Wesley Mission
Wesley School for Seniors
Smart Technologies
2026

Trust Learning Innovation

Welcome To
Wesley Mission
Smart Technologies
Computer Technology
Term 1 2026

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2nd Feb - 2nd Apr 2026

WIFI Password

Go to your Settings

Locate WiFi

Choose Network **WM_Guest**

Enter Password as shown below

ST@ngryBr!an7#

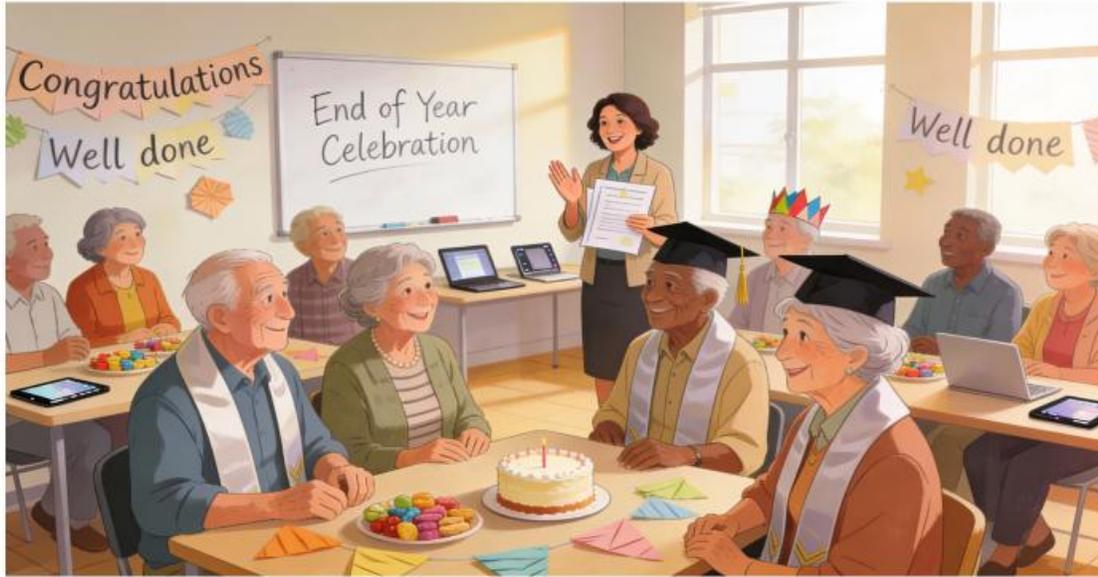wesley mission

SMART TECHNOLOGIES CLASSES

10:00 TO 11:00
SMART PHONES

11:00 TO 12:00
COMPUTERS

12:00 TO 1:00
TABLETS

TERM 1 CLASSES

Feb 3	Feb 10	Feb 17	Feb 24

Mar 3	Mar 10	Mar 17	Mar 24	Mar 31

ATTENTION PLEASE

Some topics in this course may feel familiar to those who have attended previous classes. However, since technology continues to evolve at a rapid pace, revisiting the basics ensures that everyone stays up to date and confident with the latest tools and features

• For this course, if you can it is advisable to bring your laptop with you and charger. If you cannot, try sharing.

**"Your questions are important — we're here to answer them."**

Do you have any questions?

Getting comfortable with the device
Turning the device on/off, unlocking it, adjusting volume and brightness, and connecting to Wi-Fi or mobile data are foundational "operational" skills for everything else.

Basic touch gestures or mouse/keyboard use (tap, swipe, scroll, type, delete) should be practiced slowly, because even these "simple" actions can be demanding for complete beginners.
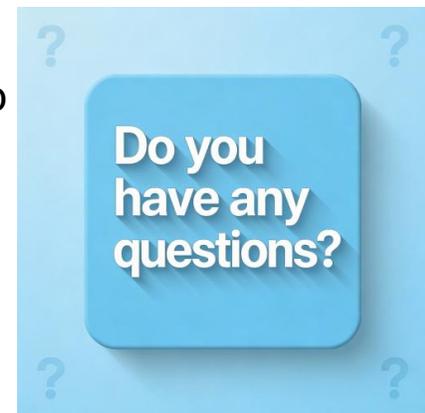
Do you have any questions?

What does all this byte stuff mean?

Here's the deal (and it applies to both RAM and hard drives):

The smallest unit of memory storage is called a BIT. A bit either contains a ONE or a ZERO. That's it.

Eight bits is one BYTE ("bite"). That's enough storage for about one letter of the alphabet.

1,024 bytes is one KILOBYTE (KB) or about one page of text.

1,024 kilobytes is one MEGABYTE (MB) or about 1,000 pages of text.

1,024 megabytes is one GIGABYTE (GB) or about 1,000,000 pages of text.

1,024 gigabytes is one TERABYTE (TB) or about 75 MILLION pages of text.

OK, so now everybody understands about bits and bytes, right? No? Hey, you know what? It doesn't matter! Forget about it. All you need to know is that you have enough GIGABYTES of RAM (which for Windows 10 is 8GB). Hard drive storage is measured in gigabytes (GB) or terabytes (TB)

• Computers will play a role in the lives of older adults in generations to come, but the challenge now is to get the current cohort to use the technology in ways that can enhance their quality of life.

What Computer Skills Should Seniors Learn?

- Basic Computer Skills
- Knowledge of computer parts, e.g., mouse, USB port, earphone jack and camera
- Confidence in navigating around in PCs and mobile devices
- Opening and closing files and applications
- Basic internet browsing
- Basic email usage i.e. sign in, receiving and replying
- Creating, saving and printing documents and spreadsheets

Do you have any questions?

Beginner Computer Skills

Understanding storage concepts like files, folders and compression

Understanding basic network concepts like connection, uploading and downloading
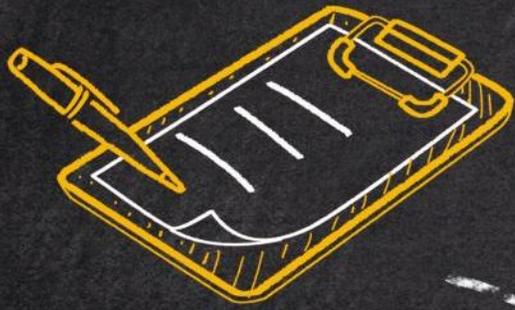
Understanding security risks like malware, file security and online security

Adjusting settings in PCs and mobile devices

Use of social media networks like Facebook and Instagram

Use of online collaboration tools like video calls, IM and online calendars

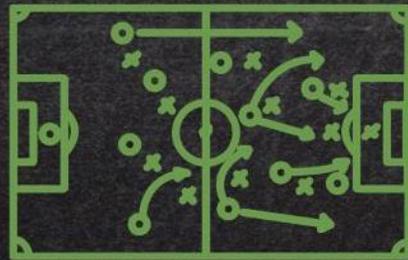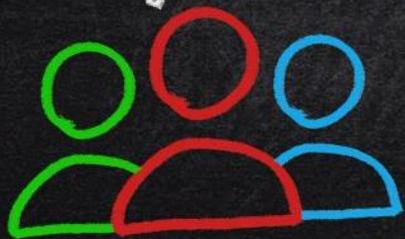Use of cloud storage and synchronization.

[Which statement best describes the difference between computer hardware and software?](#)

A
Hardware is the physical parts you can touch, while software is the programs and apps that run on the hardware.

B
Hardware is the security system, and software is only used for games and entertainment.

C
Hardware is always stored on the internet, while software is only inside the computer case.

D
Hardware and software are the same thing, just two different words for a computer.

A
Hardware is the physical parts you can touch, while software is the programs and apps that run on the hardware.

Correct

Hardware refers to the physical pieces of a computer that you can see and touch, such as the keyboard, mouse, screen, and the main box (often called the system unit). Software, on the other hand, is made up of the programs and apps that tell the hardware what to do, such as a web browser, an email program, or a word processor. You cannot physically touch software because it is a set of instructions stored as data, but you can see its effects on the screen when the hardware runs it. This distinction is important because many common problems involve either hardware (like a loose cable or broken mouse) or software (like a frozen program), and knowing which is which helps you describe issues more clearly and understand basic instructions from support staff or family members.

Pre internet chat room using An old version of windows.

@TonioSkits

Do you have any questions?

Which device is best described as an "input" device for a computer?

A

A monitor that displays pictures and text on the screen.

B

A printer that produces a paper copy of a document.

C

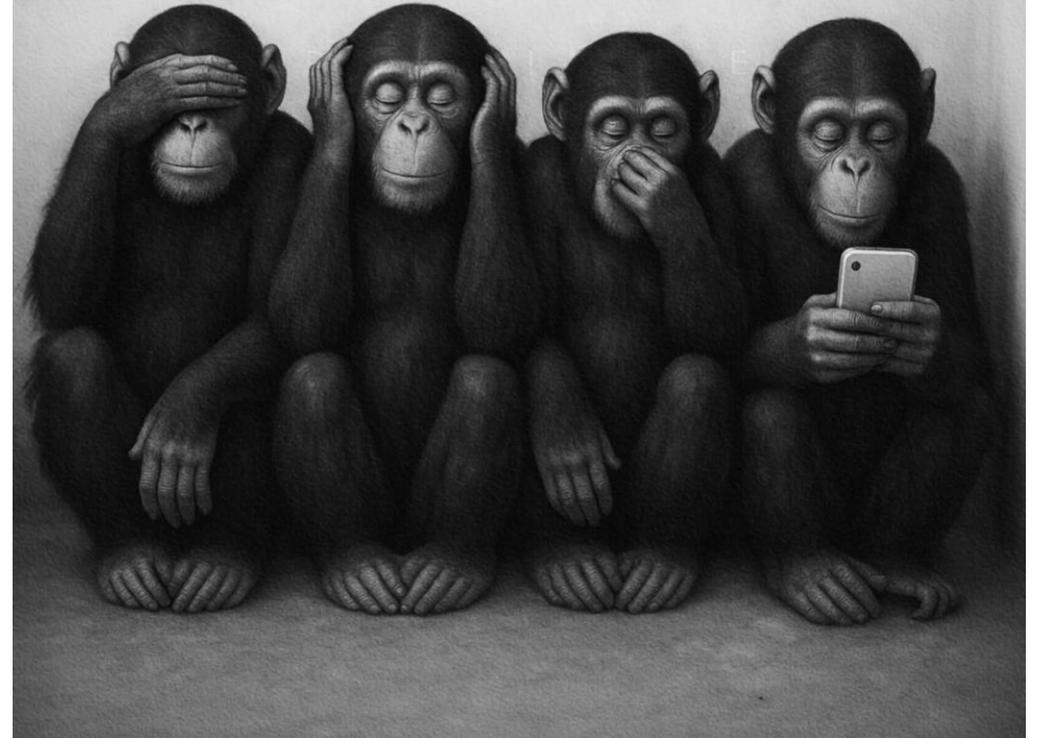Speakers that play sound from videos and music.

D

A keyboard used to type letters, numbers, and commands.

The fourth monkey has emerged.
He sees no one, hears no one,
and speaks to no one.

D
A keyboard used to type letters, numbers, and commands.

Correct

A keyboard used to type letters, numbers, and commands is a classic example of an input device. When you press a key, the keyboard sends a signal into the computer, telling it what character or command you want. The computer then processes this input and may display letters on the screen, search the internet, or carry out a task. For older adults learning technology, it helps to remember that input devices are tools you use to talk to the computer, while output devices are how the computer talks back to you. So, when you type an email, fill out a form, or enter your password, you are using an input device. This understanding makes it easier to follow directions like "enter your name using the keyboard" or "use the mouse to click the 'OK' button," because you know these devices are how you give instructions to the machine.

Do you have any questions?

On a typical desktop or laptop, what is the main role of the operating system (such as Windows, macOS, or Linux)?

A

It replaces the need for any other software on your computer.

B

It only protects the computer from viruses and online threats.

C

It is used only to connect to the internet and send emails.

D

It manages the computer's hardware and lets you run programs and apps.

General Purpose Application Software

www.learncomputerscienceonline.com

D
It manages the computer's hardware and lets you run programs and apps.

Correct

The operating system manages the computer's hardware and lets you run programs and apps. It is the main piece of software that starts up when you turn on your computer and gives you the familiar desktop, taskbar, and icons you click. It communicates with hardware like the keyboard, mouse, screen, and printer so other programs do not have to manage these details. When you open your browser, photo viewer, or document editor, the operating system makes sure these programs receive the memory and resources they need. For older adults, remembering that the operating system is the "boss" software helps explain why you need to keep it updated and why different computers look and behave differently if they use Windows, macOS, or Linux. Without an operating system, it would be extremely difficult to use the computer for everyday tasks.

Do you have any questions?
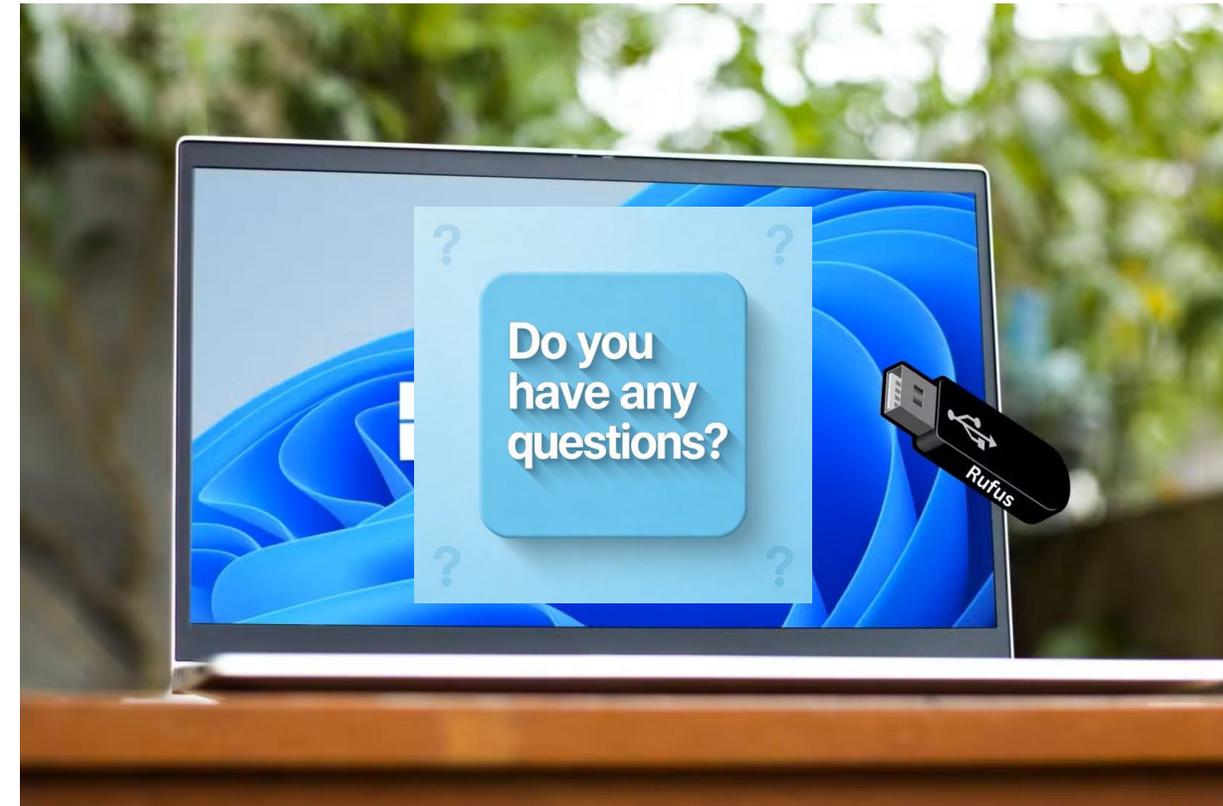
You want to browse the internet to read news and watch videos. Which type of software do you use?

A

A word processor used for typing letters and documents.

B

A web browser such as Chrome, Edge, Safari, or Firefox.

C

An antivirus program that scans for harmful files.

D

A photo-editing program for changing colors and cropping pictures.

B
A web browser such as Chrome, Duck Duck Go, Brave, Edge, Safari, or Firefox.

Correct
A web browser such as Chrome, Edge, Safari, or Firefox is exactly the type of software used to browse the internet. When you open a browser, you can type the address of a website, like a news site or video-sharing platform, or simply type search words and let a search engine help you find what you need. The browser handles the complex work of communicating with distant servers, downloading pages, and displaying text, pictures, and videos in a way that is easy to view and navigate. For older adults, recognizing the browser icon and understanding its purpose—"this is how I get on the internet"—helps reduce confusion between going online and using other programs. It also helps in following safety advice, such as checking the padlock symbol in the browser for secure websites when shopping or banking online.

Do you have any questions?
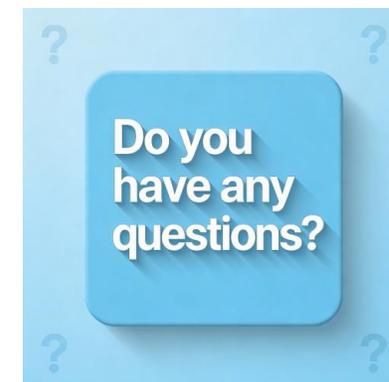
You receive an email from an unknown sender with an attachment labeled "urgent_invoice.pdf" that you were not expecting. What is the safest action to take?

A
Delete the email or mark it as spam without opening the attachment.

B
Open the attachment immediately to see what it is about.

C
Reply to the email with your personal information to ask for more details.

D
Forward the email to all your friends so they can check it for you.

A
[Delete the email or mark it as spam without opening the attachment.](#)

Correct

Deleting the email or marking it as spam without opening the attachment is the safest action. When you receive an email from someone you do not recognize, especially one you were not expecting, it is wise to treat it with suspicion. Attachments can hide dangerous files that install malware or attempt to trick you into giving away passwords or financial details. By deleting or reporting the message as spam, you avoid exposing your computer to these risks. For older adults, developing a simple rule—"If I'm not expecting it and don't know who sent it, I don't open it"—can greatly reduce the chances of falling victim to phishing scams or infections. If you are unsure whether an email is real, it is better to ask a trusted family member or friend rather than clicking anything inside the message.

Can you spot when you're being phished?

Do you have any questions?
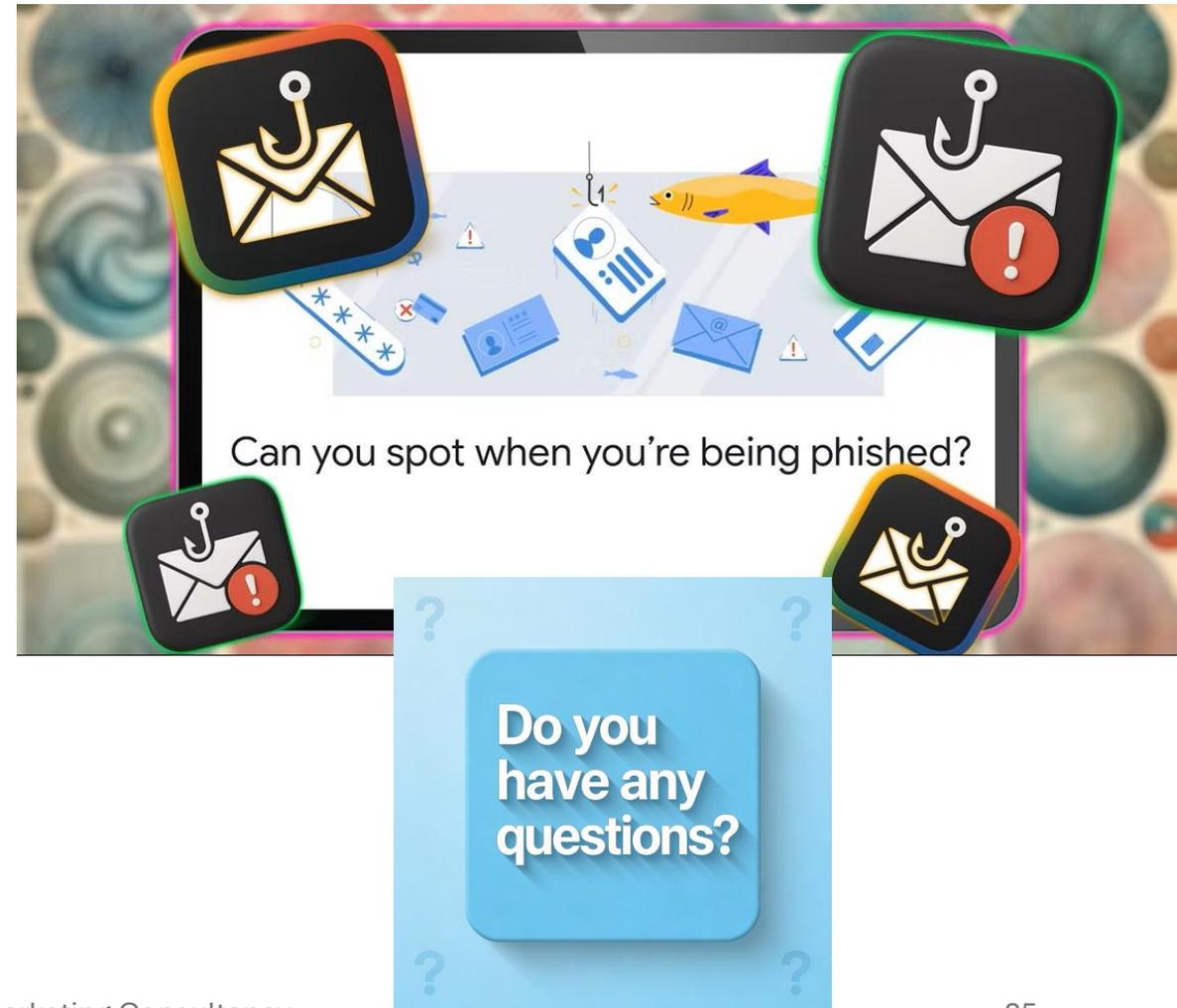
When creating a new password for an important account (such as online banking), which choice is the most secure?

A
Using your first name and birth year, such as "Mary1950".
B
Using a short word like "cat" for easy remembering.
C
Using a mix of letters, numbers, and symbols that is not easy to guess, such as "Tg4!blue9".
D
Using the same password you already use for every other website.

C

**Using a mix of letters, numbers, and symbols
that is not easy to guess, such as "Tg4!blue9".**

Correct

Using a mix of letters, numbers, and symbols that is not easy to guess, such as "Tg4!blue9", is the most secure option listed. This kind of password is strong because it avoids predictable personal details and simple dictionary words. It includes different types of characters, which makes it harder for unauthorized users or automated programs to guess. For older adults, one strategy to create such a password is to think of a sentence or personal saying and take the first letter of each word, then add numbers and symbols in places that make sense to you but not to others. For example, "My first car was a blue Ford in 1972!" could become "MfcwabFi1972!". This keeps the password personal and memorable, while still complex and secure.
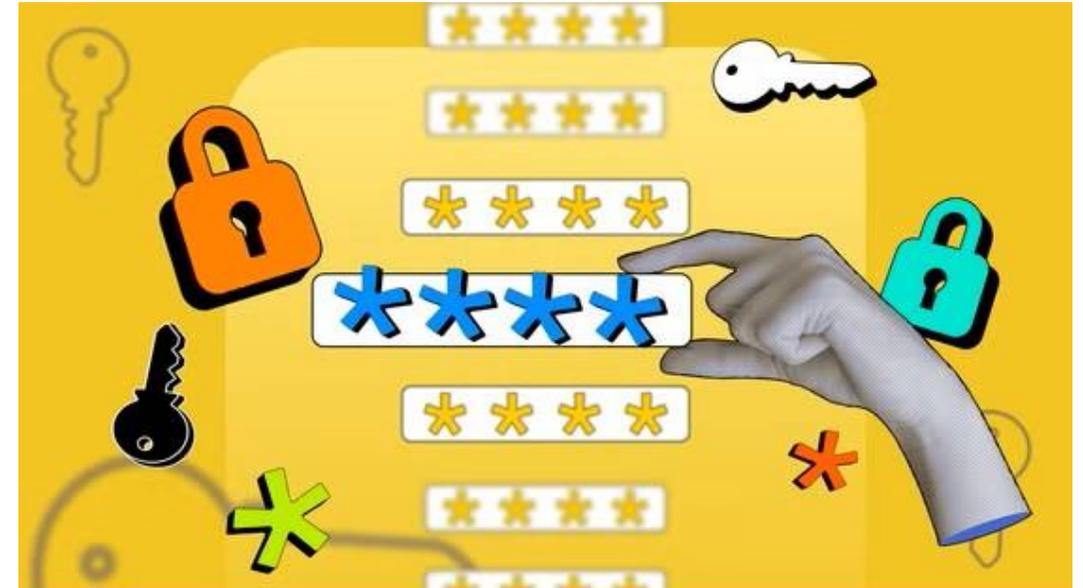
What does it mean when a website address in your browser starts with "https://" and shows a small padlock icon?

A
The website is stored on your computer instead of on the internet.
B
The website is completely safe and can never be hacked.
C
The website will always be free and never ask for payments.
D
Your connection to the website is encrypted, making it harder for others to see what you send or receive.
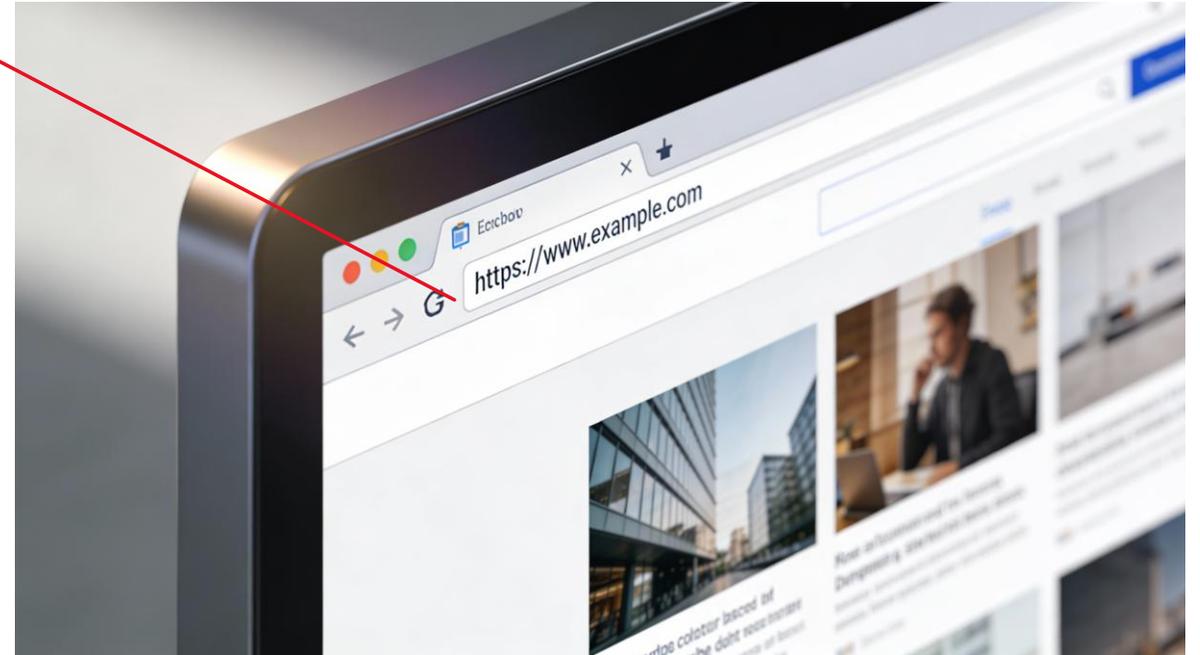
D
**Your connection to the website is encrypted, making it harder for others to see what you send or receive.**

Correct

Your connection to the website is encrypted, making it harder for others to see what you send or receive. Encryption is a security method that scrambles the information being sent so that only your browser and the website you are talking to can understand it. The "s" in "https" stands for "secure," and the padlock symbol is a visual reminder of this protection. For older adults, this means that when you log into important accounts or enter payment information on a site with "https" and a padlock, your data is better protected from eavesdroppers on public networks, such as free Wi-Fi in coffee shops. It does not guarantee the website itself is honest or well run, but it does increase privacy for the information traveling back and forth.

In everyday life, encryption is what protects things like online banking, messaging apps, and stored data on your phone or computer so that only authorized people can access it.

Do you have any questions?
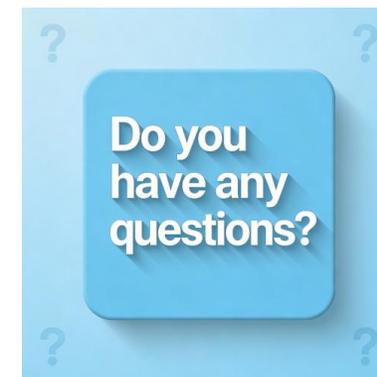
Which action is a good way to keep your computer running smoothly and securely over time?

A

Turning off your antivirus program so it doesn't slow down the computer.

B

Opening every email attachment to clear space on your inbox.

C

Regularly installing system and software updates when they are available.

D

Ignoring update messages so you are never interrupted.

C
Regularly installing system and software updates when they are available.

Correct

Regularly installing system and software updates when they are available is an excellent habit for maintaining both performance and security. These updates may repair bugs, patch security vulnerabilities, and improve how programs work on your system. Without them, your computer is more exposed to viruses, malware, and other attacks that target outdated software. For older adults, allowing automatic updates or accepting update prompts from trusted software—like your operating system, web browser, and antivirus program—means the computer can quietly stay current with less effort on your part. This can reduce crashes, errors, and compatibility problems when using new websites or devices.

When the phone
was tied
with a wire-
Humans were free..

Do you
have any
questions?

You are using a public Wi-Fi network at a café. Which activity should you avoid doing on this type of network if possible?

A

Logging into your online banking and entering your account details.

B

Checking the weather forecast on a well-known website.

C

Reading the news or watching public videos online.

D

Browsing recipes and saving them to your bookmarks.

**A
Logging into your online banking and entering your account details.**

Correct
Logging into your online banking and entering your account details is the activity you should avoid on a public Wi-Fi network whenever possible. Public networks, such as those in cafés, airports, or hotels, are shared by many people and may not use strong security settings. This makes it easier for attackers to try to intercept sensitive information, like usernames, passwords, or credit card numbers. For older adults, it is safer to keep high-risk activities—online banking, shopping with stored payment details, or accessing private health records—limited to secure, trusted connections such as your home network or a private mobile connection. Public Wi-Fi is better suited for low-risk activities, like reading news or checking general information.

What is
Online Banking
All About?

learn about online banking, including the pros and cons of this banking option.

Do you have any questions?

**Which of the following is a safe practice when installing new software or apps on your computer or smartphone?**

A

Clicking on any pop-up ad that promises "free" software to speed up your device.

B

Installing every program friends send you without checking what it does.

C

Downloading programs only from trustworthy sources, such as official app stores or the software maker's website.

D

Ignoring the permissions or access the app requests when you install it.

C
Downloading programs only from trustworthy sources, such as official app stores or the software maker's website.

Correct

Downloading programs only from trustworthy sources, such as official app stores or the software maker's website, is a key safe practice. These sources typically check apps for harmful behavior and remove those that violate rules. While no system is perfect, using official channels greatly lowers the chance of installing malware or unwanted software. For older adults, sticking to known stores—like the Apple App Store, Google Play Store, or the official website of a well-known company—offers an extra layer of protection. It also makes it easier to receive updates and support. Whenever you are unsure about a download link, it is wise to pause and ask a trusted person for help instead of taking the risk.

Do you have any questions?
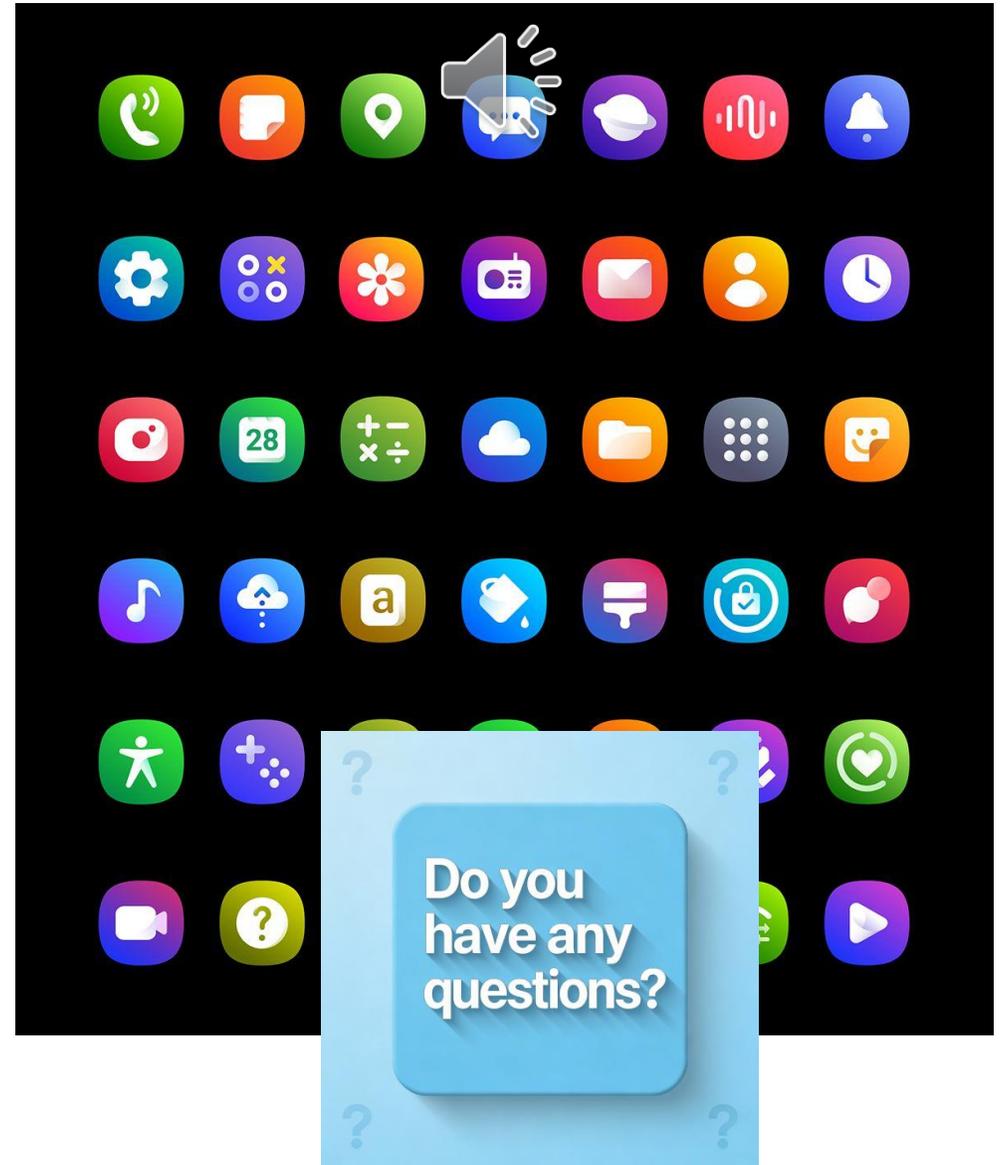
Knowledge of computer parts, e.g., mouse, USB port, earphone jack and camera

What storage means

Storage holds your files, photos, apps, and the operating system so they are still there after you shut the computer down.

It is like a long-term "digital cupboard" or filing cabinet where everything is kept until you delete it

Types of storage

Inside a computer the main storage is usually a hard disk drive (HDD) or a solid-state drive (SSD).

You can also have external storage like USB sticks, external drives, or cloud storage on the internet (e.g. OneDrive, Google Drive)

Computer storage is just the space where your computer keeps your data so it can use it now or late

Find your computer storage..

Find your files & folders on your computer..

Storage on a computer is organized a bit like a filing cabinet: files are the individual documents, folders are the labelled drawers, and compression is like squeezing piles of paper into a tighter bundle, so they take less room.
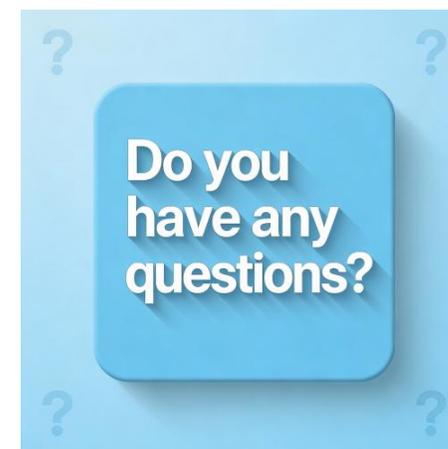
Do you have any questions?

- **Goal and setup**

- Goal: type a short document, give it a name, and save it into the Documents folder so it can be opened later.
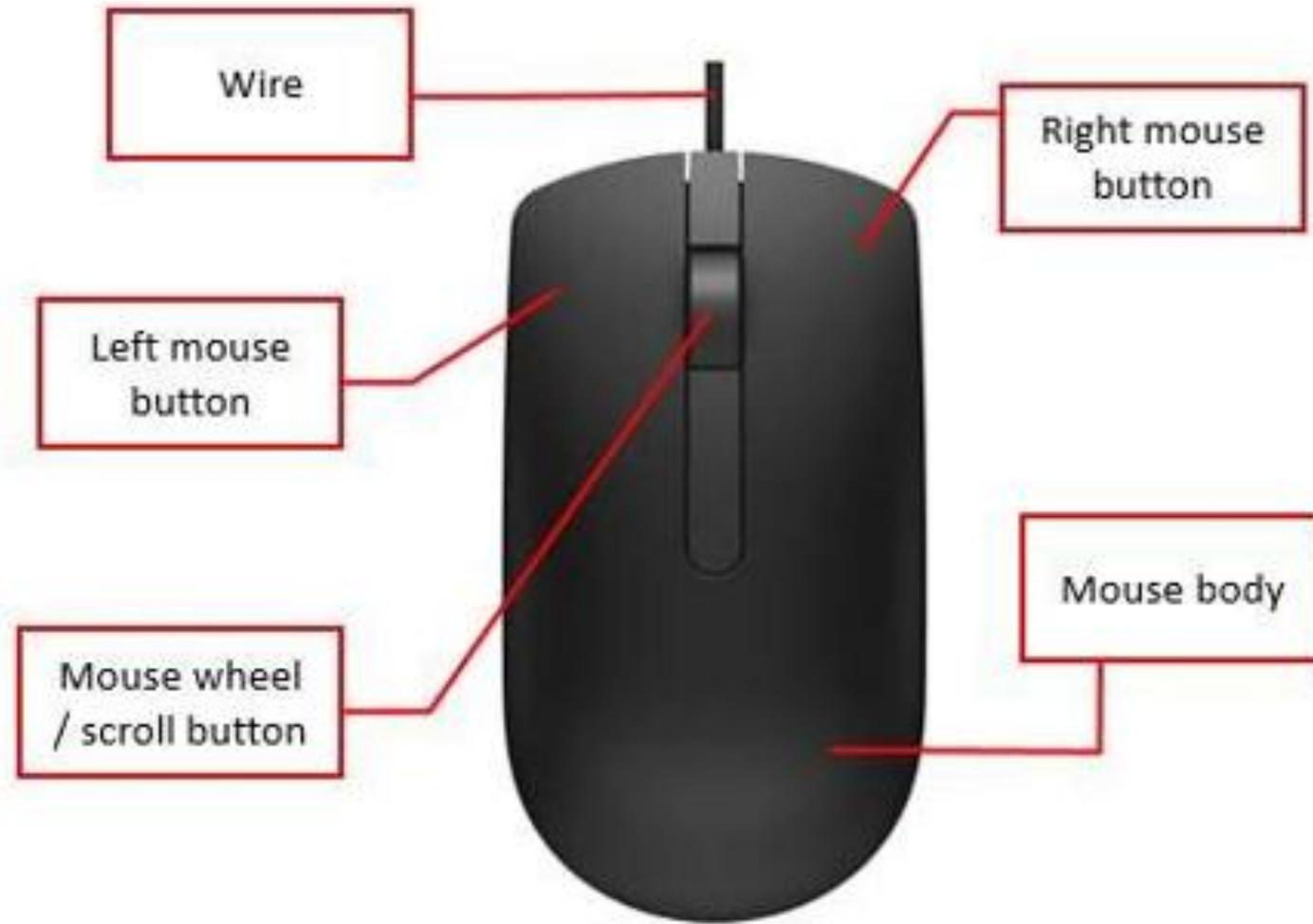
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- Setup: make sure the learner can see the desktop and that a word-processing program (e.g. Word or LibreOffice Writer) is available on the taskbar or Start menu.

-

Do you have any questions?

Wire

Right mouse button

Left mouse button

Mouse body

Mouse wheel / scroll button

Mouse Pointers

Also known as the 'cursor' will change into different shapes when you physically move the mouse around. Different operating systems will have slight variations on cursors. The following are examples of the different cursor shapes you will see while using the mouse.

Arrow		This is the default pointer. You will see an arrow when you move the mouse over something that doesn't trigger another shape. If you see an arrow, you can click, but depending on what you click on, may or may not do anything.
Spinning Circle / Hourglass		When you see this, it means the computer is thinking or carrying out a task that you have asked to and you need to wait for it to finish. For example, the computer may be loading a file.

Text Cursor	I	When you hover the mouse over an area and see the text cursor. You can click in the space to type or edit text. You can click and drag it over normal text to highlight words too. We will practice this later.
Hand	🖑	The hand appears when you hover over a link that can be clicked.
Scroll Indicator	⬍	The cursor will turn into this shape when you click on the middle scroll button. This allows you to scroll the page by moving the mouse without having to scroll the middle button.

Clicking the Mouse

The following are vocabulary related to clicking the mouse. By default, a "click" refers to one single click of the left mouse button. Other types of clicks are as follows:

Click Type	How to	Use for
Clicking	Tap the left mouse button once and let go	Use for most functions
Double Clicking	Tap the left mouse button twice quickly	• Opening a program from an icon on the desktop • Highlighting an entire word when editing text • Opening a file
Clicking and Dragging	Press and hold the left mouse button down while moving the mouse at the same time	• Dragging objects around on the screen • Resizing objects • Selecting things
Right Clicking	Tap the right mouse button once and let go	☐ Gives you more options on th thing you click
Middle Clicking	Tap the middle mouse wheel once and let go	Allows you to scroll the page you are looking at by moving the mouse and down on the table.
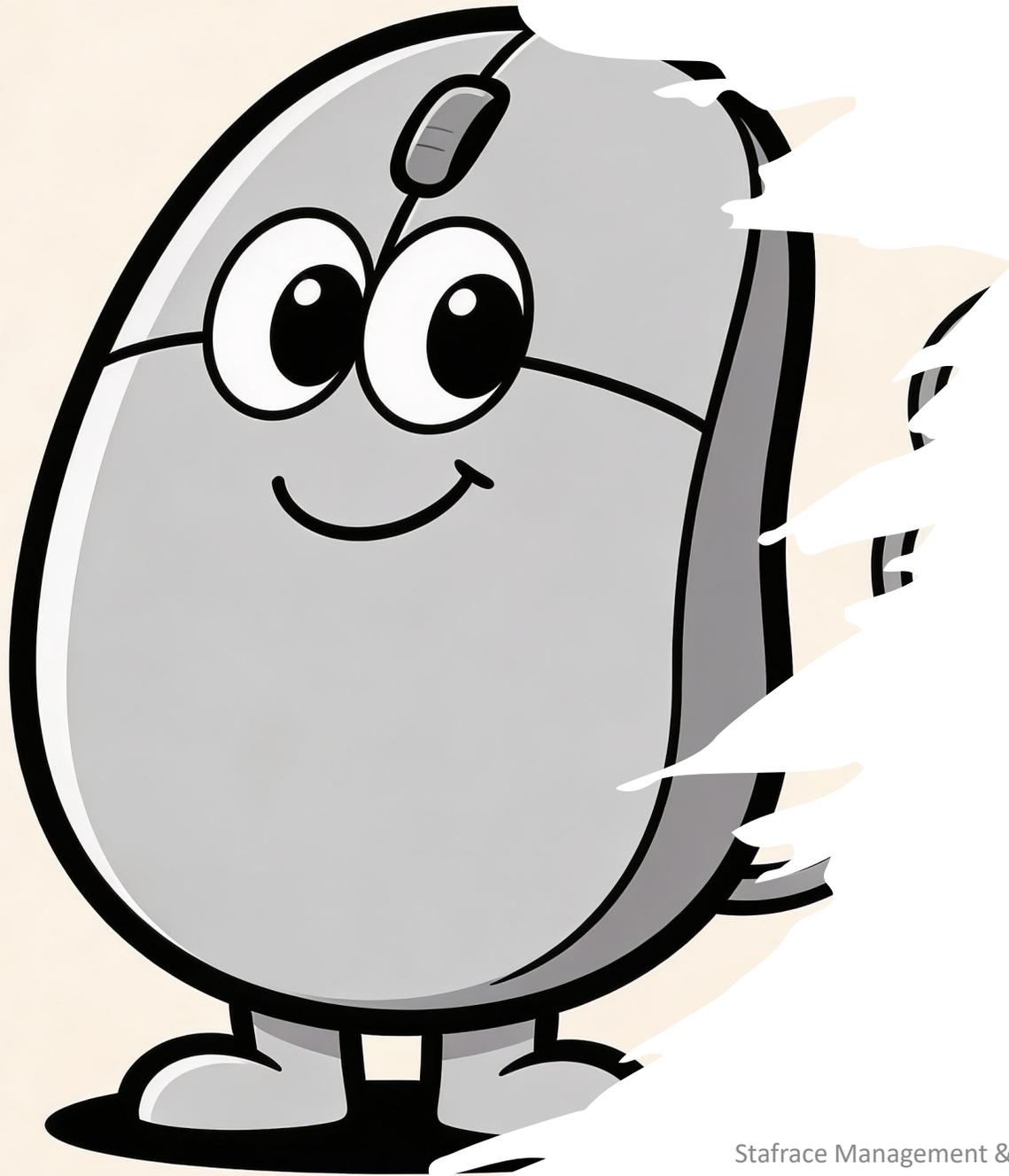
- **Common Clicking Mistakes**
-

- Using a mouse takes practice. It is easy when you get used to it, but there are some common mistakes that are often made while still learning. These include:

  - Moving the mouse during a click. You need to practice keeping the mouse still as you click on something.
  - Double clicking too slowly. When you double click, it needs to be done quickly, one click straight after another. Do not pause in between the clicks.
  - Clicking the wrong button. You may find that you are clicking the left button instead of the right button and vice versa.

Computer keyboards are laid out like type writer keyboards but with some extra buttons around the sides. All keyboards generally have the same main keys such as the alphabet characters, numbers, backspace key, space bar, delete key etc. But, keyboards may have different variations depending on the brand. They can come in different colours, and shapes, some light up, some have more keys and some have less.

1.   Escape (ESC)

The escape key tells the computer to stop what it is doing. Pressing 'ESC" is usually the same as clicking 'cancel' button on an active window.

2.   Function Keys (F1 – F12)

The function keys sit along the top of the keyboard. They are numbered F1 to F12. These are used menu shortcuts and do different things in different programs. For example, F1 usually opens up the help files in a program.

3.   Tab

The Tab key can be used to insert a space into the line you are typing. In web pages, spreadsheets and dialogue boxes where you can type in them, you can use the Tab key to automatically move you to the next button or field.

4.   Caps Lock

When you press Caps Lock, you will the caps lock indicator light on the top right of the keyboard light up. This means that every letter you type will be a CAPITAL LETTER. Press Caps Lock once to turn it on. Press once again to turn it off.

5.	Shift

When you hold down the Shift key and press another letter on the keyboard, the letter will type as a capital letter. Holding down the shift key and pressing a key with two symbols on it will type the symbol. For example holding the shift key and pressing the number 4 key on top of the keyboard will type the dollar sign ($).

6.	Control [Ctrl] Key

The Ctrl key is used for keyboard shortcuts. It works similar to the Shift key – you hold it down and then tap the other key you want to press. There are two Ctrl keys on either side of the keyboard.

7.	The Windows Key

The Windows Key opens up the start menu and brings up the different programs you can open on the computer.

8.	Space Bar

Used to type a blank space in between words.

9.	Enter Key

The Enter key (also sometimes called Return) tells your computer to start a new line when you are editing text. It can also be used to confirm/submit something, like a form.

10.   Arrow Keys
Are mainly used to in typing programs such as Microsoft Word to move the cursor around.

11.   Backspace Key
When typing, Backspace will remove the character to the left of the blinking cursor. If you have text selected, it will delete the selection. When browsing the internet, if you are not typing, Backspace will take you back one page

12.   Delete Key
When typing, the Delete key will remove / delete the character to the right of the blinking cursor. If you have text or objects selected, the Delete key will delete them.
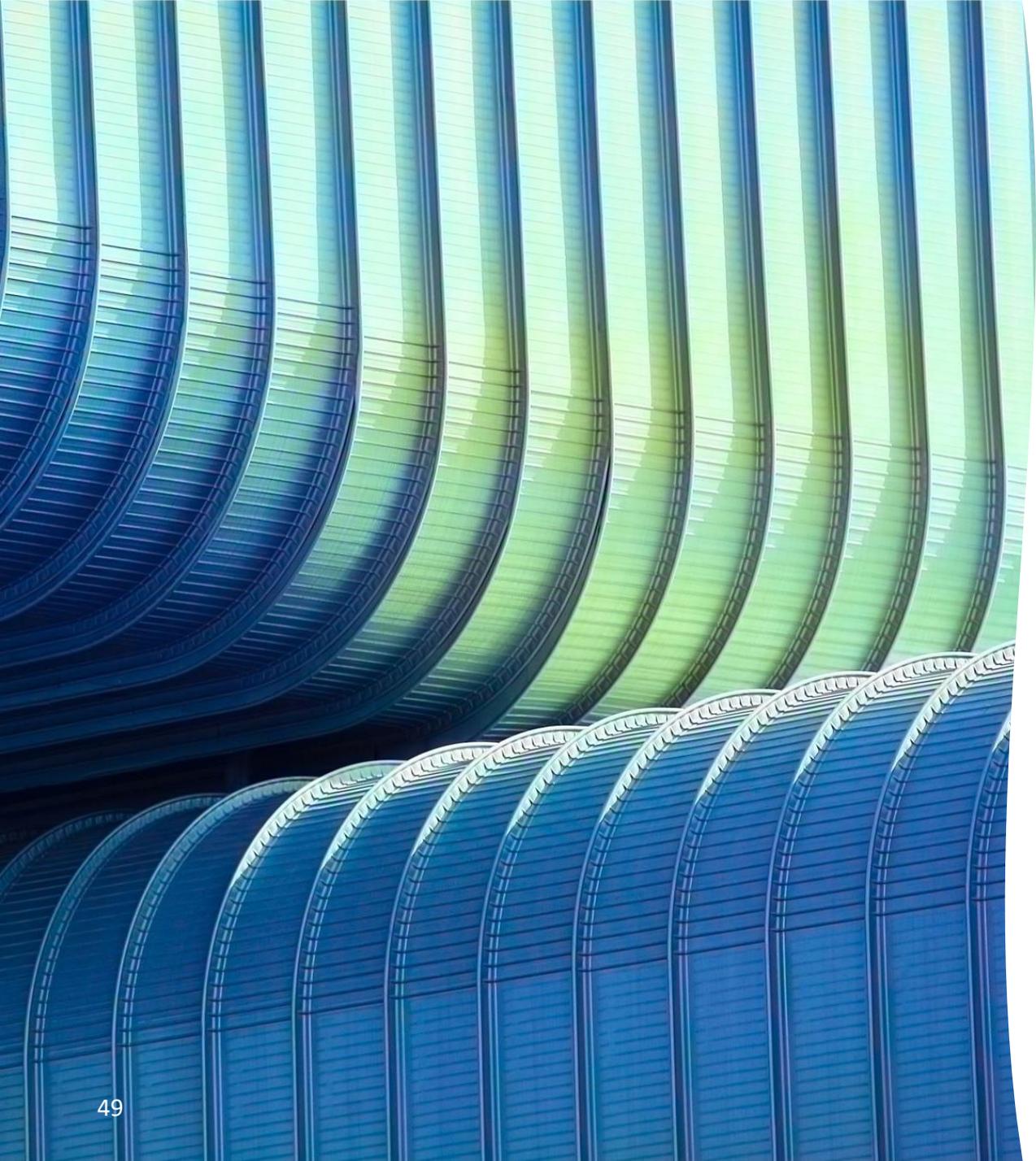
When the computer first loads up, the first thing you will see on the screen is the desktop. The desktop contains icons that you can click on to open up programs. Components of the desktop are shown below. We will refer to the below image for the remainder of this section

- Part 1 – Create a new file

- Click the Start button (Windows logo).

- Click the word-processor icon (for example Word). A blank page appears; explain that this is a new, unsaved file.

-

- type three lines such as: your name, today's date, and "This is my first saved document."

- **Part 2 – First save with "Save As"**
- At the top left, click the **File** tab or menu.
- Click **Save As** (for a brand-new document, Save and Save As behave the same but "Save As" clearly shows the options).
- In the Save window:
  - Click **Documents** in the left panel so the file will be stored there.telstra+1
  - Click in the **File name** box and type: My first document.
  - Check that the **Save as type** is something like "Word Document".
  - Click the **Save** button.

- Part 3 – Prove the file was saved
- Close the word-processor using the X in the top-right corner.

- Click the yellow File Explorer folder on the taskbar, then click Documents on the left.
-

- Ask the learner to find My first document in the list and double-click it; the document should open and show their three lines, confirming that the save worked.

- Part 4 – Saving changes
- Have the learner add one more sentence to the document (for example "I know how to save a file").

- Two ways to update the same file:

- Click File > Save.

- Or press Ctrl + S on the keyboard as a quick save shortcut.