Unit 4-4 Microsoft Application Programs



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

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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

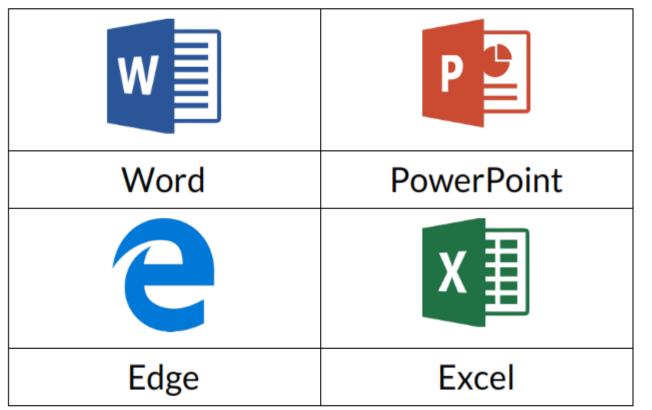
PowerPoint slideshow (pptx, ppts)

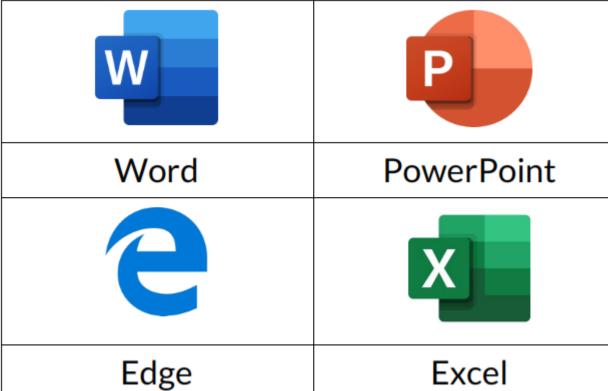
Word document (docx)

Unit 4-4-A Reference Microsoft Icons



2013 2018





Unit 4-4-B Reference Extensions





File extension: .jpg



Microsoft File Extensions

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



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-da4a4430-8e76-89c5-59f7-1cdbbc75cb01

Unit 4-4-C Reference (Pair Explore)



Directions: Complete the following steps:

- Open Word.
- 2. Type your names.
- Close Word (click 'don't save').
- Open PowerPoint.
- Type your favorite foods.
- 6. Click 'New Slide'.
- 7. On the new slide, type the date.
- Close PowerPoint (click 'don't save').
- 9. Open Excel.
- Type the days of the week.
- 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





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 PowerPoint Excel

<u>Situation two:</u> 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?

<u>Situation three:</u> 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?