BRIEF DESCRIPTION OF THE CHAPTER:

Students will learn about

☞ Files and Folders

☞ Windows Explorer

☞ Organizing files and folders

☞ Opening files and folders

☞ Selecting files and folders

☞ Copying and moving files and folders

☞ Creating a new file or folder

☞ Renaming a file or folder

☞ Deleting a file or folder

☞ Restoring a deleted file or folder

☞ More on Windows 7

LEARNING OBJECTIVES:

SPECIFIC OBJECTIVES:

This lesson will enable the students to –
SP1- understand about folder and subfolder. (U)
SP2- find the difference between folder and file with examples. (Sy)
SP3- understand Windows Explorer and its components. (U)
SP4- organize files and folders. (AP)
SP5- open files and folders. (AP)
SP6- select files and folders. (AP)
SP7- copy and move files and folders. (AP)
SP8- create a new file and folder. (AP)
SP9- rename file and folder. (AP)
SP10- delete a file or folder. (AP)
SP11- restore a deleted file or folder. (AP)
SP12- understand the features of Windows 7. (U)

BEHAVIOURAL OBJECTIVES:

This lesson will enable the students to
B1-to understand the basics functions of files and folders for their regular use. (U)

ACTIVITIES – For the better understanding of the topic following activities will be conducted –

A1-Children will be asked to start Windows 7 and make note of the various components of Windows 7. (AP)
A2-Children will be asked to create a folder of their name on the desktop. (AP)
A3- Children will be asked to open the folder by double-clicking on it and create a document file in it. (AP)

WRITTEN WORK: Book exercise will be discussed and shared with the students.

ASSESSMENT:

- Observation during the practical and class observation.
- To check the understanding of the topic, assessment will be conducted.

LEARNING OUTCOMES:
Students will

L1- learn about files and folders. (U)
L2- able to differentiate between a file and a folder. (Sy)
L3- learn the components of Windows Explorer. (U)
L4- able to organize, open, select, copying, moving, create, rename, delete, restore files and folders. (AP)
L5- learn the features of Windows 7. (U)

Placement of objective, Instructional Activities and Assessment

<table>
<tr><td colspan="7">Topic/Duration/ Assessment
Topic: The Computer- An Overview
Duration: 4</td></tr>
<tr><td></td><td>Knowledge</td><td>Understanding</td><td>Application</td><td>Analysis</td><td>Synthesis</td><td>Evaluation</td></tr>
<tr><td>Objectives</td><td></td><td>**SP1, SP3, B1, L1, L3, L3, L5**</td><td>**SP4, SP5, SP6, SP7, SP8, SP9, SP10, SP11, A 1, A2, A3, L4**</td><td></td><td>**SP2, L2**</td><td></td></tr>
<tr><td>Instructional Activities</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
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