LBE Computers and the Internet - Programme 1

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Characters: Beatrice (teenaged girl), John (teenaged boy), computer (computer voice)

Clips (English) to be overvoiced: Peter Wakasiyaka (computer centre manager), Doris (19 year old computer student)

Additional voices: 1 speaker for in- and outro

Music – [Full up for 0:10 then fade under Intro]

Intro:

Hello and welcome to Deutsche Welle Radio's Learning By Ear series on Computers. In this, the first programme John and Beatrice will be learning the basics about computers and how to use them. They'll start from the very beginning and by the end of this session you will know how to create files and where to save them. We'll also show you how to play CDs and watch DVDs on your computer.

Package 1.1

SFX_Computer_Start_up

1.Computer voice:	Welcome John and Beatrice to a virtual tour of your computer, that is me.. If you are ready to start, hit the 'Return' Key.

2.John: Wow, Beatrice, a computer that talks! Look Beatrice, there is the key, on the right hand edge of the key-board.

SFX_Beep

3.Computer Voice: That's it. Good. Now looking at me, can you tell me which are the three main components?

4.Beatrice: The screen…

SFX_Ping [the kind you hear on a game show suggesting a correct answer]

5.Computer Voice: Correct. And…?

6.John: The Keyboard.

SFX_Ping

7.Computer Voice: Exactly. And…?

8.John/Beatrice: Ummm

9.Computer Voice: The hard-drive. But that's a little complicated. Don't worry about it for now.

SFX_Windows_Opening_UP

10. Computer Voice:	I run off an operating system called Microsoft Windows.
11. Beatrice:	Are there others?
12. Computer Voice:	Yes there are. There's MAC OSX and Linux but let's forget names. What you need to know is that the operating system manages all your programmes. Now the screen you are looking at right now is called the desktop. It's a bit like a menu…
13. Beatrice:	What does that mean?
14. **Computer voice:**	Well, on this page you will find all the different applications you might want to use. I'm not going to go into what each application does now. We'll hear more details in later episodes. So, click on start…

SFX_Single_Click + SFX_Beep

15. John:	OK.
16. Computer Voice:	Then click on 'All Programmes'

SFX_Sinlge_Click

17. Beatrice: Done that. Wow…you hold all these programmes?

18. Computer Voice: Yes I do.

19. John: Can you open more than one programme at once?

SFX_Double_Click X3

20. Computer Voice: There you go. I have just opened up three for you. One for the internet, one to write a word document and one to play a CD.

21. Beatrice: And look John, at the bottom of the screen are their names in boxes…

22. Computer Voice: You're right, Beatrice. Those allow you to move from one programme to another at the click of the mouse.

23. John: So how do you keep something you've created? Say you've written a school essay?

24. Computer voice: Well, you must save every file you create, if you want to keep it for further use. So on this word document click on the word 'File' in the top-left of your screen, then 'Save'…

SFX_Single_Click X2

25. Computer Voice: Good. What does it say?

26. Beatrice: It wants a file name and asks where we want to save the file?

27. John: How do you know what to call a file?

28. Computer voice: You can call it anything you like. But it can't have the same name as a file you've already created, otherwise it will replace the original.

SFX_Typing_File_Name

29. Beatrice: And where do you store files?

30. Computer Voice: Ah! Well now you have a number of options.[**SFX_Processor_Whirring**] Every computer has what is called a Hard Disk or Hard Drive. The bigger your hard-drive the more you can store on it.

31. John: What if I want to take the file with me?

32. Computer Voice: There are smaller devices known as flash drives. They're much smaller than external hard drives, and therefore easier to carry around with

you. And you can insert them into another computer and still retrieve your file.

33. John (getting impatient): Now, what if I want to watch a DVD?

34. Computer voice: Ok. Most new computers these days have a built in CD and DVD player. Have a look for mine then open it.

35. Beatrice: Here it is.

SFX_CD_Shelf_Opens

36. Computer Voice: You place your CD or DVD just as you would in a Hi-Fi and then close it.

SFX_CD_Shelf_closes

37. Computer voice: Then return to the desktop page and start either your Audio or DVD programme if it hasn't already done so automatically.

38. John: Hold on…

SFX_Double_Click…

39. John: Play

SFX_Music [random track] Fade under

40. Computer voice: And remember, you can also save music or files from your computer onto blank CDs or Video onto blank DVDs. Enjoy.

Mid-way Outro:

If you want to learn more about how you can learn more about using the computer, listen to the next episode…

Music

Package 1.2

Music – Full up for 0:10 then fade under Intro_Part_B

Intro_Part_B

Welcome back to Deutsche Welle Radio's Learning By Ear series on Computers and the Internet. Earlier we learnt about the basic components of a computer and what they do. Now Beatrice is off to a computer training college in Nairobi where you can find out all you need to know, starting from the beginning.

SFX_Gordon_Teaching_3 [Full up 0:10 then fade under]

1. Beatrice: This is the Institute of Advanced Technology, a computer training college in the Kenyan capital

Nairobi. I've come here to find out about the IT courses available to beginners like me. In this class Gordon is taking a class of 7 students through a Microsoft Windows programme called Excel…

SFX_Gordon_Teaching_3 [Full up again for 0:05 then fade under next track]

2 Beatrice: To tell me more about the courses on offer is centre manager Peter Wakasiyaka…

X-ade into SFX_Ambie_Classroom

Clip: 1.2_Wakasiyaka_1

We have the end-user courses. These are majorly a course geared towards training you how to use a computer but most of the time the word end-user has been restricted to office, Microsoft Office. You're talking about Word, Powerpoint, Access, Excel…those are the ones that are taught to beginners.

3. Beatrice: That sounds ideal as beginners like me need the basics: how to write essays, how to create graphs, how to open multiple windows on your screen and so on. Are most of your clients at my level?

Clip: 1.2_Wakasiyaka_2

Majority of students coming in at entry level. Their need is how to use computers, one is because colleges, if someone is going to medical university they know they have to do their projects using the computers to type their reports or analyse their data.

SFX_Gordon_Teaching_2 [Full up then fade under track]

4. Beatrice:	The students are now being shown how to create graphs from data entered into a spreadsheet. I want to find out these young people they signed up this class…

Full up SFX_Gordon_Teaching_2 then X-fade into SFX_Ambie_Classroom

Clip: 1.2_Doris_1

I want to do accounting as my career. I want to be an accountant so that is why I wanted to do computers so I could do accounting more efficiently.

5. Beatrice:	Colleges here in Kenya, and indeed across Kenya, now demand that students have basic computer skills. Before starting this 13 week course 19 year old Doris admits she knew nothing about computers, just like me…

Clip: 1.2_Doris_2

I knew a computer was just a screen, I thought it was just about typing. I didn't know how to use it. After doing this course I know how to use it efficiently.

Add SFX_Typing_Slowly

6. Beatrice: I want to ask Peter Wakasiyaka if there are other ways for beginners to learn about computers. What, for example, if I don't live near a computer training school?

Fade out SFX_Typing_Slowly.

[Keep SFX_Ambie_Classroom as bed]

Clip: 1.2_Wakasiyaka_4

There are so many websites, mostly for those who already know how to use internet if you google, and they are provided for free and they take you from beginners. I would say the only challenge would be if you are not good at doing the searches, you're not good at doing the internet, that could be the only limiting factor.

7. Beatrice: So online tutorials are convenient as you complete them in your own time. And even better, you can pick a course that costs nothing. But it sounds like you need to already know how to use a computer in the first place. So perhaps they are not ideal for absolute

beginners – I suppose, Peter, you could ask someone to help you?

Clip: 1.2_Wakasiyaka_5

Yes, that would be the wise thing to do because if you are just a beginner you will find it hard to navigate through the website.

8. Beatrice: Of course, not everyone has access to the Internet. Either they don't have a connection at home or Internet cafes are too expensive. So are there books for beginners?

Clip: 1.2_Wakasiyaka_6

Yeah, there are books. When I walk through the streets of Nairobi I see these second-hand books being sold. They are called Dummies…Dummies guides yes…there are so many of them, they have been simplified.

9. Beatrice: But me personally, I guess I would rather have a teacher around me to help me when I get stuck..

Outro:

That's it for this programme on computer basics. Throughout this series you will hear on all the subjects brought up in today's programme. Remember if you want to listen to the programme again, or tell friends about it, then go to www.dw-world.de/lbe. Goodbye.