**Instructor Guide: Using a PC (Windows 11)**

**Instructor Outline: Using a PC (Windows 11)**

This document is designed to be used by the instructor alongside the PowerPoint presentation and/or projected live demonstration. It includes a course overview, talking points, and instructions for the activities. Please note the slide numbers to help keep you on track.

**Workshop Description**

This in-person or virtual workshop is for those who are new to using a PC or want to build more confidence using the Windows 11 operating system. Learners will learn how to navigate the Windows 11 operating system, manage applications using the task manager, find and manage files and folders, save and delete files, and more.

**Curriculum Track**

Basics

**Audience**

Adults from newly connected households and/or who are looking to build basic skills and confidence using technology

**Workshop Length**

60–90 minutes

**Training Method**

Volunteer, instructor-led, hands-on

\*If possible, have two to three volunteers on hand to assist learners when computer devices are available.

**Purpose**

Help newly connected users build confidence using the Windows 11 operating system.

**Equipment Requirements**

* In person: Projector and projection screen; internet-connected computers for instructor and participants; USB drive; laser pointer (recommended)
* Classroom-only settings (with no participant computers): Projector and projection screen; internet-connected computer for instructor; USB drive. Instructor will project a live demonstration and engage participants by talking through the activities and performing interactive tasks in a group discussion format
* Virtual: A web conferencing platform; computers for instructor and participants with internet connections; USB drive

**Software Requirements**

Computer that includes:

* Windows 11 operating system
* PowerPoint
* Microsoft Word
* Microsoft Excel
* Web browser

**Material Requirements**

* Instructor PowerPoint: Before the workshop, review the slides and update the following information:
  + Slide 1:
    - Update instructor name, instructor affiliation (for example, AT&T employee, library staff member, community volunteer, etc.), and location name.
    - Be prepared to give a brief introduction about yourself.
  + In addition to updating the slides, please preview the PowerPoint presentation display before the workshop on the instructor station to correct any minor formatting issues that may occur because of variations with devices, operating systems, and application versions.
* Instructor Guide (this document): Review the Instructor Guide and familiarize yourself with the workshop materials. The script, which starts on page 6 of this document, is also included in the Notes field of the PowerPoint presentation. The script includes the following information:
  + Slide # and Slide Title
  + On Slide Text. The text displayed on the slide.
  + Notes Section
    - Talking Points. The information you share with the learners. Some slides also include instructions on actions the instructor needs to take to display or highlight information on the slide at the appropriate time.
    - Instructor Note.Includes notes the instructor can use to help facilitate group conversations, actions you should take, etc.
    - Additional Details: Identifies text on the slide that may need to be updated before the workshop begins. A note is included when the instructor can use the PowerPoint slides or live demonstration to illustrate the learning objective.
* Demonstration Files: The workshop uses multiple files to demonstrate how to use a computer. If possible, work with the computer lab administrators to have the files installed before the class or install them yourself before the course begins.
  + Download the zip files **<computer\_basic\_files.zip> and <computer\_basics-\_windows\_11\_media\_archive.zip>**. Unzip the files and drag and drop them to the desktop on the instructor station. The zip file includes:
    - End of Year Party.docx should be in Celine’s folder.
    - School Party Budget.xlxs should be moved to the Desktop.
    - Library.jpg should be in Celine’s Folder.
    - School.jpg should be in Celine’s Folder.
    - To Do List End of Year Party.docx should be in Celine’s Folder.
  + Repeat these steps on the classroom computers. If documents are not allowed to be downloaded on the learner computers, please have learners follow along and answer collectively as a group. Learners can still use the Activity Sheet to write down the answers.
  + If doing a live demonstration, you will need a USB for Slides 88-90.
* Learner Handout
  + **For in-person workshop:** Print handouts for each learner and provide them before the workshop begins.
  + **For virtual workshop:** Provide link to the Learner Handout, either before the workshop as part of their registration confirmation or include in the online platform’s chat feature.
* Learner Activity Sheet
  + **For in-person workshop:** Print handouts for each learner and provide to the learners before the workshop begins.
  + **For virtual workshop:** During the workshop, ask the questions listed in the Activity Sheet. You may want to insert slides into the PowerPoint presentation that include the questions. Then you can ask learners to share their answers by chat or use the internal polling tool if available within the web conferencing tool.
* Certificate of Completion: For the in-person workshop, print a certificate to hand out to each learner once the workshop is completed. For virtual learners, send them an electronic copy by email.
* Learner Name Tags: If you want to easily identify learners, make sure to bring name tag stickers or table tents. (Optional but highly recommended)
* Notepaper, pens, or pencils. (Optional)

**Learning Objectives**

At the end of the session, learners will be able to:

* + Use the Windows 11 operating system
  + Find and navigate the desktop
  + Find and organize files and folders
  + Manage the windows of an application
  + Save and close files
  + Delete files

**Before the Workshop Begins**

* In person:
  + Make sure all computers are turned on and ready for learners to use. (See the previous note about classroom settings in the “Demonstration Files” section.)
  + Test and troubleshoot the instructor’s computer well before the course begins to ensure it meets the technical requirements of the workshop.
  + Place learner materials at each computer. Learner materials include the Learner Activity Sheet and Learner Handout. They may also include paper (for learners to take notes) and pens or pencils. (Important note: For classroom settings, the instructor will need to print the Learner Survey for participants to complete and hand in at the end of the workshop.)
  + If using name tags, make sure they are easily accessible to learners and that you provide a marker or pen for learners to write their name.
  + Keep a registration list so you can identify who attended.
  + If the files were not installed on the computers before you arrived, download the zip file **<computer\_basic\_files.zip>** and **<computer\_basics-\_windows\_11\_media\_archive.zip>.** Unzip the files and drag and drop them to the desktop on the instructor station. The zip file includes:
    - End of Year Party.docx should be in Celine’s folder.
    - School Party Budget.xlsx should be moved to the Desktop.
    - Library.jpg should be in Celine’s Folder.
    - School.jpg should be in Celine’s Folder.
    - To Do List End of Year Party.docx should be in Celine’s Folder.
  + If doing a live demonstration, slides 88-90 require a USB drive. Verify the USB works on the instructor's computer.
  + If time permits, repeat these steps on the classroom computers. If documents cannot be downloaded on the learner computers, please defer to the section for learners without computers, available on all Activities. Learners will follow along with the demonstration and answer collectively as a group. Learners can also use the Activity Sheet to write down the answers.
  + Identify a “parking lot,” a place to track questions to be answered later in the workshop. Some suggested places for a parking lot are a whiteboard, flip chart, or notepad. Encourage learners to note the slide number and section as they “park” questions.
* Virtual:
  + A few days before the workshop, send instructions to participants about how to connect to the workshop. If possible, you may want to create a short video or document with step-by-step instructions (with images) to provide a basic overview of how to use the web conferencing tool to share with your participants.
  + If the files are not installed on the instructor's computer before the workshop, download the zip file **<computer\_basic\_files.zip>** and **<computer\_basics-\_windows\_11\_media\_archive.zip**. Unzip the files and drag and drop them to the desktop. The zip file includes:
    - End of Year Party.docx in Celine’s folder.
    - School Party Budget.xlsx should be moved to the Desktop.
    - Library.jpg should be in Celine’s Folder.
    - School.jpg should be in Celine’s Folder.
    - To Do List End of Year Party.docx should be in Celine’s Folder.
  + If doing a live demonstration, slides 88-90 require a USB. Verify the USB works on the instructor's computer.
  + Before the workshop, email the Learner Handout. During the workshop, resend the link through the web conferencing chat tool.
  + Keep a registration list so you can identify who attended.
  + Identify a virtual “parking lot,” which is a place for participants to ask questions later in the workshop. For your virtual parking lot, you may want to use the chat feature or the question feature of the web conferencing tool. Encourage learners to note the slide number and section as they “park” questions.

**Instruction Methods**

* When possible, encourage learners to practice what they are learning.
  + If each learner has a computer, the facilitator can encourage learners to perform activities as you do them. Or learners can practice what they learn during the practice sections scheduled at specific times in the workshop.
  + The option you choose will depend on your comfort level, the number of learners attending, and whether you have assistants in the course.
  + If learners are performing the same steps as the facilitator, think about how you will assist learners who are experiencing issues. Will you stop the workshop and assist the learner or wait until the practice section?
  + Even if learners are performing the same steps as the facilitator, encourage learners to complete the activity sections to reinforce the workshop objectives.
  + The section times are based on learners listening to the facilitator and then practicing their skills. If the facilitator invites learners to follow along using their computers, then the time to complete each section will increase.
  + If learners do not have access to computers in the workshop, ask questions and encourage learners to call out the answers. There are question prompts in the outline below.

**Assessment Technique(s)**

Objective: Successful completion of activities

Ways to measure and identify learner success:

* Engagement: Participation in group conversations.
* Check for Understanding: Check for verbal and non-verbal cues to ensure the learner’s understanding before beginning a new section. Check-ins occur on Slides 40, 42, 75, 77, 92, 94, 109, 111, 114-118 and 119.
* Formal Evaluation: Request learners to fill out a survey (if applicable)

**Instructor Presentation**

**The following section will take you step by step through the PowerPoint presentation slides and notes section. While reviewing this part of the guide we suggest you open the PowerPoint presentation so you can become more familiar with the slides.**

**You will need to edit multiple slides of the presentation. You can also remove or edit slides to customize the workshop to your specific goals and audience.**

**Note that some of the Talking Points will need to be adjusted for a virtual workshop.**

**Depending on the configuration of the computer you are using, you can demonstrate some of the steps outlined below using your computer instead of using the PowerPoint slides. The sections have been marked in the Additional Details section. You will also see this instruction: *USE POWERPOINT OR LIVE DEMONSTRATION* in the PowerPoint Notes section of the applicable slides*.***

**Slide Number & Title** Slide 1: Using a PC —Windows 11 Workshop.

**On Slide Text:**

* Using a PC (Windows 11)
* Instructor Name
* Instructor Affiliation
* Location Name

**Notes Section**

**Talking Points:** My name is **<your name here>** and I am **<brief description of yourself>**. Today’s workshop is provided by AT&T and the Public Library Association.” Before we get started, here are a few housekeeping items: [Mention the items that are relevant to your workshop.]

* Where are the restrooms?
* Where are the emergency exits?
* When/how to ask questions. Point to the page number located on each slide for participants to write down along with the question.
* If you have a cell phone with you, please make sure to either turn it off or set to silent.
* Will there be a break?

If the workshop is virtual include instructions

**Instructor Note:**Include a thank-you to community collaborator if applicable.

**Additional Details:** Before the workshop, please update this slide with the appropriate information:

* Instructor name
* Instructor affiliation (for instance, library staff member, community volunteer, and so on)
* Location name
* Library’s logo

Before the workshop, please review the Instructor Outline. It provides guidance on what to do to prepare for the workshop, how to conduct the workshop, and what you should do once the workshop ends.

**Workshop Introduction**

**Slide Number & Title.** Slide 2: Workshop Content Outline—Agenda (3 mins.)

**On Slide Text:** Today’s Agenda

* Introduction
* Learn about operating systems
* Skill Building
* Find and navigate the desktop
* Find and organize files and folders
* Manage the windows of an application
* Save and close files
* Delete files
* Tips for Using a PC
* Practice

**Notes Section**

**Talking Points:** In today’s workshop you will learn about a computer’s operating system and how to:

* Introduction
  + Learn about operating systems
* Skill Building
  + Find and navigate the desktop
  + Find and organize files and folders
  + Manage the windows of an application
  + Save and close files
  + Delete files
* Tips for using a PC
* Practice

Let’s get started!

**Instructor Note:**none

**Additional Details:** none

**Talking Points, Topics, and Activities (85 mins.)  
  
Introduction—What Is an Operating System?***For the “What is an Operating System?” use PowerPoint slides 3-7.*

**Slide Number & Title.** Slide 3: Introduction.

**On Slide Text:** What types of things do you want to do with the computer?

**Notes Section**

**Talking Points:** What types of things do you want to do with the computer?

**Instructor Note:**Ask the question on the slide of attendees and lead a brief discussion about what we do with a computer. Allow a moment for the attendees to think about it, and then proceed with the conversation*.* The conversation should be approximately 2-3 minutes.

**Additional Details:** none

**Slide Number & Title.** Slide 4: Operating System: Definition.

**On Slide Text:** Operating System:The software that handles the functions of the computer to make sure everything is working together

**Notes Section**

**Talking Points:** The operating system is the software that handles the functions of the computer to make sure everything is working together.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 5: Operating System: Definition (continued)

**On Slide Text:** Operating System

**Notes Section**

**Talking Points:** Just as your brain works to manage your body to make sure you are breathing and your heart is pumping, the operating system manages the functions of the computer to make sure everything is working together.

In today’s class we are going to learn about and use the Windows 11 operating system.

**Instructor Note:**none

**Additional Details:** none

**Working from the Desktop***For the “Working from the Desktop” you can use PowerPoint or a live demonstration for slides 8-39. Use PowerPoint for the remaining slides in this section 40-42.*

*If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.*

**Slide Number & Title.** Slide 6: Working from the Desktop.

**On Slide Text:** Working from the Desktop

**Notes Section**

**Talking Points:** This is the Windows 11 desktop. Let’s explore different sections of the computer’s desktop, including the taskbar, Start menu, and more.

If you’re using a Windows computer that has a different version of the operating system running, the desktop may look different.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 7: Working from the Desktop (continued) [physical desk]

**On Slide Text:** Working from the Desktop (continued)

**Notes Section**

**Talking Points:** The Windows 11 desktop is just like the top of your desk at home or at work, where you keep different folders with papers in them. The desktop also has other tools you need to get things done, such as a calculator, a pen, or a reference book.

Just as you have folders and tools on your physical desk, you also have those tools and folders on the computer, which you can access through the desktop.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 8:Working from the Desktop (continued): Desktop

**On Slide Text:** Desktop: The area on the computer that allows you to access the computer’s applications, files, and settings.

**Notes Section**

**Talking Points:** The desktop is the area on the computer where you can access the computer's applications, folders, files, and settings

**Instructor Notes:** none

**Additional Notes:** none

**Slide Number & Title.** Slide 9: Working from the Desktop (continued): Taskbar

**On Slide Text:** Taskbar: Located at the bottom of the screen, it includes shortcut icons for commonly used applications programs, settings, notifications, and control functions.

**Notes Section**

**Talking Points:** The taskbar is at the bottom of the screen. It can include shortcut icons for commonly used applications, much like the icons on the desktop. It is also the section of the desktop that provides access to programs, settings, notifications, and control functions. Let’s explore the different sections of the taskbar.

**Instructor Note:**Point out the application icons that are the same on the taskbar and the desktop. In this example, the same applications are Microsoft Word and Excel, and Edge.

**Additional Details:** none

**Slide Number & Title.** Slide 10: Working from the Desktop (continued): Taskbar

**On Slide Text:**Taskbar

**Notes Section**

**Talking Points:**The taskbar shows an icon for any task or program that is currently open. You can use these buttons on the taskbar to switch between the different windows you have open.

**Instructor Note:**none

**Additional Details:**none

**Slide Number & Title.** Slide 11: Working from the Desktop (continued): Taskbar

**On Slide Text:** Taskbar

**Notes Section**

**Talking Points:** Information like the date, time, and volume control are located on the right edge of the taskbar.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 12: Working from the Desktop (continued): Applications

**On Slide Text:** Applications:Tools that allow you to do things on a computer.

**Notes Section**

**Talking Points:** Applications are tools that allow you to do things on a computer. In today’s example, we will use the icon for Microsoft Word, which allows you to open a document. We’ll also take a quick look at the Edge browser, which allows you to search the web.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 13: Working from the Desktop (continued): Search

**On Slide Text:** Search:Find a specific file, computer setting, or application.

**Notes Section**

**Talking Points:** If you can’t find what you are looking for on your computer—such as a specific file, computer setting, or application—you can use the search box located in the taskbar. The search box will also search for things on the web. The search box is located at the center of the taskbar.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 14: Working from the Desktop (continued): Searching

**On Slide Text:** Searching

**Notes Section**

**Talking Points:** To search for a file, put the cursor in the search box.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 15: Working from the Desktop (continued): Searching

**On Slide Text:** Searching

**Notes Section**

**Talking Points:**Then, type your search terms in the search box. In this example we are searching for a “to do list.” The first result is the document we are looking for. ​Click on the link…

**Instructor Note:**If you are performing a live demonstration, you can use the “To Do List” document that you downloaded from the lesson materials before the workshop began or search for another item on the computer. Make sure to test your search before the workshop to ensure it will work.

**Additional Details:**none

**Slide Number & Title.** Slide 16: Working from the Desktop (continued): Search Results

**On Slide Text:** Search Results

**Notes Section**

**Talking Points:** and the file opens!

**Instructor Note:**If you’re doing a live demonstration, close or minimize the file before moving to the next task.

**Additional Details:** none

**Slide Number & Title.** Slide 17: Working from the Desktop (continued): Windows Icon

**On Slide Text:** Windows Icon

**Notes Section**

**Talking Points:** Back on the desktop, we can see that the taskbar also includes the Windows icon. While the taskbar includes some of the most commonly used applications, it may not have all of the applications available on this particular computer.

If you click on the Windows icon, it will launch the Start menu, which allows you to access all of the computer’s applications**.**

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 18: Working from the Desktop (continued): Start Menu

**On Slide Text:** Start Menu: Access all applications available on the computer; shut down, restart and put the computer to sleep; manage user accounts, access files and computer settings.

**Notes Section**

**Talking Points:** The Start menu is another way you can open applications available on the computer,

[INSTRUCTOR NOTE: Press ENTER to highlight Microsoft Word on the Start menu.]

such as Microsoft Word.

You can use the Start menu to access other important features of the operating system including:

[INSTRUCTOR NOTE: Press ENTER to highlight the Power icon on the Start menu.]

Power,

*[INSTRUCTOR NOTE: Press ENTER to highlight Account icon in the Start menu.]*

Account,

*[INSTRUCTOR NOTE:* Press ENTER to highlight the Setting icon on the Start menu.]

Settings,

*[INSTRUCTOR NOTE:* Press ENTER to highlight the All apps link on the Start menu.]

and All Apps

Let’s explore each of these sections in more in depth. ​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 19: Working from the Desktop (continued): Power

**On Slide Text:** Power: Menu to lock, restart, shut down, or put the computer to sleep.

**Notes Section**

**Talking Points:** The power button opens a menu where you can choose to restart the computer, shut it down, or put it into sleep mode. Let’s look more closely at the other menu items

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title**. Slide 20: Working from the Desktop (continued): Power Menu Options

**On Slide Text:** Power Menu Options

* **Lock:** Requires a username and password to access the computer.
* **Sleep:** Power saving mode for when you’re not using the computer.
* **Shutdown:** Closes all files and applications and turns the computer off.
* **Restart:** Closes all files and applications and turns the computer off and turns it   
  back on.

**Notes Section**

**Talking Points:** *[INSTRUCTOR NOTE: Press ENTER to display the first bullet point, Lock.]*

Use Lock to keep your files and applications safe while you are away. You must log into the computer with your username and password to access your files.

*[INSTRUCTOR NOTE: Press ENTER to display the first bullet point, Sleep.]*

Use Sleep when you’re going to be away from your PC for just a little while. It reduces the amount of power your computer uses but wakes up quickly so you can start working again right away. If you do not use your computer for a while, it may automatically set itself to sleep.

*[INSTRUCTOR NOTE: Press ENTER to display the third bullet point, Shutdown.]*

Shutdown closes all open files, applications, and processes running on the system and then turns the computer off.

*[INSTRUCTOR NOTE: Press ENTER to display final bullet point, Restart.]*

Restart closes all the open files, applications and processes running on the system, turns the computer off, and then turns the computer back on.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 21: Working from the Desktop (continued): Account

**On Slide Text:**Account: Menu used to sign out of and manage your account.

**Notes Section**

**Talking Points:**This menu allows you to sign out of your account.

*[INSTRUCTOR NOTE: Press ENTER to highlight the three dots.]*

To sign out of your account, click on the three dots.

**Instructor Note:**none

**Additional Details:**none

**Slide Number & Title.** Slide 22:Working from the Desktop (continued):

**On Slide Text:**Account

**Notes Section**

**Talking Points:**Then sign out.

**Instructor Note:**none

**Additional Details:**none

**Slide Number & Title.** Slide 23:Working from the Desktop (continued): Account

**On Slide Text:**Account

**Notes Section**

**Talking Points:**You can also change settings that are unique to your computer account by clicking Manage my account.

**Instructor Note:**none

**Additional Details:**none

**Slide Number & Title.** Slide 24: Working from the Desktop (continued): Settings

**On Slide Text:** Settings: Menu used to change preferences, customize the desktop, manage devices connected to the computer, and more.

**Notes Section**

**Talking Points:** The Settings menu is also located on the Start menu. It allows you to change preferences, customize the desktop, manage devices connected to the computer, and more.​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 25:Working from the Desktop (continued): Settings

**On Slide Text:**

**Notes Section**

**Talking Points:** To return to the Settings page, click the arrow next to Settings on the top left-hand side of the screen.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 26:Working from the Desktop (continued): All apps

**On Slide Text:** All apps Menu that lists all the applications available on the computer in alphabetical order.

**Notes Section**

**Talking Points:** Click the All apps link to see the menu that lists all the applications available on the computer in alphabetical order. Apps is short for applications.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 27: Working from the Desktop (continued): All apps

**On Slide Text:** All apps

**Notes Section**

**Talking Points:** Here is the list of the apps that start with W and X. You can scroll up to see the apps that start with A through V and scroll down to see if any apps start with Z.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 28:Working from the Desktop (continued): Close

**On Slide Text:** Close

**Notes Section**

**Talking Points:** To close the Start menu, click on the Windows icon.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 29:Working from the Desktop (continued): Close

**On Slide Text:** Close

**Notes Section**

**Talking Points:** And the Start menu closes.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 30: Working from the Desktop: Adding Apps to the Taskbar and Start Menu

**On Slide Text:** Adding Apps to the Taskbar and Start Menu

**Notes Section**

**Talking Points:** If there is an application you use regularly that is not available on the taskbar, desktop, or Start menu, you can add the app icon to these locations yourself. As an example, let’s add the Weather app to the Start menu and the taskbar. To do this

*[INSTRUCTOR NOTE: Press ENTER to highlight the Windows icon.]*

click on the Windows icon to open the Start menu.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 31:Working from the Desktop: Adding Apps to the Taskbar and Start Menu

**On Slide Text:** Adding Apps to the Taskbar and Start Menu

**Notes Section**

**Talking Points:** Click on the All apps link.

**Instructor Note:** none

**Additional Details:** none

**Slide Number & Title.** Slide 32:Working from the Desktop: Adding Apps to the Taskbar

**On Slide Text:** Adding Apps to the Taskbar

**Notes Section**

**Talking Points:** Then, scroll down the menu to find the Weather app. To add the Weather app to the taskbar…

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 33:Working from the Desktop: Adding Apps to the Taskbar

**On Slide Text:** Adding Apps to the Taskbar

**Notes Section**

**Talking Points:** right-click on the Weather app and click More.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 34:Working from the Desktop: Adding Apps to the Taskbar

**On Slide Text:** Adding Apps to the Taskbar

**Notes Section**

**Talking Points:** and then click Pin to taskbar, which saves the Weather App icon to the taskbar.

**Instructor Note:** none

**Additional Details:** none

**Slide Number & Title.** Slide 35:Working from the Desktop: Adding Apps to the Taskbar

**On Slide Text:** Adding Apps to the Taskbar and Start Menu

**Notes Section**

**Talking Points:** And the Weather app is now pinned to the taskbar.

*[INSTRUCTOR NOTE: Press ENTER to remove the highlight from the Weather app in the taskbar.]*

To add the Weather app to the Start menu…

*[INSTRUCTOR NOTE: Press ENTER to highlight the Weather app in the All apps menu.]*

Right-click on the Weather app in the All apps menu.

**Instructor Note:** none

**Additional Details:** none

**Slide Number & Title.** Slide 36:Working from the Desktop: Adding Apps to the Start Menu

**On Slide Text:** Adding Apps to the Taskbar and Start Menu

**Notes Section**

**Talking Points:** and click Pin to Start.

*[INSTRUCTOR NOTE: Press ENTER TWICE to remove the Pin to start highlight and to highlight the Back button.]*

To see the Weather app in the Start menu click Back​…

**Instructor Note:** none

**Additional Details:** none

**Slide Number & Title.** Slide 37:Working from the Desktop: Adding Apps to the Start Menu

**On Slide Text:** Adding Apps to the Start Menu

**Notes Section**

**Talking Points:** and the Weather app displays!  
  
The steps you take to remove an app from the Start menu or taskbar are similar. In this example, we are going to remove the Weather app from the Start menu.

To delete the Weather app from the Start menu,

**Instructor Note:** none

**Additional Details:** none

**Slide Number & Title.** Slide 38:Working from the Desktop: Removing Apps

**On Slide Text:** Removing Apps

**Notes Section**

**Talking Points:** Right-click on the Weather app in the Start menu and click on Unpin from Start…

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 39:Working from the Desktop: Removing Apps

**On Slide Text:** Removing Apps

**Notes Section**

**Talking Points:** and the Weather App no longer displays on the Start menu. You can still access the Weather app from the taskbar and All apps menu. ​

If you want to remove an app from the taskbar you would right-click on the Weather app in the taskbar menu and click on Unpin from taskbar.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 40: Working from the Desktop: Different ways to open an application

**On Slide Text:** Different ways to open an application

* Double-click on the desktop icon
* Single-click on the taskbar icon
* Single-click from the Start menu
* Search and select from the search box

**Notes Section**

**Talking Points:** There’s more than one way to open an application on the computer. You can double-click on the desktop icon, click on the taskbar icon, select it from the Start menu, and search for it using the search box.

**Instructor Note:**Use the PowerPoint slide for this part of the presentation, even if you are doing a live demonstration.

**Instructor Note:***Review and address items in the “parking lot”.*

**Additional Details:** For information about what the parking lot is, see the “Before the Workshop Begins” section of the Instructor Guide.

**Slide Number & Title.** Slide 41: Activity #1

**On Slide Text:** Activity #1

**Notes Section**

**Talking Points:** In this lesson, we learned about the different parts of her computer’s desktop, including the taskbar, Start menu, and more. Let’s practice what we learned.

**Instructor Note:**Point attendees to Activity 1 on Activity Sheet page 1. Review the topics in this section. Go to the desktop. Ask the learners to call out the answers to the questions on the next slide. If the learners have computers, encourage them to follow along on their computers. Encourage them to confirm the correct answer to have them update their Activity Sheet.

**Additional Details:** none

**Slide Number & Title.** Slide 42: ACTIVITY #1: Working from the Desktop

**Instructor Note:** Use the slide to debrief the activity or as a guide for yourself if you are doing a demonstration. For each question, demonstrate the answer.

**On Slide Text:** Activity #1: Working from the Desktop

Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Name three ways in which you can open an application like Microsoft Word or the Edge browser.

a.

b.

c.

2. If you want to search for a file on your computer, where would you enter your search term?

3. Can you add applications to the taskbar?   
  
4. Where would you click to shut down the computer?

**Notes Section**

**Talking Points:** Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Name three ways in which you can open an application like Microsoft Word of the Edge browser.

**Answer:** Desktop shortcut, Start Menu, taskbar

2. If you want to search for a file on your computer, where would you enter your search term?

**Answer:** In the search box, which is in the taskbar.   
*[Instructor Note:*Use the search term “To Do List” to find the file “To Do List End of Year Party.docx.”*]*

3. Can you add applications to the taskbar?

**Answer:** Yes

4. Where would you click to shut down the computer?

**Answer:** Start menu

*[Instructor Note: Only the Instructor should demonstrate the answer. Do so without clicking on Shut Down].*

**After learners complete Activity 1:** “Great job, everyone! In the next section, you’ll learn how to use files and folders.”

**Instructor Note:** Use slide to debrief the activity or as a guide for yourself if you are doing a demonstration. For each item, demonstrate the answer.

**Additional Details:** none

**Files and Folders**

For the “Files and Folders” section, *you can use PowerPoint or a live demonstration for slides 46-55. Use PowerPoint for the remaining slides in this section, slides 43 and 44.*

*If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.*

**Slide Number & Title.** Slide 43: File and Folders: File

**On Slide Text:** File:A file is a package of information.

**Notes Section**

**Talking Points:** What is a file? A file is a package of information.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 44:File and Folders (continued): Applications

**On Slide Text:** **Applications:** Software or tools that allow you to perform tasks.

**Notes Section**

**Talking Points:** Applications are software or tools that allow you to perform tasks. Some applications allow you to work on text documents. Others allow you to edit pictures, watch videos, listen to music, or access the internet.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 45:File and Folders (continued): Double-click on the Desktop Icon

**On Slide Text:** **Different Ways to Open a File:** Different Ways to Open a File: Double-click on the desktop Icon

**Notes Section**

**Talking Points:** There are several ways you can open a file. You can double-click on the desktop​ icon.

**Instructor Note:**none

**Additional Details:** If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.

**Slide Number & Title.** Slide 46:File and Folders (continued): Open Files Stored in Folders

**On Slide Text:** Different Ways to Open a File: Open files stored in folders

**Notes Section**

**Talking Points:** You can open a file stored in a folder.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 47:File and Folders (continued): Open Files with an Application from the Desktop

**On Slide Text:** Different Ways to Open a File:Open files with an application on the computer desktop.

**Notes Section**

**Talking Points:** You can open a file using an application on the computer desktop.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 48:File and Folders (continued): Open Files with an Application from the Start menu

**On Slide Text**: Different Ways to Open a File:Open files with an application in the Start menu.

**Notes Section**

**Talking Points:** You can open a file using an application in the Start menu.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 49:File and Folders (continued): Opening a File

**On Slide Text:** Opening a File:Open files with an application in the Start menu.

**Notes Section**

**Talking Points:** Any time you open a file, it will open inside a related software application. In today’s example, we are going to open a budget file in Microsoft Excel since that was the application used to create it. To open the file, double-click the highlighted icon titled The School Party Budget…

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 50:File and Folders (continued): Opening a File

**On Slide Text:** Opening a File

**Notes Section**

**Talking Points:** and the file opens!

**Instructor Note:**If performing a live demonstration, minimize School Party Budget Excel file before moving to the next section.

**Additional Details:** none

**Slide Number & Title.** Slide 51: File and Folders (continued): Folder

**On Slide Text:** Folder:A method for storing and organizing files.

**Notes Section**

**Talking Points:** A folder provides a method for storing and organizing files, just like the folders you’d find on a physical desk.

When you double-click a folder, it will open the folder and show the files inside.

Let’s open Celine’s folder by double-clicking it and selecting the file End of Year Party.docx. To open the file, you double-click End of Year Party.docx.

**Instructor Note:**Please use the “Celine’s Documents” folder, which you downloaded before the class, as an example.

**Additional Details:** none

**Slide Number & Title.** Slide 52:File and Folders (continued): Open Folder

**On Slide Text:** Open Folder

**Notes Section**

**Talking Points:** When you double-click a folder, it will open the folder and show the files inside, just as opening a paper folder allows you to sort through the documents in that folder. ​

Let’s review. How would you open a file End of Year Party in the folder?

**Instructor Note:**Ask the learners to call out the answer to this question.

**Additional Notes:** Answer is on the next slide.

**Slide Number & Title.** Slide 53:File and Folders (continued): Open Folder

**On Slide Text:** Open Folder

**Notes Section**

**Talking Points:** That’s right—you would double-click the file. When you do that, the file opens.

**Instructor Note:**If performing a live demonstration, minimize End of Year Party before moving to the next slide.

**Additional Details:** none

**Slide Number & Title.** Slide 54:File and Folders (continued): Review

**On Slide Text:** Review

**Notes Section**

**Talking Points:** Let’s review opening a file on the desktop. How would you open the file “School Party budget”?

**Instructor Note:**Ask the learners to call out the answer to this question.

**Additional Notes:** Answer is on the next slide.

**Slide Number & Title.** Slide 55:File and Folders (continued): Opening a File

**On Slide Text:** Opening a File

**Notes Section**

**Talking Points:** That’s right—you would double-click the file. When you do that, the file opens.

We have learned how to find and open files and folders on a computer.

**Instructor Note:**Demonstrate how to open the file by double-clicking the “School Party budget” file that you downloaded before the class began and ask the learners to open the file as well if the file has been installed on their computer.

**Additional Details:** none

**Working with Windows**

*For the “Working with Windows” section, you can use PowerPoint or a live demonstration for slides 57-76. Use PowerPoint for the remaining slides in this section, slides 76-77.*

*If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.*

**Slide Number & Title.** Slide 56:Working with Windows: What is a Window?

**On Slide Text:** What is a Window?

**Notes Section**

**Talking Points:** Now, we will learn how to use an application window, including how to make a window larger or smaller, move a window, close a window, and more!

When you open and use applications, files, and folders, you see them inside a window, which is your working area.

**Instructor Note:**none

**Additional Details:** If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.

**Slide Number & Title.** Slide 57:Working with Windows (continued): Changing the Size of the Window

**On Slide Text:** Changing the Size of the Window

**Notes Section**

**Talking Points:** Sometimes, the window may be too big or too small. To change the size of the window, use your mouse or touchpad to place the cursor on the edge of the window.

**Instructor Note:**Use the file “School Party Budget” to demonstrate how to change the size of the window.

**Additional Details:** none

**Slide Number & Title.** Slide 58:Working with Windows (continued): Changing the Size of the Window

**On Slide Text:** Changing the Size of the Window

**Notes Section**

**Talking Points:** When you do this, the cursor will change into a double-headed arrow.

You can then click and hold the left mouse button to “grab” the edges of the window. Then drag the mouse to the left to change the size of the window.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 59: Working with Windows (continued): Changing the Size of the Window

**On Slide Text:** Changing the Size of the Window

**Notes Section**

**Talking Points:** Release the mouse button when the window is the desired size.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 60: Working with Windows (continued): Title Bar

**On Slide Text:** Title Bar

**Notes Section**

**Talking Points:** As you can see, I used the cursor to make the window smaller.

The title bar is at the top of the window.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 61: Working with Windows (continued): Title Bar

**On Slide Text:** Title Bar

**Notes Section**

**Talking Points:** The right-hand corner of the title bar includes buttons that help you manage the window.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 62: Working with Windows (continued): Maximize Button

**On Slide Text:** Maximize Button:Expand the window to fill the desktop.

**Notes Section**

**Talking Points:** TheMaximize button looks like a square. When you click on the maximize button, the window expands to fill the desktop. ​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 63: Working with Windows (continued): Maximize Button

**On Slide Text:** Maximize Button

**Notes Section**

**Talking Points:** Here’s an example of what it looks like when the window is maximized.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 64: Working with Windows (continued): Restore Button

**On Slide Text:** Restore Button: Returns the window to the size it was before it was maximized.

**Notes Section**

**Talking Points:** The Restore button makes the window smaller again. The Restore button looks like a double rectangle. When you maximized this window, the Restore button replaced the Maximize button.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 65: Working with Windows (continued): Restore

**On Slide Text:** Restore

**Notes Section**

**Talking Points:** Here’s an example of what it looks like when the window is restored to the previous size.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 66: Working with Windows (continued): Restore

**On Slide Text:** Scroll: Use this tool to see more of the file contents that aren’t visible in the window at its current size.

**Notes Section**

**Talking Points:** You can scroll inside the window to display more of the file contents using the scroll bar. To do this, you move the cursor to the scroll bar, left-click the mouse, and hold the button, which “grabs” the scroll bar. You then drag the mouse down to scroll down in the document.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 67: Working with Windows (continued): Minimize Button

**On Slide Text:** Minimize Button:Hides the file in the taskbar

**Notes Section**

**Talking Points:** When you need to see other files or folders on the desktop, you can use the Minimizebuttonto move this window out of the way. This button looks like a dash, and it will collapse the window into the taskbar at the bottom of the screen.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 68: Working with Windows (continued): Minimize

**On Slide Text:** Minimize

**Notes Section**

**Talking Points:** The file is minimized and appears on the taskbar as an icon. You can get back to it at any time by clicking on this icon.

Let’s review. How would you restore the file “School Party budget”?

**Instructor Note:**Ask the learners to call out the answer to this question.

**Instructor Note:**Demonstrate how to restore the file by clicking on its icon in the taskbar.

**Additional Details:** Answer is on the next slide.

**Slide Number & Title.** Slide 69: Working with Windows (continued): Minimize

**On Slide Text:** Minimize

**Notes Section**

**Talking Points:** The file “School Party Budget” has been restored!

It’s common to have many windows open at the same time. People find it easy to switch between tasks or work between multiple files.

If you have more than one window open, moving them around or resizing them may be helpful.

Let’s open another file to demonstrate. Earlier, we opened the file End of Year Party, which was located in Celine’s folder. After we opened the file, I minimized it. How would you restore the file “End of Year Party from the taskbar?

**Instructor Note:**Ask the learners to call out the answer to this question.

**Instructor Note:**Use the “End of Year Party” file you minimized in the previous lesson to demonstrate how to restore the file by clicking on its icon in the taskbar.

**Additional Details:** Answer is on the next slide.

**Slide Number & Title.** Slide 70: Working with Windows (continued): Working with More Than One Window

**On Slide Text:** Working with More Than One Window

**Notes Section**

**Talking Points:** That’s right, you can click on the Word icon in the taskbar to restore the “End of Year Party” document.

*[INSTRUCTOR NOTE: Press ENTER to highlight the two open windows]*

There are now two windows open: “School Party Budget” and “End of Year Party

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 71: Working with Windows (continued): Working with More Than One Window

**On Slide Text:** Working with More Than One Window

**Notes Section**

**Talking Points:** To move a specific window, you can pick it up by moving the cursor to the title bar.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 72: Working with Windows (continued): Working with More Than One Window

**On Slide Text:** Working with More Than One Window

**Notes Section**

**Talking Points:** Click and hold the mouse button to move the window around. In this example, the End of Year Party file was moved to the center of the screen, and the window was made slightly larger.

**Instructor Note:**Do not close documents.

**Additional Details:** none

**Slide Number & Title.** Slide 73: Working with Windows (continued): Task View

**On Slide Text:** Task View: Displays all the windows that are currently open on the computer.

**Notes Section**

**Talking Points:** The Task View is another way to manage having more than one window open.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 74: Working with Windows (continued): Task View

**On Slide Text:** Task View  
 **Notes Section**

**Talking Points:** Clicking the Task View button in the taskbar displays all the windows that are currently open. From the Task View, you can close or select an application by clicking on it.   
 *[INSTRUCTOR NOTE: Press ENTER to highlight the area and display the notice.]*

To exit this view, just click outside the windows.

*[INSTRUCTOR NOTE: Press ENTER TWICE to remove the border highlight and to highlight the Task View icon.]*

or click the Task View button

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 75: Working with Windows (continued): Working with More than One Window

**On Slide Text:** Working with More than One Window

**Notes Section**

**Talking Points:** and the Task View menu closes.   
  
Before we move to the next section, do you have any questions?

**Instructor Note:**Minimize the “End of Party” file before moving to the next section.

**Instructor Note:***Review and address items in the “parking lot”.*

**Additional Details:** For information about what the parking lot is, see the “Before the Workshop Begins” section of the Instructor Guide provides information about the parking lot.

**Slide Number & Title.** Slide 76: Activity 2

**On Slide Text:** Activity #2

**Notes Section**

**Talking Points:** In this lesson, we learned how to use an application window including how to make a window larger or smaller, move a window, and more. ​Let’s practice what we learned.

**Instructor Note:**Point attendees to Activity 2 on Activity Sheet pages 1 and 2. Review the topics in this section. Go to the desktop. Ask the learners to call out the answers to the questions on the next slide. If the learners have computers, encourage them to follow along on their computers. Encourage them to call out answers, and then confirm the correct answer to have them update their Activity Sheet.

**Additional Details:** none

**Slide Number & Title.** Slide 77: Activity #2—Working with Files.

**On Slide Text:** Activity #2

Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Open the web browser and keep it open.

2. Make the browser window wider. Move the browser window to the right side of the screen.

3. What button do you click on to expand or maximize the window to fill the desktop?

4. What button do you click on to make the window smaller again?   
5. Use search to see if the computer has a calculator. Is there one?

6. How do you see all of the windows open at one time?

7. In the web browser address bar [https://www.digitallearn.org](https://www.digitallearn.org/)/, go to Scroll to the bottom of the webpage.

8. Name one of the links under the Learn More section at the bottom of the page.

**Notes Section**

**Talking Points:** Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Open the web browser and keep it open.

2. Make the browser window wider. Move the browser window to the right side of the screen.

3. What button do you click on to expand or maximize the window to fill the desktop?

**Answer:** Click on the square at the top right-hand side of the window.   
  
4. What button do you click on to make the window smaller again?

**Answer:** Click on the double square at the top right-hand side of the window.   
  
5. Use search to see if the computer has a calculator. Is there one?

**Answer:** You will need to search to see if the calculator is available on this computer.

6. How do you see all of the windows open at one time?

**Answer**: Task View

7. In the web browser address bar, go to <https://www.digitallearn.org/>. Scroll to the bottom of the webpage.

8. Name one of the links under the Learn More section at the bottom of the page.

**Answer:**

* About DigitalLearn.org
* Our Funders
* Get DigitalLearn for Your Library
* Pricing & Features
* Privacy Policy | Terms
* See Our Work In Action

**After learners complete Activity 2:** “Great job, everyone! In the next section, you’ll learn how to use save and close.”

**Instructor Note:** Use slide to debrief the activity or as a guide for yourself if you are doing a demonstration. For each item, demonstrate the answer.

**Additional Details:** none

**Saving and Closing Files**

For the “Saving and Closing Files” section *you can use PowerPoint or a live demonstration for slides 78-23. Use PowerPoint for the remaining slides in this section, slides 93-94.*

*If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.*

**Slide Number & Title.** Slide 78: Saving and Closing Files: Saving a File

**On Slide Text:** Saving a File

**Notes Section**

**Talking Points:** In the last lesson, we learned how to open, minimize, move, and resize a window. In this lesson, we are going to learn how to save and close files.

Occasionally, while you are working on a file, or before you close it, you will want to save your work.

We are finished working in this Excel document, and we need to save our work before closing the file. This file has been saved before, and we want to keep the same file name and location of the file.

*[INSTRUCTOR NOTE: Press ENTER to highlight the Save icon.]*

To save the file, click the Save option, which is in the toolbar.

**Instructor Note:**none

**Additional Details:** If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.

**Slide Number & Title.** Slide 79: Saving and Closing Files: AutoSave

**On Slide Text:** AutoSave: Saves your file automatically every few seconds as you work.

**Notes Section**

**Talking Points:** Some applications, including Microsoft Excel and Microsoft Word, may save your file automatically every few seconds as you work. In this example, Autosave is turned off.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 80: Saving and Closing Files: AutoSave

**On Slide Text:** AutoSave

**Notes Section**

**Talking Points:** To turn on Autosave click the button next to Autosave to turn it on. The icon will turn from gray to green. ​When Autosave is turned on the application will save your file automatically.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 81: Saving and Closing Files: AutoSave

**On Slide Text:** AutoSave

**Notes Section**

**Talking Points:** The toolbar will show you the saved status of the document. This file has been saved.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 82: Saving and Closing Files: Saving a File for the First Time: File

**On Slide Text:** Saving a File for the First Time

**Notes Section**

**Talking Points:** What if this is the first time you’re saving the file? In that case, click File.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 83: Saving and Closing Files: Saving a File for the First Time: Save

**On Slide Text:** Saving a File for the First Time

**Notes Section**

**Talking Points:** Then select Save.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 84: Saving and Closing Files: Saving a File for the First Time: Save As

**On Slide Text:** Saving a File for the First Time

**Notes Section**

**Talking Points:** A “Save As” window will open. This allows you to select where the saved file will be located on your computer, and to enter a name for the file. ​

*[INSTRUCTOR NOTE: Press ENTER to highlight the Desktop option.]*  
Let’s save the file to the desktop.

*[INSTRUCTOR NOTE: Press ENTER to highlight Other locations.]*

You can also use the navigation pane on the left to choose a different location for your file. ​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 85: Saving and Closing Files: Saving a File for the First Time: Hint

**On Slide Text:** Saving a File for the First Time

**Notes Section**

**Talking Points:** Be sure to choose a location you can remember easily, such as on the desktop or in a clearly labeled folder. ​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 86: Saving and Closing Files: Saving a File for the First Time: Location

**On Slide Text:** Saving a File for the First Time

**Notes Section**

**Talking Points:** Enter a file name here, ​

*[INSTRUCTOR NOTE: Press ENTER twice to unhighlight the File Name and to highlight Save.]*

then click the Save button, and the file is saved to the desktop. ​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 87: Saving and Closing Files: Saving a File to a Different Location

**On Slide Text:** Saving a File to a Different Location

**Notes Section**

**Talking Points:** If you want to save the file to a different location on your computer, click on Save a Copy.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 88: Saving and Closing Files: Saving a File to a Different Location: Save

**On Slide Text:** Saving a File to a Different Location

**Notes Section**

**Talking Points:** A “Save As” window opens. This allows you to select where the saved file will be located on the computer.

*[INSTRUCTOR NOTE: Press ENTER to highlight This PC.]*

We want to save the file to a USB drive, also known as a flash drive, so click on This PC. ​

**Instructor Note:**If performing a live demonstration, make sure to insert a USB drive into the instructor's computer so the USB drive displays on the menu.

**Additional Details:** none

**Slide Number & Title.** Slide 89: Saving and Closing Files: Saving a File to a Different Location: Save

**On Slide Text:** Saving a File to a Different Location

**Notes Section**

**Talking Points:** The Save As folder opens. Because we want to save the file to the USB drive click on the USB icon on the left-hand menu.​

*[INSTRUCTOR NOTE: Press ENTER TWICE to unhighlight USB and highlight the Save.]*

Because we do not want to change the file name, we can click Save.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 90: Saving and Closing Files: Saving a File to a Different Location

**On Slide Text:** Saving a File to a Different Location

**Notes Section**

**Talking Points:** The file is now saved to the new folder.

If you use a public computer, there may be restrictions on where you can save files. Using a USB or flash drive is a common way to save your files when using a public computer.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 91: Saving and Closing Files: Closing a File

**On Slide Text:** Closing a File

**Notes Section**

**Talking Points:** Now that we have saved the file, we can close it. To do this, click the X in the title bar. Excel will automatically save the file before it closes.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 92: Saving and Closing Files: Closing a File

**On Slide Text:** Closing a File

**Notes Section**

**Talking Points:** The file is now closed.

Before we move to the next section, do you have any questions?

**Instructor Note:***Review and address items in the “parking lot”.*

**Additional Details:** For information about what the parking lot is, see the “Before the Workshop Begins” section of the Instructor Guide.

**Slide Number & Title.** Slide 93: Activity #3

**On Slide Text:** Activity #3

**Notes Section**

**Talking Points:** In this lesson, we learned how to Close and Save a file. Let’s practice what we learned.

**Instructor Note:** Point attendees to Activity 3 on Activity Sheet page 2. Review the topics in this section. Go to the desktop. Ask the learners to call out the answers to the questions on the next slide. If the learners have computers, encourage them to follow along on their computers. Encourage them to call out answers, and then confirm the correct answer to have them update their Activity Sheet.

**Slide Number & Title.** Slide 94: Activity #3—Saving a File.

**On Slide Text:** Activity #3: Saving a File

Use the computer desktop to complete the following tasks.

If you don’t have your own computer, follow along with the instructor.

1. Open Microsoft Word.   
2. Type “Hello World” in the document.   
3. Save the document to the Desktop. In the File name box, type “Hello” and click Save.   
4. Close the file.

**Notes Section**

**Talking Points:** Use the computer desktop to answer the following questions.

If you don’t have your own computer, follow along with the instructor.

1. Open Microsoft Word.   
2. Type “Hello World” in the document.   
3. Save the document to the Desktop. In the File name box, type “Hello” and click Save.   
4. Close the file.   
 **After learners complete Activity 3:** “Great job, everyone! In the next section you’ll learn how to delete files.”

**Instructor Note:** Use slide to debrief the activity or as a guide for yourself if you are doing a demonstration. For each item, demonstrate the answer.

**Additional Details:** none

**Deleting Files**

For the “Deleting Files” *you can use PowerPoint or a live demonstration for slides 97-110. Use PowerPoint for the remaining slides in this section, slides 95-96 and 110-111.*

*If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout.*

**Slide Number & Title.** Slide 95: Deleting Files: Recycle Bin

**On Slide Text:** Recycle Bin

**Notes Section**

**Talking Points:** In this lesson, we are going to learn how to delete a file you no longer want to keep within the Windows 11 operating system. ​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 96: Deleting Files (continued): Why Delete Files Permanently

**On Slide Text:** Why Delete Files Permanently

* To make sure you do not run out of storage space.
* Help your computer run faster and more efficiently.
* Protect personal information. ​
* Help you find files more quickly by eliminating clutter. ​

**Notes Section**

**Talking Points:** There are several reasons why you might want to delete files permanently from your computer.

*[INSTRUCTOR NOTE*: Press ENTER to display first bullet point.]

One reason is to make sure you do not run out of storage space on your computer. Even if the file is in the recycle bin, it still takes up storage space.

*[INSTRUCTOR NOTE: Press ENTER to display second bullet point.]*

Deleting unneeded files can help your computer run faster and more efficiently.

*[INSTRUCTOR NOTE: Press ENTER to display third bullet point.]*

It can help you protect personal information. For instance, if you are working on a file that includes private information and you do not want anyone else to see it, it is recommended that you delete the file when you are done so that someone else cannot access your personal information later.

*[INSTRUCTOR NOTE:* Press ENTER to display last bullet point.]

And finally, it can help you find files more quickly by eliminating clutter. ​

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 97: Deleting Files (continued): Delete

**On Slide Text:** **Drag File to the Recycle Bin**

**Notes Section**

**Talking Points:** To delete files, you will use the Recycle Bin, which is located on the desktop.

There are files in Celine’s folder that we want to delete. How do we open the folder?

*[INSTRUCTOR NOTE: Ask the learners to call out the answer. Then demonstrate the step.]*

That’s right! You double-click the folder.

**Instructor Note:**none

**Additional Details:** If you choose to do a live demonstration instead of PowerPoint, remind the learners that the terms mentioned in this section can also be found in the Learner Handout*.*

**Slide Number & Title.** Slide 98: Deleting Files (continued)

**On Slide Text:** Drag File to the Recycle Bin

**Notes Section**

**Talking Points:** Celine’s folder is now open.

To delete a file, move your cursor to the file you want to delete. In this example, we’re deleting the “To Do List End of the Year Party” document. Click and hold down the left mouse button to select the file. Then drag it to the Recycle Bin on the desktop.

**Instructor Note:**none

**Additional Details:** Answer is demonstrated on the next slide.

**Slide Number & Title.** Slide 99: Deleting Files (continued): Use the Delete Key on the Keyboard

**On Slide Text:** Use the Delete Key on the Keyboard

**Notes Section**

**Talking Points:** You can also delete a file by clicking once to select it. In this example, we’re deleting the library picture.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 100: Deleting Files (continued): Use the Delete Key on the Keyboard

**On Slide Text:** Use the Delete Key on the Keyboard

**Notes Section**

**Talking Points:** You can then tap the Delete key on your keyboard. The Delete key may be in a different location, depending on your keyboard.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 101: Deleting Files (continued)

**On Slide Text:**

**Notes Section**

**Talking Points:** Now that the library picture and the To Do List file have both been deleted, they no longer display in Celine’s folder.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 102: Deleting Files (continued): Recycle Bin

**On Slide Text:** Recycle Bin

**Notes Section**

**Talking Points:** The files are inside the Recycle Bin. The Recycle Bin is a temporary holding place for deleted files.

Just like a recycle bin in your home, the contents stay in the bin until you empty it and take it out.

*[INSTRUCTOR NOTE:* Press ENTER to highlight the notice.]

If you move a file to the Recycle Bin and later realize you want to keep the file, you can still get the file back—as long as nobody has emptied the Recycle Bin. To open the Recycle Bin, double-click the icon.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 103: Deleting Files (continued): Recycle Bin Folder

**On Slide Text:** Recycle Bin Folder

**Notes Section**

**Talking Points:** The Recycle Bin folder will open and a list of the files in the folder will appear.

[*INSTRUCTOR NOTE: Press ENTER to highlight the Word document.]*To keep a file after placing it in the Recycle Bin, left-click on the file and hold the mouse button down while dragging the file to the desktop or other location where you want to keep it.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 104: Deleting Files (continued)

**On Slide Text:**

**Notes Section**

**Talking Points:** In this example, the file was saved to the desktop.

*[INSTRUCTOR NOTE: Press ENTER to highlight moving the Word document to the Recycle Bin.]*

Let’s place the To Do List back in the Recycle Bin. When you are certain that you are done with everything in the Recycle Bin, you can empty it to permanently delete those files.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 105: Deleting Files (continued)

**On Slide Text:** Empty Recycle Bin

**Notes Section**

**Talking Points:** One way to empty the Recycle Bin is to move your cursor over the Recycle Bin icon and then right-click on your mouse.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 106: Deleting Files (continued): Right Click to Empty Recycle Bin

**On Slide Text:** Right Click to Empty Recycle Bin

**Notes Section**

**Talking Points:** In the menu that appears, click on “Empty Recycle Bin.”

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 107: Deleting Files (continued): Use the Folder Menu to Empty the Recycle Bin

**On Slide Text:** Use the Folder Menu to Empty the Recycle Bin

**Notes Section**

**Talking Points:** You can also empty the Recycle Bin from the Recycle Bin folder.

*[INSTRUCTOR NOTE: Press ENTER to highlight the Empty Recycle Bin.]*

To do this, click on the Empty Recycle Bin icon.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 108: Deleting Files (continued): Confirm

**On Slide Text:**

**Notes Section**

**Talking Points:** You will be asked to confirm that you want to delete the file. If you do want to delete the files, click Yes.

Remember that once you click Yes, you cannot retrieve the files!

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 109: Deleting Files (continued): Recycle Bin Empty

**On Slide Text:** Recycle Bin Empty

**Notes Section**

**Talking Points:** The Recycle Bin is now empty.

Before we move to the next section, do you have any questions?

**Instructor Note:***Review and address items in the “parking lot”.*

**Additional Details:** For information about what the parking lot is, see the “Before the Workshop Begins” section of the Instructor Guide.

**Slide Number & Title.** Slide 110: Activity #4.

**On Slide Text:**Activity #4

**Notes Section**

**Talking Points:** In this lesson, we learned how to delete files. Let’s practice what we learned.

**Instructor Notes:** Point attendees to Activity 4 on Activity Sheet page 2. Review the topics in this section. Go to the desktop. Ask the learners to call out the answers to the questions on the next slide. If the learners have computers, encourage them to follow along on their computers. Encourage them to call out answers, and then confirm the correct answer to have them update their Activity Sheet.

**Additional Details:** none

**Slide Number & Title.** Slide 111: Activity #4—Deleting Files.

**On Slide Text:** Activity 4: Deleting Files

Use the computer desktop to complete the following tasks. If you don’t have your own computer, follow along with the instructor.

1. Move the file named Hello.docx on the desktop to the Recycle Bin.
2. Empty the Recycle Bin using one of the two methods you learned today.

**Notes Section**

**Talking Points:**

1. Move the file named Hello.docx on the desktop to the Recycle Bin.
2. Empty the Recycle Bin using one of the two methods you learned today. **Answer:** Right-click on the Recycle Bin or open the Recycle Bin and click on Empty Recycle Bin.

**Instructor Note:**Use the slide to debrief the activity or as a guide for yourself if you’re doing a demonstration. For each item, demonstrate the answer.

**Additional Details:** **After learners complete Activity 4:** “Great job, everyone! In the next section you’ll learn tips for using a PC.”

**Slide Number & Title.** Slide 112:Tips for Using a PC.

**On Slide Text:**

* The desktop and taskbar are useful tools to access common applications and documents.
* Task View allows you to see all the open windows at one time.
* Folders help you organize files.
* The search box allows you to quickly locate folders and documents.
* You can restore documents from the Recycle Bin, but only if nobody has emptied it.

**Notes Section**

**Talking Points:** Remember:

* The desktop and taskbar are useful tools to access common applications and documents.
* Task View allows you to see all the open windows at one time.
* Folders help you organize files.
* The search box allows you to quickly locate folders and documents.
* You can restore documents from the Recycle Bin, but only if nobody has emptied it.

Before we move to the next section, do you have any questions?

**Instructor Note:**Review and address items in the “parking lot”.

**Additional Details:** For information about what the parking lot is, see the “Before the Workshop Begins” section of the Instructor Guide.

**Slide Number & Title.** Slide 113Activity #5.

**On Slide Text:** Activity #5. Open Using a PC Practice Module

**Notes Section**

**Talking Points:** We’ve learned to open applications and files, work within Windows, and save and delete files. Let’s review what we learned.

**Instructor Note:**You can either:

* + Launch the Practice section online by clicking on the link “[Open Using a PC Practice Module](https://att.digitallearn.org/courses/using-a-pc-windows-11-39b1e6fc-460c-44e9-a4eb-bd751af96905)” on the slide  
    OR ask learners if they would prefer a demo to walk through these instructions, which are also listed on the Learner Activity Sheet (pages 2 and 3).
  + In the address bar of the web browser, enter [*www.digitallearn.org*](http://www.digitallearn.org/)*.* > Click on “Using a PC (Windows 11)” > Click on “Practice Lesson”
  + Use the next five slides to review what students have learned in this section.

Learners should follow along as you go through each question. Engage them by asking them to call out answers. Then confirm the correct answer.

**Additional Details:** none

**Slide Number & Title.** Slide 114: Activity #5—Opening an Application.

**On Slide Text:** If you want to open an application on the desktop, what do you need to do?

* Double-click the icon on the desktop
* Single-click the icon on the desktop
* Drag the icon to the trash

**Notes Section**

**Talking Points:** If you want to open an application on the desktop, what do you need to do?

**Answer:** Double-click the icon on the desktop to open the application.

**Instructor Note:**none

**Additional Details:** none

**Slide Number & Title.** Slide 115: Activity #5—Minimizing a Window.

**On Slide Text:** If you want to minimize the window currently open on your screen, what icon would you click?

**Notes Section**

**Talking Points:** If you want to minimize the window currently open on your screen, what icon would you click?

**Answer:** It’s the icon that looks like a line at the top-right side of the window.

**Instructor Note:**Point out the icon.

**Additional Details:** none

**Slide Number & Title.** Slide 116: Activity #5—Closing a Window.

**On Slide Text:** If you want to close the window, what icon would you click?

**Notes Section**

**Talking Points:** If you want to close the window, what icon would you click?

**Answer:** It’s the icon that looks like an X at the top-right side of the window.

**Instructor Note:**Point out the icon.

**Additional Details:** none

**Slide Number & Title.** Slide 117: Activity #5—Saving a Document.

**On Slide Text:** If you want to save a document, what icon would you click?

**Notes Section**

**Talking Points:** If you want to save a document, what icon would you click?

**Answer:** You can click the File menu or click the Save icon.

**Instructor Note:**Point out the **File menu and the Save icon.**

**Additional Details:** none

**Slide Number & Title.** Slide 118: Activity #5—Retrieving a Deleted File.

**On Slide Text:** If you accidentally deleted a file, where can you find and retrieve it?

**Notes Section**

**Talking Points:** If you accidentally deleted a file, where can you find and retrieve it?

**Answer:** You would click the Recycle Bin icon.

**Instructor Note:**Point out the icon the Recycle Bin icon.

**Additional Details:** none

**Slide Number & Title**. Slide 119 Congratulations, Learners!

**On Slide Text:** Congratulations, learners! Today you have learned:

* What an operating system is
* The skills you need to use the Windows 11 operating system, including:
  + Finding and navigating the desktop
  + Finding and organizing files and folders
  + Managing application windows
  + Saving and closing files
  + Deleting files
* Tips for using Windows 11

**Talking Points:** Congratulations, learners! Today you have learned:

* What is an operating system
* The skills you need to use the Windows 11 operating system, including:
  + Finding and navigating the desktop
  + Finding and organizing files and folders
  + Managing the windows of an application
  + Saving and closing files
  + Deleting files
* Tips for using Windows 11

Are there any other questions before today’s workshop ends?

**Instructor Note***: Review and address items in the “parking lot”.*

**Instructor Note:**Provide each learner with a Certificate of Completion.

**Additional Details:** For information about what the parking lot is, see the “Before the Workshop Begins” section of the Instructor Guide.

**Slide Number & Title**. Slide 120 Additional Training Online

**On Slide Text:** Today’s training is provided by AT&T and the Public Library Association.  
  
Visit <insert libraries URL here> and [https://www.digitallearn.org](https://www.digitallearn.org/) for more courses and to build confidence using technology.

**Talking Points:**

**Instructor Note***: Close out the session by following these steps:*

* *(If applicable): Mention future PLA digital learning workshops planned for the location and/or community.*
* *Ask if there are any other final questions and answer any outstanding ones that may have been missed in the parking lot sections.*
* *End by reading the course acknowledgment: “This course was made possible with support from AT&T and the Public Library Association. We appreciate all our participants for coming and we encourage you to keep learning!”*

**Additional Details:**Before theworkshop begins, insert your library’s URL on the PowerPoint slide. Identify future workshops learners may want to attend and mention those classes as you wrap up the workshop.

**Slide Number & Title**. Slide 121 Thank You!

**On Slide Text:** Thank you for coming!

**Talking Points:** We appreciate all our participants for coming and we encourage you to keep learning!

**Instructor Note***: (If applicable):* Please fill out the survey before you leave today.

**Additional Details:** none