

## Mouse/ Trackpad and Navigation Skills

- Be Organized



**Show slide to the learner**

**Say to the learner:**

*So today, we're going to focus on how to be more organized on our computer/ laptop. We're going to review mouse / trackpad skills and navigation skills, how to move around and find things on the computer.*

# Lesson Objectives-Part One

- Create a Folder
- Move Files into a Folder

## Instructions for the Tutor

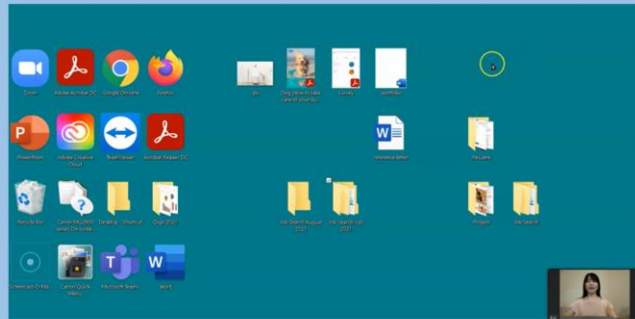
These are the skills the learner will master at the end of the lesson.

## Say to the learner:

*To be organized on our computer, we're going to do the following:*

- *learn how to create a folder on your computer...*
- *Learn how to move files into folders*

# Lesson-Part One



## Say to the Learner:

*We are going to learn how to organize files on the computer, so we can find them easily when we need them. We will watch a video. We can watch the video several times. So, don't worry if you don't catch everything the first time.*

*First, we'll look at how to create a folder and move files into a folder.*

## Instructions for the Tutor:

- The icon in the slide with the red triangle is a link to the video on YouTube.
- Just click on that link (in Slideshow mode) to open the video LESSON.
- Here is that link in case the one in the slide doesn't work:  
<https://youtu.be/YEHd5X-E8nc>

Video length: **0:04:06**

- For remote tutoring, when you share screen to play the video, make sure you have shared the audio.

- Play the lesson a bit and check the learner can hear it ok.
- Play it until the end, then check for understanding. See the next slide for comprehension check questions.

# Check Understanding



## Instructions for the Tutor:

After watching Part One of the video lesson, check understanding (review and elicit) before moving on to Part Two.

## Check understanding - ask the learner as you watch the video or as you demonstrate on your computer.

Ask these comprehension check questions, or others, to check understanding:

## Say to the Learner:

### Create a folder

- *We want to create a new folder on the desktop. Do we left click or right click on the mouse/trackpad to open the menu? **Answer:** Right click*
- *Where do we click on the trackpad to open the new folder menu? **Answer:** Bottom right of the trackpad, or tap with two fingers*
- *Show me how to right click on your desktop. (If tutoring remotely, learner's cell phone camera must capture learner's mouse, trackpad and computer screen)*
- *How do we change the name of a folder? **Answer:** Click on the name of the folder, then click on the name to highlight it. Type the new name over the highlighted name.*

### **Move a file into a folder**

- *How do we move a file into a folder? What do you do first? **Answer:** Click on the file. What do you do next? **Answer:** Drag the file into the folder. What do you do last? **Answer:** Drop the file.*
- *How do we open a folder? Show me. **Answer:** Double click on the folder.*
- *How do we close the folder? Show me. **Answer:** Click X at the top right corner of the window.*

### **Instructions for Tutor:**

Then ask the learner:

*Do you want to watch the video again?*

If the learner is struggling, stop the session.

### **Say to the learner:**

*Let's do more work on X before we do this. (so, learner does not feel bad they can't yet do something)*

*For example, learner may not be able to click, drag and drop files into folders. If so, go to Module 1 Mouse and Navigating Digital Skill 7 Click, drag and drop to practice the skill with the learner.*

# Practice 1

- Create a folder
- Move files into a folder



## Instructions for the Tutor:

Demonstrate first, then let the learner practice.

## Practice 1

Create a folder and move files into a folder.

## Preparation

- Make sure learner's desktop screen has four files. They can be empty but name them e.g., Save-on-Foods Resume, Save-on-Foods Cover Letter, Reference Letter, Doctor's Note. The learner will practice moving these files into folders.
- Learner desktop should be clean and not cluttered.
- If the learner is using their own laptop, put the relevant files onto the desktop before their practice session.

## Preparation for Remote tutoring only:

- Support person at home must put files on learner's computer (as per Set up/ preparation notes at beginning of this lesson)
- If no preparations were made on learner's computer beforehand, use the **Request Remote Control** function to put files on the learner's desktop.

**Say to the Learner:**

*Now it's time to practice.*

*We're going to practice how to create a folder and move files into a folder, like in the video.*

[After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.]

[You may need to write the folder names on the board -for in person tutoring, or in the Chat-for tutoring remotely]

**Say to the Learner:**

- 1) *Create a new folder on your desktop.*
- 2) *Name the folder: Job Search.*
- 3) *Let's create another folder.*
- 4) *Name this folder: Job Leave and Benefits.*
- 5) *Now find the file called Save-on-Foods Resume on your desktop.*
- 6) *Let's move Save-on-Foods Resume into the Job Search folder.*
- 7) *Find the file called Save-on-Foods Cover Letter on your desktop.*
- 8) *Let's move Save-on-Foods Cover Letter into the Job Leave and Benefits folder. Is this file in the right folder? No, it should be in the Job Search folder. Let's move it there.*
- 9) *Now, find and move Reference Letter. Which folder would you put it in? (wait for answer) Yes, into the Job Search folder.*
- 10) *What about Doctor's Note Aug 31? (wait for answer) Yes, into the Job Leave and Benefits folder. Let's move it there.*

**Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)
- Check the Learner's skills. Has the learner shown you they can do the skills at least three times without support?



## Lesson Objectives – Part Two

- Create a Sub Folder
- Move Files into a Sub Folder

### **Instructions for the Tutor:**

These are the skills the learner will master at the end of the lesson.

### **Say to the learner:**

*Let's be more organized!*

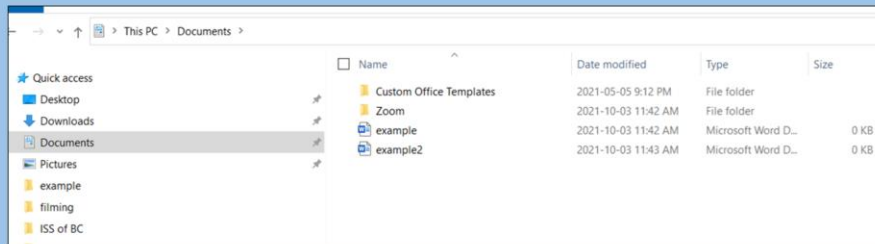
*We can make a sub folder. A sub folder is a folder inside a bigger folder.*

*This helps us find files more easily when we need to.*

*We are going to do the following:*

- *learn how to create a sub folder inside a folder on your computer*
- *learn how to move files into sub folders.*

# Lesson-Part Two



## Say to the Learner:

*Now, let's watch a video on how to create sub folders inside a folder, and move files into a sub folder. We can watch the video several times. So, don't worry if you don't catch everything the first time.*

## Instructions for the Tutor:

- The icon in the slide with the red triangle is a link to the video Lesson on YouTube.
- Just click on that link (in Slideshow mode) to open the video Lesson.
- Here is that link in case the one in the slide doesn't work:
- <https://youtu.be/Vtd-8fFn1RE>

Video length: **0:02:32**

- For remote tutoring, when you share screen to play the video, make sure you have shared the audio.
- Play the lesson a bit and check the learner can hear it ok.
- Play till the end of the video, then check for understanding. See the next slide for comprehension check questions.

# Check Understanding



## Instructions for the Tutor:

After watching Part Two of the video lesson, check understanding (review and elicit) before moving on to Part Three.

**Check understanding - ask the learner as you watch the video or as you demonstrate on your computer.**

Ask these comprehension check questions or others to check understanding:

## Say to the Learner:

### Create a sub folder

- *We want to create a sub folder. Where do we click in the folder to open the menu?*  
*Answer: Any blank or white space.*
- *What should we choose after the menu opens?* *Answer: Choose New, then Folder.*
- *How do we change the name of a folder? Show me.* *Answer: Click on the name of the folder, then click on the name to highlight it. Type the new name over the highlighted name.*

### Move a file into a sub folder

- *How do we move a file from a folder into a sub folder? What do you do first? Answer: Click on the file. What do you do next? Answer: Drag the file into the folder. What do you do last? Answer: Drop the file. Now, you show me.*
- *How do we open a sub folder? Show me. Answer: Double click on the folder.*
- *How do we close the sub folder? Show me. Answer: Click X at the top right corner of the window.*

**Instructions for the Tutor:**

Then ask the learner: *Do you want to watch the video again?*

If the learner is struggling, stop the session.

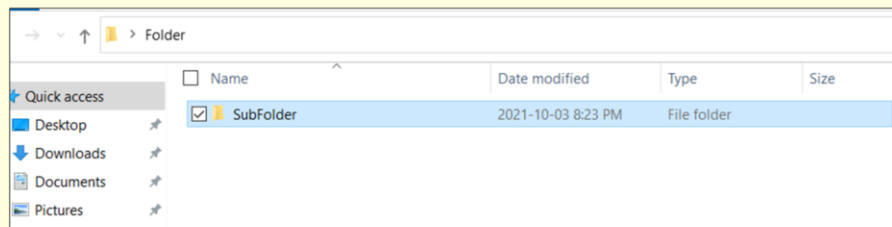
**Say to the learner:**

*Let's do more work on X before we do this. (so, learner does not feel bad they can't yet do something)*

*For example, learner may not be able to click, drag and drop files into folders. If so, go to Module 1 Mouse and Navigating Digital Skill 7 Click, drag and drop to practice the skill with the learner.*

## Practice 2

- Create a Sub Folder
- Move Files into a Sub Folder



### Instructions for the Tutor:

- From doing Activity / Practice 1, learner's Job Search folder on the Desktop has at least two files: Save-on-Foods Cover Letter and Save-on-Foods Resume.

### Practice 2

Create a sub folder and move files into a sub folder.

### Preparation

- Add two more files in the learner's Job Search folder: Superstore Cover Letter and Superstore Resume. They created the Job Search folder in Practice 1.

### Say to the Learner:

*Now we're going to practice how to create a sub folder and move files into a sub folder, like in the video.*

(After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.)

A)

- 1) Find the folder Job Search. Double click on it to open it.
- 2) Make a sub folder here. Right click anywhere on the blank or white area. It opens a menu.
- 3) Find 'New'. Click on it.
- 4) Then click on 'Folder'.
- 5) Now name the new folder. Let's call it Save-on-Foods Oct 2021.
- 6) Type Save-on-Foods Oct 2021, then click or press enter on your keyboard.  
Great! You created a sub folder inside the Job Search folder! That's going to help you be more organized.
- 7) Now you try on your own. Let's create another sub folder. Let's call it Superstore Oct 2021.

## **B)**

Now, let's practice moving some files into the sub folders.

- 1) Let's move the file Save-on-Foods Cover Letter into the Save-on-Foods Oct 2021 sub folder.
- 2) Now, move the Save-on-Foods Resume into the same Save-on-Foods Oct 2021 sub folder.
- 3) Let's check... double click on the Save-on-Foods Oct 2021 sub folder.
- 4) Are the two files Save-on-Foods Cover Letter and Save-on-Foods Resume there? Yes? Good.
- 5) Now, move the Superstore Cover Letter and Superstore Resume into the Superstore sub folder.
- 6) After you've finished, check that the two files are in the Superstore Oct 2021 sub folder.

## **C)**

We just practiced moving files, folders and sub folders on the desktop. However, the desktop is not the best place to keep all our files and folders. Before long, the desktop will become cluttered and messy.

*It is a good habit to keep your files and folders in Documents if you are using your own computer (open File Explorer to show it).*

*If you are using someone else's computer, keep your files on a portable USB device. This way, you can retrieve your files when you plug in the USB device on any computer. (open File Explorer and show the portable drive)*

- 1) Let's move the sub folders Save-on-Foods Oct 2021 and Superstore Oct 2021 into Documents. They are now in the Job Search folder, which is on your Desktop.
- 2) Click on the Job Search folder. You see the two sub folders. How do we move these two sub folders into Documents? Yes, we do it the same way as when we move files: click, drag and drop. (Tutor demonstrates and then lets learner do it on their computer.)
- 3) Finished? Let's check that the sub folders are now in Documents.

## **Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least

three times.)

- Check the Learner's skills. Has the learner shown you they can do the skills at least three times without support?

## Lesson Objectives-Part Three

### Find Files on the Computer

- Using File Explorer
- Using Windows Search Bar

#### Instructions for the Tutor

These are the skills the learner will master at the end of the lesson.

#### Say to the learner:

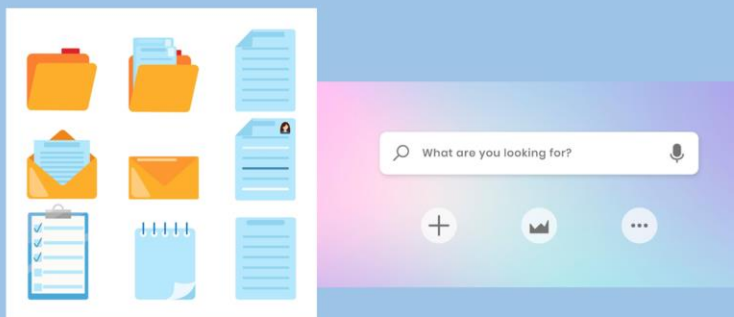
*E.g. Sometimes we can't find the file we want on our computer. Does that happen to you? It happens to me. Today we are going to learn and practice how to find files on our computer.*

*We're going to do the following:*

- *Find Files Using File Explorer*
- *Find Files Using Windows Search Bar*



# Lesson-Part Three



## Say to the Learner:

Now, we're going to learn how to find files on our computer.

There are two ways: using File Explorer and using the Windows search bar. We will watch a video. We can watch the video several times. So, don't worry if you don't catch everything the first time.

## Instructions for the Tutor:

- The icon in the slide with the red triangle is a link to the video Lesson on YouTube.
- Just click on that link (in Slideshow mode) to open the video Lesson.
- Here is that link in case the one in the slide doesn't work:

**<https://youtu.be/qVhdsKAa5FE>**

Video length: 0:03:18

0:00:09 – Find Files Using File Explorer

0:01:20 – Find Files Using Windows Search Bar

- For remote tutoring, when you share screen to play the video, make sure you have shared the audio.

- Play the lesson a bit and check the learner can hear it ok.
- Play till the end of the video, then check for understanding. See the next slide for comprehension check questions.

# Check Understanding



## Instructions for the Tutor:

After watching Part Three of the video lesson, check understanding (review and elicit).

**Check understanding - ask the learner as you watch the video or as you demonstrate on your computer.**

Ask these comprehension check questions or others to check understanding:

## Say to the Learner:

### Find files

- *Show me File Explorer.*
- *Using File Explorer, find the file Save-on-Foods Cover Letter. (Tutor demonstrates first, step by step. Learner will practice later in the activities that follow)*
- *If you forgot where you saved a file, how can you search for it? Answer: Use the search bar at the bottom of the screen. Etc.*
- *Show me the search bar.*
- *How do we use it? Answer: click in the box, type what you are looking for, press enter on your keyboard.*
- *What do you type in it? Answer: any keywords that you remember.*

**Instructions for the Tutor:**

Then ask the learner: *Do you want to watch the video again?*

If the learner is struggling, stop the session.

**Say to the learner:**

*Let's do more work on X before we do this. (so, learner does not feel bad they can't do something)*

*For example, learner may not be able to click, drag and drop files into folders. If so, go to Module 1 Mouse and Navigating Digital Skill 7 Click, drag and drop to practice the skill with the learner.*

## Practice 3

- Find Files
- File Explorer



### Instructions for the Tutor

#### Practice 3

Find files using Files Explorer

#### Preparation

Make sure files and folders from the previous activities are still available on tutor's and learner's computers.

#### Say to the Learner:

*Now we're going to practice how to find files using File Explorer, like in the video.*

[After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.]

#### Say to the Learner:

*If we are organized, we can remember more easily where we saved our files. On your computer, look for the folder where you saved the file.*

- 1) *Let's find the file Save-on-Foods Cover letter using File Explorer.*
- 2) *Now open File Explorer. Remember in the video where it was?*
- 3) *Can you find Documents on the left side of the window?*
- 4) *Find the folder Job Search. Double click on it to open it.*
- 5) *Find the file Save-on-Foods Cover letter. Double click to open it.*
- 6) *Now you try. Find the file Superstore Resume using File Explorer.*

**Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)
- Check the Learner's skills. Has the learner shown you they can do the skills at least three times without support?

# Practice 4

- Find Files
  - Windows Search Bar



## Practice 4

Find files using Windows Search Bar

### Preparation

Make sure files and folders from the previous activities are still available on tutor's and learner's computers.

### Say to the Learner:

*If you don't remember where a file or folder is, what do you do? Yes, use the Windows search bar.*

- 1) *Where is it? Yes, on the bottom left corner of your screen.*
- 2) *Click in the search box. Then, type the name of the file, folder, or any keywords you remember.*
- 3) *Let's type Superstore Cover letter.*
- 4) *Click on Documents. Look at the best matches.*

5) *Choose the one you are looking for. Click on the file to open it.*

6) *Now find the file Save-on-Foods Resume using the Windows search bar.*

**Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)
- Check the Learner's skills. Has the learner shown you they can do the skills at least three times without support?



# Extra Practice



## Extra Practice

### Instructions for the Tutor

#### Preparation

Create two empty document files on the learner's computer in **Documents**:

- 1) Shift Schedule Jan – Mar 2022
- 2) Overtime Dec 2021

#### Say to the learner:

*Let's practice some more.*

- 1) *Make a folder inside **Documents**. Name it Shift Schedule.*
- 2) *Make a sub folder called Shift Schedule 2022*
- 3) *Move the file Shift Schedule Jan – Mar 2022 from **Documents** into Shift Schedule 2022 sub folder.*
- 4) *Close the file.*
- 5) *Find the file Overtime Dec 2021 using the Windows search bar.*

**Instructions for the Tutor:**

- Have the learner repeat this activity and practice as many times as they need (at least three times.)
- Check the Learner's skills. Has the learner shown you they can do the skills at least three times without support?

# Practice Between Sessions

- What did you learn/practice today?
- When are you going to practice?
- Practice Plan



## Instructions for the Tutor:

### In-person tutoring and Remote Tutoring:

- Make sure the learner knows how to access the video lesson(s) you just used so they can practice between tutoring sessions.
- If relevant, make sure the support person at home knows how to access the video(s) too.

### **Option One**

- Email the video link to the learner, and if relevant the at-home support person. They can use the link in the email to access the video lesson(s).

### **Option Two**

- Put a link to the specific video lesson(s) you did on the learner desktop so they can access the video easily.

#### **How:**

- a. Open the website address for the lesson in the browser.
- b. In the address bar, click to highlight the lesson address.
- c. Drag the address (link) onto the desktop. It will make an icon on the desktop.
- d. Find the icon on the desktop and check that the link works.

- e. Show the learner where it is. Tell them to just click to access it for practice.

**Remote Tutoring Only:**

You can do Strategy Two by using **Request Remote Control** in Zoom during the tutoring session.

Refer to the following for the steps on how to do that:

- **Tutor Checklist-During Remote Tutoring Sessions**
- **Learner Instructions: Let Tutor have Remote Control of your Computer During a Zoom Session**
  
- **IMPORTANT:** Keep in mind the following:
  - Before using **Remote Control**, be sure to get permission from your organization first.
  - It is crucial that the learner understands what it means, and gives you informed consent.
  - It is somewhat invasive and must be done respectfully and honouring the confidentiality of the learner.
  - Don't use the Request Remote Control feature first! It should be a last resort.
  - First, try your best to teach the learner and the support person how to do things using Share screen and demonstrating.
  - Use it if other ways do not work and the learner really needs to learn digital skills.
  - You may want to record the Zoom tutoring session in case of any possible accusations afterwards.

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**Say to the Learner:**

- *You did well today.*
- *So, what did you learn and practice today?*  
*Today, we learned and practiced how to:*  
*[only mention the parts you covered]*
  - 1) *Create a Folder*
  - 2) *Move Files into a Folder*
  - 3) *Create a Sub Folder*
  - 4) *Move Files into a Sub Folder*
  - 5) *Find Files on the Computer*
    - *Using File Explorer*
    - *Using Windows Search Bar*
  
- *It's really important to review and practice as much as you can! Please do that before our next tutoring session.*

- *Watch the video again, as many times as you need.*
- *I've emailed you the link. Let/s make sure you can open it.*  
(OR)
- *We've put the link on your desktop. Here it is. Just click on it to watch the video.*  
*Let's make sure it works ok.*

### **[Practice Plan]**

#### **Preparation**

- Check there's still a file called Reference letter in the Job Search Folder on the learner's computer. This was created in Practice / Activity 1.
- If learner is going to use another computer for the practice, have home support person create Reference letter and Job Search folder. Put the Reference letter in the Job Search folder

#### **Say to the learner:**

- *Practice at least three more times before our next session.*
- *Here is what to practice:*
  - *Practice creating folders and sub folders on your Desktop, then move them into Documents. Move them back to Desktop again.*
  - *Use File Explorer to find the file called **Reference Letter**.*
  - *Use the Windows Search Bar to find the file called **Reference Letter**.*
- *Show me at our next session.*
- *I will email you this Practice Plan. Please reply to the email so I know you got it and have what you need to do the practice.*

[Get learner to confirm they will practice and tell you when. Get specific.]

- *When are you going to do the practice? How many times ? etc.*

#### **Instructions for the Tutor:**

Email the Practice to the learner, and if relevant to the home support person.

## Confirm Next Session and Support



### Instructions for the Tutor:

- Confirm the next tutoring session.
- Clarify any support in-between sessions if you are offering that.  
If offering support outside the session time, put boundaries, be clear about when and how you are giving support.

### Say to the Learner.

*e.g. Great work today! etc.*

*Let's meet again on X date at X time. Does that work for you?*

*Wonderful.*

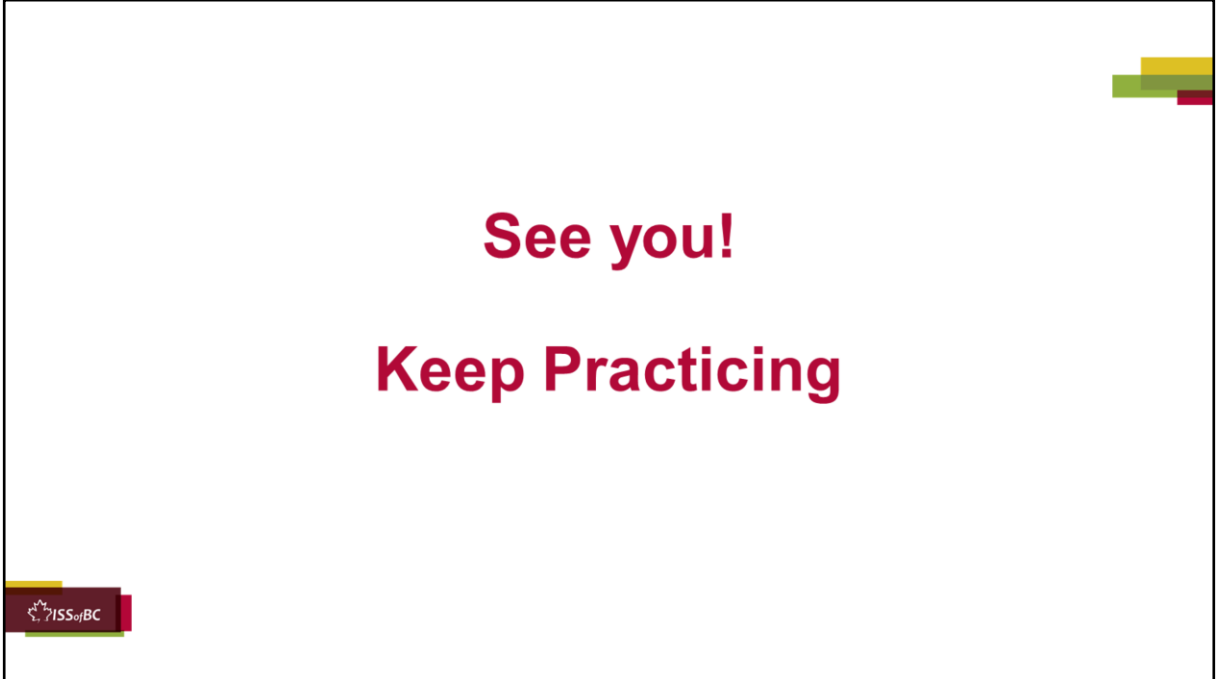
[If offering support before next session:]

*If you need support before our next session, please .....*

[For remote support:]

*I will send you the Zoom link the day before the tutoring session.*

*etc.*



*Bye and see you on X date at X time.  
Keep practicing !*