

Computers: The Next Step

Lesson Plan

Week 1 – Working with Files and Folders -----

Learning About Files and Folders -----

Creating Files and Folders -----

Week 2 – Working with Files and Folders Continued -----

Revision – A review of what we have learnt -----

Copying, Moving and Deleting Files and Folders-----

Deleting and Restoring Files and Folders -----

Restoring Deleted Files -----

Emptying the Recycle Bin -----

Week 3 – Using Keyboard Shortcuts-----

Revision – A review of what we have learnt -----

Using Keyboard Shortcuts-----

Week 4 – Using Keyboard Shortcuts-----

Using Keyboard Shortcuts in Windows Explorer -----

Revision Practicing Your New Skills -----

Task 1 – Managing files and folders-----

Task 2 – Copying a file -----

Task 3 – Moving a file -----

Task 4 – Deleting a file -----