Introduction to Software Navigation - Windows

Overview

Seniors will learn how to navigate the general Windows operating system. They will be able to use the mouse to find the item that they want on the desktop home screen. They will also be able to type on the keyboard.

Topic	Moving the mouse, clicking on icons, double-clicking on icons, typing on the keyboard
Expertise Level	Assumption seniors are aware of most computer accessories
Time	Realistically, probably 2 hours Up to 4 hours to have some proficiency

Mozilla Web Literacy 21st Century Skills

<u>Navigate:</u>
- understand the basic structure of the computer and navigating components

Teaching Outcomes

- Briefly explain what an operating system
- Seniors should be able to move the mouse around the screen proficiently and over certain icons/items on the screen
- Seniors should be able to click on an icon/item on the screen and double click to open an application
- Seniors should be able to type on the keyboard moderately accurately
- Seniors should be able to find important parts on the keyboard (the backspace key, enter, space bar)
    - Note: it would be wise to use a label maker for these

Theory and Background Information

- An operating system is a piece of software that allows you to run programs on a computer. It essentially allows you to use the hardware such as the keyboard and mouse to communicate with the hardware.
- On the screen is a white arrow. This is called the cursor. You can move the mouse to move the cursor on the screen. This gives you the ability to navigate on the computer screen.
- Clicking once on the left mouse button allows you to select an application. A computer program (or application,) is a set of instructions to tell the computer what to do. Some examples are like Google Chrome, which let you explore the Internet (the web).
- The Internet allows for activities like listening to music, watching videos, and communicating with family via email
- Clicking twice quickly on the left mouse button opens the application.
- An application typically looks like an icon of some sort. This icon is the program. It can be found in the bottom bar of the screen or on the main desktop. The main desktop screen is also where you can find more icons.
- The keyboard allows for you to type out what you want on the computer screen. It also has other functions such as backspace (to erase any typed characters that you do not want), or enter (used to add a line when typing, or to confirm your current selection)

Delivery Analogy

Hardware and Software (Per Senior)

- Everything that was needed for Exercise One: Physical Navigation

Procedure

- Open the laptop computer and turn it on (we should skip signing in for now). For background procedure see Exercise One: Physical Navigation
    - If the computer requires a sign-in (e.g. Chromebooks), follow the procedure linked [here](#), and see the Accommodations,
- Find a cursor size and colour that can be seen by the senior

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- Move the mouse and get comfortable with the sensitivity of the mouse (the tutor may have to change the sensitivity accordingly)
- Choose certain icons for the senior to navigate to
- Practice double-clicking with the mouse (once again, the tutor may have to change the speed at which double-clicks are registered)
- Practice opening an application by double-clicking with the mouse (at this time, I believe it is too early to actually navigate on an application like closing, minimizing, or changing the size)
- **Typing will be the hardest part:** Practice typing a few simple words on the keyboard into a text editor (such as Notepad).

Preparations

- Be able to log in to the computer. Make sure there are only a few icons on the desktop home screen and the taskbar to prevent confusion
- Put labels on important keys such as backspace and enter

Introduction

- Explain to seniors what an operating system is
- Explain to seniors what an application/program is
- Remind them of aspects of the mouse and keyboard that were found in Exercise One: Physical Navigation
- Explain the cursor of the mouse
- I would suggest demo'ing the Activity before having them do it themselves

Activity

- Have them practice moving the mouse until they feel comfortable moving it (you must be stern about making sure they really do feel comfortable moving around)
- Practice by pointing to certain icons and having them move the cursor to the icon
- Practice double-clicking on icons to open the application (the tutor will have to close the program at this point in time)

- Have the senior open a text editor (such as Notepad) and practice typing until they are comfortable. Make notes if they are not able to sufficiently see the keyboard. (Once again, you must be stern about making sure they feel comfortable using the keyboard).

Activity Accommodations and Extensions

- **This, once again, is the link of how to help the residents make a good username: http://www.wikihow.com/Make-a-Unique-Username**
    - **The concept of a username must be explained to the residents. Since the context of this is making email accounts for the residents. (Read: Gmail accounts that will be used to login into their computers and that their families will use to get a hold of them.)**
    - **Usernames are like aliases or names that we can be identified on the Internet. It is important to pick one which simultaneously will be easy for them to remember, type and give to their families.**
    - **Firstnamelastname, firstname.lastname, firstnameinterest, are all fair game, and there are other great examples at the link above.**
    - **This should be a collaborative process. Remember that a lot of Gmail usernames are already taken. You should also use this as an opportunity to learn more about the resident (but don't pry!).**

Resources

https://simple.wikipedia.org/wiki/Operating_system
http://www.wikihow.com/Make-a-Unique-Username