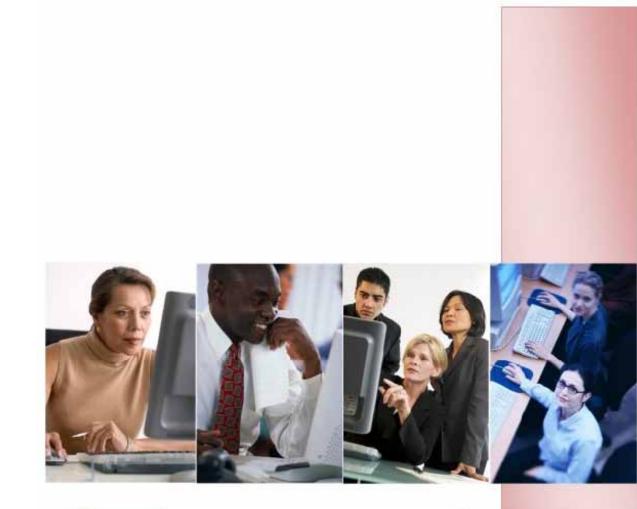
ECDL Module 2

Using the Computer & Managing Files

Windows Vista Edition – Syllabus Five





ECDL Foundation Approved Courseware



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Tutor Setup Information

- Copy the sample files folder to the **Documents** folder on the PC.
- At the end of the course, remove all files modified or created during the course, prior to re-running the course.
- At the end of the course, reset all program and operating system defaults that may have been modified during the course, prior to re-running the course.

A first look at Windows Vista

Vista – Different versions

• There are a number of different versions of Microsoft Windows Vista that you can buy.

Windows Vista Ultimate.

This version has everything it in. Ideal for business. Great for playing.

Windows Vista Home Premium.

Designed for home use.

Windows Vista Home Basic.

A cut down version designed for home use.

Windows Vista Business.

Designed specifically for small business.

Windows Vista Enterprise.

Designed for large organisations.



Starting Vista

• When you start Windows Vista you may have to supply a login password. If so enter your password and the opening screen will look something like this.



• Displayed within the centre of the screen is the Welcome Center window.

Control Panel	✓ 4 Search P
🚮 Dave	D¢LL
Windows Vista [™] Ultimate Intel(R) Core(TM)2 CPU 6300 @ 1.86GHz 2.00 GB RAM 256MB ATI Radeon X1300PRO Computer Name: DAVE-PC	◆ Show more details
	WEICOILIE
1. Get started with Windows (14)	^
View computer details Transfer files and settings	Add new users
Connect to the Internet Windows Ultimate Extras	What's new in Windows Vista
Show all 14 items	
2. What can I do with my new Dell? (3)	•
Read and Write E-mail Burn CDs and DVDs	Product Support and Documentation
☑ Run at startup (Welcome Center can be found in Control Panel, System and Mainte	enance)

• We can use the Welcome Center window to practice basic Windows Vista skills.

Moving a window

• Move the mouse pointer to an empty area towards the top of the window. This area is called the **Title Bar**. Press down the left hand mouse button, and while keeping it pressed down, move the mouse pointer on the screen.

When you release the mouse button, the window will have moved. Experiment with moving this window a few time until you get the hang of it.

Drag and drop

• The concept of selecting an item (such as a window's Title Bar), and then moving it while keeping the mouse button pressed is often called 'dragging' or 'Drag and drop'. It is called this because you drag an item to a new location, and then drop it at the new location.

Select, then manipulate

When doing something within Windows Vista, you normally have to select an item (such as the Title Bar within a window) and once selected can you manipulate whatever it was you selected. This is a very important concept to remember. You need to select an item to tell Windows Vista what item you are interested in, before you can manipulate it. This idea is fundamental to using Windows Vista. For instance, later we will see that if you wish to format your text, you need to select a portion of text and then apply the formatting. In a different context later on when you want to move a file on your hard disk from one place to another, you need to select the file first, and then move them.

Single clicking vs. double clicking

• Normally you click on an item to select it. This is a single click using the left mouse button. Once selected you can often double click on the selected item to open or run the item that was selected.

Viewing your 'computer details'

• Move the mouse pointer to the item within the window called **View Computer Details**. Click once using the left hand mouse button.



TIP: Within this manual, from now on when you are asked to click the mouse button, it will always be the left mouse button, unless the right hand button is specifically specified.

• You will see details of your computer displayed within the window. As illustrated below.



This tells you what type of Windows Vista that is installed. In the example shown **Windows Vista Ultimate** is installed. The type of CPU (Central Processing Unit) is an Intel chip running at a speed of 1.86 GHz. There is 2 GB of RAM (Random Access Memory). The video type is a 256 MB ATI Radeon X1300PRO.

You may feel you don't need to know this, but as you have seen, it is easy to get technical information about your computer if you need to!

Resizing a window, narrower or wider

• Move the mouse pointer to the left hand edge of the Welcome Center window. You will see that the mouse pointer changes shape to become a horizontal line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer left or right. When you release the mouse button the window will be narrower or wider, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it wider or narrower.

Also experiment using the right edge of the window.

TIP: Remember that this dragging action with the mouse button pressed is called '**Drag and drop**'.

Resizing a window, taller or shorter

• Move the mouse pointer to the upper edge of the Welcome Center window. You will see that the mouse pointer changes shape to become a vertical line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer up or down. When you release the mouse button the window will be taller or shorter, depending on which direction you move the mouse pointer. Experiment with resizing the window to make it taller or shorter.

Also experiment using the bottom edge of the window.

Resizing a window in two directions at once

 Move the mouse pointer to one of the corner edges of the Welcome Center window. You will see that the mouse pointer changes shape to become a diagonal line with an arrow on each end. Press down the left hand mouse button and while keeping it pressed, move the mouse pointer up or down and left or right. When you release the mouse button the window will be resized both vertically and horizontally, depending on which direction you move the mouse pointer. Experiment with resizing the window.

Also experiment using the other corners of the window to resize the window.

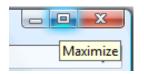
• Before continuing try and resize the Welcome Center window to its approximate original size and position. You should be able to see other items on the screen behind the window.

Maximising a window

• If you look at the top-right of the Welcome Center window you will see three icons. As illustrated below.



• Move the mouse pointer over the middle of the three icons and after a short time you will see a popup explaining the function of the middle icon.



- As you can see the icon is called the **Maximise** icon. Click on the **Maximise** icon and you will see that the Welcome Center program window maximises, to fill the screen.
- Move the mouse pointer over the middle icon and wait for the popup to explain the function of the icon (which has changed slightly if you look closely).



TIP: The reason for the middle icon changing its appearance (and its name), is that having already maximised the window to fill the screen, you cannot maximise any further. Thus you are offered a **Restore** icon that will restore the program window to its original size. This is an example of Windows being clever!

Click on the **Restore Down** icon and you should see that the Welcome

Center window is displayed within a window (i.e. not full screen). You should find that the window is the same size and position, prior to maximising the window.

Minimising a window

• If you move the mouse pointer over the first of these three buttons, you will see it is called the **Minimize** icon.



• Click on the **Minimise** icon and you will see that the window disappears. It is minimised down to the Windows **Taskbar**, which is the name of the bar across the bottom of your screen.



• Move the mouse pointer to this minimised icon within the Windows Taskbar and you will see the following popup, which displays a 'thumbnail' picture of the minimised program.



• Click on the minimised icon and the program will be displayed within a window once again, on your screen.

NOTE: Minimising a program is not the same as closing a program. When you minimise a program, it is still running in your computer's memory, it is simply minimized in size, down to the Windows Taskbar. Closing a program means that the program is closed and no longer running in memory.

Closing a window

• Move your mouse pointer to the last of the three icons. After a short delay you will see a popup explaining that this is the **Close** icon.



 Click on the Close icon and the program will close. It is not displayed within the Taskbar as a minimised icon. The program is no longer in your RAM (Random Access Memory). RAM is where all your active programs are stored when they are running. If you close a program the program is removed from RAM but you still have a copy of the program stored on your hard disk. To rerun the program you will need to open the program from disk.

The Start button

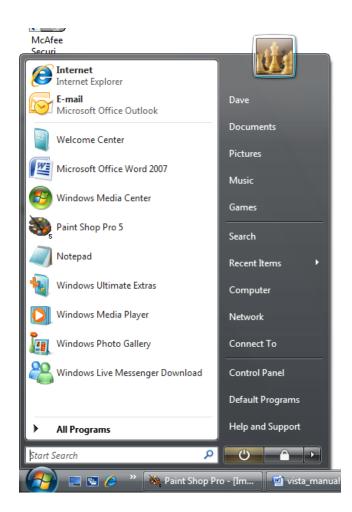
• At the bottom-left of your screen you will see a circular button. Move the mouse pointer over this button and after a short time you will see a popup explaining that this button is called the **Start** button.



TIP: Get into the habit of pointing to items within Windows and leaving the mouse pointer over the item. In many cases, as you are beginning to see, you will get a popup message explaining the function of the item you are pointing at.

The Start menu

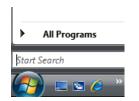
• Click on the **Start** button and you will see the **Start Menu** displayed as illustrated. This menu contains a list of all the programs that you can run, such as your word processor, spreadsheet and database programs. It also allows you to play music, movies and any other programs that are installed on your computer.



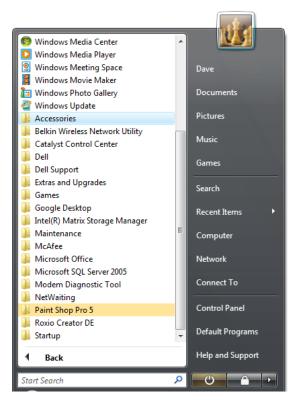
TIP: To display the **Start Menu**, press the special **Windows** key on your keyboard. Not all keyboards have this key, but most do.

Running a program using the Start menu

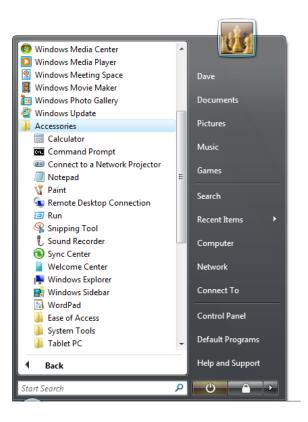
• Once the Start Menu is displayed, click on All Programs.



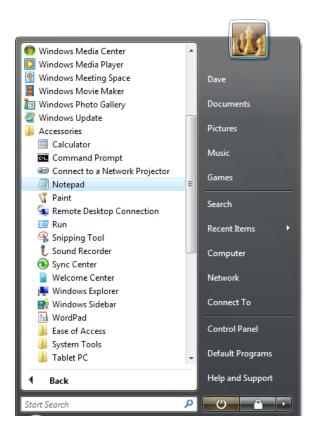
• This will display a menu similar to that shown below.



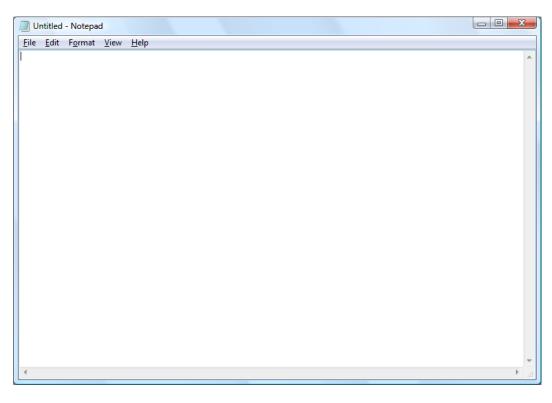
• Look for the word **Accessories** in the list and click on this. The menu will change as illustrated.



• Click on a program called **Notepad**, as illustrated.



• Clicking on this program will run a program called **Notepad**. This will open in a window, as illustrated.

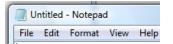


Entering text into a program

• Click within the Notepad window and type in your name.

Saving data

• Within the Notepad program, you will see a number of commands. This is called a drop down menu list.



• Click on the **File** command and you will see the following drop down menu list. Click on the **Save** command, as illustrated.

<u> </u>	ntitled - Notepa	d
File	Edit Format	View Help
	New	Ctrl+N
	Open	Ctrl+O
	Save	Ctrl+S
	Save As	
	Page Setup Print	Ctrl+P
	Exit	

• This will display the **Save As** dialog box.

Save As					×
💭 🗢 📃 Desktop 🔸			→ 4		Q
🌗 Organize 👻 🚆 Views	; 👻 📑 New	/ Folder			?
Favorite Links	Name	Size	Туре	Date modified	
 Desktop Recent Places 	Da	ve			
ComputerDocuments	Pu	blic			E
 Pictures Music More >> 	c.	mputer			
Folders ^	Ne Ne	twork			-
File <u>n</u> ame: *.txt					-
Save as <u>t</u> ype: Text I	Documents (*.t	xt)			•
lide Folders	<u>E</u> ncodi	ng: ANSI		▼ <u>S</u> ave	Cancel

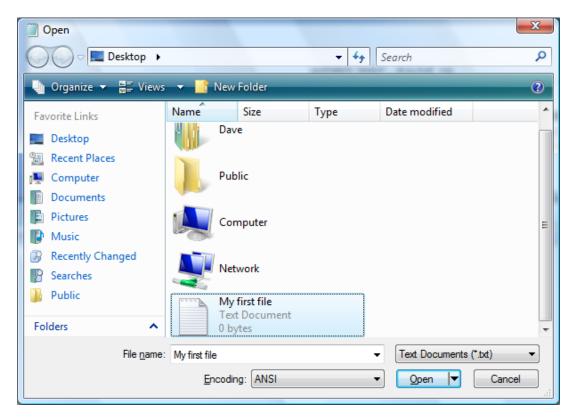
• Click within the **File name** section of the dialog box and enter the name **My First File**. This is the file name that will be used to store the Notepad file on

your hard disk. Click on the **Save** button within the dialog box. The dialog box will close and the file will be saved to disk.

• Click on the Notepad **Close** icon (top-right of the window). The program will close.

Opening a file within a program

Use the Start menu to re-open the Notepad program. We previously saved a file to disk and called the file My First File. We shall now re-open this file within the Notepad program. To do this click on the File drop down menu and click on the Open command. This will display the Open dialog box. Select the file called My First File.



TIP: You may need to click on the vertical scroll bar displayed down the right of the Open window.

• Click on the **Open** button. The file will open within the Notepad program. Type in a new line of text (just make something up). Resave the file and close the Notepad program.

Shutting down Windows

• Click on the **Start** button and you will see the Start menu displayed.



• Click on the small **right pointing arrow** at the bottom-right of the **Start** menu. You will see a new submenu displayed. Click on the **Shutdown** command.

Internet Internet Explorer	23	
E-mail Microsoft Office Outlook	Dave	
Welcome Center	Documents	
Microsoft Office Word 2007	Pictures Music	
S Paint Shop Pro 5	Games	
Windows Media Center	Search	
Notepad Notepad	Recent Items >	
i Windows Ultimate Extras	Computer	
Vindows Media Player	Network	
Windows Photo Gallery	Connect To	
WordPad	Control Panel	Switch User Log Off
	Default Programs	Lock
All Programs	Help and Support	Restart
		Sleep
Start Search	₽ 0 0 0	Shut Down

• Your computer will shutdown.

TIP: if you were running any programs, such as a word processor and had not saved your changes, you would be prompted to save or discard any changes to your data.

TIP: You should never just switch off your computer. To shut down your

computer you must always use the Shutdown command. Simply switching off a computer may result in you losing data!

Closing an application that is not responding

 Occasionally when you are running Windows Vista, you may find that you are unable to close an application that has 'crashed'. If this happens, you need to press the Ctrl+Alt+Del keys simultaneously. A list of options will be displayed. Select the Start Task Manager option. This will display the Task Manager dialog box.

🜉 Windows Task Manager	
<u>File Options View W</u> indows <u>H</u> elp	
Applications Processes Services Performance Netwo	orking Users
Task	Status
Module_2_ecdl_v4_2007_manual [Compatibility	Running Running Running
End Task Switch To	New Task
Processes: 82 CPU Usage: 1% Physical Mem	iory: 42% 🔡

• In the example illustrated, all the programs are running normally. If a program was no longer responding you would see a message in the **Status** column such as **Not Responding**. In this case you would select the non-responding application from the list displayed and then click on the **End Task** button.

TIP: It is a good idea to completely close down Windows and then restart Windows after a program has crashed.

The Windows Desktop

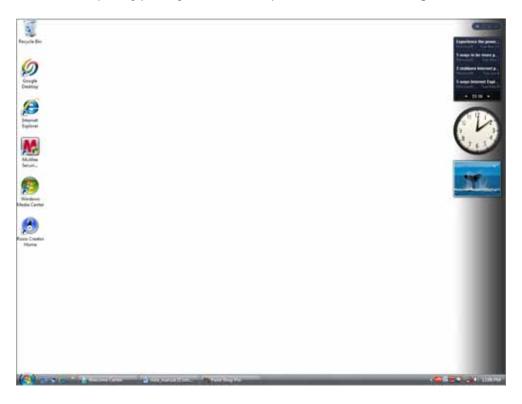
What is the Windows Desktop?

 Start your computer. You will see the Welcome Center window displayed, once Windows has finished loading. Click on the Minimise button within the Welcome Center window (top-right of the window). You will now be able to see the icons displayed on your Desktop.

The Windows Desktop is the area of the screen that you are now looking at. It contains icons and other screen elements.

Desktop icons

• The icons you see on the Windows Desktop will vary from one computer to another, depending on who installed and customised the Windows installation. As a user of Windows, you can add, remove and move icons on the Desktop. Typically the Desktop will look something like this.



Moving Desktop icons

• Click once on the Recycle Bin icon, to select it.



• Make sure that the mouse pointer is pointing to the **Recycle Bin** icon. Press down the mouse button and while keeping it pressed move the mouse pointer to a different position on the Desktop. When you release the mouse button, the icon will have moved.

You would use exactly the same technique to move any other icons that are displayed on your Desktop.

TIP: The Recycle Bin is used as a temporary store for files that you delete. More about all this later!

Windows Taskbar

• The Windows Taskbar is the bar normally displayed across the bottom of your Windows screen. It contains a number of important items, such as the Start button, icon representation of running programs and a clock at the right edge.

10 H C 24 1110 M

Taskbar clock

• Located at the left edge of the Taskbar.



• If you move the mouse pointer over the time display (and wait a short time) you will see the date displayed, as illustrated.



• Clicking on the time display will display a calendar, as illustrated,

	Tu	esday, 13 Ma	arch 2007
	March 200)7 🕨	A CONTRACT
26 5 12 19 26	Tu We Th 27 28 1 6 7 8 13 14 15 20 21 22 27 28 29 3 4 5	2 3 4 9 10 11 6 17 18 23 24 25 30 31 1	1:40:52 PM
	Chang	e date and ti	me settings

Customising your Desktop

• Right click on an empty part of the Desktop and you will see a popup menu, as illustrated.

	View Sort By Refresh) }
	Paste	
	Paste Shortcut	
	Undo Apply Properties	Ctrl+Z
	New	+
5	Personalize	

• From the popup menu click on the **Personalize** command. This will display a dialog box, as illustrated below.



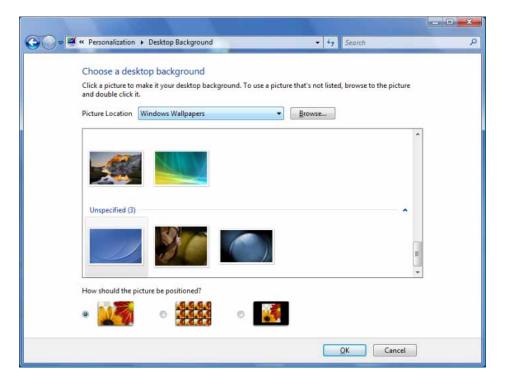
• You can use this dialog box to customise elements of your computer system.

Customising the Desktop background wallpaper picture

• Click on the **Desktop Background** icon.



• You will see the following dialog box displayed.



• You can select a picture to be displayed on your Desktop background.

TIP: You can use the scroll vertical bars to the right of the picture thumbnails to scroll up or down and see more pictures, as illustrated.

- resonancector	Desktop Background	• 49 Search	
Choose a des	ktop background		
Click a picture to and double click	make it your desktop background.	To use a picture that's not listed, browse to the	picture
and double click	it.	4.64	
Picture Location	Windows Wallpapers	• Browse	
			-
Paintings (4)			^
山道莊			
5 3			
-			1
How should the	picture be positioned?		
	9.9.9.9.9		
• <u>1</u>	•		
	a dia dia dia dia dia dia dia dia dia di		

• Select a picture of your choice.

TIP: You may wish to experiment with specifying how you want the picture

displayed on your Desktop, using the three controls illustrated below.

How should the picture be positioned?



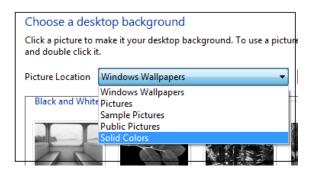
• Click on the **OK** button to apply the picture of your choice to the Windows Desktop.

Customising the Desktop background colour

- Display the **Personalisation** window.
- Click on the **Desktop Background** icon.



• You will see the **Personalisation** dialog box displayed. Click on the **down arrow** to the right of the **Windows Wallpaper** section. You will see a drop down list displayed. Click on **Solid Colours**.



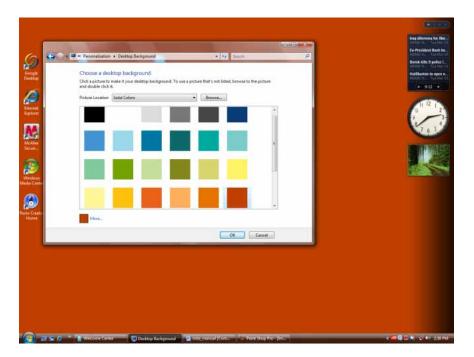
• The dialog box will then change to display a range of colours, rather than pictures.

e <u>E</u> dit <u>V</u> iew <u>I</u> ools <u>H</u> elp				
	ktop background make it your desktop background. T it.	o use a picture that's not list	ed, browse to the picture	
Picture Location		▼ Browse	l.	
			-	
			=	
			Ŧ	
E			E	

• Click on a colour to select a colour.

TIP: You can use the scroll vertical bars to the right of the colour pallet to scroll down and see more colour options.

TIP: When you click on a colour you will see a preview of that colour applied to your background, as illustrated.



• To confirm the colour click on the **OK** button.

Setting a screen saver

• Display the **Personalisation** window.

• Click on the Screen Saver icon.



• You will see the Screen Saver Settings dialog box.

Screen Saver Settings
Screen Saver
.0
Screen saver
Windows Logo
Wait: 10 minutes On resume, display logon screen
Power management
Conserve energy or maximize performance by adjusting display
brightness and other power settings.
Change power settings
OK Cancel Apply

• To pick the screen saver type, click on the **down arrow** in the screen saver section and click on an item within the list. In this case click on **Ribbons**.

Ribbons	✓ Settings Preview	
(None)		
3D Text	ime, display logon screen	
Aurora		
Blank		
Bubbles	ance by adjusting display	
Mystify		
Photos		
Ribbons		
Windows Energy		
Windows Logo		

• Within the **Wait** section, click on the **up** or **down** arrows to set the time interval of inactivity, before the screen saver kicks in.

Wait: 10 🚔 minutes

• Click on the **Preview** button to preview the effect of the screen saver.

Pre<u>v</u>iew

• You will see an interesting ribbon effect.



• Click on the **OK** button to apply the effects and close the dialog box.

Setting your screen resolution

• Display the **Personalisation** window and then click on the **Display Settings** icon, which will display the **Display Settings** dialog box.

Settings	×
Monitor	
Drag the icons to match your monitors.	Identify Monitors
1. Dell 2007WFP (Analog) on 256MB ATI Radeon X130	OPRO V
✓ This is my main monitor ✓ Extend the desktop onto this monitor	
<u>R</u> esolution:	<u>C</u> olors:
Low High	Highest (32 bit) 🔻
1280 by 960 pixels	
How do I get the best display?	Advanced Settings
ОК	Cancel Apply

- Before changing anything, make a note of the current screen resolution setting. In the example illustrated, it is **1280 by 960 pixels**. This number describes the number of points making up your screen. The higher the screen resolution, the better a picture will look on the screen.
- Use the **Resolution** slider to change the resolution. When you click on the **OK** button, you will see a warning dialog box.

DO NOT CLICK ON THE YES BUTTON.

Settings
Do you want to keep these display settings?
Yes No
Reverting to previous display settings in 3 seconds.

TIP: Changing the screen resolution can cause problems, if incorrectly applied. For this reason even of you do not click on the **NO** button, then within a set number of seconds the original screen resolution is reapplied. Do

not change the screen resolution, just remember how to change it if you ever need to.

NOTE: The higher the screen resolution the smaller your Desktop icons will appear on your screen.

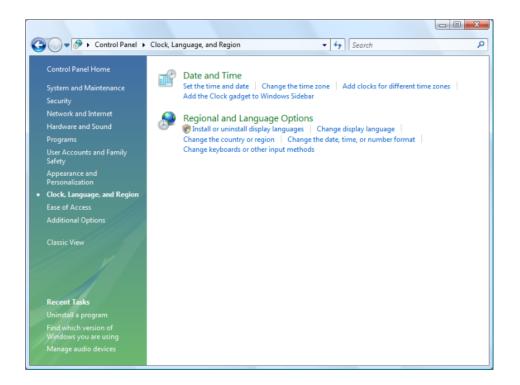
• Wait until the original screen resolution settings are restored so that nothing is changed.

Modify the computer date and time

 Click on the Start button, from within the Start Menu click on the Control Panel button. The Control Panel will look like this.



• Click on the **Clock**, **Language and Region** command. You will see the following.

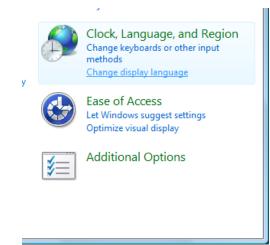


• To set the date and time, click on the **Date and Time** command. This will display the **Date and Time** dialog box, allowing you to change the date or time.

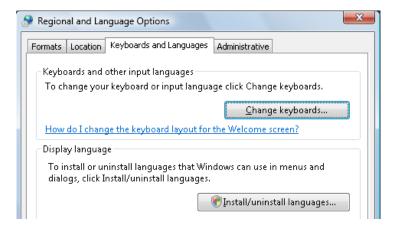
Pate and Time
Date and Time Additional Clocks Internet Time
Date: Friday, 16 March 2007 Time: 7:29:34 PM
Time zone
(GMT+08:00) Perth
Change time zone
Daylight Saving Time is not observed by this time zone.
How do I set the clock and time zone?
OK Cancel Apply

TIP: Once changed, the new date and time will be remembered by the computer. In most areas of the world Windows will change the time automatically if the time is moved forward or backward as a result of daylight saving time adjustments.

- If still open close the Control Panel.
- Setting the computer keyboard language and other regional settings
- Click on the Start button and from within the Start Menu click on the Control Panel button. The Control Panel will be displayed. Within the Clock, Language and Region section, click on the Change display language link.



• The Region and Languages Options window will be displayed.



• Click on the **Formats** tab to see the current default setting.

🔗 Regional an	d Language Options
Formats Loca	ation Keyboards and Languages Administrative
	ne way your computer displays numbers, currencies, dates, and an entry from the format list.
<u>C</u> urrent form	nat:
English (Au:	stralia) 👻
Examples of	how data is displayed using this format:
Number:	123,456,789.00
Currency:	\$123,456,789.00
Time:	4:42:10 PM
Short date:	30/07/2007
Long date:	Monday, 30 July 2007
	C <u>u</u> stomize this format
For addition	al formats, keyboards, and tools, go to the <u>Microsoft website</u> .
	OK Cancel Apply

If you ever wanted to change these, you would click on the down arrow in the **Current format** section and select the required option, as illustrated below.

	the way your computer displays numbers, currencies t an entry from the format list.	
		s, dates, and
	can entry nom the format list.	
<u>C</u> urrent for	rmat:	
English (A	ustralia)	•
English (A	ustralia)	*
English (B		
English (C		
English (C		
English (In		
English (Ir		
English (Ja		
English (M		
	lew Zealand)	
	epublic of the Philippines)	E
English (Si		
	outh Africa)	
	rinidad and Tobago)	
	nited Kingdom) wited States	
	nited States)	
English (Zi Estonian (i		
	aroe Islands)	
	hilippines)	
Finnish (Fi		
French (Be		
French (Ca		
French (Fr		
	uxembourg)	
French (M		
French (Sv		

• Select the Location tab to set your current location, as illustrated,

ormats Location Keyboards and Languages Administrative	
Some software and services provide you with local informati	ion such as news
and weather.	
Current location:	
Australia	•
Australia	
Austria	
Azerbaijan Pakaman Tha	
Bahamas, The Bahrain	E
Banrain Baker Island	
Bangladesh	
Barbados	
Belarus	
Belgium	
Belize	
Benin	
Bermuda Bhutan	
Bolivia	
Bosnia and Herzegovina	
Botswana	
Bouvet Island	
Brazil	
British Indian Ocean Territory	
Brunei	
Bulgaria	
Burkina Faso	
Burundi Cambodia	
Cameroon	

• Select the **Keyboards and Language Options** tab. Click on the **Change keyboards** button. You can use the dialog box that is displayed to set the default input language.

Caracterices and Input Languages	X
General Language Bar Advanced Key Settings	
Default input language Select one of the installed input languages to use as the input fields.	he default for all
English (Australia) - US	•
Installed services Select the services that you want for each input langu list. Use the Add and Remove buttons to modify this lis EN English (Australia) Keyboard	
	A <u>d</u> d Remove
	Properties
	Move <u>U</u> p Move D <u>o</u> wn
OK Cance	el <u>A</u> pply

• If you click on the **Add** button you will see a list of available languages.

🚔 Add Input Language	×
Select the language to add using the checkboxes below.	ОК
🗄 Sinhala (Sri Lanka) 🛛	Cancel
🖶 Slovak (Slovakia)	
🖶 Slovenian (Slovenia)	Preview
🖶 Spanish (Argentina)	
🖶 Spanish (Bolivia)	
🖶 Spanish (Chile)	
🖶 Spanish (Colombia)	
🖶 Spanish (Costa Rica)	
🖶 Spanish (Dominican Republic)	
🖶 Spanish (Ecuador)	
🖶 Spanish (El Salvador)	
🖶 Spanish (Guatemala)	
🖶 Spanish (Honduras)	
E Spanish (Mexico)	1
🖶 🕀 Spanish (Nicaragua)	1
🖶 Spanish (Panama)	
🚋 Spanish (Paraguay)	
🕂 🕀 Spanish (Peru)	
۰ III ا	

FOR USE AT THE LICENCED SITE(S) ONLY © 1995-2010 Cheltenham Courseware Pty. Ltd. - www.cheltenhamcourseware.com.au **NOTE**: Do not actually change any settings. Remember how you would change these setting if you ever wanted to.

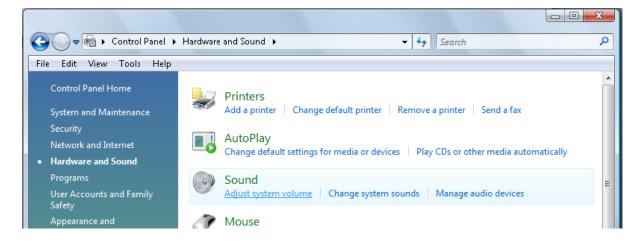
• Close all open Control Panel windows.

Setting the computer sound volume

• Click on the **Start** button and from within the **Start Menu** click on the **Control Panel** button. The **Control Panel** is displayed. Click on the **Hardware and Sound** icon.



• Within the Sound section, click on the Adjust system volume link.



 You will see a slider control displayed, allowing you to modify the computer volume.

🐐 Volume Mixer		×
<u>D</u> evice		
Device	Applications	
	2	
Speakers	Windows Sounds	
	•	

• Close all open Control Panel windows.

The Sidebar and gadgets

• This is displayed down the right side of the screen and contains 'gadgets'. A gadget has more in common with a web page than a program and can be used to display all sorts of information.



TIP: If the Sidebar has been closed on your computer and you cannot see it, try pressing the **Microsoft logo** key and the **Spacebar** keys simultaneously.

• If you see the **Slide Show** gadget display move the mouse pointer over it and you will see slide navigation controls displayed on it. Try clicking on the **Next Slide** button to move the slide show forward.



• Try clicking the **View** control to display the picture within the **Windows Photo Gallery**. Then close the **Windows Photo Gallery** window.

Reordering gadgets

• You can easily reposition gadgets within the Sidebar. To do this click on a gadget to select it. Press down the mouse button and then drag the gadget to a new position within the Sidebar. Release the mouse button and the gadget will have moved.

Closing a gadget

• To close a gadget, click on it to select it. You will then see a small close icon displayed to the right of the gadget. Click on **Slide Show** gadget and then click on the **Close** icon, to close it down.



Applications

Running more than one program at a time

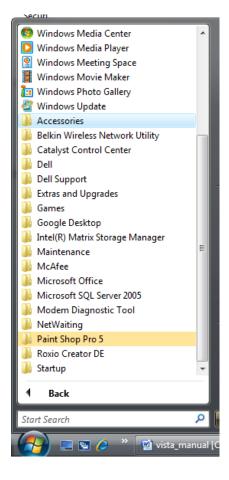
• Windows Vista is a 'Multitasking' operating system. This means that it can run lots of programs at the same time. For instance you can be receiving emails, printing and writing a letter, all the same time. You can run lots of different programs simultaneously, such as a word processor, a spreadsheet, a database and a picture editing program.

Starting WordPad

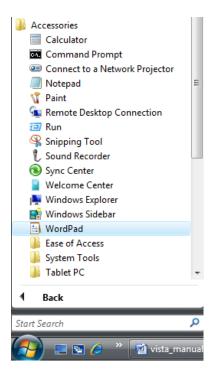
• The WordPad program is a very limited word processor program that is supplied free within Windows Vista. To open the WordPad program, click on the **Start** button and then click on the **All Programs** button.

All Programs	
Start Search	Q
🔗 = s 🤌	» 🖻 vista_manual [

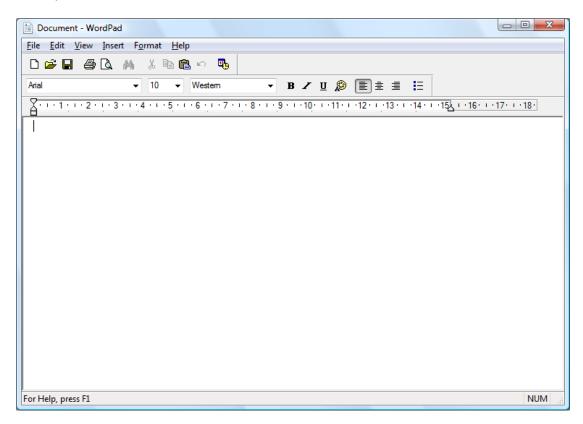
• Click on the Accessories group.



• You should see the **WordPad** program icon listed under the **Accessories** group



• Click on the **WordPad** command to run the WordPad program. The program will open within a window, as illustrated.



• You can type in a line of text and then press the Enter key a few times.

Using Print Screen within WordPad

- Pressing the Print Screen key takes a picture of your screen and copies it to a special area of memory called the Windows Clipboard. Press the Print Screen key now. Nothing appears to have happened, but you now have a picture of the screen in the Clipboard.
- Press **Ctrl+V** which is the keyboard shortcut for pasting information from the Clipboard. You should now see a picture displayed within your WordPad program.

NOTE: Pressing the **Print Screen** key copies the entire screen contents to the Clipboard. If you just want to copy the active window, then after selecting the active window, press the **Alt** key while pressing the **Print Screen** key. Then release the **Alt** key.

• Click on the **Save** icon to save the data to disk.

\square

A dialog box is displayed. You will need to type in a file name, and then click on the **Save** button

• If you have time you might want to investigate the function of some of the other icons within the program. You will find that if you point to an icon, and leave the pointer there for a short time, that a popup is displayed explaining the function of the icon. An example of a popup is illustrated below.



TIP: If you wish to format a portion of text with bold formatting you first need to select the portion of text. To select text within a program such as WordPad, click at the start of the text you wish to select and after pressing down the **Shift** key click at the end of the portion of text you wish to select.

• Leave the program window open.

Identifying the parts of an application window

• The WordPad window is typical of an application window.

🖹 Document - WordPad	
Eile Edit View Insert Format Help	
Arial 10 Western B U இ ≣ Ξ Ξ ⋮Ξ	
☐ ☐ · · · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12 · · · 13 · · · 14 · 比·15 · · · 16 · · · 17 · · ·	
Lising Drink Concern within MandDad	
Using Print Screen within WordPad	
 Pressing the Print Screen key takes a picture of your screen and copies it to a special area of memory called the Windows Clipboard. Press the Print Screen 	
key now. Nothing appears to have happened, but you now have a picture of the	
screen in the Clipboard.	
 Press Ctrl+V which is the keyboard shortcut for pasting information from the 	
Clipboard. You should now see a picture displayed within your WordPad	
program.	Ξ
NOTE: We will see more of the Windows Clipboard later.	
Click on the Save icon to save the data to disk.	
_	
A dialog box is displayed. You will need to type in a file name, and then click on	
the Save button	
 If you have time you might want to investigate the function of some of the 	
other icons within the program. You will find that if you point to an icon, and	
leave the pointer there for a short time, that a popup is displayed explaining the	
function of the icon. An example of a popup is illustrated below.	
For Help, press F1	-
	11

There are a number of items that you need to be familiar with.

Title bar.

This is the bar running across the top of the application window and normally displays the title of the program window.

Menu bar.

The Menu bar contains a number of drop down options, often including items such as **File** and **Edit**.

<u>F</u>ile <u>E</u>dit <u>V</u>iew <u>I</u>nsert F<u>o</u>rmat <u>H</u>elp

Clicking on one of these options displays a list of commands that you can choose from, as illustrated for the **File** menu option.

File	Edit View Ins	ert Format
	New	Ctrl+N
	Open	Ctrl+O
	Save	Ctrl+S
	Save As	
	Print	Ctrl+P
	Print Preview	
	Page Setup	
	1 dave	:
	Send	
	Exit	

Toolbar. The Toolbar contains icons or buttons which you can click on to perform a particular task, such as printing a document.

D 🚅 🖬 🎒 🔖 👭 🐰 🖻 🛍 🗠 🖳

Status bar. The Status bar is normally displayed along the bottom edge of the application window. It can display status information, such as the number of pages contained within a document.

I		*	
	For Help, press F1		

Scroll bar. Scroll bars are normally displayed only when needed. If the data within a window will not fit within the window you may see horizontal and/or vertical scroll bars displayed.



• Office 2007 applications.

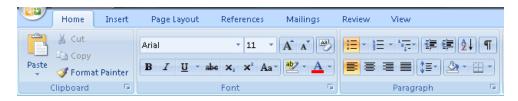
When Microsoft introduced Microsoft Office 2007, they gave programs a new look and introduced the concept of the **Ribbon**, as illustrated below.



• The ribbon is divided into tabs, such as **Home**, **Insert**, **Page Layout** as illustrated below.

	🚽 🔊 v	⊌ ₹		
	Home	Insert	Page Layou	ut References
Ê	ൃ Cut La Copy		Arial	× 11 ×
Paste	I Forma	t Painter	BIU	· abe × × Aa
C	lipboard	E.		Font

• Each tab is divided into groups, such as **Clipboard**, **Font** and **Paragraph**, as illustrated below.



• Each section contains the icons or buttons that you can click on, as illustrated below for the **Font** group.



Notepad

 To open the Notepad program, click on the Start button and then click on the All Programs button. Click on the Accessories group. You should see the Notepad program icon listed under the Accessories group. Click on the Notepad command to run the Notepad program. The program will open within a window, as illustrated.

<u> </u>	ntitled	- Notepa	d		X
<u>F</u> ile	<u>E</u> dit	F <u>o</u> rmat	<u>V</u> iew	<u>H</u> elp	
					*
					-
					▶

- This is a text-only editor. Unlike a modern word processor, you cannot insert pictures into the Notepad window. You will notice that unlike the WordPad program you cannot apply any formatting to the text, such as bold, italic or underlining.
- Leave the program window open.

Calculator

• To open the **Calculator** program, click on the **Start** button and then click on the **All Programs** button. Click on the **Accessories** group. You should see the **Calculator** program icon listed under the **Accessories** group. Click on the **Calculator** command to run the Calculator program. The program will open within a window, as illustrated.

Calculator
Edit View Help
0.
Backspace CE C
MC 7 8 9 / sqrt
MR 4 5 6 * %
MS 1 2 3 - 1/x
M+ 0 +/ + =

• Experiment with using the calculator to add two numbers together.

TIP: If you click on the **View** drop down menu, you can select the **Scientific** calculator.

📰 Ca	lcula	X	
Edit	Viev	v Help	
	۲	Standard	0.
		Scientific	
		Digit grouping	C

This will look like this.

dit Vie	ew He	lp								C
⊖ Hex	Oe	c () (oct 🕥	Bin	O Degrado de la companya de la co	ees (🔿 Radia	ans	Grad	5
lnv 🗌		łур	\square			Backspi	ace	CE		с
Sta	F-E	(MC	7	8	9	1	Mod	And
Ave	dms	Ехр	In	MR	4	5	6	*	Or	Xor
Sum	sin	x^y	log	MS	1	2	3		Lsh	Not
s	COS	x^3	nl	M+	0	+/-	+:	+		Int
Dat	tan	x^2	1/x	pi	A	В	С	D	E	F

• Leave the program window open.

Welcome Center

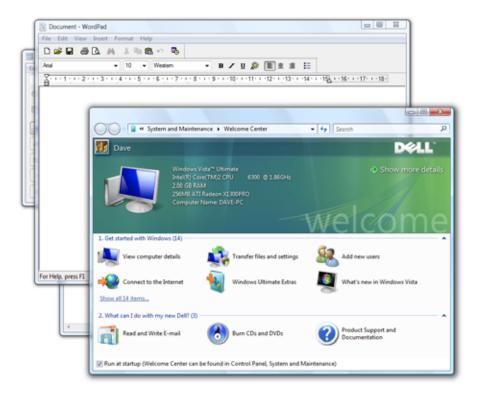
The Welcome Center normally runs automatically each time you start the computer. If you have closed the Welcome Center window you can always restart the program by clicking on the Start button and then clicking on the All Programs button. Click on the Accessories group. You should see the Welcome Center program icon listed under the Accessories group. Click on the Welcome Center command to run the program.



• Leave the program window open.

Switching between programs

• You should see a number of programs displayed on the screen, as illustrated.



• To switch from one program to another press down the **Alt** key (and keep it pressed). Press the **Tab** key once and you will see a bar displayed across the middle of the screen.



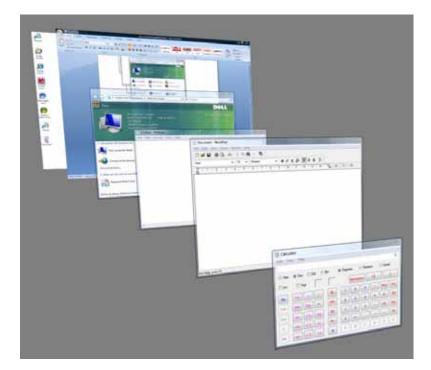
• Press the **Tab** key a few more times and you will sequence around the programs displayed within the bar. When you release the **Alt** key the program that was highlighted within the bar is displayed on your screen and the other programs are minimised to the Windows Taskbar. Practice this technique a few time to switch from one program to another,

The 'Switch between windows' icon

• Click on the **Switch between windows** icon (displayed at the bottom-left of your screen).



• The program windows will be displayed as illustrated.



- Click on the program window you wish to bring to the forefront.
- Click on the **Show Desktop** icon before continuing.



Using Windows Flip 3D

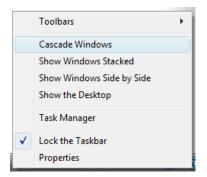
Press the Windows Logo key (and keep it held down). Repeatedly press the Tab key and you will cycle through the windows displayed on your screen. Release the Windows Logo key when you see the window you require.

Cascading windows

• If necessary, click on the **Show Desktop** icon (bottom-left of your screen) so that all the programs are displayed in their program windows.



• Right click on an empty part of the Windows **Taskbar** (this is the bar that is normally displayed across the bottom of the Windows screen). From the popup menu displayed, click on the **Cascade Windows** command.



The program windows will be displayed cascaded across the screen.



Displaying windows side by side

• Right click on an empty part of the Windows **Taskbar** (this is the bar that is normally displayed across the bottom of the Windows screen). From the popup menu displayed, click on the **Show Windows Side by Side** command.

	Toolbars •
	Cascade Windows
	Show Windows Stacked
	Show Windows Side by Side
	Show the Desktop
	Undo Cascade
	Task Manager
\checkmark	Lock the Taskbar
	Properties

• The program windows will be displayed, tiled side by side, as illustrated

Signed Bod'st	I Canada
In 18 per per laner per	10 - Sec. 200 -
Dele a line - S	1 Descention
	Cites #Der filde Offen @Dayres Offenten Offente
2-1-2-1-4-4-4-7-8-8-8-8-8-8-8	ALT DA DA F F F MANAGEMENT
	free contractions and the president statements
	Lander, "There will be a series of the series while being the series there a
	10 m mb m m 0 m m 0 m 1
	E. 5
11	442
or Hole press FE No.	
The last last the	
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	f ber Døll
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	List Artistan Roden [1]
	1. Sair darlard anti. Kinakano (2) Maria anti-antipatric Atlanti.
	👷 Transfer Marik 🦚 Transfer This part settings
	👷 Transfer Marik 🦚 Transfer This part settings
	Mar Concerning of Maria A Concerning Transfer File and satisfies

• Close all the open programs before continuing.

TIP: To close a program click on the **Close** icon displayed at the top right of each program window.

Installing programs

- Within large organisations it is normally the IT support staff that installs or removes programs. In many cases it is a disciplinary offence to install programs onto computers without specific permission. This is because of the risk of accidentally infecting a computer with a computer virus or similar program.
- With small organisations or home use then it may be up to you to install new programs. Always check so that you do not get yourself in trouble!
- Programs are normally supplied on CD or DVD and these disks, once inserted into the CD/DVD drive should start automatically and display instructions onscreen covering the installation procedure. If you need to install software, read the onscreen instructions **VERY** carefully at each stage. If help is available and you get stuck always ask rather than assuming the installation will be OK. If in doubt ask!

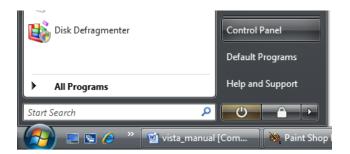
TIP: You can find lots of free programs when surfing the Web. Be VERY careful about installing programs unless you are absolutely sure that the programs are supplied by a reliable source.

Removing programs

• WARNING: This section is just for reference. Do not remove any programs during this training course.

As with installing programs only do this if you have been given specific authority within your company to remove a program. If in doubt ask! You use the Control panel to remove programs.

• Click on the **Start** button and from within the Start Menu, click on the **Control Panel** button.



• The Control Panel window looks like this.



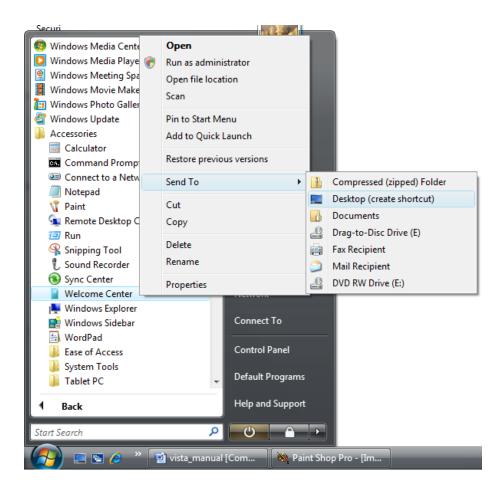
• Within the **Programs** section click on the **Uninstall a program** command. This will display a list of programs that you can uninstall.

🕽 🔵 🗢 🔯 🕨 Control Panel 🛛	Programs Programs and Features	Search	
Tasks View installed updates Get new programs online at Windows Marketplace	Uninstall or change a program To uninstall a program, select it from the list and then	click "Uninstall", "Change", or "Re	pair".
View purchased software	🖓 Organize 🗸 🏢 Views 🧹 🅵 Uninstall		(
(digital locker)	Name	Publisher	Installed (
Turn Windows features on or	Superior Contract Stress Stres	Microsoft Corporation	28/02/200
off	Adobe Flash Player 9 ActiveX	Adobe Systems Incorporated	28/02/20
	ATI Catalyst Control Center Ex	ATI Technologies Inc.	28/02/20
	COI Belkin 54Mbps Wireless Network Adapter	Belkin Electronics Inc.	8/03/200
	🔒 Business Contact Manager for Outlook 2007	Microsoft Corporation	28/02/20
	Conexant D850 PCI V.92 Modem		28/02/20
	🔂 Dell System Customization Wizard	Dell Inc.	28/02/20
	SellSupport	Dell	28/02/20
	💐 Digital Line Detect	BVRP Software, Inc	28/02/20
	🧑 Google Desktop	Google	28/02/20
	OD Google Toolbar for Internet Explorer		28/02/20
	🏟 Intel(R) Matrix Storage Manager		28/02/20
	🕌 Java(TM) SE Runtime Environment 6	Sun Microsystems, Inc.	28/02/20
	McAfee SecurityCenter		28/02/20
	B Microsoft Office 2003 Web Components	Microsoft Corporation	28/02/20
	B Microsoft Office 2007 Primary Interop Assemblies	Microsoft Corporation	28/02/20
	B Microsoft Office Small Business Connectivity Compo	Microsoft Corporation	28/02/20
	Microsoft SQL Server 2005	Microsoft Corporation	28/02/20
	Microsoft SQL Server Native Client	Microsoft Corporation	12/03/20

• Click on the program that you wish to uninstall. In the example shown, the **Google Desktop** program has been selected. Once selected click on the Uninstall command (displayed above the list). You may see some warning screens, in which case read them very carefully before deciding whether to proceed or not. If in doubt, do not remove a program as it can cause problems if you delete programs that should not be deleted. Close any open windows before continuing.

Creating and using a Desktop shortcut

- You have seen how to run program by clicking on the program within the Start menu. We will now place a 'Shortcut' program icon on the Desktop. This makes it much easier to run programs that you use on a regular basis. We will now create a Desktop shortcut for the Welcome Center.
- Click on the **Start** button and then click on the **All Programs** button. Click on the **Accessories** group. You should see the **Welcome Center** program icon listed under the **Accessories** group.
- **Right click** on the **Welcome Center** program icon. From within the popup menu displayed Select the **Send To** command. From the submenu displayed select the **Desktop (create shortcut)** command.



• You will see the following icon displayed on your Desktop.



- Double click on this icon to run the Welcome Center window.
- Close all open windows before continuing.

Deleting a Desktop shortcut

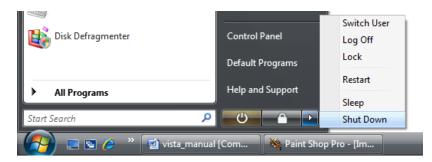
• Select the Desktop shortcut you created. Press the **Del** key. You will see a warning dialog box asking if you are sure you want to send the shortcut to the Recycle Bin. Click on the **Yes** button to remove the shortcut icon.

Shutting down an application that has frozen

• Normally you close a program by clicking on its **Close** icon, displayed at the top-right of a program window. Sometimes a program will crash or freeze and you may not be able to close it down in the normal way. In this case, if possible switch to any programs that are still responding and close them

down (saving any data if necessary).

• Click on the **arrow** to the right of the **Start** button, and from the popup menu displayed select the **Shutdown** command.



• If this does not work physically switch off your computer. In the case of Desktop computers there is normally a power switch on the front or at the back of the computer. When using a laptop computer you may have the hold down the on/off button for a short time in order to switch off the laptop. Wait for at least 30 seconds and then switch the computer back on. It may display a different opening screen than normal, in which case follow the onscreen instructions.

Restarting the computer

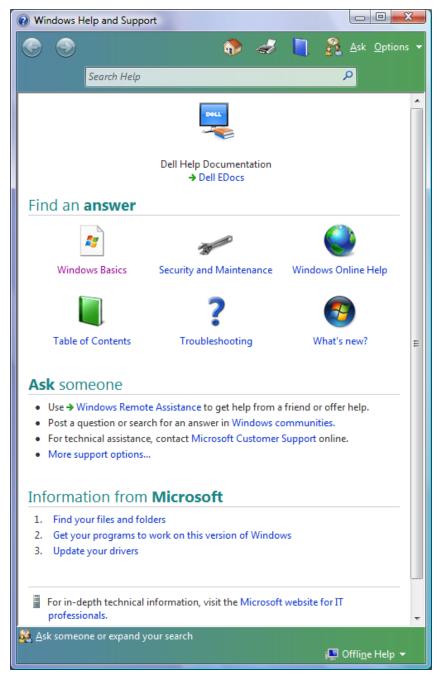
• If you need to restart the computer rather than completely close it down, click on the **arrow** to the right of the **Start** button, and from the popup menu displayed select the **Restart** command.



Help

How to get help

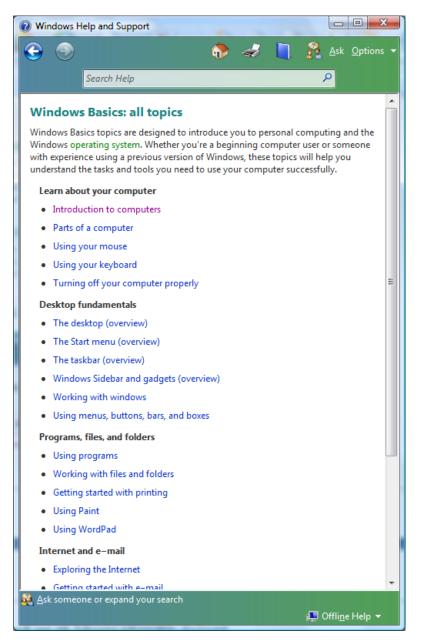
 The easy way to display the Windows help feature is to press the F1 key on your keyboard. This will display the Windows Help and Support dialog box.



• Click on the Windows Basics icon.



You will see the following information displayed.

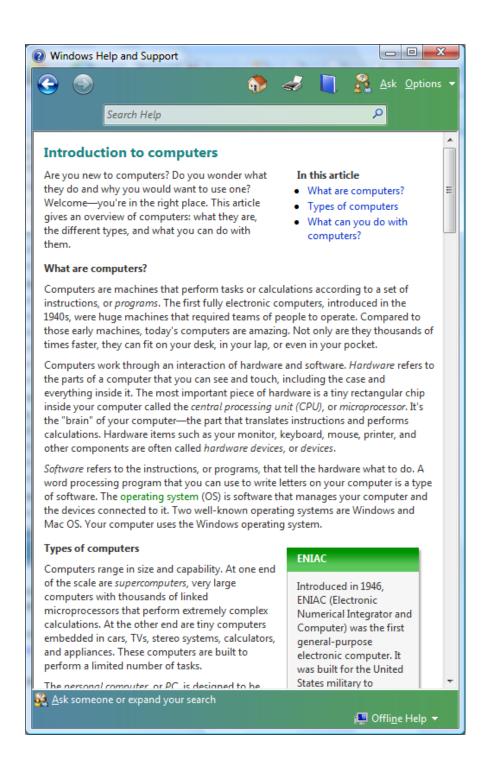


• You can click on any item to learn more. For instance click on the first item titled 'Introduction to computers'.

Learn about your computer

Introduction to computers

You will see the following detailed information on this topic.



The Help 'Back' and 'Forward' buttons

• You can click on the **Back** button to move back to the last screen displayed within the Help dialog box.



• You can click on the **Forward** icon to move forward within the pages you visited.



Printing a Help topic

• You can click on the **Print** icon to print out the Help displayed on screen.

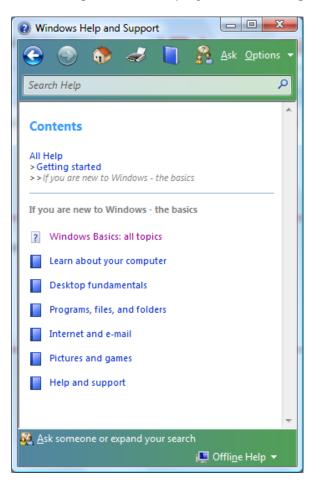


Browsing for Help

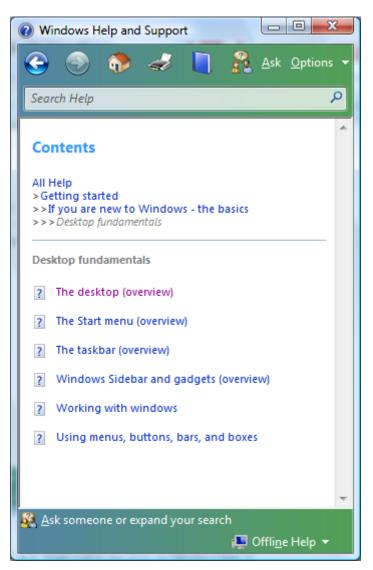
• Click on the Browse icon



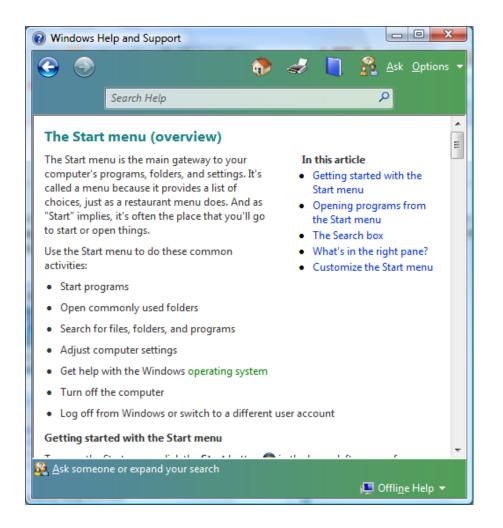
• The dialog box will display the following.



FOR USE AT THE LICENCED SITE(S) ONLY © 1995-2010 Cheltenham Courseware Pty. Ltd. - www.cheltenhamcourseware.com.au • You can click on a topic such as **Desktop Fundamentals**. The dialog box will then offer a range of help associated with the item you click on, in this case **Desktop Fundamentals**, as illustrated.



• Clicking on one of these options, for instance '**The Start menu (overview)**', will display the following.



Re-displaying the opening help screen

• Click on the Help and Support Home icon.

٠

This will once again display the opening Help screen, as illustrated.

Windows H	elp and Suppo	rt		
، ک		🚯 🦪	📘 🔏 Ask	<u>O</u> ptions 🔻
	Search Help		Q	
		Dell		^
		Dell Help Documentation → Dell EDocs		=
Find an	answer			-
	A 2	-		
Windo	ows Basics	Security and Maintenance	Windows Online H	lelp
1		?	6	
Table o	of Contents	Troubleshooting	What's new?	
Ask som	neone			
		e Assistance to get help from a	friend or offer help.	-
🙀 <u>A</u> sk someo	ne or expand yc	our search	<mark>ہے</mark> Offli <u>n</u> e	Help 🔻

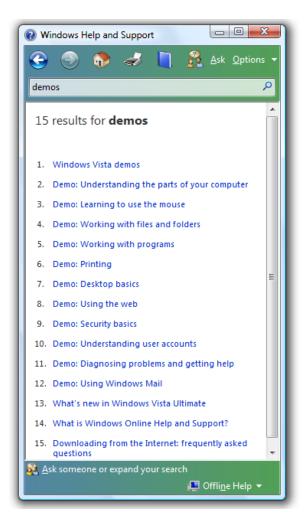
• Take some time to explore some of the other options available within the Help window.

Demos

• Display the **Windows help and Support** window. Search using the word **Demos**, as illustrated.



• You will see the following screen displayed.



• You can click on any of these demos and watch a screen presentation on selected topics. You can run these as many times as you like and get more expert in the use of various techniques within Windows Vista. Close any open windows before continuing.

Files, Folders and Disks

What are files?

• When you load a program such as a word processor this means that you copy the files containing the word processor program from your hard disk into your RAM memory. RAM is short for Random Access Memory and is simply a term to describe the memory chips contained within your computer. Once the word processor is loaded into RAM you can use it to create a document. When you have finished editing the document, you may want to save a copy of the document to your hard disk as a file.

Basically there are two types of file that you need to concern yourself with, the program files (such as word processor, spreadsheet, databases etc) and the data files that you create and save to disk. Once saved to disk you can later reopen that file and make further changes, or print the data file.

In many ways you can think of data files as physical sheets of paper, containing your data. You then place these sheets within a folder so that you keep all similar documents together.

What are folders?

• Files are stored on a disk in folders. This concept is very familiar to anyone used to working within an office. Think of a 3-draw filing cabinet. When you wish to file a document within the filing cabinet you first need to decide in which draw to file a particular document. When you open a filing cabinet draw it often contains hanging dividers allowing you to group similar document together.

Types of drive and drive letters

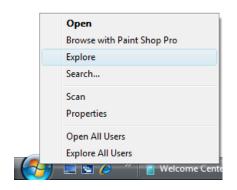
- When you save a data file you normally save it to your hard disk. This disk is contained within your computer and you cannot normally see it. By convention the hard drive is called 'Drive C'. If you have two hard disks within a single computer they will normally be described as drive 'C' and drive 'D'.
- There are other types of drive, such as a CD or DVD drive. You can plug 'removable hard disk' into the back of your computer. You can plug so called 'memory sticks' into the USB sockets on your computer. Don't worry what USB stands for (Universal Serial Bus), they are just sockets that allow you to plug things into your computer. There are many different names for these USB memory sticks, such as 'Flash drives' or 'USB drives'
- As you add more drives to the computer, Windows assigns a drive letter to them. The hard disk is usually called drive C. The next disk that is added (probably the CD/DVD drive) will be called drive D, the next drive would be

Drive E and so on.

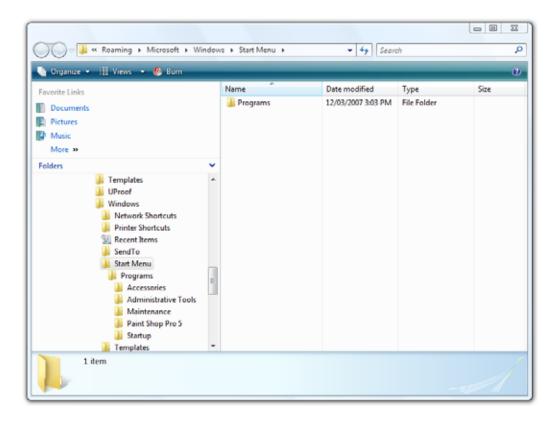
• If you are connected to a network, your network administrator may have set you up with additional 'network drives'. These are actually located within a different computer on your network and can have any free drive letter that the network administrator thinks is appropriate (such as Drive T).

Running the Windows Explorer program

• Right click on the Start icon. From the popup menu select Explore.



• This will display the Windows Explorer window.



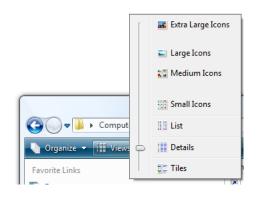
TIP: Do not confuse the **Windows Explorer** (which is generally used for exploring your computer, disks, folders and files) with the **Internet Explorer** (which is used for exploring the Internet and surfing the Web). They are two entirely separate programs with very different functions.

Views within the Windows Explorer

• You will see a number of commands displayed in a bar across the top of the Windows Explorer window.



• Click on the **down arrow** to the right of the **Views** command. You will see a popup menu, as illustrated.



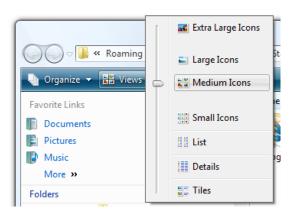
• In the example illustrated, we are viewing the contents of the Windows Explorer in what is called **Details** view. In details view, illustrated below, you can see details such as the name of a file or folder, the date it was last modified, the type of file or folder as well as the size of the file.

崎 Organize 👻 🏢 Views 👻 🎨 Burn		_	-		3
Favorite Links		Name	Date modified	Туре	Size
Documents Pictures Music More >>		🎉 Programs	12/03/2007 3:03 PM	File Folder	
Folders	~				
Templates UProof Windows Printer Shortcuts Recent Items Start Menu Programs Accessories Maintenance Paint Shop Pro 5 Startup Templates	· · · · · · · · · · · · · · · · · · ·				

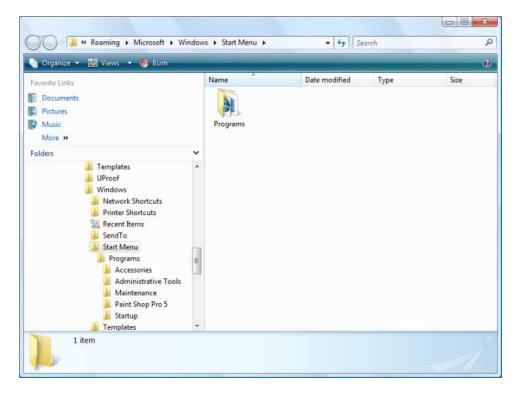
• We will see later how to select a particular file or folder and view details of that file or folder. In the example shown below, we have selected the Notepad program file. As you can see this file is an 'application' file (i.e. a program file) and the file size on disk is 148 KB.

// notepad	2/11/2006 8:32 PM	Application	148 KB
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- The other common view that is used is one of the icon views.
- Click on the **Medium Icons** view.



• Your display will now change as illustrated.



There are other views but normally you will use Details or one of the Icon views.

TIP: If you have difficulty seeing the icons you can use the **Large** or **Extra large** icon views.

• Before continuing set the **View** type to **Details**.

Using the Windows Explorer scroll bar

• When you first start the Windows Explorer the screen will look something like this. In the example shown, the **Start Menu** folder is selected by default.

🔄 Organize 🔻 🏢 Views 🔻 🕚 Burn					
Favorite Links		Name	Date modified	Туре	Size
Documents Pictures Music More »		🕌 Programs	12/03/2007 3:03 PM	File Folder	
Folders	~				
Templates UProof Windows Network Shortcuts Printer Shortcuts Send To Start Menu Programs Accessories Administrative Tools Maintenance Paint Shop Pro 5 Startup Startup Templates					

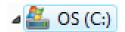
• Use the vertical **Scroll Bar** to scroll up to see the contents at the top of the left side of the window. You will see something like this.

	Name	Date modified	Туре	Size
			21	or to to
	Programs	12/03/2007 3:03 PM	File Folder	
~				
• III				
				A

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Expanding and contracting drives and folders

• Double click on the **Drive C** icon.



The screen will change as illustrated.

Computer → OS (C:) →		✓ 4 Searce	th	م
🍓 Organize 🔻 🏢 Views 👻 🖬 Explore 👩 S	hare 👩 Burn			?
Favorite Links Documents Pictures Music More > Folders ✓ ■ Desktop > Doublic > Public > Computer > OS (C:) > RECOVERY (D:) > DvD RW Drive (E:) > Network > Control Panel	Name 97cbc01b495879bd0fe DELL doctemp Program Files Vista courseware Windows BOOTSECT.BAK network-pw	Date modified 8/03/2007 8:58 PM 14/03/2007 11:28 28/02/2007 2:58 PM 28/02/2007 2:58 PM 12/03/2007 3:03 PM 14/03/2007 11:27 12/03/2007 3:03 PM 10/11/2006 3:57 AM 7/03/2007 9:11 PM	Type File Folder File Folder File Folder File Folder File Folder File Folder BAK File Text Document	Size 8 KB 1 KB
Users File Folder Date modified: 7/03/2007 8:06 PM				

The contents of the **C drive** (your hard disk) are displayed within the right side of the window. In the example shown the folders contained on the hard disk have a folder shaped icon, as below.



• Double click on the drive C: icon again and the folder structure on your hard disk will expand again, as illustrated.

4 🏭 OS (C:)	*
퉬 97cbc01b495879bd0fe1c8abd4834c9f	
🛛 퉲 DELL	Ξ
I doctemp	
Drivers	
> 퉬 Program Files	
4 퉲 Users	
4 鷆 Dave	
🛽 🍌 AppData	
> 퉲 Local	
b b LocalLow	
a 🌗 Roaming	
D 👪 ATI	
🌗 Google	
🗅 퉲 GTek	-

• You will notice the folders displayed in the left side of the window are prefixed with one of the following shapes.



• Click on one of the dark triangle shapes.



You will see that it then changes to the shape below.



• The shape below indicates that when you click on it, the folder substructure will expand to display the subfolder(s) contained within the parent folder.



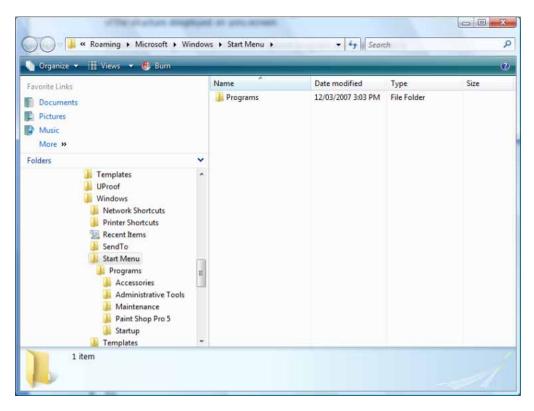
• The shape below indicates that when you click on it, the expanded folder substructure will contract to just display the parent folder.



- Experiment with clicking on both the expanding and contracting icons and view the effect on the structure displayed on your screen.
- Before continuing close the Windows Explorer program and then restart it.

Types of Windows Explorer icons

• Your screen should look like this:



• Scroll up the screen and select the Users folder icon.

G v v v v v v v v v v v v v v v v v v v	•	 ↓ ↓ Sear 	ch	
🖣 Organize 👻 🏢 Views 👻 🎫 Explore 📑	Share 🚷 Burn		_	(
Favorite Links	Name	Date modified	Туре	Size
Documents	🌗 Dave	8/03/2007 2:15 PM	File Folder	
Pictures	🚵 Public	2/11/2006 8:49 PM	File Folder	
Music				
More »				
- Charles	~			
	A			
DELL	=			
doctemp	8			
Drivers				
Program Files				
4 🎍 Users				
4 🌽 Dave				
AppData				
Local				
A Boaming				
ATI				
J Google				
D 🚹 GTek	•			
Dave				
File Folder				
Date modified: 8/03/2007 2:15 PI	M			

• Double click on the **Users** folder icon and you will see that the **Users** folder collapses, to just display the **Users** parent icon in the left side of the window.

🖢 Organize 🔻 🏢 Views 🔻 📫 Explore 🤰				(
avorite Links	Name	Date modified	Туре	Size
Documents	Dave	8/03/2007 2:15 PM 2/11/2006 8:49 PM	File Folder File Folder	
Pictures	Public	2/11/2006 8:49 PM	File Folder	
Music				
More »				
olders	×			
 Solution Control Panel Solution Control Panel Network Control Panel Recycle Bin 	E			

• Click on the **Windows** folder. You will see the Windows parent folder displayed in the left side of the screen, with the contents of the Windows folder (i.e. files and subfolders) displayed on the right side of the window.

🖌 Organize 👻 🏢 Views 💌 🕙 Burn	-					- (
avorite Links		Name	Date modified	Туре	Size	
Documents		🍌 addins	2/11/2006 8:35 PM	File Folder		
Pictures		AppPatch	8/03/2007 9:00 PM	File Folder		
Music		assembly	12/03/2007 3:15 PM	File		
and present the second		📕 Boot	2/11/2006 7:18 PM	File Folder		
More »		😹 Branding	2/11/2006 8:35 PM	File Folder		
lders	~	L CSC	28/02/2007 7:04 AM	File Folder		
🛯 💒 OS (C:)		Lursors	2/11/2006 8:35 PM	File Folder		
97cbc01b495879bd0fe1c8abd4834c9f		Jebug	8/03/2007 8:57 PM	File Folder		
DELL		J DigitalLocker	2/11/2006 8:41 PM	File Folder		
👂 🍌 doctemp	_	Downloaded Program	28/02/2007 7:17 AM 28/02/2007 3:00 PM	File File Folder		
Drivers		en-US	2/11/2006 8:41 PM	File Folder		
Program Files			2/11/2006 8:41 PM 28/02/2007 7:21 AM			
👂 🍌 Users		Globalization	2/11/2006 6:22 PM	File File Folder		
👂 퉲 vista courseware			2/11/2006 8:41 PM	File Folder		
Windows	E	🕌 Help	2/11/2006 8:41 PM	File Folder		
RECOVERY (D:)		inf	13/03/2007 12:00	File Folder		
DVD RW Drive (E:)		iava	28/02/2007 7:10 AM	File Folder		
Network		L2Schemas	2/11/2006 7:18 PM	File Folder		
Control Panel		LiveKernelReports	2/11/2006 6:23 PM	File Folder		
🕘 Recycle Bin			2/11/2000 0:23 Pivi	FI F I		

• Scroll down the contents within the right side of the window and soon you will see a variety of different icons representing different types of files.

🖣 Organize 👻 🔠 Views 👻 🚳 Burn	_			_	(
Favorite Links		Name	Date modified	Туре	Size
Documents Pictures Music More >> Folders	• •	default bfsvc bootstat.dat csup DLA DtcInstall explorer fveupdate @ HelpPane	19/09/2006 5:44 AM 2/11/2006 5:44 PM 13/03/2007 11:55 28/02/2007 3:01 PM 18/08/2006 1:17 PM 28/02/2007 7:33 AM 2/11/2006 5:45 PM 2/11/2006 5:45 PM 2/11/2006 5:45 PM	Shortcut to MS-D Application DAT File Text Document Application Text Document Application Application	1 k 49 k 66 k 1 k 91 k 4 k 2,855 k 13 k 486 k
 DELL doctemp Drivers Program Files Users vista courseware Windows RECOVERY (D:) DVD RW Drive (E:) Network Control Panel Recycle Bin 	, m.	hh mib.bin motepad ocsetup_cbs_install_OE ocsetup_cbs_install_OE ocsetup_install_OEMH PFRO regedit setupact SETUPAPI		Application BIN File Configuration Sett Application DPX File PERF File ETL File Text Document Application Text Document Text Document	15 K 43 K 2 K 148 K 64 K 192 K 7,168 K 9 K 132 K 26 K 1 K

• You should be able to see the following icon displayed.

```
📭 explorer
```

2/11/2006 5:45 PM

Application

This is a program icon. Double click on this and you will run the Windows Explorer program.

Drives, Folders and Files

- When accessing a hard disk, whether it is local to your machine or perhaps located on a network, Windows uses a system of drive letters to serve as logical pointers to the different physical drives you have access to. From each drive letter it is possible to access all of your files stored on that particular physical drive.
- If all of the files were held together in one place on each drive, the system would be very difficult to use because of the sheer number of files involved. To help organise your files it is possible to create folders (also referred to as directories) to help divide and even sub-divide the files stored within the various logical drives available. A system of hierarchical folders within folders which represent your hard disk are often referred to as the folder (directory) tree, in the same way the very top of the file system is known as the root folder (directory).
- Finally, at the very end of this structure are the various files which we use.

Data storage devices

• **Hard Disk**: Stores your operating system, application programs and data. When you save data, it is normally saved to the hard disk.

Diskette (floppy disk): The original IBM PC did not have a hard disk, the operating system, programs and data had to be contained in one or two diskettes. Later a hard disk was added, after which point diskettes were used for supplying programs which could be installed (i.e. copied) to the hard disk, or you could back up small amounts of data to the diskette. Most modern PCs are no longer supplied with a diskette drive, due to the fact that diskettes are unreliable and are easily damaged. They only hold very small amounts of data.

CD / DVD: These have largely replaced diskettes as a way of supplying programs. They can hold a lot more data.

USB Flash Drives: These are small, stick-like devices that plug into a USB port. They can stores Gigabytes of information and are an easy way to transfer data from one computer to another. There are security considerations attached to use of these devices as it is easy to copy large amounts of data to these devices and then take that information out of the office, for this reason many companies ban the use of these devices. When using a USB flash drive the drive is listed within the Windows Explorer program in exactly the same way that your hard disk is. It will have a drive letter associated with it.



Network Drives: Seen by your computer as a normal drive, but in reality the network drive is a folder located on another computer which is connected to the network.

File sizes and disk storage capacities

- Each file stored on a disk is a certain size. Some files such as those that only contain text are very small while others containing applications or high videos can be enormous. The capacity of storage disks is often quoted in Gigabytes.
- The basic storage unit is called a bit. The relationship between storage values is illustrated below:

Bit:

1 or 0 level of storage is called a Bit

Byte:

Eight bits is called one Byte

KB, Kilobyte:

A Kilobyte (KB) consists of approximately one thousand Bytes

MB, Megabyte:

A Megabyte (MB) is approximately one million Bytes

GB, Gigabyte:

A Gigabyte consists of approximately one thousand Megabytes

TB, Terabyte:

A terabyte (TB) is approximately one thousand Gigabytes

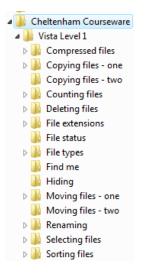
Online Storage

• With the advent of high speed internet connections it is now possible to store your files online. This allows you to access your files from any computer with an Internet connection. If you wish you can also give permission for other people to access your files, for example you could allow family members to access your digital photo collection.

Manipulating folders

Navigating to the sample files folder

 The sample files and folders have been installed into a folder called Cheltenham Courseware. The subfolder structure of this sample folder looks like this.



• To navigate to this sample folder and files, right click on the **Start** button (bottom-left of the screen). From the popup menu displayed select the

Explore command, which will display the Windows Explorer window.

🐚 Organize 👻 📰 Views 👻 🛞 Burn				_	_	0
Favorite Links Documents Pictures Music More »		Name Programs	Date modified	Туре	Size	
Folders Fol	× •					

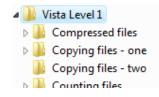
• Use the scroll bars within the left side of the window to scroll up the folder display. You should now be able to see the folder called **Cheltenham Courseware**.

💭 🗢 📕 « Roaming 🕨 Microsoft 🕨 Win	ndov	vs ► Start Mer	iu 🕨	• 1	Search	٩
🖣 Organize 🔻 🔡 Views 🔻 🚱 Burn			_		_	0
	_	<u>^</u>	_	_	_	
Favorite Links		Name	Date modified	Туре	Size	
Documents		5				
Pictures						
Music		Programs				
More »						
Folders	*					
4 🧱 Desktop	-					
Dave	н					
Public						
▲ I Computer ▲ ▲ OS (C:)						
97cbc01b495879bd0fe1c8abd4834c9f						
Difference Courseware						
DELL						
D 🎍 doctemp						
Drivers						
Program Files Users						
A Dave						
A DepData						
Decal	-					
1 item						

• Double click on the **Cheltenham Courseware** folder and you will see the following displayed.

Computer ► OS (C:) ► Chelter	ham Courseware 🕨	✓ Searce	:h	Q
🄄 Organize 🔻 🏢 Views 🔻 🔞 Burn				0
Favorite Links Pocuments Pictures Music More >> Folders Cheltenham Courseware Vista Level 1 Compressed files Copying files - one Copying files - two Deleting files File extensions File status File status File types Find me Hiding Moving files - one Moving files - two		Date modified 15/03/2007 10:38	Type File Folder	Size
Selecting files	-			
1 item				1

• The samples for this course are contained within the folder called Vista level 1.

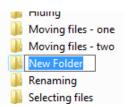


Creating a folder

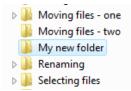
- Select the folder called Vista Level 1.
- Right click on the **Vista Level 1** folder and from the popup menu displayed click on the **New** command. A submenu is displayed, click on the **Folder** command.

Vista Level		
Disco Dere	Collapse	
 Copying Copying Counting Counting Counting File exter File statu File type Find me 	Search Explore Open Browse with Paint Shop Pro Share Restore previous versions	
Hiding ▷ ↓ Moving ↓ Moving	Scan Send To	
 Benamin Selecting Sorting f DELL 	Cut Copy Paste	
doctemp Drivers	Delete Rename	
Description: Program File Users	New 🔸	Folder

• You will see a new folder is created and displayed within the left side of the Windows Explorer window.

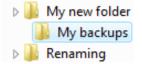


• You can type in the new name and press the **Enter** key. In this case type in the name **My new folder** and press the **Enter** key. Your screen will now look like this.



Creating a subfolder

• Select the folder called **My new folder**. Create a new subfolder, under this folder called **My backups**. Your screen will now look like this.

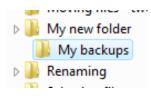


Good practice when naming files or folders

- Use meaningful names for your files and folders. If you do this then when you access the file or folder at a later date, then just by looking at the file name you will be able to tell what the file or folder relates to.
- If a file or folder relates to a particular organisation you could include the name of the organisation within the name. If the file or folder relates to a particular purpose such as accounts or sales, then again you could include this information within the name.
- Sometimes it may be useful to include date or year information within a file name. This is particularly useful when naming files and folders that contain photographs taken with a digital camera.

Renaming a folder

• Select the folder called **My backups** and you will see the selected folder displayed like this:

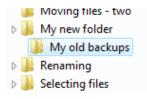


• Press the F2 key and the folder will now be displayed like this.



NOTE: This is called editing mode. You can edit the file name by typing in a new name.

• Type in **My old backups** for the new file name. When you press the **Enter** key you will see the following.



TIP: You can use the same technique to rename files.

Deleting a folder

- Select the folder called **My old backups**.
- Press the **Del** key. You will see the following dialog box warning you that you are about to delete the folder.

Delete Fo	lder		×
	Are you s	ure you want to move this folder to f My old backups Date created: 15/03/2	-
			Yes <u>N</u> o

• Click on the **Yes** button and the folder will be deleted.

TIP: The folder is not actually deleted; it is moved to the Recycle Bin. If you realise that you have accidentally deleted the wrong file, or if you simply change your mind, you can normally retrieve the deleted file from the Recycle Bin.

WARNING: Files are not held in the Recycle Bin forever and in some cases when you delete a file it may be permanently deleted and not even go to the Recycle Bin. Be very carefully about deleting files. If in doubt do not delete a file!

We will see more about the Recycle Bin later.

Displaying folder details

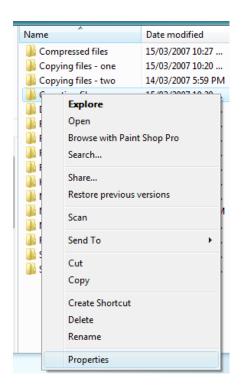
• Click on the folder called **Vista Level 1** (displayed within the left side of the Windows Explorer), as illustrated.

🛿 Organize 🔻 🏢 Views 🔻 💷 Explore 📑 S	Share 🕙 Burn			
avorite Links Documents Pictures Music More > Olders Dublic Dublic Computer Computer Compressed files Copying files - one Copying files - one Copying files Deleting files Deleting files File extensions File status	Name Compressed files Copying files - one Copying files - two Counting files Deleting files File extensions File status File types Find me Hiding Moving files - one Moving files - two My new folder Renaming Selecting files Sorting files	Date modified 15/03/2007 10:27 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:20 15/03/2007 10:37 15/03/2007 10:32 14/03/2007 5:59 PM 15/03/2007 10:26 15/03/2007 10:34 15/03/2007 10:34	Type File Folder File Folder	Size

- You will see the subfolders contained within the Vista level 1 folder displayed on the right side of the window. For each subfolder, you can see the folder name and the date last modified.
- Move the mouse pointer over the folder called **Counting files**. After a short delay, you will see the following popup, displaying more details about the folder, such as the total size of the folder contents. Slowly move the mouse pointer down the list of folders and you will see details displayed for the other folders.

Name	Date modified	Тур
Compressed files	15/03/2007 10:27	File
퉬 Copying files - one	15/03/2007 10:20	File
퉲 Copying files - two	14/03/2007 5:59 PM	File
📙 Counting files	15/03/2007 10:20	File
Deletin - Class	15/02/2007 11.01	File
Deletin Date created: 14/0 File ext Size: 1,65 MB	0	File
📙 File status	15/03/2007 10:27	File
File types	15/03/2007 10:20	File

• Right click on the folder called **Counting files**. From the popup menu displayed select the **Properties** command.



This will display even more information about the folder, such as the fact that the folder contains **15 files**. Click on the **OK** button to close the dialog box.

📙 Counting file	es Properties	J
General Shari	ng Security Previous Versions Customize	
	Counting files	
Туре:	File Folder	
Location:	C:\Cheltenham Courseware\Vista Level 1	
Size:	1.65 MB (1,735,076 bytes)	
Size on disk:	1.68 MB (1,769,472 bytes)	
Contains:	15 Files, 0 Folders	
Created:	Yesterday, 14 March 2007, 7:00:54 PM	
Attributes:	Read-only A <u>d</u> vanced	
	OK Cancel Apply	

Manipulating files

Viewing file details

• Click on the **Counting files** folder (within the left side of the window). You will see the files within this folder displayed in the right side of the window, as illustrated. You can view the file name, date modified, file type and file size.

🖢 Organize 🔻 🟢 Views 🔻 🙆 Burn					(
Favorite Links Documents Pictures Music More >> Folders Description Public Public Public Public	× • E	Name About computers Charts Computer desk Dog Dolphin Hotel Office Clipboard Parts of a computer Raft race River Sales chart Sales details Stock Web page Jipped file	Date modified 5/02/2007 5:29 AM 15/03/2007 1:08 AM 27/02/2007 6:52 AM 15/03/2007 10:32 15/03/2007 10:32 15/03/2007 10:01 28/01/2007 4:16 AM 28/02/2007 10:04 AM 15/03/2007 10:32 6/03/2007 10:32 6/03/2007 10:32 AM 8/03/2007 10:15 15/03/2007 10:15 15/03/2007 10:18	Type Microsoft Office Microsoft Office P JPEG Image JPEG Image Bitmap Image Microsoft Office Microsoft Office P GIF Image JPEG Image Microsoft Office E Microsoft Office E Hicrosoft Office E HTML Document Compressed (zipp	Size 29 K 57 K 36 K 103 K 577 K 97 K 431 K 147 K 130 K 12 K 12 K 12 K 12 K

 Move the mouse pointer over (but do not click on) the file called **Dolphin**. You can see from the **Type** column that this is an image file. After a short delay you will see a popup displaying more information about the image, such as the dimensions of the image.

Name	Date modified
About computers	5/02/2007 5:29 /
🗐 Charts	15/03/2007 1:08
🔄 computer desk	27/02/2007 6:52
🔛 Dog	15/03/2007 10:3
🔛 Dolphin	15/03/2007 10:3
Kotel	_15/03/2007 10:0
Type: JPEG Image Rating: Unrated	28/01/2007 4:16
Pa Dimensions: 512 x 384	28/02/2007 1:00
💽 Ra Size: 34.5 KB	15/03/2007 10:3
🔛 River	15/03/2007 10:3

Slowly move the mouse pointer down the list of files and see what additional information is displayed about other types of files when you point to a file.

• Click on the file called **Dog**. This is an image file and you will see a preview of the image in the bottom-left section of the window.

Organize ▼ III Views ▼ T Preview ▼	🚔 Print 🖃 E-mail 🛞 Bu			ر و
Favorite Links Documents Pictures Music More >> Folders Folders Computer Solo (C:) Public Computer Computer Compressed files Copying files - one Copying files - two Copying files File extensions File extensions	Name About computers Charts Computer desk Computer desk Dog Colphin Control Office Clipboard Control C	Date modified 5/02/2007 5:29 AM 15/03/2007 1:08 AM 27/02/2007 6:52 AM 15/03/2007 10:32 15/03/2007 10:32 15/03/2007 10:01 28/01/2007 4:16 AM 28/02/2007 1:00 AM 15/03/2007 10:32 6/03/2007 10:32 6/03/2007 5:16 AM 7/03/2007 5:16 AM 8/03/2007 5:16 AM 15/03/2007 10:15 15/03/2007 10:15	Type Microsoft Office Microsoft Office P JPEG Image JPEG Image Bitmap Image Microsoft Office Microsoft Office P GIF Image JPEG Image Microsoft Office E Microsoft Office E Microsoft Office E Microsoft Office E Microsoft Office E	Size 29 KE 36 KE 103 KE 35 KE 97 KE 97 KE 431 KE 130 KE 12 KE 12 KE 1 KE 25 KE
Pile types Dog Date taken: Specify JPEG Image Tags: Add at Rating:		111 364 x 576 L02 KB	-4	

• Right click on the selected file and from the popup menu displayed select the **Properties** command.

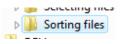
Name	*	Date modified	Туре	Size
About 🔮	computers	5/02/2007 5:29 AM	Microsoft Office	29 KB
🔨 Charts		15/03/2007 1:08 AM	Microsoft Office P	57 KB
Compi	uter desk	27/02/2007 6:52 AM	JPEG Image	36 KB
	Preview	1	JPEG Image	103 KB
E	Edit		JPEG Image	35 KB
S			Bitmap Image	577 KB
e	Print	и	Microsoft Office	97 KB
E F	Rotate Clockwise	И	Microsoft Office P	431 KB
555 F	Rotate Counterclo	, chwise	GIF Image	147 KB
F	notate counterele	, et al a constant a c	JPEG Image	130 KB
🖳 S	Set as Desktop Ba	ckground	Microsoft Office E	12 KB
🔊	Scan		Microsoft Office E	10 KB
🗐 S	Scan		Microsoft Office E	12 KB
<u>@</u> \	Open With		HTML Document	1 KB
] Z	Restore previous v	versions	Compressed (zipp	25 KB
	Send To	+		
	Cut			
	Сору			
•	Create Shortcut			•
te and	Delete			1
<u>ک</u> ک	Rename			
	Properties			

FOR USE AT THE LICENCED SITE(S) ONLY © 1995-2010 Cheltenham Courseware Pty. Ltd. - www.cheltenhamcourseware.com.au • This will display the **Properties** dialog box for the selected file, displaying even more detailed information about the file. Click on the **OK** button to close the dialog box.

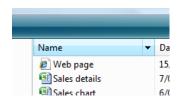
Dog Propert	ies
General Secu	rity Details Previous Versions
	Dog
Type of file:	JPEG Image (.jpg)
Opens with:	Windows Photo Gallery Change
Location:	C:\Cheltenham Courseware\Vista Level 1\Counting
Size:	102 KB (104,742 bytes)
Size on disk:	104 KB (106,496 bytes)
Created:	Today, 15 March 2007, 2 hours ago
Modified:	Today, 15 March 2007, 2 hours ago
Accessed:	Today, 15 March 2007, 2 hours ago
Attributes:	Read-only Hidden Advanced
	OK Cancel Apply

Sorting the file list within the Windows Explorer

• Within the left section of the window, select a folder called Sorting files.



• Move the mouse pointer to the word **Name** displayed at the top of the first column of information.



 Click once. Click a few more times. Each time you click the list is ordered A-Z or Z-A, as illustrated.

	_	
Name	•	Date r
About computers		5/02/2
🔨 Charts		15/03,
🔤 computer desk		27/02/
🔛 Dog		15/03,
🔛 Dolphin		15/03,
🗐 Office Clipboard		28/01/
Parts of a computer		28/02/
🔝 Raft race		15/03,
🔛 River		15/03/
📳 Sales chart		6/03/2
📳 Sales details		7/03/2
📳 Stock		8/03/2
🥔 Web page		15/03/
🚮 Zipped file		15/03/

- Move the mouse pointer to the words **Date Modified** displayed at the top of the second column of information. Repeated clicking on this will reorder the display in ascending or descending date order.
- Move the mouse pointer to the word **Type** displayed at the top of the third column of information. Clicking on this will sort the files by type, as illustrated.

Name	Date modified	Туре	Folder
🜗 Zipped file	15/03/2007 10:18	Compressed (z	Sorting files (
<u>s</u> Raft race	15/03/2007 10:32	GIF Image	Sorting files (
🥖 Web page	15/03/2007 10:15	HTML Docum	Sorting files (
🔛 computer desk	27/02/2007 6:52 AM	JPEG Image	Sorting files (
🔛 Dog	15/03/2007 10:32	JPEG Image	Sorting files (
🔛 Dolphin	15/03/2007 10:32	JPEG Image	Sorting files (
🔛 River	15/03/2007 10:32	JPEG Image	Sorting files (
🕙 Sales chart	6/03/2007 5:16 AM	Microsoft Offi	Sorting files (
🕙 Sales details	7/03/2007 6:53 AM	Microsoft Offi	Sorting files (
📳 Stock	8/03/2007 2:27 AM	Microsoft Offi	Sorting files (
🔨 Charts	15/03/2007 1:08 AM	Microsoft Offi	Sorting files (
🗐 Parts of a computer	28/02/2007 1:00 AM	Microsoft Offi	Sorting files (
About computers	5/02/2007 5:29 AM	Microsoft Offi	Sorting files (
Office Clipboard	28/01/2007 4:16 AM	Microsoft Offi	Sorting files (

TIP: In the example illustrated, the **Type** column is not wide enough to display the information within it. To make the column wider, move the mouse pointer to the vertical line separating the top of the **Type** and **Folder** column. You will see the mouse pointer changes to the shape of a small cross with arrows pointing left and right. Press the mouse button and drag the column border to the right and when you release the mouse button the column will be wider. The column will then look like this. You may also have to make the program window itself wider to display the information!

Name	Date modified	Туре	Fol
Zipped file	15/03/2007 10:18	Compressed (zipped) Folder	Sor
🔝 Raft race	15/03/2007 10:32	GIF Image	Sor
🥭 Web page	15/03/2007 10:15	HTML Document	Sor
🔛 computer desk	27/02/2007 6:52 AM	JPEG Image	Sor
🔛 Dog	15/03/2007 10:32	JPEG Image	Sor
🔛 Dolphin	15/03/2007 10:32	JPEG Image	Sor
🔛 River	15/03/2007 10:32	JPEG Image	Sor
🕙 Sales chart	6/03/2007 5:16 AM	Microsoft Office Excel Worksheet	Sor
🕙 Sales details	7/03/2007 6:53 AM	Microsoft Office Excel Worksheet	Sor
🕙 Stock	8/03/2007 2:27 AM	Microsoft Office Excel Worksheet	Sor
🔨 Charts	15/03/2007 1:08 AM	Microsoft Office PowerPoint Presentation	Sor
Parts of a computer	28/02/2007 1:00 AM	Microsoft Office PowerPoint Presentation	Sor
About computers	5/02/2007 5:29 AM	Microsoft Office Word Document	Sor
Office Clipboard	28/01/2007 4:16 AM	Microsoft Office Word Document	Sor
🗐 Office Clipboard	28/01/2007 4:16 AM	Microsoft Office Word Document	

• You can use the Size column to sort the files according to their file size.

Recognising common file types

• View the contents of the File types folder.



• This folder contains a range of different file types.

	Name	Date modified	Туре	Size	Tags
	🔜 Hotel	15/03/2007 10:01	Bitmap Image	577 KB	
	🚺 Zipped file	15/03/2007 10:18	Compressed (zipp	25 KB	
	Raft race	15/03/2007 10:32	GIF Image	147 KB	
	🟉 Web page	15/03/2007 10:15	HTML Document	1 KB	
	🔛 Art	14/03/2007 5:48 PM	JPEG Image	9 KB	
~	🔤 computer desk	27/02/2007 6:52 AM	JPEG Image	36 KB	
	🔛 Dog	15/03/2007 10:32	JPEG Image	103 KB	
	🔛 Dolphin	15/03/2007 10:32	JPEG Image	35 KB	
	🔛 River	15/03/2007 10:32	JPEG Image	130 KB	
	🔨 Accounts 2003	15/03/2007 9:24 AM	Microsoft Office E	10 KB	
	🔨 Accounts 2004	15/03/2007 9:28 AM	Microsoft Office E	13 KB	
_	🔨 Accounts 2005	15/03/2007 9:27 AM	Microsoft Office E	27 KB	
	🔨 Accounts 2006	15/03/2007 9:26 AM	Microsoft Office E	10 KB	
	🔨 Accounts 2007	15/03/2007 9:26 AM	Microsoft Office E	12 KB	
-	🗐 Sales chart	6/03/2007 5:16 AM	Microsoft Office E	12 KB	
	🗐 Sales details	7/03/2007 6:53 AM	Microsoft Office E	10 KB	
	🗐 Stock	8/03/2007 2:27 AM	Microsoft Office E	12 KB	
	🔨 Charts	15/03/2007 1:08 AM	Microsoft Office P	57 KB	
	🔨 My Presentation	14/03/2007 5:49 PM	Microsoft Office P	38 KB	
	🔨 Parts of a computer	28/02/2007 1:00 AM	Microsoft Office P	431 KB	

Common file types include.

Application (executable) files:

These are files that contain programs and which you can 'run'. If you select an executable file within the Windows Explorer and double click on it, then the file will run the program within it. There are many different types of executable files. Mostly we will be interested in running application program files that contain our programs, such as a word processor or a spreadsheet program. Do not confuse the executable files with the data files. If you look within the **Windows** folder on your hard disk you will see a number of application files, as illustrated below.

🜉 explorer	14/11/2007 1:02 PM	Application	2,855 KB
💷 fveupdate	2/11/2006 6:45 PM	Application	13 KB
🔞 HelpPane	2/11/2006 6:45 PM	Application	486 KB
😰 hh	2/11/2006 6:45 PM	Application	15 KB
🧾 notepad	2/11/2006 9:32 PM	Application	148 KB
🏙 regedit	2/11/2006 6:45 PM	Application	132 KB

As you can see from the illustration above, provided that you view the files within the Windows Explorer in **Details** view, then the file type is normally listed. In the case above you can see it is listed as an **Application**, i.e. executable file.

😋 🌍 – 🚹 🕨 Compute	🔣 Extra Large Icons
File Edit View Tools	🛋 Large Icons
🌗 Organize 👻 🏢 Views	🔡 Medium Icons
Favorite Links	🗱 Small Icons
Pictures	List
Music	Details
More »	Tiles
Folders	M= IIICS

Text	Documents:	

As the name suggests text documents contain only text. No pictures or formatting information can be stored in a text-only file.

and set of

This is a type of picture format.

Bitmap Images:

GIF Images:

JPEG Images:

h	i.			L
	Ľ.			L
	5	1	IJ	L

This is a type of picture format.

in the second se

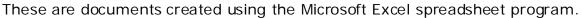
This is a type of picture format.

Microsoft Office Word Documents:



These are documents created using the Microsoft Word, word processing program.

Microsoft Office Excel Worksheet:



Microsoft Office PowerPoint Presentation:

These are document created using the Microsoft PowerPoint presentation program.

Microsoft Office Access Database:

These files are created using the Microsoft Access Database program.

HTML documents:

These are documents formatted for displaying on a Web site.

Zipped (compressed) files:

These are compressed files. You compress files to save disk space or to make them smaller when you send them via an email attachment.

Adobe Acrobat PDF files:

PDF is short for Portable Document Format. This format was introduced by a company called Adobe and can be created by a program called Adobe Acrobat. The idea of PDF files is that you can create file with your own particular make and version of software, such as a word processor or spreadsheet and then save the file as a PDF formatted file. This PDF file can then be viewed by anyone using a free PDF reader, such as the Adobe Acrobat Reader program. To put it another way, if someone procures some artwork in a program such as Adobe Photoshop, they can save the file in PDF format, send it to you and you can then view the file, without the need to have the Photoshop program installed on your computer. PDF files are a way of exchanges documents. There are many other products that will create PDF files for you as well as the full versions of the Adobe Acrobat program. Often you can create PDF files which have a much smaller files size compared to the original format. This makes PDF files ideal for storing documents on a web site, or for attaching as files to emails.

Audio files MP3:

There are files that store sound, normally music or speech. The icon used to display these files will vary according to what programs you have installed to play your music files.

Video files: AVI, Video files - MPG & WMV (Windows Media Video)











These are different types of file formats used to store Video. The icon used to display these files will vary according to what programs you have installed to play your video files.

Temporary files:



These files, as the name implies, are normally created as temporary files which are deleted after use. Both Windows and application programs can create temporary files which are used to store information on a temporary basis and which are deleted when they are no longer used. If the computer crashes you may find that some files which were meant to be temporary are present as they were not automatically deleted.

Selecting multiple files

• Within the left side of the window, click on the folder called **Selecting files**.



• This will display the following files.

Name	Date modified	Туре	Size
🥭 Web page	15/03/2007 10:15	HTML Document	1 KB
🕙 Sales details	7/03/2007 6:53 AM	Microsoft Office E	10 KB
🕙 Sales chart	6/03/2007 5:16 AM	Microsoft Office E	12 KB
🕙 Stock	8/03/2007 2:27 AM	Microsoft Office E	12 KB
🚮 Zipped file	15/03/2007 10:18	Compressed (zipp	25 KB
About computers	5/02/2007 5:29 AM	Microsoft Office	29 KB
🔛 Dolphin	15/03/2007 10:32	JPEG Image	35 KB
🔛 computer desk	27/02/2007 6:52 AM	JPEG Image	36 KB
🔨 Charts	15/03/2007 1:08 AM	Microsoft Office P	57 KB
🗐 Office Clipboard	28/01/2007 4:16 AM	Microsoft Office	97 KB
🔛 Dog	15/03/2007 10:32	JPEG Image	103 KB
🔛 River	15/03/2007 10:32	JPEG Image	130 KB
📧 Raft race	15/03/2007 10:32	GIF Image	147 KB
Parts of a computer	28/02/2007 1:00 AM	Microsoft Office P	431 KB

• Click on the file called **Sales details**. This will select that file, as illustrated.

· · · · · · · · · · · · · · · · · · ·	
Name	Date modified
🟉 Web page	15/03/2007 10:15
🕙 Sales details	7/03/2007 6:53 AM
🕙 Sales chart	6/03/2007 5:16 AM
📳 Stock	8/03/2007 2:27 AM
🜗 Zipped file	15/03/2007 10:18

• Click on another file, such as **Charts**. The second file will be selected and the first file de-selected, as illustrated.

Name	Date modified
🥖 Web page	15/03/2007 10:15
🕙 Sales details	7/03/2007 6:53 AM
🕙 Sales chart	6/03/2007 5:16 AM
🕙 Stock	8/03/2007 2:27 AM
🚹 Zipped file	15/03/2007 10:18
🗐 About computers	5/02/2007 5:29 AM
🔄 Dolphin	15/03/2007 10:32
🔄 computer desk	27/02/2007 6:52 AM
🔨 Charts	15/03/2007 1:08 AM
🗐 Office Clipboard	28/01/2007 4:16 AM
Dog	15/02/2007 10:22

TIP: Selecting multiple files is useful as once you have selected multiple files, you can manipulate all the files at the same time, rather than one file at a time, as we will see later.

To select more than one file you need to use a trick. Click on the file called Dog. Then press the Ctrl key (and keep it pressed). Then click on the file called Sales Details. Finally click on a file called Raft race. Release the Ctrl key and all three files will remain selected, as illustrated.

Name	Date modified	Туре	Size	Tags
🥖 Web page	15/03/2007 10:15	HTML Document	1 KB	
🕙 Sales details	7/03/2007 6:53 AM	Microsoft Office E	10 KB	
🗐 Sales chart	6/03/2007 5:16 AM	Microsoft Office E	12 KB	
🕙 Stock	8/03/2007 2:27 AM	Microsoft Office E	12 KB	
🜗 Zipped file	15/03/2007 10:18	Compressed (zipp	25 KB	
🗐 About computers	5/02/2007 5:29 AM	Microsoft Office	29 KB	
🔛 Dolphin	15/03/2007 10:32	JPEG Image	35 KB	
📔 computer desk	27/02/2007 6:52 AM	JPEG Image	36 KB	
🔨 Charts	15/03/2007 1:08 AM	Microsoft Office P	57 KB	
🗐 Office Clipboard	28/01/2007 4:16 AM	Microsoft Office	97 KB	
🔄 Dog	15/03/2007 10:32	JPEG Image	103 KB	
🔛 River	15/03/2007 10:32	JPEG Image	130 KB	
📧 Raft race	15/03/2007 10:32	GIF Image	147 KB	
Parts of a computer	28/02/2007 1:00 AM	Microsoft Office P	431 KB	

- Click on a different file and the multiple files are no longer selected.
- Sometimes you may wish to select a block of files that are displayed next to one another. To do this we use a different trick. First list your files in alphabetical A-Z order by clicking at the top of the Name column. Your files are listed as illustrated.

ame	Date modified	Т
About computers	5/02/2007 5:29 AM	N
Charts	15/03/2007 1:08 AM	Ν
computer desk	27/02/2007 6:52 AM	J
Dog 🛛	15/03/2007 10:32	J
Dolphin	15/03/2007 10:32	J
Office Clipboard	28/01/2007 4:16 AM	Ν
Parts of a computer	28/02/2007 1:00 AM	Ν
Raft race	15/03/2007 10:32	G
River	15/03/2007 10:32	J
Sales chart	6/03/2007 5:16 AM	Ν
Sales details	7/03/2007 6:53 AM	Ν
Stock	8/03/2007 2:27 AM	Ν
Web page	15/03/2007 10:15	H
Zipped file	15/03/2007 10:18	C
	About computers Charts computer desk Dog Dolphin Office Clipboard Parts of a computer Raft race River Sales chart Sales details Stock Web page	About computers 5/02/2007 5:29 AM Charts 15/03/2007 1:08 AM computer desk 27/02/2007 6:52 AM Dog 15/03/2007 10:32 Dolphin 15/03/2007 10:32 Office Clipboard 28/01/2007 4:16 AM Parts of a computer 28/02/2007 10:32 River 15/03/2007 10:32 Sales chart 6/03/2007 5:16 AM Sales details 7/03/2007 6:53 AM Stock 8/03/2007 10:15

• Click on the file called **Dog**. Press the **Shift** key and keep it pressed. Click on the file called **River** and then release the **Shift** key. All the files between the first and second file that you clicked on remain selected, as illustrated.

Name	Date modified	Туре	Size
About computers	5/02/2007 5:29 AM	Microsoft Office	29 KB
🔨 Charts	15/03/2007 1:08 AM	Microsoft Office P	57 KB
🔄 computer desk	27/02/2007 6:52 AM	JPEG Image	36 KB
🔛 Dog	15/03/2007 10:32	JPEG Image	103 KB
🔛 Dolphin	15/03/2007 10:32	JPEG Image	35 KB
🗐 Office Clipboard	28/01/2007 4:16 AM	Microsoft Office	97 KB
Parts of a computer	28/02/2007 1:00 AM	Microsoft Office P	431 KB
📧 Raft race	15/03/2007 10:32	GIF Image	147 KB
🔛 River	15/03/2007 10:32	JPEG Image	130 KB
🕙 Sales chart	6/03/2007 5:16 AM	Microsoft Office E	12 KB
📳 Sales details	7/03/2007 6:53 AM	Microsoft Office E	10 KB
📳 Stock	8/03/2007 2:27 AM	Microsoft Office E	12 KB
🥭 Web page	15/03/2007 10:15	HTML Document	1 KB
🜗 Zipped file	15/03/2007 10:18	Compressed (zipp	25 KB

• Click on a different file and the multiple files are no longer selected.

TIP: These tricks using the **Shift** or **Control** keys also work when selecting multiple folders.

Counting the number of files, files of a particular type in a folder

- Display the contents of the folder called **Counting files**.
- First list your files by type by clicking at the top of the **Type** column.
- Select all the **JPEG** image files as illustrated.

rint 🖃 E-mail 🔮 Burn		
Name	Date modified	Туре
🔜 Hotel	15/03/2007 10:01	Bitmap Image
🜗 Zipped file	15/03/2007 10:18	Compressed (zipped) Folder
💽 Raft race	15/03/2007 10:32	GIF Image
🥔 Web page	15/03/2007 10:15	HTML Document
🔄 computer desk	27/02/2007 6:52 AM	JPEG Image
🔛 Dog	15/03/2007 10:32	JPEG Image
🔚 Dolphin	15/03/2007 10:32	JPEG Image
🔛 River	15/03/2007 10:32	JPEG Image
🗐 Sales chart	6/03/2007 5:16 AM	Microsoft Office Excel Worksheet
🗐 Sales details	7/03/2007 6:53 AM	Microsoft Office Excel Worksheet
Stock	8/03/2007 2:27 AM	Microsoft Office Excel Worksheet

• As you can see there are four JPEG image type files. If there were a lot more you can use a trick to count up the number of selected files. Right click over the selected files and you will see a popup menu. Click on the **Properties** command which will display a dialog box. Within the dialog box it tells you how many files you have selected, as illustrated.

🗇 Dolph	in, Properties
General	Details
Ĵ	4 Files, 0 Folders

• Close any open dialog boxes.

Changing file attribute status

• Display the contents of the folder called File status.

Folders		
	۵ 🌗	Counting files
	۵ 🌗	Deleting files
	Þ ル	File extensions
		File status
		F11 - 1

• Click on a file called **Sales chart**. Right click on this file and from the popup menu displayed select the **Properties** command. This will display the **Properties** dialog box for the selected file.

🔛 Sales chart F	Sales chart Properties		
General Secu	rity Details Previous Versions		
	Sales chart		
Type of file:	Microsoft Office Excel Worksheet (xlsx)		
Opens with:	Microsoft Office Excel		
Location:	C:\Cheltenham Courseware\Vista Level 1\File status		
Size:	11.2 KB (11,532 bytes)		
Size on disk:	12.0 KB (12,288 bytes)		
Created:	Today, 15 March 2007, 3 hours ago		
Modified:	Tuesday, 6 March 2007, 5:16:18 AM		
Accessed:	Today, 15 March 2007, 3 hours ago		
Attributes:	Read-only Hidden Advanced		
	OK Cancel Apply		

• In the **Attributes** section of the dialog box you can click on the **Read-only** check box.

	-		-
Attributes:	Read-only	🔲 <u>H</u> idden	Advanced

• This will mark the file as read-only. Try it now and then press the **OK** button to confirm the action.

NOTE: If you make a file read-only you can still delete the file (by selecting it and pressing the **Del** key). However if you were to open the file then the file would open without any problem, but if you edited the file you would have the save the file using a different file name as the original file name is marked read-only.

• Use the same technique to mark the file read/write again, and after closing the properties dialog box, re-open the dialog box to confirm this change. Close all open dialog boxes before continuing.

Renaming files

- Display the contents of the folder called **Renaming**.
- Select the file called **Stock**. Press the **F2** key and type in a new file name called **Stock Levels**. Press the **Enter** key to confirm the file renaming.

NOTE: Normally you just see the file name without what is called the file name extension. The file name extension is normally 3 or 4 letters, preceded by a dot (period). For instance a text-only file has a file name extension of .TXT.

WARNING: To keep the display simple and uncluttered the file name extensions are not normally displayed within the Windows Explorer. If you do see the file name extension displayed, **be very careful not to alter the extension** when you are renaming a file.

Windows can use the file name extension to tell what sort of file type a particular file is. If you change the extension Windows may no longer understand how to process a particular file!

Deleting files

- Display the contents of the folder called **Deleting files**.
- Select the file called **About computers**. Press the **Del** key to delete the file and you will see the following.

Delete Fil	e	that with a	-	X
	Are you sure you want	to move this file to the Red About computers Type: Microsoft Office W Authors: David Murray Size: 28.1 KB Date modified: 5/02/2007	Vord Document 7 5:29 AM	
		Ύ	es	No

 Click on the Yes button to confirm the deletion. The file appears to be deleted but is actually moved to the Recycle Bin. The Recycle Bin is an area on your hard disk used to store files that you have deleted.

TIP: If you wish to delete a file completely rather than send it to the Recycle Bin, press the **Shift** key while you are deleting the file. **Use this trick with caution as you will NOT be able to recover the file once you have deleted it!**

Restoring files and folders from the Recycle Bin

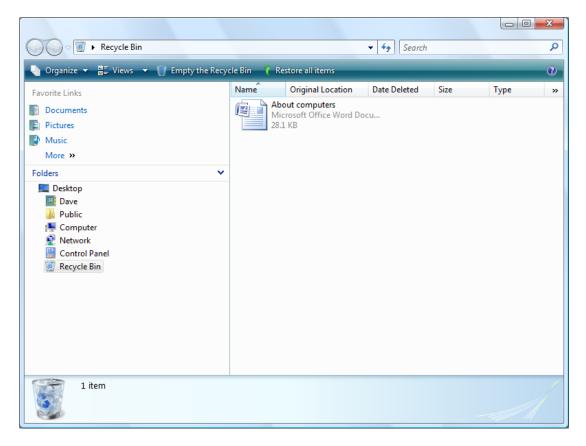
• Click on the **Show Desktop** icon (displayed at the bottom left of your screen next to the **Start** button).



• This will allow you to see the **Recycle Bin** icon on the Windows Desktop.



• Double click on the **Recycle Bin** and you will see the following.



TIP: You may see lots more files contained within the Recycle Bin. If so ignore the other files, just concentrate on the file we have just deleted.

• To restore the **About Computers** file, first select the file and then click on the **Restore this item** command displayed towards the top of the window.



• The file will no longer be displayed within the Recycle Bin. Close the Recycle Bin. Click on the **Show Desktop** icon again and you should see the Windows Explorer window with the file that you deleted once again displayed.

Emptying the Recycle Bin

• Experiment with deleting more files within the **Deleting files** folder. Open the Recycle Bin. If you want to permanently remove files from the Recycle Bin rather than restoring them (i.e. un-deleting them), then click on the **Empty Recycle Bin** button displayed within the Recycle Bin.



Copying and moving files

The Windows Clipboard

• The Windows Clipboard is an area of memory used for moving or copying items from one place to another. There are a number of Clipboard related, keyboard shortcuts which you should memorise.

Ctrl+X - Moves the selected item to the Clipboard. **Ctrl+C** - Copies the selected item to the Clipboard. **Ctrl+V** - Pastes the item from the Clipboard.

Moving files between folders

- Display the contents of the folder called **Moving files one**.
- Select a file called **About computers**. Press **Ctrl+X**. This cuts (i.e. moves) the selected file to the Clipboard.
- Select the folder called **Moving files two**. Press **Ctrl+V**. This will paste the contents of the Clipboard to the selected folder.
- Experiment with selecting multiple files and moving them from one folder to another.

TIP: You can use the same technique for moving entire folders from one place to another.

TIP: You can use the same technique for moving a file from a folder on one disk to a folder on another disk.

Copying files between folders

- Display the contents of the folder called **Copying files one**.
- Select a file called **About computers**. Press **Ctrl+C**. This copies the selected file to the Clipboard.
- Select the folder called **Copying files two**. Press **Ctrl+V**. This will paste the contents of the Clipboard to the selected folder.
- Experiment with selecting multiple files and copying them from one folder to another.

TIP: You can use the same technique for copying entire folders from one place to another.

TIP: You can use the same technique for copying a file from a folder on one disk to a folder on another disk.

Backups

- Within a business environment you will normally use a computer that is connected to a network. In many cases your important data files will be automatically backed up for you and stored securely elsewhere on the network. You need to check with your IT support people that backups are performed automatically.
- In many small businesses or organisations little or no attention is given to the need to backup your data, until the day your computer breaks down or gets stolen, at which point you may have lost years of data.
- If the data you produce is important it is your responsibility to make sure that it is regularly backed up.
- You can backup across a network or to a removable device attached to your computer. You can copy your files to a CD or DVD disk and then store these safely. Alternatively you may have the facility to backup to a tape device. Many people backup data to so called 'memory sticks'. Memory sticks are small devices you can plug into your computer sockets, within the Windows Explorer they look just like a normal drive and have a drive letter assigned to them.
- Whatever backup method you use, there are three basic principles when it comes to backups.

Off site storage: It is no use backing up your data to say a DVD, and leaving the backup copies next to your computer. If your computer gets stolen, chances are the backup disks will also get stolen. Always store your backups offsite.

Regular backups: Perform separate backups on a regular basis. Even if one of the backups contains an error, the chances are that the rest will be OK.

Check the backup: Every so often just check that you can restore the backed up data to a computer. Do not overwrite the latest version of your data with an earlier version, just simply check that the backup mechanism has not been corrupted. Also check what has been backed up.

Online Backups

- Many copies now backup data online. This may be over the private Local Area Network, to an offsite server that is owned by the company. This has the advantage that backup data is easily access by everyone that needs access within the company so that backups can be shared when necessary.
- Many companies now have automated backups that back up over the Internet, on some cases to servers in different countries that are house in secure bunkers. This makes the backed data almost impossible to lose, although storing your data in a different country may raise data protection issues in some countries.

Backing up data to a removable drive

• If you have a memory stick available, insert the memory stick into one of the 'USB' sockets on your computer. You will see the **AutoPlay** window displayed.

🥪 AutoPlay	
Removable Disk (F:)	
Transfer music using Media Import	•
Import pictures using Windows	
View pictures using Windows	
View pictures using Windows Media Center	
Transfer pictures using Media Import	E
Play videos using Windows Media Center	
Transfer videos using Media Import	
General options	
Open folder to view files using Windows Explorer	-
Set AutoPlay defaults in Control Pane	<u>!</u>

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- Click on the Open folder to view files option. This will open the Windows Explorer allowing you to copy files to this device. You can select the files within one of your sample folders and press Ctrl+C to copy the file to the Clipboard.
- Select the removable drive and press **Ctrl+V** to paste the contents of the Clipboard to the removable drive.



File compression

What is file compression?

• File compression lets you make the size of files smaller. This is useful when you need to save space on a disk or when you are sending a file as an email attachment and you want to keep the size of your attachments as small as possible.

Extracting compressed files

• Display the contents of a folder called **Compressed files**. This folder contains a single file called **Zipped file**, as illustrated.

Name	Date modified	Туре
🚹 Zipped file	15/03/2007 10:18	Compressed (zipped) Folder

• Select the file called **Zipped file**. Double click on this file and the Zipped file will decompress and display 3 files which were compressed and stored within the Zip file.

🕞 🔵 ♥ 📕 « Cheltenham Coursewa 🌗 Organize ♥ 💷 Views ♥ 🛞 Bur		evel 1 Compressed file	s 🕨 Zipped file
Favorite Links		Name	Date modif
Documents		My Sales chart	6/03/2007
Pictures		My Sales details	7/03/2007 6 8/03/2007 2
		My Stock	
More »			
Folders	~		
🍶 Vista Level 1	*		
Compressed files			
Zipped file	E		

Compressing files

• Select all the files within the **File Types** folder. Right click over the selected files and from the popup menu displayed select the **Send To** command. From the submenu, click on the **Compressed (zipped) Folder** command.

	577 KB			-	
ice	10	Preview		1	
ice P	38	Print		L .	
ice	97				
ice P	431	Rotate Clockwise		L .	
	147	Rotate Counterclockwise			
	130	Catao Daalatan Baalanaanad			
ice E	12	Set as Desktop Background			
ice E	10	Scan		L .	
ice E	12		. [
nt	1	Send To	•		Compressed (zipped) Folder
nent	1	Cut		a -	Desktop (create shortcut)
zipp	25	Сору		в	Documents
		copy		4	Drag-to-Disc Drive (E)
		Create Shortcut			Fax Recipient
		Delete			Mail Recipient
		Rename		2	DVD RW Drive (E:)
		Properties		-	Removable Disk (F:)

• The selected files will be compressed into a single file. You can type in a new name for the ZIP file, in this case called i.e. **My backups**.

Disk formatting

• WARNING: These notes relating to formatting are just for reference.

DO NO FORMAT A DISK UNLESS SPECIFICALLY DIRECTED TO DO SO BY YOUR TUTOR.

The hard disk inside your computer is formatted ready for use when you first purchase your computer. You can think of formatting a disk as printing lines on a notepad so that you can later write on the notepaper. When PCs were first introduced they all had floppy disk drives rather than the CD/DVD drives that we are familiar with today. There are still many PCs with built-in floppy disk drives and you can insert a removable floppy disk into these drives. Floppy disks are generally supplied pre-formatted, but sometimes it may become necessary to reformat the disk.

WARNING: If you format a disk then you will lose any data contained on that disk. Formatting wipes a disk clean!

- To format a removable disk, first open the **Windows Explorer** (by right clicking on the **Start** button and from the popup menu displayed, selecting the **Explore** command).
- Select the removable disk you wish to format, as illustrated.

Folders
🛛 🌉 Desktop
Dave
Public
🛯 🖳 Computer
Þ 🏭 OS (C:)
RECOVERY (D:)
DVD RW Drive (E:)
Removable Disk (F:)
🖻 👰 Network
Element De la control Panel
👿 Recycle Bin

• Right click in the disk you want to format and from the popup menu displayed, select the **Format** command.

Expan	d	
Open A	utoPlay	
Search.		
Explore		
Open		
Browse	with Paint Shop Pro	
Share		
Open a	s Portable Device	
Scan		
Format		
Eject		
Safely F	lemove	

• You will see the Format Removable Disk dialog box, as illustrated.

Format Removable Disk (F:)
Capacity:
1.95 GB 🔻
<u>F</u> ile system
FAT (Default)
Allocation unit size
32 kilobytes 🔹
Restore <u>d</u> evice defaults Volume <u>l</u> abel
Format options
Quick Format
Create an MS-DOS startup disk
<u>Start</u> <u>Close</u>

• To start the format process click on the **Start** button, but remember that if you do this you will lose any data contained on the removable disk. You will see a warning dialog box.

Format Removable Disk (F:)					
	WARNING: Formatting will erase ALL data on this disk. To format the disk, click OK. To quit, click CANCEL.				
	OK Cancel				

TIP: Never use the **Quick Format** option. While this option is very quick, the results may be unreliable.

Searching for data

Viewing recently accessed files

• Click on the **Start** button and then click on the **Recent Items** command. You will see a submenu allowing you to click and open recently opened files.

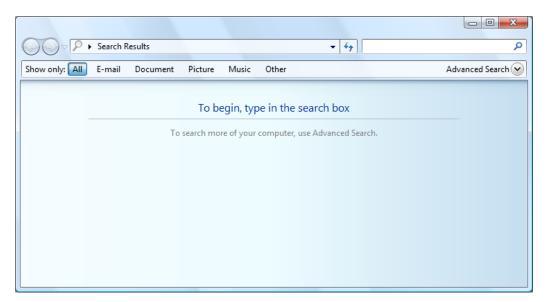


Searching for files on your hard disk

• Click on the Start button and then click on the Search command.

Notepad	Search
WordPad	Recent Items
notepad	Computer
Microsoft Office Excel 2007	Network
Calculator	Connect To
Disk Defragmenter	Control Panel
	Default Programs
All Programs	Help and Support
Start Search	
🧑 💷 🖻 🏉 👋 🕎 vista_manua	al [Com 🏼 🏭 Printers

• This will display the **Search** dialog box.



• To find a file called **Password**, you would type in the name of the file into the dialog box, as illustrated. You will see that additional information is now displayed within the dialog box.

G V Search Results in Find me		✓ ⁴ → Pass	word	×				
🌗 Organize 🔻 🏢 Views 👻 🔚 Save Search	🔎 Search Tools 👻 🔮 B	um	_	0				
Searches might be slow in non-indexed locations: C:\Cheltenham Courseware\Vista Level 1\Find me. Click to add to index 🗴								
Favorite Links	Name	Date modified	Туре	Folder				
Documents	password	15/03/2007 10:37	Text Document	Find me (C:\Ch				
Pictures	Did you find what you w	ere searching for?						
Music	Search in File Conte	nts 🛗 Advanced Search						
More »								
Folders								
Saved Games Searches Searches Videos Videos Vista courseware Vindows Xox RECOVERY (D:) RECOVERY (D:) Removable Disk (F:) Network Control Panel Recycle Bin								
		III		F				
1 item								

• Click on the **Search in File Contents** icon and you will see the following displayed.

• 🕒 • Search Results in Find me				4 ₂ Password	
Organize 👻 🏢 Views 👻 🔚 Save Search	1 🧳 Search Tools 🔹 🕚 Bu	m.	_		1
rches might be slow in non-indexed locations: (C:\Cheltenham Courseware\Vista	Level 1\Find me. Click to	add to index		
evorite Links	Name	Date modified	Туре	Folder	Author
Documents	password	15/03/2007 10:37	Text Document	Find me (C:\Cheltenham Coursewar	
Pictures	Did you find what you we	re searching for?			
Music	Advanced Search				
More >>					
olders	~				
Searches					
📓 Videos					
Dis Public					
vista courseware Windows					
100x					
RECOVERY (D:)					
🔮 DVD RW Drive (E:)					
Removable Disk (F:)					
Y Network Control Panel					
Recycle Bin					
Search Results in Find me	E .		m		
1 item	Color La		, ML		_

TIP: You may want to resize the window so that the window is wider. You may also want to resize the columns so that you can see the **Folder** location (i.e. the folder in which the file is stored).

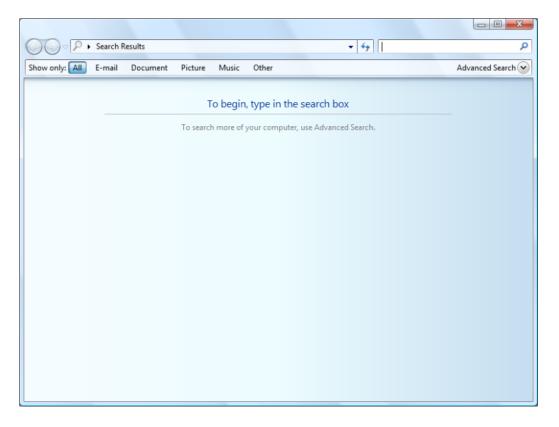
• Double clicking on the file will display the file contents, as illustrated.

Organize 🕶 🏢 Views 💌 📕	Open 💌 🔜 Save S	earch 🎾 Search Too	k 🔹 🍈 Print 🌒 i	Bum		_
ches might be slow in non-indexe						
orite Links	Nam		Date modified	Туре	Folder	Auth
Documents	P	password	15/03/2007 10:37	Text Document	Find me (C:\Cheltenham Coursey	vðr
Pictures		you find what you were	searching for?			
Music	<u> </u>	Advanced Search				
More IN	sword - Notepad					
D						
dans .		Hein				
ders File	Edit Format View		my online bank	ing access is	¥9374NN/437	
ders File	Edit Format View	Help sword number for	my online bank	ing access is	x9374NNy437 "	
ders File Searches The Videos	Edit Format View		my online bank	ing access is	x9374NNy437 _	
ders File Searches The Videos	Edit Format View		my online bank	ing access is	x9374nny437	
ders File Searches Videos Public vista courseware	Edit Format View		my online bank	ing access is	x9374nny437 _	
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Besterches Distance Videos Vista courseware Vista courseware Vista courseware RECOVERY (D:)	Edit Format View		my online bank	ing access is	x9374NNy437	
Searches Searches Videos Vista courseware Vindows XXX RECOVERY (b:) DVD RW Drive (b:)	Edit Format View		my online bank	ing access is	x9374NNy437 _	
Searches Videos Videos Videos Videos Videos Videos Conservare Videos Conservare Videos Vide	Edit Format View		• my online bank	ing access is	x9374NNy437 _	
ers Searches Videos Videos Videos Vista courseware Windows xox RECOVERY (D:) Removable Disk (Fr) Network	Edit Format View		° my online bank	ing access is	x9374NNy437	
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File Searches Videos Vista courseware Vista courseware Vista courseware Vindows NotoVERY (D:) DVD RW Drive (E:) RECOVERY (D:) DVD RW Drive (E:) RECOVERY (D:) Control Panel	Edit Format View		• my online bank	ring access is	x9374NNy437 .	
File Searches Videos Videos Vista courseware Vindows XX Mindows XX Mindows XX Coursey (D:) RECOVERY (D:) DVD RW Drive (E:) RECOVERY (D:) RECOVERY (D:) Searches RECOVERY (D:) RECOVERY	Edit Format View		• my online bank	ring access is	x9374NNy437 _	
File Searches Videos Public Videos Videos Videos Videos Videos Videos Videos Not Not Not Control Panel Search Results in Find Search Results in Find	Edit Format View		° my online bank	ring access is	x9374NNy437	
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File Searches Videos Public Videos Videos Videos Videos Videos Videos Videos Not Not Not Control Panel Search Results in Find Search Results in Find	Edit Format View		∙ my online bank	ing access is	x9374NNy437 .	
File Searches Videos Public Videos Videos Videos Videos Videos Videos Videos Not Not Not Control Panel Search Results in Find Search Results in Find	Edit Format View		° my online bank	ring access is	x9374NNy437	

• Close all open windows.

Advanced searching by file size

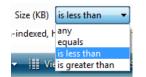
• Click on the **Start** button and then click on the **Search** command. You will see the following dialog box displayed.



• Click on the **down arrow** to the right of the **Advanced Search** section. This will display the following options.

			x					
Search Results		earch	٩					
Show only: All E-mail Document Picture Music Other		Advanced Search	n					
Location 📝 Indexed Locations 🔹	Name	Specify name						
Date • any • 17/03/2007 •	Tags	Add a tag						
Size (KB) any	Authors	Add an author						
Include non-indexed, hidden, and system files (might be slow)		Sea <u>r</u> ch						
To begin, type in the search box								
To search more of your computer, use Advanced Search.								

 Click on the down arrow next to the Size section and you will see a drop down list displayed.



• Select **is less than**. In the next box, type in the number **104**. This will allow us to find all files with a file size of less than **104** KB.

Location	🕑 Indexed Locati	ons 🔹
Date 👻	any 🔻	17/03/2007 👻
Size (KB)	is less than 🔹	104

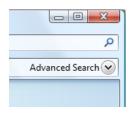
- Click on the Search button and you will see a list of all files under 104 KB.
- Close the search dialog box.

Advanced searching by date

• Click on the **Start** button and then click on the **Search** command. You will see the following dialog box displayed.

Search	ch Results	v 4 Search	× 🗉
Show only: All E-ma	il Document Picture Music Other	1.1.1	d Search 👻
	To begin, type in	the search box	
		uter, use Advanced Search.	

- Enter the search word 'Windows'.
- Click on the Advanced Search button.



• This will display the advanced options including the **Date** searching options.

Show only: All E-ma	il Document	Picture Music Other		Advanced Search
Location	Indexed Location	ons 🔹	Name	Specify name
Date -	any 💌	1/05/2007 *	Tags	Add a tag
Size (KB)	any 🔹	2	Authors	Add an author
linclude non-indexed,	hidden, and system	files (might be slow)	Discuss and a	Seapch
		To begin, type in the sear	rch boy	

• Click on the **down arrow** to the right of the date section and you can select **Date Modified** or **Date Created**. In this case select **Date Created**.



• Click on the **down arrow** to the right of the **Any** section. In this case choose '**is before**'.

Location	🚱 Indexed Location
Date created 👻	any 🔻
Size (KB)	any
🔲 Include non-indexed, l	is before fi
	is after

• Click on the **down arrow** to the right of the next box, as illustrated below. Select a date a few months before today's date.

Location	🚱 Indexed L	ocation	s						•
Date created 👻	is before	• 1	L/05/	2007					•
Size (KB)	any	•	4		М	ay 20	07		►
Include non-indexed,	hidden, and sys	stem fil	Мо	Tu					
			7	8	2 9	3 10	4 11	5 12	6 13
			14 21	15 22		17 24	18 25	19 26	20 27
-			28	29					
		Te	SEO			III VI			

- Click on the **Search** button. If you look carefully at the search results you will find that only files with the word '**Windows**' in the file name and files that were created before the specified date are listed.
- Close the search dialog box.

Advanced searching by file content

- You can search for a file if you know the file name. In real life you may create a document and remember what is in the document, but not remember where you saved the document, or what the file was. The good news is that you can search for file content. For instance let's say you created a document continuing an unusual word or phrase, such as **xyzzy**, then this can be used to find the file.
- Click on the **Start** button and then click on the **Search** command. Type in the search phrase, in this case, **xyzzy**, as illustrated.



• In the **left section** of the dialog box, click on the **Computer** icon, as illustrated.

Folders
🛛 🌉 Desktop
Dave
🛛 퉲 Public
🗅 🌉 Computer
🗅 💽 Network
D E Control Panel
Recycle Bin
Search Results in Indexed Locations

• In the right section of the dialog box, click on the **Hard disk** icon, as illustrated. This is telling Vista that the file is somewhere on your hard disk, but you don't know where.

e Free Space

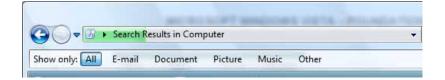
• You may find that you have to retype your search phrase into the search box, **xyzzy**, as illustrated.



• Vista will start searching for files. After a short delay you will see the following.

~				
Search Results in Computer		▼ ⁴ ⁺ xy.	zzy	×
Show only: All E-mail Document Picture Music	: Other		Ad	vanced Search 👻
🍓 Organize 👻 🏢 Views 👻 🔚 Save Search 🏸 Sear	rch Tools 🔻			?
Favorite Links		Name	Date modified	Туре
Documents		No item	s match your search.	
Pictures		Did you find what you were	searching for?	
Music		Search in File Contents	E Advanced Search	
More »				
Folders	~			
Desktop				

 Within the right hand section of the dialog box, click on the in the Search in File Contents icon. Vista will start the search again. This may take longer, and you will see a search progress bar, displayed across the top of the window.



• Eventually, you should see the file containing the specified contents, displayed in the right hand section of the window.

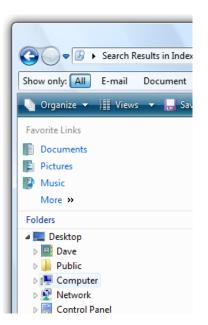
1000	No. Secola		
G ♥ B + Search Results in Computer	✓ 4) xi	/zzy	×
Show only: All E-mail Document Picture Music Othe	r	Ac	Ivanced Search 🕑
🍓 Organize 👻 🏢 Views 👻 🔚 Save Search 🏸 Search Tools	👻 🚯 Burn		0
Favorite Links	Name	Date modified	Туре
Documents	imine sweeper	1/05/2007 11:45 AM	Microsoft Office
Pictures	Did you find what you were	searching for?	
🚯 Music	Advanced Search		
More »			

- As you can see the file is called **Mine sweeper**. Double click on this file to open it, and you will see information about a cheat that used to work in the Windows Mine Sweeper game.
- Close the Word document and close the Search dialog box before continuing.

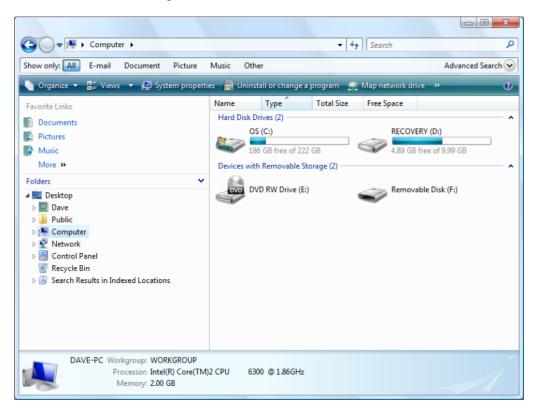
Advanced searching using partial file names and specific locations

- Sometimes you may not remember the exact file name. Take an example were we know the file name starts with the word **Swim**, but we cannot remember the rest of the name. Windows will still be able to find the file for us.
- **Right click** on the **Start** button and then click on the **Explore** command to open Windows Explorer.

• In the left side of the dialog box, click on the word **Computer**.



• The screen will change as illustrated.



• Select the disk you want to search, in this case, the **Hard Disk**. In the search box type in the word **swim**, as illustrated.

★ swim	×
	Advanced Search 📎

• The search will then find the following file.

😋 🕖 💌 🗷 🔸 Search Results in Computer			• 4 swim				
🐚 Organize 👻 🔠 Views 👻 🔚 Save Search ,	🤋 Search Tools 👻 🔮 Burn	k				(7)	
Favorite Links	Name	Date modified 15/03/2007 10:32	Type JPEG Image	Folder Hiding (C:\Cheltenh	Authors	Tags	
Documents Pictures Music More. >>	Did you find what you were	searching for?	an sea an sea	Houng (C.)Cheitenn			
Folders Desktop Dave Dave Public Computer Soft Computer Computer DVD RW Drive (E:) NVD RW Drive (E:) NVD Retwork Control Panel Recycle Bin Search Results in Computer Search Results in Indexed Locations							
	*				_	1	

• Double click on the file (actually called **Swimming in the sea**). You will see the following picture.



• Close all open windows.

Searching for a file using wildcards instead of the full name

 In some cases we may only know part of the name, in which case we can use wild cards.

For example:

To search for all files whose names start with z we would search for z^{\star}

To search for all files whose names start with za we would search for za*

To search for all files whose names start with za and contains 5 characters we would search for za???

To search for all Microsoft Excel files whose names start with za and contains 5 characters

we would search for za???.xls

- Use this information to search all the subfolders under your samples folder for any files whose names start with the letters **sa**.
- Close the **Search** dialog box, once the search is complete.

Viruses, Spyware and Cookies

Computer viruses

- Viruses are small programs written so that they can jump from one computer to another (via disk or a network), which can cause disruption or damage to the computer system. Even data files such as a Word document can contain a virus. As well as causing damage to your data, or in some cases even destroying your data, viruses can cause other effects, such as using your email system to email all your email contacts and in the process infect other people's computers.
- Basically if you access files which are virus infected, then that virus may be transmitted to your computer. Never accept diskettes/CD-ROMs/DVDs which have not been properly virus scanned first by your computer support team. Never connect to the Internet without an active virus checker program scanning all the files you download.

Spyware

• Spyware is software that installs itself on your computer and then spies on your computer activity. Often spyware is used to collect marketing information but more serious versions can collect sensitive data which could later be used in a criminal way. If you download and install free software, then this may have types of spyware hidden within it. There are many different programs that you can use to detect and remove spyware on your computer.

Cookies

• Cookies are commonly used to allow visitors to a web site to personalise their relationship with the web site. For instance a weather web site could use a cookie to remember that you live within a particular area of the country. The next time you visit that web site, the weather that will be displayed will relate to your location. Some cookies are less innocent. Cookies are often downloaded automatically from a web site when you visit the web site, so you can acquire them without realising it. Most anti-spyware programs will also detect cookies for you.

Virus checking programs

- An up to date virus checker should help protect you from losing data due to virus attacks and you should find that your email system does not get jammed up due to multiple email viruses.
- You will have less chance of being sued for damages by other organisations that you accidentally infected with a virus.
- Running a virus checker on a computer which contains a virus is known as disinfecting the PC as the virus program will detect and then eliminate the

virus.

• You will save time and money by preventing virus attacks as opposed to dealing with the effects of an attack.

NOTE: Get all the security updates and patches for your version of Windows so that Windows itself is less vulnerable to virus attack.

Scanning for viruses

 Many virus checking programs will scan your PC when you first switch on in the morning and some will even run detailed scans automatically, as well as automatically updating themselves so that you are protected against new virus types. In the example shown, we have started the McAfee antivirus program (via the quick launch toolbar). In this case to scan the computer for viruses we would simply click on the Scan button.



• This particular program will display a dialog box similar to that shown while the virus scan is running.

12	nter	C He
C Update	Scan Progress: Manual S	Scan
	Items Scanned:	773
Scan	Items Detected:	0
	Items Quarantined:	0
Common Tasks	Scanning:	C: \Program Files \Roxio \Vi VUI Audio Video MMPlugIn.dl
> Home > View Recent Events		
> Dell		
> Lockdown Firewall		
> Restore Firewall Defaults		Skip Pause Cancel
Components Installed		
Components Installed - VirusScan - Personal Firewall		

• At the end of the process you should see a message telling you that your computer is free of viruses. If a virus is detected during the scan and you work in a large organisation inform your IT technical support team immediately. Do not panic! If you are running a computer at home, then normally, let the virus checking program remove any viruses which it finds.

AcAfee SecurityC	enter				0
Home Protection Status	Scan Progress: Manua	l Scan			
Update	Items Scanned:	116487			
Lockdown Firewall	Items Detected:	2			
Restore Firewall Defaults	Items Quarantined:	0			
Scan View Recent Events	Scanning:	Completed			
	Click View Results to see	e the list of detecte	d items. Click Finish to return	n to the main Scan ;	pane,
	Click View Results to see	e the list of detecte			pane, Finish
	Click View Results to see	e the list of detecte			
lome		e the list of detecte			Finish
lome	Scan Details		Vie	w Results) 1	Finish
lome Leports & Logs	Scan Details Total Detections:	2	Vie Registry Keys Scanned:	w Results) 1	Finish
eports & Logs	Scan Details Total Detections: Processes Scanned:	2 76	Vie Registry Keys Scanned: Registry Keys Detected:	w Results) (1 45459 0	Finish
	Scan Details Total Detections: Processes Scanned: Processes Detected:	2 76 0	Vie Registry Keys Scanned: Registry Keys Detected: Cookies Scanned:	45459 0 19	Finish

Updating anti-virus programs

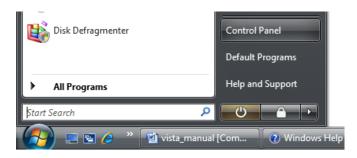
 As new viruses are constantly emerging, it is vital to update your virus program on a regular basis. Many programs will do this automatically. You can also run the update manually to make absolutely sure you have all the latest updates. In the case of the McAfee example show below, you would click on the Update button and follow the on-screen instructions.



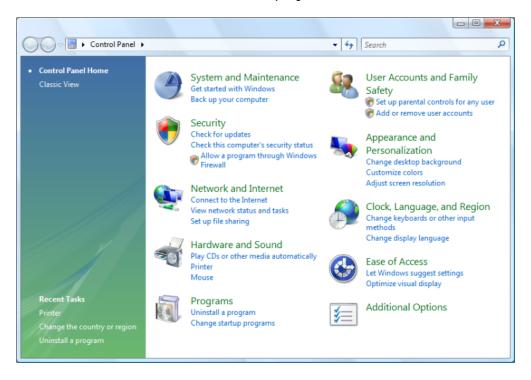
Printing Issues

Selecting a printer

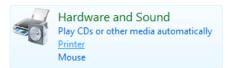
 In many larger organisations you may have the choice of printing to more than one printer. To see which printers are available you can use the Control Panel. To do this click on the **Start** button and then click on the **Control Panel**.



• You will see the **Control Panel** displayed, as illustrated.



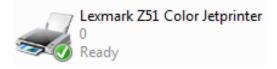
• Within the Hardware and Sound section click on the Printer link.



• You will see a screen similar to the following.

Organize 👻 📲 Views 👻 🔛 Add a p	rinter -						7
organize • m= views • ma Add a p	inniter	2		-			
avorite Links		Name	Documents	Status	Comments	Location	
Documents		1	ax		HP Laser	Jet 4350 PCL 5	
Pictures			, Ready	3	Ready		
Music		71	exmark Z51 Colo	r Jetprinter	Microsof	t XPS Document	
More »)		Writer		
olders	~		Ready				
	12						
Desktop	Ê						
Public							
Somputer							
Network							
Control Panel							
Additional Options							
Appearance and Personalization							
Clock, Language, and Region	Ξ						
Clock, Language, and Region Sector Clock, Language, and Region							
Hardware and Sound							
Personalization							
Personalization							
Power Options							
Windows SideShow							

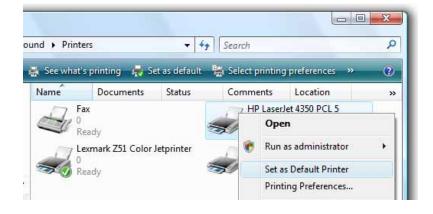
• In this example the **Lexmark** printer is set as the default printer. The default printer is marked with a tick.



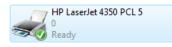
NOTE: You will have different printers installed.

Changing the default printer

• To set a different printer as the default printer, right click on the printer icon you wish to set as the new default printer. Click on the **Set as Default Printer** command.



• In this example we have changed the HP printer to become the default printer.

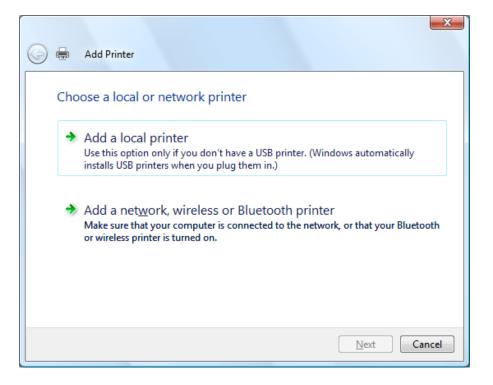


Installing a new printer on the computer

• Click on the **Start** button and then click on the **Control Panel**. Click on the **Printer** link within the **Hardware and Sound** section. Click on the **Add a printer** button.



• You will see the following dialog box.



• If the printer is attached directly to your computer, click on the **Add a local printer** option. If your printer is on a network use the second option. In this example use the **Add a local printer** option. You will see the following dialog box. Select a port or use the default and click on the **Next** button.

0	🖶 Add Printer	X
		ection that allows your computer to exchange information with a
	printer.	DT1. (Drinton Dont)
	© Create a new port:	LPT1: (Printer Port)
	Type of port:	Local Port 💌
		<u>N</u> ext Cancel

• The next screen allows you to select a make and model of printer to install.

G	Add Printer	3
	Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.	
	Manufacturer Apollo Brother Canon Citizen	
	This driver is digitally signed. <u>Tell me why driver signing is important</u> <u>Uindows Update</u> <u>Have Disk</u>	
	<u>N</u> ext Cancel	

TIP: You may have to insert a disk to install a printer that Windows does not know about.

After you have selected a make and model, click on the Next button.

• The next screen allows you to give the printer a name. Accept the name displayed or type in a new name. Then click on the **Next** button.

🚱 🖶 Add Printer		x
Type a printer	name	
Printer name:	Brother MFC-7420 USB	
	Set as the default printer	
This printer will be ins	stalled with the Brother MFC-7420 USB driver.	
	Next Canc	el

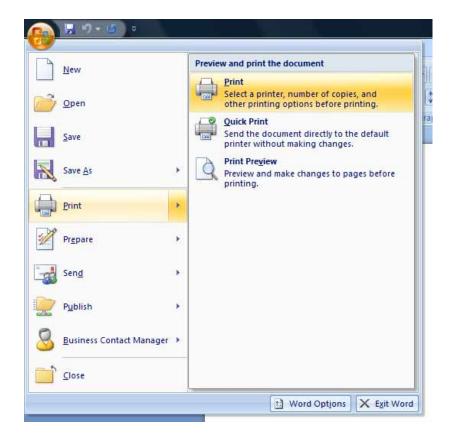
• The final screen allows you to test that the printer is correctly installed and connected. Click on the **Print a test page** button.

🕞 🖶 Add Printer
You've successfully added Brother MFC-7420 USB
To see if the printer is working correctly, or to see troubleshooting information for the printer, print a test page. Print a test page
Finish Cancel

• Click on the Finish button.

Printing from an application

 Once the printer is correctly connected and installed, you normally print from within your applications. For instance, if you have written a memo within a program such as Microsoft Word, you would simply click on the Office Button and then select the Print command.



TIP: Within many applications, the keyboard shortcut for printing a document is **Ctrl+P**.

Using the Print Manager

• When you print a document the printing is handled by a part of Windows called the Print Manager. After starting a document printing, you can view the Print Manager by clicking on the **Print Manager** icon displayed at the bottom-right of the screen.

< 🖶 🙀 🕪 10:03 AM

You will see something like this displayed on your screen.

Brother MFC-7420 USB						
<u>Printer</u> <u>D</u> ocument <u>V</u> iew						
Document Name	Status	Owner	Pages	Size	Submitted	Port
Microsoft Word - vista_manual	Printing	Dave	113	68.1 MB	10:00:22 AM 17/03/2007	LPT1:
1 document(s) in queue						

 As printing is a slow process, if you try and print a lot of documents at the same time you will see the documents queued up within the Print Manger. You can pause the printing of a document by selecting the document within the print queue, right clicking and selecting the **Pause** command. To restart

the printing select the **Restart** command.

Printer Document View						
Document Name	Status	Owner	Pages	Size	Submitted	Port
Microsoft Word - vista	Pause Restart Cancel	Dave	113	68.1 MB	10:00:22 AM 17/03/2007	LPT1:
Pauses the selected docum	Properties					

• To cancel the printing of a particular document right click over the document and select the **Cancel** command.

Printer Document V	/iew						
Document Name		Status	Owner	Pages	Size	Submitted	Port
Microsoft Word -	Pause Restart Cancel	D-jn	Dave	113	68.1 MB	10:00:22 AM 17/03/2007	LPT1:
Cancels the selected o	Properties	5					

• You will see a warning screen. Click on the **Yes** button to confirm that you wish to cancel.

Printers	
▲	Are you sure you want to cancel the document?
	Yes No