

Helper's guide to **Your set-up**

Beginner handout

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About this guide

This document gives helpers practical suggestions and tips on how to hold a session with individuals or groups of beginners. The guide covers the three 'Your set-up' hand-outs:

- 1.1 Understanding your computer
- 1.2 Using your computer
- 1.3 Using your computer for photos

The three hand-outs in the 'Your set-up' topic have been designed to help a beginner get to grips with the basics of using a computer: using input devices such as a mouse and keyboard, understanding and using documents and folders, and simple ways to set up personalise their computer.

Remember to review each hand-out, involve beginners and use the **Introduction for helpers** and the suggestions below to plan and deliver sessions that are appropriate to the needs and abilities of the individual or group.

Please note that all of the web links referred to throughout the Beginner guides can be found in the Useful Links section at the end of the guides. Check that you have access to these links before your session

Remember to use the glossary.

1.1 Understanding your computer

This session may take 30 minutes to complete but everyone learns at a different speed.

What are the main parts of a computer?

Explore a computer together. Use the web link provided in the Useful Links section of the hand-out to show parts of a computer. As well as the items mentioned, help beginners to identify the main ports and connectors, such as power, USB and headphones, and any media drives for CD-ROMs and DVDs.

How do I turn it on and off?

Check how your computers are set to turn off. If possible, begin with all the computers switched off, so users can see how they start up. If your location uses passwords, use this opportunity to teach beginners how to log on and off. Explore the link in the Useful Links section.

You can also explore the sleep function: show beginners how to put a computer to sleep using the power button or the options in the Windows Start menu.

How do I use a mouse?

Explain the difference between a mouse and a laptop trackpad and allow beginners to move the cursor around the desktop. You may want to open Word and show beginners how the cursor changes depending on where it is in the document. Take beginners through left and right clicking and the scroll wheel.

Discussion points

- Where's a good place to buy a computer?
- How do I know what sort to get?
- What else might I need to go with it?

1.2 Using your computer

This session may take 45 minutes to complete but everyone learns at a different speed.

How do I use the mouse and keyboard?

Allow beginners time to find the keys that are listed in the hand-out and make sure they are clear on how to use the shift key, return etc. Show beginners the web link in the Useful Links section. Once Word is open, let beginners move the cursor around the screen and identify the top menu bar, the toolbar, document etc.

How do I open and close applications and folders?

If Word does not appear in the Start menu, or you are using a different word processor, adapt the steps in the hand-out. Explore where files and folders are found on beginners' computers. Show beginners the relevant web link in the Useful Links section of their hand-out.

How do I open and save a document?

You may need to have a suitable folder structure set up for users of public computers. If so, adapt the sequence so beginners save their document in the right folder. This may require an extra step to explore and find the right folder on their computer.

Discussion points

- What programs or applications might I also need to buy?
- Can I use free applications to write letters etc?
- Do I need a wireless keyboard and mouse or are wired ones OK?

1.3 Using your computer for photos


This session may take 30 minutes to complete but everyone learns at a different speed.

How can I connect my camera and share photos?

Get beginners to take a few shots of each other and your centre rather than bring personal family photos for the session, unless you are sure of how you will manage, store and/or delete personal photos at the end of the session. If the computer doesn't automatically open a dialogue box, show beginners how to import photos from the Start menu.

How do I organise photos on my computer?

You may want to direct beginners to store their photos in a network folder if your system allows this to be private. Demonstrate using Windows Photo Viewer to view, tag and organise photos. Show beginners the relevant web link in the Useful Links section of their hand-out.

 **Safety warning: you may need to delete beginners' photos from your network or each computer's picture library.**

How do I print photos?

This offers the simplest option. You could bring photo paper to use if your location has a photo quality printer to use. You may need to help beginners select the right printer on your local network. Explore quality settings. Show beginners the relevant web link in the Useful Links section of their hand-out.

Discussion points

- What sort of camera do I need?
- What else can I do with my photos? (print online, create photobooks, use a digital frame)
- How else can I share my photos? (Facebook, email – other hand-outs explain)

