

LESSON PLAN

Trainer: _____ Course: Basic Digital Skills

Modules: 1 – Understanding the Desktop, 2 – Understanding Files, Folders and Shortcuts

Location: _____ Date: _____

Number of Learners: _____ Week Number: 1

Previous Knowledge of the Topic: Basic

Aims of the Lesson:

To introduce the Learner to the basic composition and understanding of the Desktop, Files, Folders and Shortcuts.

Objectives and Learning Outcomes:

At the end of the session the Learners will have a good understanding of what the Desktop is and what it comprises of, such as the Task bar, Start button. What folder, files and shortcuts are and what they are used for.

Assessment Methods

Ongoing exercises, Questions and answers

Promotion of Equality, Diversity and Every Learner Matters

Additional notes:

TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Learners' Activities</i>	<i>Trainer Notes</i>
Introduction to Session	<ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Understanding the Desktop ➤ Understanding Files, Folders and Shortcuts 	<ul style="list-style-type: none"> • Listening • Watching 	<ul style="list-style-type: none"> • General overview of what is going to be covered during the session
Module 1 Understanding the Desktop	<ul style="list-style-type: none"> • Understand what the Windows Desktop is • Understand the function of the elements of the Desktop including <ul style="list-style-type: none"> ➤ Start button ➤ Taskbar ➤ Shortcuts ➤ Files ➤ Folders ➤ Recycle Bin ➤ Search box ➤ System Tray 	<ul style="list-style-type: none"> • Start up laptops • Activate Start Menu 	<ul style="list-style-type: none"> • Slide 7 – The Desktop • Slide 8 - Learner Question • Slide 9 – Generally explain what each of the listed parts of the Desktop are used for • Slide 10 - Learner Question • Slide 11 – Show Learner Start Menu • Slide 12 – Learner Activity
Module 2 Understanding files, Folders and Shortcuts	<ul style="list-style-type: none"> • Understand the different elements of the File Management System including <ul style="list-style-type: none"> ➤ Files ➤ Folders ➤ Shortcuts 	<ul style="list-style-type: none"> • Answering Questions • Activate Word using Search box • Enter some data in Word • Exercise 	<ul style="list-style-type: none"> • Slide 14 – Use cabinets as an example of how data is stored on a computer • Slide 15 - Learner Questions • Slide 16 – Explain look of Desktop Icons and Folders • Slide 17 – Learner Activity • Slide 18 – Explanation of a Window manipulation buttons • Slide 19 - Learner Activity

Session Recap	<ul style="list-style-type: none">• Recap of what has been covered during session• Question Session• Practice session	<ul style="list-style-type: none">• Answering Questions• Practice	<ul style="list-style-type: none">• Questions<ul style="list-style-type: none">➤ What is the Desktop➤ What is a folder➤ What is a file➤ What is a shortcut• Practice<ul style="list-style-type: none">➤ Create a folder➤ Start Word using Search box➤ Create document and save in folder➤ Open and close folder➤ Delete folder
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