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**Note to Home Students:**  
If you are taking this course from home, you can download handouts  
and other materials for this class from our Class Resources page:

[www.mc-npl.org/class-resources](http://www.mc-npl.org/class-resources)





## About Programs and Operating Systems

### Teacher's note:

Explain to the students that we will be giving them a **skills test** at the end of class.

- ✓ There is no time limit.
- ✓ Reassure them that if they don't pass, they can come back and retake it.



Now that we have become familiar with how to interact with our computer using a mouse and keyboard, we will begin to learn how to access programs on the computer.

Tasks performed on a computer are always done through a **program**. For the user, the program is an application – a tool – for accomplishing a task. For the computer, it is a set of instructions on knowing how to perform this task. During today's class, we will show you how to open a basic word processing program (WordPad), an advanced word processing program (Word 2016), and a program used to access the Internet (Internet Explorer).

Show Slide 11



Sometimes programs can be called “apps”, and vice versa, particularly in the Windows 10 environment. The difference between true programs and apps is that apps are obtained through the “Microsoft Store”, which is itself an app, whereas programs are obtained in other ways such as downloading from the Internet or installing from a disc. In class we will **use the terms programs and apps interchangeably**.



The most important program on the computer overall is the **operating system (OS)**, which manages all of the computer's resources and decides how to treat input from the user. The OS is the brains that turn your computer into an effective tool. The operating system "opens" when the computer is powered on.

**Show Slide 12**

There are several different computer operating systems in circulation:



**macOS:** Apple desktop computers and laptops.



**Linux:** Free, but requires more technical knowledge to use. Some libraries that are on a budget use Linux in their computers.



**iOS:** Apple iPhones and iPads.



**Android:** Used in smart phones and tablets.  
Made by Google.



**Windows:** The most commonly used operating system. It is what we will be using in class.

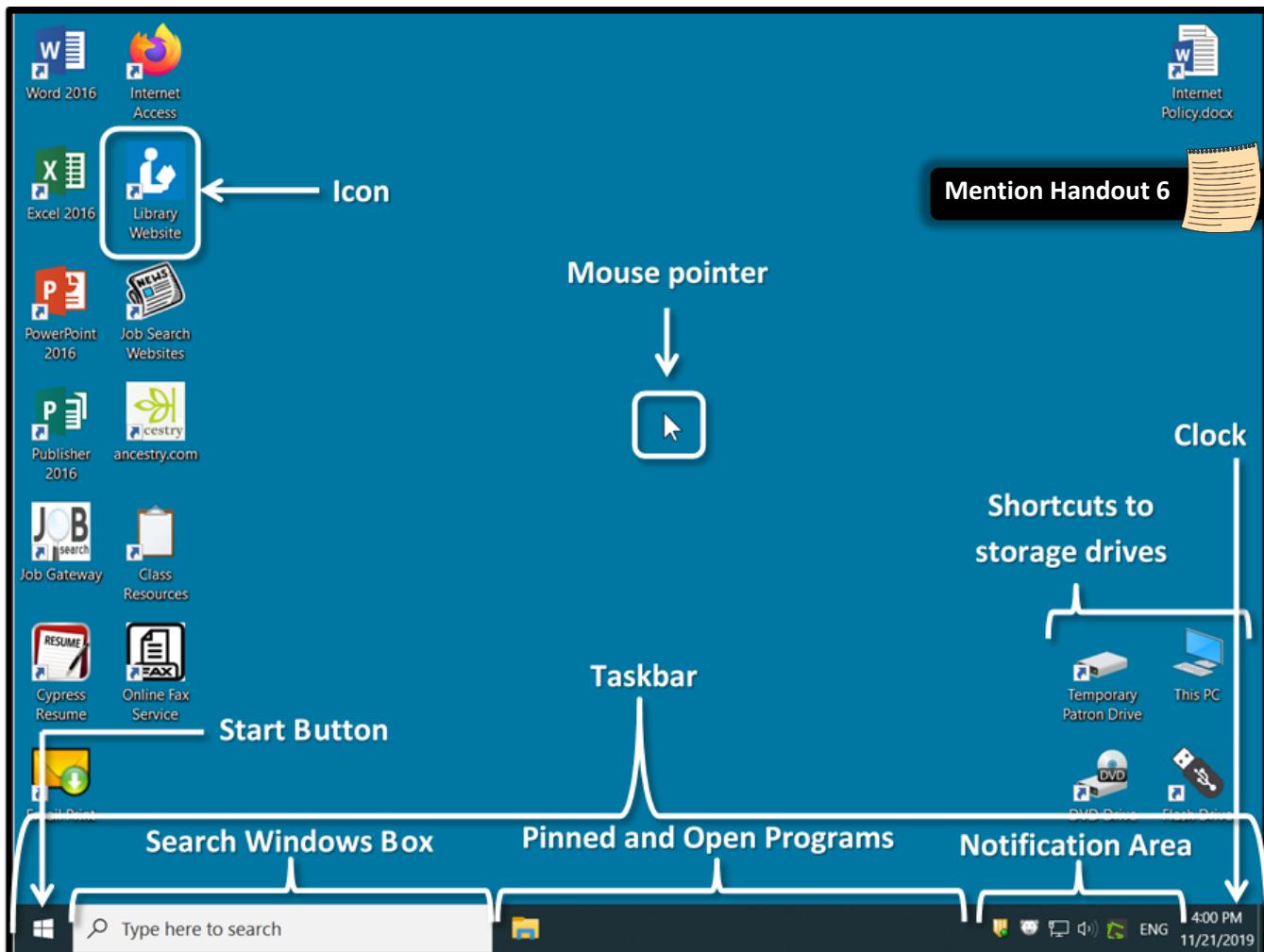
Microsoft is the name of the company that makes Windows. There have been several different versions of Windows. In 2017 the computers in the lab were updated to a version of Windows called "Windows 10". If you have some experience with the older versions of Windows, you will notice that things look and act a bit different on Windows 10. While older versions of Windows mainly ran on desktop and laptop computers, Windows 10 is also designed to run equally well on **tablets**.

**Close PowerPoint**



## The Windows 10 Desktop

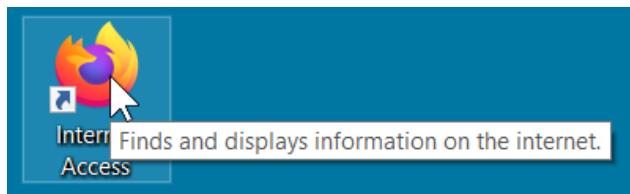
The first thing you see when you log on to the computer is the **Desktop**. The Desktop is the display area you see when Windows opens. The following items are the most common items on the Desktop:



- **Mouse pointer or Cursor:** The indicator on the screen that you use to select and move objects. It moves as you move the mouse and **changes appearance** depending on what program you are using and what tool you have selected.
- **Icon:** A picture representing a program or app, a file, or folder (a place to store files).



- **ScreenTip** (not shown): When dwelling on a Windows element on the screen, a small descriptive message called a ScreenTip may display
  - **Hover** (hold the mouse pointer over but do not click) your mouse pointer over the bright orange icon located at the top of the desktop.

**Teacher's note:**

If no ScreenTip appears, click on the Desktop and try again. If that doesn't work, try pointing to a different icon, then back to the first icon.



- **Note** the descriptive message.
- **Taskbar:** The black bar at the bottom of the computer screen. A program running on your computer is represented by a button on the taskbar. Important sections of the taskbar include:
  - **Start Button** – A single left click on this button opens a menu that includes many options. You can start programs, shutdown your computer, switch users, log off, lock, restart, or put your computer to sleep. We will explore this section more closely later in the lesson.
  - **Search Windows Box** – Enter keywords to search for Apps/Programs, Files or Settings on the computer.
  - **Pinned and Open Programs** – This section of the taskbar contains buttons for frequently used programs (pinned) and programs that you open and run on the computer.
  - **Notification Area** – The bottom right corner next to the time and date. It contains miniature icons for easy access to system functions that are always running in the background, such as antivirus settings, printer status, network connection, sound volume, and battery status. Sometimes referred to as Notification Tray or System Tray.
    - **Hover** over or click an icon to view and access details and controls
  - **Clock** – Displays the current date and time.



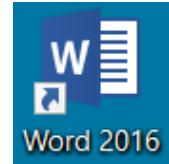
## Opening Programs

One way to open a program on a computer is to **double-click** on the desktop icon for the program.

### Desktop Icon

Icons are either placed on the desktop by the computer user or appear automatically when a new program is installed. Icons can also be removed by the computer user.

We're going to open Word 2016 using the desktop icon.



1. **Move** your cursor over the icon for Word 2016.
2. **Notice** what the ScreenTip says. This is a program that lets you create documents.
3. **Double-click** the icon to **open** the program.

**Tip:** If double-clicking is difficult for you, try one of these alternatives:

- ✓ **Single click** on the icon and tap the **Enter** key on your keyboard.
- OR
- ✓ **Right-click** on the icon and select **Open** from the context menu.



4. The window that opens fills the entire desktop except for the taskbar.
5. **Look** at the upper right hand corner of your computer screen and **locate** the **button** with the X on it.
6. **Point** to the X. **Notice** how it turns **red** when we point to it. This is the **Close** button.
7. **Click** on the X to **close** the program.



### Start Menu

Another way to open a program involves first **browsing** for it using the Start menu. Then, once a program is located on the menu, a single click of the mouse will open it. Browsing takes time, of course, and is valuable only when you do not know the name of the program you want to open.

1. To **open** the Start menu, **tap** the **Windows logo key** on the keyboard. On most newer keyboards, the Windows logo key looks just like the Start button on the screen.
2. **Note** that some black panels display.



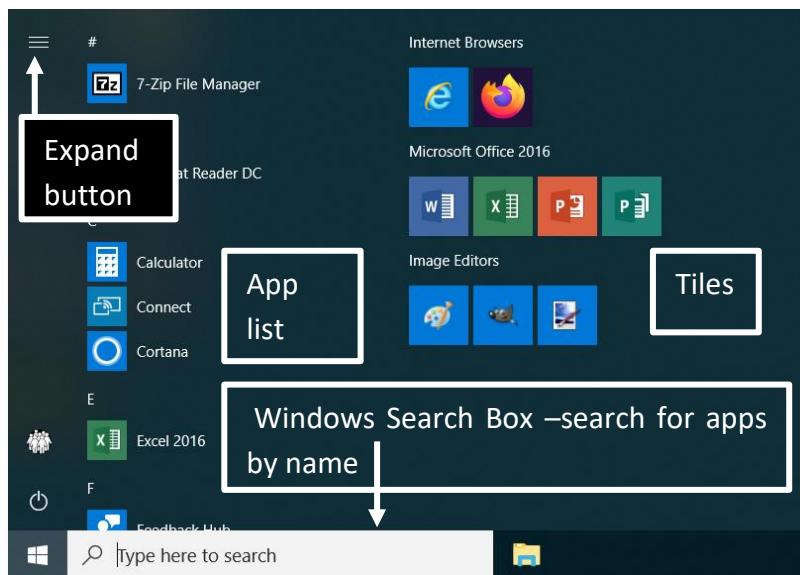


3. **Note** also that a cursor is blinking in the **Search Windows Box**. This box is not part of the Start menu but it does aid in locating and opening programs. We will look at this functionality in more detail later in the lesson. (The blinking may stop after a while, but the line remains and typing can be entered)
4. To dismiss the menu simply **tap** the **Windows logo** key on the keyboard again.
5. **Tap** the Windows logo key or **click** the Start button to **open** the Start menu again.

## Sections of the Start Menu

Let's **examine** the menu.

There are three sections in the Windows 10 Start menu.



### Left pane

The narrow pane on the left has icons that go to the user account and to power options. (Tip: these two options are defeated in the Computer Lab.)

1. In order to see the text labels for the icons **click** the **Expand button** at the top of the pane.
2. **Click** the Expand button again to **collapse** the section.

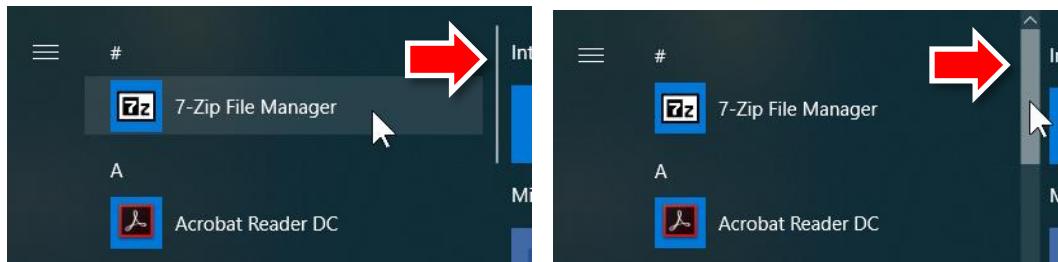
### Center pane – App List

The center pane or **App List** contains all the **Programs** a.k.a. **Apps** on the computer. It purports to be an alphabetical list. That claim is misleading. Some apps are not listed alphabetically because they are nested inside of “folders” in the App List. The App List is good for **browsing** or exploring for programs, but it has little value when you are looking for a specific program.



Let's take a closer look at the App list.

1. **Note** Calculator app in the list and **click** on it to **open** it. **Note** the Start menu disappears as soon as an app opens.
2. **Close** Calculator using its **Close** button.
3. **Open** the Start menu again. (**Tap** the Windows logo key)
4. **Note** that when you point to the App list a scroll bar appears.
  - a. **Note** that the scroll bar is **very narrow**, but it becomes **bigger** when you point to it.



- b. **Use** the scroll bar to browse the App list.
5. **Note** that menu items on the list have icons and a corresponding name. Most of the icons represent programs. However, the items with an icon that looks like a yellow manila folder are not programs but rather *containers* for programs.
6. **Scroll down** until you see **Windows Accessories**. This is not a program. This is a container for programs. Along with the folder icon, the arrow to the right of the name also indicates this menu item is not a program. When the arrow points downwards that means the programs inside this folder are hidden from view.
7. To reveal the programs inside the Windows Accessories folder, **click** anywhere on the Windows Accessories menu item to expand the menu.
8. **Note** the list of programs that displays. **Scroll** this list to see the programs **Mouse Tutorial**, **Mousercise**, and **WordPad**. These three programs are used extensively in our Computer Basics classes.

**Teacher's note:**

Remind students not to confuse “Mouse Tutorial” with “Mousercise” to prepare them for the test.



9. **Click** the Window Accessories menu item again to collapse the menu.



### Right pane – Tiles

The Tiles pane is a good place to store programs you frequently use for quick and easy access to them.

The tiles are graphical representations, much like a desktop icons, of programs on the computer.

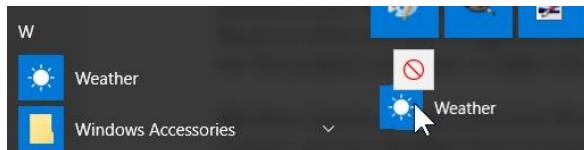
Focusing your cursor on a tile will produce a ScreenTip with the name of the program. A single click on a tile will open the program.

Your favorite programs can be dragged from the App list to the Tiles pane. This is called **Pinning**. You can create groups of Tiles, naming the groups anything you want. We have pinned some frequently used programs in the Computer Lab to the Tiles pane.

Unfortunately, we cannot demonstrate naming groups of tiles because of our security measures in the Computer Lab. In fact we can't actually pin a tile either but we can show you how it is done.

Pinning a tile is as easy as dragging an icon from the App list and dropping it in the Tiles pane.

1. **Click and hold** the Weather app and **drag** it to the Tiles pane.
2. **Normally**, when you let go of the mouse, the program is **pinned**. In the Computer Lab this does not work. That is what that little red circle symbol is trying to show us.



3. **Tap** the Windows logo key to collapse the Start menu.

### The Windows Search Box

Using the Windows Search Box is the best way to quickly find and open a program that you have not pinned to your Tiles pane. You need only type the first letter or first few letters of the program name. Based on what you type a suggested search results list will populate above the search box. When you see the program you want, a single click on the program name will open it.

Windows Search can also search for files, computer settings and even the Internet, but for security reasons, we have disabled that functionality in the Computer Lab.

#### Teacher's note:

On your Windows 10 computer, a digital assistant may launch when you click the search box, asking you what you want to do. The digital assistant is disabled on Computer Lab computers.



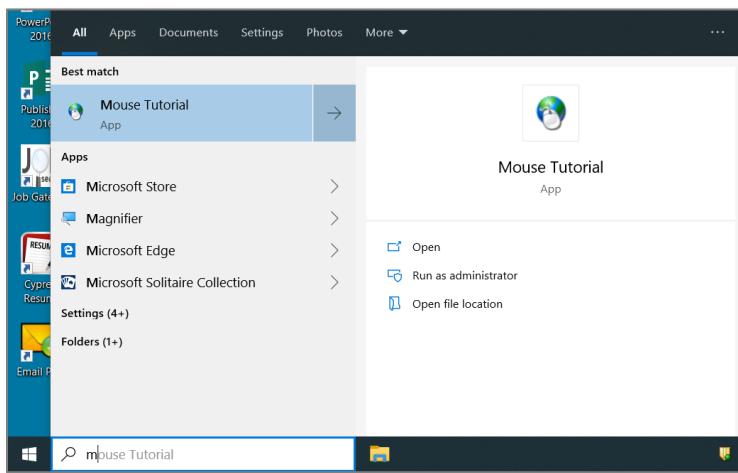


Let's try using the Windows Search Box to search for **Mouse Tutorial** app.

1. **Click** into the Windows Search Box where it says "Type here to search".



2. **Start** the search by typing an **m**(capitalization doesn't matter). As soon as we start typing a search term, **note** that a **search results panel** appears above.



3. Typically, at the top of the search results list is a **Best Match** section. **Note** that the Best Match item is highlighted (blue). A highlighted item can be opened by tapping **Enter** on the keyboard or by clicking once on it.
4. You may have **noticed** that you have a different Best Match than what is on the classroom screen. The search results list can offer up varying results based on what you type into the search box. Typically, the more letters of your search term that you type, the faster the results list will populate with the program you are looking for. In addition, if you have searched for or opened a particular program recently, that program may be offered up on the search results more readily.
5. Typically, the results list is divided into different **categories** of results.
  - a. **Locate** the **Apps** section to see if it lists Mouse Tutorial.
  - b. If you don't see your result in the Apps results list, clicking on the **Apps** subheading will take you to more apps that contain the letter "m" somewhere in the name of the app.
  - c. **Click** on the **Apps** subheading and more apps will display. You may need to **scroll**, but you should see **Mouse Tutorial** in the list.
6. A better search strategy is to add letters to the search if you don't see what you want in the main results panel. **Add** the letter **o** after the **m** in the **Windows Search Box**. (You don't have to click, just type.) You should now be able to see Mouse Tutorial in the main results list.
7. **Dismiss** the Start menu by **tapping** the Windows logo key **twice** on the keyboard.



## Examining a Window

First, what exactly is a **Window**? Older computers could only manage one program at a time, which took up the entire screen. Until you exited that program, you could not do anything new. The advantage of current operating systems such as Windows is that we can do more than one thing at a time, and each program is put in its own little compartment called a **Window**.

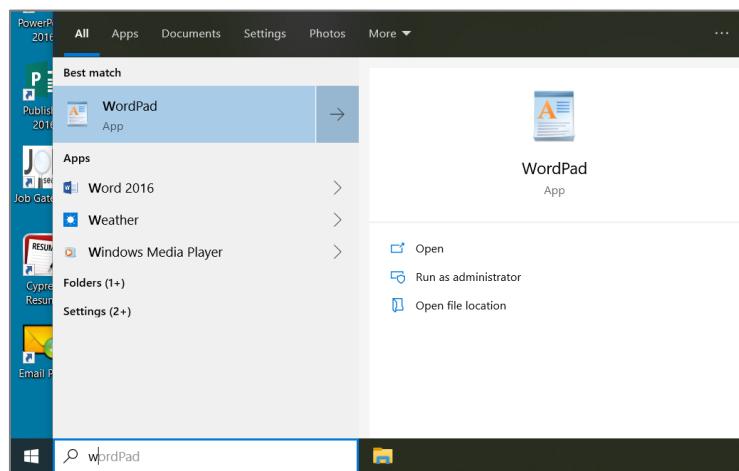
The window can take up the entire screen or just part of it, or it can even be (temporarily) hidden from view altogether. However, it is an essential concept to understand that even if you don't specifically intend to, at some points, the computer will be **Multi-Tasking**. Multi-tasking is the act of having two or more on-going processes at the same time, such as typing a document and then pausing to look at something on the Internet.

We are going to use the **Windows Search Box** again to find and open a program called **WordPad**.

WordPad is a Microsoft Windows program that you can use to create documents such as letters, notes and posters. It is less complicated than a full word processing program such as Microsoft Word but it still lets you perform a considerable range of tasks.

### Searching for and Opening WordPad

1. **Click** into the **Windows Search Box** and **type** a **w** (capitalization doesn't matter)
2. **Look** for WordPad in the search results.
  - o If you see WordPad in the **Best match** section of the search results, it will be **highlighted**, and you can **open** it by **tapping** the **Enter** key on the keyboard.
  - o Alternatively, you can use the **up and down arrow keys** on the keyboard to navigate to an item in the search results list. Once highlighted, the program can be opened by **tapping** the **Enter** key on the keyboard.
  - o If you can see WordPad elsewhere in the search results, you can point to it and **click** to open it.



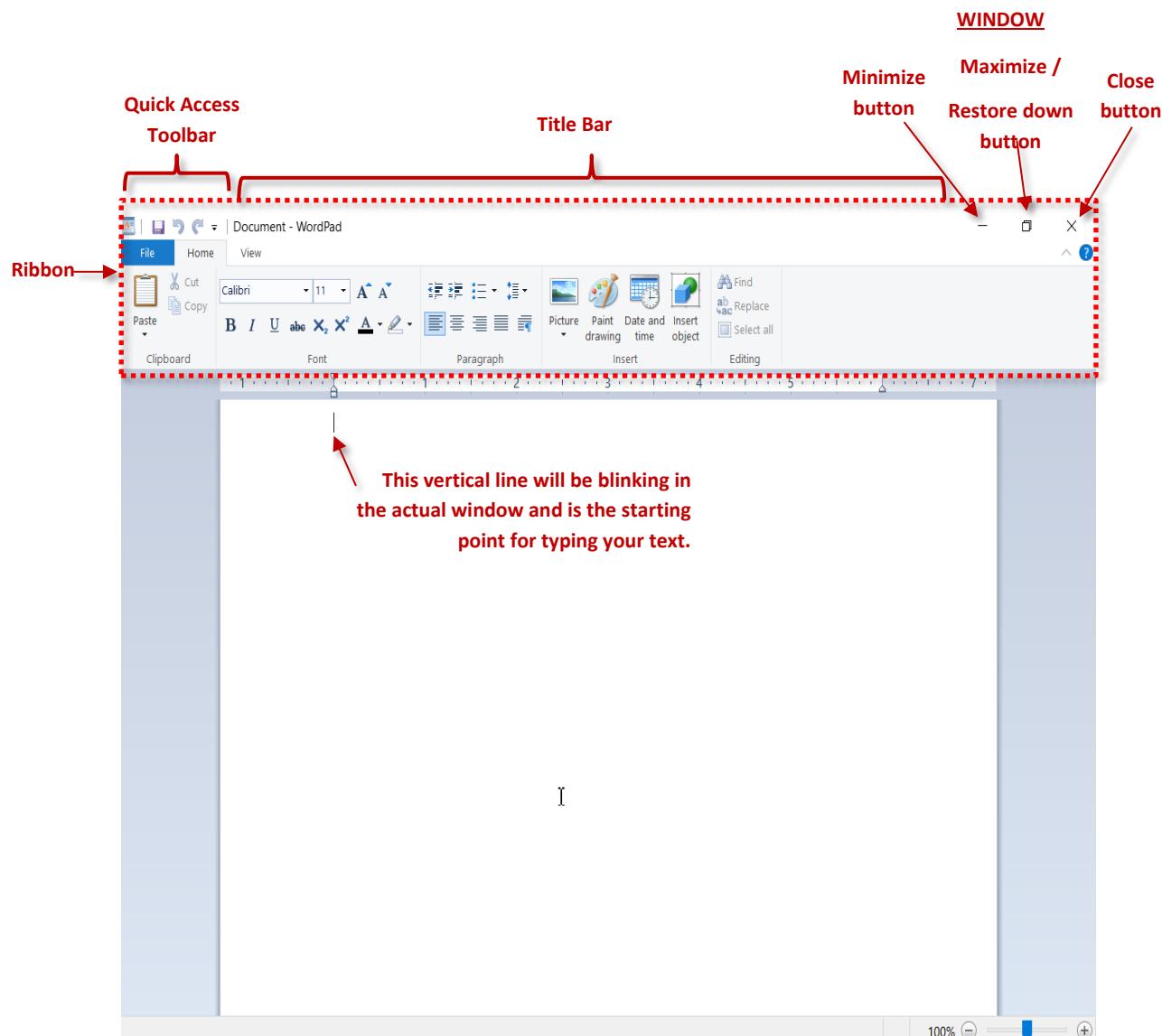


## Looking at the WordPad Window

Mention Handout 8



This program opens in a window that is filling the desktop, except for the Taskbar. Every program opens in a separate window. All windows have some common elements.



- **Title Bar:** Top most bar with title of file and name of program.
- **Ribbon:** In WordPad and in Microsoft Office 2016 programs, the ribbon is a set of tools placed on several tabs. This makes the tools used in a program more visible. Not all programs have a ribbon, but most programs have tools in some form.
- **Window Controls:** This is a group of three buttons common to all windows. We will talk more about these buttons shortly.

Click the Close button to **close WordPad**.



## A Closer Look at the Taskbar

At the very bottom of the screen is the **Taskbar**.

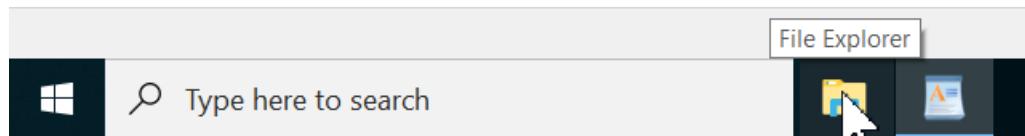
- The left end of the taskbar contains the **Start** button and the **Windows Search** box.
- The right end contains the **Notification Area** and the **Clock**.
- The center section of the **taskbar** can contain two types of **buttons**.
  - One is a shortcut to a program you use frequently. The icon you see on the taskbar now is one of these. Shortcuts to programs can be “pinned” to the taskbar by the user.
  - Another is a button that represents a program that is open and running on the computer. Any time a new window opens, it will be represented on the taskbar.

Let's open a program so we can see the difference between a **pinned program** and an **open program**.

1. **Click** into the Windows Search box, and **search for** and **open** WordPad.
2. **Note** there is now another icon in the center section of the taskbar. This icon represents the WordPad program.

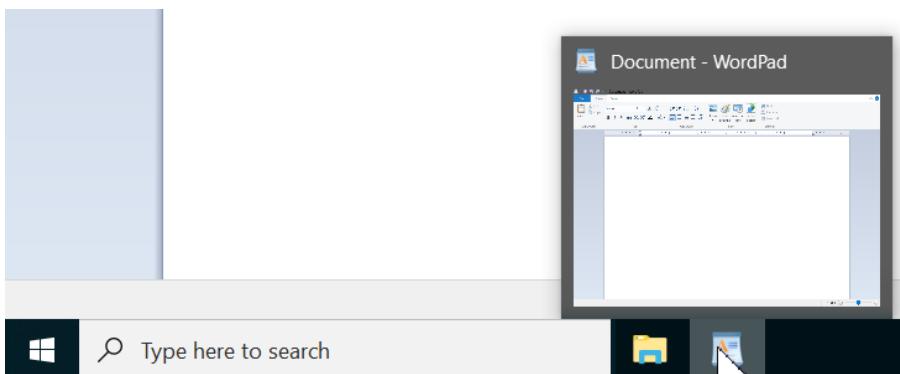


3. **Note** how the WordPad icon has a **blue line** underneath it. This blue line is how you tell the difference between a **pinned program** (a program that is not currently open) and an **open** program.  
*Note: a pinned program can also be opened and will then have a blue line under it as well.*
4. **Point** to the icon for the pinned program (the one *without* the blue line). Note the ScreenTip that appears, giving the name of the program, File Explorer.





5. **Point** to the icon for WordPad. **Note** that *instead of a ScreenTip*, a **preview window** displays. You will not get a preview window unless a program is open.



6. Now **point** somewhere else and **note** the preview window **disappears**. This preview window is actually an important tool we will be using going forward in the lesson.

## The Window Control Buttons

There are three buttons in the upper right corner of the WordPad screen and we've only looked at the one on the **right**, the **Close** button.

1. **Notice** the **left-most** button. **Point** to it and **notice** the **screen tip**. This is the **Minimize** button.
  - a. **Click** the Minimize button. When you do, the WordPad window should disappear. However, is the program truly gone?
  - b. **Look** at your **taskbar**; there is still a **button** representing WordPad there, and it has a **blue underline**.
  - c. **Point** to the taskbar button. **Note** the **preview window**. This means the program is still **open** and **running**. We have only hidden it out of view. Just as we might shove a paper off to the side on a real desktop, the advantage of doing this is to put something else in your workspace, which we will do later. For now, let us worry about how to get the WordPad window back so we can work in it.
2. To get the full screen window back, **point** to the **WordPad taskbar button** and **click** on the **preview window**. Your WordPad window returns!
3. **Notice** to the **middle** window control button. This is the **Restore Down** button. That's a kind of funny term, but it essentially means to **de-maximize** a window.
  - a. **Note** the **symbol** on the button. It looks like two boxes or squares, one slightly behind the other. This is what the button looks like when the window is in full screen mode or, in other terminology, its **maximized** state.





- b. Click the **Restore Down** button and notice what happens – the window will shift from **full-screen mode** to using just part of the screen.



#### Why would I ever want to click Restore Down?

Making the window smaller seems like an inconvenience. But it's actually very useful for **multi-tasking** because it allows you to view two or more windows **side-by-side**.

- c. Notice how the middle button now looks **different**. It looks like a single box or square. This means that if you click the button it will return the window to a **maximized** state.
- d. Click the **Maximize** button and note the window is using the full screen.



## Opening Multiple Windows



Time check: 6:00pm / 11:00am

We now have one program currently running in a full screen window. Let's open another program.

1. Click into the **Windows Search Box**, and search for and open Internet Explorer.
2. Look at the **taskbar** and note that there is a button representing both programs.

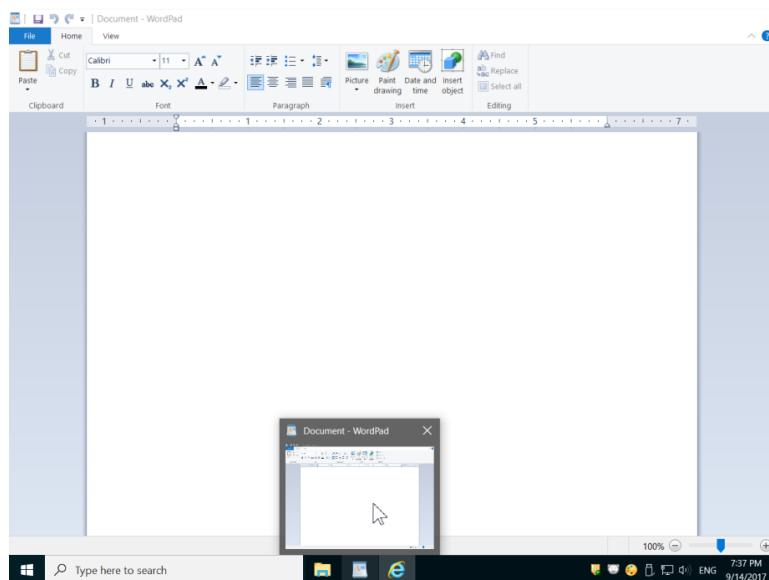




## Active Window

The Internet Explorer (IE) window is filling the desktop. Even though there are two programs running, the computer can only focus its attention on one program at a time. That is called the **active window** and it is always the window that is on “top”. Where is the WordPad window? It is actually right behind the IE window. **How can we make our WordPad window the active window?** Let’s take a closer look at the taskbar.

1. **Point** to the **taskbar button** representing **WordPad**. We saw earlier that a small preview window appears.
2. **Point** to the **preview window** and look at the computer screen.



3. **Notice** how the WordPad window **appears** to be in full screen mode again, but it really **isn't**. **Note** that there are no visible window control buttons. This is a clear sign you are looking only at a full screen preview, not an active window.
4. **Move** your cursor away and the WordPad window **disappears**. This was just a **full size preview**. We still haven't made the WordPad window the **active window** yet, *but we will use the preview window to do so*.
5. **Point** to the WordPad **preview window** again and, this time, **click** on the **preview window**. The WordPad window is now in the forefront and the Internet Explorer window is behind.
6. **Click** on the **preview window for Internet Explorer**. Now the Internet Explorer window is in the forefront. Clicking on a program's preview window is how to switch between open programs in order to place them in **Active** mode.
7. **Close** the Internet Explorer window.
8. **Close** the WordPad window.



## Multitasking Practice

Now that we know how to find and open programs and switch between them, *let's do an exercise* that reinforces those skills as well as reviews skills we learned in Computer Basics 1, highlighting text and copying and pasting.

1. **Click** into the **Windows Search Box**, and **search for** and **open** **Mouse Tutorial**.
2. **Note**, by the appearance of the **taskbar button**, that the Mouse Tutorial webpage has opened in **Internet Explorer**.
3. **Click** into the **Windows Search Box**, and **search for** and **open** **WordPad**.
  - a. **Note** that the WordPad window is now “in front of” the Internet Explorer window and is therefore the **active window**.
  - b. **Look** at the WordPad window and **notice** that there is an insertion point (blinking cursor). When you start typing; your words will start there.
  - c. **Type** your **name**.
  - d. **Tap** the **Enter** key on the **keyboard** to get to a new line.
4. We now want to **go back** to the *open* **Internet Explorer** window, so **point** to the taskbar button and **click** on the **preview window**. The **Internet Explorer** window is now in front and is the **active window**.
  - a. **Highlight** a few words of the black text.
  - b. **Use** your keyboard combination **[Ctrl] + [C]** to copy the words to the computer’s memory.
5. **Make** **WordPad** the active window again. In other words, **go back** to the WordPad window by **clicking** on its **preview window**.
6. **Use** your keyboard combination **[Ctrl] + [V]** to paste the words into the WordPad document.

Copy and Paste steps  
are on Handout 9

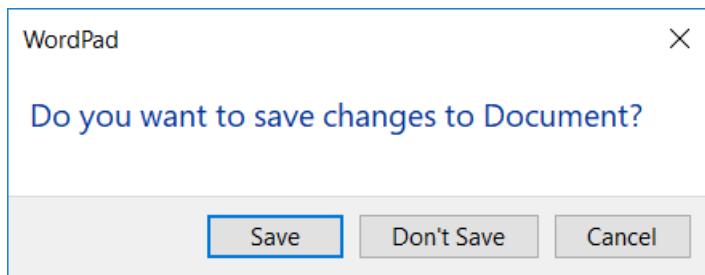




## The Dialogue Box

A dialogue box appears when a program requires more information from the user. We have entered content into our WordPad document and we are now going to close the document. WordPad will recognize that we have created content and will prompt us about saving the document.

1. **Close** WordPad.
2. **Notice** the **dialogue box** that pops up. This dialogue box must be dealt with before we can do anything else.



3. **Watch** what happens if you try to **click** in the **body** of the document or on the **close button** again. The dialogue box flashes to get your attention.
4. Since we are not going to be saving this document, **click Don't Save**. The WordPad program will close.

## Exploring Taskbar Buttons

### Stacked Taskbar Buttons

For purposes of multi-tasking it is possible to have two instances of the same program open at one time.

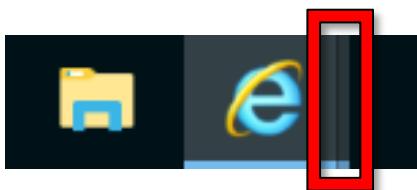
In older versions of Windows, every open program was represented by a separate button on the taskbar. In newer versions, however, when you have more than one instance of a program open, the buttons will “stack”.

We currently have one Internet Explorer window open. We are going to open another Internet Explorer window.

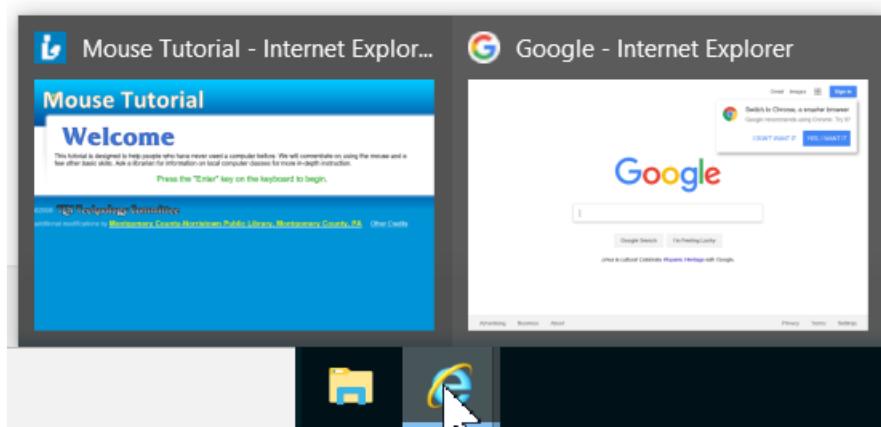
1. **Click** into the **Windows Search Box**, and **search for** and **open** Internet Explorer.
2. The **Google** website has opened in it.



3. **Look** at the **taskbar** and **note** you don't see two separate buttons but instead one button stacked behind the other.



4. **Point** to the Internet Explorer button on the taskbar and you will see **previews** for both Internet Explorer windows side by side. You see previews for both IE windows, but the screen of your computer is displaying the IE page showing the Google website.



5. **Point** to the **preview window** showing the **Mouse Tutorial** webpage and **see** what happens to the screen. The screen fills with the Mouse Tutorial webpage, but again, it is only displaying a **full-screen preview**.
6. **Move** your cursor away and the **Google** screen comes back in view. When you simply point at the preview window you can get a better look at what it represents on the screen but you will not make it the active window until you click on the preview.
7. **Point** to and **click** on the **preview window** showing the **Mouse Tutorial** webpage to make it the active window. **Point** and **click** on the **preview window** for the **Google** webpage to make it the active window.
8. **Close** all open windows. **Check** the **taskbar** to be sure that there are no programs still running. In the computer lab, there is no need to log off or shut down the computer.



CB2 Proficiency should be started no later than 7:00pm / 12:00pm



## Skills Review

*Steps to open a program:*

1. **Tap Windows logo** key on keyboard



2. **Click** on a **tile** if there is one
3. If not, **click** into the **Windows Search Box**, and **type** the first couple of letters of the program name and **click** on a search result.

Mention Handout 9



*How to switch between open windows:*

1. **Point** to the **taskbar button** for the program you want to switch to and then
2. **Point** to the **preview window** and **click** it

*How to Copy and Paste:*

1. **Select** (highlight) what you want to copy
2. **Use Ctrl + C key combination to copy**
3. **Insert cursor** where you want to paste
4. **Use Ctrl + V key combination to paste**



## More Multitasking Practice

### Teacher's note:



These exercises focus on searching for programs rather than using tiles, although use of tiles is not prohibited.

### Practice 1

1. Using a desktop icon, **open** “Library Website”. What app opened up? (ans: Internet Explorer)
2. **Click** into the **Windows Search Box**, and **search for** and **open Word 2016** and then **type** your first and last name.
3. **Go back** to the Internet Explorer window and **copy** “Select Main Library or Branch” (in the orange box on the left).
4. **Go back** to the Word window and **paste**.
5. **Click** into the **Windows Search Box**, and **search for** and **open a new Word 2016** window and then **type** the name of a color.
6. **Go** to the Internet Explorer window and **copy** the library hours (in the box on the left).
7. **Go** to the Word window with the name of a color and **paste**.
8. **Close** all the windows without saving changes.

### Practice 2

1. **Click** into the **Windows Search Box**, and **search for** and **open** the **Mousercise** app.
2. **Click** into the **Windows Search Box**, and **search for** and **open Word 2016** and **type** your favorite TV show.
3. **Go back** to the **Internet Explorer** window that has Mousercise in it and **copy** the words “Welcome to the Mousercise!”
4. **Go back** to the **Word** window that has your TV show in it and **paste**.
5. Using the **Windows Search Box**, **open** a **new Word 2016** window.
6. **Go back** to the **Internet Explorer** window that has Mousercise in it and **copy** the words “This exercise will help you practice”.
7. **Go back** to the **second Microsoft Word** window you opened, the blank one and **paste**.
8. **Close** all the windows without saving changes.



## Practice 3

**Teacher's note:**



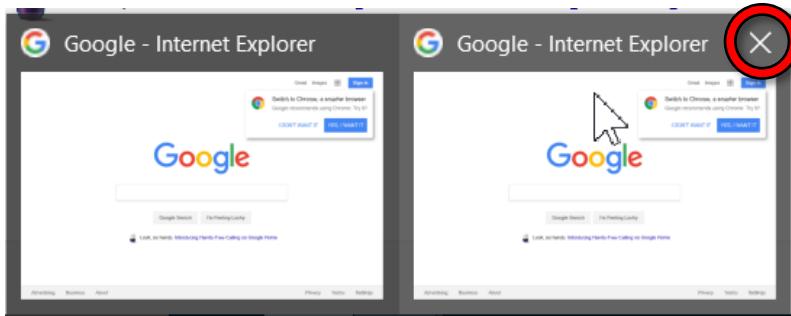
Practice 3 most closely resembles instructions  
as they are worded on the Skills Test.

1. **Open Mouse Tutorial.**
2. **Open Word 2016.** **Type** your favorite sports team.
3. **Go back** to the **Internet Explorer** window that has the Mouse Tutorial in it and **copy** the words “We will concentrate”.
4. **Go back** to the **Word 2016** window that has your sports team in it and **paste**.
5. **Open** a **new** **Word 2016** window.
6. **Go back** to the **Internet Explorer** window that has the Mouse Tutorial in it and **copy** the green text.
7. **Go back** to the **second Word 2016** window you opened and **paste**
8. Show your work to the instructor.
9. When instructed close all the windows without saving changes.

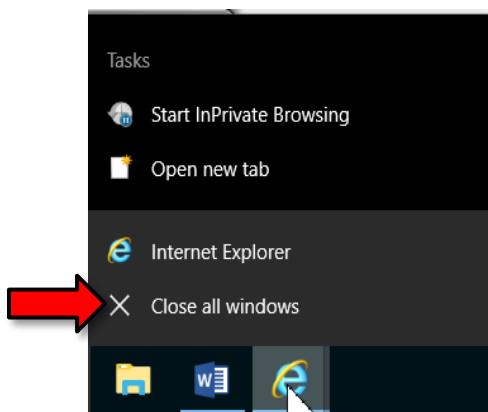


## Closing a Window using the Taskbar (supplemental)

1. **Open** two instances of Internet Explorer.
2. **Point** to one of the two Preview Windows and **note** that a tiny **Close** button appears in the Preview Window. This button can be used to **close** the window.



3. You can also close **multiple** windows at the same time using the Taskbar button.
  - a. **Point** to the stacked Internet Explorer Button and **right-click**. The menu will list a command to close all windows. Clicking on that command will close all the IE windows
  - b. **Click on Close all windows.**



## Snap Assist (supplemental)

Snapping windows facilitates multi-tasking by allowing two windows to be viewed side-by-side. It is a feature that was added in Windows 7.

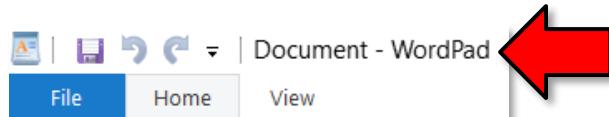
1. **Open** any two programs.
2. **Left-click** the window title bar of one of the programs, **hold** your mouse down, and then **drag** it to either the left or right edges of your screen. You'll **see** a transparent overlay appear, showing you where the window will be placed. **Release** your mouse button to snap the window there.
3. Then, the right side of the screen will populate with a "thumbnail" of the other program window. When you **click** on the on the preview window it will snap to the other side.



## Saving a File (supplemental)

### Creating a document

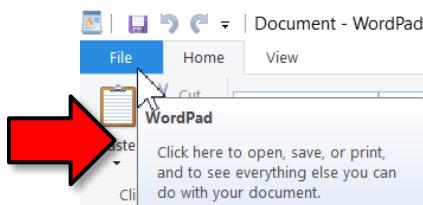
1. **Use** the Start menu to **open** WordPad
2. **Note** the WordPad Title Bar which indicates a default file name of **Document**.



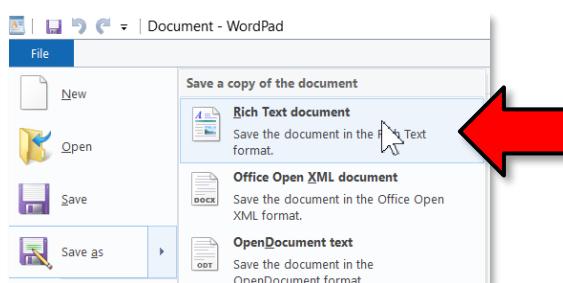
3. When WordPad opens, it will display a blank document ready for you to type in. The words that you type and the formatting that you use become your document.
4. **Type** your **first name**.
5. Each document you create is temporary unless you save it as a **file** with a unique name and location.

### Saving the File

1. **Point** to the **File tab** and **read** the ScreenTip.

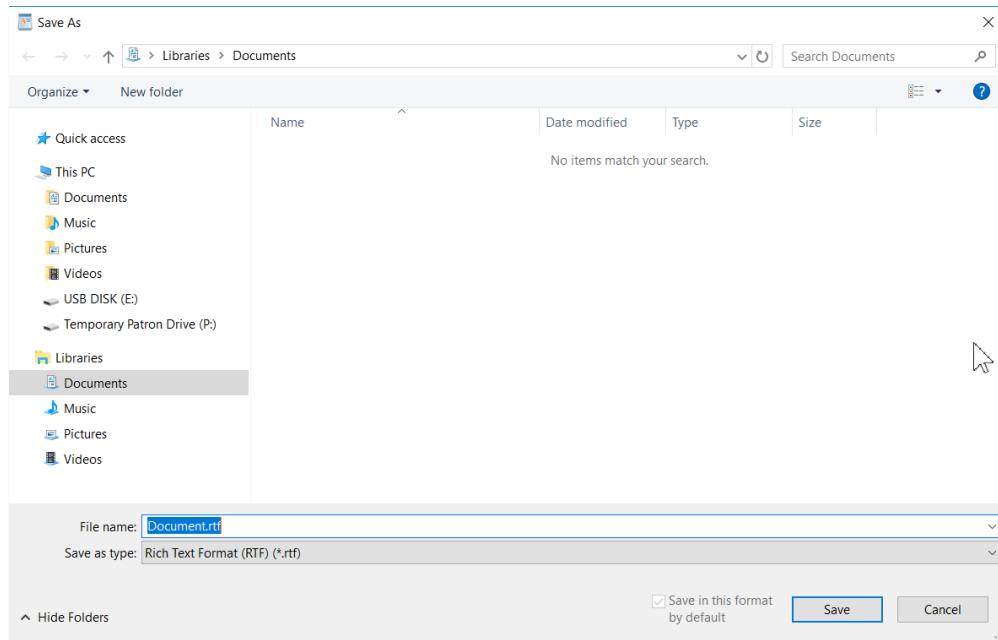


2. **Click** on the **File tab** to expand the menu.
3. **Slide down** to the Save As command. **Save As** is the command we use when we are saving a file for the first time or if we want to save an existing file with a different name or a different storage place.
4. **Slide** straight across and up to Rich Text document and **click** on it.

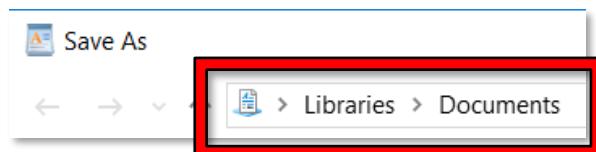




5. **Notice** that a smaller window appears in front of our work. This small window is called a **dialogue box**. Because the computer needs to know more than just “OK, save,” the dialogue box is where we tell it *how* we want to save our work



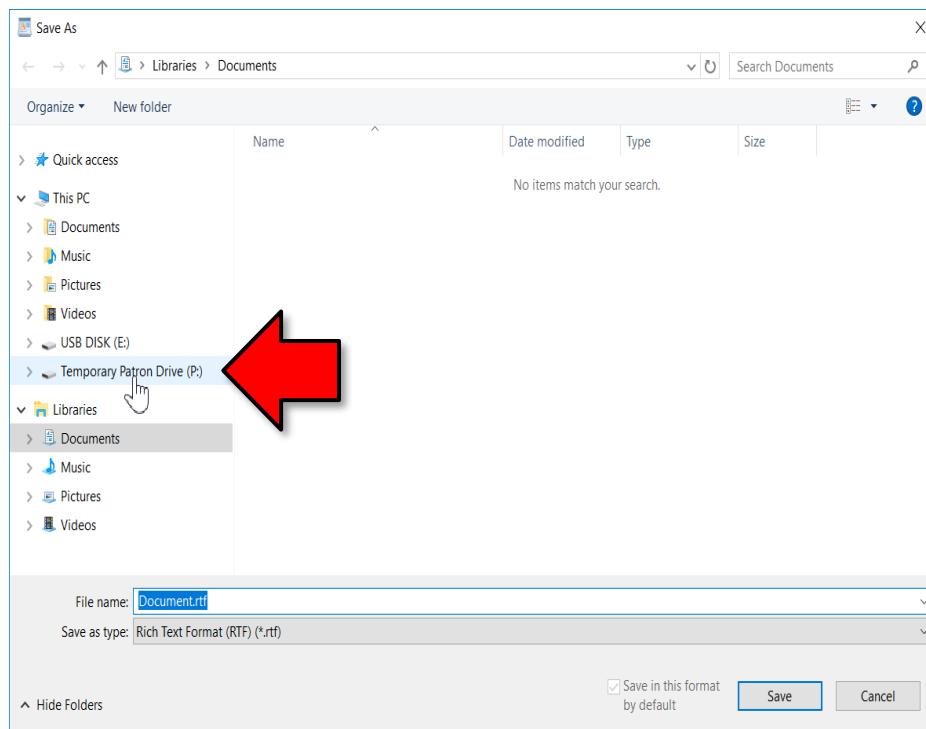
6. When it comes to saving, there are two important things to *identify* for the computer: the **location where the file is going to be saved to**, and **what name you want to give the file**.
7. The **location** where it will be saved is displayed for us in the **Address field**. In this case, **note** that the **Documents library** under the **Libraries directory** is the **default** save location, but we want to save our file somewhere else.



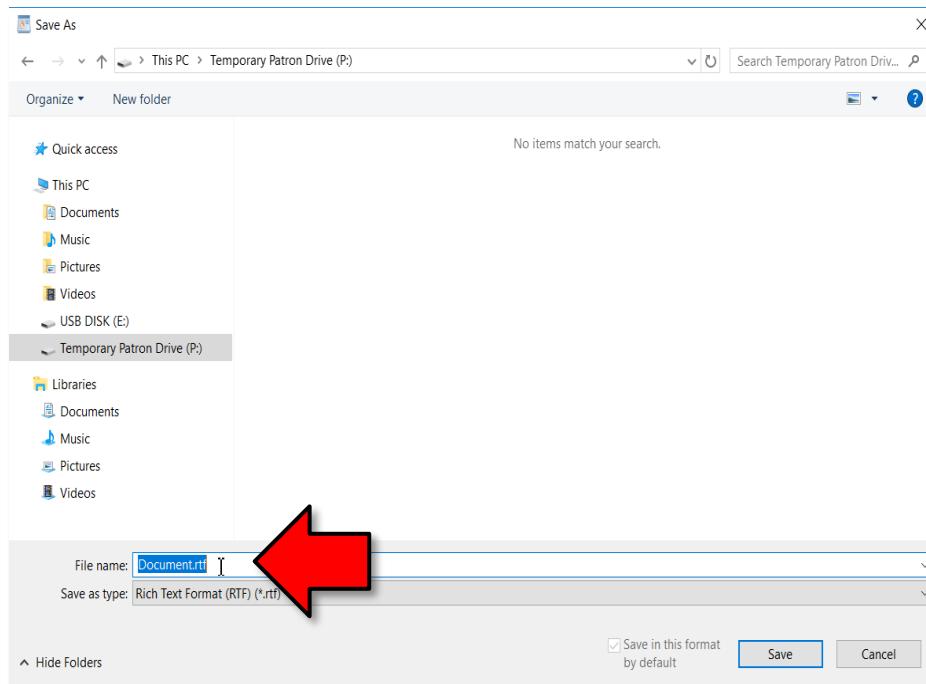
8. **Notice** other available folders and devices can be seen in the left pane, called the **Navigation pane**. If we wanted to save to one of these alternate locations, we would have to click on it.



9. We are going to save our file to the **Temporary Patron Drive (P:)**. We must first **point our cursor** to the words “Temporary Patron Drive” in the Navigation pane and then **click**.

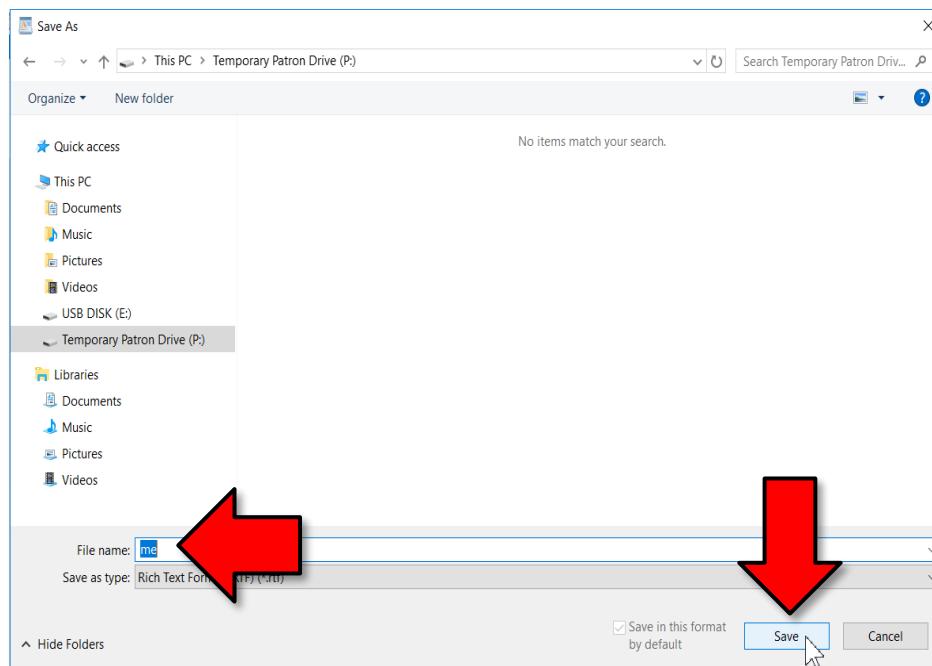


10. Next, **click** on the words in the **File name** field. They will get a blue background.

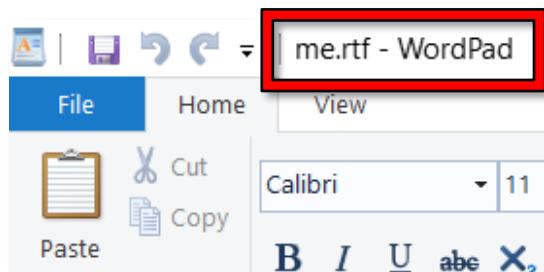




11. The blue background means the field is ready to accept typing so **type** a file name of **me**. Then **click** the **Save** button.



12. The dialogue box disappears and your file is saved. Verification of this can be made by looking again at the Title bar in the WordPad window. **Note** how instead of Document, the title is **me.rtf**.



13. **Close** the WordPad document.