

# Techno - Windows Expert (I)

**Course summary** Target age range: 6-8 (years 2-3). Duration guide:- 10-12 sessions

<b>Key Skills:</b> Know your computer Customize your desktop Making folders & how to save Keyboard shortcuts Recording sounds	<b>Technical vocabulary:</b> Desktop, screen saver, right click, settings, minimize, maximize, file name, cut, copy, paste, refresh, windows key, record, playback, effects, taskbar	<b>Concepts:</b> Personalizing your computer Managing files Using Windows accessories
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## Session 7

Revise what a folder is and what they're used for. Learn how to make a new folder on the desktop.

Class activity: make your own folder (one each). Name it with your name. Class activity: Open **Dazzle plus** and make a simple design. Then save it to the new folder - learn how to select a destination folder and why it's important. Using a proper file name. Practice.

- Technical vocabulary :- folder, file name.
- Concepts :- managing files.

## Session 8

Class activity: repeat as above, this time open **Storybook**, create a page and save it to the new folder (correctly). Learn how to use drag and drop copying (save a file to the Desktop then D&D into the correct folder). Practice.

Learn about where a file goes when it is deleted and how you can get it back (Recycle bin/restore). Practice.

## Session 9

Class activity: practice making a new folder on the desktop. Name it the same as the school name (eg Hazelwood Juniors). Practice ways to drag and drop existing children's folders into the new one. Class activity: practice moving back and forth. Learn how to copy and paste files. Copy a file from 'My Documents/My Pictures' and paste into your folder. Practice. Refresh / Line up icons.

- Technical vocabulary :- drag and drop, cut, copy and paste, refresh.
- Concepts :- managing files.

## Session 10

Learn about the windows key and how to use the arrows/enter to select programs etc. Class activity: Practice. Use keyboard shortcut (Alt F4) to close.

Learn how to use the sound recorder to record your own voice etc. Class activity: practice finding the sound recorder (start-programs-accessories-entertainment-sound recorder). Practice using the playback controls. Use the effects menu. Close (Alt F4) and practice. Save a sound file to your own folder.

Right click the volume icon and change the volume settings. Learn the importance of the 'wave volume' being up, as well as the 'volume control'.

- Technical vocabulary :- windows key, arrows, record, playback, volume.

## Session 11

Learn how to hide/move the taskbar, and change it's properties. Practice. Learn how to change the display settings and the screen aspect ratio (e.g. 800x600 etc). Customize your desktop/windows display. Practice.

- Technical vocabulary :- review all new words
- Concepts :- review all new concepts