

Chapter 2 Finding and Organizing Information

Chapter Objectives

Discuss the Chapter 2 objectives with students:

- Learn about devices for storing computer files.
- Learn how files are organized in folders.
- Create folders and subfolders.
- Rename and delete folders and files.
- Move folders, subfolders, and files.
- Follow file paths to save and find files.
- Open and save *Excel* and *Word* files.
- Open and use multiple documents and applications.
- Preview and print *Word* and *Excel* files.
- Delete, rename, copy, and move files.

Web Resources

Review the activities for Chapter 2 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Test Your Knowledge, Managing Files and Folders
- *PowerPoint* Reviews
- More Activities
 - Chapter 2 Supplemental Activity, Preview and Print an *Excel* file
 - Chapter 2 Supplemental Activity, Create, Rename, and Delete Folders

Slides

Preview the *PowerPoint* slides for Chapter 2 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

ExamView test for Chapter 2

Lesson 5 Exploring Your Digital Space

Lesson Objectives

Discuss the Lesson 5 objectives with students:

- Learn about storage spaces.
- Discuss folders, labels, and tags.
- Navigate folders in *Windows*.

Data Files

- *DF 5A Saving Spaces*

Software Features

The following software features are introduced in Lesson 5:

- Navigate, expand, and collapse folders
- Use the Views option

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 5 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

digital data	Electronic data such as text files, pictures, sound files, and so forth
file	Digital information in a form that can be read by a computer
store or save	To keep digital data in a storage place such as a PC hard drive or a local network
hard drive	Common storage device inside a computer
compact disc (CD)	Device used to store computer files
USB flash drive	Device used to store computer files
local area network (LAN)	A network of computers within a limited area (e.g., a school or business)
system administrator	A person who manages a LAN
folder	Used by <i>Windows</i> to organize computer files
subfolder	A folder contained within another folder
label or tag	A keyword or term assigned to a file; label or tag names make it easy to find a file using search tools
icon	A picture that represents a file or application on a graphical user interface system

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed on the next page.

1. Have students read Lesson 5.
2. Discuss the *Saving and Storing Your Data; Files, Folders, Labels, and Tags; and Saving in Windows* sections with students. Have them complete activity *5A Learn: Survey Your Storage and Saving Spaces*.
3. Discuss the *Exploring Your Personal Saving Spaces* section with students. Have students complete activity *5B Learn: Explore Your Saving Spaces*.
4. Discuss the *Your Documents Folder* section with students. Then have them complete activity *5C Practice: Find Your Documents Folder and Other Saving Spaces*.

Lesson 6 Organizing Your Digital Space

Lesson Objectives

Discuss the Lesson 6 objectives with students:

- Create folders.
- Rename, delete, and move folders.
- Create subfolders.

Data Files

None

Software Features

The following software features are introduced in Lesson 6:

- Create folders
- Rename folders
- Delete folders
- Move folders

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No new vocabulary terms are introduced in Lesson 6.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 6.

2. Discuss the *Working with Folders* section with students. Have them complete the activities in this order:
 - 6A Learn: *Create Folders*
 - 6B Practice: *Create More Folders*
 - 6C Learn: *Delete Folders*
 - 6D Learn: *Rename Folders*
3. Discuss the *Working with Subfolders* section with students. Have them complete the activities in this order:
 - 6E Learn: *Move Subfolders by Dragging*,
 - 6F Learn: *Move Subfolders in Different Ways*
 - 6G Apply: *Move and Create Folders*

Lesson 7 Working with Application Files

Lesson Objectives

Discuss the Lesson 7 objectives with students:

- Create and save a file in *Word*.
- Follow file paths to save and find files.
- Open a *Word* file and save using a new name.
- Open an *Excel* file and save using a new name.
- Copy and paste information between files.

Data Files

- *DF 7A Moon*
- *DF 7B Orbit*
- *DF 7C Distances*

Software Features

The following software features are introduced in Lesson 7:

- Save a file using a new name and location

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary term from Lesson 7 and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections of the lesson.

path	Drive and series of folders and subfolders that describe the location of a computer file
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Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 7.
2. Discuss the *Creating and Saving Files* section with students. Have them complete activity *7A Learn: Create and Save a File*. Make the data files needed for this activity available to students.
3. Discuss the *File Paths* section with students. Have students complete activity *7B Practice: Open and Save Files in Word*. Then have them complete activity *7C Practice: Open and Save Files in Excel*. Make the data files needed for these activities available to students.

Lesson 8 Find Information and Print Files

Lesson Objectives

Discuss the Lesson 8 objectives with students:

- Open two programs at once.
- Switch between active and inactive programs.
- Find information in *Word* and *Excel* files.
- Copy and paste answers from one approach to another.
- Preview and print *Word* and *Excel* files.

Data Files

None

Software Features

The following software features are introduced in Lesson 8:

- Copy and paste between open windows
- Print Preview
- Zoom

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No new vocabulary terms are introduced in Lesson 8.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 8.
2. Discuss the *Open Documents to Find Information* section with students. Have students complete activity *8A Practice: Use a Word Document to Find Information*. Then have them complete activity *8B Practice: Use an Excel Spreadsheet to Find Information*.
3. Discuss the *Previewing and Printing Files* section with students. Have students complete activity *8C Learn: Preview and Print a Word File*. Then have them complete activity *8D Practice: Print an Excel File*.

Lesson 9 Managing Files

Lesson Objectives

Discuss the Lesson 9 objectives with students:

- Delete files.
- Rename files.
- Copy files from one folder to another.
- Move files from one folder to another.

Data Files

None

Software Features

The following software features are introduced in Lesson 9:

- Rename files
- Delete files
- Move files
- Copy files

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No new vocabulary terms are introduced in Lesson 9.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 9.
2. Ask students to complete activity *9A Learn: Delete Files*.
3. Discuss the *Renaming, Copying, and Moving Files* section with students. Have them complete the activities in this order:

9B Learn: Rename a File

9C Learn: Copy a File

9D Learn: Move a File

Chapter Review

Data Files

- *DF C02 Business*
- *DF C02 Teamwork Skills*
- *DF C02 Teamwork Suggestions*
- *DF C02 Budget*

Vocabulary Terms

The vocabulary terms from the *Across the Curriculum* and *Life Success Builder* activities and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections.

minimum wage	The minimum amount a company must pay its workers by law
patented	Protected by a patent, which is a set of exclusive rights granted by a state to an inventor for a fixed period of time
team	A group of people working together to achieve a common goal
budget	An itemized spending plan

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *Create Subfolders*.
3. Have students complete the activity *Rename and Move Files*.
4. Have students complete the *Academic Connections, Communication and Reading: Art Skills—Paint Perfectly* section.
5. Discuss the *About Business, Business and Government* section with students. Have students follow the steps provided to complete the activity. Make the data files needed for this activity available to students.
6. Discuss the *Life Success Builder, Teamwork* section with students. Have them follow the steps provided to complete the activity. Students are to work in a team. Assign or let students choose teammates. Make the data files needed for this activity available to students.

7. Discuss the *Life Success Builder, Math and Personal Finance: Budgets* section with students. Have them follow the steps provided to complete the activities. Make the data file needed for these activities available to students.