Preparation:

1. Distribute week 3 homework
2. Distribute week 3 PRC Module
3. Copies of presentation pages (x – x)

Exercise 1A

1. Direct students to the handout Page 4. Complete the exercise with the students.
2. Open the Start Menu
3. Select All Programs
4. Scroll down the list for familiarity
5. Open the Accessories Folder
6. Select WordPad or Paint program
7. Open the Picture Library
8. View Pictures
9. Select “Help and Support”
10. Type “Start Menu” in the Search Menu
11. Select the “Locate the Start Menu”
12. What are the two ways to open the Start Menu?
13. Close Windows Support and Help

Manipulate a Window

1. Use the Open Paint or Picture Library window.
2. Use the mouse left button pressed on the top of the window to move the window.
3. Use the mouse to change the size from the edges.
4. Identify the three control buttons at the upper right corner of the frame.
   1. Minimize
   2. Maximize/restore
   3. Close
5. Use the controls to minimize, restore, and close a window.
6. Minimize all but one window:
   1. Select the title bar and shake the frame.

Selecting a Window

1. Open all of the windows on the desktop
2. Select each window showing window appears on top.
3. Click the “Show Desktop” button (far right button on task bar).
4. Close each window using the Close button.

Exercise 1B

1. Open a window
2. Move window on screen
3. Resize the window
4. Maximize the window.
5. Restore the window.
6. Switch between windows
7. Select window and minimize others
8. Restore all windows
9. Use show desktop button to minimize.
10. Use show desktop to restore.
11. Close all open windows

Show windows side by side

1. Open two windows.
2. Right click on task bar and select “Show windows side by side”

Presentation

1. Locate Window 7 helper files:
   1. Work with Libraries
   2. Create a File

Review files and folders slides

1. Slide 6 – how are files stored?
2. Slide 7 – how are data and applications related?
3. Slide 9 – Windows Explorer
4. Slide 10 – Windows 7 File System Reference

Locate Personal Folder and Library

1. Open Start Menu and locate Personal and Libraries
2. Open Personal Directory and view several files.
3. Open Libraries and note that libraries are a collection of existing files specific to a topic.

Review hierarchy and file/folder organization.

1. Explore libraries – my Pictures and my music, etc.
2. Libraries group existing file folders in a logical group
3. Show slide 12
4. Show Slide 13

Create a new library

1. Create a new library called “Week 3 Data”

Do Exercise 3A

Locate a file to use.

1. Open the Documents Library
2. Locate the School Letters folder under My Documents
3. Open Letter to John’s Teacher

Explore the Jump list

1. Close the file and open the Start menu
2. Notice the list of recent documents shown to the right.

Use the Search box

1. Open the Start menu and use the Search box to locate the Letter to John’s Teacher
2. Click on the file name to open the word file.

Find files on a drive

1. Use the Windows explorer to find files
2. Locate the Letter to John’s teacher

Exercise 2B - Create a file using MS Word

1. Open the MS Word application and create a file.
2. Save the file in the Subdirectory called School Letters.

Rename a file

1. Rename the file “Week 3 data file”

Create a shortcut example

Delete a file

Restore a deleted file

Exercise 3C – Working with files

Distribute Flash Drives

1. Locate “Week 3 data File” on “C:” drive
2. Copy file to Flash Drive in My Documents

Removing a Flash Drive

1. Find Up Arrow on Task Bar
2. Left Click on USB Icon
3. Click on “Eject Flash Memory”