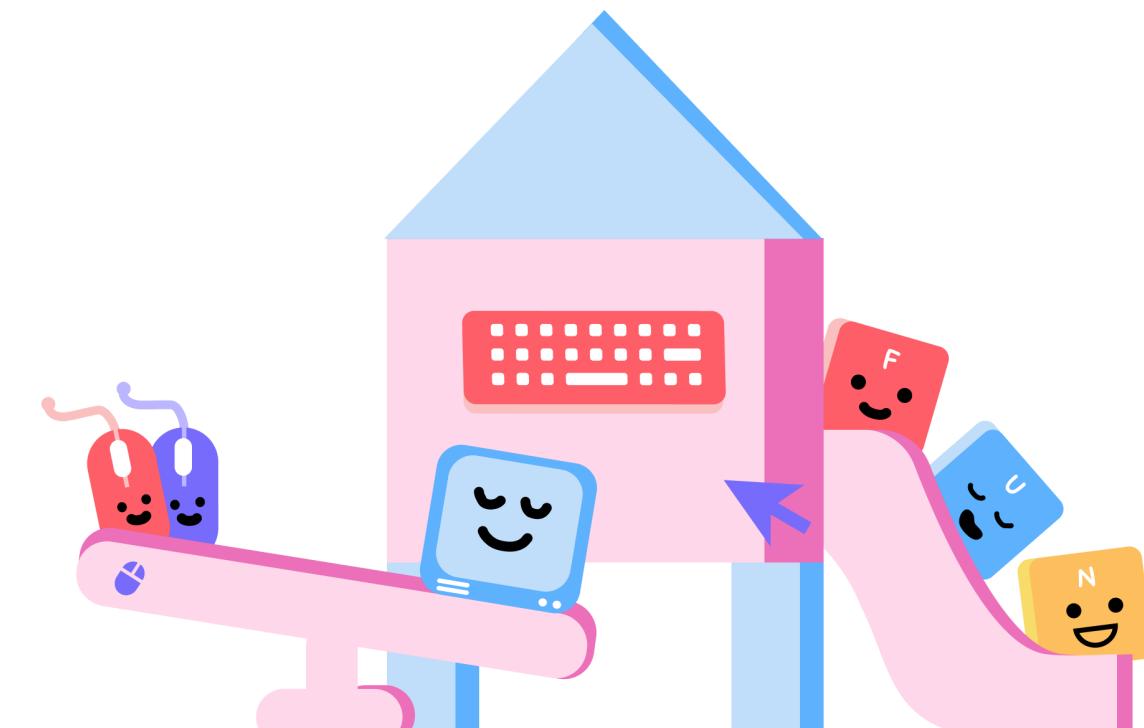




Computer, Easy Lah!



# Bringing learning beyond computer classes



The Playground Guide  
Updated Nov 2023



## About The Playground

The Playground is a companion app for senior adults participating in foundation computer classes. It is designed to support them in their learning during and after the curriculum, providing complementary resources and hands-on activities.

The content on The Playground is guided by a simple three-step strategy: *Recap*, *Practice* and *Test*. The strategy allows senior adults to consolidate their learning for both theoretical and practical aspects.

Through The Playground, we hope to provide more opportunities for learning beyond the classroom context, enhancing the continuity of computer classes.



Enter The  
Playground



## About The Playground Guide



This guide is a comprehensive document that illustrates the different activities available on The Playground. It explains what each activity is designed for and a brief overview of how they work.

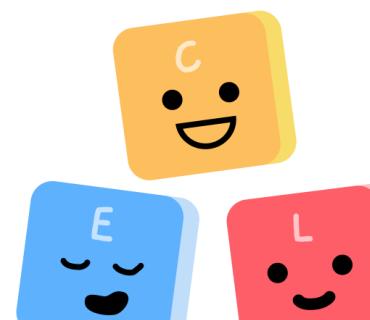
If you are looking to organise computer classes for senior adults, look no further! The Playground is the perfect companion app for your participants, and this guide will bring you up-to-date about how The Playground works.

Let us collectively bridge the digital divide together!

- The Computer, Easy Lah! team

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Topic 01

# Typing

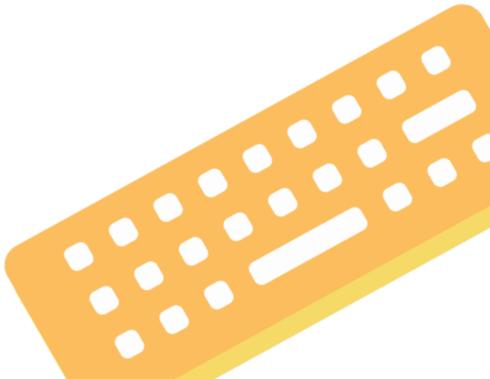
# Topic 01

## Typing

Typing is a foundational skill when it comes to learning how to use a computer. It's a technical skill that many senior adults may not be familiar with, often requiring motor skills they haven't had much experience with before diving into the world of computers.

At The Playground, we recognize the unique challenges senior adults may face and aim to provide ample opportunities for them to become comfortable with typing. We firmly believe that practice makes perfect, and through sustained practice, senior adults can gradually familiarize themselves with the keyboard layout.

Therefore, in this topic, we place a special emphasis on helping senior adults become acquainted with the keyboard layout, adopting good typing practices, and understanding the utility of various keyboard shortcuts.



3

# typing activities

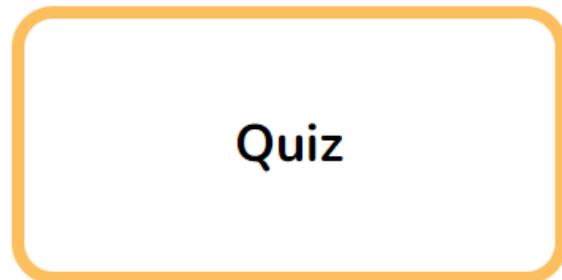
Activity 1: Typing Recap Video



Activity 2: Typing Practice



Activity 3: Keyboard Shortcuts Quiz



## Activity 1 Typing Recap Video

RECAP



### About

A 5-min recap video of the topic of Typing taught in computer classes.

### Purpose

To recap the main functionalities of a keyboard, showcasing the different types of keys, their locations, and available shortcuts.

### When to Watch It?

This video is best watched at the end of the lesson that teaches typing. Alternatively, non-participants can watch the video to have a quick summary of the Typing topic.

### Available On



## Activity 1 Typing Recap Video

RECAP

### Video Outline



00:00 Introduction

00:27 Important System Keys

01:12 Character Keys

01:21 Enter and Editing Keys

02:09 Common Keyboard Shortcuts

04:42 Conclusion

### Watch On



The Playground

— OR —



YouTube

## Activity 2

### Typing Practice

PRACTICE

Words

Symbols

Sentences:

Hawker Center



MRT Station



### About

A typing game designed for senior adults.

### Purpose

To allow senior adults to practice typing on the keyboard and familiarise with the keyboard layout.

### When to Practice?

Anytime after learning how to type on a keyboard! We believe that it takes time and practice to familiarise with the keyboard. Practice makes perfect, so one can practice anytime after he has learnt how to use it.

### Available On



## Activity 2 Typing Practice

PRACTICE

# We adopt a bottom-up approach.

Practice basic words and symbols before challenging sentences.

Types of Practices

01 Words

02 Symbols

03 Sentences (A mixture of words and symbols)



## Activity 2

### Typing Practice

# PRACTICE

# How well did I do?

For each practice, we provide an accuracy score that allows participants to track their accuracy of typing.

# Accuracy

Number of keys correctly typed / Number of keys wrongly typed

**Accuracy Score =** **Number of keys correctly typed** / **Total number of keys typed**

E.g. Accuracy  $\frac{19}{5}$  - 79.17%

Use this to help senior adults track their improvements!

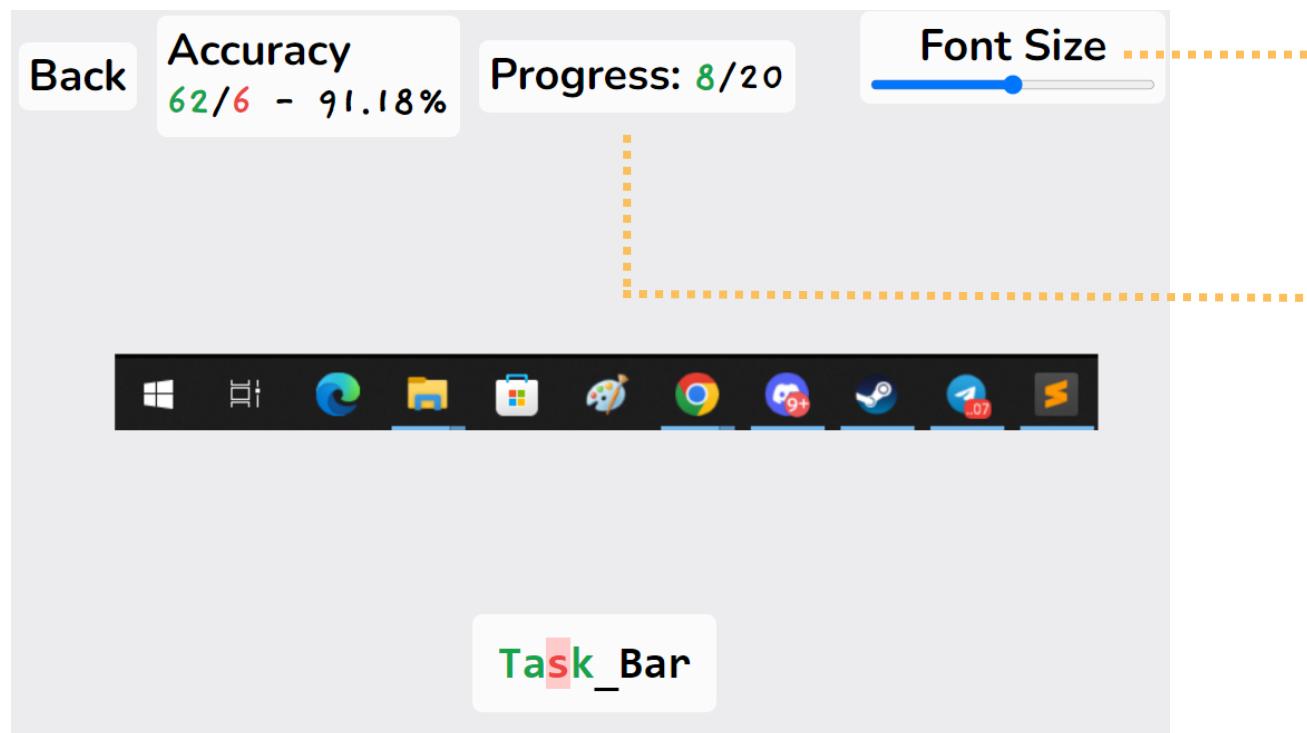


## Activity 2

### Typing Practice

## PRACTICE

# 01 Words



# Adjust font size as needed

# Track your progress

# 20 computer-related words to practice from

## Activity 2 Typing Practice

PRACTICE

### 02 Symbols

Quit

I

#### Symbols

Font Size

Type the following symbol using your keyboard!

%

Percent

Hint: Press Shift together with the key that shows %



Hints provided if  
one gets stuck

32 symbols to practice from

## Activity 2 Typing Practice

PRACTICE

### 03 Sentences

After practicing words and symbols, challenge senior adults to practice typing sentences that has a mixture of both.

### 3 stories to choose from

Hawker Center



MRT Station



Supermarket



Each story brings you through a different storyline with different sentences to practice.

Wah seh! So interesting!



## Activity 3 Keyboard Shortcuts Quiz

TEST

### I Question 1 of 5

What does pressing CTRL + C at the same time do?

Undo

Save

Copy

Paste

Check



### About

A 5-question keyboard shortcuts quiz

### Purpose

To allow senior adults to test their knowledge regarding keyboard shortcuts, identifying shortcuts that they are still unfamiliar with.

### When to Take?

It is good to take after the lesson on Typing to assess how much one remembers. If one does not do well, he can learn from his mistakes by reviewing the explanations.

### Available On



*Topic 02*

# *Applications*

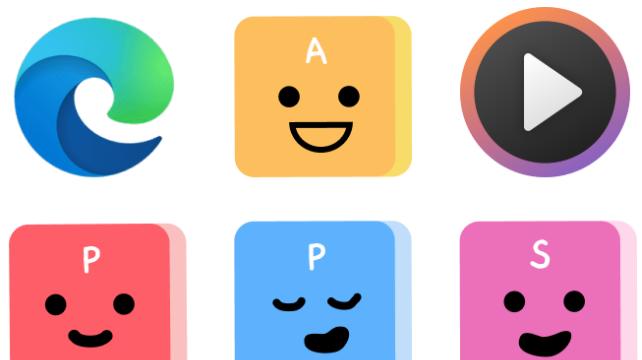
## Topic 02

# Applications

Applications offer a wide array of functions on a computer, spanning from editing word documents to browsing the internet. While senior adults may be familiar with the concept of apps on their phones, the appearance and functionality of applications on computers can differ significantly from their mobile counterparts.

At The Playground, we strive to bridge this knowledge gap, not only by reintroducing the concept of applications to senior adults, but also by acquainting them with useful computer-based applications.

In this topic, we provide a concise introduction to various practical computer applications and offer step-by-step tutorials to help senior adults become knowledgeable in using them. These tutorials are designed to build upon the foundational knowledge of applications that senior adults have acquired through computer classes.



# 3 application activities

Activity 1: Applications Recap Video

**Recap**

Activity 2: Common Apps Tutorials

**Common Apps**

Activity 3: Applications Quiz

**Quiz**

## Activity 1 Applications Recap Video

RECAP



### About

A 6-min recap video of the topic of Applications taught in computer classes.

### Purpose

To recap the concept of an application, and to revisit the main ways of using an application window.

### When to Watch It?

This video is best watched at the end of the lesson that teaches applications. Alternatively, non-participants can watch the video to have a quick summary of the Applications topic.

### Available On



## Activity 1 Applications Recap Video

RECAP

### Video Outline



00:00 Introduction to Applications

00:35 What is an Application

00:53 Basic Application Operations

03:30 Application Management

04:42 Conclusion

### Watch On



The Playground

————— OR ————



YouTube

## Activity 2

### Common Apps

PRACTICE

#### Snipping Tool



Take a picture of your computer screen!

#### Calculator



Need to calculate something?

#### Browser



Access the Internet and visit different sites!

#### Notes



Write and save notes!

## About

A guided hands-on tutorial for common computer apps.

## Purpose

To expose senior adults to useful computer apps and teach them how to use the apps.

## When to Practice?

Good to learn as long as one has basic knowledge of applications. The tutorials are taught using the fundamentals covered in the Applications lesson, so it acts as a good practice to apply what one has learnt.

## Available On \*



\* Video tutorials are available on both desktop and mobile, but hands-on practices are only available on desktop.

## Activity 2 Common Apps

PRACTICE

### Apps

Currently, we have tutorials for 5 common apps available on the Windows operating system.

01

Snipping Tool



03

Calculator



05

Paint



02

Browser



04

Notepad



## Activity 2 Common Apps

PRACTICE

### Snipping Tool Tutorial



#### 01 Video Tutorial



Watch on or

A 6 minute video introduction to what snipping tool is, and how to use the snipping tool on computers.

#### 02 Snipping Tool Exercise



A simple exercise to practice using the snipping tool, senior adults are tasked to snip a picture of text on screen and upload it.

#### 03 Snipping Tool Exercise Demo



Watch on or

A demo video on how to complete the snipping tool exercise, in the event that senior adults are stuck. Press 'Get Help' to show the demo video.

Use the snipping tool to snip a picture of the following text, save the picture and upload it.

**Snipping tool is great**

No file chosen

## Activity 2 Common Apps

PRACTICE

### Browser Tutorial

#### 01 Video Tutorial

Watch on  or 

A 6 minute video introduction to what a browser is, and how to use the browser to visit websites.

#### 02 Browser Exercise

Use the browser to search for the answer to a random question! A simple exercise to practice using browsers.

Head to [www.google.com](http://www.google.com) and search

**What does WWW stands for?**

Enter your answer here

[Previous](#)

[Get Help](#)

[Check](#)

## Activity 2 Common Apps

PRACTICE

### Calculator Tutorial

#### 01 Calculator Tutorial

Watch on  or 

A 5 minute video introduction for how to use the calculator on a computer.

#### 02 Calculator Exercise

Quick math! Use the calculator on the computer to your advantage and solve a math problem.

#### 03 Calculator Exercise Demo

Watch on  or 

A demo video on how to complete the calculator exercise, in the event that senior adults are stuck. Press 'Get Help' to show the demo video.

Use the calculator to calculate the answer to the following question.

$$36 \times 15 = ?$$

Enter your answer here

Previous

Get Help

Check

## Activity 2 Common Apps

PRACTICE

### Notepad Tutorial

#### 01 Notepad Tutorial

Watch on  or 

A 5 minute video introduction regarding what Notepad is and how to use it.

#### 02 Notepad Exercise

Practice creating and saving a Notepad document via this exercise.

#### 03 Notepad Exercise Demo

Watch on  or 

A demo video on how to complete the notepad exercise, in the event that senior adults are stuck. Press 'Get Help' to show the demo video.

Use Notepad to create a note with the following text. Save it, then upload it.

I love Notepad!

Choose File No file chosen

[Previous](#)

[Get Help](#)

[Check](#)

## Activity 2 Common Apps

PRACTICE

### Paint Tutorial

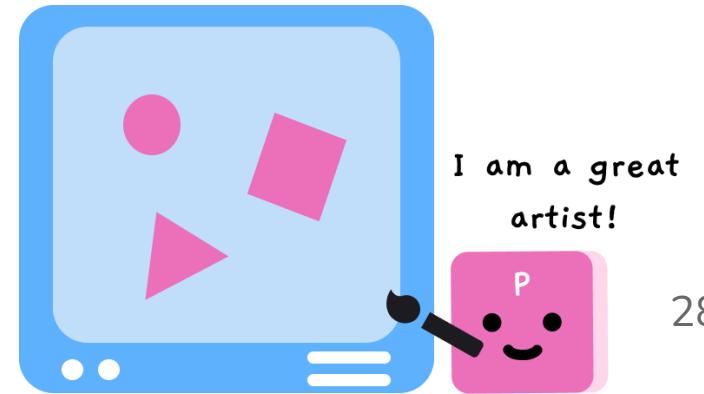


#### 01 Paint Tutorial



Watch on  or 

A 10 minute video introducing what Paint is and how to use the basic functionalities to create a simple image.



## Activity 3

### Applications Quiz

TEST



#### Question 2 of 5

What is the function of this icon?



Close the window

Minimise the window

Maximise the window



#### About

A 5-question applications quiz

#### Purpose

To allow senior adults to test their knowledge regarding applications, identifying application window functions that they are unfamiliar with.

#### When to Take?

It is good to take after the lesson on Applications to assess how much one remembers. If one does not do well, he can learn from his mistakes by reviewing the explanations.

#### Available On



*Topic 03*

# Email

# Topic 03

## Email



Emails are a vital means of communication, serving both professional and personal needs. Learning how to send emails via computers is an indispensable and practical skill to have for the long term. This applies to senior adults as well, as we see more workplaces undergoing digital transformation and relying on email for communication.

At The Playground, we recognize the significance of email proficiency and strive to provide comprehensive coverage of the topic. Our approach involves delivering essential email techniques through a blend of theoretical knowledge and hands-on practice, reinforcing the concepts taught in class.

In this topic, we will cover the fundamental concepts of email communication, with a primary focus on using Gmail, a widely-used email service. It's worth noting that the skills acquired are highly transferable and applicable to other email providers.

# 4

## email activities

Activity 1: Email Recap Video

Recap

Activity 2: Email Safety Tips

Email Safety

Activity 3: Email Practice

Practice



Activity 4: Email Quiz

Quiz

## Activity 1 Email Recap Video

RECAP



### About

A 5-min recap video of the topic of Email taught in computer classes.

### Purpose

To recap what an email is, how to create an email account and how to use the basic email functionalities.

### When to Watch It?

This video is best watched at the end of the lesson that teaches emails. Alternatively, non-participants can watch the video to have a quick overview of how to set up and use emails on computers.

### Available On



## Activity 1 Email Recap Video

RECAP

### Video Outline



00:00 Introduction

00:27 What is Email

00:46 Why is Email important

01:11 Create a Gmail Account

02:35 Compose and Send an Email

03:18 Reply to an Email

03:51 Delete an Email

04:27 Conclusion

### Watch On



The Playground

— OR —



YouTube

## Activity 2 Email Safety Tips

RECAP

### About

Email safety tips for senior adults to be aware of.

### Purpose

To impart and recap essential email safety tips for senior adults to stay safe online.

### When to Read It?

Encouraged to go through with the senior adults right after they have completed the Email lesson, so they are aware of the safety techniques as they start to use emails.

### Available On



#### Tip 1: Check the source of the email

Do not open emails from suspicious people. Check with someone else if you are unsure.

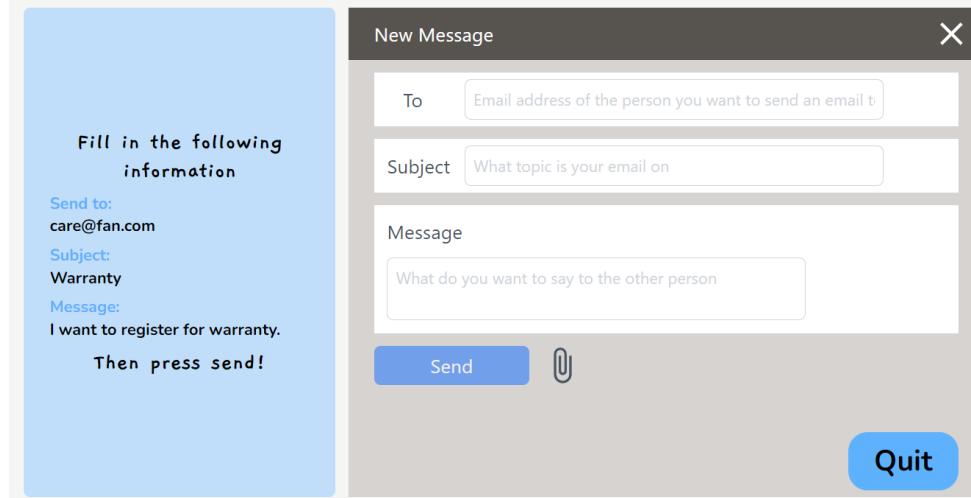
 From: ocbc@gmail.com

Wa, this looks suspicious. Better check with others before opening.



## Activity 3 Email Practice

PRACTICE



### About

A guided interactive practice for basic email functionalities\*.

### Purpose

To provide a safe environment for senior adults to recap and practice basic email functionalities.

### When to Practice?

Either after teaching about basic email functionalities, or at the end of the lesson on Email.

### Available On



\* Designed according to the Gmail interface

Activity 3  
Email Practice

PRACTICE

## Let's send an email to register for warranty.

The interactive practice brings participants through a simple story of registering for the warranty of a newly-bought fan.



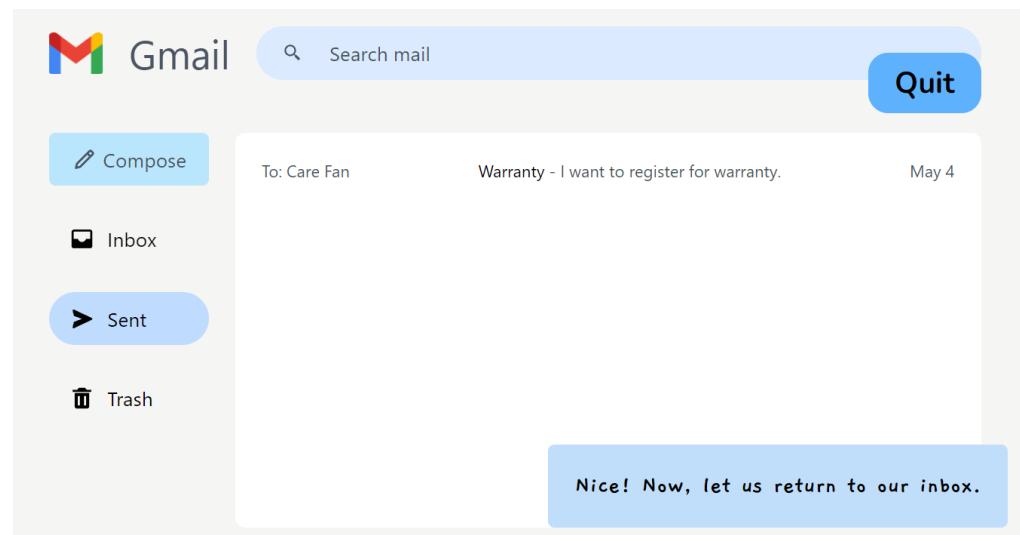
## Activity 3 Email Practice

PRACTICE

Throughout the story, participants are tasked to carry out simple email tasks.

### Concepts Covered:

1. Composing and Sending an Email
2. Checking out Sent Emails
3. Replying to an Email
4. Attachments



## Activity 3 Email Practice

PRACTICE

For each task, there will be instructions, and participants have to use their knowledge of emails to clear the tasks.

**Fill in the following information**

**Message:**

I have attached the image.

**Attachment:**

Attach an image of the receipt

**Then press send!**

Hi, please attach an image of the receipt for confirmation.

care@fan.com

What do you want to say to the other person

Send



Quit

## Activity 4 Email Quiz

TEST

### Question 1 of 5

What does the send button do?



Send an email

Delete an email

Forward an email

Compose an email

Check



### About

A 5-question email quiz

### Purpose

To allow senior adults to test their knowledge regarding emails identifying email functionalities that they are unfamiliar with.

### When to Take?

It is good to take after the lesson on Email to assess how much one remembers. If one does not do well, he can learn from his mistakes by reviewing the explanations.

### Available On



Topic 04

# Safety

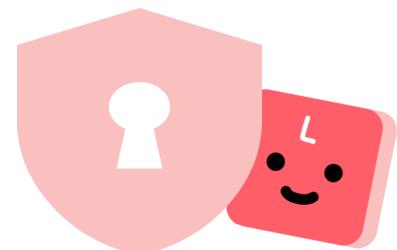
# Topic 04

## Safety

In today's digital landscape, the prevalence of online scams makes it absolutely critical for senior adults to become well-versed in effective safety techniques as they embark on their journey to learn computer skills and explore the Internet.

At The Playground, we place a strong emphasis on equipping our users with the knowledge and skills needed to navigate the online world safely.

This topic is dedicated to providing essential safety tips and practical exercises designed to recap and reinforce the safety knowledge covered in our lessons. We'll revisit key safety concepts, shed light on common scams, and offer guidance on how senior adults can best protect themselves. The aim is to empower them with the confidence and skills to stay safe when using computers.



# 4

# safety activities

Activity 1: Safety Recap Video

**Recap**

Activity 2: Computer Safety Tips

**Safety Tips**

Activity 3: Safety Practice

**Practice**

Activity 4: Safety Quiz

**Quiz**

## Activity 1 Safety Recap Video

RECAP



### About

A 5-min recap video of the topic of Safety taught in computer classes.

### Purpose

To recap the preemptive measures that one can use to protect the computer and stay safe offline and online.

### When to Watch It?

This video is best watched at the end of the lesson that teaches safety. Alternatively, non-participants can watch the video to have a quick overview of common techniques to protect their computer.

### Available On



## Activity 1 Safety Recap Video

RECAP

### Video Outline



00:00 Introduction

00:33 What is Computer Virus

01:00 Windows Defender

01:38 Windows Update

02:09 What is Phishing

02:27 6 Signs of Phishing

04:16 Conclusion

### Watch On



The Playground

— OR —



YouTube

## Activity 2

### Computer Safety Tips

RECAP

#### About

Computer safety tips for senior adults to be aware of.

#### Purpose

To impart and recap essential computer safety tips for senior adults to stay safe offline and online.

#### When to Read It?

Encouraged to go through with the senior adults right after they have completed the Safety lesson, so they recap the main tips that were covered in class.

#### Available On



## Safety Tips

Sign of Phishing 2: Using urgent or threatening language

Phishing messages may try to scare you into doing something quickly by saying things like 'Your account will be locked' or 'Immediate action required'.



## Activity 3 Safety Practice

PRACTICE

Identify the texts in this email that are phishy, then click on them.

Phishing texts identified: 0 / 5

Hint

Inbox

### Tax Refund Confirmation Required



IRAS Refund Team

<iras.refundteam@officialiras.gov.sg>

Dear Sir / Madam,

We hope this email finds you in good health. We are writing to inform you that you may be eligible for a tax refund from the Inland Revenue Authority of Singapore (IRAS). The refund amount is substantial, and we need to verify your identity before we can process your refund.

## About

A guided interactive practice for identifying phishing elements.

## Purpose

To let senior adults practice identifying phishing elements so that they are aware of common phishing techniques and can better avoid them.

## When to Practice?

Anytime after introducing the concept of phishing.

## Available On



## Activity 3 Safety Practice

PRACTICE

# Go fishing for phishing elements in an email!

In this interactive practice, participants will attempt to identify phishing elements in an email, by clicking on the respective phishing elements.

Identify the texts in this email that are phishy, then click on them.

Phishing texts identified: 1 / 5

Hint

Get hints on the  
phishing elements

Inbox

**Tax Refund Confirmation Required**



IRAS Refund Team

<iras.refundteam@officialiras.gov.sg>

Dear Sir / Madam,

**Click on phishing elements  
to identify them**

We hope this email finds you in good health. We are writing to inform you that you may be eligible for a tax refund from the Inland Revenue Authority of Singapore (IRAS). The refund amount is substantial, and we need to verify your identity before we can process your

## Activity 4 Safety Quiz

TEST



### Question 3 of 5

Which of the following is a sign of an online scam?

Vague and incorrect language

Urgent or threatening language

Promise of attractive prizes

Request for confidential information

### About

A 5-question computer safety quiz

### Purpose

To allow senior adults to test their knowledge regarding computer safety techniques and common scams.

### When to Take?

It is good to take after the lesson on Safety to assess how much one remembers. If one does not do well, he can learn from his mistakes by reviewing the explanations.

### Available On



# Dictionary

# Dictionary

In the digital realm, a multitude of technical jargon can leave senior adults learning how to use a computer feeling naturally bewildered and easily overwhelmed when encountering new vocabulary.

At The Playground, we recognize that while such terminology is inevitable, we aim to ease this learning curve by providing a computer term dictionary. This resource is readily accessible, enabling users to seek clarification on unfamiliar terms or to look up definitions while engaging in other activities on The Playground.

Our dictionary is designed with simplicity in mind, ensuring that the meanings and definitions we provide are easy to grasp. We make a conscious effort to relate these terms to familiar concepts in the physical world, making it easier for senior adults to make the connection and establish understanding.



Easily search for a particular term

## About

A dictionary to explain technical computer jargon using simple and relatable terms.

## Purpose

To provide accessible and easy-to-understand definitions.

## When to Use?

Anytime! It could be after class or even when one is doing an activity on The Playground. Just search up a term whenever one is unsure!

## Available On



73 computer terms

Back

Search Computer Term

## Dictionary



### Application

A computer program on your phone or computer

### Browser

An app to access the Internet on the phone and computer

### Cache

Stores information on your computer so websites load faster

### Cookie

Stores information about your activity on a website

## How to Access?

Method 1: Access the dictionary via the main menu of The Playground

# Computer, Easy Lah!



Typing



Applications



Email



Safety



Dictionary



Click here!

## How to Access?

Method 2: At the top right corner of the navigation bar, you can easily search a term and its definition will appear. This is convenient if you want to quickly look up a term!

The image shows a mobile application interface. At the top, there is a navigation bar with 'Back' and 'Home' buttons. On the right side of the navigation bar is a search bar containing the text 'App'. To the right of the search bar, the text 'Type your search term here' is displayed. Below the navigation bar, the main content area has a title 'Applications' in large letters. There are three buttons with rounded corners and pink outlines: 'Recap', 'Common', and 'Quiz'. The 'Common' button is currently selected, as indicated by a grey background. To the right of the buttons, there is a card with the word 'Application' at the top. Below it, the text 'Have you seen these icons before?' is followed by five colorful icons: a playing card, a document, a folder, a video camera, and a circular icon. At the bottom of the card, the text 'All these icons are different' is written.

# Conclusion

&

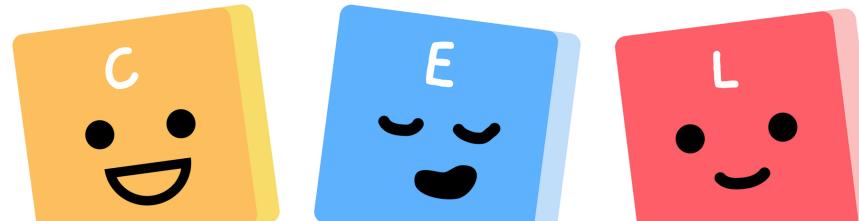
# Acknowledgments

# Conclusion

At Computer Easy Lah!, our team is deeply committed to the vision of fostering a digitally inclusive society in Singapore. We understand that learning computers can be a challenging endeavor for many senior adults, but with patience and the right guidance, we firmly believe that they can acquire fundamental computer skills.

The Playground is our contribution to enhancing the learning experience of senior adults in their journey to acquire essential computer skills. Our platform is in a constant state of evolution, with our team diligently working to refine existing and introduce new activities that can complement traditional computer classes.

If you share our passion for bridging the digital divide and promoting digital inclusion, we invite you to explore The Playground and leverage our resources. Together, let's work towards creating a more digitally inclusive Singapore.

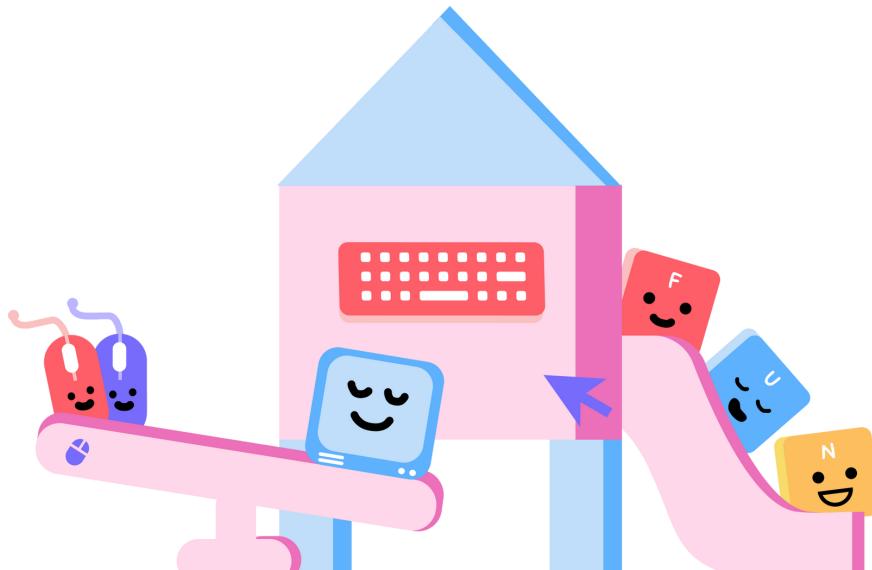


## Acknowledgements

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*a service by Fei Yue Community Services*



Computer, Easy Lah!



computereasylah@gmail.com



<https://www.cel.land/home>



<https://www.youtube.com/@ComputerEasyLah>