

## Internet Basics, Lesson 6: Control Shortcuts

<b>Northstar Digital Literacy Standards</b> <i>This lesson aligns with the following standard/s.</i>	<b>Vocabulary</b> <i>This lesson focuses on the following digital literacy terms.</i>
<p>17. Use shortcut keys, or menu or mousing equivalents, to support user experience on the web (e.g., zoom, find text).</p>	<p><b>Control (Ctrl)/Command shortcut</b> <b>search bar</b> <b>zoom in/out</b></p>

**Technology Concepts**  
*Important lesson background and teaching tips for instructors*

In this lesson, learners will practice using **Control (Ctrl) shortcuts** to help find information quickly on an internet page. Specifically, they will be using **Ctrl+plus sign** and **Ctrl+minus sign** to **zoom in/out** and using **Ctrl+F** to find a specific word on a page. In the task, they will use these **shortcuts** to make finding information in online encyclopedias fast and easy.

**Teaching Tips:**

- If learners do not have experience using the **Control/Command** key prior to this lesson, you may need to quickly show point out the key on the keyboard.
- This lesson specifies using the **Control** key. If your site uses Mac computers, the **Command** key will be used instead.
- There are other **Control shortcuts** you may want to cover if time allows, such as **Ctrl+T** (open new tab) and **Ctrl+W** (close current tab).
- The main task in this lesson can be done using either [Wikipedia](#) or the online [Encyclopedia Britannica](#). If you choose to use Wikipedia, consider having a conversation with learners about reputable sources on the internet.

<b>Teacher Prep Guide</b> <i>Follow these steps to prepare for teaching this lesson</i>	
General Prep	<input type="checkbox"/> Prepare to project <a href="#">Reference A</a> for Pair Explore.
Task 1	<input type="checkbox"/> Copy <a href="#">Handout A</a> for each learner.
Task 2	<input type="checkbox"/> Copy <a href="#">Handout B</a> for each learner (Mac or Windows).
Vocabulary Work	<input type="checkbox"/> Copy <a href="#">Handout C</a> for each learner (Mac or Windows).

## Warm Up

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

- Say to learners: “A **shortcut** is an easy way to do something or a shorter way to go somewhere.”
  - ◆ Share a personal example of a **shortcut** you use in the real world.
- Read each question below aloud, have learners turn and talk and then share out:
  - ◆ “What **shortcuts** do you use in your life?”
  - ◆ “How can **shortcuts** be useful?”

## 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:

use the **Control** key to make text (words) on the screen bigger and smaller.

use the **Control** key to find text (words) on a page.

## 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.

### Control Shortcuts

- Project and open [Wikipedia](#) OR [Encyclopedia Britannica](#).
- Say to learners:
  - ◆ “An encyclopedia is a collection of information about almost every topic. You can find information in encyclopedias about countries, history, science, math, movies, music, or almost anything else.”
  - ◆ “Today, we are going to use an encyclopedia website to learn about other countries.”
- Search for the country ‘Chile.’
- Say to learners:
  - ◆ “When reading text (words,) you have the option to make the text bigger or smaller using a **shortcut**. A **shortcut** on the computer is a quick way to do something using keyboard keys. Many **shortcuts** on the computer use **Control** plus another key.”
  - ◆ “For example, use **Ctrl**+plus sign to make the text bigger, or **zoom in**, and **Ctrl**+minus sign to make the text smaller, or **zoom out**.”
  - ◆ “Sometimes, on keyboards **Control** is written **Ctrl** for short.”
- Show learners how to use **Ctrl**+plus sign to **zoom in** and **Ctrl**+minus sign to **zoom out**

- Say to learners:
  - ◆ “To find information on a page, you can also use the shortcut **Ctrl+F**. For example, you want to find the population of Chile. You can open **Ctrl+F** and find the word ‘population’ on the page. The F stands for find.”
  - ◆ Complete a **Ctrl+F** search for ‘population’.
- Show learners how to:
  - ◆ find the number that indicates how many times ‘population’ appears on the page.
  - ◆ use the arrows to switch between places where ‘population’ appears.

## 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.*

- Ask learners the following questions. Read each question aloud. Then, have learners turn and talk and then share out:
  - ◆ “What **shortcut** makes the text bigger?” (**Ctrl**+plus sign)
  - ◆ “What **shortcut** makes the text smaller?” (**Ctrl**+minus sign)
  - ◆ “What **shortcut** finds a specific word?” (**Ctrl**+F).

## 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.*

### Ctrl+F vs. Search Bars

- Say to learners:
  - ◆ “**Ctrl+F** only helps you find a word on the page you have open. If you need to **search** the whole website or all of the internet, you need to use a **search bar**. A **search bar** searches everything on the website and all of its pages.”
  - ◆ “For example, if you want to return something you bought from amazon.com, you can find ‘returns’ on the homepage. Do a **Ctrl+F** search for ‘returns,’ and it makes it easier to find it on that page.
- Model for learners by doing a ‘**Ctrl+F**’ search for ‘returns’ on [amazon.com](https://www.amazon.com).
- Say to learners:
  - ◆ “**Ctrl+F** helps you find a word on the website you have open. The **search bar** is different, the **search bar** helps you find something on all of the website’s pages, not just a single webpage.”
  - ◆ “For example, if you use the **search bar** on amazon.com you will not find ‘returns.’ The **search bar** is not helpful to find a word on a webpage. The **search bar** can help you find something in all of Amazon’s store.”
- Model for learners by using the **search bar** to search for a shopping item, like a ‘laptop computer.’

## 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.

→ Write or project the following two situations on the board:

1. “Hiba wants a job working at a restaurant in your city. What should she use: **Ctrl+F** or the **Google search bar**?”
2. “Hiba is looking at a restaurant website. She wants to find the button for the job application. What should she use: **Ctrl+F** or a **search bar**?”

→ Learners discuss the answers in pairs, before reviewing together as a class.

→ Answers:

1. **search bar**
2. **Ctrl+F**

## 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 try to:

- ◆ Open [en.wikipedia.org](http://en.wikipedia.org) OR [britannica.com](http://britannica.com)
- ◆ **Search** for ‘Chile’ or choose another country.
- ◆ Make the text bigger.
- ◆ Use **Ctrl+F** to find:
  - ◆ Population
  - ◆ Capital city
  - ◆ Language

## Task 1

Learners practice skills by completing an authentic task/s.

→ Give [Handout A](#) to learners.

→ Learners will use [Wikipedia/Encyclopedia Britannica](#) and **Ctrl+F** to find the population, capital city, and language of the countries listed.

→ Check answers together as a class.

## Task 2

Learners practice skills by completing an authentic task/s.

→ Give [Handout B](#) to learners.

- Project a copy of [Handout B](#).
- [Handout B](#) has a list of situations where you might use **Ctrl+F** or a **search bar**.
- Go through the first 1 or 2 situations as a class.
- Then, learners work in pairs to complete the handout.
- Check answers together as a class.

## Vocabulary Work

*Learners practice vocabulary presented within the lesson.*

- Give [Handout C](#) to learners.
- Learners draw a line to match the word with the correct definition.
- After reviewing the answers as a class, learners fill in the words and definitions in the chart.
- Answers:
  - ◆ **Shortcut**: a quick way to do something using keyboard keys
  - ◆ **Ctrl+plus sign**: makes the text bigger (**zoom in**)
  - ◆ **Ctrl+minus sign**: makes the text smaller (**zoom out**)
  - ◆ **Ctrl+F**: finds a specific word on a web page.
  - ◆ **Search bar**: searches a whole website

## Wrap-Up

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

- Ask learners the following questions aloud. Have them discuss in pairs first, before sharing answers as a class:
  - ◆ How do you make the text bigger? (**Ctrl+plus sign**)
  - ◆ How do you make the text smaller (**Ctrl+minus sign**)
  - ◆ How do you find a specific word on a page? (**Ctrl+F**)

Reference A

*Directions: With a partner, complete the following steps:*

1. Open [en.wikipedia.org](https://en.wikipedia.org) OR [britannica.com](https://britannica.com).
2. Search for 'Chile' or choose another country.
3. Make the text bigger.
4. Use Ctrl+F to find:
  - ◆ Population
  - ◆ Capital city
  - ◆ Language

Handout A

**Countries of the World**

Directions: Use **Ctrl/Command+F** to find information about the following countries.  
Use **Ctrl+plus sign** to make the text bigger and easier to read.

**Mexico**

Population	
Capital	
Language	

**Egypt**

Population	
Capital	
Language	

**Thailand**

Population	
Capital	
Language	

**Country:** \_\_\_\_\_

Population	
Capital	
Language	

Handout B (Windows)

Ctrl+F or Search Bar?

Directions: Read the situations and decide if you should use **Ctrl+F** or the **search bar**. Circle your answer.

Situation 1: You are on a shopping website and you want to look for **red women's shoes**.

*Ctrl+F or Search bar?*

Situation 2: You are looking at a schedule of classes. You want to know when **math 2** starts.

*Ctrl+F or Search bar?*

Situation 3: You are using Google. You want to find a **hotel in Miami**.

*Ctrl+F or Search bar?*

Situation 4: You are using an online Encyclopedia. You want to read the article about **Tigers**.

*Ctrl+F or Search bar?*

Situation 5: You are reading the Encyclopedia article about Tigers. You want to know how much they **weigh**.

*Ctrl+F or Search bar?*

Situation 6: You are on a shopping page with information about a new shoe. You just want to find the **price**.

*Ctrl+F or Search bar?*



Handout B (Mac)

Command + F or Search Bar?

Directions: Read the situations and decide if you should use **Command + F** or the **search bar**.  
**Circle your answer.**

Situation 1: you are on a shopping website and you want to look for **red women's shoes**.

*Command + F or Search bar?*

Situation 2: you are looking at a schedule of classes. You want to know when **math 2** starts.

*Command + F or Search bar?*

Situation 3: You are using Google. You want to find a **hotel in Miami**.

*Command + F or Search bar?*

Situation 4: You are using an online Encyclopedia. You want to read the article about **Tigers**.

*Command + F or Search bar?*

Situation 5: You are reading the Encyclopedia article about Tigers. You want to know how much they **weigh**.

*Command + F or Search bar?*

Situation 6: you are on a shopping page with information about a new shoe. You just want to find the **price**.

*Command + F or Search bar?*

Handout C (Windows)

**Control Shortcuts**

*Directions: Draw a line to match the vocabulary word with the correct definition.*

**Word**

**Definition**

- |                    |   |
|--------------------|---|
| 1. shortcut        | Makes the text bigger (zoom in)                 |
| 2. Ctrl+plus sign  | Searches a whole website                        |
| 3. Ctrl+minus sign | A quick way to do something using keyboard keys |
| 4. Ctrl+F          | Makes the text smaller (zoom out)               |
| 5. search bar      | Finds a specific word on a web page             |

*Directions: Now, write the words and their definitions in the chart.*

<b><u>Word</u></b>	<b><u>Definition</u></b>
1.	
2.	
3.	
4.	
5.	

## Control Shortcuts

*Directions: Draw a line to match the vocabulary word with the correct definition.*

**Word**

**Definition**

- |                       |   |
|-----------------------|---|
| 1. shortcut           | Makes the text bigger (zoom in)                 |
| 2. Command +plus sign | Searches a whole website                        |
| 3. Command+minus sign | A quick way to do something using keyboard keys |
| 4. Command+F          | Makes the text smaller (zoom out)               |
| 5. search bar         | Finds a specific word on a web page             |

*Directions: Write the words and their definitions in the chart.*

<b><u>Word</u></b>	<b><u>Definition</u></b>
1.	
2.	
3.	
4.	
5.	