Exercises for using computer keyboard and mouse

Mouserobics: (available at either location)
http://www.galesburglibrary.org/mouse/page1.htm (Galesburg Public Library) http://www.skyways.org/central/mouse/page1.html (Central Kansas Library System)

This exercise from the Central Kansas Library System will help anyone practice using the mouse or mousepad on a computing device. Included are specific exercises on how to point, select, and highlight using the mouse, and how to complete a short form. Mouserobics is good for someone who is just learning how to use a mouse or for someone who wants a little practice.

Mouse Exercises
By SeniorNet
http://www.seniornet.org/howto/mouseexercises/mousepractice.html

Exercises include:

- Placing the mouse
- Clicking the mouse
- Drag and drop
- Drawing with the mouse

Mousing Around Tutorial
By Palm Beach County Library System
http://www.pbclibrary.org/mousing/

This is an online tutorial developed to teach older adults – and anyone else – about the computer mouse. It is also available in Spanish.

Mousing Around Tutorial (Spanish version)
By Palm Beach County Library System
http://www.pbclibrary.org/raton/

This is the Spanish language version of the Mousing Around tutorial. This is an online tutorial developed to teach older adults – and anyone else – about the computer mouse.

Free Touch Typing Tutorials
By Sense-Lang.org
http://www.sense-lang.org/typing/

Although there are ads on this site, it is used by a number of organizations and is one of the resources listed at DigitalLiteracy.gov. These exercises are appropriate for someone who is just learning to use a keyboard as well as someone who has years of experience and would like to improve. Note that there is no need to use the premium content, which is not free.

Computer Vocabulary - Picture Quiz
ESOL Courses Free English lessons online
http://www.esolcourses.com/content/ict/vocab/computerwords/computer-picture-quiz.html

Basic computer hardware, software, and use

Common Craft: Useful Ready Made Videos
http://www.commoncraft.com/

Common Craft videos have helped teachers and trainers delight millions by making complex ideas easy to understand.

GFC Global Learning
From Goodwill Community Foundation.
http://www.gcflearnfree.org/

Free Everyday Life, Basic Math, and Computer Training.

WebWise: A beginner's guide to using the Internet
By the BBC
http://www.bbc.co.uk/webwise/topics/your-computer/

This site contains a number of lessons that help someone understand how to select and use a computer. The lessons include videos and hands-on exercises as well as games. The site is divided into areas on: Your computer, Using the web, Email & sharing, Living & interests, and Safety & privacy. The site also contains a Glossary.

Additional information about computer hardware

Inside the Box: The Modern PC
By Mahopac Public Library
PDF version - http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/mahopac/inside.pdf
PowerPoint slide show -
http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/mahopac/inside.pps

This slide show provides information on the history of computer hardware and the components of a modern desktop computer. The modern examples use a Windows-based desktop computer, the same type of components would apply to any another computer, no matter its size or operating system. The slide show contains 26 slides.

What is a Computer? (Olean Public Library)
http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/olean/whatiscomputer.pdf

This three-page handout contains images and basic descriptions of the various pieces of hardware used with a computer.

Intro to Computers
By Olean Public Library
PDF version -
http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/olean_intro_comp.pdf
PowerPoint slide show -
http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/olean_intro_comp.pps

This slide show contains nine (9) slides and provides talking points to:

a. Familiarize participants with Windows
b. Increase comfort level with computers
c. Teach Windows basics

Computer Basics
By Halifax Public Library
http://www.halifaxpubliclibraries.ca/assets/files/computers/Basics.pdf

This is a four-page handout with screen shots and explanations. Screen shots are of an older version of Windows and MS Word.

Computer Terms Glossary
By Western Sullivan Public Library Public Computer Center
http://www.wsplonline.org/images/uploads/misc/1291215646_PCCGlossaryofComputerTerms.pdf (2 pages)

This glossary contains terms and definitions that would be appropriate for a trainer to have on hand as a reference. A workshop participant, who is just learning about computers, may be overwhelmed with the terms and definitions in this list.

Basic Definitions and Skills
By Brooklyn Public Library
http://www.brooklynpubliclibrary.org/sites/default/files/files/4470%20FL-Computr%20Basics%20patron%20handout.pdf

A one-page handout of definitions that would be useful for anyone who is just learning about computers.

Basic Computer Terminology
By Lockport Public Library
http://www.nysl.nysed.gov/libdev/nybbexpress/curriculum/lockport/lpl_basicc.pdf

Handy 1-page handout with the most basic terms and definitions

Other topics

Computer Files & Formats
By Western Sullivan Public Library Public Computer Center)
http://www.wsplonline.org/images/uploads/misc/1291215458_PCCFileFormatsReferenceSheet.pdf

This one page handout may contain too much information for someone that is just beginning to learn about computers. May be useful as a resource for the workshop instructor or for a participant who already has some computer knowledge.

Article: Smartphone sales rise as average cost drops to $135
By GigaOm, Nov 14, 2011
http://gigaom.com/mobile/average-smartphone-cost-135-dollars/

Smartphone adoption in the U.S. continues to rise as the average cost of such devices is trending down.

Free Antivirus Software
By PCWorld
http://www.pcworld.com/reviews/collection/1597/free_antivirus_software.html

Protect your computer and files by using virus protection on your personal computer and upgrade the virus 'definitions' regularly. Viruses make your computer slow down by running process like sending spam emails to your contacts and adding themselves to files that you might share.

Google Shopping
By Google
http://www.google.com/shopping

Since participants will likely ask, talk to the participants about the prices of computing devices, use Google Shopping to search for sample prices.

Resources to Aid the Instructor

Quick Tips for a Senior Friendly Computer Classroom
By National Institute on Aging
http://nihseniorhealth.gov/toolkit/toolkitfiles/pdf/QuickTips.pdf

This handout contains five tips, with details, on effectively teaching computer skills to older adults.

Senior Connects Lesson Plans
http://www.netliteracy.org/senior-connects/lesson-plans/

Lesson plans include Computer Basics, The Internet, E-mail Basics and Social Networking Skills.

Resources to Aid the Instructor—Other Languages

Teaching Spanish-Speaking Patrons How to Use the Internet (InfoPeople)
http://infopeople.org/training/past/2008/span-internet/

Senior Connects Lesson Plans

Spanish - http://www.netliteracy.org/senior-connects/lesson-plans/spanish/
Russian - http://www.netliteracy.org/senior-connects/lesson-plans/russian/