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| **Content**: | This module is designed to provide parents with helpful information and offer general tips on how to navigate the digital world. With these tips, users can increase their productivity on the computer and make their overall computer experience a lot more enjoyable. Participants will learn how to use keyboard and browser shortcuts, how to take screenshots and to organize files and folders. |
| **Approximate Time Frame**: | 75 minutes |
| **Suggested Audience:** | Advanced beginner |



**Facilitator/Presenter’s Guide to Computer Tips & Tricks for Parents**

| Slide | Slide View | Presenter’s Text |
| --- | --- | --- |
| 1 |  | **Display this slide as participants arrive. When ready to begin, welcome the participants to the session and read the title of the course** |
| 2 |  | **Introduce presenters** |
| 3 |  | **Read steps on slide to select interpretation in Zoom on a computer** |
| 4 |  | **Read steps on slide to select interpretation in Zoom on a mobile device** |
| 5 |  | **Read Training Norms** |
| 6 |  | **Reading training norms** |
| 7 |  | **Say**: *The outcomes for today’s session are the following:*  **Then, read slide.** |
| 8 |  | **Say**: Let’s begin by learning about keyboard shortcuts to help you navigate your computer. |
| 9 |  | **Read slide** |
| 10 |  | **Presenter: Have a word document open with sample text ready and demonstrate these shortcuts** |
| 11 |  | **Say**: Now we will learn how you can copy or cut text, images or files from one document or location to another. |
| 12 |  | **Say:** What is the difference between copy-paste and cut-paste? Cut Paste will remove the original content from the document or location and place it in a new location while Copy Paste inserts the content to a new location without removing it from the original location. |
| 13 |  | **Say**: Today we will learn two methods to Copy/Cut and Paste. The first method is to use your computer mouse.  **Then, read slide. Demonstrate in a word document.** |
| 14 |  | **Say**: Another option is to use keyboard commands.  **Then, read slide. Demonstrate in a word document.** |
| 15 |  | **Say**: Copying and Pasting in MacOS is similar to performing this function in Windows. The main difference when using keyboard commands in MacOS is instead of using the CTRL key, use the Command key.  **Then, read slide.** |
| 16 |  | **Say**: A **screenshot**, sometimes referred to as a screencap or screengrab, is an image that shows the contents of a computer display. **Screenshots** let you capture exactly what you're seeing on your screen to share with others or reference later. **Taking**, saving, and sharing **screenshots** can be extremely **helpful** |
| 17 |  | **Say**: you can take a screenshot on a Windows computer by using keyboard shortcuts.   * Windows key + Shift + S   + The screen will dim and the mouse pointer will change. Drag to select a portion of the screen to capture. The screenshot will be copied to the clipboard. * Press PrtScn key   + This copies the entire screen to the clipboard. * Press the Windows key + PrtScn   + This saves the entire screen as an image file. You can find it in the “Pictures” folder, in a subfolder called “Screenshots”   **Demonstrate on word document.** |
| 18 |  | **Say**: Another way to take a screenshot on a Windows computer is the Snipping Tool.   1. Start the Snipping Tool from the Start menu. 2. In the “Mode” dropdown, choose the kind of screenshot shape you want – full screen, rectangular or free-form shape. 3. Click New. Then, use the mouse to create the screenshot. The screenshot will appear in the Snipping Tool window. 4. You can use the available tools to annotate the screenshot or click File to Save the screenshot to your computer. 5. You can also click the copy in the Snipping Tool window (looks like 2 pages laid over one another) to copy the image to your clipboard.   **Demonstrate on word document**. |
| 19 |  | **Say**: To take a screenshot in MacOS, you can use these keyboard shortcuts.   * Shift + Command + 3   + This copies the entire screen. The screenshot will be saved to your desktop * Shift + Command + 4   + Drag the crosshair with your mouse to select the area of the screen to capture. To take the screenshot, release your mouse or trackpad button. The screenshot will be saved to your desktop. |
| 20 |  | **Say**: Next, we will learn how you can customize your computer desktop and manage your files |
| 21 |  | **Say**: Here are examples of two different desktops. The one on the left has many files and looks quite cluttered. The one on the right is well organized and files are sorted into categories. |
| 22 |  | **Say**: Here are a few desktop organizing tips. We will discuss each of these tips in more detail on the following slides.  **Then, read slide.** |
| 23 |  | **Say**: You can group related files into distinct folders on your computer so you can easily find what you need. Here are a few ways to quickly create a new folder in [Windows 10](https://www.laptopmag.com/articles/how-to-use-windows-10),  The fastest way to create a new folder in Windows is with the CTRL+Shift+N shortcut.  1. **Navigate to the location where you want to create the folder.** You can create a new folder at any location on your hard drive or within another folder (creating a subfolder) in File Explorer. You can also create a new folder on your desktop with this method.  2. **Hold down the Ctrl, Shift, and N keys at the same time.** Windows will immediately create the new folder. The folder name will be “New folder” and you’ll have to rename it.  3. **Enter your desired folder name.**  Be sure to immediately begin typing your folder name when the folder first appears. If you click on the folder or click away from it, the folder name will be "New folder" and you'll have to rename it.  **Demonstrate how to create folder this way.** |
| 24 |  | **Say**: Another method for creating a new folder is by right-clicking in the location where you want the new folder to appear.  **Then, read slide and demonstrate.** |
| 25 |  | **Say**: You can also create a new folder from the Ribbon menu in the File Explorer menu. To open the file explorer menu in Windows, just press **Win + E** and watch **File Explorer** start immediately.  Or, **Use the File Explorer shortcut on the taskbar.** Its icon looks like a folder. |
| 26 |  | **Say**: Now that you’ve learned different methods to create a folder, let’s learn some ways you can move a file into a folder.  **Then, read slide and demonstrate**. |
| 27 |  | **Read slide and demonstrate.** |
| 28 |  | **Read slide and demonstrate.**  Note: If the desired folder is not listed, click “Choose Location” and click through the drive and folders to reach the destination folder, and Windows transports the file accordingly. |
| 29 |  | **Say**: You can personalize your desktop background (also known as wallpaper) from a picture, a color, or even a slideshow. You can select from any of the pre-installed backgrounds or select a picture of your own.  **Read slide and demonstrate.** |
| 30 |  | **Say**: If you don’t like Microsoft’s picture offerings, click the Browse button to search your own Pictures folder for potential backgrounds.  **Then, read slide and demonstrate.** |
| 31 |  | **Say**: You can also use a wallpaper that can actually help you stay organized. It’s a wallpaper design that makes it easy for you to organize items on your desktop into categories. At a glance, you can take a look at your files/folders and know what you have on your desktop. There are many free desktop wallpapers you can search for online and download to your pictures folder so that you can use it for your wallpaper.  **Presenter: to demonstrate this, Google search “sectioned desktop wallpaper” or “desktop organizer wallpaper”.** |
| 32 |  | **Say**: To ensure that your desktop is organized all the time, you should perform a regular desktop maintenance by setting a recurring event on your calendar. This will remind you to get rid of those things that you don’t need and organize your files and folders. |
| 33 |  | **Say**: You can delete files or folders that you no longer need. When you delete a file, the item is sent to your Recycle bin. You can restore the item from the recycle bin, if needed. The Recycle Bin is essentially a temporary storage area for deleted files.  **Read slide and demonstrate.** |
| 34 |  | **Say**: if you accidentally deleted a file or simply want to restore a file you may have deleted, you can restore the file from the recycle bin.  **Read slide and demonstrate** |
| 35 |  | **Say**: Empty the recycle bin to permanently delete all the items. The files are permanently deleted from your computer.  **Read slide and demonstrate** |
| 36 |  | **Say**: Now let’s learn some helpful tips for use with your web browser. |
| 37 |  | **Say**: Here are some keyboard shortcuts for use with your web browser. These shortcuts can help you easily navigate and interact with information online.  **Demonstrate 3-4 of the shortcuts.** |
| 38 |  | **Say**: Have you ever been working on multiple tabs and accidentally closed your Chrome window or a particular tab? There are a couple of ways you can get your tabs back.  **Read slide and demonstrate in Chrome or Firefox** |
| 39 |  | **Give participants 1-2 minutes to try out some of the shortcuts. Display slide #38.** |
| 40 |  | **Say**: A cache is a reserved storage location that collects temporary data to help websites, browsers, and apps load faster. The cache should be cleared regularly for several reasons. Depending on your settings, the cache can grow quite big and use a lot of disk space on your computer. The more information that is saved in the cache, the slower your computer will be browsing the web. Deleting the cache data helps to troubleshoot, helps to increase the loading time of web pages and increases the performance of your computer. |
| 41 |  | **Read slide and demonstrate** |
| 42 |  | **Conduct “check for understanding” activity.** |
| 43 |  |  |