

REVIEW LESSON

MTA Course: 10753 Windows Operating System Fundamentals

Lesson name: Windows Operating System Fundamentals 4.4

Topic: Understand libraries (One 50-minute class period)

File name: 10753_WindowsOS_RL_4.4

Lesson Objective

4.4: Understand libraries. *This objective may include but is not limited to:* understanding offline files, adding multiple local locations to a library, adding networked locations.

Preparation Details

Prerequisite student experiences and knowledge:

This MTA Certification Exam Review lesson is written for students who have learned about Microsoft Windows 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 document 10753_WindowsOS_SA_4.4.
- The instructor should have access to an existing system running Microsoft Windows 7 Professional or a virtual machine with Windows 7 Professional for the purposes of demonstrating how to use libraries.

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

- 10753_WindowsOS_SA_4.4
- 10753_WindowsOS_PPT_4.4

Teaching Guide

Essential Vocabulary

cache—a special memory subsystem in which frequently used data values are duplicated for quick access. A memory cache stores the contents of frequently accessed RAM locations and the addresses where these data items are stored.

library—a collection of items, such as files and folders, assembled from various locations. The locations might be on your computer, an external hard drive, or someone else's computer.

synchronization—a procedure that compares and processes file versions to ensure that they contain the same data.

Lesson Sequence

Activating prior knowledge/lesson staging (5 minutes):

Direct the students to answer each question in their notes.

1. What locations are supported when using libraries? [Local drives, USB, a network (so long as it's indexed or made available offline), and different computers within a homegroup.]
2. What is a benefit of using offline files?
(Benefits include but are not limited to the following:
 - a. Files are unaffected by network outages.
 - b. Files can be worked with while users are away from the network.
 - c. Files are synched easily with network files.
 - d. User efficiency is increased when working over a slow network.)
3. Can you share libraries with your homegroup? (Yes; when you set up a homegroup, you can choose what files and printers you want to share.)

Lesson activity (40 minutes):

1. Teacher instruction (20 minutes; see the “Suggested best practices” section below regarding this presentation)
 - a. Use the included Microsoft PowerPoint presentation to review libraries.
2. Guided practice (20 minutes)
 - a. Direct the students to complete the Student Activity document 10753_WindowsOS_SA_4.4.

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 students to submit any questions they have or any topics about which they would like more assistance.
3. After class, look through students’ responses and follow up with any students requiring additional help.

Resources:

- **Microsoft: TechNet: Organizing with Windows 7 Libraries (video)**
<http://technet.microsoft.com/en-us/windows/ee431715.aspx>
- **Microsoft: TechNet: Organizing with Windows 7 Libraries**
[http://technet.microsoft.com/en-us/library/ee449406\(WS.10\).aspx](http://technet.microsoft.com/en-us/library/ee449406(WS.10).aspx)
- **Microsoft: Introducing Libraries**
<http://msdn.microsoft.com/en-us/magazine/dd861346.aspx>
- **Microsoft: Windows 7 Features: Libraries**
<http://windows.microsoft.com/en-us/windows7/products/features/libraries>
- **Microsoft: Understanding offline files**
<http://windows.microsoft.com/en-US/windows7/Understanding-offline-files>
- **Microsoft: TechNet: File Sharing and Offline Files Enhancements**
[http://technet.microsoft.com/en-us/library/dd637828\(WS.10\).aspx](http://technet.microsoft.com/en-us/library/dd637828(WS.10).aspx)
- **Microsoft: TechNet: Configuring New Offline Files Features for Windows 7 Step-by-Step Guide**
[http://technet.microsoft.com/en-us/library/ff633429\(WS.10\).aspx](http://technet.microsoft.com/en-us/library/ff633429(WS.10).aspx)

Suggested best practices:

Stress these points:

- Libraries are becoming a popular method of making network resources available to multiple users. Custom libraries can create efficiencies compared to the traditional method of using logon scripts.
- Offline files can increase efficiency for mobile users. Stress the inefficiency that duplicate or conflicting documents can create.