

Unit 5, Lesson 2: Apps

Northstar Standards: Windows 10	Objectives/SWBAT
2. Identify the parts of using the Windows 10 interface (desktop, taskbar, etc.). 3. Demonstrate knowledge of the Windows Start Menu, including Get Help. 4. Demonstrate ability to search for a file, program, or document. 6. Start and exit programs. 7. Minimize and maximize windows. 8. Open, close and switch between windows.	I can list the apps I already use in daily life. I can open apps in different ways (start menu and search bar) on the computer. I can describe common apps and their functions. I can manipulate app windows by resizing, moving, minimizing, maximizing and closing windows.
Seattle Digital Equity Initiative Skills Framework	
EF.5 Understand My Computer: Understanding computer and peripheral components; basic troubleshooting; using an OS	

Materials to prepare:

- Unit 5 Lesson 2.Activity.Finding Apps on Your Computer
- Unit 5 Lesson 2.Activity.Changing App Windows
- Unit 5 Lesson 2.Activity.App Icons and Jobs
- Unit 5 Lesson 2.Evaluation
- Unit 5 Lesson 2.Activity.Matching Apps
- Class computers (1 per student)

Vocabulary to Review Before the Lesson

1. *Manipulate (v)*: to move or control something.

Vocabulary & Concepts Introduced in Lesson

App Window	App [Application] Minimize	Maximize Restore
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Timing Notes:

CASAS: ESL 3 (184) - ABE 6 (258)	CASAS: ABE 2 (204) - ABE 6 (262)
Timing Notes: 3-4 hours	Timing Notes: 1-1.5 hours

Lesson Plan:

1. Review & Warm-up
2. What is an App?
3. Finding Apps
4. Opening Apps
5. Exploring App Windows
6. Exploring Apps on the Computer
7. App Icons & Jobs
8. Evaluation

Review & Warm-up:

Think-Pair-Share: In pairs, students brainstorm different apps they use on their phones and discuss whether these apps use the internet or not.

Directions for the Whiteboard or in the Slides:

1. List 4-5 different apps you use on your phone
2. What is each app's purpose? (What is the app for?)
3. Do these apps use the internet?

Whole Class Share-Out: Teacher asks learners to write their answers on the board or types in the answers in the slides to create a grid of collective responses.

What is an App?

Teachers should help learners construct a definition based on the Whole-Class-Share-Out in the warm-up.

Ask: What does "app" stand for? What's another word we use for an app?

Say: App is short for Application. Another name for an app is a "computer program".

Ask: What is an App?

Say: An App is something you can add to your computer that lets you do a special job. The computer can't do this job by itself so it needs an app.

Say: We can also use apps on our smartphones!

Ask: What apps do you use a lot on your phone?

Say: An app is like a tool on your computer that helps you do different things.

Say: Think of all of the apps on your computer like having a toolbox with various tools for different jobs.

Say: All apps have a special icon and name to help us recognize them. Sometimes we can guess what the apps do by their icon or name.

Finding Apps:

Say: There are many places we can find or keep apps on our computer. Remember: Computers love to have many different ways to do the same thing.

Demonstrate: project screen or ask students to refer to their screens

Ask: Where on my/your computer do you see apps? (gather various responses)

Work area:

Say: Let's look at our work area on our desktop. Do you see any apps in the Work Area?

Say: Look for an icon with a small blue arrow in the corner! These are called Desktop Shortcuts. You can tell your computer to keep an app shortcut on the desktop so it's easier to find and open.

Ask: How many app shortcuts are on your desktop?

Taskbar:

Say: We can also tell our computer to keep an app on the Taskbar in the pinned apps.

Ask: How many apps are pinned on your taskbar?

Start Menu:

Say: Let's explore the Start Menu next.

Demonstrate: click and open your start menu

Say: The Start Menu has a full list of all the apps on your computer.

Say: If you want to know what apps you have, you can scroll through this list.

Search Bar:

Say: Sometimes computers can get so full of things that it can be hard to find what you're looking for on the desktop or the Start Menu.

Say: In that case, if we know the name of the app we're looking for, we can use the Search Bar.

Demonstrate: click on your search bar and look for a common app like Mail or Clock. Point out results to students. Students can follow along.

Activity #1: Finding apps on your computer

Handout **Unit 5 Lesson 2.Activity.Finding Apps on Your Computer**, go through it on the projector, and have students complete.

Opening Apps:

Ask: When you find an app you want to use, how do you open it?

Say: Usually, to open an app we only need to click once on the icon. Except when we're opening an app shortcut on the desktop (click twice).

Demonstrate: project screen or ask students to refer to their screens

Say: Double click on an app shortcut on your desktop to open it.

Ask: What happened when you opened the app?

Say: When we open an app, a big square will show up on the screen. This square is called a **Window** because it acts like a window into the inside of an app.

Say: Can you see the desktop behind the window?

Say: Opening an app window is like putting a piece of paper on a desk.

Say: You can open as many app windows as you want, but this can often get overwhelming because they stack on top of each other and can slow your computer down.

Demonstrate: Open several different app windows on a projected computer screen. Point out where the windows overlap and how it can become difficult to navigate.

Exploring App Windows:

Say: Most of what you see in a window will change depending on what kind of app you open, but there are 3 important buttons that always stay the same.

Demonstrate: Open an app window.

Say: Look at the top right corner of the window.

Ask: What do you see?

Demonstrate: Point out the minus sign, the square, and the X buttons on the projected screen.

Say: Let's talk about what each of these buttons do:

Say: The X button completely closes the window and if that's the only window open from that app, the app shuts down.

Demonstrate: Click the X button on the app window and then open up another window.

Practice: Close Window

Instruct students to close the open window on their computer. Students should then open a new app window.

Instructor note: The type of app used isn't important here, but we'd recommend something on simpler side (i.e. Wordpad, Calendar, Camera, etc.)

Ask: What do you think the Square button does?

Say: The Square button **maximizes** the window

Ask: What does maximize mean?

Maximize (v): to make something as **big** as possible.

Say: The maximize button makes the window completely fill the screen. This is called **Fullscreen**.

Demonstrate: Click the maximize button on the app window. Point out how it fills the screen now and that the maximize button has changed.

Ask: Before this button looked like a square, what does it look like now? (2 squares stacked)

Say: This is the Restore Down button.

Ask: What does restore mean?

Restore (v): to return something to its original condition.

The Restore Down button returns the window to its original size.

Demonstrate: Click the Restore Down Button.

Practice: Maximize & Restore Down

Instruct students to maximize the app window and then restore down to its original size.

Say: Let's talk about our last button:

Say: The line/minus button **Minimizes** the window.

Ask: What does minimize mean?

Minimize (v): to make something as **small** as possible.

Say: The minimize button makes the window as small as possible. This "hides" it in the app icon in the taskbar.

Demonstrate: Click the minimize button and point out what happens to the window. Hover your mouse over the app icon on the taskbar to show the minimized window.

Ask: How do I open the window back up after it's been minimized?

Say: To open the window back up, find the app icon on the taskbar and click on it.

Practice: Minimize Window

Instruct students to minimize the app window. Ask students to point out where the window is hiding. Instruct students to reopen the hidden window.

Moving Windows:

Say: When we move papers on our desk, it's easy to pick them up and move them around. You can do the same with app windows on the desktop but there's a special place we have to use to pick it up.

Ask: Look at the very top of the app window. What do you see? (main 3 buttons, name of app to the left)

Say: There is an empty section with no words next to our 3 important buttons on the window. This is the place we have to grab to move it around.

Say: Move your mouse to this place on the computer in front of you. Click - hold and drag the window to the left. Let go of the click button to place the window where you want it.

Practice: Moving Windows

Instruct students to move an app window to the left and right on their screens.

Changing Window Size:

Say: Just like real desks, sometimes our desktop can get messy with many open windows that can stack on top of each other.

Say: One of the ways we can see more of each window is to make the window smaller (or bigger).

Say: Changing the size of a window can be tricky, so let's practice it together today.

Say: We can change all 4 sides of a window.

Say: Move your mouse so the very tip of the pointer is on top of a side of the window.

Say: Your mouse will change into a new shape with 2 arrows.

Say: When you see the 2 arrows, click-hold and drag the side of the window over.

Demonstrate: Change the size of the projected window using this method so that one window covers only one half of the screen.

Practice: Changing sizes

Instruct students to change the size of the open app window so that it only covers the left half of the screen.

Activity #2: Manipulating App Windows

Handout Unit 5 Lesson 2. Activity. Changing App Windows document, go over it on the projector, and have students complete in pairs.

Exploring Apps on the Computer

Say: Now that we know what an app is, how to find them, and how to use an app window, let's explore some of the apps on our computers and what they do.

Handout Unit 5 Lesson 2.Activity.App Icons and Jobs

Complete in pairs or as a group.

Additional Apps Practice:

Handout: Unit 5 Lesson 2.Activity.Matching Apps

Instructor cuts up app icons and names; how many you need depends on the number of students. Hand out either an app icon or a name to each student and **Ask** them to stand up and find the person who matches them.

Once everyone has found their partner, **Ask** the pairs to work together to define the job of the app they have.

Have everyone share out as a group.

Challenge: Instructor does not use the names of the apps and learners must write the name on the back of each app.

Evaluation:

Handout Unit 5 Lesson 2.Evaluation

Learners should attempt to complete independently. Instructor floats to assist as necessary.



Name: _____

Unit 5 Lesson 2 Activity: App Icons and Jobs

Directions: Find these apps on your computer. Open the app and use the window to help you figure out what they do.

1.

Name:



Job:

2.

Name:



Job:

3.

Name:



Job:

4.

Name:



Job:

5.

Name:



Job:

6.

Name:



Job:

7.

Name:



Job:

8.

Name:



Job:



Unit 5 Lesson 2 Activity: Changing App Windows

1. Find and open WordPad



2. Use the mouse to move the window around the screen.

3. Use the mouse to make the window smaller.

4. Maximize the window.

5. Restore the window.

6. Minimize the window.

7. Find and open the window back up.

8. Close the window.



Unit 5 Lesson 2 Activity: Finding Apps on Your Computer

Directions: Use the Start Menu or Search Bar to find apps on your computer that start with the following letters. Write down the name of at least one app that starts with the following letters.

1. C: _____

2. F: _____

3. M: _____

4. P: _____

5. S: _____

6. W: _____

Unit 5 Lesson 2 Activity: Matching Apps











Microsoft Edge

Pictures

Microsoft Store

Settings

Clock

Mail

Calendar

WordPad



Unit 5 Lesson 2: Evaluation

1. Find and open WordPad.
2. Move the window and change its size so that it only covers the **right half** of your computer screen.
3. Find and open Microsoft Edge.
4. Move the window and change its size so that it covers the **left half** of your screen.
5. Open File Explorer.
6. Minimize File Explorer.
7. Open Calendar.
8. Maximize Calendar.
9. Restore down Calendar.
10. Reopen file explorer.
11. Close the file explorer window.