

Computer Basics: Working with Windows & File Management

I. About this class

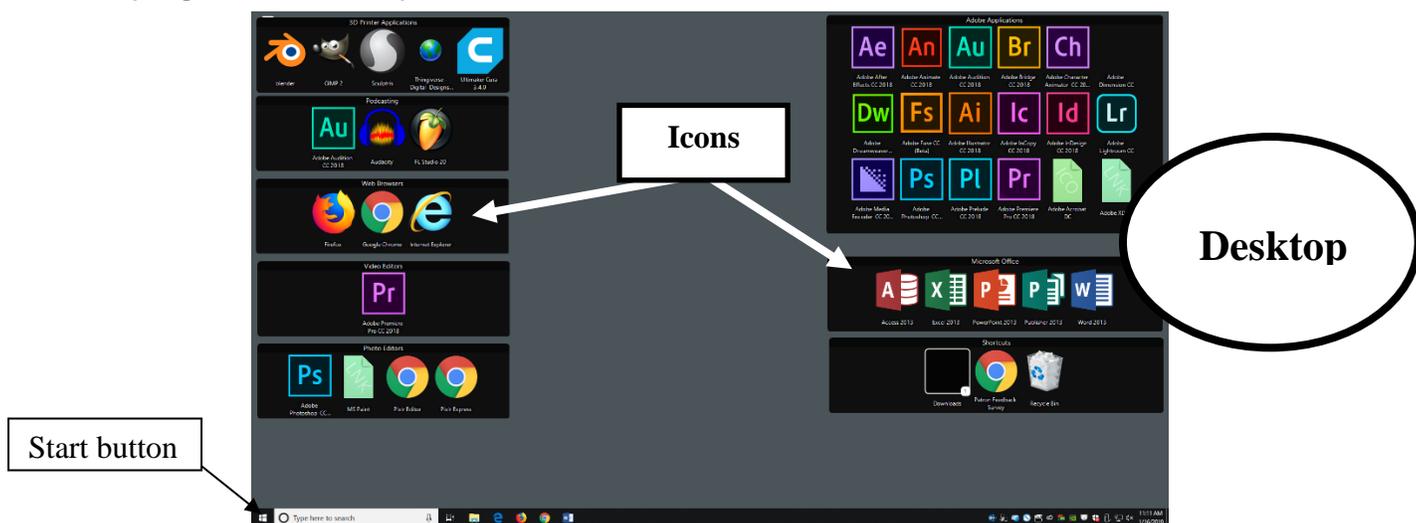
Just the basics...

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. Working with the Windows system, we will learn to create files and manage them using some of the basic Microsoft software commands. Many of these skills are the same ones you would use in other programs as well.

- A. 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 Works” or “Microsoft Office.” **Another term for computer programs is “software.” Some programs may come preloaded on a PC when it is purchased, but you can also buy them separately.**
- B. 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 personal computers.

II. Overview of Windows

- A. 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. **Double Click** on an icon to open the program or file it represents.



B. The **Start Button**: Located at the bottom left corner of the screen, you can find all the programs and functions of the computer here.

1. Click on the **start** button at the bottom left of your screen (Or press the Windows logo key which is between ctrl and alt on the keyboard).



2. Looking on the instructor's computer, notice the words; documents, pictures, music, computer, etc. You would have these choices on your personal computer. Clicking on the word takes you to that area.

C. **The Taskbar**: The area at the bottom of the screen and to the right of the Start button is the taskbar where you see icons for some programs. Your personal computer can be customized by adding the programs you use most often to the task bar.

1. You can use the taskbar to search for a program or file or as a short cut to open the programs on the taskbar by clicking once on the icon.
2. The bar also shows icons for programs currently open, so you can switch between programs by clicking on the appropriate icon. More on this later. Hover the mouse pointer over the icons to see a preview or thumbnail of the program.
3. The right end of the taskbar is called the Notification area. This area displays the current date and time as well as other useful icons. Click on the **date** to see a monthly calendar.



III. About File Management

A. Why learn file management?

As you use your computer, you will produce and acquire documents, pictures and other files that you wish to save and use later. In order to find those files again you need a system to manage them.

B. How are files organized?

Paper files, which often include letters, financial statements and other records you want to save, are usually stored in folders in a filing cabinet. If there are a lot of items to be filed, the cabinet will have multiple drawers with several folders in each drawer. This structure is similar on computers except the files are stored electronically instead of in cabinets.

C. What are files and where are they stored?

A file is anything you produce or acquire while using your computer. It can be a letter, a picture, a song, or any other kind of document.

Saved files can be organized into folders. This is the folder icon,



which we will be seeing quite a bit as we go through this class.

IV. Opening a program and getting familiar with Microsoft Word

A. **Creating a File:** 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.

1. Double-click on the Microsoft **Word** icon on the desktop. In our version this will open a menu of Microsoft Word templates. In some versions, this opens directly on a blank page. Choose the first one, **Blank Document**, by clicking on it.
2. We will create a very simple document:
 - Type your **name**, press the **Enter** key on the keyboard
 - Type in your **birthday** (year not required).
3. Let's learn about other parts of the screen.

B. 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.



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

D. The Quick Access Toolbar

The quick access toolbar is located above the Ribbon. It is customizable and includes those commands that are most frequently used and require only a click of the mouse to execute.

1. The right corner of this bar includes several important commands.
 - **Minimize.** This reduces the current window so you can work on other windows behind it without closing the window. You can retrieve it from the task bar.

- **Restore** up or down. Makes the current window take up the full desk top area (restore up) or take up a smaller portion of the viewing area (restore down) if you need to have two windows in view at one time.
- **Close**. This closes the program currently showing, and turns red when active.

2. Undo/Redo Feature

- 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. When the button is gray there is nothing to undo. When the button is bright it is enabled, and you can undo (or redo) actions one at a time until you are back where you started.
- 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 the date.

Click **Redo**  on the Standard toolbar. The date should reappear.

E. Saving a File

1. Click on the **Save** button  on the Quick Access Toolbar. This will open up a screen in which you tell the computer where you would like to save your document, and allows you to name the file. For the purposes of this class, we will save our documents to the Desktop.

Note: You also want to click the Save button frequently as you work, to make sure your work is preserved.

2. Notice that the title bar says "save as". When you save a file for the first time it automatically comes up as save as. You could also go to the file tab and select Save As. In addition, Save As is used when you start with an existing 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.

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:

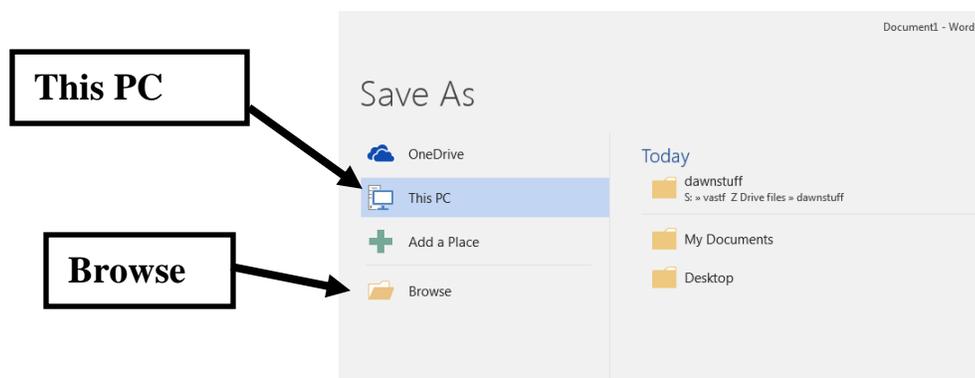
Write the first newsletter

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.



3. Word will default to selecting “This PC” in the column to the left.

4. Click in the box on the right that has the word “**Browse**” or select the appropriate drive.

5. Select the **Desktop** from the list on the left. 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. A path is created to find your way back to the file, depending on where you want to keep it. One crucial part of using a computer is keeping track of the files you create so you can find them later.

6. Click in the **File Name** box and type Birthdays.

7. Click on the **Save** button at the bottom right or hit **Enter** on your keyboard.

F. 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.

G. Closing a File

1. Click on the **File** Tab at the top left hand side of the screen.

2. Select **Close** from the list on the left.

OR If you are closing the document and leaving Word (or whatever other Microsoft program you might be using) click on the **Save** icon on the **Quick Access Toolbar** to save the work done on the open file. On the other side of the Toolbar, click on the **X** to close the program. If you have not saved your work, Microsoft will give you another chance by asking if you want to **Save, Do Not Save,** or **Cancel** (go back to working on the current file).

H. Create another file. Perhaps you aren't finished working in Word, but you want to continue on a separate document.

1. Select the **File** tab, then select **New**. On the blank page type your name and address.
2. Select the **File** tab again, then Select **Save as**. Select **Desktop** as the location and name this file "addresses". Then **Save**.

V. 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 10.

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.

B. Opening a File

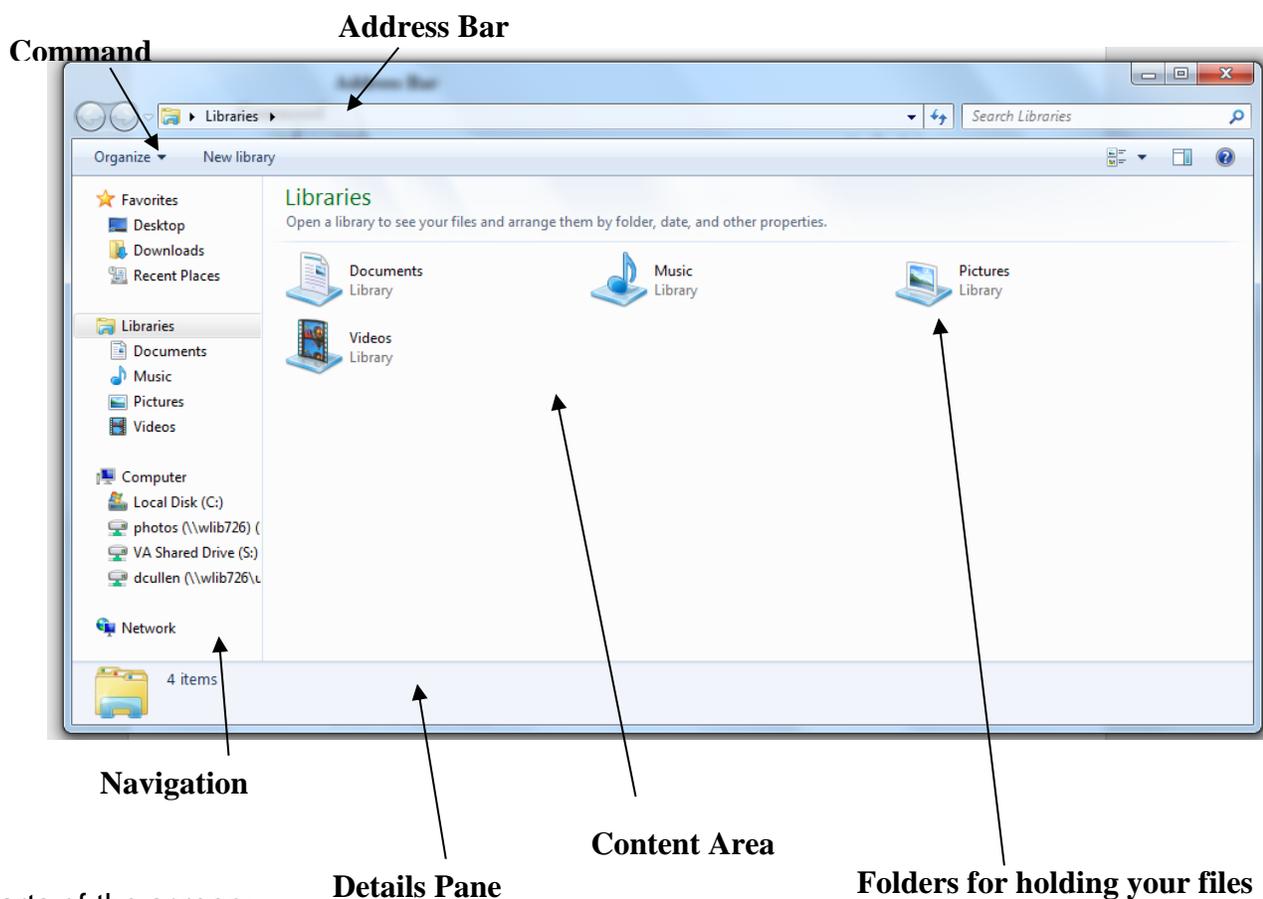
1. In Word, click on the **File** Tab and select **Open**.
2. You will see many options for locating saved files. Word defaults to Recent Documents where you will see a list of the most recently created or modified files. This helps locate files that may be stored in different places. However, we are looking for the **Desktop**, which is where our files are saved for this class. The best way to do this is to double click on **This PC** in the list of locations. This takes you to **File Explorer**.

OR

Go directly to **File Explorer**. Look on the Taskbar and click on the icon that looks like file folders in a tray.



This will open File Explorer, the tool you use to manage the files you create; this is why its icon looks like a physical tray with folders stacked in it.



Parts of the screen:

- a. The **address bar** is at the top. It tells you where you are in the computer. As you move around in File Explorer and navigate to other areas of your computer system,

the address bar will change. This is an important piece of information we will use when we save files.

- b. The **command bar**, which starts with the Organize button, is a toolbar below the address bar. The buttons in the command bar change depending on where you are in the folders and what you select, if anything.
- c. The **navigation pane** runs down the left edge of the screen and has several sections.
- d. You may need to maximize the window or use the scroll bar within the navigation pane to see all of these sections.

Favorites: folders you have one click access to

Libraries: groups of folders

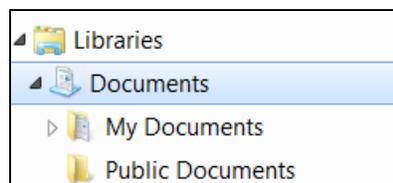
Computer: represents your entire computer

*Network: does **not** show on the lab computers but will display on your personal computer if it is part of a network.*

Note: Documents Library Windows has some confusing terminology about documents. There is a *Documents library* and a *My Documents folder*. It helps to remember that:

- a library is a collection of folders
- a folder is a collection of files

The documents library contains lots of files created by Windows and other programs and some files that you create. However, the **My Documents** folder contains *only files that you create*. Hover the mouse over **Documents** in the navigation pane and click the **empty triangle** to the left. The triangle becomes black and turns to point down to show the folders it contains. You will see two folders, my documents and public documents.



e. **Scroll bars**: Appear on the right hand side of the area and occasionally at the bottom for more horizontal content. When there is more information in a section than can fit in the space you can use the bar to access other parts of the screen or “scroll” through the page. This will allow you to see all the information on the page. Scrolling can be done up and down or side to side.

There are 3 basic ways to scroll.

- 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.
- Left click and drag the scroll box  on the slider up or down. The page will move up or down one screen.
- 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 vertically through documents, lists, and web pages. To scroll down, roll the wheel backward (toward you). To scroll up, roll the wheel forward (away from you.)

f. The **content** area displays icons for folders in your user account. Windows creates these folders automatically to help you organize your files by type.

g. The **details** pane stretches across the bottom of the window. The information in this pane depends on what you select in the content, if anything.

C. Chose and click once on **Desktop** in the Navigation pane. Locate your file (birthdays) in the Content area and double click on it to open.

D. **Minimize** the file by clicking on the minus sign in the upper right of the quick access tool bar. This keeps the file open but inactive.

D. Open Chrome by double-clicking on the Chrome icon on the desktop, or if chrome is on your taskbar, only one click is necessary.



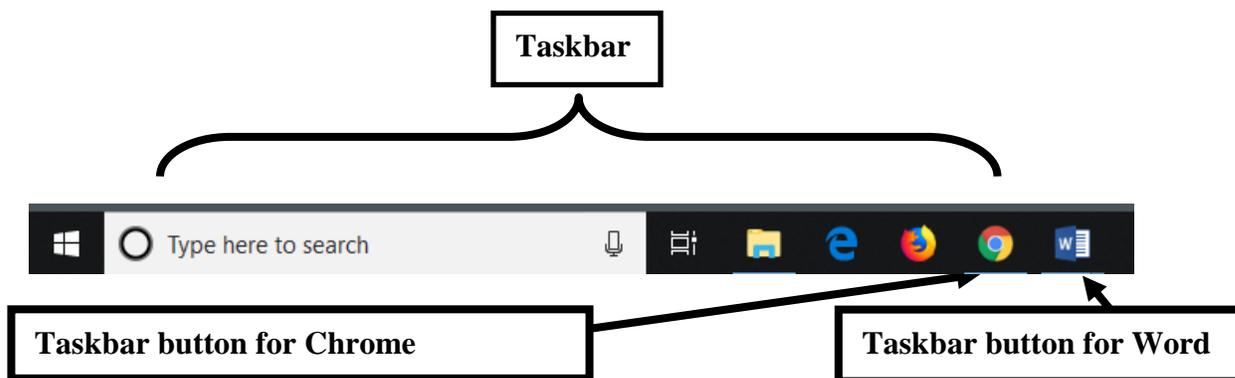
VI. Working with Windows

You may have noticed that we now have multiple 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.

A. 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.



- Click on the **Word** icon on the taskbar. Word becomes the active window. If you have more than one window open in the same program, a small pop up menu lets you choose which one to activate. You can also close a window from this menu, without having to activate it. . Click on the taskbar button for **Chrome**. Chrome is now the active window.

B. Browser

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 Edge, Firefox and Google Chrome. To learn more about browsing the web, take an introductory Internet class. Close Chrome by clicking the **X** in the top right corner of the window.

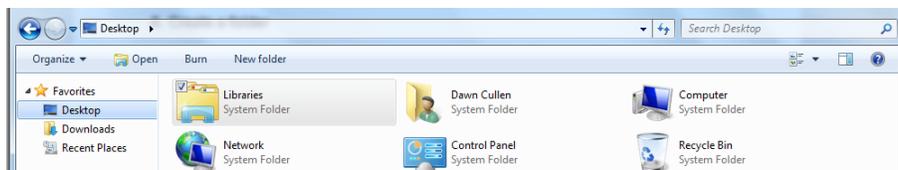
VII. Creating Folders and Saving Files

Folders, which are used to organize your files, are created using the **File Explorer** section of the computer. Files from many different software programs can be saved in the same folder. Most of the time, you create folders using **File Explorer**, no matter what software program you use to create the file.

A. Create a folder

1. To create a new folder start by going to the folder or library in File Explorer where you want your new folder to be. For this class we are going to create a new folder on the desktop.
2. Select **File Explorer** on the Task Bar.

3. Click on the **desktop**. Notice how the Command options change.



4. Select **New Folder** from the Command bar.
5. You will notice that the words (New Folder) are highlighted in Blue. It is at this time that you can name your folder. Don't move the cursor or mouse before you start typing.
6. Type "Personal" over the words (New Folder) to name your folder. Hit the **Enter** key on your keyboard.

B. Create a second folder

1. Double Click on the icon for your Personal folder to open it.
2. Right click in the empty white space to open a menu; select new and folder.
3. Type "Contacts" over the words (New Folder) to name your folder.
4. Hit the enter key on your keyboard

D. Using what we just went over

We are now going to save a file to the Contacts folder that you created in your Personal folder.

1. Return to the birthday file you created.
2. Save the file by selecting the **File** tab from the Ribbon, and choosing the **Save As** option.
3. A window will open that gives you several options where to save your file. Click on **Browse** from the list of options.
4. Choose **Desktop** in the navigation pane that opens up to the right.
5. Find the **Personal** folder you just created.
6. There are several ways to open folders; we will use two.

7. First, select the **Personal** folder and double click to open it.
8. Select the **Contacts** folder, look at the buttons at the bottom of the window and choose **Open**.
9. Click into the **File name** box and rename the file you just created "Dates." Choose **Save** to save to the Contacts Folder. Notice the path created in the address bar.
10. Go to the **File** tab and choose **close** to close the Word document.

VIII. Viewing Files

Let's look briefly at our files. Open the **Personal** folder. Right click in the **white space** to the right of the folder names and select **View** from the drop down menu that appears. You can also access this menu from an icon at the far right of the Command bar.

Two of the options are especially useful in certain situations. For example, Extra Large Icons is great in a folder full of pictures. Another example is Details, which has the advantage of being able to sort files by the date you last modified them.

Leave it on Details; close out of the Personal folder. Close all Word files.

IX. Moving Files

We will be using files that are already saved to your Desktop to demonstrate different ways to move files around in Windows.

A. Drag and drop

This basic method of moving files around is ideal when the folder where you want to relocate the file is near the file.

1. From the Desktop, double-click on the **Personal** folder to open it, and then double click on the **Contacts** folder.
2. Click on the **Dates** file and hold your left mouse button down. Drag the file until the image hovers on Desktop. Let go of the mouse button and the file will go out of the Personal folder, and on to the desktop.

We have moved the Dates file out of the Personal folder using the drag and drop method. We will use another method to move the file back into the Personal Folder.

B. Moving a file using File Explorer

This method lets you select the file(s) you would like to move and then select where they should go. Navigate to the desktop, if your computer is not already displaying the Desktop.

1. Select the **Address** file and right click it to open what is called a context menu.
2. Use the left mouse button to choose **cut** from the context menu to remove the file from its current location. The icon fades although the file remains in its original location.
3. Select the **Personal** folder.
4. Right click on the folder and choose **paste**.
5. Click the red **X** to close.

C. Checking what we've done

We will now open the Personal folder, look in the Contacts and confirm that our files are there.

1. Double click on the **Personal** folder on the Desktop.
2. Confirm that it contains Address.
3. Use either of the above methods to move Dates into the Contacts folder.

X. Renaming Folders

As you work with Windows there will be times when you want to make changes to a folder name. There are two ways to rename a file or folder using Windows.

A. First way to rename: Right click

1. While you are in the Personal folder select **Contacts** and open it.
2. Right click on the **Dates** file.
3. Choose **rename**.
4. The Dates file current name will turn blue; you now have the ability to change the name.
5. Type in Me and hit enter.
6. You see the file with the new name on it located in the Contacts folder.

B. Second way to rename: Use File Explorer

1. Go to **File Explorer**; select **desktop**, open **Personal**, open **Contacts**.
2. Find the **Me** folder; click once
3. Find "**organize**" in the Home tab on the command bar; find "**rename**" on the menu.

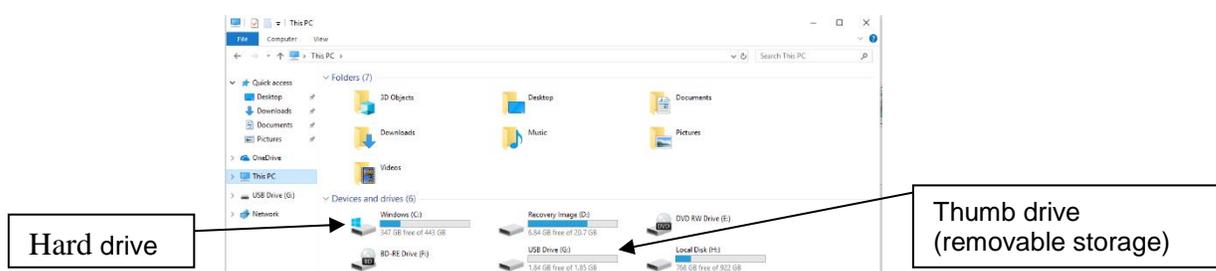
4. From this point the process of renaming is the same; close out File Explorer.

XI. Storage Options

For this class we have been storing our items on the desktop and/or in the computer library. Let's briefly review different options for storing your files.

A. Hard Drive

The hard drive is the storage area inside your computer where you can save files. It is called drive C. On your home computer, you will likely save most of your files to the hard drive. These are the pre-programmed folders under "This PC" in Microsoft 10, or "Libraries" on older versions to hold text, picture and music files.



B. Desktop

For this class, we have saved items to the **Desktop**. This is an area where you can temporarily save files on public, shared computers such as the ones here in the library. For security purposes, we do not allow use of the hard drive on the public-access library computers.

C. Portable Storage

Storage devices on which you can save files and take them with you to open on another computer are called portable storage devices. The two most widely used portable storage devices are flash/thumb drives and CD/DVD disks.



1. Drive (D :) is the CD/DVD drive.
2. Flash/thumb drives are portable storage with large memory capacity. They can be connected to your computer by the USB ports at the front of your computer and they are usually the (E :) or (F :) drives. Flash/thumb drives are the most compact, reliable and easiest to use of the portable storage devices.



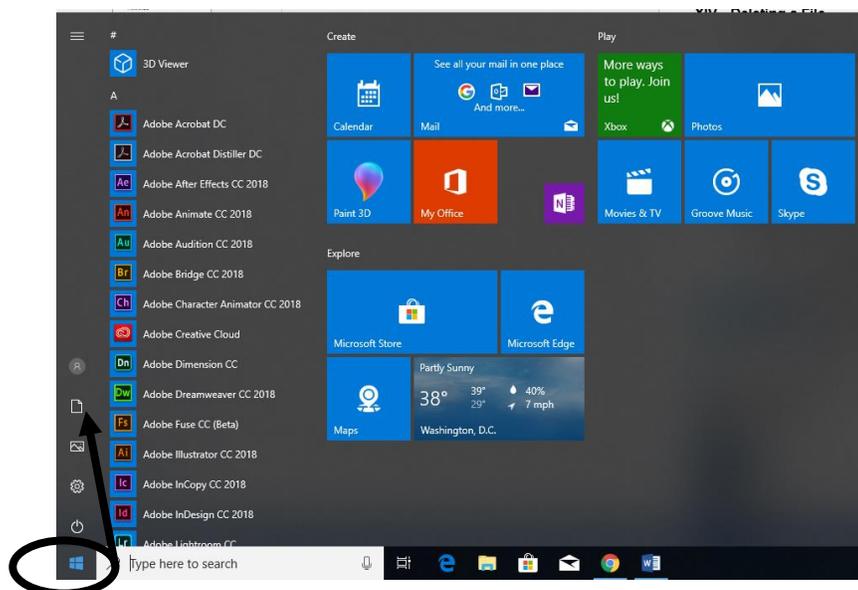
D. Microsoft OneDrive

OneDrive is online file storage offered by Microsoft. If you have a Microsoft account, files can be stored in the Cloud and can be accessed from multiple devices.

XII. Deleting a File

A. Our work with these files is done. Learning how to delete files can clear up unneeded clutter on your desktop and free up extra space on your hard drive.

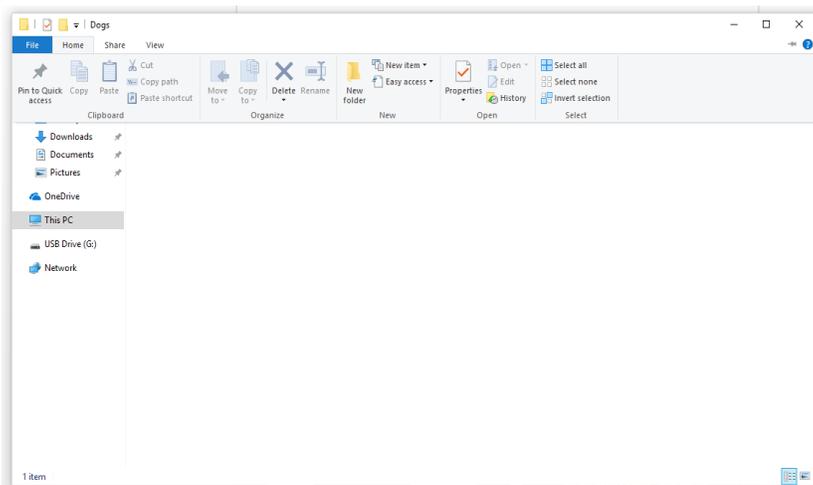
To delete a file, make sure that the file you want to delete is closed. You cannot delete an open file.



1. To close our Word file click on the **File** button and select **Close**.
2. On your computer screen, click on the **start** button at the very bottom left hand corner.
3. Select **Documents** from the box that pops up.

B. Computer (Quick Access on Microsoft 10 Systems)

Quick Access is a program on all Windows computers that gives you access to the available 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 Quick Access to delete the file we created in class.



1. Choose the area where your file is saved. (**Desktop**)
2. Click on the name of **your file**, it will become **highlighted in blue**
3. Click on the “**Organize**” tab.
4. Click on the word **Delete**. You will be asked, “Are you sure you want to move this file to the Recycle Bin?”
5. Click “**Yes**” and your file is deleted.
6. You can also access Delete by right clicking on the file for a short cut menu.

C. Recycle Bin

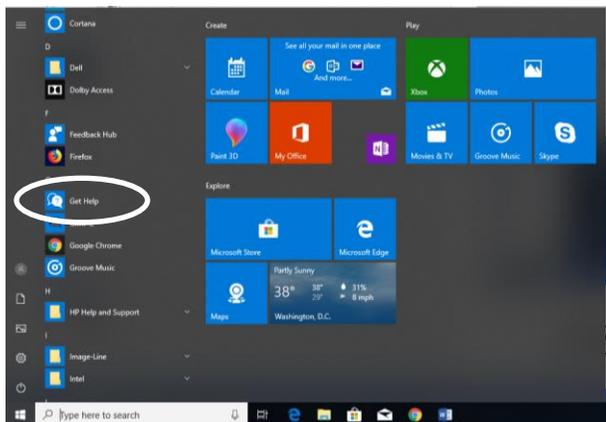
When you delete a file, it is temporarily stored in the Recycle Bin which is represented by an icon on the desktop. Think of the Recycle Bin as a safety folder that allows you to recover files or folders that you deleted accidentally. This gives you an opportunity to recover accidentally deleted files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

XIII. 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 of topics related to the term.

- 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!