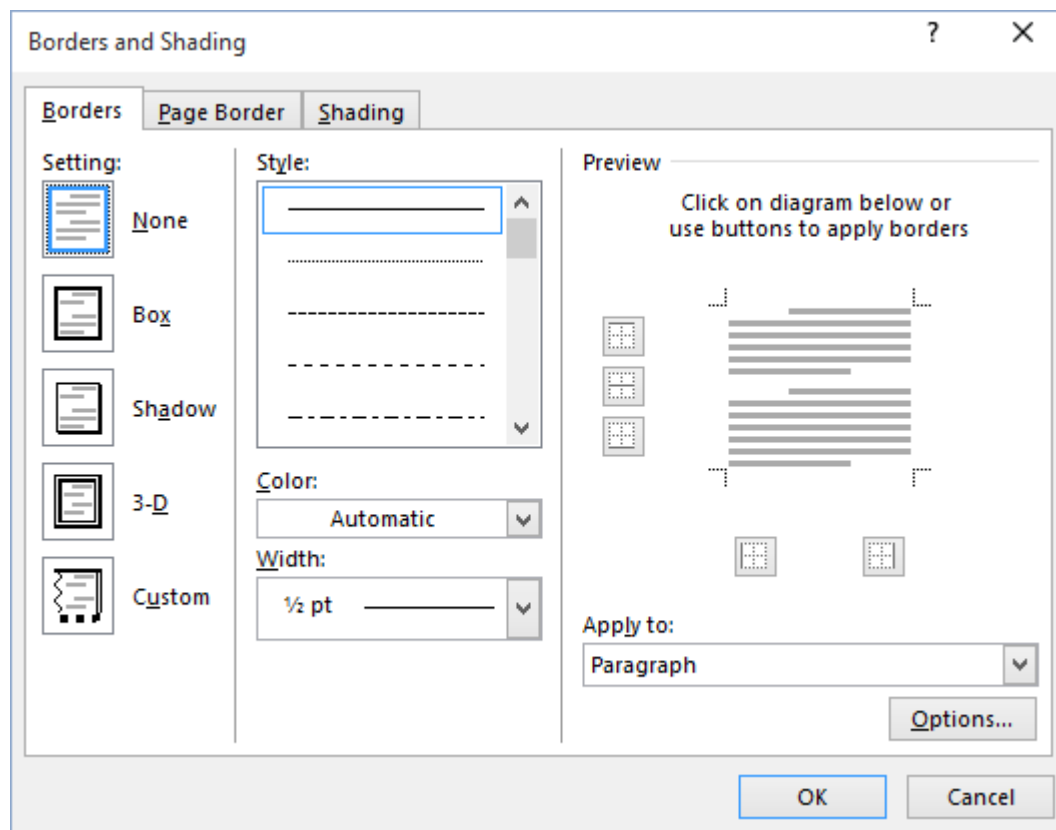


## Borders and ClipArt – Tutor Tips

Select 'Format Menu'

Select 'Borders & Shading' option

Select 'Page Border' tab heading (dialog below will be displayed)



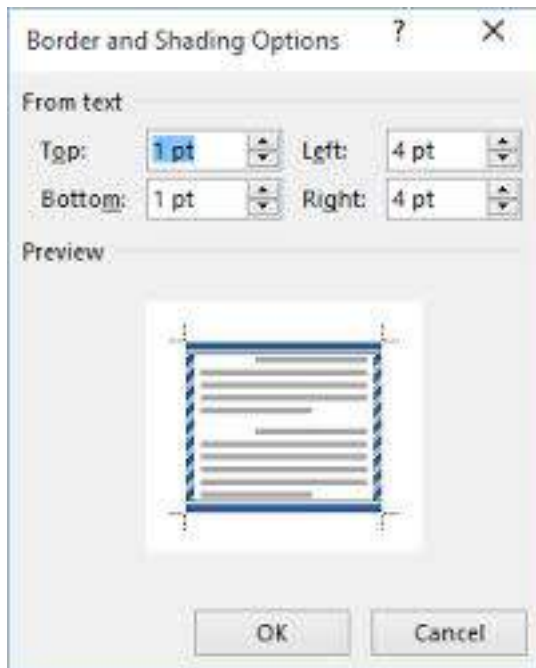
From this menu you can make several changes:

- Setting (None is selected by default)
- Style
- Colour
- Width
- Art



## Borders and ClipArt – Tutor Tips

NB: Options\* (the following dialog box will appear)



Select OK to return to 'Page Border' dialog box. Check that 'Preview' section reflects your preferred choice of border.

Select OK until you have returned to your document and selected border options should now be displayed.



## Borders and ClipArt – Tutor Tips

Select Insert Menu

Select 'Picture' option

Select 'ClipArt'

Type in relevant word in 'Search for' box and press Return Key

All available ClipArt images will be displayed

Scroll to find your preferred image and click once to insert image into your document

It is important to be able to delete, resize and change alignment of your ClipArt image



## Finishing Touches – Tutor Tips

### Saving a file

When you have entered all relevant text the next step is to Save your document.

You need to decide WHERE you want to save your file to (e.g. Memory Stick, My Documents etc.) and NAME of your file.



### Procedure:

Select Save As

Type 'FILENAME' - text highlighted so you may overwrite with your preferred filename

Select 'WHERE' – Save In Option

Click on Save

\*\*To ensure you have saved your file correctly go to My Computer and confirm location is correct.

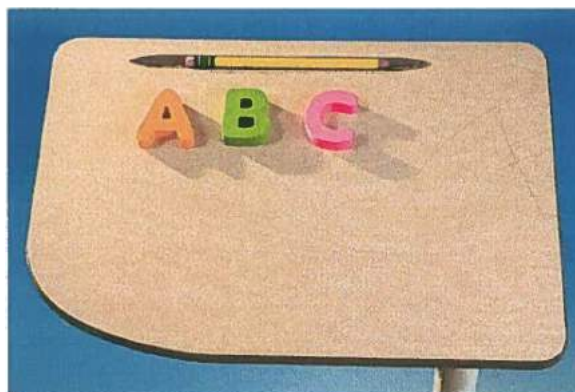


## Finishing Touches – Tutor Tips

### Spelling and Grammar Check

It is important to ensure that the spelling and grammar of your document is correct. Suspect spelling errors have *red squiggly* lines underneath and suspect grammar errors have green squiggly lines underneath. Microsoft Word has the feature 'Spelling and Grammar Check' which is easy to use. You can locate on Toolbar OR select from relevant menu.

**\*\*Please take your time when using this feature; ensure you understand which word is being highlighted as incorrectly spelt and what the suggested replacement is!!**



## Finishing Touches – Tutor Tips

### Print Preview

This feature allows you to view your document in a previewed form on screen before you send document to print.

I recommend that you always preview your document before printing.











Name:

Date:

## Identify common information/symbols

(ACSF Reading level 1)

Match the symbols below with the correct word

	Italics
	Underline
	Bold
	Open
	Print
	Colour
	Save
	Right

Name:

Date:

## Punctuation vocabulary (ACSF Writing level 2)

Copy the following punctuation and names of the punctuation using the words from the box below. The first one is done for you.

?	Question mark
'	
.	
!	
@	
;	
:	
\$	
"	
%	
()	
&	
/	
-	
*	

per cent	full stop	apostrophe
comma	brackets	dash or hyphen
exclamation mark	question mark	semi-colon
forward slash	speech marks	colon
at (for e-mail)	and	dollar sign
asterisk		



Name:

Date:

## Using the Internet

(ACSF Reading level 2)



Double-click Internet Explorer icon



Accessing websites:

1. Using your preferred search engine locate a seed catalogue website and browse to read information about carrots, onions, potatoes, etc.
2. Using your preferred search engine locate Kerry Education Services website.
3. Type [www.met.ie](http://www.met.ie) in address line.
4. Navigate the homepage to find information on weather in Kerry.
5. Type [www.gortbrackorganicfarm.com](http://www.gortbrackorganicfarm.com) in address line. Navigate homepage to find out what training courses are on offer at the moment at Gortbrack.
6. Explore the following website: [www.futureforests.net](http://www.futureforests.net)
7. Type [www.gortbrackorganicfarm.com](http://www.gortbrackorganicfarm.com) in address line. Navigate homepage to find out what training courses are on offer at the moment at Gortbrack.
8. Explore the following website: [www.futureforests.net](http://www.futureforests.net)
9. Type [www.coillte.ie](http://www.coillte.ie) in address line. Navigate the homepage to find information about 'coillte forests'.
10. Type [www.southtippals.com](http://www.southtippals.com) in address line. Navigate the homepage to find 'student' link and click once on this link. Open 'beginners computer' webpage.











Name:

Date:

## Using Computers in Everyday Life – Tutor Tips

(ACSF Writing level 2)

Camera 	Used to take pictures
ATM machines 	Used to take out money
Calculators 	Used to calculate sums
Washing machines 	Used to wash clothes
Fire alarms 	Used to detect smoke
Camcorder 	Used to make films
Microwave 	Used to cook food
Mobile phone 	Used to phone and text people



Name:

Date:

## Computers in everyday life

List 6 examples of where you would use computers in everyday life:

1.
2.
3.
4.
5.
6.

Which of the following is a computer? – tick true or false

	True	False
Sink		
House		
ATM Machine		
Mobile Phone		
Washing Machine		
Book		



Name:

Date:

## Computers in everyday life

What are e-mails?

---

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Do you agree that e-mails are a good way of communicating with people? Please support your answer with 3 reasons.

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Do you agree or disagree with the statement 'Computers have improved our everyday lives'? Please give reasons to support your answer:

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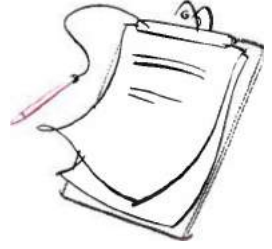
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# Notes



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