

## Lesson plan – Introduction to digital photography

### Aims

To give learners more confidence in using a digital camera and saving photos.  
To do some basic photo manipulation and insert pictures into documents.  
Promote the Broadplace and facilities

### Objectives

By the end of the session learners will:

- Be confident in turning the computer on and using the mouse.
- Transferred the photos from camera to computer.
- Saved the photos in My Pictures
- Crop a photo and saved it
- Insert picture into a document
- Know about the Broadplace facilities available and other learning opportunities.

**Course time:** 2 hours

**No. learners:** Min 4 - 6

**Requirements:** Laptop or pc for each learner  
Data projector and screen  
Internet connection for all.  
Gimp download on stick  
Microsoft Photo editor  
2 handouts  
1 worksheet  
Digital camera  
Multicard reader  
Evaluation form  
SAE's

**Pre-course:** Questionnaire to be completed by learners  
Ensure tutor has details of passwords etc to get online.

Time	Activity	Resource
5 mins	Refreshments Introduction to learners and tutor. Toilets, fire escape etc Explain that help is available and please ask if unsure, don't struggle.  Explain that the course is an introduction, so we won't be able to cover everything. Also need to practice.	Tea and coffee Info about toilets etc
5 mins	Get everyone registered on computers. Help those who don't have any IT knowledge. (should have pre-course questionnaires) You may have to split the group to those who are confident on a computer and those who aren't.	Laptop or PC for each learner
10 mins	Turning computer on and mouse skills Get beginners to move mouse over desktop.	Data projector and screen  Handout

	<p>Create a folder in 'My Pictures'</p> <p>Open up My pictures folder. (repeat a couple of times) See what is already in there. Create a new folder with the learners name.</p> <p>Confident learners can open My Pictures folder. Create a new folder with the learners name.</p>	
10 min	<p>Take 4 pictures off the camera Plug in their camera and take pictures off. Alternatively insert memory card into multi card reader. Transfer 4 pictures into the 'My Pictures' folder</p> <p>(If they don't have pictures on their camera they can go outside and take some)</p>	<p>Camera With leads Card reader</p> <p>Handout</p>
15 mins	<p>Cropping photos using Microsoft Photo Editor.</p> <p>Open My Pictures. Click on chosen photo and right click 'open with' Microsoft photo editor.</p> <p>Crop tool bar &gt; select area &gt; Edit &gt; Copy &gt; Paste as new image &gt; Save as (My Pictures)</p>	<p>Microsoft Photo editor</p> <p>Handout</p>
15 mins	<p>Inserting picture into a Word Document</p> <p>Open word Type learners name or picture title Insert picture Resize picture Move picture around Print Save in My Pictures (name file) Turn off computer</p>	<p>Printer</p> <p>Handout</p>
10	<p>Break for tea or coffee</p>	
30	<p>Start up computer again Choice between -Using Gimp or making a birthday card</p> <p>Introduce Gimp and show them the website.</p> <p>Work through handout sheet</p>	<p>Handout</p>
Or	<p>Make a birthday card Open Word Change Page setup to Landscape Save Insert some images and text Add new page to create card inside. Save</p>	<p>Handout</p>
5	<p>If time show them Google images</p>	
5	<p>Follow on learning opportunities Ask about a follow up session Evaluation questionnaire</p>	