

Intro to Computer Basics

Desktop

The desktop is the main screen area that you see after you turn on your computer and log on. Commonly found on the desktop are **icons** representing the Recycle Bin and applications such as Microsoft Word or Excel.

Here's a typical ECC desktop:



Mousing Around

Double-Click

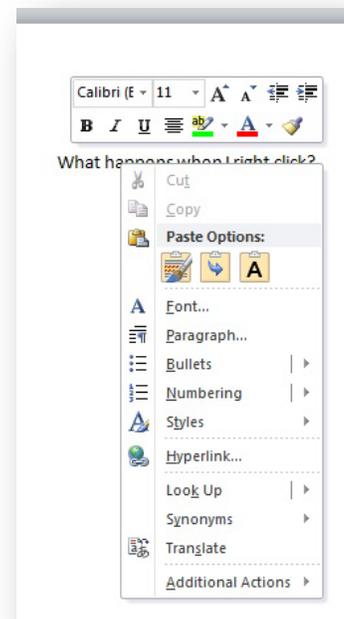
To double-click an item, move your mouse cursor over to the item on the screen, and then **click twice quickly**. If the two clicks are spaced too far apart, they might be interpreted as two individual clicks rather than as one double-click.

Double-clicking is most often used to **OPEN** files or folders.

Right-Click

You click on the **Right** mouse button to bring up a menu of special tasks or options relating to where you just clicked. Clicking the secondary mouse button is called **right-clicking**.

Here's a screenshot of what happens when I type something in a Word doc and then right-click – *Oodles of menu choices!*



Click & Drag

Click once on an object but **keep holding down** the left button. Now, with that left mouse button still being held down, move the mouse pointer to a new location and then **release** the button. The object you were dragging should move with you.

You can use this technique to move files and folders, arrange windows, and highlight text.

Moving Items (Drag-and-Drop)

The most common way to move files and folders is by using the **Drag-and-Drop** method, which means that you select an item and then drag it to another location.

First, find the file or folder you want to move. Make sure the destination for the file or folder you want to move is also visible. (For example, if you are moving a file from the Documents folder to the desktop, you might need to resize the Documents window so the desktop is visible.) Then drag the file or folder from the original location to the destination.



Note: If you drag an item to a different hard drive or to a removable storage device like a USB flash drive, the item will be *copied* instead of moved. (In this way, the file or folder won't be removed from its original location. Which is a good thing. 😊)

Taskbar

The taskbar is the long horizontal bar at the bottom of your screen. Unlike the desktop, which can get obscured by the windows on top of it, the taskbar is visible almost all the time. It has four main sections:

1. The Start Button, which opens the **Start Menu**.
2. The Quick Launch toolbar, which lets you start programs with one click.
3. Taskbar buttons, which show you which programs and documents you have open and allow you to quickly switch between them.

Whenever you open a program, folder, or document, Windows creates a button on the taskbar corresponding to that item. Here's a screenshot of my taskbar, where you can see I'm actively using Outlook, Word, Internet Explorer, and Windows Explorer.



4. The Notification Area, which includes a clock and icons that communicate the status of certain programs and computer settings.



Start Menu



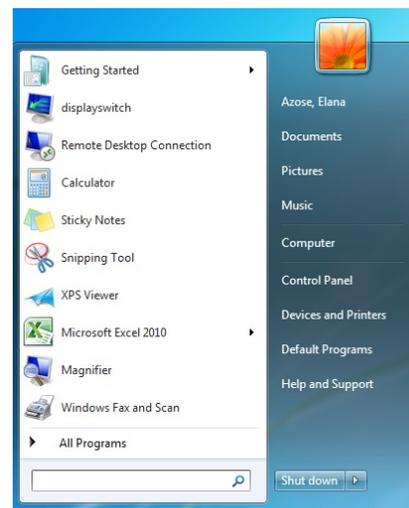
The Start Menu gives you access your computer's programs, files, folders, settings, and controls. Click the **Start Button** in the bottom-left corner of your screen to open the Start Menu.

Windows 7 divides the Start Menu into two parts:

The **Left pane** displays a list of commonly used programs. Certain programs are *pinned* so that they always appear in the Start Menu, while others are determined by Windows to be the programs you use most often. Clicking a program's name or icon launches the program, and the Start Menu closes.

There is also an **All Programs** button, which opens a navigable list of every program installed on the computer.

The **Search** box lets you search your computer for files, folders, and programs. (**You can also search for *keywords or phrases* that you know are in certain documents, when you can't remember the name you saved it as.)



The **Right pane** contains links to Windows features that you're likely to use. These include:

- **Documents:** a folder to store text files, spreadsheets, presentations, and other kinds of documents.
- **Computer:** a place to access disk drives and removable storage devices (e.g., USB drives)
- **Control Panel:** Windows settings. Customize the appearance and functionality of your computer, add or remove programs, set up network connections, and manage user accounts.
- **Devices and Printers:** a folder showing all connected printers, faxes, keyboards, webcams, scanners, mp3 players, cameras, etc. that you have plugged in to your computer. Removable storage devices (e.g., USB drives) will show up here as well.
- **Help and Support:** here you can browse and search Help topics about using Windows and your computer.

Also included in the Start Menu are options to **Log Off** or **Shut Down** your computer.

Parts of 'My Computer'

(While it's now technically just 'Computer' in the Start Menu, if you ever search for help online, many tutorials, guides, and videos still refer to it as 'My Computer'.)

Hard Disk Drives

The hard disk, typically called the **(C:) drive**, is the primary storage device located inside your computer and is used to store all your applications, files, and folders.

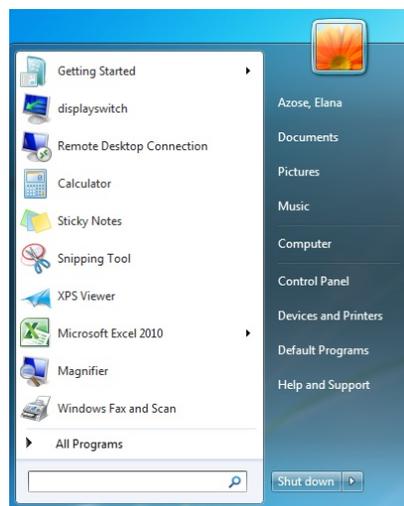
You may also have a **shared drive** in your department. Some offices have a (P:) drive or (S:) drive that is shared over the ECC network. If you put a file in this drive, other people who have access to the department's shared drive can also open it.

Devices with Removable Storage

Removable storage devices are used for increasing storage space on a computer or for transferring information between computers.

Common removable storage devices include:

- USB drives (aka "Flash drive," "Thumb drive," "Memory stick")
- DVDs/CDs
- External hard drives
- CompactFlash memory cards
- Secure Digital (SD) memory cards



Windows (the boxes)

Whenever you open a program, file, or folder, it appears on your screen in a box or frame called a **window**.

When you have several programs running at once, each one displays in its own window. These windows can overlap one another. The window in front is known as the **active window**. Click any part of a window in the background to bring its contents to the front and make it the active window.

Moving & Resizing Windows

To **move** a window, point to its title bar with the mouse, then click-and-drag the window to the location you want.

To **resize** a window (make it smaller or bigger), point to any of the window's borders or corners. When the mouse cursor changes to a two-headed arrow  , click and drag the border or corner to shrink or enlarge the window.

Minimize / Maximize / Close Buttons

In the top-right corner of a window are the Minimize, Maximize/Restore Down, and Close buttons. These buttons hide the window, resize it extra large or smaller, and close the window, respectively.



Files and Folders

Files

A *file* is a collection of related information that is stored on a computer. A file can be a text document, a picture, an application, and so on.

Think of a file as a piece of paper. You organize those papers by putting them into their appropriate folders.

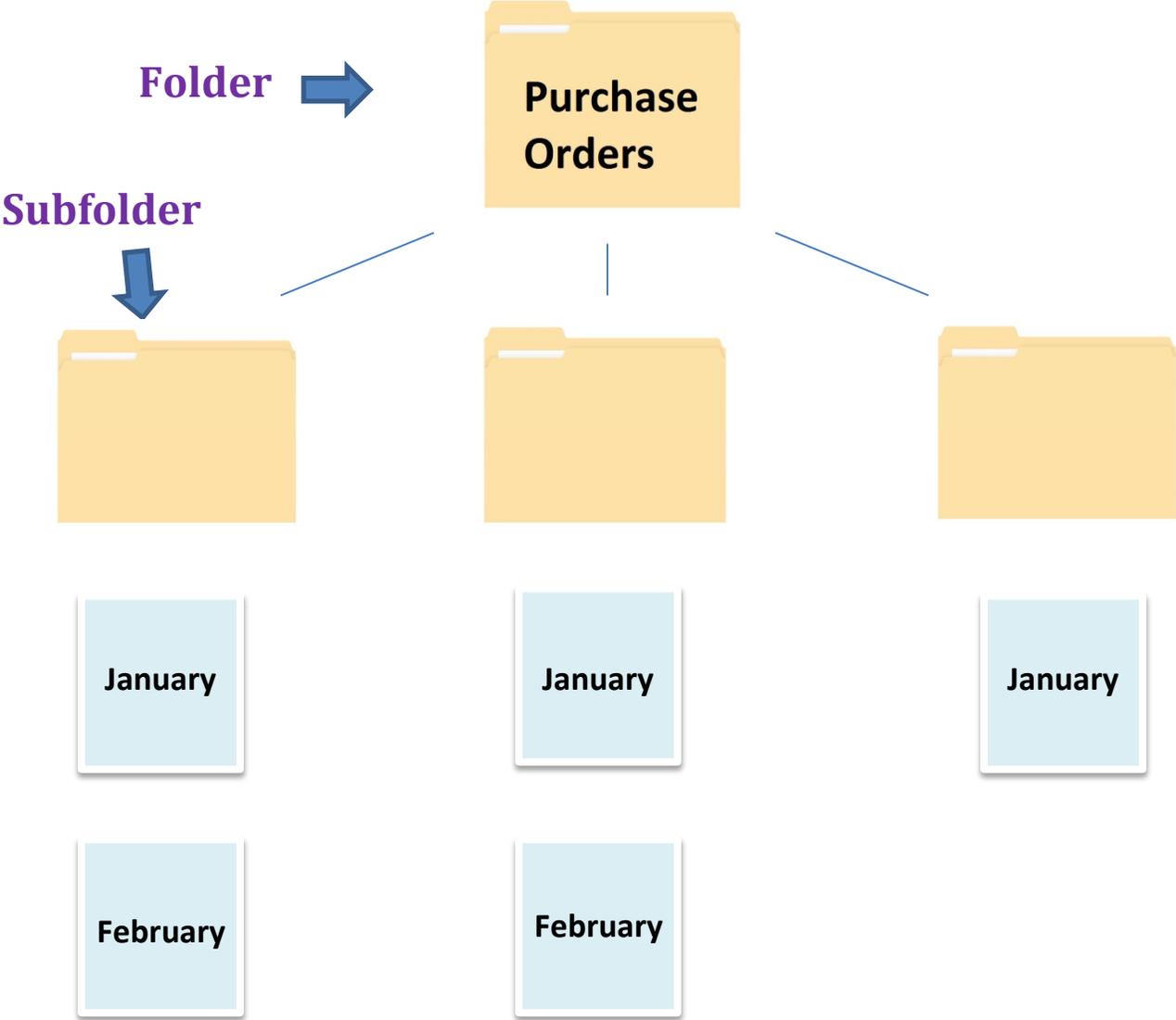


Folders

As we saw above, a **folder** is a container in which you can store and organize files.

Not only can folders hold files, but they also can hold *other folders*. This may seem a bit complicated at first, but we do this in real life all the time. Our main “Bills” folder might hold our Gas Bill folder, our Electric Bill folder, our Phone Bill folder, etc.

A folder within a folder is usually called a **subfolder**. You can create any number of subfolders, and each can hold any number of files and additional subfolders.



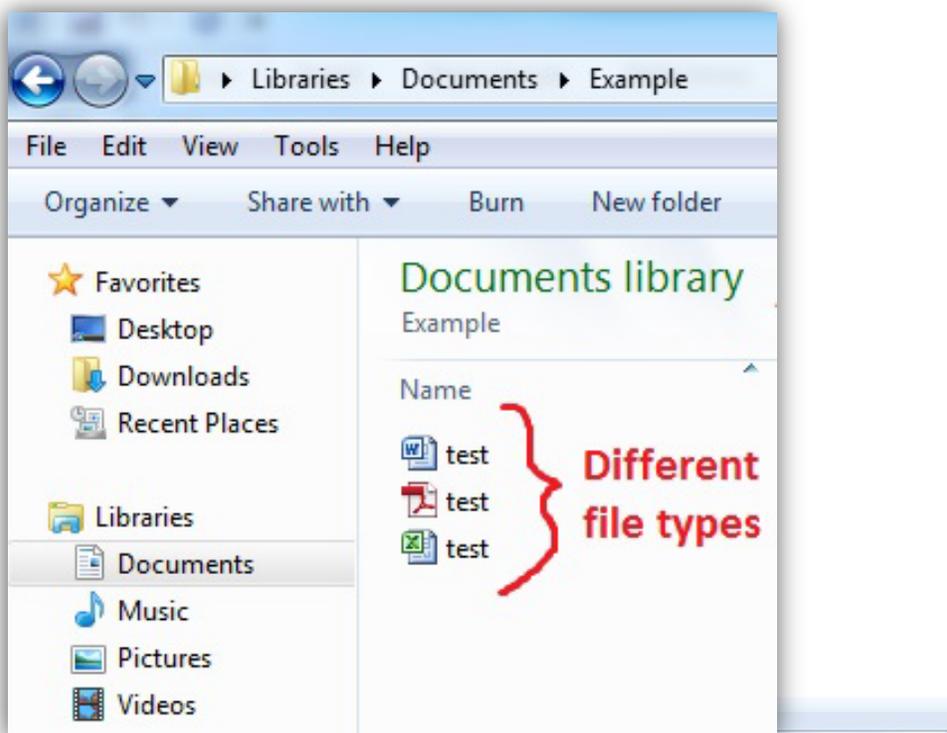
File extensions

You can put lots of different types of files into your folders. For example, your “Summer Vacation 2014” folder might have a Word doc itinerary, a PDF packing list, and lots of pictures.

Filename extensions are what tell you what type of file it is. Filename extensions come at the end, after the name of the file, and they're typically three letters long. They will also often have an icon that indicates the type of file and the application that will open it. (See picture below.)

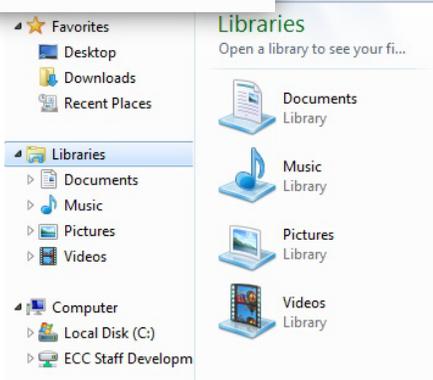
By default, Windows hides filename extensions, so don't worry if you don't see it. Below are some examples of common file types with their extensions:

<i>File name</i>	<i>Type of file...</i>	<i>Opens with...</i>
• document. doc or .docx	Word document	Microsoft Word
• spreadsheet. xls or .xlsx	Excel spreadsheet	Microsoft Excel
• picture. jpg	JPEG Image	Windows Picture Viewer
• newsletter. pdf	Portable Document Format	Adobe Acrobat Reader
• compressed_file. zip	Compressed file	WinZip
• presentation. ppt or .pptx	PowerPoint presentation	Microsoft PowerPoint



Libraries

This is where you go to access your **Documents, Music, Pictures, and Videos**.



As we saw above, you can also access your Documents, Pictures, and Music from the Start Menu. But it can sometimes be easier to access these main folders directly from **Windows Explore**. (More on Windows Explore below.)

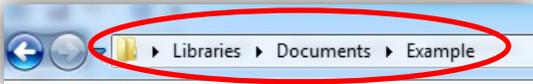
Windows Explorer



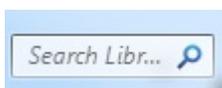
You can get to the Windows Explorer feature by clicking on its yellow folder icon in the taskbar. Windows Explorer helps you take a look at files and folders.

Looking at a Folder in Windows Explorer

The Windows Explorer frame has a variety of parts that are designed to help you navigate around and work with files and folders more easily. Let's take a look at some of the main ones.

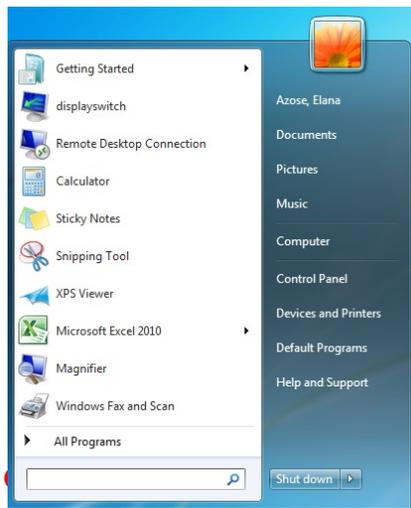
Folder part	What it's used for...
<p>Address Bar</p>	 <p>This tells you where you are. You can also click on the folder names within the address bar to navigate to that folder.</p>
<p>Back, Forward, & Up Buttons</p>	 <p>Click the Back and Forward buttons to navigate to other folders you have previously opened. Click the Back button to move "up" one directory (i.e. from 'Documents\Bills\Phone' back to just 'Documents\Bills'.)</p>

Search Field



You can use this field to search for titles, tags, or keywords in your documents. It's very handy.

****Though actually, the best place to search for something is...**



...the **Start Menu**! Searching for a keyword or phrase here will bring up everything from documents, to zip files, to emails that contain that word.

It's a great feature. I use it all the time.



Opening Files and Folders

Simply double-click a file or folder to open it. Files will open using the program associated with its file type. (So if you double-click on a document you'd created in Microsoft Word, the Microsoft Word program will open up and your file will be there ready to go.)

Folders will open in the large space in the Windows Explorer frame, and list all of its contents.

Create New Folders

There are lots of ways to **create a new folder**:

Option 1

1. Go to the location where you want to create a new folder.
2. In the File menu, select New and then click Folder. A new folder appears with the default name, "New Folder," highlighted for renaming.
3. Type a name for the new folder, and then press Enter.

Option 2

You can also create a new folder by right-clicking: right-click a blank area in a folder window or on the desktop, select New and then click Folder.

Option 3

In the Windows Explorer frame, click the "New Folder" button.



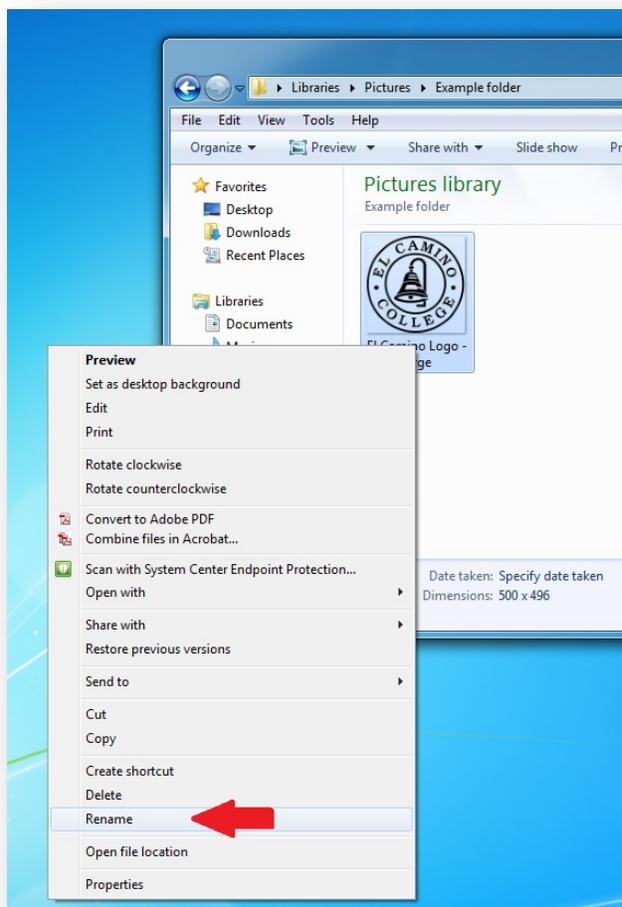
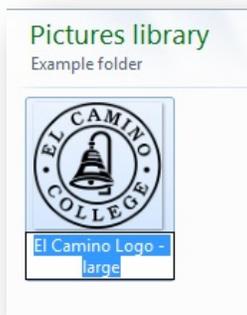
Rename

To **rename** a file or folder, find it in Windows Explorer. Then, right-click on it. A menu will appear. Select 'Rename.' (See picture to the right.)

**By the way, you can also use this same method to Delete files. The 'Delete' choice is just above 'Rename.'

A box will appear around the current file name, and that current name will be highlighted in blue.

Start typing the new name you want, then hit 'Enter' when you're done.



Delete

When you **delete** a file or folder, the file or folder is not deleted right away. Instead, it is stored in the Recycle Bin until the Recycle Bin is emptied. To delete a file or folder:

- You can use the steps above and select 'Delete' instead of 'Rename.'
- Or you can select a file or folder and press the **Delete key** on the keyboard.
- You can also delete a file by clicking & dragging it over to the **Recycle Bin** icon on your desktop. Bring the file on top of the Recycle Bin, then let go of the left mouse button. (Technically this makes it a drag & drop. 😊)

Cut, Copy, and Paste

"Cut and Paste" and "Copy and Paste" are other methods of transferring files or folders (or text) from a source to a destination.

When you *Cut* a file or folder, it is removed from its original location. When you *Copy* a file or folder, you are making a duplicate of the original item that you can then modify, delete, or store independently of the original.

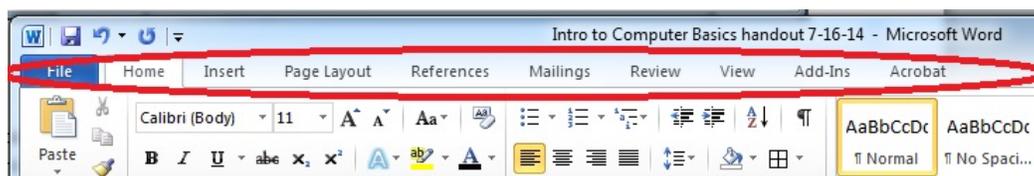
To Copy and Paste a file or folder:

1. Go to the location that contains the file or folder you want to copy.
2. **Right click** the file or folder. On the menu that pops up, select **Copy**.
3. Go to the location where you want to paste the file.
4. **Right click** and then select **Paste**.



Menu Bar

Located underneath the Title Bar, the **Menu Bar** contains lists of options that you can click to perform commands (actions) in a program. When combined with the Toolbar (see next page), it's also known as "The Ribbon."



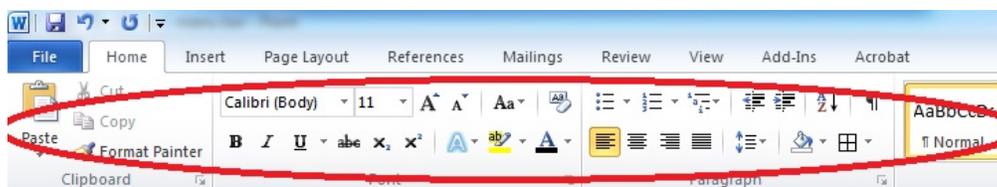
Menu Bar (cont'd)

Click a menu (i.e. **File**, **Edit**, **View**, etc.) to open it. You can then move your mouse pointer along that menu and its other sub-menus open automatically; you don't need to click the Menu Bar again.

(If a command is unavailable and cannot be clicked, it is shown in gray.)

Toolbars

Toolbars typically appear just below the menu bar and provide access to frequently-used commands in the form of buttons. (These commands usually appear in the menus, too, but toolbars let you select a command with just one click.)



Clicking a toolbar button performs a command. To find out what a particular toolbar button does, hover over it with your mouse. The button's name or function appears.

Undo

Undoing your last action: 😊

Most programs allow you to **undo** actions you took or mistakes you made. For example, if you deleted a paragraph in a document accidentally, you can get it back by using the Undo command. If you draw a line in Paint that you don't want, you can 'undo' your line right away and it vanishes.

To undo an action:

- On the Edit menu, click 'Undo.' (You can also click the Undo icon  .)

Programs / Applications

Programs perform a specific task, such as word processing, accounting, or data management. (For example, Microsoft Word is a word processing program.) Programs are also called applications.

Start a Program

You can start a program by **double-clicking** its icon on the desktop. You can also double-click a file that uses that program. (For example, double-clicking a Microsoft Word document starts Microsoft Word, and then opens the file in the program.)



As we saw above, you can also start a program by clicking on it from the **Start Menu**.

The left pane of the Start Menu contains shortcuts to programs, including your Internet browser, e-mail program, and recently-used programs, as well as a list of All Programs. To start a program, click it.

New

If your program doesn't open a new document automatically when it starts, you can do it yourself:

- Click the File menu in the program you are using, and then click **New**.

(If you can open more than one type of document in the program, you might also need to select the type you want from a list.)

Save

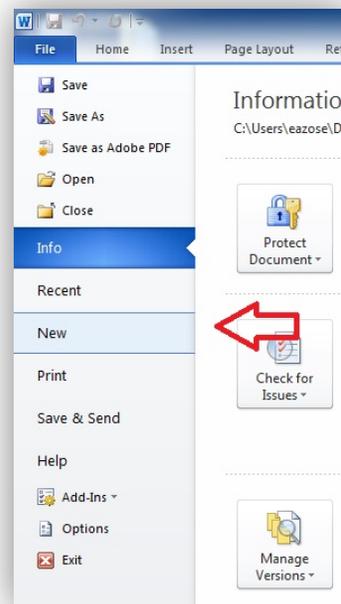
You can use this same menu to **Save** your document.

Saving a document allows you to name it and to store it permanently on your computer's hard disk. That way, the document is preserved even when your computer is turned off, and you can open it again later.

To save a document or file:

- Click the Save icon  or, on the File menu, click 'Save'. If this is the first time you are saving the file, you'll be asked to provide a name for it.

**** To avoid losing work unexpectedly due to a power failure or other problem, **save your document often**.**





Note that clicking 'Save' will **overwrite** any previous saved versions of this same file. (Which is why it's a good idea to create different versions of the file with different names as you go along. See below.)

Save As

Save As is used when you want to save a file with a different name to create a new copy of a file during the creation process. In that way, you can have different versions of the same document and can return to a previous stage.

I like to click 'Save As' and then rename my files with dates as I go along, such as "Windows 7 Handout 6-11-14" and "Windows 7 Handout 6-19-14." Then I know which one is the latest version (and I can go back to the previous version if I have to.)

Close

We saw before that clicking the red X in the corner  will close the document or program you're working on.

You can also close a program by going into the File menu (like we did for New, Save, and Save As.) Click '**Close**' to close the document or file you're working on, or click '**Exit**' to exit the whole program.

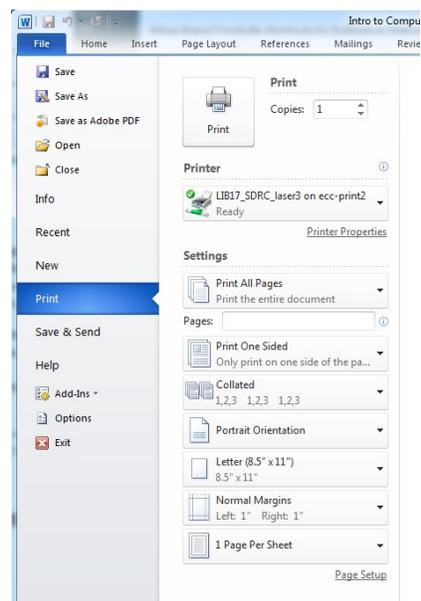
Print

To **print** a page go to the File menu and select 'Print.' A window will pop up with options for how many copies and which pages you want to print. Other options are also available depending on the printer.

Common print options

The options that are available to you will depend on the program and the printer that you're using.

To access some options, you might need to click a "Preferences," "Properties," or "Advanced Options" link or button within the Print dialog box.



Let's take a look at some of these options...

- **Printer selection** Allows you to **choose a printer** from a list of printers that are connected to your computer.



Sometimes ECC computers have “OneNote” chosen as their default printer. If your document isn’t printing for some reason, make sure a connected printer is selected, rather than “One Note.”



- **Page range** Allows you to **print specific pages or sections** of a document. To print individual pages or a sequence (range) of pages, type the page numbers separated by commas or hyphens. For example, if you type 1,4,5-7 then only pages 1 and 4, and then pages 5 through 7, will be printed.

- ❖ The **Selection** option allows you to print only the text or graphics that you have selected in the document (i.e., highlighted using your mouse.)
- ❖ The **Current Page** option allows you to print only the currently displayed page.

- **Number of copies and Collate** Allows you to **print more than one copy** of a document or picture at a time.



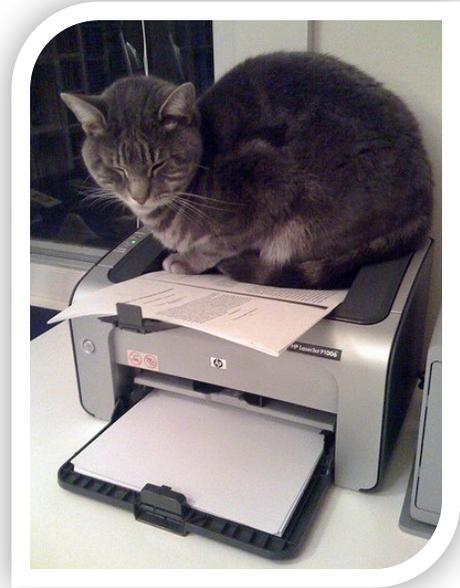
Note: Use the **Collate** option to print all pages in a document at once, in order, before printing more copies of the document.

(This is instead of the printer making a whole bunch of copies of page 1, then a bunch of copies of page 2, and you having to put them in order later.)

- **Page orientation** Also referred to as the paper layout, this option allows you to print content as a tall page (Portrait) or wide page (Landscape).
- **Paper size** If your printer can print on more than one size of paper, this option allows you to select the paper size that you have loaded in the printer. (Ex: 8 ½ x 11, envelopes, 11 x 17, etc.)

Print Options (cont'd)

- **Output or paper source** Also referred to as output destination or paper tray, this option allows you to specify which paper tray the printer should use. That way, you can load and store different paper sizes in each tray.
- **Double-sided printing** Also referred to as duplex or two-sided printing, this option allows you to print on both sides of a sheet of paper. This option is only available if your printer supports it.
- **Print in color or black ink** This option is only available if your printer supports it.



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Help

Many programs have a Help button in the upper right-hand corner. Often it is represented by a question mark.  The Help button will usually take you to a searchable Help webpage.

You can type in **topics** (e.g., “make a table of contents”) or even a **problem** you’re encountering (e.g., “table of contents not updating.”)