Grade 3 - Lesson 12

Uses standard keyboard shortcuts (Apple-S = Save, Apple-P = Print, etc…)

Keyboard shortcuts are very useful to both the students, and to the teacher, as you will want students to complete cleanup tasks and other repeated tasks such as saving and printing in an efficient manner.

For this week's lesson, shortcuts can be practiced explicitly to give students repeated practice that they can internalize.

1. Explain to students that they will be using computers throughout their lives, in school, and the world of work, and also as consumers. (Show students images of students and adults working with computers, in school and in the workplace, and also show images of adults and young people using computers in the home.) Tell students that the more shortcuts they know, the better their interaction with computers will be. Students should have already used the following shortcuts in previous lessons: ⌘-Q (Quit) ⌘-P (Print) ⌘-W (Close Window) ⌘-C (Copy) ⌘-V (Paste)

2. Have students open MS Word™. Once a blank file is open on the screen, direct students to **press ⌘-N (New Document)**. Do this several times, creating many new blank documents.

3. Direct students to **press ⌘-W (Close Window)**. Do this several times, until all the blank documents are closed.

4. Have students type their names in a blank document. Direct students to pull down the **press ⌘-A (Select All)**. All of the text in their names should be selected. Direct students to make a few changes to the appearance of their names, changing font, size, style, and color. Have the students click in any white area of the page to de-select the stylized text.

5. Direct students to **press ⌘-A (Select All)**. All of the text in their

names should once again be selected.

6. Tell students that at times, we, as users of computers, make mistakes where text or an image can be erased, and we need to be able to bring it back. Tell students this is what they are about to simulate.

7. While their text is selected, tell students to press the space bar. Their text should have 'disappeared'. (Actually, their text was replaced by a space). Tell students to say "Oh, no!" and then raise their hands over their head. Tell students what happened and not to panic. The goal is to show them what to do should this happen while they are working on any writing or art project.

8. Tell students that there is a shortcut designed specifically to fix this problem. Direct students to **press ⌘-Z (Undo)**. All of the text in their document should reappear. Show students that the item is in the **Edit** menu.

9. Repeat the previous process with other text, or an image accidentally deleted with **⌘-Z (Undo)**, so they can see the result again.

10. Try this procedure with students to show them the power of copy/paste: Type first name only, **press ⌘-A (Select All)** → **press ⌘-C (Copy)** → click after word to de-select text → **press ⌘-V (Paste)** → repeat, i.e.: **Henry Henry Henry Henry Henry Henry**

11. Reinforce for students that they can copy text or an image once, but paste it an unlimited number of times. This feature is useful for creating borders with small repeated images around the margin of a document. (This was mentioned in an earlier lesson, but this, itself, could be a separate lesson.)

12. As a concluding activity, show students where the shortcuts are listed in contextual menus in the Finder and applications. Some shortcuts are
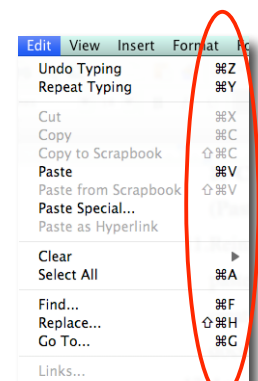
always the same, and some vary depending on the needs of the program. Tell students there are also undocumented shortcuts that they can memorize and share with their friends and family.

13. Here is an undocumented shortcut for shutting down a Macintosh computer: **control-eject key**.