

Unit 5, Lesson 5: Computer Commands

Note to Teacher: Review the “[Commands Student Activities](#)” closely as the steps can vary on different devices and different versions of MS Word. We suggest that the teacher uses the worksheet as a template and adjusts to match the devices available in their setting.

Northstar Standards	Objectives/SWBAT
<p>Basic Computer Skills</p> <p>4. Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).</p> <p>7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).</p> <p>Microsoft Word</p> <p>3. Save a document, being intentional about name and location.</p>	<p>I can highlight text using the mouse, Shift, and/or arrow keys.</p> <p>I can use the keyboard shortcuts for copy and paste commands.</p> <p>I can ‘undo’ an action on a document.</p> <p>I can save a document using the keyboard shortcut.</p>
<p>Seattle Digital Equity Initiative Skills Framework</p>	
<p>EF.4 Use the Mouse: Basic mouse functionality</p> <p>EF.6 Save & Find Documents: Document storage and retrieval</p>	

Materials to prepare:

- Unit 5 Lesson 5.Copy Paper Demonstration for Copy/Cut/Paste demos (print out 2-3 copies and cut up)
- Unit 5 Lesson 5.Student Lesson Guide.Beginning English Version **OR** Unit 5 Lesson 5.Student Lesson Guide.Advanced English Version
- Unit 5 Lesson 5.Activities.Copy Cut Paste - Download onto student computers before class.
- Unit 5 Lesson 5.Additional Lesson Images
- [3-2-1 Assessment & Reflection](#) (hard copy, one per student)

Vocabulary to Review Before the Lesson

1. Command (n): An order given to a person or animal to do something.
2. Text (n): The original words of a piece of writing or a speech. The words that make up the main part of a book, magazine, newspaper, website, etc.
3. Shortcut (n): A quick or fast way to complete a job.
4. Highlight (v): grouping or selecting words by color.

Vocabulary & Concepts Introduced in Lesson

Duplicate Copy	Paste Cut	Undo Redo	Select
-------------------	--------------	--------------	--------

Timing Notes:

CASAS: ESL 3 (184) - ABE 6 (258)	CASAS: ABE 2 (204) - ABE 6 (262)
Timing Notes: 4-5 hours	Timing Notes: 1.5 - 2 hours

Lesson Plan:

1. Review & Warm-up
2. **[Optional]** Vocabulary Review
3. Intro to Computer Commands
4. Command Jobs & Key Shortcuts
5. Selecting Text
6. Copy & Paste
7. **[Optional]** Cut & Paste
8. Undo
9. Save File
10. Assessment

Review & Warm-up:

Community Building: Circle up.

Ask: What's your name? What did you do last weekend? What will you do this weekend? What do you want to learn in this class? How have your goals changed? Alternative question(s): What did we do in class last session? What are the steps to save a file? What questions do you still have?

[U5.L5 Additional Lesson Images](#)

Teacher projects **Image 1:** Shortcut Example

Say: Turn and talk to a partner and describe a shortcut you've used in your own life.

Challenge: What computer shortcuts do you know? How do they help us?

[Optional] Vocabulary Review:

Write-Pair-Share: Students write either the definition or an example of the vocabulary words. Then, they share and explain to their elbow partner.

Whole Class Share-Out: Teacher asks learners to write their answers on the board or types in the answers in the slides to create a grid of collective responses.

Intro to Computer Commands:

Ask: What is a command?

Ask: What is a computer command?

Computer Command (n): An instruction in the form of a code or signal that tells a computer to do something.

Ask: Have you used a computer command before? What commands have you used?

Ask: Why do you think computer commands might be important to learn?

Say: Computer commands make it easier to do an action on the computer! They can help us make duplicates of things, move things around, even undo an action.

Ask: How do you give your computer a command?

Say: There are 2 ways to give a command. One way uses the mouse and the other uses the keyboard.

Say: One way to give a command is to use Right Click. Right click opens up the right click menu and you can click on one of the common commands.

Say: However, the Right click menu has a lot in it and can be confusing to use. So, today we're going to focus on using the keyboard to give commands.

Say: The easiest way to give the computer a command is to use a keyboard shortcut.

Say: In the last unit, we talked all about our keys.

Ask: Does anyone remember—what key do we use for shortcuts? [Control]

Say: An easy way to give a command is with the control [ctrl] key! Control works like Shift—hold down [ctrl] and push another key one time.

Say: Today we'll talk about some of the common computer commands you might use.

Say: First, we'll explore what each keyboard shortcut does and what keys to use. Then we'll go through how to use each shortcut and practice on the computer.

Command Jobs & Keyboard Shortcuts:

Distribute student [lesson guide handout](#)

Ask: Which of the commands are familiar to you? Have you used any of these commands on a computer before?

Instructor note: As students respond, use the document camera to write any answers on the worksheet that they already know.

Say: Sit with your partner. (Allow time for movement). Work with your partner to complete what you already know. None of us know all the answers yet! Use a pencil to guess what some of these commands may be.

Instructor note: Allow 5-10 minutes for students to discuss and complete what they may already know. Then, bring the class together to take notes and check their answers. Learners should follow along as the teacher completes the notes sheet (modeling on the document camera).

Copy

- Job: Tells the computer to ‘remember’ something to use later. This works on text (words), pictures, folders, and files.
- Keyboard shortcut: [ctrl] + [C]

Paste

- Job: Creates a **duplicate** of what you’ve told the computer to ‘remember’ using the Copy command.
- Keyboard shortcut: [ctrl] + [V]

Ask: What does **duplicate** mean?

Duplicate (v): To make an exact copy of something.

Ask: Why is this helpful?

Say: With Copy and Paste, we don’t have to spend time typing out an exact copy of what we want. It’s a quick replacement action.

Common Question: Why is Copy ‘C’, but Paste is ‘V’ instead of ‘P’?

- [Ctrl] + [P] = Print. P is already assigned a job.
- Since V is right next to C on the keyboard, they chose V because it’s close by and we don’t have to reach for another letter every time we want to paste.

[Optional] Cut

- Job: Tells the computer to ‘remember’ something **and** then erases the original.
- Keyboard shortcut: [ctrl] + [X]

Common Question: Why use ‘X’ for Cut?

- Because ‘X’ looks like a pair of scissors and scissors cut things.

Undo

- Job: Undoes your last action.
- Keyboard shortcut: [ctrl] + [Z]

Ask: When could this be helpful? [Quick solution to accidentally making errors/erasing things you don't mean to]

[Optional] Redo

- Job: Redoes the action you last used Undo on. (This command can only be used after Undo)
- Keyboard Shortcut: [ctrl] + [Y]

Ask: How do these work together? Why might you use redo?

[Optional] Find

- Job: Find every time a word/phrase that shows up in a document (or on a place on the internet!)
- Keyboard shortcut: [ctrl] + [F]

Save

- Job: Saves a new file or saves any changes you've made to a file.
- Keyboard shortcut: [ctrl] + [S]

Say: Computer commands work on almost anything on a computer: text, documents, pictures, web sites, etc.

Say: Now that we know what the commands are and their keyboard shortcuts, let's talk about how to use them on the computer.

Selecting Text:

Say: When we want to **copy** [or **cut**] something on the computer, we first have to tell the computer what we want it to 'remember'.

Optional analogy: Just like at a bakery, where there is a glass case filled with delicious breads and pastries, we have to point to what we want so that the worker can pick it up and wrap it for us. The computer is filled with all kinds of information, so we have to tell the computer exactly what we want.

Say: To tell the computer what we want to **copy** [or **cut**], we have to use our mouse or keyboard to **Select** (highlight) the text.

Ask: What does **select** mean?

- select (v): To choose something usually by using a mouse.

Say: There are three different ways we can select text on the computer. All three ways are great to use. You decide which way is easiest for you!

1. **Click & Drag:** Use click and drag to highlight the text you want to select. Click and hold at the end of the words you want and drag the mouse over the start of the text and let go.
2. **Click & Shift:** Click at the end of the text you want to select. Hold down shift and click at the start.
3. **Arrows & shift:** Hold down the Shift key and use the arrow keys to select letters and spaces. Use this for smaller things you'd like to select.

Copy & Paste:

Teacher note: For beginners, who are unfamiliar with toggling between open windows, use the [Beginner Activity 1 & 2](#) first. Teachers should ensure each computer has this file saved on the desktop of student computers before the beginning of the lesson.

Say: We'll start with Copy and Paste.

Say: To make a duplicate of text, we need to use both Copy and Paste together.

Physical Demo: Use the **stacked** cut up copies of the [Information Demo](#) to help students visualize the actions.

Select text: choose which paper to pick up.

Copy: Pick up one piece of paper.

Click: Shoes where you want to put the paper.

Paste: put down the paper.

TEACHER MODELS:

First teacher models and students watch/write down steps.

What are the steps to make a duplicate of text?

1. Highlight the text.
2. Hold [ctrl] and push [C] one time. [Emphasize shortcut = copy & that computer will "remember" text]
3. Click where you want the duplicate.
4. Hold [ctrl] and push [V]. [Emphasize shortcut = Paste]

Activity: Copy & Paste

Students use the class computers to go through [Activity Copy & Paste](#). Instructor demos as needed.

[Optional] Cut & Paste:

Say: Cut & Paste is usually used to move text from one place to another so we don't have to re-type the same thing in a different place.

Physical Demo: Start with only 1 paper phrase, cut up copies of the [Information Demo](#) to help students visualize the actions.

Select text: choose which paper to pick up.

Cut: Pick up the piece of paper.

Click: Choose where you want to put the paper.

Paste: Put down the paper.

What are the steps to move text from one place to another?

1. Highlight the text.
2. Hold [ctrl] and push [X] one time. [Reminder: x = cut]
3. Click where you want the text.
4. Hold [ctrl] and push [V]. [Reminder: V = paste]

Activity: Cut

Activity Cut & Paste

Time permitting, continue to the challenge at the bottom of the page.

Undo:

Instructor note: "accidentally" erase one or all sections.

Say: Oh no! I accidentally erased an important part of my document!

Ask: What can I do to fix this?

Say: I could go through all the steps again or I could use the Undo command.

Ask: How do I tell the computer to "Undo" an action? [ctrl + Z]

Save File:

Say: Great job! Now let's save our new file using our new shortcut.

Instructor demonstrates each step on the projected computer.

Say: Use [ctrl] + [S] to save the file.

Say: We'll name this file "**Commands Practice**".

Say: Make sure to save your file to the Desktop!

Say: Close the file then move the Commands Practice file to the Class Files folder on the desktop.

[Optional] Online Matching

For learners comfortable checking email on their cell phone, consider emailing this [Flippity Link U5.L5](#) for drag & drop as well as vocabulary practice. If you have an organizational website you can edit, consider embedding the same hyperlink for students to access when they want to practice.

Evaluation:

3-2-1 Reflection

Say: Save your file to the desktop. Check with your neighbor, did they save it?

Say: Close the program. Shut down your laptop. Put away your laptop.

Ask: What did we learn today? What do you want to learn more about? What questions do you still have?

Pass out the “3-2-1 Assessment & Reflection” hard copy. Elicit the student responses again. With the document camera, the teacher models writing one sentence together as a class. Then, **Ask** a student to share their example. Last, allow time for learners to complete the prompt. Use this worksheet as an exit ticket. Learn more about the strategy and variations [here](#).



Image 1: Shortcut Example



Unit 5 Lesson 5: Student Lesson Guide

Directions: Answer the questions as we go through the lesson.

1. What is a Computer Command?

2. Copy

a. Job: _____

b. Keyboard shortcut: +

3. Paste

a. Job: _____

b. Keyboard shortcut: +

4. Undo

a. Job: _____

b. Keyboard shortcut: +

5. Save

a. Job: _____

b. Keyboard shortcut: +

6. What kinds of things do these commands work on?

7. What are the 3 ways you can select text on the computer?

a. _____

b. _____

c. _____

8. What are the steps to make a duplicate of text?

a. _____

b. _____

c. _____

d. _____

9. Oh no! You accidentally erased everything you just wrote! What can you do to get it back?

Unit 5 Lesson 5: Student Lesson Guide

Directions: Answer the questions as we go through the lesson.

1. What is a Computer Command?

2. Copy

a. Job: _____

b. Keyboard shortcut: +

3. Paste

a. Job: _____

b. Keyboard shortcut: +

4. Cut

a. Job: _____

b. Keyboard shortcut: +

5. Undo

a. Job: _____

b. Keyboard shortcut: +

6. Redo

a. Job: _____

b. Keyboard shortcut: +

7. Find

a. Job: _____

b. Keyboard shortcut: +

8. Save

a. Job: _____

b. Keyboard shortcut: +

9. What kinds of things do these commands work on?

10. What are the 3 ways you can select text on the computer?

a. _____

b. _____

c. _____

11. What are the steps to make a duplicate of text?

- a. _____
- b. _____
- c. _____
- d. _____

12. What are the steps to move text from one place to another?

- a. _____
- b. _____
- c. _____
- d. _____

13. Oh no! You accidentally erased everything you just wrote! What can you do to get it back?



Unit 5 Lesson 5 Activity: Copy and Paste

Instructions:

1. **Select** the text from the first line in the **blue** box.
2. **Copy** the line.
3. Click below.
4. **Paste** the information to complete the line below.
5. Last, use the save shortcut.

Name: Hennepin County Midtown Exchange Service Center

Address: 2929 Chicago Ave, Minneapolis, MN 55407

Hours: Monday-Friday 8:00am-4:00pm

Name:

Address:

Hours:

Activity 1: Challenge

Use the undo and redo shortcuts, what happens?



Unit 5 Lesson 5 Activity: Cut and Paste

Instructions: When you finish, the yellow box should be empty.

1. **Select** the text from the first line in the yellow box.
2. **Cut** the line.
3. Click below.
4. **Paste** the information to complete the line below.
5. Last, use the **save** shortcut.

Name: Hennepin County Midtown Exchange Service Center

Address: 2929 Chicago Ave, Minneapolis, MN 55407

Hours: Monday-Friday 8:00am-4:00pm

Name:

Address:

Hours:

Activity 2: Challenge

Use the undo and redo shortcuts, what happens?

Name: Hennepin County
Midtown Exchange Service
Center

Address: 2929 Chicago Ave,
Minneapolis, MN 55407

Hours: Monday-Friday
8:00am-4:00pm

theteachertoolkit

Name _____

Date _____

3 - 2 - 1

Three things you learned:

1. _____

2. _____

3. _____

Two things that interest you and you'd like to learn more about:

1. _____

2. _____

One question you still have:

1. _____
