Using your laptop to make a real difference in your teaching

SESSION 1

Your first laptop

CLASS NOTES

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Via Afrika

In partnership with the Department of Basic Education.

Our Teachers. Our Future.

Course content

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Please read the following important information

1. You can download and print the Class Notes for personal use, but you may not share them.

2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.

3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).

4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

Contents

Outcomes and content

Outcomes of the session

By the end of the session, the participant will be able to:

- identify the hardware components of a laptop
- explain what an Operating System does
- explain the uses of various apps
- set Power Options on a laptop
- find assistance with problems that may occur
- identify how to care for the software on a laptop
- list various ways to care for a laptop

Content of the session

This session will focus on:

- hardware
- Operating Systems
- understanding apps
- turning the laptop on and off
- Frequently Asked Questions (FAQs) about laptops
- troubleshooting technical issues
- caring for your laptop

Overview

Welcome to **Session 1: Your first laptop**.

You have a new laptop! It's exciting, but it might also be a bit overwhelming the first time you take it out of the box. Where to start? What can you do with it? How can you make sure you get the most out of it?

Don't worry. If you're ready to learn more about using your laptop, we're here to help. Once you have completed this session, you'll be comfortable with all the basics of your laptop, and ready to explore and discover more amazing things you can do with it in sessions 2 to 5 of this course. Not only will your laptop be of great use to you as a teacher and as an individual, but it will also be loads of fun to use.

We recommend that you watch this session on your smartphone or tablet device and complete the steps on your laptop. Remember, you can pause the video at any point. You can also go back and watch the training video again later.

We'll cover four topics throughout this session.

We'll start with hardware and look at all of the physical components of your laptop. Next, we'll learn more about Operating Systems, with a particular focus on Windows. Then, we'll learn about apps – what they are and where to find the right one. We will talk about the similarities between different apps. Finally, we will share some handy tips for how to care properly for your laptop.

During this course – **Using your laptop to make a real difference in your teaching** – you will learn all about how to use your laptop. The course includes the following sessions.

1. Your first laptop
2. Managing files
3. Connecting to the world
4. sing a display device with your laptop
5. Making it work with JUST ONE LAPTOP

If you would like to learn more about using all the Microsoft Office Apps on your laptop as well as your mobile device, please consider enrolling for our **Microsoft 365 Course**, where you will learn all about using Microsoft Word, Excel, PowerPoint, and OneNote. Discover how to use Microsoft Teams in a teaching context in our **Teaching Online Course.**

If you have – in addition to your laptop – a Windows tablet, learn all about how to use your tablet in **Using your Windows tablet device to make a real difference in your teaching**.

If you have an Android tablet device, find out how to use it optimally in **Using your Android tablet device to make a real difference in your teaching**. Also consider enrolling for our **Google Workspace Course**, where you will study a variety of Google Apps, including Docs, Sheets, Slides, Keep and Drive.

Well done for making this investment in your professional development as a teacher and a 21st Century Citizen.

Unbox your laptop

Take your brand-new laptop out of the box and follow the instruction manual you got with it to open it, plug it in and switch it on.

Log into Windows for the first time

Your new laptop will probably already have the Windows Operating System on it.

You may have already logged into Windows, but if you have not, follow the steps in the training video.

Connect to the internet

In order to use most of the functions on your laptop, you need to connect to the internet. This means that you are using data. Whenever you download anything such as an app, a video or a song onto your laptop, or send a WhatsApp or an email, you use data. When you read the news or look for teaching resources online, or access your Facebook or Instagram accounts, you need data to download the information that you see on your laptop.

So, how do you connect to the internet using your laptop?

WiFi is wireless technology that allows us to connect to the internet. For WiFi to work there has to be a modem or router connecting to the internet. You can then connect to the modem's network via your laptop and use the network's connection to the internet.

A wireless connection is paid for by the owner of the router. Lots of public spaces like restaurants, libraries and even some taxis offer free WiFi. You can connect to these WiFi networks with your laptop, tablet or smartphone if you want to use data, but you will usually need a password to be able to connect to them.

Most WiFi networks are password protected. This is to prevent unauthorised people from using data. If you want to connect to a network, you need to enter a password.

Follow the steps in the training video to connect your laptop to the internet.

Hardware

In this chapter you will learn about the various physical components of your laptop.

What are computers?

Computers are used everywhere around us now. To name a few examples, you will find them at work, in stores, in hospitals, and at home.

A computer is an electronic machine that can process, store, and retrieve different types of information. Among other things, you can write lesson plans, prepare test papers, send emails, do research, and browse the web.

All computers consist of two main parts: hardware and software.

Hardware includes all the physical parts that make up a computer. There are various types of computers that you may encounter, but they all share the same fundamental purpose of processing and storing information.

Software refers to the parts of a computer that can't be touched. This includes the instructions that control how the hardware functions, the apps running on the computer, and the data stored on the computer. You may have heard about computers running programs. The trend now is to refer to programs as apps, which is short for applications.

Laptop vs PC

Although a laptop looks different from a desktop PC, or personal computer, it contains the same hardware. A laptop contains all the parts in one device.

	PC	Laptop
The hard drive is stored:	in the tower which is a separate stand-alone object.	in the base unit.
The screen:	is (usually) free-standing.	is attached to the base unit with hinges.
The keyboard:	is a separate object that is plugged into the tower.	is built into the base unit.
The mouse:	connects to the computer with either a cable or using Bluetooth.	is replaced by a built-in touchpad (also called trackpad), which is usually part of the lower half of the keyboard.
Powered by:	an electric cable plugged into the wall.	a battery and an electric cable plugged into the wall.

Note

Most people use the touchpad on their laptops to perform the mouse functions, although some still prefer to plug a physical mouse into their laptops. In this course, we will assume that you are using the touchpad on your laptop.

Reflection

What three things about your new laptop excite you? Make notes in your PD Journal.

What exactly is a laptop?

We define a laptop as a portable personal computer with all its parts contained in one device. A laptop contains a built-in processing unit, a hard drive, a screen, keyboard, speaker and touchpad. A laptop uses both electric power supplied by a plugged-in electric cable and battery power. This means a laptop does not have to be plugged into a power source all the time. This makes it portable and self-sufficient once the battery is charged.

The base unit – inside

The base unit of your laptop is the bottom part of your machine. This is where the laptop holds the parts that allows the device to work. The most important components of the base unit are the hard drive, Random Access Memory (also called RAM) and the Central Processing Unit (also called the CPU). These are all inside the base unit.

Hard drive

The hard drive is your laptop's storage device. Think of the hard drive as a filing cabinet where absolutely everything on your laptop is stored. Your hard drive stores the Operating System, photos, documents, videos, and all the apps you use.

RAM

RAM is also found in the laptop's base unit. This is where your laptop keeps data while you are working with it.

If your hard drive is like a filing cabinet, RAM is like a desk. To work with files from the filing cabinet, you need to take them out of the filing cabinet and put them on your desk. You must have enough space on your desk to work comfortably. If you have a small desk, you won't be able to work with too many files at the same time. In a similar way, the less RAM you have, the fewer apps and documents you can work with on your laptop at the same time. Most laptops have a minimum of four gigabytes of RAM which is adequate for most of the tasks the average person does. You can extend the RAM of many laptops to eight gigabytes, sixteen gigabytes or higher.

CPU

The CPU is also in your laptop's base unit. The CPU is your computer's brain. This is the component of your laptop that carries out every single function of it. To continue our office metaphor, the CPU will be the person taking files out of the filing cabinet, working with them on the desk, and returning them to the filing cabinet. Without a CPU, your laptop wouldn't be able to do anything.

Speaker

Built into the base unit is the speaker that allows you to play music and listen to videos on your laptop. You will find volume controls on the top row of keys in most instances. You can choose to plug in an external speaker if you feel that the built-in one is not adequate. You will probably plug it into the Audio Jack (see below).

The base unit – outside

There are external components to be found on the base unit. Depending on what make of laptop you have, they will look different and be in different places, but most laptops have all of these.

The Power Jack

This is where you will plug in your laptop charger. It works just like the Charging Port on your cellphone. Check the brochure you get with your laptop to see where your laptop's Power Jack is located.

USB Ports

You can plug in a number of different peripherals. These are devices that are external to your laptop that allow you to work with the laptop more efficiently. Peripherals can include a printer or an external mouse. Most laptops have more than one USB Port. Again, it's important to check your laptop's brochure.

The Audio Jack

You plug headphones into the Audio Jack. This is useful for when you don't want to disturb people around you by using the built-in speaker. To find the Audio Jack, look for a small icon showing a picture of headphones on the side of your laptop's base unit. You'll notice that it is usually a round jack, and it is usually smaller than the Power Jack.

As mentioned above, you can also plug an external speaker into the Audio Jack.

The Network Port

You plug a Network Cable (also known as an Ethernet Cable) into the Network Port to connect to the internet. We cover connecting to the internet with your laptop in good detail in Session 3 of this Course, **Connecting with the world**.

The Network Port will look a little bit like the port on a home telephone.

To find the Network Port, look on the side of your laptop's base unit for a small icon representing a lot of computers connected to each other.

The laptop lid

The base unit has a lid to cover the keyboard that is built into it, and to hold the screen and camera. You need to be careful with the lid because damaging it can be very serious.

The screen

The screen, sometimes referred to as the monitor, is the part of the computer that displays graphics and text.

The camera

Just above the screen you will probably find a camera built into your laptop's lid. This camera is called a web cam. You can use the web cam for online classes and meetings or to make recordings of yourself presenting a lesson.

The keyboard

The keyboard on a computer is the most common way to interact with it. To do this effectively though, you need to know what the different keys can do, and you need to learn to key in text (also called typing).

Notice that we speak about 'keys' when we refer to the buttons on your keyboard. When we refer to on-screen commands, we will refer to them as 'buttons'. So, everything on your keyboard is a key (except the Touchpad Buttons), and all commands on your screen are called Command Buttons.

For a graphic depiction of a keyboard, look at the illustration in the 'Additional Resources' at the end of your Class Notes.

The touchpad

The touchpad is an important device used to interact with items displayed on the screen. Remember, it is sometimes also called a trackpad, and, on a laptop, it fulfils the function of a PC mouse. Some people still prefer to use a mouse instead of the touchpad.

The touchpad is a solid block that is usually in the middle of the laptop's base unit. This entire block is touch-sensitive. This means that it responds to your fingers. You can move the cursor on your screen by swiping your finger on the touchpad.

When you move your finger across your laptop's touchpad, a pointer on the screen also moves, allowing you to operate the computer. This pointer is called a cursor and looks like an arrow or a capital letter I depending on where it is.

Cursor as a capital I   Cursor as an arrow
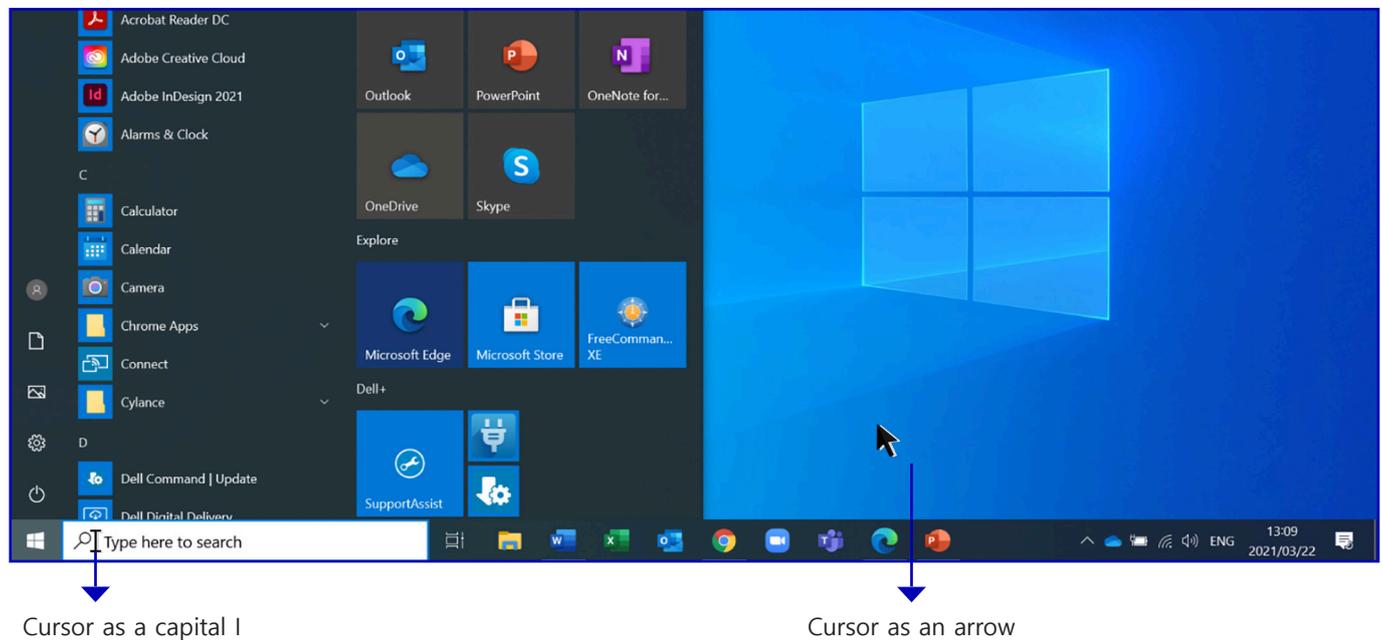
There are a number of touches that you can use on the touchpad for different purposes.

Do this	To do this
Tap one finger on the touchpad	Select an item.
	If your laptop has buttons below the touchpad, you can also select an item by pressing the Left Touchpad Button. We call this a left-click.
Tap two fingers on the touchpad	Show more commands. The available commands will depend on which app you are using when you are tapping two fingers on the touchpad.
	If your laptop has buttons below the touchpad, you can also show more commands by pressing the Right Touchpad Button. We call this a right-click.
Swipe up or down with two fingers	Scroll a page up or down.
Pinch or stretch out two fingers	Zoom in or zoom out (magnify or shrink what is on the screen).

Note

On some keyboards you'll find a small button called a 'joystick' in the middle of the keyboard. The function of this joystick is similar to that of the touchpad. We do not, however, recommend that you use it. Rather work with the touchpad itself, or with a mouse.

Improving productivity

Whether you use your touchpad or an external mouse, being able to click, drag, drop and select quickly and accurately has many benefits, including saving a lot of time and increasing your productivity.

The best way to improve your skill in using a touchpad is playing games.

You can find the classic Solitaire game on your laptop.
1. Click in the Search Box.
2. Type Solitaire.
3. The Search Results Pane will open.
4. Left-click the icon on the left-hand side of the Search Results Pane, or click Open on the right-hand side of the Search Results Pane.
5. Enjoy the game and note the improvement in your skills.

Why learn to type?

Benefits of typing quickly and accurately:

- saves time
- increases productivity
- reduces overwhelm
- makes it easier to achieve a healthy balance in life
- has an impact of people's perceptions (for the better)

Two useful resources

Mavis Beacon is famous for her typing courses. You can download the software to your laptop at no cost and you will develop the skills very quickly. It is a little dated, so although it is not very smooth, the app still works on Windows.

Mavis Beacon's typing courses can be found at: **mavisbeaconfree.com**

Typing.com is a great tool to learn how to type fast and efficiently. The lessons are all online, and they have a good free option. Although this is aimed at Grades 1 to 8 in the USA, the look and feel are modern, and the activities are fun.

Learn how to type fast and efficiently at: **typing.com**

The Windows Key

You will find the Windows Key in the bottom row of your keyboard, to the left of the Alt Key.

The Windows Key works on its own, and in combination with other keys.

Press the	To
Windows Key	open the laptop's Start Menu. (Pressing it again will close the Start Menu.)
Windows Key and the Left Arrow Key at the same time	move the app you are currently working in to the left half of the screen.
Windows Key and the Right Arrow Key at the same time	move the app you are currently working in to the right half of the screen.
Windows Key and the Up Arrow Key at the same time	maximise the app you are currently working in.
Windows Key and the Down Arrow Key at the same time	minimise the app you are currently working in.

The Shift Key

You will find the Shift Key on the left- and right-hand sides of your keyboard. It is easy to spot since it has its name printed on it.

The Shift Key is used on its own, and in combination with other keys to achieve a number of things.

Press the	To
Shift Key	key in a capital letter when typing. Press, type in the letter, release.
Shift Key	key in the symbols at the top of certain keys (for example, @ above 2). Press, type in the symbol, release.
Shift Key and various letters	create shortcuts

The Operating System

What is an Operating System?

The Operating System is the main piece of software that runs on a computer. It manages all other software and hardware parts of the computer and provides a way for you to communicate with the apps on your computer and the computer itself. Modern Operating Systems are designed with graphical interfaces containing icons, buttons and texts that make it easy for people to use the computer.

Let's imagine that you want to use your laptop to create a lesson plan. You can use the graphical menus and buttons within the Operating System to create the document, use the keyboard to enter text into your document, and give the Operating System a command to save your file. The Operating System handles all the physical tasks behind the scenes. For example, keeping track of what you have typed on the keyboard, controlling the processor, and saving your information to the hard drive.

There are many kinds of Operating Systems. Each Operating System is developed to work on specific types of devices. Operating Systems are spoken of as OS in everyday use.

Operating System	Developed by	Where you will find it
Windows OS	Microsoft	On most computers, some phones and tablet devices.
MacOS	Apple	On Apple computers like the MacBook and iMac.
iOS and iPadOS	Apple	On Apple mobile devices, the iPhone and iPad respectively.
Android OS	Google	Mainly on touchscreen mobile devices like smartphones and tablets, for example Samsung, Xiaomi and Hisense.

When you purchase a computer, the Operating System for that device is usually pre-installed for you.

Most laptops in South Africa make use of the Windows Operating System.

Getting to know Windows

In this Course we use the Windows Operating System. However, the concepts you learn for Windows will also help you to understand any other Operating System.

Windows comes pre-installed on most new devices.

When you start up your Windows device, the first thing that will load is the Operating System. You will see a screen asking you to log in. After you log into your Windows computer the first thing you see is your desktop.

The desktop

1. Desktop: The desktop is where you can put documents that you're currently working on or documents to which you need quick access. You can also save shortcuts to your apps on the desktop. Windows allows you to customise the look of your desktop. You can choose the colours and the background image, which is called the wallpaper.
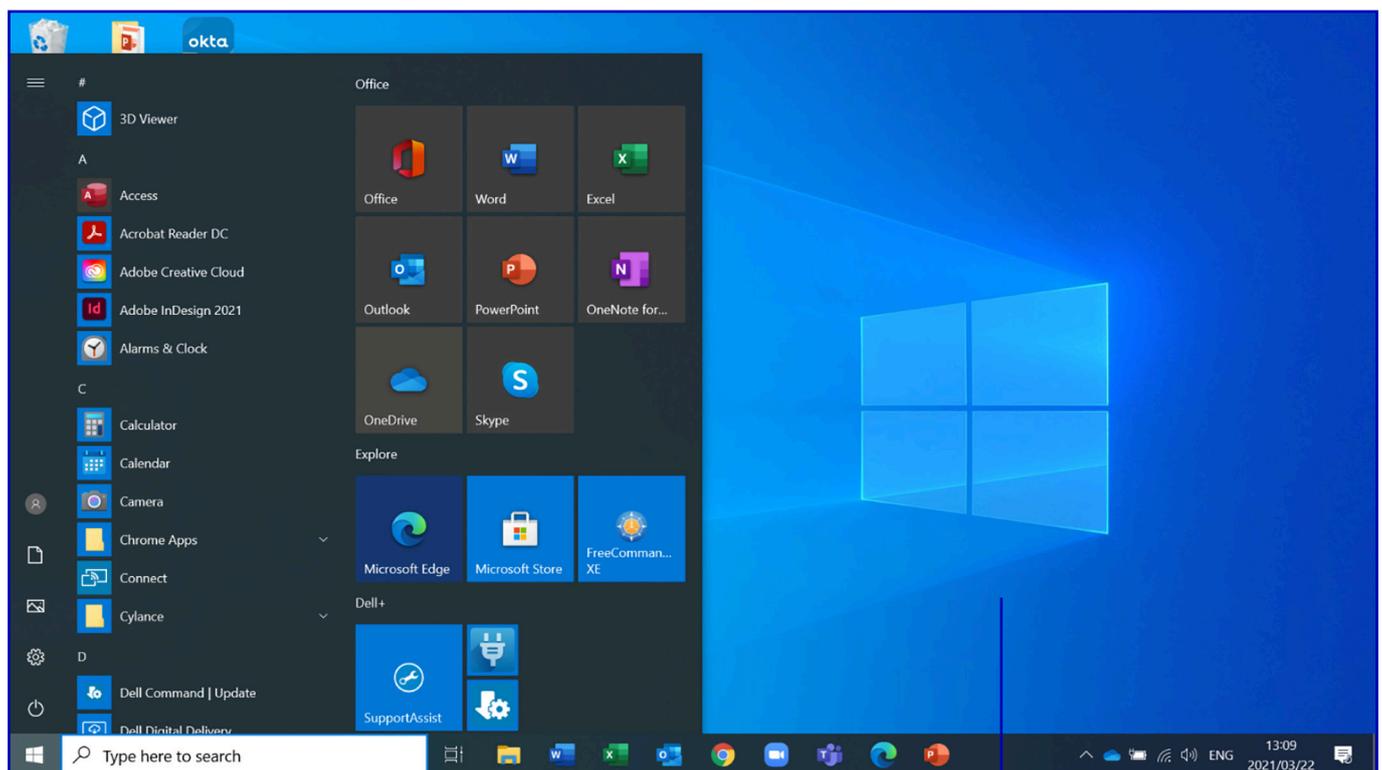
Desktop

2. Taskbar: This is a very important component of Windows. You can accomplish many tasks from here. The Taskbar shows you which apps are currently open. You can also look at it to find out what time it is and to manage your calendar. You can pin your favourite apps to the Taskbar, so that you can easily launch them.


Taskbar
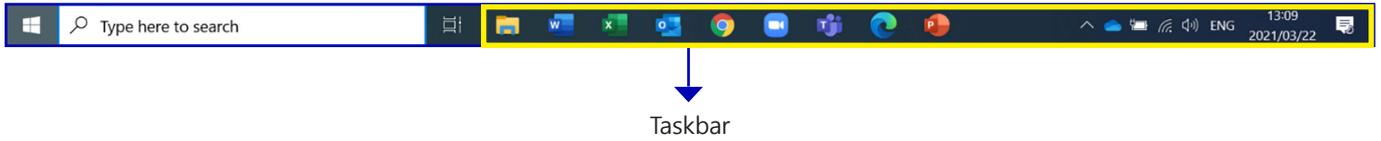
3. Start Button.

When you left-click or tap this button using your touchpad, it opens the Start Menu. It has the same function as the Windows Key. The Start Menu is where you can find all the apps on your device, as well as access functionalities like logging off, restarting and shutting down your device.

Start Button

4. The Search Box: Depending on how your laptop has been set up, you will see either the full Search Box or you will see an icon of a magnifying glass. The Search Box allows you to search for apps by their name or to search for files and documents on your device. Just start typing the name of your app or document, and Windows will show you results while you type. You will also learn how to use the Search Box to get help.

The Search Box

5. App Icons: This section of the Taskbar has icons for apps that are pinned to the Taskbar, as well as apps that are currently open or running on your laptop. A running app will have a line under its icon to indicate that it's currently running. You can customise this section by removing or adding apps.

App Icons
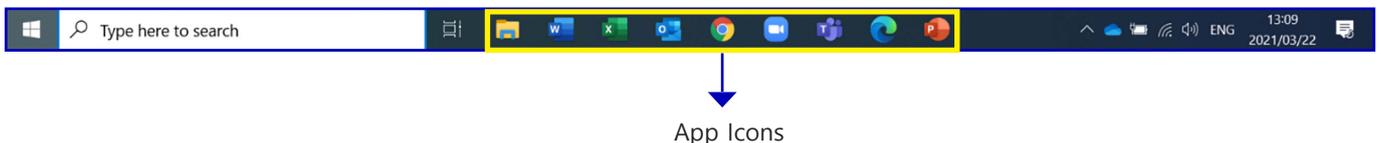
6. Date and Time Section.
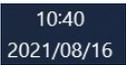
The clock will show you the current time and date. If you click on the clock, a window will open up revealing your calendar for the current month.

Date and Time Section

7. Speaker Icon.
   This icon allows you to adjust the volume of the sounds on your device. Click on this icon to adjust your volume by moving the slider to the left or right.

Speaker Icon

8. Network Icon.
   This icon shows if you are connected to the internet and WiFi. Clicking it will show your local wireless networks, and right-clicking it gives you the option to troubleshoot your connection or open the Network and Internet Settings.

Network Icon

9. Windows Notifications.
   If you have any Windows Notifications, you can view them by clicking the Notifications Icon here.

Windows Notifications

10. Arrow to view hidden icons.
    You may also have other icons hidden away here, so they don't clutter up the right-hand side of your Taskbar. Click the arrow to view your hidden icons.

Arrow to view hidden icons

Start Menu

Clicking the Start Button reveals the Start Menu. Here, a list of apps is listed on the left-hand side, while on the right you will see an arrangement of tiles. Tiles provide another easy way to access your favourite apps quickly.

Located within the Start Menu are options for quickly accessing your documents and pictures, as well as a quick way to open your Settings Menu. Also located here in the Start Menu are shortcuts to logging out of your Windows device, shutting down the device, or restarting it.

Power Button

The Power Button provides you with some options for turning off your laptop: shut down, restart, hibernate and sleep.

Shutting down

To shut a computer down means to turn it off completely. It is important to shut down your computer correctly, so you do not lose unsaved work. Shutting down also allows the Operating System and apps to remain healthy and operate normally.

You can shut down your laptop.

1. Click the Start Menu.
2. Click the Power Button.
3. Click Shut Down.

Restart

Sometimes you will need to restart your computer. This could happen, for example when a new app is finished installing on your computer, or when an update has been downloaded.
A restart is basically a shutdown followed by the laptop automatically starting itself back up all in one step. Your device will prompt you when it needs to be restarted.

You can restart your laptop.

1. Click the Start Menu.
2. Click the Power Button.
3. Click Restart.
4. Wait for the log-in screen to appear.

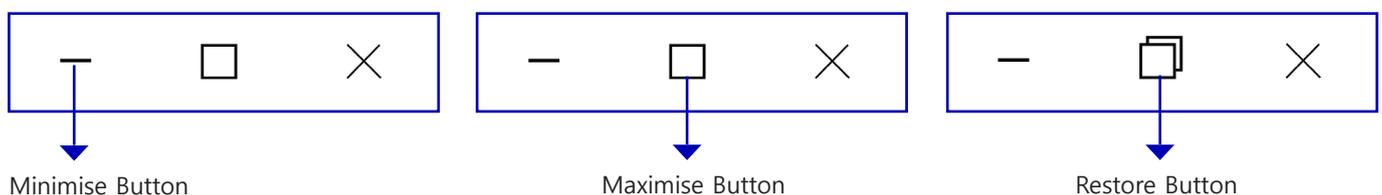| Task |
| --- |
| • Click on the Windows Key or the Start Button and explore the Start Menu. |
| • Search for an app using the Search Box in the Taskbar. |
| • Pin the app to your Taskbar. |
| • Use the Start Button to restart your laptop. Log in again after you have restarted. |

Working in Windows

When you are working on a laptop, you will often work with many different apps at once. The Operating System keeps each of these different activities in different views. These views are called 'windows'. Any app or program that you open and view in the Operating System is a window.

Each window operates independently from the others. Windows can be moved around anywhere you want them to be placed on your desktop.

Resizing windows

Sometimes you may need an app to take up the entire screen. This is very easy to accomplish.

Minimise Button   Maximise Button   Restore Button

You can minimise a window.

1. Look at the top right-hand side of your app's window.
2. Click on the Minimise Button in the top right-hand corner of the screen.
3. The window shrinks to an icon on the Taskbar at the bottom of the desktop.

You can maximise a window.

1. Look at the top right-hand side of your app's window.
2. Click on the Maximise Button in the top right-hand corner of the screen.
3. The window takes up the entire screen now.

You can restore a window to its previous size.

1. Look at the top right-hand side of your app's window.
2. Click on the Restore Button in the top right-hand corner of the screen.
3. The window returns to its original size.

You can reopen a minimised window.

1. Find the icon on the Taskbar at the bottom of your screen.
2. Click on it.
3. The window opens up.

Working with two windows open side-by-side

You'll remember that you can use the Windows Key and the Arrow Keys on your keyboard to place two windows side-by-side.

You can drag windows to be side-by-side.

1. Click on the top of the first app's window and drag it to one side of the desktop. Once you see the highlight, let go of the Left Touchpad Button and the window snaps to that half of the screen.
2. Open the second app. Click on the top of that window and drag it to the other side of the desktop and let go of the Left Touchpad Button. The window will snap to that half of the screen.

You can also use this method to work between two open windows of the same app.

Task
• Snap a window to the left.
• Snap a window to the right.
• Use the calculator.
• Maximise, minimise and restore a window.

Right-click

The right-click is one of the most useful tools available on the Windows Operating System.

The Left Touchpad Button is the primary action button. With the Left Touchpad Button you can:

- select an item
- select and drag an item
- click a link

The Right Touchpad Button is used to access special menus.

Each window on your laptop will have a slightly different menu of options when you right-click. It is therefore useful to start off in a new app by right-clicking and checking the menu for actions you can take.

Task

- Explore three different apps using the right-click function on your touchpad.
- Explore the alternative menu options you get when you right-click on a file.

Understanding Apps

What is an app?

Apps are software programs that help us to get things done on our laptops. If you have a smartphone, you'll already be familiar with apps. Luckily, apps on your laptop work in the same way as apps on your phone.

Every app is developed to help you get something done, for example, performing a calculation, creating a document or sending a message.

Apps are made for different types of devices. However, many software developers make apps that can be used on computers and on mobile devices (smartphones and tablet devices). Examples of these apps include Facebook, Microsoft Office Apps, and email apps like Gmail. Desktop apps that run on laptops usually have many more features than mobile device apps because they run on bigger, more powerful computers.

There are also web apps that you can access online from any device that has a web browser.

App developers have created apps that can do just about anything you can imagine, although some are more useful than others. Some apps have to be bought, while others are free to use.

Reflection

Make notes in your PD Journal.

- List three apps you already use (even if it is on your smartphone).
- List three things you would like to do on your laptop. In the next section you will find out how to see if there are apps to do that.

Finding and using apps

There is a wide variety of apps available to use on your laptop. Some apps come pre-installed on your laptop with your Operating System. If there is another app you want to use, you can buy it, download it and install it on your device.

Pre-installed apps

Windows will come with the following apps pre-installed on the laptop. There are, of course, many more pre-installed apps, but these are very useful to a teacher.

Pre-installed app	Use
Calculator	to do mathematical calculations just like a physical calculator.
Microsoft Edge internet browser	to do research, access your social media pages and watch videos.
File Explorer	to find documents that you have created and saved on your laptop.

Finding apps on your laptop

There are two ways to find apps on your laptop.

You can find apps using the Search Box.
1. Click in the Search Box and start typing the name of the app you're looking for.
2. Left-click on the App Icon on the left of the Search Results Pane to open it.

You can find apps using the Start Menu.
1. Click on the Windows Icon on the bottom left-hand corner of your screen or press the Windows Key on your keyboard.
2. Scroll up and down the menu to find the app you are looking for now (apps are listed in alphabetical order for ease of use). Remember that you can scroll by swiping up or down with two fingers on your touchpad.
3. Left-click on the app to open it.

Common elements of an app

Most apps, especially Microsoft Apps, have some basic elements.

1. Title Bar: This is the very top bar of the app you're using.

Title Bar
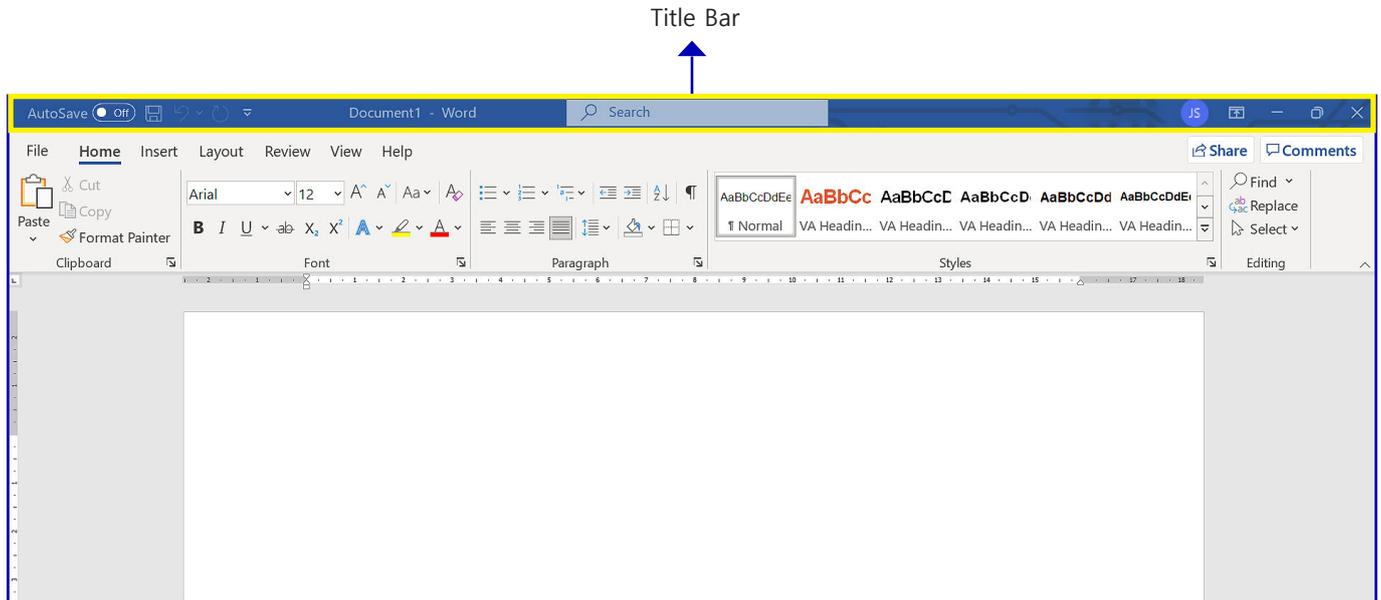
2. Shortcuts: These are quick links to specific tasks like saving or opening a new document. You can change these in the Options Menu you will find when you click on the File Tab.

Shortcuts
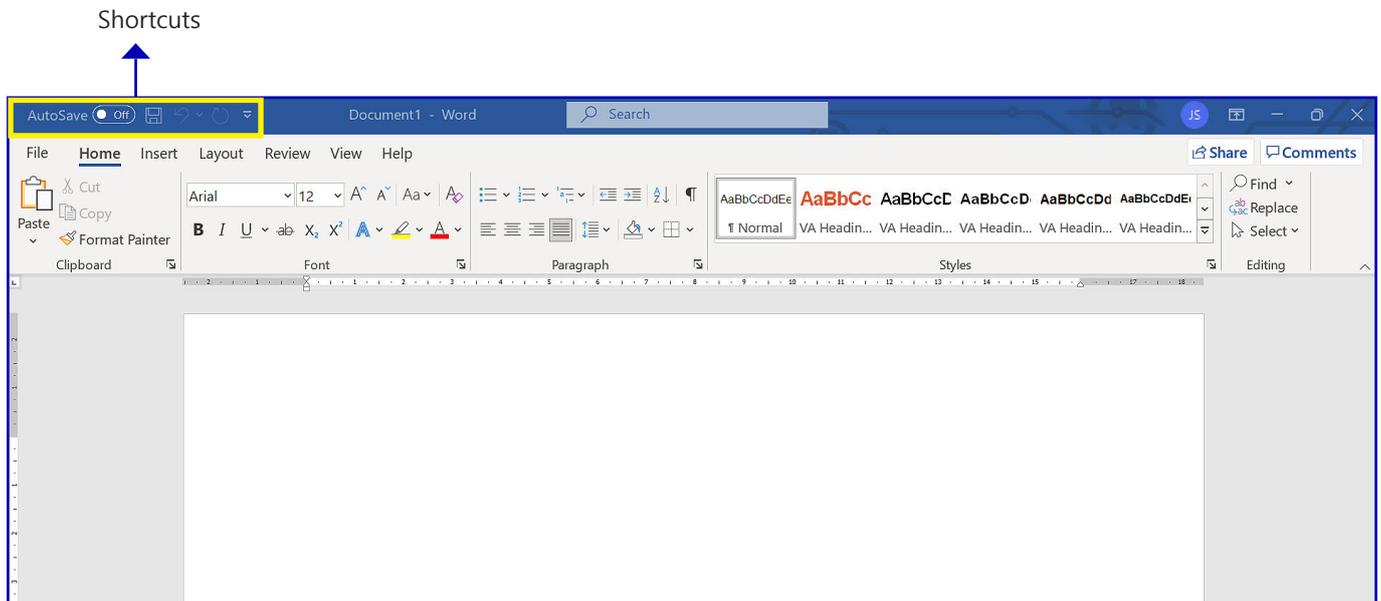
3. File name: This is the name of the file or document you are working in.

File name
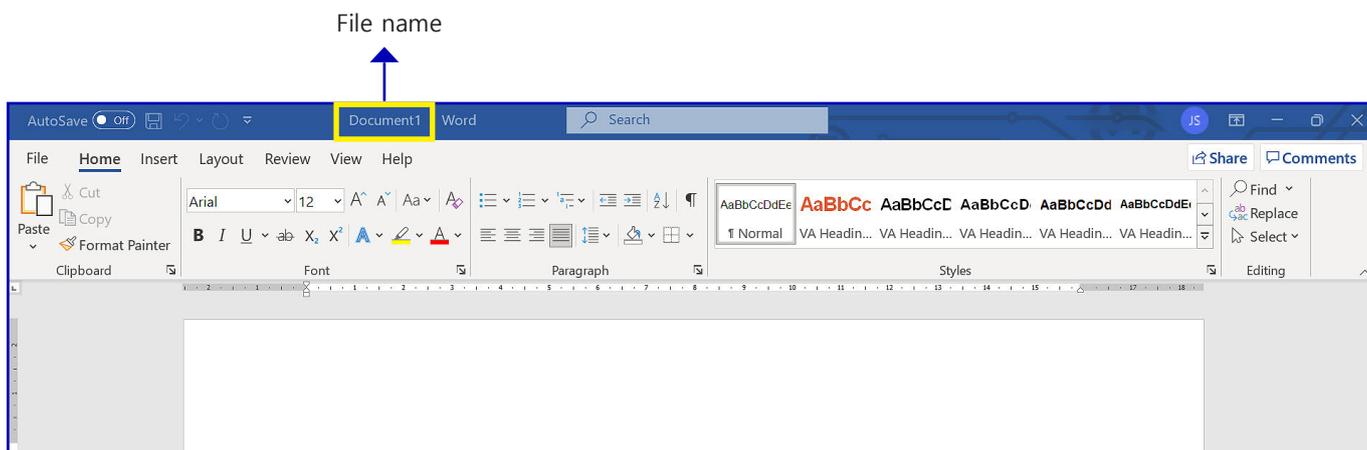
4. App name: The name of the app you are working in.

App name
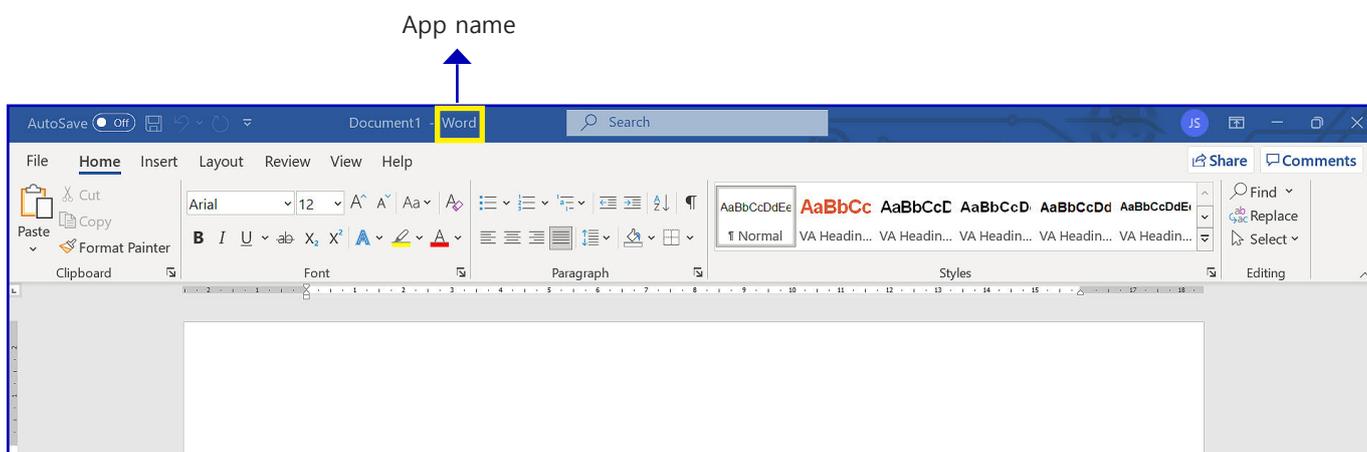
5. Search Box: When you put a search item in the Search Box, the app will offer you a series of options.

- Recently Used Actions: These are any actions you have performed recently like how to insert an image.

- Suggested Actions: These are actions that the app thinks, based on what you are doing, you might want information on. It makes this prediction using Artificial Intelligence.

- Find in document: This is any similar word or phrase that may have the same words as your search item that is in your document.

- Show more suggestions: This is a chance to search for anything on the internet.

Search Box
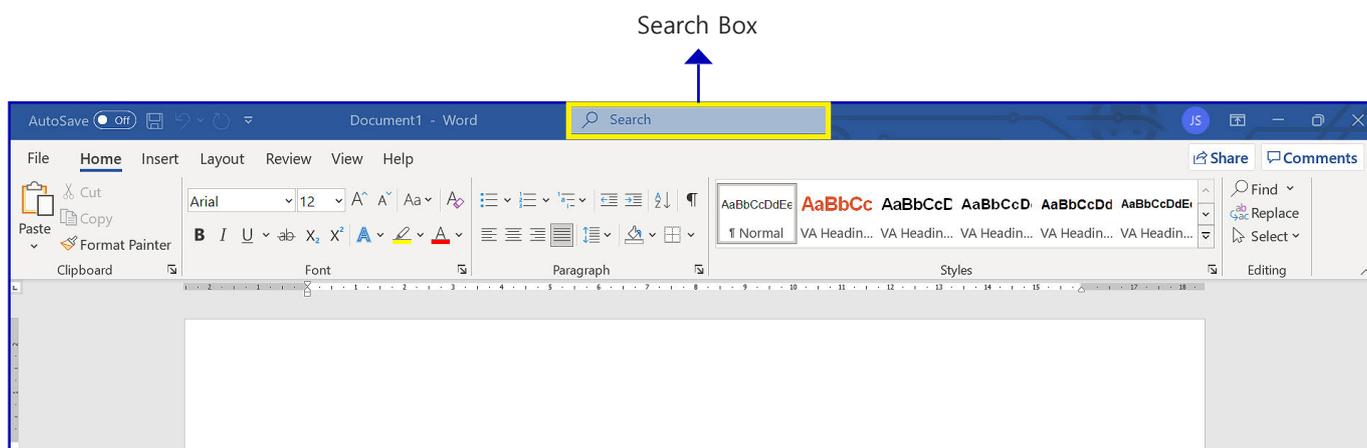
6. Navigation Buttons: Minimize, Maximize/Restore and Close.

Navigation Buttons
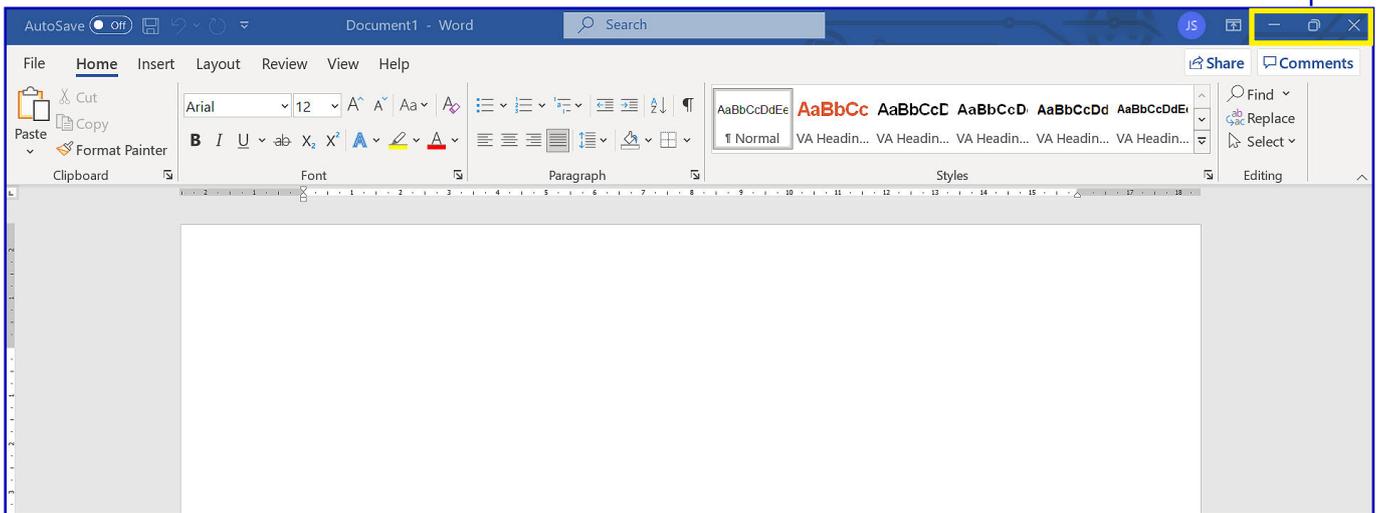
7. Tabs and Ribbon (containing Groups and Commands): Below the Title Bar, you will find the various tabs (e.g. File, Home, Insert, Design, Layout, etc.). In this example we have Microsoft Word open in the Home Tab. The Ribbon below each tab contains a variety of Groups. Here, the groups include Clipboard, Font, Paragraph, Styles and Editing. In each of these Groups, you will find a series of Commands. The functions available to you will depend on which app you're using.

Tabs and Ribbon
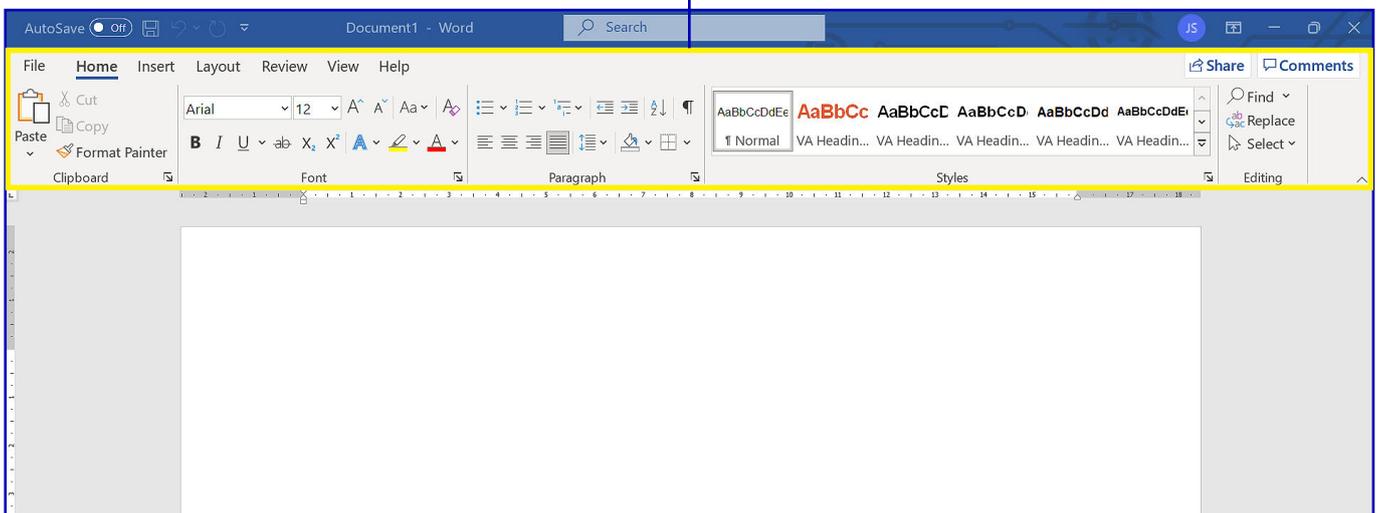
Finding more apps

You can buy a variety of apps in the Microsoft Store. Use the Search Box to find the Microsoft Store or look for it in the Search Menu.

You can also search for apps using the internet browser.

Useful apps for teachers

A laptop can be a very useful device for a teacher, but you need to have apps that can help you achieve your goals.

Teachers are most likely to need some sort of productivity suite. An office suite is a group of apps that allow you to create documents, make presentations, create marksheets and so on.

App	Function	Examples
Word processor	create text documents, like reports and lesson plans.	Microsoft Word Google Docs LibreOffice Writer
Data manager	manage large quantities of data and perform mathematical equations. You'll use it typically to track learners' grades and calculate average scores. You could even use it create a personal budget.	Microsoft Excel Google Sheets LibreOffice Calc
Presentation app	create visual presentations.	Microsoft PowerPoint Google Slides LibreOffice Impress
Email and Calendar app	send and receive emails and manage your calendar.	Microsoft Outlook Gmail Google Calendar

Three common office suites are:

- Microsoft Office (needs to be purchased, teachers can get it free under certain conditions)
- Google office suite of apps (free)
- LibreOffice (free)

Caring for your laptop

Troubleshooting tips

Sometimes things go wrong. This is completely normal, and happens to everyone, so don't worry!

Windows comes with a built-in Help Centre that provides excellent resources for solving almost any problem you might encounter.

Help

The Get Help App is the best place to start solving any problem you might be experiencing on your laptop.

You can find the Get Help App in two different ways.

1. In the Search Box at the bottom of your screen, type 'get help' and press the Enter Key.
2. Type your problem into the Search Box.

The app will provide you with a series of suggestions and articles to solve your problem.

More help

Almost every problem you could encounter on your laptop will be solvable using Get Help. If you are not successful, however, you can also try the built-in Help Centres that exist in nearly every app.

You can access an app's Help Centre by pressing the F1 Key while you are in the app.

1. The app will open a Help Pane.
2. Type your question or explore the general tips and support offered by the app.

Note

The F1 Key is usually in the top row of your keyboard, on the left-hand side, right next to the Escape Key. Depending on your laptop, you might have to press the Shift Key and F1 together.

Task
Use the F1 Key to search for help on any aspect of an app in which you want to work.

Physical care and software updates

Laptops are expensive items and should be taken care of.

Physical care

Here are some basic tips to help you to look after your laptop.

You should	Why?
Avoid eating or drinking when working on your laptop.	Spilling food or liquid on your laptop can seriously harm the electronics inside the base unit.
Always clean your hands before using your laptop.	Clean hands make it easier to use your laptop keyboard and touchpad and there will be less risk of leaving dirt and other stains on the computer.
Check for small items on your keyboard. Paperclips, for example, and remove them.	Small items can damage the display screen if the laptop is shut on them. The screen will be scratched if the item is rough.
Protect the screen by closing the lid gently and holding the lid in the top-middle when you close it.	Closing the lid using only one side causes pressure on that hinge, and over time can cause the lid to bend and snap (and damage your screen in the process).
Hold and lift the laptop by its base, not by its screen.	If you lift it by holding the lid alone, you could damage the display or the hinges attaching the display to the base. The screen is also easily scratched or damaged by direct pressure.
Pull out the plug from the power socket using the plug, don't pull on the Power Cable.	Tugging your Power Cable out of the socket rather than pulling directly on the plug can cause the cable to break off from the plug and could also damage the power socket.
Plug peripheral devices into their proper slots.	Jamming a phone line into an Ethernet Port or vice versa could damage the sockets, making it impossible to use them again.
Avoid exposing your laptop to rapid temperature changes.	This will prevent any potential for damage to the disk drive from condensation forming inside the machine.
Avoid leaving your laptop in a car.	Not only do the insides of cars experience large temperature swings that could damage a laptop, but a laptop (or laptop bag) is an inviting target for a smash-and-grab thief.

Avoid placing heavy items, such as books, on top of your laptop.	This can push the screen into the keyboard and will eventually damage it.
Use a proper laptop case or bag.	Whatever you use to carry your laptop around, be it a case, a bag, or something you made yourself, make sure that it is large enough to hold the laptop. This will help avoid damaging it by dropping it, squeezing it or scratching it.
Avoid using your laptop on a bed.	Repeated use of a laptop on a bed will cause the fans to suck up dust and debris from the bed, ultimately blocking them. If you must work on a bed, ensure that you have a dust-free solid surface (such as a large wooden board) on your lap underneath the computer. Also, watch your posture so that you don't hurt your back.

Software updates

Looking after your laptop's software is just as important as taking care of its physical hardware. We do this by performing software updates. When we update our laptop's software, we connect to the internet and download important changes to the Operating System and various apps. It's important for our own security and for our laptop to keep running optimally, so check regularly on software updates.

Windows will automatically update software on your laptop when it is connected to the internet.

You can check if your laptop software is up to date.

1. In the Search Box at the bottom of your screen, type 'check for updates' and press the Enter Key.
2. In the top right-hand part of the window, you'll see whether you're up to date or not.
3. If you're not up to date, there will be an Update Now Button. Click it to update.

Note

Updating requires data and an internet connection. It is suggested that you update your software when you have access to unlimited data.

Task
• Make a poster with tips about how to care for your laptop and put it up where you most often use your laptop. • Check if your laptop needs any software updates to be installed. If it does, install the updates.

Optimal Power Settings

An important part of caring for your laptop is to care for its battery life. You can do this by ensuring that you use optimal Power Settings. We experience power cuts regularly in South Africa because of loadshedding and other infrastructure-related problems. For this reason, it is especially important that you know how to extend your laptop's battery life. This will make it possible for you to work even when the power is off.

You can extend your laptop's battery life.

1. Click Start.
2. Click Settings.
3. Click System (you might need to go to the Home Screen to find System).
4. Click Power and Sleep.
5. Under Screen, select how long you want your laptop to wait before turning the screen off when you're not using it.
6. Under Sleep, select how long you want your laptop to wait before going to sleep when you're not using it.

Setting the Sleep Mode Option on your laptop

In Sleep Mode, your laptop will use very little power. It will also start up more quickly, and you will instantly be back to where you left off. You do not have to worry that you will lose your work because of your battery draining because Windows automatically saves all your work and turns off the laptop if the battery is too low. Use Sleep Mode when you're going to be away from your laptop for just a little while, for example, when you're taking a coffee break.

Most laptops go to sleep when you close the lid or press the Power Button on your laptop itself, or on-screen in the Start Menu, but you may need to set up this function.

You can set your laptop to use Sleep Mode.

1. Click Start.
2. Click Settings.
3. Click System (you might need to go to the Home Screen to find System).
4. Click Power and Sleep.
5. Click Additional Power Settings.
6. Click Choose what the Power Button does.

7. Under Power and Sleep Buttons and Lid Settings look for the drop-down menu for 'When I press the Power Button'.

8. Select Sleep for when you are On battery power or Plugged in.

9. Click Save changes.

When you shut down your laptop, you will see that the Sleep Button has been added.

On most laptops, you can resume working by pressing your laptop's Power Button. However, not all laptops are the same. You might be able to wake it by pressing any key on the keyboard, clicking a touchpad button, or opening the lid on a laptop. Check the documentation that came with your computer or go to the manufacturer's website.

Setting the Hibernate Mode Option on your laptop

Hibernate Mode uses even less power than Sleep Mode, and when you start up the laptop again, you are back to where you left off (although this option is not as fast as the Sleep Mode Option).

Use Hibernate Mode when you know that you won't use your laptop for an extended period of time and won't have an opportunity to charge the battery during that time.

You can set your laptop to use Hibernate Mode. (This option might not be available on all laptops.)

1. Click Start.

2. Click Settings.

3. Click System (you might need to go to the Home Screen to find System).

4. Click Power and Sleep.

5. Click Additional Power Settings.

6. Click Choose what the Power Button does.

7. Click Change settings that are currently unavailable.

8. Under Shutdown Settings, click the Hibernate Check Box, and then click Save Changes.

When you go to shut down your laptop, you will see that the Hibernate Button has been added.

Note

If devices connected to your laptop (like monitors, printers or scanners) aren't working properly after waking up from sleep or from hibernating, you might need to disconnect and reconnect your device or restart your laptop. You should also make sure that you have the most current drivers for all your devices.

Task
Follow the instructions in the training video and adjust your laptop's Power Settings to ensure that you have optimal battery usage.

About the Final Assessment

At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate (refer to the sample certificate and sample badge on this page).

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Certificate

Via Afrika

Our Teachers. Our Future.

has successfully completed the attendance and

assessment requirements of:

YOUR FIRST LAPTOP

This training is endorsed for 5 SACE Professional Development points.

Date

Christina Watson
Chief Executive Officer

SAMPLE

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S A C E
Towards Excellence in Education

Final Assessment

Indicate the ONE correct response for each question.

1	WiFi is wireless technology that allows us to connect to the internet.
a	True, and you need a modem to connect to the internet.
b	True.
c	False, all you need is a modem to connect to the internet.
2	In a laptop, the hard drive is stored:
a	in the tower which is a separate stand-alone object.
b	in the base which is called the base unit.
c	as a separate object that is plugged into the tower.
3	In a laptop, the mouse:
a	uses an electric cable plugged into the wall.
b	is replaced by a built-in touchpad (or trackpad).
c	connects to the computer with either a cable or using Bluetooth.
4	In a laptop, the keyboard:
a	is a separate object that is plugged into the tower.
b	is attached to the base unit with hinges.
c	is built into the base unit.
5	The most important components of a laptop base unit are:
a	the hard drive, RAM and the CPU.
b	the hard drive, the screen and the CPU.
c	the hard drive, RAM, the CPU and the tower.
6	The hard drive is your laptop's:
a	storage device.
b	RAM.
c	screen back-up.

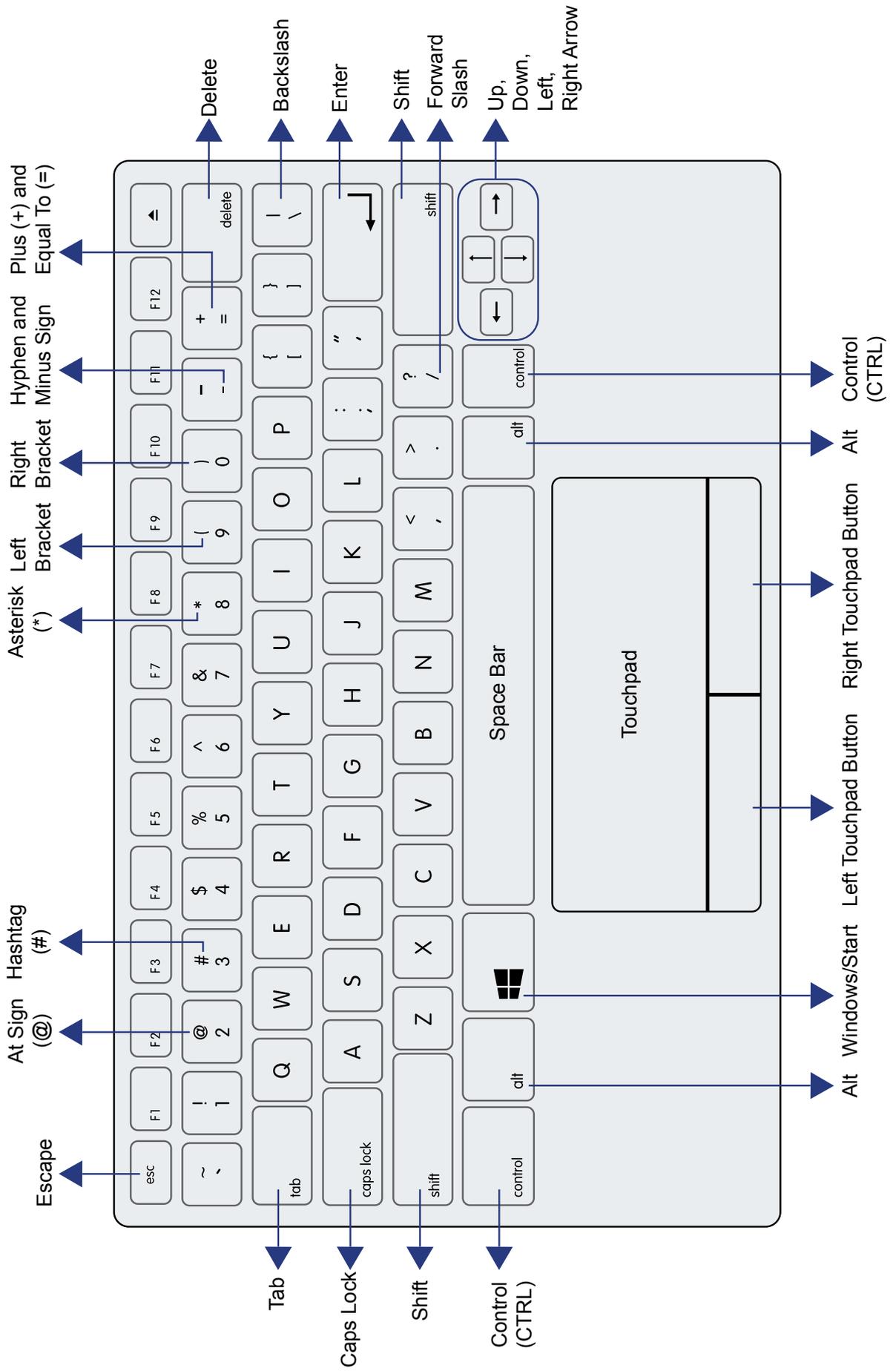|	Final Assessment (continued)		
	Indicate the ONE correct response for each question.		
7	There are a number of touches that you can use on the touchpad for different purposes. To select an item:		
a	tap two fingers on the touchpad.		
b	tap one finger on the touchpad.		
c	pinch or stretch out two fingers.		
8	There are a number of touches that you can use on the touchpad for different purposes. To scroll a page up or down:		
a	swipe up or down with two fingers.		
b	tap two fingers on the touchpad.		
c	pinch or stretch out two fingers.		
9	There are a number of touches that you can use on the touchpad for different purposes. To show more commands:		
a	tap two fingers on the touchpad.		
b	swipe up or down with two fingers.		
c	tap one finger on the touchpad.		
10	To type in the @ symbol:		
a	press Shift, type in the number 2, release.		
b	press Control, type in the number 2, release.		
c	press Enter, type in the number 2, release.		
11	To shut down your laptop do the following steps in order.		
a	(1) Click the Shift Key. (2) Click the Power Button. (3) Click Shut Down.		
b	(1) Click the Start Menu. (2) Click the Settings Button. (3) Click Shut Down.		
c	(1) Click the Start Menu. (2) Click the Power Button. (3) Click Shut Down.		

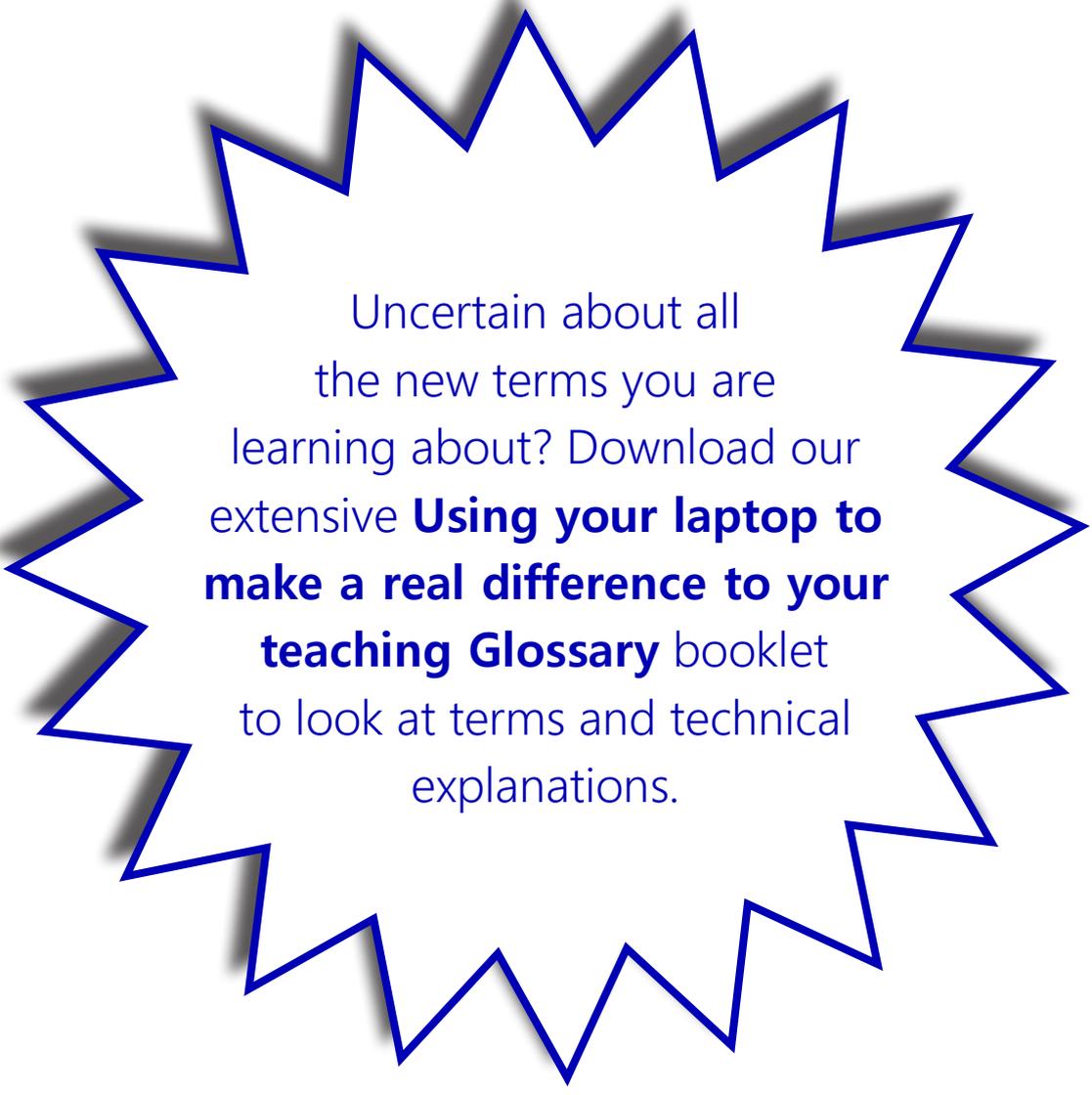|	Final Assessment (continued)
**Indicate the ONE correct response for each question.**
12	The Maximise Button on an app is the:
a	short flat line icon in the top right-hand corner of the app.
b	square icon in the top right-hand corner of the app.
c	square icon in the top left-hand corner of the app.
13	You can find apps using the Search Box.
a	(1) Click in the Search Box and start typing the name of the app you're looking for. (2) Left-click on the App Icon on the left of the Search Results Pane to open it.
b	(1) Click in the Search Box and start typing the name of the app you're looking for. (2) Right-click on the App Icon on the left of the Search Results Pane to open it.
c	(1) Click in the Search Box and start typing the name of the app you're looking for. (2) Double-click on the App Icon on the left of the Search Results Pane to open it.
14	Which set of statements is **most** true of apps?
a	Apps are software programs that help us get things done on our laptops. Every app is developed to help you get something done. There are web apps that you can access online from your laptop and nowhere else.
b	Apps are software programs that help us get things done on our laptops. All apps must be bought on the app store because there are no free apps. There are web apps that you can access online from any device that has a web browser.
c	Apps are software programs that help us get things done on our laptops. Every app is developed to help you get something done. There are web apps that you can access online from any device that has a web browser.
15	You can minimise a window.
a	(1) Look at the top right-hand side of your app's window. (2) Right-click on the Minimise Button in the top right-hand corner of the screen. (3) The window shrinks to an icon on the Taskbar at the bottom of the desktop.
b	(1) Look at the top right-hand side of your app's window. (2) Click on the Minimise Button in the top right-hand corner of the screen. (3) The window shrinks to an icon on the Taskbar at the bottom of the desktop.
c	(1) Look at the top right-hand side of your app's window. (2) Scroll to the Minimise Button on the screen. (3) The window shrinks to an icon on the Taskbar at the bottom of the desktop.

The keyboard of a laptop

Labels (clockwise/around the keyboard):

- Escape
- At Sign (@)
- Hashtag (#)
- Asterisk (*)
- Left Bracket
- Right Bracket
- Hyphen and Minus Sign
- Plus (+) and Equal To (=)
- Delete
- Backslash
- Enter
- Shift
- Forward Slash
- Up, Down, Left, Right Arrow
- Control (CTRL)
- Alt
- Right Touchpad Button
- Touchpad
- Left Touchpad Button
- Windows/Start
- Alt
- Control (CTRL)
- Shift
- Caps Lock
- Tab
- Space Bar

Uncertain about all the new terms you are learning about? Download our extensive **Using your laptop to make a real difference to your teaching Glossary** booklet to look at terms and technical explanations.

Acknowledgements

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Video Acknowledgement

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Found at:	https://youtu.be/Zi-Kw1MfeX4
Created by:	The Tech Guru
Creator Url:	https://www.youtube.com/channel/UCMLlvwRmEtp1nMTUvZFbGTg

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Please note that the technical specifications, app features and icons, and hyperlinks to online content contained in the notes were accurate at the time of going to print.

These are subject to change as devices, apps and software develop, and as online content is moved, changed, or removed by content creators.

Notes