

## REVIEW LESSON

MTA Course: 10753 Windows Operating System Fundamentals

Lesson name: Windows Operating System Fundamentals 1.3

Topic: Understand native applications and tools (One 50-minute class period)

File name: 10753\_WindowsOS\_RL\_1.3

### Lesson Objective

**1.3:** Understand native applications and tools. *This objective may include but is not limited to:* understanding Windows® Internet Explorer®, the snipping tool, Windows Media® Player, Windows Media Center, and MSCONFIG.

### Preparation Details

#### **Prerequisite student experiences and knowledge:**

This MTA Certification Exam Review lesson is written for students who have learned about Windows fundamentals. Students who do not have the prerequisite knowledge and experiences cited in the objective will find additional learning opportunities using resources such as those listed in the “Resources” section at the end of this review lesson.

#### **Instructor preparation activities:**

- Make copies of Student Activity: 10753\_WindowsOS\_SA\_1.3.
- The instructor should have access to an existing system running Windows 7 Professional or a virtual machine with Windows 7 Professional for the purposes of demonstrating how to configure Control Panel options and desktop settings.

#### **Resources, software, and additional files needed for this lesson:**

- 10753\_WindowsOS\_RL\_1.3
- 10753\_WindowsOS\_SA\_1.3
- 10753\_WindowsOS\_PPT\_1.3

## **Teaching Guide**

### **Essential Vocabulary**

**snipping tool**—used to capture a screenshot, or snip, of any object on your screen, and then annotate, save, or share the image.

**System Configuration utility (MSCONFIG)**—helps identify problems with Windows configuration. It does not manage the programs that run when Windows starts.

**Windows Media Center**—a client/control that can show, pause, and record HDTV, play DVDS and music, display photos, show online content, and share media from one PC to another.

**Windows Media Player**—a client/control that receives a stream for playback from a server providing Windows Media files or local content.

## **Lesson Sequence**

### **Activating prior knowledge/lesson staging (5 minutes):**

Direct students to answer each question in their notes.

1. What is the difference between Windows Media Center and Windows Media Player? (Windows Media Center can be used to serve all your media entertainment needs, including streaming movies, recording TV, and viewing other online media. Windows Media Player can use existing media. It cannot be used for watching Internet TV or recording online shows and movies.)
2. How is the Snipping Tool different from performing a Print Screen? (Print Screen saves the entire screen to the Clipboard, whereas the Snipping Tool allows you to crop any portion of the screen and copy it to the Clipboard, as well as save it to a file.)
3. What system utility allows you to configure your system to boot in Safe Mode on the next reboot? (MSCONFIG)

### **Lesson activity (40 minutes):**

1. Teacher instruction (20 minutes; see the “Suggested best practices” section below regarding this presentation.)
  - a. Use the included Microsoft® PowerPoint® presentation to review native applications and tools.
2. Guided practice (20 minutes)
  - a. Direct students to complete 10753\_WindowsOS\_SA\_1.3.

**Assessment/lesson reflection (5 minutes):**

1. In the same notes that they created for the “Activating prior knowledge/lesson staging” section at the beginning of the class, direct students to check their initial answers and make any changes if necessary.
2. Instruct students to write and submit any questions they have or any topics about which they would like more assistance.
3. After class, look through the student responses and follow up with any student requiring additional help.

**Resources:**

- **Microsoft: Snipping Tool-Windows 7 Features**  
*<http://windows.microsoft.com/en-US/windows7/products/features/snipping-tool>*
- **Microsoft: How to troubleshoot configuration errors by using the System Configuration Utility**  
*<http://support.microsoft.com/kb/310560>*
- **Microsoft: Using System Configuration**  
*<http://windows.microsoft.com/en-US/windows7/Using-System-Configuration>*
- **Microsoft: Use Snipping Tool to Capture screen shots**  
*<http://windows.microsoft.com/en-US/windows7/Use-Snipping-Tool-to-capture-screen-shots>*
- **Microsoft: Windows Media Player**  
*<http://windows.microsoft.com/en-US/windows/products/windows-media>*
- **Microsoft: Windows Media Player Features**  
*<http://windows.microsoft.com/en-US/windows7/products/features/windows-media-player-12>*
- **Microsoft: Windows Media Center**  
*<http://windows.microsoft.com/en-US/windows/products/windows-media>*
- **Microsoft: Windows Media Center Features**  
*<http://windows.microsoft.com/en-US/windows7/products/features/windows-media-center>*
- **Microsoft: Discover Internet Explorer 9**  
*<http://windows.microsoft.com/en-us/internet-explorer/products/ie-9/features>*
- **Microsoft: Pinned Sites**  
*<http://windows.microsoft.com/en-US/internet-explorer/products/ie-9/features/pinned-sites>*
- **Microsoft: Cross-site scripting filter**  
*<http://windows.microsoft.com/en-US/internet-explorer/products/ie-9/features/cross-site-scripting-filter>*

- **Microsoft: ActiveX® Filtering**  
*<http://windows.microsoft.com/en-US/internet-explorer/products/ie-9/features/activex-filtering>*
- **Microsoft: 77 Windows 7 Tips**  
*<http://technet.microsoft.com/en-us/magazine/2009.10.77windows.aspx>*

**Suggested best practices:**

- It is helpful to demonstrate the content to complement the screenshots in the PowerPoint presentation. The demonstrations should be consistent with the screenshots and the student activities. It is helpful to facilitate a discussion with the students as to which Windows applications and utilities they frequently use. It is also helpful to ask how many students are using Windows 7 currently.