

LESSON PLAN 3

Module Name: Information and Data Literacy	
Topic Title: Internet Concepts	
Lesson plan 3 – Practical guide on how to perform basic activities on a computer	
Duration: 40 minutes	
Aim	This lesson plan has the aim of presenting the main activities that can be performed on a computer, to access the Internet and to use the desktop functions.
Target group	Adults (seniors)
Facility/Equipment	<ul style="list-style-type: none"> • Classroom • Internet access • Projector • White board
Tools/Materials	<ul style="list-style-type: none"> • Laptop/Tablet/Smartphone
Activities	<p>1. Task 1: How to access the Internet (15 mins)</p> <p>1.1 Using the video project, perform a Google search, using a step by step approach and explaining every term:</p> <ul style="list-style-type: none"> • Show the browser icon and how to access it • Explain the elements/structure of a Google page • Perform a Google Search on a common topic, for example: general information of your country - wikipedia

2. Task 2: Basic activities on a computer (15 mins)

2.1 Using the video projector, explain and exemplify the following terms:

- What is the desktop? What elements can you find on the Desktop?
- What is a file or a folder?
- What is a Recycle Bin and how to use it?
- How to arrange/move/remove icons?
- How to change the size of an icon?

3. Task 3: Wrap-up (10 mins)