Computing Fundamentals

Use Navigational Systems in a Computer Application

August 2006

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Section 4 : Working with window frames

Section 5 : Procedures to use taskbars

Section 6 : Working with files and folders

Introduction

Welcome to the training manual *Use navigational systems in a computer application.*

The purpose of this manual is to give you the knowledge and skills to navigate computer operating systems.

This module introduces you to the uses and functionalities of a computer operating system. It strives specifically towards imparting the knowledge and skills necessary to navigate and basically find your way in and around the most essential ingredient of any computer system, that being the operating system, irrespective of the type of system you are using.

What is in this manual?

This training manual is divided into 6 sections:

Section 1 Accessing and exiting a computer

Section 2 Performing mouse functions

Section 3 Using menus and icons to select options

Section 4 Working with window frames

Section 5 Using taskbars

Section 6 Working with files and folders

Each section starts with an introduction and explains the skills you will learn. At the end of the section you will have an opportunity to check your progress by answering some questions.

Skills you will learn:

After you have completed this manual, you will be able to:

- demonstrate the procedures for accessing and exiting a computer
- outline the procedures to perform mouse functions
- describe and apply the procedures for using menus and icons to select options
- describe and demonstrate the proecdures to work with window frames
- describe and demonstrate the procedures to use a taskbar
- outline the procedures to work with files and folders.

How to use this manual

Work through the manual from the beginning. You know that it is divided into 6 sections. It is a good idea to complete a whole section in one go if you can. At the beginning of the section you will find a list of *skills you will learn*. Read these carefully and return to them when you have completed your work. It is important that you do not move on until you have learned all the required skills.

Read each section carefully. You may come across new words which you do not know. These should be explained in the *glossary* at the end of the manual. You will learn many new technical terms as you progress through this manual and it is important that you learn them all well.

At the end of each section, you will find an opportunity to '*Check your progress'*. These questions have been carefully designed to help you to see how well you have understood and learned the topic. The answers are given at the end of the manual. You can choose to look at the answers before trying to complete the question yourself, if you want to. But the only person you will be cheating is yourself. No-one will take in your manual and mark it for you. You yourself must judge how well you are doing.

You may also find some practical activities. You will need to collect the required equipment and carry out these activities. Your instructor or supervisor will assist you.

At the end of each section, you will find a *Summary.* Again, you should read it carefully to review what you have learned. It is a good idea to check the *Skills you will learn* at the start of the section again and make sure you have achieved them all. If not, you may need to revise the section again.

What these symbols mean

Symbols are placed in the left hand margin to draw attention to the type of information at that point.The symbols used in this manual are:

Read

Demonstrate/discuss - at times your instructor will demonstrate / discuss the use of tools and equipment.

Check your progress - these are easy exercises to test your understanding of the theory you have learnt. Typical correct answers are provided at the back of the manual.

Practical activity - these activities help you to practise some of the theory you have learnt.

Learning activity - these activities help you to relate the knowledge and skills in the sections to your own work station.

Remember/Take Note

Revise

Safety/Caution/Beware

SECTION 1

Accessing and exiting a computer

Introduction

In this section of the training manual you will learn how to access and exit a computer.

You will also learn what is the difference between exiting a computer system and logging off from a computer system.

Skills you will learn

By the end of this section, you will be able to:

- list and describe the procedures for accessing and exiting a computer
- describe and apply the procedures for starting and shutting down a computer

Accessing a computer

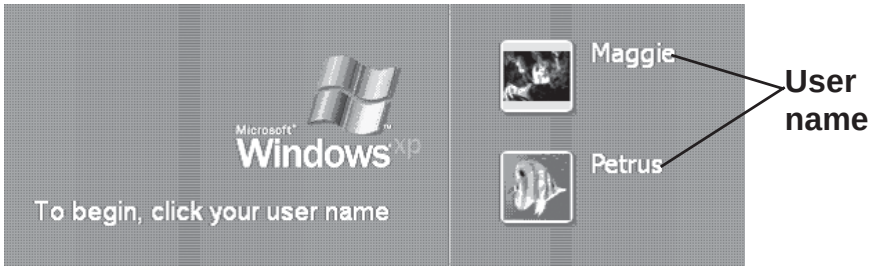
The operating system is most important program that runs on a computer. Every general-purpose computer must have one to run other programs. Operating systems perform basic tasks, such as recognising input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices, such as disk drives and printers.

The most popular operating system is Microsoft Windows, but there are others like Apple MacIntosh, DOS (disk operating system) and various Linux versions.

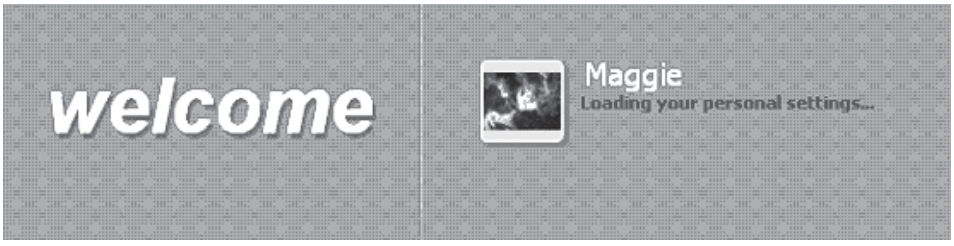
Your operating system will start automatically when you turn on your computer. How do we do that? Just press the 'power on' button.

Most personal computers have no log-on procedure — you just turn the machine on and begin working. However, some computers are part of a network and will require you to log on after the booting process. The process of logging on allows the system to recognise you so that you can access programs and your files. You will have to enter a user name and password before the computer system will allow you to execute programs.

A **user** in computing context is someone who uses a computer system, and may need to identify themselves for the purposes of accounting, security, logging and resource management. In order to identify oneself, a user has an **account** (a **user account**) and a **user name**, and in most cases also a password.



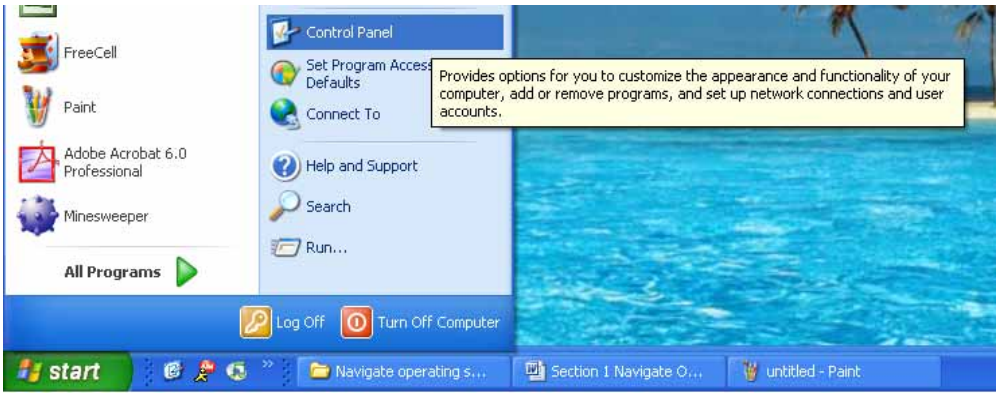
If more than one user is using the same computer system, you will be able to click on the details for that user and start the system settings for that user.



How to add a user

If you want to add a user in a Windows environment, go to the Start menu. The Start menu is the hub for accessing all the programs that are in your computer. It is typically located in the bottom left hand of your screen.

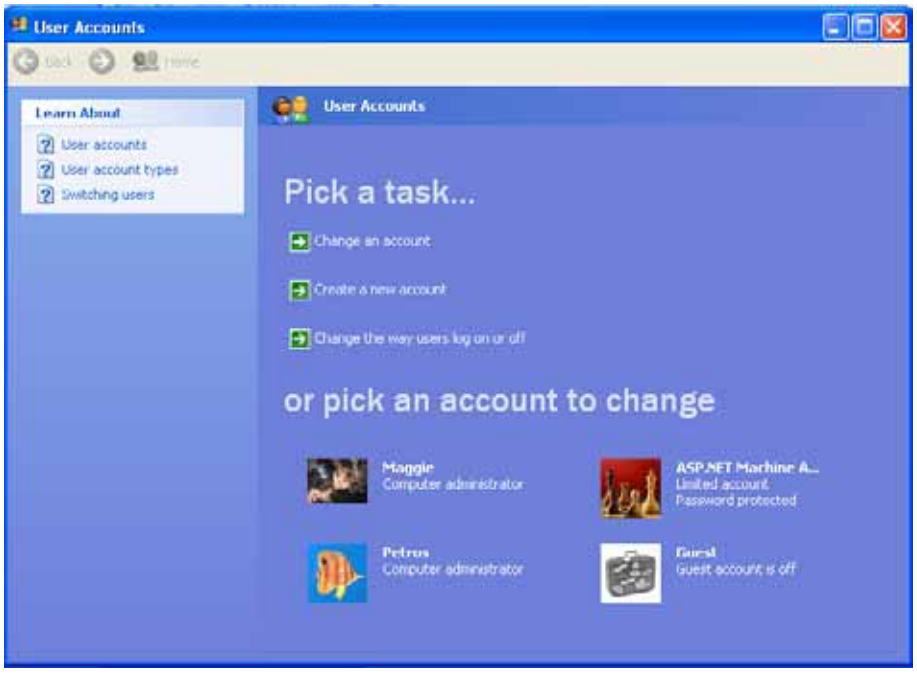
To add a new user to your system, click on the Start menu and then select Control Panel. If you hold the mouse over the link (i.e. the words “Control Panel”), you will be told what it does.



Once you click on Control Panel, you should see a window similar to this:

Figure 1: Control panel

Double-click on user accounts and you will get a new window.



Click on **Create a new account.** You will then follow the procedures on the screen and enter the necessary information for your new user.

Procedures for exiting a computer

You should never just switch off your computer by using the power button on the system unit. There are certain procedures you should follow to make sure your system is protected and all your information is saved.

There are a couple of options for ending your user session. If you are logged into a network, you should log off. The operating system should have a command for you to do this.

Log off

If you click on Log Off in a Windows environment, you may be asked if you want to *switch user* or *log off*. If another user wants to continue using the computer, you would select switch user. If not, you can just log off.

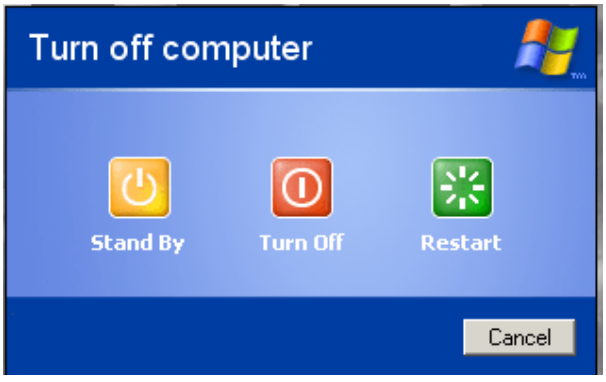
Shut down

If you want to shut down your computer, there are a couple of ways to do this.

You can click at the Start menu in the bottom left corner of your screen, and then select *Turn Off Computer*.

Or, you can also press the ALT key together with the F4 key.

Either way, you will eventually get to this menu.



Notice that you have three options.

Stand by – This button suspends the machine and reduces the amount of power it uses. To turn the computer on completely from its standby mode, press the “power on” button.

Turn Off or shut down – This option turns the machine off completely.

Restart – This causes your machine to shut down and then bring itself to life again.

This is very useful if you are making changes to the configuration of your machine and want to see how they were affected.

Your operating system continues running until you shut down your computer. Thus, closing your operating system, is equivalent to shutting down the computer.

CHECK YOUR PROGRESS 1

ACCESSING AND EXITING A COMPUTER

1. Place the steps in the right order for shutting down a computer

   a) select Turn Off Computer ☐

   b) select Turn Off ☐

   c) click on the Start button ☐

2. Answer True or False to the following:

   a) Windows will automatically start once you have pressed the start button on your system unit.

   ☐ True ☐ False

   b) You can also access the shut down options by pressing ALT + F3

   ☐ True ☐ False

   c) Stand by suspends the machine and increases the amount of power it uses

   ☐ True ☐ False

   d) If several users are logged on, a user must first log off before shutting down

   ☐ True ☐ False

Summary

Well done! You have completed Section 1 on the *Access and exit a computer.*

You should now know how to switch on the computer, log on as a user if necessary, log off when you are finished and safely turn off the computer. In addition, you should be familiar with adding a new user account to the system.

You should now be confident that you have the knowledge and skills to switch on and log on to a computer. You should now also know the procedure to log off and shut down a computer.

If you feel confident that you have achieved the above, you can move on to the next session where you will learn about the procedures to perform mouse functions.

If you are unsure of any part, go back and revise it or ask your instructor or supervisor for assistance.

Section

2

Procedures to perform mouse functions

Introduction

In this section of the manual you will learn to perform mouse functions.

In this section of the training manual you will learn about functions of a mouse and the procedures to operate the mouse.

To be able to use the mouse effectively one needs to know the different mouse functions and options available to you. What could that be?

Skills you will learn

By the end of this section, you will be able to:

- list the functions of a mouse
- demonstrate the procedures for performing mouse functions

Mouse functions

Many operating systems have a very user-friendly graphic user interface (GUI). Instead of entering loads of computer command language to perform functions on the computer, systems all have a GUI to make the program easier to use. By providing a pictorial environment, one can use a mouse to navigate around the computer, access programs and exit programs.

A mouse is connected through a connecting port at the back of the system unit of a computer, unless you use a wireless mouse. The mouse is activated when you see a pointer on the screen that can move around.

You should rest your hand comfortably on the mouse, with your index finger touching (but not pressing on) the left mouse button. Then, as you move the mouse around, the *mouse pointer* (the little arrow on the screen) move in the same direction. When moving the mouse, try to keep the buttons aimed towards the monitor – do not "twist" the mouse as it makes it harder to control the position of the mouse pointer.

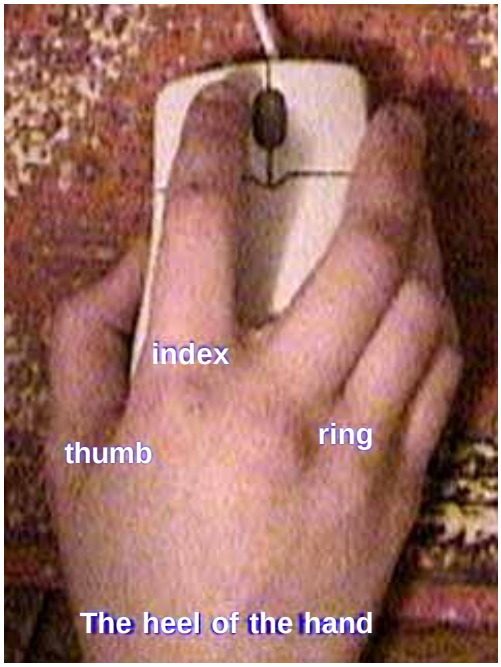


Figure 2: Position of your hand on the mouse

If you find yourself reaching too far to get the mouse pointer where you want it to be on the screen, just pick up the mouse, move it to where it is comfortable to hold, and place it back down on the mouse pad or desk.

The various functions of a mouse are:

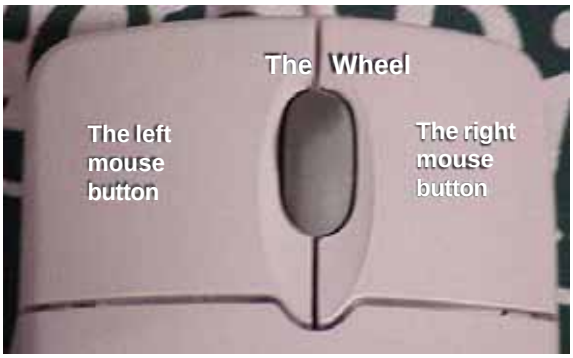


Figure 3: Various functions of a mouse

Point – To point to an item move the mouse pointer that it is touching the item.

Click (Left click) – Point to the item, then tap (press and release) the left mouse button once. You should tap with your index finger. Clicking will normally select something.

Double click – Point to the item, and then tap the left mouse button twice in rapid succession – click-click as fast as you can. This will execute a task.

Right click – Point to the item, tap the mouse button on the right with your middle finger. A context menu will usually appear.

Drag and Drop – Point to an item, hold down the left mouse button as you move the mouse. This is dragging. When you have the item where you now want it, release the left mouse button to drop it.

Scroll – A three button mouse will allow you to use the middle button to scroll up and down in any document or any place**.**

Mouse Management

You can customise your mouse settings, such as the button configuration, double-click speed, mouse pointers, and motion speed. To do this, you again go to your Control Panel. You will see an icon (a picture) of mouse and it will say Mouse underneath. Double-click here and you will see this window.

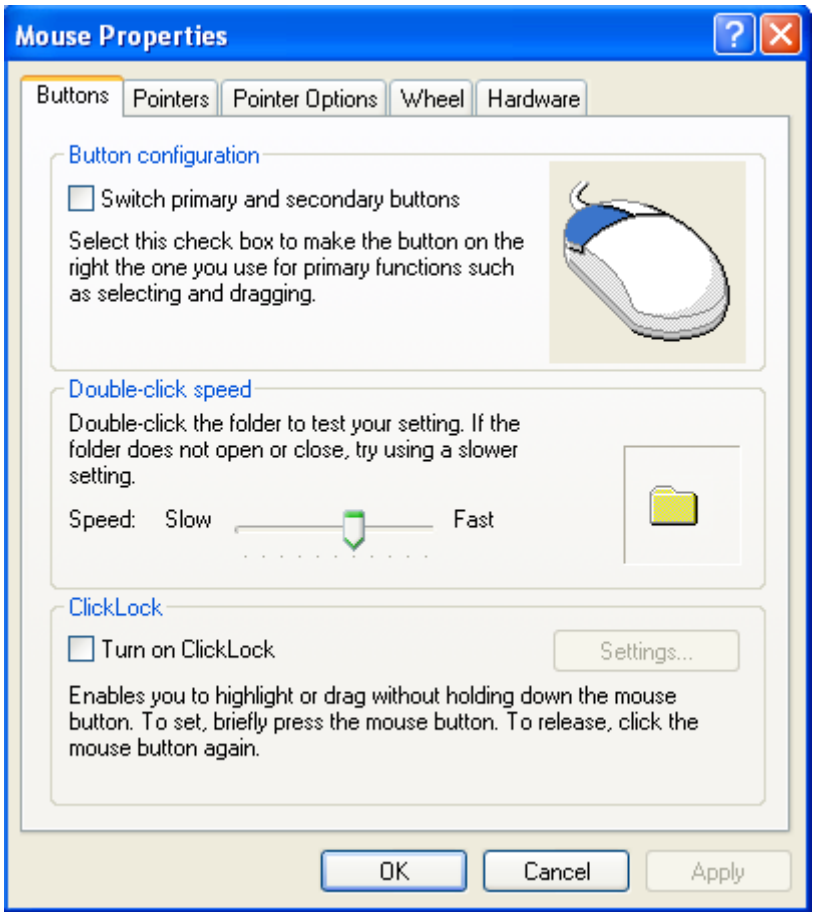


Figure 4: Mouse Properties

To adjust the double-click speed for your mouse, drag the slider.

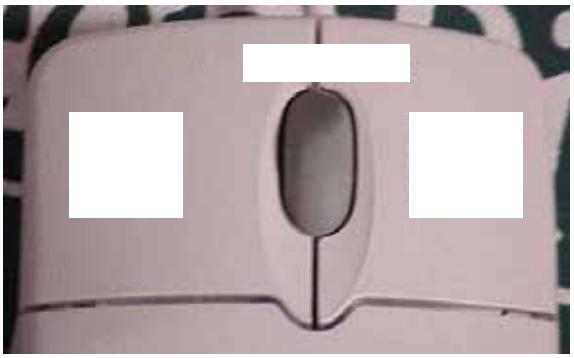
To test the speed, double-click the image in the test area.

If you are left-handed, you can switch the primary and secondary buttons box under Button Configuration. This will make the right mouse button the one you use for primary functions, like double-clicking.

CHECK YOUR PROGRESS 2

PROCEDURES TO PERFORM MOUSE FUNCTIONS

1. Label the 3 main parts of the mouse.



2. Match the mouse function with its description.

Click	**Right-click**	**Double-click**	**Point**
Drag and Drop		**Scroll**	

a. _____A three button mouse will allow you to use the middle button to move up and down in any document or any place**.**

b. _____Point to the item, and then tap the left mouse button twice in rapid succession – click-click as fast as you can. This will execute a task.

c. _____To point to an item to move the mouse pointer to that it is touching the item.

d. _____Point to the item, then tap the mouse button on the right with your middle finger. A context menu will usually appear.

CHECK YOUR PROGRESS 2

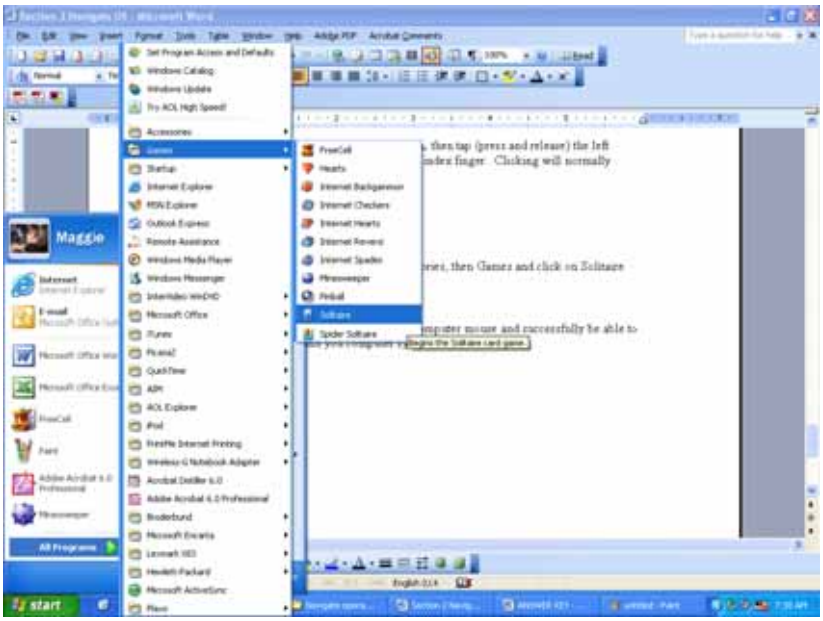
e. _____Point to an item, then hold down the left mouse button as you move the mouse. This is dragging. When have the item where you now want it, release the left mouse button to drop it.

f. _____ Point to the item, then tap (press and release) the left mouse button once. You should tap with your index finger. Clicking will normally select something.

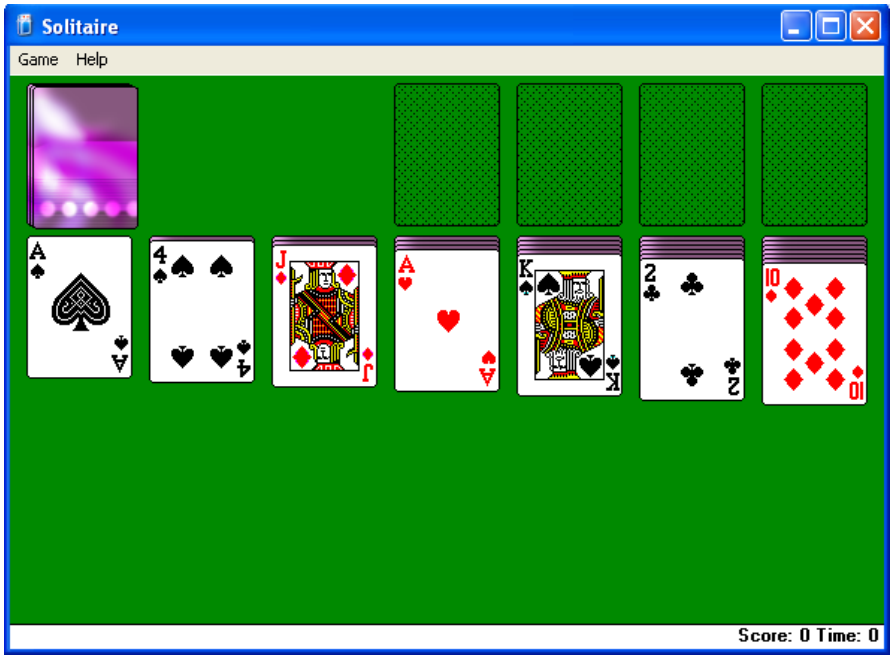
PRACTICAL ACTIVITY 2

PROCEDURES TO PERFORM MOUSE FUNCTIONS

Click on the Start menu and then go to All Programs, then Games and click on Solitaire.



Play a couple games. If you do not know how to play, ask a friend or click on Help at the top.



Summary

Well done! You have completed Section 2 on *Procedures to perform mouse functions*

You should now know the functionality of a computer mouse and be able to successfully use one to navigate around you computer system.

If you feel confident that you have achieved the above, then move on to the next session where you will learn about the use of menus and icons to select options.

If you are unsure of any part, go back and revise it or ask your instructor or supervisor for assistance.

Section 3

Using menus and icons to select options

Introduction

Now we move to more exciting business in navigating in and around a computer's operating system that is, using menus and icons to select different options. In this section of the manual you will learn what the terms 'menu' and 'icon' mean in relation to a computer.

You will also learn the procedures for using different menus and icons to select options.

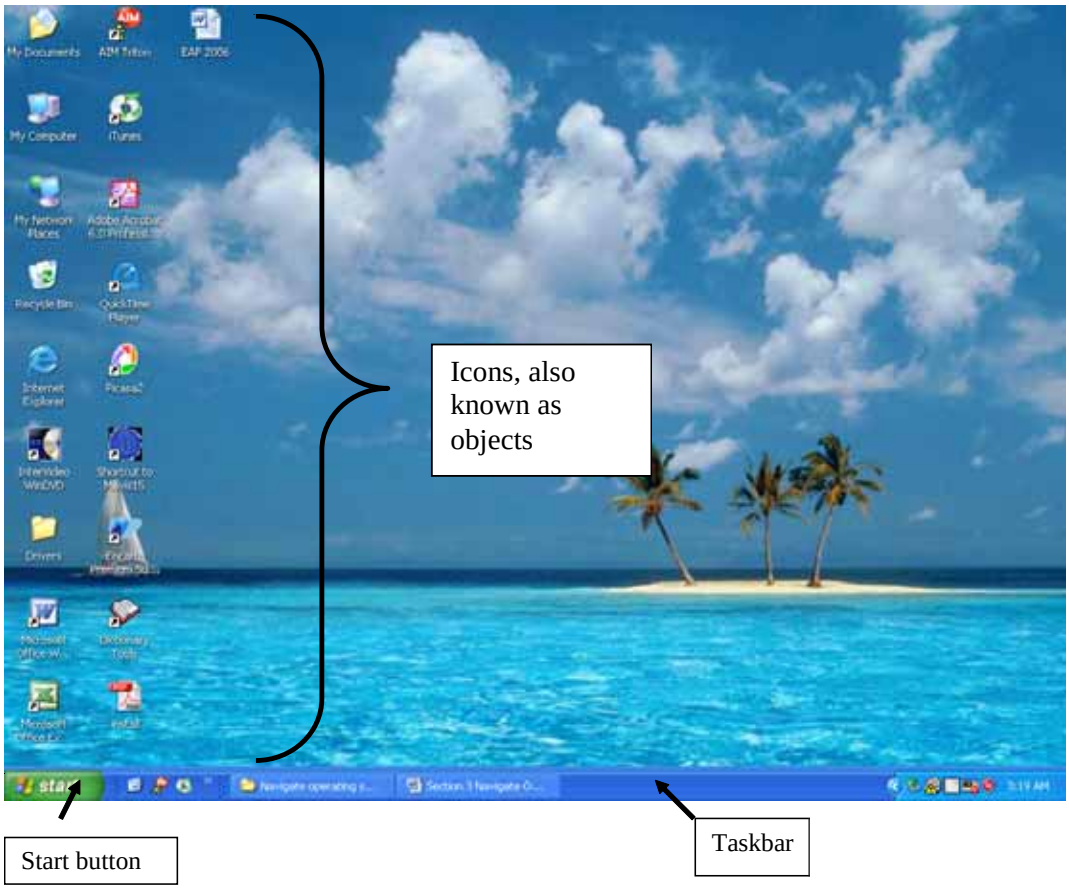
Skills you will learn

By the end of this section, you will be able to:

- define the terms 'menu' and 'icon'
- identify the different menus of an operating system
- identify the main icons of an operating system
- demonstrate the procedures for using menus of an operating system
- demonstrate the procedures for using icons of an operating system
- apply the procedures to activate a programme from the Start menu.

Definitions

As mentioned in the last section, the GUI of an operating system makes the computer easy to use for non-computer programmers (most of us!). The main component of a GUI is the desktop. The desktop is the area on your display screen where you access menus and programs, usually depicted by icons.



What is a menu?

Most graphical user interfaces let you execute commands by selecting a choice from a menu. A menu gives different instructions to software and is usually grouped by categories. Any operating system has different menus that could be drop-down menus or context-specific menus.

What is an icon?

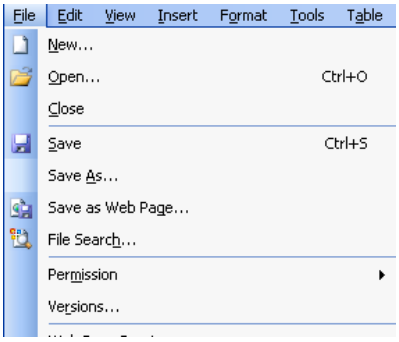
An icon is a pictorial representation of an application. Some icons come pre-installed as part of the installation of your operating system. You can always add and delete icons as you wish.

Different menus

Menus change depending on the program you are using, and the task that you are performing. The Menu bar consists of menus grouped together under menu titles. The menu titles give an indication of the group of commands that fall within that category.

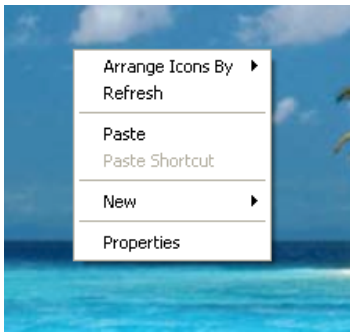
Below is an example of a menu bar, similar in most of the applications that you will use as a beginner.

A particular menu is selected by clicking on it once with the left mouse button. The menu will then expand to a drop-down list of actions to be selected. You can now click on any of the commands in the menu to perform a task such as, Open, Close.



Although most menus are drop-down menus, there are however situations which limit the availability of menus from a menu bar. For instance, there is no menu bar when you are working solely on the Desktop. Context menus are applicable to a specific object and task. If you can remember from the last section, you activate a context menu by right-clicking on the object.

See what happens if you right-click on your desktop. You should get a menu like this.



In this example of a context specific menu, you can change the appearance of your desktop, the theme of your desktop, or change the arrangements of your icons on the desktop.

Click on Properties to see what you can do.

Different Icons

Each desktop will look different depending on how it was configured, but there are some standards icons that are typically included.

My computer icon – This icon gives you access to all the files and folders on your computer system

Network Neighbourhood or Network Places icon- gives you access to the network ability of your computer system.

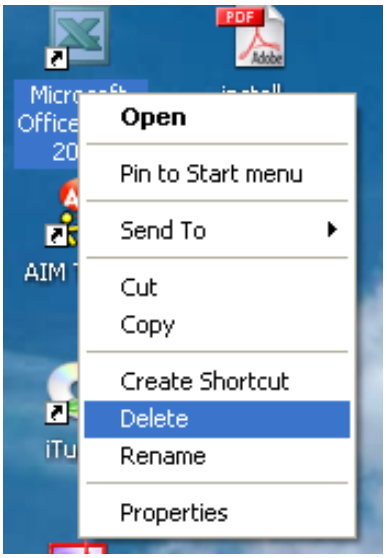
Recycle Bin icon – gives you access to all the files and folders that you disposed off earlier in other words that you deleted, either on purpose or accidentally.

Other icons are shortcuts, which enable quick and easy access to different applications such as:

Icons can be removed from the screen without affecting the different applications they represent.

If you want to add an icon to your desktop, you can right-click on a program or file and follow the directions in the context menu. Here is an example:

If you want to delete an icon on the desktop, right-click on the icon and select delete. This will only delete the shortcut to the application, not delete the entire application from your system. You will see the *Confirm Shortcut Delete* box once you select Delete to ensure that you really want to delete the icon from your desktop.

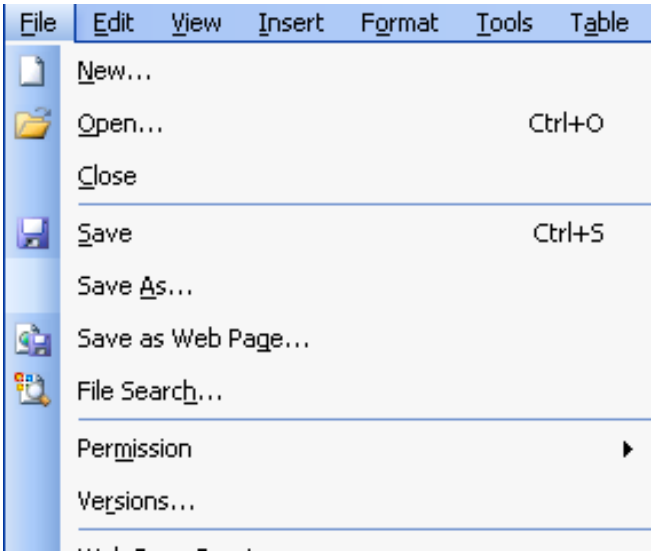


Procedures

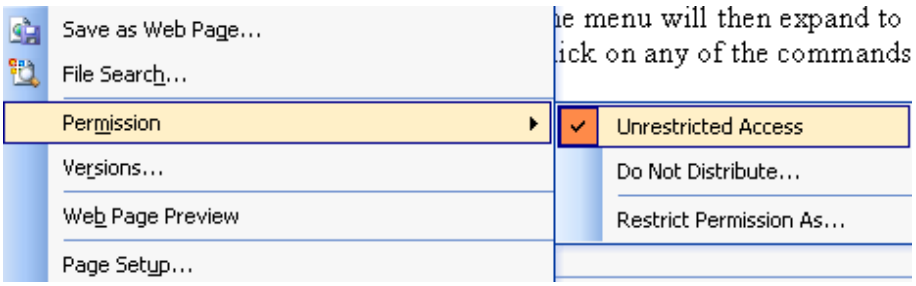
At this point in your computer learning, you should concentrate on using the mouse to access various menus, icons and applications.

Using menus

As discussed, a particular menu is selected by clicking on it once with the left mouse button. The menu will then expand to a drop-down list of actions to be selected. You can now click on any of the commands in the menu to perform a task such as Open, Close.



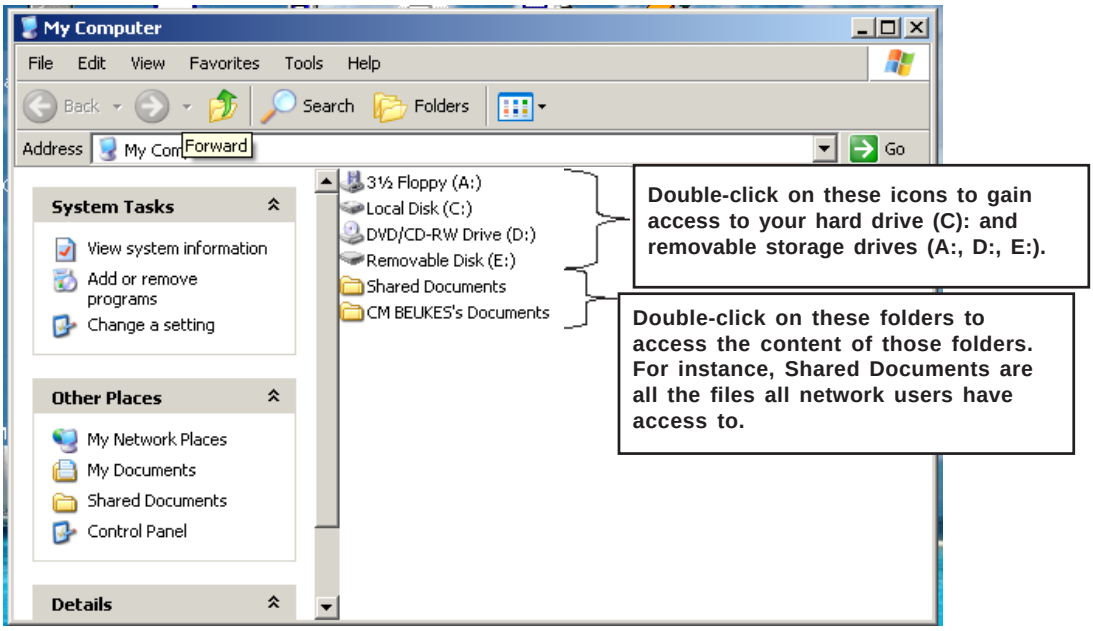
If you see a small arrow, like the one next to Permissions in the figure above, this indicates that there is a sub-menu from which to select a task from.



Using icons

To activate any icon, you simply double-click on that icon. This opens the programme, file or whatever else the icon is representing a shortcut for.

For instance, to access the “My Computer” icon, double-click on the icon. You will then see a window which gives you access to the different files and folders on your computer system.



To access the Recycle Bin, you double-click on the recycle bin icon.

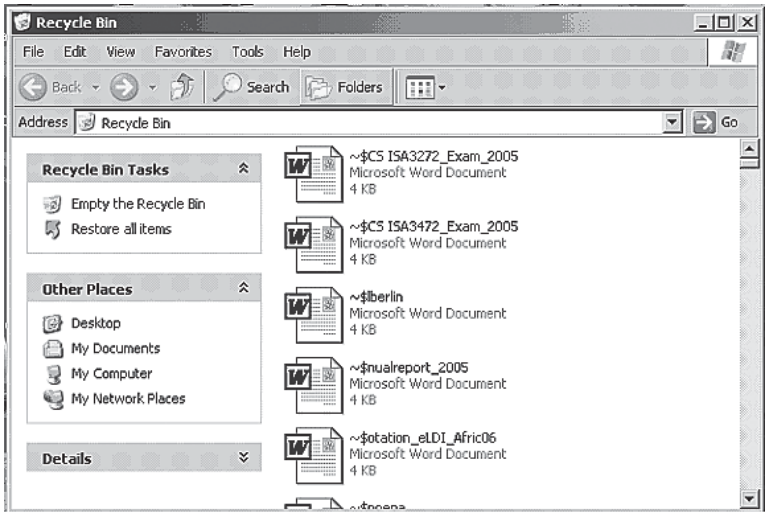


Figure 5: Recycle bin

Here you restore files deleted on purpose or accidentally, but needed again for later use.

Once you click on “empty recycle bin”, everything will be completely deleted from your computer system and cannot be restored again. Also, files deleted from a floppy disk will not end up in the recycle bin, but will be deleted completely.

To access the network neighbourhood icon, once again you double-click on the icon. If your computer system forms part of a network, like a Local Area Network (LAN) or a Peer-to-Peer network then you will be able to access and configure it from here.

Procedures for activating a start menu

Another example of a menu that comes as part of the installation of your operating system is the **START** menu.

The start menu gives you quick access to all the different programmes installed on your computer system. When you want to access or activate a programme from the start menu, do the following:

Step 1:

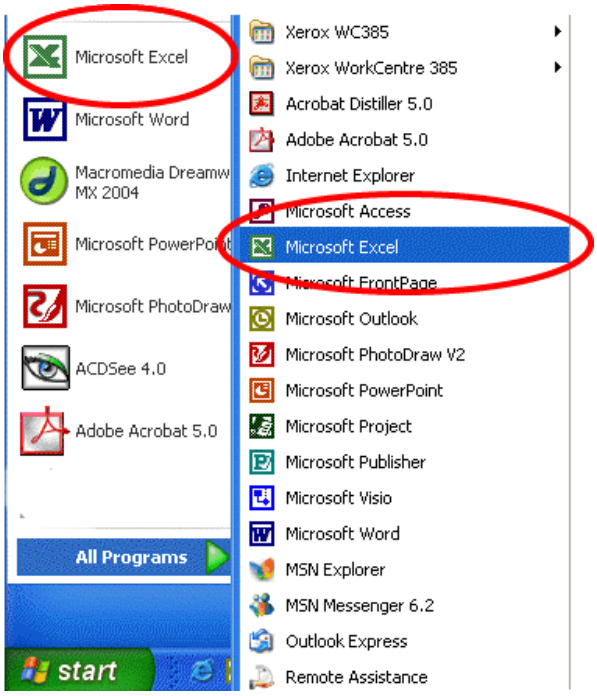
Click on the start button as shown above.

Step 2:

Then click on ***All Programs*** and drag the mouse pointer across the words ***All Programs*** towards the right - a new menu appears to the right of the Start menu.

Step 3:

Select the programme or application that you would like to open, like in the picture below.



The start menu also gives you access to several other features, like recently used documents, find files, folders or computers, settings i.e. control panel or printer settings, running of programs, favourites, as well as shutting down or logging off your computer.

CHECK YOUR PROGRESS 3

USING MENUS AND ICONS TO SELECT OPTIONS

1. What is the purpose of a menu in Windows?

_____

_____

_____

2. What is an icon?

_____

_____

_____

3. Identify any two of the main icons of an operating system!

_____

_____

_____

PRACTICAL ACTIVITY 3

USING MENUS AND ICONS TO SELECT OPTIONS

1. Delete any one of the shortcut icons on your desktop
2. Now restore the deleted shortcut to its original position.
3. Change the desktop background and the screensaver settings to something of your choice.

Summary

Well done! You have completed Section 3 on *Using menus and icons to select options*

You should now know what menus and icons are and the basic procedures on how to use them. In addition, you should be able to activate the start menu.

If you feel confident that you have achieved the above, you can move on to the next section where you will learn the procedures of working with window frames

If you are unsure about anything, go back and revise or ask your instructor or supervisor for assistance.

Section 4

Working with window frames

Introduction

In this section of the training manual you will learn about the purpose of window frames and the basic procedures to work with window frames.

You will also learn how to work with multiple windows on your computer screen.

Skills you will learn

By the end of this section, you will be able to:

- describe the purpose for working with window frames
- describe the basic procedures for working with window frames
- apply the procedures for working with window frames

Purpose of window frames

The whole strength and purpose of Windows as an operating system lies in its window frame usage. One can open several windows at the same time, work in different windows at the same time, and perform multiple tasks at the same time through the use of different windows.

You can:

- open several windows
- resize windows
- minimise windows
- maximise windows
- move windows
- close windows

How can you do that?

Procedures for working with window frames

When a program is run, or an icon is double-clicked, a window opens. The open window displays the contents of an object, or the results of executing a program such as, opening Microsoft Windows. A window is, therefore, a means of viewing the contents of an object. The following are the parts of a windows:

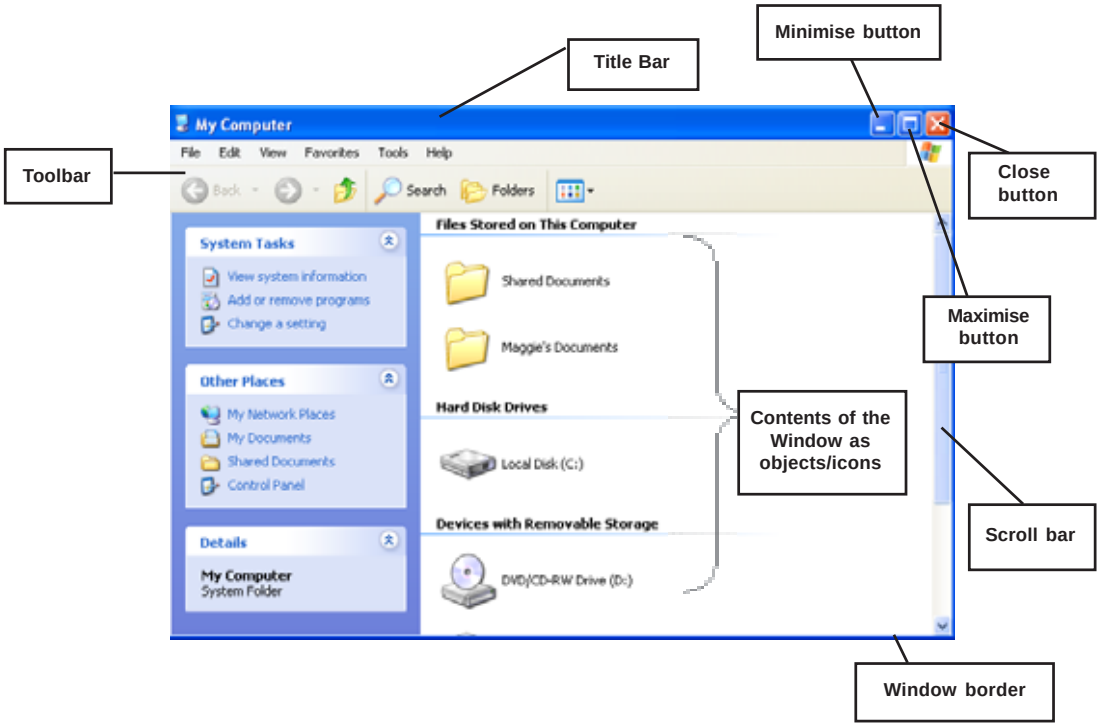


Figure 6: Parts of a window

Maximise: Often a window is too small to display all its contents. In such cases, you may want to maximise the window so it will fill the entire screen.

To maximise a window click on this button  .

Note: When you maximise a window, the Maximise button changes to the Restore button.

The Restore button looks like this  .

To return to a window to the size before the window was maximised click on the Restore button.

Minimise: Sometime you will want a window to be smaller, or to not show at all while still open. You will want to minimise the window in this case.

To minimise a window click on the button that looks like a minus sign  .

Close: If you want to get rid of a window entirely, you want to close your window.

To close a window click on the button with an  .

Resize: You can, however, make the window whatever size you would like. To resize a window, move the mouse pointer to any of the borders of the window.

You will know that you are on a border and able to resize by the double-arrow that will appear.

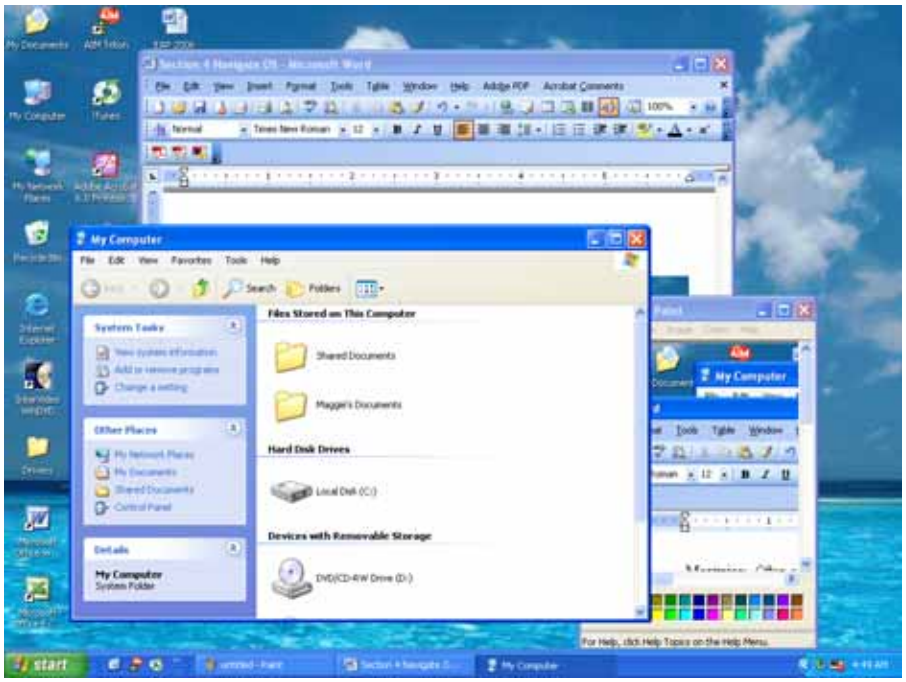
When the pointer turns to a double arrow, click and hold the left mouse button and drag the border in the direction you want. Dragging inward reduces the size of the window, while dragging outward increases the size of your window.

Repositioning: You can also move the window anywhere on your screen. This requires you also to click and drag. Simply click on the title bar, drag the window to the desired location and drop.

Multiple Windows

Below an example of three windows opened simultaneously. To open a window you double-click on the shortcut available on the desktop. Alternatively you click on the start menu and then select a particular programme from the “all programmes tab”. The active window is the one with the coloured (by default blue) highlighted title bar (the blue bar at the top of the window).

In this picture it is the “My Computer” window that is active. If you want to use another window, you simply click on that window’s title bar or anywhere inside the window to activate that window. You can move a window by clicking on its title bar and drag it or move it to where you want it to be. These are the different window features.



All opened windows will be displayed as tabs on the taskbar at the bottom of the screen. Notice that the active window (My Computer) is a darker colour than the others indicating it is active.

Figure 7: Taskbar

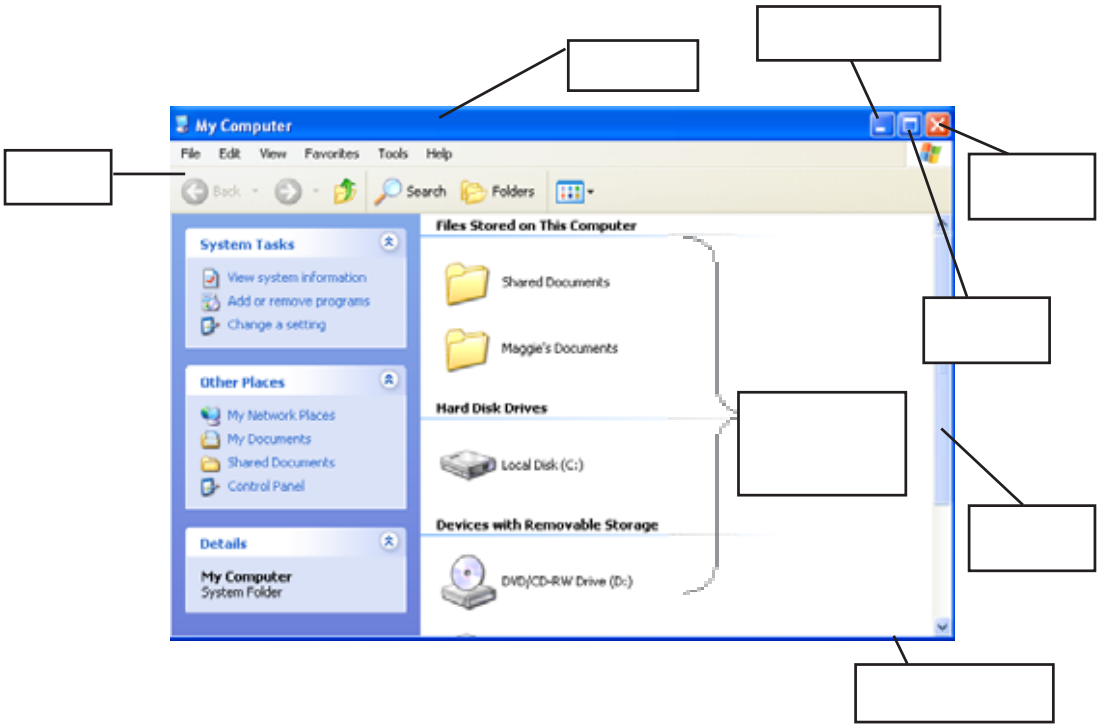
You can switch between open applications by clicking on the tab in the taskbar.

However, be careful not to open too many windows at the same time. If you do, your applications may slow down dramatically.

CHECK YOUR PROGRESS 4

WORKING WITH WINDOW FRAMES

Label the Diagram



PRACTICAL ACTIVITY 4

WORKING WITH WINDOW FRAMES

1. Open three windows simultaneously by clicking on any three icons on your desktop. Activate each of these windows one by one.
2. Minimize all of the windows.
3. Maximize two of them and close. What should the screen look like now?

Summary

Well done! You have completed Section 4 on *Working with window frames*

You should now know what windows are and how to resize and position them as you want on your screen. You should also be comfortable working with multiple windows at once and switch between them using the taskbar.

If you feel confident that you have achieved the above,you can move on to the next section where you will learn how to use taskbars and toolbars.

If you are unsure about anything, go back and revise or ask your instructor or supervisor for assistance.

Section 5

Use taskbars and toolbars

Introduction

In this section of the training manual you will learn the procedures to use taskbars, and reference is made to the use of toolbars that you will use in the next section.

Skills you will learn

By the end of this section, you will be able to:

- define the terms taskbar and toolbar
- list and describe the basic functions of the taskbar
- apply the procedures to demonstrate the use of a the taskbar

Definitions

What is a taskbar?

The task bar is a very important part of your environment and it runs along the bottom of your screen. It displays which applications are running and allows you to expand them to occupy the desktop. You can restore, maximise or close applications from the task bar.

What is a toolbar?

Some users of a Windows environment prefer to use Toolbar options to perform the same functions as can be performed using menu bar options. As you gain experience in using the windows environment, you will also develop your own personal choice. Some applications have quite a lot of toolbar options in the form of buttons whilst others have none. When you are uncertain of what a toolbar button is for, place your mouse over it and wait for a while to see the description or name of the button, which normally indicates its function.

To be able to use different toolbar buttons, a particular application must be open.

Functions of the taskbar

Besides containing the start button that can be used to open various programmes, it also shows running programmes, status of features like date and time, sound, connectivity aspects and so on. When you want to switch from one programme to the next, you can activate them by clicking on the programme button on the taskbar.

Procedures for using taskbars

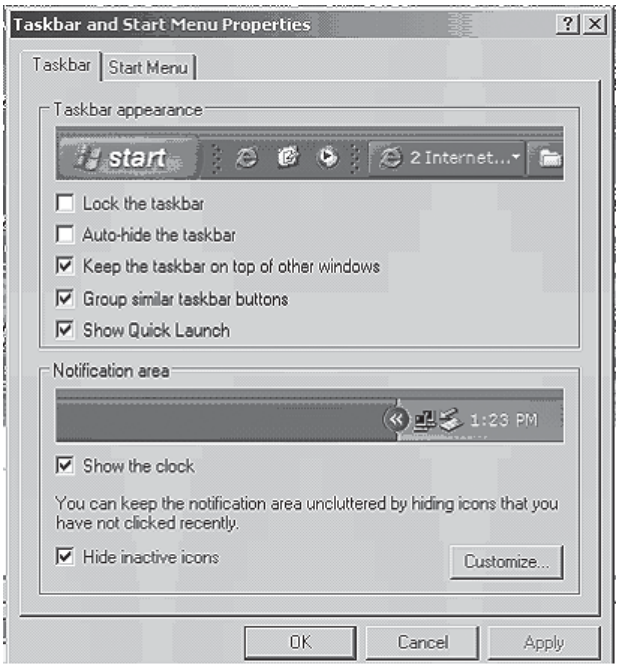


Figure 8: Taskbar properties

Taskbar Properties:

Click **Start, point to Settings,** and then click **Taskbar** & **Start Menu.**

On the **Taskbar Options** tab, change the settings, and then click **OK.**

You can also open the **Taskbar Properties** dialog box by right-clicking a blank area on the taskbar, and then clicking **Properties.**

To hide the taskbar when not using it select the **Auto hide** check box.

To redisplay the taskbar, point to the area of your screen where the taskbar is located.

For example, if your taskbar is located at the bottom of your screen, point to that area. Instead of using **Auto hide**, you can temporarily hide the taskbar by pointing to the top of it and dragging downward when a two-headed arrow appears.

To redisplay the taskbar, drag the visible edge upward.

To move the taskbar click and drag it to a different location.

You can also right-click an empty space on the taskbar or desktop. This provides you with the tools to format the desktop as a tiled, or cascaded. You can also minimise all the open programs in a single step

CHECK YOUR PROGRESS 5

USE TASKBARS AND TOOLBARS

1. What is the purpose of the taskbar in Windows?

_____

_____

_____

2. Mention at least two functions of the taskbar:

_____

_____

_____

PRACTICAL ACTIVITY 5

USE TASKBARS AND TOOLBARS

1. Activate the clock on the taskbar.
2. Activate the taskbar and then temporarily hide the taskbar.

Summary

Well done! You have completed Section 5 on *Use taskbars and toolbars.*

You should now be confident that you know what a taskbar and toolbar is and the functions of each.

You should also be confident that you have the knowledge and skills to use a taskbar and toolbar on a computer.

If you feel confident that you have achieved the above, you can move on to the next section where you will learn how to work with files and folders on a computer.

If you are unsure about anything, go back and revise or ask your instructor or supervisor for assistance.

Section 6

Work with files and folders

Introduction

In this section of the training manual you will learn the difference between files and folders on your computer and the procedures to use to create files and folders.

You will also learn about the purpose of the recycle bin on your computer and the procedures to operate the recycle bin.

Skills you will learn

By the end of this section, you will be able to:

- distinguish between files and folders
- describe the purpose of setting up files and folders
- describe the procedure for creating files and folders
- apply the procedure for creating files and folders
- describe the purpose of the recycle bin
- describe and apply the procedure for accessing and emptying a recycle bin.

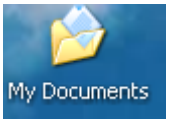
Files

A file is a collection of data in a single item, such as a document, an image, a web page, or a software installation program. Each file should have a unique name, indicating what it is. Files can be moved, copied and changed.

There are two types of files: program files and data files. A program file consists of computer instructions which, when the program is run, causes the computer to execute specific tasks. Application programs, like word processor, in the computer are actually program files. Data files are generally created and used by program files. They contain data which can be used when programs run.

When you double-click on a program file icon, like Microsoft Word, the program is executed. The documents that you then create with that application program are examples of data files. When you save a file, you will give it a unique name and store it in a specific location so you can easily retrieve it.

Many times users will have their own, personal folder in which they store all their files. This is sometimes called My Documents and can be found as an icon on the desktop.



Once you have created a file, you may want to move the file to a new location, copy the file to another location such as an external storage device, or simply delete the entire file.

If you click to select the file you want to move/copy/delete, you will see a menu on left side of the window.

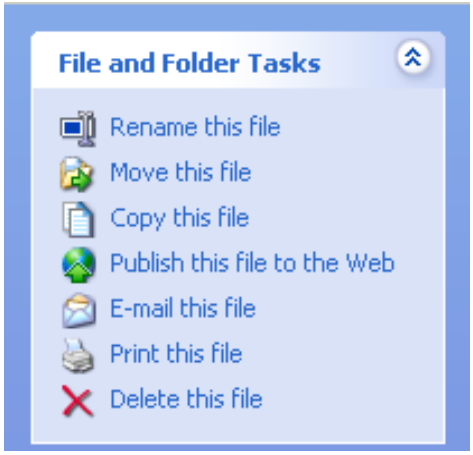


Figure 9: File and folder tasks

You can use these commands, or alternatively, you can right-click on the file to get a context menu.

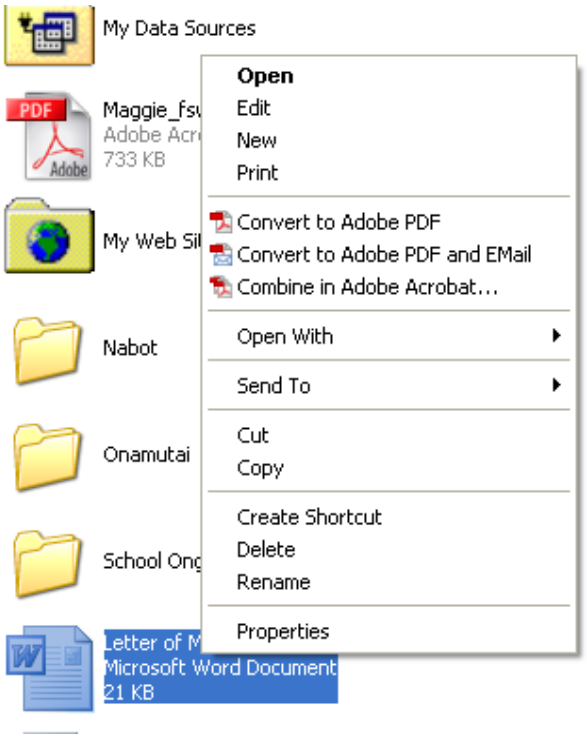


Figure 10: Content menu

Move:

If you want to move the file, right click on the file, and select “move to folder”. You will then get another window from which you will navigate to the new location to place the file.

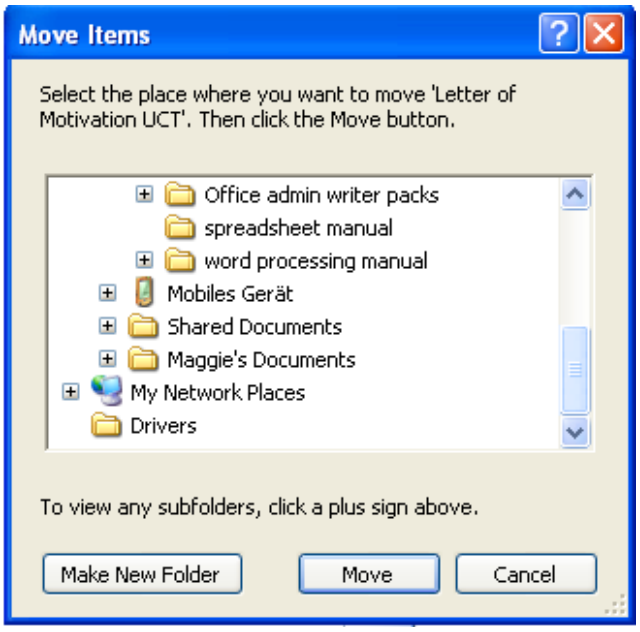


Figure 11: Move items

If you wanted to move the file, for instance, to Shared Documents folder, then you would click on that object and click the Move button.

You can always click the close button if you want to exit a window.

Copy:

You can copy a file by using the command in the blue box on the left or by using the context menu. Either way, you will click on Copy and then find the new location to *paste* the file. This may require opening new windows and navigating around your system.

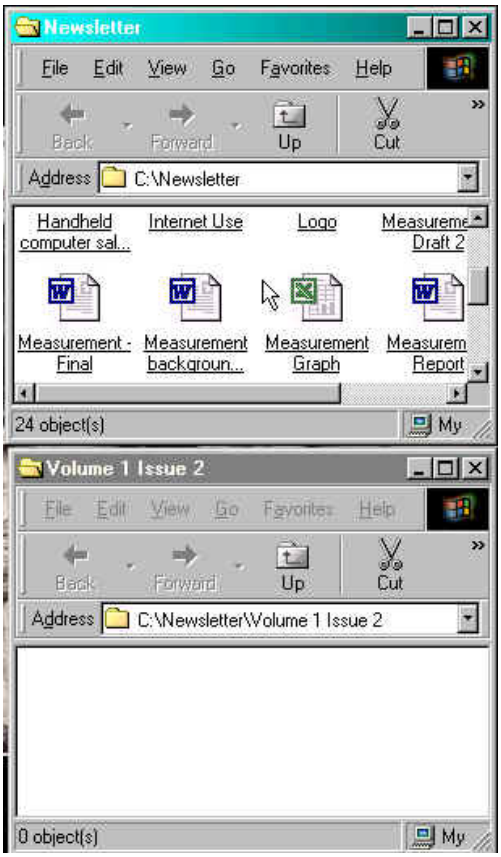
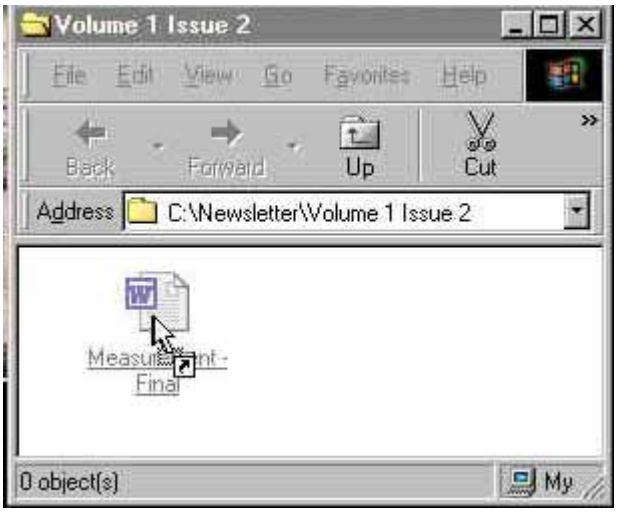


Figure 12: Copy a file

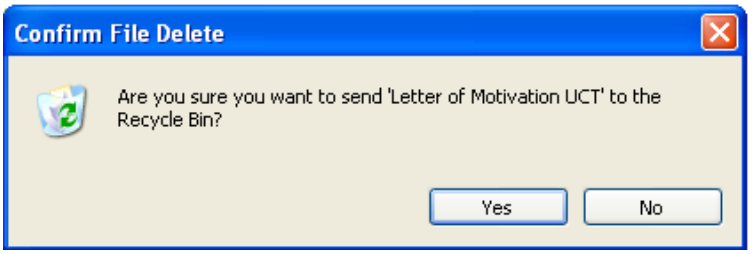
You can also use the drag and drop technique to copy and paste a file. First you have to open a window on each of the folders of interest. In this example you can see that the upper screen is pointed at **c:\newsletter** - a folder that contains 24 objects. The lower screen is pointed at **c:\newsletter\volume1issue 2** and it has on objects in its folder. To move a file from the top to the lower screen, simply click, drag it then drop it.

This screen was captured before the left-button was released so the image has not yet darkened. When the button is released the file will be left in the lower directory and the ICON will become full coloured.



Delete:

If you want to completely remove a file, you will use the Delete command located in both places mentioned above. Whenever you chose to delete a file, you will be prompted with this box:



This is to ensure that you, in fact, do want to delete the file and did not click by mistake. When you delete a file from your computer, it will be automatically moved into the Recycle Bin.

Rename:

If you want to rename your file, simply right-click and select *Rename* from the context menu. This will allow you to type in the name of your choice.

Folders

Folders are designated storage areas in the computer or disks where files are kept. Hence, a folder exists only to contain other objects. In addition to containing files, a folder can hold other folders as well. Deciding when to create folders, what to store in them, and where to store them, is known as file management. Similar to files, folders can be move, copied, deleted and renamed.

Create a folder

Anywhere you want to create a new folder, simply right-click. You will select New and then Folder. Easy as that.

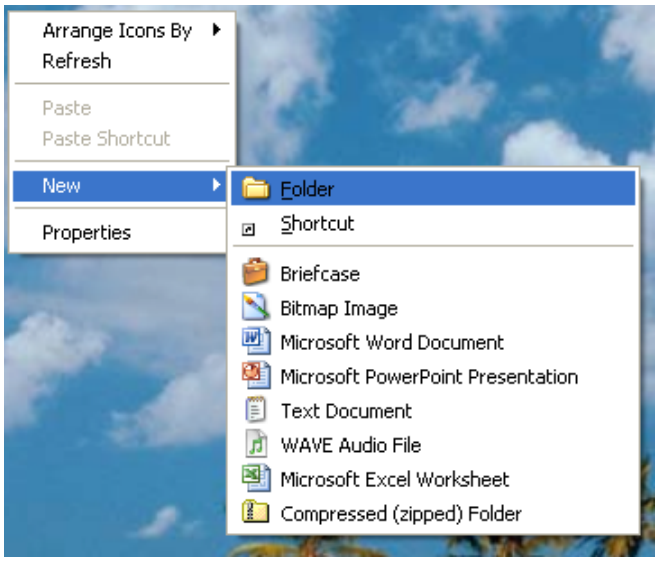
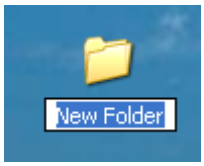


Figure 13: Create a folder

Wherever you do this, an icon will automatically be created, which you must now name.



When the text is highlighted in blue, you can type in your own name.

In this example, I have created a folder called Recipes. What files might you save in this folder?

Move folder:

If you wanted to move this folder into My Documents, then you could click and drag the folder to the My Documents folder.

Figure 14: Move a folder

Notice how the Recipes folder is hovering above the My Documents folder ready to be dropped.

Copy folder:

Now the Recipes folder is in My Documents. If you want copy the folder to another location, select Copy either from the blue menu on the left or through a context menu (accessed by right-clicking on the folder).

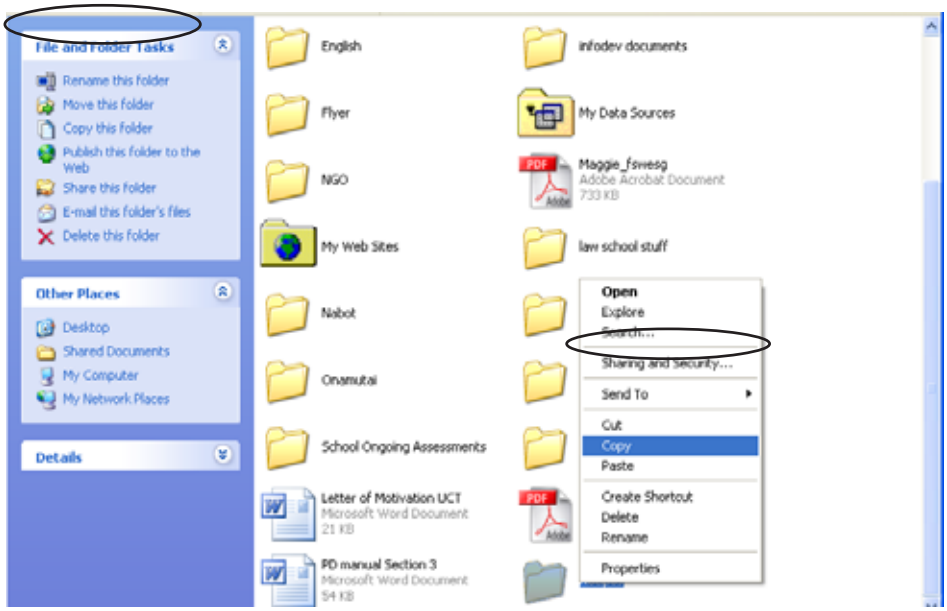


Figure 15: Copy a folder

You will then have to navigate around to paste the folder.

Delete folder:

Again, follow the same procedures as you did for deleting a file to delete a folder. You will, of course, have to verify that you want to delete the folder and send it to the Recycle Bin.

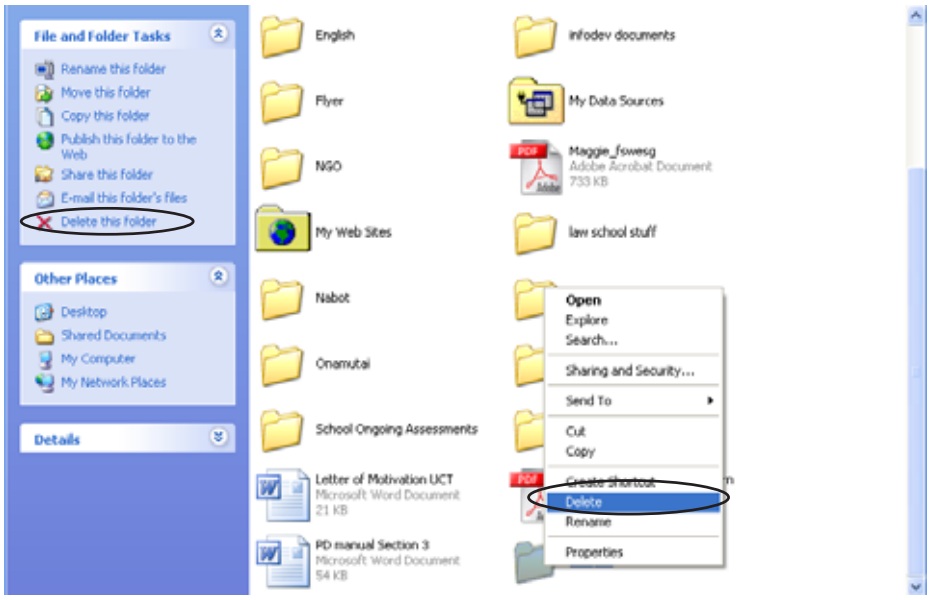


Figure 16: Delete a folder

Rename folder: To rename a folder, again use the menu on the left or the context menu.

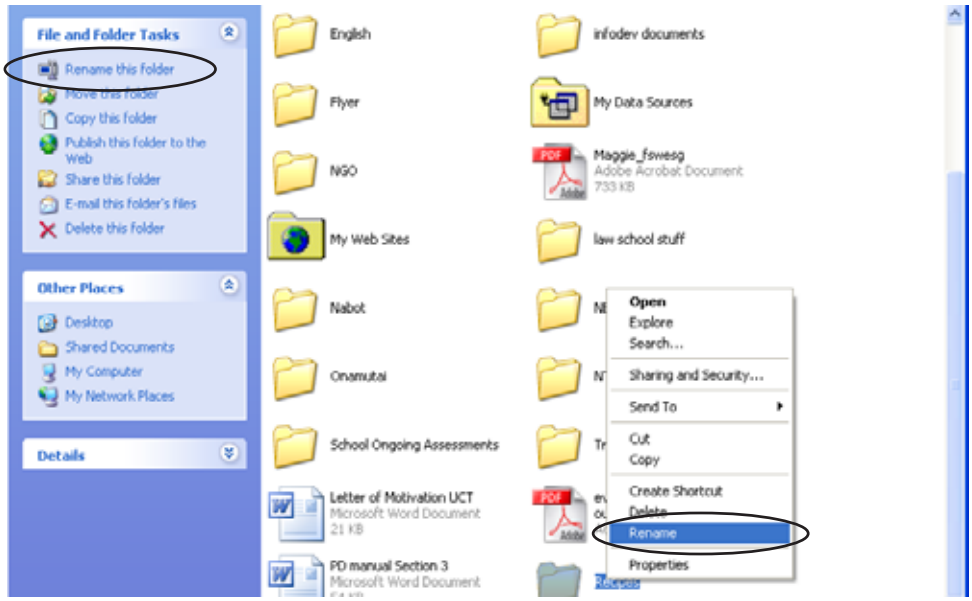


Figure 17: Rename a folder

Recycle bin

To access the Recycle Bin, you double-click on the recycle bin icon.

Recycle Bin icon gives you access to all the files and folders that you disposed off earlier, in other words that you deleted, either on purpose or accidentally.

Once you double-clicked on the Recycle Bin icon, you will be presented with this window.

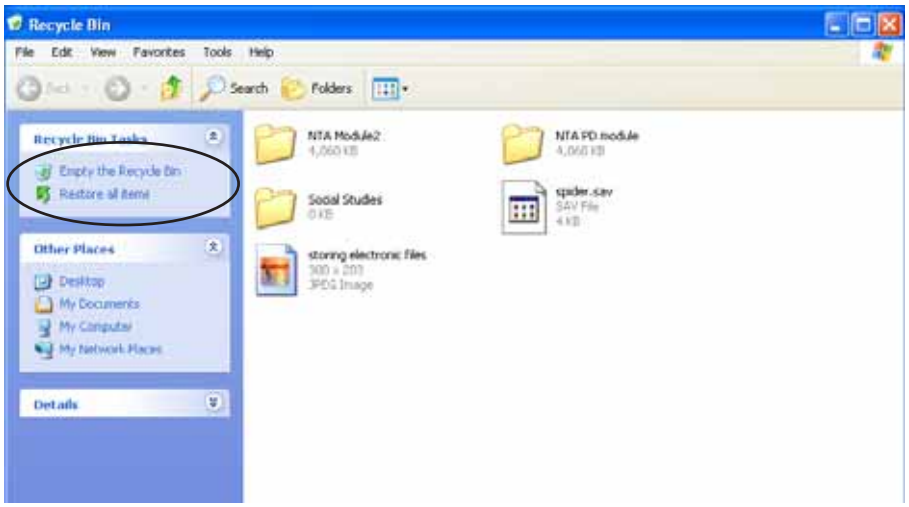
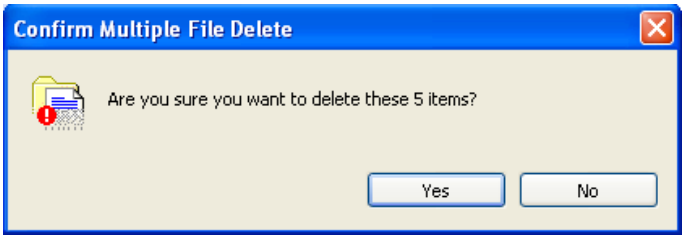


Figure 18: Empty recycle bin

Click on *Empty the Recycle Bin* if you want to completely remove the files and/or folders forever. If you want to restore all of the items to your computer, you can click where it says *Restore all items*. If you want to restore a particular item, then select that item and click where it will say *Restore this item*. The file/folder will no longer be in the Recycle Bin after it is restored, but will be located on your desktop.

Once you click on empty recycle bin everything will be completely deleted from your computer system and cannot be restored again. Will you will be prompted one last time once you select Empty the Recycle Bin to confirm that you want to permanently delete its contents.



CHECK YOUR PROGRESS 6

WORK WITH FILES AND FOLDERS

1. What is the difference between a file and a folder?

_____

_____

_____

_____

_____

2. Explain the therm “file managment”

_____

_____

3. What is a data file?

_____

_____

4. What is a program file?

_____

_____

5. What is the purpose of the recyle bin?

_____

_____

PRACTICAL ACTIVITY 6

WORK WITH FILES AND FOLDERS

1. Create two new folders inside the My Documents folder
2. Rename these two folders and give one your name, and the other your surname
3. Move these two folders to the desktop

Summary

Well done! You have completed Section 6 on *Work with files and folders.*

You should now be able to create files and folders and move, copy and delete them as you wish. You should also know how to rename a file or folder. In addition, you should be able to responsibly use the Recycle Bin, and delete and restore

If you feel confident that you have achieved the above, congratulations - you have successfully completed the module *Use navigational systems in a computer application.*

If you are unsure about anything, go back and revise or ask your instructor or supervisor for assistance.

List of figures

Page

Glossary

Application	:	Also known as software - a programme that performs a particular useful function for you e.g a word processor like Word SP.
Boot	:	To load the first piece of software that starts a computer. Because the operating system is essential for running all other programs, it is always the first software loaded during the boot process.
Context menu	:	A menu specific to a particular object and task.
Desktop	:	The first screen which appears after logging on to a computer is known as the Desktop
Disk	:	Any one of a variety of storage mediums, such as Hard Disk, Floppy Disk, etc
Double-click	:	Refers to pressing the left mouse button twice in very quick succession to execute a command.
Drag	:	To move the mouse physically to move or resize an object on the screen.
Drag and drop	:	To move the mouse physically to move a data item to a different location.
File	:	A collection of data in a single item, such as a document, an image, a web page, or a software installation program.
Folder	:	A collection of related files are typically stored in locations known as folders.
Login	:	A **login** (also **log in**, **log on**, **signon**, **sign on**, **sign in**) is the process of receiving access to a computer system by identification of the user in order to obtain credentials to permit access. It is an integral part of computer security procedure.
Log off	:	To end a session at the computer. For personal computers, you can log out simply by exiting applications and turning the machine off. On larger computers and networks, where you share computer resources with other users, there is generally an operating system command that lets you

log off.

Icons	:	Small images which can represent functions or commands, and which are typically used as buttons to activate the given command.
Navigate	:	To move from one folder to another through the MS Windows operating system, enabling the user both to find items and to save them in suitable locations.
Save	:	To store on a computer or network drive so that it can be opened again later or elsewhere.
Select	:	The mouse can be used to choose a large range of items for further work, including single letters or words, blocks of text, images, other objects, or even entire files or folders.
Operating System	:	A set of programs which enable a computer to function and which provide a user-friendly interface (e.g. Microsoft Windows XP, Macintosh OSx).
User	:	A **user** in computing context is one who uses a computer system. Users may need to identify themselves for the purposes of accounting, security, logging and resource management. In order to identify oneself, a user has an **account** (a **user account**) and a **username**, and in most cases also a password. Users employ the user interface to access systems, and the process of identification is often referred to as *log in*.
User session	:	The period of time a user works with an application. The user session begins when the user accesses the application and ends when the user quits the application.
Window	:	A box on the computer screen which shows either a file, document or application; typically they have a blue title bar at the top, and are shown by name on the Taskbar at the bottom of the main screen.

Write down additional words that you do not understand. Ask your instructor to explain the meaning of those words.

Answers to check your progress

Check your progress 1

1. If you want to shut down your computer, there are a couple of ways to do this.

   You can click at the Start menu in the bottom left corner of your screen, and then select *Turn Off Computer*.

2) a) Windows will automatically start once you have pressed the start button on your system unit. **True**

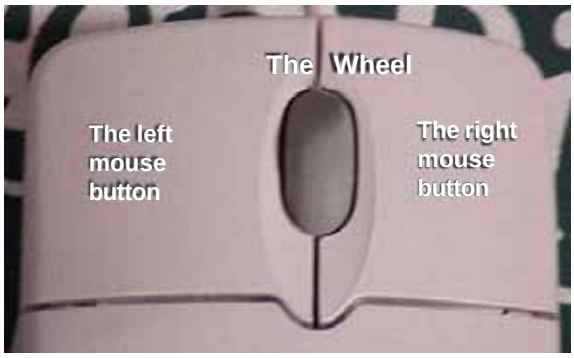
   b) You can also access the shut down options by pressing ALT + F3 **False**

   c) Stand by suspends the machine and increases the amount of power it uses **False**

   d) If several users are logged on, a user must first log off before shutting down **True**

Check your progress 2

1. Label the Diagram



2. Matching

(f) Point – To point to an item to move the mouse pointer to that it is touching the item.

(c) Click (Left click) – Point to the item, then tap (press and release) the left mouse button once. You should tap with your index finger. Clicking will normally select something.

(b) Double click – Point to the item, and then tap the left mouse button twice in rapid succession – click-click as fast as you can. This will execute a task.

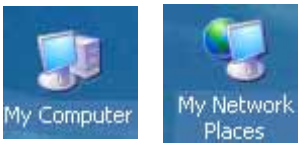
(d) Right click – Point to the item, then tap the mouse button on the right with your middle finger. A context menu will usually appear.

(e) Drag and Drop – Point to an item, then hold down the left mouse button as you move the mouse. This is dragging. When have the item where you now want it, release the left mouse button to drop it.

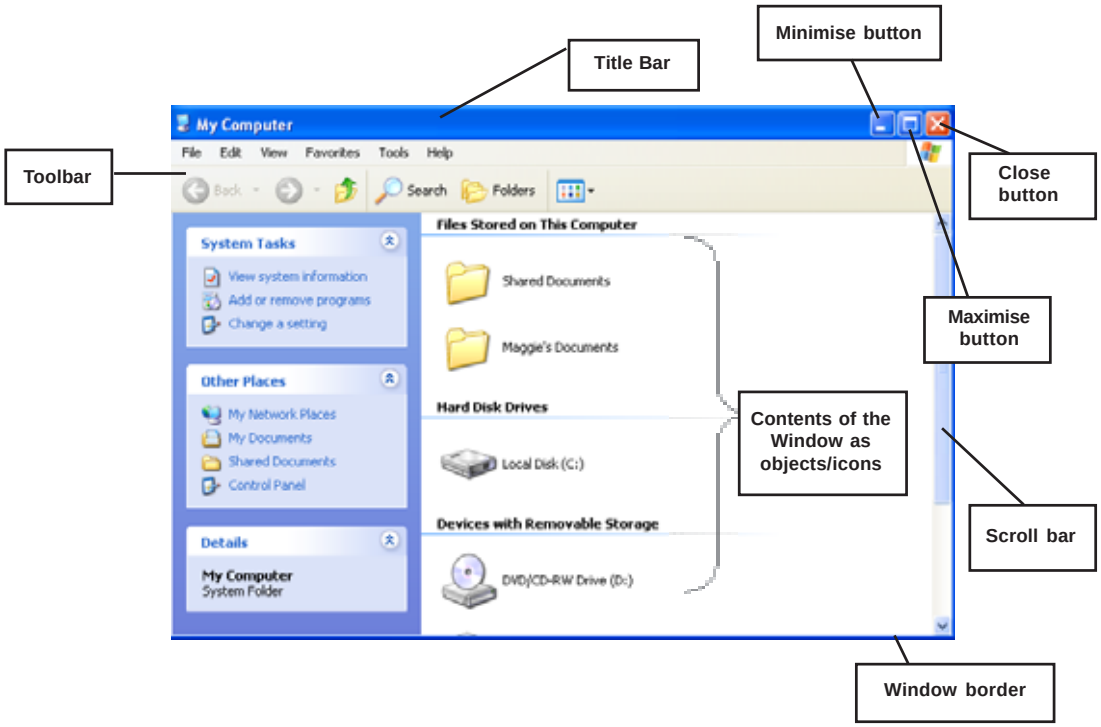
(a) Scroll – A three button mouse will allow you to use the middle button (scroll wheel) to scroll up and down in any document or any place**.**

Check your progress 3

1. The purpose of a menu in Windows is to provide an alternative means of executing tasks.
2. An icon is a pictorial representation of an application. Some icons come pre-installed as part of your operating system
3. Main icons of an operating system are:



Check your progress 4



Check your progress 5

1. The purpoe of a taskbar is to display which applications are running and allows you to expand them to occupy the desktop.

2. Functions of a taskbar are - to restore, maximize or close applications from the task bar.

Check your progress 6

1. The difference between a file and a folder: One would create a file as part of a task in Windows, and then you save that file inside a folder. A file can be stored with its own name, can be changed and moved.

   A file is a collection of data in a single item, such as a document.

   A folder is a storage area in the computer or disks where files are kept.

2. File management is to create folders, decide what to store in them and where to store them.
3. A program file is an application program, such as word processor or spreadsheet program.
4. A data file is created by using a program file and contains data.
5. The purpose of the recyle bin is to give access to all files & folders that you have deleted.