

LESSON 6

Common File Types and Formats

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.4

WHAT THIS LESSON DOES

Recognise common file extensions including docx, pdf, jpg, png, mp3, mp4, xlsx, pptx and zip. Match each file type to its typical purpose and the application that opens it, and explain when PDF is useful for finished work.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.4	Identify files and folders and recognise common file types. Understand what a file and folder is and know where files, folders and programmes are normally stored.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Recognise common extensions including docx, pdf, jpg, png, mp3, mp4, xlsx, pptx and zip
- Match each file type to its typical purpose and the application that opens it
- Explain when PDF is useful for finished work and what goes wrong opening the wrong format
- Identify sample filenames by type and opening application

BEFORE THE BELL

- Prepare the warm-up filename table on the board or projector.
- Have the matching_extensions worksheet printed or ready digitally as support during the sort, early-finisher work in Portfolio Build, or a homework consolidator.
- Be ready to demo New document → rename to 01_file_type_recognition → Insert 10×3 table on the class suite (Word Online or Google Docs).
- No prep needed beyond a board or projector for the warm-up filename table
- Keep the quick-reference card visible on the board or shared screen through the sort and Portfolio Build
- Interactive runs on the lesson page; use the board or a shared screen so the whole class can argue placements before dragging. Have the matching_extensions worksheet ready as support.
- Students need cloud access to Project_Portfolio. Be ready to demo New document + rename + Insert 10×3 table on the class suite. Have matching_extensions ready for early finishers.

Common File Types and Formats

HOW THE LESSON RUNS

5 min	introduction	Introduction
10 min	content	Key concepts
12 min	activity	Which app opens this file?
3 min	content	Common issues
20 min	activity	Portfolio Build
4 min	content	Reflection
6 min	summary	Lesson summary

TEACHING MOVES

- Live-teach only the four anchors. Leave the quick-reference card up; do not walk every extension.
- After the docx vs pdf row, run the warm-up callback shout-out before continuing.
- Talk through drag-sort filenames as a class before anyone drags. Names are new, not an answer-key recall.
- Portfolio Build is teacher-led: folder check on your count, then one live click demo, then students fill.
- Closing PDF sentence is the minimum finish line if time runs out.
- Assess deeply on docx, pdf, xlsx, jpg, zip; treat pptx, png, mp3, mp4 as quick match-from-card items.

WHAT TO WATCH FOR

- Extensions hidden on school Windows machines: demonstrate Show file name extensions on one machine.
- PDF treated as editable Word: stress finished vs draft.
- Files saved as Untitled or outside 01_brief: check cloud title and folder before students leave.
- Zip double-clicked as if it were a single photo: extract first.

DIFFERENTIATION

- Support: quick-reference card stays visible for all during sort and Portfolio Build.
- Support: matching_extensions worksheet as a quieter second pass during step 3 or early in step 5.
- Support: sentence starter for the closing line, "I will send finished work as a PDF because..."
- Extension: fourth column Risk if opened wrong (see Lesson summary), or matching_extensions as early-finisher consolidator.