Basic Computing Class Vine

Introduction to essential computer skills

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Basic Computing Fundamentals

Topics:

What is a computer? (desktop vs. laptop)
Turning a computer on/off safely
Understanding the mouse: click, double-click, right-click, scroll
Using a keyboard: letters, numbers, basic shortcuts (e.g., Ctrl+C, Ctrl+V)
Hands-on practice:
Opening a program
Typing a short sentence in a simple app (Notepad, WordPad)

Introduction to Basic Computing Concepts

Computer Types and Uses

Desktops and laptops serve practical roles such as communication, entertainment, and organization for everyday life.

Essential Computer Components

Monitor, keyboard, mouse, and system unit form the core parts that help users interact and complete tasks efficiently.

Safe Computer Handling

Proper powering on and off techniques ensure safe device use and prevent damage or data loss.

Hands-On Practice

Opening programs and typing simple sentences builds confidence and familiarity with basic computing functions.

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Computer Navigation Skills

Understanding the Desktop

Topics:

- What is the desktop?

- Icons and what they mean

- Taskbar: Start button, search bar, system tray

- How to open, close, minimize, maximize windows

Hands-on practice:

- Open two programs and switch between them

Understanding Desktop Layout and Icons

Desktop and Icons Overview

The desktop displays icons as shortcuts to programs, files, and tools for easy access and navigation.

Taskbar Functions

The taskbar anchors frequently used items like the Start button, search bar, open applications, and notifications.

Window Management

Minimizing, maximizing, and closing windows helps organize the workspace and manage open programs efficiently.

Multitasking and Navigation

Switching between open windows allows users to multitask, improving comfort and confidence in computer use.

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Internet Basics and Safety

Topics:

1. What is the internet?

2. What is a browser? (Edge, Chrome)

3. Basic web searches

4. Identifying safe vs. suspicious websites

5. Browser tabs and bookmarks

6. Hands-on practice:

7. Look up weather, recipes, or local news

8. Bookmark a favorite site

Introduction to Browsing and Online Safety
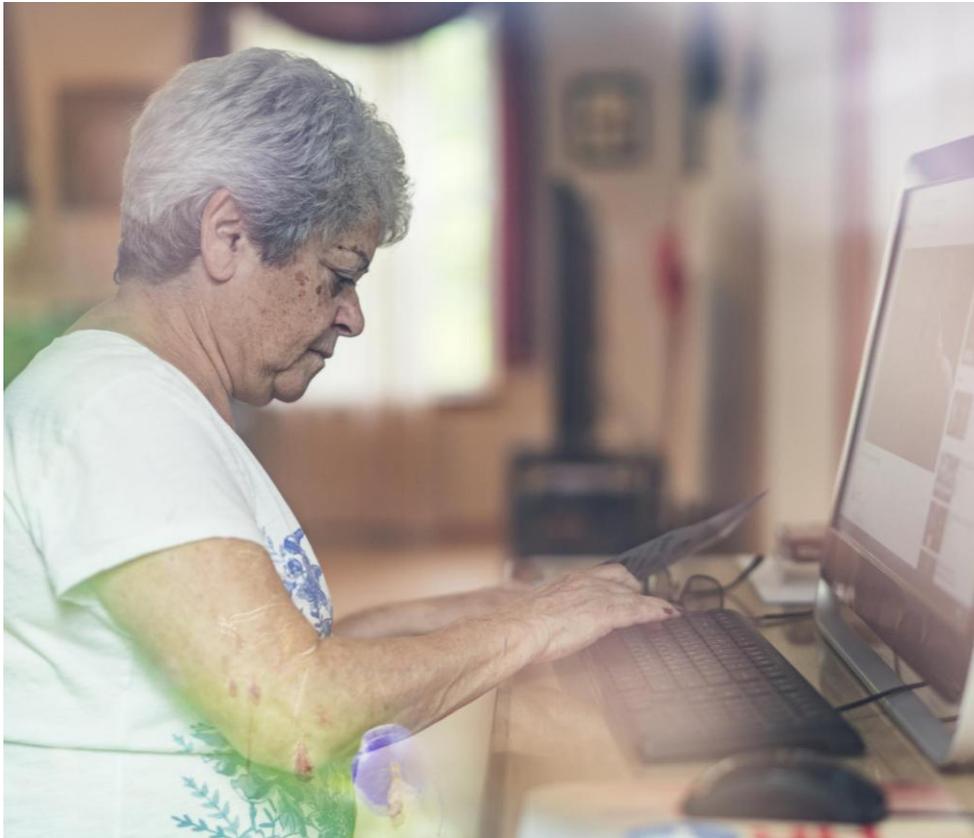
Basics of Internet Browsing

Explain how browsers allow access to information and how to perform simple searches using search bars.

Navigating Webpages

Demonstrate opening links, managing tabs, and navigating web pages effectively.

Online Safety Measures

Teach recognizing trustworthy websites, secure connections, and avoiding scams or phishing threats.

Using Bookmarks

Introduce bookmarking frequently visited sites to organize and access information easily.

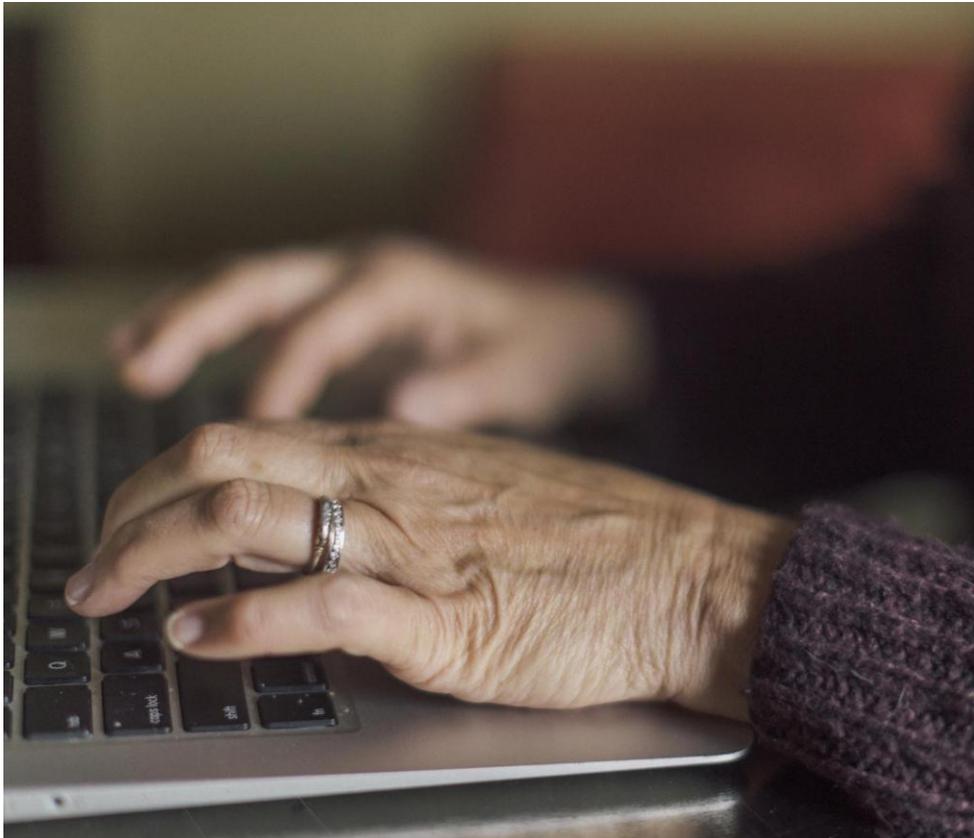**MANKATO**
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Email and Communication

Topics:

1. What is email?

2. Sending and receiving messages

3. Attachments (photos, documents)

4. Recognizing suspicious or scam emails

Hands-on practice:

1. Send an email to the instructor or class partner

Email Use, Attachments, and Scam Awareness

Email Basics

Learn to compose, send, and reply to emails for clear digital communication with family and organizations.

Using Attachments Safely

Send and receive photos, documents, and files securely by understanding safe attachment handling.

Recognizing Scam Emails

Identify suspicious emails by checking sender details, avoiding unknown links, and deleting unsafe messages.

Email Organization and Practice

Use inbox, sent folder, and trash bin to stay organized and build confidence through hands-on email practice.

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File and Folder Management

Topics:
What is a file?
Common file types (PDF, JPG, DOCX)
Creating folders
Saving vs. downloading
Hands-on practice:
Create a folder and save a document into it

Understanding Files, Folders, and Storage

File and Folder Basics

Files and folders organize digital information much like physical papers in folders, making management simple.

Creating and Managing Folders

Learn to create, rename, and store files in folders for neat, efficient organization on a computer.

Saving vs Downloading Files

Understand the difference between saving your work and downloading files from the internet using real-life examples.

File Types and Actions

Recognize file icons and extensions to open files correctly, and learn to move, copy, or delete files to stay organized.

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Mobile Device Essentials

Smartphone and Tablet Basics
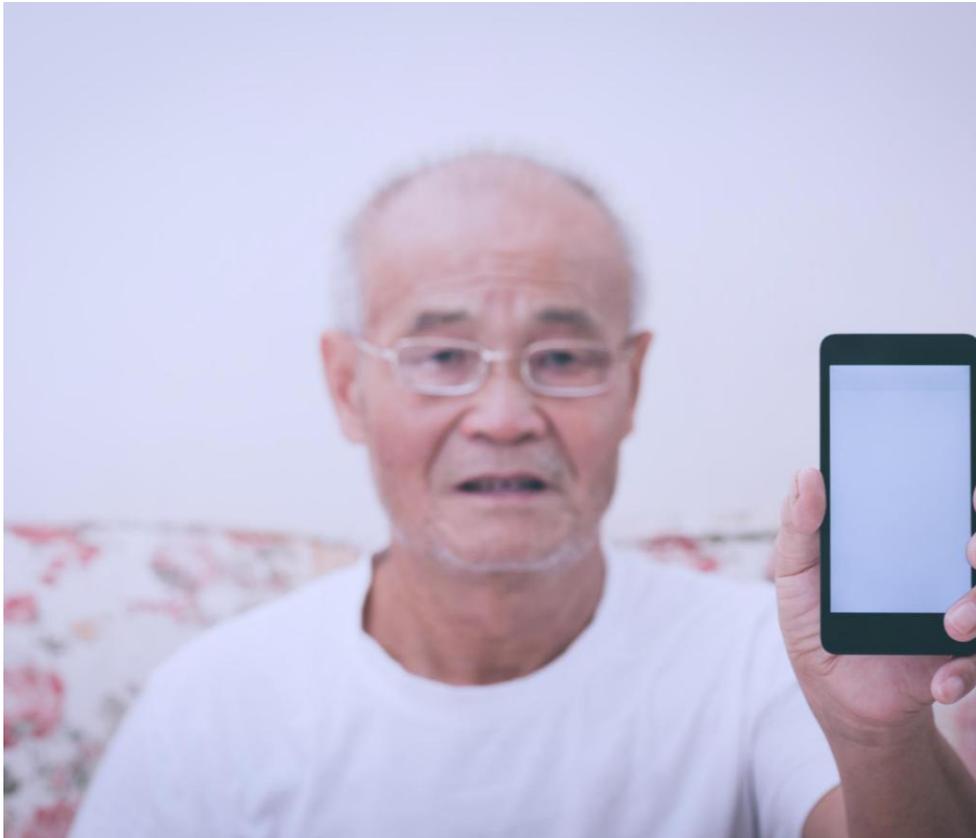
Essential Touch Gestures

Learn tapping, swiping, and pinching gestures to easily navigate smartphones and tablets.

Common Features for Connection

Calling, texting, and photo viewing help seniors stay connected with family and friends.

Safety and Privacy Tips

Guidance on app permissions, secure unlocking, and avoiding suspicious downloads protects user privacy.

Personalization and Accessibility

Adjusting font sizes and locating contacts helps tailor devices to their needs and improve usability.

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Digital Safety and Confidence

Password Safety, Updates, and Backup Practices

Creating Strong Passwords

Use combinations of letters, numbers, and symbols, avoiding personal info for stronger passwords.

Recognizing Online Scams

Identify phishing emails, fake calls, and pop-ups using simple warning signs to avoid scams.
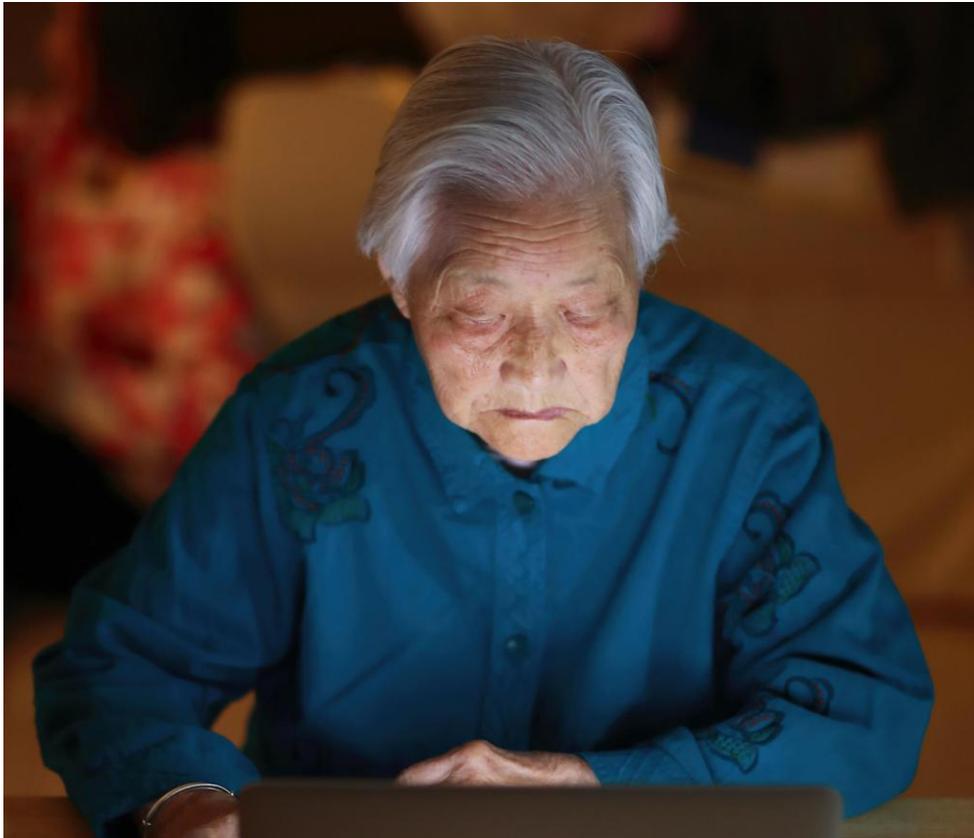
Keeping Devices Updated

Regular software updates improve security and device reliability against vulnerabilities.

Backing Up Important Data

Use cloud storage or external drives to safely back up files and photos to prevent data loss.

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Practical Tech Activities

Hands-On Digital Skills Projects

Sending Email with Photos

Sending emails with photo attachments enhances communication skills and teaches easy sharing of digital images.

Online Searching and Printing

Searching for recipes online and printing them helps practice browser navigation, search methods, and printing documents.

Photo Organization on Computer

Organizing photos into folders develops file management skills and creates an accessible memory system.

Video Chatting Basics

Learning video chat basics like joining calls and adjusting audio builds confidence in using communication platforms.