



Windows 10, Lesson 5: File Storage

Northstar Digital Literacy Standards <i>This lesson aligns with the following standard/s.</i>	Vocabulary <i>This lesson focuses on the following digital literacy terms.</i>
9. Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive). 10. Move documents and files, including to and from Recycle Bin.	delete desktop Documents folder file File Explorer Recycle Bin restore

Technology Concepts <i>Important lesson background and teaching tips for instructors</i>
<p>In this lesson, learners will use the File Explorer to navigate places where files can be stored. They will practice moving files from the desktop to the Documents folder. They will also use delete to move files to the Recycle Bin, and use restore to take files out of the Recycle Bin.</p> <p>Teaching Tips:</p> <ul style="list-style-type: none"> • If the Documents folder on the projected computer screen is empty, consider creating some folders with familiar names as an example for learners, e.g. “Taxes”, “Recipes”, “Resumes”, “Homework”, “Health insurance”, etc. Also, consider adding some pictures to the ‘Pictures’ folder. • Learners will need to double click, right click, and drag and drop in this lesson. Considering reviewing these skills before class. Similarly, learners may also want to learn how to make and name folders for their files. All of these skills are covered in Basic Computer Skills, Lesson 2: Mouse Skills. • If you are new to using a Windows 10 computer, try locating and exploring the File Explorer before class. It is the small folder icon next to the search bar.

Teacher Prep Guide <i>Follow these steps to prepare for teaching this lesson</i>	
General Prep	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare to project Reference A for Warm Up. <input type="checkbox"/> Prepare to project Reference B for Pair Explore. <input type="checkbox"/> Prepare to project Reference C for Task.
Vocabulary Work	<ul style="list-style-type: none"> <input type="checkbox"/> Copy Handout A for each learner.

Warm Up

Find out what learners know and prime them for the work ahead.

- Project [Reference A](#). Say to learners while referencing the picture of a desktop:
 - ◆ “This computer **desktop** has 3 folders and 5 **files**. The folders are called “Recipes”, “Notes” and “Pictures”.”
 - ◆ “How would you organize these **files**? What folder would you put each **file** in?”
- When pairs finish, share answers together as a class.

We will Learn...

Sharing learner friendly objectives helps set goals for today's learning.

List objectives on board or project. Read through them together to set goals for today's learning.

We will learn to:

- locate places to store **files** on a computer.
- move **files** to different places on a computer.
- move **files** in and out of the **Recycle Bin**.
- empty the **Recycle Bin**.

MODEL & EXPLAIN 1

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Files

- Say to learners:
 - ◆ “In a desk, we keep lots of books and papers. We can have notebooks, textbooks, schedules, resumes, and homework. Computers have **files**, too. A **file** is a saved document, picture, song, or video on your computer.”
 - ◆ “On computers, we use programs to make **files**. For example, Microsoft Word can be used to make a document **file** of a class schedule.”
- Project and show learners:
 - ◆ Open ‘Word’.
 - ◆ Type your name and make a simple schedule for the week’s computer class.
 - ◆ Save the **file** as “Schedule” on the **desktop**.
 - ◆ Close ‘Word’.

- Ask learners:
 - ◆ “What is the name of the **file** I made?”

Desktop

- Say to learners:
 - ◆ “I just made a **file**. I saved the **file** on my **desktop**. The **desktop** is the space behind the program. The **desktop** is a good place to put **files** you use a lot because it is easy to find them again.”
- Project and show learners:
 - ◆ The **desktop**.
 - ◆ The icon for the **file** ‘Schedule’.
- Ask learners:
 - ◆ “Why is the **desktop** a good place to put **files** I want to open frequently?”

File Explorer

- Say to learners:
 - ◆ “There are other places on the computer where we can put **files**. All of these places are listed in the **File Explorer**. The **File Explorer** is like a big cabinet for all of our computer **files**. I can also see the **files** on my **desktop** in the **File Explorer**.”
- Project and show learners:
 - ◆ Click the **File Explorer**.
 - ◆ Click on **desktop**.
 - ◆ Show learners the **file** ‘Schedule’.
- Say to learners:
 - ◆ “There are many places to put **files** in the **File Explorer**. There are folders (places) for pictures, music, and downloads. One important folder is the **Documents folder**.”
- Project and show learners:
 - ◆ Click and open the **Documents folder**.
 - ◆ Show learners the folders/**files** inside.
 - ◆ Show learners the other folders in the **File Explorer**, including Downloads, Music, and Pictures.
- Say to learners:
 - ◆ “The **Documents folder** is a good place to put most **files**. If you put everything on the **desktop**, the **desktop** could get messy.”

Moving Files

- Say to learners:
 - ◆ “Sometimes you might put a **file** in the wrong folder, or want to organize your **files** differently. You can move **files** to different places. Just click and hold the **file** and drag and drop it into a different folder.”
- Project and show learners:
 - ◆ Click and hold on the **file** ‘Schedule’.
 - ◆ Move it into the **Documents folder**.
- Say to learners:

- ◆ “Using the mouse, click and hold **files** and drag and drop them into any other folder. This is a great way to keep your computer **files** organized.”

DO IT TOGETHER 1

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- Ask learners the following aloud. Learners discuss in pairs before sharing answers as a class:
 - ◆ “Where is a good place to put frequently used **files**?” (**desktop**)
 - ◆ “Where can you find all of your **files**?” (**File Explorer**)
 - ◆ “Where is a good place to put most of your **files**? Why?” (**Documents folder**/more room to store **files**/keeps the **desktop** organized)

MODEL & EXPLAIN 2

Teacher models and explains (thinks aloud) to complete a digital literacy task while learners observe. To help learners focus on the demonstration, they should not work on their own computers at this time.

Deleting Files

- Say to learners:
 - ◆ “Sometimes, files will need to be **deleted**. **Delete** means to remove or erase a **file** or folder. **Deleting** files you no longer need can help keep your files organized and makes space in your computer’s memory.”
- Project and show learners:
 - ◆ Right click on the **file** ‘Schedule’.
 - ◆ Click ‘**delete**’.
- Ask learners:
 - ◆ “How do I **delete** a **file**?”

Recycle Bin

- Say to learners:
 - ◆ “When a **file** is **deleted**, it does not disappear forever. It goes to the **Recycle Bin**.”
- Project and show learners:
 - ◆ Double click on the **Recycle Bin**.
 - ◆ Show learners the **file** you **deleted**.

Restoring Files

- Say to learners:
 - ◆ “If a **file** is **deleted**, I will be able to recover the **file** (bring it back) from the **Recycle Bin**.”
 - ◆ “This is called **restoring** a **file**. **Restore** means to bring the **file** back to its original place. **Restore** takes the **deleted file** out of the **Recycle Bin**.”
- Project and show learners:
 - ◆ Right click the **file** ‘Schedule’.

- ◆ Click **'Restore'**.
- ◆ Close the **Recycle Bin**.
- ◆ Open the **Documents folder**.
- ◆ Show learners that the **file 'Schedule'** is back in its original place.
- Say to learners:
 - ◆ "I **restored** my **'Schedule'** **file** from the **Recycle Bin**, so it is no longer **deleted**."
- Ask learners:
 - ◆ "Where is my **'Schedule'** **file** now?"

Emptying the Recycle Bin

- Say to learners:
 - ◆ "When something is put in the **Recycle Bin**, it is still on our computer. If we want to **delete** it forever, we need to empty the **Recycle Bin**. This is like taking the recycling out at the end of the week."
- Project and show learners:
 - ◆ **Delete** the **file 'Schedule'**.
 - ◆ Right click on the **Recycle Bin**.
 - ◆ Click **'Empty Recycle Bin'**.
 - ◆ Open the **Recycle Bin**.
- Ask learners:
 - ◆ "Do you see the **'Schedule'** **file** anymore?" Answer: "No, it has been **deleted** permanently."

DO IT TOGETHER 2

Teacher asks the class to restate the steps to complete the digital literacy skill modeled. This time, the teacher prompts with questions to learners.

- Ask learners the following aloud. Learners discuss in pairs before sharing answers as a class:
 - ◆ "When you first **delete** a **file**, where does it go?" (**Recycle Bin**)
 - ◆ "To take a **file** out of the **Recycle Bin** and put it back where it was, what do you click?" (**Restore**)
 - ◆ "To **delete** the **file** forever, what do you click?" (empty **Recycle Bin**)

PAIR EXPLORE

*Teacher has modeled the skills, and skills have been practiced together. Now, allow learners time to explore these skills with a partner **without step-by-step guidance from the teacher**. *Refer to the "How to Facilitate Pair Explore" for teacher support.*

Preparing for the Pair Explore

- Guide pairs through the following steps to make a **file** and save it as **'Practice File 1'** on the **desktop**.
 1. Open **'Word'**.
 2. Click **'Blank document'**.
 3. Type **'Practice File 1'**.
 4. Click **'Save As'**.
 5. Select **'Desktop'**.
 6. Click **'Save'**.

7. Close 'Practice File 1.'

Pair Explore

- Now, project [Reference B](#) on the board for learners. Then, in pairs sharing a computer, learners try to:
1. Open the **File Explorer**.
 2. Open the **Documents folder**.
 3. Move 'Practice File 1' into the **Documents folder** from the **desktop**.
 4. **Delete** the document 'Practice File 1.'
 5. Open the **Recycle Bin**.
 6. Use **restore** to put 'Practice File 1' back into the **Documents folder**.
 7. Open the **Documents folder**.
 8. **Delete** the document 'Practice File 1' again.

Task

Learners practice skills by completing an authentic task/s.

Preparing for the Task

- Now, move learners to work on their own individual computers.
- Guide the class through the following steps to make a **file** and save it as 'Practice File 2' on the **desktop**.
1. Open 'Word'.
 2. Click 'Blank document'.
 3. Type 'Practice File 2'.
 4. Click 'Save As'.
 5. Select '**Desktop**'.
 6. Click 'Save'.
 7. Close 'Practice File 2.'

Task

- Project [Reference C](#) on the board for learners. Learners individually repeat a similar sequence:
1. Open the **File Explorer**.
 2. Open the **Documents folder**.
 3. Move 'Practice File 2' into the **Documents folder** from the **desktop**.
 4. **Delete** the document 'Practice File 2'.
 5. Open the **Recycle Bin**.
 6. Use **restore** to put 'Practice File 2' back into the **Documents folder**.
 7. Open the **Documents folder**.
 8. Delete the document 'Practice File 2' again.
 9. Empty the **Recycle Bin**.
- Ask learners:
- ◆ "Where is the 'Practice File 2' now?" (**deleted**).
 - ◆ "Open your **Recycle Bin**. Check the **Recycle Bin** of someone next to you. Is their **Recycle Bin** empty?"

Vocabulary Work

Learners practice vocabulary presented within the lesson.

- Give learners [Handout A](#).
- Learners draw lines to connect each definition to the correct vocabulary word.
- Check answers together as a class.

Wrap-Up

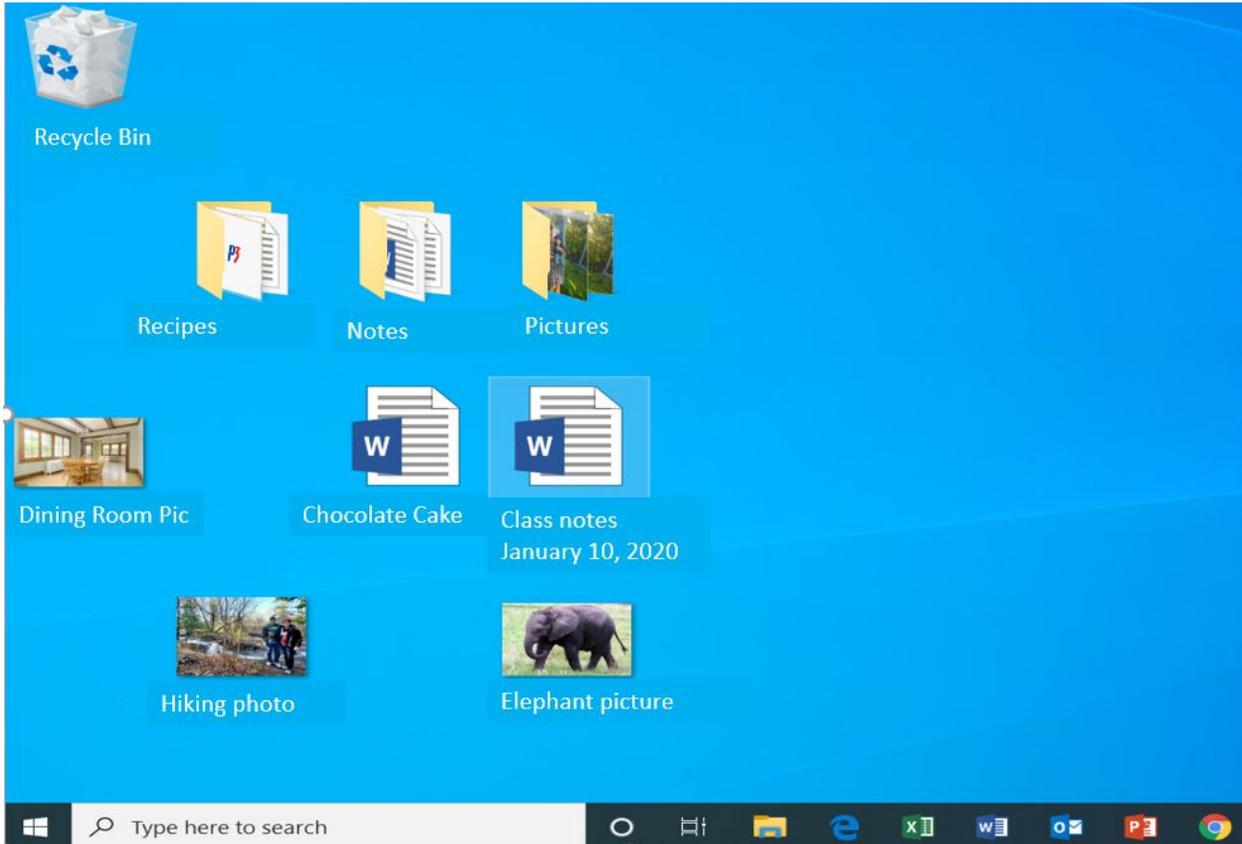
A final check in with learners. An opportunity to review, reflect, or check for understanding.

- Ask learners the following aloud. Learners discuss in pairs before sharing answers as a class:
 - ◆ “Where can you find all of your **files**?” (**File Explorer**)
 - ◆ “Where do **deleted files** go?” (the **Recycle Bin**)
 - ◆ “How do you take **deleted files** out of the **Recycle Bin**?” (**Restore** them)

Reference A

Organizing a Desktop

Directions: This computer **desktop** has 3 folders and 5 **files**. How would you organize these **files**? What folder would you put each **file** in?



Reference B

Pair Explore

Directions: Complete the following steps:

1. Open the **File Explorer**.
2. Open the **Documents folder**.
3. Move 'Practice File 1' into the **Documents folder** from the **desktop**.
4. **Delete** the document 'Practice File 1.'
5. Open the **Recycle Bin**.
6. Use **restore** to put 'Practice File 1' back into the **Documents folder**.
7. Open the **Documents folder**.
8. **Delete** the document 'Practice File 1' again.

Moving Files

Directions: Complete the following steps individually:

1. Open the **File Explorer**.
2. Open the **Documents folder**.
3. Move 'Practice File 2' into the **Documents folder** from the **desktop**.
4. **Delete** the document 'Practice File 2'.
5. Open the **Recycle Bin**.
6. Use **restore** to put 'Practice File 2' back into the **Documents folder**.
7. Open the **Documents folder**.
8. Delete the document 'Practice File 2' again.
9. Empty the **Recycle Bin**.

Handout A

File Storage

Directions: Draw a line to connect the word with the correct definition.

A good place to put frequently used files.

file

A place where you can find all of your files.

desktop

Take a file out of the Recycle Bin and return it to its original place.

Documents folder

A single document, picture, song, or movie on your computer.

File Explorer

A good place to put most of your files.

Recycle Bin

Deleted files go here.

restore