

## Lesson Plan: Files and Folders

### Objective:

Help kids understand what files and folders are and how they organize information on a computer.

#### 1. Warm-Up: What is a File?

- Ask: Do you know where we keep our drawings or homework at home? (In notebooks or papers!)
- Explain: A file is like a piece of paper. It can store things like pictures, videos, or writing.

#### 2. What is a Folder?

- Ask: Where do we keep our papers so they don't get lost? (In folders or binders!)
- Explain: A folder is like a box or a bag where we keep files. Folders help us stay organized.

#### 3. Real-Life Example:

- Show them a folder on your computer.
- Open a file inside, like a picture or a text document.
- Explain how you can put files in folders just like putting papers in a backpack or drawer.

#### 4. Fun Activity: Organize the Desk!

- Give kids pieces of paper with pretend "files" drawn on them (e.g., pictures, homework, videos).
- Give them folders labeled "School," "Fun," and "Family."
- Ask them to sort the papers into the right folders.

### Wrap-Up:

- Ask: Why do you think it's important to use folders?
- Explain how folders help computers stay organized so we can find things quickly.