Training Fiche

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| **Title** | **Basic computing, using the internet and managing information 1C** |
| **Keywords (meta tag)** | **Power button, mouse, keyboard, screen, cursor, hardware software, application software, operating system** |
| **Provided by** | **IRL, LWL, NUIM** |
| **Language** | English |
| **Area** | *Please select one or more of the following:*   |  |  | | --- | --- | | *Information and data literacy* | *X* | | *Communication & collaboration* |  | | *Digital content creation*  *Safety*  *Problem solving* |  | |  | |  | |
| **Objectives / goals / learning outcomes** | |
| 1A At the end of this Unit you will be able to:   * Learn how to turn on and off your computer * Learn what hardware & software mean * Confidently use a Mouse * Confidently use a Keyboard | |
| **Description** | |
| This section of the DELSA programme deals with the very basics of computing and shows how to turn on a computer, how to use a mouse and a keyboard. It also shows participants what hardware and software are. | |
| **Contents arranged in 3 levels** | |
| 1. **Module name: Information and Data Literacy**     1. **Name: Basic Computer Skills**       1. **Section Name: Introduction to the desktop**       2. **Section Name: Turning your computer ON/OFF**       3. **Section Name: Icons**       4. **Section Name: Keyboard**       5. **Section Name: Mouse**       6. **Section Name: What is hardware?**       7. **Section Name: What is software?**       8. **Section Name: Operating System** | |
| **Contents in bullet points** | |
| 1. **Basic computing**  * **Desktop** * **Turning a computer on** * **Icons** * **Keyboard** * **Mouse** * **Hardware** * **Software** * **Operating System** | |
| **5 glossary entries** | |
| **Icon:** Is a picture on a desktop and when you click on it with your mouse it gives your computer an instruction to carry out a task.  **Desktop:** The first screen that you see when you turn on your computer  **Mouse:** A piece of hardware that you can use to navigate your way around your computer.  **Keyboard:** A piece of hardware that allows you to type on to your computer to create content.  **Hardware:** The machines and physical accessories of a computer.  **Software:** Programmes that make the computer operate. Software can be divided between application software and operating systems. | |
| **Bibliography and Further References** | |
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| **Related Material** |  |
| **Related PPT** | Module 1C Basic Computing |
| **Reference Link** |  |
| **Demo video** |  |