Computer Basics-Working with Windows

I.   About this class

A. Just the basics…
In this class, we will show you how to complete some basic tasks on the computer. We want you to leave this class understanding what you can do on the computer and with enough knowledge to get started on your own. We will use Microsoft Word and Chrome to learn some of the basic Microsoft software commands. Many of these skills are the same ones you would use in the other programs as well.

B. When you are working with PCs, the standard programs that you use come from Microsoft and are part of what is bundled together and called "Microsoft Office."

- **Another term for computer programs is "software." They often come preloaded on a PC when it is purchased, but you can also buy them separately.**

- **You can open up any of these programs by double-clicking on the icons that represent them on the screen. The icons reside on the *Desktop*.**

Desktop: The desktop is the main screen area that you see after you turn on your computer and log on to Windows. Like the top of an actual desk, it serves as a surface for your work. The desktop has shortcuts to programs, also called icons. Icons are small pictures that represent files, folders, programs, and other items. See below.
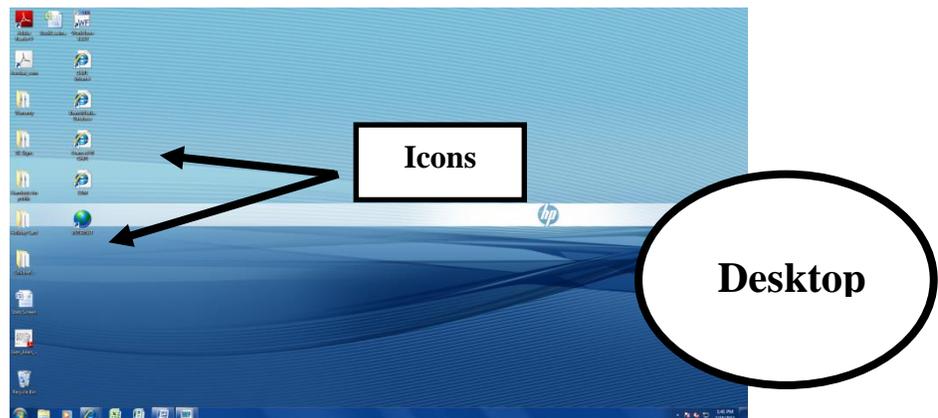
II. Opening a program and Getting familiar with Microsoft Word

A. Creating a File
 1) We will now use **Microsoft Word** to create a file, save that file, close the file, and open it back up. The term "file" is another name for a document saved on the computer.
  - **Double-click on the Microsoft Word icon on the desktop. This will open a menu of Microsoft Word templates. Choose the first one, Blank Document, by clicking on it.**
  - **We will create a very simple document:**
    - **Type your name, press the Enter key on the keyboard**
    - **Type the date.**
  - **Let's learn about other parts of the screen.**

B. The Quick Access Toolbar
 The quick access toolbar is located at the upper left hand corner above the Ribbon. It includes those commands that are frequently used and require only a click of the mouse to execute. It is customizable and includes the Undo/Redo feature described below.

C. The Ribbon
 The ribbon provides easy access to commands. In order to make finding the right command easy, commands on the ribbon are broken down into categories, each located under the appropriate tab.

Quick access toolbar

Tabs
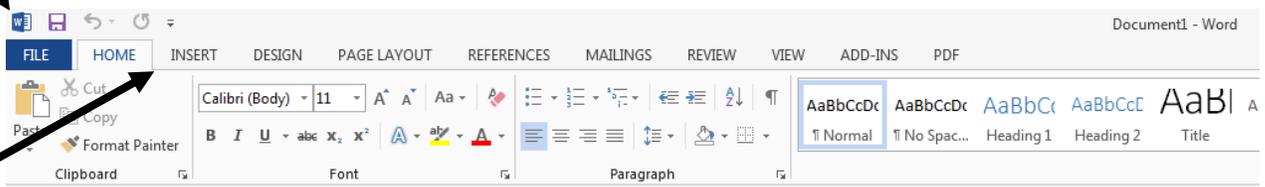
D. File Tab
 The File tab, located in the upper left-hand corner of the program window, contains basic file management commands, including New, Open, Save and Close. The back arrow takes you back to your document.

E. Undo/Redo Feature
 1) Another important feature at the upper left hand corner of the program window is the Undo/Redo feature. This feature allows you to undo the last action you performed and looks like an arrow curving to the left.

2) If you later decide you didn't want to undo an action, you can click Redo on the Standard toolbar. Redo appears only after you have used Undo, and looks like an arrow curving to the right.
- **Click Undo on the Standard toolbar. This should take away your name.**
- **Click Redo on the Standard toolbar. Your name should reappear.**

F. Saving a File

1. Now it is time to save the document. A note about saving documents: When you save a file for the first time, you use the **Save As** command- Word will default to this option. This is so that a name can be given to the file and so you can choose a location in the computer where you would like it saved.

2. Save As is also used when you start with a file, make changes to it, but want to keep the original document intact while also having the new one. This is done by changing the name of the file after selecting the Save As command from the File menu.

NOTE: *If you were doing a monthly newsletter you would want to add new information each month while still keeping the same format. Here is how to do it:*
- *Write the first newsletter*
- *Save it using the "save as" command above*
- *When ready to write the second newsletter open the one previously saved*
- *Using "save as", rename it with the current month and type your new information; use the "save" command as you make changes and before you close the file*

*If you did this every month for a year you would have twelve files. If you simply used **Save** you would only have one file and no longer have the information from the prior months. The **Save** command is used when you want to keep changes made to a document you have already named and saved somewhere.*

- **Click on the File Tab at the top left of the screen.**
- **Click on Save As**

3. This will open up a screen in which you tell the computer where you would like to save your document. For the purposes of this class, we will save our documents to the Desktop.
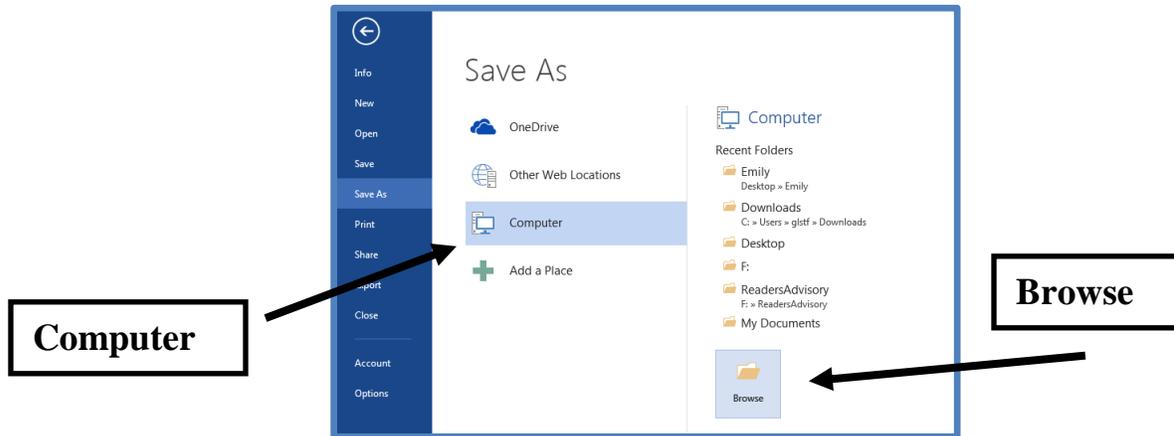
- **Word will default to selecting "Computer" in the column to the left.**
- **Click in the box on the right that has the word "Browse" or select the appropriate drive.**
- **Select the Desktop from the list on the left**.

4. By choosing the Desktop as your location for your file, you will know to go back to the Desktop to locate your file when you are ready to reopen it. One crucial part of using a computer is keeping track of the files you create so you can find them later. The Desktop is the Windows Desktop that opens when you start your computer. Icons on the Desktop are used to open either software programs such as Microsoft Word or documents that are saved there.

Some different locations in which to save a file are:

- Local Disc (C :) is the hard drive. This is memory that is located in the computer itself.
- DVD-RW Drive D:) is the DVD drive (if your PC has a DVD drive)
- The (E:) and (F:) are the USB ports at the front of your computer. These are used to connect flash/thumb drives to your computer. Flash drives are portable storage with a large memory capacity. (USB ports are also used for connecting many other external devices, such as digital cameras, scanners, printers, and MP3 players/IPods.)
- Other destinations are specific to your computer.

- **Click in the File Name box**.
- **In the File Name box, type your initials and the first three letters of the current month**.
- **Click on the *Save* button at the bottom right or hit Enter on your keyboard.**

5. Title Bar
The title bar displays the name of the file or document that you are currently using. It also displays the name of the program in use.
- **Look up on the quick access toolbar on the very top of your screen.**
- **It will now show the name of the document you just saved.**
-

F. Closing a File
- **Click on the File Tab at the top left hand side of the screen.**
- **Select Close from the list on the left.**

G. Opening a File
- **Now it is time to find and open the file we just created.**
- **Click on the File Tab and select Open.**
- **You will see many options for locating saved files. Word defaults to Recent Documents where you will see a list of the most recently created or modified files. We are looking for the Desktop, which is where our files are saved for this class. The best way to do this is to click on the word *Computer* in the list of locations.**
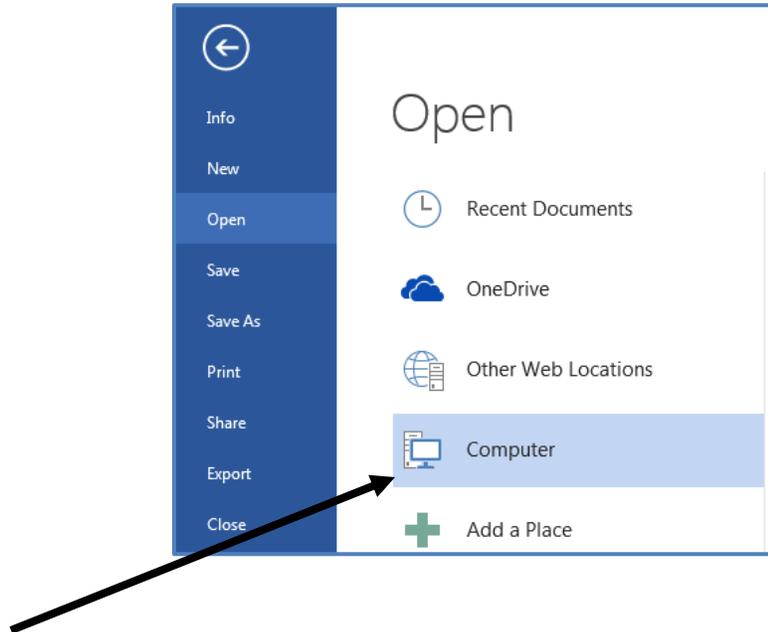
- **Then, choose the Desktop from the menu that appears on the right.**
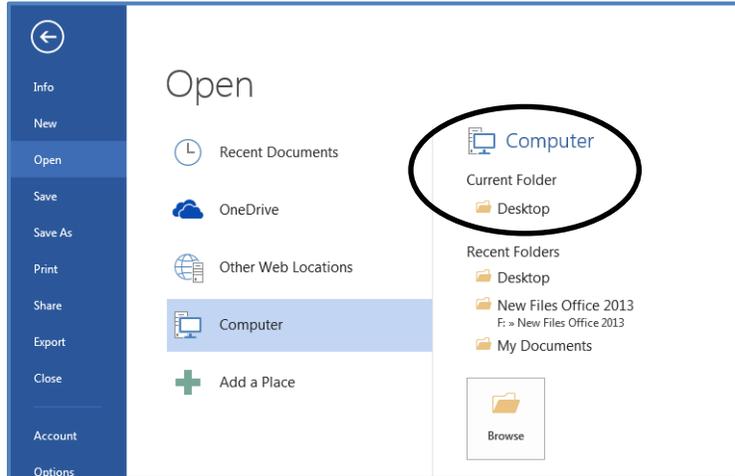
- **After you get a list of the files in the drive you have chosen, click on the name of your file.**
- **Click on the file name and it will open.**

IV. Windows: What's the buzz about?

A. Operating System

An operating system is the software program on a computer that manages all of the other programs. Microsoft makes the Windows operating system used on most computers. Different versions of Windows include Windows 98, Windows XP, Windows Vista, and the latest version available in the library, Windows 7.

The operating system is called *Windows* because Windows are what they call the screens we have been using to do different tasks. Think about it. When you opened up Microsoft Word a new screen or window opened with the program.

- **Our next task will be working with two windows, one in Word and another in Chrome.**
- **We will copy a picture from Chrome (a window) to your file in Word (a second window).**

V. Copying and Pasting

A. What is it?

Copying is used to duplicate pictures, text, or files. Copying allows a user to move data from one source to another destination. The copy and paste function, for example, can be used to transfer pictures or text from a website into a Word document. This is a helpful tool if you are doing a project, such as a research paper, that requires text and images.

B. To demonstrate this function we are going to find an image on the Internet, copy that image and then paste it into the Word file you created earlier. If your Word file is not still open, you will need to open it. To do so, open the Word program, go to the File Tab, click Open, and look for your document in the destination it was last saved.

- **Open Chrome by double-clicking on the Chrome icon on the desktop.**

VI.   Working with Windows

You may have noticed that we now have two windows open. If you open more than one program or document, your desktop can quickly become cluttered with windows. Keeping track of which windows you have open isn't always easy, because some windows might partially or completely cover others. You can use the **taskbar** to toggle or switch between windows.

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

Taskbar

Taskbar button for Chrome

Taskbar button for Word
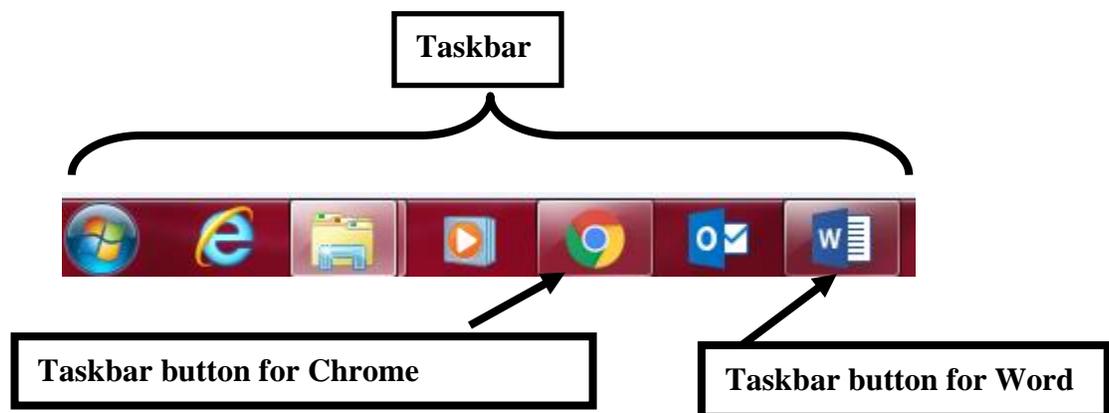
- **If Chrome is not your active window, click on the taskbar button for Chrome.**
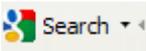
Now that you are in Chrome, click once in the Address Bar in the top left hand corner. Each website has a unique web address that usually begins with *www* for World Wide Web. To access a website directly you type a website's address in the address bar and press enter on your keyboard. We will do that now.

- **The current address should be highlighted.**

National and Local Weather Forecast, Hurricane, Radar and R

http://www.weather.com/

- **Type in *google.com***

Google - Windows Internet Explorer

http://www.google.com/

- **Press enter or the Search button**.

The next screen is the Google search screen. Click once in the search field and type in *boston terrier.* Now press enter or mouse click on the *Google Search* button.

boston terrier

Google Search   I'm Feeling Lucky

Search Field
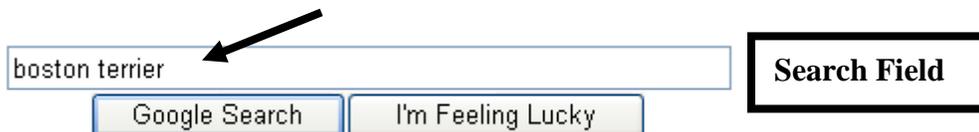
You are now in a screen with search results for Boston terriers.
- **To narrow down your search results to images, click on the images option.**

Address http://www.google.com/

Web Images Maps News Shopping Gmail more ▾

You will notice that your search results are now displayed as images only.
- **Click on the first image of a Boston terrier.**
- **Click on the text that says *See view image.***
- **To copy the picture, place your mouse in the middle of the picture and right-click.**

- **Select *Copy image* from the shortcut menu.**

5) Now that we have copied a picture, we have to go to the destination where we would like to transfer this picture.
   - **Click on the taskbar button for the Word window.**
   - **Once you have your document open, place your cursor somewhere below your name and date.**
   - **Now, right-click in your document and select Paste options. Your picture is now pasted inside of your Word document. This picture is rather large. Word allows you to resize pictures.**

6) To resize this photo, left-click on it to select it. Now, rest your mouse over one the corners of the picture until you see a diagonal two-way arrow.
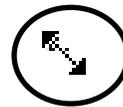
- **Use this arrow to reduce the size of the picture.**
- **Click with this arrow and drag the arrow towards the picture to shrink the picture.**
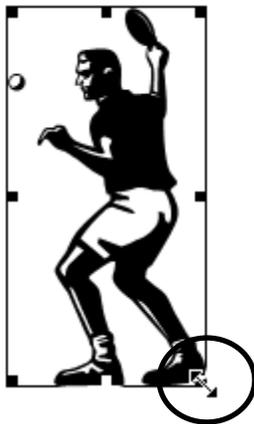
Enlarging the picture from the corners will keep the original proportions. This way the picture will not look stretched.

NOTE: You can also move the picture around by placing the cursor to the left of the picture and using the spacebar or enter key.

We have been going back and forth between our Word document and our Internet search by clicking the appropriate window on the Taskbar. Windows 7 has added a handy feature called "Snap" to make the process of seeing two windows at a time easier. Your instructor will demonstrate this for you.

Now we are going to learn a little bit more about Chrome.
- **Click on the taskbar button for Chrome to make it the active window.**

VII. Getting familiar with Chrome

The World Wide Web provides quick access to information and entertainment worldwide. You explore the web using a Web browser, which is a software program designed to make browsing the web easy. Examples of web browsers are Internet Explorer, Firefox and Google Chrome.

A. To get familiar with Chrome, let's open up a new Chrome window and take a look.

1) **Title and Menu Bar** – the title bar and menu bar are fairly similar to the ones in Word.
2) **Navigation Bar** – can have any number of buttons but there are five must-have buttons:

Back: Arrow pointing to the left. Takes you to the last page visited

Forward: Arrow pointing to right. Takes you to the next page you visited.

Stop: Stops webpage from loading if it is taking too long to access or you want to go to another page

Refresh: Reloads pages with up-to-date information

Click Home which will return you to the pre-set home page.

When you start Chrome, it goes to whatever webpage is preset as the home page. When you get a computer, it comes with a pre-set home page chosen by the manufacturer. However, you can choose any page (or a blank page) as your home page. To get back to your home page at any time, click the Home button in Chrome.

- **Click on the Home button to go to the homepage; it will display to the preset page.**

3) **Address Bar**: Displays the address of the website you are viewing. You can also type the address or the name of the site you want to access and press Enter or Go next to the address bar.

NOTE: When conducting financial transactions on the Internet make sure to use web sites that have a padlock symbol in the address bar. The padlock symbol means you are on a secure connection. Online banking or shopping websites should have this symbol in the address bar. There should also be an "s" after the http as shown below.

4) **Scroll bars**: Appear on the right hand side of the screen and occasionally at the bottom of the page. They allow you to view more of the webpage if it won't fit on your screen

When there is more information on webpage than can fit on your screen you need to scroll through the page. This will allow you to see all the information on the page. Scrolling can be done vertically or horizontally.

There are 3 basic ways to scroll through a web page.

a) Left click on the up ⌃ or down ⌄ scroll arrow. The page will move up or down one line. Hold down the mouse button to scroll continuously.

b) Left click and drag the scroll box 🗎 on the slider up or down. The page will move up or down one screen.

c) Click an empty area of a scroll bar above or below the scroll box to scroll up or down one page. Use the arrows on the right hand side of your keyboard to move that page

NOTE: If your mouse has a scroll wheel, you can use it to scroll through documents and web pages. To scroll down, roll the wheel backward (toward you). To scroll up, roll the wheel forward (away from you.)

5) **Status bar**: Located at the bottom of the webpage. Usually displays how much progress has been made for downloads.

VIII. Print Preview

A. Microsoft Office programs allow you to preview your document and see how it will look on a printed page.

- **Click on the File Tab; choose Print. A preview screen will appear in the window that opens.**

  📄 Notice how you can see the entire document and how the picture is placed in the document.

- **To close out of print preview, click on the arrow in the upper left corner of the screen.**

NOTE: Print Preview will also allow you to see web pages before you print them. You can access print preview in a browser by going to File>Print Preview.

VII. Deleting a File

A. Our work with this file is done. Learning how to delete files can clear up unneeded clutter on your desktop and free up extra space on your hard drive.
To delete a file, make sure that the file you want to delete is closed. You cannot delete an open file.
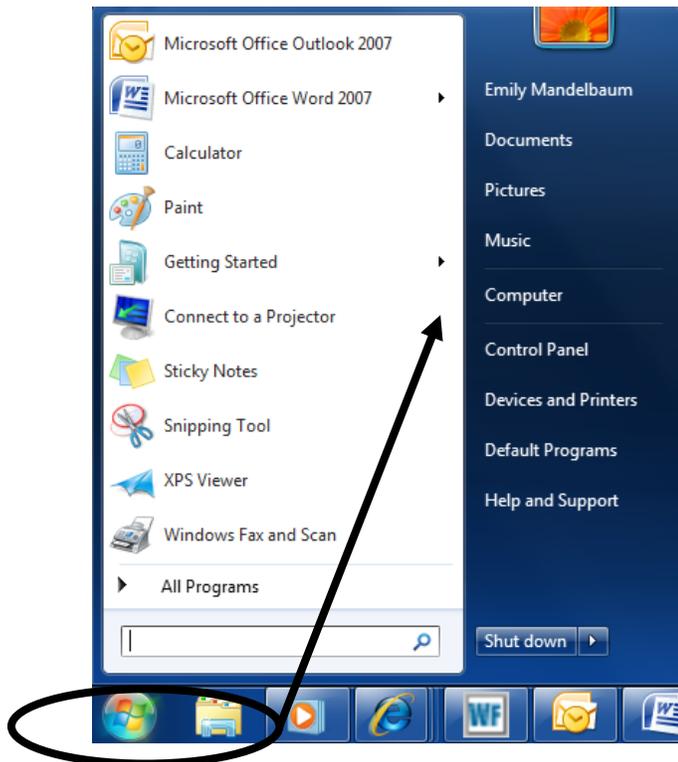
- **To close our Word file click on the Office Button and select Close.**
- **On your computer screen, click on the multicolored "circle" button at the very bottom left hand corner.**
- **Select (click on) Computer from the box that pops up. (See below.)**

B. Computer
Computer is a program on all Windows computers that gives you access to the available disk drives. You can manage your files here: open, rename, reorganize, or delete them, for example. (Explore this some more at home, if you get a chance. It is a very useful program!) Today, we will use Computer to delete the file we created at the beginning of class.

Organize Tab

File Name

Delete Command
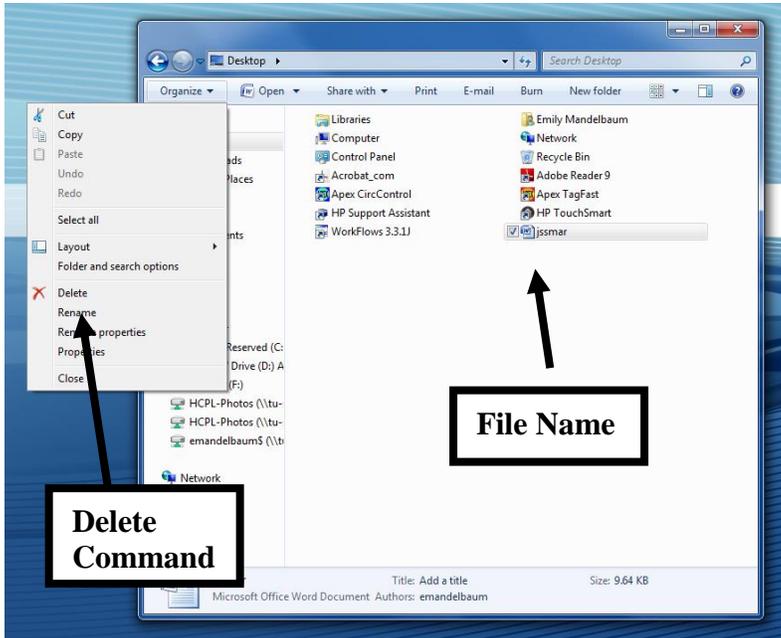
- **Choose the disk drive on which your file is saved.**
- **Click on the name of your file, it will become highlighted in blue**
- **Click on the arrow next to the "Organize" tab at the top of the window.**
- **Click on the red X on the left hand side of the screen next to the word Delete. You will be asked, "Are you sure you want to move this file to the Recycle Bin?"**
- **Click "Yes" and your file is deleted.**

C. Recycle Bin
When you delete a file, it's temporarily stored in the Recycle Bin which is represented by an icon on the desktop. Think of the Recycle Bin as a safety folder that allows you to recover files or folders that you deleted accidentally. This gives you an opportunity to recover accidentally deleted files from the Recycle Bin and restore them to your computer.

D. Emptying the Recycle Bin
To permanently remove files from the computer and reclaim any hard disk space they were using, you need to permanently delete files from the Recycle Bin. You can choose to delete individual files from the Recycle Bin or empty the entire Recycle Bin at once. You can either right click or double click on the icon; then choose "empty the recycle bin."

NOTE: To recover a file, double click on the Recycle Bin on the desktop. To restore a file, right-click it, and then click Restore. To restore all the files, click Restore All Files on the toolbar

VIII. Windows Help System
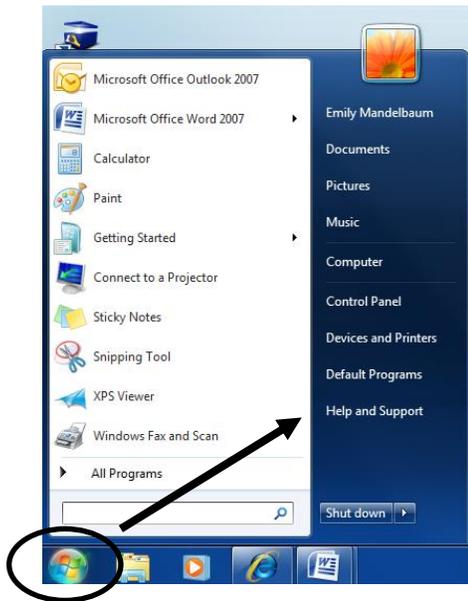
A. Windows Help

At any moment while in Windows you can use the Help System to get answers to questions. You access the Help feature by selecting Help from the Start Menu. You can pose all sorts of questions by simply typing in a subject term, such as printers, hardware, security, etc. When you enter a term the help system responds with a variety topics related to the term.

Enter help topics here

B. Microsoft Office Online

Additional help topics can be found on the Microsoft Website. The direct web address is www.office.microsoft.com.

Thanks for attending!

Henrico County Public Library