Windows 10 Teaching Module Plan Form

Teaching Module Plan Form

Topic: Windows 10

Date: October 2019

Purpose (Why): To learn how to use the basics of Windows

Participants (Who): GTA students

Time (When/How Long): 1 hour

Location (Where): Lweza, Uganda

Learning Objectives (What):

1. Is able to start Windows 10
2. Is able to start an application
3. Create shortcuts on start panel, desktop or taskbar
4. Is able to protect the computer from viruses
5. Is able to use the Settings app, Update and Security feature
6. Is able to use the Windows Security App
7. Is able to back up their computer

Learning Tasks (How):

Connection:

Introduce oneself.

Give an overview of the course, including identifying the software that should be already installed (MS Office applications, Chrome, a media player) they should also install Google Drive, Adobe reader, and Skype.

Discuss how to take care of their computer.

Content:

- Start windows. Have the participants watch.
- Anti-virus software - Verify everyone is running something. Below are acceptable
  - ESET
  - Window Defender (Windows 10)
  - Sophos
  - Kaspersky
  - Others

- Windows Customization for Desktop, Task Bar and Start Pane
  - To create a shortcut on the desktop, right-click on application, point to More and click Open file location.
  - From the file location, right-click on the application, click on Send to and then select and click on Desktop (Create Shortcut).
  - To pin an application to the taskbar, right-click on the application point to More and click Pin to taskbar
  - To pin an application to the start pane, right-click on the application click on Pin to Start
- Settings App
  - From the Start menu, click on the Settings gear icon.
  - From the Settings window, click on Update & Security.
  - Click on Windows Update
  - View when you last Checked for Updates
  - Click on View Update History
- Windows Security

- From the Start menu, click on the Settings gear icon.
- From the Settings window, click on Update & Security
- Click on Windows Security
- On the right pane, click on Virus & Threat Protection
- Click on Quick Scan to scan for viruses
- Click on Device Performance & Health
  - Backup
    - Navigate to the iDELTA folder on your desktop
    - Right click, select and click on Copy
    - Insert the designated flash drive
    - Open the folder with your name
    - Paste your iDELTA folder in it
    - Safely Eject the flash drive

Challenge

Have the participants do what you did in the Content section.

Changes:

Have the participants do the following exercises.

1. Identify your antivirus and write it down
2. Find and start MS PowerPoint
3. Create shortcut to MS PowerPoint on your desktop.
4. Create shortcuts MS PowerPoint on your taskbar
5. Create shortcuts to MS PowerPoint on your start pane
6. Locate the Update and Security app from the computer settings and view update history
7. Use Windows Security to run a quick scan and check device health and performance
8. Back up your **iDELTA** course folder on your desktop to the designated flash drive

Materials:

Computer projector and screen.