

1.

SITTING COMFORTABLY?

COMFORT

Make sure you are comfortable in the chair.

Sit up as straight as you can.

The height of some chairs can be adjusted.

LOOKING AT THE SCREEN

Eyes get tired from looking at a computer screen. Take a break every 15 minutes.

Do you normally use reading glasses? If so, you can make the images and text on the screen bigger if you need to.

ENJOY

Nobody is born with computer skills. Everybody has to learn the basics, even young people.

The most important thing is that you and your teacher enjoy learning together.

PACE AND PRACTICE

Everything will be repeated as often as necessary.

If your teacher is going too fast, please let her/him know.

QUESTIONS

There is no such thing as a stupid question.

Both you and your teacher can learn from the questions you ask.

PRACTICE

Try to practice in between lessons?

2.

COMPUTERS: WHAT WOULD YOU LIKE TO BE ABLE TO DO?

2.1 WHAT IS A COMPUTER?

- A computer is a machine that manages information, images and sounds.
- The most commonly used computer is a PC (personal computer).
- The computer with the apple logo is usually called a Mac – the company who makes them is Apple Macintosh.
- A laptop is a portable, smaller computer.
- The parts of the computer that you can see are called 'hardware'.



2.2 WHAT YOU CAN DO WITH COMPUTERS

Each year, computers get smaller, are faster and can manage larger amounts of information. Once used only for work, computers are now just as likely to be used for learning and entertainment.

You can do lots of things with a computer:

- Read the newspaper
- Watch a film
- Play a DVD
- Listen to the radio
- Listen to music on a CD
- Contact friends by email
- Share family photos
- Watch television programmes you missed
- Book a flight
- Pay your car tax
- Find out about your local council services, or make a complaint
- Write a letter, or even a book
- Make posters for your club
- Make free phone calls
- Swap knitting patterns or cookery tips
- Book holidays and flights
- Play card games or scrabble
- Connect with friends and family using a web camera
- Shop
- Access study material
- Check your bank balance
- Trace your family history
- Look around your neighbourhood
- Check your club or county GAA archive

2.3 WHAT WOULD YOU LIKE TO BE ABLE TO DO?

Tick the things you would like to be able to do on the computer:	
Turn on the computer	
Switch off the computer	
Learn a little bit about what computers can do	
Know what the symbols on the screen are for	
Learn how to use the mouse	
Find your way around the keyboard	
Learn about the internet	
Learn how to look for something on the internet	

What would you like to look for:

What else would you like to do on the computer:	
Have your own email address	
Ask people for their email address	
Send an email	
Receive an email	
Other:	

Check at the end of each lesson if you can do any of the things listed above.

3.

HOW DO I TURN THE COMPUTER ON AND OFF?

How do I turn the computer on and off?

The computer is often called a **PC (Personal Computer)**, a MAC, a laptop, or a desktop.

3.1 THE MOST IMPORTANT PARTS ARE:

Screen or monitor:

You will see what you do on the computer on the monitor.

Tower or Hard Drive:

This is where you will find the power switch for the computer. In most computers you can insert a CD or DVD (often with music, photos or film).

Mouse:

The mouse is used to move around the screen.

Keyboard:

Similar to that of a typewriter, it contains letters, numbers and function.

3.2 ON/OFF BUTTON

The on/off or Power button is probably the same on your television as it is on the computer.



3.3 WHERE DO I FIND IT?

On a desktop PC you may need to switch on the power in 2 places – the screen and the tower/hard drive. Can you see them on the computer you are using?

On a laptop there is only 1 power button.

3.4 LAPTOP

A Laptop is a portable computer and has all the parts in one.



3.5 TURNING THE COMPUTER ON

Press the **Power (on/off)** button on the box and on the monitor (screen).

Wait for the computer to warm up. The screen may say Welcome and display a box to identify the user or it will display a number of ICONs (pictures or graphics).

3.6 TURNING THE COMPUTER OFF

It is very important that you shut down the computer properly, or you could damage files.

Click on the start button and then the shut down button. Usually a small window will appear and ask you to either **turn off the computer** or **Shut down**. It may look different depending on the computer.

HOW DOES IT LOOK ON YOUR COMPUTER?

