

Training Script for Project Hope

Train the Trainer

A WinstonNet Endeavor

Part I

Basics, Logging In, Desktop, Start Menu, Windows, MS Word, File System, Internet (IE)

Introduction

Today we're going to talk about how you and your students can best use these computers. The training script that I am using today is the same training script we suggest using with your students. I will keep it very basic to make sure everyone is on the same proficiency level. We are planning to have another training session after this one, where we will cover e-mail, as well as more advanced topics. If you already know how to do the items we are covering, please just be patient with us. Maybe you can help another teacher?

First, I need to know how comfortable you all are with computers. Let's say all people fall into three groups. In the first group, no one has used a computer before. They may know how to turn one on, but that's about it. In the second group, people know how to browse the web, create documents, use email, and maybe even do some trouble-shooting if something goes wrong. In the third group, people use computers like they drive a car. They are super-users, programmers, and trouble-shooting experts. So, how many of you are in Group One—beginners? Group Two—intermediate-level? Group Three—experts?

In this training, we're going to cover some computer basics, logging into a network, Microsoft Windows, Microsoft Word, and the Internet. Our hope is that you will feel comfortable with the material when you need to train the Project Hope students.

One very important note: Please follow along with me during the training. When I click, I'd like you to click. That way, you are getting practice as we go.

Basics

Let's start with the **basics**.

Who can show me how to turn the computer on?

OK, everybody turn on their computers.

While the computers boot, let's go over a few things:

- What do we call this? (mouse)
- You will here me say to "click" something. Who can tell me what that means?
- Sometimes you also have to "double-click" items to open/run them.
- What does the other button on the mouse do? (Menus and options).
- If we want to use that button we say to "Right-click".

Be patient while the computer starts.

Click the "Login" button.

Logging in

You will need to login every time you use these computers.

Your username will be your *first name.last name* (chris.mclaughlin)

For now, leave the password field blank.

Press “OK” to login. It will prompt you to enter your password. Use one that you can easily remember, but that no one else might know, like a childhood pet’s name, the street you grew up on, a parent’s middle name, etc. Don’t use your kid’s name, address, or anything else someone could guess. This is very important.

You will need to use this username and password every time you log in.

Click OK to finish logging in.

Once you are logged in, stop. I’d like to make sure your password is functional and show you how to log-out when you are finished. So, everybody move their mouse down to the Start menu, click on it, then click on “Shut Down”. Next, choose “log off *your username*”

Ok, we’re back to the original screen. What do you do next?

Put in your username, *firstname.lastname*. Then put in your password.

WinstonNet Explanation

Important information about your username and password: You will soon be able to use this all over Winston-Salem at schools, libraries, recreational centers, and churches. When you login there, you will have access to the same programs AND your documents. It will be just like you were sitting here.

Questions?

At the Desktop

OK, so here we have what we call the desktop. It has a few items we need to look at:

- Start Menu—this is how we find the programs to run on the computer.
- Icons—these are “shortcuts” to the programs. You can double-click them to run the programs.
- QuickLaunch—these are icons, but only require tiny space and a single-click.

Let’s practice your “right-clicks” and delete one of the icons that you won’t need. Right-click on the icon that says “connect to internet”, then choose delete.

Let’s practice another very useful Windows action, “clicking and dragging”.

Place your mouse over one of the icons on the desktop and click and hold down the left button. Then, drag the icon over to another place on the desktop.

Think of the mouse as an extension of your hand.

Good. Try another one.

Questions?

Start Menu

Click on the Start menu. Move the mouse up to Programs. Move it over to Programs, Microsoft Office XP, and click on Microsoft Word. This will open Microsoft Word.

This is also how you can open any programs on the Start menu.

Windows

Microsoft Word is open in a window. This means that other programs can be running at the same time. You don’t have to close one to open another.

Most Windows programs have a menu in the upper left -hand corner. You can access features for programs here. Each word represents a pull-down menu. You access the items in the menus

just like you did with the Start menu. Click on the word to open the menu and then move your mouse down the menu and click on the item you want to use. *Have them pull-down the menus.*

There are three buttons in the upper-right hand corner. Can anyone tell me what they do? Why are they useful? *They are useful because you can have more than one program open at a time. You can “move” a window out of the way without closing the program.*

- Minimize—have them use it, show them the item in the taskbar; explain that they can have multiple windows open
- Maximize or adjust—have them use it to open the window back up
- Close—have them use it to close Word

Questions?

MS Word

Let's open MS Word again.

You can use it to type letters, write reports, etc. You can save them as well as print them out. Let's type something right now. How about this: “Summer is almost here!”

To **save** your document, click on “File” in the menu, then click “Save”.

In the box that says “Save in”, make sure it says “My Documents”. You are saving your file in your own personal space on the computer system. No one else has access to your files. Give your document a name that will help you know what it is. For now, just call it “summer”. Then click the “Save” button to save it. I'll show you where you saved it in a few minutes.

OK, close MS word. Now we're going to pretend that it's a few hours later and you want to work on the document again.

Start Word. To **open** the file you saved “a few hours ago”, go to File, Open, and make sure the “Look in” menu has “My Documents” in it, then find the file and double-click on it. You can make changes to it. How about if we add a new sentence “I can't wait for summer!”

Questions?

File System

OK, now that we've talked about saving your documents I want to show you how you can share your files with someone else. Project Hope is part of a larger network of computers here in Winston-Salem. The network is called WinstonNet. You will be able to share files not only with people here at Project Hope, but with people and organizations all over Winston-Salem. To share files, you will need to save your file in another location besides your personal space, a space where people can access it. Remember, nobody else can see the files in your home directory.

Open 'Microsoft Word'.

To save your document in another place, go to *File, Save As*. Pull down the menu to the right of “Save in”. If you want to share a document with other people in Project Hope, you would save your document to the Project Hope folder.

To save your document in the Project Hope folder, click on it so the window reads “Save in: Project Hope”, and then click “Save”. Your document is now saved in a folder that everyone at Project Hope can read.

Here's what's important about this. Always save your files in your personal space, unless you want someone else to read your files! Never save a file anywhere else!

** Can also show this by opening 'My Computer' and describing all the different drives.

Important note: You cannot install programs on these computers.

Let me repeat: You cannot install programs on these computers. Installing programs could cause major programs with WinstonNet and you could have your privileges revoked. Please make this clear to your students.

If you want to have a program installed, please contact your program administrator and he or she will contact us.

Questions?

Internet Browser (IE) and the Internet

OK, let's do something fun. Let's talk a little about the Internet.

What can you do on the Internet?

What else?

To browse web pages on the Internet, you need to use a program called an Internet browser.

We're going to use a program called Internet Explorer. Who can tell me how to open the program? (Double-click on icon)

Everybody open it.

In the top of the browser you have a menu similar to Microsoft Word (File, Edit, etc.) You also have some colorful icons. Next, you have the Address bar. This is where you type in where you want to go on the Internet (just like the address of your house).

What are some Internet addresses you know? *Get them to give you examples. If they don't, use CNN.com.*

OK, let's all go to _____. Just type in the address "www.cnn.com" and press Enter.

That will work for most pages.

Search Engines

But what if you don't know the address, but you know what you're looking for? Who can tell me what to do?

We want to use a search engine to find web pages about the topics you want to find. Let's use Google. It's located at "www.google.com".

OK, who wants to give me a topic? What do we want to search for? How about "space travel"?

Just type it in the box.

All of the results of your search will be listed as *hyperlinks*. Who can tell me what a hyperlink is?

You'll see that we got many results, around 3 million. That means that the search engine found 3 million web pages about space travel. To make your search more refined, you would just type in more words, like spaceship, experiments, etc.

Back-Button

In order to go "back" to a previous page, you use the back button. This is very useful when you are searching for web pages and need to go back to the original list.

Questions?

Favorites (Bookmarks)

What if you do all this searching and find a page you really like? You could write down the address so you could type it in later. Or, you could save it in your favorites folder. If you wanted to save the page you're on right now, you would just need to click "Favorites" in the top menu, click "Add to Favorites", and then OK.

To view and use your favorites, also called bookmarks, you just go to "Favorites" in the menu and click on the link. The web page will open.

Practice!

Homepage

Who can tell me what a homepage is? It's the web page that opens when your browser opens. To set your homepage, just go to the page you want to open every time you start Internet Explorer. Then, click on "Tools" in the menu, "Internet Options", and under the part that's labeled "homepage", click the button marked "Use Current". Now, the browser will go to this webpage every time it starts.

Internet Uses

Ok, now that we've talked about how to get on the Internet, or World-Wide-Web, what it's good for? What can you do with it? Why would you want to go to these web pages?

News

Sports

Music, Art

Research

Shopping

Jobs

Internet Precautions

I'm sure you're aware that just like the real world, there are many dangers lurking out on the Internet. It's important that as we introduce children to the Internet, we also teach them to take precautions. The Forsyth County Libraries have created some guidelines for children's Internet usage. Let's take a look at the handout:

Go over the Online Safety Handout

Final Activity—Let's do some web searches

Have them search for the following. Have the first person who finds the answer online tell the class how they found it, and then have the class follow the same steps.

"When did NC become a state?" *Nov. 21, 1789*

"Name two countries next to Mauritania." "On what continent are they located?" *Senegal, Mali, Algeria, Morocco. Africa*

"Who is the mascot for the Utah Jazz NBA team?" *A Bear*

"When will the first day of school be next fall?" *Monday August 11*

"When did the first people land on the moon?" *July 20, 1969*

"Who was the second person to walk on the moon?" *Buzz Aldrin*

"What is a news headline on the Winston-Salem Journal's webpage today?"

Questions?

Log-out