Caring for Your Computer		
Warm up: What computer problems have you experienced? What would you like to learn about today?		

Objectives: • Keep your computer physically clean and safe • Maintain your computer system and files • Protect your computer from threats • Use basic trouble shooting techniques	**Time:** 3 hours

Learning Tasks	Instructor Activities	Time	Resources
Keep your computer physically clean and safe: • Clean the keyboard • Clean the mouse • Clean the monitor • Discuss proper ventilation and protecting against power surges	**Warm up and introductions** **Present:** 1. Watch video. 2. Demonstrate proper cleaning techniques. 3. Use handbook to share further information about ventilation and power surges. **Practice:** 1. Have learners take apart and clean a mouse, and clean keyboards and monitors in groups of two.	15 min 30 min	Computer lab, projector and screen http://www.gcflearnfree.org/computerbasics/14 Used keyboard, optical mouse and mechanical mouse (roller ball), compressed air, soft cloths, rubbing alcohol Getting to Know Your Computer workbook p.1-6
Maintain your computer system and files: • View the storage capacity • Delete files • Empty the Recycle Bin • Use Disk Cleanup • Review the defrag process • Identify the options to back up files	**Present:** 1. Explain storage capacity and how to find the hard drive's used/free space. 2. Discuss why it is important to clean up your hard drive. How often? 3. Explain the Recycle Bin process and demonstrate the steps to empty it. 4. Explain temporary files and demonstrate the Disc Cleanup process.	30 min	Getting to Know Your Computer workbook p.8-11

	5. Define the defrag process and identify how to start the process (you <u>may not</u> want to activate the defrag process on laptops). 6. Discuss as a group, what type of information is important to back up and why. **Practice:** 1. Have learners create and then delete a file. 2. Have learners locate and empty the Recycle Bin. 3. Have learners locate and activate Disk Cleanup. 4. Have learners locate the Disk Defragmenter.		For demonstration bring CDs, DVDs, and flash drive
	Break	15 min	
Protect your computer from threats: • Define common threats • Identify anti-virus software • Identify safe computer practices • Check web browser security settings	**Present:** 1. Discuss common threats to a computer. How do you get them? 2. Review common terms such as virus, Trojan horse, and worms. 3. Review antivirus and antispyware software – examples and what they do. 4. Review the importance of running and allowing software updates. 5. Review safe practice tips for email use; define phishing 6. Discuss and demonstrate internet security browser and options (tools, internet options, security tab). **Practice:** 1. Have learners check the web browser	30 min	Getting to Know Your Computer workbook p.12-15

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	security settings.		
Use basic trouble shooting techniques: • Watch video • Review trouble shooting techniques	**Present:** 1. Watch video. 2. Review basic troubleshooting techniques. **Review:** 1. Review computer vocabulary in the Glossary. 2. Address any final questions or concerns and do evaluations.	30 min 30 min	http://www.gcflearnfree.org/computerbasics/15 Getting to Know Your Computer workbook p.16-18

Evaluation: Learners will perform basic computer cleaning and maintenance tasks individually and in pairs. They will discuss common computer threats, identify measures to ensure computer safety and review basic troubleshooting techniques as a group.

Notes: Access to the Internet is required to watch video the videos.

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