

LESSON PLAN

4/4

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Lesson Information

Subject	Computing	Class	JHS2
Week Ending	2026-01-30	Class Size	35
Day	Monday	Period	30mins

Curriculum Information

Strand	Managing Files
Sub-Strand	Definition, renaming, deleting and restoration of files
Indicator Code	B7.58589855
Content Standard	B7.1.1.2.1 (Discover the new Windows Operating Systems - start, screen, taskbar and icons)
Performance Indicator	By the end of the lesson, each learner will be able to: 1. List 5 components of a computer system

Teaching & Learning Resources

Core Competencies	Digital literacy, creativity, and innovation.
Keywords	Keyboard, Mouse, Desktop
TLR	GES curriculum, Laptop
Reference	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.

Lesson Phases

Starter (Phase 1)

Pupils have an idea of how rubbish are kept in dustbins both in school and at home

Main (Phase 2)

Definition of a file A file is a package of information with a name extension attached to it. E.g. Ordinary/Simple Files, FIFO files, Directory files and Program and/or Special files. Renaming and deleting of files • Right-click on the target file to open a submenu • Click on re-name option • Type the new name and press enter on keyboard to rename it OR • Right-click on the target file to open a submenu • Click on delete option • Select Yes or Ok to move it into the recycle bin Restoring and emptying files from recycle bin • double-click on recycle bin to open it • Right-click on the target file to be restored to open a pop-menu • Select restore option to restore it or • Click on delete and press enter to remove from recycle bin

Plenary (Phase 3)

Evaluation Pupils to; 1. define a file and give examples 2. Rename or delete files and state the steps 3. restore or remove files from the recycle bin Remarks Lesson not successfully delivered due to Practical and involving nature of topic

Headmaster's Comments

Headmaster's Name	Signature & Date