Computer Technology

**T**echnology **O**perations and **C**oncepts

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***FILE MANAGEMENT & SHORTCUTS ACTIVITY***

**(S1 Obj 3-2)**

***IDENTIFYING SYSTEM SETTINGS & INSTALLING/REMOVING SOFTWARE***

**(S1 Obj 3-4)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed** | **Assignments** | **Points** | **Earned** |
| **🞎** | File Management Screens Shots Activity | 20 |  |
| **🞎** | Creating Shortcuts Screen shot Activity | 20 |  |
| **🞎** | Changing System Settings & Installing/Removing Software Screen Shot Activity | 20 |  |
|  | **TOTAL** | **60** |  |

*Note to teachers: These activities could be included in a Computer Basics unit when MS Windows is being introduced.*