

Hope IT

Basic Computer Skills course for Liberia Renewal Ministries

August-September 2021

Goals:

- Get students that haven't used a computer comfortable with some basic concepts
- Give the students a few skills to create a document, spreadsheets, basic Internet searches, and emailing.
- Provide tools to learn on your own
- Give students assignments to work on their own
- Identify a few students that can help other students, to be student leaders

Goals/Ideas:

- Hope IT's message: 1) God is with us, 2) You can learn these computer skills.
- Learning:
 - We will teach you some things
 - You can learn more from others
 - You learn on your own...we will show you how.
- Lab times: Typing, and more practice on the laptops and applications.

Course-wide plan	Day 1 - Sept 18	Day 2 - Sept 25	Day 3 - Oct 2
Computer Hardware	Inputs (Keyboard,etc)	Outputs (Screen..)	Internals (CPU..) External accessories
Desktop (Operating System)	Desktop & Applications	File Explorer	Create a new file Drag and Drop
Application	Word Processor	Spreadsheets	Review
Internet Search	Basic Search	More Searches/Links/Bookmarks	Basic Search
Reflection/Prayer			

Hope IT - Basic Computer Skills course

Day 1 - Intro/Word Processor

(8:20) Objectives:

- Get comfortable with a computer
- Learn how to input information to the computer using a keyboard and touchpad
- Desktop, the Cursor, and Applications
 - Windows Explorer: Folders and Files
 - LibreOffice Writer: Create a document
 - Internet Browser: Find help to learn, how to create a document, and more.

(8:25) Computers are a tool

- Follow instructions
- They can be frustrating. Lose work. Loss of connection.
- We just keep learning more. Keep trying.

(8:30) Computer components:

- Input
 - Keyboard
 - Space Bar
 - Enter
 - Shift
 - Cap Locks
 - Ctrl
 - Mouse / Trackpad / Touchpad
 - Camera
 - Microphone

Desktop

- Cursor - move it around with your Trackpad/Touchpad
 - Click
 - Right-Click
 - Touchpad gestures: below is a link on what they are:
 - https://support.hp.com/hk-en/document/ish_3096146-2917121-16

(8:38) Applications

- LibreOffice: <https://www.libreoffice.org>

Creating a document

- Open LibreOffice - Writer - Documents
- Create a new document
- Let's create a letter to your families on what you are learning
 - Let's save your document
 - Save often
 - You save is as a file
 - Notice the last letters are .DOC
 - This shows what type of file this document is

(Close document before switching student on the keyboard)

***** Any Questions ??? *****

- Close your document
- Re-open your document. Let's make some more changes.
- Save your changes!!! To your folder!!

***** Any Questions ??? *****

(Let's take a break...everyone stand up, stretch, walk around a bit.)

8:56(Switch student on the keyboard)

- Let's write some more.
- Features: Tool bar

- Justify

Command	Key Stroke
Left	Ctrl - L
Center	Ctrl - E
Right	Ctrl - R

- Find & Replace

Command	Key Stroke
Find	Ctrl - F
Replace	Ctrl - H

- Clipboard - the computer can remember

Command	Key Stroke
Undo	Ctrl - Z
Cut	Ctrl - X
Copy	Ctrl - C
Paste	Ctrl - V

Note: If anything goes wrong, you can always use “Undo”. Reverse your change!

- Save your changes!!! To your folder!!

9:14 (Switch student on the keyboard)

- More Tool bar: Let's create a list of things you like so far
 - Make each item a bullet point
 - Make each item numbered list
- Spell Checker: Find it on the Menu “Tools”. (Note from Mike: we have to load the UA English Dictionary before using the Spell checker...Mike will figure out how to do that.)
 - Let's misspell: laughter
- Check Word Count
- Save your changes!!! To your folder!!
- Companies/organizations with different Word Processors:

Company/Organization	WordProcessor
LibreOffice (open source)	Writer
Microsoft (for-profit)	Word
OpenOffice	Text document

Google (Internet)	Google Doc
-------------------	------------

**** Any Questions ??? ****

9:32(Switch student on the keyboard)

Another Application

- Browser: Chrome
- Internet - basic searchlolxxxxxxxxxxxxxxxxxaz
 - Google.com
 - “How to underline text in LibreOffice”
 - If you don’t get a clear answer, try this: How to underline text in Microsoft Word
- Assignments:
 - Try something new...tell us what you found next week.
 - Finish your letter your family
- Review Objectives
- Scriptural Reflection/Closing Prayer

Hope IT - Basic Computer Skills course

Day 2 - Intro/Spreadsheets

Objectives:

- Remember: The computer does what we tell it to do.
- Learn out to input information to the computer using a keyboard and touchpad
- Lapout: Outputs
- Desktop: Different ways to select and use applications
- Applications
- Windows Explorer: Folders and Files
 - LibreOffice Calc: Create a spreadsheet
 - Internet Browser: More searches. Learn about links and bookmarks

Computer components:

- Output
 - Screen
 - Printer
 - Speakers (if we play music, or talking on-line)

Desktop

- Let's open Windows Explorer: Let's review our Folders, and Files
- Let's open LibreOffice Writer: Let's open our Document we created.
- We can switch between the Applications using SHIFT-TAB or ALT- TAB
 - Keep pressing TAB until you like to stop at the application you like to use.
- We can change the Windows size so we can see both applications, and switch back and forth.
 - Full Screen/ Maximized
 - Partial screen
 - Minimized
- Task Bar: Add applications (right click, Add to Task Bar) - Pin taskbar

***** Any Questions ??? *****

(Switch student on the keyboard)

Spreadsheets

- Spreadsheets are great tool
 - Hold a large amount of numerical information, which we can total or calculate.
 - Track information
 - Create graphical charts
- Let's open a new part of the LiberOffice application: Calc Spreadsheet

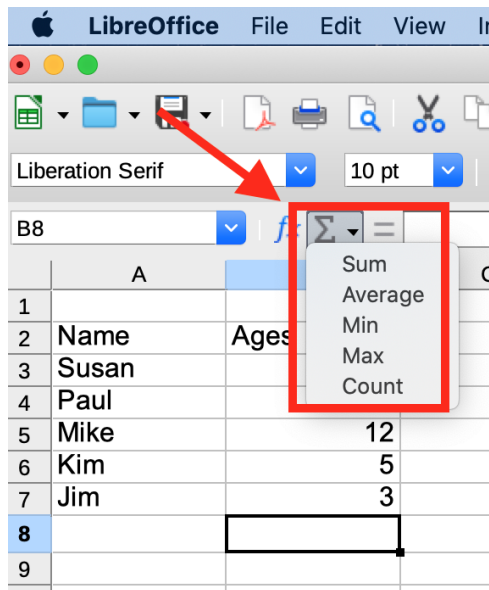
- Cell - a place for information -- data
- Rows: Horizontal...let's add our names
- Columns: Information on each row:
 - Column A: Name
 - Column B: Age
 - Column C: Hours in the Lab
- We can format our Column Headers:
 - Let's make them Bold...use the Toolbar big "B" for Bold.
 - Let's make the font a little bigger: Maybe 12 pt (point)
 - Let's change the background color to light blue. (Toolbar: fill bucket icon)
- Let's save our work.
 - Notice the file extension is XLS. (Last week, it was DOC).

**** Any Questions ??? ****

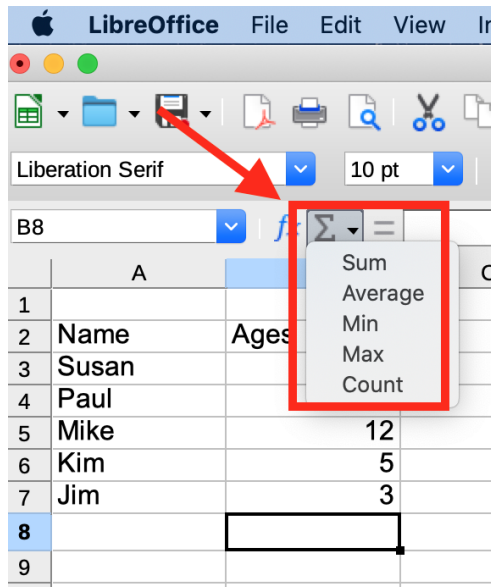
(Switch student on the keyboard)

- Take turns and enter your information...enter all your Name, Age and Hours in the Lab this week.
- *(Note to Olivia: This may be a little chaotic,...but also a little fun...they key is they are connected to this information...want to make sure it is right.)*
- *Let's review:*
 - **Rows:** Our individual names and ages...each Row is numbered 1, 2, 3, and so on.
 - **Columns:** We have different headings...Name, ages...each Column identified as A, B, C, and so on.
- Spreadsheets are used to save information, and we can make calculations, and highlight certain information.
- Copy cells: (need an example...)
 - Highlight a cell
 - Drag the little box on the lower right
 - LibreOffice will highlight these cells in red.
 - Release...see it copy the information.
- Let's create a new Column header...in Column D; let's call it "Age in 2023"
 - We are going to learn how to make a calculation.
 - We are going to add Age by 2 years, to see our age in 2023.
 - In Column D, Row 2, type " ".
 - Let's click the "Age" cell, so let's click Column B, Row 2. It now shows "=B2"
 - Now let's add 2: so let's type at the end of this cell: "+2". So it will now read "=B2+2".
 - Did it work?

- We just created a formula.
- Now, let's copy this formula for all the other students.
 - Highlight the cell on Column B, Row 2.
 - Drag the little box on the lower right down the other 4 rows.
 - LibreOffice will highlight these cells in red.
 - Release...the formula copied for all the rows...did it work?
- Calculations
 - Sum
 - Highlight the cells we want to add....Hours in the Lab
 - Click the Summation (Σ) button on the Toolbar, see below, and select "Sum":



- Then the formula “=SUM(B2:B7)” will appear, and the total of those cells will be in B8.
- Averages
 - Highlight the cells we want to average...our Ages.
 - Click the Summation (Σ) button on the Toolbar, see below, and select “Average”:



- Then the formula “=AVERAGE(B2:B7)” will appear, and the total of those cells will be in B8.

- Let's save our work.

**** Any Questions ??? ****

(Switch student on the keyboard)

- Moving whole range of cells together: highlight, drag and release.
- Find and Replace (we should do this...review this key/basic concept)
- Sorting (not sure if we should go into this...thinking about this)
- Save our spreadsheet!!
- Companies/organizations with different Spreadsheet applications:

Company/Organization	WordProcessor	Spreadsheets
LibreOffice (open source)	Writer	Calc
Microsoft (for-profit)	Word	Excel
OpenOffice	Text document	Spreadsheet
Google (Internet)	Google Doc	Sheets

- Assignments for the week:
 - Create a spreadsheet to log of your Typing exercise. Enter the Lesson you finished, and the date.
 - Create a spreadsheet to track your assignments in one of your school courses. Track your assignments, the date, and the score you received. Total the scores.

**** Any Questions ??? ****

(Switch student on the keyboard)

Internet: (I'm going to spell this out a bit)

- Review searches
 - "How to sum in LibreOffice"
 - Results...not too good
 - How to sum in Excel
 - Better results....maybe
- Links:

<https://www.esasd.net/cms/lib/PA01001915/Centricity/Domain/991/PC%20Laptop%20101Learn%20the%20Basics.pdf>

- Bookmarks

- Review the Objectives
- Scripture reflection and closing prayer

New Day 3 - Hope IT - Basic Computer Skills course

Day 3 - Integration/Emails

Objectives:

- Remember: The computer does what we tell it to do.
- Explore internal components of the laptop
- Add accessories that provide more input and output for your laptop
- Internet searches
 - Cautions about Internet exchange with others, especially strangers.
- Applications
 - Internet Browser: More searches. Learn about links and bookmarks
 - File Explorer: Review Folders and Files - Drag and Drop
 - Review LibreOffice
 - Calc Spreadsheet: Add a chart to your spreadsheet
 - Writer: Add a link and embed a spreadsheet in a document

Computer components:

- Internals
 - CPU / Processor. Some computers can have multiple CPUs, called Multi-cores.
 - Memory (RAM): Larger the memory, the faster your computer runs - we have 8 Gigabytes
 - Hard drive - How the laptops saves your files
 - Battery / Power cord
- Wireless network/Internet connection
- Ports - USB, HDMI, Headphones, Network Ethernet cables

(Teaching notes: These links below are only if you need them:)

<https://www.overstock.com/guides/laptop-components-explained>

<https://edu.gcfglobal.org/en/computerbasics/inside-a-computer/1/>

<https://www.esasd.net/cms/lib/PA01001915/Centricity/Domain/991/PC%20Laptop%20101Learn%20the%20Basics.pdf>

Difference between Thunder bot 3 and USB-C:

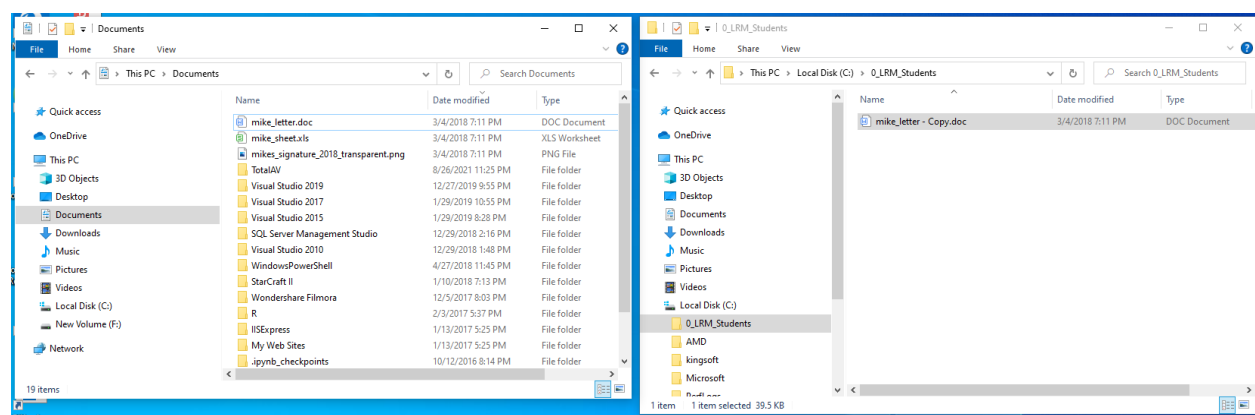
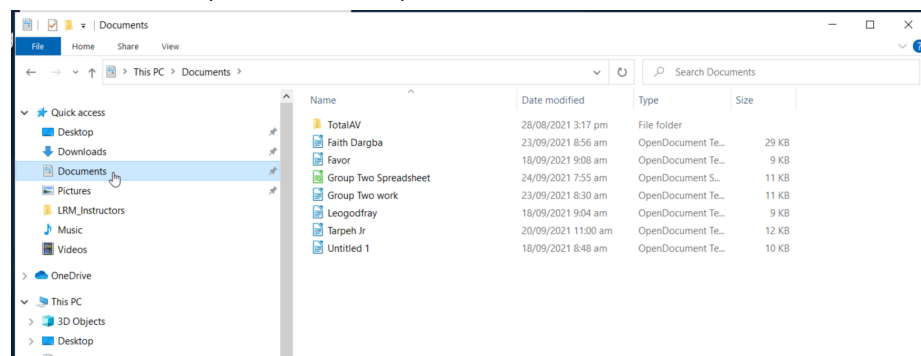
https://everymac.com/systems/apple/macbook_pro/macbook-pro-touch-bar-faq/what-is-thunderbolt-3-difference-between-thunderbolt-3-usb-c.html

- External ports: Let's connect a few accessories to our laptops!
 - External Keyboard (USB)
 - External Mouse (USB)
 - External 2nd monitor (HDMI): Mirror and extend the desktop

**** Any Questions ??? ****

(Switch student on the keyboard)

- File Explorer:
 - Let's learn about Folders and Files
 - Folders contain Files, and even sub-folders
 - Files have different file types, and extensions (XLS, DOC, TXT, PDF, MOV, JPEG, EXE, etc.)
 - Learn "Click and Drag"
 - Copy a file: Let's copy a file from their "Documents folder".
 - Now, let's open a new, 2nd Windows Explorer application.
 - Let's click and drag this 2nd file to the "0_LRM_Students" folder under the C drive (our Hard drive).



**** Any Questions ??? ****

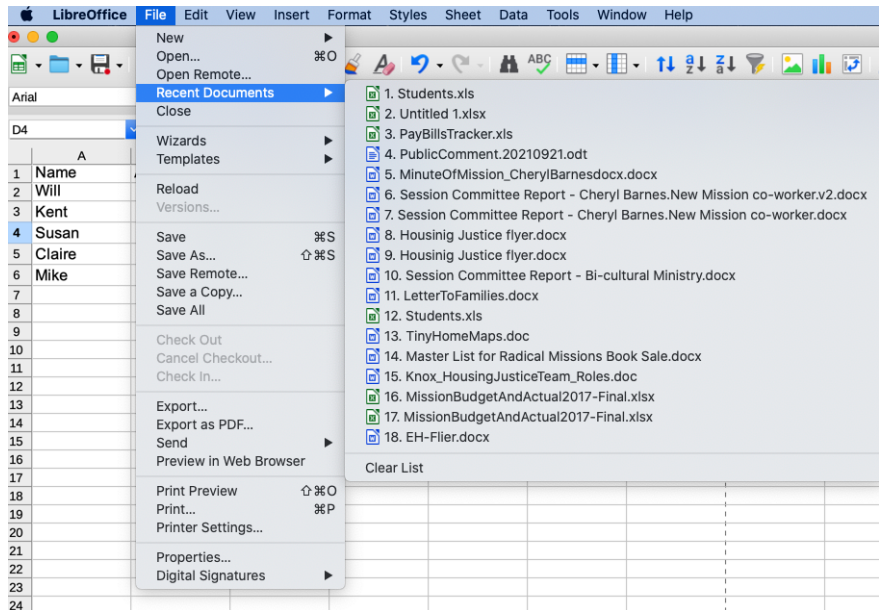
(Switch student on the keyboard)

Internet: (Let's do this first, as they need to know how to learn)

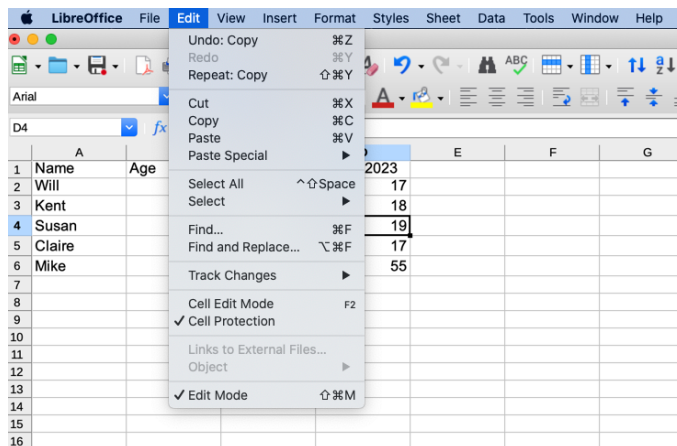
- Review searches
 - “How to sum in LibreOffice”
 - Results...not too good
 - How to sum in Excel
 - Better results....maybe
- Companies/organizations with different Spreadsheet applications:

Company/Organization	WordProcessor	Spreadsheets
LibreOffice (open source)	Writer	Calc
Microsoft (for-profit)	Word	Excel
OpenOffice	Text document	Spreadsheet
Google (Internet)	Google Doc	Sheets

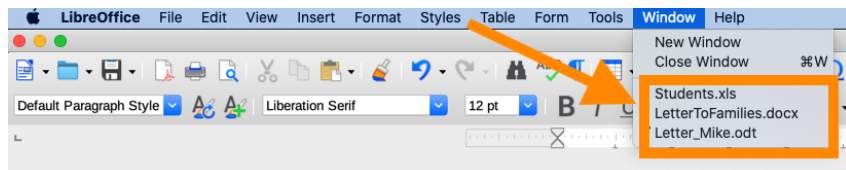
- How to connect a few of the lessons we have learned...together.
- Let's add a chart to our spreadsheet.
 - Let's open your spreadsheet:
 - Let's look at some of the Menus:
 - File:
 - New
 - Open
 - Recent Documents
 - Save
 - Save As
 - Print



- Edit
 - Undo
 - Cut
 - Copy
 - Paste
 - Find
 - Find and Replace

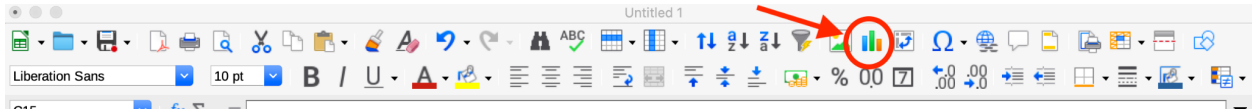


- Window: You can have multiple LibreOffice files open



- Let's hover our cursor over a few of the buttons...see it shows a tip if we stay there.

- Chart: Data is nice to see in a grid, but it's better to see in a graph. We want to visualize the data...as our eyes can quickly see the story.
 - Let's chart our Names and Ages
 - Select the range Column A, Row 1 to Column B row 6.
 - Let's select the Chart button on the tool bar, see red arrow/circle below.



- We can select many types of charts...let's keep the one select, and choose the bar chart, and click the "Finish" button.
- We get a bar chart!!!! Of our ages!! Now we can easily see who is the oldest. Visualizing the data is so helpful !

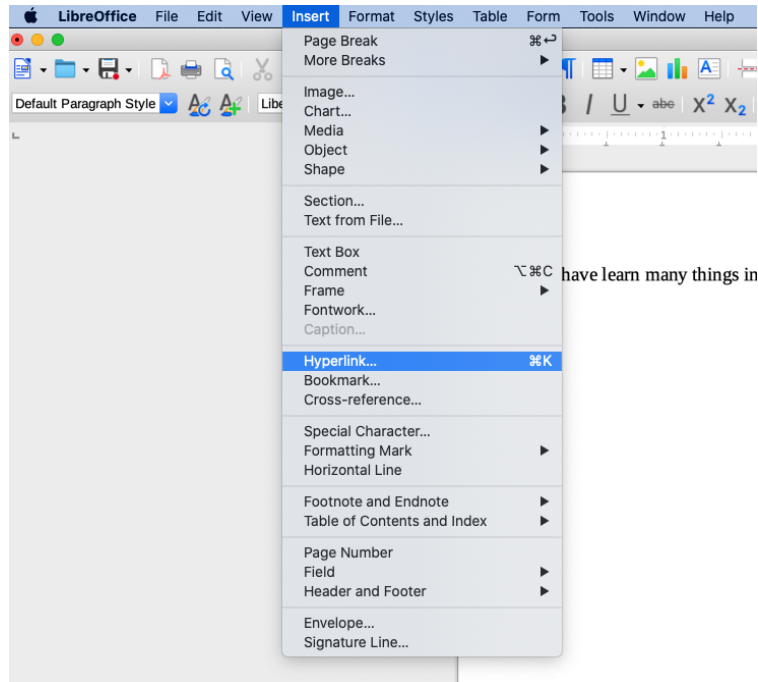
**** Any Questions ??? ****

(Switch student on the keyboard)

- Let's change our document
 - Open your document
 - Add a link in a Text Document
 - Type "Internals of a computer"
 - Now highlight the text above, and use this menu command to make it a link: Insert > Hyperlink. Add the link in the "URL" property.

We can use this link:

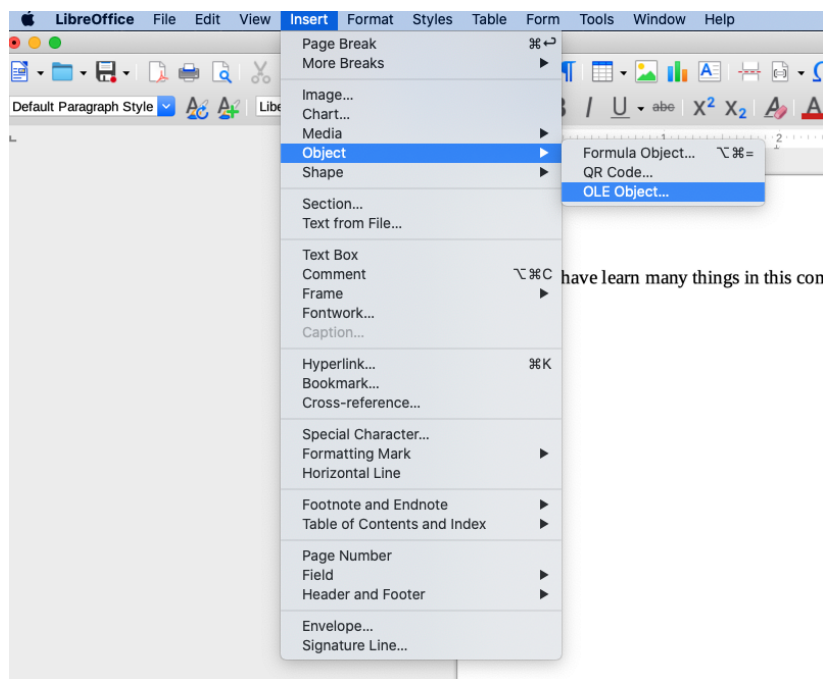
<https://www.esasd.net/cms/lib/PA01001915/Centricity/Domain/991/PC%20Laptop%20101Learn%20the%20Basics.pdf>

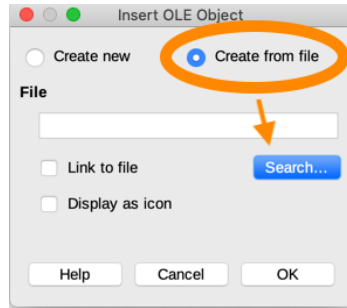


- Add a spreadsheet in a Text Document
 - Toolbar: Insert>Object>OLE Object: Select “Create from file” and choose our spreadsheet.
 - And we get the spreadsheet.
 - And if we double-click on the spreadsheet, we can even change the data there.

Teacher's note: Here's help on how to do the above:

<https://ask.libreoffice.org/t/insert-a-blank-calc-spreadsheet-into-a-writer-document/2399>





And now my Sheet is inside my Document. And if I double-click on the Inserted Object, I can even change it like I'm in the Sheet (notice the formulas, Summation drop down, Rows and Columns showing.)

I have learn many things in this computer course

	B	C	D	E	F	G	H	I	J	K	L	M
1	Ages	Hours in Lab	Age in 2023									
2		15	3	17								
3		17	1	19								
4		15	3	17	18.5							
5		18	2	20	18							
6		16	0	16	17.5							
7		16.2	9	91	17							
8					16.5							
9					16							
10					15.5							
11					15							
12					14.5							
13					14							
14					13.5							
15												
16												
17												
18												
19												
20												
21												

Bar Chart: Ages

Y-axis: 13.5, 14, 14.5, 15, 15.5, 16, 16.5, 17, 17.5, 18, 18.5

X-axis: Susan, Paul, Mike, Kim, Jim

Legend: # Ages

Sheet1

Alternative Day 3 (email instruction) - Hope IT - Basic Computer Skills course

Day 3 - Integration/Emails

Objectives:

- Remember: The computer does what we tell it to do.
- Explore internal components of the laptop
- Add accessories that provide more input and output for your laptop
- Desktop: Different ways to select an application
- Applications
 - Windows Explorer: Review Folders and Files
 - Review LibreOffice
 - Calc Spreadsheet: Add a chart to your spreadsheet
 - Writer: Add a link and embed a spreadsheet in a document
 - Add a Gmail email account.
 - Internet Browser: More searches. Learn about links and bookmarks
- Cautions about Internet and email exchange with others, especially strangers.

Computer components:

- Internals
 - CPU
 - Memory
 - Disk drive
 - Battery / Power cord
- Wireless network/Internet connection
- Ports - USB, HDMI, Headphones, Network

<https://www.esasd.net/cms/lib/PA01001915/Centricity/Domain/991/PC%20Laptop%20101Learn%20the%20Basics.pdf>

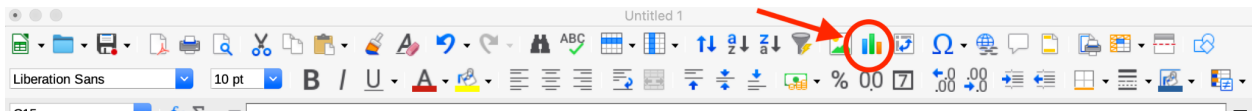
- Let's connect a few accessories to our laptops!
 - Keyboard
 - Mouse
 - 2nd monitor: Mirror and extend the desktop

***** Any Questions ??? *****

(Switch student on the keyboard)

- How to connect a few of the lessons we have learned...together.
- Let's add a chart to our spreadsheet.
 - Let's open your spreadsheet:

- Chart (Olivia: Let's see how far the students can go...if we are running out of time, or we sense they probably cannot get more info, let's skip this.)
 - Data is nice to see in a grid, but it's better to see in a graph. We want to visualize the data...as our eyes can quickly see the story.
 - Let's chart our Names and Ages
 - Select the range Column A, Row 1 to Column B row 6.
 - Let's select the Chart button on the tool bar, see red arrow/circle below.



- We can select many types of charts...let's keep the one select, and choose the bar chart, and click the "Finish" button.
- We get a bar chart!!! Of our ages!! Now we can easily see who is the oldest. Visualizing the data is so helpful !

Teacher's note: Here's help on how to do the above:

<https://ask.libreoffice.org/t/insert-a-blank-calc-spreadsheet-into-a-writer-document/2399>

**** Any Questions ??? ****

(Switch student on the keyboard)

- Let's change our document
 - Open your document
 - Add a link in a Text Document
 - Type "Internals of a computer"
 - Now highlight the text above, and use this menu command to make it a link: Insert > Hyperlink. Add the link in the "URL" property.

<https://www.esasd.net/cms/lib/PA01001915/Centricity/Domain/991/PC%20Laptop%20101Learn%20the%20Basics.pdf>

- Add a spreadsheet in a Text Document
 - Toolbar: Insert>Object>OLE Object: Select "Create from file" and choose our spreadsheet.
 - And we get the spreadsheet.
 - And if we double-click on the spreadsheet, we can even change the data there.

**** Any Questions ??? ****

(Switch student on the keyboard)

- Emails

- Who uses emails
 - Businesses, schools, organizations use emails to communicate
 - Younger generations don't use emails as much.
- Create an GMail email account: It has to be unique...the only one in the world.
 - Example: **MikeV.abc**@Gmail.com

<https://www.wikihow.com/Make-an-Email-Account>

<https://accounts.google.com/SignUp>

- Steps:
 - Enter your new email address and password
 - Enter your age (need to be 14), and Gender (can decline...Don't want to say)
 - I agree to Terms and Conditions
- Step 1: Enter your new email address and password



Create your Google Account

to continue to Gmail

First name Mike	Last name Zys
Username mikev.abc.xyz@gmail.com	
You can use letters, numbers & periods	
Password	Confirm
Use 8 or more characters with a mix of letters, numbers & symbols	
<input type="checkbox"/> Show password	

[Sign in instead](#)

Next

- Step 2: Enter your age (need to be 14), and Gender (can decline...Don't want to say)



Mike, welcome to Google

 mikev.abc.xyz@gmail.com



Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

Recovery email address (optional)

We'll use it to keep your account secure

Month



Day

Year

Your birthday

Gender



[Why we ask for this information](#)

[Back](#)

[Next](#)

- Step 3: I agree to Privacy and Terms...click the "I agree" button



Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

You're in control

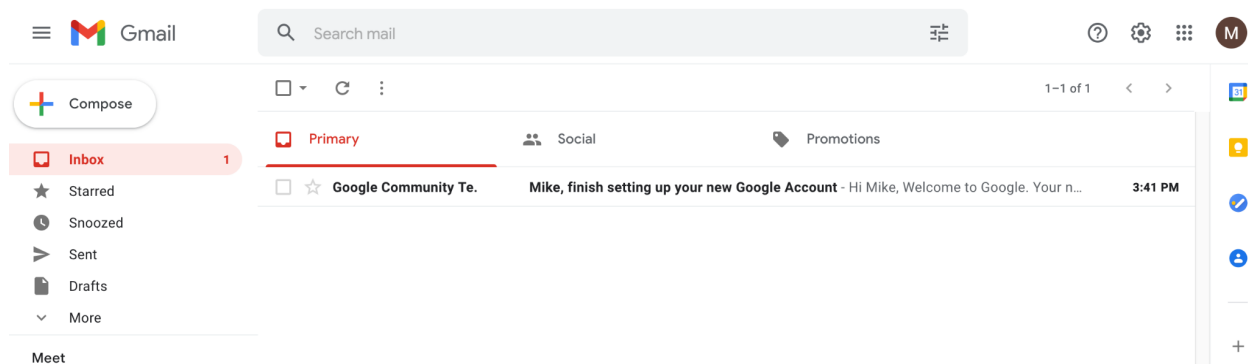
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

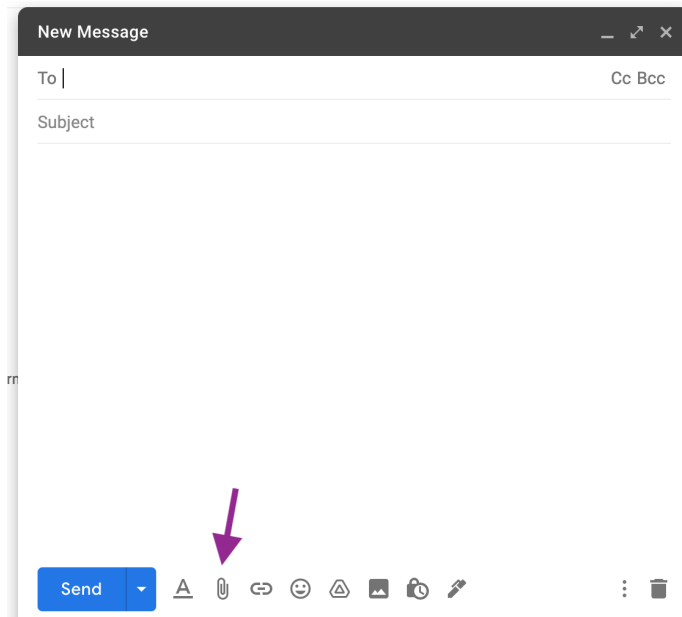
[More options](#) ▼

[Cancel](#)

[I agree](#)

- Now you can create emails....
 - click the Compose button
 - fill out email
 - Who this email will go to
 - The subject of the email
 - What you want to say in the body of the email
 - click the Send button

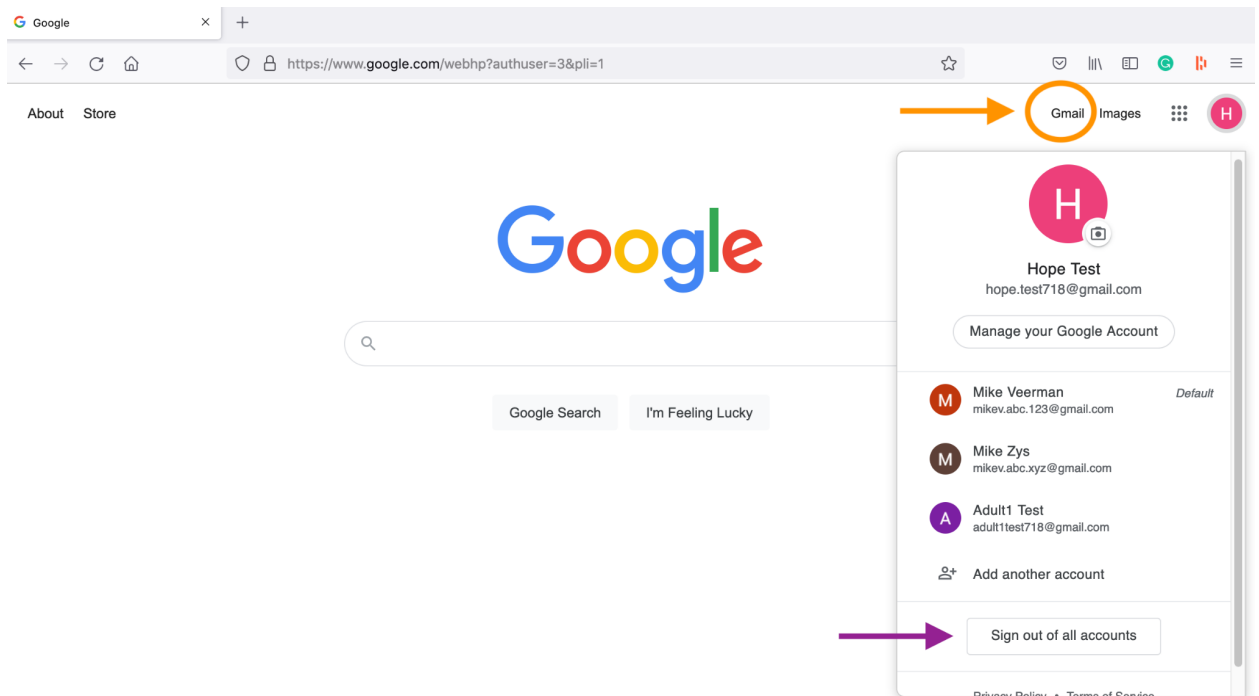




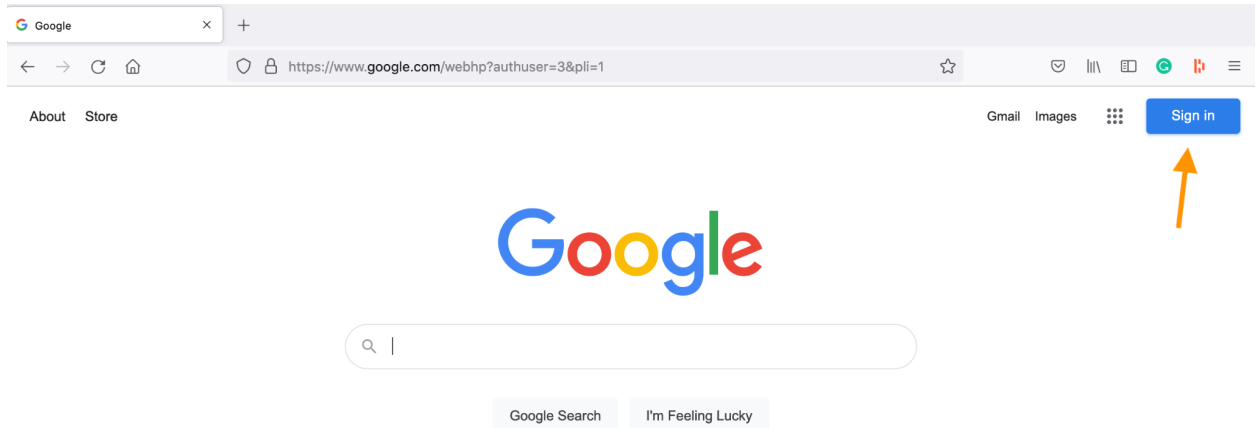
- Attached documents (click the paper clip icon...see purple arrow)
- Reply to emails

- **Google account**

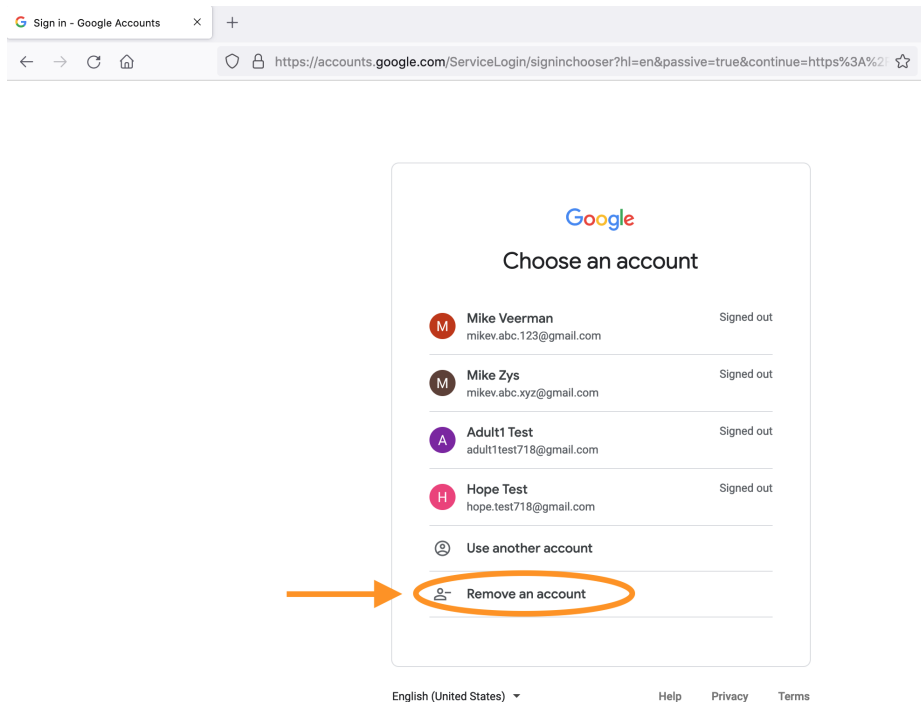
- More than just an Email account
- Several people using the same computer with different Google accounts
- Log off your Google account from a browser



After signing out all accounts (use “Sign In” button to get back in):



If you want to remove your Account for this browser/computer, use the “Remove an account”:



- Cautions with Internet / Emails / Files
 - The World isn't always a safe place
 - The Internet has bad web sites...bad information...people want to trick you.
 - Only go to places you know about...talk to only folks you trust.
 - Do not give out your personal information.
 - Do not open any file that comes to you on an email...only from those you trust.

- **Phishing;** Bad actors will send you bad emails. Double check web site links look correct, emails don't rush you, or make you worried. If it's from someone you know, double check with them first.
- Social Networking sites: Facebook or others can have strangers that are not out for your good. Do not give people you don't know your personal information, like where you live, your full name, and any identifier numbers you may have.
- Internet searches
 - Which web sites do you trust? ... has good information.
 - Which web sites do you have fun on?...social media...sports...science...etc.
 - Which web sites allow you to learn?...more tech skills...areas of your interest

- Companies/organizations with different Browsers and Emails:

Company/ Organization	Word Processor	Spreadsheets	Browsers	Emails
LibreOffice (open source)	Writer	Calc	--	--
Microsoft (for-profit)	Word	Excel	Edge / Internet Explorer	Hotmail
OpenOffice (open source)	Text document	Spreadsheet	--	--
Google (for-profit / Internet apps)	Google Docs	Google Sheets	Chrome	Gmail

- Your growing computer skills are key
 - Continue to learn
 - Help to teach others...kids younger than you...folks older than you
- Review the Objectives
- Scripture reflection and closing prayer

Teacher's Note:

Some links to help guide us while teaching:

<https://www.teachthought.com/technology/tips-for-teaching-with-technology-beginners/>