

Introduction to Windows 7 & 10

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Types of Computers

Before looking at the various components, it is useful to distinguish between two different types of computers: desktop computers and laptop computers. A **desktop computer** consists of a computer case and a separate monitor, keyboard, and mouse. As the name suggests, this type of computer is typically placed on a desk and is not very portable.



A **laptop computer** has the same components but integrated into a single, portable unit.



While these two types of computers look quite different, they have the same general hardware components.

A computer system also needs input devices, such as a keyboard and a mouse. To interact with a user, a computer system also needs a display device, such as a monitor.

The Difference Between Software and Hardware

The terms *software* and *hardware* are used as both nouns and adjectives. For example, you can say: "The problem lies in the software," meaning that there is a problem with the program or data, not with the computer itself. You can also say: "It is a software problem."

Hardware

The computer case contains a power supply unit (#2) to convert general-purpose electricity to direct current for the other components. The most critical component is the motherboard (#6), a plastic board on which several essential components are mounted. This includes the central processing unit, or CPU-under (#8), the main memory (#7) RAM, and expansions slots (#4) for other hardware components. The internal hard disk drive (#5) serves as the mass storage device for data files and software applications. An optical disk drive (#1) makes it possible to read from and write CDs and DVDs. Other hardware components typically found inside the computer case (but not shown in the figure) are a sound card, a video card, and a cooling mechanism, such as a fan (#8). Number (#3) is not normally on most computers, this is a media reader. This technology is no longer used.



Keyboard

In computing, a **computer keyboard** is a typewriter-style device which uses an arrangement of buttons or keys to act as a mechanical lever or electronic switch. Following the decline of punch cards and paper tape, interaction via teleprinter-style **keyboards** became the main input device for computers.

The traditional or standard keyboard looks something like this:



The ergonomic keyboards look a little different:



Ergonomic keyboards are advertised as the best way to cure typing pain and injuries, but they aren't. No matter how much money you spend on them or what configuration they're in, they won't stop the pain, fatigue, and discomfort. At least, not for long enough. Why? They don't address the root cause of your pain, and can even make it worse!

The ergonomic split keyboard is supposed to prevent your hands from twisting, which occurs when you move your hand by itself from the wrist without your forearm moving along with it (shown below). This twisted movement causes wrist pain (usually on the left or right side of the wrist) that can shoot all the way to your elbow and can even cause ganglia (cysts) to form on your wrists.

(Hands Twisting to the Outside — Standard Keyboard)

Some people find the split keyboard helps at first because the hands start in an untwisted position.

Unfortunately, while it stops one problem, the ergonomic split keyboard causes two other serious ones:

- 1- The upper arm and elbow are forced to be held out at angles causing your upper arm to get tired before you even start typing.*

2- Furthermore, while typing, you are forced to either:

a) move your upper arm and elbow out further to reach outer keys, causing increased arm fatigue, and even pain in your neck, back, and shoulders.

or

b) make isolated hand movements and twist your hand (see right hand in photo below), which is the same problem the keyboard is supposed to prevent!

Using an ergonomic split keyboard will also force you to twist when moving from the keyboard to the mouse.

Mouse

A **computer mouse** is a pointing device (hand control) that detects two-dimensional motion relative to a surface. This motion is typically translated into the motion of a pointer on a display, which allows a smooth control of the graphical user interface.



Physically, a mouse consists of an object held in one's hand, with one or more buttons. Mice often also feature other elements, such as touch surfaces and "wheels", which enable additional control and dimensional input.

- What is a - Click: pressing and releasing a button.
 - (left button) **Single-click**: clicking the main button.
 - (left button) **Double-click**: clicking the button two times in quick succession counts as a different gesture than two separate single clicks.
 - (left button) **Triple-click**: clicking the button three times in quick succession counts as a different gesture than three separate single clicks. Triple clicks are far less common in traditional navigation.
 - (right button) **Right-click**: clicking the secondary button, or clicking with two fingers. (This brings a menu with different options depending on the software)
 - (wheel) **Middle**: rolling the wheel (normally with one finger) varies across applications. In word processing rolling the wheel down (away from you) scrolls you up the page. Rolling the wheel up (to you) scrolls you down the page. In a web browser, hold down the **[Ctrl]** key and pushing away from your hand will cause the web page to increase in size. Pulling the wheel to you will cause the page to get smaller in size. This is also true in word processing.
- **Drag and drop**: pressing and holding a button, then moving the mouse without releasing, release when you reach the new location. (Using the command "*drag with the right mouse button*" instead of just "drag" will normally present a menu when the right button is released.

Printers

In **computing**, a **printer** is a **peripheral** device which makes a persistent human-readable representation of graphics or text on paper or similar physical media.

There are many different types of printers.

| Printer Type | Description |
|--------------|--|
| Inkjet | is a type of computer printing that recreates a digital image by propelling droplets of ink onto paper, plastic, or other substrates. ^[1] Inkjet printers are the most commonly used type of printer, ^[2] and range from small inexpensive consumer models to expensive professional machines. |
| Laser | is an electrostatic digital printing process. It produces high-quality text and graphics (and moderate-quality photographs) by repeatedly passing a laser beam back and forth over a negatively charged cylinder called a "drum" to define a differentially charged image. ^[1] The drum then selectively collects electrically charged powdered ink (toner), and transfers the image to paper, which is then heated in order to permanently fuse the text and/or imagery. |
| 3D Printer | is a device for making a three-dimensional object from a 3D model or other electronic data source through additive processes in which successive layers of material (including plastics, metals, food, cement, wood, and other materials) are laid down under computer control. It is called a printer by analogy with an inkjet printer which produces a two-dimensional document by a similar process of depositing a layer of ink on paper. |

Note: Additional information on using printers is on page 56.

Scanner



A **computer scanner** is a device that when hooked up to a **computer** can take a physical image or document and process it into a code that the **computer** can take a recreate the image or document into a virtual image that can be changed, emailed or stored for future **use**.

Software

Software is often divided into **two categories**. **Systems software** includes the operating system and all the utilities that enable the computer to function.

Applications software includes programs that do real work for users. For example,

word processors, spreadsheets, and database management systems fall under the category of applications software.

1. What is application software?

An application is any program, or group of programs, that is designed for the end user. Applications software (also called *end-user programs*) include such things as database programs, word processors, Web browsers and spreadsheets.

2. What is systems software?

Windows 7, 8.1, 10 is an operating system (*manages everything on the PC*) OSX for the Mac is also an operating system.

3. What is software package?

A special method of distributing and installing software (or software upgrades) to a computer. For example, on a Macintosh computer, a package usually means "software." It's specifically a directory, presented as a single file, that contains all the information the Mac OS X Installer application needs to install your software. That includes the software itself, as well as files that are used only during the installation process. In a Windows environment it is sometimes called an *installation package* or *update package*. It also includes the software itself, as well as files that are used only during the installation process.

THE WINDOWS OPERATING SYSTEM

Every computer needs an operating system which lets you, literally, operate your computer. There are a few around however; Microsoft Windows is on about 94% of the computers in the world, and the primary operating system for businesses.

Some of the functions the Windows operating system allows you to do are:

- Access applications (programs) on your computer (word processing, spread sheets, presentation soft, calculators and so on)
- Load any new programs on to the computer
- Manage hardware such as printers, scanners, mice, digital cameras
- Manage how files are stored on your computer (File Management, covered later)
- Change computer settings such as color schemes, screensavers, and the resolution of your monitor.

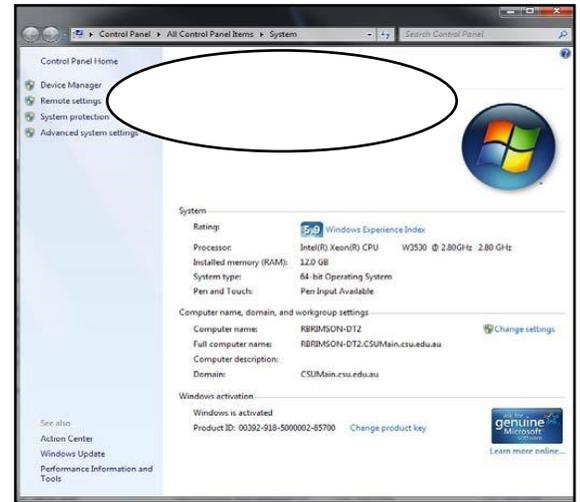
What software versions do I have and what is on my computer?

There are several versions of Microsoft Windows in existence. You may have heard of Windows XP, Windows Vista, Windows 7 and currently Windows 10. The normal PCs purchased today is loaded with Windows 10 at the time of writing this guide.

You can tell what version you have (either at work, or at home) by:

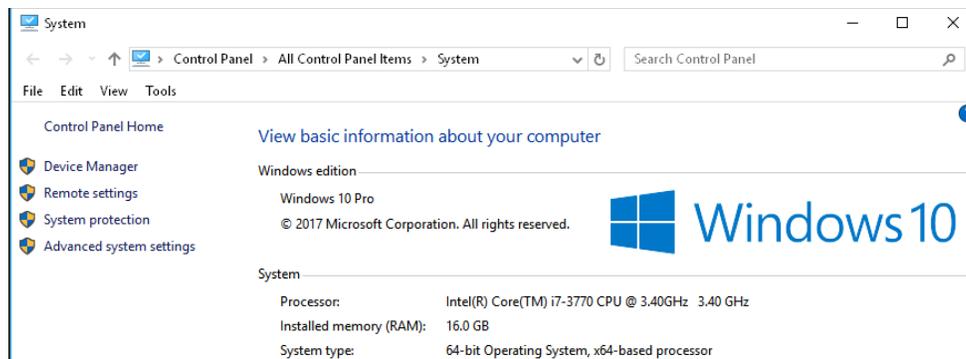
For Windows 7:

1. Find the **MY COMPUTER** icon on the desktop;
2. Right mouse click on this icon and select **PROPERTIES** from the shortcut menu. The **SYSTEM PROPERTIES** dialog box will appear. This shows what version of Windows you are currently operating in.



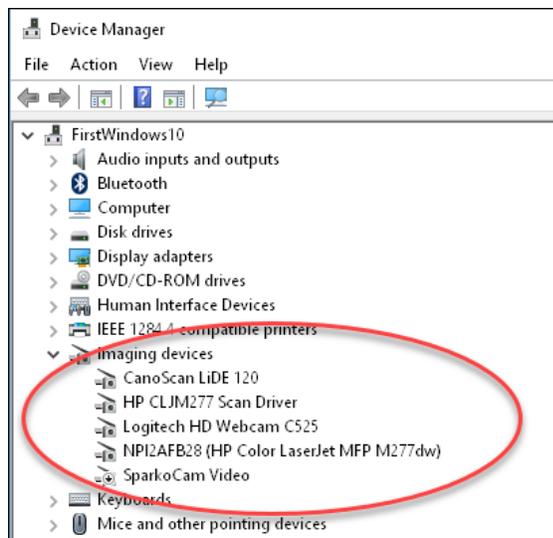
For Windows 10:

1. Press **Window key + Pause**.



The **DEVICE MANAGER** can be accessed from either of the above screens by clicking its name on the left side of the screen. More information about each item connected to your computer can be obtained by clicking on the icon with the plus or greater than symbol located in front of each device.

As you can see in the below screen shot, when the imaging devices were expanded (on the computer the screen shot was taken on), you can see all the devices connected to this PC.



Editions of Windows 7

In windows 7 there are *six* editions:

WINDOWS 7 STARTER: this edition of windows 7 is preinstalled only in netbook laptops[i dont think that it can also be sold separately],they are aimed at beginners to windows users,windows7 starter contains the fewest features from the other editions,one of them is that u cannot change the wallpaper and the theme.

WINDOWS 7 HOME BASIC: this edition of windows7 is only available in Argentina, Brazil,China, Colombia, India, Pakistan,Philippines, Mexico, Russia, Thailand, and Turkey.Some options are excluded along with several new features.

WINDOWS 7 HOME PREMIUM: this edition is aimed at families at home and children and this edition is multi-touch supported.

WINDOWS 7 PROFESSIONAL: This edition is targeted towards enthusiasts and small business users.It includes all the features of Windows 7 Home Premium, and adds the ability to participate in a Windows Server domain. Additional features include operating as a Remote Desktop server, location aware printing, Encrypting File System, Presentation Mode, Software

Restriction Policies (but not the extra management features of AppLocker) and Windows XP Mode. Microsoft will support this edition until 2020 only.

WINDOWS 7 Enterprise: this edition is ONLY sold to companies that has a contract with microsoft. Like Professional, Microsoft will support this edition until 2020 only.

WINDOWS 7 ULTIMATE: windows 7 ultimate contains most of the features of professional and enterprise editions combined together with an extra feature only in windows 7 ultimate and enterprise, *BITLOCKER DRIVE ENCRYPTION* only windows 7 home premium and windows 7 professional users can upgrade to windows 7 ultimate using WINDOWS ANYTIME UPGRADE. Microsoft will support this edition until 2015 only.

New in Windows 7

Aero Shake: You can use the shake feature to quickly minimize unneeded open windows. Allowing you to focus on one window at a time

Snap: You can snap open windows to the side of your monitor, allowing you to easily compare windows side-by-side.

Improved Taskbar: The Taskbar has been revamped for faster access to programs and features on your computer.

Jump Lists: A list of recently used files, folders, or websites. Jump Lists can be viewed either in the Start Menu or the Task Bar. The Jump List allows for easy and quick access to recently opened items.

Library: Libraries are very similar to folders except they allow you to view files and folders from multiple locations.

Search: Improved search filters and features have been added.

Gadgets: Gadgets can now move freely on the desktop.

Desktop Background: The background feature can now display a slideshow of pictures.

Editions of Windows 10

In windows 10 there are *four* editions(basically):
There are a few variations of the Enterprise edition.

| Edition | Features |
|-----------------------|--|
| Windows 10 Home | <ul style="list-style-type: none"> - PCs, tablets and 2-in-1s - Cortana Assistant - Microsoft Edge web browser - Continuum tablet mode for touch-capable devices - Windows Hello face-recognition, iris and fingerprint login - universal Windows apps like Photos, Maps, Mail, Calendar, Music and Video - Ability to capture and share game play for XBOX One owners |
| Windows 10 Pro | <ul style="list-style-type: none"> - PCs, tablets and 2-in-1s - Cortana Assistant - Microsoft Edge web browser - Continuum tablet mode for touch-capable devices - Windows Hello face-recognition, iris and fingerprint login - universal Windows apps like Photos, Maps, Mail, Calendar, Music and Video - Ability to capture and share game play for XBOX One owners - Domain Join Services - BitLocker Drive Encryption - Remote Access Services - Group Policy editor - Windows Update for Business |
| Windows 10 Enterprise | <ul style="list-style-type: none"> - PCs, tablets and 2-in-1s - Cortana Assistant - Continuum tablet mode for touch-capable devices - Windows Hello face-recognition, iris and fingerprint login - universal Windows apps like Photos, Maps, Mail, Calendar, Music and Video - Ability to capture and share game play for XBOX One owners - Domain Join Services - BitLocker Drive Encryption - Remote Access Services - Group Policy editor - Windows Update for Business - Long Term Servicing Branch - Device Guard - help protect against the ever-growing range of modern security threats targeted at devices, identities, applications and sensitive company information |
| Windows 10 Education | <ul style="list-style-type: none"> - All the features of Windows 10 Enterprise for Academia |

Retail pricing information:

| Edition | Pricing |
|-----------------|----------|
| Windows 10 Home | US \$119 |
| Windows 10 Pro | US \$199 |

Shutting Down or Logging off a Computer

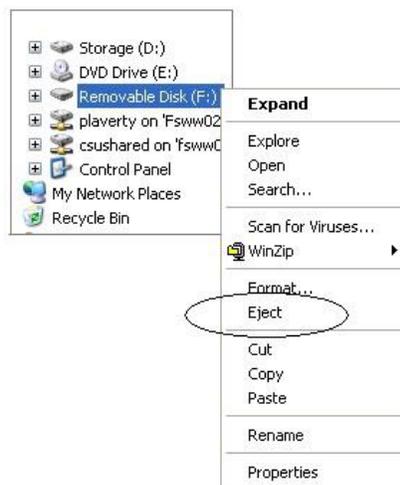
You SHUT DOWN your computer or LOG OFF when you have finished using it.

Before you can do either of these functions, any applications you have open must be closed. This is done by either:

- Clicking on the File menu within the application and then selecting EXIT (*or pressing ALT + F4 the keyboard shortcut for the Exit function*); or
- Click on the CLOSE button located on the top right hand side of the application.



You should also remove any USB (thumb) drives from the computer. Open up **File Explorer**, locate the USB drive name in the FOLDER LIST. When you have located it, right mouse click on it and select **EJECT** from the shortcut menu. This will ensure that the drive is removed correctly without damaging any files it contains.



Log Off or Shut Down?

Once you have closed all open applications, you can either log off your computer or shut down. It will depend on whether someone else will be using your computer when you've finished as to which action you choose.

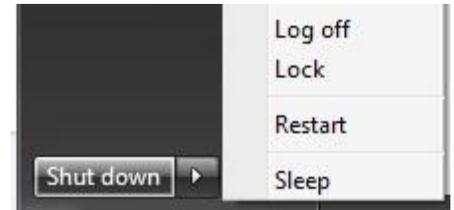
Log Off means that you log off as a User without turning the computer off. Someone else can then log on.

Shut Down means that you log off as a User and the computer is turned off at the same time. If you are leaving work for the day and no-one else will be using your computer, you will need to Shut Down your computer as this saves power.

Log Off

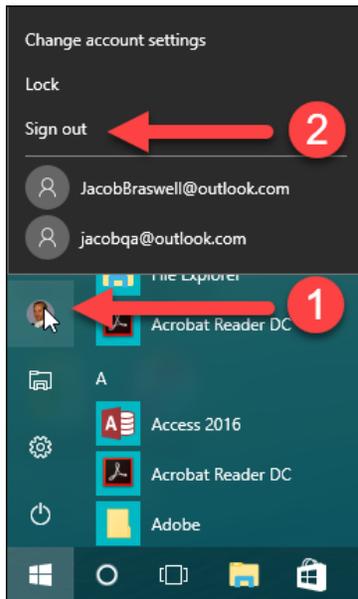
To log off from your computer with Windows 7:

1. Click on the **START** button;
2. Click the **right arrow** next to the of Shut down button.
3. Select **Log off** from the menu.
4. If you have any open programs then you will be asked to close them down or to let Windows, Force them to shut down. You will lose any un-saved information if you do this.



To log off from your computer with *Windows 10*:

1. Click the account button on the **Start** menu (1).

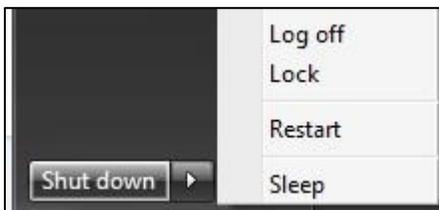


2. Click the **Sign out** menu (2).
This is when your signed into your computer at work or you have a Microsoft account on your personal computer.

Shut Down

To shut down your computer *Windows 7*:

1. Click on the **START** button.
2. Select **SHUT DOWN**



3. You will then see the **Shut Down Windows** dialog box

4. If you have any open programs then you will be asked to close them down or to let Windows, Force them to shut down. You will lose any un-saved information if you do this.

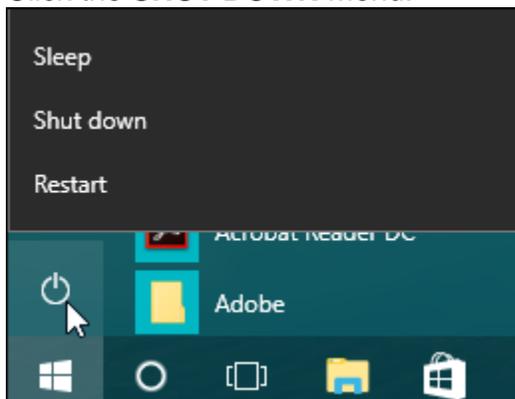
To shut down your computer *Windows 10*:

1. Click on the **START** button



2. Click the **Power** button

3. Click the **SHUT DOWN** menu.

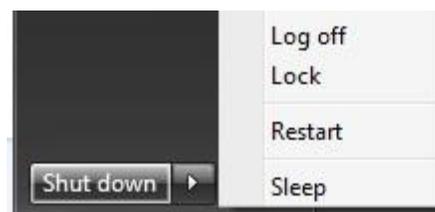
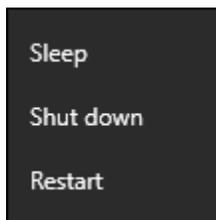


4. You will then see the **Shut Down Windows** dialog box.
5. If you have any open programs then you will be asked to close them down or to let Windows, Force them to shut down. You will lose any un-saved information if you do this.

Restarting your Computer

The RESTART command is occasionally used because you may have just loaded a new application or some type of software.

If you are working with a computer technician, they may ask you to restart your computer. If this is needed, click the **Restart** menu.



Restarting your computer means that the computer logs you off the system, turns itself off and turns itself back on again so you can re-log on to your device.

Glossary of Icons:



My Documents

MY DOCUMENTS is the default storage folder for your files that you create. When you save or open a file, Microsoft Windows initially opens the MY DOCUMENTS dialog box. At this time you can navigate to where you want to save your file.



My Computer for Windows 7 - for windows 10



MY COMPUTER displays information about your computer, such as the contents of your computer drives and which printers you have installed. It also allows you to find, view and organise files.



The Recycle Bin Windows 7 for Windows 10



This is where you place files you no longer need. Your computers data files should be tidied up regularly and any unwanted files deleted from the system. Any file you delete from your hard drive will be placed first in the RECYCLE BIN. Files you delete from the University Network drives will not go into the recycle bin.

You may decide to leave those files in the RECYCLE BIN if you think you might need to retrieve them later. However, you should empty the recycle bin so it does not fill up. We will look at the recycle bin in more detail later in this module.



Internet Explorer for Windows 7 – for Windows 10...



With INTERNET EXPLORER or EDGE, and an Internet connection, you can search for and view information on the World Wide Web. You can search the Internet for people, businesses, and information about subjects that interest you, download music, copy graphics, stay in touch with or meet new friends, and a host of other activities.



Microsoft Outlook – this icon will vary depending on the Office version.

MICROSOFT OUTLOOK is an e-mail program that lets you exchange mail with friends and colleagues as well as manage appointments through the calendar function.



Microsoft Excel – this icon will vary depending on the Office version.

MICROSOFT EXCEL is a spread sheet application which allows users to enter text and numbers into rows and columns. This data can be manipulated and analyzed by using formulas and functions and reporting and charting can be done on the results,



Microsoft PowerPoint – this icon will vary depending on the Office version.

MICROSOFT POWERPOINT is a presentation program. It turns text, numbers and graphics

into a presentation which can be shown to an audience in a slideshow, or printed off as handouts.



Microsoft Word – this icon will vary depending on the Office version.

MICROSOFT WORD is a word processing application used for creating documents such as reports, letters, business plans, and more.



My Personal Drive (P)

This is a University network drive where you are able to save any files you create. You will learn more about your P: drive later in this module.



My Shared Drive (S)

This is a University network drive where you are able to save any files you create. You will learn more about your S: drive later in this module.

Windows Desktop

Aero Shake

This option is useful when you have multiple windows open at the same time.

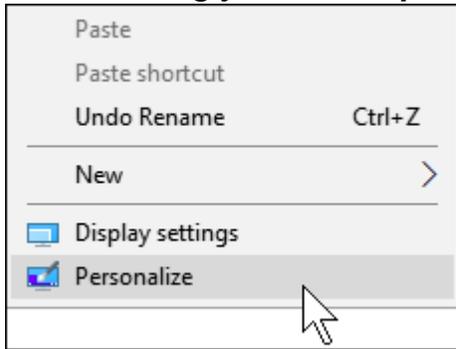
Click on the title bar of a window and shake your mouse.

Windows Snap

Use Snap for a quick way to resize your windows

Drag the title bar of the open window to the side of your screen until you see an outline of the window. Once you see the outline let go of your mouse.

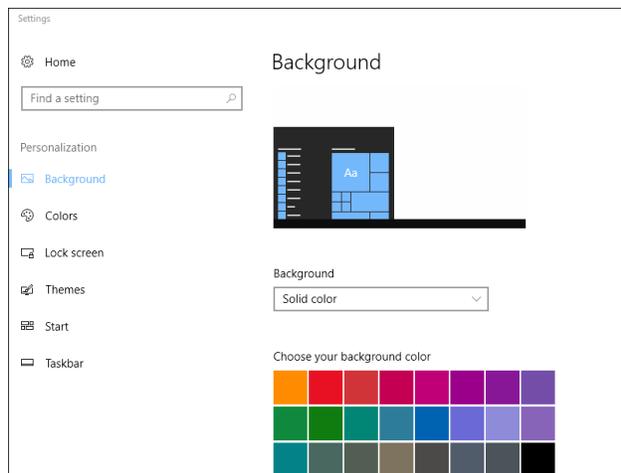
Personalizing your desktop background



1. Right-click on your desktop and select **Personalize**.
2. Select one of the **themes** or click **Desktop Background** at the bottom of the screen, as seen in Windows version 7.



As seen in Windows version 10.

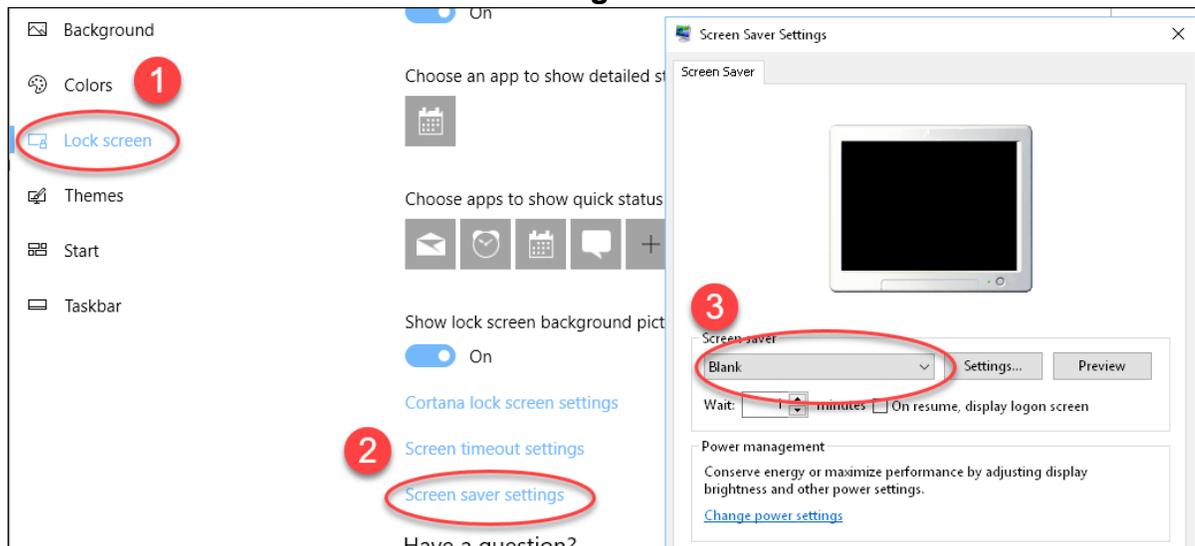


Personalizing your desktop Screen Saver

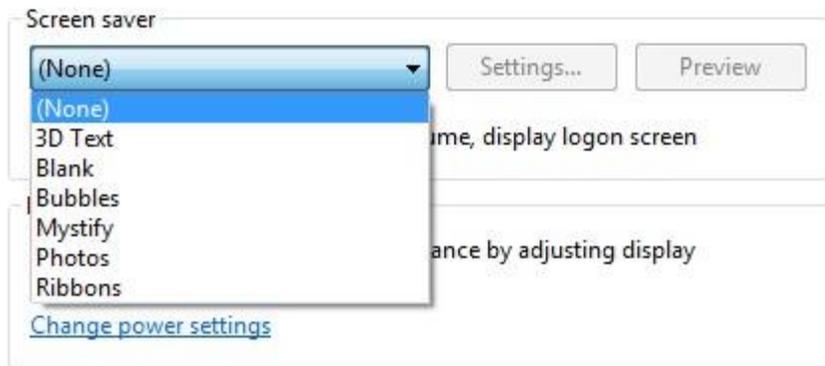
1. Right-click on your desktop and select **Personalize**

2. Select **Screen Saver**, located in the bottom right of your screen

In Windows 10 it would be the following:



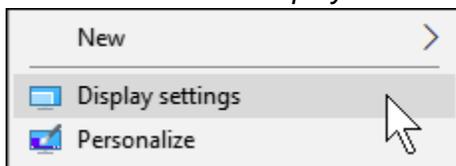
3. Select the **pull down** arrow under **Screen Saver** and choose an option



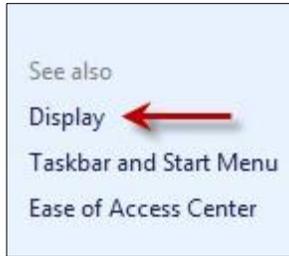
Personalizing your desktop display

Use this option to change the size of text and other screen elements

1. Right-click on your desktop and select **Personalize**
In Windows 10 the display in on the main menu.



2. Choose **Display**, located in the bottom left corner



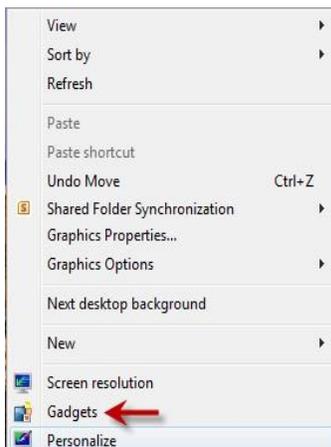
3. Select a **size**
4. Click **Apply**, and follow the onscreen directions

Gadgets

In Windows 7 the Gadgets float freely on your desktop. The side bar that you had in Windows Vista is no longer available. Follow the directions below to add a Gadget to your desktop.

Adding a Gadget to the desktop

1. Right-click on the desktop and select **Gadgets**
*Gadgets are **not** available in Windows 10. But you can download apps.*



2. **Double click** on a gadget to add it to the desktop



Taskbar

Minimize and restore windows

When a window is active (its taskbar button is highlighted), clicking its taskbar button minimizes the window. That means that the window disappears from the desktop. Minimizing a window doesn't close it or delete its contents—it temporarily removes it from the desktop view.

In the picture below, **Calculator** cannot be seen on the *Desktop* but the icon on the task bar has a box around the icon. This indicates it is still open.

Minesweeper which you can see on the Desktop has a brighter shade around it's icon.



Minimizing Calculator leaves only its taskbar button visible

Minimize, Maximize and Close buttons

Every window that is opened in Windows environment has three buttons in the top right corner. They are from left to right; minimize, maximize and close. You can use these buttons to control the state of the window.

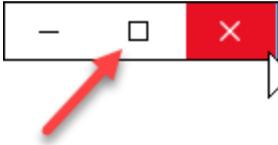
If you minimize a window by clicking the minimize button in the upper-right corner of the window (the dash), the window will be removed from the desktop but the window is still available to use if you click its icon on the taskbar.

A good example of how this works is if you have a Word document open and you are typing in the document, stop and click the minimize button for Word; it is removed from the desktop but its icon is still in the taskbar. When you click on this icon Word returns to the desktop and you can continue typing in the document without losing any work.



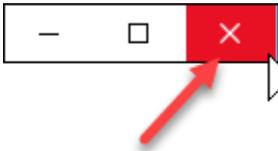
Minimize button (left)

You can maximize a window by clicking on the middle button of this group of three.

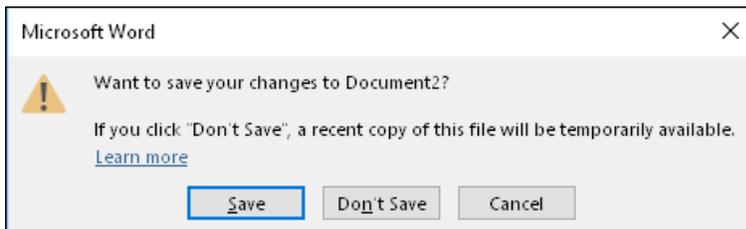


Maximize causes the program to expand and cover the complete screen of your monitor. The only other item that is normally visible is the taskbar. This state of maximize is how most of us work within an application.

The third button in the top right corner is the close button.



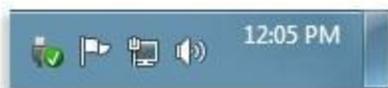
The close button is used when you are done with the window that you are working with on your computer. If this window is an application and you are working on file, you will be prompted to save the file you are working on when you click this button.



As long as you always click the **Save** button your work will be saved.

The notification area

The notification area, on the far-right side of the taskbar, includes a clock and a group of icons. It looks like this.

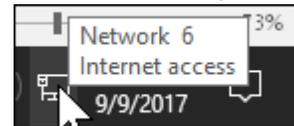


Depending on the Windows version you are running they can appear a little different. However; the point of the notification area is to give you information with just a glance.

These icons communicate the status of something on your computer or provide access to certain settings. The set of icons you see depends on which programs or services you have installed and how your computer manufacturer set up your computer.

When you move your pointer to a particular icon, you will see that icon's name or the status of a setting will appear.

For example, pointing to the volume icon  shows the current volume level of your sound on your computer. Pointing to the network icon  displays information about whether you are connected to a network and the network name.



Double-clicking an icon in the notification area usually opens the program or setting associated with it. For example, double-clicking the volume icon opens the volume controls. Double-clicking the network icon opens Network and Sharing Center.

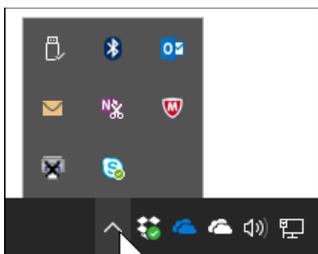
Occasionally, an icon in the notification area will display a small pop-up window (called a notification) to notify you about something. For example, after adding a new hardware device to your computer, you might see something like this.



The notification area displays a message after new hardware is installed

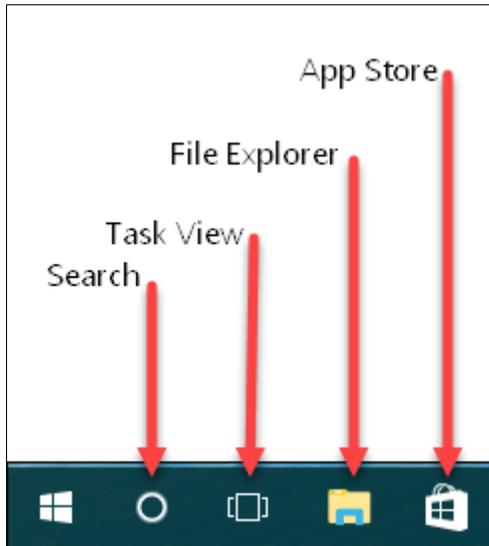
You can click the **X** in the upper-right corner of the notification to dismiss it. If you don't do anything, the notification will fade away on its own after a few seconds.

To reduce clutter, Windows hides icons in the notification area when you haven't used them in a while. If icons become hidden, click the **Show hidden** icons button to temporarily display the hidden icons.



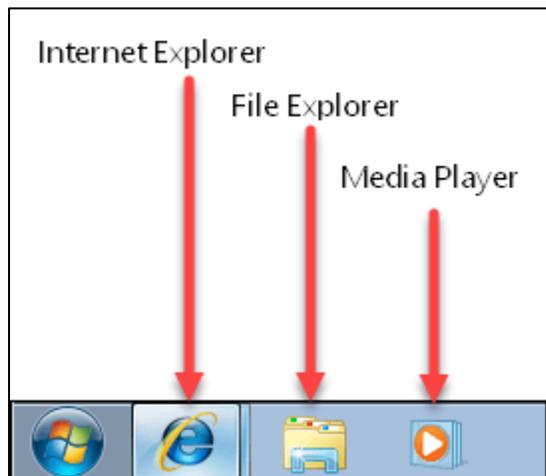
Taskbar Icons

Windows 10 Taskbar (*left side*)



In Windows 10 there are 4 icons placed on the taskbar by default (normally). These items are listed here. The most useful and powerful is the Search button. This allows the user to search for anything on their computer; files, email, graphic etc. as well as search at the same time, the web.

Windows 7 Taskbar (*left side*)



In Windows 7 there are 3 icons placed on the taskbar by default (normally). These items are listed here. In Windows 7 the most useful would be between the Internet Explorer and the File Explorer, depending on which one you use the most. The File Explorer will allow you to search for anything on their computer; files, email, graphic etc.

Customize the taskbar

There are many ways to customize the taskbar to suit your preferences. For example, you can move the entire taskbar to the left, right, or top edge of the screen. You can make the taskbar larger, have Windows automatically hide it when you're not using it, and add toolbars to it.

To unlock the taskbar

- Right-click an empty space on the taskbar. If 'Lock the taskbar' has a check mark next to it, the taskbar is locked. You can unlock it by clicking 'Lock the taskbar', which removes the check mark.

To move the taskbar

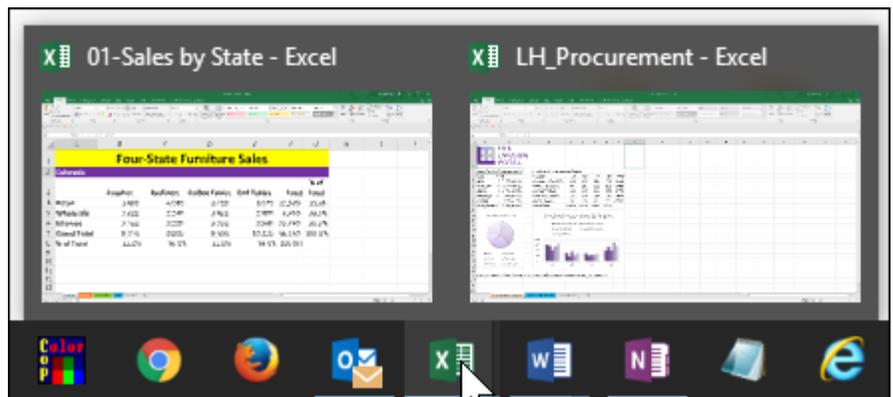
- Click an empty space on the taskbar, and then hold down the mouse button as you drag the taskbar to one of the four edges of the desktop. When the taskbar is where you want it, release the mouse button.

Note: To lock the taskbar into place, right-click an empty space on the taskbar, and then click Lock the taskbar so that the check mark appears. Locking the taskbar helps prevent it being moved or resized accidentally.

The Taskbar and its functionalities have been redesigned to include pinning programs to the Taskbar, viewing live previews of open programs, and close any open programs right from the live preview.

Live Thumbnails

- To view a **Live Thumbnail**- rest your mouse on the program in the Taskbar
- Once you identify the file you wish to open, click the Thumbnail

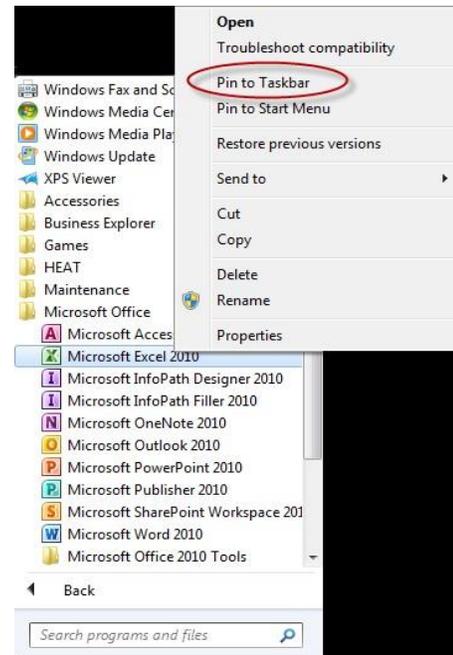
**Closing a window from the Taskbar**

1. Locate the open program in the Taskbar and rest your mouse on the window
2. Click the **X** in the upper right corner of the window



Pinning a program to the Taskbar (Windows 7)

1. Find the program in the Start Menu
 2. Right-click on the program
 3. Click **Pin to Taskbar**
- OR
4. Click and drag the program to the Taskbar

***Pinning a program to the Taskbar (Windows 10)***

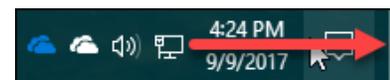
5. Find the program in the **Start Menu**
 6. **Right-click** on the program
 7. Click Pin to Taskbar
- OR
8. Click and drag the program to the **Taskbar**

***Show Desktop (Windows 7)***

To minimize items quickly use the **Show desktop** bar, located the bar in the bottom right of your screen and click.

***Show Desktop (Windows 10)***

To minimize items quickly use the **Show desktop** bar, located the bar in the bottom right of your screen and click.
(Windows 10 is just smaller)

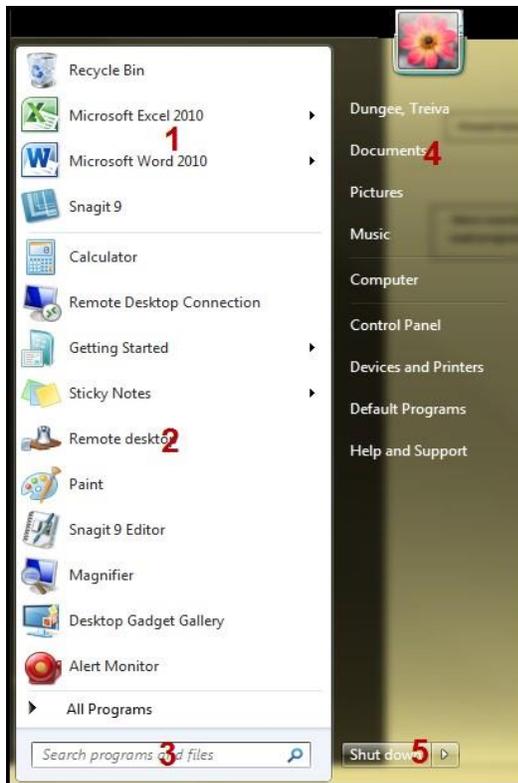


Start Menu

Windows 7 Start menu

The Start Menu is the main gateway to the programs, folders, and settings on your computer. It's called a menu because it provides a list of choices, just as a restaurant menu does. The “Start” button is often the first place that you'll go to open programs and items.

Use the Start Menu to do common activities: Start programs, open frequently used folders, search for files, folders, and programs, adjust computer settings, get help with the Windows operating system, turn off the computer and log off from Windows or switch to a different user account.



Section 1: List of items that are pinned to the Start

Menu. (*Right-click on a program – select Pin to Start Menu*)

Section 2: List of programs that were previously opened. Click *All Programs* to see the full list of programs available to you on your computer.

Section 3: Search Box, use this box to perform a search on your computer for a particular program or file.

Section 4: This section houses links to other Windows options you frequently use.

Section 5: Power button. Click the Shutdown button to turn off your computer. Clicking the arrow next to the

button displays a menu with additional options for switching users, locking the system, logging off, or restarting.

Windows 10 Start menu tools

| | | | |
|---|----------|----------------------|---|
|  | 1 | Account | Change account settings and sign out of your account. |
|  | 2 | File Explorer | Opens the File Explorer |
|  | 3 | Settings | Opens the Windows Settings on your device |
|  | 4 | Power | Sleep, Shut down or Restart you device |
|  | 5 | Start menu | Open the main menu for the device |

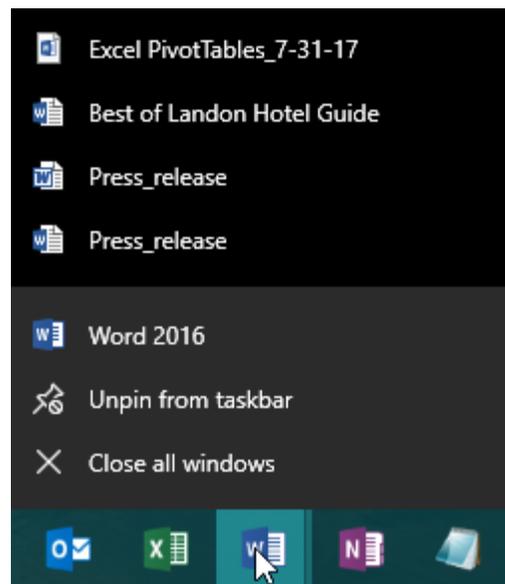
Windows 10 Start menu



| | |
|---|---------------------------------------|
| 1 | Apps added on your device recently |
| 2 | Most used apps on your device |
| 3 | Based on activity-Suggestions |
| 4 | Start an alpha list of programs |
| 5 | Tiles menu list (<i>live tiles</i>) |

Jump List

Depending on the setup on your device to the Start Menu may include a Jump List. Click the arrow to the right of the program to see the Jump List (Windows 7). Right click the app icon in the taskbar (in Windows 10) to see Jump List.



What is a Window?

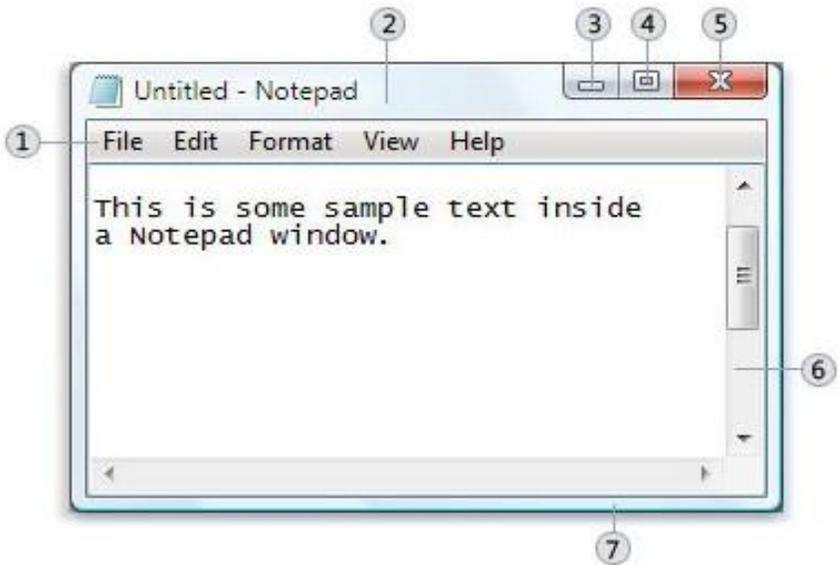
A *window* is a boxed area in which you view programs, files, folders, drives, icons representing programs, files or folders, and other elements. A WINDOW sits on the desktop much the same as a book might sit on your desk. All windows have similar features. This makes it easier for the user to use, even when they are unfamiliar with an application.

Let's take a look at a typical Window open in windows.

Other windows might have additional buttons, boxes, or bars. But they'll usually have the basic parts, too.

Moving a window

To move a window, point to its title bar with the mouse pointer. Then drag the window to the location that you want. (Dragging means pointing to an item, holding down the mouse button, moving the item with the pointer, and then releasing the mouse button.)

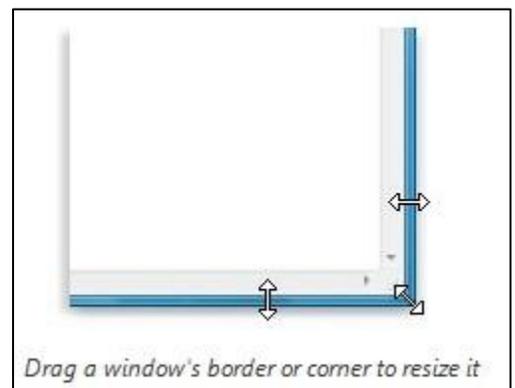


- | | | |
|-------------------|-------------------|----------|
| ① Menu bar | ④ Maximize button | ⑦ Border |
| ② Title bar | ⑤ Close button | |
| ③ Minimize button | ⑥ Scroll bar | |

Parts of a typical window

Changing the size of a window

- To make a window fill the entire screen, click its **Maximize** button  or double-click the window's title bar.
- To return a maximized window to its former size, click its **Restore** button  (this appears in place of the Maximize button). Or, double-click the window's title bar.
- To resize a window (make it smaller or bigger), point to any of the window's borders or corners. When the mouse pointer changes to a two-headed arrow (see picture below), drag the border or corner to shrink or enlarge the window.



Note: A window that is maximized cannot be resized. You must restore it to its previous size first.

Hiding a window

Hiding a window is called minimizing it. If you want to get a window out of the way temporarily without closing it, minimize it.

To minimize a window, click its Minimize button . The window disappears from the desktop and is visible only as a button on the taskbar, the long horizontal bar at the bottom of your screen.



To make a minimized window appear again on the desktop, click its taskbar button. The window appears exactly as it did before you minimized it.

Closing a window

Closing a window removes it from the desktop and taskbar. If you're done with a program or document and don't need to return to it right away, close it. To close a window, click its **Close** button .

Switching between windows

If you open more than one program or document, your desktop can quickly become cluttered with windows. Keeping track of which windows, you have open isn't always easy, because some windows might partially or completely cover others.

Tip: Press the [Alt] + [Tab] key

Using the taskbar. The taskbar provides a way to organize all your windows. Each window has a corresponding button on the taskbar. To switch to another window, just click its taskbar button. The window appears in front of all other windows, becoming the active window—the one you're currently wish to working in.

To easily identify a window, point to its taskbar button. When you point to a taskbar button, you'll see a thumbnail-sized preview of the window, whether the content of the window is a document, a photo, or even a running video. This preview is especially useful if you can't identify a window by its title alone.

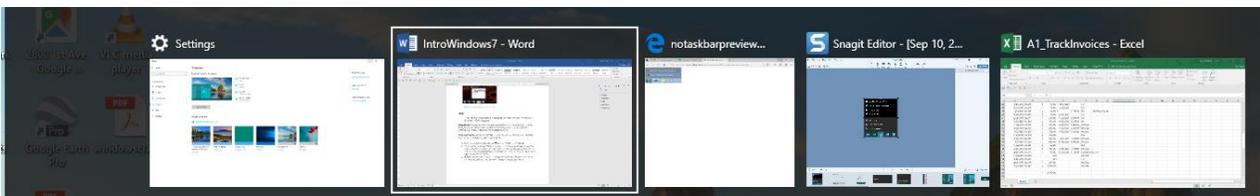


Pointing to a window's taskbar button displays a preview of the window

Note:

- To see thumbnail previews, your computer must support Aero. This might be disabled on SSC computers.

Using Alt+Tab. You can switch to the previous window by pressing **[Alt]+[Tab]**, or cycle through all open windows and the desktop by holding down **Alt** and repeatedly pressing **Tab**. Release **Alt** to show the selected window. In Windows 10 you will see a border around the outer edge of the active window.



Using Aero Flip 3D. Aero Flip 3D (*not available in Windows 10*) arranges your windows in a three-dimensional stack that you can quickly flip through. To use Flip 3D:

1. Hold down the **Windows logo** key  and press **Tab** to open Flip 3D.
2. While holding down the Windows logo key, press **Tab** repeatedly or rotate the mouse wheel to cycle through open windows. You can also press **Right Arrow** or **Down Arrow** to cycle forward one window, or press **Left Arrow** or **Up Arrow** to cycle backward one window.
3. Release the Windows logo key to display the front most window in the stack. Or, click any part of any window in the stack to display that window.

Tip



Aero Flip 3D

- Flip 3D is part of the Aero desktop experience. If your computer doesn't support Aero, you can view the open programs and windows on your computer by pressing Alt+Tab. To cycle through the open windows, you can press the Tab key, press the arrow keys, or use your mouse.

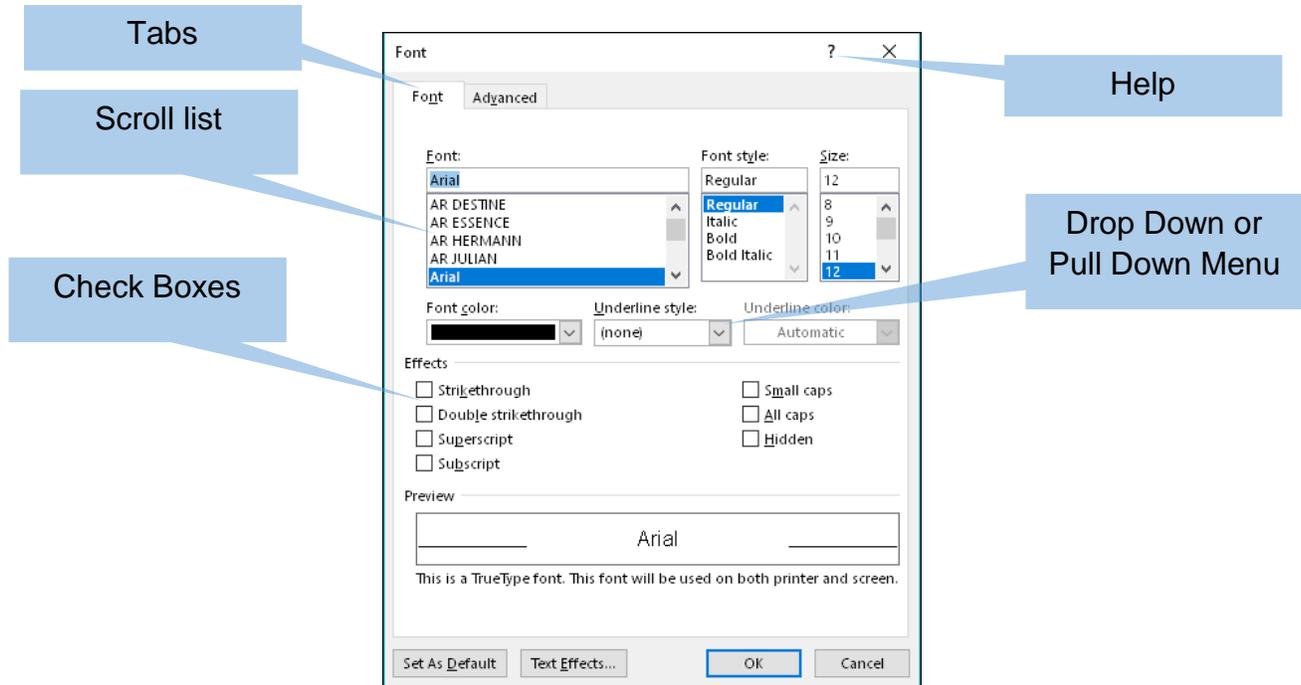
Dialog Boxes

DIALOG BOXES are special windows where you are asked to give details and select options. The choices you make are then sent as commands to the software you are using. DIALOG BOXES vary depending on the task requested as well as the application, however they do have several items in common.

The following is an example of a DIALOG BOX.



A dialog box appears if you exit a program without saving your work



Dialog boxes vary in appearance but some typical options and their uses are:

Tabs – Are generally across the top of the dialog box. They allow you the ability to change from one selection of preferences to another without leaving the current dialog box.

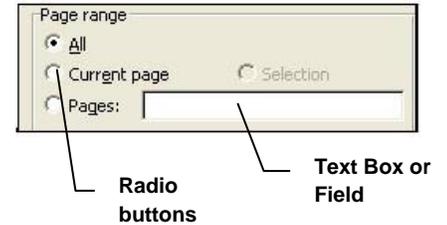
List Box – Are list within the dialog box with a scroll bar on the right side of the section where they are located. If the list is too long to see, scroll bars are provided to enable you to navigate the list. This allows the user to scroll up or down in the list and pick their selection from a greater selection. When you click on your selection the items background color will appear, indicating your selection.

Check boxes – (see figure above) are selected if there is a tick in them. Clicking in the check box will select it, clicking a second time will deselect. You can have as many check boxes selected as you want or need.

Help Button – is a handy help tool. It is located next to the CLOSE button on the title bar. If you aren't sure of what an option does, click on this icon with the mouse then click on the item you need more information about. A help window will open. The keyboard shortcut is SHIFT + F1.

Drop Down or Pull Down Menu – has a downward pointing arrow next to it. By clicking on this arrow, a list appears. When the list appears, make your selection by clicking on it, the drop-down menu will then close and your choice will show in the field.

Radio/Options Buttons – clicking in a radio button selects it. It is a choice button and only one in the series can be selected. When you select a different radio button, the original is deselected.



Field or Text Box – is an area where you should type information. For example, if you chose the radio button next to PAGES, you would type in the page numbers required in the field provided for that purpose.

Slider – is a button you click and drag either to left or right to change a setting. Dragging to left decreases the value while dragging to the right increases the value.



Spinner – looks like miniature scroll bars. Clicking on the up arrow increases the value in the field, clicking on the down arrow decreases the value. You can also type in the value rather than using the spinners.



Command Buttons

When you click on or accept a Command button, a command is passed on to the software you are using. Typical examples of command buttons are as shown in the screenshot at the right:

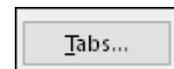


OK – Used to accept any changes you have made to a dialog box.

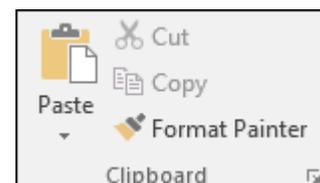
CANCEL – Cancels any changes you have made and returns you to the main window of the software you are using.

Notice that the emphasis around the **OK** button is darker. This means the button is in focus and if you press [**ENTER**] on the keyboard to accept the command instead of clicking with the mouse, the **OK** button will take effect.

Buttons with ellipses after the name, such as **Tabs** here on the right, lead to another sub-menu when they are clicked.



Buttons that are greyed out (*dimmed*) such as **Cut** or **Copy** in the screen shot example on the right, are not available at the current time. In the example Paste and Format Painter can be used, but not Cut or Copy.



Shortcuts

On your desktop, there are many icons such as the RECYCLE BIN and MY COMPUTER. Double clicking on these icons opens the program or folder. You can create your own icons on the desktop to enable faster access of programs, folders, documents, printers etc. These are called SHORTCUTS. A SHORTCUT can be a program, document, folder or printer. These SHORTCUTS are then accessed the same way as other icons, by double clicking on them.

You can tell if an icon is a SHORTCUT or not by its appearance. If it has a little black arrow on the icon, then it is a SHORTCUT. This is important to know because if you delete one of these shortcuts, you will not hurt the original folder, document, program or printer, only the shortcut it points to.



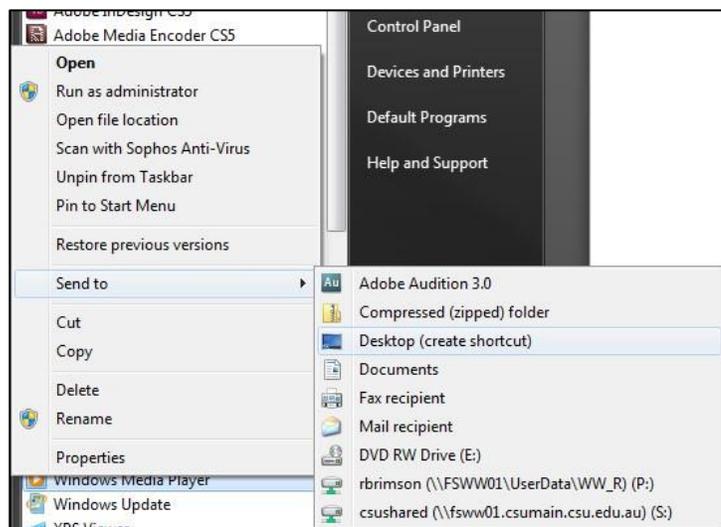
There are several ways in which you can create a SHORTCUT on your desktop. We will be looking at how to create a SHORTCUT from the START menu and how to create one from the desktop. You will learn another way in the FILE MANAGEMENT section of this Learner Guide.

Creating Shortcuts Using START menu

1. Click on the START button
2. Move your mouse over either PROGRAMS to create a shortcut to a program, or DOCUMENTS to create a shortcut to a document.

3. Right click on the file or program name and select the '**SEND TO**' selection
4. Select **Desktop (Create shortcut)**
5. The shortcut will then be created on your desktop

NOTE: If you are unable to Right click the Mouse on any program or document in the START menu (no shortcut menu appears when you right mouse click), you may have to enable dragging and dropping.

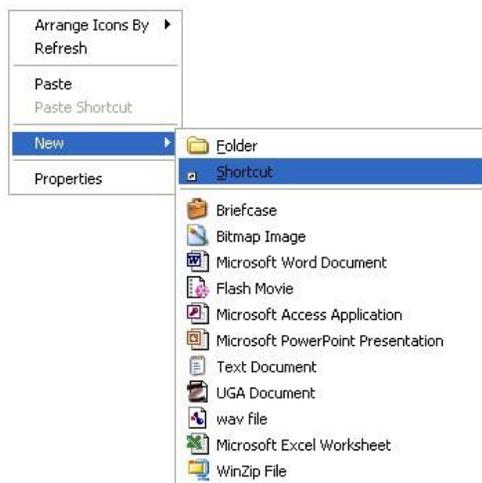


1. Go to the **START** menu properties dialog box (right click on the START button and select **PROPERTIES** from the shortcut menu).

2. Make sure the START menu tab is at the forefront, locate and click on the **CUSTOMISE** button.
3. In the CUSTOMIZE CLASSIC START MENU dialog box, make sure the **ENABLE DRAGGING AND DROPPING** option is selected (click on it if it isn't, a tick should appear).
4. Click on **OK** twice to return to the desktop.

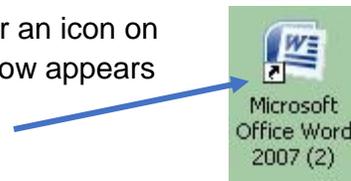
Creating a Shortcut from the Desktop

1. Right click on an empty part of the desktop, click on **NEW**
2. Click on **SHORTCUT**



3. In the dialog box that appears, navigate to the file that you want by clicking on the **BROWSE** button
4. When you have located the file, you want to create a shortcut to, select the file and click on **OK**.
5. Click on **NEXT**
6. Type in the name of your shortcut and click on **OK**
7. Your shortcut will now appear on the desktop.

NOTE: Remember - you can always tell whether an icon on the DESKTOP is a shortcut because a little arrow appears beneath the icon



Deleting a Shortcut

To delete a shortcut from the desktop, click and drag the icon to the RECYCLE BIN, release the mouse. This does not delete the file, folder or program the shortcut represents, it only removes the shortcut from the desktop.

You can also click on the Shortcut icon once with the mouse to select it, then use the DELETE key on the keyboard. Using this method, you will be asked to confirm the deletion, click on the YES button.

Arranging Icons on the Desktop

Occasionally you will want to tidy the desktop up – perhaps everything needs to be alphabetical order, or you want to put an icon in a different location (by dragging and dropping it). The different options for arranging icons are by name, size, type and when last modified.

To access these options, right click the mouse on an open spot anywhere on the desktop where there are not any icons. When the shortcut menu appears, select ARRANGE ICONS BY, then select your preference.

If you select AUTOARRANGE from these options, icons will automatically line themselves up in columns at the left of your screen, even if you drag one out and drop it, it will 'bounce' back to the left of the desktop.

Changing the Icon

One way of customizing your icons on the desktop is to change the image or graphic used. To do this:

1. Right click on the icon, then click on **PROPERTIES** in the shortcut menu;
2. Select the **Change Icon** button.

If an error message comes up saying it can't find the icon, click on **OK** to cancel the message.

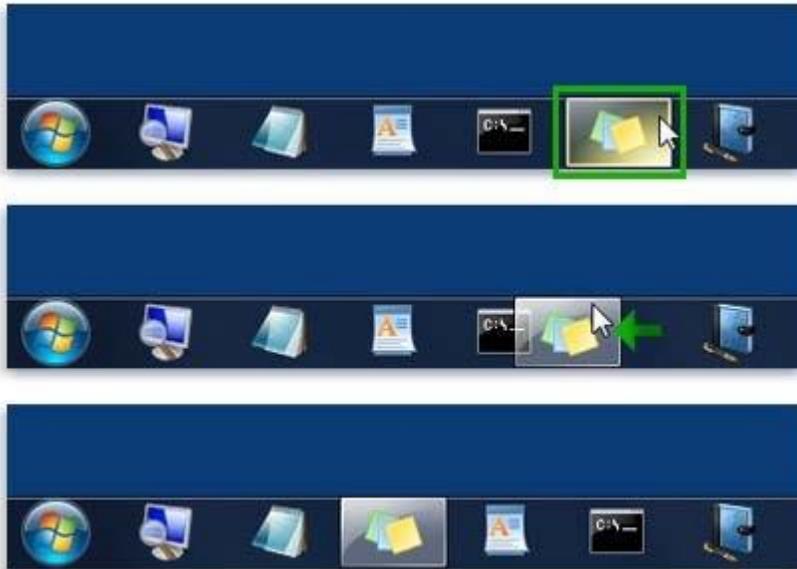
3. You will now be able to choose from a selection of default icons. When you have selected an icon, click on **OK**. Click on **OK** again to close the *Properties* dialog box.

Changing the size of the icons

Click and hold down the **Ctrl** key and then use your scroll wheel on your mouse to resize the icons.

Rearrange icons on the taskbar

You can rearrange and organize program icons on the taskbar, including pinned programs and running programs that aren't pinned, so they appear in the order you prefer.



Drag an icon to a new position on the taskbar

File Management

Sizes when it comes to files and folders

A byte is a sequence of 8 bits (enough to represent one alphanumeric character) processed as a single unit of information. A single letter or character would use one byte of memory (8 bits), two characters would use two bytes (16 bits).

Put another way, a bit is either an 'on' or an 'off' which is processed by a computer processor, we represent 'on' as '1' and 'off' as '0'. 8 bits are known as a byte, and it is bytes which are used to pass our information in it's basic form - characters.

An alphanumeric character (e.g. a letter or number such as 'A', 'B' or '7') is stored as 1 byte. For example, to store the letter 'R' uses 1 byte, which is stored by the computer as 8 bits, '01010010'.

A document containing 100 characters would use 100 bytes (800 bits) - assuming the file didn't have any overhead (additional data about the file which forms part of the file). Note, many non-alphanumeric characters such as symbols and foreign language characters use multiple bytes.

A kilobyte (KB) is 1024 bytes, a megabyte (MB) is 1024 kilobytes and so on as these tables demonstrate.

The chart to the right gives you a breakdown of how the device measures the size of things on your device.

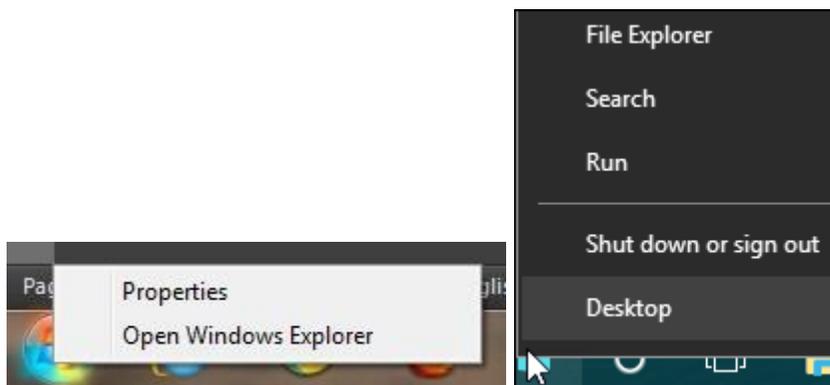
| | |
|-------------------|---------------|
| 1024 bytes = 1 KB | KB = Kilobyte |
| 1024 KB = 1 MB | MB = Megabyte |
| 1024 MB = 1 GB | GB = Gigabyte |
| 1024 GB = 1 TB | TB = Terabyte |
| 1024 TB = 1 PB | PB = Petabyte |

Navigating and viewing folders and files

On your computer, there are many programs (applications). These applications have many files, each of which have instructions on how the application should work. In addition to all these files, there are the personal files that users create such as reports, letters, budgets, accounts etc. To make the best use of your computer you must know how to find and organize these files. **Windows Explorer** (Windows 7) or **File Explorer** (Windows 10) is one area where you can view the file structure of your computer.

You can access Window's File Explorer or File Explorer several ways. The most common ways are:

1. Right click on the **START** Menu and select **Open Windows Explorer**; (or **File Explorer** for Windows 10)

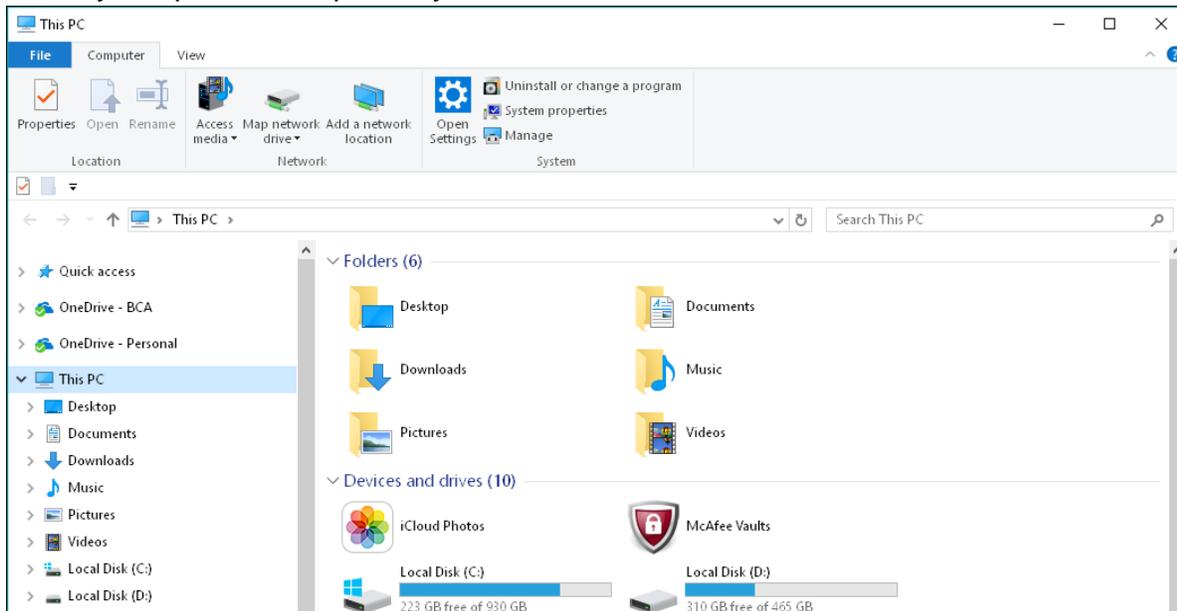


Windows 7 **OR** Windows 10

2. Click on the **OpenWindows Explorer/File Explorer** icon on the **TASK BAR**; OR



When you open File Explorer, you will see similar window:



One of the things **File Explorer** will show is the different data storage areas available to save your files. These data storage areas are known as **DRIVES**. In the **FOLDER LIST** you will see:

 **System (C:)** This is known as a hard drive and is inside your computer. This drive is the area where all your program software is installed e.g. Microsoft Word, Excel etc.

 **Storage (D:)** This is another hard drive in your computer into which you can save data

 **CD Drive (E:)** This is a CD drive where you can read CD data disks and listen to audio disks. You cannot save data to this drive without a special CD drive (CD burner).

 **Removable Disk (F:)** If you plug in a USB drive (sometimes known as a thumb or flash drive), Windows will recognize the addition and automatically give the drive a letter of its own – usually the next available letter that isn't being used by another drive.

The shortcut key, and the quickest way of opening File Explorer is  + E.

(The  key is next to the CTRL key on your keyboard).

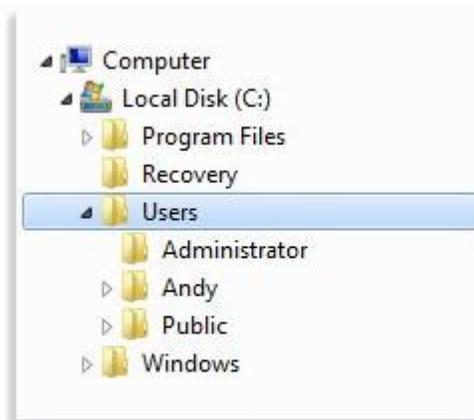
Navigating within Windows Explorer

You can use the Navigation Pane (*the left pane*) to find files and folders. You can also move or copy items directly to a destination in the navigation pane.

If you don't see the navigation pane on the left side of an open window, click **Organize** (**View, Navigation pane in Windows 10**), point to Layout, and then click Navigation pane to display it.

Browse the Computer folder to find files

Using libraries is only one way to find files. You can also browse through folders and drives the classic way by expanding Computer in the navigation pane.



The Computer folder expanded

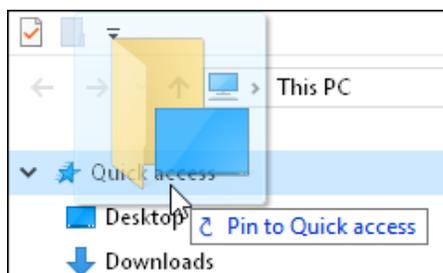
Here are some of the things you can do while browsing for files:

- ▶ To move or copy items from the file list to the navigation pane, drag the items to the folder that you want in the navigation pane. If an item is on the same hard disk as the folder, it will be moved. If it's on a different hard disk, it will be copied.
- ▶ To view the different hard disks or other storage devices connected to your computer, click Computer.
- ▶ To create a new folder, right-click the folder that you want to put it in, point to New, and then click Folder.

You will do some of the above items later in this course.

Customize your favorites (Windows 7) or Quick access (Windows 10)

To add a folder, a library, or even a drive as a favorite, (*using the right mouse button*) drag it to the Favorites/Quick access section in the navigation pane.



Here are some other ways to customize your favorites:

- ▶ To change the order of favorites, drag a favorite to a new position in the list.
- ▶ To restore the default favorites in the navigation pane, right-click Favorites, and then click Restore Favorite Links.
- ▶ To view the folder where your favorites are stored, click Favorites in the navigation pane. Favorites are stored as shortcuts.
- ▶ To remove a favorite, right-click the favorite, and then click Remove. This removes the favorite from the navigation pane—it doesn't delete the files or folders that the shortcut points to.

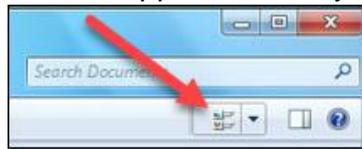
Note

You can't add files or websites as Favorites/Quick Access.

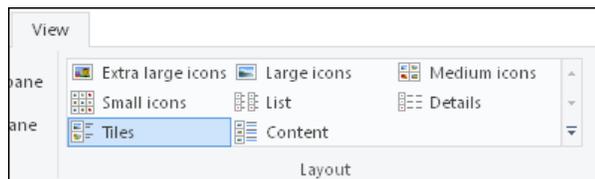
Change navigation pane settings

Change thumbnail size and file details

You can change the size and appearance of your files and folders by using the **Views**



button in *Windows 7* located at the top right side of the window, for *Windows 10* click the **View** tap and select from the listed items.



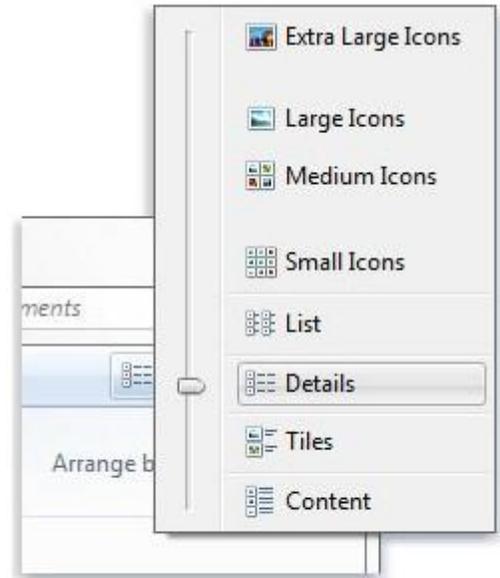
To change how items, appear in a folder

1. Open the folder that you want to change.
2. Click the arrow next to the **Views** button on the toolbar (Windows 7). 

The **more** button for Windows 10 .

3. Click a view or move the slider to change the appearance of your files and folders.

You can move the slider to a specific view (such as to the Details view), or fine-tune the icon size by moving the slider to any point between Small Icons and Extra Large Icons.



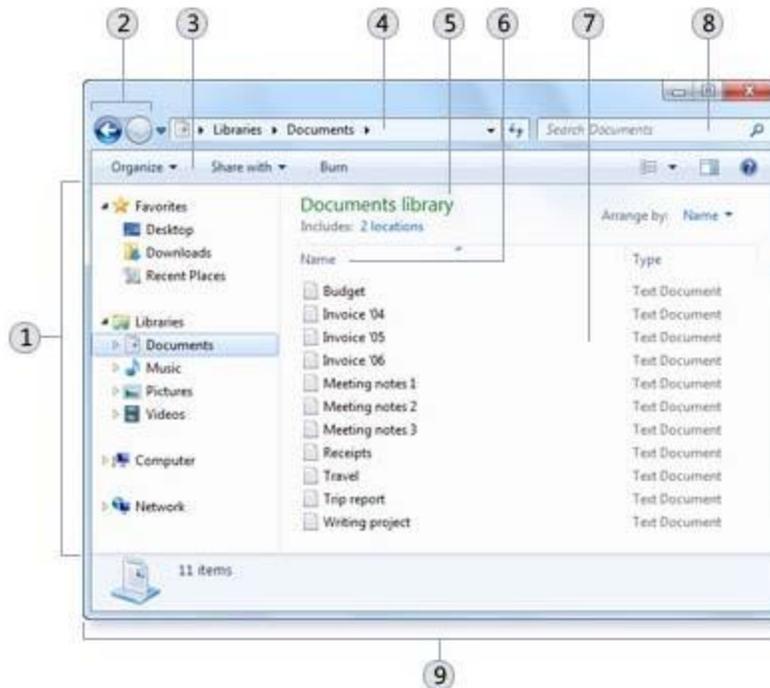
The Views menu

Tips

- To quickly switch between views, click the Views button  rather than the arrow next to it. Each time you click, the folder switches to one of these five views: List, Details, Tiles, Content, and Large Icons.
- When using libraries, you can arrange your files and folders in different ways by using the Arrange by list, as well as by using the Views button. When you make, a change using the Arrange by list, and then change the view using the Views button, you can go back to the default view by clicking Clear changes in the Arrange by list.

Arranging Folders

When you open a folder or library, you see it in a window. The various parts of this window are designed to help you navigate around Windows or work with files, folders, and libraries more easily. Here's a typical window and each of its parts for **Windows 7**:



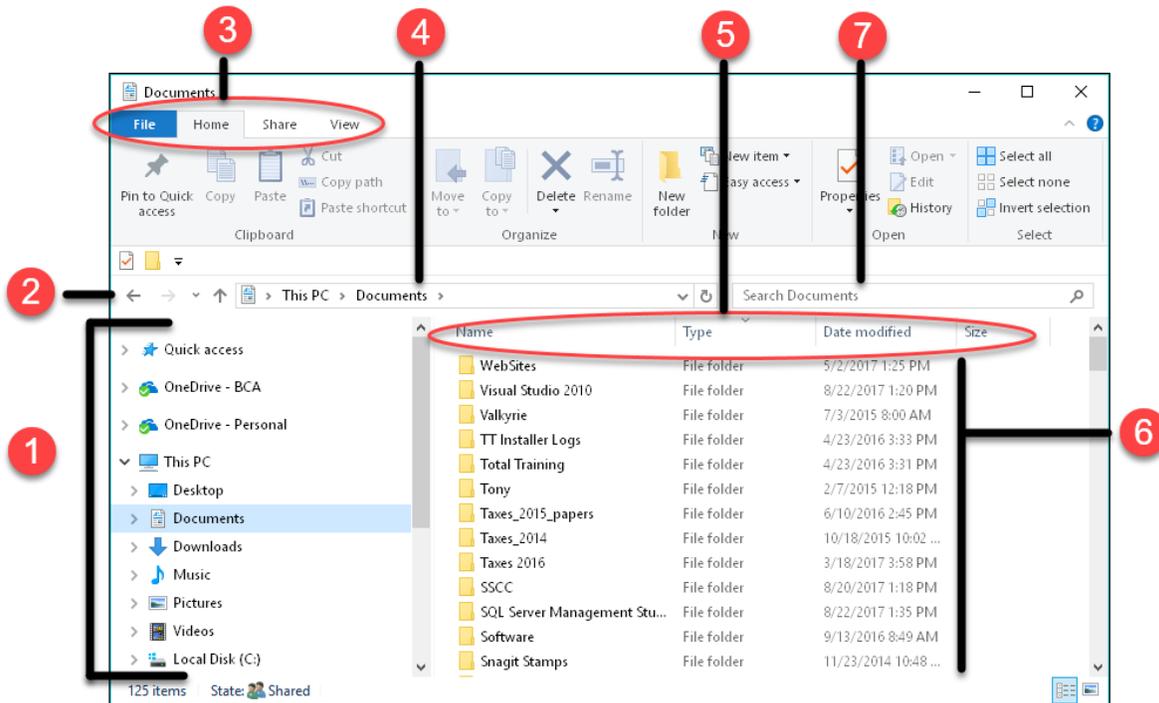
- | | |
|----------------------------|-------------------|
| ① Navigation pane | ⑥ Column headings |
| ② Back and Forward buttons | ⑦ File list |
| ③ Toolbar | ⑧ The search box |
| ④ Address bar | ⑨ Details pane |
| ⑤ Library pane | |

(1) Navigation Pane - Use the navigation pane to access libraries, folders, saved searches, and even entire hard disks. Use the Favorites section to open your most commonly used folders and searches; use the Libraries section to access your libraries. You can also use the Computer folder to browse folders and subfolders.

(2) Back and Forward - Buttons Use the  Back button  and the Forward button to navigate to other folders or libraries you've already opened without closing the current window. These buttons work together with the address bar; after you use the address bar to change folders, for example, you can use the Back button to return to the previous folder.

- (3)Toolbar Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant. For example, if you click a picture file, the toolbar shows different buttons than it would if you clicked a music file.
- (4)Address bar Use the address bar to navigate to a different folder or library or to go back to a previous one.
- (5)Library pane The library pane appears only when you are in a library (such as the Documents library). Use the library pane to customize the library or to arrange the files by different properties.
- (6)Column headings Use the column headings to change how the files in the file list are organized. For example, you can click the left side of a column heading to change the order the files and folders are displayed in, or you can click the right side to filter the files in different ways. (Note that column headings are available only in Details view. To learn how to switch to Details view, see 'Viewing and arranging files and folders' later in this topic.)
- (7)File list This is where the contents of the current folder or library are displayed. If you type in the search box to find a file, only the files that match your current view (including files in subfolders) will appear.
- (8)The search box Type a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing—so if you type "B," for example, all the files with names starting with the letter B will appear in the file list.
- (9)Details pane Use the details pane to see the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.

. Here's a typical window and each of its parts for **Windows 10**



- 1 **Navigation Pane**
- 2 **Back and Forward buttons**
- 3 **Menu tabs**
- 4 **Address bar**
- 5 **Column titles**
- 6 **Folder and Documents section**
- 7 **Search box**

Working with Folders

Accessing Folders and Drives

To access your different drives and folders you can either, double click on “My Computer” and then select the relevant drive where your folders reside. Or single click

the “**Windows Explorer**” or “**File Explorer**” icon on the task bar  to navigate to your folder.

Creating New Folders

All users have been given the ability to create folders in their P: Personal drive, however only the Share Administrators have access to create folders on the S: Shared drive. It is important that you are in the correct drive and folder before you create a

new one. When you create a new folder, it will be created within the active folder (the folder which is currently open).

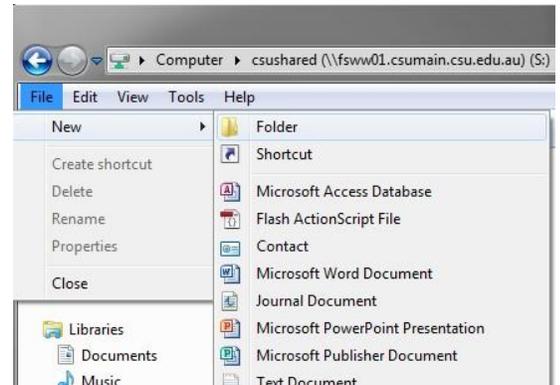
The names you give Folders should be descriptive, and not too long. It can include letters and numbers but should not include special characters such as full stops, exclamation marks, asterisks, back or forward slashes etc). (./\^*)

There are two ways in which you can create a new folder:

1. Double click the **Windows 7 Beginning Class** folder on the desktop.
2. Click the **New folder** button.
3. Type in (*your name*) as the folder name and press **[Enter]** to save the folder.

Selecting Files and Folders

Before you **move**, **copy** or **delete** files and folders, they must be selected so that Windows (*the computer*) knows which files and folders to work with.



In File Explorer, you can select multiple files and folders by combining the use of the keyboard with the mouse

Single Selection – point your mouse over the item you want to select and click once. The item will be highlighted (*usually blue highlight*).

Scattered Selection – click on the first file then, hold down the **CTRL** key and click on each item you want to select.

Let's give it a try:

1. In the **Windows 7 Beginning Class** folder, click the **Size** column header to sort files by size.
2. Click **Carsland** to select.
3. Hold down the **[Ctrl]** key and click on **Ride**.
4. While still holding down the **[Ctrl]** key, click the **ProjectAugSecond** file.

Your screen should look like this.

| Name | Date modified | Type | Size |
|--------------------------|--------------------|---------------------|----------|
| CarsLand | 4/18/2014 8:08 AM | JPG File | 4,172 KB |
| parade | 4/19/2014 7:26 AM | JPG File | 3,293 KB |
| Ride | 4/19/2014 7:24 AM | JPG File | 2,841 KB |
| Example of folder levels | 9/21/2014 11:43 AM | Microsoft Word D... | 63 KB |
| Copy me | 9/21/2014 11:34 AM | Microsoft PowerP... | 27 KB |
| Delete me | 9/21/2014 11:34 AM | Microsoft PowerP... | 27 KB |
| Rename me | 9/21/2014 11:34 AM | Microsoft PowerP... | 27 KB |
| ProjectAugSecond.bas | 9/21/2014 11:50 AM | BAS File | 24 KB |

Block Selection – click on the first item you want to select, hold down the **SHIFT** key and then click the last item to be included in the selection.

1. In the **Windows 7 Beginning Class** folder, click the **Type** column header to sort files by file type.
2. Click **Carsland** to select.
3. Hold down the **[Shift]** key and click on the *PowerPoint Rename me* file.

Your screen should look like this.

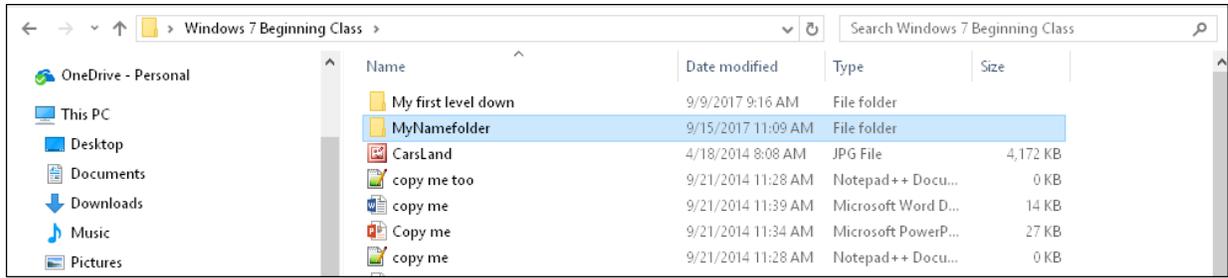
| Name | Date modified | Type | Size |
|----------------------|--------------------|----------------------|----------|
| My first level down | 9/9/2017 9:16 AM | File folder | |
| ProjectAugSecond.bas | 9/21/2014 11:50 AM | BAS File | 24 KB |
| Thumbs | 7/6/2015 7:56 PM | Data Base File | 20 KB |
| CarsLand | 4/18/2014 8:08 AM | JPG File | 4,172 KB |
| parade | 4/19/2014 7:26 AM | JPG File | 3,293 KB |
| Ride | 4/19/2014 7:24 AM | JPG File | 2,841 KB |
| Copy me | 9/21/2014 11:33 AM | Microsoft Excel W... | 9 KB |
| Delete me | 9/21/2014 11:33 AM | Microsoft Excel W... | 9 KB |
| Move me | 9/21/2014 11:33 AM | Microsoft Excel W... | 9 KB |
| Rename me | 9/21/2014 11:33 AM | Microsoft Excel W... | 9 KB |
| Copy me | 9/21/2014 11:34 AM | Microsoft PowerP... | 27 KB |
| Delete me | 9/21/2014 11:34 AM | Microsoft PowerP... | 27 KB |
| Rename me | 9/21/2014 11:34 AM | Microsoft PowerP... | 27 KB |
| copy me | 9/21/2014 11:39 AM | Microsoft Word D... | 14 KB |

Selecting All – To select everything in a folder, use the EDIT MENU, SELECT ALL option, or they keyboard shortcut – **[Ctrl] + A**

Folder and File Attributes

Files and folders have property sheets which display information such as size, location, and the date the file or folder was created. When you view the properties of a file or folder, you can also get information about the:

- Type of file;
- Size of file;
- Name of the program that opens the file; • Last time the file was modified or accessed.



If looking at the properties of a **folder**:

- Number of files and subfolders contained it contains; and
- Space taken up by those files and subfolders

To determine the attributes of a file or folder:

1. Select the **file** or **folder**;
2. Right click on the **file** or **folder**;
3. Select **Properties** from the shortcut menu.
The PROPERTIES dialog box will open.



The PROPERTIES dialog box gives you the following information:

Type of File: tells you what program your file was created in (e.g. Word)

Opens with: tells you what application (software) the file will open in

Location: the path name for the file

Size: the size of the file

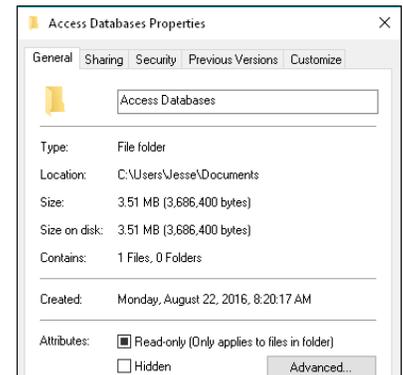
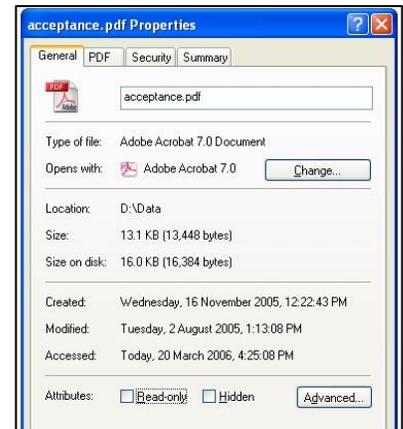
Size on disk: how much room the file is taking in storage

Created: the date and time the file was originally created

Modified: the date and time the file was last modified

Accessed: the date and time the file was last accessed

Hidden: Usually hidden files are program or system files that should not be deleted or changed. Hidden files and folders will appear dimmed within WINDOWS EXPLORER to indicate they are not typical items.



Read Only: A read only file contains information you can read but not change, like a printed book. A read only file on your computer is a file you can open, read or print but not make any changes to.

Files and Path names

Files are documents which have been created using different software applications e.g. a letter you may have created in Microsoft Word or a spread sheet in Microsoft Excel etc. The programs you use (Word, Excel etc) are also made up of many (sometimes hundreds) of files, each having instructions on how the program should work.

A filename consists of a descriptive name to describe the contents and a three letter file extension which follows the name you have given the file. This extension indicates the type of application used to create the document. Some common file extensions are:

- .docx - Microsoft Word files
- .xlsx - Microsoft Excel files
- .pdf - Adobe Acrobat files
- .pptx - Microsoft PowerPoint files

These extensions are automatically added to your filename when you save your file. They are separated from the name you give the file by a full stop (period), therefore you should not use full stops when you name a file as the program may think you are trying to add your own extension.

As there are so many files on your computer, a filing system must be maintained to keep some sort of order. For example, if you keep all your letters in a folder called Letters, Business Letter or Household Letters then you will be able to locate them faster. Similarly, budgets and financial files could be kept in a folder called Accounts, Bills, Invoice, etc. Files are kept separate from one another by keeping them in folders, folders are in drives (either hard drives, network drives, diskettes, CDs, thumb drives etc).

All files have a path name. This gives you (*and the computer*) the exact details of which drive and which folder(s) the file(s) are located in. A path name may be as simple as C:\ or it can be many characters long. A path name starts with the drive the file is on, it is then followed by the folder and any subfolders where the file is stored. Each bit of information is separated with a backslash (\). For example the path name **P:\data\personal\timesheet.xlsx** means that a file called timesheet.xlsx is stored on your **P:** drive under the folder named **data** and then under the sub folder named **personal**. It is important that you become familiar with path names.

Opening Files

The most common way of opening a file from Windows Explorer is to double click on the filename. It will open within its original application (i.e. Microsoft Word, Excel etc.).

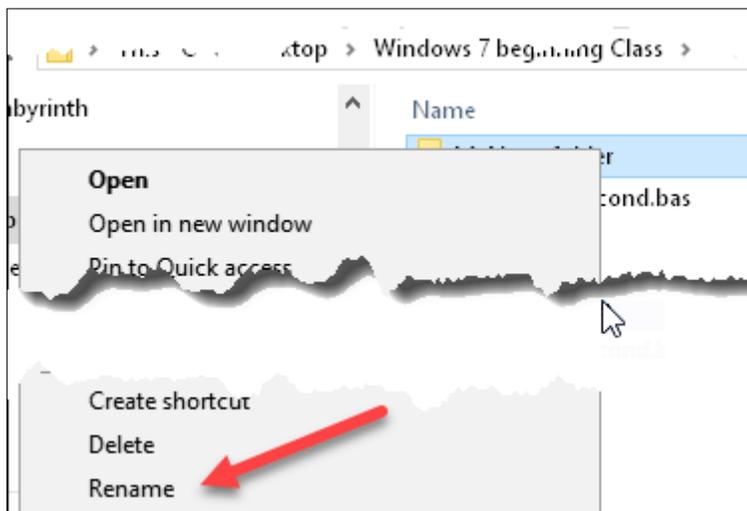
Renaming, Deleting, Moving and Copying Files and Folders

Renaming Files and Folders

There are many ways to rename files and folders. You can rename by using the FILE menu, left mouse button or right mouse button.

Method 1 – Right click

1. Right click on the **folder** with your name. (*the one you named earlier*)



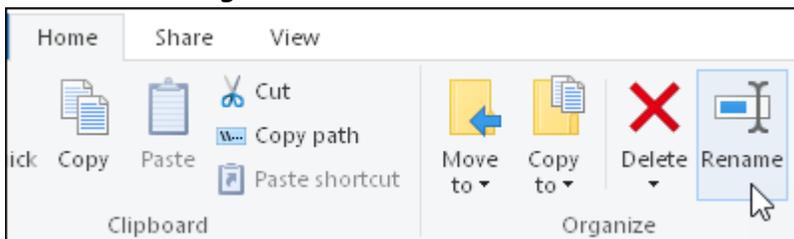
2. Click on the **Rename** menu near the bottom.



This will highlight the current name.

3. Type in the new name, **Accounting**.
4. Press [**Enter**] to complete the rename process.

Method 2 – Using the Menu Button



1. Select the **file** or **folder** you wish to *rename*.
2. Click the **Rename** button.
3. Type in the new name, **Work documents**.
4. Press [**Enter**] to complete the rename process.

Moving Files and Folders

File Explorer can be used to copy, cut or move your files and folders to other areas if you need to. You can do this in a variety of ways.

Method 1 to move – Using CUT and PASTE

Cutting and pasting are traditional ways to move a file or folder. Cutting means moving from one location to another. Pasting is the action of placing the file or folder in a new location. We will look at two methods of cutting and pasting inside File Explorer and these are well worth learning as they are basically the same in every Windows program you work in.

Let's give it a try:

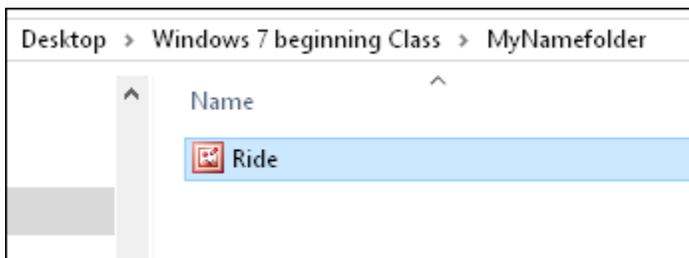
1. Right click on the **Ride** file, click **Cut** on the menu.



2. Double click the **MyNamefolder** to open.
3. Right click in the open white space on the right side and click Paste.

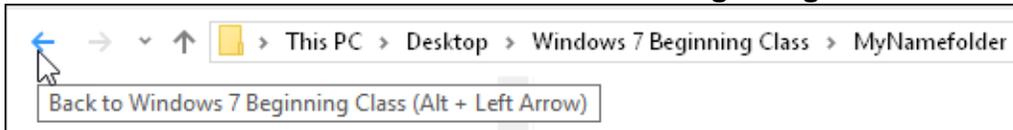


Your screen should look like this.



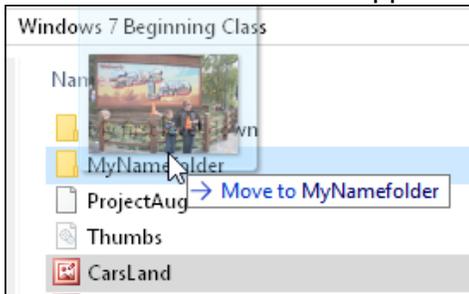
Method 2 to move – Dragging and Dropping

1. Click the back button to return to the **Windows 7 Beginning Class** folder.



This is not part of the Dragging and Dropping.

2. Place your mouse pointer on the file, CarsLand.
3. Press and hold the left mouse button down and drag the file to **MyNamefolder**.
4. When **the Move to** menu appears over the folder, **release**.



5. The *CarsLand* file will be moved into the **MyNamefolder**.

Copying Files and Folders

As well as moving files and folders, windows explorer can copy them, (just be aware you are not allowed to have two files or two folders called the same thing in the same location). There are a variety of ways you can choose to copy files and folders:

Method 1 – Using COPY and PASTE

Like cutting, copying is a typical Windows function. Copying does not damage or remove the selection being copied. To place the copy in a new location is known as pasting (and is done the same way as previously described). There are three different methods of copying in Windows Explorer and, as mentioned previously, these are well worth learning as they are basically the same in every Windows program you work in.

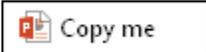
1. To copy file(s) or folder(s), first select the file(s) or folder(s) and then choose one of the following:
 - Keyboard shortcut, **CTRL + C**;
 - Click on the selected item with the RIGHT mouse button and select **“COPY”** from the shortcut menu.
2. To place a copy of the file(s) or folder(s) in the new location, navigate to the new location then paste using one of the following:
 - Keyboard shortcut, **CTRL + V**;

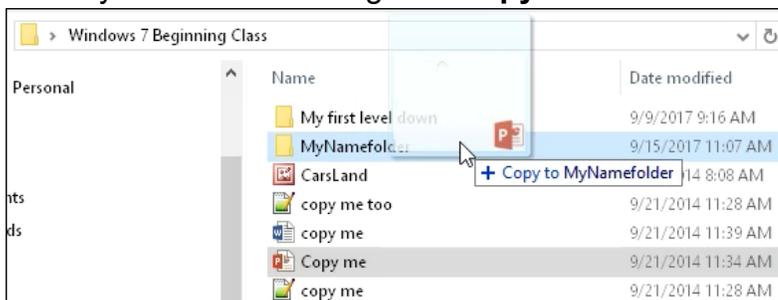
- In the position where you want the item to be pasted, click with the **RIGHT** mouse button and select “**PASTE**” from the shortcut menu.

Method 2– Dragging and Dropping

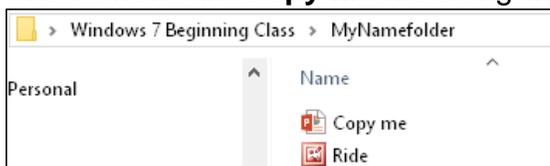
1. In the **RIGHT** side pane, select the file(s) or folder(s) you want to copy
2. Manipulate the **FOLDER LIST** on the left side of the File Explorer so that it shows the new location. Make sure you use the scroll bars and the **+** and **–** (*collapse and expand buttons*) to navigate, do not click on the names of the drives or folders as you will change to that drive or folder and lose your selection in the **RIGHT** pane.
3. Hold down the **CTRL** key on the keyboard and at the same time, click and drag the selected file(s) and/or folder(s) over to the **FOLDER** in the left pane, and drop it where you want to copy the file(s) and/or folder(s). Before dropping make sure the target folder is highlighted (active). Also make sure you release the mouse before you release the **CTRL** key when dropping.
4. Your file(s) and folder(s) will now appear in the new area.

Let’s give it a try:

1. Right click on the **PowerPoint Copy me** file , hold down the **[Ctrl]** key and drag the file to the **MyNameFolder**.
2. When you see the message “**+ Copy to ...**” release the mouse.



3. Double click the **MyNameFolder** folder to open.
4. The **PowerPoint Copy me** file along with the **graphic Ride** file should appear.



Deleting Files or Folders

Files and folders on your device can be deleted to remove them and to make room. This is one of the step that most folks do not do on a regular basics.

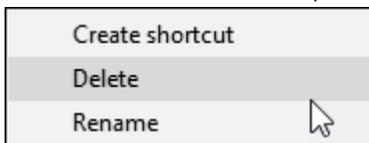
Deleting files is needed to free up room on your device and unclutter. To delete a file or folder, right click the item and select Delete from the shortcut menu.

Let's give it a try:

1. Right click on the Word **Delete me** file

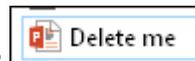


2. On the shortcut menu, Click the **Delete** menu item.

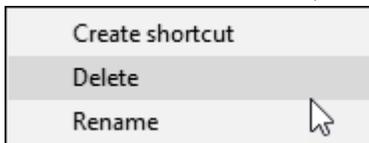


Your file has been sent to the Recycle Bin.

3. Right click on the PowerPoint **Delete me** file



4. On the shortcut menu, click the **Delete** menu item.



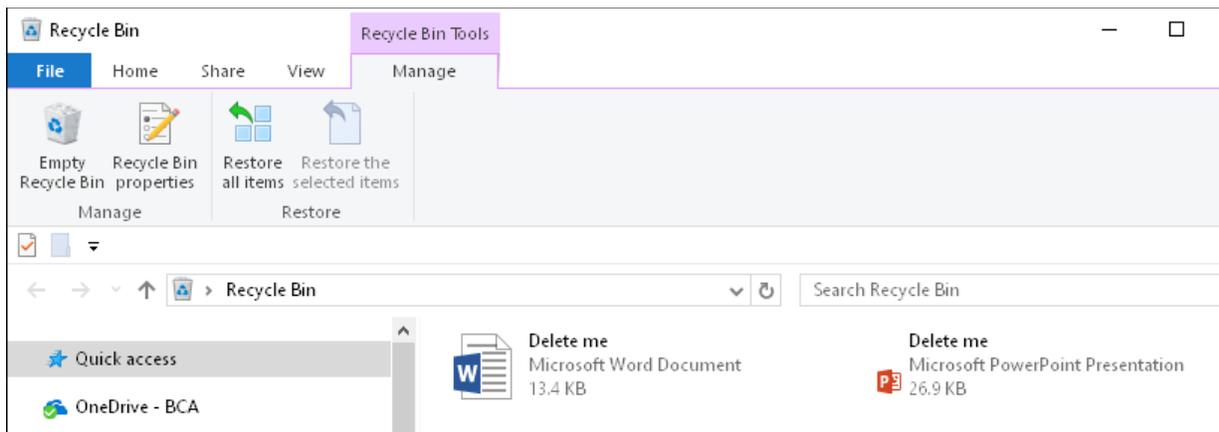
Your file has been sent to the Recycle Bin.

Recover files from the Recycle Bin

Let's give it a try:

1. Double click the **Recycle Bin** to open.

Your screen should look like this. (for Windows 10)



Notes:

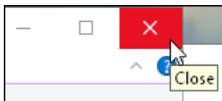
- If you delete a file from a location not on your computer (such as a network folder), the file will be permanently deleted rather than stored in the Recycle Bin.

Retrieving a file from the Recycle Bin:

1. With the **Recycle Bin** you should see the two files you deleted.
2. Right click on the **Word Delete me** file.



3. Click the **Restore** menu item.
The file is placed back in the location it was deleted from.
4. Click the **Close** button in the top right corner.

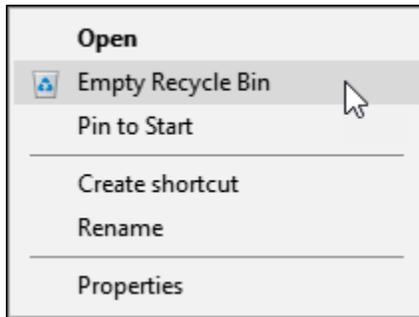


Emptying the Recycle Bin:

If you empty the Recycle Bin you are permanently deleting your files from your device.

1. Right click the **Recycle Bin**.

2. On the shortcut menu click the **Empty Recycle Bin** menu.



Your recycle bin is now empty.

Printing

Overview

A printer is a device that produces a paper copy of the documents on your computer. You can use a printer to produce letters, invoices, newsletters, reports, labels, and much more.

To print from your computer you select a printer to which you would like to send the file. There are two different ways that a printer can be connected to your computer, it can be a local printer or a Network printer.

A local printer is connected to your computer only and there will be a printer cable that runs from your computer to the printer. No-one else will have access to this printer unless they log on to your computer.

A network printer is connected to your computer via the file server and will usually sit in a room away from your computer. Other people within your department will also have access to the printer from their computer. There won't be a physical cable coming from your computer to the printer.

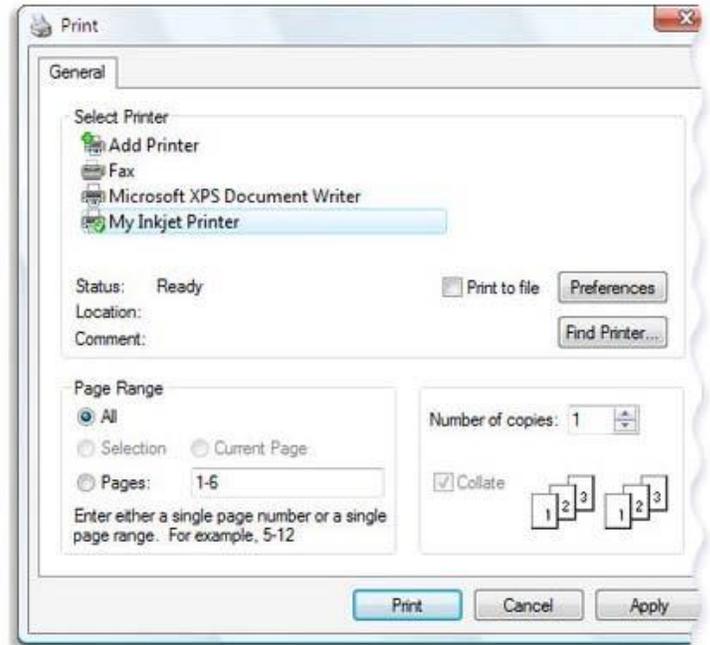
Most computers within the University are connected to network printers.

Printing a File

The quickest way to print a document or file is to print using Windows. You don't have to open any programs or change any settings.

- Right-click the file you want to print, and then click Print.

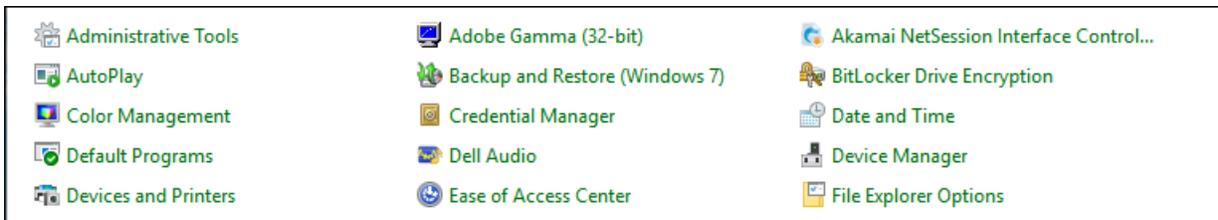
Doing so opens the Print dialog box. This is the place to change basic settings such as what printer to use or how many copies to print. (*The dialog box you see might look different from the one shown here, depending on your software and printer.*)



Print dialog box in WordPad

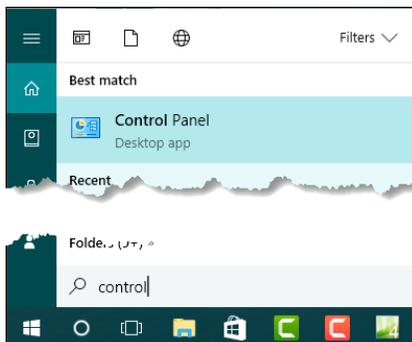
Changing your Default Printer

If your default printer is incorrect, you can change this through the **Device and Printers** Window which can be found in the **Control Panel**.



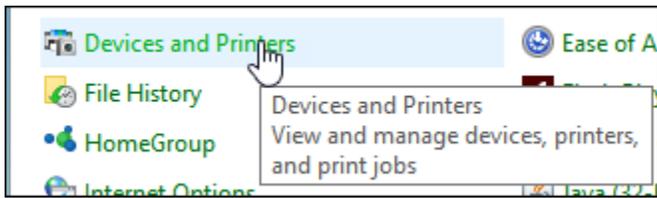
To reach the Control Panel you can search for it or click the Start button.

1. In **Windows 10** click the **Start** button and in the search box type the word **Control**.



2. **Control Panel** will appear at the top of the menu, click **Control Panel** menu.
3. In the **Devices and Printers** window click the down arrow for Category and select **Small icons**.

4. Click the Devices and Printers item.



OR

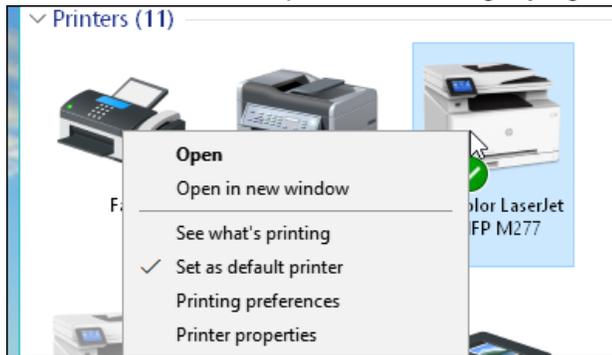


1. In Windows 7 click the Start button, then *Devices and Printers* from the second menu.

Here you can see the devices attached to your device.

2. Right-click the printer you want to use, and then click **Set as default printer** from the shortcut menu.

(See a check mark on the printer's icon signifying that it's now your default printer.)

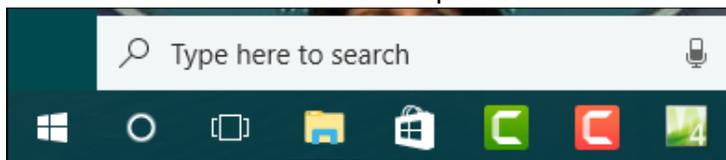


Notes

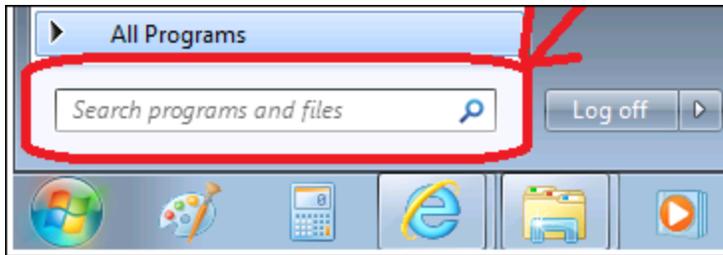
- A default printer doesn't have to be an actual physical device. Depending on your computer, you might have the option to send documents as faxes, or to save them as PDF, to OneNote or XPS files when you print.
- You can change your default printer setting at any time.

Windows (7 & 10) Search Box

The search feature allows for simple searches.



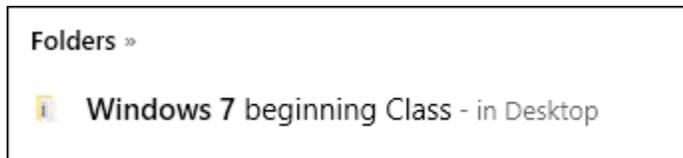
Windows 10



Windows 7

Performing a search

1. Click in the search box and type: **Windows 7 Beginning**
2. As one of the menu item on the search results screen you should have.

Hotkeys to know:

| Hotkey | Use |
|----------------------------|---|
| F12 (Save As) | Save a new file with a unique name |
| Ctrl + F12 (Open) | Open a file |
| Ctrl + A (Select all) | Select All of the object with in the area |
| Ctrl + C (Copy) | Copy an object |
| Ctrl + V (Paste) | Paste an object |
| Ctrl + X (Cut) | Cut an object |
| F7 (Spell Check) | Spell check your document or email |
| Win + S (Search) | Open Search box on your computer |
| Win + E (File Explorer) | Open File Explorer window |
| Win + I (Windows Settings) | Open the Windows Settings window |
| Win + Pause/Break | Open the Windows System Settings |