











Computer Skills: Folders and Save

Aim: Use technology safely and respectfully. Children will learn to save and open files in their folder. I can save a file.	Success Criteria: I can find and open my folder. I can save a file in my folder.	Resources: Lesson Pack Desktop computers /laptops
	Key Words: Save, folder, open, file.	Preparation: Children have own folders in home folder. An application for children to launch and save a file.

Prior Learning: Children will have learnt how to use a mouse or trackpad, how to switch a computer on and off and how to manipulate windows in lessons 1 to 3.

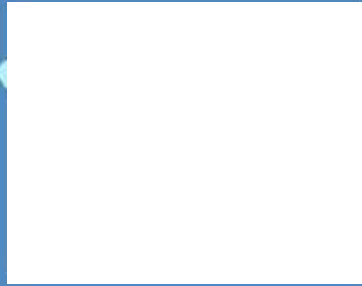
Learning Sequence

	<p>Where? Show the children a physical model for saving work in folders. (A box of folders with each child names, and then sections inside the folder for different subjects etc) Ask a child to “save” a piece of work into a particular place in their own physical folder. Ask what would happen if the work was put in the wrong place.</p> <p>Folders: Show the children how to get to the class folder on the network. (This is normally done through Documents in the Start Menu or the documents folder on the taskbar.) Show them how to open their folder. Encourage them to click on the folder itself and not the name. (With young children you might want to instruct them to click once to highlight the folder and then press enter instead of using double-click. If they use double-click before they have good mouse control, they might move the mouse as they click and could end up accidentally dragging the folder into another folder).</p>	
	<p>My Folder: Children find and open their folder. (Common errors: Children double-click on the folder name, which highlights it for renaming, press enter. Children drag a folder into the adjacent one, adult should use search to find it and cut and paste it back. Children use ‘save as’ when saving work already saved. Children save work at the beginning of a session rather than open and end up saving a blank document on top of their previous work. This is why it is good practice to open previous files from the folder instead of opening the application first.)</p>	
	<p>Saving in Your Folder: Show the children how to save a file into their own folder.</p>	
	<p>Save and Open: Children switch on, log on, launch an application, type or draw something, save their file in their folder, log off and log on again and open their file.</p>	
	<p>Skills: Check who has saved their work in their folder (by searching for files saved that day). Go through the skills learnt in this unit. Remind the children that these are skills they will use most times they use a computer.</p>	

Taskit

Switchit: Give certain children the job of switching on classroom computers.

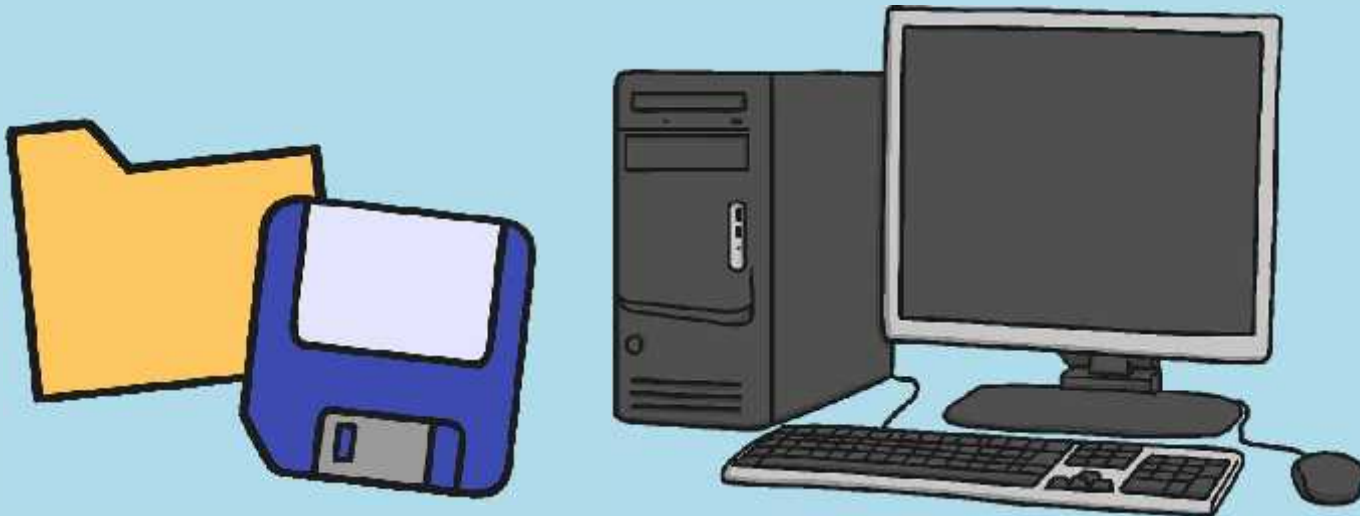
Challengeit: Use the _____ for extension activities.



Computing

Computer Skills

Folders and Save



Aim

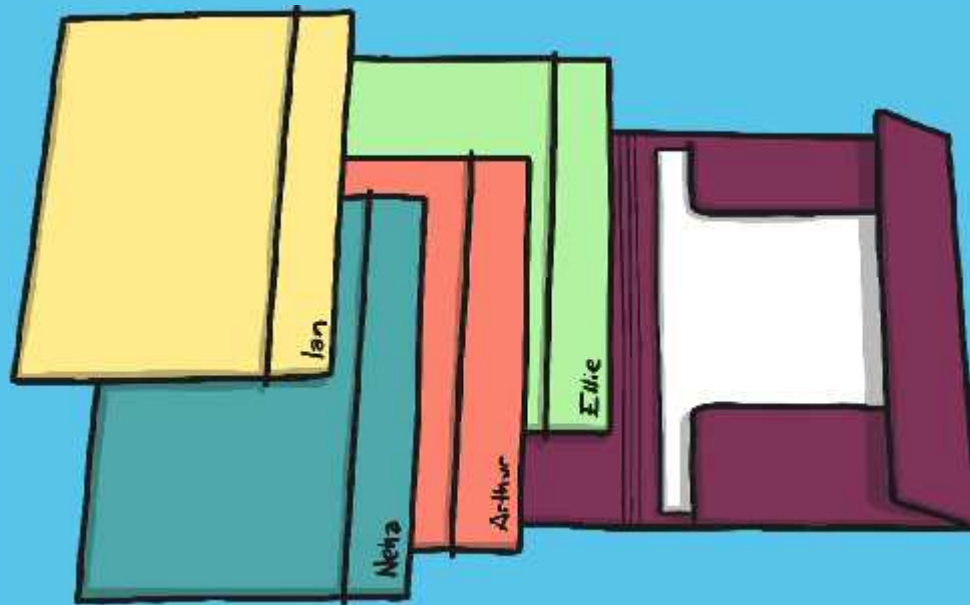
- I can save a file.

Success Criteria

- I can find and open my folder.
- I can save a file in my folder.

Where?

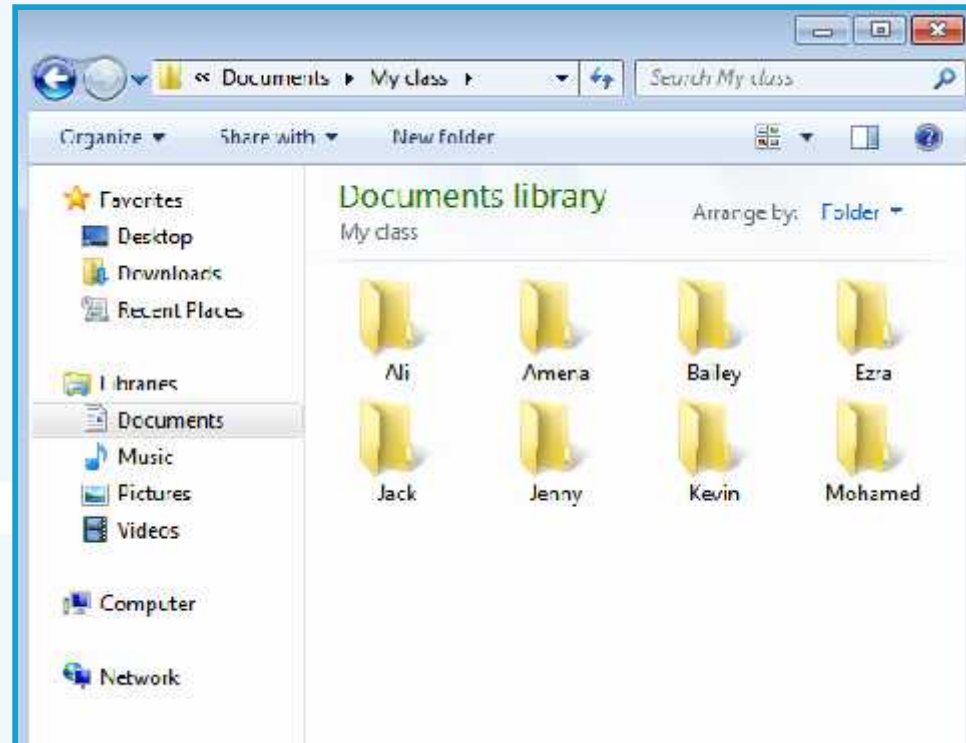
Where do you save work in the classroom?



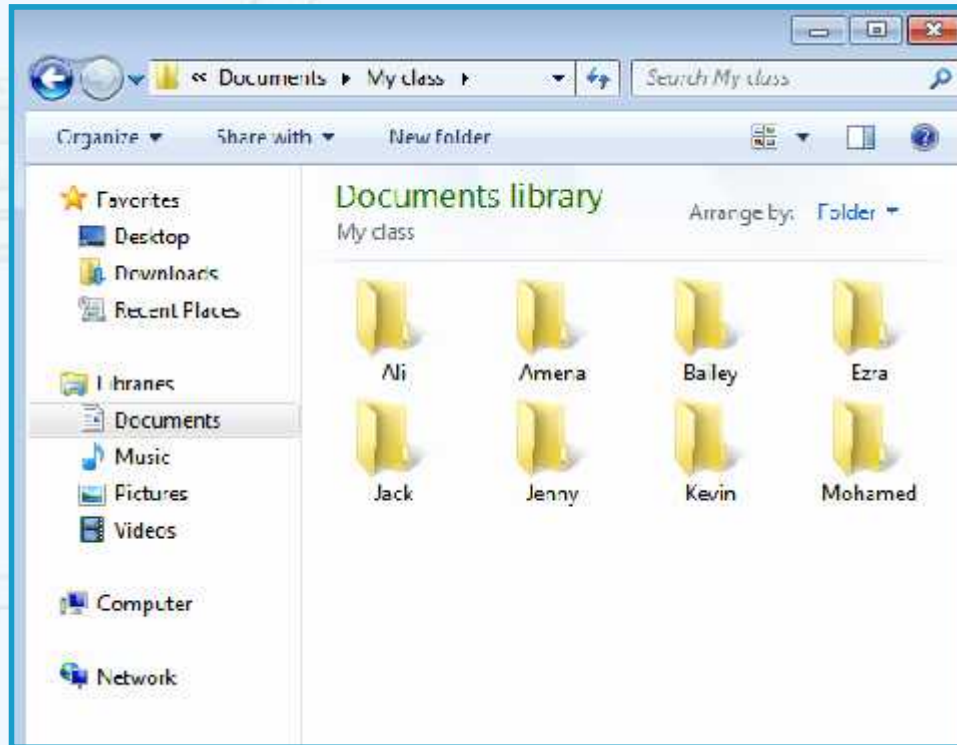
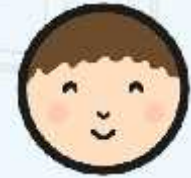
What would happen if the work was put in the wrong place?

Folders

Usually, each class has a set of folders where they can store their computing work.



My Folder



Find your folder.



Open your folder to see what's in it (click on the folder not the name).

Saving in Your Folder

Launch some applications on your computer.

1. Click on the save icon (usually a blue icon in the corner).

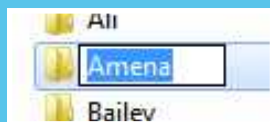
2. Find your folder and double click on it carefully to open it (Click on the folder not your name!)

3. Give your work a name (the title)



4. Make sure that your name is in the top line.

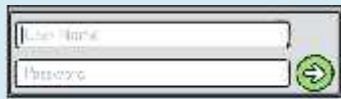
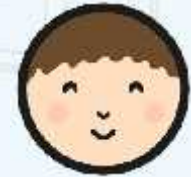
5. Click save.



If this happens, just press enter and try again. Remember to click on the folder!

If your folder has disappeared, you may have dragged it by accident into someone else's folder!

Save and Open



Switch on
your computer
and log on.



Open an
application.



Type or draw
something.



Save it.



Close all the
windows.

Log off

Log off.



Log on again.



Open the work
you saved
before.

Skills

Have we saved our work in the right folders? Let's have a look.
What skills have you learnt in this unit?

Computer Skills



I can locate the power buttons on a monitor and system unit.

Computer Skills



I can log on and log off.

Computer Skills



I can launch an application in different ways.

Computer Skills



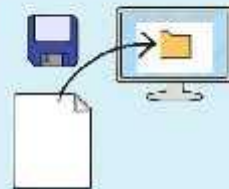
I can manipulate windows.

Computer Skills



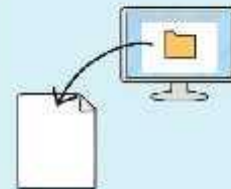
I can find my folder.

Computer Skills



I can save a file in my folder.

Computer Skills



I can open a file from my folder.

Computer Skills

Shut down

I can shut down a computer.

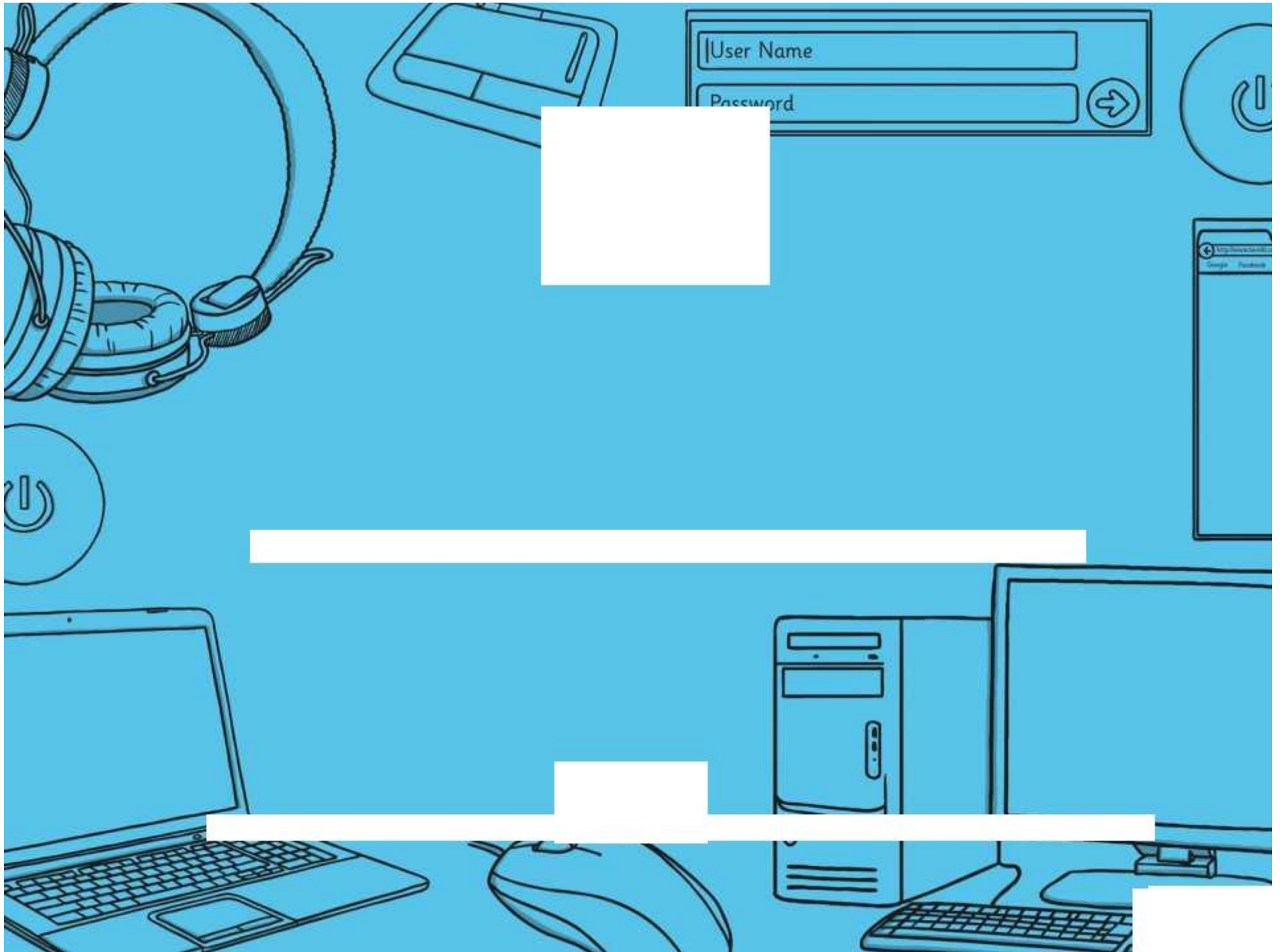
Aim



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Computer Skills | Folders and Save

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Computer Skills

Folders and Save



Computer Skills

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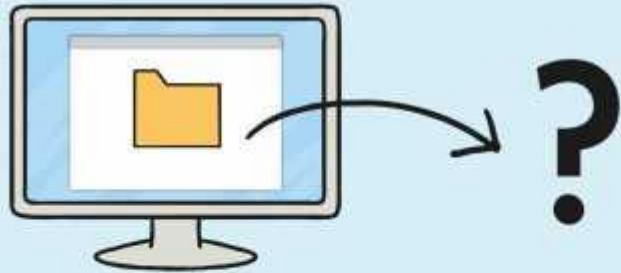


Computer Skills

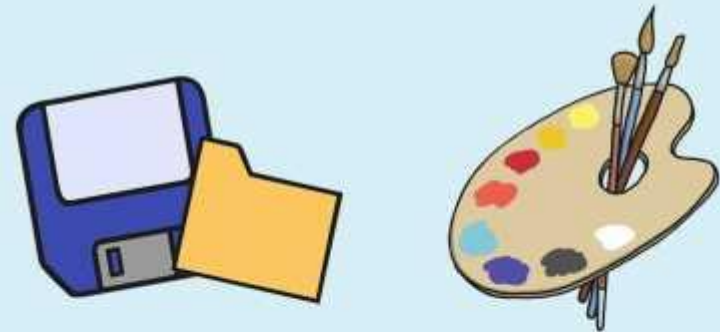
Folders and Save



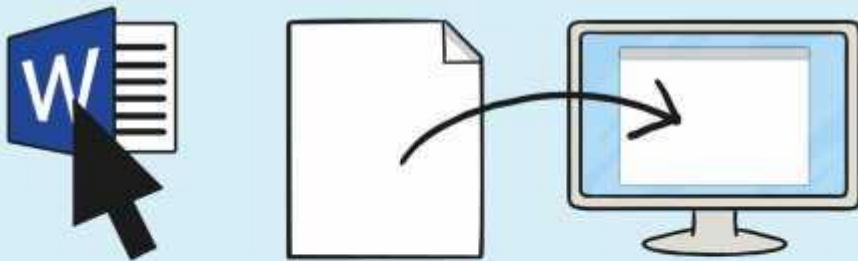
Open your folder and find out what files are in there.



Paint a picture and save the file in your folder.



Write your name on a writing application and save the file in your folder.



Press the windows key and type your name.
What do you find?



Computer Skills

Folders and Save



Computer Skills

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Computer Skills

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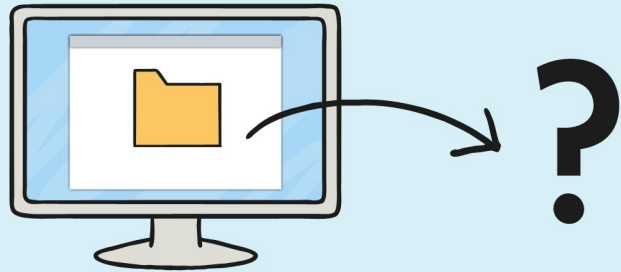


Computer Skills

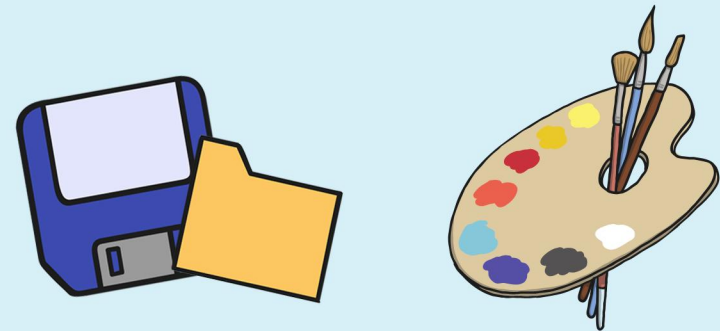
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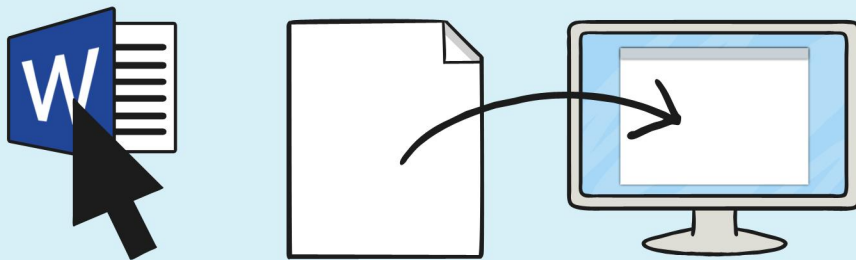
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