Computer Basics 2

@ Fort Lupton Public and School Library

Introduction

Class goals:

- Brief intro to various things people do with computers
- Give options for further exploration
- Pre-assessment
    - What are people here to learn more about
    - What do people already do with computers?

Internet browsing/searching
- Browsers
    - Google Chrome – Very customizable, login creates transferability between machines
    - Mozilla Firefox – Open source, more privacy oriented
    - Microsoft Edge – Windows default
    - Safari - Apple/iOS/Mac default
    - DDG – mobiles
- Search Engines
    - Google
    - DuckDuckGo
    - Bing

Email
- Gmail
- Yahoo
- Hotmail
- Protonmail
- GMX
- Sometimes with ISP
- Many others!!

Microsoft Office (paid) - available on library computers, bring saving method
- Word – documents/writing
- Excel – numbers/calculations/spreadsheets
- Powerpoint – presentations, images

Google Suite (free with Gmail)
- Docs – documents/writing
- Sheets – numbers/calculations/spreadsheets
- Slides – presentations, images

Exploration
- Open fresh document in preferred method
- Open an internet browser, and type a search in the address bar at top of page, or go to preferred search engine first
    o Potential options
        ▪ How-to video on _____
        ▪ Recipes for _____
        ▪ Pictures of _____
        ▪ News
        ▪ Travel to _____
- In document, type a few notes about what you found. Copy and paste the web address in case you want to get back to it later
- Create a new presentation in desired presentation format
    o Insert text and a picture about your previous search topic (copy and paste)
- If you have time, open numbers program and create a basic spreadsheet
    o Holiday names and dates
    o Family names and birthdays
    o Grocery items and how many to get
    o Holiday shopping budget (names, ideas, cost thoughts)
- Explore search engines or browsing – what are stumbling blocks, what do you find interesting?
- What other questions do you have, other needs would you like to learn to meet?
- Bonus ideas:
    o Library programs – databases, Libby, Hoopla
    o Canva
    o Picture management

When it doesn't work: If getting frustrated, take a break
- Turn it off and back on is a good option for machines and humans
- Walk away for a few minutes
    o Snack
    o Bathroom
    o Breath of fresh air
- Search engine can help answer questions – type in error message, full description of problem, choose responses carefully – best bets are frequently user groups for a given program