

LESSON ONE: TYPING

Please listen to the following instructions. First, press the down arrow once to hear the next line. Then continue to press the down arrow repeatedly to hear each new line.

To repeat the current line press Insert and Up Arrow.

Use the down arrow to move down to end of this lesson.

When you listen to exercises, please follow the directions and perform the commands.

Introduction. Typing skills are required when in order for the user to communicate with the computer.

Lesson Objective. This lesson introduces you to the typing keys, and their locations on the keyboard.

In This Lesson. This lesson contains exercises for the following topics:

Topic 1: Typing the Home Row

Topic 2: Typing the Top Row

Topic 3: Typing the Bottom Row

Topic 1: Typing the Home Row

1. Line up your index fingers on the F and J keys.
2. This is the home row.
3. The home row consists of the following letters A S D F G H J K L ;
4. All the keys on the entire keyboard must be accessed from this home row.

Topic 2: Typing the Top Row

1. Keeping the hand on the home row, find the keys of the top row.
2. The top row consists of the following letters: Q W E R T Y U I O P
3. All of these keys must be accessed from the home row.

Topic 3: Typing the Bottom Row

1. Keeping the hand on the home row, find the keys of the bottom row.
2. Top bottom row consists of the following letters: Z X C V B N M , . /
3. All of these keys must be accessed from the home row.

Exercise 1: Typing Practice

1. Use the down arrow to hear each word.
2. After you hear the word, press the End key to move to the end of the line.
3. Press the spacebar to insert an extra space.
4. Now type the word exactly as it appears.
5. Move on to the next word and repeat the same steps.

a. Type the following words using only the home row keys:

1. dad
2. glad
3. lass
4. sad
5. had
6. gas
7. ask

8. has
9. lad
10. gag
11. gal
12. add
13. fall
14. flask
15. half
16. ash
17. hall
18. flag
19. gala
20. dash

b. Type the following words using only left hand

1. sat
2. tear
3. dear
4. seed
5. saw
6. deed
7. brave
8. trade
9. dead
10. deed
11. zebra
12. test
13. bear
14. far
15. water
16. cat
17. read
18. deed
19. reef
20. wear

c. Type the following words using only the right hand

1. lull
2. mull
3. you
4. pull
5. pun
6. milk
7. hop
8. holy
9. yuppy
10. puppy
11. pup
12. hip
13. him
14. mill
15. mop
16. lip
17. hum

18. kill
19. pill
20. puny

d. Type the following words using both hands

1. computer
2. desktop
3. monitor
4. typing
5. word
6. hidden
7. quiz
8. extra
9. quit
10. power
11. zebra
12. yesterday
13. umbrella
14. quake
15. magazine
16. collect
17. meant
18. lack
19. cold
20. fix

This is the end of this lesson. Please inform the instructor when you are finished.

LESSON TWO: THE KEYBOARD

Please listen to the following instructions. First, press the down arrow once to hear the next line. Then continue to press the down arrow repeatedly to hear each new line.

To repeat the current line press Insert and Up Arrow.

Use the down arrow to move down to end of this lesson.

When you listen to exercises, please follow the directions and perform the commands.

Introduction. Understanding the layout of the keyboard is needed to perform different tasks.

Lesson Objective. This lesson introduces you to the sections of the keyboard, and the various commands keys located within the keyboard.

In This Lesson. This lesson contains exercises for the following topics:

Topic 1: Keyboard Sections

Topic 2: Individual Keys

Topic 1: Keyboard Sections

1. The section called the Main section is the big rectangle section in the center.
2. The section called the Function keys is made up 12 keys on top of the main section.
3. The section called the Six pack are 6 keys located above the arrow keys.
4. The section called the Arrow keys are the 4 keys below the six pack.
5. The section called the Number pad is the square section to the right of the arrow keys.
6. The section called the Dead keys are the three keys above the six pack.

Topic 2: Individual Keys

A. Main Section Keys

2. Two Alt keys are each next to the spacebar.
3. Two Windows keys are in between the control key and the alt key.
4. Two Control keys are the furthest keys away from the spacebar on the bottom row.
5. Two Shift keys are above each of the control keys.
6. Caps Lock key is above the left shift key.
7. The applications key is to the left of the right control key.
8. Tab key is above the caps lock key.
9. Enter key is above the right shift key.
10. Backslash is above the enter key.
11. Backspace is above the backslash key.
12. Alphabet keys are three rows of keys in the center and will be covered in another lesson.

B. Function Keys

1. Three sections consisting of four keys each.
2. There are a total of 12 function keys.
3. They are labeled from F1 thru F12 going from left to right.
4. The function keys are sometimes termed f keys.

C. Dead Keys

1. Three keys not part of the function key section.
2. These keys are not used in this course.
3. These keys are rarely used in the newer computer systems.

D. Six Pack

1. This section is made up of six keys, three keys on top of three keys.
2. The top left is the insert key; below that is the delete key. They are opposites.
3. The top center is the home key; below that is the end key. They are opposites.
4. The top right is the page up key; below that is the page down key. They are opposites.

E. Arrow Keys

1. This section is made up of four keys.
2. Here one can find the up arrow, down arrow, left arrow, and the right arrow.
3. The up arrow is the key on the top; the down arrow is below this key.
4. The left and right arrow keys are on the left and right side, respectively.

E. Number Pad

1. This section can be used as an alphabet keyboard or a number keyboard.
2. Only a few keys will be used from this section.
3. The enter key is on the bottom right of this section.
4. The insert key is on the bottom left of this section.
5. The minus sign is on the top right of this section.
6. The plus sign below the minus sign.

Exercise 1: Identifying keyboard sections

2. Using both hands locate all the different sections on the keyboard.
3. Find the dead keys section.
4. Find the escape key.
5. Find the number pad section.
6. Find the arrow keys section.

Exercise 2: Identifying the individual keys

2. Find the two windows keys.
3. Find the control keys.
4. Find the alt keys.
5. Find the two enter keys.
6. Find the applications key.
7. Find the delete key.
8. Find the two insert keys.
9. Find the home key.

This is the end of this lesson. Please inform the instructor when you are ready to move on.

LESSON THREE: THE DESKTOP

Please listen to the following instructions. First, press the down arrow once to hear the next line. Then continue to press the down arrow repeatedly to hear each new line.

To repeat the current line press Insert and Up Arrow.

Use the down arrow to move down to end of this lesson.

When you listen to exercises, please follow the directions and perform the commands.

Introduction. The desktop is a big screen that stores all the icons, or important programs.

Lesson Objective. This lesson introduces you to the desktop. You will learn the layout of the desktop and how to select icons.

In This Lesson. This lesson contains exercises for the following topics:

Topic 1: Desktop Layout

Topic 2: Opening and Closing Programs

Topic 3: Minimizing and Maximizing Programs

Topic 1: Desktop Layout

1. The desktop appears on the screen when the monitor is turned on.
2. The main purpose of the desktop is to hold the frequently used programs.
3. The desktop is like a bulletin board where important announcements are posted.
4. To move to the desktop press Windows and M.
5. JAWS users can verify if they are on the desktop by pressing Insert and T.
6. JAWS users can hear a description of the desktop with the description command (Insert-Tab)
7. The programs that the desktop holds are called icons spelled I C O N S.
8. Icons appear as small pictures on the desktop.
9. These icons are arranged in columns and usually there are 3 or 4 columns of icons.
10. There are two ways to move between icons.
11. You can use either the arrow keys or you can press the first letter of the name of the icon.

Topic 2: Opening and Closing Programs

13. To open an icon move over to the icon and then press enter.
14. The open program will now be in focus and the desktop will be hidden.
15. To close a program press Alt and F four.
16. JAWS users should press Insert-T to hear the Title bar before closing.

Topic 3: Minimizing and Maximizing Programs

1. Minimizing is when you move a program aside and plan to return to it later.
2. When a program is minimized the desktop will be hidden.
3. Remember that when a program is minimized it is not closed.
4. To minimize a program you press Windows and M.
5. Maximizing is when a minimized program is brought to focus again. It will block the desktop.
6. To maximize a program you press Alt-Tab.
7. Once a program is maximized it is ready to be used.

Exercise 1: Locating the Icons

1. Move to the desktop with Windows and M.
2. Move to the first icon by pressing the home key.

3. To move down the first column press the down arrow until you cannot move any further.
4. This is the bottom of the first column.
5. Then press the right arrow to move to the bottom of the second column.
6. Press the up arrow to move straight up until you cannot move any higher.
7. This is the top of the second column.
8. Continue moving through the columns until you have located all the icons.
9. You can also move to the icons by pressing the first letter of the name of the icon.
10. Using the first letter of the icon find the Recycle Bin, Internet Explorer, and My Computer.

Exercise 2: Opening and Closing Programs

1. Move to the desktop with Windows and M.
2. Open the Recycle Bin program.
3. Close the Recycle Bin program.
4. Open the My Computer program.
5. Close the My Computer program.

Exercise 3: Minimizing and Maximizing

1. Move to the desktop with Windows and M.
2. Open the Recycle Bin program.
3. Minimize the Recycle Bin program.
4. Open the My Computer program.
5. Minimize the My Computer program.
6. Maximize the Recycle Bin program.
7. Close the Recycle Bin program.
8. Maximize the My Computer program.
9. Close the My Computer program.

This is the end of this lesson. Please inform the instructor when you are ready to move on.

LESSON FOUR: MY COMPUTER

Please listen to the following instructions. First, press the down arrow once to hear the next line. Then continue to press the down arrow repeatedly to hear each new line. To repeat the current line press Insert and Up Arrow. Use the down arrow to move down to end of this lesson. When you listen to exercises, please follow the directions and perform the commands.

Introduction. The My Computer program stores all the programs, files and folders of the cpu.

Lesson Objective. This lesson introduces you to the My Computer program. You will learn how to access the different files stored on your computer.

In This Lesson. This lesson contains exercises for the following topics:

Topic 1: Locating The Drives

Topic 2: Working With Folders

Topic 3: Moving Files

Topic 1: Locating the Drives

1. The My Computer program is like a filing cabinet with several drawers.
2. The My Computer program has many drawers called drives in computer language.
3. The most important drive and the one we will use often is called the C drive.
4. The computer will call the C drive (C:) This is where information for the computer is stored.
5. To move to the (C:) drive use the arrow keys until you hear (C:).
6. Press enter to open the (C:) drive.
7. There will many items called folders inside this drive.
8. Use the arrow keys or the first letter to locate the folder that you want.
9. Open the folder with the Enter key.
10. There will many items called files inside this folder.
11. Use the arrow keys or the first letter to locate the file that you want.
12. This is how you open a file, even if you saved it in Microsoft Word.
13. Another drive that My Computer has is the floppy drive called (A:).
14. This drive reads the floppy disks.
15. In order to activate this drive you must start My Computer from the beginning.
16. Instead of opening the C drive, this time you will open the floppy drive.
17. The floppy disk must be in the computer before starting this drive.
18. After starting this drive, you will be able to read everything on the floppy disk.

Topic 2: Working with Folders

1. It is important to create folders so that your files are stored safely.
2. To create a folder on the hard drive, you must start My Computer from the beginning.
3. Locate the C drive and open it with the Enter key.
4. There is a section inside every program called the menu bar.
5. It is near the top and allows us to do some commands related to the particular program.
6. Move to the menu bar by pressing the Alt key once.
7. You should hear file, if you are using JAWS.
8. Press the down arrow to open this file item.
9. Continue pressing the down arrow until you hear new sub menu.
10. New might be the first one at the top or halfway down.
11. Press enter once on new submenu.
12. Press enter again to create a new folder.
13. After creating a folder you have to give it a name.

14. Type a name and press enter.
15. You have just created a new folder.
16. To delete a folder, locate the folder first using the arrow keys or the first letter.
17. Then press the Alt key to move to the menu bar.
18. Open the file item with the down arrow.
19. Press the down arrow to move down to the delete item.
20. Press enter.
21. The computer will ask you if you are sure that you would like to delete.
22. Press Y for yes.
23. Your folder has just been deleted.
24. To change the name for the folder, locate the folder first.
25. Then press the Alt key to move to the menu bar.
26. Open the file item with the down arrow.
27. Press the down arrow several times to move to the rename item.
28. Press enter.
29. Type the new name.
30. Press enter.
31. Your folder has just been renamed.

Topic 2: Moving Files and Folders

1. You can copy an entire item or folder, make a duplicate and move it to a new location.
2. To copy an item, first open the C drive.
3. Then open the folder inside the C drive that contains the particular file that will be copied.
4. Then press the Alt key to move to the menu bar.
5. Press the right arrow until you move to the edit item on the menu bar.
6. Press the down arrow until you hear the copy item.
7. Press enter.
8. The item will now be copied.
9. Exit My Computer with Alt and F4.
10. Open My Computer again.
11. To paste an item, first open the C drive.
12. Then open the folder inside the C drive where you would like to paste the item.
13. Move to the menu bar with the alt key.
14. Press the right arrow to move to the edit item.
15. Press the down arrow to move to the paste item.
16. Press enter.
17. The item will be placed in the current area.
18. There will now be two copies of the item.

Exercise 1: Create a Folder

1. Create a folder called lessons using the My Computer program.
2. Remember to open the C drive before creating the folder.

Exercise 2: Using the Floppy Disk

1. Read the contents of the floppy disk.

Exercise 3: Deleting and Renaming a Folder

1. Find your newly created folder called lessons.
2. Change the name of the folder to computers.
3. Then delete the folder Computers.

Exercise 4: Copying and Pasting

1. Create a new folder called practice using My Computer.
2. Using the copy and paste command, copy the folder and paste it into My Documents.

This is the end of this lesson. Please inform the instructor when you are ready to move on.

LESSON FIVE: MICROSOFT WORD

Please listen to the following instructions. First, press the down arrow once to hear the next line. Then continue to press the down arrow repeatedly to hear each new line.

To repeat the current line press Insert and Up Arrow.

Use the down arrow to move down to end of this lesson.

When you listen to exercises, please follow the directions and perform the commands.

Introduction. The Microsoft Word program allows one to type and create documents.

Lesson Objective. Lesson Five introduces you to the Microsoft Word program. You will learn how to work with documents.

In This Lesson. This lesson contains exercises for the following topics:

Topic 1: Working with the Cursor

Topic 2: Modifying the Font

Topic 3: Opening and Saving

Topic 1: Working with the Cursor

1. When you open Microsoft word a blank white screen appears.
2. This is to simulate a blank sheet of paper.
3. As you type the cursor moves to the right similar to using a pen and paper.
4. The left arrow key will move the cursor to the left one character at a time.
5. Only two keys can be used to erase: the backspace key and the delete key.
6. The backspace key erases to the left side only.
7. The delete key erases to the right side only.
8. To erase an entire word to the left use control and backspace.
9. To erase an entire word to the right use control and delete.
10. The home key will move the cursor to the beginning of the line.
11. The end key will move the cursor to the end of the line.
12. Using the down arrow will move the cursor to the next line.
13. Using the up arrow will move the cursor to the previous line.
14. To start a new blank line, move to the end of the line with the end key then press the enter key.
15. In order to start a new page, use the control enter command.
16. The page down key will move the cursor down the page.
17. The page up key will move the cursor up the page.
18. To move to the next page press control page down.
19. To move to the previous page press control page up.

Topic 2: Modifying the Font

1. In JAWS, to read the current line press insert up arrow.
2. In JAWS to read the current word press insert number pad five.
3. In JAWS to spell the current word press insert number pad five twice.
4. To turn on the bold option, press control and b
5. To turn on the underline option, press control and u.
6. To turn on the italics option, press control and i.
7. In JAWS, to hear the font description, press Insert and f.
8. In JAWS, to determine what line the cursor is on, press Insert and delete.
9. To change the size of the font, press control shift and p.
10. To change the style of the font, first press control shift and p then press shift and tab.

Topic 3: Opening and Saving

1. Control and N will create a new document.
2. Control and S will save the current document.
3. To save we will use DOS computer code.
4. The save code is C:\FOLDER NAME\FILE NAME
5. Then the enter key must be pressed.
6. To save a file called typing into the my documents folder, you must type the following.
7. C:\MY DOCUMENTS\TYPING
8. To open a file, do not use the Microsoft Word program.
9. Instead, one should use the My computer program to locate and open files.
10. First, open the my computer program, which is on the desktop.
11. Open the C drive.
12. Find the appropriate folder by pressing the first letter of the folder.
13. Find the appropriate file by pressing the first letter of the file.
14. Press ENTER to open the file.
15. For example, to open the typing file typing in the My Documents folder, open My Computer.
16. Then open the C drive.
17. Next press M to locate the My Documents folder and press ENTER.
18. Lastly, press T for the typing file and press ENTER.

Exercise 1: Saving

1. Type in Microsoft Word and give the typed file the name class.
2. Save this class file into the my documents folder.
3. Exit the Microsoft Word program.
4. Follow steps one and two again to save another file with the name word into My Documents.

Exercise 2: Opening

1. Open the class file using the my computer program.
2. Open the word file using the my computer program.

This is the end of this lesson. Please inform the instructor when you are ready to move on.