

Template for sharing of ideas, activities, and materials between European teachers



EDUCATION  
OUT OF THE BOX

<b>Title</b>	Computer CTRL Shortcuts
<b>Learners' age</b>	<b>From 5</b>
<b>Approximate duration</b>	<b>30 min</b>

<b>Subject</b> (please check X)				
<input type="checkbox"/> mother language	<input type="checkbox"/> art and culture	<input type="checkbox"/> mathematics	<input type="checkbox"/> sciences	<input checked="" type="checkbox"/> technology
<input type="checkbox"/> philosophy/religions	<input type="checkbox"/> history	<input type="checkbox"/> geography	<input type="checkbox"/> music	<input type="checkbox"/> physical education
<input type="checkbox"/> ICT :	<input type="checkbox"/> other : literacy			

<b>Learning objectives</b>	<b>Computer skills</b> <b>Efficiency of computer use</b>
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<b>21<sup>st</sup> century skills that activity will improve</b>	
<b>Life competence</b>	<b>Digital competence</b>
<input type="checkbox"/> Personal self-regulation flexibility wellbeing	<input type="checkbox"/> Information and media literacy understand the content in digital environment create and adapt a search access to digital information and navigate between them
<input type="checkbox"/> Social empathy communication collaboration	<input type="checkbox"/> Communication and collaborative learning interact through a variety of digital technologies be aware of behavioural norms share digital content with others protect one's own reputation
<input type="checkbox"/> Learning to learn growth mindset critical thinking managing learning	<input checked="" type="checkbox"/> Digital content use and creation use digital technologies to visualize and understand concepts create, modify or edit digital content in different formats plan and develop a sequence of understandable instructions (code)
<input type="checkbox"/> Creativity curiosity open-Mindedness imagination problem solving	<input type="checkbox"/> Responsible use protect devices and understand risks and threats understand safety and security measures

<b>What would you like to share?</b>		
<input checked="" type="checkbox"/> classroom activity	<input type="checkbox"/> online activity	<input type="checkbox"/> outdoor activity
<input checked="" type="checkbox"/> in-school activity <input type="checkbox"/> teacher guidance <input type="checkbox"/> autonomous	<input type="checkbox"/> at home activity <input type="checkbox"/> parental guidance <input type="checkbox"/> autonomous	
<input type="checkbox"/> video	<input type="checkbox"/> information document	
<input type="checkbox"/> digital game for children	<input type="checkbox"/> powerpoint presentation	
other :		

<b>Resources required</b>	
Human	yes

Material	Every child will need a computer. So either make it a classroom activity if the schools is equipped or do it as a home task. The aim is to use the computer more efficiently for those children in the future. Give children a paper where you have all the shortcuts you want them to learn.
Digital	yes

**If you are sharing an activity, please also complete the following:**

<b>Description/instructions of the activity/activities</b>
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*Please describe here the activity/activities you want to share, in as much detail as possible.*

Start small and ask the children to learn 5 shortcuts. He needs to memorize it. You can do that for 20 shortcuts if the child gets better at it.

<b>Evaluation of the activity/activities</b>
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*If an activity evaluation is planned in your process, please add it here. This evaluation can relate to the achievements of the activity or the experience of the activity.*

The evaluation will consist in asking children how to copy paste a text for example, the children will be evaluated about all the shortcuts they learned in class.

Ctrl   A   Select all	Ctrl   R   Refresh
Ctrl   B   Bold	Ctrl   T   New tab
Ctrl   C   Copy	Ctrl   U   Underline
Ctrl   F   Find	Ctrl   V   Paste
Ctrl   I   Italicize	Ctrl   W   Close tab
Ctrl   K   Create a link	Ctrl   X   Cut (to paste)
Ctrl   L   Omnibox text	Ctrl   Z   Undo
Ctrl   N   New window	Ctrl   1-9   Go to a tab
Ctrl   🔍   Caps lock	Ctrl   0   Reset zoom
Ctrl   +   Zoom in	Ctrl   -   Zoom out
Ctrl   🖥️   Screenshot	Ctrl   Shift   🖥️   Screenshot (partial screen)

