

# Using computer technology



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#### Welcome

You are starting a module called

#### Using computer technology

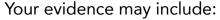
As you work through the activities in this module you will be asked to:

- speak
- listen
- record
- write
- make choices
- make things

You may be asked to:

- use a computer
- use a telephone

You may choose to sign your answers.



- photographs
- work done on a computer
- sound/video recordings
- completed worksheets

As you complete each activity, you or your mentor can tick the box alongside the activity and the corresponding box on the **Record of progress** (pages 4-5).

When you have finished this module, remember to complete the **Review** and **Next steps** sections at the end of the book.

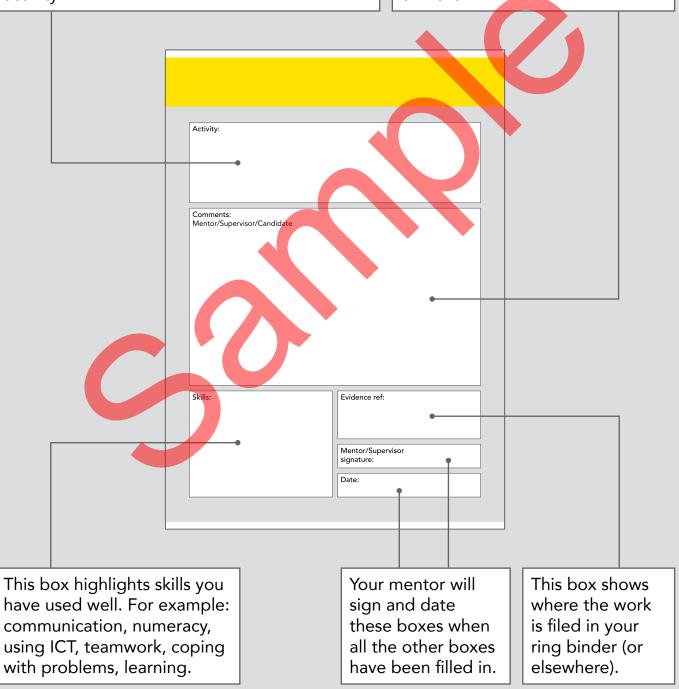


#### Record boxes

At the end of each section you will find a page of record boxes:

Your mentor can use this box to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.

This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.



# **Knowing your computer**

1	Show you can find different parts of a computer.  For example:     on/off switch     monitor/screen     mouse     keyboard     camera     printer     other	
2	Show you can switch the computer on.	
3	Show you can recognise familiar icons on your screen.	
4	Show you can run a program/app.	
5	Show you can close programs/apps and shut down the computer.	

# **Knowing your computer**

Activity:	
Comments: Mentor/Supervisor/Candidate	
Skills:	Evidence ref:
	Mentor/Supervisor signature:
	Date:

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## **Project**

In this section you can choose your own activity.

Here are some ideas:

- Produce a news sheet/bulletin
- Produce a video/multimedia diary
- Produce a symbol timetable
- Set up a website
- Produce some posters/labels/signs
- Produce a visitor information sheet/booklet about your centre
- Other

1	Decide what your project will be.	
7	Plan your project.	
3	Make a list of the things you need.	
	Do your project.	
5	Show what went well in your project.	

# **Project**

Activity:	
Comments: Mentor/Supervisor/Candidate	
Skills:	Evidence ref:
	Mentor/Supervisor signature:
	Date:

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#### Other modules in the Focus series:

Getting started FOCUS01 Communication: introduction FOCUS02 Communication: progression FOCUS03 Horticulture FOCUS04 FOCUS05 Independent living FOCUS06 Meal preparation and cooking FOCUS07 Money FOCUS08 Numeracy: introduction Numeracy: progression FOCUS09 FOCUS11 Using leisure time FOCUS12 Using transport

