3 More About Windows 8.1

LESSON PLAN

After this lesson, students will be able to:

- » Label parts of the Windows 8.1 desktop.
- » Define, identify and give examples of live tiles.
- » Start, shut down and restart a computer.
- » Open apps.
- » Create files and folders.

WARM UP

Circle the labels that contain the names of different versions of the Windows operating system.

Ans.

(Windows XP)	(Windows NT)	Windows 9
Windows 5	(Windows ME)	Windows 10 plus
(Windows 7)	(Windows 8)	(Windows 10)

CHAPTER NOTES

- » Some apps use live tiles, which let you see information without even clicking on the app. For example, the Weather app.
- » Screen Saver is a moving picture or graphic on the screen that protects the screen when not in use.

- » By default, the Start screen doesn't show all of the apps on your computer. However, it's easy to pin your favorite apps to the Start screen so that you can open them quickly.
- » File Explorer allows you to open, access, and rearrange your files and folders in Desktop view.
- » Similar or related files are saved together in a folder.
- » The icon of a file will be according to the software used to create it.
- » You can quickly switch between folders in the Navigation pane
- » Use the Back and Forward buttons to switch between folders.
- » The Ribbon consists of different tabs with options for viewing, sharing, and organising your files/folders. It also has common shortcuts like copy and paste.
- » Use the Address bar to see the exact location of the current folder in the hard disk.
- » Use the Search bar to search for particular files or folders.
- » You may view the icons in File Explorer in different sizes and layouts of your choice.
- » The Recycle Bin, an icon present on the desktop that resembles a wastebasket, is where you put a file or folder if you want to delete it.
- » You may right-click on any icon in the Recycle Bin and choose to click the Restore option to restore a deleted file/folder.

DEMONSTRATION

- » Show how to do the following:
  - o Start, shut down and restart a computer
  - o Open apps
  - o Create files and folders

LAB ACTIVITIES

» Change the computer's background and screen saver.

» Draw a new background for your computer using MS Paint. Find ways to convert the drawing into your computer's background.

» Create a folder and rename it.

ASSESSMENT

The teacher can give a quiz to test the students on the following:

1. Live tiles in Windows 8.1
2. Creating files and folders

SUGGESTED CLASS ACTIVITIES

» Label the parts of the File Explorer Window.