

## Digital Literacy: Saving a Document on a Flash Drive Lesson Plan

### Objectives

*At the end of the lesson, students will be able to:*

- (1) Use Word to type a writing assignment
- (2) Describe the purpose and use of a flash drive
- (3) Save and access a writing assignment on their flash drives

**Duration: 30 minutes**

**Preparation/Materials Needed:** Copies of Student Guides – 1) Saving a Document to a Flash Drive and 2) Microsoft Word Intro

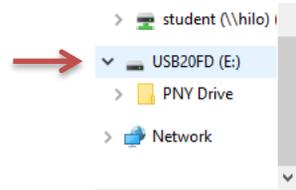
**Pre-Work:** Students will need to complete a brief hand-written writing assignment to use in the computer lab.

**Note:** If students don't have a topic already, you can use the following writing prompt: "How has technology changed the way that people communicate with each other."

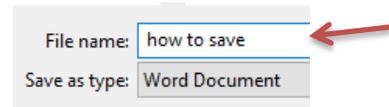
Flow	Time	Presenter	Content/ Key Points to Cover	Teaching Approaches/ Student Guide
1	2 min.	Tutor	<p><b>Welcome/Review Objectives/Introductions</b></p> <p><u>Objectives on white board or flipchart</u>  <i>At the end of the lesson, you will be able to:</i>            (1) Use Word to type a writing assignment            (2) Describe the purpose and use of a flash drive            (3) Save and access a writing assignment on your flash drive</p>	<ol style="list-style-type: none"> <li>1. <b>Say:</b> Welcome to the Saving a Document to a Flash Drive class.</li> <li>2. <b>Do:</b> Review the objectives (written on white board or flipchart). Have students introduce themselves.</li> </ol>
2	3 min.		<p><b>Overview: What is a Flash Drive?</b></p> <p>A flash drive is a small electronic device containing memory that is used for storing data or transferring it to or from a computer, digital camera, etc. It is helpful because it is portable. This means that you can carry it with you for use on any computer.</p>	<ol style="list-style-type: none"> <li>1. <b>Say:</b> We will be spending time today learning about how to save a writing assignment to a flash drive.</li> <li>2. <b>Ask:</b> What is a flash drive? How could saving a document to a flash drive help you?</li> <li>3. <b>Say:</b> We are going to follow a series of steps to help you save a writing assignment to your flash drive. We will review how to type a document in Word.</li> </ol>

3	10 min	<p><b>Steps 1-3: Opening Microsoft Word/Typing a Document in Word</b></p> <ol style="list-style-type: none"> <li>1. Double click on the Microsoft Word icon located on the desktop.</li> </ol>  <ol style="list-style-type: none"> <li>2. Click on the “blank document” to start.</li> </ol>  <p>Blank document</p> <ol style="list-style-type: none"> <li>3. Begin typing your document.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Say:</b> Let’s start by opening up Microsoft Word.</li> <li>2. <b>Do:</b> Ask a student to read Step 1. Point out the Microsoft Word icon (box with blue W) located on their desktop. Have students complete the step using their Student Guide as a reference. Note that their Student Guide includes a picture of what they will see when they complete the step. Assist, as needed.</li> <li>3. <b>Do:</b> Ask another student to read Step 2. Have students complete the step using their Student Guide as reference. Assist, as needed.</li> <li>4. <b>Say:</b> Begin typing your writing assignment. <b>Note:</b> If students need a refresher on Microsoft Word, please ask them to review the <i>Microsoft Word Intro Student Guide</i> for help.</li> </ol>
4	5 min	<p><b>Steps 4-8: Saving a Document on a Flash Drive</b></p> <ol style="list-style-type: none"> <li>4. Once completed, enter your flash drive into the computer in the USB port on the computer tower.</li> </ol>   <ol style="list-style-type: none"> <li>5. Click “File” in the top left corner and then click “Save As” on the left side. Next click the “Browse button”</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Say:</b> Now we’ll learn how to save a document on a flash drive.</li> <li>2. <b>Do:</b> Ask students to take turns reading each step. Following each step, ask the class to complete the step using their Student Guide as a reference. Remind them that each step includes a picture of what they will see when they complete the steps. Assist, as needed, with navigation or input of information.</li> <li>3. <b>Do:</b> Confirm that students understand the vocabulary in each step, e.g.: -<u>USB Port</u>= USB, short for Universal Serial Bus, is a standard type of connection for many different kinds of devices. It supports connection, communication, and power supply between computers and other devices. -<u>Browse</u>=to view or look for information on a computer.</li> </ol>

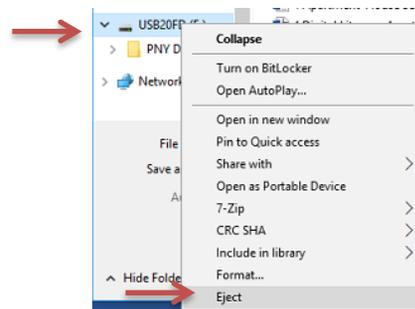
6. Look over at the left side of the screen and use the scroll bar to move down. Look for the drive that says USB and double click.



7. Everything that is saved on the flash drive will appear. In the white box at the bottom enter in a title for your document. Then click “save” in the bottom right.



8. You want to make sure you safely remove your flash drive. Right click on the USB drive in the location you found it before. Scroll down and click on “eject”. You may now take the USB out of the computer.



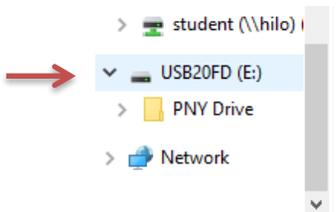
5  
5 min.

**Steps 9-10: Accessing Your Documents**

9. To access your documents again, plug in the USB to the computer. Click on the file explorer icon in the taskbar (bottom bar on computer screen).



1. **Say:** Now you'll have a chance to find and open the document you saved on your flash drive.
2. **Do:** Ask a student to read Step 9.

		<p>10. Look over at the left side of the screen and use the scroll bar to move down. Look for the drive that says USB and double click. All of your files will appear. Double click on the one you want to open.</p> 	<p>3. <b>Do:</b> Ask a student to read Step 10. Assist with navigation as needed.</p>
6	2 min.	<p><b>Summary and Next Steps for Students</b></p>	<p>1. <b>Say:</b> How will you apply what you have learned today?</p>