

# Using the Computer and Managing Files



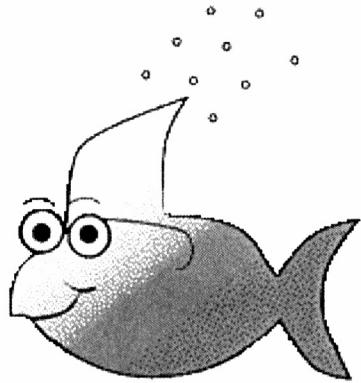
**Bradford Health Informatics Service  
Applications Support**

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# **2 About This Manual**



## **2.1 Who Is It For and How Do I Use It?**

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### **2.1.1 Who Is It For?**

This manual is designed for use with the ECDL – Using the Computer and Managing Files course.

It is not meant as a replacement to the full reference manuals that come with Windows 98.

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### **2.1.2 How Should I Use It?**

This manual is a step by step guide to the functions taught in the ECDL – Using the Computer and Managing Files course.

You should be able to find the part you're after by looking in the index and contents, and noting that the general course will follow the pattern of the manual.

The step by step parts are in italics. Simply do the things on the left, and read the things on the right for further information.

*This is what you do*

*This is a description of what is happening*

## 2.2 What Do the Icons Mean?

### **Tips**

*Handy tips that make your work easier*



### **Essential**

*Essential points to understand how to do the work in hand*



### **Technical**

*Technical (non-essential) points for the technically minded*



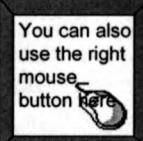
### **Traps**

*Hints to help you with certain features that may just trip you up if you are not aware of them!*



### **Right Mouse Button**

*This means that pressing the right mouse button (instead of the left mouse button) will bring up a short cut menu that can achieve the same things as listed in the text*



## 2.3 Getting Help

Microsoft keeps the screen fairly simple. But don't expect to have to remember the functions. There are several levels of help:

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### 2.3.1 Using This Guide

This guide contains all the basic functions of Windows 98. Use the Table of Contents and the Index to find the functions that you need explained.

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### 2.3.2 Help Function

The on-screen help function explains commands in detail. It is simple to use...

1. *Press F1*
2. *Press buttons and scroll bars as required to get more help*

To close help...

*Alt + F4*

Or

*File menu: Exit (make sure you get the file menu for the help and not for the software)*

---

### 2.3.3 The Official Windows 98 Manual

Software manuals have improved. Use them as a reference on specific functions, rather than for a general read on how to use the software.

Go to the reference section and look up the thing you want explained.

## 2.4 Working with Windows

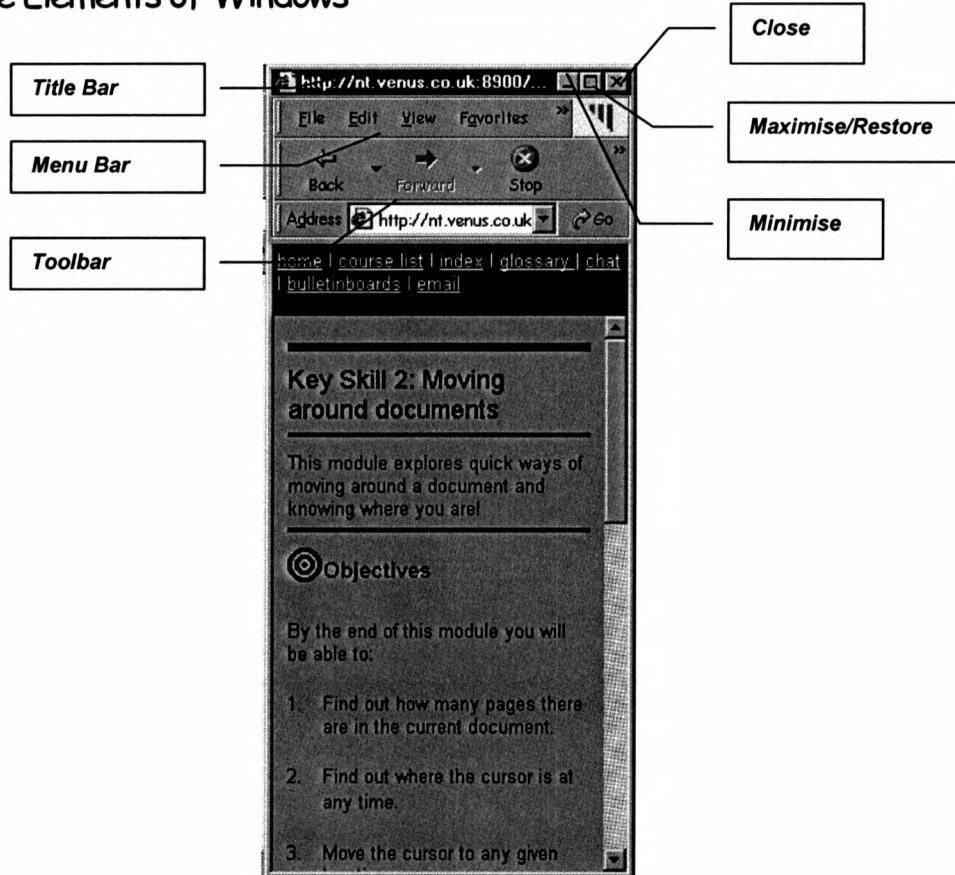
### 2.4.1 What Are Windows?

Every task which you perform on your computer will open in a box called a Window. For instance, when you open Word, a window appears on the screen containing the software. You then work inside the window.

It is possible to have many windows open at once. Our online courses require you to have at least two windows open: -

- **Internet Browser**, e.g. Internet Explorer, Netscape Navigator: Which contains course modules.
- The **software** you are learning, e.g. Word, Excel, Outlook.

### 2.4.2 The Elements of Windows



### 2.4.3 Minimising Windows

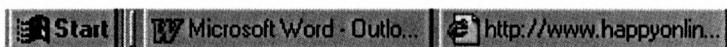
Minimising a window makes it temporarily disappear! Use it if you have to get a window out of the way so you can see something else!

*Click minimise at the top right of the window*



**To restore a window after it has been minimised...**

*Click the name of the window from the task bar at the bottom of the screen*



### 2.4.4 Maximising/Restoring Windows

Maximise allows you to make a window fill the whole of the screen. Use it when you want to concentrate on just one window.

Maximise is interchangeable with restore. When you restore a window it is still visible, but will not fill the whole screen. You can change the restored shape to anything you want by resizing the window (see below).

**Maximising a Window...**

*Click Maximise at the top right of the window*



*Window will fill the screen  
Maximise button will change to  
Restore button*



**Restoring a Window...**

*Click Restore at the top right of the window*



*Window will shrink  
Restore button will change to  
Maximise button*



### 2.4.5 Closing Windows

*Click the X at the top right of the window*



### 2.4.6 Switching Between Windows

*Click the window you require on the task bar*

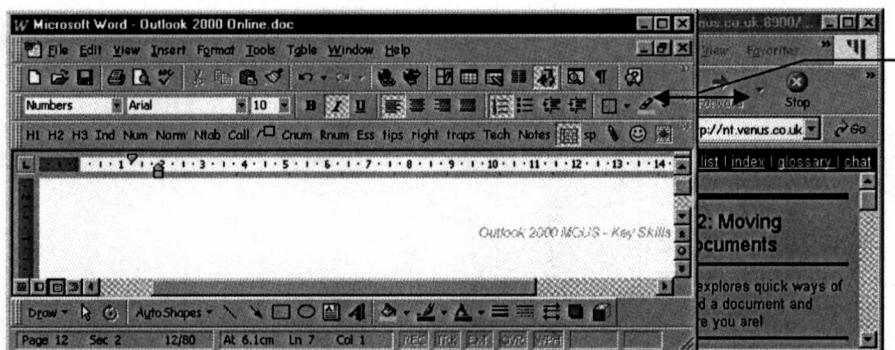
*Window will appear on screen*



## 2.4.7 Resizing Windows

1. Ensure that the window is restored
2. Position the mouse at the edge of a window
3. Click and drag

If the window is minimised or maximised you can't resize it!  
Mouse will change to a double-headed arrow



The window for Word is overlapping the Browser window.  
If you position your mouse at this edge and drag to the left, you will make the window narrower, and get rid of the overlap.

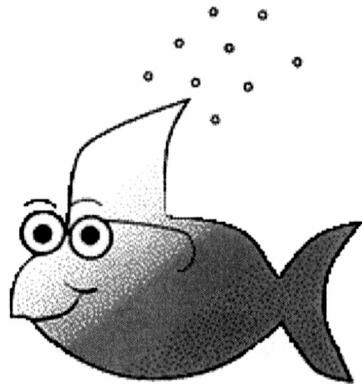
## 2.4.8 Moving Windows

1. Ensure that the window is restored
2. Position the mouse on the blue title bar
3. Click and drag to move the window to a new position

If the window is minimised or maximised you can't move it  
Mouse will change to a white arrow



# 3 The Desktop



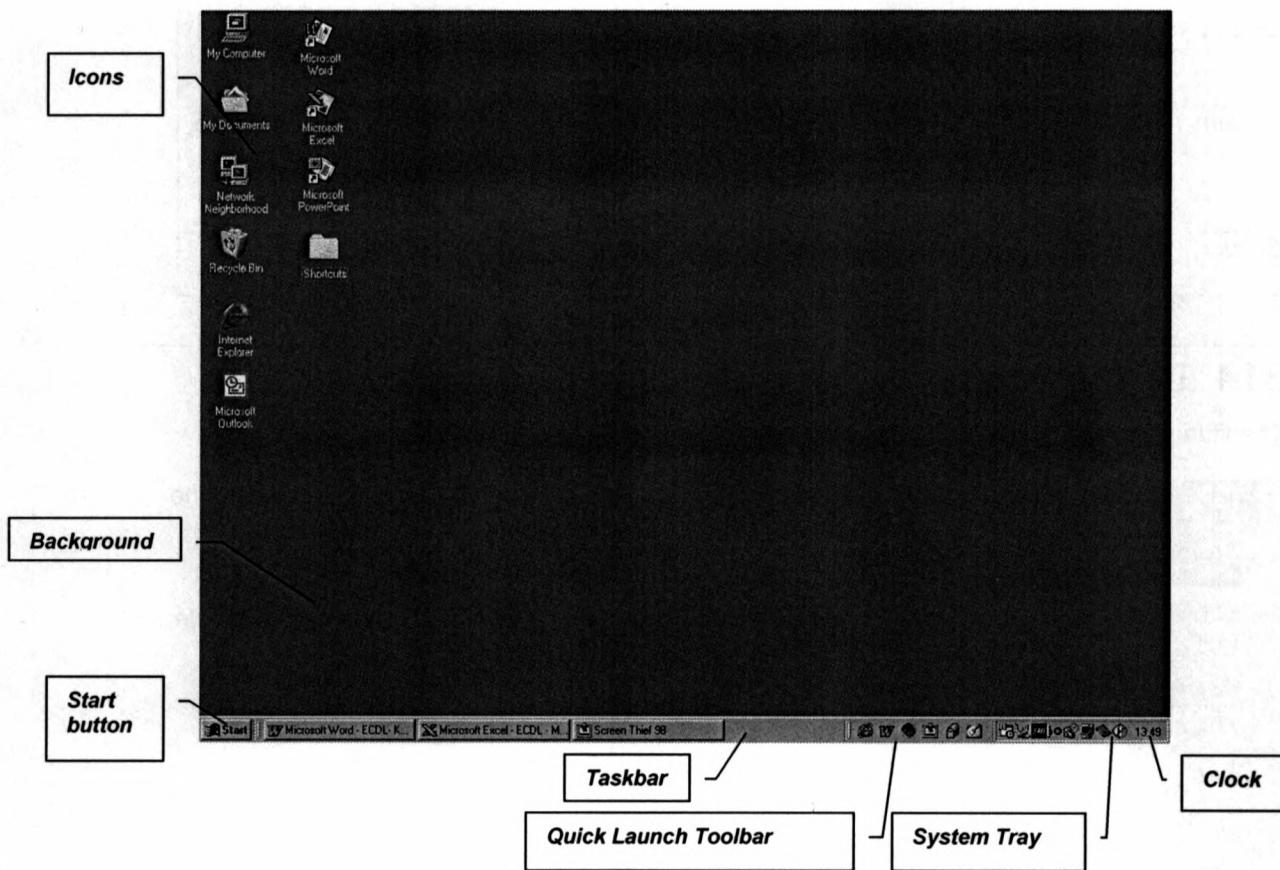
## 3.1 Introduction to the Desktop

### 3.1.1 What is The Desktop?

This is the screen you first see when your computer has started. It can be customised to look how you want and make it easier for you to do your work.

### 3.1.2 The Desktop Screen

Here's a picture of the desktop screen. Each desktop will look a little different...



### 3.1.3 What Is Each Part For?

The table below explains what the parts of the screen are for...

<b>Part of the Screen</b>	<b>What Does It Do?</b>
Icons	Little pictures that represent a part of your computer, or applications or tools available on your computer.
Background	This can be customised to be anything you like – a picture of your pet for instance!
Start button/Start menu	The icons on the Start menu provide a quick way of carrying out standard commands.
Taskbar	Shows you what applications you have open by placing a button on the toolbar. Also provides a way of switching between open applications.
Quick Launch Toolbar	This is a toolbar that can be positioned anywhere but often sits somewhere on your taskbar. It provides quick access to applications on your computer.
System Tray	Can be used to change some of your computer's settings and also provides information (such as whether you have certain software in use or if you are low on battery if you are using a laptop computer).
Clock	Shows the time (or at least the time that your computer thinks it is!)

### 3.1.4 Desktop Icons

The little pictures you have on your desktop are all for different things...



*This lets you get at the computer's filing system. It gives you access to the different parts of your computer where information is stored (drives). You can also change your computer settings from here (using Control Panel).*



*If your PC is on a network, this contains a list of all the resources available to you, i.e. printers, folders.*



*If installed, this is where you go to send and pick up email.*

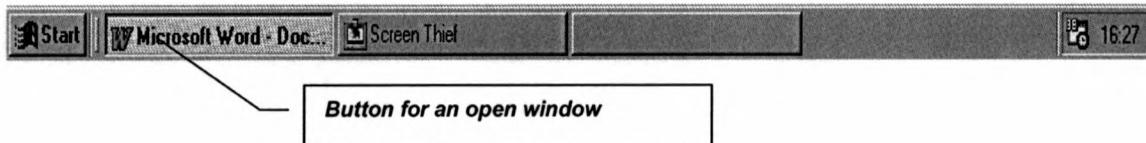


*When you delete a document, it goes in here. You can then take it out if you didn't really mean to delete it!*

*When you save a document, unless you instruct the machine otherwise, it will be saved in this folder.*

### 3.1.5 The Taskbar

At the bottom of the screen there is a grey bar that runs from left to right. When you open a window a button for that window will appear on the bar. The “Start” button is on the far left...



#### **Having more than one window open...**

You can work with a number of different windows at the same time. For example, you might be doing a LearnECDL course with both Internet Explorer and another application open at the same time. To switch between the windows you have opened, just click on the button that refers to it on the Taskbar.



#### **If you can't see the whole description on the taskbar...**

As you open more windows or programs in Windows 98, the buttons that represent them on the Taskbar become smaller. Just hold the mouse over the Taskbar for a second or two, and a note will pop up with a full description.



### 3.1.6 Moving the Taskbar

The Taskbar can be at the top, bottom, left or right of your screen. To move your taskbar...

1. Position the mouse pointer on an empty part of the Taskbar (where there are no buttons)
2. Click and hold your left mouse button and drag to edge of the screen (left, right top or bottom)
3. Release the mouse button

*Your task bar will be in its new position!*

### 3.1.7 The Start Button

Clicking on the Start button shows the Start menu. From here you can open applications, files and help, find files, access your favourite web sites, run programs, change your settings and shut down or restart your computer. Just about everything you might want to do!

### 3.1.8 Using the Start Menu

1. Click on the Start button
2. Click on the option you require (see below) - a sub menu may appear
3. (If necessary) click on the option you require in the sub menu

 New Office Document	You can create a new document from here.
 Open Office Document	You can open an existing document from here.
 Programs ▾	You can open your applications (or programs) from here, for example, Internet Explorer.
 Favorites ▾	You can access your favourite web sites from here (providing you have saved them as a favourite).
 Documents ▾	From here you can see and open a list of up to the last 15 documents you have used.
 Settings ▾	Where you can change your system settings, e.g. the colour of your desktop.
 Find ▾	Allows you to find a folder, file, programs etc. (see page 45).
 Help	This starts Help. If you are stuck, this is where you go (see page 23).
 Run...	From here you can start a program, or install one from a CD-ROM or disk.
 Log Off Donna...	If your computer is connected to a network, you can log off here, but keep your computer running.
 Shut Down...	Shuts down or restarts your computer.

## 3.2 Desktop Icons

### 3.2.1 Selecting Icons

*Click on the icon to select it*

*it will turn blue*



### 3.2.2 Deselecting Icons

*Click away from the icon*

*it will no longer be blue*



### 3.2.3 Moving Desktop Icons

Just as you rearrange your desk at work you can rearrange your computer's desktop...

1. Position your mouse over the icon you wish to move
2. Click and drag to a new position
3. Release the mouse

#### **My icons won't move!**

*Right click anywhere over the desktop and choose Arrange icons. Make sure there is no tick next to Auto Arrange.*



### 3.2.4 Arranging the Icons

You can let Windows 98 tidy up your desktop by getting it to automatically arrange your icons...

1. Right click anywhere over the desktop
2. Click on Arrange Icons
3. Click on Auto Arrange

#### **How do I know when it's on?**

*When Auto Arrange is on it will have a tick before it in the menu.*

Auto Arrange

*Click it again to switch it off!*



### 3.2.5 Opening a Window Using a Desktop Icon

The desktop icons will open a window...

*Double click on the icon*

*a window will open*

### 3.2.6 What Are Desktop Shortcuts?

- You can create shortcuts that allow you to open programs, folders or documents that you use frequently. You can put a shortcut onto your desktop.
- Shortcuts always have a little curly arrow in the bottom left corner of the icon.
- Shortcuts are a link to the folder, document or program and not the actual thing.
- If you delete a shortcut, it does not delete the original object.



### 3.2.7 Creating a Shortcut on the Desktop

1. Open My Computer and find the icon for the program, folder or document
  2. Restore or resize the My Computer window so you can see the desktop as well
  3. Right click over the icon you wish to create a shortcut to
  4. Click and drag the icon onto the desktop using the right mouse button
  5. Release the mouse A shortcut menu will appear
  6. Click Create Shortcut here

Or

1. Find the item that you want to create a shortcut for using My Computer
  2. Right click on the item
  3. Click Send To
  4. Click Desktop (create shortcut)

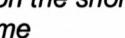
a menu will pop up

### 3.2.8 Renaming Shortcuts

Because a shortcut just points to a document, folder or program (and is not the actual thing) you can rename the shortcut without renaming the file. So you can call it whatever you like...

1. Position your mouse over the shortcut you wish to rename
  2. Right click on the shortcut
  3. Click Rename

a menu will pop up  
the name of the shortcut is highlighted


  4. Type the new name for the shortcut
  5. Click away from the shortcut



### 3.2.9 Deleting Shortcuts

You might wish to remove shortcuts that you no longer require. Deleting shortcuts does not delete the item to which the shortcut is pointing.

1. Right click on the shortcut
  2. Click Delete
  3. Click Yes to confirm it

## 3.3 The Desktop Settings

### 3.3.1 How Can I Customise My Desktop?

Aside from creating new icons that are shortcuts to things you frequently use, you can also change...

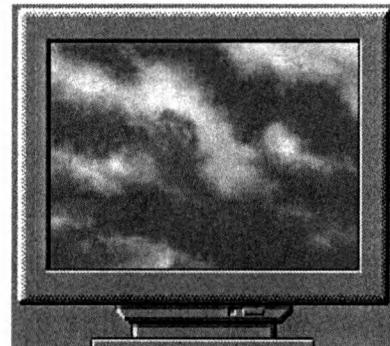
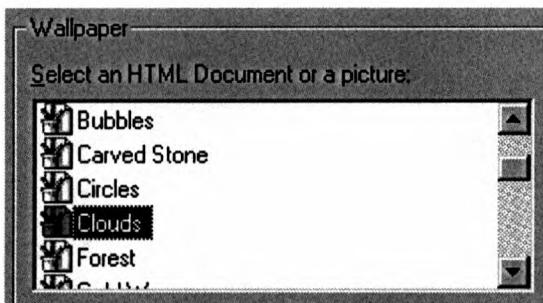
- The colour scheme your computer uses.
- The pattern or pictures (wallpaper) on your desktop background.
- The images that pop up when you don't use your computer for a while (the screen saver).

### 3.3.2 Changing the Wallpaper

This is a picture you can have on your desktop background...

1. Right click on a blank part of the desktop
2. Click Properties
3. Click on the Background tab
4. Click your choice in the list of Wallpaper

A preview will appear above



5. Click OK

#### **Tile, centre or stretch?**

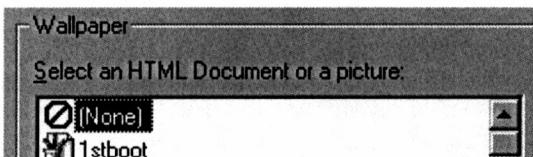
You can have your picture repeated (tiled) over your desktop, stretched to fit or positioned as a picture in the centre of your desktop. After you choose your wallpaper from the list, click on the down arrow at the end of the display box and click on the option you require.



### 3.3.3 Changing the Pattern

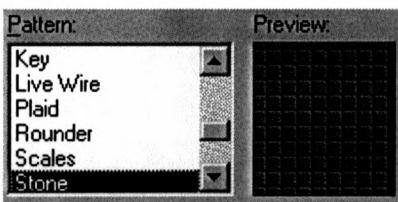
If you prefer patterns to wallpaper...

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Background tab
4. Make sure the wallpaper chosen is none



5. Click on Pattern
6. Click your choice in the list of patterns

A preview will appear to the right



7. Click OK
8. Click OK again

**Applying...**

If you want to apply any of your changes without losing the Display Properties dialog box, click on the Apply button!

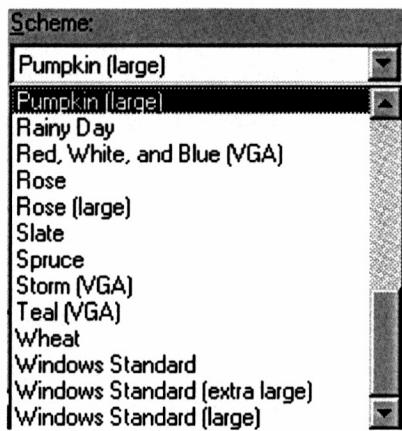
**Apply**



### 3.3.4 Changing the Colour Scheme

If you would like a different colour scheme for your windows, icons, background etc...

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Appearance tab
4. Click on the drop down arrow at the end of the Schemes box



5. Click your choice
6. Click OK

### 3.3.5 Changing the Screen Saver

These pop up as full screen images if your computer is left alone for a while. They can save wear and tear on your screen and protect your work when you're away from the computer...

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Screen Saver tab
4. Click on the drop down arrow at the end of the Screen Saver box



5. Click your choice
6. Click Preview button and DON'T MOVE THE MOUSE! Wait a few seconds and you will see a full-screen preview
7. Move the mouse to go back to the dialog box
8. Change timing if required (see below)

Wait:  minutes

Click the up or down arrows to change how long your computer will wait before activating the screen saver

9. Click OK

#### Getting the Computer Screen Back

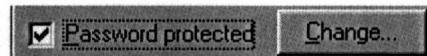
To get back to your normal computer screen when a screen saver is on just press any key on the keyboard or move the mouse around. If the screen saver is protected you may need the password to stop it – see page 21



### 3.3.6 Protecting Your Computer with a Screen Saver

If you do not want people to use your computer while you are away from your desk then you can specify a password that must be entered to clear the Screen Saver.

1. Right click anywhere on the desktop
2. Click Properties
3. Click on the Screen Saver tab
4. Select a Screen Saver
5. Click the box next to "Password protected" so that it is ticked



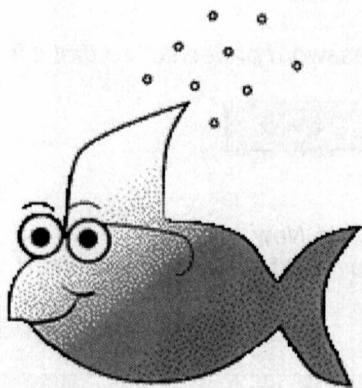
6. Click Change
7. Type your password next to New
8. Type your password again next to Confirm password
9. Click OK
10. Click OK

#### ***Don't forget it!***

*Don't password protect your screen saver unless you can be absolutely sure you won't forget it! Once protected, a screen saver can't be broken into without the password - ever! (If you do this and can't remember the password, your techies will have to reinstall Windows for you!)*



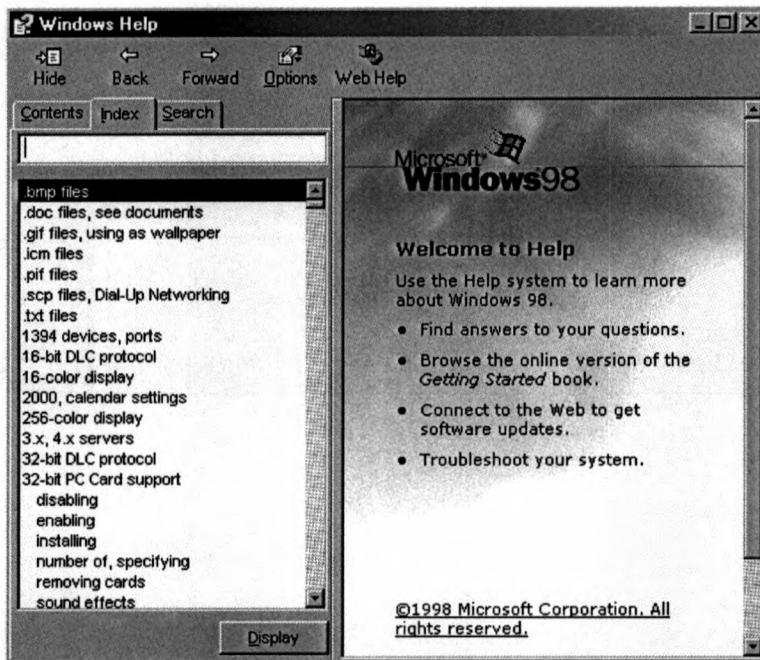
# 4 Finding Out More



## 4.1 Using Help

### 4.1.1 Accessing Help in Windows 98

1. Click the Start button 
2. Click on Help



Note: this feature will only work if it has been installed when Windows 98 was installed. If it doesn't work, ask your techies to help you.

### 4.1.2 Help Using the Contents Tab

The Help Contents tab is organised like a table of contents and allows you to find topics grouped by subjects. If you know the subject area you want to look up...

1. Click on the Contents tab
2. Click on the subject area you require
3. Click a topic in the list to see the help *it will appear on the right*

**Topics and subject headings**

Help topics have a question mark before them 

Subject headings (under which topics are grouped) have a book before them 

 Open books are the subjects you are currently looking into.



### 4.1.3 Help Using the Index Tab

The Index tab allows you to find Help topics. It is organised like a book index...

1. Click on the Index tab
2. Type the first few letters of the subject you need help in
3. Click the index entry you want
4. Click the Display button

help is displayed on the right

### 4.1.4 Help Using the Search Tab

Use this if you couldn't find what you wanted in the Index tab. It allows to you search for Help using a "keyword" rather than a topic...

1. Click the Search tab
2. Type in a "keyword" or phrase for the help you are looking for, e.g. taskbar
3. Click List Topics
4. Double click a topic

the topics are displayed below  
help is displayed on the right

#### What's This?

Whenever you see a little  icon in the top right of a dialog box, you can click it, then click on part of the dialog to find out what it does (try it out and see).

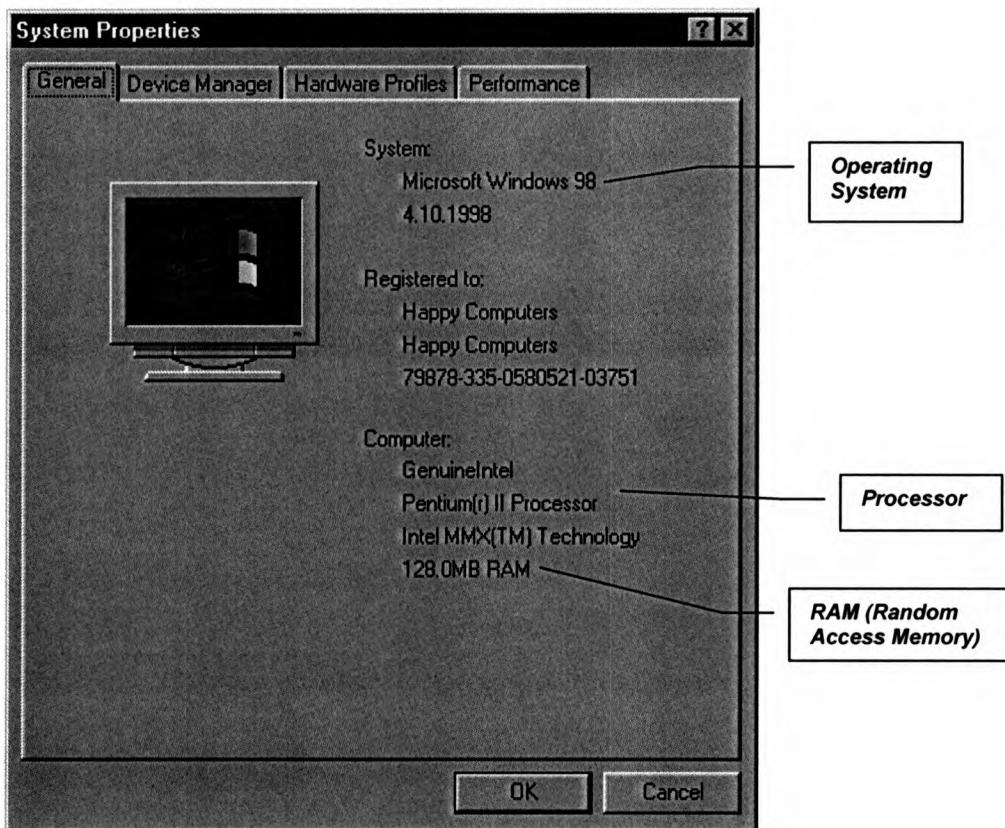


## 4.2 System Information and Settings

### 4.2.1 Viewing Your System Information

If you want to find out what operating system, RAM, and processor your computer has...

1. Click on the Start button
2. Click on Settings
3. Click on Control Panel
4. Double click on the System icon      the systems properties box will appear
5. Click on the General tab (if you are not already there)



When you have finished looking...

1. Click OK
2. Click on the X to close the Control Panel window

### 4.2.2 How Does My Computer Know the Date and Time?

The date and time is one of your computer's settings and you can alter it if it's wrong! You may find that your network resets the date and time (if you are connected to one).

### 4.2.3 Viewing the Date and Time

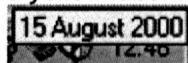
The time is shown on your taskbar.



To view the date...

*Hover your mouse over the clock*

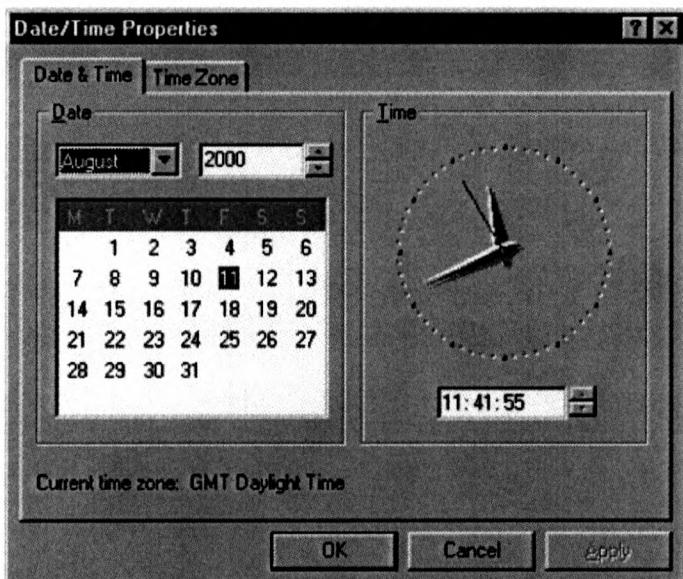
*a yellow label will pop up with the date*



### 4.2.4 Setting the Date and Time

If the month, date, year or time is wrong...

1. Double click on the clock in the system tray on your taskbar

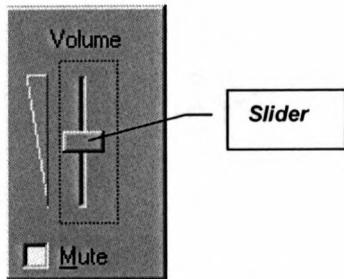


2. Click on the down arrow at the end of the month
3. Select the correct month
4. Click on the up or down arrows to change the year  
or  
Click on the correct date from the calendar  
or  
Double click on the hour, minutes or seconds in the time box to select it  
Click the up or down arrow to change the hour, minutes or seconds
5. Click OK

## 4.2.5 Changing the Volume

If you have speakers for your computer you may find that the volume disturbs you or those around you...

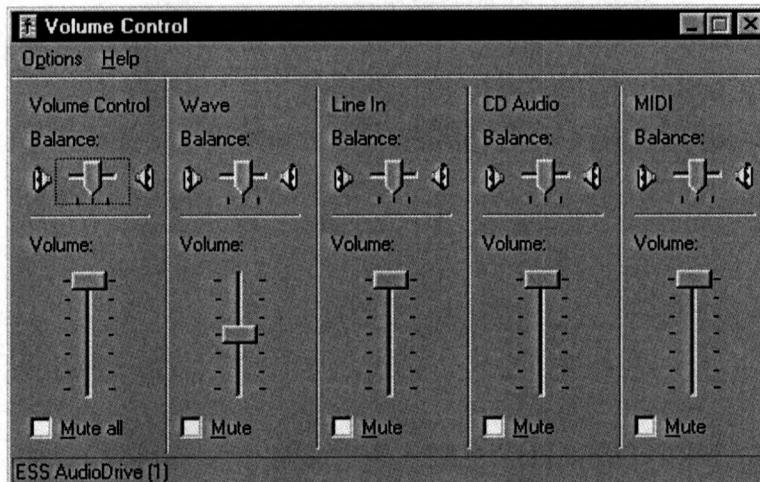
1. Click on the Volume icon in your system tray on your toolbar  
  
*volume control will appear*



2. Click and drag the slider to adjust the volume
3. Click in the box before mute (to turn mute on or off)  
*it will appear ticked if on  
it will disappear*
4. Click away from the volume control

Or

1. Double click on volume icon in the system tray  

2. Click and drag the sliders to adjust the volume settings  
*or*  
*Click in the boxes before Mute to turn volume settings on or off*
3. Click X at top right of volume box

## 4.2.6 Changing the Regional Settings

Your regional settings affect the way that dates, numbers and times are displayed and which currency symbol is displayed in the programs you use. They are chosen by which country you are in...

1. Click on the Start button
2. Click on Settings
3. Click on Control Panel
4. Double click on the Regional Settings icon
5. Click on the down arrow at the end of the country



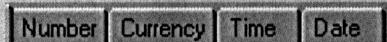
Regional  
Settings



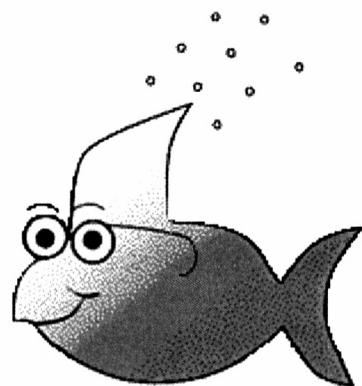
6. Click on the country you are in
7. Click OK

### **Changing the default conventions...**

If you want to override any of the settings for your country, click on the other tabs and change any settings you wish.



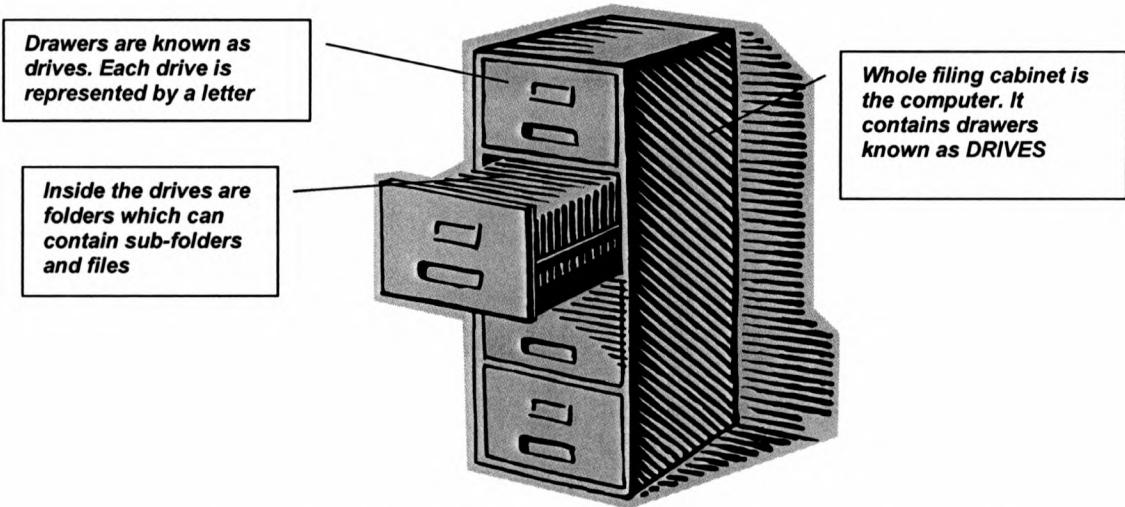
# **5 Working with Files and Folders**



## 5.1 Drives, Files and Folders

### 5.1.1 The Computer's Filing System

- The Computer's filing system is very much like an ordinary filing cabinet.
- The whole of the filing cabinet is your computer.
- The drawers in the filing cabinet are known as **DRIVES**.
- **DRIVES** are represented by letters of the Alphabet (see below).
- Inside the drawers are **FOLDERS** that hold your documents.
- Inside some of the folders may be **SUB-FOLDERS** to make things more organised.
- Inside the folders are the pieces of paper that you have written on, known as **FILES**. Word files are known as **documents**.



Imagine you are filing your work documents inside these drives. You may have a main folder which contains all of your work. Inside that you may have sub-folders to contain your memos, reports and letters. Inside those sub-folders are the actual files that you have written on.



---

### 5.1.2 What Drives Do I Have?

The drives you have and the letters assigned to them can be different. The table below describes what you will find on most computers...

<b>Letter</b>	<b>Drive</b>	<b>What do you use it for?</b>
A:	<i>Usually the floppy disk drive</i>	<ul style="list-style-type: none"> <li>• Saving onto the floppy disk means that you can take the document to another machine</li> <li>• It is also useful to make copies of documents onto the floppy disk as a backup</li> </ul>
C:	<i>Usually the hard disk drive</i>	<ul style="list-style-type: none"> <li>• The hard disk is your main disk drive</li> <li>• It is situated inside the box that makes up your PC</li> <li>• If you save onto the hard disk, you can only access that file from that machine, but there is much more space on the hard disk than on a floppy disk</li> </ul>
D:	<i>Usually the CD-ROM drive</i>	<ul style="list-style-type: none"> <li>• You cannot save onto the CD-ROM.</li> <li>• It is used for installing software from CDs</li> </ul>
F:-Z:	<i>Usually network drives</i>	<ul style="list-style-type: none"> <li>• If you can see these drives you are probably connected to a network</li> <li>• A network is a group of computers connected to each other through a server. If you save onto a network drive, the information will go to the server and everyone else who is connected to the network will be able to access your document</li> </ul>

---

### 5.1.3 What Are Files?

All the information on your computer will be stored as some type of file. There will be lots of different files on your computer. Some that you have created yourself and some that were already there before! For instance, if you write a letter in Microsoft Word it will be stored as a file, as a Word document file type.

## 5.1.4 File Icons

These are some of the file icons that you might see on your computer...



Microsoft Word  
(Word Processing)



Microsoft Excel  
(Spreadsheet)



Microsoft PowerPoint  
(Presentation)



Microsoft Access  
(Database)



Text



Pictures



Movies



Sound/Music

## 5.1.5 What Are Filename Extensions?

Each different type of file, (e.g. Word document, Excel spreadsheet) has three letters associated with it, called the file name extension. The extension for a type of file lets Windows know what type of file it is, so it knows what icon to display and what program to open the file in.

Underneath the icon for the file you will see the name of the file, sometimes followed by a full stop and then the filename extension.



report.doc

Some of the filename extensions you might see...

.doc	Microsoft Word document	.xls	Microsoft Excel spreadsheet
.ppt	Microsoft PowerPoint presentation	.txt	Plain text (e.g. Notepad file)
.mdb	Microsoft Access database	.htm	Internet Explorer web page

## 5.1.6 Which Filing System?

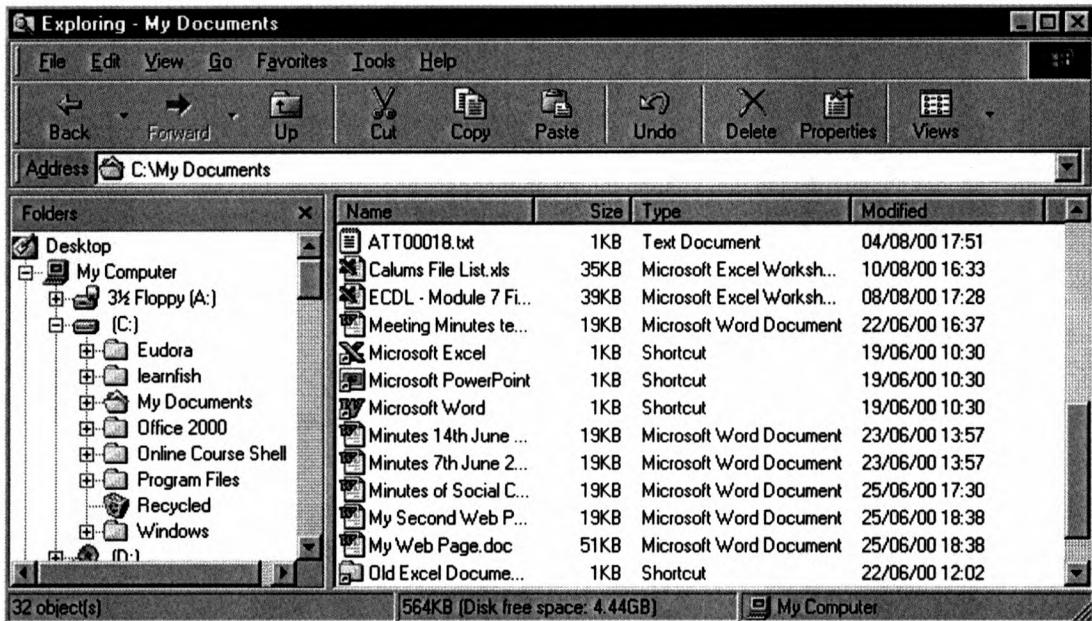
There are two places where you can manage your files...

- Windows Explorer (see page 33)
- My Computer (see page 35)

## 5.2 Windows Explorer

### 5.2.1 Starting Windows Explorer

1. Click on the Start button
2. Click on Programs
3. Click on Windows Explorer



### 5.2.2 What You See in Windows Explorer

- The screen is divided into 2 "panes".
- The left-hand side shows the hierarchical structure of your folders on your computer.
- The right-hand pane represents the contents of the selected item in the left pane.
- If you click on a folder in the left pane the contents of it will appear in the right pane.

### 5.2.3 Expanding and Collapsing

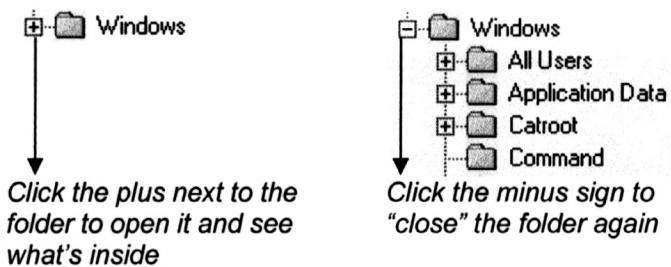
You can expand and collapse the hierarchical view of the left pane to see more or less detail...

#### Expanding

If you see a plus (+) by an item in the left pane then it has an additional folder within it. To display, just click on its plus (+)

#### Collapsing

If you see a minus by an object then you can hide its contents by clicking on its minus (-).



### 5.2.4 Looking in a Drive or Folder

Click on the drive or folder in the left-hand pane

the contents will be displayed in the right hand pane

### 5.2.5 Opening a Folder in the Right Hand Pane

Double click the folder you wish to open (in the right hand pane)



learnfish

## 5.3 My Computer

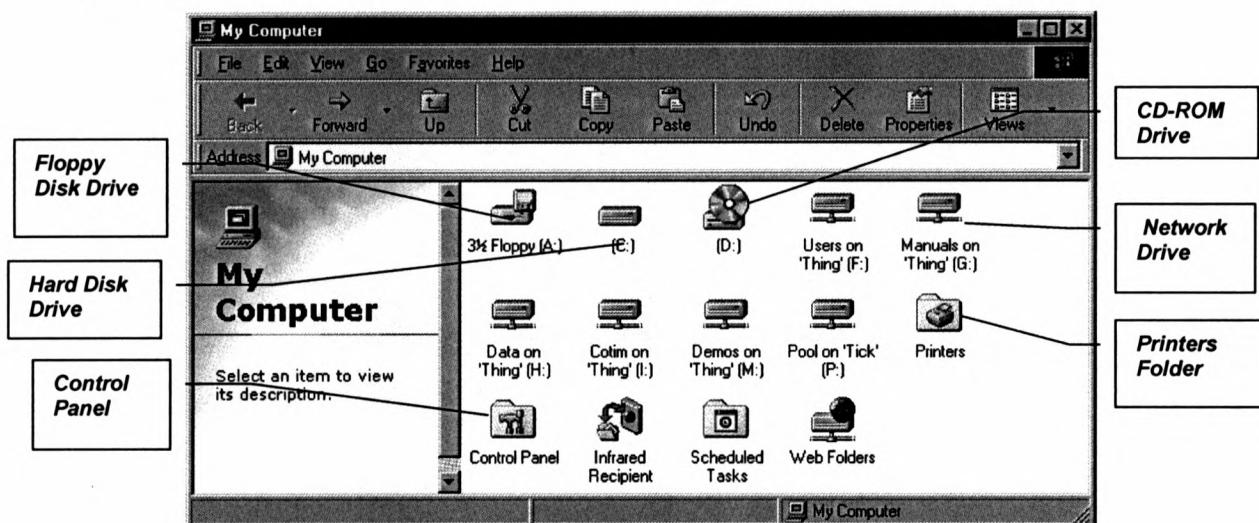
### 5.3.1 Opening My Computer

*Double click the My Computer icon on the Desktop*



### 5.3.2 What You See in My Computer

The picture below shows the main drives and folders you might see in My Computer...



### 5.3.3 Opening a Drive

If you want to see what's inside a drive...

*Double click on the drive icon*



#### ***Is there a disk in the floppy disk drive?***

*You'll need to have a disk in your computer's floppy disk drive to be able to see what's in it! Otherwise you might hear a funny whirring noise and get the following message...*



### 5.3.4 Opening a Folder

*Double click on the folder icon to look inside*



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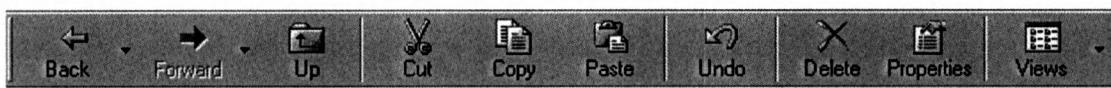
## 5.4 Changing Your View

### 5.4.1 Showing the Standard Buttons Toolbar

This toolbar allows you to navigate around My Computer and Windows Explorer. To switch the toolbar on and off...

1. Click on the View menu
2. Click on Toolbars
3. Click on Standard Buttons

*(a tick appears next to Toolbar in the menu when it is displayed)*



### 5.4.2 Changing the View of Your Files and Folders

To change the way you see your drive, folder and files displayed....

1. Click on the View menu

Or

Click on the View button

*(if the toolbar is displayed, see above)*



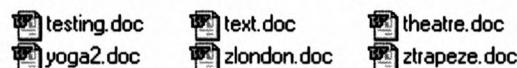
2. Click on the option you require (see below)

Large Icons



draw.doc    garden.doc    herbs.doc    house.doc

Small Icons



testing.doc    text.doc    theatre.doc

yoga2.doc    zlondon.doc    ztrapeze.doc

List



Details

Name	Size	Type	Modified
actors.doc	19KB	Microsoft Word Document	21/06/00 11:41
bigtable.doc	28KB	Microsoft Word Document	21/06/00 11:41
browsing.doc	27KB	Microsoft Word Document	21/06/00 10:55
browyoga.doc	38KB	Microsoft Word Document	21/06/00 10:56
columns.doc	33KB	Microsoft Word Document	21/06/00 10:56

### 5.4.3 Arranging Your Drives

If you are looking in My Computer you can have your drives arranged by drive letter, type, size or free space...

1. Click on the View menu
2. Click on Arrange Icons
3. Click on the option you require

#### Auto Arrange...

To make sure that all icons are evenly spaced you can choose Auto Arrange from the list.



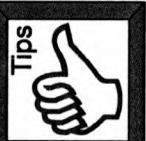
### 5.4.4 Sorting Your Files and Folders

You can have your files and folders arranged by name, type, size or date...

1. Click on the View menu
2. Click on Arrange Icons
3. Click on the option you require

#### Auto Arrange...

To make sure that all icons are evenly spaced you can choose Auto Arrange from the list.



### 5.4.5 Viewing the Properties of a File

To find out when a file was created or last modified, its size, etc...

1. Click on the file to select it
2. Click on File
3. Click on Properties
4. Click on the General tab

a box will appear displaying the file's properties

When you have finished looking...

Click OK to close the box

---

### 5.4.6 Viewing the Properties of a Folder

If you want to find out the size of a folder, when it was created and how many files and other folders it contains...

1. Click on the file to select it
2. Click on File
3. Click on Properties a box will appear displaying the folder's properties

When you have finished looking...

Click OK to close the box

---

### 5.4.7 Opening a File

Double click the file to open it



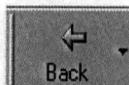
report.doc

## 5.5 Navigating Your Folders

### 5.5.1 Going Back

If you want to move back through the drives and folders you have already looked at...

Click on the Back button



#### Where was I?

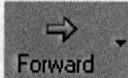
If you want to know what the next folder "back" is, position the mouse pointer over the tiny black downward arrow for a second and a little yellow flag will pop up and tell you!



### 5.5.2 Going Forward

If you want to return to the drives and folders you have already looked at after going back...

Click on the Forward button



#### What's next?

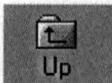
If you want to know what the next folder "forward" is, position the mouse pointer over the tiny black downward arrow for a second and a little yellow flag will pop up and tell you!



### 5.5.3 Going Up a Level

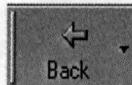
If you want to go up a level (e.g. if you look in a folder in the C drive and then want to go back again to see the other folders in the C drive)...

Click on the Up button



Or

Click on the Back button

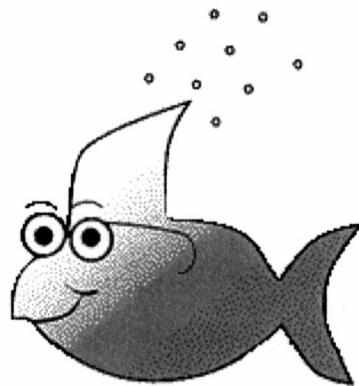


#### Back and Up...

Up performs the same function as the "Back" icon!



# 6 Managing Your Files



# 6.1 File Management

## 6.1.1 Creating a Folder

Once you start getting a lot of files you might want to create different folders to store them in to help you locate them quickly...

1. Open My Computer or Windows Explorer
  2. Open the folder or drive where you would like this folder to be stored
  3. Click File
  4. Click New
  5. Click Folder
  6. Type the name for the new folder
  7. Press Enter
- A new folder will appear*  
*The folder is created*

### Sub-folders...

You can have folders inside other folders. You create them in exactly the same way!



## 6.1.2 Selecting a File or Folder

You may need to select files or folders if you want to delete move or copy them...

Click on a file or folder to select it

it will appear blue



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## 6.1.3 Selecting Adjacent Files and Folders

If you want to select several files or folders that are next to each other...

1. Click on the first file or folder
2. Press and hold the Shift key on the keyboard
3. Click on the last file or folder of the group you want to select
4. Release the Shift key

## 6.1.4 Selecting Non-Adjacent Files and Folders

If you want to select several files or folders that are not next to each other...

1. Click on the first file or folder
2. Press and hold the Ctrl key on the keyboard
3. Click on the next file or folder you want to select
4. Continue clicking on files until all the files or folders you want are selected
5. Release the Ctrl key

## 6.1.5 Selecting All Files and Folders

1. Click on the Edit menu
2. Click on Select All

Or

Press **Ctrl & A** on the keyboard

## 6.1.6 Deselecting Files and Folders

Click into an empty space anywhere in the window

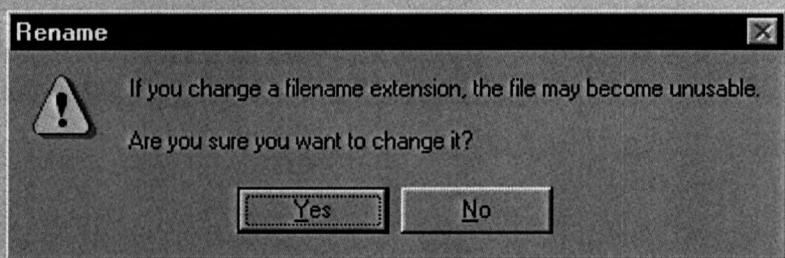
## 6.1.7 Renaming a File or Folder

1. Right click the file
2. Click on Rename
3. Type a new name for the file
4. Press Enter

a menu will pop up

**Not including the filename extension...**

If the filename extensions are visible in your window (see page 32) and you don't include it at the end when you rename a file, you may see this error message...



Traps



Click No and rename it again to include the existing filename extension.

## 6.1.8 Moving a File or Folder Using Cut and Paste

1. Select the file(s) or folder(s) you want to move

2. Click Cut



The file(s) or folder(s) is sent to the Windows Clipboard

3. Open the folder where you want to place the file(s) or folder(s)

4. Click Paste

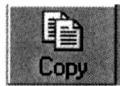


The file(s) or folder(s) is pasted from the Windows Clipboard

---

### 6.1.9 Copying a File or Folder Using Copy and Paste

1. Select the file(s) or folder(s) you want to copy
2. Click Copy



The file(s) or folder(s) is sent to the Windows Clipboard

3. Open the folder where you want to place the file(s) or folder(s)
4. Click Paste



The file(s) or folder(s) is pasted from the Windows Clipboard

---

### 6.1.10 The Windows Clipboard

This is a temporary storage area in your computer where items are placed when they are cut or copied. It can only hold one selection at a time, so when you cut or copy something else this will replace the previous selection on the clipboard.

## 6.2 Deleting and the Recycle Bin

### 6.2.1 Deleting a File

1. Select the file you wish to delete
2. Press Delete on the keyboard  
or  
Click on the Delete icon
3. Click on Yes to confirm the deletion



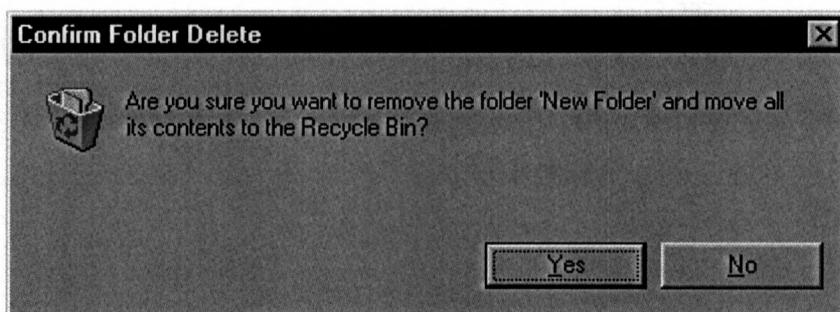
### 6.2.2 Deleting a Folder

When you delete a folder you will also delete all of its contents (any files or folders inside that folder)...

1. Select the folder you wish to delete
2. Press Delete on the keyboard  
Or



a dialog box will appear to confirm the deletion



3. Click on Yes

### 6.2.3 Recycle Bin

When you delete anything from your hard disk drive (C drive or desktop) it gets sent to the Recycle Bin. This bin doesn't empty itself so if you delete something by accident you can retrieve it from here!

#### **Paper in the bin...**

*You can tell when there are files or folders in the Recycle Bin because the icon looks as though it has paper in it!*



### 6.2.4 Opening the Recycle Bin

*Double click the Recycle Bin icon on the desktop*



### 6.2.5 Retrieving a File or Folder

1. Double click the Recycle Bin to open it
2. Click on the file or folder you want to retrieve
3. Click on the File menu
4. Click on Restore

*the file or folder will be returned to where it was deleted from*

### 6.2.6 Emptying the Recycle Bin

You may want to empty the recycle bin occasionally to free up some more space on your computer...

1. Right click on the Recycle Bin
2. Click on Empty Recycle Bin
3. Click on Yes, to confirm the deletion of all items in the bin

#### **No paper in the bin...**

*When the bin is empty the icon looks empty too!*



## 6.3 Finding Files

### 6.3.1 Why Might I Need to Find a File?

Find File is very useful if you cannot remember the exact name of a file or where you stored it. You can tell Windows everything you can remember about the file from its filename, date created, modified or accessed to the type of file and a keyword that the file contains. The more you can tell it, the quicker the search!

### 6.3.2 Starting a Find

1. Click on the Start button
2. Click on Find
3. Click on Files or Folders

### 6.3.3 Finding Files or Folders by Name

1. Click on the Name & Location tab (if not already there)
2. In Named, type the name of the file or folder

#### **Using a Wild Card**

If you can only remember the first few letters of the name of a file, type those in followed by an asterisk, e.g. "letter\* " (The asterisk can represent any number of letters). Find File will then pick out every file whose name begins with "letter". It won't however find files that are just called "letter"!



### 6.3.4 Finding Files by Type

If you know the type of file it is (e.g. Excel Workbook) you can use the filename extension to speed up your search. This tells Windows to ignore files of any other type...

1. Click on the Name & Location tab (if not already there)
2. In Named type the file name (see above), followed by a full stop and the filename extension (see the examples below)

Type of file	What to type after the filename...
Word Document	.doc
Excel Workbook	.xls
PowerPoint Presentation	.ppt
Access Database	.mdb

### 6.3.5 Finding Files Using a Keyword

You can search for files containing a particular word...

1. Click on the Name & Location tab (if not already there)
2. In Containing Text, type a keyword

#### Uncommon words...

The search will be quicker if the word you are searching for is less common and doesn't appear in lots of your files. "The" would not be an example of a good keyword!



### 6.3.6 Choosing Where to Look

1. Click on the Name & Location tab (if not already there)
2. Click the down arrow at the end of the "Look In" box
3. Click on the drive you wish to look in
4. Click in the box before Include subfolders if it is not ticked already

#### Include Subfolders

It will only search for files saved directly onto that drive (not in a folder) if you don't make sure that Include subfolders is ticked.

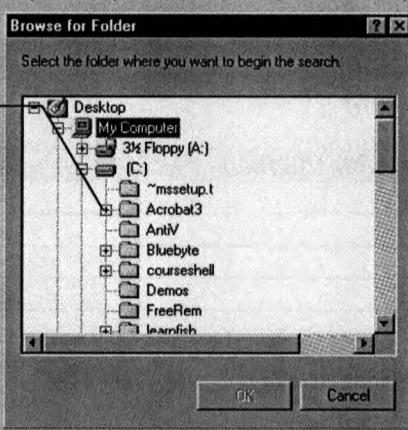


#### What if I want to search through a folder?

You do not have to search through the whole drive. Just follow the steps below to search through a folder or subfolder...

##### From Find Dialog Box...

1. Click Browse
2. Click folder you require from list (see below)



3. Click OK



### 6.3.7 Finding Files Between Two Dates

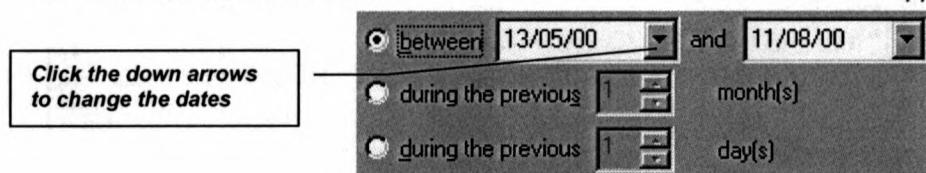
You can limit your search to files created, accessed or changed between certain dates...

1. Click on the Date tab (if not already there)



2. Click in the circle before Find All Files
3. Click the down arrow at the end of the box
4. Click on created, accessed or modified as required
5. Click in the circle before "between"
6. Click the first down arrow

a calendar will appear



7. Click on the required date (see below)



8. Click on the second down arrow
9. Click on the required date

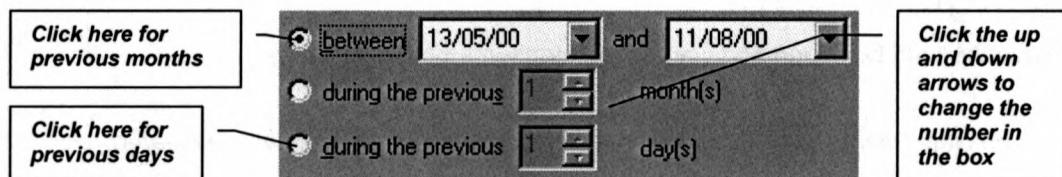
### 6.3.8 Finding Files for Previous Months or Days

You can limit your search to files created, accessed or changed during a specified number of the preceding months or days...

1. Click on the Date tab (if not already there)



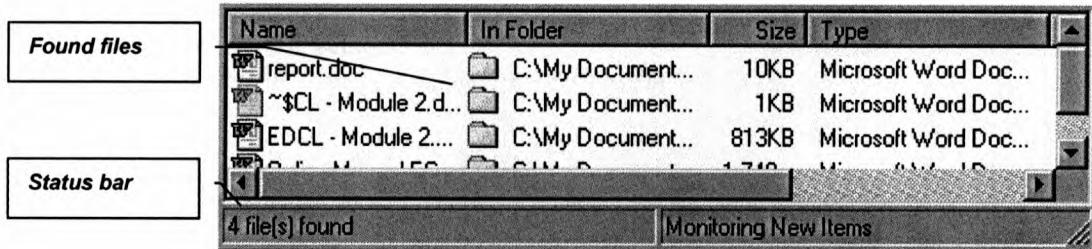
2. Click in the circle before Find All Files
3. Click the down arrow at the end of the box
4. Click on created, accessed or modified as required
5. Click in the circle before "during the previous" for months or days as required (see below)
6. Click on the up down arrows to change the number of days or months (see below)



### 6.3.9 Finding the Files

Once you have set the criteria for the search...

*Click on Find Now      found files will appear below and the status bar will display the number of files found*



**Watch the magnifying glass...**

While the magnifying glass is moving, Windows is still searching. You can see where it is currently searching by looking at the status bar of the window.  
Searching C:\My Documents

If your file has already been found you can stop the search by clicking on Stop!



### 6.3.10 Opening a Found File

If the file you were looking for is displayed...

*Double click the file to open it*

**Find box stays open...**

The find box will stay open until you close it. Click on the X on the title bar to close the window.



**Modifying your search...**

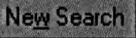
If the file you were looking for isn't found you can modify the information you have put in and try again.



### 6.3.11 Starting a New Search

If you still have the Find box open and want to look for something different...

*Click on New Search*



*the information in the box will be cleared*

## 6.4 Using Floppy Disks

### 6.4.1 What Is a Floppy Disk?

You can save your files onto floppy disks, and use them in your floppy disk drive (see page 31). Although they can store a lot less information than your computer, floppy disks are small and therefore portable and can be used in any PC. You can use them to...

- Make copies of your files (in case something happens to your computer).
  - Share files with friends and colleagues.
  - Copy a file from one computer to another.

#### 6.4.2 Looking at What's on a Floppy Disk

1. Insert the floppy disk into your floppy disk drive
  2. Open My Computer or Windows Explorer (see page 35 and page 33)
  3. Double click on the A drive the files on the disk will be displayed



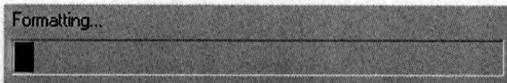
### 3½ Floppy (A:)

### 6.4.3 Formatting a Floppy Disk

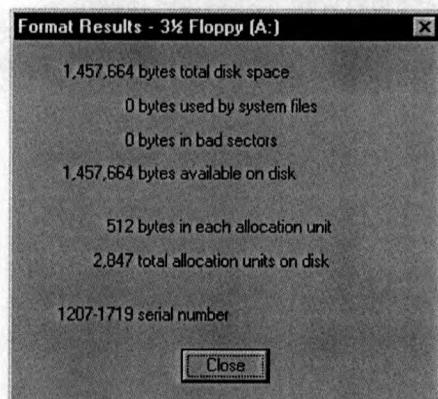
Before you can use a floppy disk it must be formatted for use on your computer. Although you can buy floppy disks already formatted, it is cheaper to buy them unformatted. To format a floppy disk...

1. Insert the floppy disk into your floppy disk drive
2. Open My Computer or Windows Explorer (see page 35 and page 33)
3. Right click on the A drive
4. Click on Format
5. Click in the circle before Full  
6. Click on Start

formatting may take a few minutes, check the progress under "Formatting..."



when complete, a box displaying the results will appear



7. Click on Close
8. Click on Close

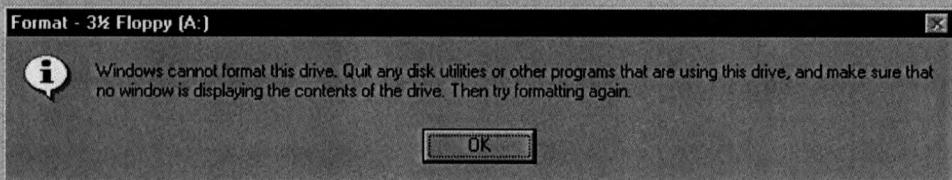
#### Make sure there are no files on the disk...

Formatting a disk will overwrite any files already stored on it. If it is not a brand new floppy disk, make sure there are no files on it that you need before formatting!



#### Make sure there are no files open...

If there are files already on the disk and you have one of them open, you will get an error message....

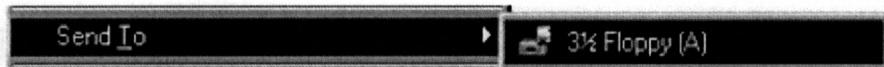


Click OK, close the file and carry on formatting if you don't require the file any more, or insert another floppy disk to format.

#### 6.4.4 Copying a File to a Floppy Disk

If you want to make a copy of a file, for backup, to give to someone else or to transfer to another computer...

1. Insert a disk into your floppy drive
2. Open My Computer or Windows Explorer (see page 35 and page 33)
3. Find the file you wish to copy
4. Right click on the file
5. Click on Send to
6. Click on 3½ Floppy (A) a menu will pop up  
the file will be copied to your floppy disk



##### **Copying more than 1 file...**

You can copy several files to your floppy disk at once in this way by selecting the files first (see page 42).

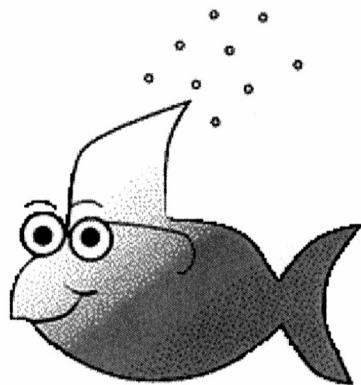


##### **Using Save as...**

If the file you want to copy is already open, you can make a copy of it using Save as and choose to save it to the A drive (see page 45).



# **7 Programs and Printing**



## 7.1 Starting Applications

### 7.1.1 Using the Start Menu Programs

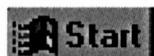
1. Click on the Start button
2. Click on Programs



3. Click on the program you want

the ' symbol indicates that there is more to see. Follow the direction of the arrow to get to the next menu.

### 7.1.2 Using the Start Menu for a New Office Document



1. Click on the Start button
2. Click on New Office Document
3. Click on Blank Document      to open Microsoft Word  
or  
Click on Blank Workbook      to open Microsoft Excel  
or  
Click on Blank Presentation      to open Microsoft PowerPoint
4. Click OK

### 7.1.3 Using a Desktop Shortcut

If you have a shortcut to a file or program you can open it using the shortcut...

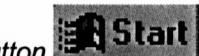
*Double click on the shortcut*



### 7.1.4 Opening a File from Documents

If you have used a file recently it may be displayed in Documents (see page 14)...

1. Click on the start button
2. Click on Documents



3. Click on the document you require

the file will open

## 7.1.5 What Programs Do I Have?

All the programs you have on your computer will be listed in Programs on the Start menu. The following table explains what some of these applications are used for...

Program (application)	Type of application	Used for...
Microsoft Word	Word Processing	Creating letters, memos, faxes, reports, etc.
Microsoft Excel	Spreadsheet	Creating graphs, managing accounts, stock control, or other mathematical or financial calculations.
Microsoft PowerPoint	Presentation	Creating presentations, slide shows, organisation charts, etc.
Microsoft Access	Database	Creating databases which hold information that can be queried or used to create reports.

## 7.1.6 Switching Between Open Windows

You can have several programs open at once. For every program you have open there will be a button for it on the taskbar. Whichever program is "active", the button will look as if it is pushed in on the toolbar. If you want to switch to looking at another window...

*Click on the button for the window on the taskbar (see page )*



*Click on the button to switch to a window*

## 7.1.7 Closing an Application

*Click on the top X on the title bar*

## 7.2 Using Word

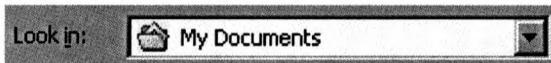
### 7.2.1 Starting Word

1. Click on the Start button
2. Click on Programs
3. Click on Microsoft Word

*a new blank document will appear on the screen*

### 7.2.2 Opening a Document

1. Click on the File menu
2. Click on Open
3. If necessary, change the Look in box to the folder or drive where your document is saved (see page 45)



4. Select the file you wish to open by clicking on it
5. Click Open

### 7.2.3 Typing Text

- When you start Word a blank document appears ready for you to start typing.
- A blinking vertical bar called the Insertion Point (or cursor) indicates where text will come out when you type.
- Unlike using a typewriter, you do not have to press the carriage return when you get to the end of the line. Word will automatically wrap the text onto the next line.
- You can delete text to the left or the right of the cursor.

### 7.2.4 Insert or Overtype

- Normally when you type you will be in insert mode. This means that if your cursor is in the middle of an existing sentence and you start typing, nothing will be deleted. The text that is already there will shuffle along to make way for the new text.
- If you are in overtype mode, then any text you type will go over the top of existing text.

To change modes...

*Press the insert key on the keyboard*

Or

*Double click the OVR mark on the status bar at the bottom of the screen*



*Double click here to change modes. When OVR is bold you are in overtype mode*

### 7.2.5 To Type Text

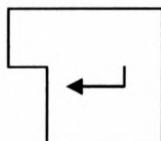
1. Position your cursor where you would like to start typing
2. Start typing!

### 7.2.6 To Create a Space

Press the space bar at the bottom of the keyboard

### 7.2.7 To Create a New Line

1. Make sure your cursor is flashing where you would like a new line
2. Press the Enter or hard return key (found on the right of the keyboard)

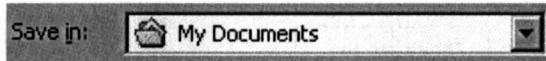


### 7.2.8 Saving a Document

1. Click on the File menu
2. Click on Save
3. Type the name for the file into the Filename box (see below)



4. Select the folder you want to save the document in from the Save In list (see below)



5. Click Save

**For more information about the computer's filing system**

See page 30.



**Look at the title bar...**

When you have saved a file and given it a name, you can see the filename on the title bar at the top of the screen.

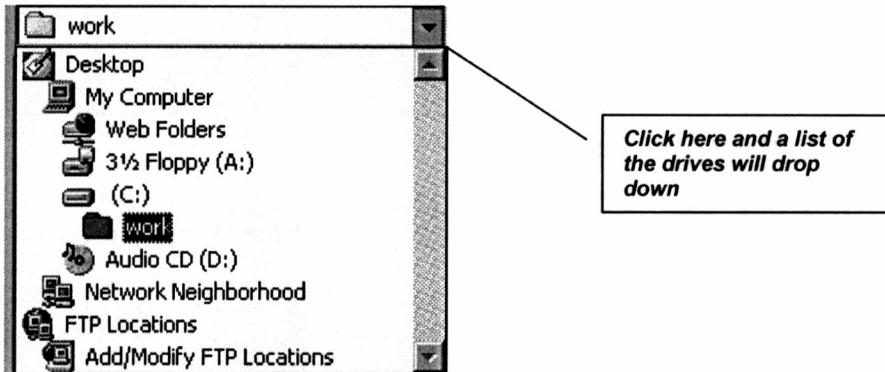
W Microsoft Word - Dreams.doc



## 7.2.9 How Do I Move Around the Drives?

If you are not in the folder you require...

1. Click on the down arrow next to the Look in or Save in box



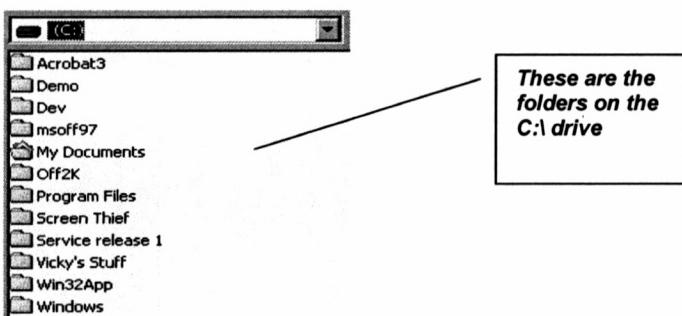
2. Click on the drive you require

## 7.2.10 How Do I Move Around the Folders?

Once you are in the correct drive a list of the folders contained in that drive will appear in the large box in the middle...

*Double click the folder you require*

*A list of the subfolders and files inside that folder will appear in the middle*



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### 7.2.11 Saving Changes

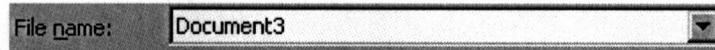
Once you have saved a file you might add some more text or make some other changes. To make sure that the changes are saved...

*Click the Save icon on the toolbar* 

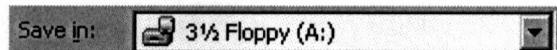
---

### 7.2.12 Saving to a Floppy Disk

1. Click on the File menu
2. Click on Save
3. Type the name for the file into filename box (see below)



4. Select the A drive from Save in:



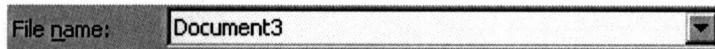
5. Click Save

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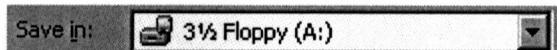
### 7.2.13 Using Save As

If you want to save a copy of your file with a different name or into a different folder or onto a floppy disk you can use Save as...

1. Click on the File menu
2. Click on Save As
3. Type the name for the file into the Filename box (see below)



4. Select the folder you want to save the document in from the Save in list (see below)



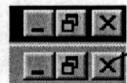
5. Click Save

### 7.2.14 Closing a Document

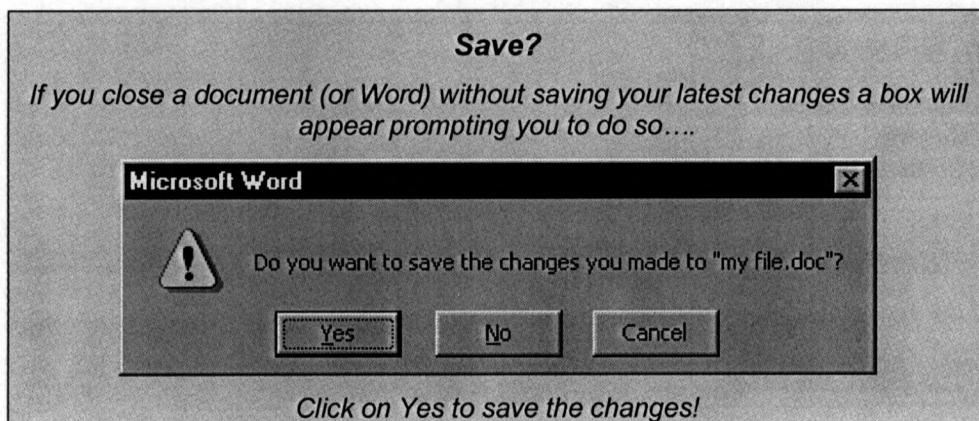
1. Click on the File menu
2. Click on Close

Or

Click on the lower X in the top right of the window



Click the lower X



### 7.2.15 Closing Word

1. Click on the File menu
2. Click on Exit

Or

Click on the X in the title bar

## 7.3 Printing

### 7.3.1 Printing from Word

Click on the Print icon 

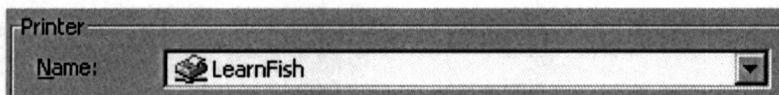
Or

1. Click on File
2. Click on Print
3. Click OK

### 7.3.2 The Default Printer

If you are connected to a network you may find that there are several printers that you could print to. This could be useful if one is broken or is often busy!

When you print from Word (or any other program) the document will be sent to the default printer. This is the printer you will see in the Print dialog box when you click on Print from the File menu.



### 7.3.3 Changing the Default Printer

1. Click on the Start button
2. Click on Settings
3. Click on Printers
4. Right click on the printer you wish to set as default
5. Click on Set as Default

a window will appear showing all the printers that are available for you to print to

**Which is my default printer?**

The default printer has a tick at the top of the icon.



**Tips**

