Computer Packages 1

WEEK 1

Concepts of Information Technology (IT)

Information Technology (IT)
- A general term that relates to the use of computers as an aid to creating and maintaining data, i.e. information. IT is related to all aspects of managing and processing information, especially within a large organization. Computers are critical to managing information, and computer departments within large organizations are often called IT departments. Alternative phrases are IS departments (Information Services) or MIS departments (Management Information Services). People working with computers within large companies will often refer to their job, as "working in IT".

Hardware
- The term hardware refers to the physical components of your computer such as the system unit, mouse, keyboard, monitor etc.

Software
- The software is the collection of instructions that makes the computer work. For instance, when you type in words via the keyboard, the software is responsible for displaying the correct letters, in the correct place on the screen. Software is held either on your computer's hard disk, CD-ROM, DVD or on a diskette (floppy disk) and is loaded (i.e. copied) from the disk into the computers RAM (Random Access Memory), as and when required.

Types of Computer

What is a mainframe computer?
- Mainframe computers are the big, powerful, expensive computers used in the background by most large organizations. The power of the mainframe can be distributed amongst many people accessing the mainframe via their own PC. Organizations such as large insurance companies would use the mainframe to keep track of their policyholders and send out renewal notices.

What is a PC?
- IBM invented the PC (Personal Computer) way back in 1981. All PCs released since then are in many ways compatible with the original design, though many extensions have been made. The term PC compatible relates to PCs manufactured by companies other than IBM that are compatible with the traditional PC specification. In the early days, most PCs ran an operating system called DOS (Disk Operating System). These days most PCs will be running a version of Microsoft Windows.

What are laptop & palmtop computers?
- Laptop computers, as the name implies, are small portable computers that can run on batteries as well as mains power. They use special screens, rather than the traditional bulky VDUs (Visual Display Units), which allows for longer battery life as well as portability. A newer term, "Notebooks", simply indicates a VERY small laptop. These are especially popular with salespersons on the move or people giving presentations. While they tend to still be more expensive than an equivalent Desktop computer, they can now match the power of a Desktop computer. Palmtops are even smaller computers that can literally fit into the palm of your hand.

What is a Personal Digital Assistant (PDA)?
- These devices use a special pen, rather than a keyboard and can be used for storing and retrieving information. Like most computer devices, many can connect to the Internet. They are extremely compact.

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WEEK 2

Main Parts of a Personal Computer

The System Unit

- The "system unit" is the name given to the main PC box that houses the various elements that go together to make up the PC. For instance within the system unit is the computer system's motherboard, which contains all the main components, such as the CPU. The system unit also houses items such as the hard disk, the floppy disk and CD-ROM drives etc. System units come in two basic varieties, the tower version, as illustrated, or a desktop version, which is designed to sit on your desk with your monitor on top of the system unit.

The System (Mother) Board

- The system (mother) board in contained within your system unit and all the vital computer systems plug directly into the system board. The CPU is normally housed on your system board along with all the other electronic components. Other items such as the hard disk are attached to the system board, either directly or via cables. These boards are getting smaller and smaller as the components become more integrated. If you open up a modern system you will find that it is mainly full of air.

The CPU (Central Processing Unit)

- The CPU is the brains within your computer. It performs most of the calculations within the computer and is responsible for the smooth running of your operating system (Microsoft Windows) as well as your application programs, such as word-processors, spreadsheets and databases. There is a small amount of memory associated with the CPU, which it uses to perform these operations. It also accesses and uses the main memory (RAM - Random Access Memory) within your computer. In many ways, the CPU is the single most important item within your computer that governs the overall speed of your computer. The CPU's speed is measured in MHz. This relates to the frequency that the CPU runs at and the higher the MHz rating of your CPU the faster your computer will run. To give you some indication of how PCs have advanced over the years, the original IBM PC released in 1981 ran at less than 5 MHz while modern PCs can run at speeds well in excess of 2000 MHz. Note that 1000 MHz is the same a 1 GHz.

Memory RAM

Random Access Memory (RAM) is the main 'working' memory used by the computer. When the operating system loads from disk when you first switch on the computer, it is copied into

RAM. The original IBM PC could only use up to 640 KB of memory (just over half a megabyte), whereas a modern computer can effectively house as much RAM as you can afford to buy. Commonly modern computers are supplied with over 128 MB of RAM. As a rough rule, a Microsoft Windows based computer will operate faster if you install more RAM. When adverts refer to a computer having 128 Mbytes of memory, it is this RAM that they are talking about. Data and programs stored in RAM are volatile (i.e. the information is lost when you switch off the computer).

-

Memory ROM-BIOS
- The ROM-BIOS (Read Only Memory - Basic Input Output System) chip is a special chip held on your computer's system (mother) board. It contains software that is required to make your computer work with your operating system, for instance it is responsible for copying your operating system into RAM when you switch on your computer.
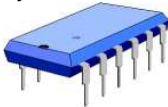
What is a peripheral device?
- A peripheral device is any device that you can attach to your computer. Thus, you could attach a scanner or modem to the back of your system unit.

What are input devices?
- Input devices allow you to input information to the computer and include things such as the keyboard and mouse.

What are output devices?
- Output devices allow you to output information from the computer and include the printer and the monitor.

The Keyboard
- An Input device. The keyboard allows you to type information into the computer. It has evolved over the years and many people now use a Microsoft style keyboard, which has additional keys designed to make Microsoft Windows easier to use.

The Mouse
- An Input device. When using an operating system, such as Microsoft Windows, you use the mouse to select drop down menus, to point and click on items, to select items and to drag and drop items from one place to another.

CD-ROM
- Most computers are now supplied with a CD-ROM (Compact Disc - Read Only Memory) drive. CD-ROM discs look exactly like music CDs but contain computer data instead of music. The advantage of a CD-ROM is that it can hold a vast amount of data (equivalent to the storage capacity of over 450 floppy disks). The other big advantage of CD-ROMs is that they are interchangeable. This means that you can own a range of different CD-ROMs and choose which one to insert into your CD-ROM drive.

DVD Drives
- Short for "Digital Versatile Disc". Similar to CD-ROM drives but allows you to use DVD disks, which contain vastly more information than a traditional CD-ROM disk. These also transfer the data from the disk to the computer far faster, allowing you to watch movies on your computer

screen. A CD-ROM can store 650 MB of data, while a single-layer, single-sided DVD can store 4.7 GB of data. The two-layer DVD standard allows a capacity of 8.5 GB. A double-sided DVD increases the storage capacity to 17 GB (or over 25 times the data storage capacity of a CD-ROM).

Floppy disk

- Floppy disks are also known as diskettes. They are very slow compared to hard disks or CD-ROMs, and hold relatively small amounts of data (1.44 Mbytes). Sometimes people will backup (i.e. copy) important data from their hard disk to floppy disks. However, as diskettes are notoriously unreliable this is not the best way of backing up valuable data (but is better than nothing).

Zip Disc

- A Zip disc is like a more recent version of the floppy disk, the main difference being that a single Zip disc can hold up to 250 Mbytes of data. They also offer increased speed compared to the old floppy disk.

Hard (Fixed) Disk

- Hard disks are the main, large data storage area within your computer. Hard disks are used to store your operating system, your application programs (i.e. your word processor, games etc) and your data. They are much faster than CD-ROMs and floppy disks and can also hold much more data.

The Monitor

- An Output device. The monitor is the TV type screen that you view your programs on. They are supplied in different sizes, common sizes range from 15" to 21" screens. You should be aware that poor quality or badly maintained monitors could harm your eyesight.

Additional items or cards

- Many 'extra' components can easily be fitted to your computer, which has the advantage of making the computer 'upgradeable' as newer and better hardware comes along.

Sound cards and speakers

- Many computers are now supplied with sound cards and speakers that mean that when you run 'multi-media' programs, you can listen to sounds that are played back via your computer. If you have a microphone and suitable software, you can also record sounds. You can even purchase special software that will allow you to talk to your computer and get the computer to type the words you have spoken on your screen. In time, this type of software may replace the keyboard.

Modems

- A modem is a device that is used to attach your computer to the telephone system. The modem converts data into sound that is sent over the telephone line, the receiving modem turns the

sounds back into data. If you wish to connect to the Internet, you will need a modem.

Printers
- Most data is printed once you have created it and there are a vast number of different printers available to accomplish this. Most common are ink jet and laser printers both of which can now produce coloured output (at a cost).

Scanners
- Scanners allow you to scan printed materials into your computer, which can then be stored within the computer. These pictures can then be altered, resized and printed as required.

Recordable CDs
- CD-ROMs are read-only devices, but increasingly people are purchasing a special type of CD drive unit that allows you to record data, music or video to your own CDs. These devices require the purchase of special CDs that you can write to, called CD-R (Compact Disc – Recordable).

Tape backup
- A tape backup unit allows for regular backing up of your data. These tapes can store a vast amount of data at a low cost. DAT (Digital Audio Tape) devices are commonly used for backups. The DAT tapes that they use can backup enormous amounts of data (i.e. over 4 GBytes per tape). The devices are also fast and reliable.

Know how computer memory is measured;
- **Basic Units of Data Storage**: It is important to realize that the term digital computer refers to the fact that ultimately the computer works in what is called binary. Humans work in tens (because we have 10 fingers). To use the jargon humans work in base 10. A digital computer uses the numbers 0 and 1 (or on and off if you prefer). When we talk about computer storage, either the amount of memory (RAM) or the hard disk capacity we are talking about numbers that are multiples of 0 or 1.
- **Bit**: All computers work on a binary numbering system, i.e. they process data in ones or zeros. This 1 or 0 level of storage is called a bit. Often hardware is specified as a 32-bit computer, which means that the hardware can process 32 bits at a time. Software is also described as 16 bit, 32 bit or 64 bit software.
- **Byte**: A byte consists of eight bits.
- **Kilobyte**: A kilobyte (KB) consists of 1024 bytes.
- **Megabyte**: A megabyte (MB) consists of 1024 kilobytes, approximately 1,000,000 bytes.
- **Gigabyte**: A gigabyte (GB) consists of 1024 megabytes, approximately 1,000,000,000 bytes.
- **Terabyte**: A terabyte (TB) consists of approximately 1,000,000,000,000 bytes.
- **Files**: Data and programs are stored on your disk as files. There are different types of files, such as the files that you store your data in, the files that contain your programs and also files used to store your operating system (such as Microsoft Windows).

Computer Packages 1

WEEK 3

Software

What is an Operating System?
- The operating system is a special type of program that loads automatically when you start your computer. The operating system allows you to use the advanced features of a modern computer without having to learn all the details of how the hardware works. There are a number of different types of operating system in common use. The IBM PC (Personal Computer) was introduced way back in 1981 and was originally supplied with an operating system called DOS (Disk Operating System). This operating system was very basic, and you had to be a bit of a computer expert just to understand how to use it. It was NOT user-friendly. Later on, Microsoft introduced Windows and this is the operating system that is most widely used on PCs today. To complicate matters further, there are a number of different types of Windows. The first widely used version of Windows was called Windows 3.1. This was more powerful than DOS and far easier to use. It had a Graphical User Interface (GUI), i.e. you could 'drive' it using a mouse and drop down menus. Later versions of Windows include Windows 95, Windows NT, Windows 98, Windows 2000 and Windows XP. The good news is that later versions of Microsoft Windows look almost identical to each other and are all much easier to use than Windows 3.1.

Main functions of an operating system
- The operating system is a special type of program that loads automatically when you start your computer. The operating system allows you to use the advanced features of a modern computer without having to learn all the details of how the hardware works. There are a number of different types of operating system in common use. The IBM PC (Personal Computer) was introduced way back in 1981 and was originally supplied with an operating system called DOS (Disk Operating System). This operating system was very basic, and you had to be a bit of a computer expert just to understand how to use it. It was NOT user-friendly. Later on, Microsoft introduced Windows and this is the operating system that is most widely used on PCs today.
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IBM produced an operating system called OS/2 but this was largely ignored and is only used by a few companies.

UNIX and Linux are other examples of operating systems that may be run on PCs

Other types of computers, such as those manufactured by Apple have a completely different operating system.

What is a Graphical User Interface?
- A Graphical User Interface (GUI) is simply an additional part of the operating system that displays windows and drop down menus, and also enables you to drive your computer using a mouse. Examples of operating system that use a GUI include Windows and IBM's OS/2.

The advantages of using a GUI
- All programs look similar and when you switch from a program supplied by one manufacturer to one from a different manufacturer, you will find the transition very easy.
- Application programs work in the same way as the underlying operating system.
- The GUI also allows programmers to easily write consistent looking programs.

What is an application program?

- An application program is the type of program that you use once the operating system has been loaded. Examples include word-processing programs (for producing letters, memos etc), spreadsheets (for doing accounts and working with numbers), databases (for organizing large amounts of information) and graphics programs (for producing pictures, advertisements, manuals etc).

Word processing

- A word processing program (such as Microsoft Word) allows you to easily produce letters, memos, etc. You can easily mail merge a list of names and addresses to produce mass mailers, individually addressed to customers or subscribers.

Spreadsheets

- A spreadsheet program (such as Microsoft Excel) allows you to work out a company's income, expenditure and then calculate the balance. It enables you to make 'what if' type projections of how the company will fair in the future and to forecast how changes in prices will affect profits.

Databases

- A database program (such as Microsoft Access) allows you to compile information and then to search this information to extract just the information you require. For instance, if you have a database of all the equipment housed within an office you can very simply produce a report listing only the equipment above a certain value.

Presentation

- A presentation program (such as Microsoft PowerPoint) allows you to produce professional looking presentations, which can be printed out directly onto slides for use with an overhead projector. Alternatively, you can display your presentations directly on a computer screen.

Web browsing

- These applications allow you to view and interact with the World Wide Web (WWW).

Web authoring

- These applications allow almost anyone to create a web site, quickly and easily.

Computer Packages 1

Week 4

Getting to Know Windows

Understanding Windows XP

What is Windows XP?
- **Windows XP** is the newest Microsoft operating system. Based on **Windows 2000 Professional** and powered by the new **Windows Engine**, Windows XP is said to be more reliable, efficient, secure, and easy to use. Features new to Windows XP include: an updated user interface; new multimedia, communications, and networking features; a new Help and Support Center; plus other new and improved experiences.

  Note: Windows XP is available in **Home** and **Professional** editions. This training manual covers **Windows XP Professional**.

The New Windows Engine
- **Windows XP** is built on the code base of **Windows 2000** and **Windows NT** that feature a 32-bit computing architecture and a fully protected memory model. Enhancements added to Windows XP include improved document recovery, improved application and hardware compatibility, system memory protection, and system stability.

Windows XP System Requirements
To use Windows XP Professional, your system must have:
- 300 megahertz or higher processor clock speed (minimum 233 megahertz).
- 128 megabytes RAM or higher (minimum 64 megabytes).
- 1.5 gigabytes available hard disk space.
- Super VGA (800x600) or higher resolution video adaptor and monitor.
- CD-ROM or DVD Drive.

  Note: To use certain features in Windows XP, your system will require additional functionality. For example, Internet and e-mail functionality requires an Internet connection.

Using the Microsoft Web Site
- The **Microsoft Windows XP Professional** Web site provides Windows XP users with support, downloads, tips, and product information. You can visit their Web site at **http://www.microsoft.com/windowsxp/pro/default.asp**.

Getting to Know the Windows XP Environment

Working with the New Windows XP Interface
- Windows XP offers a bright new visual design. The **Start** menu, **taskbar**, and other desktop elements all have new looks. Features new to Windows XP keep the desktop and taskbar less cluttered and the **Start** menu personalized to your preferences.
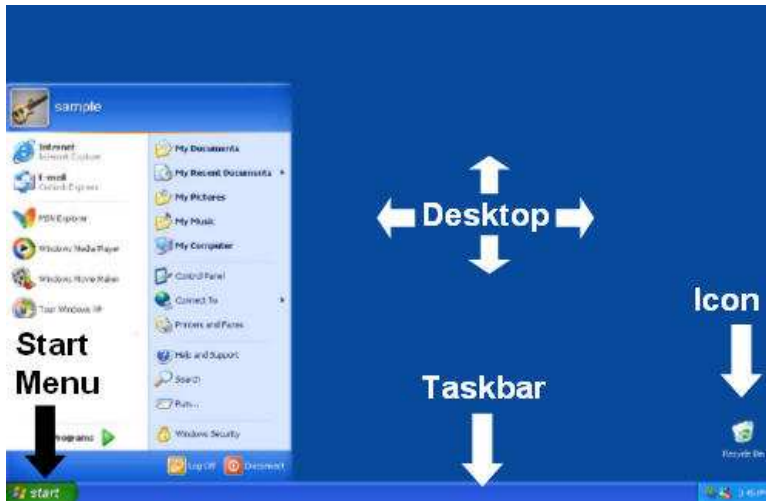
Using the Start Menu
- The **Start** menu provides access to the most useful items on your computer including all programs, most recent documents, help and support, and other items on your computer. Windows XP includes more **Start** menu customization options.

To access the Start menu:
- Click the **Start** button at the bottom-left of the screen:

Using Icons
- Files, folders, and programs are represented by icons. A file's icon is represented by the program the file was created in. Folder icons usually look like a folder. Some folders can have a customized icon applied to them. The name of the file, folder, or program is displayed under the icon.
- The **Recycle Bin** is the only folder displayed on the desktop when you first start Windows XP:

To open a file, folder, or program:
- Double-click on the file, folder, or program icon.

Using Windows
- Windows are frames on the desktop that contain the contents of opened files, folders, and programs:
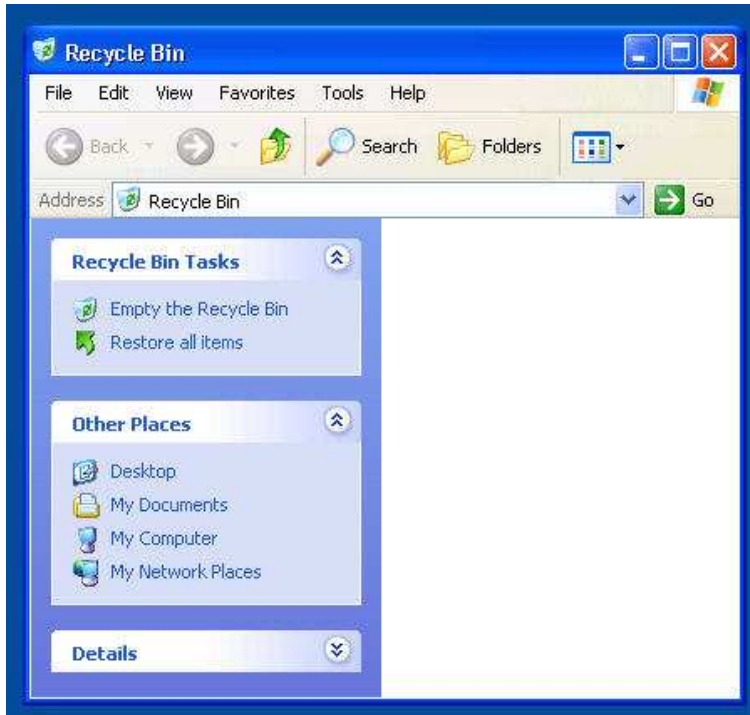
Using the Desktop
- The desktop is the background displayed on your computer screen. File, folder, and program icons can be displayed on the desktop for easy access to your most commonly used tasks, documents, and programs. Opening files, folders, and programs displays window frames on the desktop.
- The desktop can be customized with themes and backgrounds to personalize the look of your computer.

Using the Taskbar
- The taskbar displays opened files, folders, and programs. When multiple windows are open, you can click on file, folder, or program buttons in the taskbar to switch between windows.

- The taskbar also contains a notification area where the current **time** and **Windows Messenger** program are displayed by default. The notification area is at the very right of the taskbar:

WEEK 6

Working with the Start Menu

Starting and Ending your Computer Session

Logging On
- A new feature to Windows XP, the **Welcome Screen** lists all user accounts.

To log on:
- Click your user account.
- Type your password.
- Click the arrow in the green box.

   OR

- Click your user account.
- Type your password.
- Press the **Enter** key on your keyboard.

Logging Off
- Logging off does not shut down your computer. When you log off, all open programs are closed.

Switching Between Users
- When you switch between users, all programs keep running and the computer switches to another user. When you return to your user account, your open programs are exactly as you left them.

To keep programs running and switch between users:
- Click **Start > Log Off**. This opens a **Log Off Windows** dialog box.
- Click **Switch User**.

Restarting the Computer
- Click **Start > Turn Off Computer**. This opens a **Turn off computer** dialog box.
- Click **Restart**.

Sending the Computer into Hibernation
- Sending your computer into hibernation saves everything in computer memory onto your hard disk. When your computer is awakened from hibernation, all programs and documents that were open when you sent your computer into hibernation are restored on the desktop.

To send your computer into hibernation:
- Click **Start > Turn Off Computer**. This opens a **Turn off computer** dialog box.
- Click **Hibernate**.

Shutting Down the Computer
- Shutting down the computer turns your computer off.

To shut down the computer:
- Click **Start > Turn Off Computer**. This opens a **Turn off computer** dialog box.
- Click **Turn off**.

Getting to Know the Start Menu

Accessing the Most Frequently Used Programs
- The most frequently used programs are automatically displayed at the beginning of the **Start** menu. Although only five programs are displayed at the beginning of the **Start** menu when you

use Windows XP for the first time, the **Start** menu will display up to six frequently used programs by default.

Accessing Internet and E-mail Programs

- By default, Internet and e-mail programs are displayed above the most frequently used programs. You will notice that a separator line divides the two sections. The top section above the most frequently used programs is known as the **pinned items list**. The **pinned items list** is static and does not change or update like the most frequently used programs.

To access Internet and e-mail programs:

- Click the **Start** button.
- Select the Internet or e-mail program you want to open:

Note: Customizing the **pinned items list** is discussed later in this chapter.

Accessing All Programs

- Clicking on **All Programs** in the **Start** menu opens a list of applications available on your computer.

To access All Programs:

- Click **Start > All Programs**.
- Select the application you want to open:

Note: When a menu item has a right pointing triangle next to it, clicking on the menu item will open another menu displaying additional menu options.

Getting to Know Default Folders in the Start Menu

Accessing Accessories

- The **Accessories** folder is a default Windows XP folder listed under **All Programs** in the **Start** menu.
- The **Accessories** folder contains Windows XP programs and helpful tools to get the most out of Windows

To access the Accessories folder:
- Click **Start > All Programs >Accessories**.
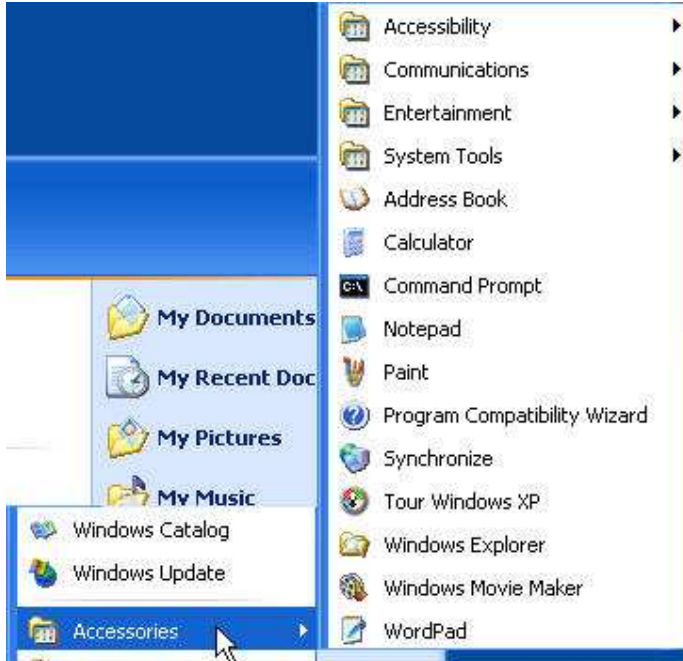
Note: Programs and tools in the **Accessories** folder are discussed in more detail when the specific functionality is covered in the **Foundation** and **Intermediate** training manuals.

Accessing Games
- The **Games** folder is a default Windows XP folder listed under **All Programs** in the **Start** menu.
- The **Games** folder contains Windows XP games including **FreeCell**, **Hearts**, **Internet Backgammon**, **Internet Checkers**, **Internet Hearts**, **Internet Reversi**, **Internet Spades**, **Minesweeper**, **Pinball**, **Solitaire**, and **Spider Solitaire**.

To access the Games folder:
- Click **Start > All Programs > Games**.

Note: Games are discussed in more detail in the **Intermediate** training manual.

Adding Applications to the Startup Menu
- The **Startup** folder is a default Windows XP folder listed under **All Programs** in the **Start** menu.
- Any applications in the **Startup** folder begin automatically each time you start Windows XP. The **Startup** folder is empty by default.

To add applications to the Startup folder:
- Click **Start > All Programs**.
- Right-click on **Startup**.
- From the pop-up menu, select **Open**:

- This opens the **Startup** window.
- Create a shortcut of the application you want to add to the **Startup** folder.
- Cut and paste the shortcut into the **Startup** window.

  Note: Creating shortcuts and cutting and pasting files, folders, and programs, is discussed in more detail later in this training manual.

Running Programs and opening Folders and Documents
- The **Run** command on the **Start** menu allows you to run programs, open folders and documents, or go to a Web site.

To display the Run command:
- Click **Start > Run**. This opens the **Run** dialog box:
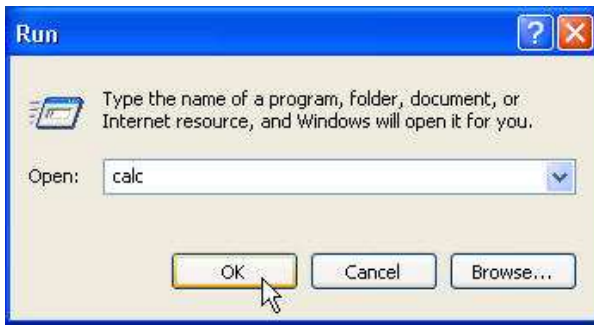
- Type the name of the program, folder, document, or Web site you want to run or open.
- Click **OK**.

Customizing the Start Menu

Selecting a Start Menu Style
- The Windows XP **Start** menu has a new design and layout. For those users that prefer the **Start** menu style of older Windows versions, the **Start** menu can be changed to the **Classic Start menu**.

Selecting a Start Menu Icon Size
- In the **Start** menu, an icon is displayed to the left of each program, folder, or file, providing a visual representation of the corresponding program, folder, or file. The size of the icons can increase or decrease the overall size of the **Start** menu.

To increase or decrease the size of Start menu icons:
- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Click the **Customize** button.

- Select the **Large icons** or **Small icons** option button in the **Select an icon size for programs** area:

Changing the Number of Programs Displayed in the Start Menu
- The **Start** menu displays six frequently used programs by default. When you remove a program from the frequently used programs list, it is replaced by another program.

To customize the number of frequently used programs displayed in the Start menu:
- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Click the **Customize** button.
- Click the up and down arrows on the **Number of programs on Start menu** box in the **Programs** area:
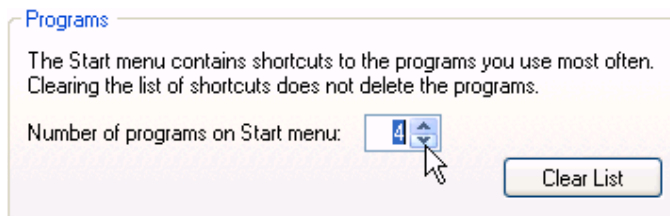
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

   Note: To clear all programs displayed in the frequently used program list, click the **Clear List** button.

Displaying Recent Documents
- The **My Recent Documents** folder displays the most recent documents you have opened. The **My Recent Documents** folder is located among the **Start** menu items with a blue background:

To remove the My Recent Documents folder from the Start menu items:
- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Click the **Customize** button.
- Click the **Advanced** tab.
- Uncheck the List my most recently opened documents box in the Recent documents area.
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

Note: To clear all documents displayed in the **My Recent Documents** list, click the **Clear List** button.

Clearing Recent Documents from the Classic Start Menu
- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Select the **Classic Start menu** option button.
- Click the **Customize** button.
- Click the **Clear** button in the **Start menu** area.
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

Using Advanced Options from the Classic Start Menu
- Right-click on the **Start** button.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Select the **Classic Start menu** option button.
- Click the **Customize** button.
- Click the up and down arrows on the scroll bar to scroll through the **Advanced Start menu options**.
- Check and uncheck your preferred options.
- Click **OK**.
- Click **OK** again to exit the **Taskbar and Start Menu Properties** dialog box.

Customizing the Desktop and Taskbar

Customizing the Desktop

Applying a Desktop Theme
- A desktop theme affects the whole look of your desktop, including the desktop background, screen saver, window appearance, pointers, and sounds. You can choose between the **Windows XP** or **Windows Classic** theme, or create your own theme. By default, the Windows XP theme is applied the first time you start Windows XP:

Applying a Desktop Background
- The desktop background can be customized with a picture, texture, or color. You can choose from Windows XP backgrounds or use your own images.

To apply a desktop background:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Select a background from the **Background** list.
- Click **OK**.

Applying your own Image to the Desktop Background
- Select the picture in the **My Pictures** folder that you want to apply as the desktop background.

- Click the **Set as desktop background** link in the task panel:

Applying a Screen Saver
- A screen saver is activated automatically after your computer has been idle for the number of minutes specified in the **Wait** box. The screen saver will automatically return you to your work unless you have password protected the screen saver.

To apply a screen saver:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Screen Saver** tab.
- Select a screen saver from the **Screen Saver** drop-down menu.
- Click the **Preview** button to preview the screen saver.
- Click **OK**.

    Note: To change screen saver settings, such as the color or speed of a screen saver, click the **Settings** button.

    OR

- Click **Start > Control Panel > Appearance and Themes**.
- Click **Choose a screen saver** in the **Pick a Task** area. This opens the **Display Properties** dialog box at the **Screen Saver** tab.
- Select a screen saver from the **Screen Saver** drop-down menu.
- Click the **Preview** button to preview the screen saver.
- Click **OK**.

Password Protecting a Screen Saver
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Screen Saver** tab.
- Check the **On resume, password protect** box.
- Click **OK**.

    Note: Your password is the same password with which you log on to Windows XP.

    OR

- Click **Start > Control Panel > Appearance and Themes**.
- Click **Choose a screen saver** in the **Pick a Task** area. This opens the **Display Properties** dialog box at the **Screen Saver** tab.
- Check the **On resume, password protect** box.
- Click **OK**.

Changing Window Appearance
- Colors schemes and font sizes can be modified to customize the appearance of windows.

To change window appearance:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.

- Click the **Appearance** tab.
- Make the windows customizations you want.
- Click **OK**.

    Note: To change individual elements of the window appearance such as the active title bar, the inactive title bar, the font, and menu styles, click the **Advanced** button and make your changes.

Changing Screen Settings
- A higher screen resolution reduces the size of items on your screen, including windows, the **Start** menu, and icons, and increases the relative space on your desktop. A lower screen resolution increases the size of items on your screen and decreases the relative space on your desktop.

To change the screen resolution:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Settings** tab.
- Click and drag the **Screen resolution** bar until you reach the resolution you want:

    OR
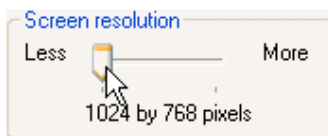
- Click **Start > Control Panel > Appearance and Themes**.

- Click **Change the screen resolution** in the **Pick a Task** area. This opens the **Display Properties** dialog box at the **Settings** tab.
- Click and drag the **Screen resolution** bar until you reach the resolution you want.

To change the number of screen colors:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Settings** tab.
- Select the **Color quality** you want from the drop-down menu.

Changing Desktop Icons
- Desktop icons can be changed for **My Computer**, **My Documents**, **My Network Places**, and the **Recycle Bin**.

To change desktop icons:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button. This opens the **Desktop Items** dialog box.
- Select the icon you want to change.
- Click the **Change Icon** button:

- Select an icon.
- Click **OK**.
- Click **OK** to exit the **Desktop Items** dialog box.
- Click **OK** again to exit the **Display Properties** dialog box.

Using the Desktop Cleanup Wizard
- The **Desktop Cleanup Wizard** cleans up your desktop by moving unused desktop shortcuts to a folder called **Unused Desktop Shortcuts**. By default, the **Desktop Cleanup Wizard** runs every sixty (60) days.

To run the Desktop Cleanup Wizard:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button. This opens the **Desktop Items** dialog box.
- Click the **Clean Desktop Now** button. Complete the wizard steps.
- Click **OK** to exit the **Desktop Items** dialog box.
- Click **OK** again to exit the **Display Properties** dialog box.

    Note: Uncheck the **Run Desktop Cleanup Wizard every 60 days** box if you do not want the wizard to run automatically every 60 days.

Customizing the Taskbar

Changing the Taskbar Appearance
- By default, the taskbar uses the new taskbar grouping feature and is always displayed on top of any opened windows.

    Note: Taskbar customizations can also be performed in the **Control Panel** under **Appearance and Themes**.

Locking the Taskbar
- Locking the taskbar secures the taskbar location so it cannot be moved.

To lock the taskbar:
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box:
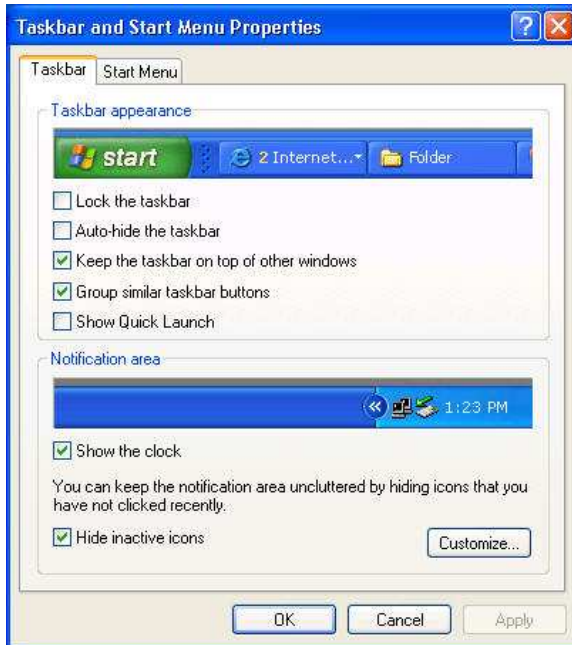
- Check the **Lock the taskbar** box.
- Click **OK**.

Auto-hiding the Taskbar
- Auto-hiding the taskbar hides the taskbar on the desktop. To display the taskbar, point your mouse cursor at the location of the taskbar.

To auto-hide the taskbar:
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Check the **Auto-hide the taskbar** box.
- Click **OK**.

To modify taskbar notification settings:
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Properties**. This opens the **Taskbar and Start Menu Properties** dialog box.
- Make the changes you want in the **Notification area**:
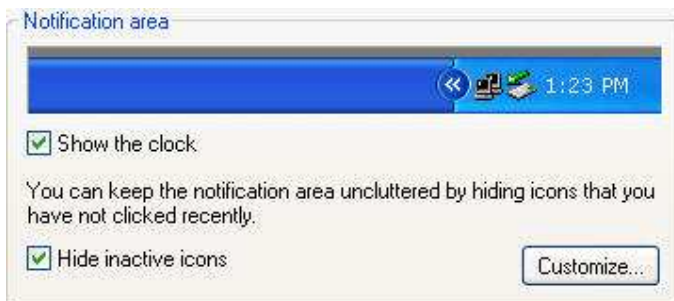
- Click **OK**.

    Note: To customize notification behavior for different items, click the **Customize** button.

WEEK 7

Working with Windows

Understanding Windows

About Windows
- Windows are frames on the desktop that contain the contents of opened files, folders, and programs. The content of a window changes according to the type of file, folder, or program opened.

Using the Title Bar
- The **title bar** is the horizontal bar at the top of each window:

- The **title bar** contains the program or folder **icon**, the **title** of the window, and the **Minimize**, **Maximize**, and **Close** buttons.

Using the Program or Folder Icon
- The program or folder **icon** displays a pop-up menu with options to minimize, maximize, or close the window, or restore, resize, or move the window.

To display the program or folder icon pop-up menu:
- Click on the program or folder icon in the title bar.

Using the Scroll Bars
- When the contents of a window are too large to fit in the screen, scroll bars appear to scroll both vertically and horizontally through the window:

To scroll vertically:
- Click the up and down arrows to scroll up and down the window

   OR click and drag the vertical scroll bar to scroll up and down the window.

To scroll horizontally:
- Click the left and right arrows to scroll the window to the left and right

   OR click and drag the horizontal scroll bar to scroll the window to the left and right.

Manipulating Windows

Minimizing Windows
- Minimizing a window displays the window in the taskbar as a button:

- Minimizing windows is useful if you need to view the desktop or just want to temporarily hide the open window.

To minimize an open window:
- Click the **Minimize** button on the title bar:

    OR

- Click on the program or folder **icon** on the title bar.

- From the pop-up menu, select **Minimize**.

    Note: Click the program or folder button in the taskbar to restore the open window.

Minimizing All Open Windows
- Minimizing all open windows is a quick way to access and view the desktop.

To minimize all open windows:
- Click the **Show Desktop** button on the taskbar:

    Note: The **Show Desktop** button is displayed on the taskbar when the **Quick Launch** toolbar is displayed. The **Quick Launch** toolbar is discussed in more detail later in this training manual.

Maximizing Windows
- Maximizing a window makes the window cover the whole screen.

To maximize a window:
- Click the **Maximize** button on the title bar:

    OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Maximize**.

    Note: Double-clicking the title bar maximizes and restores a window.

Restoring Windows

- Restoring a window puts a window that has been maximized or minimized back to its previous size.

To restore a window:
- Click the **Restore Down** button on the title bar:

OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Restore**.

   Note: Double-clicking the title bar maximizes and restores a window.

Closing Windows
- Closing a window ends a program or closes a file or folder.

To close a window:
- Click the **Close** button on the title bar:

OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Close**.

Resizing and Moving Windows

Resizing the Window Border
- Resizing windows is useful if you want to view more than one window at a time.

To increase or decrease window width:
- Click and drag the left or right window border:

Cascading Windows
- Cascading windows arranges all open windows (not windows minimized to the taskbar) so that title bars are listed under each other:

To cascade windows:
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Cascade Windows**.

   Note: To undo the windows cascade, right-click on an empty area of the taskbar and select **Undo Cascade**.

Tiling Windows Horizontally
- Tiling windows horizontally resizes each open window (not windows minimized to the taskbar) so each window is horizontally stacked.

To tile windows horizontally:
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Tile Windows Horizontally**.

   Note: To undo the horizontal window tile, right-click on an empty area of the taskbar and select **Undo Tile**.

Tiling Windows Vertically
- Tiling windows vertically resizes each open window (not windows minimized to the taskbar) so each window is arranged and displayed vertically:

To tile windows vertically:
- Right-click on an empty area of the taskbar.
- From the pop-up menu, select **Tile Windows Vertically**.

   Note: To undo the vertical window tile, right-click on an empty area of the taskbar and select **Undo Tile**.

Moving a Window
- Click and drag the window **title bar** to the position you want.

   OR

- Click on the program or folder **icon** on the title bar.
- From the pop-up menu, select **Move**:
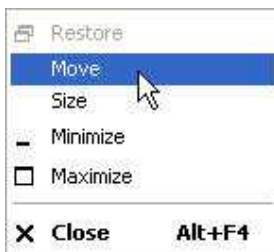
- Click and drag the window **title bar** to the position you want.

Understanding Windows Menus

Getting to Know Windows Menus
- Window menus change according to the type of file, folder or program opened. This section discusses the menus displayed in an open folder:

Using the File Menu
- The **File** menu offers tasks to manage files and folders. Some tasks offered in the **File** menu include creating a new file or folder, opening or exploring a file or folder, creating shortcuts, renaming or deleting a file or folder, and sending a file or folder to different locations.

Using the Edit Menu
- The **Edit** menu also offers tasks to manage files and folders. Some tasks offered in the **Edit** menu include copying, cutting, and pasting files and folders and undoing and redoing file and folder actions.

Using the View Menu
- The **View** menu offers tasks to change how files and folders in a window are viewed. Some tasks offered in the **View** menu include changing how files and folders are displayed in the window, showing or hiding toolbars and the status bar, selecting the details displayed in detail view, and arranging icons.

Using the Favorites Menu
- The **Favorites** menu offers a quick way to access Internet pages, folders, or files added to your **Favorites** list. Tasks offered in the **Favorites** menu include adding and organizing favorites.

Using the Tools Menu
- The **Tools** menu offers tasks to manage network drives, synchronize offline files and folders, and set folder options.

Using the Help Menu
- The **Help** menu offers a link to the **Help and Support Center**, offers to check the legality of your Windows XP copy, and displays information about your copy of Windows XP.

Computer Packages 1

WEEK 8

Working with Accessories

About Notepad
- **Notepad** is a Windows XP accessories program that is used for creating simple text documents.

Opening Notepad
- Click **Start > All Programs > Accessories > Notepad**.

Entering Text in Notepad
- Begin typing in the **Notepad** window:
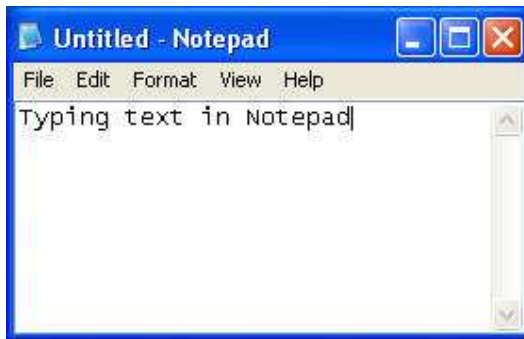
Wrapping Text
- When you type in **Notepad**, your text stays on one line so the **Notepad** document gets wider and wider to accommodate the amount of text. To view all text, you need to use the horizontal scroll bar.
- To have lines wrap at the end of a line and begin a new line when your text reaches the end of the document window, you need to turn on **Word Wrap**.

To turn on Word Wrap:
- From the **Notepad** main menu, select **Format > Word Wrap**.

    Note: Text will move to different lines when you resize your **Notepad** window.

Saving a Notepad Document
- From the **Notepad** main menu, select **File > Save**. The first time you save a new **Notepad** document, you will be prompted for a file name and a file location.
- Select a file location.
- Enter a file name.
- Click **Save**.

Printing a Notepad Document
- From the **Notepad** main menu, select **File > Print**. This opens the **Print** dialog box.
- Click **Prin**t.

Exiting Notepad
- From the **Notepad** main menu, select **File > Exit**.

Using Paint

About Paint
- **Paint** is a Windows XP accessories program that is used to create drawings and make basic edits to images.

Opening Paint
- Click **Start > All Programs > Accessories > Paint**:
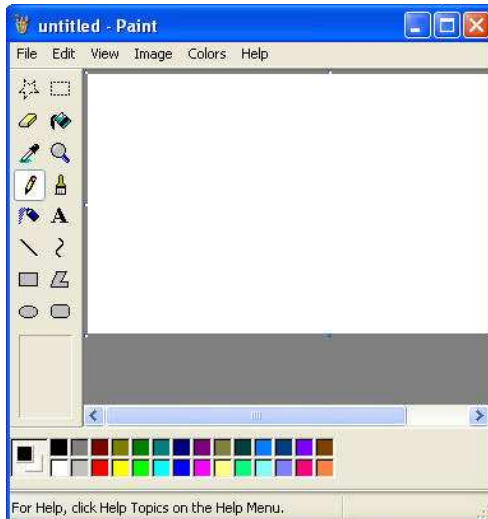
Drawing a Line with a Pencil
- Click the **Pencil** button on the **Tool Box**:

- Click and drag your mouse on the drawing canvas:

   Note: To change the color of a drawing tool, click a color in the **Color Box**.

Drawing a Line with a Brush
- Click the **Brush** button on the **Tool Box**:

- Click and drag your mouse on the drawing canvas.

Drawing a Line with an Airbrush
- Click the **Airbrush** button on the **Tool Box**:

- Click and drag your mouse on the drawing canvas.

Adding Text
- Click the **Text** button on the **Tool Box**:

- Click and drag your mouse on the drawing canvas to create a text box.
- Begin typing.

Adding Shapes
- Click on one of the shape buttons on the **Tool Box**:

- Click and drag your mouse on the drawing canvas.

Filling Shapes with Color
- Click the **Fill** button on the **Tool Box**:

- Select the color you want from the **Color Box**.
- Click inside the shape you want to fill:
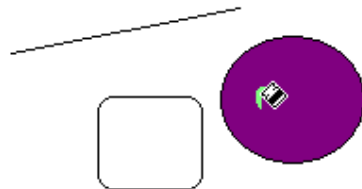
Erasing a Drawing
- Click the **Eraser/Color Eraser** button on the **Tool Box**:

- Click and drag your mouse over the drawings you want erased.

Opening an Existing Image
- From the **Paint** main menu, select **File > Open**.
- Locate and select the image you want to open.
- Click **Open**.

Saving an Image
- From the **Paint** main menu, select **File > Save**. The first time you save a new **Paint** document, you will be prompted for a file name and a file location.
- Select a file location.
- Enter a file name.
- Click **Save**.

Exiting Paint
- From the **Paint** main menu, select **File > Exit**.

Using the Clock

About the Clock
- Your computer clock is automatically synchronized with a network time server or Internet time server depending on whether your computer is a member of a domain.

Displaying the Clock
- Double-click on the clock in the taskbar notification area. This opens the **Date and Time Properties** dialog box:
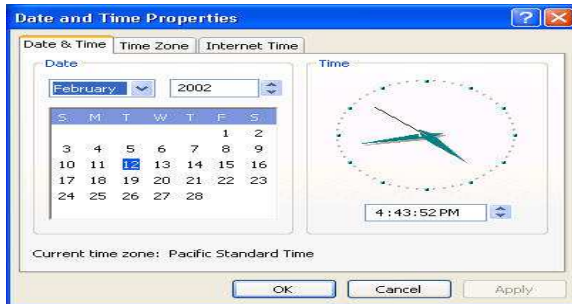
Setting the Date and Time
To set the time:
- Click the up and down arrows next to the time box.

To set the date:
- Select the month from the month drop-down menu in the **Date** area.
- Click the up and down arrows next to the year box in the **Date** area to set the year.
- Click a date on the calendar in the **Date** area to set the day.

Setting the Time Zone
- Click the **Time Zone** tab:

- Select a time zone from the drop-down menu.
- Click **OK**.

Using the Calculator

About the Calculator
- **Calculator** is a Windows XP accessories program that is used to calculate equations. The calculator can be viewed as a standard calculator for simple calculations or a scientific calculator for complex calculations.

Displaying the Calculator
- Click **Start > All Programs > Accessories > Calculator**:
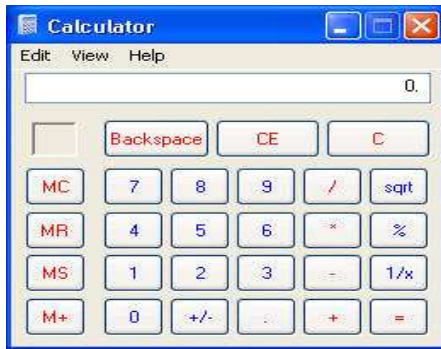
Switching between the Standard and Scientific Calculator
- From the **Calculator** main menu, select **View > Scientific**:

Using the Number Pad
- Click the calculator buttons on the calculator number pad to enter equations

    OR use the number pad on your keyboard to enter equations.

Exiting Calculator
- Click the **Close** button on the **Calculator** title bar.

Using the Command Prompt

About the Command Prompt
- **Command Prompt** is a Windows XP accessories program that is used for typing MS-DOS commands.

Opening the Command Prompt
- Click **Start > All Programs > Accessories > Command Prompt**:
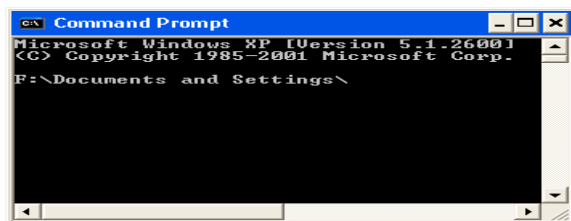
Exiting the Command Prompt
- Type **exit** at the **Command Prompt**.
- Press the **Enter** key on your keyboard.

Computer Packages I

Week 9

Working with Files and Folders

About Folders
- Folders on a computer provide a storage system similar to folders in a filing cabinet. Folders can contain files and other subfolders. Windows XP provides a number of default (personal) folders to start your computer filing system.
- A folder is typically represented by a folder icon. The folder name is under the icon:

Using My Computer
- The **My Computer** folder displays all hard disk drives and removable storage devices connected to your computer:

- Double-clicking on a drive or removable storage device displays its contents.

To open the My Computer folder:
- Click Start > My Computer.

- Using My Documents
- The **My Documents** folder provides a place to store all of your files. When you save a document, the default save location is the **My Documents** folder:

To open the My Documents Folder:
- Click **Start > My Documents**.

Using My Pictures

- By default, the **My Pictures** folder is situated in the **My Documents** folder. When you save pictures from your digital camera or scanner to your computer, or save a file in a graphics program, such as **Microsoft Paint**, the default save location is the **My Pictures** folder:

To open the My Pictures folder:

- Click **Start > My Pictures**.

    Note: The **My Pictures** folder contains some sample pictures.

Using My Music

- By default, the **My Music** folder is situated in the **My Documents** folder. When you use **Windows Media Player** to copy music from a CD or download music from the Internet, the default save location is the **My Music** folder:

To open the My Music folder:

- Click **Start > My Music**.

    Note: The **My Music** folder contains some sample music.

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.

    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 that would be created using these packages.

    If you were to double click on say, the Word file, the Word program would open up, and the data file that you double clicked on 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:

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

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

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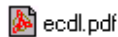The .GIF extension means that the file contains an image. GIF files are commonly found on the Web.

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

ecdl.html
.HTML (HyperText Markup Language) is the format that Web pages are stored in.

ecdl.mdb
.MDB files contain an Access database.

ecdl.pdf
.PDF is used by the Adobe Acrobat program. PDF files contain documents that can be viewed or printed.

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

ecdl.txt
.TXT files are simple text only files, commonly created using the Windows Notepad application.

ecdl.xls
.XLS files contain an Excel Workbook.

To display commonly used folders on the desktop:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button:

- Check the icons you want displayed on your desktop in the **Desktop icons** area:

- Click **OK**.
- Click **OK** again to exit the **Display Properties** dialog box.

Using the Recycle Bin
- When you delete a program, file, or folder, it is moved to the **Recycle Bin**. The **Recycle Bin** gives you the opportunity of later retrieving your deleted items if you change your mind. Items in the **Recycle Bin** still take up hard disk space. When the **Recycle Bin** is full, Windows XP automatically cleans out enough space to accommodate the newest deleted items.
- By default, the **Recycle Bin** is located on your desktop:

Displaying Folders on the Desktop
- Windows XP makes it easy to display the most commonly used folders and programs on your desktop for easy access.

Managing Files and Folders

Opening a File or Folder
- Double-click on the file or folder you want to open. The file or folder is displayed in a window.

  Note: To open programs, files, and folders from the **Start** menu, only a single-click is required.

Copying, Cutting, and Pasting Files and Folders
- Copying files and folders is useful if you want to copy (duplicate) a file or folder, and place it in another location. Cutting a file or folder is useful if you want to **move** a file or folder to another location.

To copy or cut files and folders:
- Right-click on the file or folder you want to copy or cut.
- From the pop-up menu, select **Copy** or **Cut**.
- Open the location you want the copied or cut item to be placed.
- Right-click in the location.
- From the pop-up menu, select **Paste**.

Creating Shortcuts for Files and Folders
- Creating a shortcut is useful when you frequently access a program, folder, or file, or when you want to place a program, folder, or file in the **Start** menu. The desktop is a convenient location to place shortcuts.

To create a shortcut from a program, file, or folder:
- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.
- Cut and paste the shortcut to the location you want.

  OR

- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.

- Click and drag the shortcut into a folder or onto the desktop:

Note: When you delete a shortcut, the original program, file, or folder is not deleted.

To create a shortcut from a location:
- Right-click on the location you want your shortcut.
- From the pop-up menu, select **New > Shortcut**:

Renaming Files and Folders
- Right-click on the file or folder you want to rename.
- From the pop-up menu, select **Rename**.
- Type a new name:

- Press the **Enter** key on your keyboard.

Deleting Files and Folders
To delete a file or folder located on the desktop:
- Right-click on the file or folder you want to delete.
- From the pop-up menu, select **Delete**.

   OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

To delete a file or folder located in a folder:
- Select the file or folder you want to delete.
- From the main menu, select **File > Delete**:

OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

Changing File and Folder Views
- When viewing files and folders **within a folder**, files and folders can be viewed as:

- **Details**:

- A **List**:
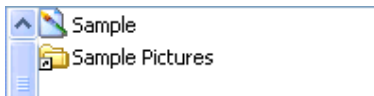
- **Icons**:
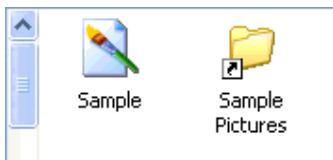
- **Tiles**:
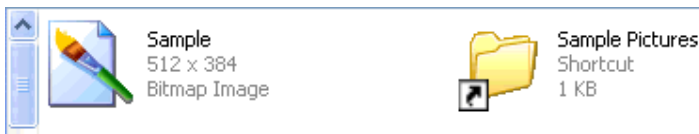
- **Thumbnails**:
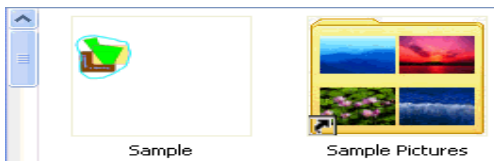
Displaying the File and Folder Structure

- Click the **Folders** button on the **Standard Buttons** toolbar:

Navigating Folders
- The **Standard Buttons** toolbar contains **Back**, **Forward**, and **Up** navigation buttons:

- When you click the **Back** navigation button, you return to the previous opened folder.
- The **Forward** navigation button becomes active once you have clicked the **Back** navigation button. The **Forward** navigation button returns you to the opened folder you navigated back from.
- The **Up** navigation button moves you up one level in the folder structure. For example, the **My Music** folder is located in the **My Documents** folder. If the **My Music** folder is open and you click the **Up** navigation button, you will be taken to the **My Documents** folder regardless of the folders that are **Back** or **Forward** in your navigation.

Displaying File and Folder Properties
- Files and folders have property sheets that include information such as the type, size and location of a file or folder; the date a file or folder was created, modified, or accessed; file and folder attributes; the name of the program that opens a file; and the number of files or subfolders contained in a folder.
- File and folder property sheets vary depending on the type of file or folder.

To display properties for files and folders within a folder window:
- Select the file or folder (in the folder window) for which you want to display properties.
- From the main menu, select **File > Properties**:
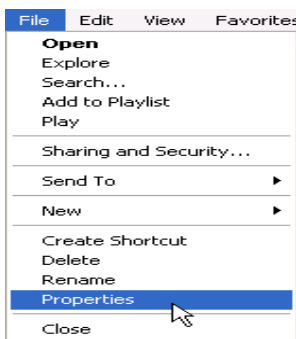
  OR
Modifying Folder Options
- Modifying folder options allows you to customize how folders appear and function. Options include opening folders with a single- or double-click, choosing the default folder view (details, tiles, etc.), specifying a program to open certain file types, and working with offline files and programs when not connected to a network.

To modify folder options:
- Open the folder for which you want to modify options.
- From the main menu, select **Tools > Folder Options**:
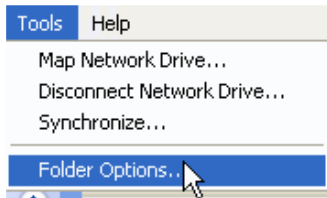
- This opens the **Folder Options** dialog box.
- Make the folder modifications you want.
- Click **OK**.

OR

- Click **Start > Control Panel**.
- Click **Appearance and Themes**.
- Click **Folder Options** in the **or pick a Control Pane icon** area. This opens the **Folder Options** dialog box.
- Make the folder modifications you want.
- Click **OK**.

Modifying the Folder Window Toolbar
**To show or hide folder window toolbars:**
- From the main menu, select **View > Toolbars**. This displays a list of toolbars available. Toolbars with a check next to them are already displayed:
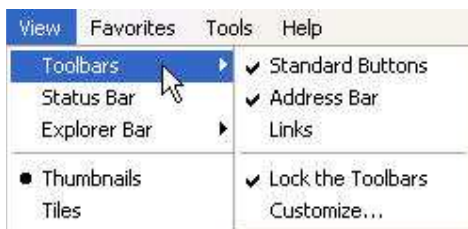
- Check or uncheck the toolbars you want to show or hide.
Using Task Panels
- A new feature to Windows XP, task panels provide an easy way to access the most commonly used folder tasks. The task panel displays a list of hyperlinked tasks to the left of the folder contents:
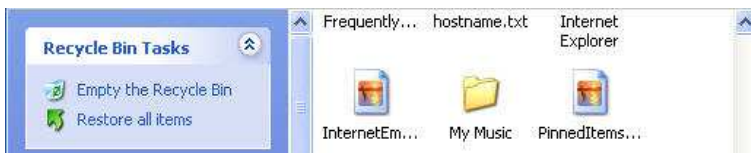
- Several folders offer additional specialized hyperlinked tasks. For example, the **My Pictures** and **My Music** folders offer links that help you manage your picture and music files. The **Recycle Bin** offers links to empty the **Recycle Bin** or restore items from the **Recycle Bin**. The **My Computer** folder offers links to view system information, add or remove programs, and change system settings.

Computer Packages I
Week 10

Using the Search Companion

About the Search Companion
- Enhanced for Windows XP, the **Search Companion** is designed to help you quickly find what you're looking for. The **Search Companion** helps you find files, folders, printers, computers and people, information in the **Help and Support Center**, and acts as a starting point to search the Internet.
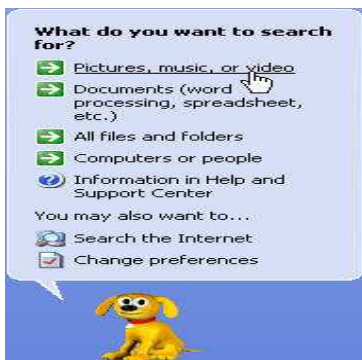
Displaying the Search Companion
- Click **Start > Search**

   OR click the **Search** button in a folder window:

Searching for Pictures, Music, or Video
- Click the **Pictures, music, or video** link in the **Search Companion**:

- Check the file type for which you are searching and/or enter a file name.
- Click **Search**.

   Note: Use **advanced search options** to search on more specific criteria.

Searching for Documents
- Click the **Documents (word processing, spreadsheet, etc.)** link in the **Search Companion**.
- Select the criteria on which you are basing your search and/or enter a file name:

-

- Click **Search**.

Searching for all Files and Folders
- Click the **All Files and Folders** link in the **Search Companion**.
- Select the criteria on which you are basing your search and/or enter a file name or word or phrase in the file.
- Click **Search**.

Using Windows Explorer or My Computer
- **Windows Explorer** and **My Computer** offer ways to manually locate and manage files and folders within the hierarchical structure of files, folders, and drives on your computer.

To open Windows Explorer:
- Click **Start > All Programs > Accessories > Windows Explorer**.

To open My Computer:
- Click **Start > My Computer**.

Computer Application I
Training Manual
Week 11

Working with Files and Folders

About Folders
- Folders on a computer provide a storage system similar to folders in a filing cabinet. Folders can contain files and other subfolders. Windows XP provides a number of default (personal) folders to start your computer filing system.
- A folder is typically represented by a folder icon. The folder name is under the icon:

Using My Computer
- The **My Computer** folder displays all hard disk drives and removable storage devices connected to your computer:

- Double-clicking on a drive or removable storage device displays its contents.

To open the My Computer folder:

- Click Start > My Computer.

- Using My Documents
- The **My Documents** folder provides a place to store all of your files. When you save a document, the default save location is the **My Documents** folder:

To open the My Documents Folder:

- Click **Start > My Documents**.

Using My Pictures

- By default, the **My Pictures** folder is situated in the **My Documents** folder. When you save pictures from your digital camera or scanner to your computer, or save a file in a graphics program, such as **Microsoft Paint**, the default save location is the **My Pictures** folder:

To open the My Pictures folder:

- Click **Start > My Pictures**.

    Note: The **My Pictures** folder contains some sample pictures.

Using My Music

- By default, the **My Music** folder is situated in the **My Documents** folder. When you use **Windows Media Player** to copy music from a CD or download music from the Internet, the default save

location is the **My Music** folder:

To open the My Music folder:
- Click **Start > My Music**.

> **Note:** The **My Music** folder contains some sample music.

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 that would be created using these packages.

If you were to double click on say, the Word file, the Word program would open up, and the data file that you double clicked on 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.
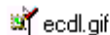

CCT.zip
cct_buttons.PSD

Some more examples:

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

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

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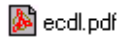The .GIF extension means that the file contains an image. GIF files are commonly found on the Web.

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

 ecdl.html
.HTML (HyperText Markup Language) is the format that Web pages are stored in.

 ecdl.mdb

.MDB files contain an Access database.

ecdl.pdf
.PDF is used by the Adobe Acrobat program. PDF files contain documents that can be viewed or printed.

ecdl.rtf
.RTF (Rich Text Format) is used for word processed documents. It is supported by many different kinds of word processing application so it is useful for converting documents from one program to another.
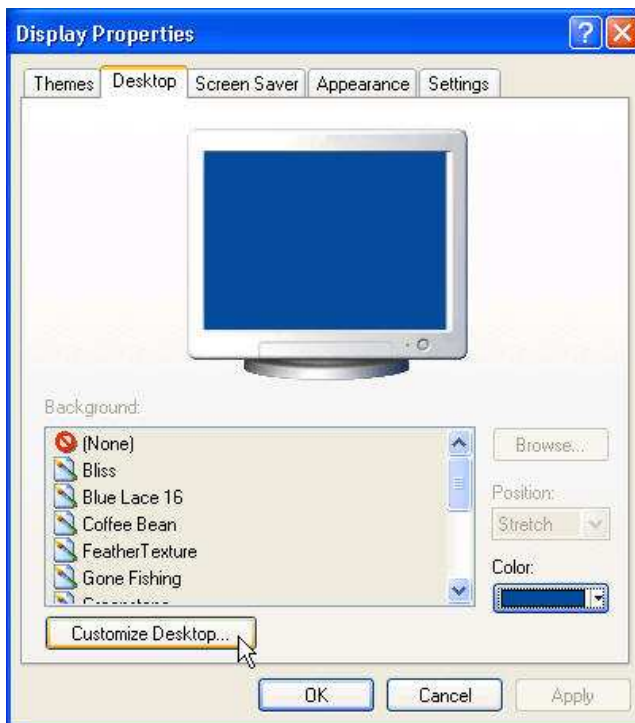
ecdl.txt
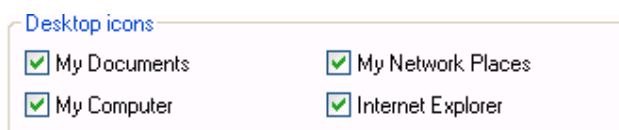.TXT files are simple text only files, commonly created using the Windows Notepad application.

ecdl.xls
.XLS files contain an Excel Workbook.

To display commonly used folders on the desktop:
- Right-click on the desktop.
- From the pop-up menu, select **Properties**. This opens the **Display Properties** dialog box.
- Click the **Desktop** tab.
- Click the **Customize Desktop** button:

- Check the icons you want displayed on your desktop in the **Desktop icons** area:

- Click **OK**.
- Click **OK** again to exit the **Display Properties** dialog box.

Using the Recycle Bin
- When you delete a program, file, or folder, it is moved to the **Recycle Bin**. The **Recycle Bin** gives you the opportunity of later retrieving your deleted items if you change your mind. Items in the **Recycle Bin** still take up hard disk space. When the **Recycle Bin** is full, Windows XP automatically cleans out enough space to accommodate the newest deleted items.
- By default, the **Recycle Bin** is located on your desktop:

Displaying Folders on the Desktop
- Windows XP makes it easy to display the most commonly used folders and programs on your desktop for easy access.

Managing Files and Folders

Opening a File or Folder
- Double-click on the file or folder you want to open. The file or folder is displayed in a window.

    Note: To open programs, files, and folders from the **Start** menu, only a single-click is required.

Copying, Cutting, and Pasting Files and Folders
- Copying files and folders is useful if you want to copy (duplicate) a file or folder, and place it in another location. Cutting a file or folder is useful if you want to **move** a file or folder to another location.

To copy or cut files and folders:
- Right-click on the file or folder you want to copy or cut.
- From the pop-up menu, select **Copy** or **Cut**.
- Open the location you want the copied or cut item to be placed.
- Right-click in the location.
- From the pop-up menu, select **Paste**.

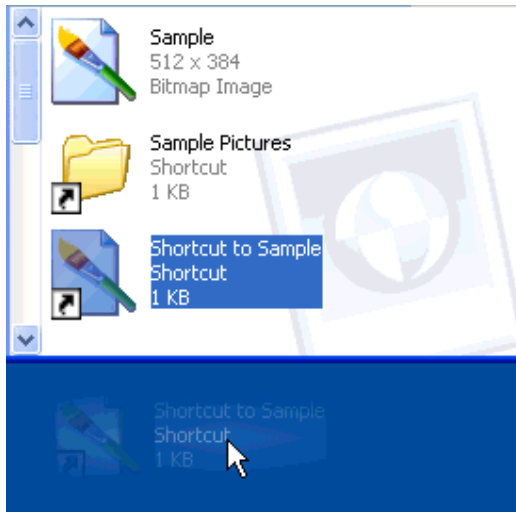**Creating Shortcuts for Files and Folders**
- Creating a shortcut is useful when you frequently access a program, folder, or file, or when you want to place a program, folder, or file in the **Start** menu. The desktop is a convenient location to place shortcuts.

To create a shortcut from a program, file, or folder:
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- From the pop-up menu, select **Create Shortcut**.
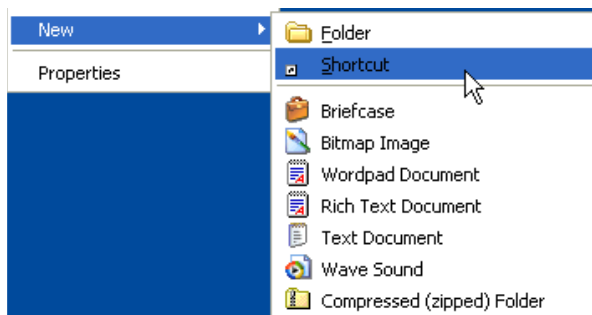- Cut and paste the shortcut to the location you want.

    OR

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- From the pop-up menu, select **Create Shortcut**.

- Click and drag the shortcut into a folder or onto the desktop:

Note: When you delete a shortcut, the original program, file, or folder is not deleted.

To create a shortcut from a location:
- Right-click on the location you want your shortcut.
- From the pop-up menu, select **New > Shortcut**:

Renaming Files and Folders
- Right-click on the file or folder you want to rename.
- From the pop-up menu, select **Rename**.
- Type a new name:

- Press the **Enter** key on your keyboard.

Deleting Files and Folders
To delete a file or folder located on the desktop:
- Right-click on the file or folder you want to delete.
- From the pop-up menu, select **Delete**.

   OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

To delete a file or folder located in a folder:
- Select the file or folder you want to delete.

- From the main menu, select **File > Delete**:

OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

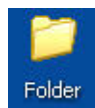# Computer Application I
Training Manual
Week 11

Working with Files and Folders

Getting to Know Windows XP Folders

About Folders
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- The **My Computer** folder displays all hard disk drives and removable storage devices connected to your computer:

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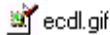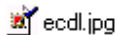
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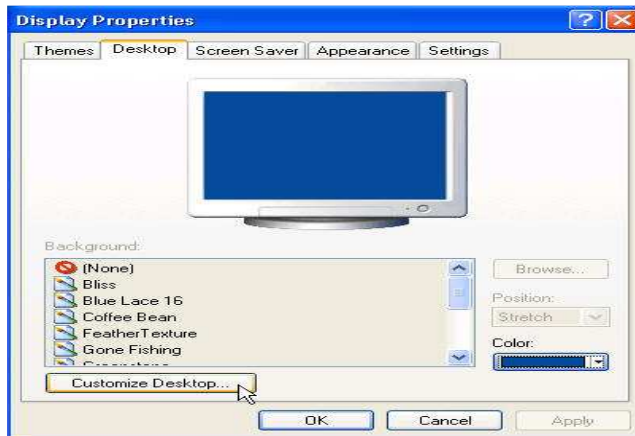
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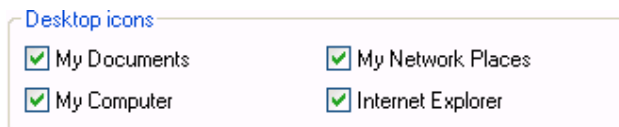
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- When you delete a program, file, or folder, it is moved to the **Recycle Bin**. The **Recycle Bin** gives you the opportunity of later retrieving your deleted items if you change your mind. Items in the **Recycle Bin** still take up hard disk space. When the **Recycle Bin** is full, Windows XP automatically cleans out enough space to accommodate the newest deleted items.
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Displaying Folders on the Desktop
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WEEK 12

Opening a File or Folder
- Double-click on the file or folder you want to open. The file or folder is displayed in a window.

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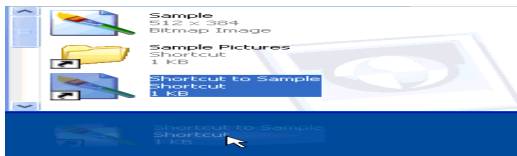**Creating Shortcuts for Files and Folders**
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- Right-click on the program, file, or folder for which you want to create a shortcut.
- From the pop-up menu, select **Create Shortcut**.
- Cut and paste the shortcut to the location you want.

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- Right-click on the program, file, or folder for which you want to create a shortcut.
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- Click and drag the shortcut into a folder or onto the desktop:
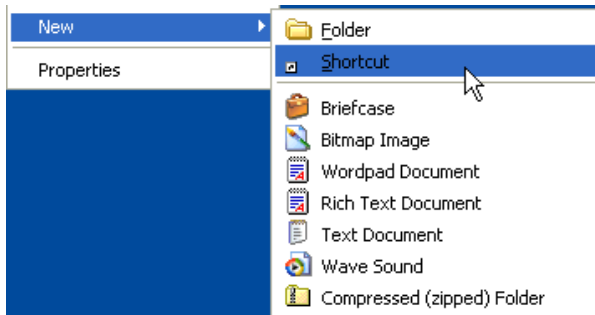

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Renaming Files and Folders
- Right-click on the file or folder you want to rename.
- From the pop-up menu, select **Rename**.
- Type a new name:

- Press the **Enter** key on your keyboard.

Deleting Files and Folders
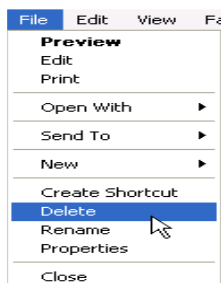**To delete a file or folder located on the desktop:**
- Right-click on the file or folder you want to delete.
- From the pop-up menu, select **Delete**.

   OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

To delete a file or folder located in a folder:
- Select the file or folder you want to delete.
- From the main menu, select **File > Delete**:

   OR

- Select the file or folder you want to delete.
- Press the **Delete** key on your keyboard.

WEEK 13

VIRUSES

3oncepts

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 case 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.

How viruses infect computers
- Basically if you access files that are virus infected then that virus may be transmitted to your computer. Never accept diskettes/CD-ROMs/DVDs that 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. Even be careful when using your organizations network, as one computer on the network is capable infecting all the other computers on the network.

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 you email system, does not get jammed up due to multiple email viruses.
- You will have less chance of being sued for damages from other organizations that 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.

What is virus disinfecting?
- Running a virus checker on a computer that contains a virus is know as disinfecting the PC, as the virus program will detect, then eliminate the virus.

Handling Viruses

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. 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 organization inform your IT technical support team immediately.
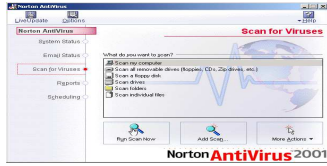
Regularly update your virus checking software

- 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
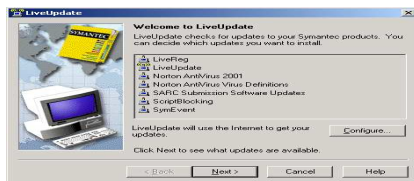
WEEK   14

Working with System Tools

Viewing System Information

- **System Information** displays information for local and remote computers including hardware configurations, computer components, software, and drivers.

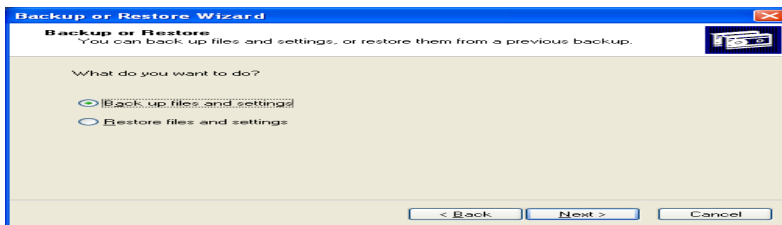**To view system information:**
- Click **Start > All Programs > Accessories > System Tools > System Information**.
- Click the **Close** button on the **System Information** window when you have finished viewing system information.

Using the Backup or Restore Wizard

- The **Backup or Restore Wizard** helps you back up or restore files and settings on your computer.

To use the Backup or Restore Wizard:
- Click **Start > All Programs > Accessories > System Tools > Backup**.
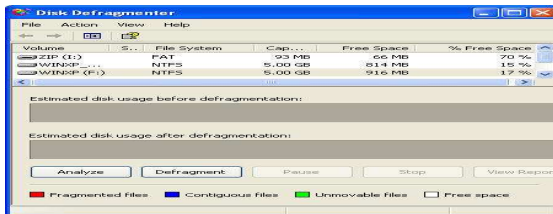- Click **Next**.

- Select **Back up files and settings** or **Restore files and settings**.
- Complete the wizard steps according to the selection made.

Running the Disk Defragmenter

- The **Disk Defragmenter** allows your computer to save and run files more efficiently by consolidating fragmented files and folders.

To run the Disk Defragmenter:
- Click **Start > All Programs > Accessories > System Tools > Disk Defragmenter**. This opens the **Disk Defragmenter** window:

- Select the drive you want to defragment.
- Click the **Defragment** button.

  Note: To analyze a drive before defragmenting it, click the **Analyze** button and review the report.

WEEK 15

Working with System Tools

Viewing System Information

- **System Information** displays information for local and remote computers including hardware configurations, computer components, software, and drivers.

To view system information:
- Click **Start > All Programs > Accessories > System Tools > System Information**.
- Click the **Close** button on the **System Information** window when you have finished viewing system information.

Using Disk Cleanup

- **Disk Cleanup** frees up space on selected drives by displaying temporary files, Internet files, and unnecessary program files that can be deleted.

To use Disk Cleanup:
- Click **Start > All Programs > Accessories > System Tools > Disk Cleanup**.
- Select the drive you want to clean from the drop-down menu.
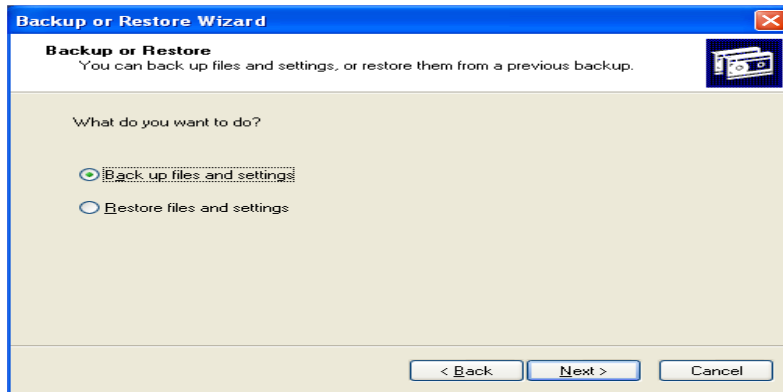- Click **OK**. This runs **Disk Cleanup**:
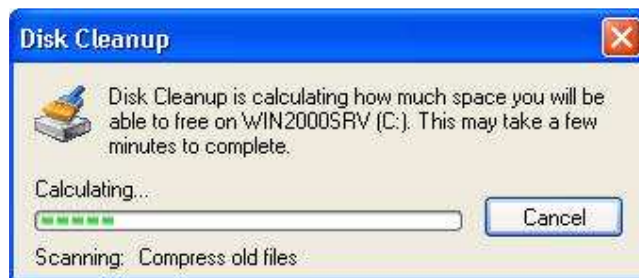
- Check the files you want to delete.
- Click **OK**.
- Click **Yes** to delete the files.

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- The **Backup or Restore Wizard** helps you back up or restore files and settings on your computer.

To use the Backup or Restore Wizard:
- Click **Start > All Programs > Accessories > System Tools > Backup**.
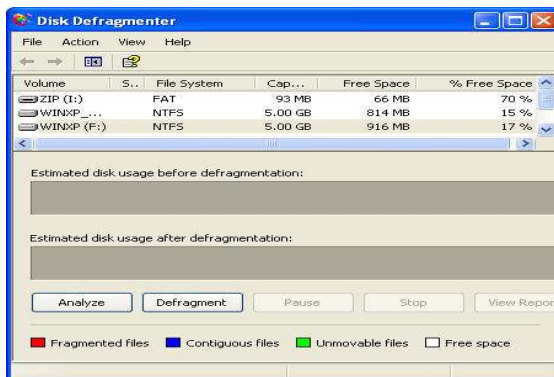- Click **Next**.

- Select **Back up files and settings** or **Restore files and settings**.
- Complete the wizard steps according to the selection made.

Running the Disk Defragmenter

- The **Disk Defragmenter** allows your computer to save and run files more efficiently by consolidating fragmented files and folders.

To run the Disk Defragmenter:
- Click **Start > All Programs > Accessories > System Tools > Disk Defragmenter**. This opens the **Disk Defragmenter** window:

- Select the drive you want to defragment.
- Click the **Defragment** button.

   Note: To analyze a drive before defragmenting it, click the **Analyze** button and review the report.