

Using a Computer

Let's Learn

In this lesson, you will learn how to follow basic instructions for using a computer. You will also review the English words for important computer parts and keys. Let's begin!

Warm-Up

A. Brainstorming

Make a list of all of the English words you know for computer parts and keys.

| • | screen | • | enter | • | • | |
|---|----------|---|-------|---|-------|--|
| • | keyboard | • | | • | • | |
| • | mouse | • | | • | • | |

B. Vocabulary Preview

Match up as many words and meanings as you can. Check this exercise again before you try the review tasks.

- 1. laptop 2. keyboard 3. password _____ 4. icon _____ 5. screen 6. document 7. highlight ____ 8. cursor 9. mouse
 - _____ 10. delete

- a) the computer part that you type on
- b) a file with data on it
- c) a small picture that represents something
- d) to select some text with a mouse
- e) the display area
- f) the arrow or blinking line that shows your position on a page
- g) to erase, to get rid of
- h) a portable computer that folds up
- i) a secret code that gives you access to something
- j) the device for moving your cursor on a screen





Dialogues

Read the dialogues, and practice with a partner.

Dialogue 1

Practice following instructions for starting a computer.

- A: First, turn the laptop on.
- B: Okay. Where is the power button?
- A: In the top right corner.
- B: Oh, on the keyboard. I see it. Now what?
- A: Now enter the password I gave you.
- B: Sorry, I forgot the password.
- A: It's 2018 followed by my last name. No spaces. No caps.

Dialogue 2

Now practice following instructions for creating a new document.

- A: First, left-click on the icon that looks like a page.
- B: Okay. Now what?
- A: Now go to the top of your screen and choose File.
- B: Got it.
- A: Next, choose New Document.
- B: New Document. Okay, now save it?
- A: Yes. Save your document with a name.
- B: Hmm. That didn't work.
- A: Okay. Let's try again.

Dialogue 3

Practice the following dialogue. Then answer the questions below.

Dialogue

- A: How do I move this text to the bottom?
- B: First, highlight the text.
- A: How do I do that?
- B: Move your cursor to the beginning of the text and hold your left mouse button down. Now drag across the text with your mouse and let go.
- A: Okay! It's highlighted.
- B: Good. Next, press Control-C to copy the text.
- A: Okay, and Control-V to paste, right?
- B: Correct. Move your cursor to where you want to paste the text before you paste it.
- A: That worked! Thank you!
- B: Don't forget to highlight and delete the old text.

Questions

- 1. What does the student want to do?
- 2. What buttons are used to copy and paste highlighted text?
- 3. Why is the student happy at the end of the conversation?



Useful Words & Instructions

Review these common verbs and instructions for using computers.

A. Giving & Following Instructions

Here are some useful words and expressions for giving and following instructions:

Giving Instructions

- First...
- Then...
- Next...
- Now...
- Don't forget to ...

Following Instructions

- Okay.
- Got it.
- Now what?
- What's next?
- That worked.
- That didn't work.

B. Performing Basic Operations

Verbs

- plug in
- press
- type
- highlight
- open
- click
- choose (select)
- save

Instructions

- Plug the cord in.
- Press the power button.
- Type your password.
- Highlight the URL.
- Open the program
- Click on File.
- Choose New Document.
- Save your document.

Left-Click Vs. Right-Click

On a mouse or trackpad, you mainly use the left side.

Left-click is often used as a verb. Left-click to select, drag, and open (double-click) a file or page.

Right-click isn't used as often. Right-click to get more information or to see a list of options.

C. Using the Keyboard

Nouns (Buttons)

Instructions

- space bar
- delete
- enter / return
- shift •
- caps lock
- command / control
- escape
- at sign (@)
- volume

- Press the space bar twice.
- Hit Delete.
- Press Enter.
- Hold the Shift key down.
- Press Caps Lock.
- Press Control and C at the same time.
- Hit Escape.
- Type your name followed by the at sign.
- Turn the volume up/down.

Work on a computer with a partner. Take turns giving each other instructions from this page.

D. Practice



Vocabulary Review

A. Computer Parts

Match the computer part to the picture.

- _____ 1. mouse
- 2. cord
- 3. keyboard
- 4. screen
- 5. ports





b



d

B. Computer Actions

Match the keyboard key to its action.

- _____ 1. Remove unwanted text.
- _____ 2. Go to the beginning of the next line.
- _____ 3. Make a capital letter.
- _____ 4. Make a space between words.
- 5. Copy the highlighted text.





Vocabulary Review cont.

C. Instructions

Complete the instructions using vocabulary from this lesson.

- 1. A: How do I highlight the text?
 - B: Left-_____ and drag your mouse across it.
- 2. A: How do I ______ the document?
 - B: At the top of your screen, choose File. Left-click and choose Save As.
- 3. A: How do I log in?
 - B: Enter the ______. It's comp2. No caps.
- 4. A: What do I press to go down a line?B: Press ______ (or Return).
- 5. A: What do I press to ______ the text?
- B: Control-V (or Command-V).
- 6. A: I entered the wrong password.B: Highlight the text and hit ______.
- 7. A: How do I type a capital letter?B: Hold down the ______ key.
- 8. A: I can't hear the video.
 - B: Turn up the ______.



Review

Task 1

WORDS

List as many words and expressions as you can for computer parts and keys.

Task 2

COMPLETE THE DIALOGUE

Now complete the dialogue between a student and a teacher.

A: How do I ______ my last name? I spelled it wrong.

B: ______ the text and hit Delete.

- A: Thanks. That _______! Now how do I type a capital letter?
- B: Hold the ______ button as you type the letter.
- A: That didn't ______. Now all of my letters are capitals.
- B: You must have _____ Caps Lock. Delete the text. Let's try again. 6.

Task 3

ROLE-PLAY

Work with a partner. One of you is a teacher. The other is a student with a new laptop. Role-play a "How-To" session. Your teacher or classmates will answer the following questions:

- 1. What does the student want to do?
- 2. What instructions does the teacher give?
- 3. How does the student feel after the conversation?



Role-Play Assessment Tool

Student / Group: ____

| Date | Level | Assessed By | Role-Play Scenario | Skill |
|------|-------|-------------|--------------------|----------|
| | | | Using a Computer | Speaking |

| Criteria | Achieved ප | Achieved With Help | Needs Improvement |
|---|---------------|--------------------|-------------------|
| uses computer vocabulary (nouns and verbs) | | | |
| explains / asks how to do something on a computer | | | |
| uses sequential words (now, now what, first, then, next) | | | |
| expresses that something worked or didn't work | | | |
| takes turns speaking | | | |

Notes



Learner Reflection

FOLLOWING / GIVING COMPUTER INSTRUCTIONS

Add check marks (✔) to show what you've learned in this lesson.

Name: _____

Date: _____

| Can l | Yes (very well) | Yes (with help) | Not yet |
|---|-----------------|-----------------|---------|
| use nouns and verbs related to computers? | | | |
| ask how to do something on a computer? | | | |
| explain how to do something on a computer? | | | |
| use sequential words when following/giving instructions? | | | |

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My Notes