

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

- Prepare any printed versions of the fluency checklist and the matching_shortcuts worksheet for students who prefer paper.
- Review physical classroom layout to ensure clear desk space for mouse work.
- Confirm students can reach Project_Portfolio in cloud storage for 01_fluency_check (check in the introduction, not only at Independent Practice).
- 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.

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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 (mouse, two-finger trackpad, Alt+click) and one shortcut block before students open OS tabs.
- Circulate the room to monitor hand positions and provide immediate feedback on trackpad techniques.
- Remind students to click inside the text application before using shortcuts.
- At Independent Practice, demo cloud create once: Project_Portfolio, then New, then Word Online or Google Docs, then rename title to 01_fluency_check. Check names before starting the drill timer.
- If time is short in the walkthrough, prioritise the ten rated operations and save; treat drag and window polish as teacher-modelled with honest need-practice ratings allowed.
- Must-secure today: click/right-click, Ctrl/Cmd C V Z S, save habit. Drag and maximise can remain need practice without shame.

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 trackpad, show two-finger click alternative.
- Shortcuts failing because focus is not on the correct window, instruct students to select the window first.
- Windows 11 compact context menu confuses students expecting a classic Rename line, point to icons and Show more options.
- Same-folder drag looks like nothing happened, use temp_drag_test folder for a visible move.
- Chromebook Text app missing, use Files (My files, then Downloads) new file or a blank cloud doc.
- File still named Untitled or saved outside Project_Portfolio, gate the timer until rename is correct.

DIFFERENTIATION

- Support: Allow paired work during the independent practice for those needing extra help.
- Extension: Invite students to add the six-shortcut cheat sheet and a timed second pass.
- Support: Provide verbal reminders of the steps during the activity.