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| *Class* | Windows Fundamentals - CT-14 | | | *Subject* | Windows Fundamentals | |
| *Reference* | 115 | *Delivered* | 3/5/2014 | *Grade* | Adult | |
| *Lesson* | Week 1 - Windows 7 Basics | | | | | |
| *Description* | Familiarize students with the basic components of a computer, operation of the Mouse, Window's interface (Task and Start), and window manipulation | | | | | |
| *Objective:* | Familiarize students with the basic components of a computer, operation of the Mouse, Window's interface (Task and Start), and window manipulation | | | | | |
| *Resources:* | Computer chassis and individual components used as examples. Windows Fundamentals PPT Slides 1 - 5. | | | | | |
| *Opening:* | None. | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Introduce students and instructor. Describe course overview. Discuss using notebook, Distribute handouts. Review PRC/Student responsibilities. | | | | | 10 |
| 2 | Give Windows Fundamentals Survey | | | | | 15 |
| 3 | Review components of a Personal Computer using "What's a Personal Computer" graphic and PC chassis. Describe operation of the mouse and Keyboard | | | | | 10 |
| 4 | Review the Desktop features including Task Bar, Icons, Quick Access Icons, and background Icons. | | | | | 10 |
| 5 | Review the Start Menu Left and Right panels:  Options to open Start, Open an application,  Open "All programs", Open a Library. Identify three ways to open an Application. | | | | | 15 |
| 6 | Manipulate windows using Paint. Functions: resize, maximize, minimize, close. | | | | | 5 |
| 7 | Open multiple windows: Paint, Word, and finally Explorer. Demonstrate use of Task Bar. Demonstrate side by side on Task bar. | | | | | 10 |
| 8 | Open Windows "Help and Support" and look for "Mouse". | | | | | 5 |
| 9 | Demonstrate proper way to shut down the computer. | | | | | 5 |
| 10 | Review Week 1 Quiz. | | | | | 5 |
| Total |  | | | | | 90 |
| *Closing:* | None. | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | Windows Fundamentals - CT-14 | | | *Subject* | Windows Fundamentals | |
| *Reference* | 116 | *Delivered* | 3/12/2014 | *Grade* | Adult | |
| *Lesson* | Week 2 - Files and Folders | | | | | |
| *Description* | Introduce Drives, Folders, and Files | | | | | |
| *Objective:* | Introduce Drives, Folders, and Files | | | | | |
| *Resources:* | windows Fundamentals Powerpoint. Student PC's | | | | | |
| *Opening:* | Make sure a word document is present in the ..Windows/Week 2/ folder. | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Distribute the handouts and answer any question arising from the previous session. | | | | | 5 |
| 2 | Explain the concept of a Drive using several examples. | | | | | 5 |
| 3 | Use the File Properties display to view the physical characteristics of the C: drive. | | | | | 5 |
| 4 | Review File types and how Windows selects the application using the filetype. Locate a document on the desktop and use the Properties to highlight the file type. | | | | | 10 |
| 5 | Introduce the concept of a hierarchy using the slides. Ask the students for examples. | | | | | 10 |
| 6 | Open the File System using the "Student" entry from the Start Menu. Describe the hierarchy using the slides above. | | | | | 10 |
| 7 | Review the interface of the File Explorer. Highlight the path, view options, sort options. | | | | | 15 |
| 8 | Review process of creating a new file using the slide. Create a Notepad fild on the desktop. | | | | | 10 |
| 9 | Create a Word document from the Word application and save on the desktop | | | | | 10 |
| 10 | Review and Quiz | | | | | 10 |
| Total |  | | | | | 90 |
| *Closing:* | None. | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | Windows Fundamentals - CT-14 | | | *Subject* | Windows Fundamentals | |
| *Reference* | 117 | *Delivered* | 3/19/2014 | *Grade* | Adult | |
| *Lesson* | Week 3 - Files and Folders Continued | | | | | |
| *Description* | Creating and moving folders. Creating a desktop shortcut | | | | | |
| *Objective:* | Creating and moving folders. Creating a desktop shortcut | | | | | |
| *Resources:* | <Lesson Resources Used> | | | | | |
| *Opening:* | <none> | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Distribute the handouts and answer any question arising from the previous session. | | | | | 5 |
| 2 | Review the two ways to create a new file. Review the system hierarcy with emphasis on the Deskop and file hierarchy. | | | | | 10 |
| 3 | Present the relationship between the Libraries and the Computer hierarchy. | | | | | 10 |
| 4 | Create a new MS Word document on the desktop called "Your Name Resume". Create a new Folder on the Desktop called "Resumes". Move the Your name Resume file to the Resumes folder. | | | | | 10 |
| 5 | Take a checkpoint and review accomplishments | | | | | 5 |
| 6 | Create a new "Week 3" folder in the "Windows" folder | | | | | 10 |
| 7 | Create a new "Resumes" folder in the "Week 3" folder. Open the Resumes folder on the Desktop. | | | | | 10 |
| 8 | Open the Resume document by "double click".Change the Resume document and Save As in My Documents/Windows/Week 3/Resumes folder. Close the document and locate the Your name Resume file using the file explorer. | | | | | 10 |
| 9 | Create a Shortcut and move the shortcut to the Desktop. Move the Desktop "Resumes" folder to the Recycle Bin. | | | | | 10 |
| 10 | Review the material presented and administer the quiz. | | | | | 10 |
| Total |  | | | | | 90 |
| *Closing:* | None. | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | Windows Fundamentals - CT-14 | | | *Subject* | Windows Fundamentals | |
| *Reference* | 276 | *Delivered* | 3/26/2014 | *Grade* | Adult | |
| *Lesson* | Week 4 - Libraries | | | | | |
| *Description* | Present the concept of Libraries and cover basic file manipulations | | | | | |
| *Objective:* | Present the concept of Libraries and cover basic file manipulations | | | | | |
| *Resources:* | Student PCs, Slide presentation. | | | | | |
| *Opening:* | (1) Place "Week 4 Document" in C:>Student>MyDocuments>Windows>Week 4. (2) remove the "Vacation Pictures" from the My Pictures folder. (3) Remove the Vacation Pictures Library entry. | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Distribute the handouts and answer any question arising from the previous session. | | | | | 5 |
| 2 | Describe how to access the libraries from the Start Menu. Use the Library slide to show relationship beteen Libraries and the Hierarchy | | | | | 10 |
| 3 | Use the Start Menu Search field to find "Week 4 Document" in Week 4. Open the Week 4 Document from the Search Menu results. Close the Application | | | | | 10 |
| 4 | Open MS Office Word 2007 from the Start Menu. Access the Jump List using the arrow on the right and highlight the "Week 4 Document" Open the Week 4 Document and demonstrate access. Close the document | | | | | 10 |
| 5 | Locate the "Week 4 Document" using the hierarchy or Start Search. Using the "right click" select the "rename" option and change name to "Week 4 renamed". Using the "right click" select the "delete" option. | | | | | 10 |
| 6 | Close the File Manager and locate the Recycle Bin. Open the Recycle Bin and restore the "Week 4 Renamed" file. Go confirm | | | | | 10 |
| 7 | Introduce and insert the Flash Drive and show how the drive is represented in the "Computer" display. | | | | | 10 |
| 8 | Introduce the Left Panel of the File Exporer. Explain the process of moving a folder (and contents) from Flash drive to Folder on C: | | | | | 10 |
| 9 | Drag "European Trip" to the My Pictures folder. Close the File Explorer. Open the Libraries Folder and add "Vacation Pictures" entry. Open the Libaries Folder | | | | | 10 |
| 10 | Instruct how to remove the Flash Drive. Review the material and the quiz answers. | | | | | 10 |
| Total |  | | | | | 95 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | Windows Fundamentals - CT-14 | | | *Subject* | Windows Fundamentals | |
| *Reference* | 277 | *Delivered* | 4/2/2014 | *Grade* | Adult | |
| *Lesson* | Week 5 - Windows 7 Applications | | | | | |
| *Description* | Present the Module 5 - Windows 7 application. | | | | | |
| *Objective:* | Present the Module 5 - Windows 7 application. | | | | | |
| *Resources:* | Windows Fundamentals Slides, PRC Module 5, Week 5 quiz. | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Distribute the handouts and answer any question arising from the previous session. | | | | | 5 |
| 2 | Review the content and terms of the Module 5 | | | | | 10 |
| 3 | Locate the Time display in the lower right side of the tool bar and display the Date and Time Settings. Explain the options in both the Date and Time display and "Change … " option. | | | | | 10 |
| 4 | Select the "Control Panel" and locate the Power Options. Open the power settings and adjust the power settings as a demonstration | | | | | 10 |
| 5 | Open the Start "all programs" and launch the Calculator. Explore the calculator options from the "view" menu | | | | | 10 |
| 6 | Locate the "Windows 7 Helper" icon on the Desktop. Open the Icon and search for "Start an Application" in the drop down. Display and close the application. | | | | | 10 |
| 7 | Open the Snipping Tool from the Accessories menu. Find a portion of the desktop and "snip" a picture. Save on the desktop. Open a new Word Document and insert the saved snip into a document. Do not save the results | | | | | 10 |
| 8 | Have students find the "Sticky Notes" program in the accessories subdirectory. Create two Sticky Notes and save on the desktop. Remove all Sticky Notes. | | | | | 10 |
| 9 | Display the Internet Browser slide and review the controls. Open the Internet browser and have students locate the PRC site. Explain how the Browser controls the Internet session including cookies and passwords. Shw how history can be removed. | | | | | 20 |
| 10 | Review the material and administer the Week 5 quiz. | | | | | 5 |
| Total |  | | | | | 100 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | Windows Fundamentals - CT-14 | | | *Subject* | Windows Fundamentals | |
| *Reference* | 121 | *Delivered* | 4/9/2014 | *Grade* | Adult | |
| *Lesson* | Week 6 - Using Applications | | | | | |
| *Description* | Overview of the MS Office applicatons: Word, Excel, and PowerPoint. | | | | | |
| *Objective:* | Overview of the MS Office applicatons: Word, Excel, and PowerPoint. | | | | | |
| *Resources:* | Slides, Handout, documents in the Week 6 folder. | | | | | |
| *Opening:* | Verify the Week 6 folder is present on each PC including the three documents. | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Distribute the handouts and answer any question arising from the previous session. | | | | | 10 |
| 2 | Present the Ribbon contents including Tabs, Groups, Tools, tool tips, and dialog boxes. Review the Keyboard and the Enter Key | | | | | 10 |
| 3 | Open Word 2007 and discuss the cursor, text selector, ruler, tabs | | | | | 10 |
| 4 | Open the Document in Windows/Week 6 using the Office/File Open menu. | | | | | 5 |
| 5 | Demonstrate:  - Highlighting text, highlighting a line, highlighting a paragraph.  - Cut a Paragraph. Paste a Paragraph  - Change Font and Size.  - Demonstrate auto numbering.  - Demonstrate spell checker. | | | | | 20 |
| 6 | Open the Excel Document in Windows/Week 6. | | | | | 5 |
| 7 | Demonstrate:  - Locate a cell.  - Identify the contents & functions  - Change data and see impact  - change data and see graph adjust. | | | | | 10 |
| 8 | Open the PowerPoint document in Windows/Week 6 | | | | | 5 |
| 9 | Demonstrate:  - Change the style  - Import feature  - Slide show feature  - minor text changes | | | | | 10 |
| 10 | Review the material covered and answer questions. Administer Quiz | | | | | 5 |
| Total |  | | | | | 90 |
| *Closing:* | None. | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |

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| *Class* | Windows Fundamentals - CT-14 | | | *Subject* | Windows Fundamentals | |
| *Reference* | 278 | *Delivered* | 4/16/2014 | *Grade* | Adult | |
| *Lesson* | Week 7 - Job Aids | | | | | |
| *Description* | Overview of Window's features that will aid in general computer operation. | | | | | |
| *Objective:* | Overview of Window's features that will aid in general computer operation. | | | | | |
| *Resources:* | <Lesson Resources Used> | | | | | |
| *Opening:* |  | | | | | |
| **Detail** | | | | | | |
| *Step* | *Activity* | | | | | *Time* |
| 1 | Distribute the handouts and answer any question arising from the previous session. | | | | | 5 |
| 2 | Review e-mail functions using slide. Concentrate on:  - E-mail addresses  - Size of inbox.  - Spam and Junk Mail  - Mention Filters (demonstrate if possible) | | | | | 15 |
| 3 | Introduce the Action Center:  - Locate the "flag" Icon.  - Open the action center  - describe the security settings | | | | | 10 |
| 4 | Introduce Microsoft Security Essentials  - Open the Window  - Review the use of signatures  - Describe scans | | | | | 10 |
| 5 | Review overall PC Security  - Use of tools in combination. | | | | | 10 |
| 6 | Examples of Virus risks:  - Examples of phishing | | | | | 10 |
| 7 | Review the risks and mitigation strategies | | | | | 10 |
| 8 | Student complete PRC Survey | | | | | 10 |
| 9 | Distribute certificates | | | | | 0 |
|  |  | | | | |  |
| Total |  | | | | | 80 |
| *Closing:* |  | | | | | |
| *Homework:* |  | | | | | |
| *Assessment:* |  | | | | | |
| *Comments:* |  | | | | | |