Unit 5, Lesson 4: Saving Documents

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. 12.Demonstrate ability to trash and retrieve items using the trash or recycle bin. Microsoft Word 3. Save a document, being intentional about name and location.	**I can** save a new document to the desktop. **I can** save changes made to a document. **I can** delete a file using the Recycling Bin.
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:
- Unit 5 Lesson 4.Student Lesson Guide
- Unit 5 Lesson 4.Additional Lesson Images
- Printed Self-Evaluation Emoji Set **(one per student)**

Vocabulary to Review Before the Lesson
1. *Location (n):* A place or position.
2. *Recycle (v):* To make something new from something that has been used before.
3. *Bin (n):* A box that is used for storing things.

Vocabulary & Concepts Introduced in Lesson

Save	Save As	

Timing Notes:

CASAS: ESL 3 (184) - ABE 6 (258)	CASAS: ABE 2 (204) - ABE 6 (262)
Timing Notes: 3-4 hours	Timing Notes: N/A

Lesson Plan:
1. Warm-up
2. Saving
3. Steps to save new file
4. Saving Changes
5. Recycling Bin
6. Evaluation

Review & Warm-up:

Say: Turn on your computer and login. Open a wordpad document.

Instructor note: If class computers don't have Wordpad, students can use Word, but we recommend using WordPad for this lesson as saving a file features less steps than Word.

Teacher writes the following sentences on the board (or projects them in the slides).

Instructions: Type sentences and fill in the blanks on the new document.

1. A file is a _____ on the computer.
2. A file can be many different things like a _____, a _____, or a _____.
3. The 3 kinds of storage on the computer are: _____ drives that are built in to the computer; _____ drives that we can use to move files from one computer to another; and _____ drives that keep files on the internet.

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 save a new document to the desktop.

> I can save changes made to a document.

> I can delete a file using the Recycling Bin.

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.

Saving Files:

Ask: What does it mean to "save" something? (to keep/store for later)

Ask: Why do we save things?

Ask: How do you save important papers at home?

Ask: Why is it important to save files on the computer?

Say: The computer will erase (forget) anything you don't save.

Say: You need to tell the computer when you want to save something.

Say: Today we'll learn how to save a new document to our computer.

Say: Saving a new file is often confusing for new learners so we'll first show you how to save a file and then we'll do the steps together.

Steps to Save a New File:

(students write steps as instructor demos/talks on lesson guide)

Save vs. Save As

Say: There are two similar options we can use when we want to save files on computers: 'Save' and 'Save As'

Say: "Save" is for when we're saving changes made to a file that has already been saved to the computer.

Say: "Save As" is when we're saving a new file. This option needs more information from the us (i.e. Where you want to save it and what name you want to use). This option can also be used when you want to make a copy of a file under a different name or in a different place.

Save As Steps

Instructor Note: **Demo** these steps on a projected computer as you talk through them. You can also use the Additional Lesson Materials for Screenshots. Students watch and write the steps on the student lesson guide.

Say: Our save options will always be hidden in a small blue button at the top of the window. [**Image** 1: Wordpad File Tab]

1. Click on the Blue **File** button in the top left of the Wordpad window.

Say: This will open up a menu. Let's take a look at what we can do with this file.(**Image** 2: Open File Tab)

- [For students using Word] Additional 2 steps: Locations & Browse
2. Click "Save As"

Say: When you save a file for the first time, a new window will open to ask for more information. Let's look at this window and talk about the different parts. (**Image** 3: Save Window)

Say: There are 2 parts of this window that we'll need to use in order to save our file.

Say: On the left side of the window, the computer gives us a list of places we can save our new document.

Say: To make it easy to find our file, we want to save it to the Desktop.

3. Click on the word **Desktop** on the left side of the window.

Say: At the bottom of the window, there's a part that says "File name:" and a place for us to type. The computer will automatically name a new document "Document" but we want to name it something that will help us remember what we've typed inside the document.

4. Click on the word "Document" and erase it.
5. Type the new name: **Saving Warmup** (or some variation)
6. Now we can click the **Save** Button outlined in Blue at the bottom of the window.

Say: Great! We've now saved the file.

Say: To make sure it's in the right place, close the document (click the red X in the top right corner).

Ask: Can you see the file on the desktop?

Say: Now that you've watched me save the file and written the steps, let's practice on your computers.

Activity:

Students follow the steps to save their warm-up document to the desktop. Can be teacher led as needed.

Students use drag & drop to move the document into the Class folder on the desktop.

Saving File Changes:

Say: Now, let's open up our new file again so we can type out the steps to save new files.

Direct students to the student lesson guide to copy the steps written down.

After students complete writing the steps:

Say: Let's try to close the document. Click the red X in the top right corner.

Ask: What happened? (a small new windows pops up - **Image** 4)

Ask: What does this window say?

Say: When we forget to tell the computer to save changes we've made to a file, the computer will ask you if you want to save it.

Say: Click the left **Save** button outlined in blue. This will save the changes and the file will close.

Recycling Bin:

Say: Sometimes we don't need a file or we want to throw something away.

Ask: Where do you put paper you no longer need? (the recycling bin)

Ask: How do you throw something away on the computer?

Say: The computer has its own recycling bin for files.

> **Project**/Hold up **Image** 5: Recycle Bin icon

Say: The recycle bin lives on the desktop.

Ask: Where is the recycle bin on your computer?

Say: To put files in the Recycle Bin, we can drag and drop them into the icon.

Say: When we open the recycle bin, we can see everything you've recycled.

Say: Files you put here will stay here for 30 days before the computer will erase it.

> **Project**/Hold up **Image** 6: Open Recycle Bin Window

Say: If we want to, we can tell the computer to empty the Recycle Bin.

Say: At the top of the window, there's a button called **Recycle Bin Tools.**

Say: When we click on this button, the computer gives us a few options.

> **Project**/Hold up **Image** 7: Empty Recycle Bin Button

Say: To erase all the files in the bin, click on the **Empty Recycle Bin**.

Activity:

Students drag and drop a picture file from the File Examples folder (from U5.L3) into the recycle bin. Empty Recycle Bin.

Evaluation:

Directions:

Students Self-Assess: The teacher returns to the objectives ("I can" statements) 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. The teacher records their responses to inform the review activity for the following lesson.
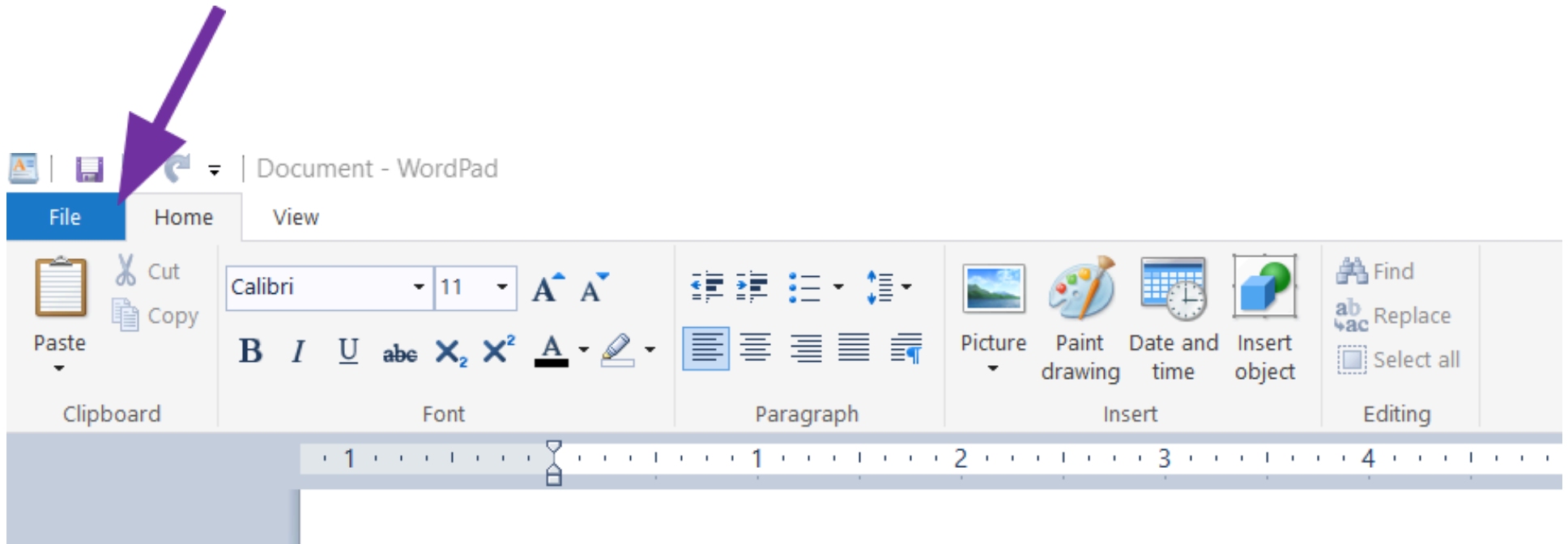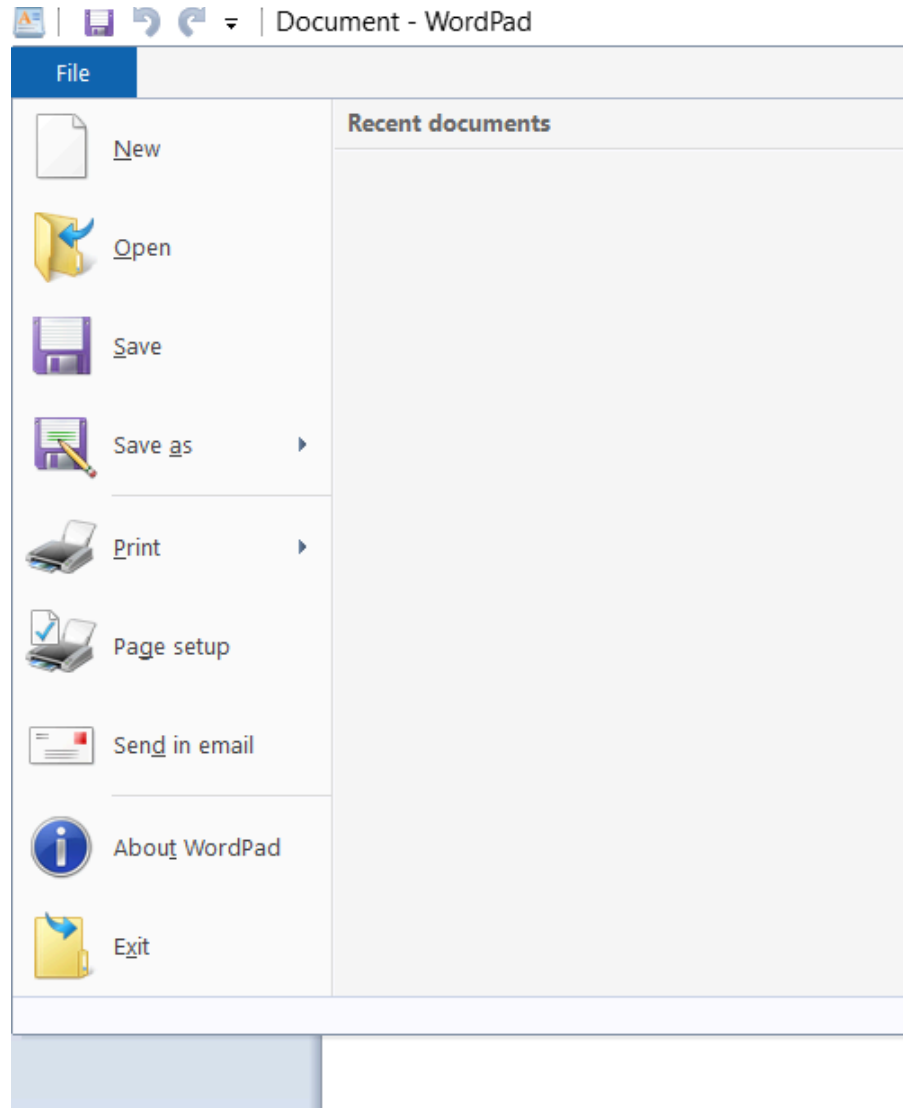
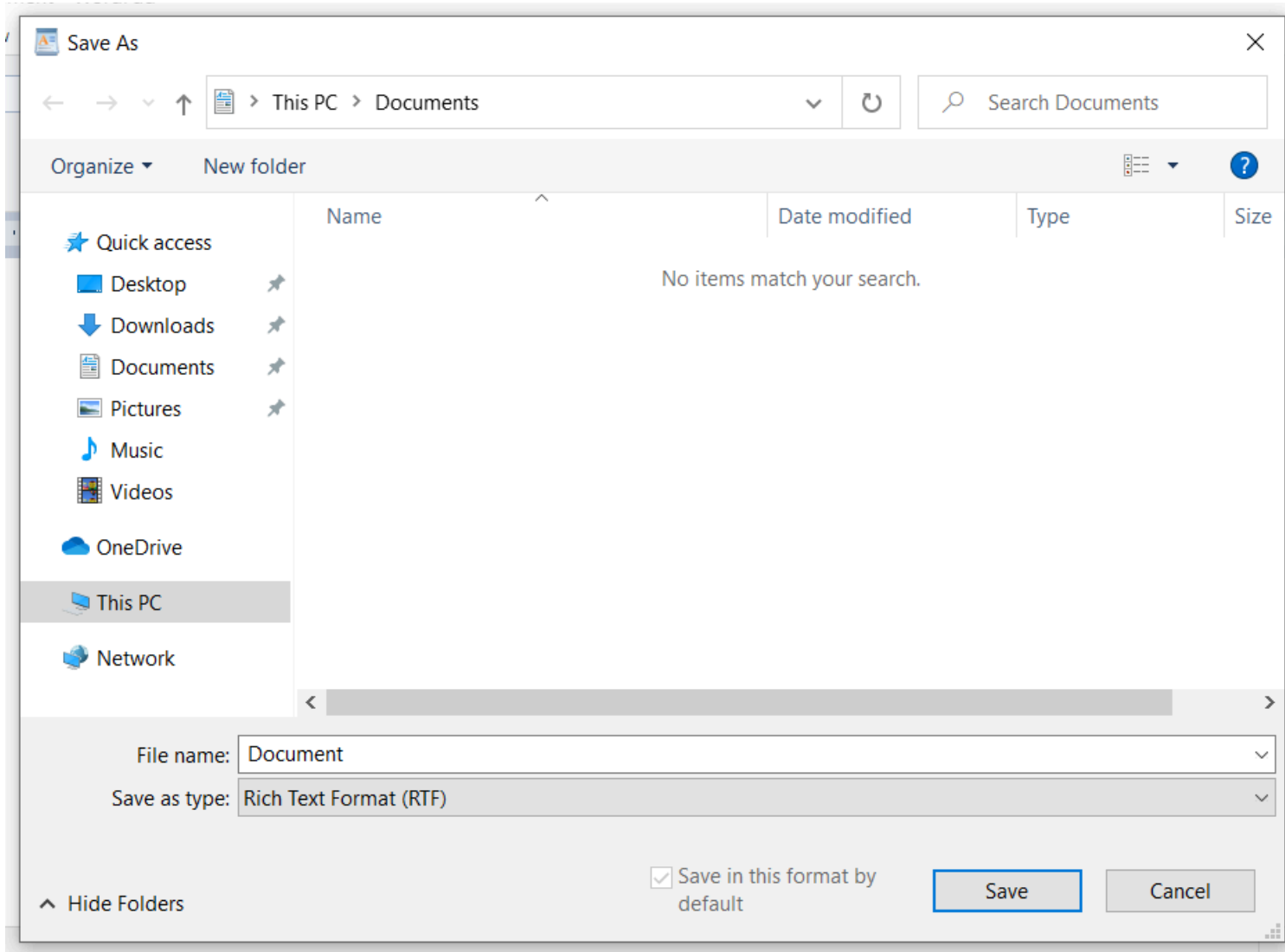*Image 1: Wordpad File Tab*

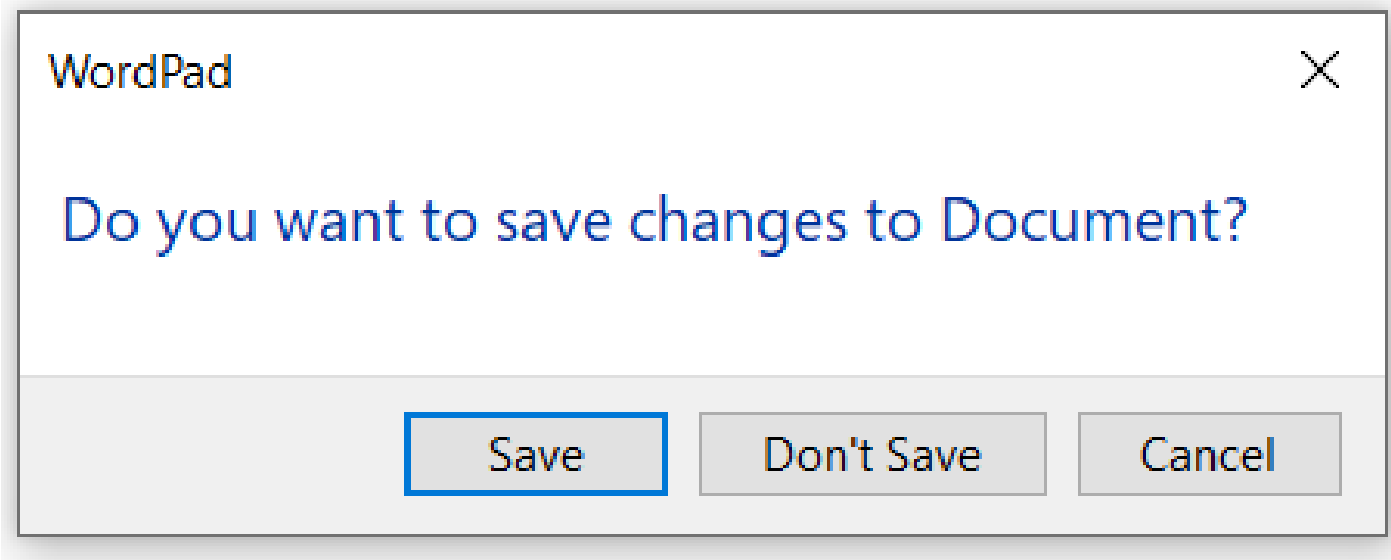*Image 2: Open File Tab*

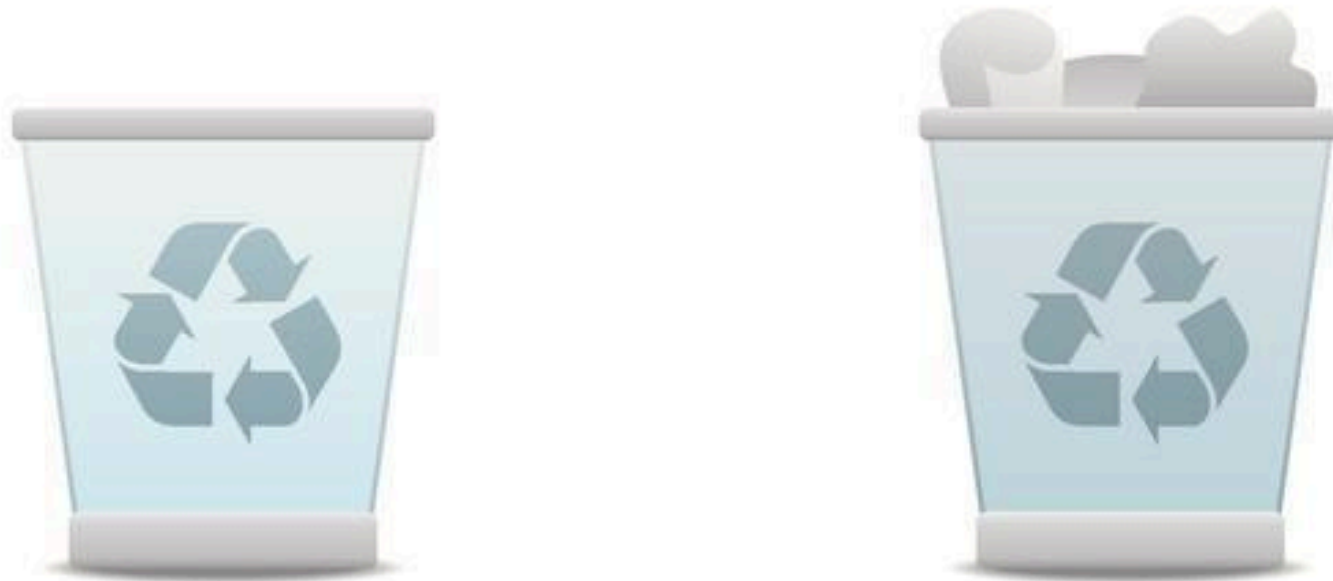*Image 3: Save Window*

Image 4: Saving Changes Window

Image 5: Recycle Bin Icon
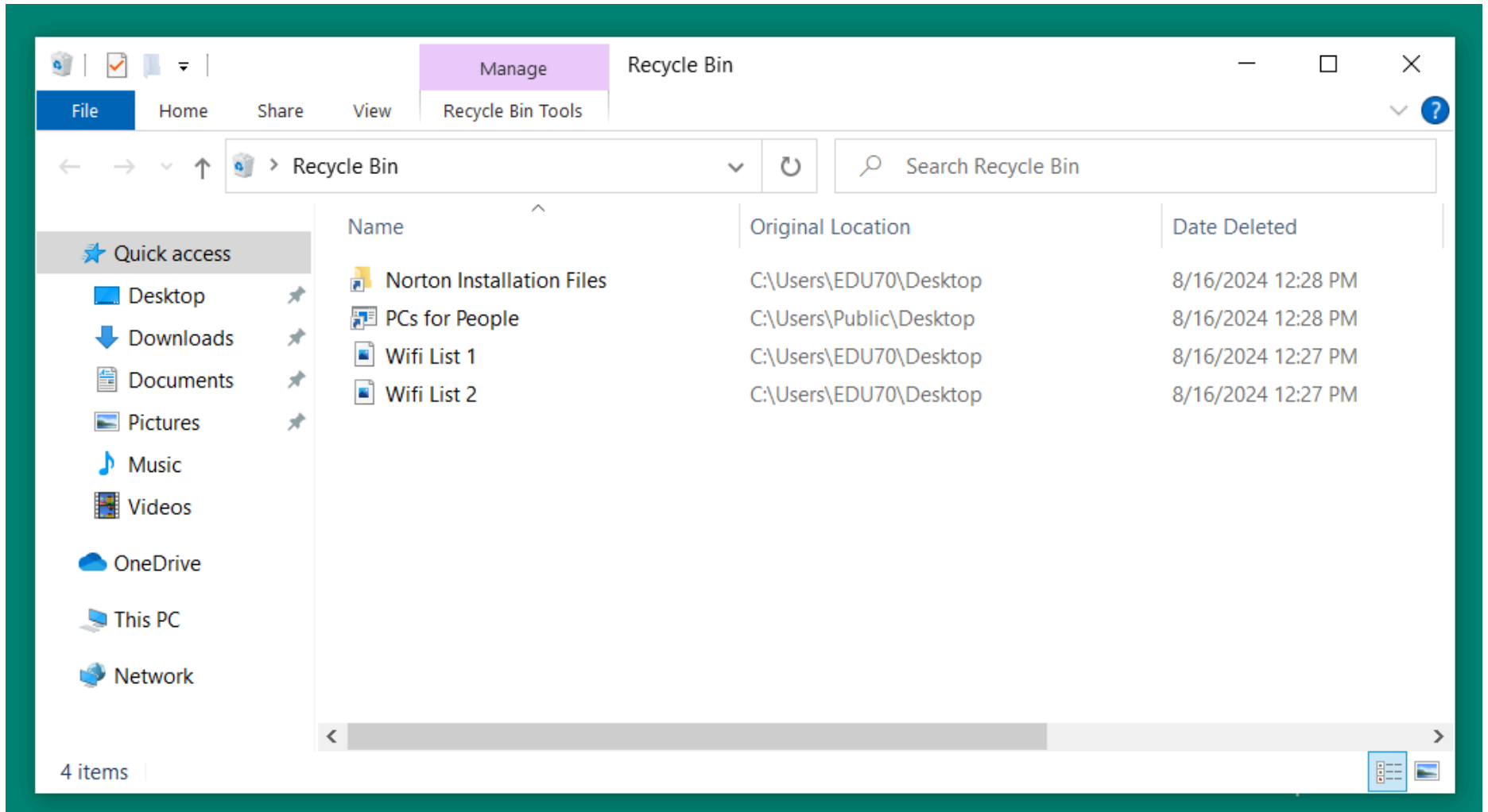
Image 6: Open Recycling Bin Window

Manage

Recycle Bin

| File | Home | Share | View | Recycle Bin Tools |

Empty
Recycle Bin

Recycle Bin
properties

Restore
all items

Restore the
selected items

Manage

Restore

Desktop

PCs for People

C:\Users\Public\Desktop

Downloads

Wifi List 1

Image 7: Empty Recycle Bin Button

ELDES
English Learner
Digital Essential Skills
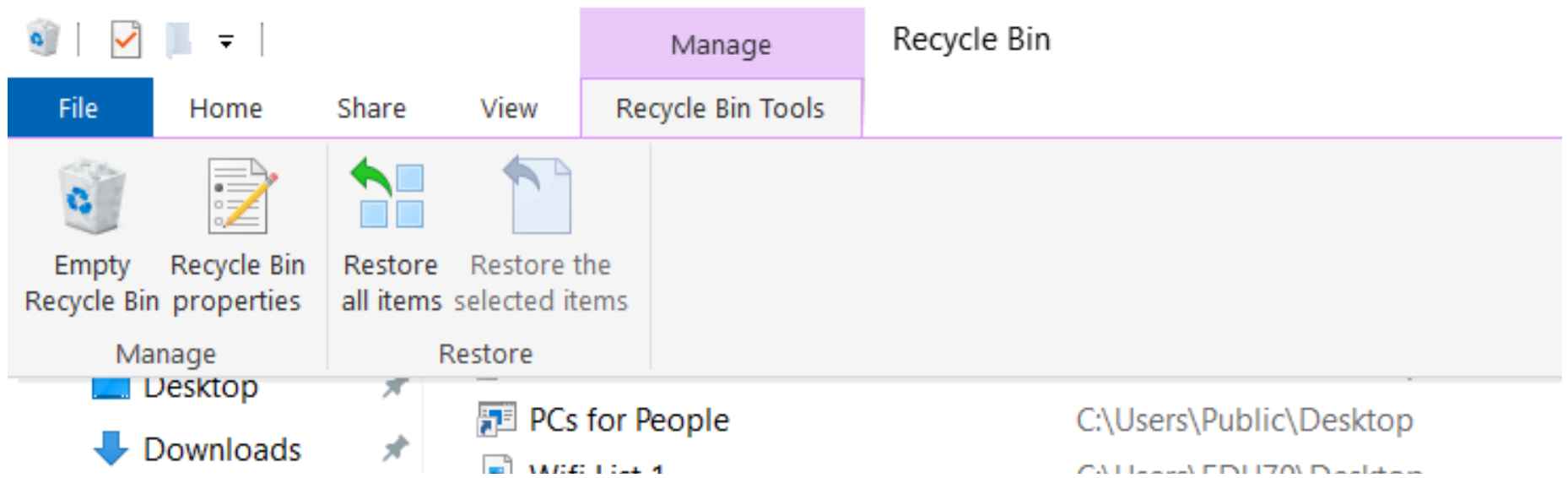
<u>Unit 5 Lesson 4: Student Lesson Guide</u>

1. What does it mean to "save" something? Why do we save things?

   _____

   _____

   _____

2. What is the difference between "Save" and "Save As"?

Save	Save As

3. What are the steps to save a new document file?

   a. _____

   b. _____

   c. _____

   d. _____

   e. _____

   f. _____

4. How do you save changes to a file?

_____

_____

_____

5. What is this icon? What do we use it for?

_____

_____

_____

6. How do we delete files?

_____

_____

_____