Member's guide to selecting lessons

This document was put together to assist members when deciding what lesson they would like to undertake for any given term.

Firstly, when members join the club they arrive with from no experience to some experience to advanced experience. It is therefore very unfair to mix all these members into the same learning groups.

Members are now asked to think carefully about what computer skills they know, and which of those skills will assist them in their next chosen lesson. To give you an example, if you use the internet and send emails, these skills do not automatically give you all the computer skills to tackle any lesson. Members find it very daunting, and they unknowingly discourage others in the same group when they need most of the leader's time. The club feels it should ask members before they register into a group lesson to think about what computer skills they know and will those skills carry them forward into the other lessons. To rectify this concern the club ask members to consider the 7 points listed below, before registering into any group lesson.

1 Do I know all the keys on the keyboard and what functions they can perform? (Example Control key - Window key - Alternate key - Function keys)

2 Do I know all the mouse clicks, left and right clicks single/double/treble clicking and what functions they perform?

3 Do I know and understand the Word screen?

4 Can I navigate around all the menus and understand them?

5 Can I create and save a file, can I create a folder, and can I save files into folders and can I find them again?

6 Can I find a document, reopen and modify the document and print the document.

7 Do I know about formatting documents?

If you would like to know more about the above, "Microsoft Word" is the mother programme to get you there. The club highly recommends that members become familiar with the "Word" programme before they register into other groups. Once you have completed a "Word" course it will give you a head start to understand most other programmes. Knowledge of the working of Windows and file management is the

essential basis for all other sessions. The lack of knowing about "File Management" will cause you lots of frustration and hold back the whole group. Experience has shown that members need to undertake more refresher lessons, and to focus on one group lesson only in one given term.

Experience has also shown that members rushing into too many lessons in the same term are simply overloading their capacity to learn. Remember you have a whole year to learn, therefore become computer smart before you throw yourself in at the deep end.
Select your next lesson carefully and ask yourself this question, do I know and understand what computer skills are needed for my choice in my next term lesson. If in doubt talk it over with your current lesson leader.

The club's aim is to make learning fun and stress free, remember we all crawled before we learned to walk. Therefore select carefully your next lesson to benefit your computer skills.