Instructor:

Required materials:

Sticky Notes

Highlighters

Manila folders

Blank paper and pens

Current Information for topics of discussion

℮ Explain that there is a language that has developed over time that goes along with using computers and the internet. Teach common computer-related words (write the underlined words on a black or white board or by having the learners do the following:

 Cut and paste

1. ℮Explain that this term is usually related to word processing or editing programs (photography)
2. Using magazines, have the learners rip apart pages and then tape them back together in a new order. Can have learners cut words and rearrange them.

Highlight and comment

1. ℮Explain that these terms are usually related to word processing programs or when reading electronic books or documents with e-readers
2. Have learners highlight sections of interest on a magazine page with physical highlighters and write notes about the page using self-adhesive sticky notes. Have them place the sticky notes on the magazine page.

Documents, folders, desktop

1. ℮Explain that using documents and saving them on a computer is something they already know how to do in their everyday lives.
2. ℮Explain that learning to save their documents either in folders or on their desktop is very important, and that it is even more important that they learn how to find them later.
3. Have learners create one or more “documents” (pieces of papers with writing) and place them in manila “folders” that they name, date, and place on a “desktop” in the room. Be sure there are several folders on the desktop
4. Then have each learner go to the folder that their document is placed in and take it out.
5. Repeat having the learner go to the folder and take out their document, only this time do not have the document in there.
6. ℮Explain that the reason it is so important to save documents and folders (backing them up) is because things can happen to make the disappear, like they are set on fire and they no longer exist, only you cannot see it happening.

Tweet and Text

1. Have learners write short headlines and review comments of the material covered so far in either the “Why Should I Use Computers Activity” or this activity to check for understanding.
2. Have learners count the number of words rather than characters.

 Google It

1. ℮Explain that there is a lot of information on the internet and that the ability to evaluate information found on the internet depends on being able to judge the value of what you find.
2. Bring in various levels of credible information on a topic of discussion.
3. ℮Talk about how you can tell whether something is worth reading and is credible.
4. Describe or draw on the whiteboard how search engines display returns with commercials, and paid advertising on top and on the side.
5. ℮Explain that some of the links are put there by sponsors that are usually a business of some type.
6. Talk about “photoshopping” and how images can be altered.