
2 Chapter 2 COMPUTERS



Programs:

1. Consumer's Guide to Buying a Computer
2. Computer Classes to Go
3. Introduction to Computers
4. How to Personalize Your Computer: The Control Panel
5. Introduction to The Web Browser
6. Introduction to Microsoft Windows

Other Program Ideas:

1. Blogging
2. E-Bay
3. E-Mail
4. Senior Sites on the Web
5. Webcasts & Podcasts
6. WebMD/Medline

Sources:

Colmer, Rebecca S. *Senior's Guide to Computer Tricks and Tips*. Eklektika Press, 2006.

Muir, Nancy C. *Computers for Seniors for Dummies*. Wiley, March, 2008.

<http://www.seniorsconnect.org/>

<http://www.webwiseseniors.com>

Computers

Program Title:

Consumer's Guide to Buying a Computer

Description/Summary:

Come discover the four things you should know before purchasing a PC! Learn how to buy with your needs in mind, and get just the right amount of computer without being taken for a ride. Receive the "computer buyer's checklist" to ensure you ask all the necessary questions when ordering your personal computer.

Materials/Equipment/Resources:

Tables and chairs for a lecture and computer and projector for a PowerPoint Presentation.

Helpful Hints:

Make sure all equipment is functioning before the program.



Computers

Program Title:

Computer Classes to Go

Description/Summary:

Many of the facilities that libraries serve through outreach services have computers available for residents' use. Schedule time at outreach sites to train interested customers how to use your library catalog. This can give customers more independence when selecting library materials. They can learn to search and place holds.

Materials/Equipment/Resources:

Your library probably has a training outline in place for your catalog. You can follow this or have someone from your computer lab actually present the program.

Helpful Hints:

Each facility may have only one or two computers, so you need to work with very small groups of people at a time. Give lots of feedback and one on one attention.



Computers

Program Title:

Introduction to Computers

Description/Summary:

This class is designed for those with little or no computing experience. You will learn how to use the mouse, how to open and close programs, some technical terms, and other basic skills.

Materials/Equipment/Resources:

A computer for each student in the class.



Computers

Program Title:

How to Personalize Your Computer: The Control Panel

Description/Summary:

Class learns how to personalize their computers to fit the individual's particular needs.

Materials/Equipment/Resources:

A computer for each student in the class.

Helpful Hints:

Must be familiar with mouse and keyboard.



Computers

Program Title:

Introduction to the Web Browser

Description/Summary:

Learn the preliminaries for using and navigating the Web. Focus will be on Internet Explorer.

Materials/Equipment/Resources:

A computer for each student in the class.

Helpful Hints:

Familiarity with the mouse and keyboard.



Computers

Program Title:

Introduction to Microsoft Windows

Description/Summary:

Learn the basics of the most popular operating system in the U.S. Explore how the various tools in the "File" menu can make the computing experience more productive. Learn to save files and find the files that were saved.

Materials/Equipment/Resources:

One computer for each student in the class, with table and chair.

Helpful Hints:

Must be familiar with mouse and keyboard.