

REVIEW LESSON

MTA Course: 10753 Windows Operating System Fundamentals

Lesson name: Windows Operating System Fundamentals 1.1–1.2

Topic: Configure Control Panel options and desktop settings (One 50-minute class period)

File name: 10753_WindowsOS_RL_1.1-1.2

Lesson Objectives

1.1: Configure Control Panel options. *This objective may include but is not limited to:* configuring administrative tools, configuring accessibility options.

1.2: Configure desktop settings. *This objective may include but is not limited to:* configuring gadgets, profiles, display settings, shortcuts, and Aero[®] configurations and capabilities

Preparation Details

Prerequisite student experiences and knowledge:

This MTA Certification Exam Review lesson is written for students who have learned about Microsoft[®] Windows[®] operating system 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 available of the Student Activity 10753_WindowsOS_SA_1.1-1.2.
- The instructor should have access to an existing system running Windows 7 Professional or virtual machine running Windows 7 Professional for demonstration purposes of configuring Control Panel options and desktop settings.

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

- 10753_WindowsOS_RL_1.1-1.2
- 10753_WindowsOS_SA_1.1-1.2
- 10753_WindowsOS_SA_1.1-1.2_key
- 10753_WindowsOS_PPT_1.1-1.2

Teaching Guide**Essential Vocabulary**

Aero—Aero desktop experience features a translucent glass design with subtle window animations and new window colors.

Control Panel—a utility that enables users to configure operating system features and perform related tasks such as hardware and software setup and configuration, security, system maintenance, and user account management.

desktop—an onscreen work area that uses icons and menus to simulate the top of a desk.

gadget—a single-purpose application like news, pictures, or games that can be installed on the Windows 7 desktop.

shortcut—in Windows, an icon on the desktop that a user can double-click to access a program, a text or data file, or a web page immediately.

taskbar—a graphic toolbar used in Windows to select, via the mouse, one of a number of active applications.

user profile—a computer-based record maintained about an authorized user of a multiuser computer system.

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

Direct students to answer each question in their own notes.

1. What feature of Windows 7 allows users to put information such as news or pictures on their desktop? (Gadgets)
2. What can be created on the desktop that a user can double-click to launch an application, file, or web page immediately? (shortcut)

3. What is included when applying a theme to personalize your Windows 7 experience? (desktop background, a screen saver, window border color, sounds, and sometimes icons and pointers)

Lesson activity (40 minutes):

1. Teacher instruction (20 minutes)
 - a. Use the included Microsoft PowerPoint® presentation to review configuring Control Panel and desktop options.
2. Guided practice (20 minutes; see the “Additional notes to the teacher” section below regarding this assignment)
 - a. Direct students to complete 10753_WindowsOS_SA_1.1-1.2.

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 the students to write and submit any questions that 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: What is the Aero desktop experience?**
<http://windows.microsoft.com/en-US/windows7/What-is-the-Aero-desktop-experience>
- **Microsoft: Control Panel User Interface**
<http://msdn.microsoft.com/en-us/library/bb756904.aspx>
- **Microsoft: Windows 7 Features: Gadgets**
<http://www.microsoft.com/windows/windows-7/features/gadgets.aspx>
- **Microsoft: Change Screen Resolution**
<http://windows.microsoft.com/en-US/windows-vista/Change-screen-resolution>

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. Often, a task can be accomplished several

different ways, but showing each option can be confusing for the student. Discuss or demonstrate different options, but use one method to accomplish the task. Encourage the students to explore the other methods on their own.

Additional notes to the teacher:

- Encourage the students to use the materials outside of class on their own systems or encourage them to obtain their own virtualization software. Virtual PC (<http://www.microsoft.com/windows/virtual-pc/default.aspx>)