



Course: Office Occupations/Computer Applications
 Unit: IC3 Certification – 2005 Computing Fundamentals
 Topic: Computer Software
 Timeframe: 1 Hour

Lesson Plan

ROP ESLR	<input checked="" type="checkbox"/> #1 Communicating Effectively <input checked="" type="checkbox"/> #2 Accessing and Managing Job Related Resources #3 Setting Career and Life Goals #4 Accepting Personal Responsibility	CTE Standards: Programming and Systems Development Pathway D4.4 Understand the differences between simple and multi-user operating systems. Academic Standards: CAHSEE Language Arts-Reading (2.3) Generate relevant questions about readings on issues that can be researched. IC3 Certification Exam Skill Standards-Computing Fundamentals: Computer Software; Using an Operating System; Common Program Functions
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PROCEDURE	Time	CONTENT	Materials/ Equipment
Introduction	5 min	This lesson covers the following content that covers IC3 Skill Exam Standards for the Computing Fundamentals Module Certification 2005: Computer Software Using an Operating System Common Program Functions In this lesson, students will be learning about computer software basics; how hardware and software work together; controlling the Windows Desktop; and managing files and folders.	Prior to class, list CTE, Academic and IC3 Exam Standards on the Board

Objectives	5 min	At the conclusion of this lesson, the student will be able to: <ol style="list-style-type: none"> 1. Identify how software and hardware work together to perform computing tasks, and how software is upgraded 2. Manipulate and control the Windows Desktop 3. Identify how to change system settings, install and remove software 4. Identify common on-screen elements of Windows applications 	White board or chalk board Prior to class, write Lesson Objectives on Board.
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Key Terms	5 min	Control Panel, Desktop Theme, Operating System Software, Debugging, Software Updates, Anti-Virus Software, Computer Virus	Have a student write these terms on Board
Presentation Teacher Activities	5 min	<p>Instructor:</p> <p><i>Today we will be looking at Computer Software and how it works with Computer Hardware on a PC. We will discuss and demonstrate how to control the Windows Desktop; how to change system settings; how to add and remove software; how to create and change folders; and we will talk about software updates and anti-virus software.</i></p> <p><i>This lesson will help to prepare you for the Computing Fundamentals section of the 2005 IC3 Certification.</i></p>	Instructor Computer with Digital Projector
Application/Activity Student Activities	30 min	<p>Instructor:</p> <p>Note - Most of this lesson will be a demonstration from the Instructor Computer projected on a screen, with Activity sheets for the students to follow along and questions to answer. This lesson will be a group assessment of how much the students already know about these computer basics.</p> <p>Because schools do not allow students to change system settings or install and remove software, this will not be an application lesson and they will not use their computers.</p> <p>Instructor/Students</p> <p>Activity 1 Demo and Discussion – Give students copies of Activity 1. Instruct them to not use computers. If student computers are on, have them shutdown.</p> <ol style="list-style-type: none"> 1. Ask students to write their name and date on page 1. 2. Using Instructor Computer with Projector, ask Question 1 and 2, and then demonstrate how to display Control Panel. Have students write down answers. 3. Demonstrate how to Add or Remove Software. 4. Ask Question 3, and demonstrate how to change Desktop Theme. Have students write down answer. 5. On page 2, ask students to read information about Files and Folders, and write down answers to Questions 4-6. 6. Ask students what their answers are, and give corrections if necessary. 7. When finished, collect pages from students. 	<p>Copies of Activity 1 – “Using an Operating System” for students</p> <p>Pens or Pencils</p>

		<p>Activity 2 Demo and Discussion – Give students copies of Activity 2. Instruct them to not use computers. If student computers are on, have them shutdown.</p> <ol style="list-style-type: none"> 1. Ask students to write their name and date on page 1 of Activity 2, and circle the correct answer for each question. They may refer to the information in the column on the right to help with the answer. 2. Give them about 10 minutes to complete, then review each question with group. 3. When finished, collect pages from students. 	Copies of Activity 2 – “Computer Software” for students
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Closing	10 min	<p>Instructor/Students:</p> <p>Instructor:</p> <p>Review objectives accomplished in this lesson from the board.</p> <p><i>Congratulations! You’ve taken another step in preparation for your IC3 Certification.</i></p>	
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Assessment/Evaluation-Computer Software

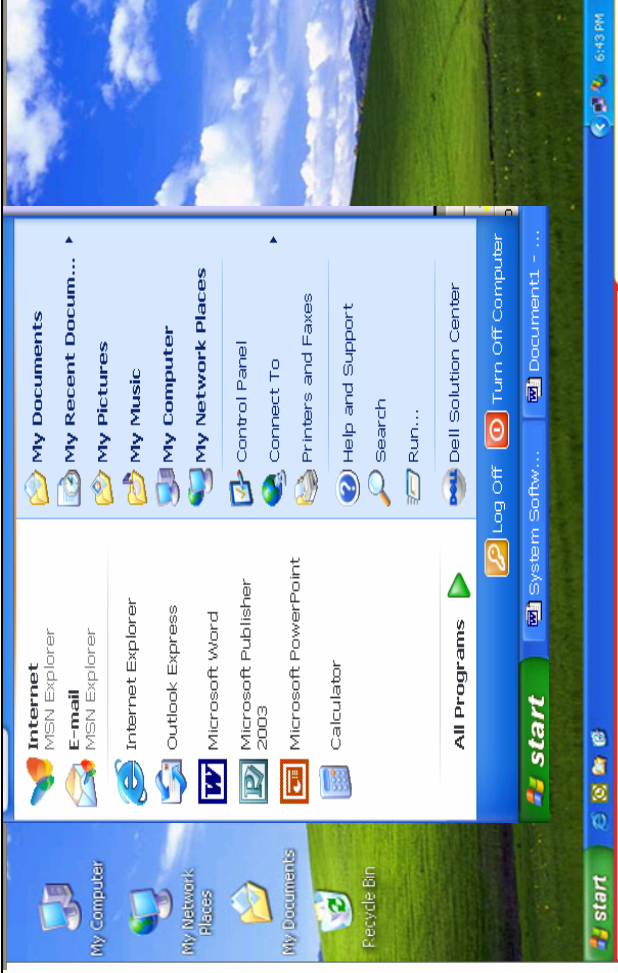

Students will be given points according to the following criteria: (5 pts possible for each question)

Activity 1 – Using an Operating System	0-30 pts
Activity 2 – Computer Software	0-35 pts
Participates in Group Discussion	0-10 pts

Total Points Possible	75 pts
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Introductory = 10-30 pts	Developing = 31-50 pts	Proficient = 51-75 pts
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Homework	None
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	<p>Windows Desktop - Display the Control Panel:</p> <ol style="list-style-type: none"> 1. What is the Windows Control Panel? 2. On the Windows Desktop, what is the procedure for displaying the Control Panel?
	<p>Changing the Desktop Theme:</p> <ol style="list-style-type: none"> 3. How do you select a different desktop theme? <p>Note</p> <ul style="list-style-type: none"> • To open Display, click Start, click Control Panel, click Appearance and Themes, and then click Display. • Themes affect the overall look of your desktop, including the background, screen saver, icons, windows, mouse pointers, and sounds. • If more than one person uses a computer, each with his or her own user account, each person can choose a different theme.

Files and folders overview

Most Windows tasks involve working with files and folders. Windows uses folders to provide a storage system for the files on your computer, just as you use manila folders to organize information in a filing cabinet.



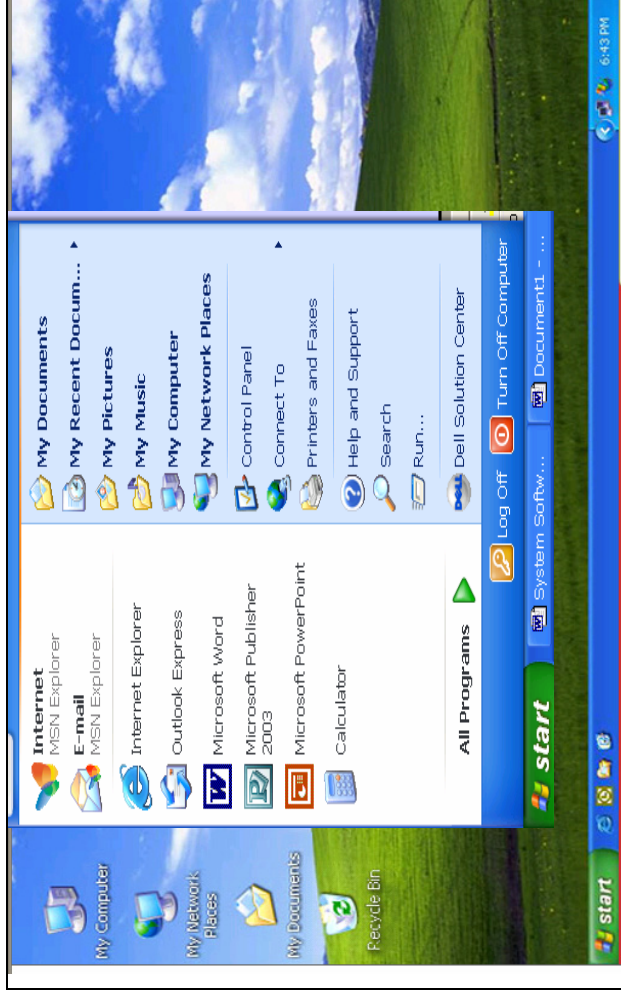
Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. You can copy and move files from other locations, such as another folder, computer, or the Internet, to folders you create. You can even create folders within folders.

For example, if you are creating and storing files in the My Documents folder, you can make a new folder within My Documents to contain the files. If you decide that you want to move the new folder to a different location, you can easily move it and its contents by selecting the folder and dragging it to the new location.

4. How do you create a New Folder in the My Documents Folder on the Desktop?

5. How do you move a Folder on the Desktop?

6. How do you rename a Folder on the Desktop?



Windows Desktop - Display the Control Panel:

(Instructor-demonstrate the following procedures, as questions are answered by class)

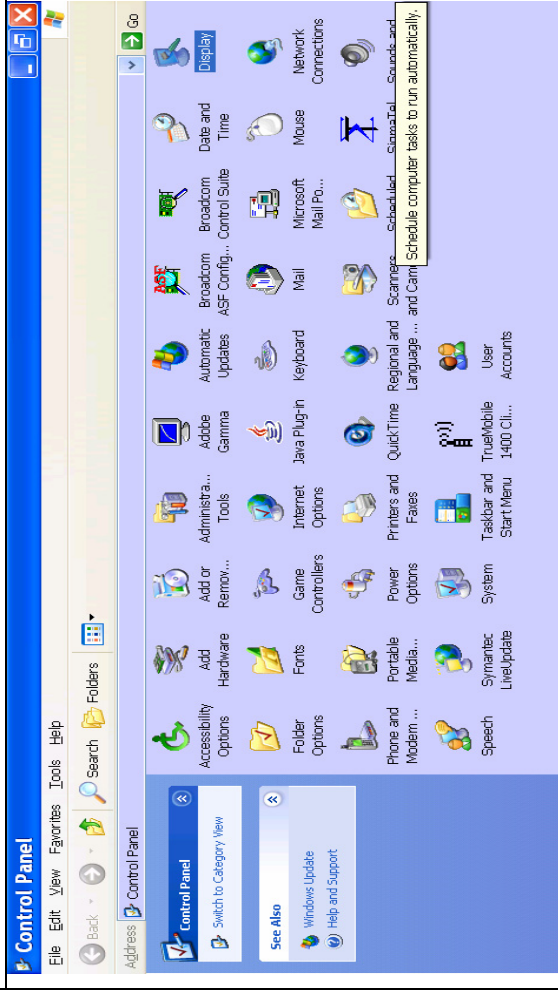
1. What is the Windows Control Panel?

The Control Panel provides options to customize the appearance and functionality of your computer, including commands for Adding/Removing Software, and Changing Display Options, Mouse Appearance, etc.

2. On the Windows Desktop, what is the procedure for displaying the Control Panel?

Click on Start Button >Click on Control Panel Command.

(Instructor – Demonstrate the procedure for Adding or Removing Software)



3. How do you select a different desktop theme?

(Instructor-demonstrate the following procedures, as questions are answered by class)

- 1 Open Display in Control Panel.
- 2 On the **Themes** tab, under **Theme**, click a new theme

Note

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For example, if you are creating and storing files in the My Documents folder, you can make a new folder within My Documents to contain the files. If you decide that you want to move the new folder to a different location, you can easily move it and its contents by selecting the folder and dragging it to the new location.

4. How do you create a New folder in My Documents on the Desktop?

- 1 Open My Documents
- 2 Under **File and Folder Tasks**, click **Make a new folder**.
*A new folder is displayed with the default name, **New Folder**, selected.*
- 3 Type a name for the new folder, and then press ENTER.

Note

- * To open My Documents, click **Start**, and then click **My Documents**.
- * You can also create a new folder by right-clicking a blank area in a folder window or on the desktop, pointing to **New**, and then clicking **Folder**.

5. How do you move a Folder on the Desktop?

Select the folder with the Mouse and drag it to the new location.

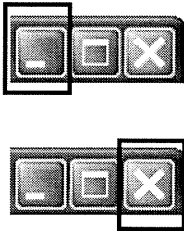


6. How do you rename a Folder on the Desktop?

Select a file or folder with the Mouse, and then right-click and type in new name. Press Enter Key to complete.

Activity 2 –Computer Software, page 2

<p>5. You should always update your anti-virus software.</p> <p>True False</p>	<p>A virus is a computer program written to damage computer software or hardware and is potentially able to reproduce itself and attach to other programs and/or other computers. To protect your system against the newest computer viruses, you should always update your anti-virus program. Whether you choose to update other software depends on the software, your system, and whether you feel the update is warranted.</p>
<p>6. Before you purchase new software, you should always wait a couple months after the software is released.</p> <p>True False</p>	<p>Whether new software is purchased when it is released or after a few months should depend on: your own or your company's requirements; what reports have been released about bugs in the new software; and/or how much you need the latest version because of the features you need, etc.</p>
<p>7. Software programs are created to help the user perform tasks on the computer's hardware.</p> <p>True False</p>	<p>Hardware input and output devices require specific computer software programs to operate. For instance, to hear music on a computer, you need sound files and headphones or speakers. To print hard (paper) copies of computer files, you need a printer and the current version of the printer installation files.</p>

ANSWER KEY – Computer Software, page 1

<p>1. Which type of software is responsible for direct control and management of the computer hardware?</p> <ul style="list-style-type: none">a. Application softwareb. Operating system softwarec. Word Processingd. Software utilities	<p>An Operating System is a collection of programs designed to control the computer's interaction and communication with the user by managing the input devices (keyboard and mouse), output devices (monitor and printer) and storage devices (hard drive and disk drives). It also manages the files stored on the computer and recognizes the file types to complete tasks.</p>
<p>2. Which term describes the process of finding and correcting errors or defects in software code?</p> <ul style="list-style-type: none">a. Programmingb. Debuggingc. Compressiond. Upgrading	<p>When software is first released, it is very unusual for it to be error-free. A bug is an error in the coding or logic that causes a program to malfunction or to produce incorrect results. Because of the possible risk to essential data, software programs are tested and debugged as completely as possible before release. Serious bugs can sometimes be fixed with special software, called patches.</p>
<p>3. Updates refer to the option of receiving notices from the software vendor regarding upcoming new versions of the software.</p> <p><input checked="" type="checkbox"/> True <input type="checkbox"/> False</p>	<p>When you register your copy of the software, you will receive notices from the vendor whenever there is an update or upgrade available. Updates or upgrades may be released for program fixes, new features, or they may occur as a result of changes in technology or government requirements, etc.</p>
<p>4. Which button on the Title Bar do you use to Minimize a Window?</p> <p>Close a window?</p> 	 Minimize – Reduces a window to a button on the taskbar.  Close (or Exit) removes the window from the desktop. If you have not saved your work, you will receive a prompt to Save your work before closing.

ANSWER KEY – Computer Software, page 2

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