



Computer, Easy Lah!

# Documenting Computer Journeys

**The Printables**  
Updated Nov 2023

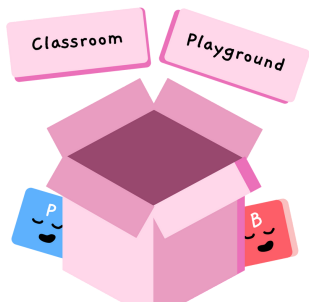
## About The Printables

At Computer, Easy Lah!, we strive to provide structured guidance for senior adults to practice computer skills during and after classes.

While the short-term goal is to supplement existing curriculums, our long-term goal is to support learning outside of classes, and to promote the continuity of computer workshops.

Thus, we have created The Printables, which is our take on increasing memorability and motivation for senior adults to further their computer journeys.

Read on to find out more!



- The Computer, Easy Lah! team

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# Introduction

## Intro

### Backstory

Having developed our interactive platform, The Playground, our team conducted user testing with senior adults. While they enjoyed the activities on the platform, we had interesting observations of our participants.

# 01

They wrote down notes on **physical** notebooks.

# 02

Going home, they read and practiced what they have written down **physically.**

Thus, while digital interactions are important when learning computers, there is much value regarding physical aspects which can be explored to further encourage learning beyond the classroom setting.

## “Feel Safer”

Having something physical feels more tangible and less likely to lose as compared to digital content, especially since I receive many messages and images everyday on my phone.

## “Remember Better”

Writing something down helps me to remember things better, as “I remember what I wrote” as compared to giving me stacks of printed notes.

## “Easier Access”

More convenient to access and refer to as compared to looking on phones or computers.

**Feedback from our  
participants!**



Two key goals of using The Printables:

**01**

**Memorability**

Help participants remember what they have learnt in class, and encourage them to practice on The Playground.

**02**

**Encourage Learning  
Beyond Curriculums**

Motivate revisiting of content after the end of computer workshops, and to further one's own learning.

Intro

## What is The Printables

Printable cards for participants to manage their computer journeys during and after classes





# 2

## types of cards



Classroom Card

Typing



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Playground Card

Typing



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# Intro

## Classroom Cards

### Keyboard Shortcuts

Press this	To do this
Ctrl + S	Saves the current file
	Copies the selected item
Ctrl + X	Cuts the selected item
Ctrl + V	Pastes the selected item
Ctrl + Z	
Ctrl + A	Selects all items in a document

### About

Cards that are partially-filled in and require participants to fill in the blanks themselves during lessons.

### Purpose

To document the important and useful information in each topic.

Also, by having participants fill in the blanks, we hope to encourage them to revisit the content on the cards after lessons.

# Intro

## Playground Cards

Learn how to use common apps on your computer

1. Open  or  on your computer

2. Go to this website: [cel.land](https://cel.land)

3. Left click on  and then 

Applications

4. Explore how to use     

## About

Cards that tell participants what are the relevant activities on The Playground that they can visit.

## Purpose

By pairing Playground Cards with Classroom Cards, we motivate them to practice the activities based on what they have just learnt.

# Intro

## How to use The Printables

There is no definite way of using The Printables, where you can customise the usage according to your workshops. The following is a suggestion from our team which promotes both short-term and long-term usage.

### Step 1



Browse through our printable templates for each topic

### Step 2



Prepare a binder for each participant

# Intro

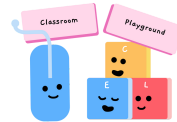
## How to use The Printables

### Step 3



For each topic, print the relevant cards in a plastic folder and give it to the participants for use during and after class.

### Step 4



At the end of the curriculum, encourage them to revisit and practice what they have learnt, as well as continue adding more plastic folders into the binder as they continue learning!

## Intro

### How to use The Printables



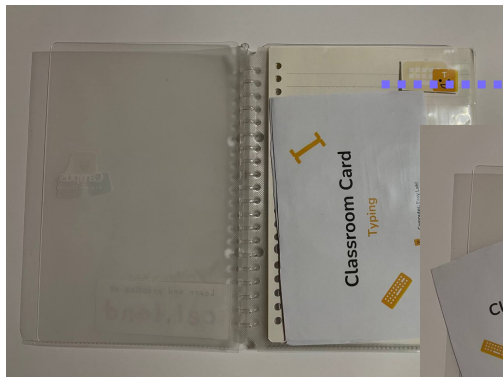
## A binder with folders

### Why such a design?

We want to encourage participants to visit the materials even after the curriculum. Thus, such design attempts to instil a long-term value to the physical entity, where it represents the participants' computer journeys. They can add new folders as they continue to learn new things about computers even after the end of the curriculum.

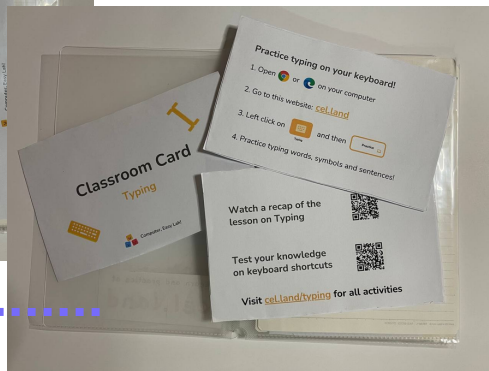
Intro

How to use The Printables



One plastic  
folder per topic

Classroom and  
Playground cards  
for each topic



Typing

Cards

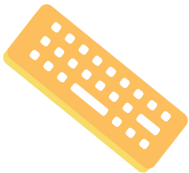


# Keyboard Shortcuts

Press this	To do this
Ctrl + S	Saves the current file
	Copies the selected item
Ctrl + X	Cuts the selected item
Ctrl + V	Pastes the selected item
Ctrl + Z	
Ctrl + A	Selects all items in a document

# Classroom Card

Typing





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# Practice typing on your keyboard!

1. Open  or  on your computer

2. Go to this website: [cel.land](https://cel.land)

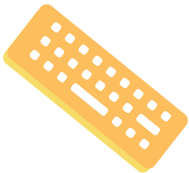
3. Left click on  and then 

Typing

4. Practice typing words, symbols and sentences!

# Playground Card

Typing



Computer, Easy Lah!

Watch a recap of the  
lesson on Typing



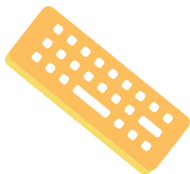
Test your knowledge  
on keyboard shortcuts



Visit [cel.land/typing](https://cel.land/typing) for all activities

# Playground Card

## Typing





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# Applications

Cards

# Application Window

Icon	Meaning
	Resize window
	
	Minimise window
	





# Classroom Card

## Applications



Computer, Easy Lah!

# Learn how to use common apps on your computer

1. Open  or  on your computer

2. Go to this website: [cel.land](https://cel.land)

3. Left click on  and then 

Applications

4. Explore how to use     



# Playground Card

## Applications



Computer, Easy Lah!

Watch a recap of the  
lesson on Applications



Test your knowledge  
on applications



Visit [cel.land/apps](https://cel.land/apps) for all activities



# Playground Card

## Applications



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# Email

Cards

# Your Email Account



First Name: \_\_\_\_\_

Surname (optional): \_\_\_\_\_

Email Address: \_\_\_\_\_

Password: \_\_\_\_\_

Tip: You can go to [accounts.google.com/signup](https://accounts.google.com/signup) to create a new Gmail account.



# Classroom Card



Email



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# Important Parts of An Email

Word/Icon	Meaning
Compose	To create a new email
'To' field	Email address of the person whom you want to send the email to
Subject	The topic of your email
	
	



# Classroom Card

Email




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# Practice basic email skills

1. Open  or  on your computer

2. Go to this website: [cel.land](https://cel.land)

3. Left click on  and then 

Email

4. Complete the activity to practice your email skills!



# Playground Card

Email



Computer, Easy Lah!

Watch a recap of the lesson on Email



Tips for you to stay safe when using emails



Test your knowledge on emails



Visit [cel.land/email](https://cel.land/email) for all activities



# Playground Card

Email



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# Safety

Cards

# 6 signs of online scams

Sign 1: Using vague, incorrect language and information

Sign 2: Using urgent or threatening language

Sign 3: \_\_\_\_\_

Sign 4: Requesting for confidential information

Sign 5: \_\_\_\_\_

Sign 6: Containing suspicious attachments





# Classroom Card

Safety



Computer, Easy Lah!

# Practice to identify scam emails

1. Open  or  on your computer

2. Go to this website: [cel.land](https://cel.land)

3. Left click on  and then 

Safety

4. Identify suspicious parts in a scam email



# Playground Card

Safety



Computer, Easy Lah!

Watch a recap of the  
lesson on Safety



Tips for you to stay safe  
when using computers



Test your knowledge  
on computer safety



Visit [cel.land/safety](https://cel.land/safety) for all activities



# Playground Card

Safety



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