Unit 4 Windows Vocabulary List

application/app/program	Folder (Directory)	restore down
back up	Get Help	search bar
cloud drive	hard drive	Shutdown (Power DOWN, OFF)
cold boot / (Boot up)	hardware	sign out / log off / Log out
default	Mac OS	software
delete	maximize	Start Menu (Windows)
Desktop	Microsoft	Sub-Folder / Sub Directory
Directory (Folder)	minimize	Taskbar (Windows) (Dock MAC)
Dock (Mac Taskbar)	operating system (OS)	Tiles
Documents folder	peripheral	Uninstall
Edge internet	portable	USB flash drive
browser	PowerPoint (Presentation)	Jump Drive / Thumb Drive
Excel spreadsheet	Root Folder (Directory)	Warm boot (Restart)
file	Slideshow / Presentation	window
file extension	Recycle Bin / Trash	Windows Operating System
File Explorer	Restart (warm boot)	Word document
Firmware	restore	

Unit 4 Windows Learning Objectives

Learners will be skilled at…

- navigating Windows operating system tools in order to find programs to help perform specific tasks.
- recognizing common features of the Windows interface in order to manage their computer workspace and identifying the operating system being used by a computer.
- identifying the function of Microsoft Office programs in order to match a program to a task.
- choosing a storage drive to save and back up their work.
- listing and using accessibility options available in Windows Settings to support needs and preferences.

Unit 4 Windows Learning Objectives

Windows 10
Northstar Online Learning
Module: Windows 10

1. Identify the operating system used by a computer.

2. Identify the parts of the Windows 10 interface

    (desktop, taskbar, etc.).

3. Demonstrate knowledge of the Windows Start Menu,

    including **Get Help**.

4. Use the **search bar** to locate a file, program or document.

5. Identify icons, functions, and any file extensions related to

    basic office software (Word, PowerPoint, and Excel)

    and default Windows programs (Microsoft Edge, Windows Defender, etc.).

Unit 4 Windows Learning Objectives

6. Start and exit programs.

7. Minimize and maximize windows.

8. Open, close and switch between windows.

9. Demonstrate knowledge of Windows File Explorer

   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.

11. Shutdown, Restart, and log off a computer.

12. Use Settings to uninstall or modify apps. (Customize Windows).

Unit 4 Windows Lessons

Lesson 1: *Finding and Opening Programs*

a. Identify the parts of the Windows 10 interface (desktop, taskbar, etc.).

b. Demonstrate knowledge of the Windows Start Menu, including Get Help.

c. Use the search bar to locate a file, program, or document.

d. Start and exit programs.

Lesson 2: *Managing Windows*

a. Identify the parts of the Windows 10 interface (desktop, taskbar, etc.).
b. Use the search bar to locate a file, program, or document.
c. Start and exit programs.
d. Minimize and maximize windows.
e. Open, close and switch between windows.

Unit 4 Windows Lessons

Lesson 3: *Operating Systems*

a. Identify the operating system used by a computer.

b. Identify the parts of the Windows 10 interface (desktop, taskbar, etc.).

Lesson 4: *Microsoft Programs*

a. Identify icons, functions, and any file extensions related to basic office software (Word, PowerPoint, Excel)

b. and default Windows programs (Microsoft Edge, Windows Defender, Paint, Snip)

Unit 4 Windows Lessons

Lesson 5 *: File Storage*

a. Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive and Google Drive).

b. Move documents and files, including to and from Recycle Bin.

Lesson 6: *Storage Drives*

a. Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive and Google Drive and others).

Lesson 7: *Start Menu*

a. Demonstrate knowledge of the Windows Start Menu, including **Get Help**.

b. Start and exit / Close programs.

c. Shutdown, restart, log off a computer.

d. Use Settings to Uninstall or modify apps.