

LESSON 9

Basic Computer Functions: Click, Drag, Shortcut, Open, Close, Save

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U1.4

WHAT THIS LESSON DOES

In this lesson you will develop essential mouse and keyboard skills for everyday computer use. Practise single and double clicks, right-click menus, drag and drop, important shortcuts like copy and paste, plus opening and closing windows confidently.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.4	Demonstrate an ability to use basic computer functions effectively.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Perform click, double-click, right-click and drag-and-drop confidently
- Use core keyboard shortcuts: Ctrl or Cmd with C, V, X, Z, S and A
- Open, close, switch, minimise and maximise applications and windows
- Self-rate fluency across ten basic operations

BEFORE THE BELL

- Check the room layout so that every student has clear desk space for mouse work.
- Confirm students can reach Project_Portfolio in cloud storage for 01_fluency_check, and do that check during the introduction rather than waiting until the independent practice, so that a login problem does not eat the drill time.
- If you want paper copies for students who prefer them, the ten-operation checklist and the shortcut matching table are both printed on the independent practice task card, so printing that one step is enough.
- Students need a working mouse or trackpad and a machine they can open a simple text app on (Notepad, TextEdit, or the Chromebook Text app / a blank cloud doc). Confirm Project_Portfolio is reachable in cloud storage before Independent Practice.
- Confirm Notepad (Windows), TextEdit (Mac), or Text / a blank cloud doc (Chromebook) is available. Mice or working trackpads for every student. Plan a 2-3 minute whole-class right-click and shortcut model before independent OS tabs. Know the Chromebook fallback if Text is not installed.
- Students need access to Project_Portfolio in cloud storage to create 01_fluency_check. Have the matching_shortcuts worksheet ready for an optional 3-minute pair check. Be ready to demo New document inside Project_Portfolio once for the class before starting the timer.

Basic Computer Functions: Click, Drag, Shortcut, Open, Close, Save

HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
16 min	activity	Step-by-step task
3 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
6 min	summary	Lesson summary

TEACHING MOVES

- Model right-click three ways (mouse, two-finger trackpad tap, and Alt+click on a Chromebook) and run one shortcut block before students open their operating-system tab, so that the first thing they try on their own is something they have already seen work.
- Circulate while they work and watch hand position, especially on trackpads, so you can correct grip and double-click timing in the moment.
- Remind students to click inside the text application before using a shortcut, since most failed shortcuts are simply focus in the wrong window.
- At the independent practice, demo the cloud create once: Project_Portfolio, then New, then Word Online or Google Docs, then rename the title to 01_fluency_check. Check names before you start the drill timer.
- If the walkthrough is running slow, put the ten rated operations and saving first; model drag and the window controls yourself and let students rate those honestly as needing practice.
- The operations that must be secure by the end are click and right-click, Ctrl or Cmd with C, V, Z and S, and the habit of saving. Drag and maximise can remain at "need practice" without any embarrassment.

WHAT TO WATCH FOR

- Using the wrong modifier key on Mac or Windows, demonstrate the correct key for each system.
- Right-click not registering on a trackpad, show the two-finger click alternative.
- Shortcuts failing because focus is not on the correct window, tell students to click into the window first.
- The Windows 11 compact context menu confuses students expecting a classic Rename line, point to the icons and to Show more options.
- A same-folder drag looks as though nothing happened, use a temp_drag_test folder so the move is visible.
- The Chromebook Text app is missing, fall back to Files (My files, then Downloads) for a new file, or a blank cloud document.
- A file still named Untitled or saved outside Project_Portfolio, hold the timer until the rename is correct.

DIFFERENTIATION

- Support: allow paired work during the independent practice for students who need extra help.
- Extension: invite students to add the six-shortcut cheat sheet and to time a second pass.
- Support: give verbal reminders of the steps as the activity runs.