

ECDL Module 2

REFERENCE MANUAL

Using the Computer & Managing Computer Files

Microsoft Windows XP Edition for ECDL Syllabus Four



Approved
Courseware
Syllabus
Version 4.0



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2.1 Computer Environment

A little knowledge goes a long way ... Read this section first!

- Most operations within Windows can be achieved in two ways: The hard way and the easy way. Which would you choose? Read the basic techniques in this section and remember them! They are tricks which you will be able to apply repeatedly in a wide variety of different situations when using not just Windows itself but also many Windows applications!

Which mouse button?

- Normally you use the left mouse button. Thus to select something, click on it with the left mouse button. In this training manual when an instruction says use the mouse button, unless otherwise specified, it is always the left mouse button.

"Select then manipulate"

- While using Windows or a Windows based application, when you want to do something you have to tell Windows what you are intending to edit or manipulate. You need to select something first before you can manipulate it. Thus if you wish to move an icon on your Windows screen (the Desktop) you will first click on it once to select it and then use drag and drop techniques to move the icon.

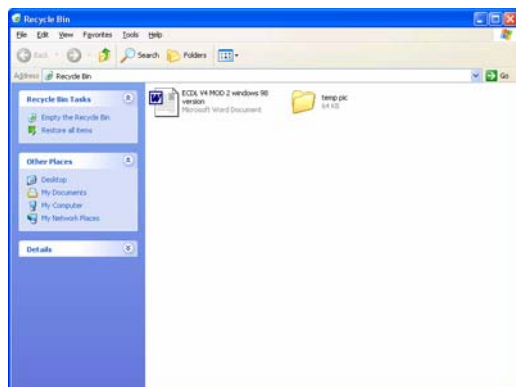
Double clicking

- Double clicking means that you click once and then (as fast as you can) click a second time. Double clicking is an acquired art and often the reason why it does not appear to work, is because you may move the mouse slightly between the first click and the second click. Windows interprets this as something else! If you are sure that you are clicking fast enough, but nothing happens, then pay attention to keeping the mouse still between your clicks! As an example of double clicking, double click on the **Recycle Bin** icon located on your Windows screen (Desktop).



Recycle Bin

- You should see something similar to the following displayed when successful.



NOTE: To close this window, click on the **Close** icon (the red cross at the top-right corner).

"Drag and drop" moving

- The term "drag and drop" basically means "picking" up an item with the mouse and dragging it to a new location. This could apply to moving an icon from one location on the screen to another position, or to physical files on your hard disk being dragged from one folder to another.
- To drag and drop an item you first have to click on it (with the normal, left hand mouse button). This selects the item. You then depress the left hand mouse button and while keeping the button depressed move the mouse pointer on the screen to a new location. When you let go of the mouse button, whatever you are dragging will be moved to the new location.
- In short, drag and drop is an easy way of moving selected items.

"Drag and drop" copying

- This is basically the same as drag and drop moving, except that you end up with a copy of the item you are dragging, at the new location. To copy rather than move, depress the **Control (Ctrl)** key as you are dragging with the mouse.

Multiple selection techniques

- You click on something to select it. However, once something is selected and you then click on something else, the second item becomes selected, while the first item is de-selected. This would be true of say selecting an icon on your Windows screen. To select multiple items, keep the **Control (Ctrl)** depressed while you are selecting items and they will all remain selected when you release the **Control** key after selecting all the required items.

The other (right) mouse button

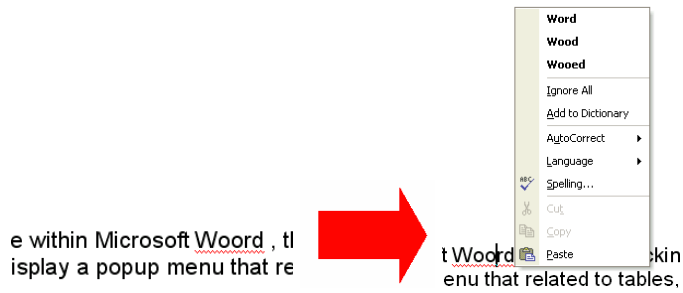
- Once you have selected something, you often find that right clicking on the selected item displays a popup menu which relates directly to the selected item.
- Thus if you right click on an empty part of your Window screen, you will see a popup menu which will allow you to customise your Windows Desktop.

In other situations, a different popup menu would be displayed.



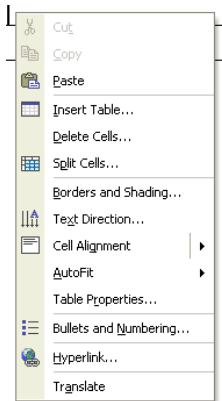
This also works within applications. In Microsoft Word for instance, an incorrectly spelt word is indicated by wavy red underlining, as illustrated. If you were to right click on this word, a popup menu would be displayed offering suggestions for the correctly spelt

word.



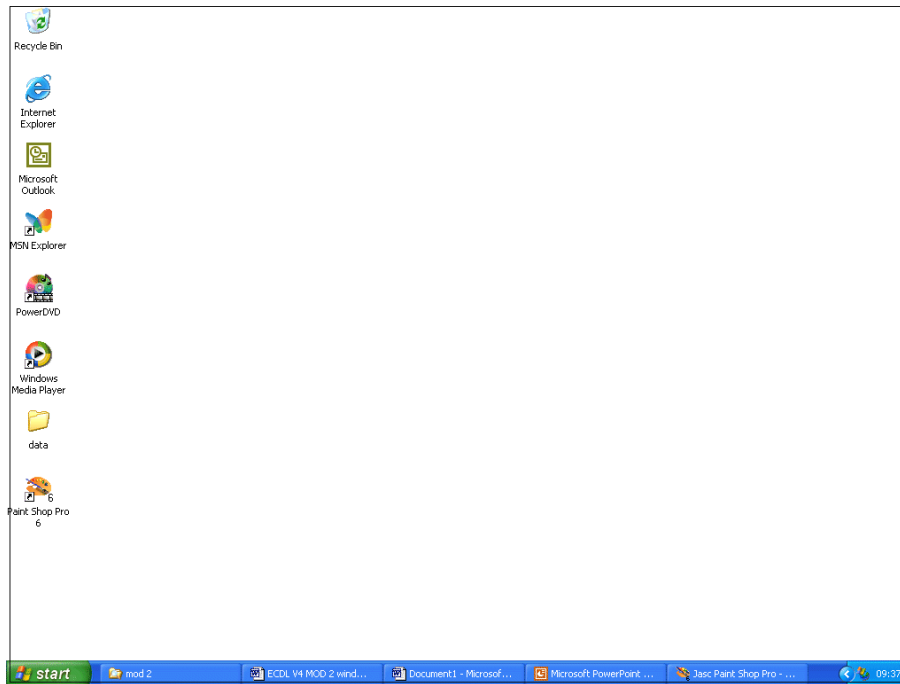
Let's say that you had created a table within Microsoft Word, then right clicking within one of the cells which make up the table would display a popup menu which related to tables. As you can see the idea of these popup menus is that they provide shortcuts to manipulating the object which you have either selected or are within at the time!

Learn to use this right-click technique! It can save you a lots of time compared to messing around with finding the right command under the drop down menus within applications!



What is the "Desktop"?

- The Windows Desktop will look something like this ...

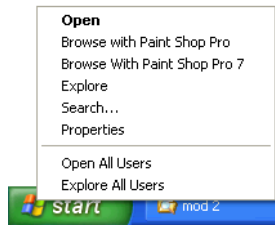


What is the Start Button?

- A single click of the left-hand mouse button on the Start button will display the Start menu.



- As mentioned previously, the idea behind the Start button is to allow the user to access their work or application with the least amount of fuss in a way which is 'discoverable' to the first time user (actions such as double clicking are not discoverable).
- A single click of the right-hand mouse button will display a popup menu containing options such as **Open**, **Explore** and **Search**.



Open: The contents of the Start menu can be viewed. Folders and icons can be deleted, copied, and moved using drag and drop techniques.

Explore: Will invoke the powerful Windows Explorer. The Windows Explorer can display a hierarchical representation of the entire system and permit further Desktop manipulation and configuration.

Search: Will invoke the Windows file searching utility from which you may search for any file either by its name or by its actual content.

The Start Menu

- The Start menu contains the various categories where your applications and work are stored. You can move further into the various sub-categories by positioning the mouse over the category you are interested in to automatically open the next sub-category (you do not even have to click the mouse!).

TIP: If you drag an object either from the Desktop or from the Windows Explorer and drop it directly onto the Start button a link to that object will automatically appear in the Start menu.

To display the Start menu using a mouse

- Click on the **Start** Button located at the bottom left of your screen.



To display the Start menu using a keyboard shortcut

- Press **Ctrl+Esc**.

To display the Start menu using a Windows keyboard

- Windows aware keyboards have two extra keys.
- Pressing the key with the Windows symbol on it will open the Start menu.



To close the Start menu

- Press the **Esc** key.

Drag and Drop techniques

- Windows fully supports the ability to drag and drop objects. Using the drag and drop feature makes many system operations much more logical. For example, you can copy files from one folder to another in Windows Explorer simply by picking up the object you want to copy, dragging it with the mouse button, and releasing the mouse button to drop it into the new folder.

2.1.1 First Steps with the Computer

2.1.1.1 Start the computer.

To turn the computer on

- Ensure that all cables are plugged securely into the rear of the machine.
- Make sure that there is no floppy disk inserted in the floppy drive.
- Locate the power switch and turn the computer on.
- After a few seconds, you should see something on the screen. If not, ensure that the monitor is switched on.
- You may be asked to supply a logon ID and a password (your tutor should be able to give you details about these).

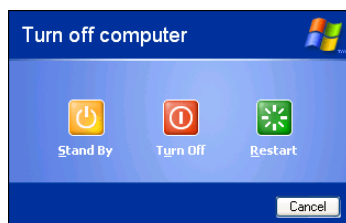
2.1.1.2 Shut down the computer using an appropriate routine.

To properly shutdown the computer

- Save any files you may have been working on.
- Close any open applications.
- Use the **Turn Off Computer** (accessed via the **Start** button) command to close down the system.



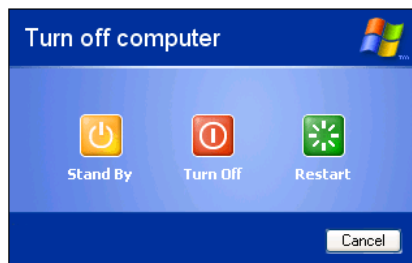
Then select the **Turn Off** button.



- Wait for the computer to completely shutdown before switching off the computer. Many computers will automatically turn themselves off once the shutdown sequence is complete.

'Turn Off Computer' Options

- The 'Turn Computer Off' option allows the user to close down the Windows operating system cleanly so that any unsaved data may be saved to your hard disk. Several options are available when shutting down the computer:



Turn Off: Allows you to save any unsaved data to disk and closes the computer down.

Restart: Allows you to save any unsaved data to disk and then restarts the computer down.

Stand By: Places your computer in 'power saving, standby' mode. To re-awaken your computer simply press a key or move the mouse. **NOTE:** Not all PCs support this feature.

2.1.1.3 Restart the computer using an appropriate routine.

To restart your computer

- Never just switch off your Windows based computer.
- Click on the **Start** icon.
- Click on the **Turn Off Computer** button.
- Click on the **Restart** button.

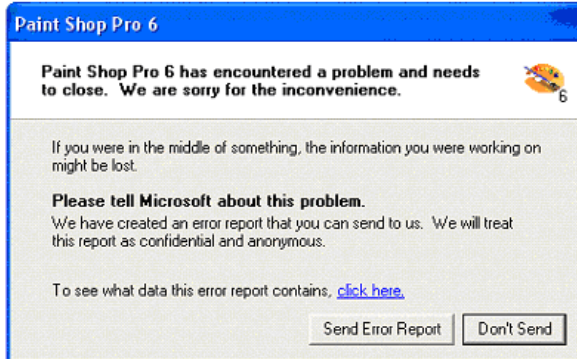


NOTE: Sometimes your computer will crash due to 'bugs' in the software. This crash may freeze the computer and not allow you to use the computer or mouse. If your computer appears frozen, leave it for a few minutes and see if it un-freezes itself. If the computer remains frozen, then you may have no option but to switch off and restart your computer. If you work within a large organisation, check with your technical support department before restarting a frozen computer, as switching off a computer without properly closing it down could result in the loss of data!

2.1.1.4 Shut down a non-responding application.

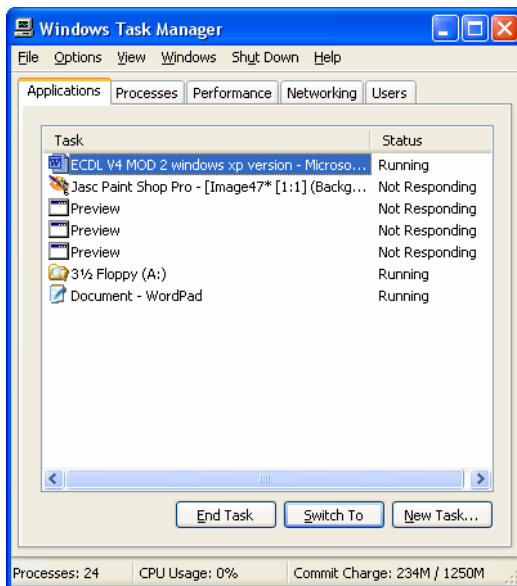
To close down an application which is not responding

- If you have an application which is not responding to the keyboard or mouse, then the program cannot be closed down in the normal way. Sometimes the program will display a message such as the following.



You should ask your IT support staff whether they wish you to send this information to Microsoft. If in doubt, select **Don't Send**. The program should then close down.

- Sometimes the program which has frozen cannot be automatically closed down. In this case try the following. Press the **Ctrl+Alt+Del** keys simultaneously which will display the **Task Manager**. Select the **Applications** tab. Select the '**Not Responding**' program (from a list within the dialog box).



- Click on the **End Task** button.

NOTE: Closing a program in this way may result in the loss of data!

2.1.2 Basic Information and Operations

2.1.2.1 View the computer's basic system information: operating system and version number, installed RAM (random-access memory).

The Power On System Test (POST)

- When you first switch on your PC, you will notice that information is displayed on your screen. Look carefully and you will see information displayed, briefly, on the screen relating to the amount of video (graphics) memory installed, the total amount of main memory (RAM, Random Access Memory), as well as information about the CPU (Central Processing Unit).
- This information is displayed before your Windows operating system loads and forms part of a simple check that the PC is in working order, before loading the operating system (i.e. Windows).
- This information is displayed using a special computer chip within your computer called the ROM-BIOS (Read Only Memory, Basic Input Output System). The test which the ROM-BIOS performs is often called the POST (Power On System Test or Power On Self Test).

What is an operating system?

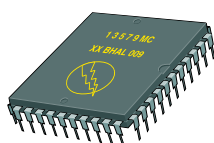
- An operating system (such as Microsoft Windows) acts as a link between you and your computer hardware. Ultimately your computer works using binary signals (i.e. 1s and 0s). The operating system means that you do not have to work directly with binary arithmetic. Using Windows means that you do not have to worry how the computer works, you do not need to be a computer expert. You can concentrate on using your computer simply as a tool to help get your tasks done quicker and with less effort.

What is RAM?

- When you load Windows into memory, it is these RAM chips into which you are loading Windows. When you load an application program, again it is these RAM chips into which you are loading the programs. To see how much memory you have on your PC, look at the computer monitor screen when you switch on the PC and you will see numbers counting up (normally displayed in the top left-hand portion of the screen). These chips are often physically arranged in rows on a small board, which in turn clips onto the system board. These boards are often referred to as SIMMs (Single In-line Memory Modules).

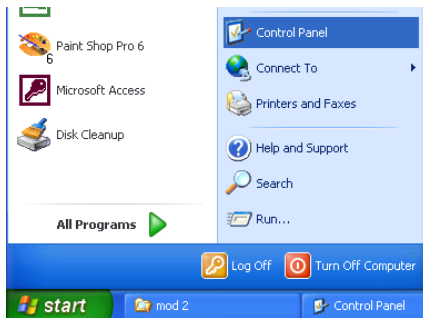
What is a CPU?

- The CPU (Central Processing Unit) is responsible for all calculations performed within the PC. It determines how fast the PC will run and what systems will run on it. Additionally, it gets involved in a host of other activities, such as overseeing the transfer of data from the hard disk into RAM. An example of a CPU is the Intel Pentium CPU.

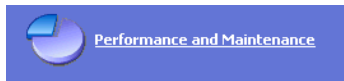


To view your “System Properties” and see the version of Windows you are using

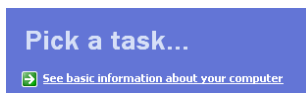
- Click on the **Start** button.
- Click on the **Control Panel** button.



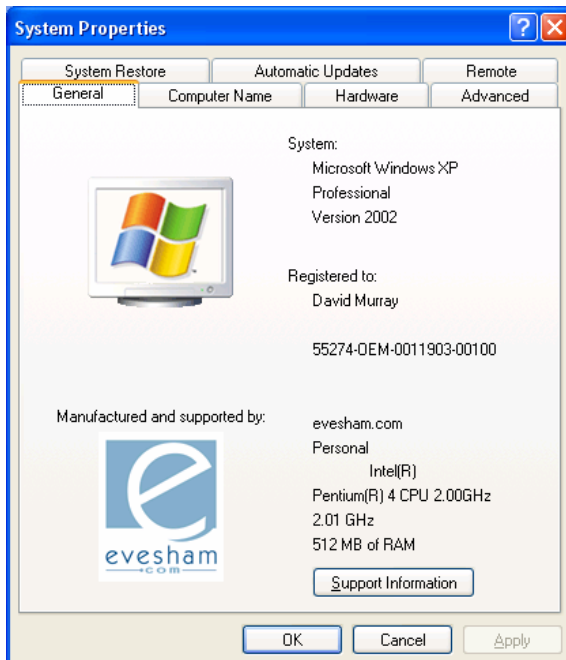
- Click on the **Performance and Maintenance** option.



- Click on the **See basic information about your computer** option.



This will display information similar to that shown below.



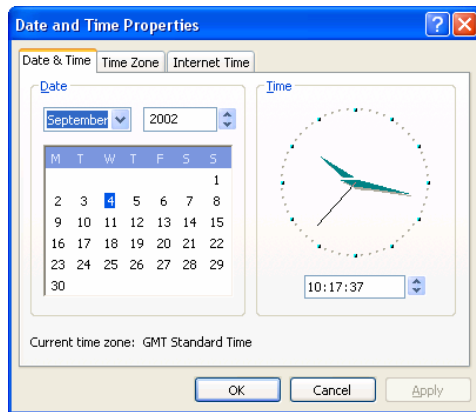
2.1.2.2 Change the computer's Desktop configuration: date & time, volume settings, Desktop display options (colour settings, screen pixel resolution, screen saver options).

To change the Date and Time

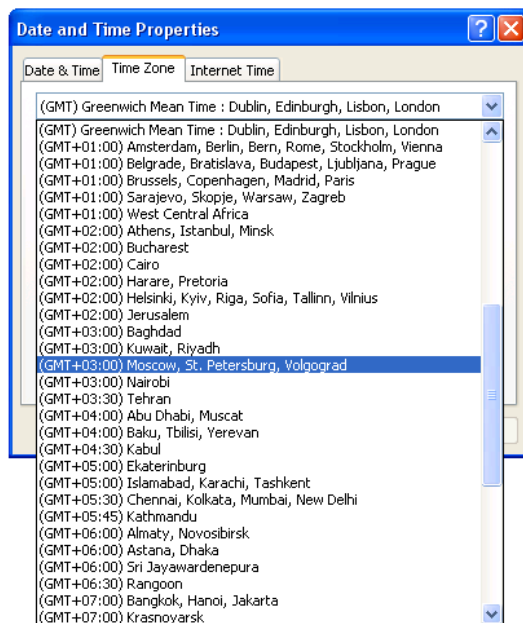
- A small clock is displayed at the bottom-right of your screen.



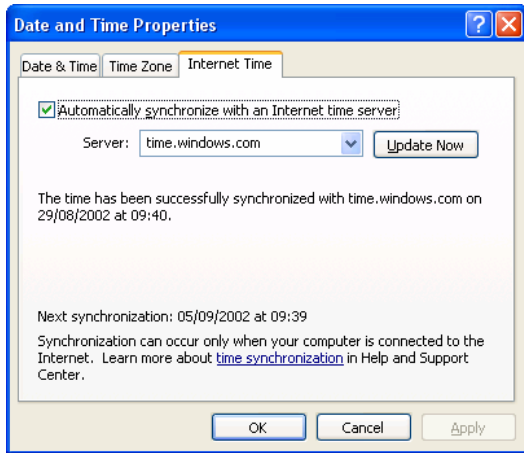
- Double click on this clock to display the **Date and Time Properties** dialog box.



- Modify the date or time as required. Notice that you can also set the Time Zone.



- If you are connected to the Internet, you can synchronize your computer's time with that stored on an Internet site.

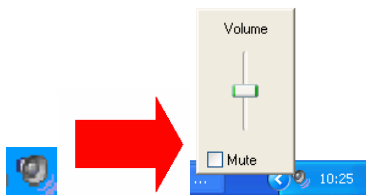


To configure the volume setting

- Click on the **Show Hidden Icons** arrow (button-right of your screen), which will display more icons, as illustrated.

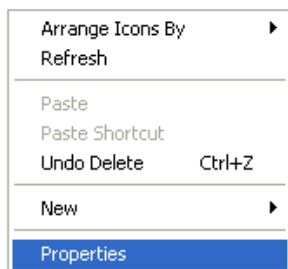


- Click on the **Volume** icon to display a volume control display. To move the slider, click on the slider control and while keeping the mouse button depressed, drag up or down.

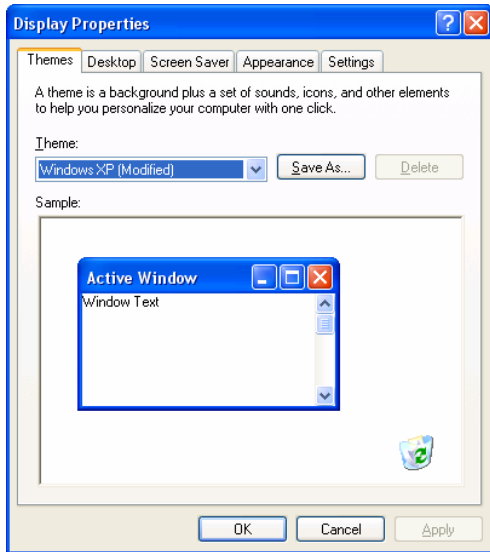


To customise the Windows Desktop

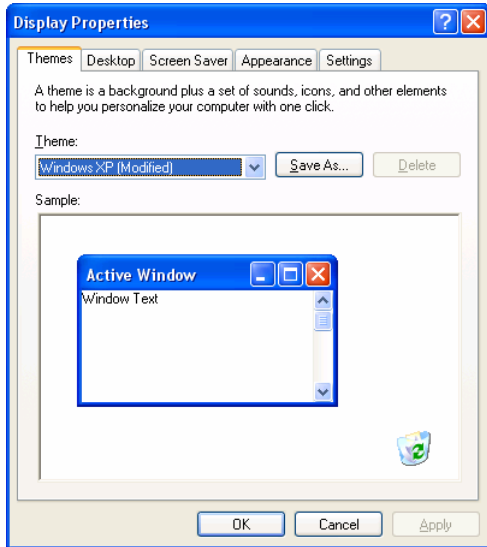
- The Windows Desktop can be fully customised to display a colour or image of your choice.
- If necessary close or minimise any programs which may be running.
- Right-click on an empty part of the Windows Desktop (i.e. the screen). This will display a popup menu, from which you need to click on the **Properties** command (using the normal, left-hand mouse button).



- Clicking on the **Properties** command will display the **Display Properties** dialog box.



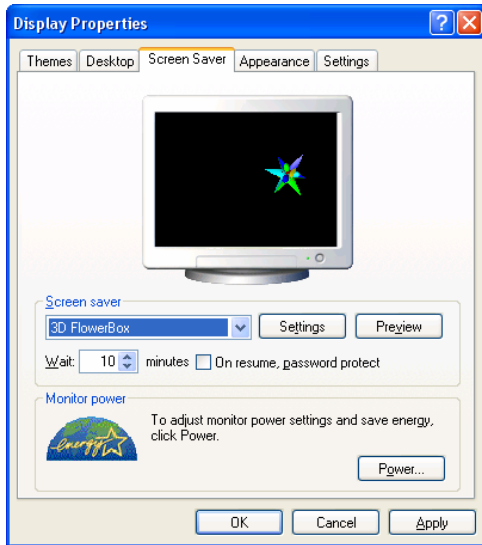
- **Themes**



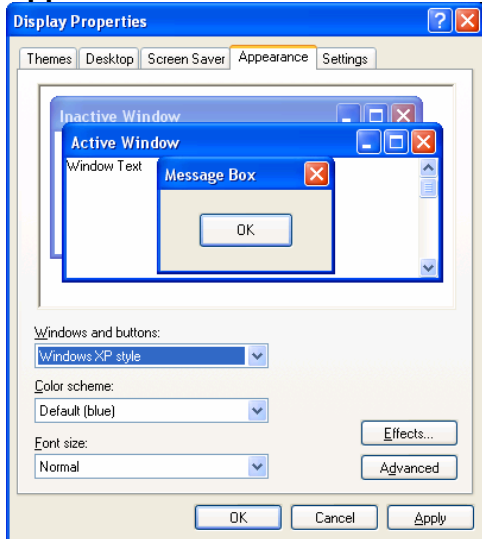
- **Desktop**



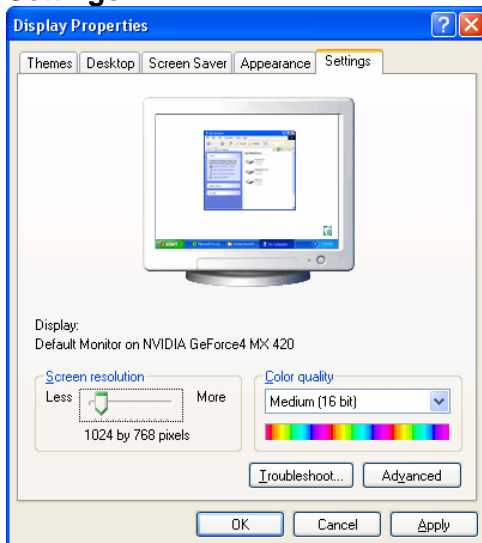
- **Screen Saver**



- **Appearance**

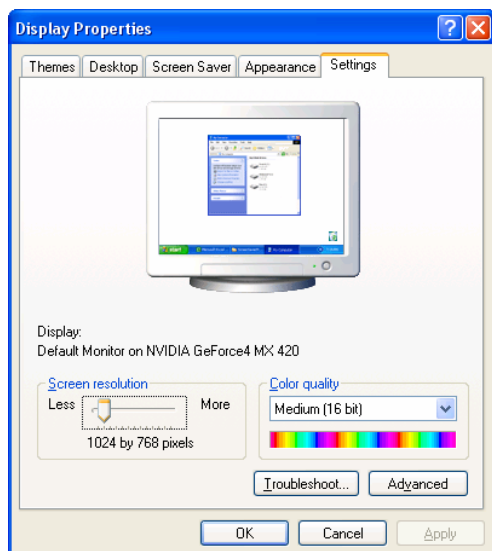


- **Settings**



To set screen resolution and colour quality settings

- Right click on the Windows Desktop and select **Properties**.
- When the **Display Properties** dialog box is displayed, select the **Settings** tab.



- **To set the screen resolution:** The screen resolution is the number of dots which are used on the screen to display a picture. The greater the resolution, the greater the number of dots and hence the better the picture quality. Use the slider control within the **Screen resolution** section of the dialog box.
- **To set colours used:** Click on the down arrow within the **Color quality** section of the dialog box. If you use a 32 bit setting this will give you a higher quality display when viewing pictures.

To modify screens appearance

- Right click on the Windows Desktop.
- Select **Properties**.
- When the **Display Properties** dialog box is displayed, select the **Appearance** tab. You can then use the dialog box controls to modify the screen appearance as required.

To change the Desktop background or to apply a theme

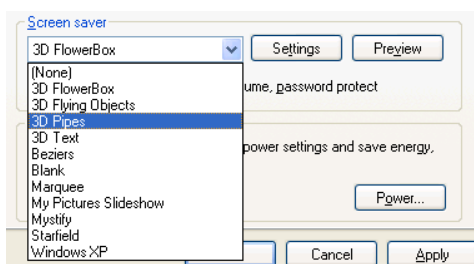
- Right click on the Windows Desktop.
- Select **Properties**.
- You can select the **Desktop** tab apply a picture or effect to the Windows Desktop (background).
- Alternatively, you can select the **Themes** tab apply a 'theme' your computer. This theme will apply to backgrounds, icons, sounds and other elements to give a consistent, 'themed' appearance to your computer.

Why use a screen saver?

- The purpose of a screen saver is to change or blank the screen after a certain period of inactivity. Before the idea of screen savers caught on images which were displayed constantly often became permanently burnt into the monitor.

To select a screen saver

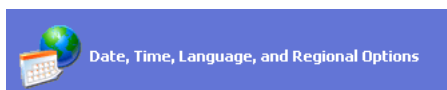
- Right click on the Windows Desktop.
- Select **Properties**.
- When the **Display Properties** dialog box is displayed, select the **Screen Saver** tab.
- Select a screen saver from the **Screen Saver** drop down list box and then click on the **OK** button.



2.1.2.3 Set, change keyboard language.

To set the language used by the keyboard

- Click on the **Start** menu and from the popup menu displayed, select **Control Panel**.
- Within the Control Panel dialog box, click on **Date, Time, Language and Regions Options**.

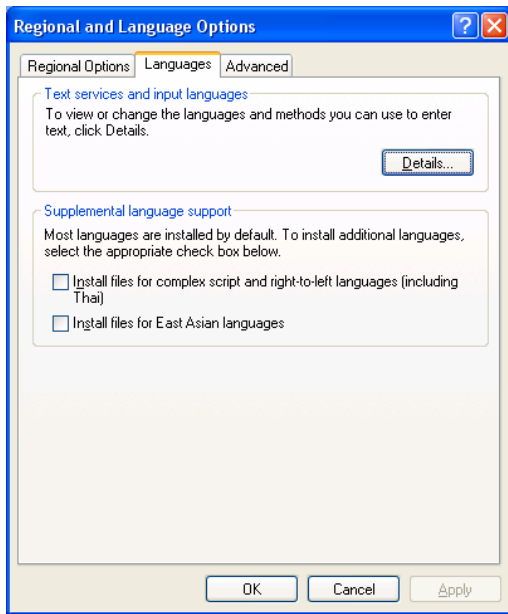


- Then click on **Regional and Language Options**.

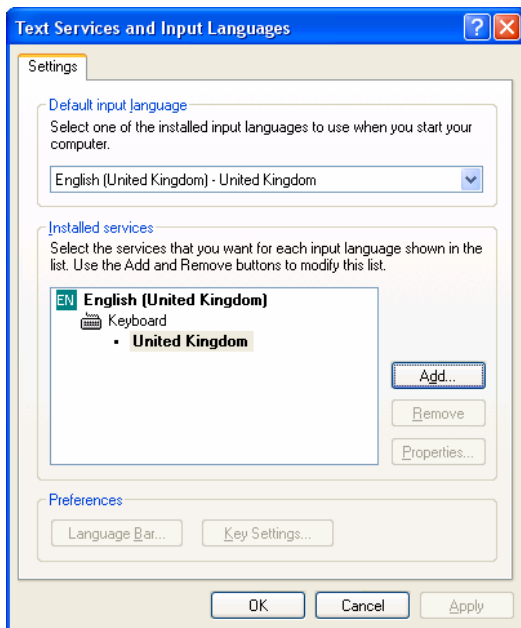


- This will display the **Regional and Language Options** dialog box.

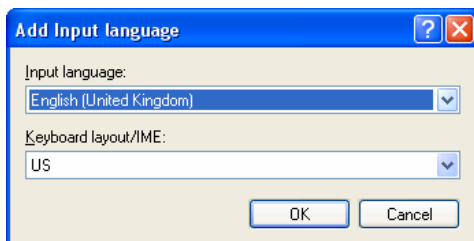
- Select the **Languages** tab.



- Click on the **Details** button. This will display another dialog box.



- Click on the **Add** button to add or modify the keyboard language used by the computer.



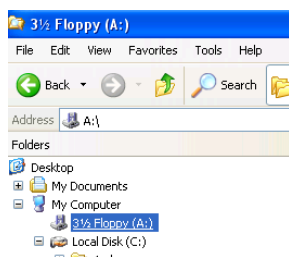
2.1.2.4 Format removable disk media: diskette, Zip disk.

To format a diskette (floppy disk)

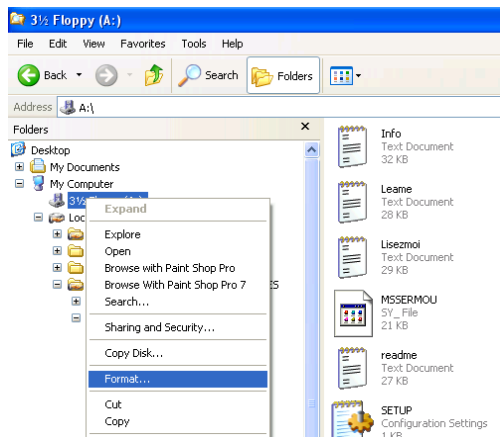
- Place a blank diskette (floppy disk), or a diskette which contains information which you no longer wish to keep, into your PC's diskette drive.

WARNING: If you format a diskette containing valuable data you will lose that data for good! - BE WARNED!

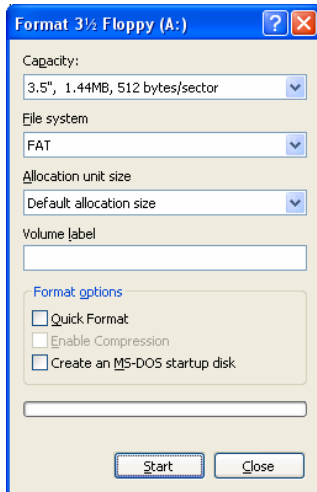
- Right click on the **Start** button and from the popup menu displayed, select **Explore**. This will display the Windows Explorer window.
- If necessary scroll up the Windows Explorer window until you can see the **3 1/2 Floppy [A:]** icon, as illustrated.



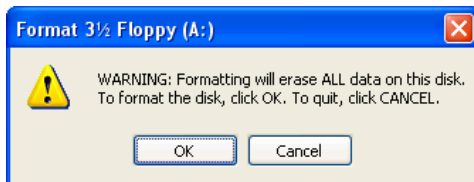
- Click on the **3 1/2 Floppy [A:]** icon to select it.
- Right click on the **3 1/2 Floppy [A:]** icon and from the popup menu, displayed select the **Format** command, as illustrated.



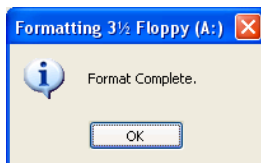
- You will see a dialog box.



- Clicking on the **Start** button will display a dialog box.



- Clicking on the **OK** button will start formatting your diskette. You will see the following when the process has finished. For more reliable results **DO NOT** use the **Quick Format** option from the **Format option** section of the dialog box.



To format a removable drive

- Some types of removable disks have their own software for formatting the drive, whilst others use the format command within Windows, in which case you would use a similar process used to format a diskette (floppy drive), i.e. select the drive within the Windows Explorer, right click, and from the popup menu displayed, select the **Format** command.

2.1.2.5 Install, uninstall a software application.

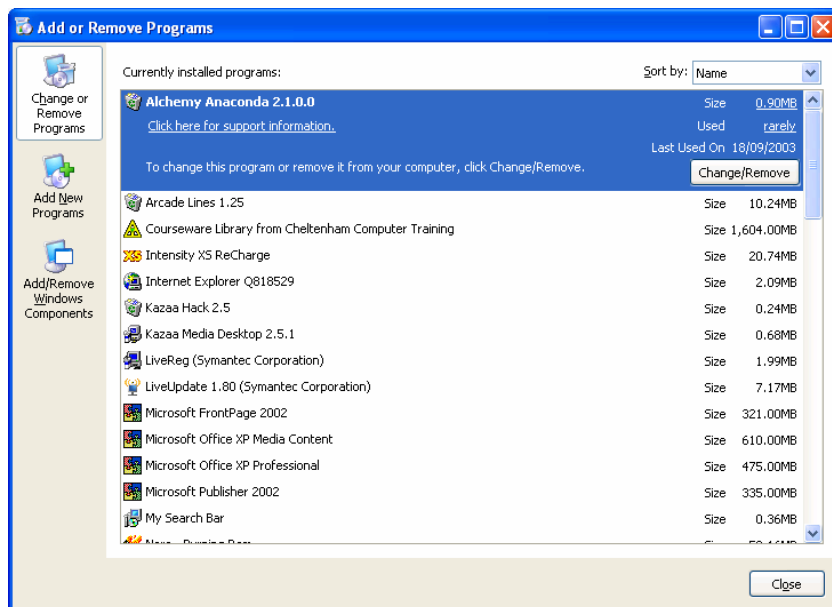
Installing a software application

- Most application programs are now supplied on CD. To install the software contained on the CD, insert the disk and it should start automatically. Most installation routines look similar and you need to follow the on-screen instructions. Often you have to supply a password. Many programs are now purchased online, and you can download the software directly to your computer. Sometimes you need to pay for these programs in advance, but many allow you to download a preview version which has either limited functionality or will only work for a limited amount of time. If you like the preview version

you can pay online and then receive a password to fully enable the downloaded software.

Uninstalling a software application

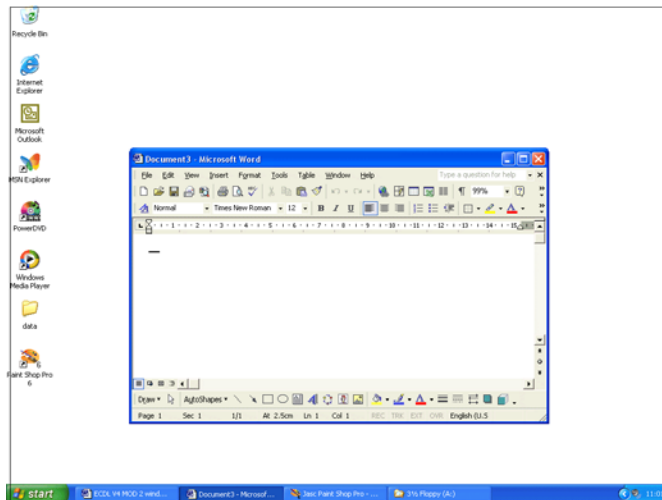
- Some applications place an uninstall routine within the Windows Start menu. If the application does not do this, you can normally use the **Add or Remove Programs** utility contained within the Windows **Control Panel**.



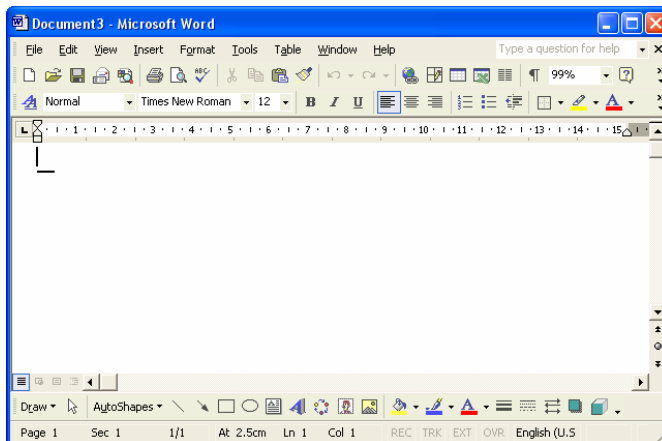
2.1.2.6 Use keyboard print screen facility and paste contents into a document.

To use the Print Screen facility

- If you press the **Print Screen** key, then the entire screen will be copied to the Windows Clipboard. Once in the Clipboard, you can switch to a program, such as a word processor, and then click on the **Edit** drop down menu, and select the **Paste** command. The contents of the screen will then be displayed within your word processing document. An example is shown below.



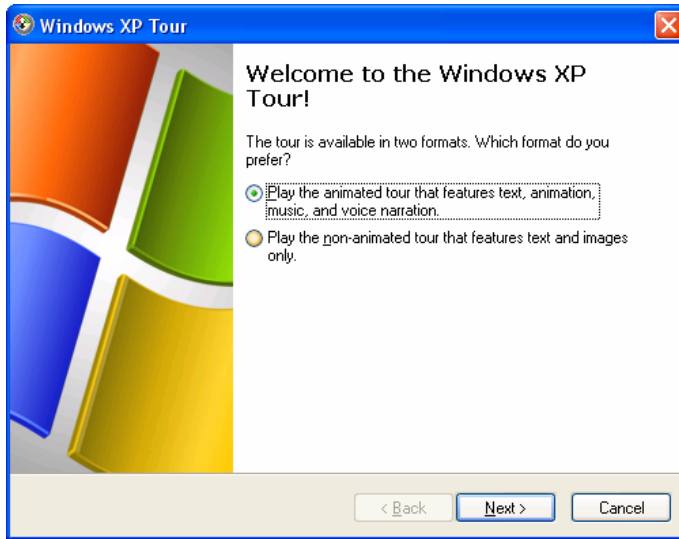
- In the example shown, we could have just copied the active window, by pressing **Alt+Print Screen**, as illustrated.



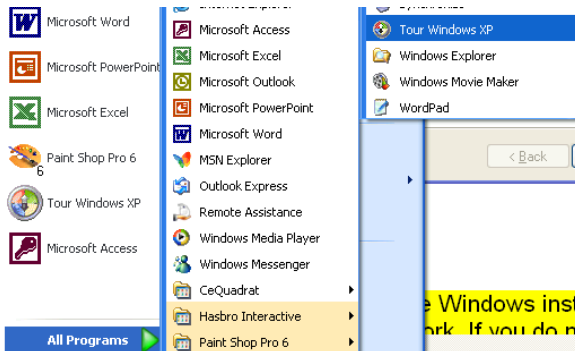
2.1.2.7 Use available Help functions.

To take the Windows XP Tour

- When you start Windows it may display a **Windows XP Tour** dialog box, as illustrated. You can use the **Discover Windows** option to learn about how to use Windows.



- **NOTE:** If this dialog box is not displayed automatically, you can display it using the following routine.
 - Click on the **Start** icon.
 - Click on the **All programs** icon.
 - Click on the **Accessories** group.
 - Click on **Tour Windows XP**.

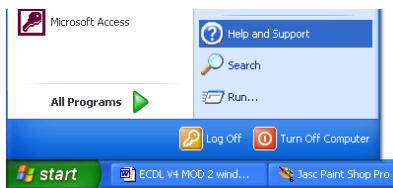


- As you can see from the illustration below, the tour runs through the basics of using Windows XP.

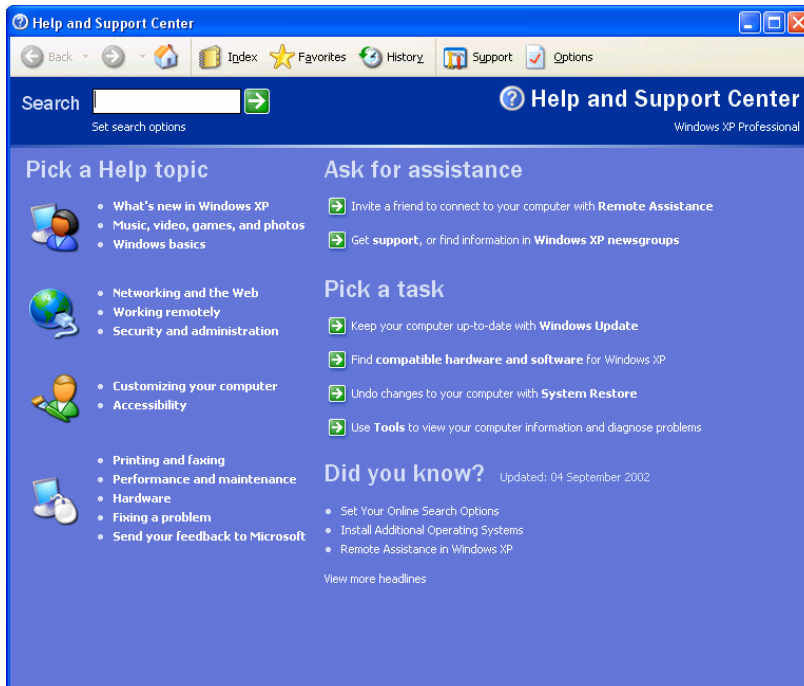


Help within the Start Menu

- Click on the **Start** button.
- Click on **Help and Support**.



- The **Help and Support** dialog box is displayed.

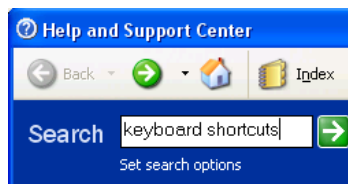


- To see what is new in this version of Windows click on the **What's new in Windows XP** option.



To search for Help

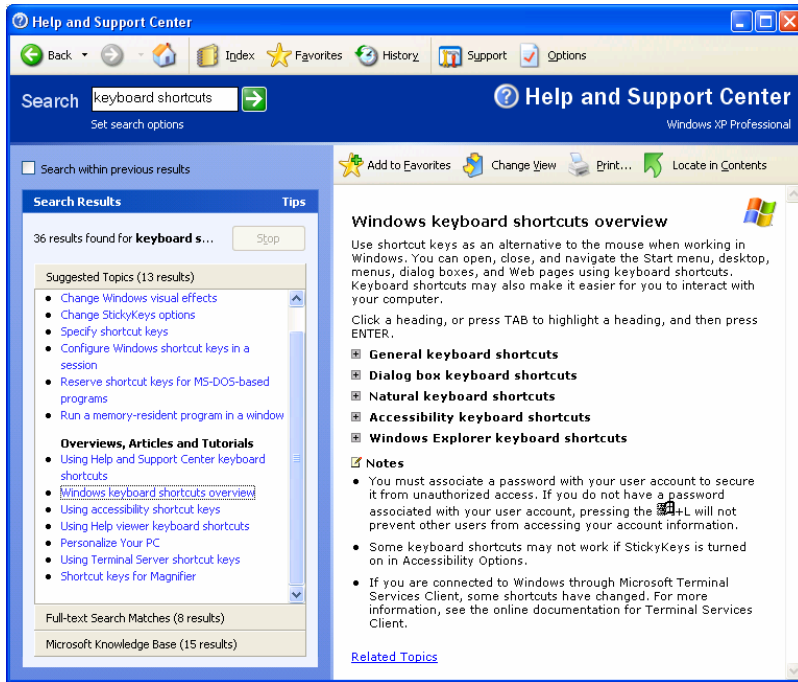
- Click on the **Start** button.
- Click on **Help and Support**.
- Within the **Search** section of the dialog box, enter the information which you wish to search for. In this example we have entered **keyboard shortcuts**.



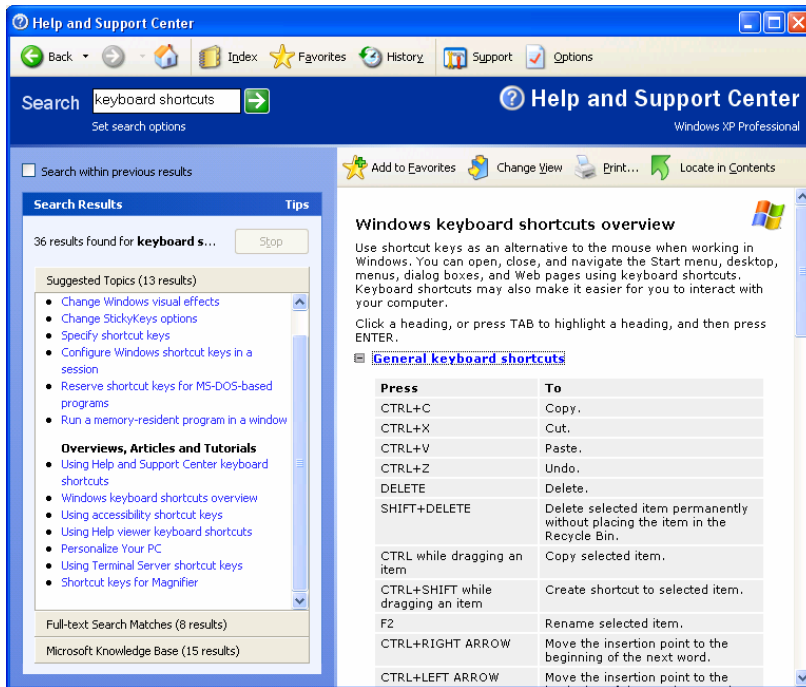
- Click on the right pointing arrow to start the search.



- After a short delay the screen will display the results of your search. In the example below, we have clicked on the words **Windows keyboard shortcuts overview** (displayed down the left hand side of the dialog box)



- To see general shortcut keys we can click on **General keyboard shortcuts**, displayed in the right section of the dialog box. The results are illustrated below.



2.1.3 Text Editing

2.1.3.1 Launch a text editing application. Open, create a file.

What is WordPad?

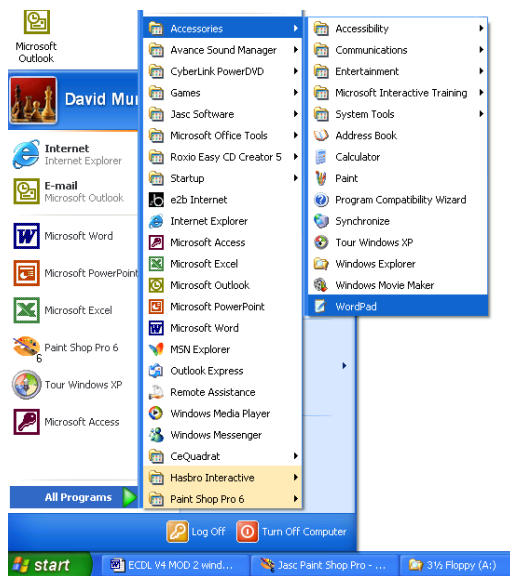
- The WordPad is like a cut-down, free version of Microsoft Word. It is supplied with Windows and is located in the **Accessories** group within the **Start** menu. It is not nearly as sophisticated as Microsoft Word, but is useful for creating simple documents and can even allow you to use pictures with your text.

Text manipulation features include: -

- The ability to change the colour of a given font as well as the usual font attributes.
- Full paragraph manipulation and indentation control.
- The ability to define tabs.
- An 'insert today's date' feature.
- Full print preview.
- A case-sensitive 'find'.

To start WordPad

- Click on the **Start** button.
- Move the mouse pointer to **All Programs** and select **Accessories** from the sub-menu.
- Click on **WordPad**, as illustrated.

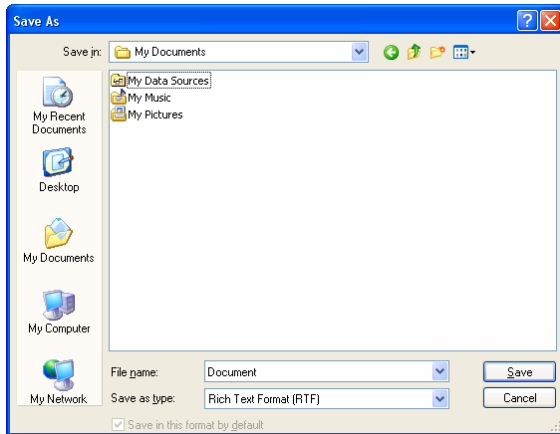


To enter text into WordPad

- Simply start typing! WordPad opens up with a blank document by default.

To save a WordPad file

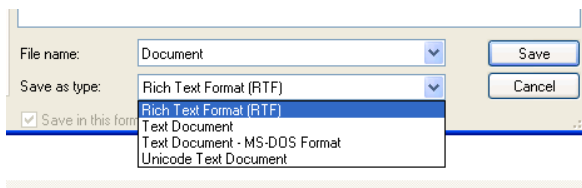
- From the **File** drop down menu, select **Save**, which displays the **Save As** dialog box



OR click on the **Save** icon.



- In the **Save In** section, select the location you wish to save the file to (i.e. on your local hard disk(s), on a diskette, or on a network drive). Clicking on the down arrow next to the **Save In** section will display a drop down list.
- Enter the file name as required.
- By default, the file is saved in Word for Windows 6.0 format. If you wish to save it in a different format, click on the drop down arrow next to the **Save as type** box to display the following drop down list.



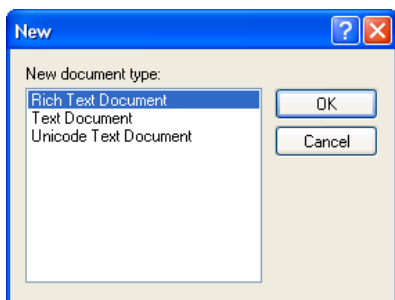
- Click on the **Save** button to save the file.

To create a new document within WordPad

- Either from the **File** drop down menu select the **New** command **OR** click on the **New** icon.



The **New** dialog box will be displayed as illustrated.



- Select the required format (or simply use the **Rich Text Format** default) and then click on the **OK** button.

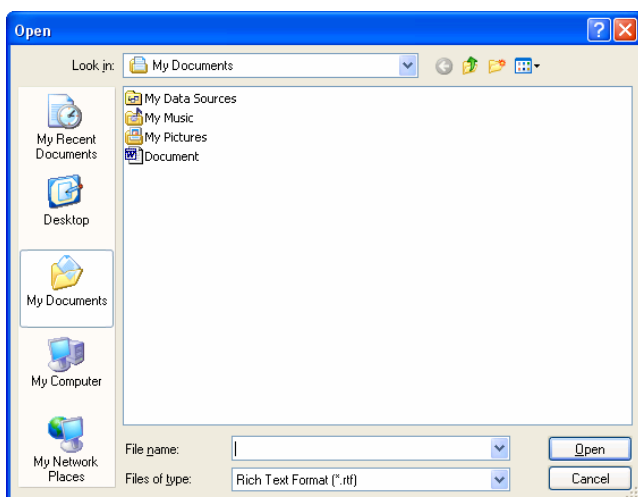
To open an existing WordPad file

- Either from the **File** drop down menu select the **Open** command

OR click on the **Open** icon.



The **Open** dialog box will be displayed as illustrated.

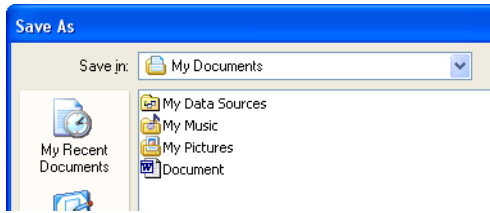


- As when saving a file, select the correct location and enter a file name. Click on the **Open** button.

2.1.3.2 Save the file to a location on a drive.

To save a file to a specific folder (directory)

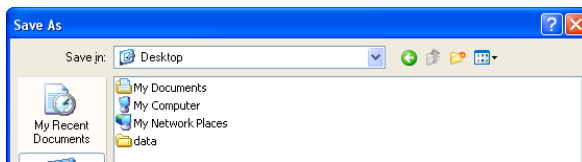
- When you use a Microsoft application, such as Word, PowerPoint or Excel, then by default the files which you save will be saved in a folder called **My Documents**. Thus clicking on the **Save** icon within the application will display a dialog box similar to that illustrated. You may of course wish to save your files in a different folder (or even a different disk on a different computer connected to your computer network).



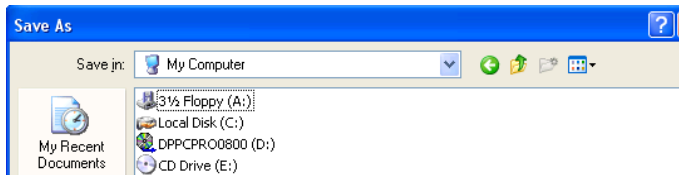
- Clicking on the **Up One Level** icon displayed within the Save As dialog box will take you up one folder level.



If you continue clicking on the **Up One Level** icon, then you will soon see the following.



- Double clicking on the **My Computer** icon will display something similar to the following.



- Double clicking on the **Local Drive (C:)** icon, will display the highest-level folder (root folder) on your hard disk, and all other folders on your disk form a tree structure under this folder. When you are in the root folder you may double click on any subfolder which you see displayed to move down a level to that subfolder level. Clicking on the **Save** button now would save the file in this folder.

Creating a new folder in which to save your document

- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.



This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button.

NOTE: The folder will be created under the current folder.

2.1.3.3 Close the text editing application

To close an editing application

- Click on the application's **Close** icon (represented by a red cross at the top-right corner of the application window).



2.2 Desktop

2.2.1 Work with Icons

2.2.1.1 Recognise Desktop icons such as those representing: files, directories/folders, applications, printers, recycle bin/wastebasket.

Desktop files

- Sometimes you may see data files on your Desktop. When you double click on a Desktop data file, then application required to edit the data is automatically loaded first, and then the data file is loaded into the application.

A Microsoft Word file displayed on the Desktop.



A Microsoft Excel file displayed on the Desktop



Desktop applications

- Sometimes icons to launch an application may be copied to the Desktop for you.

The Microsoft Excel Desktop icon.



The Microsoft Word, Desktop icon.



Desktop folders

- Desktop folders can be used so that not all the Desktop icons are displayed at once on a crowded Desktop. If you double click on a Desktop folder, then a dialog box will be displayed allowing you to see the item stored within the folder.



The Recycle Bin / Wastebasket

- The Recycle Bin is a Desktop icon which contains files which have recently been deleted. It is there for safety reasons. In early versions of Windows when you deleted a file, there was no easy way to get the file back if you subsequently changed your mind. As files are moved to the Recycle Bin rather than physically deleted this allows you to change your mind and retrieve deleted files. **Beware:** - Deleted files will not stay in the Recycle Bin forever!



2.2.1.2 Select and move Desktop icons.

To select a Desktop icon

- To select a Desktop icon, single click on the required icon. Once selected the icon will be highlighted, as illustrated.



To move a Desktop icon

- Select the icon which you wish to move.
- Depress the left mouse button and whilst keeping it depressed, drag the icon to the new location on the Desktop, as required.
- Release the mouse button.

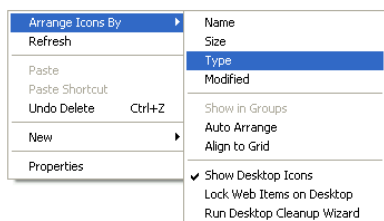
To copy a Desktop icon

- Select the icon which you wish to copy.
- Depress the **Control** key (and keep it depressed).

- Depress the left mouse button and whilst keeping it depressed, drag the icon to the new location on the Desktop, as required.
- Release the mouse button and release the **Control** key.

To customise your Desktop icon alignment

- Right-click on the Desktop to display the Desktop popup menu.
- Click on the **Arrange Icons By** command, which displays a sub-menu. Click on the desired type of icon arrangement.



Name: Icons are arranged on your Desktop by name, alphabetically.

Size: Icons are arranged on your Desktop by size.

Type: Icons are arranged on your Desktop by object type.

Modified: Icons are arranged by the date when the object was created.

Auto Arrange: Icons are re-arranged on your Desktop automatically each time you drag an icon from one part of the Desktop to another.

2.2.1.3 Open a file, directory/folder, application from the Desktop.

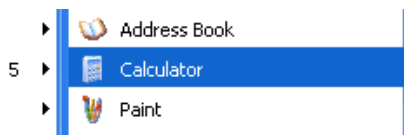
To open a Desktop object

- To open a Desktop object, double click on it's icon.

2.2.1.4 Create a Desktop shortcut icon or a Desktop menu alias.

To create a Desktop shortcut icon

- Minimise or close any programs which may be running.
- Click on the **Start** icon.
- Select **All Programs**.
- Select the program which you wish to use for creating a Desktop icon. In this example we will select the **Calculator**, contained within the **Accessories** group.



- Depress the **Control+Shift** keys, and whilst keeping these keys depressed, drag the icon to the Desktop.
- Release the **Control+Shift** keys. The shortcut icon will be created and displayed on the Desktop.

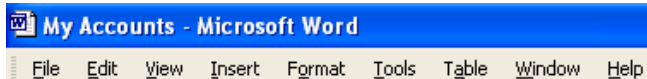


2.2.2 Work with Windows

2.2.2.1 Identify the different parts of a window: title bar, menu bar, toolbar, status bar, scroll bar.

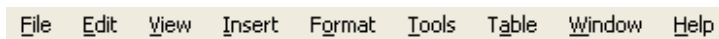
What is the Title Bar?

- The Title Bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. For example, the example shows the title bar for a program called **Microsoft Word**, in which a document called **My Accounts** has been opened or saved.



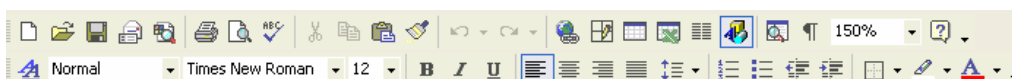
The Menu bar

- The Menu Bar contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar.



The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. For example in the Microsoft Word Formatting toolbar illustrated, clicking on the **Bold** icon (i.e. the icon displaying the letter B), would make the selected text, bold.



The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant

information.

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR English (U.S)

What is the scroll bar?

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar.



- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar.



To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar.

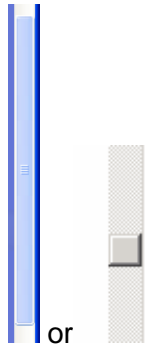


- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar.



To scroll through a window at speed

- Click on the scroll box and drag the small shaded box up and down the vertical scroll bar.



2.2.2.2 Collapse, expand, resize, move, close a window.

Maximise, Minimise, Restore and Close Buttons

- The Maximise, Minimise and Restore buttons are located in the top, right-hand corner of every window. When you click on the Maximise button, the window expands to fill the screen, the Minimise button reduces the window to an icon on the Taskbar and the Restore button returns the window to its original state.

To minimise a window

- Click on the **Minimise** icon.



To maximise a window

- Click on the **Maximise** icon.



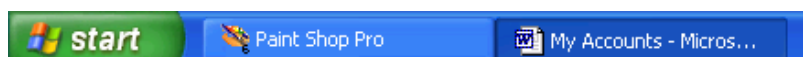
To restore a maximised object to run in a window

- Click on the **Restore** icon.



Restoring a window from the Task Bar by single clicking on it

- Within Windows all windows which have been minimised, are minimised down to the Task Bar. In the example shown, Microsoft Word has been minimised and is displayed within the Task Bar.



If you wish to restore the Microsoft Word window, simply click on the **Word** icon in the Task Bar.

To make a Desktop window taller or shorter

- Move the mouse pointer to either of the horizontal borders.
- Depress the left-hand mouse button (and keep it depressed).
- Drag the mouse pointer up or down the screen.
- Release the mouse button when the window is the size and shape required.

To make a Desktop window narrower or wider

- Move the mouse pointer to either of the vertical borders.
- Depress the left-hand mouse button (and keep it depressed).
- Drag the mouse pointer to the left or right across the screen.
- Release the mouse button when the window is the size and shape required.

To resize a Desktop window in two directions at once

- Move the mouse pointer to any corner of the window.
- Depress the left-hand mouse button (and keep it depressed).
- Drag the mouse pointer diagonally across the screen.
- Release the mouse button when the window is the size and shape required.

To close a program using the Close button

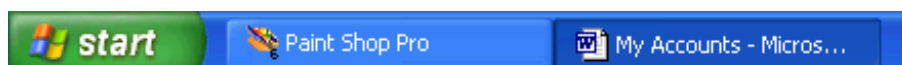
- The **Close** button is located in the top, right-hand corner of every program or folder window. It allows you to close the current window in the same way as double clicking on the small **Control** menu icon (found in the top, left-hand corner of each window) but only requires a single mouse click. If you have any un-saved work, Windows will first ask if you want to save your changes before final termination of the application.
- Move the mouse pointer to the **Close** button and click once using the left-hand mouse button.



2.2.2.3 Switch between open windows.

To switch between programs (using the Task Bar)

- To switch between open application windows, simply click on the application icon, as displayed in the Windows Taskbar (normally displayed across the bottom of your screen).



To switch between programs (using a keyboard shortcut)

- Use the keyboard shortcut **Alt+Tab**.

2.3 Managing Files

2.3.1 Concepts

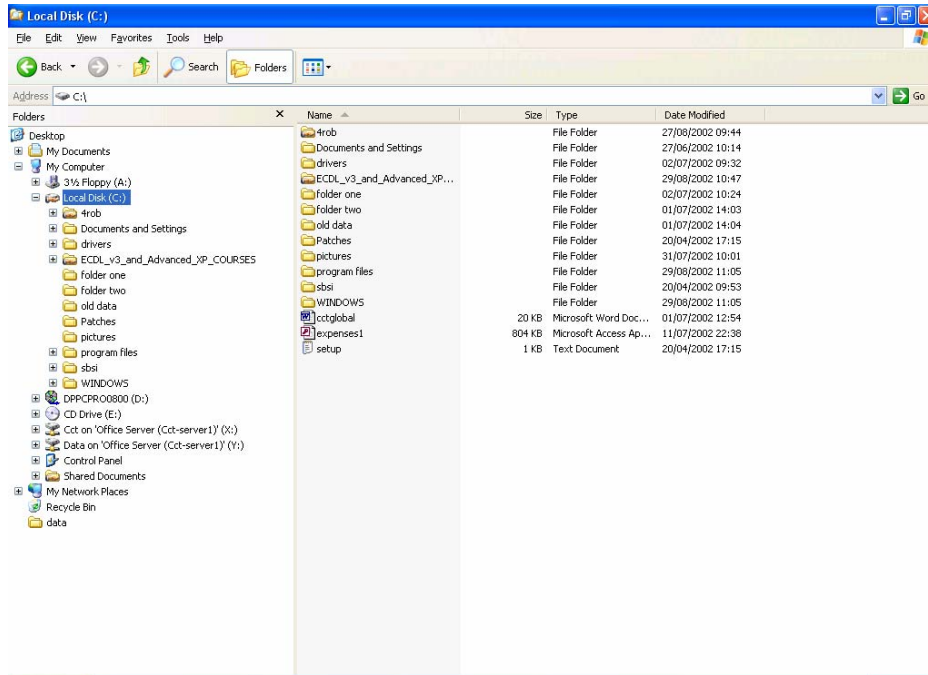
2.3.1.1 Understand how an operating system shows drives, folders, files in a hierarchical structure.

What are Drives, Folders and Files?

- When accessing a hard disk, whether it is local to your machine or perhaps located on a network, Windows uses a system of drive letters to serve as logical pointers to the different physical drives you have access to. From each drive letter it is possible to access all of your files stored on that particular physical drive.
- If all of the files were held together in one place on each drive, the system would be very difficult to use because of the sheer number of files involved. To help organise your files it is possible to create folders (also referred to as directories) to help divide and even sub-divide the files stored within the various logical drives available. A system of hierarchical folders within folders which represent your hard disk are often referred to as the folder (directory) tree, in the same way the very top of the file system is known as the root folder (directory).
- Finally, at the very end of this structure are the various files which we use. Each file name can be up to 255 characters in length.

The Windows Explorer Window

- The Windows Explorer permits you to explore all aspects of your system using a hierarchical view. In the example shown the files and folders are displayed in 'Details' view (more about this later).



The Windows Explorer window is split into two separate views as illustrated above. On the left-hand side you can see all system folders (both Desktop and file system), whilst on the right-hand side the contents are displayed.


The Windows Explorer Toolbars


- By default the Standard and Address Bar Toolbars are displayed, you can also choose to display the Links Toolbar.
- **Standard Toolbar icons**




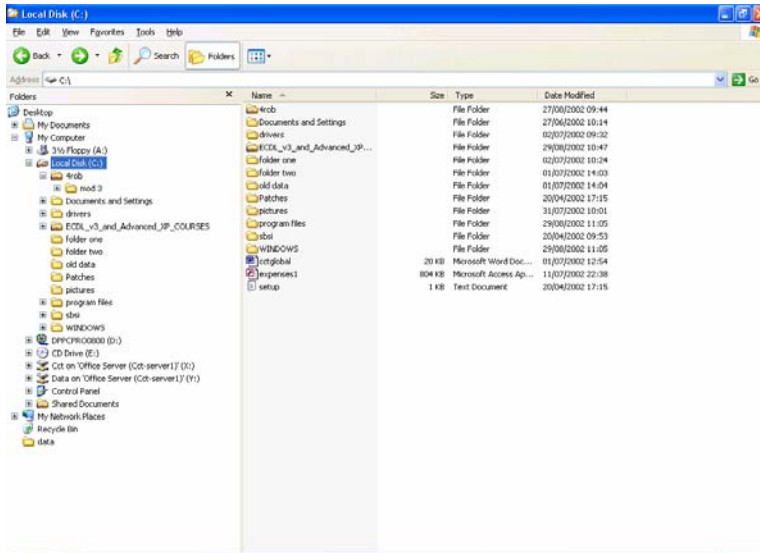
 Back Opens the folder which was previously displayed.

 Reverses the effect of the **Back** icon.

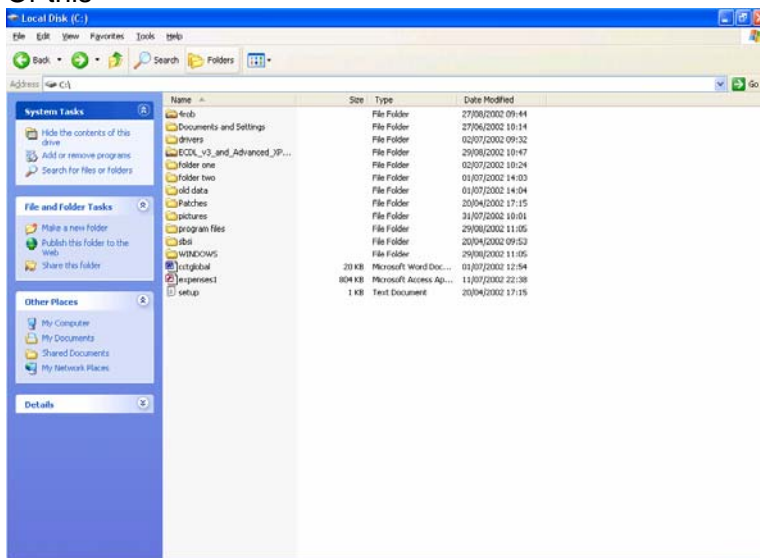
 Allows you to display a folder 'one level up'.

 Search Allows you to search your disk.

 Folders Changes the view as illustrated.

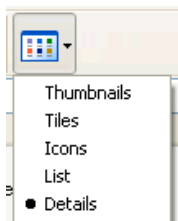


Or this

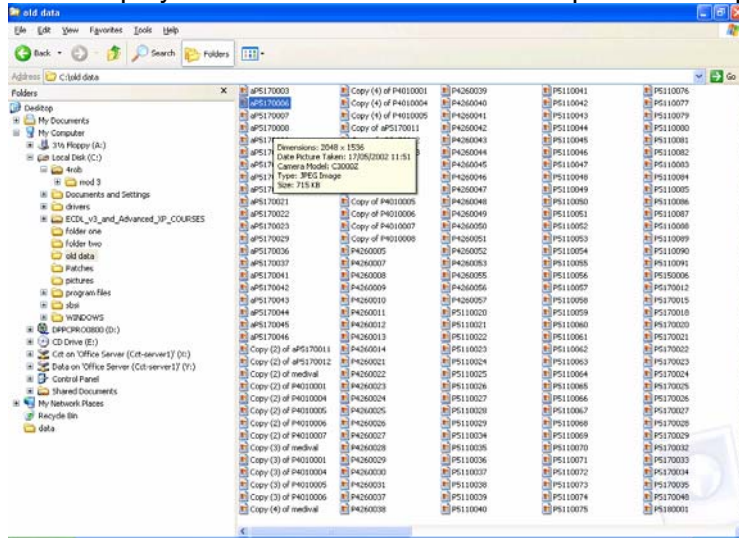


The Windows Explorer Views

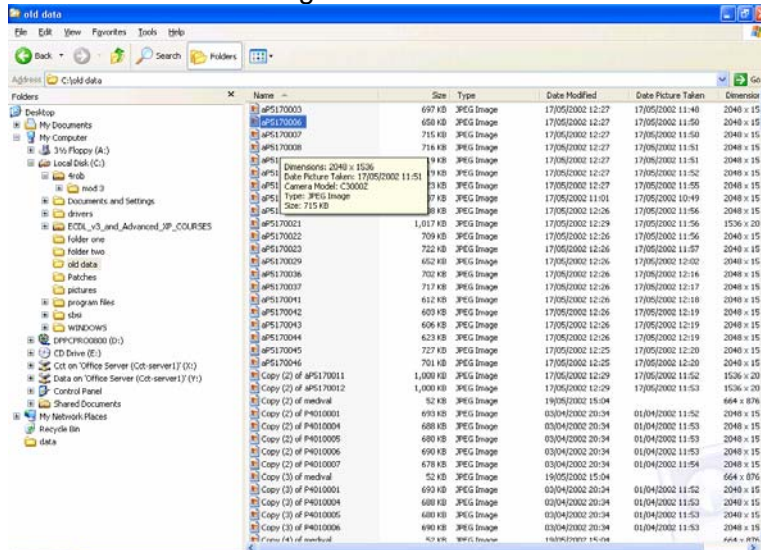
- The Views icon allows you to set the view to display files. Clicking on the down arrow displays the following options.



- **List:** Displays all files/folders in list format split into multiple columns.



- **Details:** Display all files and associated file details such as name, size, type, and last accessed date in a single column.



To view the contents of a folder (displayed on right)

- Within the Windows Explorer single click on the required folder.

To expand a branch one level

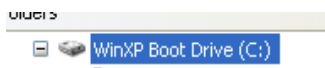
- Within the Windows Explorer double click on the required folder

OR single click on the plus sign next to the folder.



To open all folders on a disk

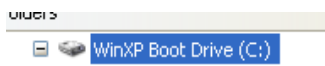
- Within the Windows Explorer window, click once on the drive icon, such as drive C.



- Enter an asterisk (*), using the **numeric** keyboard.

To close all the folders within the Explorer

- Within the Windows Explorer window, click once on the drive icon, such as drive C.



- Enter a minus sign (-), using the **numeric** keyboard.

To switch drives

- Logical drive letters can be changed from the selection window (on the right-hand side of the Explorer). All drive letters will be displayed here including network (mapped) drives and will appear directly under the 'My Computer' icon in a hierarchical list.
- As each new drive letter is selected, its contents will appear in the contents window.

2.3.1.2 Know that the devices used by an operating system to store files and folders are the hard disk, diskette, CD-ROM, network drives.

Data storage devices

- **Hard Disk:** Stores your operating system, application programs and data. When you save data, it is normally saved to the hard disk.

Diskette: The original IBM PC did not have a hard disk, and the operating system, programs and data had to be contained in one or two diskettes. Later a hard disk was added, after which point diskettes were used for supplying programs which could be installed (i.e. copied) to your hard disk, or you could back up small amounts of data to the diskette.

CD / DVD: These have largely replaced diskettes as a way of supplying programs. They can hold a lot more data. You can get special types of CD which allow you to save files to the disks.

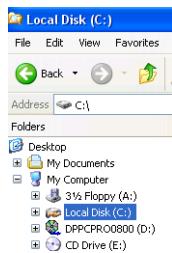
Network Drives: A network drive is seen by your computer as a normal drive (just like your C drive). In reality the network drive is a folder located on another computer which is connected to the network.

2.3.2 Directories / Folders

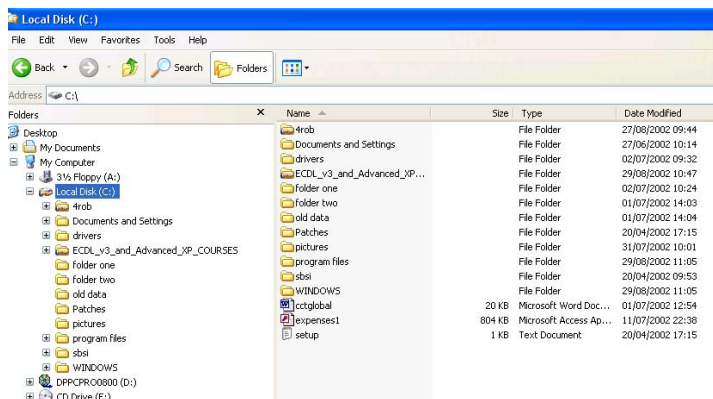
2.3.2.1 Navigate to a file, folder on a drive

To open a file from a specified folder on a drive

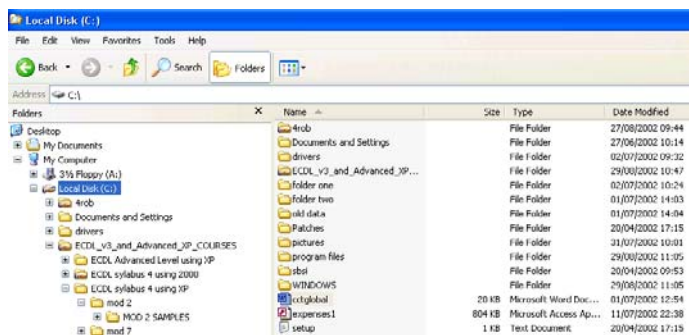
- Start the Windows Explorer program.
- The way your files and folders (directories) are displayed may vary. In the example shown the drives are shown in collapsed view.



- Double clicking in any of the drive icons will expand the display, as illustrated in this example, where we have double clicked on the **C** drive.



- Files within folders are shown on the right side of the window. In the example shown we have selected a file called '**cctglobal**'.



- To open this file, first select it, as illustrated, and then double click on the file. The necessary program will start automatically, (in this case Microsoft Word). The document will then be displayed within the application.

2.3.2.2 Create a directory/folder and a further subdirectory/sub-folder.

To create a new folder within the Windows Explorer

- Open the Windows Explorer by right clicking on the **Start** button, and selecting **Explore**.
- Click on the portion of the folder tree where you would like to create a subfolder.
- Click on the **File** drop down menu and move the mouse pointer to **New**. In the submenu displayed, click on **Folder**. The folder will appear, being given a name determined by Windows. In the example illustrated three folders were created (one at a time) and Windows named them **New Folder**, **New Folder (2)** and **New Folder (3)**.

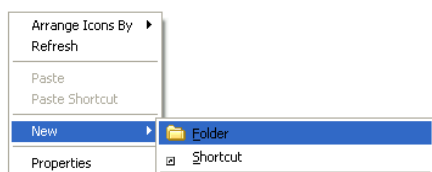


To create folders within folders

- Select a folder and then create a new folder within it. The process can be repeated to create as many levels of folders as required (within reason).

To create a folder directly on the Desktop, using a popup menu

- Click the right-hand mouse button anywhere on an empty part of the Desktop surface and the Desktop popup menu will be displayed.
- Move the mouse pointer to **New** and from the sub-menu select **Folder**, as illustrated.



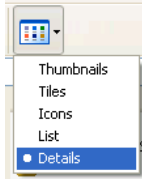
You can now use this folder to help organise your Desktop and keep it free from clutter. There is no limit to the number of folders which you can create on either the Desktop or within the file system, and every folder can contain additional sub-folders.



2.3.2.3 Open a window to display directory/folder name, size, location on drive

To view folder attributes

- Open the Windows Explorer.
- The appearance of the Windows Explorer contents window may be customised to display file and folder objects in five different views. The different views can be selected via the **View** drop down menu or by clicking on the **Views** button.



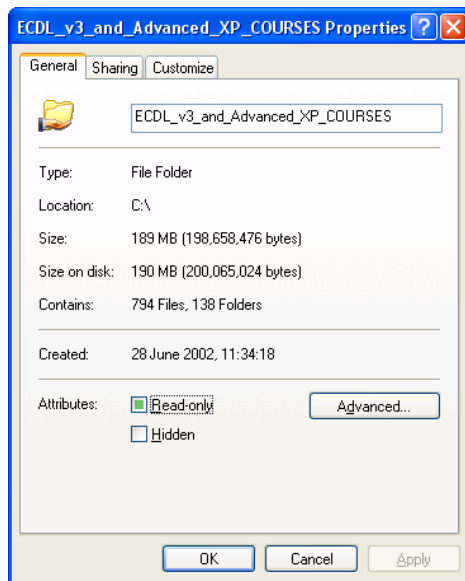
Details: Displays details such as name, size, type, and last accessed date.

To view folder properties

- The basic folder display, when using the **Details** view looks as illustrated.



- If you were to right click on one of the folder icons, a popup menu would be displayed, as illustrated. Select **Properties** from this menu to display a dialog giving more detailed information about this folder.





2.3.3 Working with Files

2.3.3.1 Recognise common file types: word-processing files, spreadsheet files, database files, presentation files, image files, audio files, video files, compressed files, temporary files.

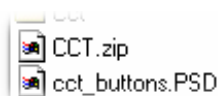
To determine file types

- Within the Windows Explorer window each file will be marked with a small icon, as illustrated. In the example shown, the first file displays an icon representing Microsoft

Word, and if you look along the line of information about this file, it clearly states (*assuming that you are using the details mode to view the files*) that the file is indeed a **Microsoft Word Document**. The second file is marked as a **Microsoft PowerPoint Presentation** file in the same way.

 ecdl-module-7.doc	1,453KB	Microsoft Word Document
 front cover.ppt	16KB	Microsoft PowerPoint Presentation

- This indicates that somehow Windows knows what a Word file is and what a PowerPoint file is. This is because when Word and PowerPoint were installed onto the PC the installation program gave Windows information about files which would be created using these packages.
- If you were to double click on the Word file, the Word program would open up, and the data file on which you double clicked would be displayed within the Word program. To use the jargon, files created within Word are "associated" with Microsoft Word and all Word document files have a file extension of .doc.
- In some cases Windows does not have detailed information about certain file types. In the example illustrated, there are two files and the icons used to display them are the generic Windows default icons. This means that if you were to double click on these files they would not run or be displayed within a program, for the simple reason that Windows does not know what to do with these files. There is no "file association" for these particular files.



Some more examples:

- The icons shown for some of these file types will vary depending on what programs you have installed on your computer.



The .EXE extension indicates that the file is an executable (program) file.



The .GIF extension means that the file contains an image. GIF files are commonly found on the Web.



.JPG or .JPEG is another common type of image file.



.HTML (HyperText Markup Language) is the format used by Web pages.



.MDB files contain an Access database.



.PDF is used by the Adobe Acrobat program.



.RTF (Rich Text Format) is used for word processed documents. It is used by many different kinds of word processing application, so it is useful for converting documents from one program to another.



.TXT files are simple text only files.



.XLS files contain an Excel Workbook.

Audio and video files

- Audio files can be stored in a variety of different file formats, such as .WAV files.

Video files formats include: MPG, AVI and MOV.

Compressed files

- Compressed files are files which have been compressed using a third party utility such as PKZIP or WINZIP. They often have a file name extension of .ZIP (or sometimes .RAR). File compression is used to make file smaller so that they take up less space on a hard disk and can be transferred faster over a network or the Internet. To be opened they need to be un-compressed first.

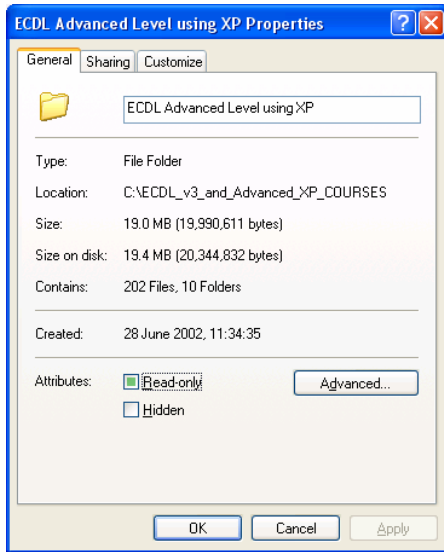
Temporary files

- Temporary files are created by Windows and also by Windows applications. In some cases, such as after a system crash (i.e. when Windows freezes and stops working), these temporary files are not automatically deleted as they are supposed to be (hence the name temporary!). Temporary files often have the file name extension .tmp or .temp.

2.3.3.2 Count the number of files, files of a particular type in a folder (including files in sub-folders).

To count up the number of files within a folder (inc. sub-folders)

- Start the Windows Explorer program.
- Within the left hand side of the dialog box, select the folder containing the files which you wish to count up.
- **Right click** on the folder icon and from the popup list displayed, select **Properties**. A dialog box will be displayed. In the **Contains** section of the dialog box, you will see information relating to the total number of files in the selected location.



To count files of a specific type in a folder (which DOES NOT contain sub-folders)

- Open the Windows Explorer program and within the left section of the dialog box, select the folder containing the file which you wish to count up.

NOTE: This method only works for a selected folder and will not count files within sub-folders.

- Click on the **View** drop down menu, and select the **Details** command, which will show you files as a details list including information such as name, size, type etc.
- Click on the **Type** header.

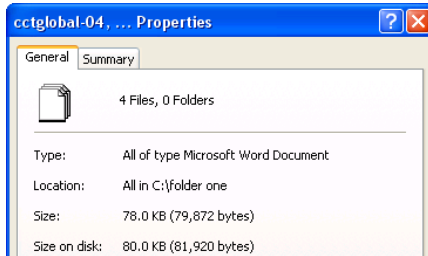


- You will see the file list is now sorted by file type.

Name	Size	Type	Modified
info		File Folder	19/06/2002 12:48
Image11.gif	2 KB	GIF File	22/01/2002 20:56
Image12.gif	2 KB	GIF File	22/01/2002 20:57
Image3.gif	3 KB	GIF File	14/03/2002 23:41
Image6.gif	4 KB	GIF File	14/03/2002 23:40
FHG Map.jpg	187 KB	JPG File	17/09/2001 13:56
clients_usa.html	32 KB	Microsoft HTML Doc...	14/05/2002 14:15
comming_soon.html	12 KB	Microsoft HTML Doc...	14/05/2002 14:15
computer_course...	13 KB	Microsoft HTML Doc...	14/05/2002 14:15
computer_course...	5 KB	Microsoft HTML Doc...	06/02/2002 19:50
coollink.html	9 KB	Microsoft HTML Doc...	14/05/2002 14:15
corpdeal.html	13 KB	Microsoft HTML Doc...	14/05/2002 14:15
cortrain.html	13 KB	Microsoft HTML Doc...	14/05/2002 14:15
courbugs.html	14 KB	Microsoft HTML Doc...	14/05/2002 14:15
courses.html	21 KB	Microsoft HTML Doc...	28/05/2002 15:33
naming_convertio...	39 KB	Microsoft Word Doc...	27/02/2002 20:45
hec show followu...	25 KB	Microsoft Word Doc...	03/05/2002 09:30
The History of th...	22 KB	Microsoft Word Doc...	18/04/2002 13:07
Image2.psp	29 KB	Paint Shop Pro 5 Im...	12/03/2002 15:14
Image3.psp	13 KB	Paint Shop Pro 5 Im...	14/03/2002 23:40

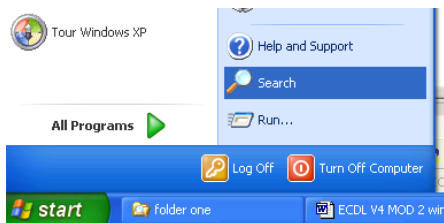
- In the example shown, you can see all the GIF files are displayed at the top of the file listing.
- To count up these files, click once on the first GIF file.
- Press the **Shift** key (and keep it depressed).

- Click on the last GIF file in the list.
- Release the **Shift** key.
- Right click over the selected files and from the popup menus displayed, select the **Properties** command. Within the dialog box, you will see a count of the number of files selected.

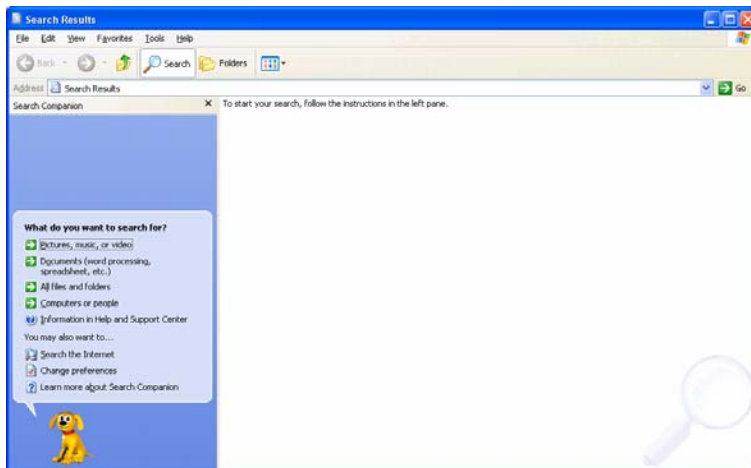


To count files of a specific type in a folder (which DOES contain sub-folders)

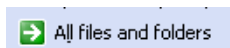
- Click on the **Start** icon (bottom-left corner), and select the **Search** command.



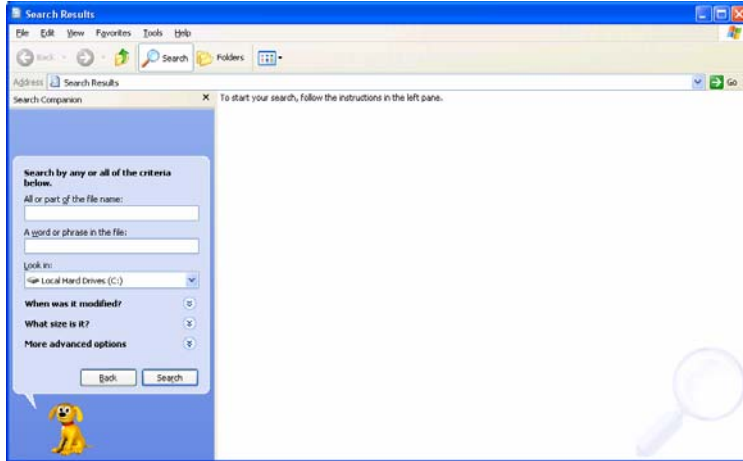
- You will see a dialog box displayed.



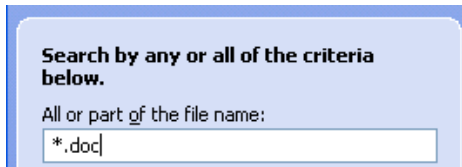
- Click on **All files and Folders**.



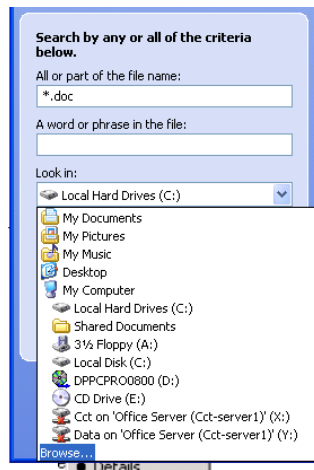
This will display the following:



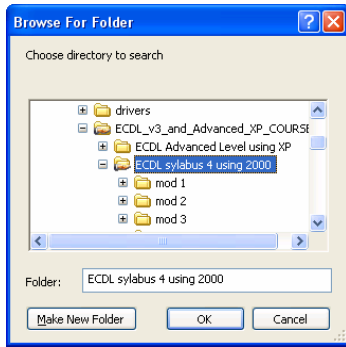
- In the **All or part of file name** section of the dialog box, enter a star (*), followed by a period (full stop), followed by the file name extension of the type of files you are interested in. In the example shown we are interested in Microsoft Word document files which end in .DOC.



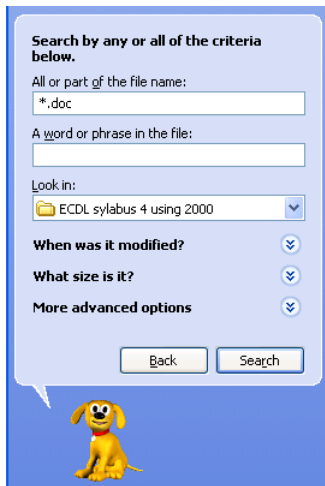
- In the **Look in** section of the dialog box, click on the down arrow to the right and select the **Browse** command.



- Navigate to and select the required folder, as in the example below, and then click on the **OK** button to continue.



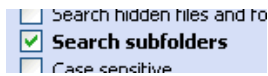
- We have now told Windows what to look for and where to look for it, as below.



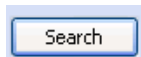
- Finally we need to make sure that subfolders will be searched. To do this click on the following:



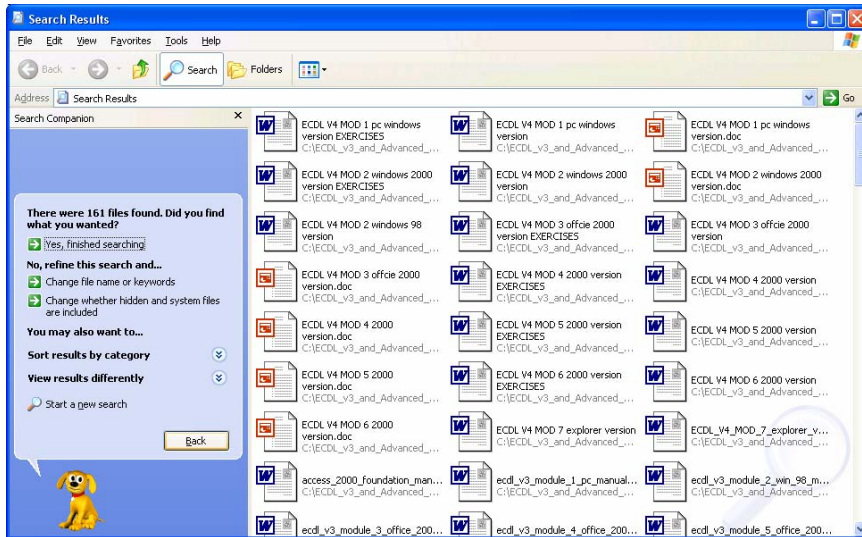
Make sure that the **Search subfolders** option is selected.



- Now click on the **Search** button to start the search.



- You should see something resembling the following screen.

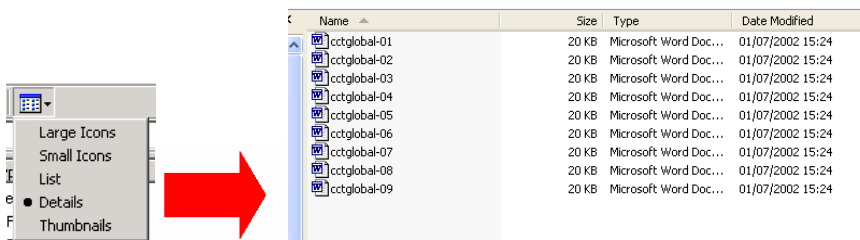


As you can see in total 161 files were found in this example!

2.3.3.3 Change file status: read-only / locked, read write

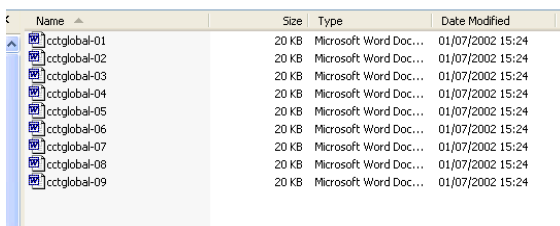
To view files as a detailed list

- The appearance of the contents window may be customised to display file and folder objects in four different views. The different views can be selected via the **View** drop down menu or by clicking on the **Views** button. Clicking on the **Details** item will display all files and associated file details such as name, size, type, and last accessed date in a single row, as illustrated.



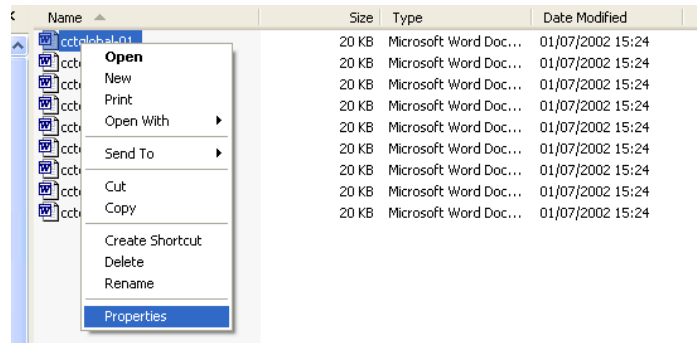
To view file properties

- The basic file display, when using the **Details**, view looks as illustrated.

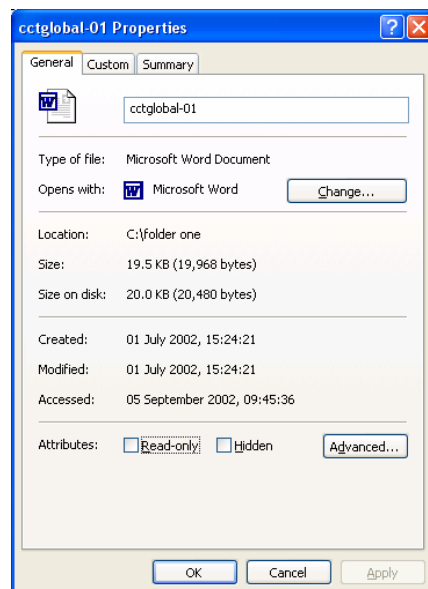


- If you were to right click on one of the file icons a popup menu would be displayed, as illustrated.

Note: This popup menu allows a wide range of file manipulation options, such as the ability to delete or rename a file, as well as the ability to **Send To** a diskette.

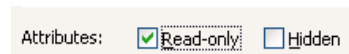


- Select **Properties** from this menu to display a dialog box giving more detailed information about this file, as illustrated.



To write protect a file.

- Select the file(s) which you wish to write protect and right click over the selected file(s), and from the popup menu displayed, select the **Properties** command.
- Within the **Attributes** section of the dialog box displayed, click on the **Read-only** check box, as required. Click on the **OK** button to confirm your actions.



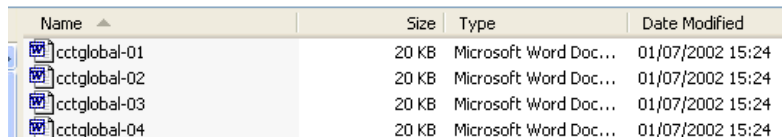
To change a read-only file to a read/write file

- Select the file(s) which you wish to remove a write protect attribute from.
- Right click over the selected file(s), and from the popup menu displayed, select the **Properties** command. Within the **Attributes** section of the dialog box displayed, remove the click on the **Read-only** check box.
- Click on the **OK** button to confirm your actions.

2.3.3.4 Sort files by name, size, type, date modified.

To sort your Windows Explorer file listing

- Open the Windows Explorer program and within the left section of the dialog box, select the folder containing the files which you wish to view.
- Click on the **View** drop down menu, and select the **Details** command, which will show you files as a detailed list including name, size and type.



Name	Size	Type	Date Modified
cctglobal-01	20 KB	Microsoft Word Doc...	01/07/2002 15:24
cctglobal-02	20 KB	Microsoft Word Doc...	01/07/2002 15:24
cctglobal-03	20 KB	Microsoft Word Doc...	01/07/2002 15:24
cctglobal-04	20 KB	Microsoft Word Doc...	01/07/2002 15:24

- To sort the listing by name, click on the **Name** header.
- To sort the listing by size, click on the **Size** header.
- To sort the listing by type, click on the **Type** header.
- To sort the listing by date modified, click on the **Date Modified** header.
NOTE: To reverse the sort order re-click on the header!

2.3.3.5 Understand the importance of maintaining correct file extensions when renaming files.

Why are file extension names important?

- Windows uses the file extension name as a clue to what type of file, the file is. Thus Windows knows that files which end in .TXT are text files. Files which end in DOC are word-processor files. Files which end in .XLS are spreadsheet files. If you change the file name extension Windows will become confused as to what the file format is!

NOTE: By default the file name extensions are not displayed within the Windows Explorer. To view the file name extensions you will need to customise the display.

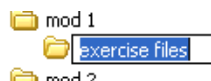
2.3.3.6 Re-name files and directories/folders.

To rename files or folders using the Explorer

- Select the file or folder to be renamed.
- From the **File** drop down menu, select the **Rename** command
OR click once using the right-hand mouse button to display the popup menu, and click on the **Rename** command.
- Enter the new name, and press the **Enter** key to confirm the change.

To rename files or folders - the easy way

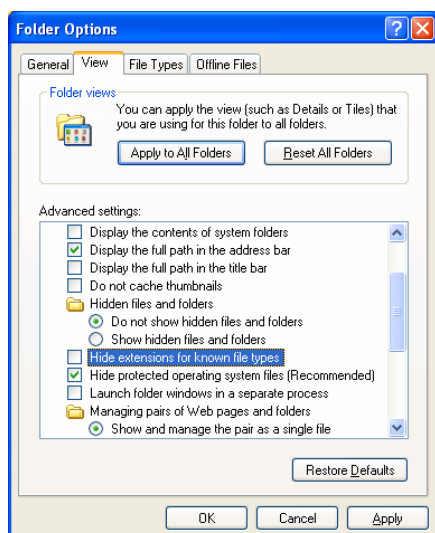
- Within the Windows Explorer click once on the file or folder to select it.
- Wait a few moments and then single click again in the file or folder (using the left-hand mouse button). A box will appear around the file or folder allowing you to directly edit the name. Press the **Enter** key to confirm the name change.



NOTE: Be careful not to make the second click too soon after the first click, as Windows may interpret this as a 'run this file command'!

To view file name extensions using the Windows Explorer

- Open the Windows Explorer.
- Click on the **Tools** drop down menu and select the **Folder Options** command, which will display the **Folder Options** dialog box.
- Click on the **View** tab, within the **Folder Options** dialog box.
- Within the **Advanced settings** section, make sure that the **Hide extensions for known file types** option is **NOT** ticked.



- Click on the **OK** button to close the dialog box and apply the changes.

WARNING: DO NOT change the file type extensions!

Beware of re-naming certain files!

- **WARNING:** Do not rename files using the following file name extensions:

.EXE
.COM
.BAT
.DLL
.INI
.SYS

These files are normally files used by your computer and you can damage your system by renaming these types of files.

2.3.4 Duplicate, Move

2.3.4.1 Select a file, directory/folder individually or as a group of adjacent or non-adjacent files, directory/folders.

To select an individual file or folder within the Windows Explorer

- Open the Windows Explorer program and if necessary select the folder which contains the file in which you are interested. Click on the file which you wish to select.

Not selected, the icon will look like this.



When selected the icon will be highlighted, as illustrated.



To select a continuous block of files

- Open the Windows Explorer program and select the folder in which you are interested. Click on the first file of the block you wish to select, then while depressing the **Shift** key, click on the last file of the required block. When you release the **Shift** key the entire block will remain selected.



To select multiple files which are not in a continuous block

- Open the Windows Explorer program and select the folder in which you are interested. Click on the first file which you wish to select and while keeping the **Ctrl** key depressed, click on the other files which you wish to select. When you release the **Ctrl** key, the selected files will continue to be highlighted.



2.3.4.2 Duplicate files, directories/folders between directories/folders and between drives.

To copy files (the hard way) using the Windows Explorer

- Open the Windows Explorer by right-clicking on the **Start** button and selecting **Explore** from the popup menu displayed.
- Select the file or folder to be copied.
- From the **Edit** drop down menu, click on **Copy**
OR click using the right-hand mouse to display the popup menu, and click on the **Copy** command.
- Select the required destination within the Windows Explorer tree.
- From the **Edit** drop down menu, click on **Paste**
OR click using the right-hand mouse to display the popup menu, and click on the **Paste** command.

To copy files (the easy way) using the Windows Explorer

- Simply highlight the file you wish to copy, and with the **CTRL** key depressed, drag the file from one location to another.

2.3.4.3 Move files, directories/folders between directories/folders and drives.

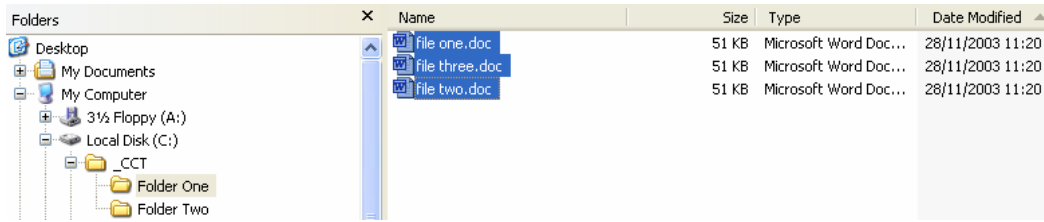
To use “Cut and Paste” to move files from one folder to another

- In the example shown we have two folders, called **Folder One** and **Folder Two**.

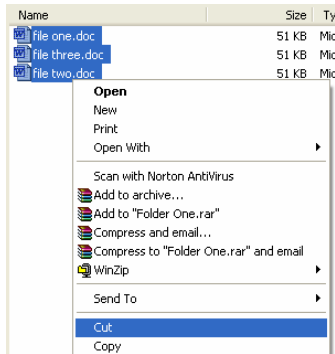
Folder one contains three files called:
file one.doc, file two.doc and **file three.doc**.



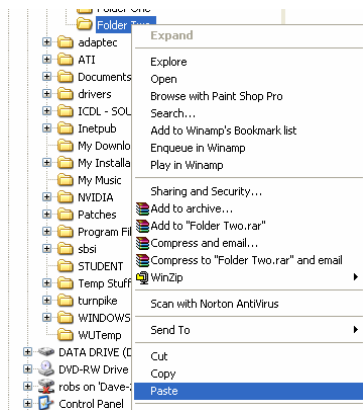
- In this example we wish to move the files contained within the folder called **folder one** to **folder two**.
- First we need to select the files which we wish to move. Depress the **Ctrl** key, and whilst keeping it depressed, click on the three files. When the **Ctrl** key is released, the three files remain selected.



- Now right click and from the popup menu displayed select the **Cut** command.



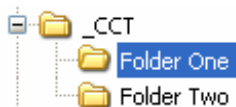
- Next click on the folder to which you wish to move the files, i.e. **Folder two**. Right click on this folder and from the popup menu displayed, select the **Paste** command.



- The selected files will appear in the new folder. We have cut and pasted (i.e. moved) them from one folder to another.

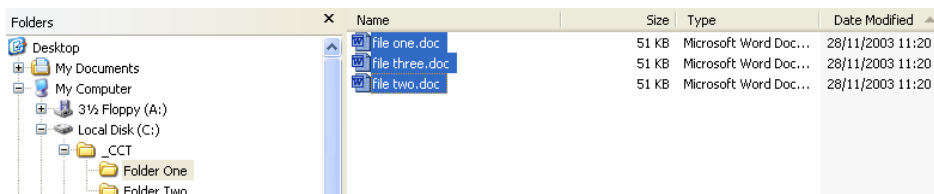
To use "drag and drop" to move files from one folder to another - Moving the easy way!

- In the example shown we have two folders, called **Folder One** and **Folder Two**. Folder one contains three files called: **file one.doc**, **file two.doc** and **file three.doc**.

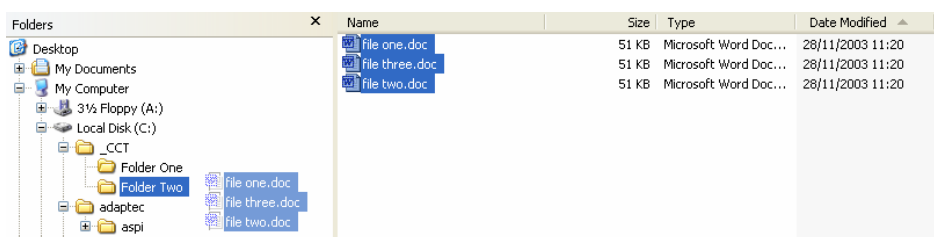


In this example we wish to move the files continued within the folder called **folder one** to **folder two**.

- First we need to select the files which we wish to move. Depress the **Shift** key, and whilst keeping it depressed, click on the three files. When the **Shift** key is released, the three files remain selected.



- Use the mouse to drag the selected files to the folder called folder two. You will notice that a representation of the files is displayed when you move the mouse pointer on screen, as illustrated.



NOTE: Had you wanted to copy the files rather than move them, you would have depressed the **Control** key while dragging and dropping.

2.3.4.4 Understand why making a 'backup' copy of files to a removable storage device is important

Why do you need to back up your computer?

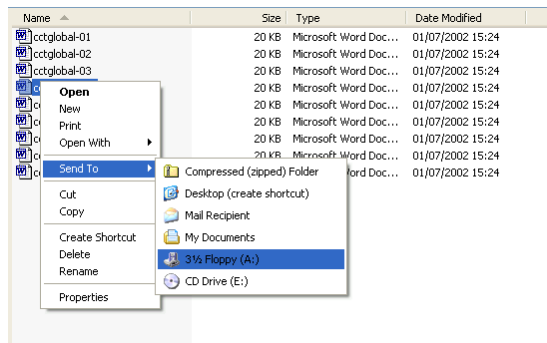
- The most important thing which you store on your computer is information. Often the contents of a hard disk can represent years of work. If the hard disk stops working one day you could lose all those years of work. For this reason it is VITAL that you make regular backups of the information which is stored within the computer. In large organisations this backup procedure is normally performed automatically by your computer support team, where the data is normally held on a centralised, networked computer server. In smaller organisations, it is often up to the individual to organise some sort of data backup. If nothing else is available, copy your files to a floppy disk and make sure that these backup disks are stored away from the computer, ideally off-site.

Why you should use 'off-site' storage

- It is no good backing up your data, only to leave the item which you backed up to next to the computer. If someone steals your computer, it is likely that they will also steal your backup tapes or disks if you have left them next to the computer! If you have a fire, then again you will lose your backups if the backups are stored next to the computer. Ideally, backups should be stored off-site at a safe location. At the very least, consider storing your backups in a fireproof safe, which will give some protection against fire damage.

To copy files to a diskette

- Open the Windows Explorer and select the file(s) you wish to copy to a diskette.
- Click once using the **right-hand mouse**, to display the popup menu as illustrated.



- Click on the **Send To** command, and then select **3 1/2 Floppy (A)** from the sub-menu displayed.

BEWARE: Floppy disks are not the most reliable type of backup. Be sure to store any data backed up to a floppy disk in a safe place away from heat and magnetic fields. Also store your backup disks in a different location from your computer!

2.3.5 Delete, Restore

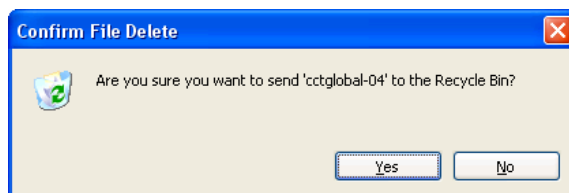
2.3.5.1 Delete files, directories/folders to the recycle bin / wastebasket.

To delete a file or folder

- Files or folders can easily be deleted from the Windows Explorer. Use this facility with care! Many files which you can see using the Windows Explorer are vital to the correct functioning of Windows.

Remember that the Windows Explorer program, in common with many Windows programs, has an **Undo Delete** command, located under the **Edit** drop down menu!

- Right-click on the **Start** button and from the popup menu displayed select the **Explore** command.
- Select the file or folder which you wish to delete.
- Press the **Delete** key on the keyboard which displays the dialog box illustrated.

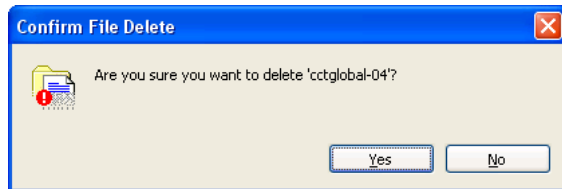


- Confirm your deletion.

NOTE: All files deleted via the Windows Explorer move to the Recycle Bin before being finally purged, and so remain salvageable for quite a long time.

To physically delete files (rather than sending them to the Recycle Bin)

- Select the file you wish to completely delete from your computer system.
- Press **Shift+Del**, which will display the warning dialog box illustrated.



- Click on the **Yes** button and the file will be physically removed from your hard disk.

NOTE: This dialog box does **NOT** send the file to the Recycle Bin. It deletes the file from disk. **BEWARE!**

To delete a folder

- Use exactly the same method which you would use for deleting a file. i.e. select the folder and press the **Delete** key.

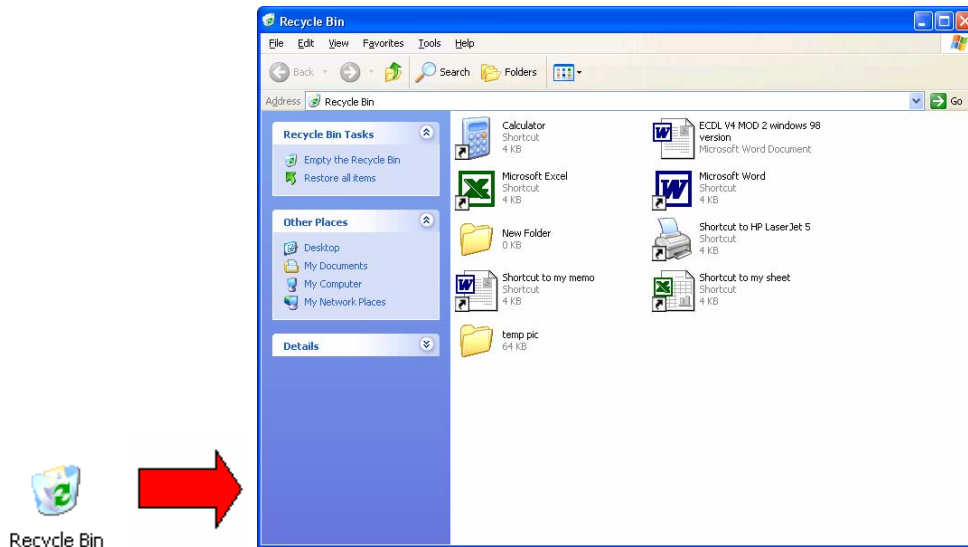
The Recycle Bin and deleted files

- Normally when you delete a file it is moved to the Recycle Bin. Files are held in the Recycle Bin for some time, and you may well find that you will be able to recover 'deleted' files from the Recycle Bin.

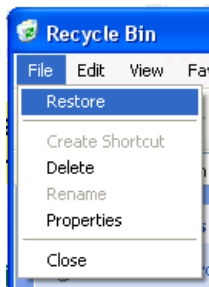
2.3.5.2 Restore files, directories/folders from a recycle bin/wastebasket.

To restore deleted files or folders

- Double click on the **Recycle Bin** icon (located on your Windows Desktop, i.e. background screen), and the **Recycle Bin** window illustrated will be displayed.



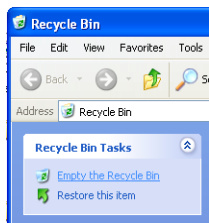
- Select any files / folders which you wish to restore.
- Click on the **File** drop down menu and select the **Restore** command.



2.3.5.3 Empty the recycle bin / wastebasket.

To empty the Recycle Bin

- Within the **Recycle Bin Tasks** section of the dialog box, select the **Empty the Recycle Bin** command.



NOTE: To delete only certain files / folders, depress the **CTRL** key (and keep it depressed). Click on the files you wish to delete from the Recycle Bin, and then release the **Ctrl** key. Finally, from the **File** drop down menu, click on the **Delete** command.

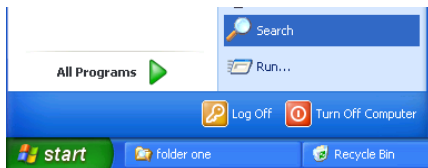


2.3.6 Searching

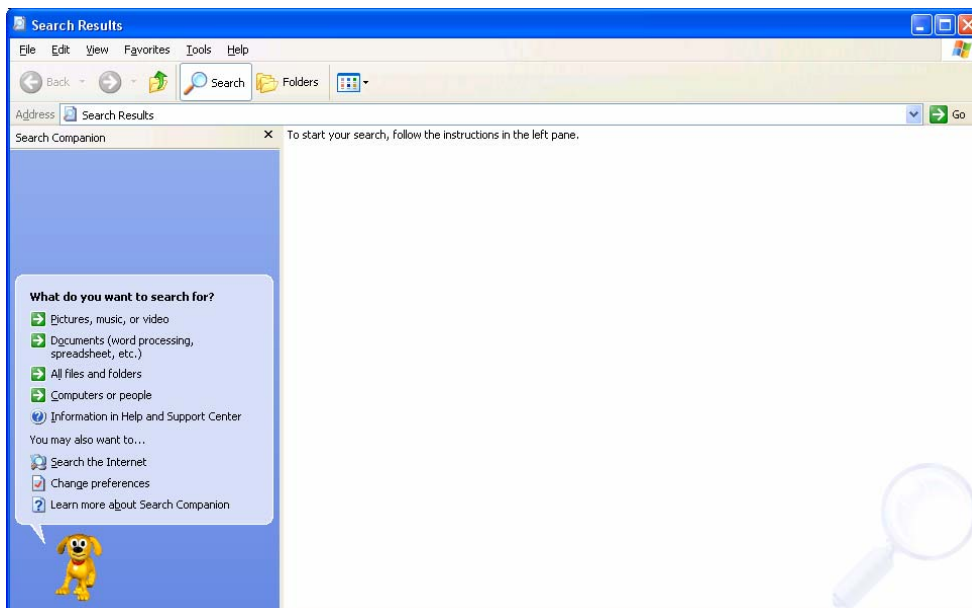
2.3.6.1 Use the Find tool to locate a file or a directory/folder

The Start Button - Search

- The Search utility allows you to search for files by name, part of a name, content, and even by the date of a files creation. You may also search for a particular type of file such as searching for all sound files (ending in an extension of .WAV). You can also search for a file containing a particular word or phrase!
- To open the Search dialog box, click on the **Start** button, click on the **Search** command.



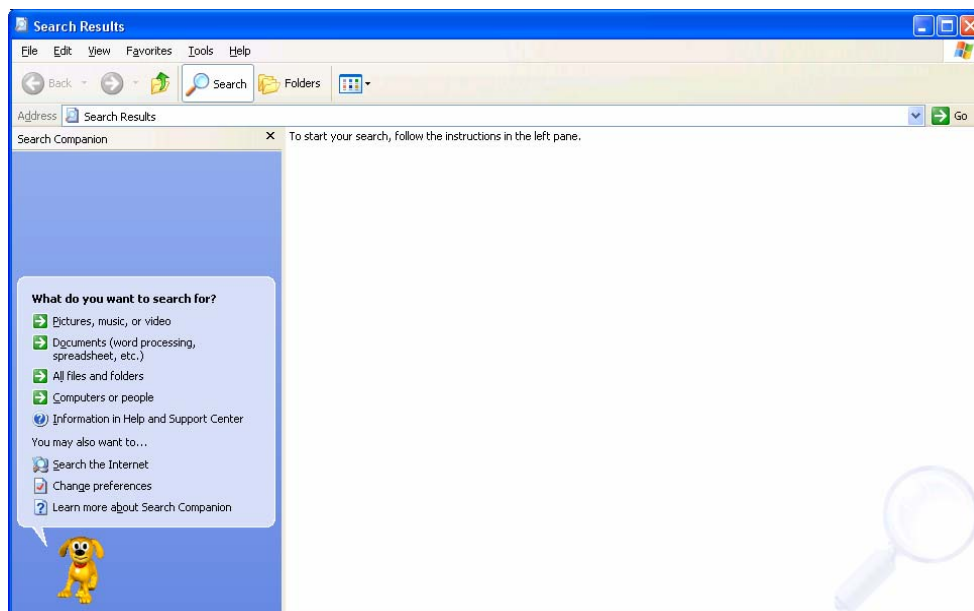
- This will open the Search Results dialog box.



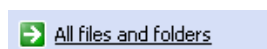
- You can use the options within the search facility to search for files and folders by name, contents, size, type and date modified!

To search for a file, or folder, by name

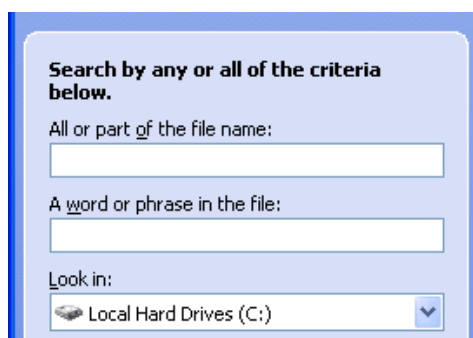
- Click on the **Start** button and then click on the **Search** command. This will display a dialog box as illustrated.



- Click on **All files and folders**.



This will display the following.



- In the **All or part of the file name** section, enter the name of the file you are searching for.
- To start the search click on the **Search** button.
- To open the file which has been found, double click on it.

2.3.6.2 Search for files by content, date modified, date created, size, wildcards.

To search for a file using wildcards instead of the full name

- In the previous example, we knew the full name of the file or folder for which we were searching. In some cases we may only know part of the name, in which case we can use wild cards.

For example:

To search for all files whose names start with z
we would search for z*

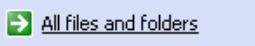
To search for all files whose names start with za
we would search for za*

**To search for all files whose names start with za
and contains 5 characters**
we would search for za????

**To search for all Microsoft Excel files whose names start with za
and contains 5 characters**
we would search for za????.xls

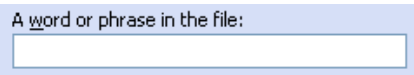
To find a file containing a specific word or phrase

- Often you may create a document using a word-processor and save the file when finished to disk. Some time later (often weeks or months later) you may wish to re-open the file, but are unable to remember the file name used to store the file. Sound familiar? Well you can use the Search facility to help you out and find files containing a phrase which was contained within the document you created, maybe the name of the person you were writing a letter to.
- Open the **Search** dialog box, by clicking on the **Start** button and then clicking on the **Search** command.
- Click on **All files and folders**.



→ All files and folders

- Within the dialog box which is displayed, enter a word or phrase in the following section.



A word or phrase in the file:

- If necessary specify where to search using the **Look in** section of the dialog box.
- Click on the **Search** button to start the search.

To find a file created on or around a certain date

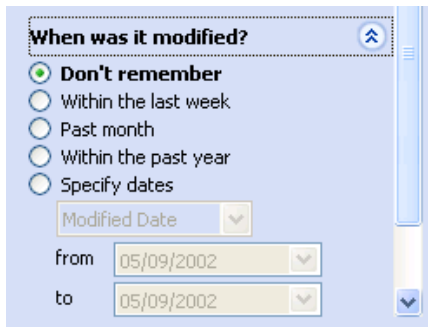
- Open the **Search** dialog box, by clicking on the **Start** button and then clicking on the **Search** command.
- Click on **All files and folders**.

→ All files and folders

- Click on the down arrow to the right of the **When was it modified** section of the dialog box.

When was it modified? ↓

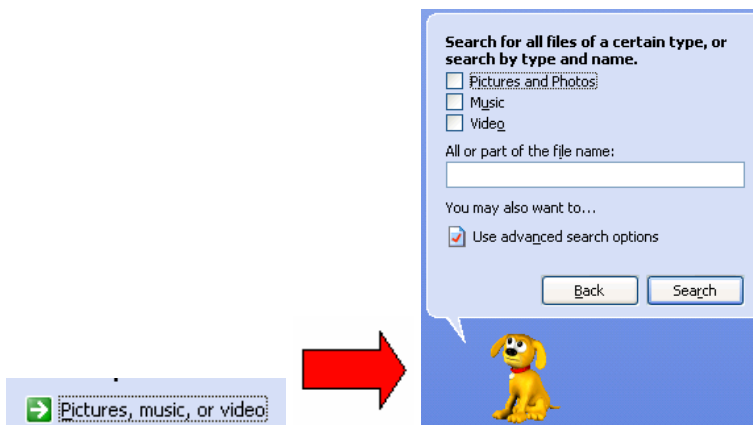
- The dialog box will change as illustrated below.



- Select the option required and if necessary define where you wish to search using the **Look In** section of the dialog box,
- Click on the **Search** button to start the search.

To find files of a particular type

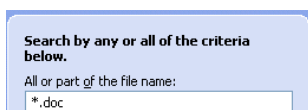
- Open the **Search** dialog box, by clicking on the **Start** button and then clicking on the **Search** command.
- Within the **What do you want to search for?** section of the dialog box, you can select the required file type, such as the first option which includes pictures, music or video files.



- The second option helps you to find application program type files.
- You can select the third option called **All file and folders**.

→ All files and folders

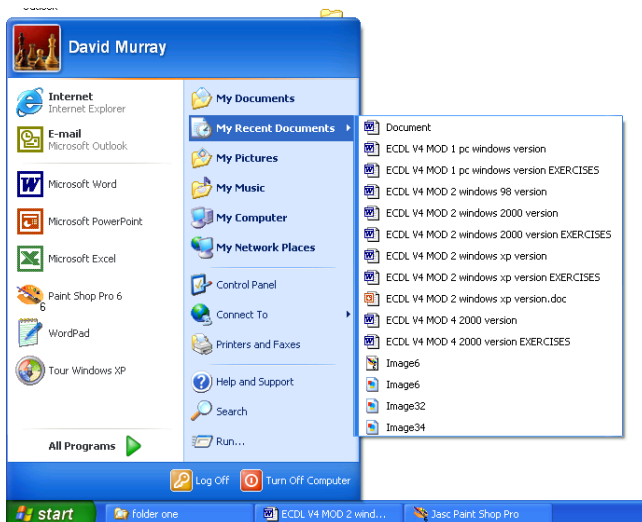
You can then enter a star (*), followed by a dot, followed by the file name extension of the type of files you are searching for.



2.3.6.3 View list of recently used files.

To view recently used files

- Click on the **Start** icon (bottom-left of your screen), and from the popup menu displayed select **My Recent Documents**. A submenu will display a list of recently used documents. Clicking on one of these document files will load the document into the relevant program.



2.3.7 Compressing Files

2.3.7.1 Understand what file compression means

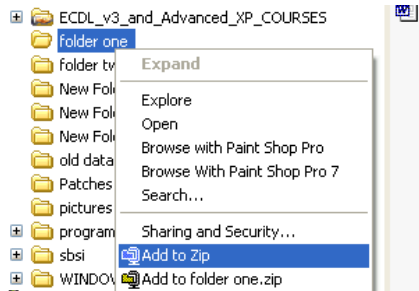
What is file compression?

- File compression allows you to compress files so that the file size becomes smaller. This allows you to save disk space. It is useful when sending files over the Internet (especially when you have a slow connection).

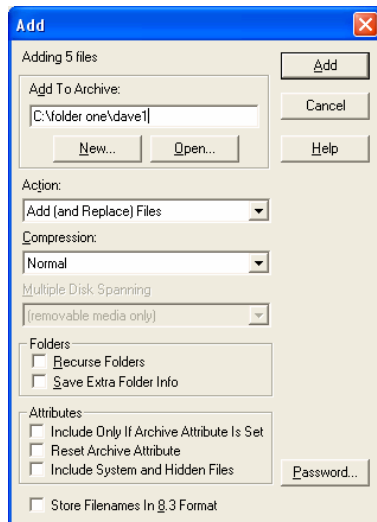
2.3.7.2 Compress files in a given folder on a drive.

To compress files using WinZip

- WinZip is not part of Microsoft Windows. It is a third party product which you can download and try for free, prior to purchasing. To download an evaluation copy of WinZip, go to www.winzip.com
- Display the Windows Explorer program. To compress the files within a folder, right click on the folder, and from the popup menu displayed, select **Add to Zip** as illustrated.



- You will then see a screen asking for a file name, as below.

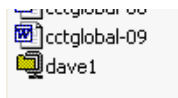


- In this example we entered the file name **Dave1**. We then need to click on the **Add** button and the screen will change, as below.



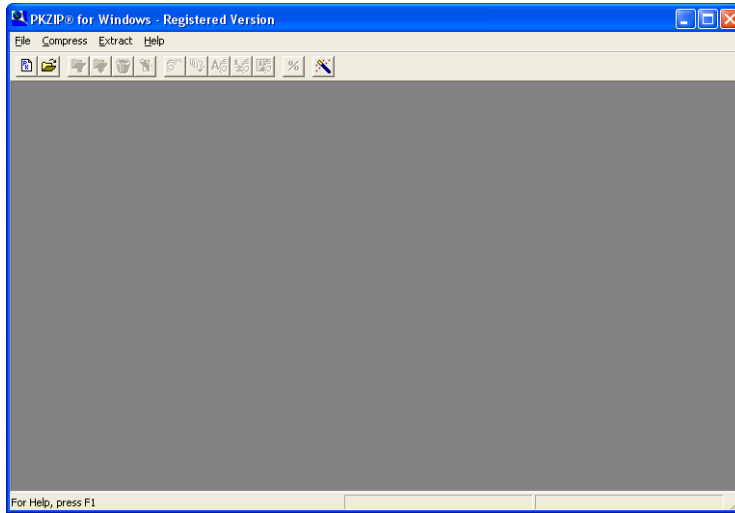
If you were to look at this file listed in the Windows explorer, it would be as illustrated

below.



- There are other compression programs available, such as PKZIP. Details from <http://www.pkware.com>

The PKZIP window is illustrated below.



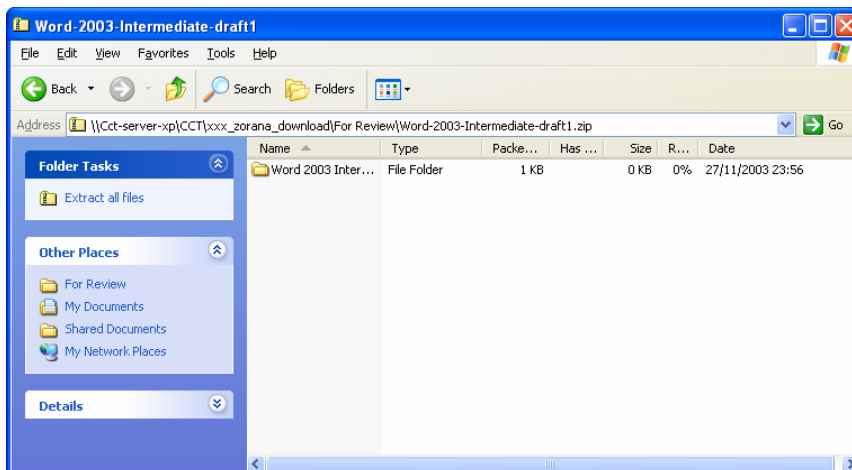
2.3.7.3 Extract compressed files from a given location on a drive.

To extract compressed files using the Windows Explorer

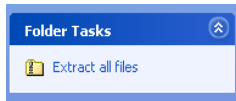
- Open the Windows Explorer and select a compressed file, as illustrated. Notice that the folder is described as '**Compressed (zipped) Folder**'.



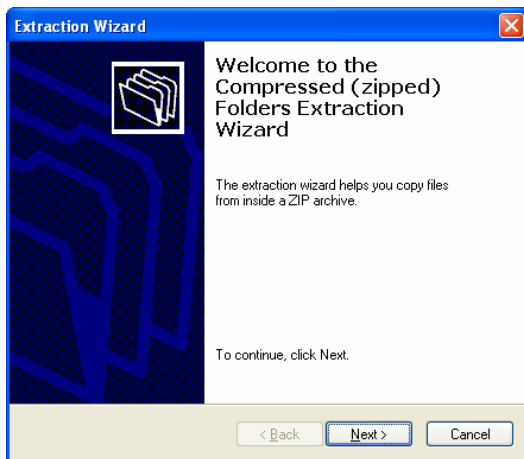
- Double click on the zipped folder and you will see a dialog box, as illustrated.



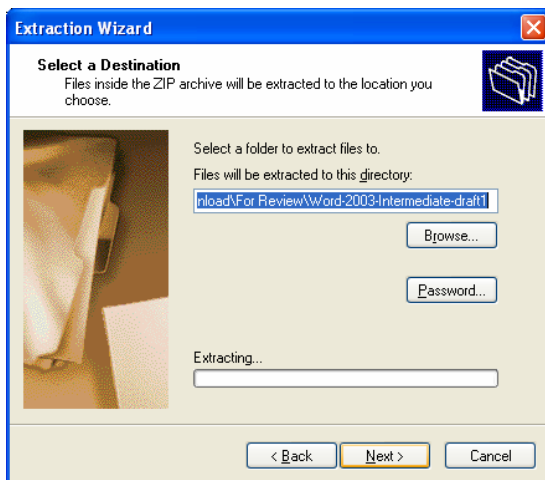
- To extract the individual files (or folder) from the zipped file (or folder), click on the **Extract all files** command (top left of the dialog box).



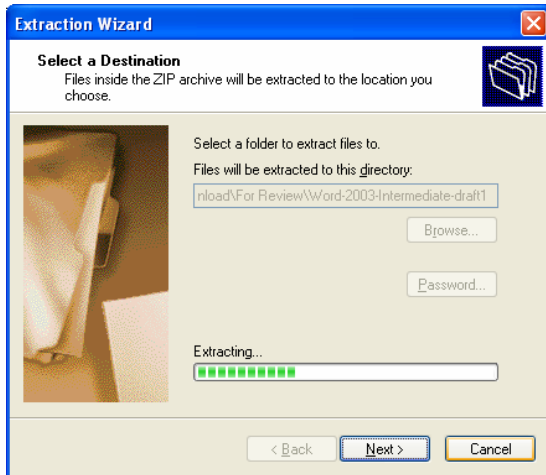
- This will display a Wizard dialog box, as illustrated.



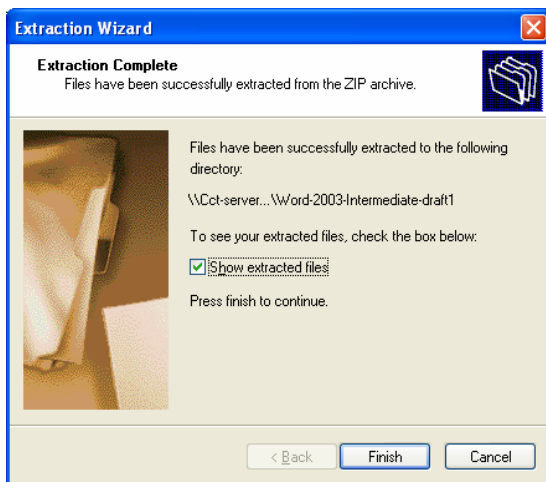
- Click on the **Next** button. You will see a dialog box which lets you select where to extract the files (or folders).



- Either change the file location or accept the default offered by clicking on the **Next** button.

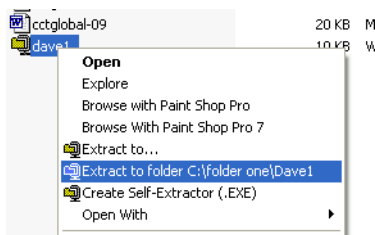


- The final dialog box is displayed as illustrated. Click on the **Finish** button.



To extract files using WinZip

- Open the Windows Explorer and select the compressed file which you wish to extract and right click on the file, which will display a popup dialog box.



- Select an **Extract to** option as required, and the file(s) will be de-compressed.

2.4 Viruses

2.4.1 Concepts

2.4.1.1 Know what a virus is and what the effects of a virus might be

What is a virus and what does it do?

- Viruses are small programs written so that they can jump from one computer to another (via disk or a network), and which can cause disruption or damage to the computer system. Even data files such as a Word document can contain a virus. As well as causing damage to your data, or in some cases even destroying your data, viruses can cause other effects, such as using your email system to email all your email contacts and in the process infect other people's computers.

2.4.1.2 Understand some of the ways a virus can be transmitted into a computer

How viruses infect computers

- Basically if you access files which are virus infected, then that virus may be transmitted to your computer. Never accept diskettes/CD-ROMs/DVDs which have not been properly virus scanned first by your computer support team. Never connect to the Internet without an active virus checker program scanning all the files you download.

2.4.1.3 Understand the advantages of a virus-scanning program

Why use a virus checker?

- An up to date virus checker should help protect you from losing data due to virus attack.
- You should find that your email system, does not get jammed up due to multiple email viruses.
- You will have less chance of being sued for damages by other organisations whom you accidentally infected with a virus.
- You will save time and money by preventing virus attacks as opposed to dealing with the effects of an attack.

NOTE: Get all the security updates and patches for your version of Windows so that Windows itself is less vulnerable to virus attack.

2.4.1.4 Understand what 'disinfecting' files means.

What is virus disinfecting?

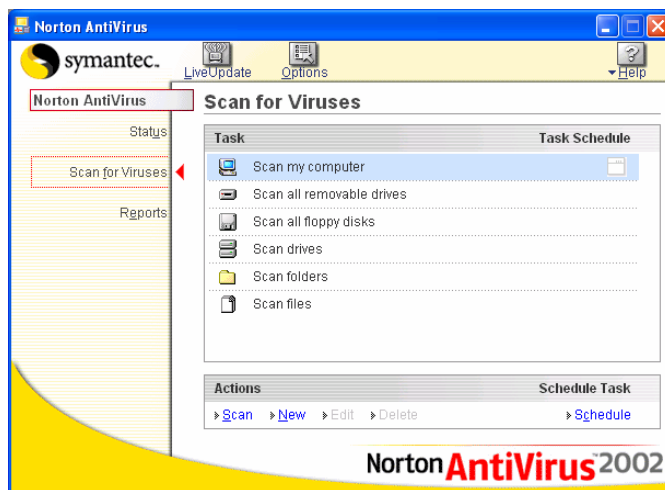
- Running a virus checker on a computer which contains a virus is known as disinfecting the PC, as the virus program will detect, then eliminate the virus.

2.4.2 Handling Viruses

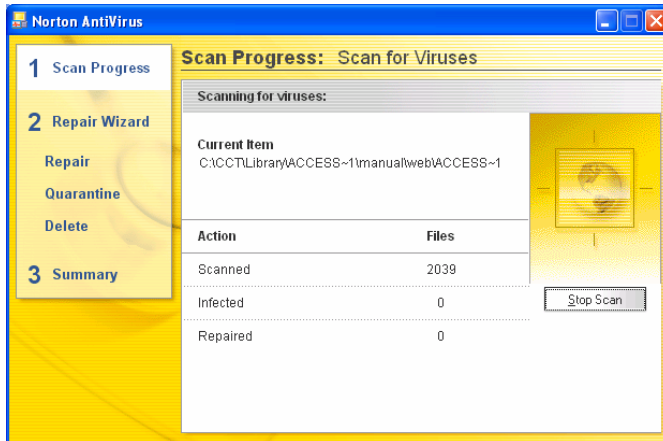
2.4.2.1 Use a virus scanning application to scan specific drives, folders or files.

To run a virus checker

- Many virus checking programs will scan your PC when you first switch on in the morning and some will even run detailed scans automatically, as well as automatically updating themselves so that you are protected against new virus types. In the example shown we have started the Norton Anti Virus program (via the Start menu). In this case we clicked on the **Scan for Viruses** button within the program. As you can see you can choose to scan only certain drives or the whole computer.



- This particular program will display a dialog box similar to that shown while the virus scan is running.

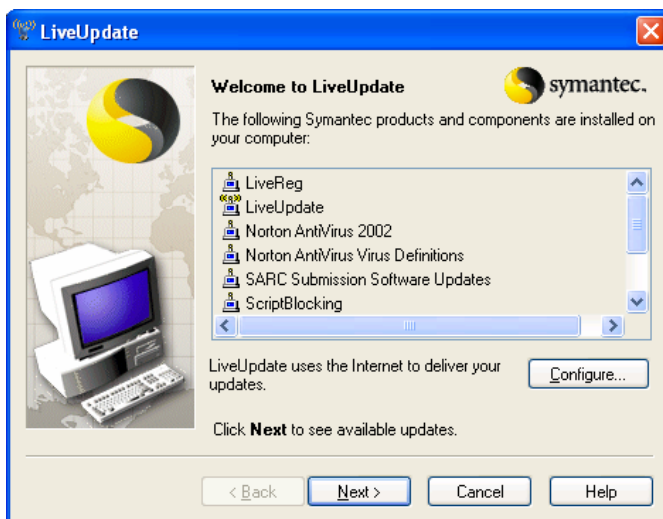


- At the end of the process you should see a message telling you that your computer is free of viruses. If a virus is detected during the scan and you work in a large organisation inform your IT technical support team immediately. Do not panic! If you are running a computer at home, then normally, let the virus checking program remove any viruses which it finds.

2.4.2.2 Understand why virus-scanning software needs to be updated regularly

Regularly update your virus checking software!

- As new viruses are constantly emerging, it is vital to update your virus program on a regular basis. Many programs will do this automatically. For instance the Norton Antivirus program has a facility they call 'Live Update', which will update the virus checker with information about more recent viruses.



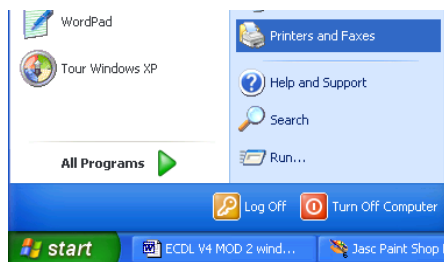
2.5 Print Management

2.5.1 Setup

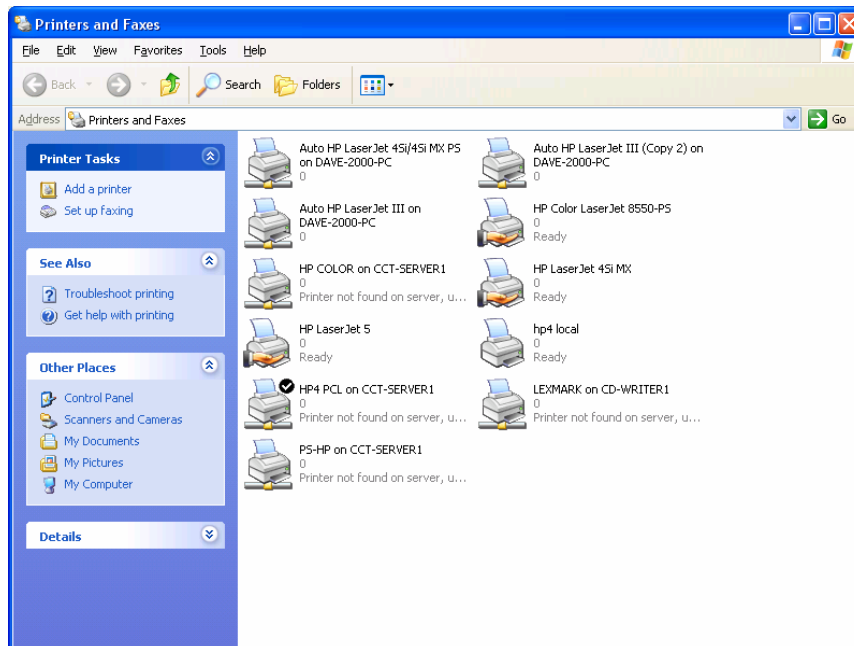
2.5.1.1 Change the default printer from an installed printer list.

To change the default printer

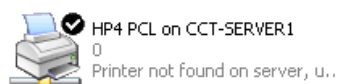
- Click on the **Start** icon, and then select **Printers and Faxes**.



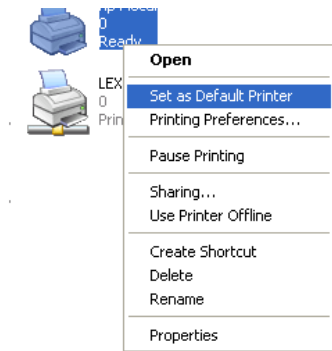
A dialog box will be displayed, similar to that illustrated.



In this case we have the choice for printing to a number of different printers. However when we click on the **Print** icon within an application such as Microsoft Word, then Word will only print to a single printer, the one which has been set up as the default (or active printer). If you have a number of printers installed, as in the example shown, the active printer is illustrated by a tick.



- To change the default printer to another printer listed here, select the required printer, by clicking on it. Then right-click to display a popup menu.



- Select the **Set as Default Printer** command. The new printer will now be the default printer for all your applications.

You will notice that if you look closely at the icons within the Printer dialog box, some of the icons have a horizontal line under them. This indicates whether the printer is connected directly to your computer, or via a Local Area Network (LAN).

Local Printer



Networked Printer



2.5.1.2 Install a new printer on the computer

Windows and printing

- It is Windows itself, rather than each individual program within Windows, which controls the printing process. The correct printer driver must be installed for each type of printer to which you will be printing. A printer driver is simply a piece of software which tells Windows how to print to a particular printer.

To install a new printer driver

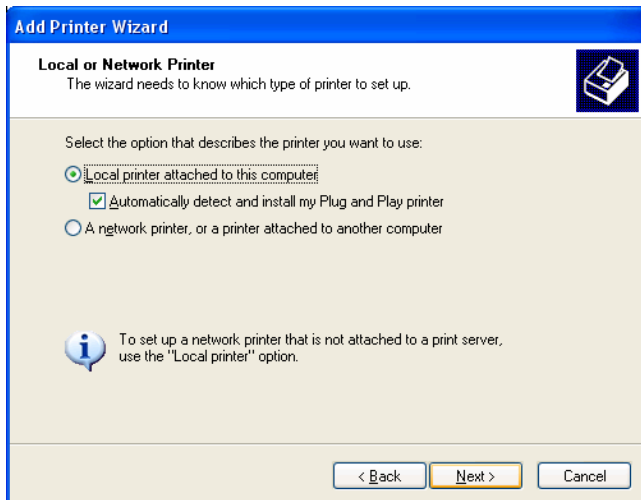
- Click on the **Start** icon, and then select **Printers and Faxes**.
- In the dialog box displayed, select **Add a printer**.



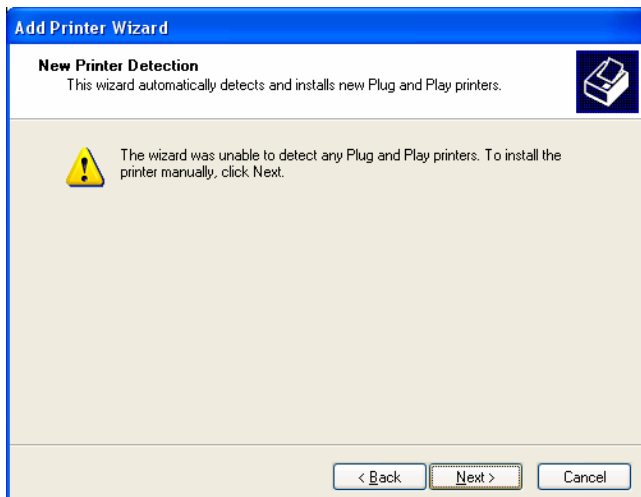
- This will display a wizard. Click on the **Next** button to continue.



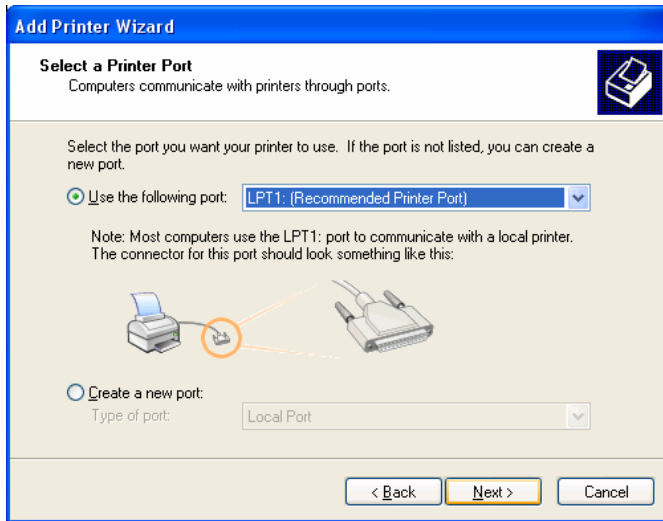
- The next dialog box, allows you to select a local or networked computer.



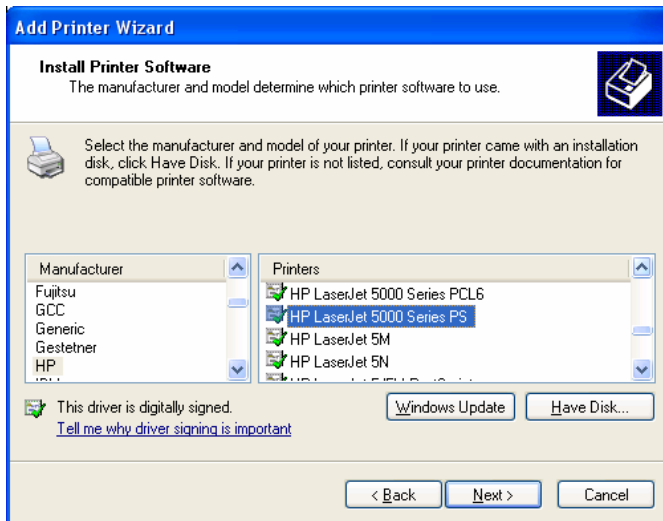
- Click on the **Next** button to continue. Your printer may be automatically detected by Windows, or you may have to manually tell Windows about your printer, as in the case shown.



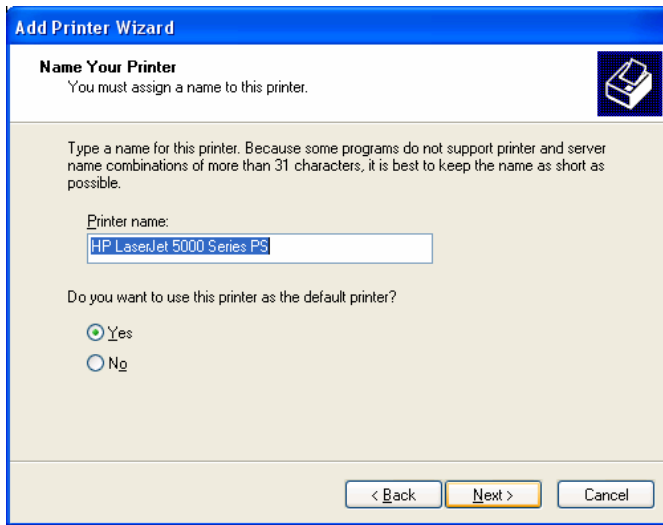
- Click on the **Next** button to continue. Next we need to tell Windows which port the printer is using (normally use the default offered).



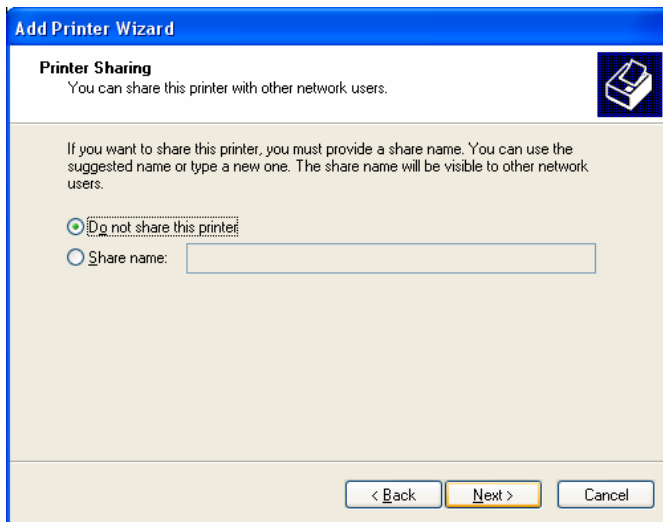
- Click on the **Next** button to continue. The next window allows you to tell Windows exactly what sort of printer you are using.



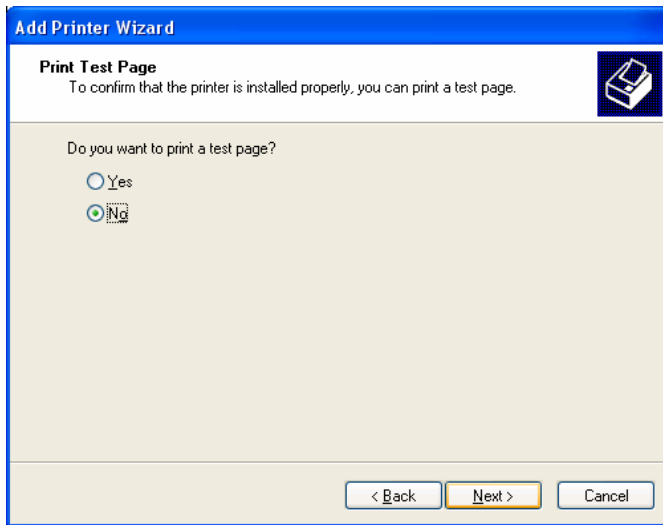
- Click on the **Next** button to continue. Next you need to give the printer a name.



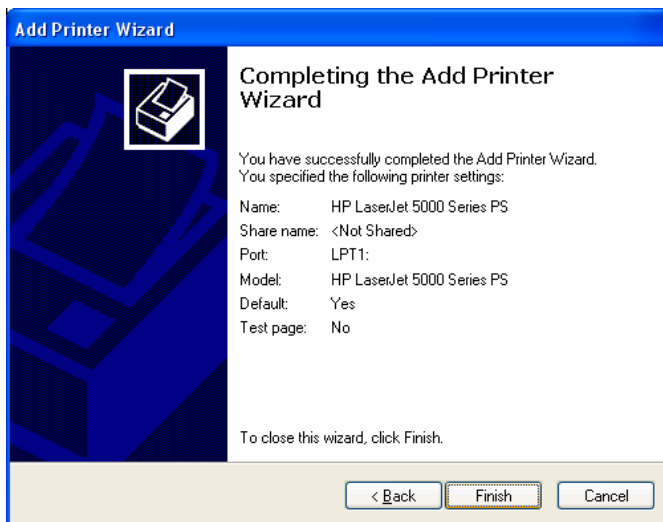
- Click on the **Next** button to continue. Next you can decide whether or not to share the printer with others.



- Click on the **Next** button to continue. You can decide whether or not to print a test page.



- Click on the **Next** button to continue. Finally you will see the last wizard page as illustrated.



- Click on the **Finish** button to complete the process.

2.5.2 Print Outputs

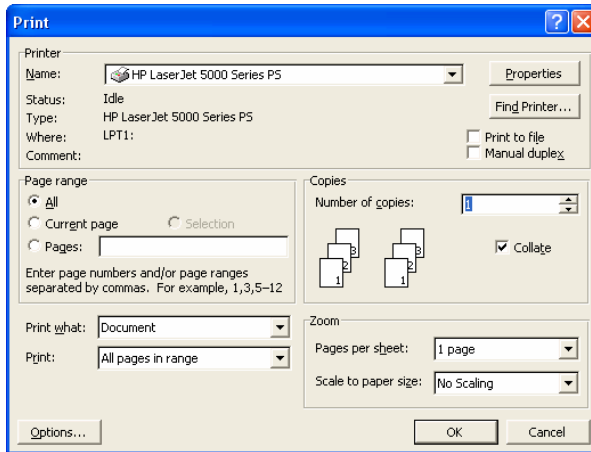
2.5.2.1 Print a document from a text editing program.

To print from an application

- Normally you will be printing from an application, such as a word-processor or spreadsheet to your printer. To print your document or spreadsheet, simply click on the printer icon in the application's tool bar.



If you click on the **File** drop down menu of an application and select the **Print** command you will have more control over your printing options, such as how many copies to print.



Why print to a file?

- The printing process means sending the formatted information within, say, a word processor document, through a print driver and then to the printer itself. Sometimes you may not have access to a printer when you need it, in which case you can print the document to a file (and then later copy this document to your printer).

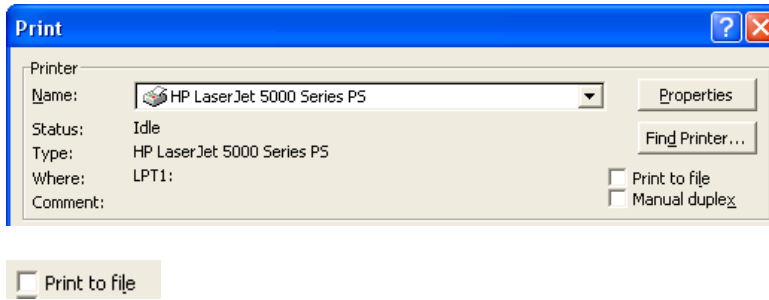
It is important to realise that saving a document to disk and printing the document to disk are two very different concepts. Saving the document to a disk, means just that. The document is saved to the disk!

Printing a file to disk means saving both the document's formatting information to disk, along with the information about how a particular printer should interpret the formatting.

A very large, high resolution graphics file may take a long time to process for printing. By printing to disk, this lengthy process can be performed at lunchtime, or in the evening. Later this file can be copied to the printer (which is quick, as the processing work has already been done).

How to print to a file

- This process may vary according to what type of printer you are using and what application you are printing from. In the example illustrated, we are printing from the WordPad program, using an HP LaserJet printer. We can click on the **File** drop down menu and select the **Print** command. The Print dialog box is displayed.
- To print the file to disk we need to select the **Print to file** option, and then click on the **Print** button.



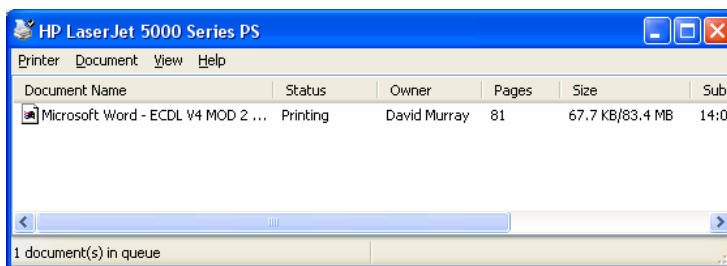
2.5.2.2 View a print job's progress using a Desktop print manager.

To view print jobs

- Once you have started printing you can view a print job's process. Double click on the printer icon displayed at the bottom-right of your screen



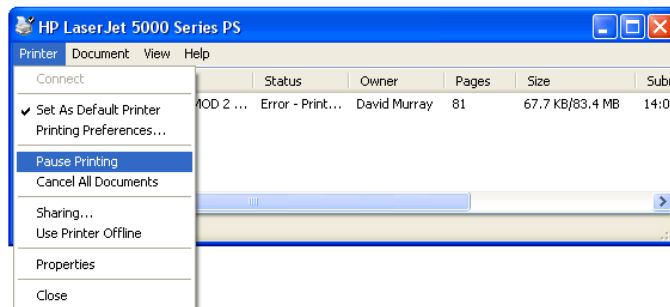
This will display a dialog box showing the progress of your print jobs.



2.5.2.3 Pause, re-start, delete a print job using a Desktop Print Manager.

To control print jobs using the Print Manager

- To pause a print job:** Within the Print Manager, select the print job which you wish to pause. Click on the **Printer** drop down menu and select the **Pause Printing** command.



To restart a paused print job: Within the Print Manager, select the print job which you wish to un-pause. Click on the **Printer** drop down menu and re-click on the **Pause**

Printing command.

To delete a print job: Within the Print Manager, select the print job which you wish to delete and press the **Del** key.