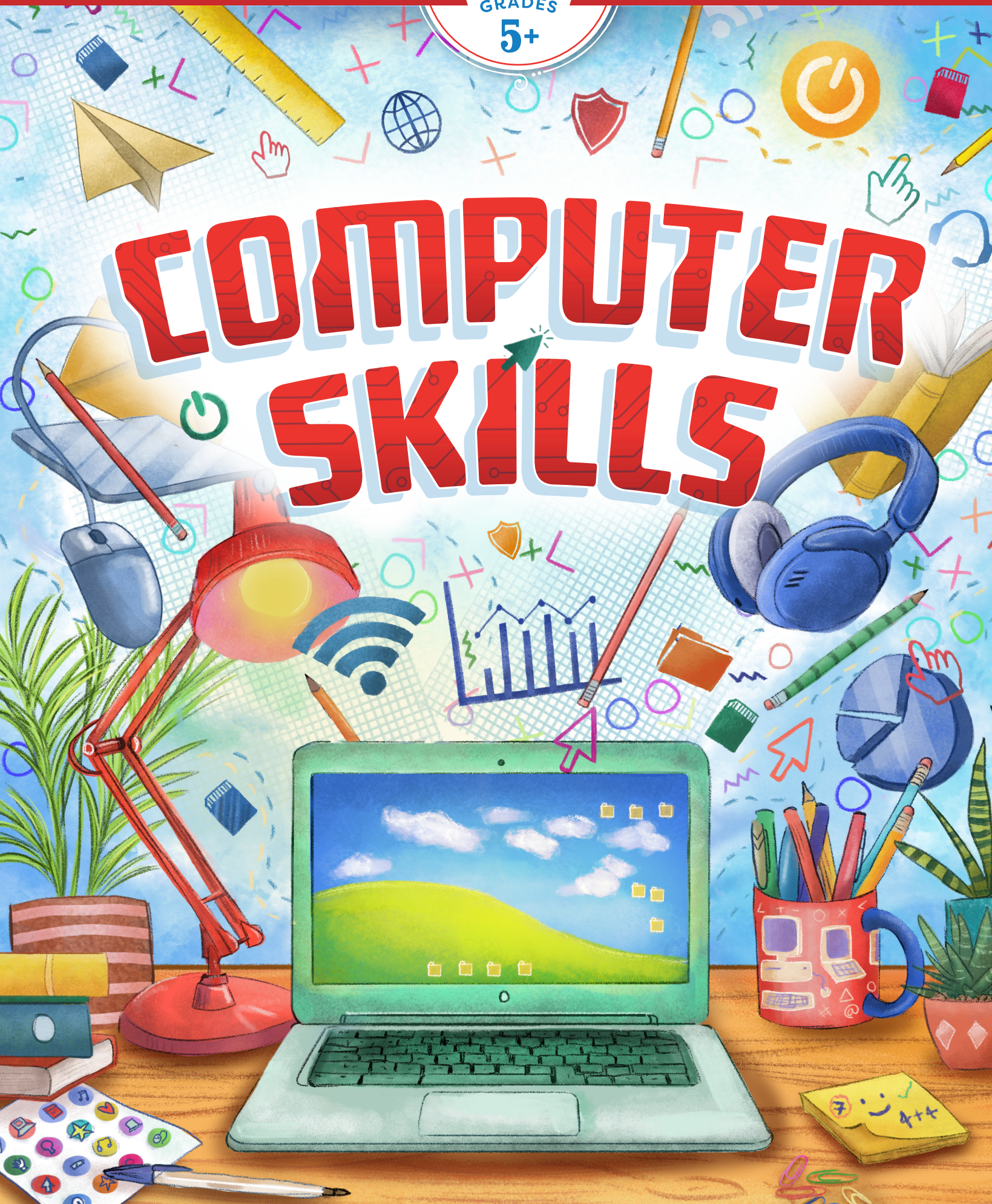


GRADES

5+

COMPUTER SKILLS



A **ABOUT THIS COURSE**

Computer Skills is a 13-lesson course created to help students build practical real-world technology skills. Students do not need prior computer experience and will build their skills from the ground up using easy step-by-step instructions.

This hands-on course is designed to be completed by students independently, though parents or guardians can choose to be as involved in the lessons as they would like to be. Students are encouraged to seek parental guidance when needed, specifically in Lesson 10 on internet safety, which guides students to discuss household technology expectations and create a personalized online safety plan together with their parents/guardians.

NEEDED TO COMPLETE COURSE

- All lessons require computer access, so students should have their device ready when beginning a lesson.
- A free Google account is needed to access Google Docs, Sheets, Slides, and Drive. While other programs may have similar features, students will find it easier to complete the activities and follow instructions if they are using the Google programs.
- An internet connection is necessary for most lessons to access Google-based tools and online activities. In addition, students will explore internet basics using carefully selected websites and purpose-driven activities that promote thoughtful and responsible online navigation.
- Most lessons require colored pencils.

COMPLETING A LESSON

Simply open the coursebook to the lesson and begin reading. When you get to an activity, read and follow the instructions to complete it. Lessons should be completed in order, as several build on each other.

ADDITIONAL INFO

- Throughout the course you will see comics with speech bubbles. Light blue bubbles represent Marco, dark blue bubbles represent Arlo, yellow bubbles represent Sofia, and white bubbles are used for all other characters.
- This course was created using the following operating systems:
 - Windows 11 25H2
 - MacOS 26 Tahoe
 - ChromeOS 143.07499.196
- In Lesson 5 students learn about the keyboard, but they aren't learning any typing skills.

SUPPLY LIST

LESSON 1

- Colored pencils

LESSON 2

- Timer
- Sheet of paper that can't be easily seen through

LESSON 3

- Colored pencils

LESSON 4

- Colored pencils

LESSON 5

- Timer
- Scissors
- Colored pencils

LESSON 6

- Digital image of something you love

LESSON 7

- None

LESSON 8

- Colored pencils

LESSON 9

- Colored pencils

LESSON 10

- Colored pencils

LESSON 11

- Colored pencils or highlighters

LESSON 12

- Colored pencils

LESSON 13

- None



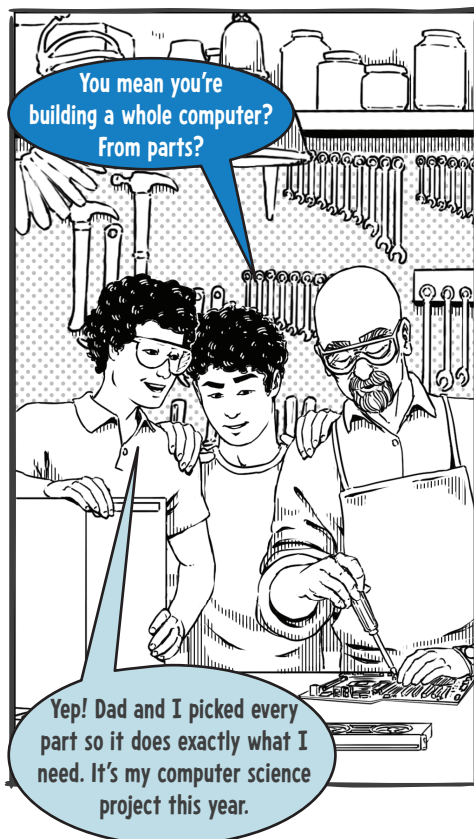
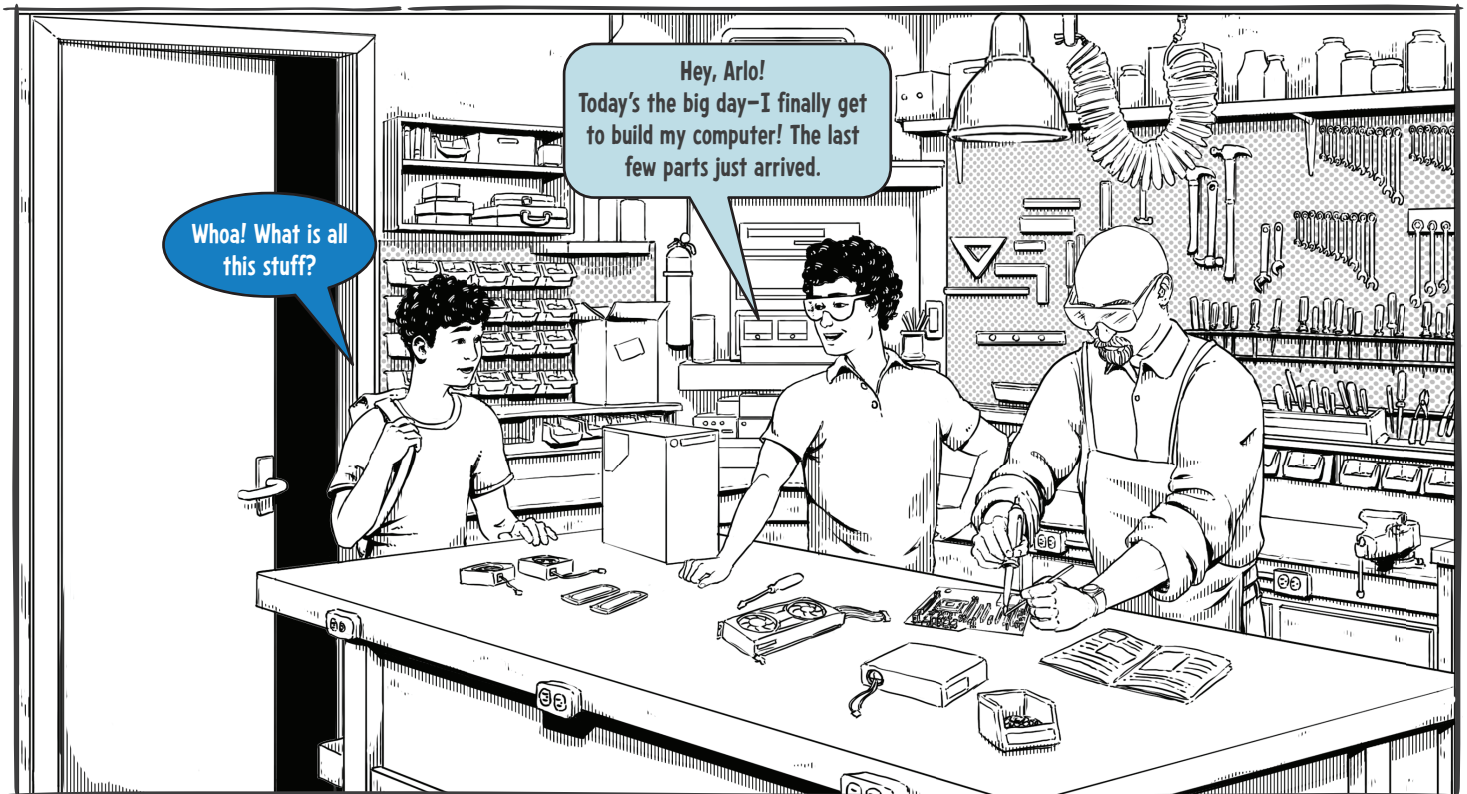
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LESSON 1: THE COMPUTER

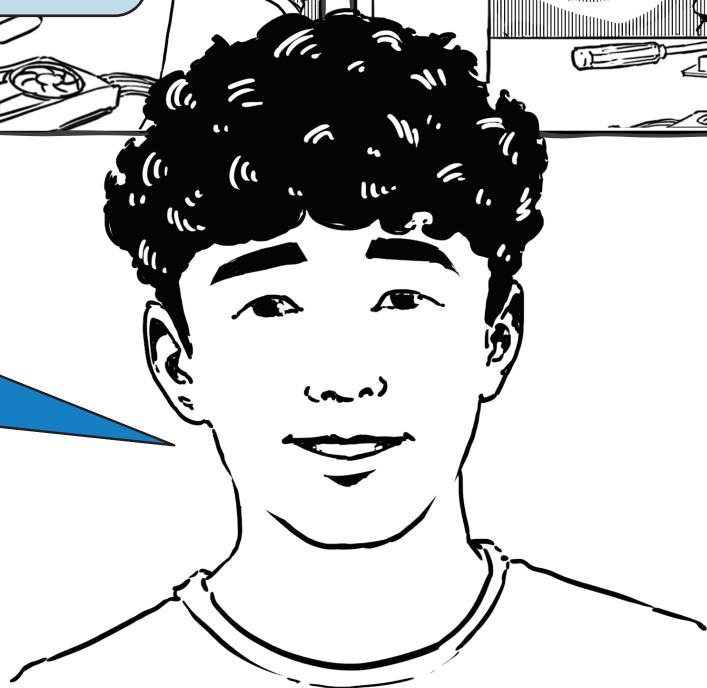
SUPPLY LIST

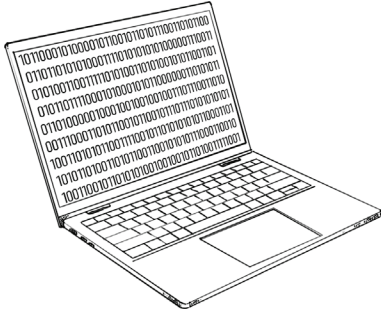
- ☐ Colored pencils





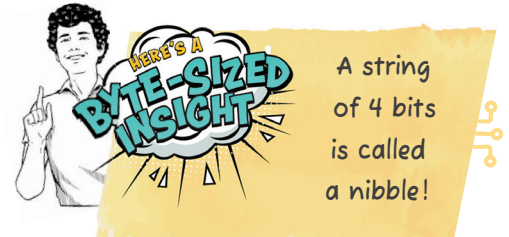
And that's how it all started—my quest to learn everything I can about computers, with help from my awesome siblings. It's a team project now, and you're part of it, so let's get started!





Like Arlo, you probably know what a computer is, but how much do you know about how it works? A computer processes, or **computes**, information, or **data**, such as images, words, sounds, and video clips. All this data is stored in the computer as a pattern of zeros and ones, called a **binary** [BY-nare-ee] **code**. These numbers are processed at an extremely high speed and turned into usable data using electronic signals. A “0” will turn off the electrical signal, while a “1” will turn the electrical signal on. When you press the letter “A” on your keyboard, the computer doesn’t see “A,” it sees “01000001.”

Each of these 0s and 1s is called a **bit**, which is short for **binary digit**. When you put 8 bits together, you get what’s called a **byte**, which represents a single character, such as a letter, a number, or a punctuation mark.



CRACK THE CODE



Take a look at the chart below. This is the binary code for the uppercase letters of the alphabet. Uppercase letters start with 010, and lowercase letters start with 011. Using the binary code alphabet chart provided, solve the riddles below.

LETTERS OF THE ALPHABET IN BINARY CODE			
A	01000001	N	01001110
B	01000010	O	01001111
C	01000011	P	01010000
D	01000100	Q	01010001
E	01000101	R	01010010
F	01000110	S	01010011
G	01000111	T	01010100
H	01001000	U	01010101
I	01001001	V	01010110
J	01001010	W	01010111
K	01001011	X	01011000
L	01001100	Y	01011001
M	01001101	Z	01011010

What did the computer do at lunchtime?

☐ ☐
 01001001 01010100
☐ ☐ ☐
 01001000 01000001 01000100
☐
 01000001
☐ ☐ ☐ ☐
 01000010 01011001 01010100 01000101

What did the computer eat on the moon?

☐ ☐ ☐ ☐ ☐
 01010011 01010000 01000001 01000011 01000101
☐ ☐ ☐ ☐
 01000010 01000001 01010010 01010011

WHERE IT ALL BEGAN

It probably took longer than you thought to translate the codes in the activity. Imagine if you had to complete all your schoolwork using binary codes. Today, computers process these codes so quickly that we see results almost instantly, but that wasn't always the case. Since ancient times, people have searched for clever ways to make work easier, especially when it comes to calculating numbers. Brilliant mathematicians and creative engineers have built some pretty incredible calculating machines that have made modern computers possible.

THE ABACUS



In ancient times merchants needed to track their inventory and calculate payments, so the abacus [AB-uh-kus], a wooden frame with sliding beads, was created. It became the first calculating tool, allowing people to add and subtract by sliding beads up and down the rods.



Fast-forward to 17th-century France, where a brilliant young teenager named Blaise Pascal invented the Pascaline [pas-kuh-LEEN] calculator to help his father, who was a tax collector. The machine used gears and dials to do math for its users.

Then, in the 1940s, there came the biggest inventions in computer history: the Harvard Mark I and the ENIAC. These programmable calculators used electricity, and they were *huge*. Weighing in at nearly five tons, the Harvard Mark I used 805 km (500 mi) of wire, which is almost enough to stretch along the length of the Grand Canyon—twice! The ENIAC weighed a whopping 30 tons and consumed so much electricity that some say it caused the lights in the building to go dim.

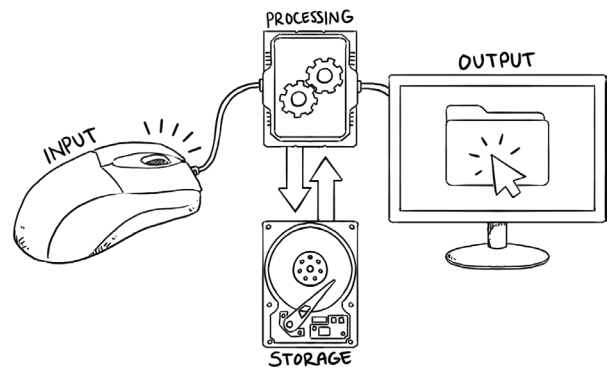
Before machines like the Harvard Mark I and the ENIAC, the word “computer” referred to the actual people who did math by hand. Now, when we say “computer,” we mean high-tech devices that can do millions of high-speed calculations.

THE INFORMATION PROCESSING CYCLE



INFORMATION PROCESSING CYCLE

What Arlo just learned about is called the **information processing cycle**. Think back to solving the binary code riddles earlier in the lesson. You had to read the instructions, figure out how to turn the numbers into a letter, store that information, and write out each letter. Your computer runs through the same cycle every time you press a key on the keyboard or click your mouse. It took you some time to complete the cycle for each riddle, but your computer does this so quickly that you get an immediate result.



INPUT

When you click your mouse or type on your keyboard, you're inputting information to your computer. This information is translated into binary codes that the computer can understand.

PROCESSING

Once information enters your computer, the processor works quickly to calculate what the information is and what the computer needs to do next. It follows specific instructions, or programs, to know exactly how to handle each piece of information.

STORAGE

This step works with the processing step. Sometimes the computer needs to save new information to use later, and other times it needs to retrieve information saved on the computer to use again.

OUTPUT

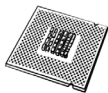
After processing information, your computer delivers results through an output device. Images and text on your monitor, sound coming through your speakers, and a printed document from a printer are all examples of output.



FILL IN THE BLANK

A good example of the information processing cycle at work is playing a computer game.

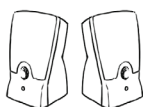
Label each section with the correct step from the information processing cycle.



: The computer uses the provided information to determine how and where to move the character.



: You press buttons on the keyboard, letting the computer know you want your character to run or jump.



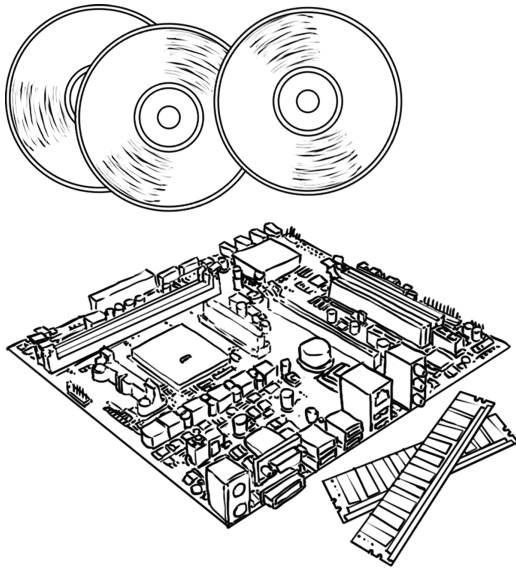
: The graphics on your screen show your character running or jumping, and sound effects are played through your speakers.



: While the computer is determining where to move the character, the storage system tracks your position in the game, your score, and any collected items, and it saves your progress.

HARDWARE & SOFTWARE

Now that you understand how the information processing cycle works, let's explore the parts of a computer that make these processes happen. All the different parts of a computer fall into two main categories: hardware and software. **Hardware** is what

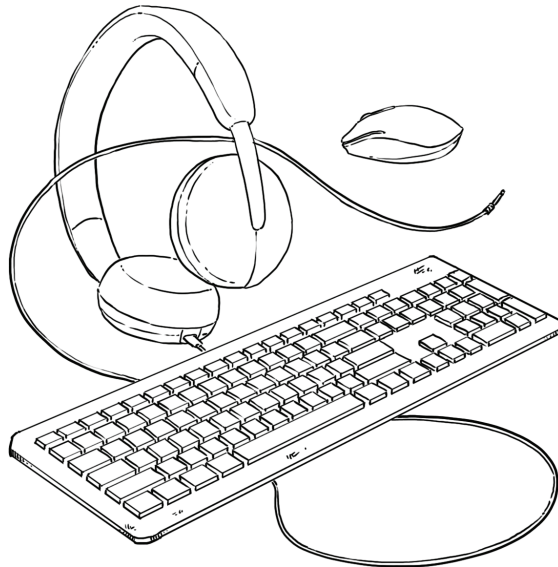


we call all the physical parts of the computer that you can touch, like the screen, the keyboard, and all the components inside.

Software includes all the programs, apps, and digital instructions that you can't see or touch. They are digital components that tell the hardware what to do and how to do it.

Using the input and output parts of the information processing cycle, we can divide computer hardware into two categories: input devices and output devices. **Input devices** are pieces of hardware used during the input process. These devices, like a mouse or keyboard, help you communicate with your computer.

Output devices are hardware components that communicate back to you, letting you know what the computer is doing. A monitor and speakers are examples of output devices.



Some hardware can come built right into your computer. My new laptop has the speakers, keyboard, and monitor built in. Not having extra parts will make it easier for me to take my computer to class.



The computer I'm building won't have those things built in. My speakers and monitor will connect to my computer using cords or cables. My keyboard is wireless and is connected using a wireless signal called Bluetooth.



ACTIVITY

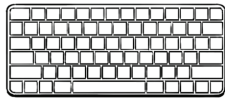
INPUT OR OUTPUT?



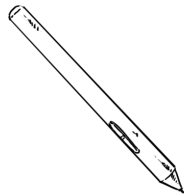
In this activity you'll see pictures and descriptions of different computer devices.

After reading the descriptions, decide whether each device is an input device or an output device. Think about whether the device helps you send information to the computer (input) or helps the computer send information to you (output).

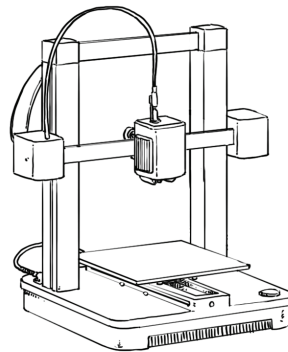
Circle input devices in green and output devices in blue.



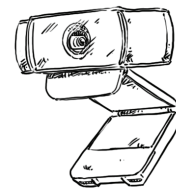
Keyboard: Allows the user to type information into the computer



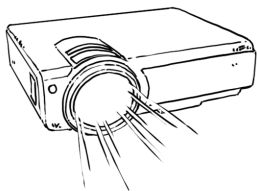
Digital Stylus: Allows the user to draw or write directly on a screen



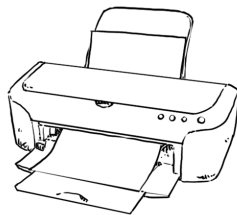
3D Printer: Prints real 3D objects from digital designs



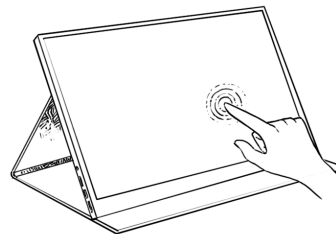
Webcam: Captures live video or pictures for the computer



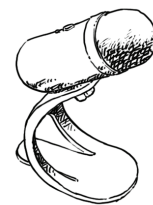
Projector: Displays images or videos onto a wall or screen



Printer: Makes paper copies of what's on the computer



Touch Screen: Lets the user control the computer by touching the screen



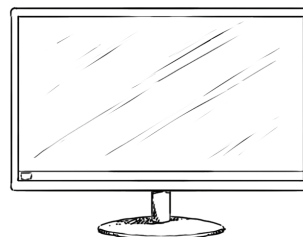
Microphone: Lets the user record sound or talk into the computer



Headphones: Lets the wearer listen to sounds from the computer



Speaker: Plays sounds from the computer



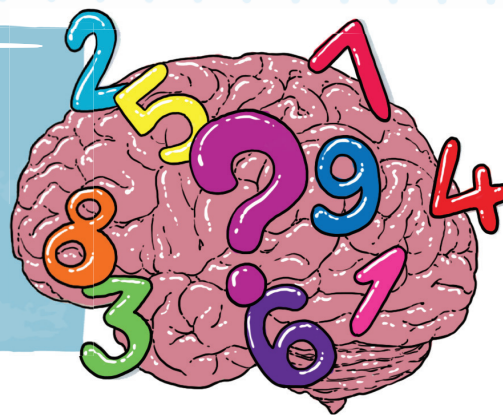
Monitor: Displays pictures, text, and video from the computer



Mouse: Moves the pointer to select things on the computer screen



Your brain processes information in amazing ways. When a friend tells you their phone number and you remember it just long enough to type it into the phone, you are using **short-term memory**. You can process that information quickly, but it disappears almost as fast. Today, you're going to test your short-term memory by playing a memory game like Arlo.

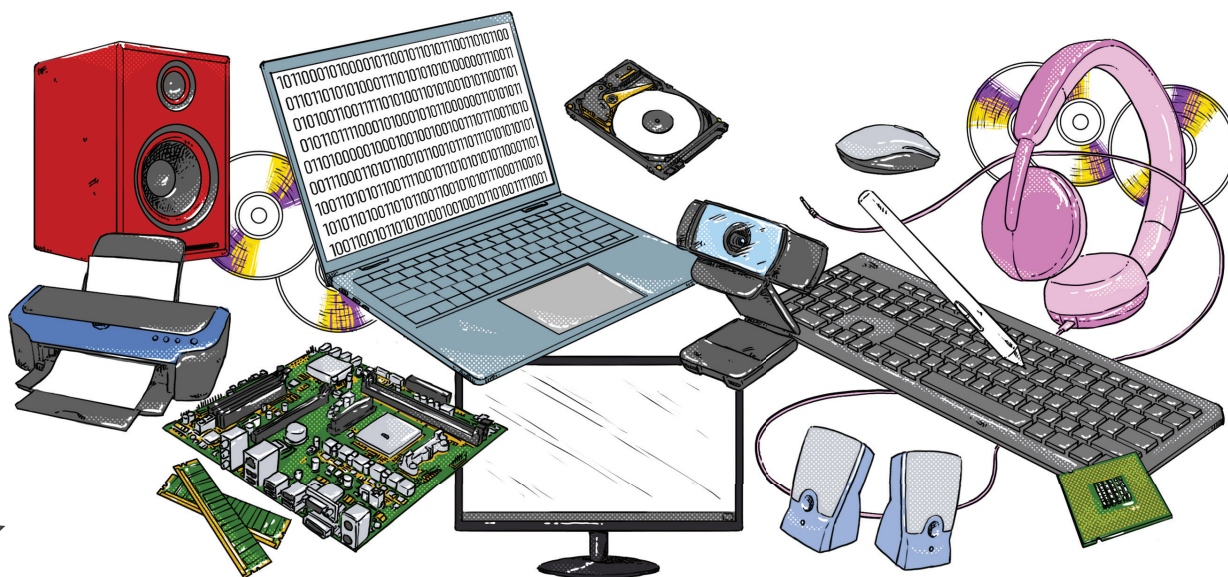


ACTIVITY

RECALL CHALLENGE



In this activity you'll be testing your brain's short-term memory. The illustration below is filled with many small details. To make this a true memory test, make sure to cover the questions below the illustration with your sheet of paper to avoid reading them ahead of time. No peeking! Set a timer for one minute and study the illustration carefully, doing your best to notice the small details: colors, objects, and other elements that may stand out to you. After the timer ends, use the sheet of paper to cover the illustration and answer the questions below.



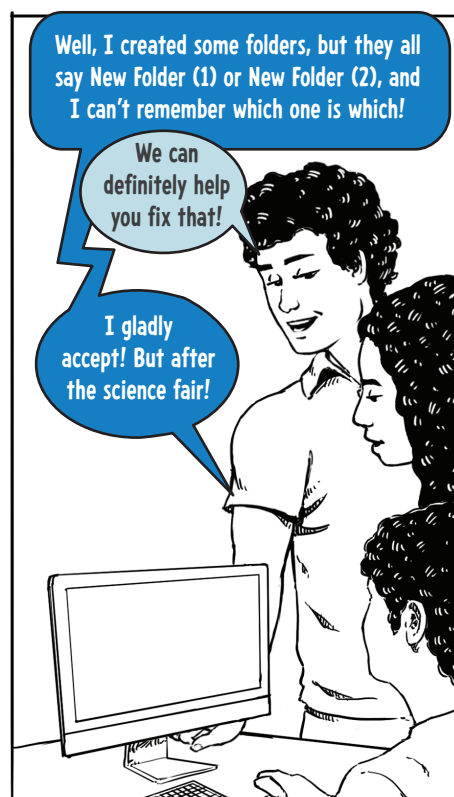
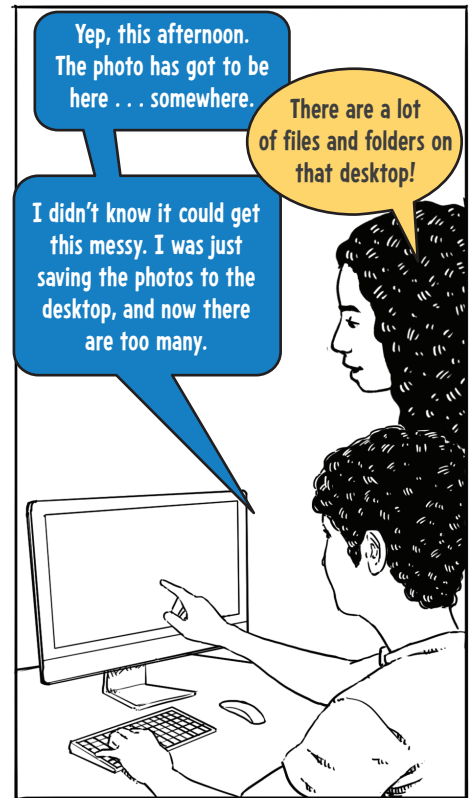
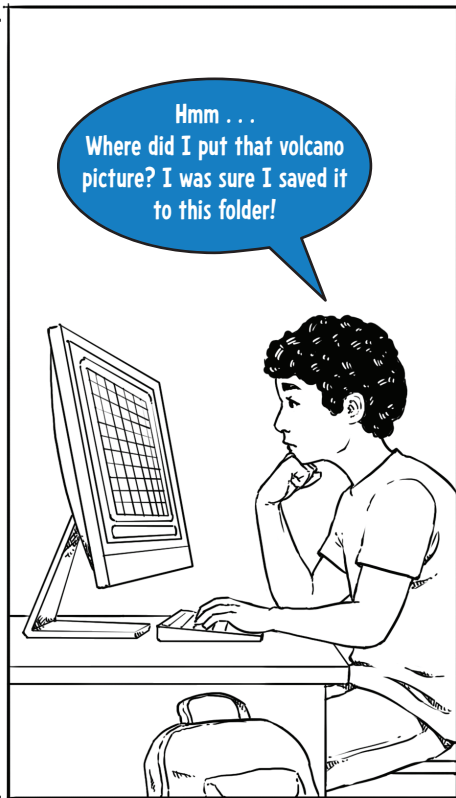
1. How many CDs are in the image?
2. What color is the large speaker?
3. What is shown on the laptop screen?
4. What color are the headphones?

By testing your memory in this activity, you've seen how your brain holds on to some details for only a short amount of time. The computer memory called RAM works the same way.

LESSON 4: FILE MANAGEMENT

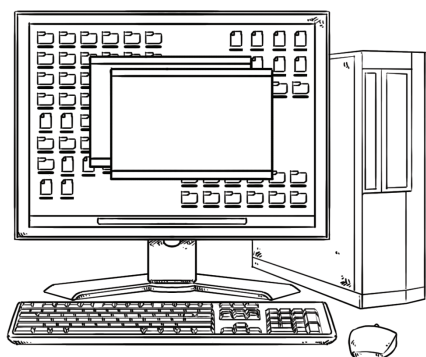
SUPPLY LIST

- ☐ Colored pencils





Imagine what your bedroom might look like if everything were tossed on the floor—socks, books, papers, snacks . . . It would be hard to find anything. Computers can get just as messy if you save files to your computer without having a place to put them, making it almost impossible to find them again. Just ask Arlo!



Every computer has a **file management system** to help you organize, name, and sort your files so you can find them when you need them. If you're using a Windows computer, this tool is called **File Explorer**; on a Mac it's called **Finder**; and if you have a Chromebook, it's called **Files**.



ACTIVITY

OPEN YOUR FILE MANAGEMENT SYSTEM



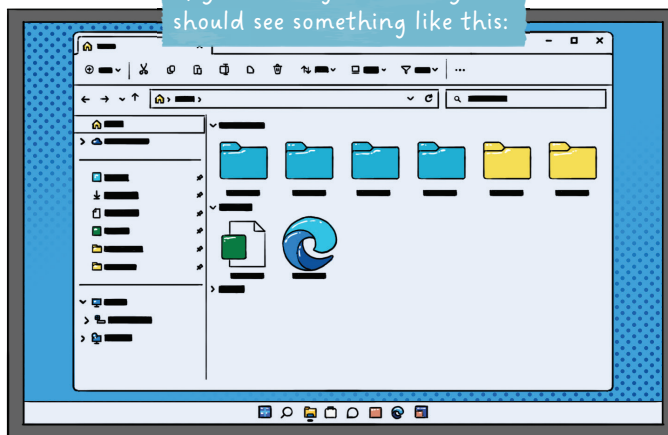
In the last lesson, you found the file management system for your computer.

You'll be learning more about it in today's lesson.

Get ready by opening it on your computer.

Which file management system are you using?

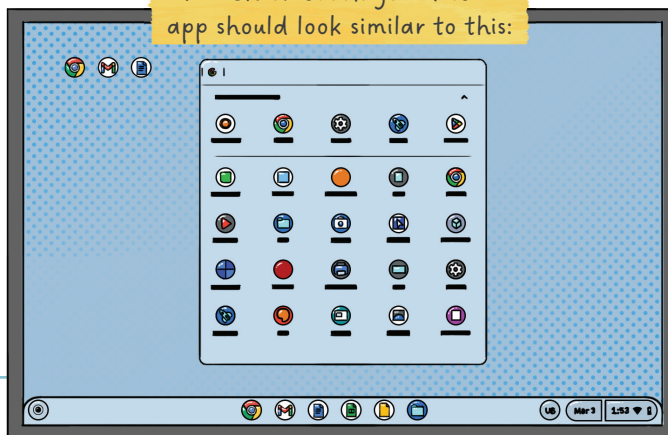
If you're using Windows, you should see something like this:



Your screen will look similar to this if you are using Finder on a Mac:

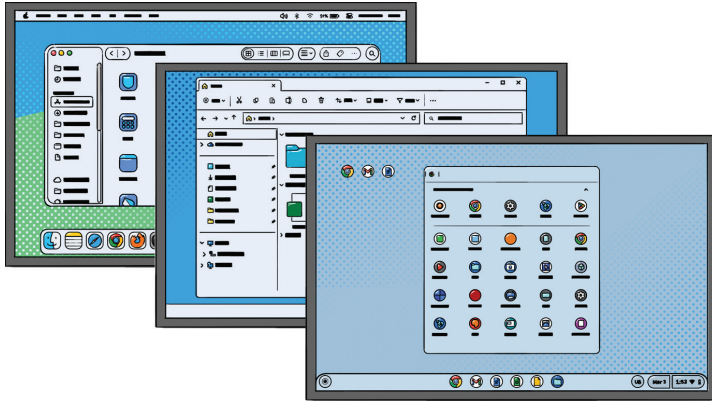


On a Chromebook your Files app should look similar to this:



USING THE FILE MANAGEMENT SYSTEM

Now that you have your file management system open, let's take a look around. Start by finding the panel on the left side of your window—called the **navigation pane** (Windows), **sidebar** (Mac), or **side panel** (Chromebook).



TECH-SAVVY TIP

If you can't see the sidebar on your Mac, go to the top menu bar and click **View**, then **Show Sidebar**. On a Chromebook, click the menu icon in the top left corner of the Files app to show or hide the side panel.



In this area you'll see all the locations where files can be stored, including your computer's main hard drive, which is usually called **This PC** on Windows, **Macintosh HD** on a Mac, and **My Files** on a Chromebook. Depending on how your device was set up, this hard drive might have a custom name instead, like Sofia's MacBook.

You'll also see any other storage devices you have connected, like an external hard drive or flash drive. Commonly used folders such as **Desktop**, **Documents**, or **Photos** might also be listed here.

The folder names and options shown can vary a bit depending on your computer. If you're having trouble seeing these options on a Mac, you can select which items appear by clicking **Finder** in the top menu, clicking **Settings**, and selecting the **Sidebar** tab.



GET TO KNOW YOUR NAVIGATION PANEL OR SIDEBAR



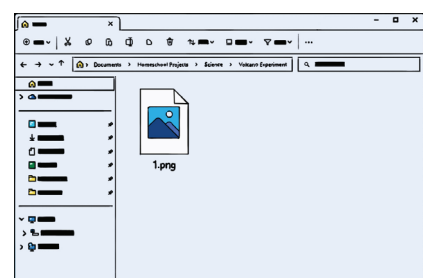
Take a minute or two to click on some of the different folders in your file management system to see what's there.

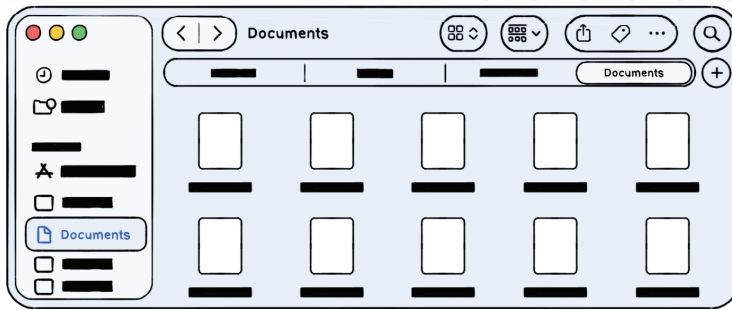
List three different folders you see in the left panel area.

1
2
3

If you're using Windows, take a look at the bar across the top of your window. This **address bar** shows you where you are inside your folders.

For example, if it says **Documents > Homeschool Projects > Science > Volcano Experiment**, you know you're inside the Volcano Experiment folder, which is part of your science work.





Having nicely labeled folders and files like this would have been a big help for me!

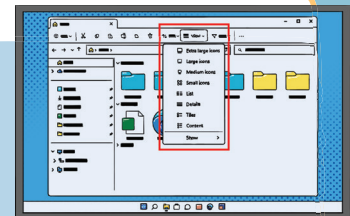
If you're using a Mac or Chromebook, the name of the current folder is displayed at the top of your window.

Now let's look at the list of files and folders in the main area of the window. Sometimes it's easier to find what you need when your files are displayed in a certain way. For example, a folder of photos might be easier to sort through if you can see them as thumbnails, while you may find it easier to find a document by reading the file name.

HOW TO CHANGE THE VIEW ON YOUR DEVICE

WINDOWS

Look at the top of your File Explorer window and click the **View** tab. Choose the option you like best, such as **Extra large icons**, **Small icons**, **List**, or **Details**. Note that you may need to first select a specific folder in the navigation pane.



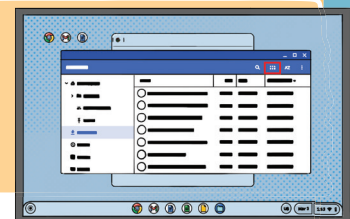
MAC

In Finder look at the top of your window and find the four small view buttons: **Icon view**, **List view**, **Column view**, and **Gallery view**. Click one to change how your files appear.



CHROMEBOOK

With your Files app open, click the **View options** button (looks like four squares or a list) to switch between **thumbnail view** and **list view**.



VIEWING OPTIONS

With your file management folder open, try changing the view options. Remember, these changes will apply only to the folder you're working in.

Which view do you find most helpful for your file management folder?

KEYBOARD SHORTCUTS

A **keyboard shortcut** refers to when you press two or more keys at the same time to make something happen on your computer fast, without your fingers ever leaving the keyboard. All these time-saving strokes can add up when you're writing an essay or editing a photo.

One cool thing about these shortcuts is that they are universal, which means you can use the same shortcuts in different programs. For example, you can use the same shortcut to copy and paste text in a word processor and in a web browser. So, once you have these shortcuts committed to memory, you'll be able to use them often.



As you can imagine, there are a lot of different shortcuts to learn. Here's a chart of the ones you'll probably use the most:

COMMAND	WINDOWS	MAC	CHROMEBOOK
Open: Opens a document	Control + O	command + O	control + o
Copy: Copies selected item	Control + C	command + C	control + c
Cut: Cuts selected item	Control + X	command + X	control + x
Paste: Pastes the selected item	Control + V	command + V	control + v
Switch between open windows	Alt + Tab	option + tab	alt + tab
Undo: Undoes your last action	Control + Z	command + Z	control + z
Redo: Redoes your last action	Control + Y	command + Y	control + shift + z
Save: Saves a document or file	Control + S	command + S	control + s
Print: Opens the print dialog	Control + P	command + P	control + p
Select All: Selects all items in a document or file	Control + A	command + A	control + a
Close: Closes a document or window	Control + W	command + Q	alt + f4



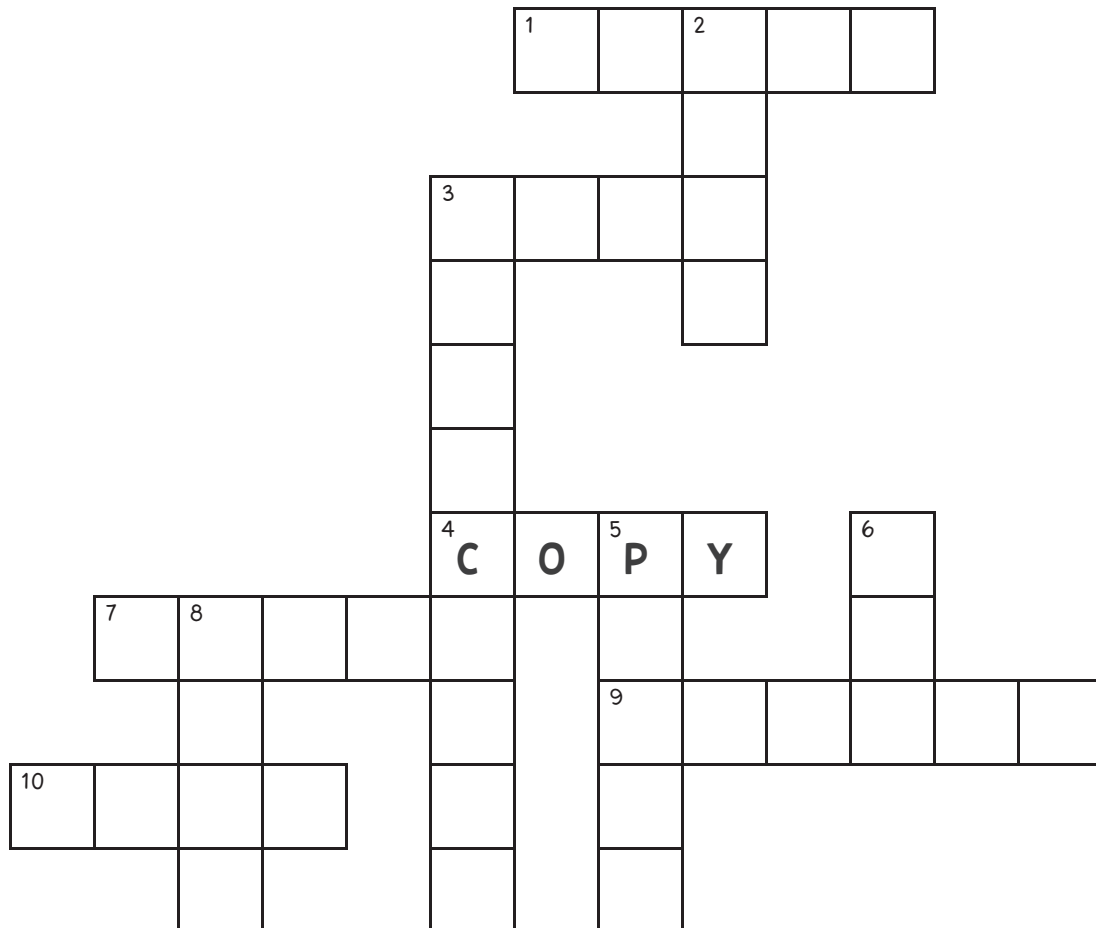
Use the chart on the previous page and the clues below to fill in the crossword puzzle of some of the most common keyboard commands. Four across has been completed for you as an example.

Across

1. You're done with a document and want to close it.
3. You just typed a paragraph you're proud of and don't want to lose it.
4. You want the exact same text in two places.
7. You're ready to make a physical copy of the letter you just typed to mail to a friend.
9. You have too many things open and want to go to another window.
10. You made a mistake and wish you could go back one step.

Down

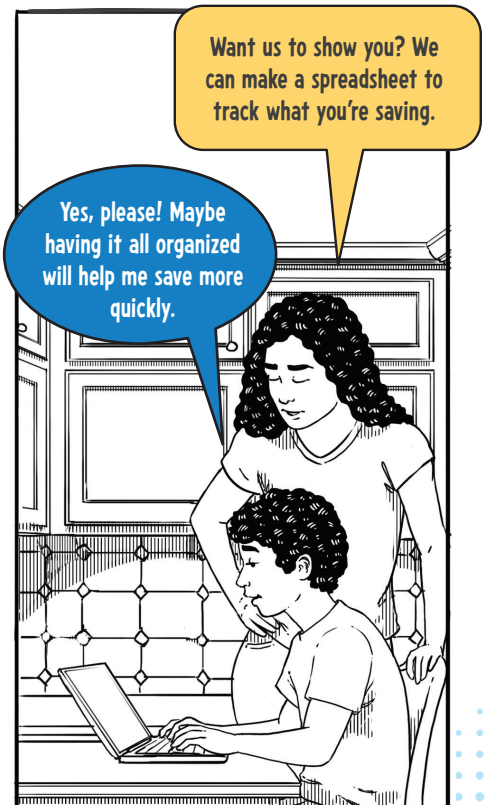
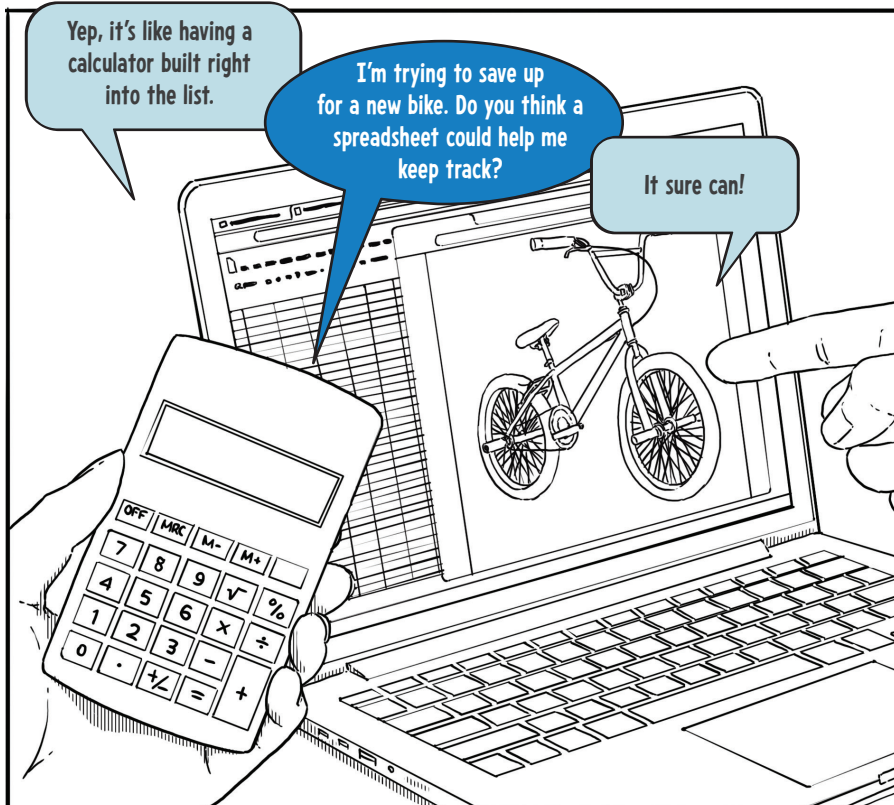
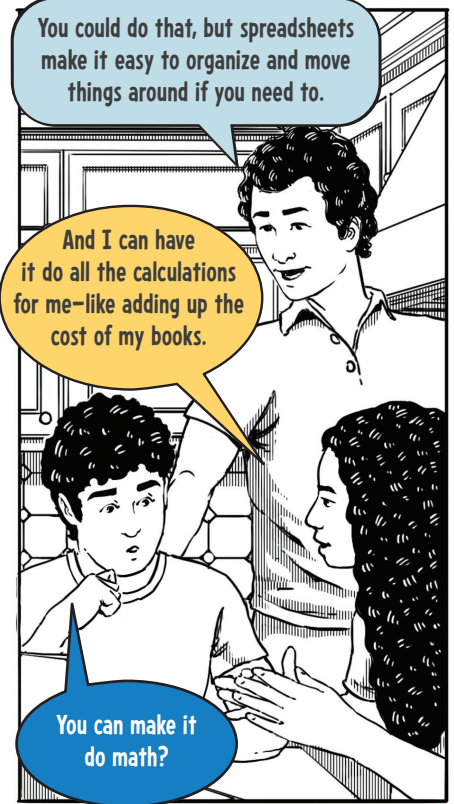
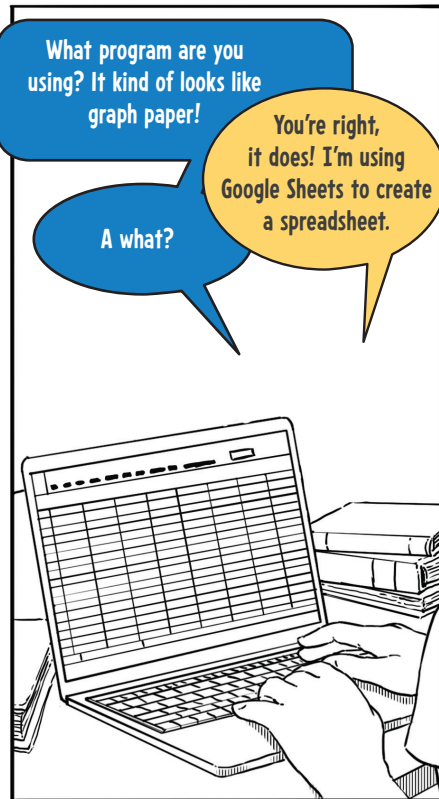
2. You're ready to finish an essay and need to access a file that already exists.
3. You want to highlight everything in your document at once.
5. You copied something and now need it to appear somewhere else.
6. You want to move text instead of copy it.
8. You removed text using an undo command and then realized you need it back.

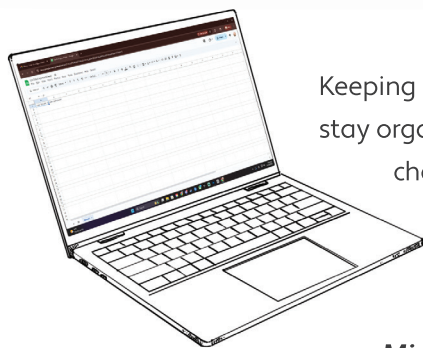


LESSON 8: SPREADSHEETS

SUPPLY LIST

- ☐ Colored pencils





Keeping track of your money, your chores, or even your Lego™ collection is a smart way to stay organized, and spreadsheets are a great tool for the job. A **spreadsheet** is a digital chart made of rows and columns where you can enter information you want to keep track of.

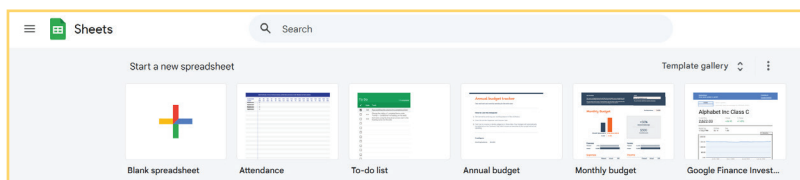
Before computers, people used paper sheets called **ledgers** to track everything by hand. Now we have spreadsheet software like **Google Sheets**, **Microsoft Excel**, and **Apple Numbers** that can do the sorting and calculating for you. In this lesson you'll be learning to use **Google Sheets** to create your own spreadsheet.



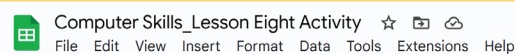
CREATE A NEW SHEET



- Open Google Sheets by going to **sheets.google.com** in your web browser. Just like the home screens in Google Docs and Google Slides, you can create a blank spreadsheet or use a template to get started from the Sheets home page. Google Sheets can be used for many different purposes. Looking through the templates available will give you a good idea of what you can do and how they can look.



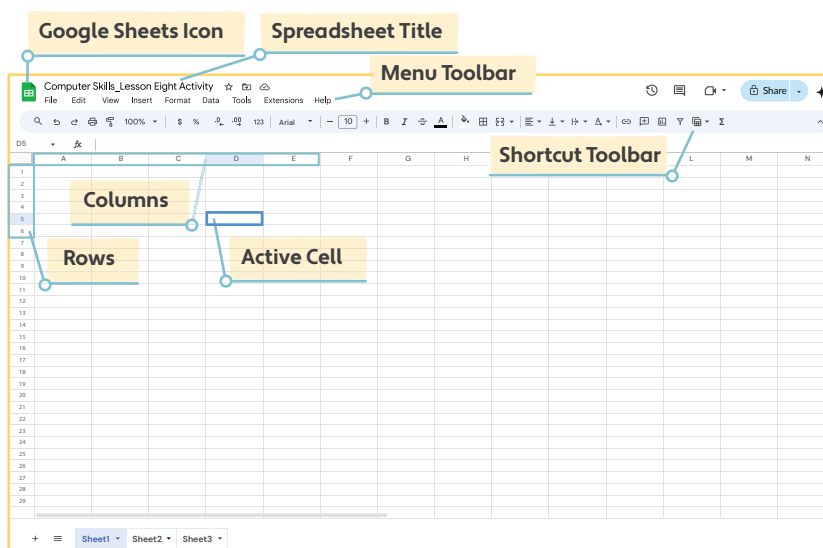
- Click on the blank spreadsheet option to create a sheet to use with today's lesson.



- Rename the sheet. We named ours "**Computer Skills_Lesson Eight Activity.**" What will you name yours?

GET TO KNOW THE GOOGLE SHEETS INTERFACE

When you open a new spreadsheet in Google Sheets, you'll see a grid of small boxes called **cells**, where you'll enter your information or **data**. Data you input can be numbers, text, symbols, and math formulas. Take a look at the Google Sheets Interface Guide to the right to get familiar with all the items you'll see in Google Sheets.



ACTIVITY

READ & FIND



Read about each of the spaces you'll find in the Google Sheets interface.
Follow the directions in blue to locate the spaces on your screen.

- ☐ **Google Sheets Icon:** A clickable shortcut that will take you back to the Google Sheets Home Screen. Locate the icon on your screen.
- ☐ **Spreadsheet Title:** This is the name of your spreadsheet. It will be saved using this name. Locate the title on your screen.
- ☐ **Menu Toolbar:** These drop-down style menus have all the tools and options you'll need to create and format your spreadsheet. You might notice that all but one of these menus are the same menus you've used in Google Docs and Google Slides.
- ☐ Which menu is different?
- ☐ This Data menu has options for sorting your information in different ways. Circle the Data menu on the Google Sheets Interface Guide.
- ☐ **Shortcut Toolbar:** These icons give you quick access to the most commonly used tools. Locate the toolbar on your screen.
- ☐ **Rows:** These run horizontally and are labeled with numbers. Color the cells in row 13 blue on the Google Sheets Interface Guide.
- ☐ **Columns:** These run vertically and are labeled with letters. Color the cells in column M green on the Google Sheets Interface Guide.
- ☐ **Active Cell:** The blue border appears around a cell when you click on it, indicating that the cell is active and ready for you to add data. Color the active cell red on the Google Sheets Interface Guide.
- ☐ **Sheets:** A Google Sheets file can have multiple sheets, like having different pages in the same notebook. Each one can hold its own set of data, and you can switch between them using the tabs at the bottom of the screen. The sheet highlighted in blue is the one you are currently viewing.
- ☐ Which sheet is being viewed on your screen?

UNDERSTANDING THE GRID

Each cell in a spreadsheet has a unique name based on its column and row. For example, the cell where column B and row 2 meet is called B2. When you click on a cell to enter information, it becomes the active cell, and you'll see its name appear in the top left corner of the sheet.

You can move between cells by clicking them with your mouse or by using specific keys on your keyboard. Pressing the **Enter** key twice will allow you to move down to the next cell in a column (pressing the **Enter** key once activates the cell so you can enter data). The **Tab** key will allow you to move to the right across the cells in a row. You can also use the **arrow** keys to move any direction through the sheet.

	A	B	C
1			
2			
3			
4			
5			

IDENTIFYING UNSAFE CONTENT

Staying safe online isn't just about what you share—others may choose to post things that are harmful or unsafe. Being able to recognize this type of content and knowing how to respond is an important skill. Some types are obvious, but others can be harder to notice. Unsafe content includes things like violent videos, hateful comments, inappropriate pictures, or personal messages that just don't feel right.

If something online makes you feel uneasy, upset, or confused, pay attention to that feeling. The best move is to close it right away and talk to your parents or a trusted adult. If it feels “off” to you, it's worth talking about.

CYBERBULLYING

When people use technology to pick on, embarrass, or threaten someone, it is called **cyberbullying**. It can happen through social media, group chats, or texts. Posting a mean comment, sharing embarrassing pictures or information without permission, pretending to be someone in order to make them look bad, or excluding someone on purpose are all examples of cyberbullying.

Before posting anything, it's important to ask yourself the following questions:

- Is what I'm sharing kind?
- Could my post or message be taken the wrong way?
- Will this post or message hurt someone else?
- How would I feel if someone said this to me or shared this about me?



- Be kind online.
- Don't participate in cyberbullying.
- If you see cyberbullying, speak up.

How to Respond: Being responsible online means not joining in, but it also means speaking up. If you see cyberbullying, report it to a trusted adult.

CYBERSTALKING

Cyberstalking happens when someone uses technology—like texts, emails, social media, or tracking apps—to repeatedly harass, intimidate, or monitor someone. Unlike regular cyberbullying, which may involve a group of people, cyberstalking is often one person who won't leave another person alone. It can feel overwhelming or scary.



- Keep any evidence of cyberstalking, then block the person contacting you.
- Keep open communication with your parents or a trusted adult.
- Go to the proper authorities if the law is broken.

How to Respond: If you feel like you're being stalked online, tell a parent or trusted adult immediately. They can help you save evidence, like screenshots, and report it to the proper authorities. In many cases, cyberstalking is against the law.

PORNOGRAPHY

You may come across inappropriate photos, videos, or text online called **pornography**. This can happen either by accident or because someone has shared it on purpose. Pornography can give you unrealistic, confusing, and even harmful ideas about how people treat each other.

How to Respond: Coming across pornography, whether by accident or not, can feel uncomfortable and be a heavy burden to carry. Turn it off or look away right away, and then seek help from your parents or a trusted adult. They can help you understand what you saw and take measures to help you avoid it in the future. If it is something that continues to bother you, ask for help. You don't have to handle it alone.

Another related danger is **sextortion**, which happens when someone pressures or threatens you into sending private or inappropriate pictures. The person asking might be a stranger, but sometimes it can even be someone you know.

How to Respond: If this ever happens, it is important to remember it is never your fault. Stop responding, block the person, and get your parents or a trusted adult involved right away.



- If you see pornography, turn it off immediately.
- Never share private pictures of yourself, even if someone asks or threatens you.
- If someone pressures you online, say no and block them right away.
- Save the messages and show them to your parents or a trusted adult so they can help.

ONLINE PREDATORS

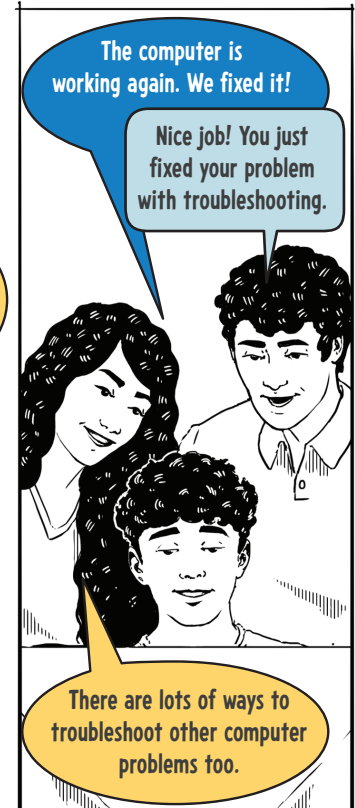
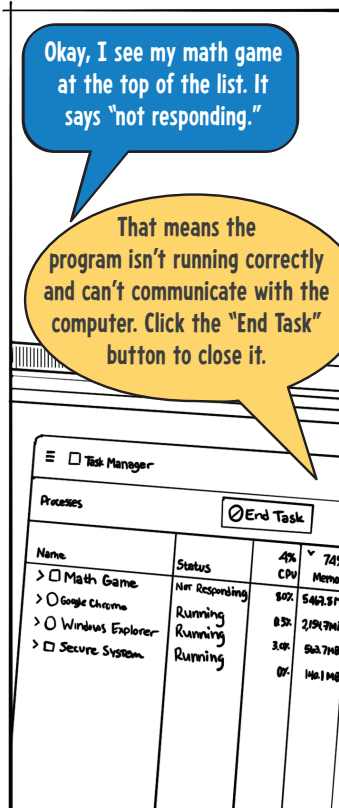
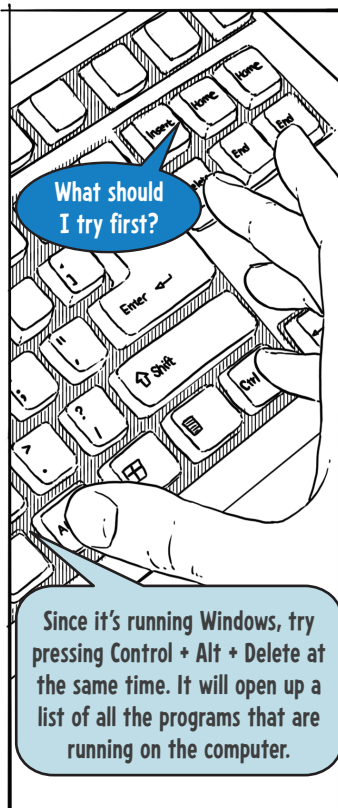
Not everyone online is who they claim to be. Sometimes strangers online may pretend to be your age, act like they share your hobbies and interests, or try to make you feel special to get you to share personal information or private pictures or even ask you to meet in real life. These are called **online predators**. They often use games, apps, or social media to connect and may go to great lengths to try to convince you they are a friend.

How to Respond: If someone you don't know starts messaging you, stop any communication right away. Block the person and let your parents or a trusted adult know.

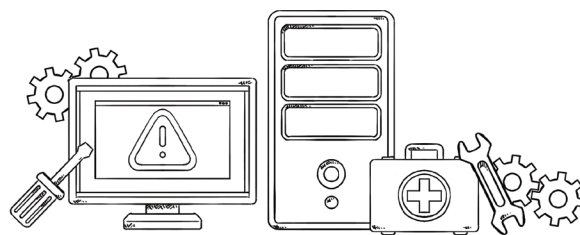


- Only accept friend requests or chats from people you actually know in real life.
- Know your family's rules about chatting online.
- Never give out personal information.
- Never agree to an in-person meeting with someone you met online.

LESSON 13: TROUBLESHOOTING



Just like Arlo figured out how to fix his computer, you can learn to troubleshoot simple computer problems too. **Troubleshooting** means following a series of steps to find out what's wrong and how to fix it. Computers can run into all kinds of problems, from slow programs to sound that won't play. Let's look at some of the most common problems you might run into and how to fix them.



COMMON COMPUTER ISSUES

YOUR COMPUTER IS FROZEN



Frozen? There are a few ways to get things running again.

Sometimes a program, window, or other computer process makes your computer stop responding—just like Arlo's math game did. This means the computer is **frozen**, or stuck, and can't process what you're trying to do.

HOW TO FIX IT



Press **Control + Alt + Delete** to open **Task Manager**. Next, select the frozen program and click **End Task**.



Press **command + option + escape** to open **Force Quit**. Next, select the program and click **Force Quit**.



Press **search + esc** to open **Task Manager**. Next, select the frozen program and click **End Task**.