Unit 5, Lesson 3: Files, Folders & Storage

> **Note to Teacher:** Prepare the "File Examples" folder for each student before class. You may choose to share a flash drive with each student or download the folder of examples on each device before class.

Northstar Standards	Objectives/SWBAT
Basic Computer Skills 7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click). 8. Drag and drop. 11. Identify icons on the desktop. 15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).	**I can** verbally and in writing identify and open different types of files to read the content. **I can** verbally and in writing identify various types of storage (hard drives, cloud drives, and flash drives). **I can** create new folders. **I can** move files between folders.
Seattle Digital Equity Initiative Skills Framework	
IS.6 Organize Information and Files: Manage info [e.g. organize and store it in a reasonable manner, use agents and filters] EF.4 Use the Mouse: Basic mouse functionality	

Materials to prepare:
- File Examples Folder [Use a flash drive to put this folder on each student's computer]
- To print:
    - Unit 5 Lesson 3.Activity.File Guide [1 copy per student]
    - Unit 5 Lesson 3.Activity.File Matching [CUT APART, one set per pair]
    - Print out physical copies of Example files
    - Unit 5 Lesson 3.Activity.Vocabulary Guide [1 copy per student]
    - Printed Self-Evaluation Emoji Set (one per learner)
- To demonstrate concepts:
    - Bring physical manilla folders and a binder to demonstrate folders
    - Bring physical Flash Drive and Hard drive to showcase (if possible)

Vocabulary to Review Before the Lesson
1. *Storage (n):* A space where you put things when they are not being used.
2. *Organized (adj):* Having things arranged in a neat and orderly way.

Vocabulary & Concepts Introduced in Lesson

File Folder	Drive Flash Drive	Hard drive Cloud drive

Timing Notes:

CASAS: ESL 3 (184) - ABE 6 (258)	CASAS: ABE 2 (204) - ABE 6 (262)
Timing Notes: N/A	Timing Notes: 1.5 - 2 hours

Lesson Plan:
1. Warm-up
2. What is a File?
3. Folders
4. Common Types of Files
5. Moving Files
6. Types of Storage
7. Evaluation

Review & Warm-up:

Optional Vocabulary Review

Write-Pair-Share: Students write either the definition or an example of device and storage. Then, they share and explain to their elbow partner.

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.

***Self Assessment*:** Instructor introduces the collection of printed emojis and asks learners to describe the different emotions. Each learner should have their own set of emojis.

Ask: What does each emoji communicate? After the class agrees on the meaning of each emoji, the teacher reviews the lesson objectives with the learners:

> I can identify and open files to read the content.

> I can identify various types of storage.

> I can create new folders.

> I can move files between folders.

Learners each choose an emoji from their set to either place at their desk to communicate their level of comfort with the objective, or learners stand up and post their emoji on the board next to the corresponding objective. At the end of the lesson, the instructor should reference back to this assessment and check to see how student confidence levels changed.

What is a File?

Ask: What is a file? Have you used a file before?

Say: Normally, we use the word *file* to talk about a *collection of documents* that you want to keep and are stored so that we can find them easily.

Say: When we're on the computer, it's the same thing, just a little more complicated because computers need to be as specific as possible.

Say: On the computer, a file can be any number of things: a document, a book, a song, a video, a presentation, etc.

> *File (n):* A collection of computer data that forms a single unit and that is given a particular name.

Say: Different categories of files will look different to help us figure out which is which.

Say: Today we'll explore different kinds of files, how to keep them organized, and different places we can keep them.

Folders:

Say: Before we can start exploring files, let's start with something we use more often.

Say: A lot of people use folders to keep their papers organized, especially when taking a class.

Say: We use a folder to keep all of our class papers in one place. That way it's easier to move around and to find what you're looking for.

Say: Folders on the computer work the same way folders work in real life.

Say: Folders are a way to organize the files you have on the computer.

Say: Just like you have a folder to keep all of your computer class papers, you can make a folder on the computer to keep all of your classwork on the computer.

Demonstrate: Teacher models putting "files" (pieces of paper) into the physical manilla folder.

Say: The icon for folders looks just like a folder in real life.

Say: Login to your class computers.

Ask: How many folders are on your desktop? (gather responses, have students point the folders out on the screen.

Say: Great! Today we'll use a special folder called "file examples". Look for this folder on your desktop and double click on it to open.

Ask: What do you see inside this folder?

Ask: How many files do you see?

Say: Let's talk about these files and what they are.

Common Types of Files:

Say: Before we explore different kinds of files on the computer, let's talk about how to recognize types of files by their type abbreviation and icons.

Handout: [File Guide Activity](#)

Say: Here we have the file type and icons. We're going to go through each of these on paper and write the abbreviations to look for on the computer.

Word documents

Say: A Word/Wordpad document is a piece of paper on the computer that you can type in and change.

Ask: What does the icon look like? (Paper)

Say: The main abbreviations for Word Documents use the 1st three letters of the word "document".

Abbreviations: DOC or DOCX

PDFs

Say: PDF is short for Portable Document Format.

Say: This type of file is used for forms and official documents.

Say: It's like a word document but you usually don't write on it. This kind of file is more for making printing easier or to sign a form.

Abbreviation: PDF

Pictures

Say: Icons for pictures on the computer can vary. Sometimes you'll see this "picture" icon or sometimes you might see a much smaller version of the photo instead.

Say: We have many more options for pictures on the computer, and we can change a lot about them so we have several abbreviations for different kinds of photos.

Abbreviations: JPEG, PNG, GIF

Sound files

Say: We can listen to music and all sorts of things on the computer. When we're not on the internet, we have to put the sound file on our computer so we can listen to it.

Ask: What does the icon look like for sound files? (paper with a music note)

Abbreviations: MP3, WAV

Movie Files

Say: We can also watch movies on computers.

Say: The movie file icon usually looks like a piece of old film.

   Abbreviation: MP4

Say: Now that we have some more information, let's explore what these actually look like on the computer!

Say: Go to the classroom computer and login. Make sure the "file examples" folder is still open.

Say: In this folder, we have examples of different kinds of files you might see and what they look like.

Say: We're going to use our file guide to answer our activity questions as we explore these files.

Instructor note: Make sure to point out the different columns on file explorer to help students identify what files are what. For example: The **1st column** shows **the file name** -> 3rd: Date last modified (i.e. the last time the file was opened and changed) -> **4th: type of file**, and 5th: file size (i.e. how much space it takes up on the computer)

Activity #1: Exploring Files in Your Computer

Direct students to look at the special folder called "file examples" that should be open on students' computers.

1. How many picture files are in this folder and what are they pictures of?
2. What is the PDF file?
3. What does the video show?
4. What do you hear when you play the audio file?
5. What does the word document talk about?

Activity #2: File Matching Activity

Teacher gives student pairs the File Matching Activity that is cut into pieces (or students can cut up terms and icons on the 2nd page). Students must assemble the file guide in pairs as they click through the different file types in the "File Examples" folder. Model one example together. Allow students 5-10 minutes to try to complete the task. Come back together for a whole class share-out to check answers.

Making New Folders & Moving Files

Ask: Has anyone made a new folder on a computer before?

Ask: Why might we want to make a new folder?

Instructor note: **Demo** each step on a projected class computer as you talk about it. Have students follow the steps on their class computers.

Say: To make a new folder, _right click_ on the desktop, but make sure you don't right click on any icons!

Say: A big special menu will open. Hover your mouse over the word "New".

Say: A new list will open with a lot of different types of files and folders you can create.

Say: Find the word "Folder" and click on it.

Say: A new folder will appear on your desktop. DO NOT CLICK ANYWHERE YET!

Say: As soon as you create a new folder, you immediately have the option to write in the name underneath the folder icon. [Point this out on the projection]

Say: Type "Class files" (or some other variation) and then push enter (or click away) and you have your new folder!

Say: Now that we have another folder, we can talk about moving files on the computer.

Ask: Does anyone remember how to move things around on the desktop? (Click-hold-drag)

Ask: Why would you want to know how to move files around? (to organize, to find files easily)

Say: First, let's practice moving a file from a folder to the desktop.

Instructor note: **Demo** each step on a projected class computer as you talk about it. Have students follow the steps on their class computers.

Say: Re-open the "File Examples" folder on your desktop.

Say: Find the Word Document file.

Say: Click and hold on the name/icon. Move your mouse to an empty space on the Desktop and "drop" (let go of the mouse).

Ask: What happens to the file?

Ask: What if I want to move this word document to my new class folder?

Say: Close any open windows on your screen so that you can see all the icons on the desktop.

Say: Click and hold on the word document file. Drag your mouse over to our new folder until our file looks like it's right on top of our class folder. Then drop the file into the folder–let go of the mouse.

Say: Open our new class files folder to make sure we can see our word document inside.

Activity:

Move the movie file from the "File examples" folder to our new "Class Files" folder.

Types of Storage:

Ask: Where do you keep papers in your home? (drawers, folders, file cabinet, box, etc)

Say: Just like in real life, computers need a place to keep all our files and information. This place is called a *drive*.

Say: A computer drive is where a computer stores files and other information.

Say: There are three common kinds of computer drives that you might see and use.

Say: First, computers have built in storage called a *hard drive*. This is where your computer will automatically store all of the files and information you put on your computer.

Say: To see and use the files kept on the hard drive, you need to have the computer in front of you.

Say: Next we have a *flash drive*.

Instructor note: present an example flash drive to the class and have students pass it around so every student gets a look.

Ask: Has anyone used a flash drive before?

Say: Think of a flash drive like a backpack or a bag you might use to move papers from one place to another.

Say: We can put files on a flash drive to move them from one computer to a different computer.

Say: As long as you have a computer and a flash drive, you can see and change any files you've put on the flash drive.

Say: Last, we have the *cloud drive*. Sometimes this is just called "the cloud".

Ask: What do you think this is?

Say: Cloud drives are places on the internet where you can store your files.

Say: You can think of a cloud drive as a storage room on the internet where you can put any and all of your files.

Say: As long as you're connected to the internet, you can see and change these files.

Activity:

Instructor passes out one CUT APART Vocabulary Set per pair. Pairs match the name, definition and icon of each word (drive, hard drive, flash drive, and cloud drive)

Challenge: In pairs, learners write their own new sentence using the word. The sentence should reflect what they learned in class for the week or within the unit.

Evaluation:

Self Assessment: The instructor returns to the objectives and asks learners to find an emoji on their device or in their laminated set to describe how they feel on their learning in regard to each objective.

Unit 5 Lesson 3 Activity: File Guide

Directions: Write the abbreviation for each file type.

Abbreviation	File Type	Icon
	Word Document	
	Picture files	
	Sound files	
	Video files	
	PDF (Portable Document Format)	

Unit 5 Lesson 3 Activity: File Matching

Directions: Cut out our new file names and icons on the next page. Match the correct names, abbreviations, and icons together using this table.

Abbreviation	File Type	Icon

PDF	Word Document	MP3
MP3	Picture files	MP4
MP4	Sound files	W
DOC DOCX	Video files	PDF
JPEG PNG GIF	PDF (Portable Document Format)	

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Unit 5 Lesson 3 Activity: Vocabulary Guide

Directions: For every new word, draw a picture, write the definition, and write a new sentence using the word.

New Word	Draw a Picture	Definition	Write a NEW sentence
App			
File			
Word Document			

New Word	Draw a Picture	Definition	Write a NEW sentence
PDF			
folder			
hard drive			

New Word	Draw a Picture	Definition	Write a NEW sentence
flash drive			
cloud drive			