



FIRST STEPS - Digital Literacy Course

NECA Training Curriculum

DIGITAL LITERACY-FIRST STEPS

MODULE TWO – MOUSE, KEYBOARD, PRINTING AND THE DESKTOP

SLIDE-1: (cover slide) Mouse, Keyboard, Printers and the Desktop

This class is the second module of the FIRST STEPS Digital Literacy course. It overviews the “desktop” of a computer, and provides more detail on the functions of the mouse and keyboard. It also reviews the printing function. The term desktop is used because a computer’s desktop is similar to the work area of a desk. The desktop is where a computer user views/edits documents, looks at pictures and movies, or accesses a program or application. As mentioned in the last module, a computer’s desktop is displayed after the user powers up and logs on.

SLIDE-2: Prerequisites

The prerequisite for this class is Module 1.1 Computer Systems.

SLIDE-3: (agenda) Computer Desktops

Operating a mouse and computer keyboard effectively *takes practice*. For that reason, emphasis is placed on them throughout the FIRST STEPS course.

The **Start Menu** helps the user locate programs, access folders, and view/change computer settings. From the start menu, the user can also turn off or restart a computer. This is an alternate method to the one described in the previous module.

Desktop Icons: Shortcuts provide a convenient way to select programs, documents or computer tools. **Folders** provide an easy way to access or store information. The concept of a folder is covered extensively in the next module, Electronic Folders, but will be discussed briefly in this class.

Toolbars, Taskbars and **Menu Bars** contain virtual buttons to run various computer functions. These bars become increasingly important to computer users as their skill level develops.

In the last segment of the class, students learned **how to connect a printer to a computer**. In this class we will further describe how to print.

SLIDE-4: (transition slide) Mouse and Keyboard

Computer mouse and keyboard were introduced in the Computer System class. In this section, more detail is provided as well as practical examples of their use.

Just as someone uses their hands to interact with objects in the physical world, a mouse or keyboard is used to interact with objects on a computer screen. Objects can be moved, opened, changed, or deleted using the mouse or keyboard.

SLIDE-5: Working with the Mouse

A mouse has two main buttons; a primary (left) button and a secondary (right) button. The primary button is used most frequently. It is used to select objects by single-clicking, or to open a program or

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application by double-clicking. The secondary button is used to open graphical boxes with menu functions or operations. A mouse may also include a scroll wheel. The scroll wheel allows the user to move vertically through a screen or document quickly.

A mouse is usually placed beside a keyboard on a smooth surface. Most users utilize a mouse pad. To work with the mouse, hold it gently, with the index finger resting on the primary button, without depressing the button, and place the thumb on the side. To move the mouse, slide it slowly in any direction, but do not twist it. The user should keep the front of the mouse pointed away from them.

As the mouse is moved, the pointer on the screen moves in unison. If the mouse moves to the edge of the pad, simply pick up the mouse and re-center it on the mouse pad.

Mouse settings can be modified as needed to adapt to personal preferences. For example the user can change how fast the mouse pointer moves across the screen in relation to the mouse, or change the pointer's appearance. *Also, if the user is left-handed, the primary button can be switched to be on the right.*

SLIDE-6: Working with the Mouse – Pointing

Pointing to an item means moving a mouse so the corresponding pointer appears to be touching a graphical object on the desktop screen.

NOTE: The appearance of the pointer may change depending on what the user is doing and what program or application they are using.

The user may use the mouse and the pointer to identify the functionality of an icon. When pointing to an icon, hold it there for a few seconds, and a small dialog box appears to describe the object. For example, when the user points to the Recycle Bin on their desktop, a dialog box appears with the following information: *"Contains the files and folders that you have deleted."*

The mouse can also be used to create and modify a document. When typing, the cursor is seen. The cursor tracks where a user is pointing inside a document or other location where text is entered. Place a cursor in the document by clicking the primary button in the desired start typing location. The user will then see the cursor as a blinking vertical line (I). Note: The cursor is also called the insertion point.

SLIDE-7: Working with the Mouse – Pointer Symbols

There are numerous types of pointers a user can choose from.

The techniques used to change a pointer are not covered in this class. However, after a student takes the INTERNET ACCESS class, they will be able to locate various online resources to learn how to change the look of a pointer.

SLIDE-8: Working with the Mouse – Clicking

To select an object, point to it with the mouse and press and release the primary button quickly. This is called single-clicking. A single-click has several uses, but is most often used to select an item or open a menu.

To open an item or to start a program, point to it with the mouse and press and release the primary button twice in quick succession. If the two clicks are spaced too far apart, the computer might interpret it as two individual clicks rather than as a double-click.

To use the secondary (right) button, point to the item on the screen, then press once and release. This action will display a list of options. This list of options changes depending on which application or icon is used. For example, when the user right-clicks on the Recycle Bin, Windows displays a menu allowing a user to open it, empty it, or see its properties.

SLIDE-9: Working with the Mouse – Dragging

Dragging is often used to move files and folders to a different location and to move windows and desktop icons. It can also be used when operating within certain applications and programs.

To drag an object, point to the object using the mouse, then press and hold the primary (left) button. Next, move the object to a new location, then release the primary button.

NOTE: This action is sometimes called “dragging and dropping.”

SLIDE-10: Working with the Keyboard

This slide has animation. There are 5 (clicks) to show what each set of the color coded keys on the keyboard control.

The keyboard is the primary tool to enter information into a computer. The user can also use a keyboard to control computer processes.

The keys on the keyboard are divided into several groups based on function. The illustration on this slide shows how these keys are arranged on a typical keyboard. Some keyboard layouts may differ slightly.

NOTE: Only the basic functions are covered in this class.

First (click) highlights the **Control keys. (Red)** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key, and Esc. (Click to send back)

Second (click) highlights the **Function keys. (Purple)** The function keys are located on the top row and used to carry out specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program. (Click to send back)

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Third (click) highlights the **Typing (alphanumeric) keys. (Yellow)** These keys include the same letter, number, punctuation, space bar, and symbol keys found on a traditional typewriter. (Click to send back)

Fourth (click) highlights the **Navigation keys (Green)**. These keys are used to navigate a document or webpage and may also be used for editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert. (Click to send back)

Fifth (click) highlights the **Numeric keypad. (Turquoise/Grey)**. The numeric keypad is used to enter numbers. The keys are grouped together in a block like a conventional calculator and located on the right side of most keyboards. (Click to send back)

SLIDE-11: Working with the Keyboard

In addition to letters, numerals, punctuation marks, and symbols, typing also uses the Shift, Caps Lock, Tab, Enter, the Spacebar, and Backspace keys.

This chart provides information for using these keys.

HANDS ON – *Students will now use techniques shown in this section. It is recommended the student open and use the game Solitaire to practice pointing, clicking, and dragging.*

SLIDE-12: Working with the Keyboard – Keyboard shortcuts

Keyboard shortcuts allow a computer user to complete a task without using a mouse. This slide shows one example of how to learn the functions supported by a program.

SLIDE-13: Using the Keyboard – Keyboard shortcuts

HANDS ON – *Students will now use techniques shown in this section. It is recommended the student open and play the game Solitaire to practice pointing, clicking, and dragging.*

SLIDE-14: (transition slide) Start Menu

This section explains the Start Menu features. In addition to allowing the user to restart or shut down the computer, it provides an access point to the computer's programs, folders, and settings menu.

SLIDE-15: Start Menu – Getting to the Start Menu

A list of the most common start menu functions are displayed on this slide (Depending on the user's computer, the start menu may look different.) From here, a user can start any program, open commonly used folders, search programs and files and adjust computer settings.

SLIDE-16: Start Menu – A Closer Look

This slide has animation and provides additional detail on the available Start Menu functions.

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The Start menu is divided into three basic parts:

(Click) the letter A on the screen in the large left pane comes up. This displays a short list of programs on a computer. Computer manufacturers customize this list, so its exact appearance may vary from one computer manufacturer to another.

(Click) the letter B comes up next on the screen. In the lower left corner is the search box. This allows a user to look for programs and files on a computer by typing in the search box.

To use the Search box, open the Start menu. If the cursor is not already in the search box, the student must click inside the search box. The user then types their query and hits the enter key. Programs, files, or folders matching the search word(s) will appear above the Search box in the left pane of the Start menu.

(Click) the letter C appears in the right pane. This pane provides access to commonly used folders, files, settings, and features. It's also the location where users can choose to log off from Windows, restart the computer or turn the computer off.

The right pane of the Start menu contains frequently used links to Windows software. Here are some examples, from top to bottom:

NOTE-1: At this point, the instructor may wish go through a few of these items to demonstrate the common tasks.

NOTE-2: Not all computer start menus have everything listed on this slide, or they may not be in the same order.

Personal folder - Opens a personal folder, which is named for the user currently logged on. This folder contains user-specific files, including the Documents, Music, Pictures, and Videos folders. Folders and files will be discussed in a later module.

Documents - Opens the Documents folder, where text files, spreadsheets, presentations, and other types of documents are stored.

Pictures - Opens the Pictures folder, where digital pictures may be stored and viewed.

Music & Videos - Opens the Music folder, where a user stores music and other media.

Recent Items - Displays a list of recently opened files.

SLIDE-17: Start Menu – A closer look

This slide has animation and expands on the previous slide

One of the most common uses of the Start menu is to open a program.

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(Click) (Arrow points to All Programs). Click on **All Programs** to display a complete list of programs. Some computers may display programs in a slightly differently manner.

(Click) Single-click on the Start menu to open a program shown in the left pane of the Start menu

Over time, the list of programs in a Start menu changes for two reasons. First, when a new program is installed, it is added to the All Programs list. Second, the Start menu detects which programs are used most frequently and then places them in the left pane for quick access.

NOTE: Both icons and folders show up in this window. Make sure students are made aware of the reason for this. The icons launch an individual program, whereas the folders provide access to several programs within a specified category.

SLIDE-18: (transition slide) The Desktop

Like the top of an actual desk, the desktop serves as a place to do work. When a program or folder is opened, it appears on the desktop. The user can place files and folders and shortcut icons in this area, and arrange them according to their preference.

SLIDE-19: Desktop Icons

Icons are small pictures that represent and provide quick access to files, folders, programs, and other items.

Windows places icons in columns on the left side of the desktop. The user can rearrange icons by dragging and dropping them at their preferred location on the desktop. (Click) To open a program or folder, double-click the icon.

SLIDE-20: Desktop Icons (demo & exercise)

The computer user chooses which icons appear on the desktop. They may add, move or delete them. Common desktop icons include shortcuts to personal folders, saved files, favorite programs and the Recycle Bin. This slide shows these four items *with animation*.

The animation steps show different desktop items.

1. Some will be shortcut folders (click) and will look like this. Double-click on the folder to display the folder on the desktop.
2. Other icons can be shortcuts to files (click). Double-click on the icon and the selected file will open and appear on the desktop.
3. (Click) Some are shortcuts to take users directly to a program such as WordPad or Word if the icon is saved to the desktop. Shortcuts are differentiated from desktop files by the curved arrow on the icon.

NOTE-1: Many of the icons seen on the desktop are shortcuts.

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4. If files or folders are deleted, they are moved to the Recycle Bin, (click) where they can be deleted permanently or restored.

NOTE-2: If a shortcut is deleted, the shortcut is removed from the desktop, but the underlying file or program is not deleted.

HANDS ON – Have the students first practice working with these four icons, and then the topics covered in this section.

Below are suggested hands-on exercises:

- Show how to add or remove common desktop icons. Using the mouse, right-click an empty area of the desktop, and then click Personalize.
- In the left pane, click Change desktop icons.
- Under Desktop icons, select the check box for each icon to be added to the desktop, or clear the check box for each icon to be removed from the desktop, and then click OK.
- To add a shortcut to the desktop, locate the item that will underlay the new shortcut. Right-click the item, click Send to, and then click Desktop (create shortcut). The shortcut icon will appear on the desktop.
- To move a file from a folder to the desktop, open the folder that contains the file.
- Drag the file to the desktop.

SLIDE-21: (transition slide) Toolbars, Taskbars, & Menu Bars

The desktop also includes Toolbars, Taskbars and Menu Bars.

NOTE: Each software program comes with its own set of buttons offering similar functions.

SLIDE-22: Toolbar

There are several virtual buttons used on computers. Some are lined up in a row, others are in a column, or some are found in groupings of buttons. Each of these represents tasks related to a program. The grouping of these buttons is called a Toolbar.

A toolbar displays buttons used to execute common commands. For example, Microsoft Word has a toolbar with icons to open, save, and print documents. Additionally, the toolbar allows a user to change the font, text size, and style of the text. To execute a command or operation, place the cursor over the desired button and left-click the mouse.

HANDS ON – Students will practice using the buttons.

SLIDE-23: Taskbar

A taskbar has program buttons and is located on the lower portion of the computer screen. As the name suggests, these buttons represent open programs. The taskbar allows a user to switch between programs by left-clicking on a desired program button.

As the user becomes more familiar with the computer, it is quite common to have several programs open on a desktop at the same time. Any program currently open on a desktop is also known as a **task**.

HANDS ON – Have students open at least two programs, from icons the instructor has placed on the desktop. Students may then practice using the task bar buttons to move back and forth between programs.

SLIDE-24: Menu Bar

The menu bar provides access to various functions *within* a program. The **menu bar** is located near the top left portion of the window as shown in this Windows program. Left-clicking on any of the items listed in the menu bar reveals a drop down menu.

HANDS ON – Have the student view each menu item of the program.

SLIDE-25: (transition slide) Printing

Printing produces a paper copy of a selected screen, document, file or photo. Only the most basic printing functions are described here.

NOTE: Make sure students realize a printer is not needed to use a computer, but having one provides the benefits described above.

SLIDE-26: Printing

Almost anything can be printed with Windows, such as pictures or documents, and there are multiple techniques to choose from.

SLIDE-27: Printing – Pictures

NOTE: This slide has animations.

To print a picture, follow these steps:

1. Find a file; in this example, it is located in the Pictures library.
2. Once the file is located, follow these steps:
 - On the left-hand side of the main file directory, left-click on the file to print (Click)
 - On the right-hand side of the file directory, place the cursor over the file and right-click to display the menu (Click)
 - Left-click on “Print” (Click)

NOTE: Each program has its own way to print. The next few slides show how to print a picture using the aforementioned method.

SLIDE-28: Printing from a Computer – Pictures

After left-clicking on Print, a window appears with several printing options. These options are described in the next few slides.

HANDS-ON: *Have students go through the steps in the previous slide and press the Print button shown on this slide*

SLIDE-29: Print Dialog Box

There are several options to evoke the print function. For example, to print in Microsoft Word, navigate to the **File** menu and select the Print command. Alternatively, the user can press the Ctrl button and the letter P together (**Ctrl + P**). If the user does not wish to change printing defaults, they can also click on the quick print icon located on the toolbar.

Either of the first two methods opens the Print dialog box. This is where the user can change settings such as which printer to use, how many copies to print, how to orient the print on paper (portrait or landscape) or many other preferences.

NOTE: The dialog box that appears might look different from the one shown here, depending on the software and printer.

Point out the most common print options and describe what they do:

Select printer –Allows the user to select from a list of available printers. Some computers are linked to more than one printer. This occurs frequently in a work or academic environment. For example, a user may have a printer for printing a high volume of copies, and another for printing just a few copies. They may have an additional printer for printing color pages or photos. If multiple printers are available, a user may select one as the default.

Page range – Allows the user to select which pages to print. Use commas or hyphens to select specific pages or a range of pages. For example, typing 1, 4, 20-23 prints pages 1, 4, 20, 21, 22, and 23. The default is all pages.

Number of copies – Allows the user to select the number of copies to be printed. Select the Collate check box to print a document in its entirety before moving to the next copy. A single copy is the default.

Page orientation – Also referred to as page layout. Allows the user to choose between a tall page (Portrait) or wide page (Landscape).



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***HANDS-ON:** Place a document on the desktop and have the students prepare to print and go through the settings*

SLIDE-32: Recommended Next Steps

This completes this module. There are two modules remaining in the FIRST STEPS course; Introduction to Computer Utilities and Electronic Folders & Files