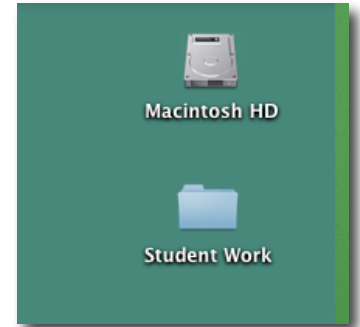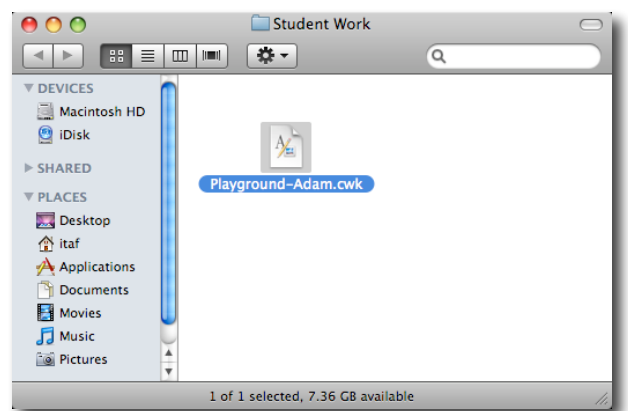## K - Lesson 11

Open and close windows

In this lesson, the goal is for students to understand the parts of a window, and how folders and windows help us organize work.
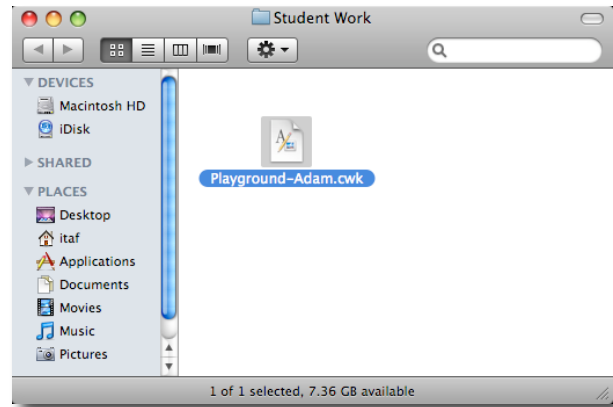
1. Have students locate the folder you want them to open from the Desktop. Tell students that they will have to hold the mouse steady and double-click the mouse button to open the folder.

2. Once the folder is open, have the students double-click on their file to open it.

3. Following some review of the previous painting lesson, direct students to make a few changes/additions to the file and stop at your direction. Tell students that they will now quit the program.

4. Remind, and model, the use of the shortcut **command-Q**. Help students notice that a dialog box appears on the screen asking, "Do you want to save changes to the document "_____?" Have the students click the **Save** button (in later lessons, you can teach the use of the return key as a shortcut for the default button).

5. Tell students that the painting/drawing program was reminding students to save their changes so they would not be lost.

6. Remind students that part of responsible use of computers is to leave them ready for the next student to use. Closing open windows is part of that.

7. Direct students to click on the red dot in the upper left corner of the window. Ask, **"What happened?"** Have students open the window again and repeat closing process. Show effect of using yellow dot (minimize) and where the minimized window goes. Demonstrate this several times before allowing students to try. This ensures that students with poorer visual

tracking can find the minimized window icon in the dock near the trashcan on the right. Allow students to try this repeatedly. You can also show the effect of using the green dot (which toggles between the smaller and larger views of the window).

8. Demonstrate the ability to resize the window with the diagonal lines in the lower right corner of the window. This is a slightly more difficult mousing skill, as students have to hold down the mouse button as they move the mouse. For students using laptops, be especially patient, as this can be a fine motor control challenge for some students. Tell students to practice **stretching** and **shrinking** the window size, repeating those terms, as well as descriptive words like **tall**, **wide**, **narrow**, etc…

9. Using the view buttons on the top of the window, have students try the various views for files (as icons, list, column, coverflow on 10.5 Macs). Depending on what is contained in the folder, students may see many document icons from other students, or just their own.

10. Demonstrate for students that the position of the window on the screen can be changed also by **dragging** from the title bar that contains the name of the folder/window, or from the bottom edge of the window.

11. If time allows, have students reopen their drawing file and continue their work. Have students quit and save their changes, and close the window as they get ready to end their work.