



5.1: File Types and Extensions

Prerequisite Skills and Knowledge

- ∞ Basic computer skills
- ∞ Use of Kidspiration

Time Required

- ∞ Mini-Lesson and Guided Practice: 10-15 minutes

Materials

- ∞ Kidspiration
- ∞ Template 1 saved on student computers

Intended Learning

- ∞ Students will be able to match file types with the correct extensions, so they will be able to identify file types of files downloaded and saved.

District Technology Standards

Standard 1: Uses Technology Effectively

Basic Vocabulary

- ∞ Uses appropriate vocabulary to identify: file types (Word, Excel, PowerPoint, PDF, JPEG, GIF), file extensions (.doc, .xls, .ppt, .pdf, .jpg, .jpeg, .gif).

Mini-Lesson

Connection - preparing students' thinking

Remind students that when they save work they name the file and add or keep the extension at the end, for example, .doc. Explain that now they will learn the extensions of some common file types so that they can identify the files they see.

Teaching - Mini Lesson

Explain to students that various file types (documents and programs) have different file extensions. Explain what a file extension is and its importance. Have an example of each type saved to show examples to students. Look at the file name or type and the extension and what that program is used for.

Open the template. They will see 19 boxes with the file type, the file extension, or what it is used for. It is each student's responsibility to decide how to organize these into groups of 3 (there will be one group of 4) that go together. Model doing this using the GIF as an example. Show a couple of different ways to organize it.

Active Engagement - Guided Practice

Notes

Students will open the template on their own computer and complete their first group of three. The teacher will monitor and check each student's first group of three.

Link

Tell students that once they have completed their first group correctly, they will then work on organizing the other five groups.

Independent Practice

Teacher

- ∞ Teacher will continue to monitor students and offer support as needed.

Students

- ∞ Students will complete the assignment and save or print out the activity.

Sharing/Closure

- ∞ As a whole group, review which file type goes with which extension and what that file type is mainly used for.

Assessment

- ∞ Progress monitor each student with a score of 1-4, according to their proficiency during independent practice and the completed activity. A 3 represents a student who was able to organize the groups with all of the correct matches.