

# Basics of Computer Literacy 50+ Sessions 2021

## (Virtual Program)

This course was created for people aged 50+ who have a need to obtain or revise their own knowledge of using a personal computer and the Internet. As a result, the participants will be able to improve their own competencies and quality of life.

**The teacher:** Artem Cheremisinov IT specialist

(Narva Central Library)

## Module 1

### Lessons for Beginners (Computer Basics)

#### Theory



	<b>LessonPlan</b>
<b>1.</b>	Rulesforworkingwiththecomputer. Computer and health. Work and rest rules, eyeexercises. (0.5 h)
<b>2.</b>	What is Windows? What is an operating system? How to find out your version of Microsoft Windows? How to properly turn on and turn off your computer? (0.5 h)
<b>3.</b>	What is a file and a folder, how to use them correctly? (0.5h)
<b>4.</b>	A hard drive. Where are hard drives and how to use them? (0.5h)
<b>5.</b>	File size. What is a kilobyte, megabyte, and gigabyte. How to determine a file or folder size? (0.5h)










<b>6.</b>	File extension. What is an extension, file format? How to specify a program to run a specific file type? (0.5h)
<b>7.</b>	The start button. The Start button contents. What programs does it have and what is each one of them for? (0.5h)
<b>8.</b>	Required programs. What apps should be installed on a PC. Where can they be downloaded for free (copyright). (1h)
<b>9.</b>	If you don't know how to use a computer properly, you had better study it! How to get useful abilities to master your computer and not break it. (1h)
<b>Total:</b>	<b>5 h</b>


## Practical Training

	<b>Lesson Plan</b>
<b>1.</b>	Overview of hard drives and flash drives. How to find and open them on a PC? What do we use them for? (2h)
<b>2.</b>	Creating folders and files. How can we independently create new folders and files? (2h)
<b>3.</b>	Renaming and deleting. How can we change the names of files and folders, delete them, and determine their sizes? (2h)
<b>4.</b>	Copying data. How to move files and folders from one location to another; from a USB flash drive or a drive to a computer; from a computer to a USB flash drive; from one folder to another? (4h)
<b>5.</b>	Transferring photos from Android phone or tablet to a PC. (1h)
<b>6.</b>	An overview of typical programs for beginners. Launching programs. Data protection after working on a computer. (2h)
<b>7.</b>	What to do when Windows messages and programs appear on the screen? Main types of messages. (2h)
<b>Total:</b>	<b>15 h</b>

## Module 2

### Internet Usage

1.	General ideas about how people use the Internet: Web browsing, e-mail and social networking, communication programs. The Internet risks. (2h)
2.	Web browsing: how to do it safely and efficiently.(2h)
3.	Online searching. (2h)
4.	Data protection from the Internet. (1h)
5.	E-mails: creating and using. (2h)
6.	<b>Odnoklassniki (5h)</b> 
7.	<b>VK (5h)</b> 
8.	<b>My.mail.ru (5h)</b> 
9.	<b>LiveJournal (LiveJournal, Inc.) (1h)</b>  LIVEJOURNAL
10.	<b>Facebook (5h) Socialnetworkingservicecompany.</b> 
11.	<b>Instagram (2h) Socialnetworkingservice.</b> 
12.	<b>Skype (4h) Computerapplication</b> 
13.	<b>Viber (4h) Software</b> 
14.	<b>WhatsApp (4h) Mobileapplication</b> 

<b>15.</b>	<b>Telegram (4h) Software</b> 
<b>16.</b>	Using Google services: mail, maps, document editing and a host for other things. (10h)
<b>17.</b>	Feedback, questions, etc. (2h)
<b>Total:</b>	<b>60h</b>

## Module 3

### Windows Operation

<b>1.</b>	How to connect an additional (external) device to the computer (mouse, printer, etc.) (0.5h)
<b>2.</b>	How to install or update drivers. (1h)
<b>3.</b>	How to add a Windows user. How to set a password on Windows. (0.5h)
<b>4.</b>	How to set up a laptop screen. How to turn on a laptop camera. How to turn on Bluetooth. How to set laptop screen brightness. How to turn on the microphone. (2h)
<b>5.</b>	How to password protect a folder on a Windows PC and safeguard your files. (0.5h)
<b>6.</b>	How to install program. Safe sources for obtaining programs. (4h)
<b>7.</b>	How to uninstall a program or a game. (1h)
<b>8.</b>	How to disable startup programs. (0.5h)
<b>9.</b>	How to format a USB flash drive / hard drive. (0.5h)
<b>10.</b>	File system maintenance: checking and defragmentation. (0.5h)
<b>11.</b>	How to set/remove protection from a flash drive record. (0.5h)
<b>12.</b>	How to protect files from being lost. (1h)
<b>13.</b>	Restoring deleted files and folders. (2h)
<b>14.</b>	Windows system restore, after it has crashed. (1h)
<b>15.</b>	How to install an antivirus program on a computer. How to locate and remove a virus from your computer. (3h)
<b>16.</b>	How to remove adware, pop-ups and viruses from Windows.

	(2h)
<b>17.</b>	Howto clear browser cache. Howto clear cache in ALL browsers. (2h)
<b>18.</b>	Howto clear up unnecessary files on your PC. (2h)
<b>19.</b>	Howto disable update restart notifications on Windows 10. (0.5h)
<b>20.</b>	Howto connect your laptop or a smartphone to the Internet via WiFi. (2.5h)
<b>21.</b>	Installing and uninstalling ID-software. (1.5h)
<b>22.</b>	Review, feedbacks questions, etc. (10h)
<b>Total:</b>	<b>40h</b>