

## Technology Concepts

*Important lesson background and teaching tips for instructors*

In this lesson, learners will become familiar with the basic functions of Microsoft programs: **Word**, **PowerPoint**, **Excel**, and **Edge**. They will discuss different situations where each of these programs can be used.

### Teaching Tips:

- In 2018, **Microsoft** updated the icons for many of their programs, but some computers still feature the icons from 2013. This lesson includes handouts for both versions, so consider using the version consistent with the computers in your lab (the Northstar assessments feature the 2013 icons). Also, consider showing your learners different versions of the icons and discussing some of the common features. For example, the icon for **Word** always has a blue W.
- If you do not use **Excel** frequently, consider practicing prior to teaching this lesson. Try making the **spreadsheet** featured in Model & Explain 2.
- Consider pre-making the demo **PowerPoint slideshow** featured in Model & Explain 2 prior to class.

MICROSOFT is a company that makes APPLICATION SOFTWARE for computers.

MICROSOFT is the 'Industry Standard'

APPLE and GOOGLE also have a SUITE of products

## 4-4 Learning Objective Standards

5. Identify icons, functions, and any file extensions related to basic Microsoft Office software (Word, PowerPoint, and Excel) and default Windows programs (Microsoft Edge, Windows Defender, Paint, Snip, Etc.)

## 4-4 Vocabulary

**default**

**Excel spreadsheet (xlsx)**

**Edge internet browser**

**file extension (jpg, png, pdf, mp4, mp3, mov, avi, exe, txt, gif, tif, zip, wav)**





**Microsoft**

**PowerPoint slideshow (pptx, ppt)**





**Word document (docx)**

# Unit 4-4-A Reference Microsoft Icons

2013

	
Word	PowerPoint
	
Edge	Excel

2018

	
Word	PowerPoint
	
Edge	Excel

# Unit 4-4-B Reference Extensions



File type: picture  
File extension: .jpg



File type: song  
File extension: .mp3

## Microsoft File Extensions

Directions: Read the file names below. What kind of file do you think they are? Why?



Word document



PowerPoint slideshow



Excel spreadsheet

class_presentation.pptx
resume.docx
taxes.xlsx

**SOME OTHER EXTENSIONS:** pdf, mp4, vid, avi, txt, png, gif, zip, exe, html, wav, tif

<https://it.nmu.edu/docs/common-windows-file-extensions>

<https://www.indeed.com/career-advice/career-development/types-of-files>

<https://www.filecenter.com/blog/the-giant-list-of-document-file-types-and-extensions/>

<https://support.microsoft.com/en-us/windows/common-file-name-extensions-in-windows-da4a4430-8e76-89c5-59f7-1cdbc75cb01>

# Unit 4-4-C Reference (Pair Explore)

*Directions: Complete the following steps:*

1. Open **Word**.
2. Type your names.
3. Close **Word** (click 'don't save').
4. Open **PowerPoint**.
5. Type your favorite foods.
6. Click 'New Slide'.
7. On the new slide, type the date.
8. Close **PowerPoint** (click 'don't save').
9. Open **Excel**.
10. Type the days of the week.
11. Close **Excel** (click 'don't save').

# Unit 4-4-A Handout QUIZ-1 (Microsoft Programs)

Read the following situations. Which program is best for each situation?

**Situation one:** Sujin is having a bake sale at her school. She wants to make an ad for her bake sale. The ad will have the location of her sale, the time, prices, and a picture of the food. She wants to print the ad and give it to friends.

What program should she use? \_\_\_\_\_



Word  
document



PowerPoint  
slideshow



Excel  
spreadsheet

**Situation two:** Nenglor is helping Sujin with her bake sale. Sujin is selling food for three days. Nenglor wants to write down how much food Sujin sold each day and how much money she made. He needs a program to write down the numbers and add them.

What program should he use? \_\_\_\_\_

**Situation three:** Luis is Nenglor's and Sujin's teacher. He took a lot of pictures of their bake sale. Luis wants to show the rest of the school how well the bake sale went. He needs a program to make a slideshow that will have pictures of the bake sale and information about how much food they sold.

What program should he use? \_\_\_\_\_

# Unit 4-4-A Handout QUIZ-2 (Microsoft Programs)

**Situation one:** Sujin is having a bake sale at her school. She wants to make an ad for her bake sale. The ad will have the location of her sale, the time, prices, and a picture of the food. She wants to print the ad and give it to friends.

What program should she use? \_\_\_\_\_

Read the following situations. Which program is best for each situation?



Word document



PowerPoint slideshow



Excel spreadsheet

**Situation two:** Nenglor is helping Sujin with her bake sale. Sujin is selling food for three days. Nenglor wants to write down how much food Sujin sold each day and how much money she made. He needs a program to write down the numbers and add them.

What program should he use? \_\_\_\_\_

**Situation three:** Luis is Nenglor's and Sujin's teacher. He took a lot of pictures of their bake sale. Luis wants to show the rest of the school how well the bake sale went. He needs a program to make a slideshow that will have pictures of the bake sale and information about how much food they sold.

What program should he use? \_\_\_\_\_