

## Teaching Script for Unit 7: Order and Structure (In-Person Event)

Components	Content (working method)	Duration (slides)	Step	Objective	Instructions	Breathing (voices chime)
1. Structure	1. Data Structuring (Exercise)	1 min (na)	1/2 WL Preparation	Participants recognize the importance of a good structure	Task: - Hand out blank moderation cards to participants. - "When have you ever sorely missed the order and/or structure of your data? Please note the situations on the cards. Only one situation per card, please."	in (no)
...	...	4 min (na)	2/3 Participants work	Participants recognize the importance of a good structure	Participants: individual work	out (no)
...	...	10 min (na)	3/3 Participants exchange ideas	Participants recognize the importance of a good structure	Moderation: - WL ask participants to form pairs. - "Please work in pairs. Within 2 minutes, one person briefly reports their example, the other person thinks of original solutions with order and structure". - As soon as the bell rings, please form new pairs and repeat the task".	out (yes)
...	Alternative 01a. Data Structuring (Talk)	1 min (na)	WL speaks	Participants recognize the importance of a good structure	Talk: Additional effort of good structure and order and its positive effect on the overall work	in (no)
2. Naming and Renaming Files	2. File Naming (Talk)	6 min (7.4-6)	WL speaks	Participants recognize the importance of good file naming	Talk: Tips for good file naming	in (no)
...	3. Evaluating File Names (Individual work)	5 min (na)	Participants act	Participants recognize the importance of good file naming	Task: - Participants work on the worksheet on Order and Structure - Time: about 5 min - Afterwords: Discussion of assessments by WL	out (no)
...	4. Batch Rename (Talk)	1 min (7.8-9)	WL speaks	Participants learn about tools for simultaneous file renaming	Talk: batch renaming tools presented	in (no)

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Components	Content (working method)	Duration (slides)	Step	Objective	Instructions	Breathing (voices chime)
3. Version control	1. Versioning (Talk)	3 min (7.10-12)	WL speaks	Participants learn about options for version control	Talk: - Explanation of the necessity of versioning - Introduction to options for versioning and version control	in (no)
3. na	2. Break (na)	0 min (na)	na	Recommendation: after approx. 3,0 h	Lunch Break	na (na)

Duration of unit: 30 minutes.