

Computer Skills

for Little Kids



Getting to know
the computer
and the internet!

SAMPLE



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Introduction

Many of the activities in this book have been designed for students aged 6, 7 and 8 years, however the book can be used by any computer learner. The activities can be completed individually or, particularly for early learners, as a whole class or large group activity.

Most teachers know how to use a computer (or at least know how to turn one on) but they aren't always sure how to teach children to use one. With this book, I hope to make the task a little easier. Many of the activities don't involve using a computer, but are designed to reinforce the skills needed on the computer. Once children are familiar with an activity, develop related independent activities that children can choose to do, by enlarging them and putting them on card. Keep these near the computer for reference.

Hints for the Classroom

- * When teaching a skill, ensure the children are able to see the computer and keyboard (or relevant OHT/chart). Demonstrate the actual skill. Some children will pick it up on their own, others will need lots of practise and reminders. I've always found it very effective to have the children help one another to reinforce a taught skill. Never put children at the computer stations until after a skill has been demonstrated as children tend to become distracted when in front of a computer.
- * If you only have access to a few computers, show a skill and give children time to learn and practise it. If you want children to learn how to make capital letters, for example, show them how to use the shift key. Let them practise with it, perhaps by typing their name or starting a sentence with a capital letter.
- * One way to organise children's access to a computer is to include word processing as part of your language program. Allow each child 15/20 minutes each to write on a computer.

Sample Timetable

Monday	Tuesday	Wednesday	Thursday	Friday
Group A - Writing with teacher	Group A	Group A	Group A	Group A ②
Group B ①	Group C ①	Group B ①	Group C ①	Whole class Language
Group C ②	Group C ②	Group C ②	Group C ②	Experience activity.

① = working with teacher

② = writing independently, e.g. on Monday half of Group C would write stories on the computer and the other half would write in their books. On the Wednesday groups would swap around.

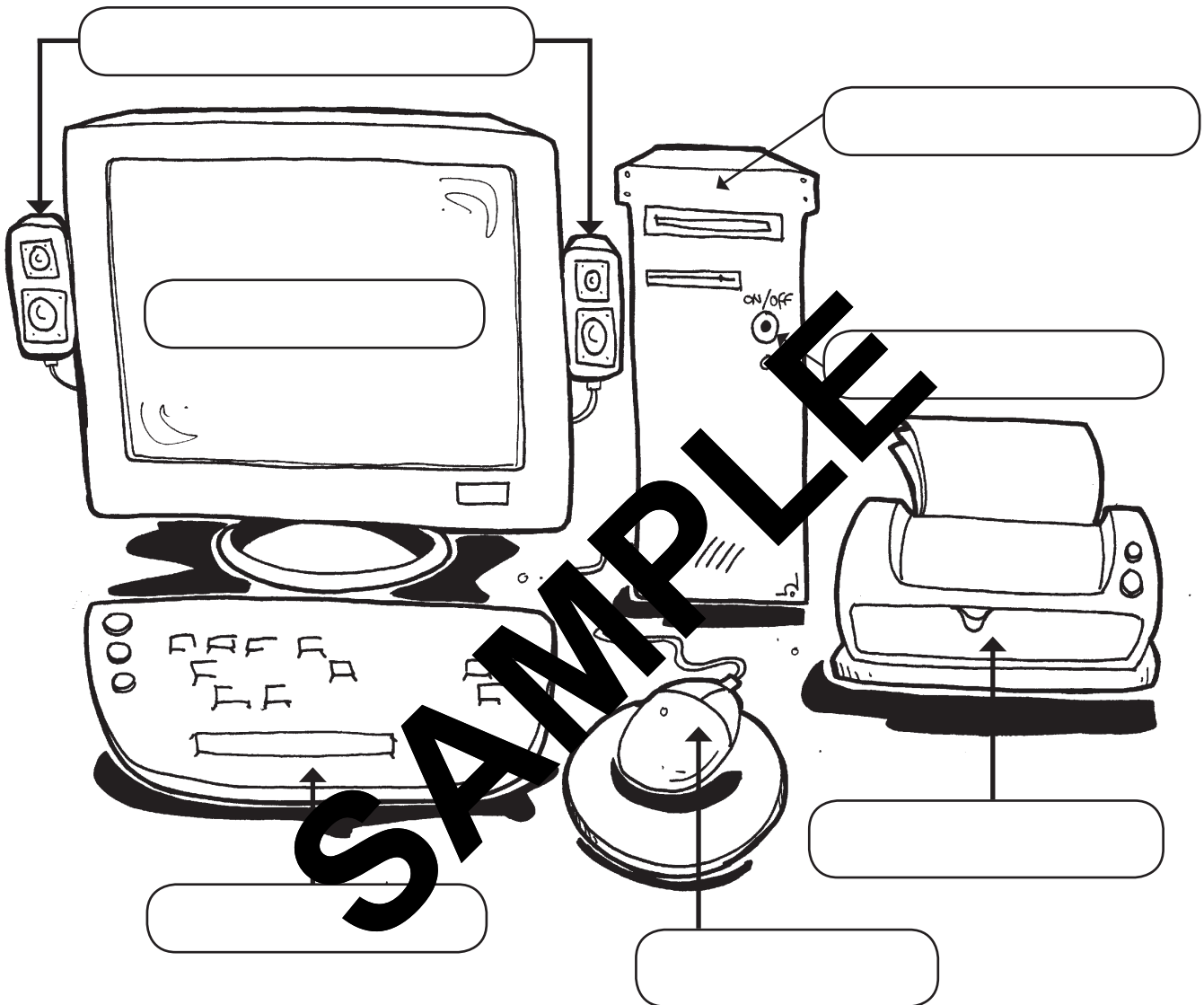
Group A, in this example, are emergent writers. By timetabling them on a Friday there is no group working specifically with the teacher and so he/she can be on hand if assistance is required. It works quite effectively for these children to have a helper, who they can turn to for assistance.

- * Draw up and display a computer timetable so that the children know which day they are on.
- * To stimulate children's writing on the computer and to prevent the usual 'I went to the shop' stories, display a picture by the computer that the children can write about. This might include a clip-art picture, a cartoon or an illustration from a book. You will be amazed at the variety of stories that evolve from the same picture.

Parts of a Computer 1

Use the terms below to label the computer parts.

monitor hard drive keyboard speakers
on/off button mouse printer



Write a brief description of what each part does.

Monitor _____

Hard drive _____

Keyboard _____

Speakers _____

On/Off button _____

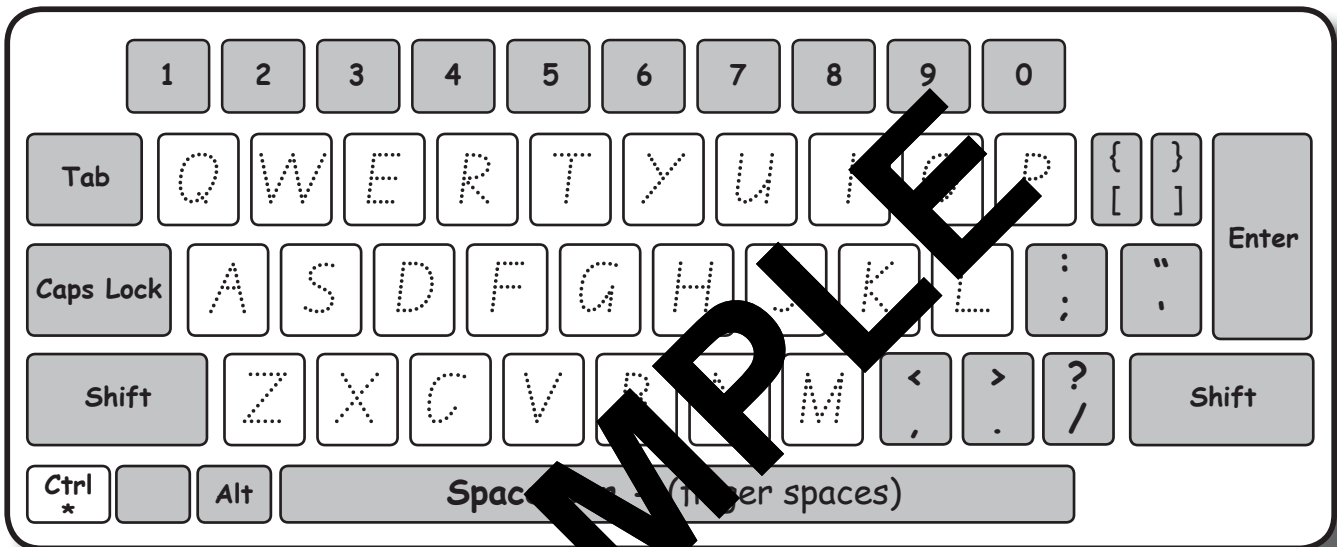
Mouse _____

Printer _____

Keyboard Shortcuts

A shortcut can be a quicker way of doing something. You can use keyboard shortcuts on a computer by holding down the control key and pressing a letter.

Colour in the control (Ctrl*) key on the keyboard below. Colour in the letters O, P, S and Z in a different colour.



Match up the keyboard shortcut with the correct action by drawing a line.

Keyboard
Shortcut

Action

Control O

Print a document

Control P

Undo an action

Control S

Open a document

Control Z

Save a document



Sending an E-mail



Cut out the steps in sending an e-mail at the bottom of this page.

Paste the steps in order in the boxes. Use the lines to explain what each command means.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

SAMPLE

Steps in sending an e-mail

Click on **Send**

type your message

Click on **Mail** 

Click on **New message**

type in subject

type e-mail address