

Windows 10, Lesson 7: Start Menu

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>
3. Demonstrate knowledge of the Windows Start Menu, including Get Help. 6. Start and exit programs. 11. Shutdown, restart, and log off a computer. 12. Use Settings to uninstall or modify apps.	application/app/program Get Help restart shut down sign out/log off Start Menu uninstall

Technology Concepts
Important lesson background and teaching tips for instructors

In this lesson, learners will explore some of the basic features of the **Start Menu**, including finding and opening **applications**, using **Get Help**, **uninstalling applications**, and ending their computer session with **restart**, **sign out**, and **shutdown**.

Teaching Tips:

- This lesson covers how to use Settings to **uninstall applications**. If learners are curious to practice other features of Settings such as how to change the desktop background, these skills are covered in [Basic Computer Skills, Lesson 8: Customizing and Updates](#).

Teacher Prep Guide <i>Follow these steps to prepare for teaching this lesson</i>	
General Prep	<input type="checkbox"/> Prepare to project Reference A for Pair Explore.
Task	<input type="checkbox"/> Copy Handout A for each learner.
Vocabulary Work	<input type="checkbox"/> Copy Handout B for each learner.

Warm Up

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

- Ask learners the following aloud. Learners discuss in pairs before sharing answers as a class:
 - ◆ “When we leave our house, we usually need to take steps to keep our house safe. What do you do before you leave your house?” (lock the door, close the blinds, turn off the lights, etc.)

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:

find and open **programs** in the **Start Menu**.

use **Get Help** to find information about the computer.

uninstall (delete) **apps** off the computer.

restart/log off the computer.

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.

Start Menu

- Say to learners:
 - ◆ “On a Windows computer, all of the **applications** are in the **Start Menu**. The **Start Menu** is like a drawer for the tools in our computer.”
 - ◆ “For example, if I want to use the calculator **application**, I can find it in the **Start Menu**.”
- Project and show learners:
 - ◆ Point out the **Start Menu**.
 - ◆ Open the **Start Menu**.
 - ◆ Show learners the list of **applications**.
 - ◆ Find and open the **application** ‘Calculator’.
- Say to learners:
 - ◆ “To close the **application**, click the X button.”
- Project and show learners:
 - ◆ Click the X button to close ‘Calculator’.
- Ask learners:
 - ◆ “What other kinds of **applications** (tools) do you think we could find in the **Start Menu**?”

Get Help

- Say to learners:
 - ◆ “There is an **application** in the **Start Menu** called **Get Help**.”
 - ◆ “**Get Help** is an **application** that helps you learn how to use your computer. If you have a question about your computer, you can ask **Get Help**.”
 - ◆ “For example, I want to change the picture in the background. The picture is on the computer’s desktop. I can ask **Get Help** how to change the picture.”
- Project and show learners:
 - ◆ Find and open the **application** ‘**Get Help**’.
 - ◆ Type “change desktop background”.
 - ◆ Click “change your desktop background and colors” to open an article showing how.
 - ◆ Follow the directions and change the background.
 - ◆ Close ‘**Get Help**’.
- Ask learners:
 - ◆ “What can the ‘**Get Help**’ **application** help you do?”

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 can you find all of the **applications** on your computer?” (**Start Menu**)
 - ◆ “What **application** helps you find answers to questions about how to use your computer?” (**Get Help**)

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.

Uninstall Applications

- Say to learners:
 - ◆ “Computers sometimes have too many **programs**, and we can run out of space on our computer.”
 - ◆ “If we have too many **programs**, we can **uninstall** some of them. **Uninstall** means to delete or remove an **application**.”
- Project and show learners:
 - ◆ Open the **Start Menu**.
 - ◆ Click ‘**Settings**’.
 - ◆ Click ‘**Apps**’.
 - ◆ Find an **app** and click on it.
 - ◆ Show the learners the ‘**Uninstall**’ button. Don’t click it.
- Ask learners to restate:
 - ◆ “What are the steps to **uninstall** an **application**?”

Shut Down

- Say to learners:
 - ◆ “You should close the computer when you finish using it. You can either **log out** or **shut down**.”
 - ◆ “**Shut down** turns the computer off. This is important to save energy or battery power. The **shutdown** button is in the **Start Menu**.”
- Project and show learners:
 - ◆ Open the **Start Menu**.
 - ◆ Click the power button.
 - ◆ Show learners the **shutdown** button.
- Say to learners:
 - ◆ “Choosing the **shutdown** button turns the computer completely off. This saves battery power.”

Sign out

- Say to learners:
 - ◆ “Sometimes, we don’t want to **shut down** the computer, but we still want to close our computer so other people can’t access our private work. To do this, we can **sign out** of the computer. **Sign out** closes your work and locks your computer, but does not turn it off.”
 - ◆ “**Sign out** is useful if using a public computer in a school or library. Don’t turn a public computer off completely; just **sign out** so the next person can sign in.”
 - ◆ “**Sign out** is also sometimes called **log off**. **Sign out** and **log off** mean the same thing.”
- Project and show learners:
 - ◆ Open the **Start Menu**.
 - ◆ Click the ‘Account’ button (small button on the top left side that usually looks like a small person).
 - ◆ Show learners the ‘**Sign Out**’ button.
- Ask learners:
 - ◆ “Why might you choose to **sign out** instead of **shutting down** the computer?”

Restart

- Say to learners:
 - ◆ “Sometimes the computer might have a problem. For example, the WiFi might stop working or the computer might get stuck or freeze.”
 - ◆ “To try to fix this problem, you can **restart** the computer. **Restart** will make the computer turn off and then turn on again. This sometimes fixes problems.”
 - ◆ “After **restart**, you will need to sign in again.”
- Project and show learners:
 - ◆ Open the **Start Menu**.
 - ◆ Click the power button.
 - ◆ Click ‘**Restart**’ to show learners what happens.
- Ask learners:
 - ◆ “When would you choose to **restart** the computer?”

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:
 - ◆ “You have too many **applications** on your computer. What can you do to make more space?” (**uninstall applications**)
 - ◆ “You were using your laptop at school. You finished working and now you are going home. What should you do before leaving to save battery power?” (**shut down**)
 - ◆ “You are using a computer and it stops working (freezes). What can you try that might fix the problem?” (**restart**)
 - ◆ “You are using a computer at the library and you just finished working. What should you do before leaving?” (**sign out**)

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.

- Project [Reference A](#) on the board for learners. Then, in pairs sharing a computer, learners try to:
 1. Open the **Start Menu**.
 2. Open the **application ‘Get Help’**.
 3. Close **‘Get Help’**.
 4. Find the **Shutdown** button (don’t click).
 5. Find the **Restart** button (don’t click).
 6. Find the **Sign out** button (don’t click).

Task

Learners practice skills by completing an authentic task/s.

- Give learners [Handout A](#).
- Learners read the steps to **uninstall applications**.
- Then, they find and circle the buttons indicated in each step.
- As learners complete the task, ask them to turn and tell a partner how to **uninstall** an **application** on their computer.

Vocabulary Work

Learners practice vocabulary presented within the lesson.

- Give learners [Handout B](#).
- Learners label the buttons in the picture of the **Start Menu**.
- For additional support, suggest that learners use the computers to find the names of the buttons.
- 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 the **programs** on your computer?” (**Start Menu**)
 - ◆ “What should you do when you are done using a shared computer at the library?” (**sign out**)
 - ◆ “What is the first step to **uninstall applications**?” (open Settings)

Reference A

Pair Explore

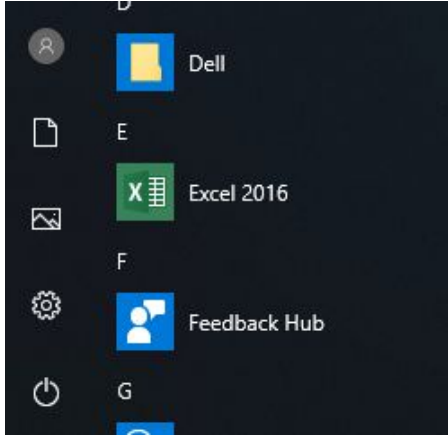
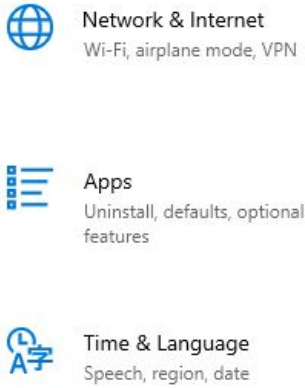
Directions: Complete the following steps.




1. Open the **Start Menu**.
2. Open the application '**Get Help**'.
3. Close '**Get Help**'.
4. Find the **Shutdown** button (don't click).
5. Find the **Restart** button (don't click).
6. Find the **Sign out** button (don't click).

Handout A

Uninstalling Applications

Directions: Below are the steps to **uninstall** an application on your computer. For each number below, find and circle the button in the picture that matches the underlined word.

1) open <u>settings</u>	2) open <u>apps</u>
	

3) find an app and click <u>uninstall</u>		
	SHARP Driver Uninstall Tool	13.4 MB
	4/1/2019	
	Skype Skype Advanced options	28.5 MB
	11/14/2019	
<input type="button" value="Move"/>	<input type="button" value="Uninstall"/>	
	Slack Slack Technologies Inc.	213 MB
	12/10/2019	

Handout B

The Start Menu

Directions: Label the buttons in the picture using the vocabulary words below.

shut down/restart	sign out (log off)
settings	applications/programs
open the Start Menu	

