

+++ TEACHING GUIDE +++

MODULE 3: CREATING WITH THE KEYBOARD

Agenda:

1. Creating a new folder (5 min)
2. The Start Menu (5 min)
3. Opening the Notepad application (10 min)
4. Writing your name and saving the file (10 min)
5. Special keys on the keyboard (25 min)

Creating a new folder

[This may be the learners' first formal introduction to right-clicking.]

Emphasize the difference between left-click and right-click. Make sure everyone is comfortable right-clicking on an empty space on the desktop and creating a new folder.

If learners have trouble renaming the new folder, demonstrate how to do it if they miss the opportunity to do it when they first create the folder.

For learners who pick this up very quickly, now is a good time to have them click and drag their Paint file(s) from last module, which are stored on the Desktop, and place them inside the folder they just created.]

On the Desktop (the background of the computer screen when no applications are open), move your mouse to a space where there are no icons. Press down once on the right button on your mouse to "right-click". When you right-click, a menu appears. This menu will look different depending on the application you have open and where you right-click.

When you right-click on the Desktop, a small menu appears. Move your mouse down until it is over the word "New". When you move your mouse over the word "new", another menu should appear. On this menu, use the left button on your mouse to click on "Folder". A new untitled folder will now appear on the Desktop in the place where you first right-clicked. Text just below the folder should be highlighted. You can now type a new name for this folder.

Use the keyboard to type your name to replace the highlighted text. When you have finished typing your name, press the “Enter” key. The folder will now have your name as its folder name.

This will be the folder you use to save all of your work for this course.

The Start Menu

[This is a fundamental concept that all learners must be comfortable with.]

Make sure everyone can find the Start icon and click on it. Using the search box and becoming comfortable navigating the start menu (especially the All Programs section) is key to future success using a computer.]

The Start Menu is one of the most important parts of using a Windows computer. It allows you to open applications, search for files on your computer, and change important settings on the computer.

The Start Menu is the button in the very bottom left corner of the computer screen. On older computers it will have a round, colorful icon. On newer computers (Windows 9 and later) the icon will be a white rectangle. No matter how the icon looks, the Start Menu is the most common way to open applications and search your computer.



Windows 7 Start Menu



Windows 10 Start Menu

Notice on Windows 10 that the search bar is to the right of the Start icon. On Windows 7 and older, you must first click on the Start Menu button, and then a search bar will appear.

Locate the Start Menu icon and press your left mouse button once on the icon to open the menu.

Opening the Notepad application

[Have the learners practice both methods of opening Notepad (via searching and via finding it in the All Programs menu). You'll need to introduce how to close a program by clicking the red X so they can open it again using a different method. If they make any changes to the new Notepad file, instruct them not to save it yet.]

There are two ways to open the Notepad application.

The first is to press the Start button in the bottom right corner, then click in the white box that says "Search programs and files." Start typing the word "notepad" into this box. When you've typed it out, press the "Enter" key. You can also click on the Notepad icon that appears when you finish typing.

The second way is more complicated, but it is a good way to see all the programs on the computer and easily open any of them. Begin by clicking on the Start button. Then click on the text that says "All Programs". This will display a list of all the applications (also called programs) installed on the computer. You can look through this list until you see the Notepad icon. Click on the icon to open the Notepad application.

Try both methods to practice the different ways to open applications on your computer.

Writing your name and saving the file

[The most complicated part of this section is making sure the learners save the file in the correct folder. Some systems default to save in the My Documents folder, so be sure everyone is able to navigate the "Save in" pop-up window and find the folder they created for themselves on the Desktop. Demonstrate how to do this on a projector if available.]

Once saved and the application is closed, have them navigate to the folder to find the file. Have them open it by double-clicking. This section introduces them to the concept of double-clicking, so be sure everyone has the hang of it.]

Now that the Notepad application is open, type your name using the keyboard. You should see it appear in the white text box of the Notepad application. Once you have typed your name, click on "File" in the upper left corner of the application. Then click on the word "Save."

A box should appear that allows you to type in a name for your file. It also allows you to choose where on the computer you would like to save your file. In the "File name" section, enter your name again. This will become the file's name.

Now, you will save the new file in the folder you created earlier. At the top of the box, there is a "Save in" box. Click on arrow that points down. From this drop-down menu that appears, click on "Desktop". Now in the main box below the "save in" box, it should be showing all the files and folders on your Desktop. Find the folder name you created and use the left mouse button to click two times quickly on the folder (this is called "double clicking"). This should open the folder you created.

Now that this folder is open, click "Save". Your file will now be saved in the folder you created.

Once the file is saved, click the red "X" in the upper right corner of the application. This will close the application. Now open your folder on the desktop by double-clicking on it. See if you find the Notepad file you just saved inside it. Try to open the file by double-clicking on it.

Special keys on the keyboard

[If possible, demonstrate using ENTER, SHIFT, and BACKSPACE using a projector or at the front of the room. This section should be fairly straightforward, but the learning curve could be difficult if the learners have no previous experience with the keyboard.]

The Shift key may prove particularly difficult as it requires pressing two keys at once.

If learners have more experience using the keyboard, this is a good opportunity to introduce some common keyboard shortcuts (Ctrl-C, Ctrl-V, Ctrl-S, Alt-f4, or any others you think are useful).]

For this module's assignment, you will get to be creative with the keyboard. You will use various characters and symbols on the keyboard to make a drawing. First we have to learn about a few special keys on the keyboard which will help you make your drawing.

The Enter key

Open Notepad again by using the Start Menu. Type the name of your favourite color, then press the "Enter" key on the right side of the keyboard. The Enter key moves the flashing cursor to the next line. Now type the name of an animal. You'll notice that it appears on the line below your color. Press the Enter key again to move to the next line. Now use the number keys near the top of the keyboard to type the year you were born.

Type a few more words and continuing pressing "Enter" after each one until you have 6 lines.

The Backspace key

Now look on the keyboard for the Backspace key in the upper right corner of the keyboard (this is sometimes called the “Delete” key). Pressing this key allows you to erase or delete the typing you just did. Every time you press the key, one character of what you typed will be erased. Try deleting the last line you typed.

If you hold down the Backspace key, it will start to delete characters you typed even faster.

The Shift key

[For more advanced learners, feel free to introduce the CAPS LOCK key as well in this section.]

So far, you’ve only been typing with lowercase letters. If you want to use UPPERCASE LETTERS you’ll need to use the “Shift” key. When you hold down the Shift key and press another key at the same time, the letter will appear in uppercase. Note that you must be holding down the Shift key while you press the other key.

There are two Shift keys on the keyboard. One in the lower left and one in the lower right. They both do the same thing.

Use the Shift key to write your name using all UPPERCASE letters.

The Shift key also allows you to type some special characters. Look at the number keys on the keyboard. You’ll notice that they all have another symbol above the number. If you hold down the Shift key and press one of the number keys, the symbol above it will appear on the screen.

Trying typing this in Notepad: !@#&*()

In summary, holding down the Shift key while pressing another key allows you to do two things: (1) write that letter in UPPERCASE and (2) write a symbol you see on the top half of a key.

Exercise: Making art in Notepad

[If the learners have more experience using the keyboard, encourage them to make larger works of ASCII art, using Copy-Paste to make it easier/faster.]

Share the examples and encourage the learners to brainstorm something they want to draw, then have them figure out if they can “draw” it using symbols and letters.]

Use letters and special characters to make a picture in Notepad. Look at the examples below for inspiration on all the creative ways you can make a drawing just using letters and symbols.

Experiment with different combinations of letters and symbols to see what you can create. Use the "Enter" key whenever you want to start a new line. Use the "Spacebar" (the biggest key at the bottom of the keyboard) to create spaces between letters or symbols.

Make a drawing with at least 10 lines.

Make a second drawing and see if you can include your name into your text drawing.

Save your Notepad drawings in the folder you created for yourself at the beginning of this module.

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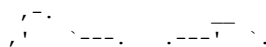
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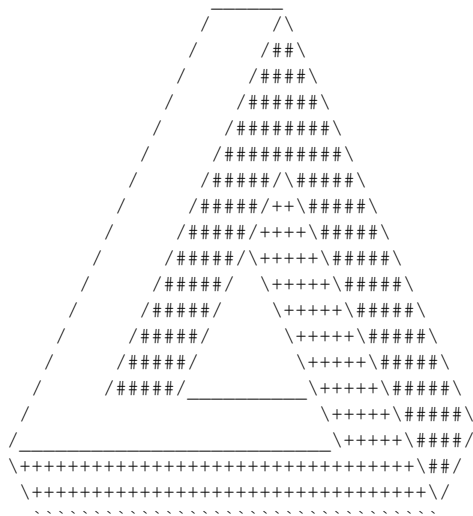
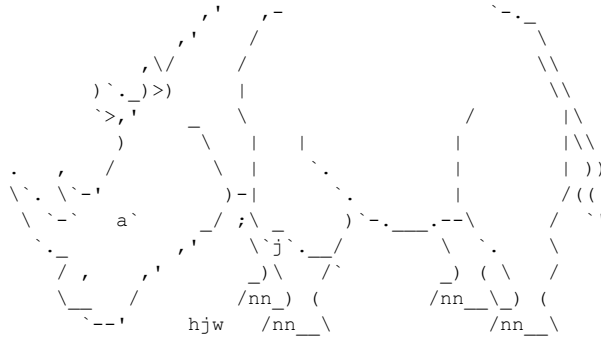
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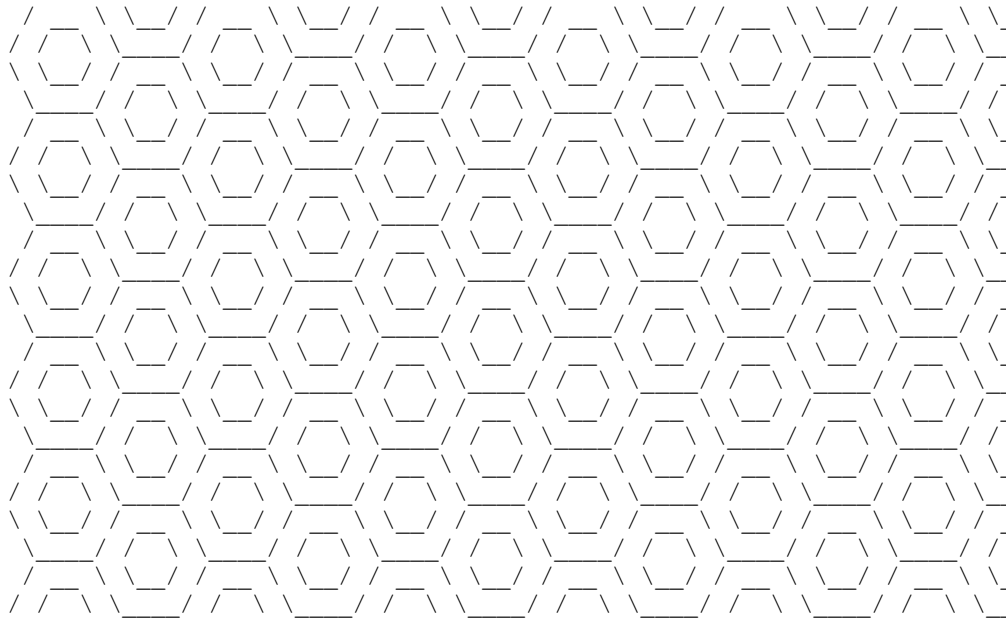
From Asciiworld.com



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