



**CLB
5.6**

**VISUALS &
HANDOUTS**



Digital Literacy Curriculum Resource

Module 1 Mouse and Navigating



THE UNIVERSITY OF BRITISH COLUMBIA

Learning Exchange



Funded by:
Immigration, Refugees
and Citizenship Canada

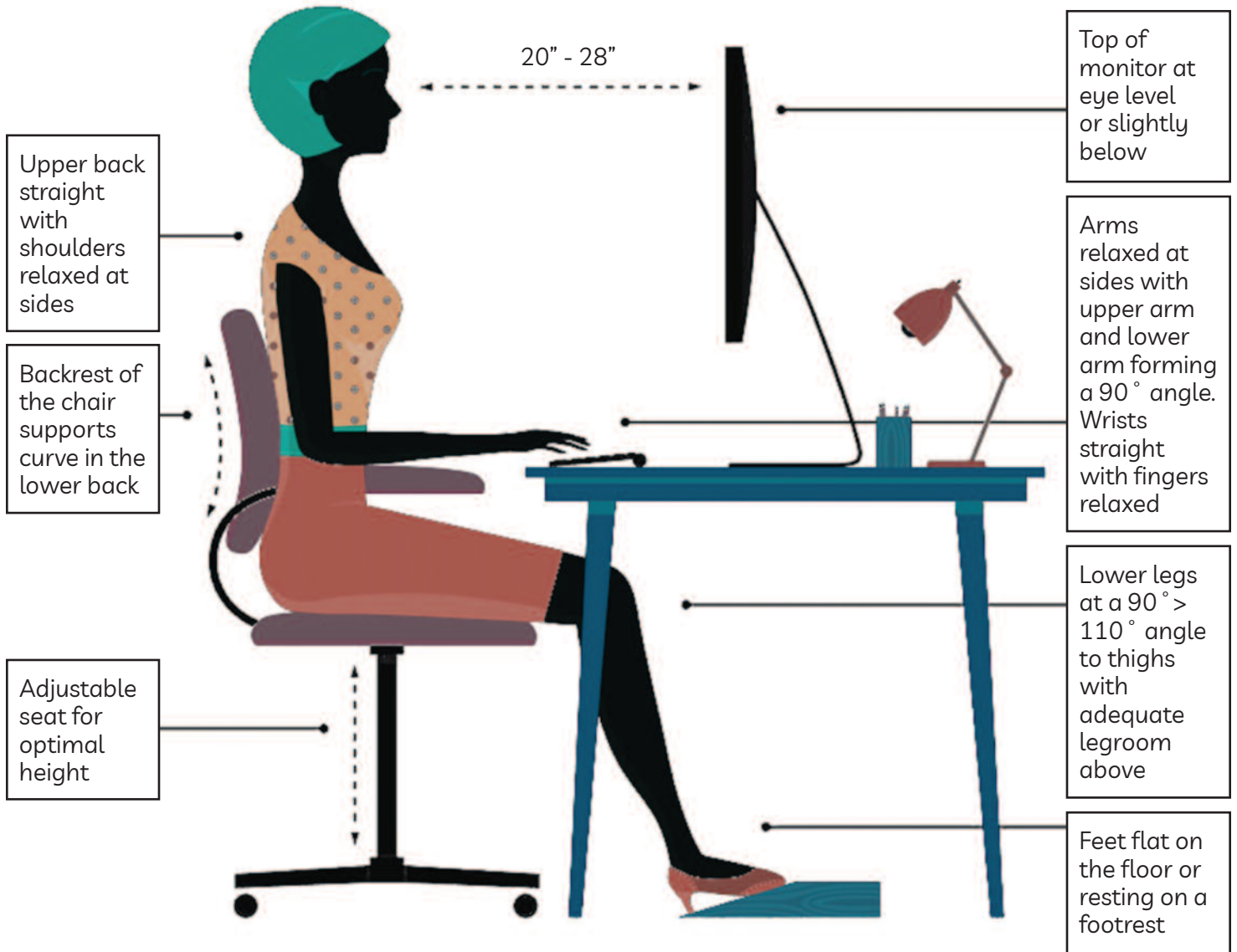
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Module #	Topics
1	Mouse and Navigating 
2	Keyboarding 
3	Online Skills-Basic 
4	Online Skills 
5	Email <p style="text-align: center;">info@issbc.org</p>
6	Mobile Phones 
7	Safety and Security 

Power Symbol



Correct Sitting Posture



Sitting at a computer

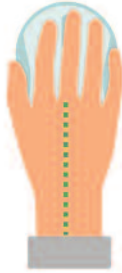
Work in pairs.

Student A: Read the questions to your partner and check his/her answers.

Student B: Use the image to answer the questions.

1. Where and how should your feet be placed?
(Answer: Both of the feet should be flat on the ground or resting on a footrest).
2. At what angle should your lower legs be placed?
(Answer: Lower legs should be at 90° - 110° angle to thighs).
3. Where should the top of the monitor be located?
(Answer: At the eye level or slightly below)
4. What kind of support should your chair provide for the lower back?
(Answer: The chair should support the curve in the lower back).
5. What about your upper back and shoulders?
(Answer: The upper back should be straight, with the shoulders relaxed at sides).
6. Where should your hips be on the chair?
(Answer: As far back as possible).
7. What angle should your upper and lower arms form?
(Answer: 90° angle).
8. How far away should your eyes be from the monitor?
(Answer: 20"-28" away [= About 50-70cm])

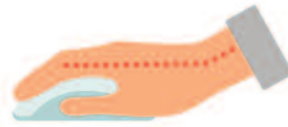
Right



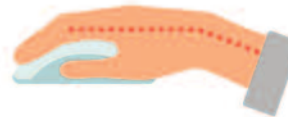
Wrong



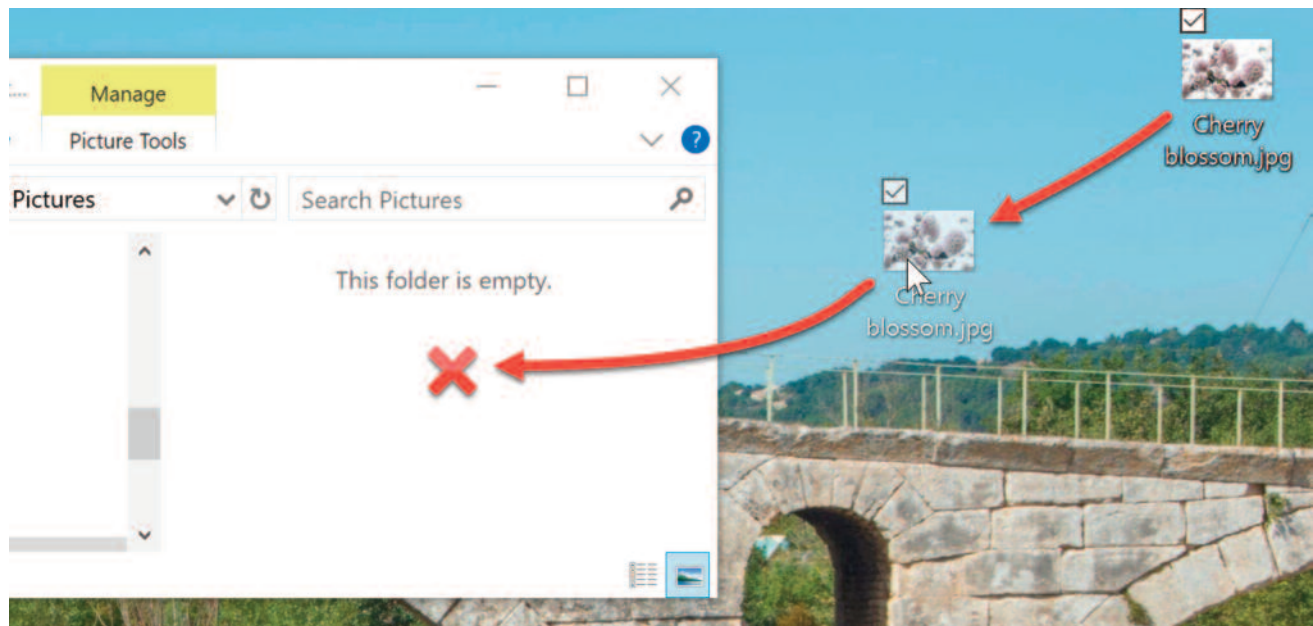
Right



Wrong



Drag and Drop



Cursor Shapes



Arrow



I-beam



Hand

Click, Drag and Drop

Follow the instructions on your computer:

1. Click on “Start”, then find the **Paint / Paint 3D** program. You can type in the search bar: **Paint (3D)**. Then click on the icon to open the program. Click on “New”.
2. See the pens and brushes on the right side (**Paint 3D**)/on the top (**Paint**).
Paint: Click on the word ‘Brushes’. Hover the mouse over the icons and read the words that pop up. Locate the Marker. Click on it once to select it.
Paint 3D: Hover the mouse over the icons and read the words that pop up. Locate the Marker. Click on it once to select it.
3. Then move the cursor to the white area. Try to write your first name. Click and drag to write your name.
4. Now, make some lines or draw a picture somewhere for fun.
5. Let’s try using different colours. Write your name again but choose a different colour for each letter.
6. But first, let’s open a new document. Then we have a new blank page.
To open a new document:
With Paint: click “File-New-Don’t Save”
With Paint 3D: click “Menu-New-Don’t Save”
7. Now move the cursor to the red color and click on it to select it. Then move the cursor back to the white area. Click and drag to write the first letter only. Then go and choose a different colour. Move the cursor to another colour, click on it. Then move the cursor back to the white area. Click and drag to write the second letter.
Keep doing that with different colours.
8. After that, open a new document again.
With Paint: click “File-New-Don’t Save”
With Paint 3D: click “Menu-New-Don’t Save”
9. Now, try using a different pen or brush and different colours.
Go back to the brushes. Hover over the icons and choose Oil Brush or pencil.
Again, choose a different colour for each letter of your name.
See how it looks different with each pen or brush.