Information Technology Essentials
Lesson: <mark>4/7/2020</mark>

Learning Targets:

- Download and install a Windows theme
- Add and remove file locations for indexing
- Configure locales, regional settings, and alternate input languages

Focus Questions:

- How can you customize the look and feel of the Windows desktop environment?

- How does indexing optimize the process for finding files on Windows?

- What types of changes do Region and Language Settings make on your computer?

Learning Tasks:

- Navigate to TestOut.com & log on using your credentials
- Navigate to PC Pro Chapter 12 - System Management, Section 2 - Preferences & Settings
- Review Vocabulary words for 12.2 before starting into Section
- Read Fact Sheets located in section 12.2.4
- Watch videos located in sections 12.2.1, 12.2.2. 12.2.3
- Answer/Review Practice Questions located in section 12.2.5

Additional Practice:

- Using your own computer, practice some of the techniques used in this section to explore the files of your own computer

Total Time:

Time Breakdown:
- Videos = 15 Minutes
- Fact Sheets = 10 minutes
- Practice Questions = 5 minutes

Total Time = 30 minutes

Reference: [TestOut PC Pro Lesson Plan Document](#)