

Lesson 1




ABE Computer Readiness

Computer Readiness

In order to complete our Computer Work-Based Program within the maximum number of 30 hours, please work through the following tasks you see on this page in the order given. If you do not feel comfortable with the mouse yet, go to Part 2 **first** on page 6 of this lesson.

Part 1 Opening and Closing Programs (or Windows)

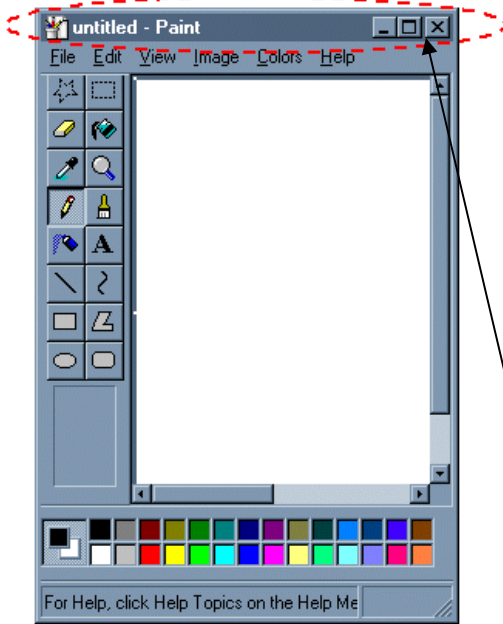
For this lesson, we will open and close several programs.

- People often wonder if they should click once or twice and *when* to use a *right click* or a *left click*. Click once on words, twice on pictures. We can show you in the classroom how to single click for everything if you wish. In the beginning you will use the left click for almost everything; *right click only* when you wish to see a menu with more choices. Right clicking is just a faster way to get things done.
- Let's begin. To open the **Paint Program**, just click the Start button   (lower left side of your screen. The proper name for the screen is the Desktop). Point to Programs, slide your mouse straight across as evenly as possible into the next submenu, point to Accessories, again slide across carefully to the next submenu and click once on Paint. It is very important to keep the mouse level as you slide it across highlighted or darkened words in the menu. If you do not stay within the selected area of the word that you have pointed to, you will lose the submenu you need. Another submenu may open, but it may not be the one you want.
- Every window will have a title bar which will tell you which program you have opened as well as three control buttons in the right hand corner.
- In this lesson you will be opening programs from the Start Menu and closing them with the **X** in the upper right hand corner only. We will learn about other ways to open and close programs in future lessons. Sometimes submenus only open to programs recently used. If you see a chevron  in one of your submenus, point to it, and the entire submenu will open.

Lesson 1

ABE Computer Readiness

Title Bar for Paint









Understanding how to read the title bar is a basic skill in Windows. The Title Bar is indicated by the circle in the illustration at left. The picture (or icon) *and* words written at the top left side of this title bar tell you which program you have opened. It also lets you know that this page is untitled. Once you save a document, the title bar will no longer be untitled. It will have the name you have chosen printed in that spot.

At the right side of the Title Bar, you will see three buttons. They control how you see the window as well as the size of the window. They are called Control Buttons.



The first button looks like a minus sign and is called the **Minimize** button. If you click on the Minimize button, which is the first button, the window will disappear. You have *not* lost it; you have not closed it. You have just moved it to another location. It is now on the Task Bar which is at the bottom of the Desktop. In that location it looks like a tab. The **tabs** on the picture of the Task Bar below represent two Internet pages that have not been closed, but placed out of the way (moved from the Desktop). If you click once on the name of the program (its tab) from that task bar, you will notice that the window reopens. When you click the **X**, you are closing the window; therefore, the program. You will learn how to close windows in two other ways in our class.



The second button can look like this  or this . It is called the **Maximize** button when it looks like this , and it is called the **Restore** button when it looks like this . This middle button changes the size of the window. When it looks like this  and you click it once, the window will become as large as the Desktop. When it looks like this , clicking it

Lesson 1

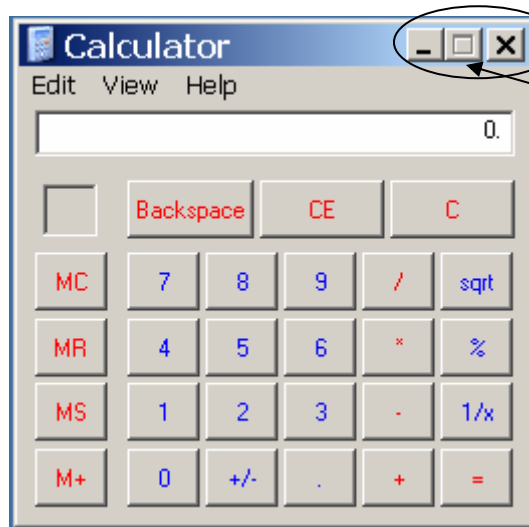
ABE Computer Readiness



once will shrink your window. That means it will take up less space on the Desktop. Sometimes the difference will be very slight. We will learn another way to change the size of a window in Lesson 3.

The **Close** button looks like an **X**. Clicking this button puts your program or window away.

Please click minimize button now. Do you see how the Paint Program is listed as a tab on the Task Bar? Click the tab now. The Paint Program reopened on your Desktop, didn't it? Now you may close it with the **X**, and we will open another program. (The directions for using the Paint Program will be in Part 2 of this lesson).

Now let's open another program. **Click once on the Start button. Point to Programs**, slide into the next submenu and **point to Accessories** again. Slide the mouse into the next submenu and **click on the word Calculator**.



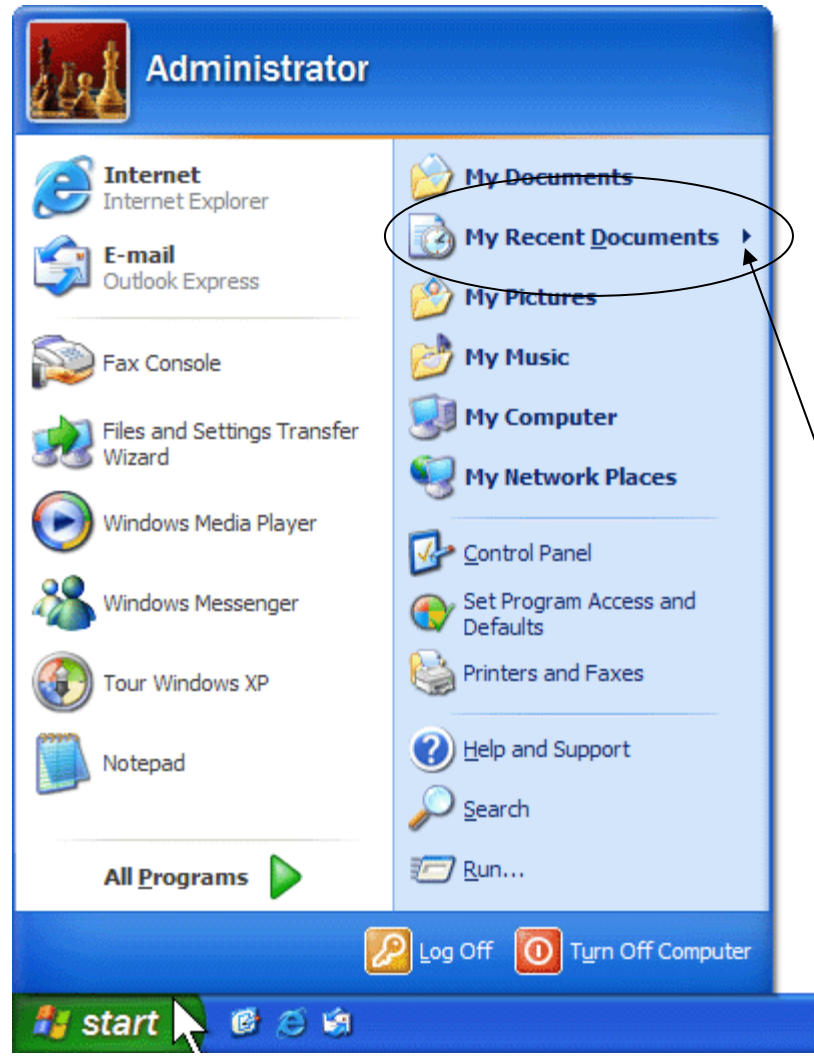
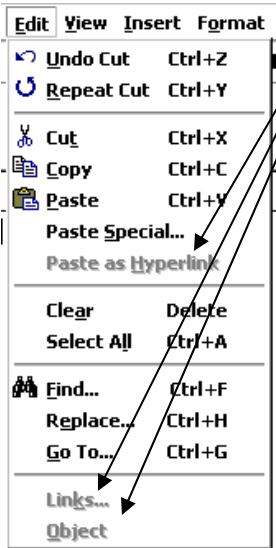
This is one program which does not allow us to maximize it. You will notice that the title bar of the calculator also has all three control buttons, but the middle button looks like this  and is a frozen gray color. Instead of a heavy black print line around it, like this  it has a gray one. That means that the maximize control button in this window is not available. There may be times when you see other tools or words in this gray format. It means they cannot be used at that moment. * To see how words look when they are unavailable, look at the picture of the **Edit drop down menu** on the next page.

Now that you have opened this window, place your mouse on an empty part of its title bar, put the left click down on the mouse and drag the window to the center of the Desktop. We will give you more directions regarding use of the calculator in Part 2. Please close *this* window with the **X**.

Lesson 1

ABE Computer Readiness

Notice the **gray** text on this drop down Edit Menu. Any command in gray is inaccessible. There are ways to make these gray tools or commands become accessible. We will learn more about that later.



Clicking the Start button allows us to see a menu. Pointing to any word that has an arrow like this ▶ after it opens a submenu. If a word doesn't have an arrow after it, it doesn't have a submenu.

To the left is a picture of one type of Start Menu. All Words on Start Menus are called Commands. This one has one Command which is followed by an arrow indicating it has a submenu.

There is another type of Start Menu called the Classic Start Menu. When you click the Start Button, you will see just one column of Commands in this version. If you would like to use the classic one, let me show you how to make that change.

Lesson 1


ABE Computer Readiness

Next, we will open three different programs which are created for the purpose of word processing. The first one is Notepad, the second one is WordPad, and the last one is **Microsoft Word**. (Note: Not all computers have Microsoft Word. We use that one in our program, but if you are doing this lesson at home, you may have another word processing program like Microsoft Works, or Word Perfect).

To open **Notepad**, click on the Start button, point to Programs, slide into the next submenu evenly, and point to Accessories. Slide into the final submenu and click on Notepad. When Notepad opens, look under the title bar. You will see a horizontal row of words; these are your tools. We refer to the words at the top of a window as a menu. When you click on any word in this row a dropdown menu opens below it. Try it now. Click on Edit and notice the other words that “drop” down. Some may have that frozen gray look meaning that they are inaccessible to us. They become darker and accessible after we begin working with the page by typing something on it. Type your first name. Close the window. A small message will come up in another window which asks if you would like to save the changes. Click the word No, and the document will close.

To open **WordPad**, click on Start, point to programs, slide into the submenu, point to Accessories, slide into the second submenu, move your mouse down, and click on WordPad. Under the WordPad title bar and menu of words, you should notice a few more tools than you saw in Notepad. Type a grocery list of five items following these directions: Type the first item, press the Enter key on your keyboard, and type the next item, press Enter after each item. Close the window. Again you will be asked if you wish to save this document. Click No, and the document will close.

You may have noticed that Notepad was simple. WordPad had a few more tools. These programs will allow you to use them in the way you did, but because of their simplicity people often use them to create web pages.

Let's **open Microsoft Word**. It will look like this.  Microsoft Word.Ink Click Start, point to Programs, move your mouse down the submenu looking for Microsoft Word and click on it when you see it. You will see either Microsoft Office with this symbol ▶ letting you know that you must open a submenu, or you will see the Microsoft Word Symbol. In some program listings, Microsoft Word will be in a submenu in Microsoft Office. It has many more tools than the previous two word processing programs. We will teach you how to use them later in future lessons. Notice that the title bar has

Lesson 1

ABE Computer Readiness

named this word page Document 1. In this program, you will notice two vertical **X**'s in the upper right hand corner of your window. Close Microsoft Word by clicking on the top **X**. You will not be asked if you want to save your changes this time, because we did not make any changes.

Open one more program. This one is called **Solitaire** and is another way to practice mouse skills. For now we will just open, complete one task in it, and close it. Solitaire is located in different places in certain operating systems. Use one of the two methods below to find it.

1. In some computer operating systems, you will find it by clicking on Start, pointing to Programs, sliding into the next submenu, and pointing to Accessories. Look directly under the word Accessories for the word Games. Point to Games and click on Solitaire in the next submenu.
2. Another way to find Solitaire if you have an older system, is to click on Start, point to Programs, slide into the next submenu, point to Accessories, slide across into the second submenu and click on Games. You will find Solitaire in the submenu following Games. Click it once when you see it.

Look at the picture on the deck of cards. I'll show you how to change it. Click on the word Game and then the word Deck. You will see several possibilities. Click on a different choice for the picture on the deck of cards. You should now see a new picture on your deck of cards. Close this window with the **X**. Directions for playing this game will be in Part 2 of this packet.

You have completed Part 1 of the readiness packet, Opening and Closing Programs.

Part 2 Mouse Skills


Paint: To open the Paint program, click on the Start Button in the lower left side of your Desktop (screen), point to Programs, slide across the word Programs into the next submenu, and point to Accessories, slide across that submenu, move your mouse down to Paint, and left click on it.

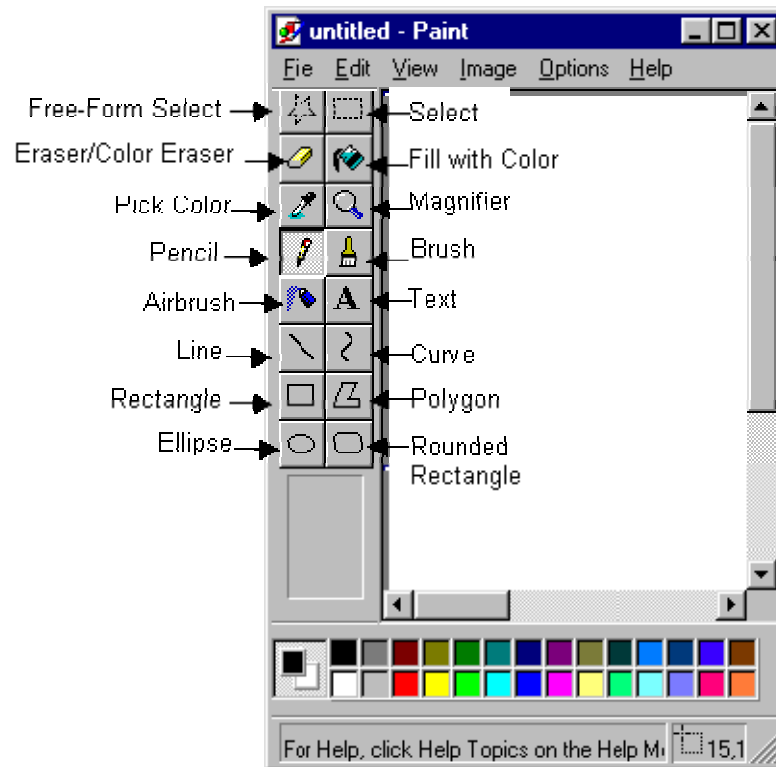
Lesson 1

ABE Computer Readiness

All tools within the toolbox on the left side of the Paint window will tell you what they are if you *point* to them. Before we begin, you should maximize this window. In the upper right hand side of the window, you should see three control



buttons. They may look like this. If the middle button looks like this , click it once, and the Paint window will become as large as possible. To begin using Paint, notice the two tool bars it has. The vertical one is filled with tools and the horizontal one at the bottom of the page is filled with various colors. A third one will open if you click on the tool that looks like a capital "A"; it will let you decide what font style or size you would like to use.



The program opens with the boxed picture of the pencil indented and a little lighter than the other tools. That is because that tool is already turned on. Just hold down the left side of your mouse and move the mouse across the paper to “draw” your first shape. Drawing a stick person is a good first choice. You can lift your finger up from the left click of the mouse at any time, keeping it down allows you to continue drawing.

You may change the color by clicking on any color in the color box. To add color to a shape, click the color you want and then the paint can. The drop of paint must be in the exact spot in which you would like to “drop” the color (more about this tool below).

Feel free to experiment with drawing various shapes in different colors before you try a new tool.

Lesson 1

ABE Computer Readiness

The spray can is like accessing the big fat pencil you used to use in kindergarten or first grade. It allows you to have more control over your mouse. Click on it once with the left side of your mouse and try to write your name in cursive with it. When you turn on this tool, you will notice three splotches of paint below on the tool box. These splotches allow you to choose the density of the paint in the spray can tool. See if you can draw a tree with the pencil and use the spray can to put different colored blotches on it for leaves.

The slanted line will give you a perfectly straight line. All you have to do is decide its color, length, and direction.

The wavy line begins as a straight line. Once you have drawn your straight line, lift your finger from the mouse, and place your mouse in the middle of the line, putting the left side of the mouse down again. Then begin to move the mouse around. You will see the line take on curves. Lift your finger up when you have changed it to a wavy or curly line.

The rectangle allows you to draw a perfect square or rectangle (four-sided object).

The ellipse (or round circle like object) allows you to draw circular shapes.

The polygon allows you to draw any triangle or polygon shape you can imagine.

The tool which will help you place color into any of the shapes you have drawn looks like a paint can. Click on a color and then on the paint can tool. Move your mouse to a shape you have drawn. Make sure the shape that you wish to fill with paint is completely closed; now place the can of paint with the **paint drop directly over the object that you would like to fill with paint and click once**. Sometimes if the shape you have drawn has a broken line, the paint color will leak out. If that happens, just click Edit, "Undo" from the drop down menu, and that will remove the paint. Then redraw your shape to make sure all lines are completely closed. You can go back to Edit, Undo three times. Then you must do more things in order to use the undo tool again.

You have a small yellow eraser to erase little mistakes, and the dotted line star shape can be used to draw a line around something larger you might want to erase. Once you have drawn a line around the shape you wish to erase, press the delete key on your keyboard.

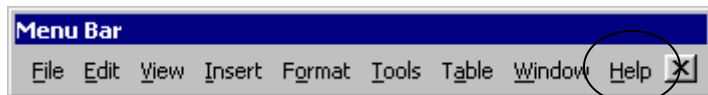
Lesson 1

ABE Computer Readiness

The dotted line rectangle is a tool that will help you move things you have drawn to a different part of the picture. Just click it once and move your mouse across and down a shape you wish to move. When you have drawn the rectangle over your shape, lift up the left click on your mouse. Put your finger down on the left click once more as you point to your drawing and move the shape (by moving your mouse) to a different part of the page.

If you would like to begin again and get a new piece of paper, just click on the word File, and the word, New. A small window will pop-up and ask you if you would like to save the untitled drawing you have just made. Click the No button, and you will see a fresh piece of paper.

Clicking on the capital letter A gives you the tool which will let you draw a text box. Draw a text box by holding down the left click as you move your mouse to the right and down. Type your full name in the text box. You may notice small dots evenly spaced on the line of your text box. You can stretch the box or make it smaller by placing your mouse on one of the little dots within the line of the text box. When you have moved your mouse to a dot, you will see it change to a double-pointed black arrow. Hold down the left click on your mouse when you see this arrow and drag your mouse to the left or right (on a vertical line), up or down (on a horizontal line). You will notice that the box will become larger or smaller depending upon which way you may have moved the mouse. When you have finished typing, choosing any other tool will cause the line of the text box to disappear.



The word **Help** in the menu beneath the title bar will help you learn how to use the rest of the tools. Most programs have the word Help in the menu below the title bar, so that you can learn more about any program. It will help you learn how to use the program (Help Topics) as well as tell you what version of a program (About Paint) you have on your computer. Look at those two areas of Paint now. When you have finished working with Paint, close it.

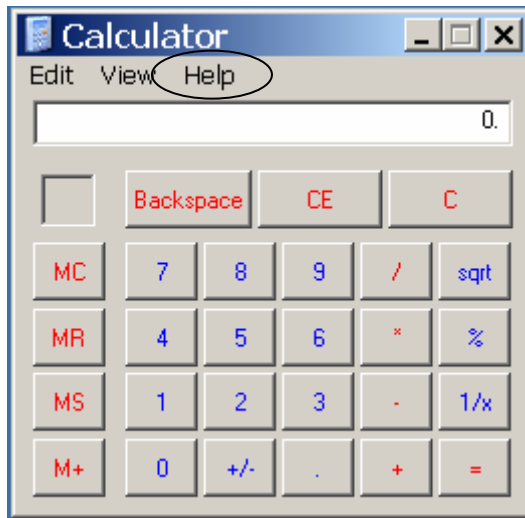
Calculator

Open the calculator by clicking on **Start**, *pointing to Programs*, sliding across that menu into the next one, and pointing to **Accessories**. Move your mouse across that menu into the next one and then move your mouse down to the word

Lesson 1

ABE Computer Readiness

Calculator and click once on it. You cannot maximize this window. The subtraction or minus sign and addition or plus sign are easily recognizable. To divide \div , use the slanted line $\frac{_}{_}$; to multiply use the "times" sign \times or you may see an asterisk $*$ on some computer calculators. The **C** stands for clear, and you may want to access the word Help to find out how to use the other keys on the calculator.



See if you can do the following problems on your computer's calculator:

$4 + 5 =$	$16 - 7 =$	$5 \times 7 =$	$4 \div 2 =$
$7 + 9 =$	$73 - 29 =$	$5 \times 6 =$	$18 \div 9 =$
$14 + 5 =$	$13 - 8 =$	$4 \times 8 =$	$54 \div 9 =$
$98 + 51 =$	$15 - 7 =$	$2 \times 22 =$	$90 \div 10 =$
$34 + 25 =$	$26 - 13 =$	$3 \times 12 =$	$100 \div 5 =$

After you have tried all of the problems, close the calculator.

Let's reopen the game of **Solitaire**. Click on Start, point to Programs, slide across the menu into the next one, and point to Accessories. If Games are listed under Accessories, just point to Games and click on Solitaire in the next submenu. If you do not see Games under Accessories, point to Accessories and Games will be in the next submenu. Point to the arrow \blacktriangleright after Games and click on Solitaire.

The object of Solitaire is to move all **like** suits of cards into one pile with Aces going down first. Aces are followed by deuces or twos, threes, etc. You will see 4 empty rectangles in the upper right corner of your game window. Those spots are reserved for Aces. Once you have an Ace in place, you begin placing the rest of the suit on top of it beginning with the deuce or 2.

Lesson 1

ABE Computer Readiness

Look at all cards which are face up. If you have any Aces face up, place your finger down on the left click side of the mouse and drag the Ace to one of the four rectangular shapes in the upper right side of your window. Once you have moved a card, click once on the others in a pile to turn the next card face up. Red cards must be placed on black in number order. For example you may place a red 7 on a black 8, a black 3 on a red 4, a red 2 on a black 3 and so forth. If you do not see any more moves with the cards you have available, click once on the deck of cards in the upper left hand side of the window. You will see the face of a new card; look carefully at all of the cards you can see to determine if your new card can be placed on top of any of them. (Don't forget that the 2 can be placed on an Ace if you have an Ace in one of the four rectangles or on a three with the opposite color on the lower half of the page). Continue clicking the deck for more choices, and dragging cards to new piles. When you have clicked the deck and there are no more cards to choose from, just click the empty spot of the deck one more time and the cards which you were not able to use will go back into the pile, and you can try again.

To win this game all cards must be in order and in the same suit in the upper right corner of your window.

If you feel that you have absolutely no more moves left, just click on the word Game under the title bar; then click the word Deal from the drop down menu. Your deck will be reshuffled, and you can begin another game.

Use the Calculator, the Paint Program, and Solitaire as often as you wish to gain good mouse control.

You have completed Part 2 of the Readiness Packet.

Part 3 Typing with Mavis Beacon

Mavis Beacon Teaches Typing is an excellent way to learn how to type or increase your typing speed. It is on the Resource Room Computers in Virginia Workforce and also on our classroom computers. If you are using Mavis in the Resource Room someone from the front desk can help you get started. I will show you how to use it in our classroom.

Lesson 1

ABE Computer Readiness

Newer Mavis programs require you to register. Your teacher will help you with that process. You will be asked to type in your name and at what speed you would like to type. Mavis doesn't accept a number lower than 40 words per minute. Do not worry; you will not be expected to reach that high number for quite a while.

After you have registered, the teacher will help you find the typing settings. We need to make an adjustment there. We should always use one space between words and two between sentences. You will need to make a change that requires two spaces between sentences.

Once you are registered, the instructor (Mavis Beacon) will ask you if you would like to start as a beginner or be tested to see what level you are at (Beginner, Intermediate, or Advanced). If you already type well (about 20 words per minute and know where your fingers should be placed), choose test. If you do not type at all, choose beginner. **If you choose test, be aware of the fact that during tests, you will not be able to backspace or delete mistakes, and that Mavis will be more interested in your accuracy than in your speed.**

If you choose beginner, you will be shown the proper finger placement and the Home Row first. Once you have learned these keys well, she will move you on to other keys. The program will give you an occasional typing game to play.

There is a way to make the type larger if it is too small to see comfortably. You must look under typing settings to do this. If you cannot find this, please ask someone to help you.

Finally, please make sure you are typing at least 10 -20 words per minute before you begin our Work-Based Computer Class. Otherwise it will be too difficult to complete the class in the 30 hour limit which the state guidelines require. If you need to work harder on mouse skills or typing, please ask me for the Mouse and Typing Skills Handout.

Congratulations! You have completed Lesson 1.

