

Basics of Computer Literacy 50+ Sessions 2021

(Virtual Program)

This course was created for people aged 50+ who have a need to obtain or revise their own knowledge of using a personal computer and the Internet. As a result, the participants will be able to improve their own competencies and quality of life.

The teacher: Artem Cheremisinov IT specialist

(Narva Central Library)

Module 1

Lessons for Beginners (Computer Basics)

Theory



	LessonPlan
1.	Rules for working with the computer. Computer and health. Work and rest rules, eye exercises. (0.5 h)
2.	What is Windows? What is an operating system? How to find out your version of Microsoft Windows? How to properly turn on and turn off your computer? (0.5 h)
3.	What is a file and a folder, how to use them correctly? (0.5h)
4.	A hard drive. Where are hard drives and how to use them? (0.5h)
5.	File size. What is a kilobyte, megabyte, and gigabyte. How to determine a file or folder size? (0.5h)

6.	File extension. What is an extension, file format? How to specify a program to run a specific file type? (0.5h)
7.	The start button. The Start button contents. What programs does it have and what is each one of them for? (0.5h)
8.	Required programs. What apps should be installed on a PC. Where can they be downloaded for free (copyright). (1h)
9.	If you don't know how to use a computer properly, you had better study it! How to get useful abilities to master your computer and not break it. (1h)
Total:	5 h

Practical Training

	Lesson Plan
1.	Overview of hard drives and flash drives. How to find and open them on a PC? What do we use them for? (2h)
2.	Creating folders and files. How can we independently create new folders and files? (2h)
3.	Renaming and deleting. How can we change the names of files and folders, delete them, and determine their sizes? (2h)
4.	Copying data. How to move files and folders from one location to another; from a USB flash drive or a drive to a computer; from a computer to a USB flash drive; from one folder to another? (4h)
5.	Transferring photos from Android phone or tablet to a PC. (1h)
6.	An overview of typical programs for beginners. Launching programs. Data protection after working on a computer. (2h)
7.	What to do when Windows messages and programs appear on the screen? Main types of messages. (2h)
Total:	15 h

Module 2

Internet Usage

1.	General ideas about how people use the Internet: Web browsing, e-mail and social networking, communication programs. The Internet risks. (2h)
2.	Web browsing: how to do it safely and efficiently.(2h)
3.	Online searching. (2h)
4.	Data protection from the Internet. (1h)
5.	E-mails: creating and using. (2h)
6.	Odnoklassniki (5h) 
7.	VK (5h) 
8.	My.mail.ru (5h) 
9.	LiveJournal (LiveJournal, Inc.) (1h)  LIVEJOURNAL
10.	Facebook (5h) Socialnetworkingservicecompany. 
11.	Instagram (2h) Socialnetworkingservice. 
12.	Skype (4h) Computerapplication 
13.	Viber (4h) Software 
14.	WhatsApp (4h) Mobileapplication 

15.	Telegram (4h) Software 
16.	Using Google services: mail, maps, document editing and a host for other things. (10h)
17.	Feedback, questions, etc. (2h)
Total:	60h

Module 3

Windows Operation

1.	How to connect an additional (external) device to the computer (mouse, printer, etc.) (0.5h)
2.	How to install or update drivers. (1h)
3.	How to add a Windows user. How to set a password on Windows. (0.5h)
4.	How to set up a laptop screen. How to turn on a laptop camera. How to turn on Bluetooth. How to set laptop screen brightness. How to turn on the microphone. (2h)
5.	How to password protect a folder on a Windows PC and safeguard your files. (0.5h)
6.	How to install program. Safe sources for obtaining programs. (4h)
7.	How to uninstall a program or a game. (1h)
8.	How to disable startup programs. (0.5h)
9.	How to format a USB flash drive / hard drive. (0.5h)
10.	File system maintenance: checking and defragmentation. (0.5h)
11.	How to set/remove protection from a flash drive record. (0.5h)
12.	How to protect files from being lost. (1h)
13.	Restoring deleted files and folders. (2h)
14.	Windows system restore, after it has crashed. (1h)
15.	How to install an antivirus program on a computer. How to locate and remove a virus from your computer. (3h)
16.	How to remove adware, pop-ups and viruses from Windows.

	(2h)
17.	How to clear browser cache. How to clear cache in ALL browsers. (2h)
18.	How to clear up unnecessary files on your PC. (2h)
19.	How to disable update restart notifications on Windows 10. (0.5h)
20.	How to connect your laptop or a smartphone to the Internet via WiFi. (2.5h)
21.	Installing and uninstalling ID-software. (1.5h)
22.	Review, feedbacks questions, etc. (10h)
Total:	40h