

LESSON 11

Your First Document: Create, Open, Save

60 minutes

ICT1: Introduction to the computer and word processing

Outcome M1.U2.1

WHAT THIS LESSON DOES

Learn to create a new word processing document inside your project portfolio folder. Name the file clearly, type an opening sentence, then close and reopen it to confirm autosave has protected your work.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U2.1	Create documents and understand how and where to save them.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Open your cloud portfolio and create a new blank document in the correct folder (Word Online or Google Docs)
- Give the document a sensible filename and check autosave status while you work
- Close and reopen a document to confirm the cloud copy is safe
- Create 03_proposal_draft_v1 with one project sentence and prove it reopens from 03_documents (teacher check or optional screenshot evidence)

BEFORE THE BELL

- Sign in to OneDrive or Google Drive on the board machine and open one student-style Project Portfolio with 03_documents in it, so the folder navigation is ready to model without hunting for it in front of the class.
- Have fallback LCA hooks ready (Work Experience, enterprise idea, club/event, class project) for students without a Something Real focus.
- Confirm students can sign into OneDrive or Google Drive and still have a Project Portfolio with a 03_documents folder. Have a short list of fallback LCA hooks ready for students without a project focus.
- Students need browser access to OneDrive or Google Drive and their Project Portfolio folder
- Default evidence is a live reopen tick. Only plan screenshots if devices allow; know Win+Shift+S, Shift+Cmd+4, and Chromebook Ctrl/Shift+Ctrl+Show windows. Be ready for cloud folder navigation and quick topic confirmation.

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HOW THE LESSON RUNS

4 min	introduction	Introduction
5 min	content	Key concepts
16 min	activity	Step-by-step task
3 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
7 min	summary	Lesson summary

TEACHING MOVES

- Model the folder navigation live for the class before students begin.
- Before the step-by-step task, ask two students to explain autosave against Save as / Make a copy in their own words, and demonstrate those copy menus yourself rather than sending students into them, so nobody ends the lesson with two rival drafts.
- Pace Independent Practice with four checkpoints: named file, sentence and autosave, reopen, evidence.
- Default evidence is a teacher live reopen tick. Treat screenshot paste or 03_proposal_draft_evidence_v1 as optional only if you demonstrate capture first.
- Remind students to open the folder before creating new files.
- Collect 03_proposal_draft_v1 only as the real Key Assignment artefact; 03_proposal_practice_v1 is only the guided dry run, so do not bank it.

WHAT TO WATCH FOR

- Students create files outside the 03_documents folder. Redirect them immediately to open the portfolio folder first.
- Students reopen 03_proposal_practice_v1 in Independent Practice. Say clearly at the start of that step that they create a new 03_proposal_draft_v1.
- Confusion between everyday autosave and Save as / Make a copy. Everyday edits stay in the named file; the copy menus are for a deliberate second file only.
- Unclear filenames that make the work hard to find later. Insist on 03_proposal_draft_v1 for the real draft.
- A missing project focus stops the sentence. Use the fill-in frame and confirm the topic before typing.

DIFFERENTIATION

- Support: point students to the 6-step checklist on the step-by-step task as their visual guide through create, save and reopen.
- Support: allow paired work for the step-by-step task if navigation is challenging.
- Support: default to your own visual check of the reopen instead of a screenshot.
- Extension: ask early finishers to add a second audience sentence to 03_proposal_draft_v1.