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

On the Desktop (the background of the computer screen when no applications are open), move your a 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

The Start Menu is one of the most important parts of using a Windows computer. It allows your 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

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

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

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

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

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.

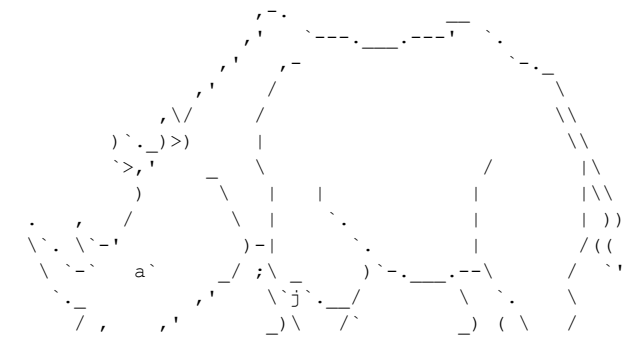
Make a second drawing and see if you can include your name into your text drawing.

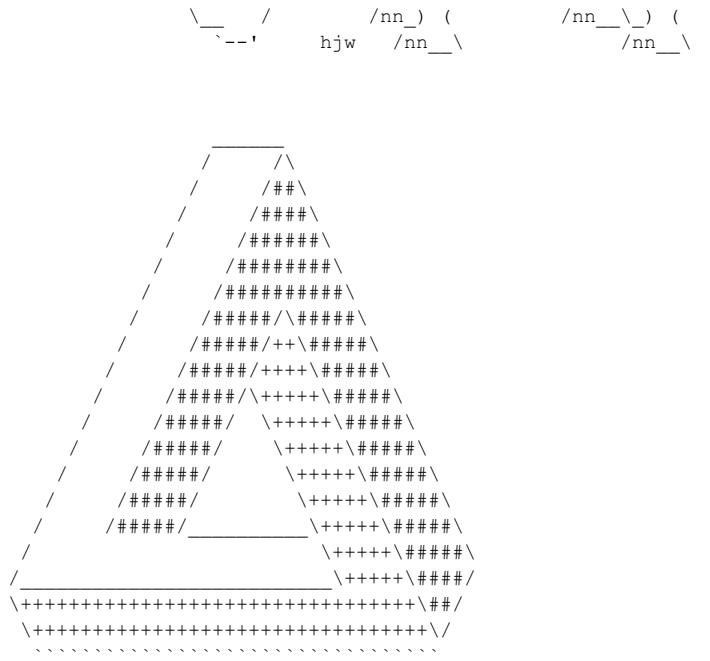
Save your Notepad drawings in the folder you created for yourself at the beginning of this module.

```
      ----------------------
     //////////////  \\\\\\\\\\\\\\
    -----------      -----------
   //////////////       \\\\\\\\\\\\\\
  ------------         -----------
 //////////////            \\\\\\\\\\\\\\
 ||||||||||||||  niklas  ||||||||||||||||
  \\\\\\\\\\\\\            //////////////
   -----------          -----------
    \\\\\\\\\\\\\\       //////////////
     -----------      -----------
      \\\\\\\\\\\\\\ //////////////
       ----------------------
```

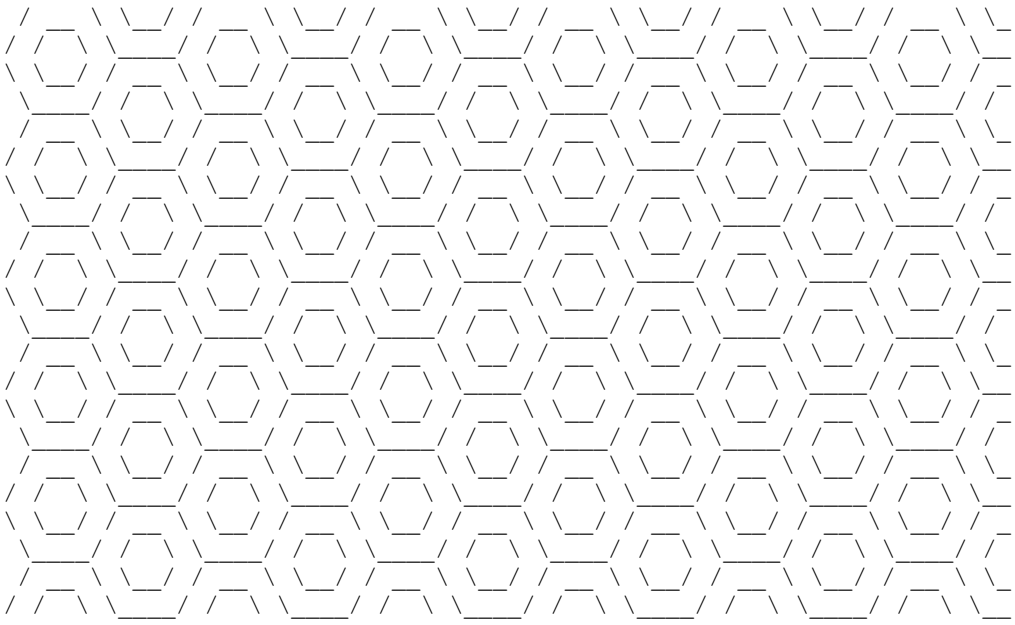
```
||==================||
|| <\\></>< | ><\\></> ||
|| popopopopopopopop ||
|| dododododododododod ||
||          NIKLAS          ||
|| qoqoqoqoqoqoqoqoq ||
|| bobobobobobobobob ||
|| </><\\>< | ></><\\> ||
||==================||
```

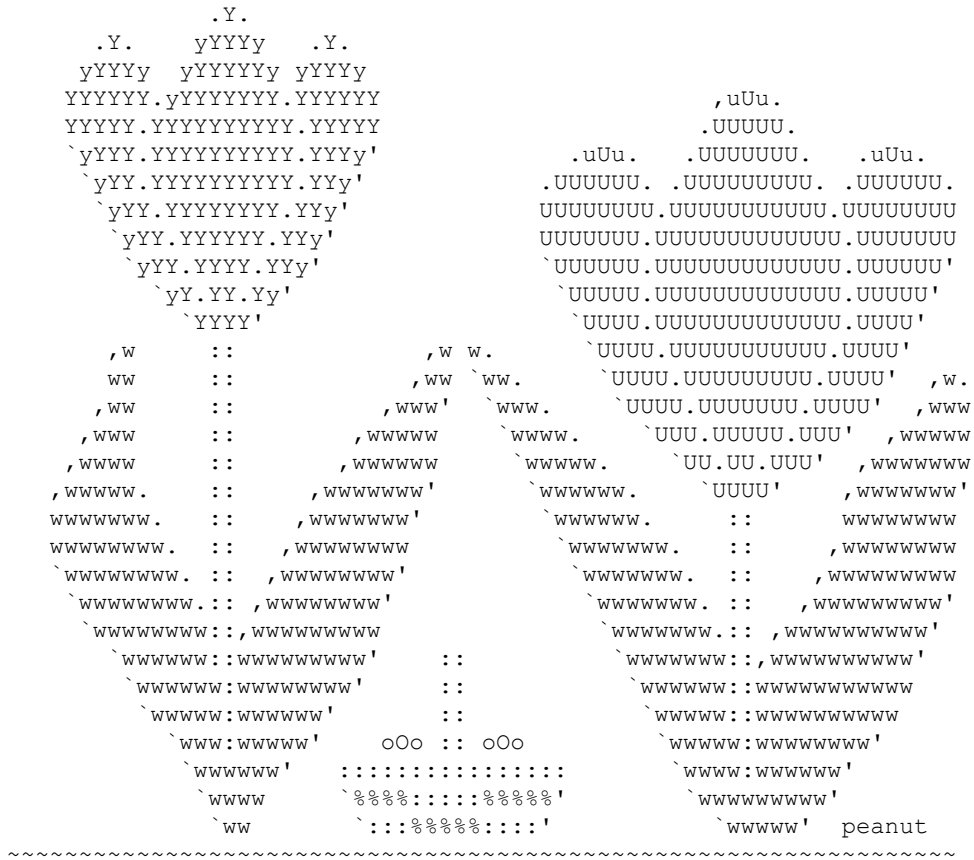
Asciiworld.com





chris.com/ascii




peanut