

EaD Comprehensive Lesson Plans



or



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Strand:	Introduction to Computing	Sub-Strand:	Components of Computers and Computer Systems
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BASIC 7

WEEKLY LESSON PLAN – WEEK 5

Content Standard:	B7.1.1.2. Demonstrate the use of the features of the Windows Desktop				
Indicator (s)	B7.1.1.2.2 Practice file management techniques (file and folder management)		Performance Indicator: Learners can apply the file management techniques.		
Week Ending	11-10-2024				
Class	B.S.7	Class Size:		Duration:	
Subject	Computing				
Reference	Computing Curriculum, Basic 7 Computing Textbook, Teachers Resource Pack, Learners Resource Pack.				
Teaching / Learning Resources	Personal Computer, Bootable Flash drive, Windows operating software.		Core Competencies:	<ul style="list-style-type: none"> • Communication and Collaboration • Creativity and Innovation. 	
DAY/DATE	PHASE 1 : STARTER	PHASE 2: MAIN			PHASE 3: REFLECTION
MONDAY	Using a chart, discuss the differences between file and folder with the Learners.	<ol style="list-style-type: none"> 1. Assist Learners to create and name files and Folders on the desktop. 2. Demonstrate how to organize files in folders and sub-folders. 3. Learners in small groups to practice organizing files in folders and sub-folders. <p>How to Organize Folders and Files in Windows</p> <ol style="list-style-type: none"> 1. Click to highlight the folder or file to move. 2. Click the Home tab. 3. Move the folder or file by clicking Move to. 4. Click Choose location if the desired folder isn't listed. 5. Choose the destination folder, and then click Move. 			<p>Through questions and answers, conclude the lesson.</p> <p>Exercise;</p> <ol style="list-style-type: none"> 1. Tabulate 4 differences between files and folders. 2. State the steps to follow to organize files in folders and sub-folder.

File vs Folder

Comparison Chart

File	Folder
A file is a collection of related data or information that is stored in a secondary storage device.	A folder is a way to organize files into groups and put them under a common heading.
Files take space on computer memory.	Folders do not take spaces on computer memory.
A file basically stores data or information in a given order in a single unit.	A folder can hold different types of files or other folders within folders.
Files can have extensions to indicate the type of the programs they belong to.	Folders do not have such extensions.
A file cannot contain other files.	A folder can contain other folders.
File organizations include serial, sequential, indexed sequential and direct file organization.	Directory organizations include single directory, one directory per user, and multiple directory per user organization.



THURSDAY

Learners brainstorm to explain the meaning of file extension.

1. Assist Learners to identify the types of File Extensions.
2. Discuss the meaning of the types of file extensions.
3. Group Learners into small groups and ask each group to discuss about the importance of File extensions.

Types of File Extensions;

- JPEG (Joint Photographic Experts Group)
- PNG (Portable Network Graphics)
- GIF (Graphics Interchange Format)
- PDF (Portable Document Format)
- SVG (Scalable Vector Graphics)
- MP4 (Moving Picture Experts Group)



File Extension	File Type
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.AIFF or .AIF	Audio Interchange File Format
.AU	Basic Audio

Reflect on Learners understanding of File Extensions.

Exercise;

1. What is File Extension?
2. State 3 types of File Extension.
3. Explain 2 importance of File extension.

		.AVI	Multimedia Audio/Video
		.BAT	PC batch file
		.BMP	Windows Bit Map
		.CLASS or .JAVA	Java files
		.CSV	Comma separated, variable length file (Open in Excel)
		.CVS	Canvas
		.DBF	dbase II, III, IV data
		.DIF	Data Interchange format
		.DOC or .DOCX	Microsoft Word for Windows/Word97
		.EPS	Encapsulated PostScript
		.EXE	PC Application
		.FM3	File maker Pro databases (the numbers following represent the version #)
		.GIF	Graphics Interchange Format
		.Hqx	Macintosh Bin Hex
		.HTM or .HTML	Web page source text
		.JPG or JPEG	JPEG graphic
		.MAC	Mac Paint
		.MAP	Web page imagemap
		.MDB	MS Access database
		.MID or .MIDI	MIDI sound
		.MOV or QT	QuickTime Audio/Video
		.MTB or .MTW	Mini Tab
		.PDF	Acrobat -Portable document format
		.P65 .T65	PageMaker (the numbers following represent the version #) P=publication, T=template
		.PNG	Portable Network Graphics
		.PPT or .PPTX	PowerPoint
		.PSD	Adobe Photoshop
		.PSP	Paint Shop Pro
		.QXD	QuarkXPress
		.RA	RealAudio
		.RTF	Rich Text Format
		.SIT	Stuffit Compressed Archive
		.TAR	UNIX TAR Compressed Archive

		.TIF	TIFF graphic	
		.TXT	ASCII text (Mac text does not contain line feeds--use DOS Washer Utility to fix)	
		.WAV	Windows sound	
		.WK3	Lotus 1-2-3 (the numbers following represent the version #)	
		.WKS	MS Works	
		WPD or WP5	WordPerfect (the numbers following represent the version #)	
		.XLS or .XLSX	Excel spreadsheet	
		.ZIP	PC Zip Compressed Archive	

Name of Teacher:

School:

District: