

Grade 4 - Lesson 6

Switches between active applications using System Tray, Dock, etc...

As technology has advanced, the ability to multitask has increased dramatically, both with equipment and the people who operate it. Young people seem especially able to listen to music, talk on a cell phone, chat on the Internet and work on homework simultaneously.

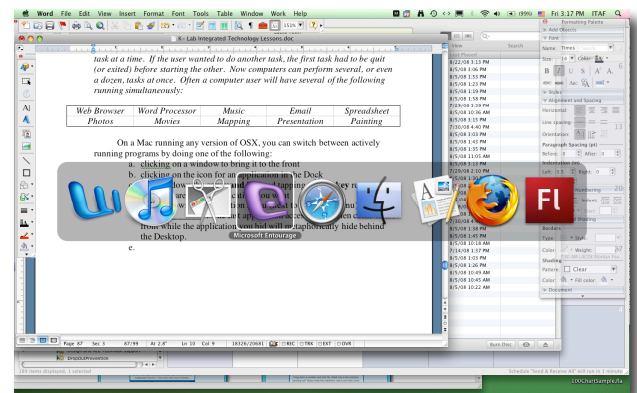
When personal computers were first developed, they could only perform one task at a time. If the user wanted to do another task, the first task had to be quit (or exited) before starting the other. Now computers can perform several, or even a dozen, tasks at once. Often a computer user will have several of the following running simultaneously:

Web Browser	Word Processor	Music	Email	Spreadsheet
Photos	Movies	Mapping	Presentation	Painting

On a Mac running any version of OSX, you can switch between actively running programs by doing one of the following:

- clicking on a window to bring it to the front
- clicking on the icon for an application in the Dock

- holding down the **command key** and tapping the **tab key** repeatedly until you are on the application you want (left thumb on the command key, index finger pressing tab key)



- pulling down the application menu (next to the apple menu) to **“Hide_____”**. The last application accessed will then come to the front while the application you hid will metaphorically hide behind the Desktop.
- pulling down the **Apple menu** to **Recent Items**

To practice this skill, have students open several programs you want them to work with, for example: Word, PowerPoint, and a Web Browser. Students can perform copy/paste tasks (see 3rd Grade Lesson on this topic), switching between active applications using these methods.