






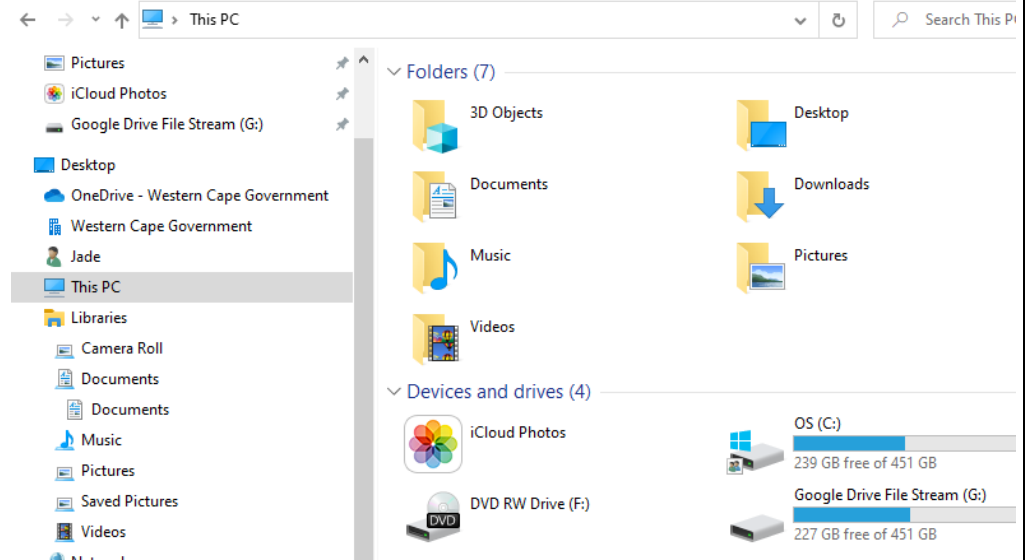
SUBJECT / GRADE	Computer Applications Technology – Grade 10	
TERM 1	Week 3	
TOPIC	Explore some aspects of the Windows 10 interface and file management	
AIMS OF LESSON	<p>At the end of the lesson you should be able to:</p> <ul style="list-style-type: none"> • Use the interface provided by the operation system. • Organize files using the file manager/File Explorer. • Open and close a document. • Save and print a document. 	
RESOURCES	Paper based resources	Digital resources
	DBE theory textbook, page 26 - 29 <i>(Use school issued textbook for the same content)</i>	Links on the WCED ePortal OR The E-RESOURCES below has the actual URL to the websites
INTRODUCTION	<p>When you use the computer, you need a way to communicate with the computer. You communicate with the computer through an interface. The computer interface is provided by the operating system and with Windows 10 it is a GUI (Graphical User Interface).</p> <ul style="list-style-type: none"> • In this lesson we will look at what file management is and how we go about doing it effectively. • You will also learn about the importance of file management and how you can organize, delete, recall, move and sort files. 	
CONCEPTS AND SKILLS:	<ul style="list-style-type: none"> • File Manager  • My Documents • Recycle Bin  • GUI • Icon 	<ul style="list-style-type: none"> • Minimize • Maximize • Restore • Title Bar 

File Manager

A **file manager** is a software program that helps a user manage all the files on their computer. For example, all file managers allow the user to view, organize into meaningful folder structures, rename, copy, and delete the files on their computer storage devices. Windows Explorer is considered the default file manager.

Demonstration of the file manager:

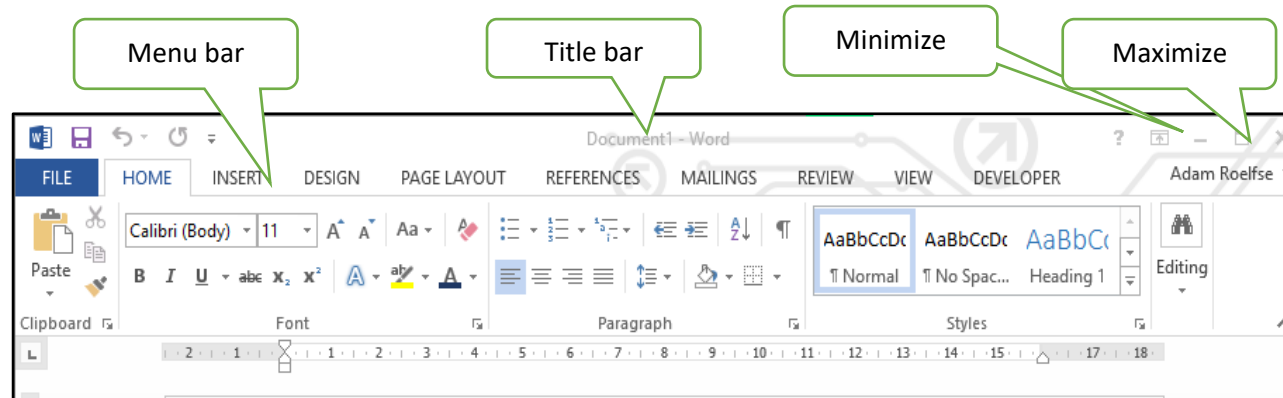
This PC: When you open the This PC folder, it will give you information about the different storage disks, external hard drives, or hard disks on the computer.



In the Picture you will see several container icons like My Documents, Pictures, Music and Videos that will be the storage places for different types of files.

Activity: 1

1. Look on your computer and say which files are stored in each of the following container objects/folders:
 - a) My Documents
 - b) Downloads
 - c) Pictures
 - d) Music



2. Why is it not wise to save documents on the Desktop?
3. When will you save a document on the Desktop?

Opening, Saving and Closing Documents

Open Microsoft Word by clicking on the following icon.

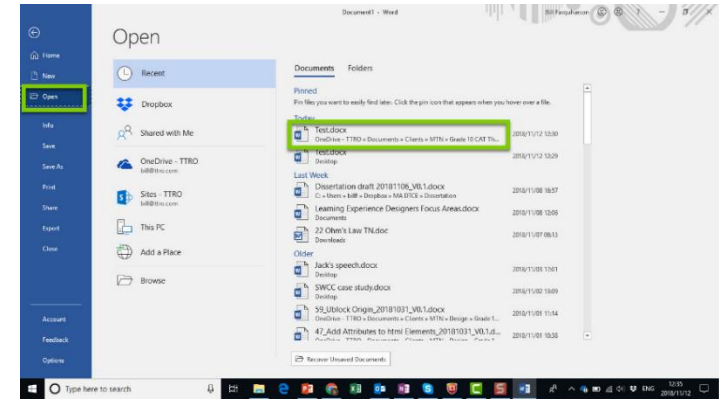


Do the following in MS Word:

To open a file in Word, select File Then Open from the menu bar.

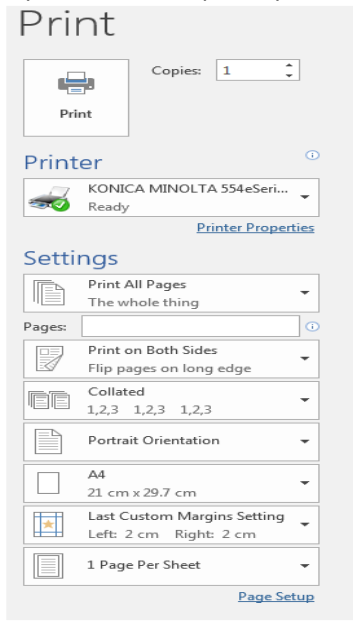
The Open dialogue box will appear: and select the file if the name appears in the list.

If the name does not appear in the list you can Browse for it by clicking on Browse on the righthand side.



Explain basic printing options settings

When we click on **Print** the following dialogue box will open. It will give you the different options to choose from depending how you want to print your document:



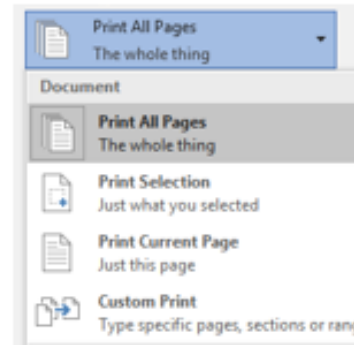
Choose the printer you want to print to. There usually is a default printer

to print to.

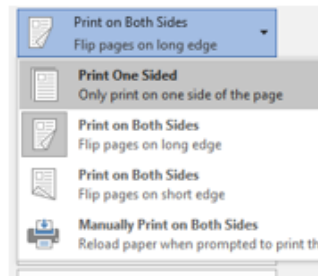
The following icon indicate the default printer:



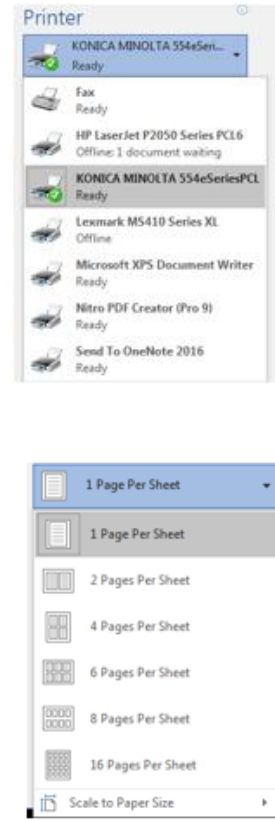
Choose what to print:



Sides to print on:



Pages per sheet



ACTIVITIES / ASSESSMENT	<p><u>Activity</u></p> <ol style="list-style-type: none"> 1. Explain what the file manager is. 2. Explain the process if you want to print on both sides. 3. Open a blank Microsoft Word Document and type =RAND(20,5) in the first line. Press ENTER. 4. Type your name and surname and save the document as "Gr10_2021" 5. Now print the document as follow: <ol style="list-style-type: none"> a. Print all pages b. Print on both sides – Flip pages on short end c. Print TWO pages per sheet 6. TRUE or FALSE: a minimized document can be reopened from the taskbar.
CONSOLIDATION	<p>Learners should now be able to:</p> <ul style="list-style-type: none"> • Describe the interface. • Practically demonstrate opening, close, save & basic printing settings/options • Theoretically describe what the file manager is and to put it to practice.
VALUES	<p><i>You should now be able to understand the practicality of accessing apps, file manager, opening, closing, saving, minimize, maximize & basic printing options.</i></p>
E-RESOURCES	<p>https://www.youtube.com/watch?v=xZ2rlggENm4 https://www.youtube.com/watch?v=bKjRKZxr-KY</p>