



Unit 1: Computer Basics

Computer skill(s) needed:

- Turning computer on/off
- Using a mouse
- Opening/closing Microsoft Word
- Using a keyboard

Vocabulary needed:

- Classroom objects
- Computer parts
- Verbs: to open/close

Materials:

- [Vocabulary Flashcards](#)
- Computer!
- *Out and About in the World of Computers* (optional extra practice)

Directions to the tutor are in italics. All other directions should be dictated to the student.

Part One: Introduce Vocabulary and Basic Skills

1. *Work on the flashcards together until your student knows the words well.*
 - a. *When you introduce the words, point to them on the computer.*
 - b. *Focus on pronunciation and repeat each word at least three times!*
2. *Show your student how to hold the mouse.*
 - a. *Teach “left-click” and “double-click.”*
 - b. *Practice until your student feels comfortable.*
3. *Practice turning the computer on and off.*
4. *Practice moving the mouse around to different parts of the desktop.*
 - a. *Help your student get used to the feel of the mouse.*
 - b. *Practice opening and closing applications (Microsoft Word, etc.)*

Part Two: Review + Introduction to Microsoft Word

1. Turn on the computer.
2. Open Microsoft Word.
3. Type your first name.



4. Press the space bar.
5. Type your last name.
6. *Teach your student how to erase words using the backspace and delete keys.*
7. *Teach your student how to make a new line using the enter key.*
8. Close Microsoft Word (do not save).

Practice 1

- ☐ Open Microsoft Word.
- ☐ Type these words into the document: **mouse, keyboard, monitor, screen.**
 - ➔ Make sure to put a space between each word!
- ☐ Read the words out loud.
- ☐ Point to each item.
- ☐ Erase these words: **monitor, screen.**
- ☐ Make a new line.
- ☐ Type these words: **monitor, screen.**
- ☐ Close Microsoft Word.

Practice 2

- ☐ Open Microsoft Word.
- ☐ Type five words you know into the document.
- ☐ Read the words out loud.
- ☐ Erase two of the words.
- ☐ Make a new line.
- ☐ Type the words again.
- ☐ Close Microsoft Word.

Review + End-if-Unit Checklist

1. *Dictate some vocabulary words to your student and have him/her write them down.*
2. *“Okay, now let’s see what you’ve learned! Please turn on the computer and type the words into a blank document.”*
3. *Do the checklist (page 3 of this Unit Plan) and congratulate your student! 😊*





Unit 1: Computer Basics

I can . . .

- | | | |
|------------------------------------|-------------------------------|-----------------------------------|
| use a mouse. | ☐ Yes! | ☐ Not yet. |
| click a mouse. | ☐ Yes! | ☐ Not yet. |
| double-click a mouse. | ☐ Yes! | ☐ Not yet. |
| turn on a computer. | ☐ Yes! | ☐ Not yet. |
| turn off a computer. | ☐ Yes! | ☐ Not yet. |
| open Microsoft Word. | ☐ Yes! | ☐ Not yet. |
| close Microsoft Word. | ☐ Yes! | ☐ Not yet. |
| type in Microsoft Word. | ☐ Yes! | ☐ Not yet. |
| use a keyboard. | ☐ Yes! | ☐ Not yet. |
| press backspace to erase. | ☐ Yes! | ☐ Not yet. |
| press the space bar between words. | ☐ Yes! | ☐ Not yet. |
| press enter for a new line. | ☐ Yes! | ☐ Not yet. |

Are you ready to move on to the next unit?

- ☐ Yes! I want to move on. ☐ Not yet. I want to practice more first.

