

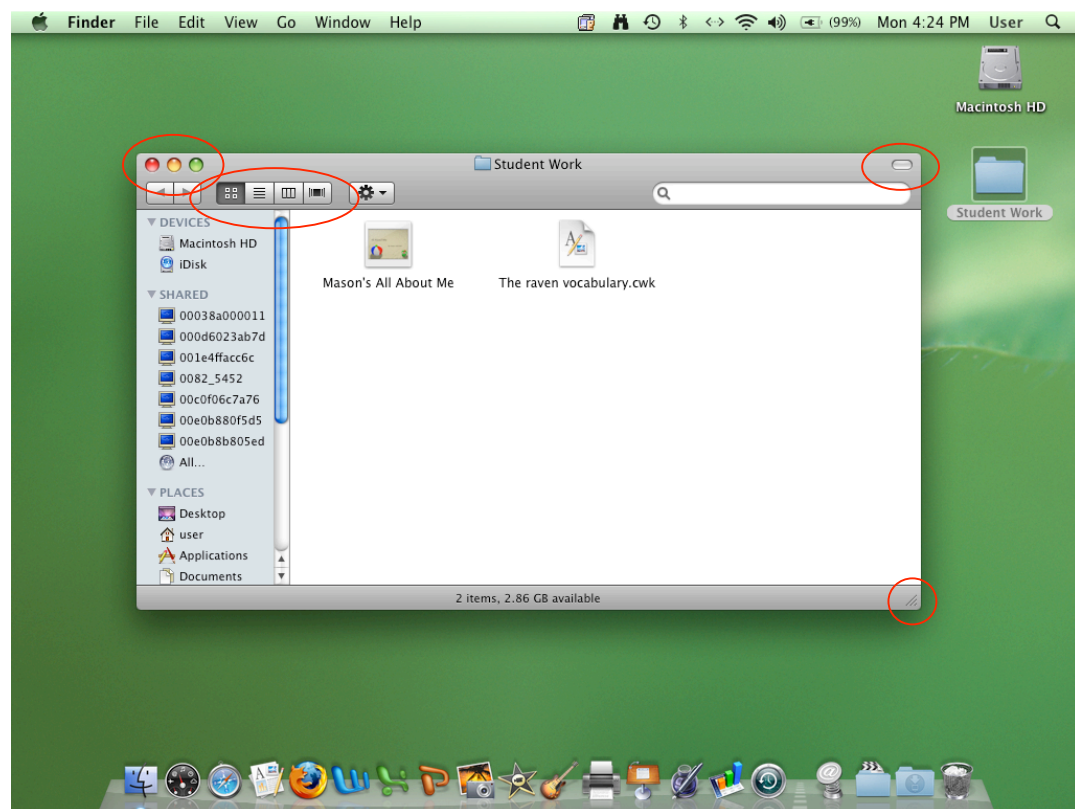
Grade 3 - Lesson 4

Understand the anatomy of a Finder window, be able to use the features of the window to organize, locate items

Here is a very helpful video on this topic, entitle, “Find Out How” found on the Apple web site:

<http://www.apple.com/findouthow/mac/#tutorial=anatomy>

While this clip would probably not best communicate to students, viewing it yourself will help you prepare for this lesson with students.



1. Point out and demonstrate the icons (circled above), and allow students to experiment with them. Describe to students when they might want to use them (close, minimize window, change views alphabetically, by date, kind of document, simplify window, resize window).
2. Demonstrate to students how to create a new folder, rename a folder, delete a folder, change the color of the label of a folder, etc...
3. Direct students to create a new Word™ document; save into new folder.