

## Using the Computer & Managing Files

### Part 2

|                                                           |     |
|-----------------------------------------------------------|-----|
| Using the Computer & Managing Files .....                 | 65  |
| Example 1 – File compression, or “zipping” .....          | 66  |
| Exercise 1 Download and install software .....            | 66  |
| Exercise 2 Understand file compression.....               | 73  |
| Exercise 3 Compress a file .....                          | 74  |
| Exercise 4 Extract a zipped file.....                     | 76  |
| Example 2 - Virus risks .....                             | 77  |
| Exercise 5 Understand what a virus is.....                | 77  |
| Exercise 6 Scan a drive for viruses .....                 | 80  |
| Exercise 7 Scan a specific document for viruses.....      | 81  |
| Example 3 – Working with files .....                      | 82  |
| Exercise 8 Create and save a file .....                   | 82  |
| Exercise 9 Open your saved work .....                     | 83  |
| Exercise 10 Search for files and folders.....             | 85  |
| Exercise 11 Copy or duplicate a file .....                | 90  |
| Exercise 12 Work with removable disks.....                | 91  |
| Exercise 13 Select and work with multiple files.....      | 94  |
| Exercise 14 Copy a group of files to another folder ..... | 100 |
| Exercise 15 Create a shortcut on the Desktop.....         | 101 |
| Exercise 16 Work with the shortcut.....                   | 102 |
| Exercise 17 Using the Calculator .....                    | 105 |
| Exercise 18 Copy data between programs .....              | 106 |
| Exercise 19 Select text.....                              | 107 |
| Exercise 20 Work between open windows.....                | 108 |
| Exercise 21 Use Print Screen .....                        | 109 |
| Exercise 22 Shut down the computer .....                  | 110 |

## Example 1 – File compression, or “zipping”

### Exercise 1 Download and install software

You will need an appropriate software application in order to compress and decompress files. There are many to choose from, but we are going to download an evaluation copy of the WinZip software.

You will need an Internet connection.

*Example 2 below explains virus checking. It is always important to ensure that a virus checker is installed and running before downloading anything from the Internet.*

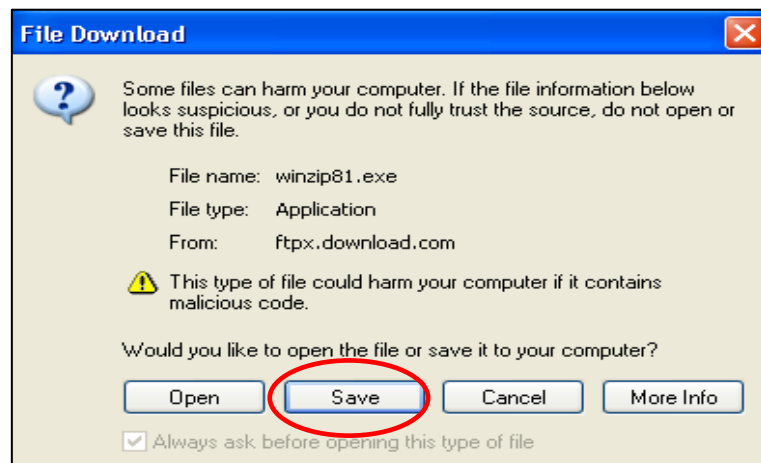
- Click the [Start] button once with your left mouse button
  - The [Start] menu appears
- Click [All Programs]
  - A sub menu appears
- Either click [Internet Explorer]  
or
- Click [Netscape Navigator]  
or
- Click your browser software name
  - Your computer starts the procedure to connect to the Internet
  - A new Web browser application window opens
- Click onto the long white Internet address strip near the top of the Browser window
  - To select the current Web address



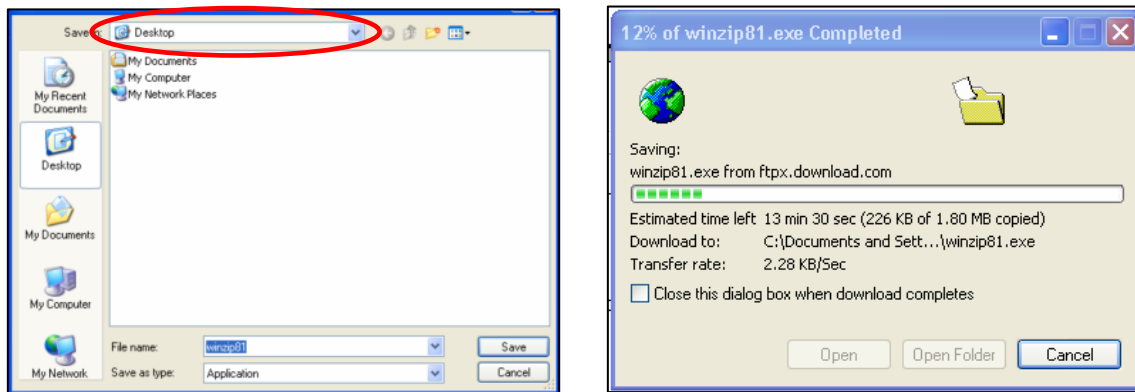
- Type “www.winzip.com/ddchomen.htm”
  - To insert a new web address
- Press [Enter] on the keyboard
  - To go to that Web site address
  - To display that Web page
- This page links to a number of different sites from which to download WinZip, as well as containing useful installation instructions, and other advice.



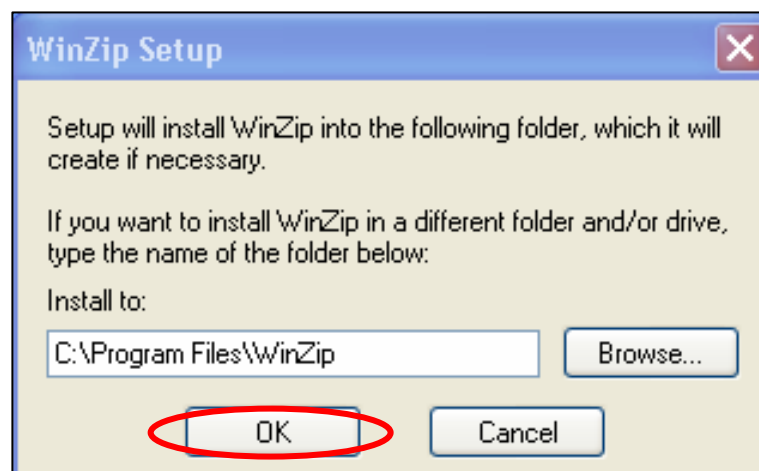
- Click to follow a download link such as [Download.Com]
  - The [File Download] window opens
- Click [Save]
  - To choose to save the file to your computer



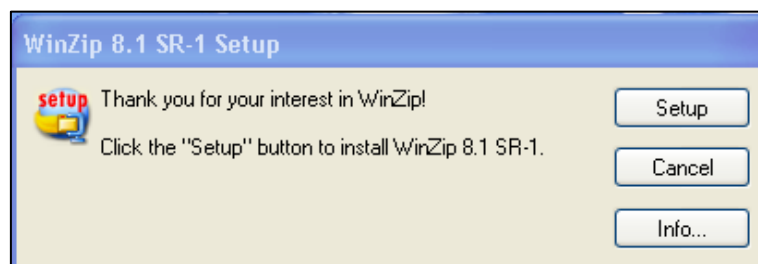
- Click the small down facing arrow to the right of the [Save in] list
  - To see a list of available places to save your work to
- Select [Desktop] and click [Save]
  - To save your work to the Windows Desktop area
  - To see a [% Completed] window as the files download from the Internet to your computer



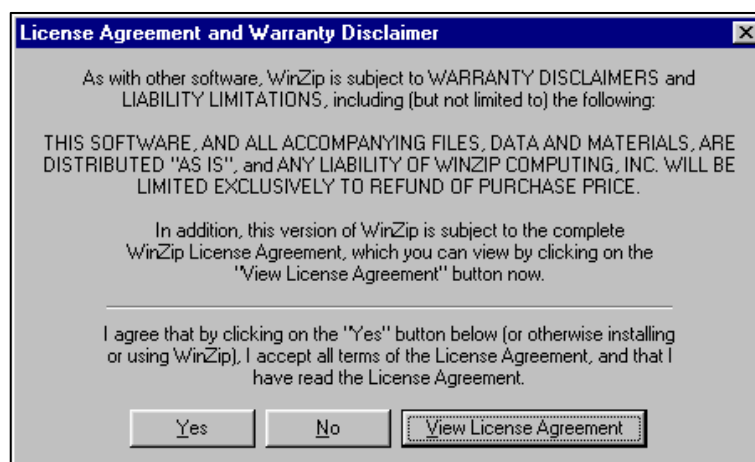
- When the File Download window appears showing Download Complete, select [Close]  
Select the [File] menu and [Close]
  - To close the Download.com browser window
- Double click the [WinZip] set up icon on the Windows Desktop
  - To begin installing WinZip
- The WinZip Setup dialog box open
- Click [Setup]
  - To begin installing the software
- In the next setup screen, click [OK]
  - To accept the place that the software will be saved to (in the example it is a new WinZip folder in the Program Files folder on the C:\ drive) – or click [Browse] to select your own file path.
  - To continue the installation



- In the Thank you setup screen, click [Next]

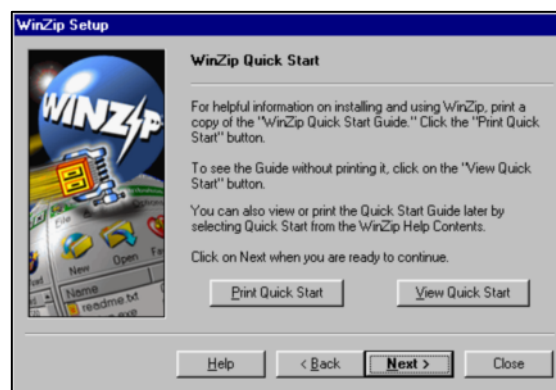


- In the License Agreement and Warranty Disclaimer screen, be sure that you



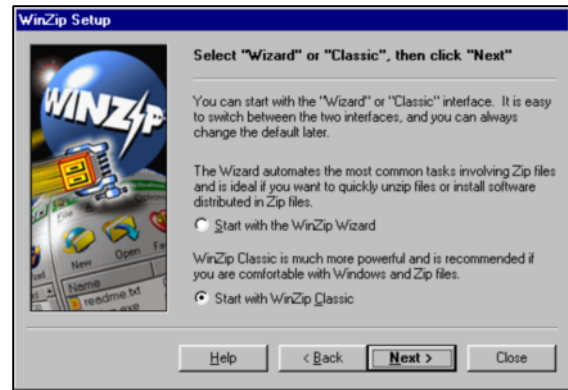
agree with all of the terms and conditions before clicking the [Yes] button

- In the Quick Start setup screen, click [Print Quick Start]
  - To print a copy of the Guide or help information

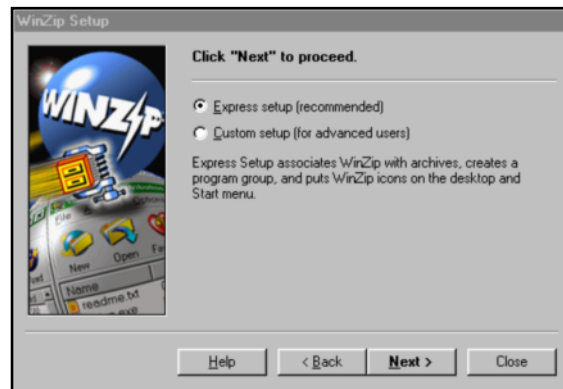


- Click [Next]

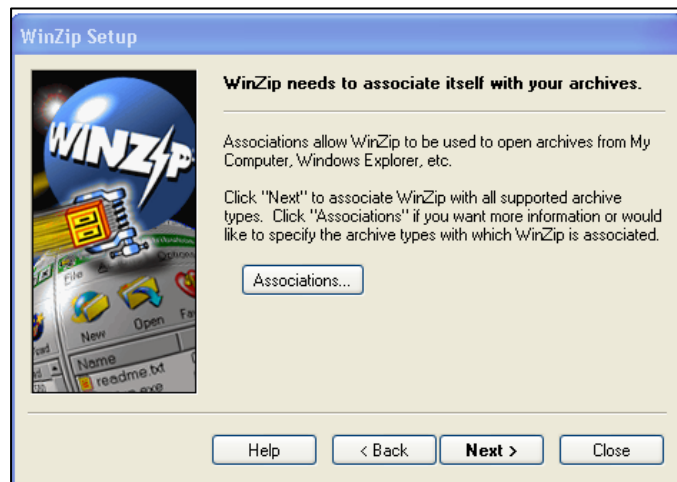
- In the Wizard or Classic setup screen, mark the option to [Start with WinZip Classic]
- Click [Next]



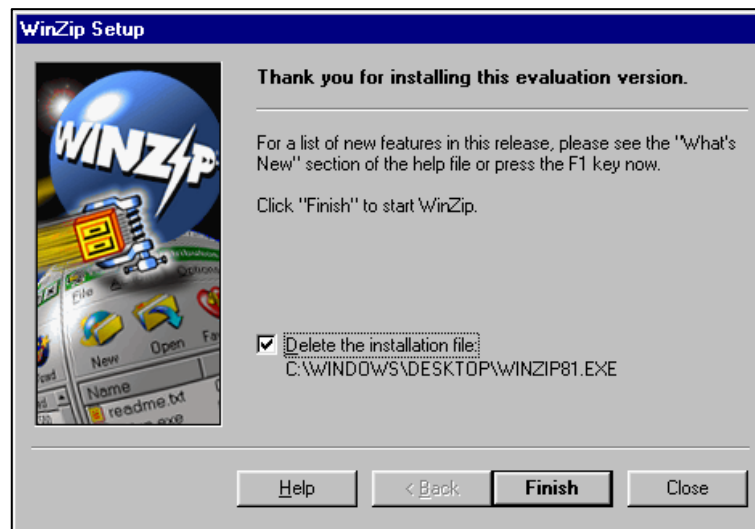
- In the next setup screen, mark the [Express setup] option
- Click [Next]



- In the association setup screen, click [Next]



- In the Thank you setup screen, click in the [Delete the installation file:] field, then click [Finish]
  - To put a tick in the [Delete installation file:] field
  - To delete the now redundant setup file
  - To complete the setup of your WinZip software
  - To add a WinZip icon to your windows Desktop
  - To add a WinZip shortcut on the [Start] [All Programs] menu
  - To open WinZip



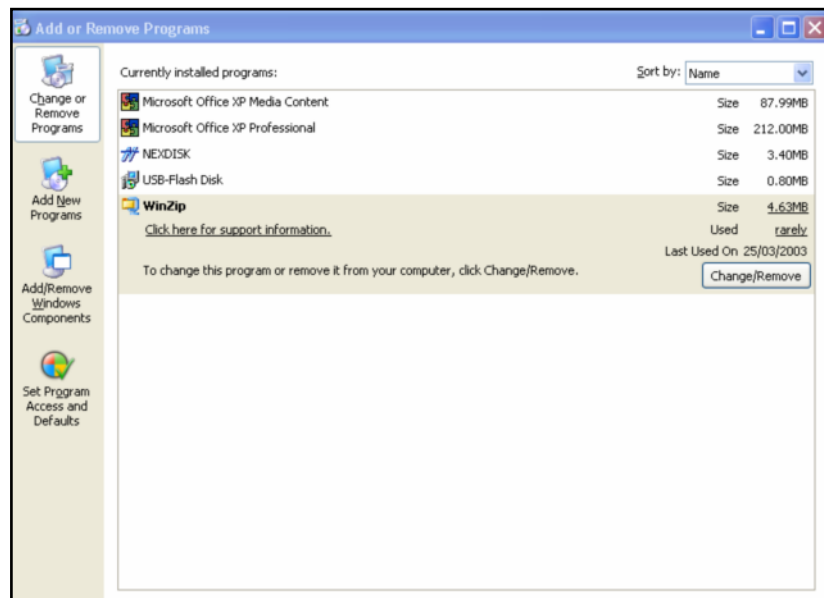
**Tip:**

*For your information only.*

*To remove a software application and all of its components from your computer (i.e. to “uninstall” a programme):*

**Either:**

- *Select the [Start] button and [All Programs]*
- *Select the name of the Program you wish to uninstall and look for an [Uninstall] option in the menu*
- *or*
- *Select the [Start] button and [Control Panel]*
  - *To open the [Control Panel] window*
- *Click [Add or Remove Programs]*
  - *The [Add or Remove Programs] window opens*
- *Scroll through the list and click to select the program you wish to uninstall*
- *Click the [Change/Remove] button and follow the prompts*
  - *To remove that program from your computer*





**Exercise 2 Understand file compression**

A file that has been squeezed down using compression software is known as “zipped”

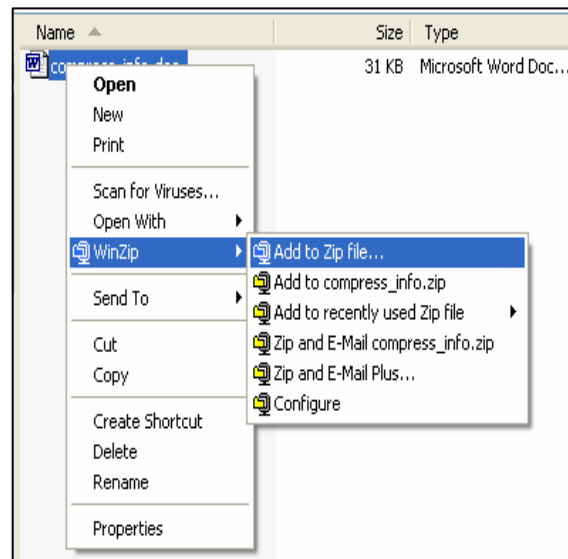
Files that are compressed:

- travel faster between modems
- use up less memory
- are an ideal way of backing up data.

To return the file to its original size it must be decompressed or “unzipped”

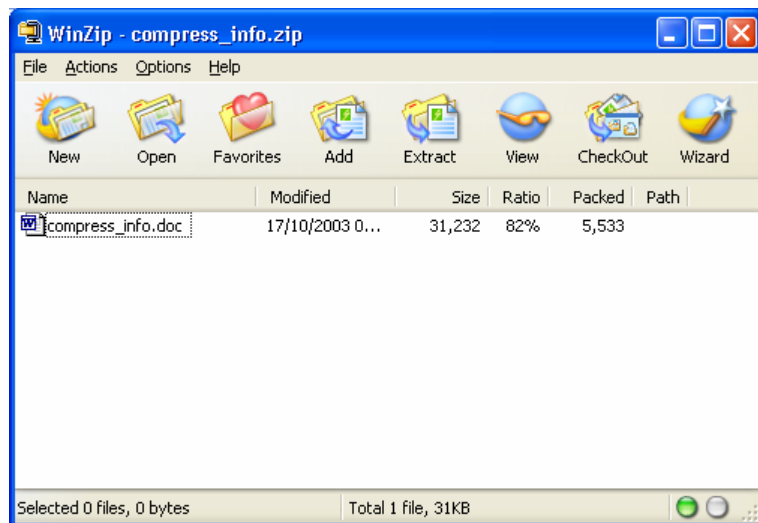
### Exercise 3 Compress a file

- Insert your exercise CD into the CD drive of your PC
- Select the [Start] button, [My Computer], and click the [Folders] button on the toolbar
  - To view your filing system
- In the [Folders] pane, select your CD drive, and the [Module 2] [Part 2] sub-folder
  - To open that sub-folder in the Contents pane
  - To see the files saved in that folder
- Click the [compress\_info.doc] file with the RIGHT mouse button
  - To see a quick menu of options
- Select the [WinZip] menu, and from the sub menu which opens, select [Add to Zip file...]
  - To open the [WinZip Evaluation] window



- Read the Evaluation notes
- Select the [I Agree] button
  - The Add dialog box opens

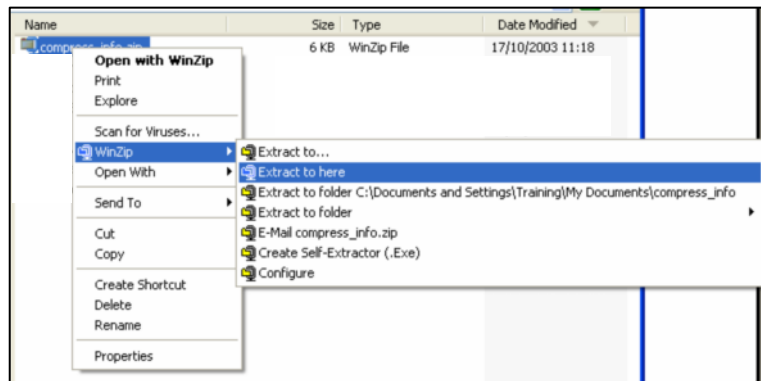
- Click [Open]
  - To browse to the destination folder you wish to use
- In the Open Archive dialog box, click the drop down arrow to the right of the [Look in:] field
- Select your [My Documents] folder
- In the [File name:] field, type “Compress\_info” and click the [Open] button
- Click [Yes]
  - To create a zip file called [Compress\_info] in the [My Documents] folder
- In the Add dialog box, click [Add]
  - To compress the [compress\_info.doc] document in the [Compress\_info] zip file in your [My Documents] folder
  - The compressed document shows in the [WinZip] window
  - The zip file will show in the [My Documents] folder in your My Computer window
  - In this example, compressing the document has reduced its size by 82%
  - Some documents will compress better than others



## Exercise 4 Extract a zipped file

### Work in My Computer

- In the [Folders] pane, select your [My Documents] folder
  - To view the compress\_info.zip] file
- Click the zip file with the RIGHT mouse button
  - To see a quick menu of options
- Select [WinZip] and, from the sub menu which opens, select [Extract to here]
  - The [WinZip Evaluation] window opens
- Read the Evaluation notes
- Select the [I Agree] button
  - To place the extracted file in the same location as the zip file



### Note:

Selecting the first option [Extract to...] in the sub menu will allow you to select the folder in which you wish to place the extracted file.

- [Close] the My Computer window

## Example 2 - Virus risks

### Exercise 5 Understand what a virus is

If you like the idea of being able to download files from the Internet and to send and receive compressed files, then it is best to be aware of the possibility of viruses. Viruses are programs that hide within and affect other programmes.

A virus is man made. It is called a virus because it is easily caught. Viruses can have many effects, some mild, some amusing and some devastating. All will try to damage or change your data in some way. All are unwanted.

Viruses can affect your computer from a diskette, CD, downloaded Internet file, zipped or compressed file or e-mail attachment.

Always virus check files that people send/give you, and *never* open an e-mail attachment if you don't know who it's from.

A virus might not make itself known straight away; it can lay dormant in your computer until triggered by a particular event such as a date. The best way to protect yourself from a computer virus is to install and use a virus "checking" or virus "scanning" software application.

Although you might regularly use your virus-checking software on your computer, remember that hundreds of new viruses are introduced every month and your scanning programme is only as good as the last time you updated it.

## Use a virus checker/scanner

Either:

- Open your existing virus checking application  
or
- Install a new virus checking application  
or
- Connect to the Internet and use your new skills to download a virus checking application.

*Tip:*

*When downloading, check to see how large the file size might be. Sometimes it is best to download the evaluation version of the programme first and purchase the full version when the evaluation period expires.*

*Remember you can always click the [Cancel] button if you decide not to proceed with the download at any stage.*

Suggested sites:

|                |                                                                               |
|----------------|-------------------------------------------------------------------------------|
| Frisk software | <a href="http://www.f-prot.com">www.f-prot.com</a>                            |
| Symantec       | <a href="http://www.symantec.com">www.symantec.com</a>                        |
| McAfee         | <a href="http://www.mcafee.com">www.mcafee.com</a>                            |
| PC cillin      | <a href="http://uk.trendmicro-europe.com">http://uk.trendmicro-europe.com</a> |

## Disinfecting your files

Virus scanners can be set to check in various ways:

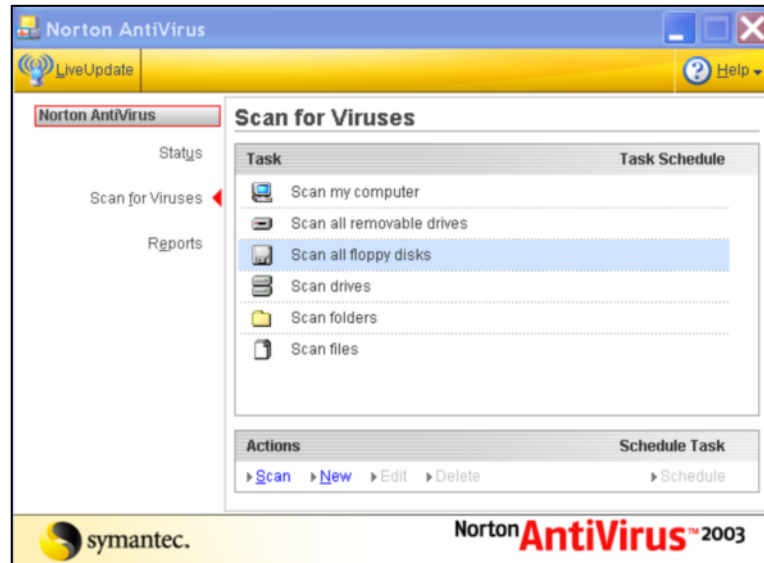
- only when the computer starts up
- to stay in the background all the time the computer is on
- to be used to scan specific drives, files, and folders only when you want to.

Virus scanners recognise the signatures of thousands of viruses and will stop them before they become active. If a virus scanner programme identifies a virus it will usually provide guidelines for dealing with it. The most common options are to “**ignore**”, “**delete**” or “**store and reconstruct**” the infected file/s.

The scanning and disinfecting options of your virus checking programme can be set and changed at any time.

## Exercise 6 Scan a drive for viruses

- Open your virus checking programme
- Select to scan the [C] drive *only* for viruses (deselect the other drives)



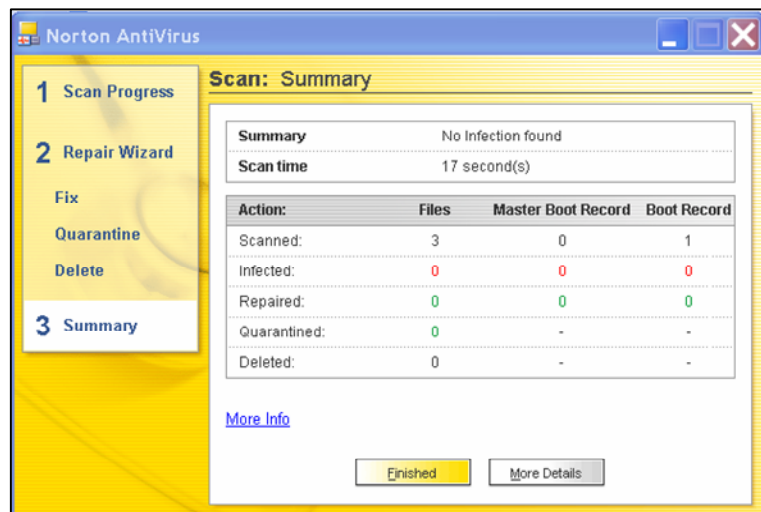
The scan may take quite a while depending upon the size of the drive and the number of files stored on it. It is usually possible to stop the scan part way through if it is not convenient to complete at this time.



## Exercise 7 Scan a specific document for viruses

Either:

- Open your virus checking programme
- Select to scan [compress\_info.doc] in your [My Documents] folder for viruses (deselect any other options)  
or
- From the Taskbar, select [Start] [My Computer]
- In the left hand pane of the [My Computer] window, select [My Documents]
  - To list the contents of that drive in the right hand pane
- In the right hand pane, select [compress\_info.doc] with a RIGHT mouse click
  - To see a quick menu of options
- From the quick menu, select the option to scan for viruses
  - To scan that specific document



*Tip:*

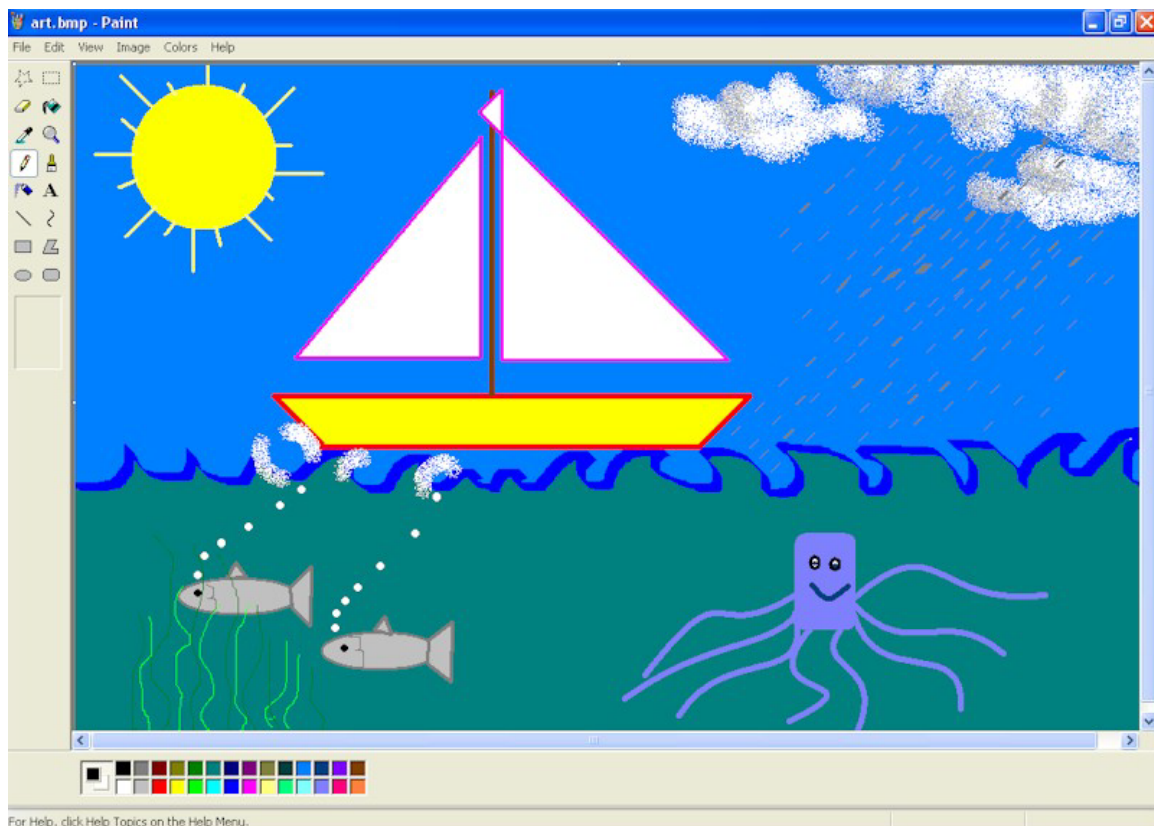
*Use these techniques to scan a specific drive, folder or file at any time.*

## Example 3 – Working with files

### Exercise 8 Create and save a file

This will practise using the mouse whilst creating a file in Microsoft Paint.

- From the Taskbar, select [Start] [All Programs] [Accessories] [Paint]
- Experiment with the different drawing tools
- From the menu bar select [File] [Save]
- Select the [My Documents] icon to save your work, and give it the File name: [Art]
- Select [Save]
  - To save the file
  - To close the dialog box



## **Exercise 9 Open your saved work**

This exercise will use different methods to find and open your saved work

### **The [My Recent Documents] menu**

- From the Taskbar, select [Start] [My Recent Documents]
  - The last 15 documents that you worked on will be listed
- Click on your document file name from the list
  - To open it
- [Close] the Paint program

### **[My Computer]**

- From the Taskbar select [Start] [My Computer]
- From the [Other Places] screen select [My Documents]
  - The window will display the contents of [My Documents]
- Double click the name of your document file
  - To open it
- [Close] the Paint program

### **Open the program then open the document**

- From the Taskbar select [Start] [All Programs] [Accessories] [Paint]
- From the menu bar select [File] [Open]
- Click on the drop down arrow to the right of the [Look In] list
  - A list showing all the drives on your computer will open
- Double click the name of your document file
  - To open it – then [Close] the Paint program.

## Using My Computer

The next exercises will use My Computer for several functions

- We will use the Search function to search for the file we have just saved
- We will copy a file within its own folder – creating a new file with a different name
- We will work with floppy disks within our filing, as well as using them to store copies of our files
- We will sort the files within their folders

## Exercise 10 Search for files and folders

Files and folders can be found from their attributes such as name, size, date modified.

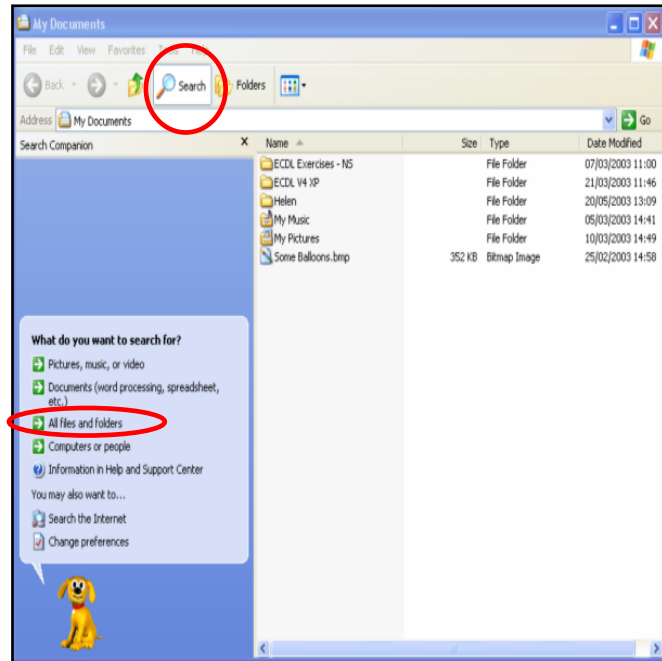
### Find a file or folder by its name

If you know part of a file or folder's name, "wild card" characters can be used to replace the part of the name that you are unsure about. The most frequently used wild cards are the asterisk (\*) and the question mark (?). The asterisk stands for any number of characters (or no characters at all), whilst the question mark stands for one character. As an example:

|           |                                                                                                                                                                                                               |                                           |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Name*.doc | Will find any file or folder that starts with the 4 letters 'name', followed by any other characters (or no more characters), followed by a dot and the extension 'doc'<br><br>These examples would be found: | Name.doc<br>Names.doc<br>Namesoffiles.doc |
| Name.*    | These examples of files and folders would be found:                                                                                                                                                           | Name.doc<br>Name.bmp<br>Name              |
|           | But these examples would not be found:                                                                                                                                                                        | Names.doc<br>Namesoffiles.bmp             |
| Name?.doc | These examples would be found:                                                                                                                                                                                | Names.doc<br>Name1.doc                    |
|           | But these examples would not be found:                                                                                                                                                                        | Name.doc<br>Names.bmp                     |
| Na?e.doc  | These examples would be found:                                                                                                                                                                                | Name.doc<br>Nave.doc<br>Nape.doc          |

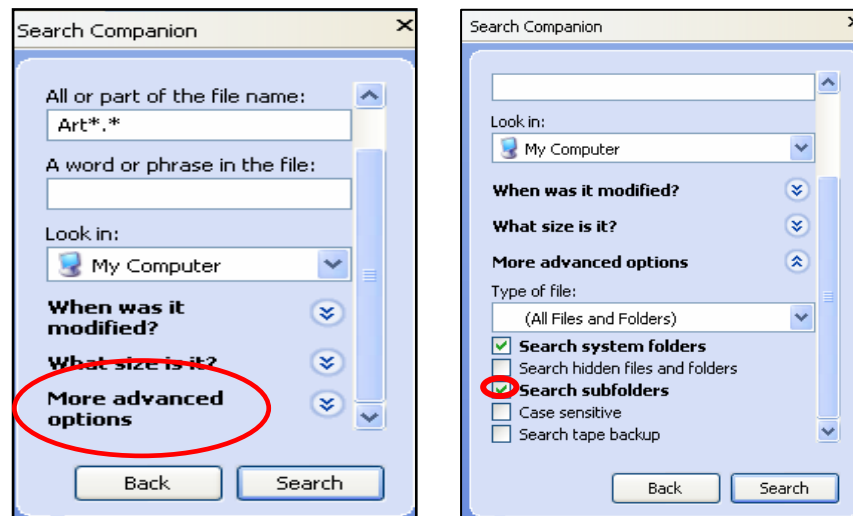
- From the Taskbar, select [Start] [My Computer]

- The [My Computer] folder will open
- Click the [Folders] button on the toolbar
  - To view the folders pane
- From the toolbar click on the [Search] icon
  - The [Search] window will open
- In the Folders pane select [All Files and Folders]



- In the [All or part of the file name] field, type [Art\*. \*]
  - To search for any files or folders that start with the 3 letters 'art', followed by any other number of characters, with any extension after the full stop
  - The [word or phrase in the file] field would look for the specified text within the body of a file, rather than looking for a file name
- Click on [More Advanced Options]  
(It may be necessary to scroll down in the [Search Companion] pane to view the [More Advanced Options] selection)
- Ensure that there is a tick in the [Search subfolders] field
  - So that all the folders and drives on your system will be included in the search
- Click [Search]

- To commence the search
- To begin to view a list of all the files and folders that meet your criteria

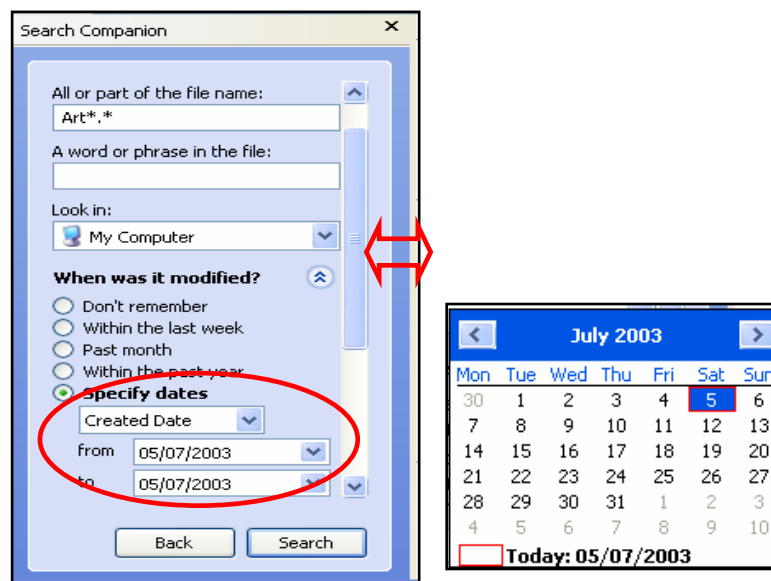


### Find a file or folder by the date it was created

This will narrow the search, to state that you are only interested in files and folders beginning with the letters 'art' that were created today.

- Return to the Search Criteria box by selecting [Back] from your previous search
- Leave the details on the [All or part of the file name] tab as they are
  - So that you are still looking for files and folders containing the letters "Art"
- Select the [Specify Dates] option
- Click the drop down arrow in the box below the [Specify Dates] options and select the [Created Date] option
  - To specify that it is the creation date you are interested in rather than when the file or folder was last modified or viewed
- Click the drop down arrow to the right of the [From] date field

- If you are unable to view the drop down arrow to the right of the [From] and [To] date fields, it may be that your [Search Companion] pane needs to be widened.
- Click on the thick line to the right of the [Search Companion] pane until a double arrow is formed.
- Drag this double arrow to the right
  - To widen the [Search Companion] pane
  - To be able to access the date options within the [From] and [To] date fields
- Select the current date on the calendar
  - To specify that you only wish to find files and folders created today
  - Use the arrows for further dates/months
- Click the [Search] button
  - To commence the search
  - To replace the list of files and folders shown that meet your criteria
- Return to the Search Criteria box by selecting [Back]





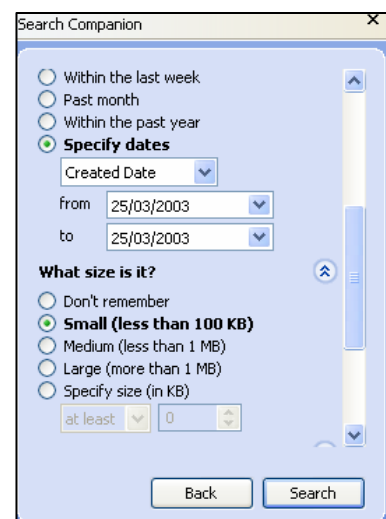
## Advanced Find

Using the [What is it?] and the [More Advanced Options] tabs in the Search dialog box, it is also possible to specify:

- That you wish to view *all files and folders* of a particular *size*
- That you only wish to view *files and/or folders* of a particular *type* (for example, Bitmap files)

### View all files and folders by size

- Leave the [created date] previously selected as it is
  - So that you are still looking for folders created today
- Using the scroll bar to the right of the Search window, scroll down until you reach the [What size is it] section
- Select the double arrow to the right of this section
  - To view the file size choices available (if the double arrow has previously been selected you will already see the file size choices available to you)
- Select the button to the left of the [Small (less than 100KB)] details
- Select [Search]
  - To commence the search
  - To search for all files and folders created today that are less than 100 KB

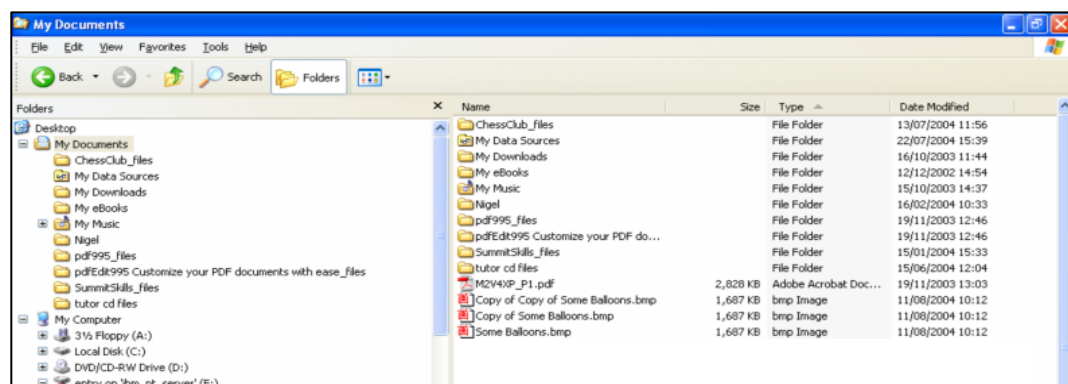


- Click the [Close] icon above the [Search] area
  - The [My Computer] window should still be open on the screen

## Exercise 11 Copy or duplicate a file

This will make a copy of the [Some Balloons.bmp] file in the [My Documents] folder. The only difference will be the file name.

- In the Folders pane, click on the [My Documents] folder
  - To see the sub-folders within this folder listed in the Folders pane
  - To view its contents in the Contents pane
  - To see a “-“ sign next to the [My Documents] folder
- In the Contents pane, select the [Some Balloons.bmp] file
- From the menu bar, select [Edit] [Copy]
  - To put a copy of this file in the Windows clipboard
- From the menu, select [Edit] [Paste]
  - To paste a copy of this file in the [My Documents] folder
  - The copy will be called [Copy of Some Balloons.bmp]
- Now select the [Copy of Some Balloons.bmp] file
- From the menu bar select [Edit] [Copy]
  - To put a copy of this file on the Windows clipboard
- From the menu bar select the [Edit] [Paste]
  - To create a second copy of this file in the [My Documents] folder
  - The second copy will be called [Copy of Copy of Some Balloons.bmp]



*Tip:*

*Use the same “copy and paste” technique to duplicate files and folders between drives.*

## **Exercise 12 Work with removable disks**

Floppy disks, zip disks and other removable disks provide a useful means of keeping backup copies of your files, or transferring files from one computer to another when it is not possible to do this electronically.

Having a “backup” of any critical information is essential in case the original documents are damaged.

It should be remembered that floppy disks are more susceptible to damage than your hard disk or network drive, and that you can only store a very small amount of information on each one, whereas Zip disks enable you to compress information and therefore store more.

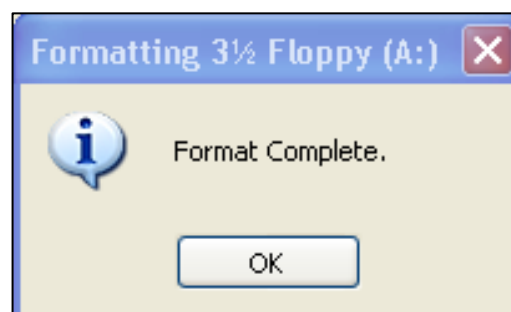
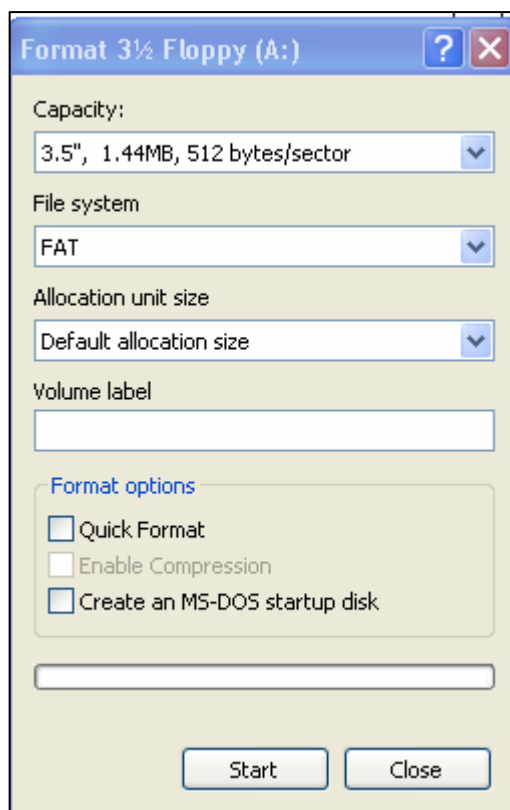
Other removable disks are becoming more widely available, and can range in size from a few megabytes to several gigabytes.

### **Format a floppy disk**

Formatting a disk will completely “clean” the disk – removing anything that was previously stored on it. Care should therefore be taken before doing this to ensure that there is nothing on the disk that needs to be kept. This can be most easily done by viewing its content within [My Computer].

- Ensure that the [My Computer] window is open on screen
- Put the floppy disk in the a:\ drive of your computer
  - Ensure that the silver cover of the floppy disk is pointing towards the computer, with the round middle of the floppy disk underneath (not visible as you insert the disk).
- From the toolbar, select [Folders]
- In the Folders pane, select the [3 ½ Floppy (a:)] drive
- Look at the contents of the floppy disk in the Contents pane

- To ensure that it does not contain any essential files
- From the menu bar, select [File] [3 ½ Floppy (a:)] [Format...]
  - The Format dialog box will open
- In the Format Options section, select [Quick Format]
  - To quickly clean the disk of existing files
- In the [Volume Label:] field, type a suitable name for your disk
  - The name can be up to 11 characters long
- Click the [Start] button
  - To begin formatting the disk
- Once the disk has been formatted, the Format Complete dialog box will appear
  - To confirm the format is complete
- Click the [OK] button in the Format Complete dialog box



### **Formatting a removable disk**

Zip disks and other removable disks can also be formatted. The procedure to be followed varies from disk to disk. It may be done in a very similar way to formatting a floppy disk – as covered above – or the individual disks may contain their own instructions to follow in order to format them.

### **Backup to a removable disk**

Files can be copied to floppy disk or other removable disks to be kept as a backup copy. It is easy to do this in exactly the same way as copying to any other drive or folder.

- Ensure that your floppy disk or other removable disk is inserted in the computer
- In the Folders pane, click on the [My Documents] folder
  - To view its contents in the Contents pane
- In the Contents pane, select the [Art.bmp] file
- From the menu bar, select [Edit] [Copy]
  - To copy this file to the Windows clipboard
- If necessary, in the Folders pane, click the “+” next to the [My Computer] folder
  - To view all your drives
- In the Folders pane, select your removable disk
- From the menu bar, select [Edit] [Paste]
  - To paste a copy of the [Art.bmp] file onto your removable disk

## Exercise 13 Select and work with multiple files

It is possible to select more than one file or folder at a time, when working within [My Computer]. This enables you to move or copy all the selected files and/or folders to a new folder or drive at the same time. If multiple folders are selected, all the files within these folders will also be moved within their folders.

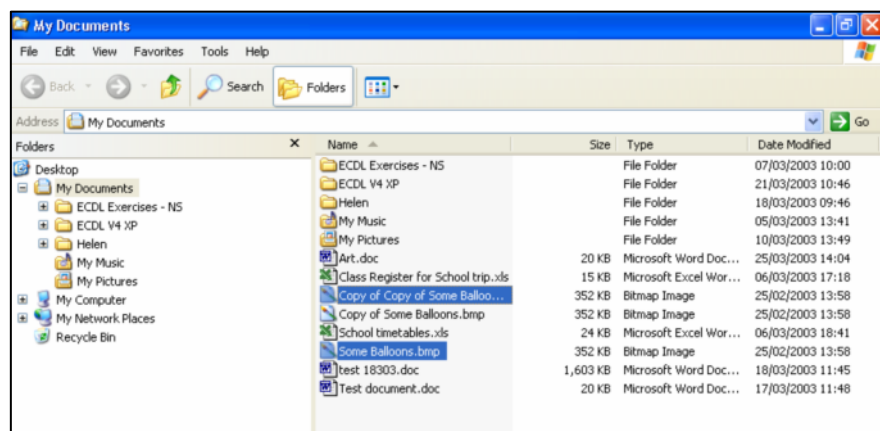
- In the Folders pane, select the [My Documents] folder
  - To view its contents in the Contents pane

### Select one file or folder

- In the Contents pane, click on the file or folder you wish to select

### Select non-adjacent files and/or folders

- In the Contents pane, click on the first file or folder you wish to select
  - To select that file or folder
- On the keyboard, hold down the [Ctrl] key
- Whilst the [Ctrl] key is held down, click on the next file or folder you wish to select in the Contents pane.
  - To select that file or folder in addition to the first file or folder you selected
- Whilst the [Ctrl] key is still held down, it is possible to select as many other file and/or folders as you need in the Contents pane by clicking on them one at a time.

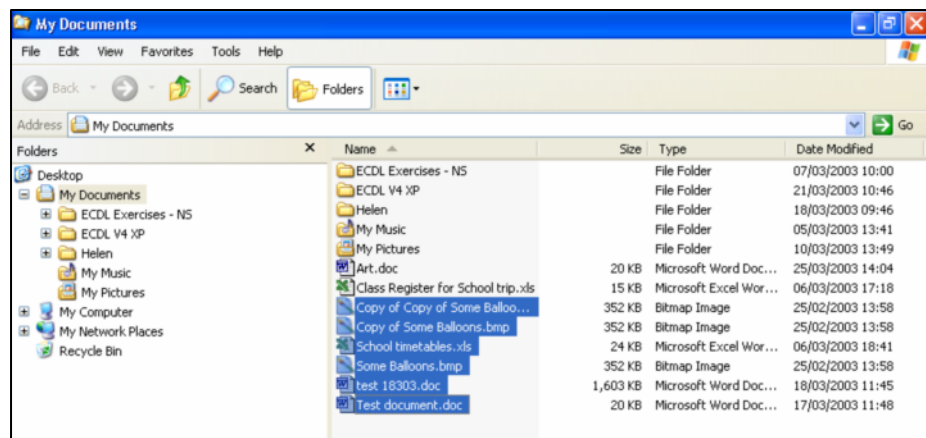


### To deselect one of the selected files or folders

- Hold down the [Ctrl] key
- Click on one of the selected files or folders
  - To deselect that file or folder
  - To leave selected the remaining files and/or folders

### To select a group of adjacent files and/ or folders

- In the Contents pane, click on the file or folder at the top or bottom of the list of files and/or folders that you wish to select
- On the keyboard, hold down the [Shift] key
- In the Contents pane, click on the file or folder at the other end of the list that you wish to select
  - To select all adjacent files and/or folders in a block



### To deselect one of the file or folders

- Hold down the [Ctrl] key
- Click on one of the selected adjacent files or folders
  - To deselect that one file or folder
  - To leave selected the remaining files and/ or folders

*Tip:*

*The number of objects selected is shown at the left of the status bar*

## Sorting files

- Select the [My Documents] folder
- Ensure you are in the [Details] view by selecting the [Views] icon in the toolbar and [Details]
- In the Contents pane, click the [Name] heading
  - To see the contents of the folder sorted alphabetically from A to Z
  - To see the sub folders placed before the files

| Name          | Size   | Type                  | Date Modified    |
|---------------|--------|-----------------------|------------------|
| Form 1        |        | File Folder           | 07/07/2003 19:46 |
| Form 2        |        | File Folder           | 07/07/2003 19:46 |
| Form 3        |        | File Folder           | 07/07/2003 19:48 |
| Form 4        |        | File Folder           | 07/07/2003 19:48 |
| My Music      |        | File Folder           | 31/05/2003 21:52 |
| My Pictures   |        | File Folder           | 26/06/2003 21:42 |
| Art           | 352 KB | Bitmap Image          | 07/07/2003 20:06 |
| compress_info | 26 KB  | Microsoft Word Doc... | 23/11/2000 11:25 |
| compress_info | 4 KB   | MimarSinan Codex      | 07/07/2003 20:01 |
| Some Balloons | 352 KB | Bitmap Image          | 07/07/2003 19:35 |

- Click the [Name] heading again
  - To see the contents of the folder stored alphabetically from Z to A
  - To see the files placed before the sub folders

| Name          | Size   | Type                  | Date Modified    |
|---------------|--------|-----------------------|------------------|
| Some Balloons | 352 KB | Bitmap Image          | 07/07/2003 19:35 |
| compress_info | 4 KB   | MimarSinan Codex      | 07/07/2003 20:01 |
| compress_info | 26 KB  | Microsoft Word Doc... | 23/11/2000 11:25 |
| Art           | 352 KB | Bitmap Image          | 07/07/2003 20:06 |
| My Pictures   |        | File Folder           | 26/06/2003 21:42 |
| My Music      |        | File Folder           | 31/05/2003 21:52 |
| Form 4        |        | File Folder           | 07/07/2003 19:48 |
| Form 3        |        | File Folder           | 07/07/2003 19:48 |
| Form 2        |        | File Folder           | 07/07/2003 19:46 |
| Form 1        |        | File Folder           | 07/07/2003 19:46 |

- Click the [Size] heading at the top of the [Contents] pane
  - To see the contents of the folders sorted by size

| Name          | Size   | Type                  | Date Modified    |
|---------------|--------|-----------------------|------------------|
| Form 1        |        | File Folder           | 07/07/2003 19:46 |
| Form 2        |        | File Folder           | 07/07/2003 19:46 |
| Form 3        |        | File Folder           | 07/07/2003 19:48 |
| Form 4        |        | File Folder           | 07/07/2003 19:48 |
| My Music      |        | File Folder           | 31/05/2003 21:52 |
| My Pictures   |        | File Folder           | 26/06/2003 21:42 |
| compress_info | 4 KB   | MimarSinan Codex      | 07/07/2003 20:01 |
| compress_info | 26 KB  | Microsoft Word Doc... | 23/11/2000 11:25 |
| Art           | 352 KB | Bitmap Image          | 07/07/2003 20:06 |
| Some Balloons | 352 KB | Bitmap Image          | 07/07/2003 19:35 |



- Click the [Type] heading at the top of the [Contents] pane
  - To see the contents of the folder sorted by application type according to each program

| Name          | Size   | Type                  | Date Modified    |
|---------------|--------|-----------------------|------------------|
| Form 1        |        | File Folder           | 07/07/2003 19:46 |
| Form 2        |        | File Folder           | 07/07/2003 19:46 |
| Form 3        |        | File Folder           | 07/07/2003 19:48 |
| Form 4        |        | File Folder           | 07/07/2003 19:48 |
| My Music      |        | File Folder           | 31/05/2003 21:52 |
| My Pictures   |        | File Folder           | 26/06/2003 21:42 |
| Art           | 352 KB | Bitmap Image          | 07/07/2003 20:06 |
| Some Balloons | 352 KB | Bitmap Image          | 07/07/2003 19:35 |
| compress_info | 26 KB  | Microsoft Word Doc... | 23/11/2000 11:25 |
| compress_info | 4 KB   | MimarSinan Codex      | 07/07/2003 20:01 |

- Check the grey [Date Modified] tab at the top of the [Contents] folder
  - To see the contents of the folder sorted by date and time

| Name          | Size   | Type                  | Date Modified    |
|---------------|--------|-----------------------|------------------|
| My Music      |        | File Folder           | 31/05/2003 21:52 |
| My Pictures   |        | File Folder           | 26/06/2003 21:42 |
| Form 1        |        | File Folder           | 07/07/2003 19:46 |
| Form 2        |        | File Folder           | 07/07/2003 19:46 |
| Form 4        |        | File Folder           | 07/07/2003 19:48 |
| Form 3        |        | File Folder           | 07/07/2003 19:48 |
| compress_info | 26 KB  | Microsoft Word Doc... | 23/11/2000 11:25 |
| Some Balloons | 352 KB | Bitmap Image          | 07/07/2003 19:35 |
| compress_info | 4 KB   | MimarSinan Codex      | 07/07/2003 20:01 |
| Art           | 352 KB | Bitmap Image          | 07/07/2003 20:06 |

### Counting files in a folder

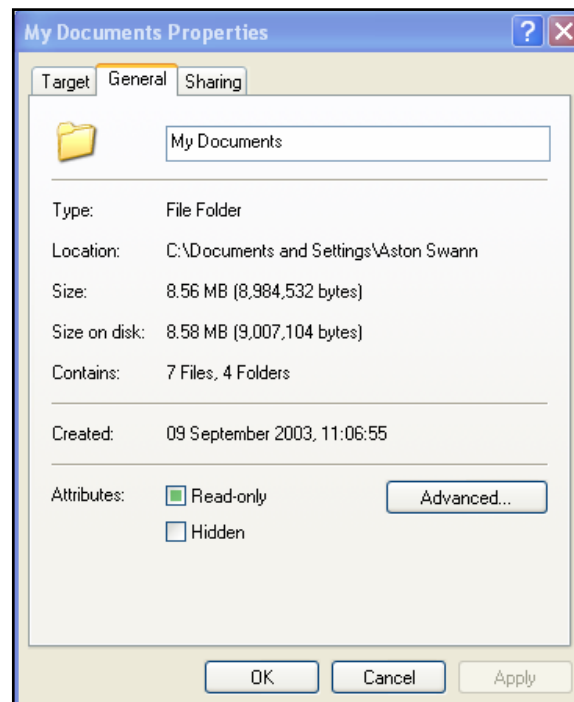
When multiple files are selected, the status bar shows how many are currently selected.

Consequently, if a folder is sorted by [Type], and then all the adjacent files of a particular Type are selected, the status bar will show how many files of that Type are in the current folder.

For a quick count of the number of files and sub folders contained within a particular folder, use the quick menu:

- In the Folders pane, select the folder you are interested in

- With the mouse pointer over this folder name in the Folders pane, click the RIGHT mouse button
  - To view the quick menu for folders
- From the quick menu, select [Properties]
  - To open the Properties dialog box
- Select the [General] tab
- The [Contains:] section will list the number of files and folders within the currently selected folder
- Click [OK]
  - To close the Properties dialog box

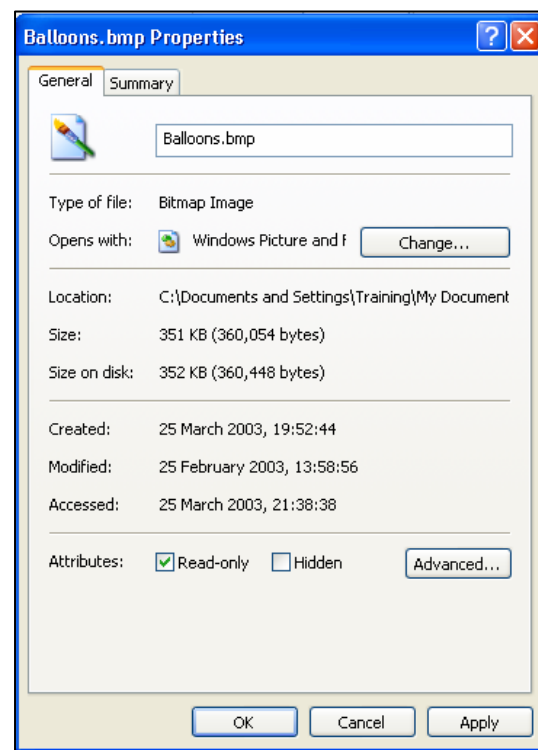


### Change the file status (read-only, read-write)

Changing the “File Status” of a document to [read-only] allows the document to be copied or read but not changed and saved. If a read-only file is changed, it has to be saved under a new name.

- Select the [My Documents] folder

- Select the [Balloons.bmp] document with a single click
- Click the [File] menu on the toolbar
- Select the [Properties] menu
  - The Balloons Properties window opens
- Mark the [Read-only] box with a tick and [OK]
  - To change the file status to **read-only**
  - To prevent changes being made to that file

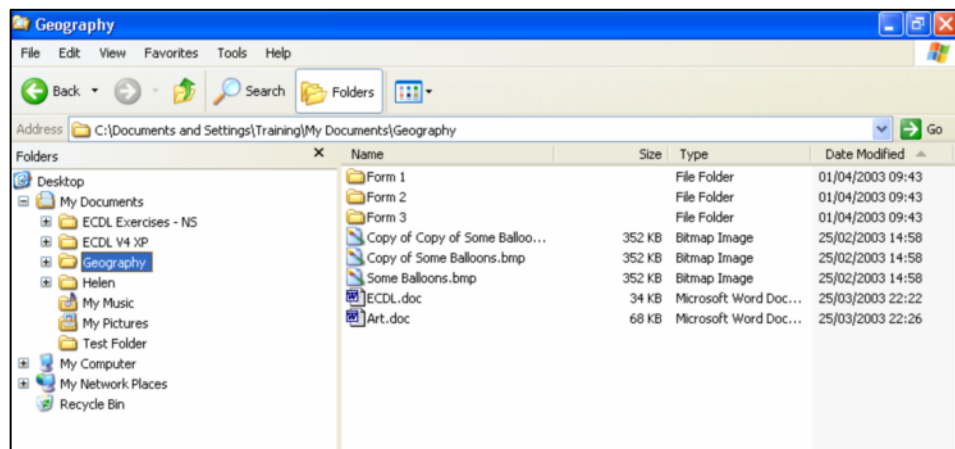


*Tip:*

*Unmark the [Read-only] attributes box to be able to write to the file and make changes*

## Exercise 14 Copy a group of files to another folder

- Use your skills to select 3 of the files in the [My Documents] folder (see previous exercises)
- From the menu bar, select [Edit] [Copy]
  - To copy the 3 files to the Windows Clipboard
- In the Folders pane, select the folder you created with your department's name
- From the menu bar, select [Edit] [Paste]
  - To copy the 3 files into your folder



## Exercise 15 Create a shortcut on the Desktop

If you use a particular file regularly, it is possible to create a “shortcut” to this file on the Desktop.

This means that each time you start your computer, the file is visible on the Desktop as an icon. By double clicking on the icon the program in which the file was created will be opened, with the file on screen ready to edit.

To create a shortcut to the [Some Balloons.bmp] file.

- In the Folders pane, select the [My Documents] folder
  - To see the contents of this folder in the Contents pane
- In the Contents pane, select [Some Balloons.bmp]
- From the menu bar, select [File] [Send To] [Desktop (create shortcut)]
  - The shortcut will be placed on the desktop

## Exercise 16 Work with the shortcut

Once icons have been placed on the Desktop, it is possible to reposition the icons as appropriate on the screen.

### Viewing the Desktop

Either

- Click the [Show Desktop] icon on your Taskbar
  - To minimise all open programs onto the Taskbar
  - To view the Desktop



Or

- Click the [Minimise] button for each program you have open on screen
  - To minimise each program onto the Taskbar
  - To eventually view the Desktop
- View your new shortcut to your file on the Desktop



Shortcut to  
Some Balloons

### Determining how icons will behave

Icons can be arranged by name, type, size or date on the Desktop.

They can also be set up to allow the user to move them freely around the Desktop, or be fixed to line up down the left hand side of the screen.

- Move the mouse pointer into an empty space on the Desktop
- Click the **right** mouse button
  - To view a quick menu of options available for the Desktop
- Select [Arrange Icons By]
- Choose [by Name], [by Type], [by Size] or [by Date]
  - To amend the order of the icons on the Desktop, if relevant

- Click the right mouse button again
  - To view the quick menu
- Select [Arrange Icons By]
- If there is a tick next to [Auto Arrange], click on this option
  - To remove that tick
  - To enable the icons to move freely round the Desktop
- Move the mouse pointer over your new shortcut
- Click and hold the left mouse button
- Drag the shortcut to a new position on the Desktop
- Release the left mouse button
  - To place the shortcut in this new position



### Rename the shortcut

- Move the mouse pointer over the shortcut
- Press the **right** mouse button
  - To view the quick menu for this shortcut
- Select [Rename] from the quick menu
- Type in [Some Balloons] and press [Enter]
  - To rename the shortcut

### Use the shortcut

- Double click on the [Some Balloons] shortcut on the Desktop
  - The Paint program will open
  - [Some Balloons.bmp] will open on screen, ready to edit
- [Close] the Paint program



*Tip:*

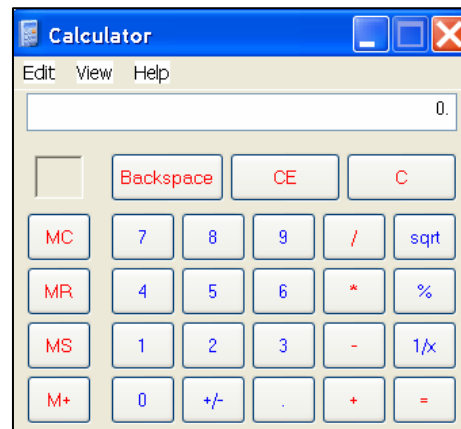
*Use the same technique to open shortcut icons to files, folders and directories.*



## Exercise 17 Using the Calculator

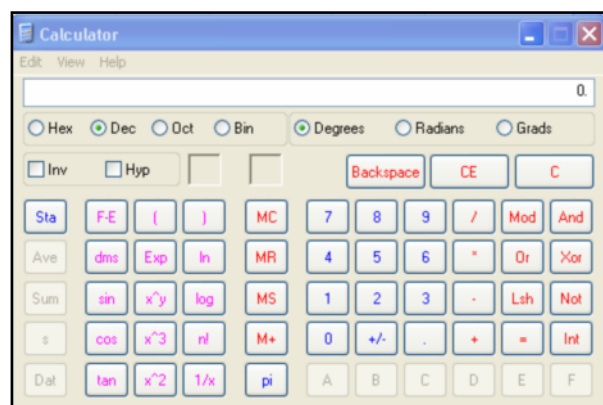
A Calculator programme is included with Windows software.

- From the menu bar, select [Start] [All Programs] [Accessories] [Calculator]
- Using the keyboard, type [6] [+] [4] and press [Enter]
  - To view the answer to this calculation in the Calculator
- Using the keyboard, type [6] [-] [4] and press [Enter]
  - To view the answer to this calculation in the Calculator
- Using the keyboard, type [6] [\*] [4] and press [Enter]
  - To view the answer to this calculation in the Calculator
- Using the keyboard, type [6] [/] [4] and press [Enter]
  - To view the answer to this calculation in the Calculator



### View a Scientific Calculator

- Select [View] [Scientific]
  - To view additional functions available if you require them



**Exercise 18 Copy data between programs**

- Enter a long number into the Calculator
- From the menu bar, select [Edit] [Copy]
  - To put a copy of this number on the Windows Clipboard

**Start WordPad**

WordPad is a word processing program that is also included with the Windows software.

- From the Taskbar, select [Start] [All Programs] [Accessories] [WordPad]
- With the cursor flashing on the screen, select [Edit] [Paste] from the menu bar
  - To paste a copy of the long number into the beginning of the WordPad document
- Press [Edit] [Paste] again
  - To paste another copy of the long number into the WordPad document
- Press [Enter] on the keyboard
  - To begin a new line in the document

**Exercise 19 Select text**

- In the WordPad document, type your name.
- Move the mouse pointer to the beginning of your name
- Click and hold down the left mouse button and drag across your name
  - To cover your name in a black highlight
  - To “select”, “block” or “highlight” the text
- Select [Edit] [Copy]
  - To replace the long number on the clipboard with your name
- Click to the right of the selected text
  - To deselect it
  - To remove the black highlight
- Select [Edit] [Paste]
  - To paste a copy of your name into the WordPad document at the right of the original name
- From the menu bar, select [File] [Save]
  - To open the Save As dialog box
- Save the document in the [**My Documents**] folder with the File name:  
[**numbers**]

**Exercise 20 Work between open windows**

This will move between the Calculator and WordPad, using the Taskbar.

- On the Taskbar, click on the [Calculator] button
  - To restore the Calculator to the front of the screen
  - To make the Calculator your currently selected window
  
- On the Taskbar, click on the [WordPad] button
  - To restore WordPad to the front of the screen
  - To make WordPad your currently selected window
  
- Move between the 2 windows. Use the [Edit] [Copy] and [Edit] [Paste] commands to move data from Calculator into WordPad and vice versa

## Exercise 21 Use Print Screen

We have just learned about [Copy] and [Paste].

There is a key on your keyboard along the top line of keys called [Print Scrn].

This key “captures” whatever you are viewing on your screen, almost like a photograph, and temporarily places it on the Windows Clipboard memory. This image can then be pasted into another application.

- Press the [Print Scrn] button
  - To capture your current screen image onto the Windows Clipboard memory
- Click into your WordPad document
- Select the [Edit] menu and [Paste]
  - To paste the screen image into your document

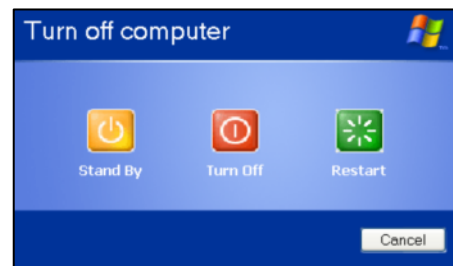
*Tip:*

*Use the keyboard print screen facility to illustrate your own teaching courseware.*

## Exercise 22 Shut down the computer

It is important that you always shut the computer down properly.

- One by one, from the Taskbar, select any programs you are currently working on
- For each program, select [File] [Exit] from the menu bar
  - To ensure that each program, and any documents you are working on in that program, are correctly closed.
- Click the [Start] button on the Taskbar
- Select [Turn Off Computer]
- The Turn Off Computer dialog box will open
- Ensure that [Turn Off] is selected
- Click [OK]
  - To correctly shut down your computer



Some computers switch themselves off automatically once they have shut down correctly. If you get a message on screen stating that it is now safe to turn off your computer, it is important to wait for this message before turning the power off to the computer.

