1. In your web browser, go to [www.mc-npl.org/class-resources](http://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 being 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