Instructor Preparation:

1. Turn on the Computers and empty the desktops of any error or warning messages.
2. Allow 10 minutes for the PC’s to settle down.
3. Verify the Mouse Trainer is installed and open the Mouse Trainer before the students arrive then minimize to task bar.

Session Preparation:

1. Take attendance.
2. Distribute the Week 2 Presentation and the PRC Week 2 documentation.
3. Encourage the Students to maintain a Notebook to save the documentation and homework.
4. Refer to the Presentation and Handout and Glossary of terms during the Course Overview discussion.
5. Ask for which students require a PC. Note the information in the Roster List Spreadsheet.

Review last week’s material

1. Review last week’s material concentrating on the mouse and the buttons.
2. Review Week 1 homework answers and verify there is general understanding of the material covered.
3. Answer any questions that may arise.

Warm-up

1. Open the Mouse Trainer and allow students to complete training 1, training 2, and training 3.

Introduce the Mouse Operation

1. The mouse is a pointing device identified on the desktop by an arrow or other symbol (varies by Windows version and setup option).
2. Point the mouse to the “Documents” icon (looks like a file folder).
3. Identify the left mouse button – used for selecting and highlighting visual objects like icons and text.
4. Left click the mouse and watch the “Documents” icon change color. The Icon has been selected.
5. Identify the right mouse button – used to “action” the object highlighted.
6. The right mouse button displays a menu of options specific to the object selected by the left mouse button.
7. Right click the mouse and notice a list of menu options appear. Read off the menu options.
8. Locate the “Mouse Trainer” icon on the Desktop and highlight the icon with ONE left click of the Mouse.
9. Remember how to “select” the icon.

Demonstrate Drag and Drop.

1. Use the right mouse button on the desktop to turn off the Auto Arrange option.
2. Have the students drag the icons all over the desktop.
3. Turn on the Auto Arrange options and watch the icons move to the right.

Start Menu Basics:

1. Locate the “Start” menu button on the lower left corner of the screen on the Task bar.
2. Place the Mouse pointer on the “Start” button and select (Single click) the left Mouse button.
3. A short display panel should appear split into two halves.
4. Direct everyone’s attention to the left side of the display panel.

Left sub-panel:

1. Notice the name of the computer is in the heading of the panel.
2. There are several icons with descriptions in the left side of the panel.
3. The icons are separated by a line; two or three above the line and several below.
4. Have the students read off the list of Icons and their description starting at the top of the list.
5. These are the “pinned” application selections recorded by Windows on this computer.
6. The applications most frequently accessed are above the line, the lower list will change depending on your computer usage.

Right sub-panel:

1. Look at the right side of the Start panel.
2. The sub-panel is separated into three sections. The top section refers to the organization of files in the Windows environment. We’ll discuss the file system later in the course.
3. This section is used to locate your data files that reside in the “Documents” folder, “My Pictures” folder, and “My Music” folder. It also shows all the file storage location under “My Computer”.
4. The middle section refers to the system environment of the Computer and how Windows interacts with it. We’ll discuss this at the end of the course.
5. This section is used to modify Windows to display the picture of your sweetheart as your desktop background or change your computer’s security settings.
6. The bottom third section is used to locate support services like help and search function.

Open and exercise the Mouse Trainer

Student Activity:

1. Have students locate and open the Paint application.
2. Have student write their names in the paint application.
3. Save the diagram on the desktop.

Explore the Recycle Bin

1. Have student drag and drop the paint file to the Recycle Bin.
2. Open the Recycle Bin and locate the File
3. Empty the Recycle Bin.

Have students open and play with Solitaire

Have Students locate Help and Support

Wrap-up

1. Review the highlights of the material covered during the session.
2. Distribute out the Homework assignment and request it be completed by the next session.

**Warning**: You should never turn off your computer by unplugging or switching off the power strip. The potential for permanent system damage is quite high.