**Computer Maintenance: Files and Folder Management**

**\***This curriculum contains content adapted from **Neighborhood House**

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| **Objectives** *Learners will be able to…* | **Materials** | |
| ***Computer skill:*** *Determine what is a file and what is a folder*  ***Computer skill:*** *create a new folder*  ***Computer skill:*** *rename a folder*  ***Computer skill:*** *copy/paste a file*  ***Computer skill:*** *delete a file*  ***Computer skill:*** *drag and drop files* | **Make Student Copies**   * **Files and Folders Final Review**   **Props, Technology or Other Resources**   * Projector * Computer for every student * USB Drives | |
|  | | |
| **Lesson Plan** | | Vocabulary |
| **Activity 1: Basic Files & Folders**  Description: learners will compare files and folders  Materials/Prep:  **Activity 2: Search for a file, Create folder, Copy and Paste**  Description: learners will create folders, copy/paste, and run searches for files  Materials/Prep:  **Activity 3: Drag and Drop, delete files/folders**  Description: learners will practice drag and drop and deleting files and folders  Materials/Prep:  **Activity 4: Restore a file from the recycle bin/Review**  Description: learners will practice restoring a file from the recycle bin  Materials/Prep:  **Activity 5: Final Review**  Description: learners will practice organizing files and folders  Materials/Prep: | | * file * folder * copy * paste * restore * drag and drop |

**Teacher Directions: Activity 1: Basic files and folders**

**Goals:**

* Understand difference between Files and Folders,
* Left and Right click/double-click
* Open files and folders

Part 1 – group discussion questions **10 minutes**

1. **How does a computer save information, what does the information look like? [i.e. files, documents, pictures, music and video]**

Define**: File – a piece of information like a document, picture, music or video**

1. **How does a computer organize information? [i.e. Folders, desktop, start menu, etc.]**

Define: **Folder – A place/way on the Computer to organize files by type of information**

1. **What does the information look like on the computer? [i.e. Icons, types of icon images, Applications, windows, etc.]**

Define: **Icon – the image on the computer for a file, folder or program**

1. **What is a short cut?**

**Define: Shortcut - a link to a file.**

Part 2 – Introduce concepts **10 minutes**

* Discuss **“double click the icon to open the folder/file” “right click one time to see the menu.” “left-click one time to select a folder/file”**
* Show use of the **Back**  button in folder windows
* Show how to navigate between **Multiple** **Windows**

**Teacher Directions: Activity 2: Search for a file, Create folder, Copy and Paste**

**Goals**

* Use the search tool in the start menu
* Navigate to a specific folder through My documents
* Create a new folder and rename it
* Copy and paste a file

Part 1 – Discussion Questions **10 minutes**

1. **What can you do with the Right Click?**

**Review left click, right click, right click menu, make shortcuts**

1. **How do you find a file/folder if you don’t know where in the computer it is?**

**Explain the search tool in the start menu**

Part 2 – Introduce Concepts **10 Minutes**

* Review Right-Click, Left Click, Double Click on desktop Icons (**define Desktop**)
* **Right click drop down menu**. Show options and discuss:
* **New → folder**
* **Rename**
* **Copy, cut and paste**
* **Create shortcut**
* Show the **search tool** in the **start** menu

Part 3 – Class Activity **15 minutes**

First, the teacher will show how to do the following activities, and then walk through the activity with the students step by step, writing down the steps on the board.

* Create a **new folder** using the **right-click menu on the desktop**
* **Rename** the folder to have the students name using the **right-click menu**
* Use the **Search Tool** to search for the file winter (the winter jpeg picture)
* Copy and paste the file winter into the students new folder

**Teacher Directions: Activity 3: Drag and Drop, delete files/folders**

**Goals**

* Understand the Recycle Bin
* Use right click to delete a file/folder
* Drag and drop files into folders (cut and paste files out of folders?)

Part 1 – Discussion Questions **10 Minutes**

1. **What do we do to a file/folder we do not need anymore? Why delete it?**
   1. **Delete it! To stay organized!**
2. **How do we delete files? Where do files/folders go when we delete them?**
   1. **Select (left click once) and press delete key, right click & select delete**
   2. **The recycle bin, what is this like?**

Part 2 – Introduce Concepts **10 Minutes**

* Select and delete a file both ways (delete button and right click)
* Show the recycle bin on the desktop (**Review desktop**)
* Show how to drag and drop files and folders into others
* Review Right-click to **rename, create new**

Part 3 – Class Activity **15 minutes**

Teacher will show the following steps first, then will walk through the steps with the students together

* **Create a new folder** called **Pictures** inside the students folder
* **Drag and drop** the winter file into the Pictures folder
* **Delete** the folder Pictures
* **Open Recycle Bin** to view the deleted file

**Teacher Directions: Activity 4: Restore a file from the recycle bin/Review**

**Goals**

* Delete and Return a file from the recycle bin
* **Create** **a** **Folder/File** called **Activities/Budget** in the Students Folders

Part 1 – Discussion Questions **10 Minutes**

1. **Why do we need to keep our files organized on the Computer?**
2. **Why do we need to delete files and folders that aren’t going to be used again?**
3. **What happens to a deleted file and can we save a deleted a file?**
4. **What is the difference between files and folders and programs?**

Part 2 – Introduce concepts **10 Minutes**

* **restoring a file from the recycle bin**

Part 3 – Class Activity  **10 Minutes**

* Restore the deleted file winter from the recycle bin
* Open the student folder, then Pictures folder to see that the winter file has returned.

Final Review Activity  **30 Minutes**

Hand out Files and Folders Review Activity. This should be done individually or in pairs. Go over as a class when students are finished.

**Files and Folders Review**

Please follow the instructions below to help me organize my files.

1. Connect your USB drive and open it up.
2. Make a copy of the File Activity folder and paste it to your desktop.
3. Open the File Activity folder from your desktop.
4. Create a new folder with the name of Pictures
5. Move all of the pictures into this folder.
6. Rename the folder to New Pictures.
7. Create a new folder with the name of Finances.
8. Move the excel document called budget into the Finances folder.
9. The budget file is really important. Please make a shortcut to it on the desktop.
10. I’ve decided that I don’t want the flower pictures anymore. Please go into the New Pictures folder and delete them.
11. Actually, I still need the picture of the tulips. Please go to the recycle bin and restore the file.
12. Thanks for helping me to arrange my files. If I can’t find my tulips picture, I’ll need to run a search. Where can I find the search function? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please run a search for tulips picture to make sure we can find it. Did you find it? If yes, you’re all finished. If no, ask your neighbor or a teacher for help