

Module: ICT & E-Learning

Level: First-Year EFL (LMD)

By: MABOUD Amani

Introduction to ICT & E-LEARNING

Learning Objectives

By the end of this session, you will be able to:

1. Understand what ICT means in academic and personal contexts.
2. Identify basic parts of a computer and their functions.
3. Perform basic computer operations (log in, open/close programs, save files).
4. Create folders and manage files.
5. Type and save a short text correctly.

1. Definition:

ICT (Information and Communication Technology) means using computers and digital tools to create, share, and manage information.

Discussion:

How do you already use technology in your daily life? For study? For fun?
Examples: phone, email, Google, social media, typing essays.

Why ICT matters for university students:

- Research
- Writing
- Presenting
- Communicating

2. Exploring the Computer Lab



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3. Understanding Files and Folders

Files and Folders – Think of a Library!

- A **file** is like a *book*: it is a collection of information (text, pictures, music, video).
 - Example: *essay.docx*, *photo.jpg*, *song.mp3*



- A **folder** is like a *bookshelf*: it is a container that holds files (and sometimes other folders).



Why organize files into folders?

Without folders, your work would be scattered everywhere. Folders organize your files.

File Extensions

File extensions are the letters after the dot (.) in a file name show what kind of file it is and which program can open it:

- *.docx* → Word document
- *.pptx* → PowerPoint presentation
- *.jpg* → Image file
- *.pdf* → Portable document

Activity: File & Folder Practice

Step 1 – Create Your Folder

1. On your desktop, right-click → New → Folder.
2. Name it ICT english with your full name (e.g., *ICT_english_Sara_ali*)

Step 2 – Create Your First Word File

1. Open Microsoft Word.
2. Type:
“My name is your full name. I am 18 years old.”
3. Click **File** → **Save**.
4. Save it inside your personal folder as *YourFullName.docx*.

Step 3 – Modify and Save Again

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1. Add: “I live in *your city*”
2. Click **Save** (or press **Ctrl + S**).
3. Close and reopen the file to check the change.

□ *This shows that “Save” updates the same file.*

Step 4 – Create a Copy Using “Save As”

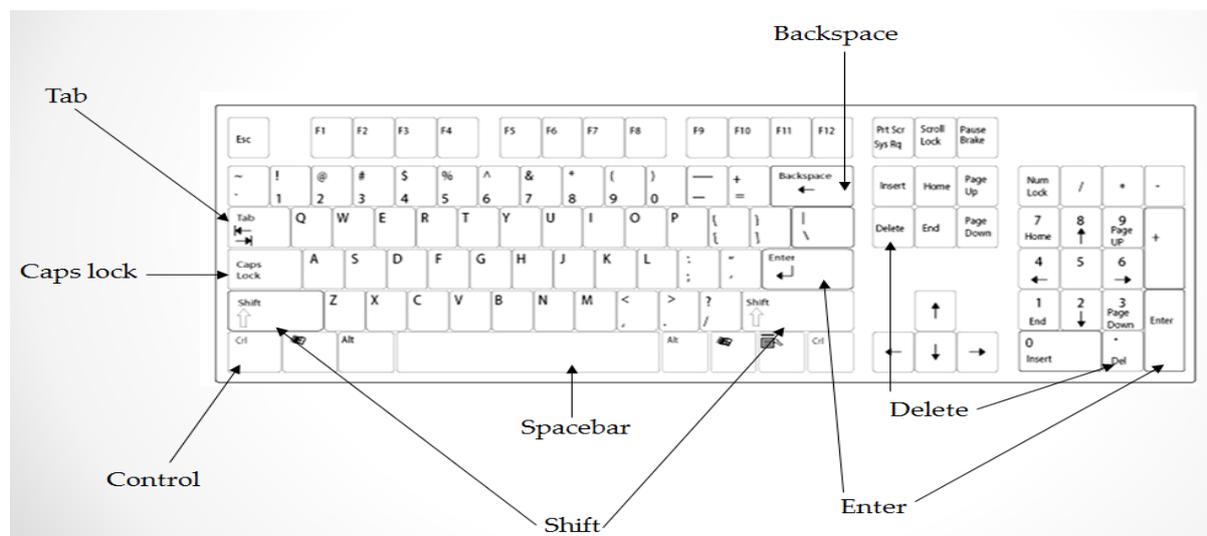
1. Click **File** → **Save As**.
2. Rename it *YourFullName_V2.docx*.
3. Save in the same folder.
4. You should now see two files in your folder!

Notice:

- **Save:** Updates the same file with your new changes.
- **Save As:** Creates a copy with a new name or in a new location.
 - Example: *Essay.docx* → Save As → *Essay_Final.docx*

5. Typing & Formatting Basics

Important Keyboard Keys:



Important keys and uses in Word:

- Tab – Moves the cursor .5”
- Caps Lock – Keeps typed letters capitalized until turned off
- Control – Can be used for keyboard shortcuts
- Spacebar – Inserts one space to the right of the cursor every time you press it

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- Shift – Can be used to create capital letters or special characters shown on the top level of keys
- Enter – Moves cursor down one line
- Backspace – Deletes characters to the left of the cursor
- Delete – Removes characters to the right of the cursor

Practice:

1. Open *YourFullName.docx*
2. Type a short paragraph about yourself (5–8 sentences).
3. Use **Shift** for capital letters and **Enter** for new lines.
4. Save your file in your personal folder.
5. Close and reopen it to confirm it was saved correctly.
6. Delete one file.
7. Go to the **Recycle Bin** — check that it's there.
8. Restore it back to your folder.



Remember:

- *Save* = keeps updating the same file.
- *Save As* = makes a new copy.
- Deleted files go to the **Recycle Bin** until you empty it.

Key Vocabulary

Word	Meaning
ICT	Information and Communication Technology
File	A document, picture, video, or any stored data
Folder	A container used to organize files
Desktop	The main screen you see after logging in
Taskbar	The bar at the bottom that shows open programs
Save	Keeps changes in the same file
Save As	Creates a new copy of a file
Recycle Bin	Stores deleted files temporarily