

Introduction to Teaching with the Laptop Lab

The three handouts contained in this how-to document are intended for first-time use of mobile laptop labs with students. Individual teachers or schools who are using mobile laptop labs can use these handouts for several purposes. It is suggested that the handouts be given to the students in the order they are contained in this document. These handouts include the following:

1. *Technology Survey*—Helps determine the students' levels of computer skills through self-ratings and questions related to the experiences they may have had with software and hardware. The teacher will want to have the students complete the survey on a day prior to the actual use of the laptops so that he/she will be aware of the students' skill levels. When working with the laptops, it may be possible to allow some of the more computer-savvy students to assist those students who are not as familiar with computers. Results of this survey could also be used to put students into cooperative groups.
2. *Introduction to Your Laptop*—Guides the students through the procedures for removing the laptops from the cart, powering up for use, and returning the laptops to the cart at the end of class. Students will also learn how to access an assigned Web site using Web-browsing software.
3. *Introduction to Microsoft Word XP*—Guides the students through the use of several of the options available in word-processing software. Because this particular lesson was created for a language arts class, the exercise found in Section II relates to language arts activities. Teachers of other subjects will want to modify this section.





Introduction to Your Laptop

OBJECTIVES

I. Following today's lesson, you will be able to:

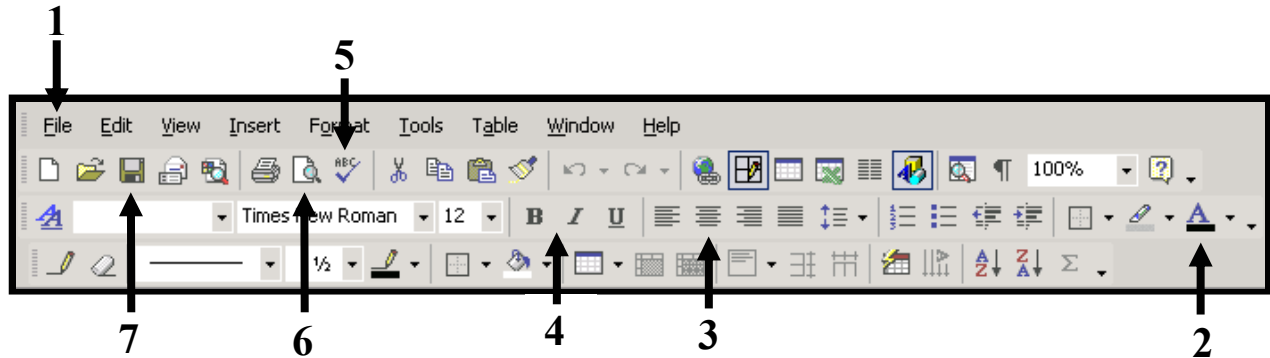
- a. correctly remove the laptop from the cart.
- b. open the laptop.
- c. power up the laptop.
- d. use the touchpad to move the cursor.
- e. left click and right click the touchpad.
- f. open a Web browser (*Internet Explorer* or *Netscape*).
- g. maximize and minimize the screen.
- h. clear the address box.
- i. type in a URL.
- j. use the scroll bar.
- k. use the **BACK** and **FORWARD** buttons.
- l. explore a Web site.
- m. close a browser.
- n. power down the laptop appropriately.
- o. carefully and correctly return and connect the laptop to the power strip in the cart.

II. Today we will visit the _____ Web site.

III. The URL is _____.

IV. Once you get to this URL, use your navigation skills to explore the assigned Web site.

Introduction to *Microsoft Word XP**



OBJECTIVES

- I. At the end of this lesson, you will be able to:
 - a. open the *Microsoft Word* word-processing program using the program's menu.
 - b. use the **FILE** menu on the toolbar (1) to open a new document.
 - c. highlight text by clicking and dragging.
 - d. change the size and style of your text by using the appropriate drop-down menus from the toolbar.
 - e. change the color of your text by using the color button on the toolbar (2) before keying the text. (If text has been keyed already, it must be highlighted before you use the color button.)
 - f. center text by using the center-alignment button on the toolbar (3).
 - g. use the **BOLD** and **ITALICS** buttons (4).
 - h. spell check your text by clicking the **SPELLING AND GRAMMAR** button on the toolbar (5).
 - i. use the **PRINT PREVIEW** button on the toolbar (6) to view your text. **CAREFULLY**, point to the print preview button, wait for message, and then click the button. (Note: The **PRINT PREVIEW** button is in very close proximity to the **PRINT** button. Make it a habit to wait for the Print Preview Message! Also, if you



are using earlier versions of *Microsoft Word*, you will need to go to the **FILE** drop-down menu to get the **PRINT PREVIEW** option.)

- j. insert a diskette into the laptop appropriately and with a gentle touch.**
- k. use the SAVE option (7) to save your document. (Use the SAVE button on the toolbar to save to an existing document. Use SAVE AS [under the FILE pull-down menu] to name a new document or to rename an existing document.)**

II. When you open *Microsoft Word* today in class, you will practice the skills above by typing the following:

- a. Your name**
- b. Today's date**
- c. One rule about using commas**
- d. One original example sentence applying the comma rule correctly**

** These instructions can be used with earlier versions of Microsoft Word with some modifications.*