

1. In your web browser, go to www.mc-npl.org/class-resources and **find** the link for Mousercise in the Computer Basics section and **click** it.
2. **Click** on the Skills Test button to bring the Skills Test. **Follow** the onscreen instructions.
3. **Proceed** through Mousercise, **following** the onscreen instructions.
4. When you get to the Stop sign, **read** and **follow** the instructions in the box on the screen.
5. On your computer, **open** WordPad and **type** your first name.
6. **Go back** to the web browser window and **copy** the word **Mousercise**.
7. **Go back** to the WordPad window and **paste**.
8. **Open** a NEW WordPad window.
9. **Go back** to the web browser window and **copy** the word **CLOSE**.
10. **Go back** to the *second* WordPad window you opened, the blank one, and **paste**.
11. When finished you should have **three** windows open:
 - a. The web browser window with Mousercise in it
 - b. A WordPad window with your name and the word Mousercise
 - c. A second WordPad window with the word CLOSE