

Computer Basics II



Class Objectives:

1. Using Left Click and Right Click to open documents, software and special menus
2. Creating Folders
3. Special Function Keys
4. Copy, Cut and Paste
5. Using Explorer view to save documents
6. Storage Media

Mouse Commands—Review

- **LEFT CLICK:** Click on the **Left** mouse button **Once** to select an icon on the desktop, start a program from the bottom toolbar on the desktop, open a link on a web page.
- **RIGHT CLICK:** Click the **Right** mouse button **Once** to bring up special menus of commands
- **DOUBLE CLICK:** Click the **Left** mouse button **Twice** on an icon to open it
- **DRAG:** **Hold down the left mouse button while moving the mouse to drag** a desktop icon or select an area on the screen

Cursor

The cursor takes many shapes depending on the job it is doing. It becomes the flashing “I” in a text document to show you where to write. It becomes an arrow most of the time to point on something you wish to select. In a web page or document with web links in it, the cursor becomes a hand when it hovers over an active web link.

Mouse Commands—Practice

1. Open the Training Folder (double left click)
2. Open the Documents Folder (within the Training Folder)
3. These boxes you opened are called **WINDOWS**. Each box represents the contents of a folder or file. You can nest documents and folders within other folders. Use the arrows at the top left to navigate between nested items. I.e. Use the **LEFT**



arrow in the top left of the window to go back to the contents of the Training folder. Use the **RIGHT** arrow to go forward into the My Documents folder.

4. You can have many windows open at once. To navigate *between* windows, note the three buttons in the upper right hand corner in the window. I.e. Click the left button and it will minimize the window. Find an icon for it on the taskbar to return it to full size. The middle button fills the whole screen. Click on it again and it resumes its previous size. The 2 squares in the middle button show that it is a smaller screen. The right button with the X in it will close the window.
5. With a window that is **NOT** full screen (use the middle button to make a full screen window smaller), move your mouse to one of the sides of the window where it becomes a double-headed arrow and **DRAG** to change the size and shape of the window. Also note the **Scroll Bars** that may appear. Drag them to see areas within the window that may be hidden when it is resized.

6. Open your training folder and do not have it full screen. DRAG the Documents folder onto your desktop. This new icon is called a Desktop SHORTCUT and will take you to your Documents folder wherever it may be on your computer.

7. There are 3 ways to open an item on the desktop (document, folder or app)

A. DOUBLE CLICK on an icon

B. RIGHT CLICK and then LEFT CLICK on **Open**.

C. LEFT CLICK and then press the **ENTER** key.

Notice when you open a program, an icon for it opens in the taskbar. If you minimize the program that icon remains so you can **quickly open the program again with one click**. This is a great way to navigate between windows when you have several working windows open at the same time.

Windows Button

Clicking on the Windows button opens a list of options. You can see the list of **most used** folders and apps. A set of **tiles** to the right can be customized to quickly access frequently used apps and websites. The Power icon includes the **Shutdown option, the only safe way to turn off your computer**. Below that is a list of **All Apps** (all the programs on your computer). And beside the Windows Button is a search box to help you find things on your computer or on the web.

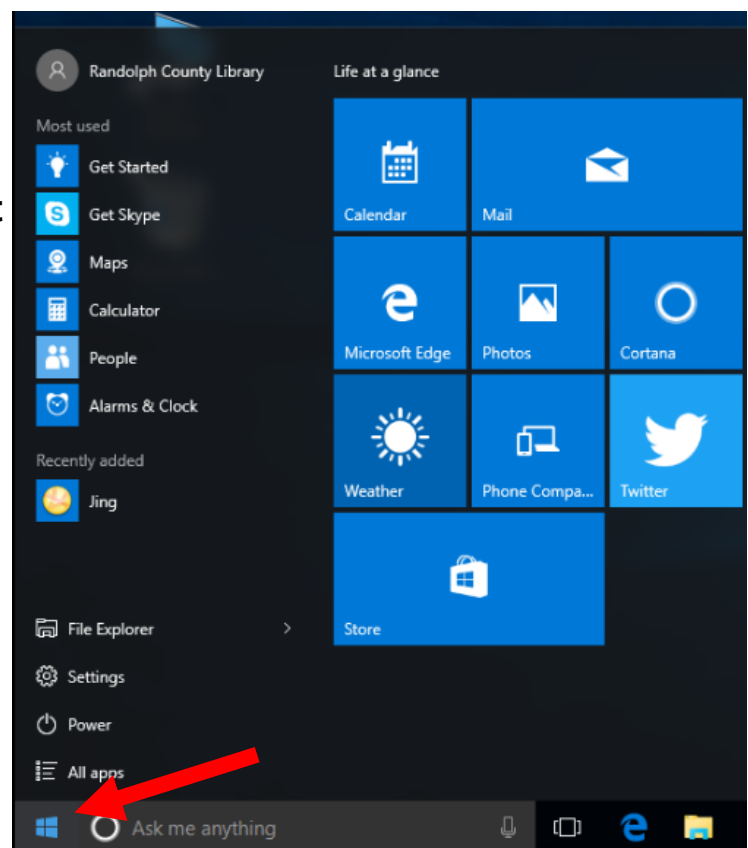
Taskbar

RIGHT CLICK on the task bar for a special menu. If there is a check beside **Lock**

the Taskbar CLICK on it to remove it. You can “pin” frequently used apps to the taskbar for quick access when your desktop is covered by an open window.

Taskbar Practice

1. CLICK on the Windows button, then click on All Apps. Find the Calculator.
2. RIGHT CLICK on the Calculator icon. You have a choice to Pin it to the Taskbar (one LEFT CLICK will do this) or pin it to the Start Menu—which is the collection of tiles to your right. Pin it to the Taskbar. Now you have quick access to the Calculator even when other windows are open on your desktop.



Folders

Folders are a way to group documents like you would in a file cabinet.

Folders—Practice

1. Create a new folder on the desktop (RIGHT CLICK in an open area and LEFT CLICK on New then LEFT CLICK on Folder)
2. Name the folder *Class*. Hit **Enter** to accept the folder name. (If you want to change the folder name later, RIGHT CLICK on it, select Rename and type in the new name)
3. Open the folder. RIGHT CLICK within the *Class* folder to create a subfolder. Name this folder *Practice*.
4. Use the arrow buttons at the top left of the folder window to navigate between the *Class* folder and the *Practice* subfolder.
5. Drag your *alicepractice.docx* file into the *Practice* subfolder.
6. Think of a time you might want to organize information into folders and subfolders (hint: organizing photographs)

Function and Shortcut Keys—back to the Keyboard

Function keys are keys at the top of your keyboard labeled F1-F12.

They have different functions in different programs.

F1 is always the Help key in every Microsoft app.

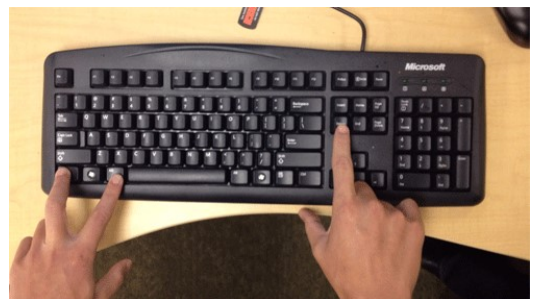
There are different shortcut keys that you will use frequently when you are using your computer.

On many computers it will ask you to press CTRL-ALT-DEL to log into a computer.

Holding down these three keys at the same time will bring up a log in box.

Alt F4

Pressing Alternate (ALT) and F4 at the same time will allow you to close out of an active window that you are working in. It will also allow you to shut down your computer using the keyboard.



Copy, Cut and Paste with Shortcut Keys

There are many ways to move text and images around, the easiest way is with special keys. Open your document *alicepractice* to practice **Copy, Paste and Cut**.

Highlight: means to select the area or text you want to change. To highlight or select text in your document, place the cursor at the beginning of the text. **HOLD THE LEFT MOUSE BUTTON DOWN AND DRAG ACROSS** then release the mouse button at the end of your selection. The highlighted area is blue.

- If you hit the Backspace key, the highlighted area disappears. If you just begin typing, the new letters replace what was highlighted. Or you can use the Copy or Cut commands on this selected text

Clipboard: A special piece of computer memory that only stores one item at a time. If you select an item or line of text, then use the Copy or Cut commands, this object or text is stored in this memory and can be pasted as many times as needed in a new spot until you use Copy or Cut again, which will replace the previously stored item with the new item.

Copy: If you use the Copy command on a highlighted area of text, it is saved to the Clipboard so a duplicate can be pasted in a new spot.

Cut: The Cut command is similar to Copy in that the selected object or text is stored on the Clipboard to be pasted somewhere else. The difference is that the selected item is “cut” or removed from its original location. That is, if you decide the sentence in the

middle of the paragraph sounds better at the beginning of the paragraph, you can highlight it, then use the Cut command and paste it at the beginning of the paragraph, which saves you from retyping the sentence.

Paste: Puts the item from the Clipboard at the location you last put your cursor and clicked.

These shortcut keys are universal to all software:

Ctrl + C = Copy the selected content.

Ctrl + X = Cut the selected material

Ctrl + V = Paste the content copied or cut

Ctrl + A = Select all the content

Ctrl + Z = Undo the previous action

Ctrl + S = Save This is really important when you are working on a long document or big project. Remember to save your work periodically.

Ctrl + P = Print a document

Saving your work

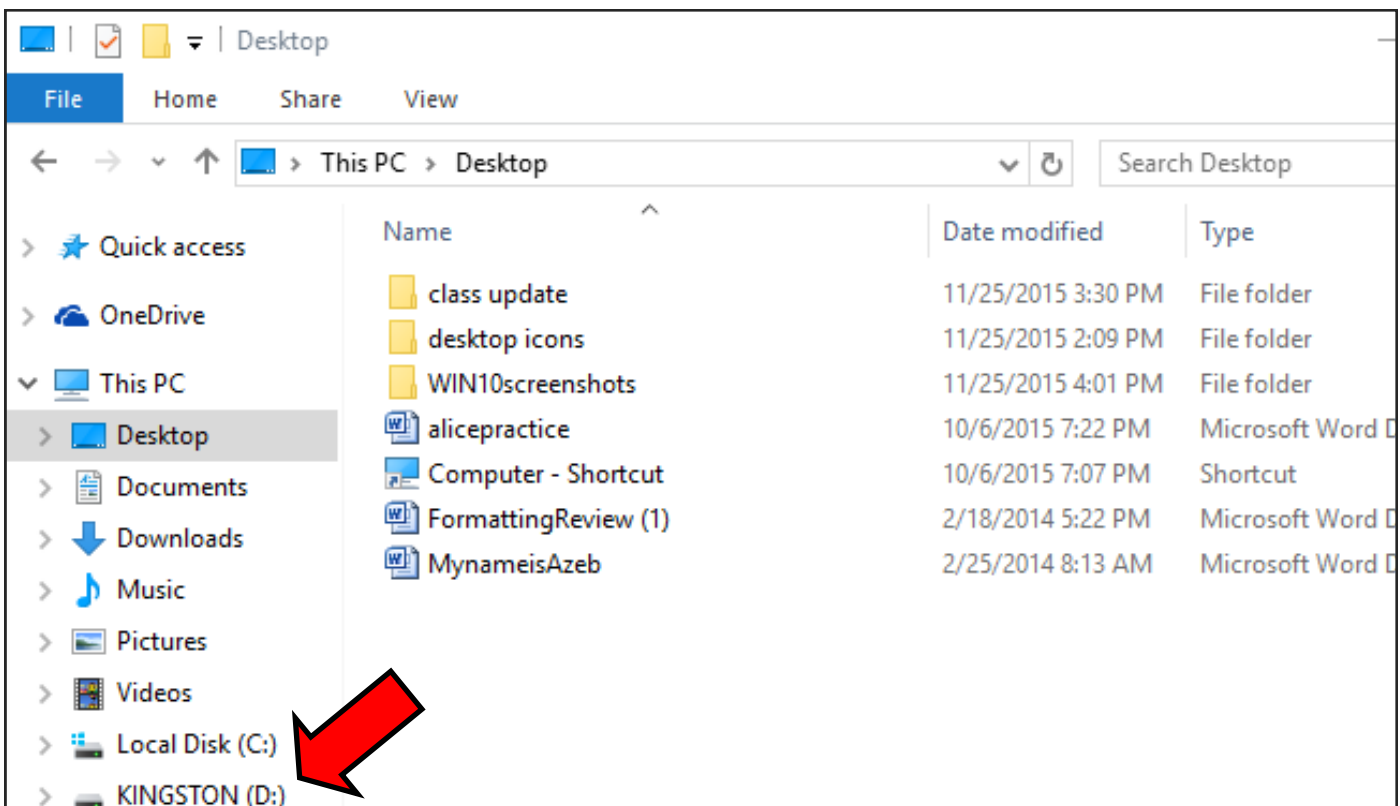
There are several ways to save your work.

SAVE AS for New documents: Use for saving your document for the first time. If you want to control where you save a document OR save the changes to your document as a new document with a new name (ie: version2) while keeping the original, use the SAVE AS command in the file menu. If you just click on SAVE for a new document, it will be saved to the general Documents folder that comes installed on your computer.

SAVE an existing document: When you open a document that already exists and use SAVE in the File menu or CTL+S, the changes in your document are

SAVE AS using Windows Explorer

Open *alicepractice* document. CLICK on the blue File Tab. CLICK on Save As. A window will open. This is a special window called the **Explorer** window. Use this window for finding files and saving files.



The left column lists all the places on the computer you could save your document.

Note the Desktop has been selected. The icons in the right hand column are the folders located on this computer's desktop.

At the bottom, notice the link to the computer's C drive or hard drive. Below that, note the link to KINGSTON D: This is the name of a USB drive that has been connected to the computer.

When Saving, there is a box at the bottom that indicates the current filename of the document you are saving. The name is highlighted indicating that you can rename the document by typing over the current name in the box.

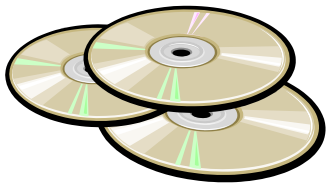
Other places to store documents and data

CDs/DVDs: CD, CD-R, CD-RW, DVD

Data is burned onto disc with a laser.

With CD-R & DVD-R, you can only burn one time; CD-RW and DVD-RW allows you to erase and burn again and again. Easily scratched if not kept in cases or sleeves. Becoming obsolete. Very inexpensive.

Flash Drive: Also called a USB drive, a thumb drive, or a jump drive. Computer sees it as part of CPU, so saving and opening files is very fast. Variety of styles & storage capacities. Works with any computer that has a USB port.



SD Card: Very small. Can be purchased with very large capacities. Can be used by multiple devices, ie: digital cameras and smartphones. Requires a card reader if one is not installed on the computer.

Always Remember to Backup Backup Backup!

