

Basic Computer Skills, Lesson 2: Mouse Skills

Northstar Digital Literacy Standards <i>This lesson aligns with the following standard/s.</i>	Vocabulary <i>This lesson focuses on the following digital literacy terms.</i>								
7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click). 8. Drag and drop. 11. Identify icons on desktop.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px 0;">click</td> <td style="width: 50%; padding: 2px 0;">icon</td> </tr> <tr> <td style="padding: 2px 0;">click and hold</td> <td style="padding: 2px 0;">menu</td> </tr> <tr> <td style="padding: 2px 0;">drag and drop</td> <td style="padding: 2px 0;">right click</td> </tr> <tr> <td style="padding: 2px 0;">double click</td> <td></td> </tr> </table>	click	icon	click and hold	menu	drag and drop	right click	double click	
click	icon								
click and hold	menu								
drag and drop	right click								
double click									


Technology Concepts

Important lesson background and teaching tips for instructors

In this lesson, learners will practice basic mouse skills to manage files and folders on a desktop. This is an important skill to help learners manipulate objects on the screen. At the end of the lesson, learners should be able to **click** buttons, **double click** to open files and folders, **drag and drop** objects, and use **right click** to open **menus**.

Teaching Tips:

- Demonstrations with real life objects may help learners understand **double click** and **click and hold**. For example, try double-tapping a classroom desk for **double click** and pressing on the desk for **click and hold**.
- Some learners may want to know how to close a **menu** after opening it with **right click**, since the **menu** does not have an X button. Show learners they have to click outside the menu on the desktop screen in order to close it.
- Similarly, if learners don't **double click** fast enough on a file or folder, they may accidentally rename it. Show how to click outside the file/folder before **double clicking** again.

Teacher Prep Guide <i>Follow these steps to prepare for teaching this lesson</i>	
General Prep	<ul style="list-style-type: none"> <input type="checkbox"/> Make empty folders on learner computers with the name 'learner folder'. <input type="checkbox"/> If your site uses laptops, confirm how to perform right click on the trackpad. <input type="checkbox"/> Prepare to project Reference A for Pair Explore.
Warm up	<ul style="list-style-type: none"> <input type="checkbox"/> Collect 1 paper folder() and a piece of paper for each learner.
Vocabulary Work	<ul style="list-style-type: none"> <input type="checkbox"/> Copy Handout A for each learner.

Warm Up

Find out what learners know and prime them for the work ahead.

Computer simulation with props:

- Give each learner a piece of paper and a file folder.
- Explain the piece of paper is a file, the file folder is a folder, and the learner's desk is a desktop.
- Demonstrate first, then have learners respond to these instructions:
 - ◆ "Click on the file:" learners tap the paper.
 - ◆ "Click on the folder:" learners tap the folder.
 - ◆ "Click on the desktop:" learners tap the desk.
- Introduce and incorporate the following vocabulary, one at a time.
 - ◆ "Double click:" tap an object twice.
 - You may need to explain that 'double' means 'two times'
 - ◆ "Click and hold:" press on an object.
 - ◆ "Drag and drop:" move an object.
 - ◆ "Open the folder."
 - ◆ "Drag and drop the file into/out of the folder."
- Encourage learners to repeat vocabulary aloud.
- If time allows, learners take turns giving one instruction to the class or a partner.

We will Learn...

Sharing learner friendly objectives helps set goals for today's learning.

List objectives on board or project. Read through them together to set goals for today's learning.

We will learn to:

click the mouse to push buttons such as 'close' or 'shut down'.

double click to open files, folders, and programs.

click and hold icons to drag and drop them.

right-click to open a menu.

MODEL & EXPLAIN 1

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Icons

- Project computer desktop.
- Say to learners:

- ◆ “This is my computer desktop. On my computer desktop, there are a lot of folders and files. These small pictures of files and folders are called **icons**. An **icon** is a small picture of a file, folder, or program.”

→ Ask learners:

- ◆ “How many **icons** do I have on my desktop?”

Double Click

→ Say to learners:

- ◆ “I want to open this folder. To open a file or a folder, I use **double click**. **Double click** means to tap the mouse two times quickly.”

→ Demonstrate to learners by **double clicking** the folder to open it.

Click

→ Say to learners:

- ◆ “Now, I want to close this folder. To close the folder, I **click** (one time) the close button (the X). You only need to **click** buttons one time.”

→ Demonstrate to learners by **clicking** the close button.

Drag and drop

→ Say to learners:

- ◆ “I want to move this folder **icon**. To move this folder or another **icon**, I **click and hold** and then **drag and drop** it.”

→ Demonstrate by **dragging and dropping** the folder to another place. Repeat with a different **icon**.

→ Make clear how you **click and hold** the mouse/trackpad.

DO IT TOGETHER 1

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

→ Read each question below aloud, have learners turn-and-talk and then share out:

- ◆ “How do you open a file/folder?” (**double click**)
- ◆ “How do you push a button?” (**click**)
- ◆ “How do you move a file or folder **icon**?” (**drag and drop**)

MODEL & EXPLAIN 2

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Right Click

→ Say to learners:

- ◆ “I know how to open folders and I know how to move them. Now, I want to make a new folder. To make a new folder, I can **right click** one time.”

→ Show learners the **right click** button on the mouse/trackpad.

- Say to learners:
 - ◆ “**Right click** opens a **menu** with a list of more options. In the **menu**, I can make a new folder, delete a folder, or rename it. **Right click** only opens a **menu**. To **click** or choose all other buttons, you left **click**. Left **click** is normally called **click**.”
- Demonstrate to learners the following:
 - ◆ **Right click** to make a new folder.
 - ◆ **Right click** on the folder to rename it ‘my folder’.
 - ◆ **Drag and drop** it into the recycle bin.
 - ◆ **Right click** to empty the recycle bin.

DO IT TOGETHER 2

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- Read each question below aloud, have learners turn-and-talk and then share out:
 - ◆ “Which **click** opens a **menu**?” (**right click**)
 - ◆ “Which **click** pushes buttons?” (**click** or left **click**)

PAIR EXPLORE

*Teacher has modeled the skills, and skills have been practiced together. Now, allow learners time to explore these skills with a partner without step-by-step guidance from the teacher. *Refer to the “How to Facilitate Pair Explore” for teacher support.*

- Project [Reference A](#).
- Then, with a partner, learners complete the following:
 1. **Double click** a folder.
 2. **Click** to close the folder.
 3. **Drag and drop** the folder.
 4. **Right click** to make a new folder.
 5. **Drag and drop** the folder into the trash/recycle bin.
 6. **Right click** to empty the trash.

Task

Learners practice skills by completing an authentic task/s.

- Say to learners:
 - ◆ “We are going to practice using the mouse skills we have learned to organize our computers.”
- Move learners into pairs.
- Assign one partner as the *talker*, the other as the *doer*.
- The *doers* close their eyes.
- The *talkers* watch as the teacher performs one action on the computer.
- 3-5 potential actions:
 - ◆ **Double click** a folder.
 - ◆ **Click** to close the folder.

- ◆ **Drag and drop** a folder.
- ◆ **Right click** to make a new folder, rename a folder, or delete a folder.
- Then, the teacher covers the computer projection.
- The *doers* open their eyes. The *talkers* give verbal instructions to the *doers*, and the *doers* repeat the same action on their computers.
 - ◆ For example, learners will say to a partner “**Double click** a folder.”
- Repeat for several rounds. If time permits, pairs switch roles.

Vocabulary Work

Learners practice vocabulary presented within the lesson.

- Give learners [Handout A](#).
- Learners use the vocabulary words to answer the questions.
- Answers:
 - ◆ How do you open a file or folder? (**click**)
 - ◆ How do you move a file or folder **icon**? (**drag and drop**)
 - ◆ How do you open a **menu**? (**right click**)
 - ◆ What does **right click** open? (**menu**)
 - ◆ How do you push a button? (**click**)
 - ◆ What is a picture of a file or folder called? (**icon**)
 - ◆ How many **icons** are in the picture below? (**5**)

Wrap-Up

A final check-in with learners. An opportunity to review, reflect, or check for understanding.

- Ask learners the following questions aloud. Learners first talk to a partner and then share answers with the class:
 - ◆ I have a lot of files on my computer. How do I move my files into folders? (**drag and drop**).
 - ◆ I want to see what files are in this folder. How do I open the folder? (**double click**).
 - ◆ I need a new folder for these files. How do I make a new folder? (**right click**).

Reference A

Directions: Complete the following:

1. **Double click** a folder.
2. **Click** to close the folder.
3. **Drag and drop** the folder.
4. **Right click** to make a new folder.
5. **Drag and drop** the folder into the trash/recycle bin.
6. **Right click** to empty the trash.

Handout A

Using the Mouse

Directions: Answer the questions using the vocabulary words below.

click	double click	click and hold, then drag and drop
right click	menu	icon

- 1) How do you open a file or folder? _____
- 2) How do you move a file or folder icon? _____
- 3) How do you open a menu? _____
- 4) What does right click open? _____
- 5) How do you push a button? _____
- 6) What is a picture of a file or folder called? _____
- 7) How many icons are in the picture below? _____

