

Computer Basics: Windows & File Management

I. About this class

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

When you are working with PCs, the standard **programs** that you use come from Microsoft and are part of what is bundled together and called **Microsoft Office**. Another term for computer programs is “software.” Some programs may come preloaded on a PC, but you can also buy them separately.

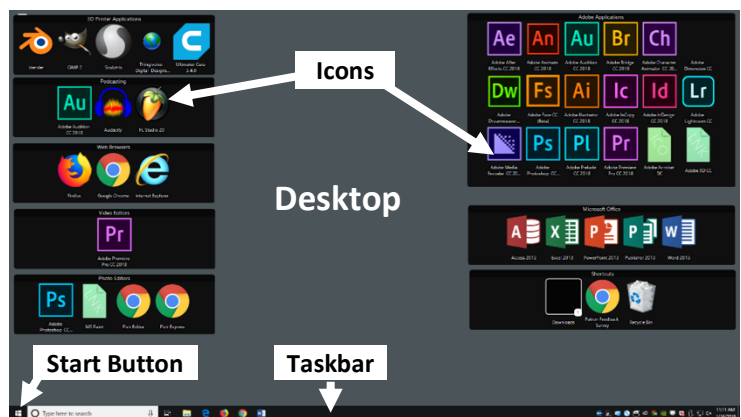
An **operating system** is the software program on a computer that manages all of the other programs. Microsoft makes the **Windows** operating system used on most computers. Different versions of Windows include Windows 98, Windows XP, Windows Vista, and the latest version available in the library, Windows 10.

II. Overview of Windows

A. Desktop

The desktop is the main screen area that you see after you turn on your computer and log on to Windows. Like the top of an actual desk, it serves as a surface for your work.

The desktop has shortcuts to programs, also called **icons**. Icons are small pictures that represent files, folders, programs, and other items. **Double-click** on an icon to open the program or file it represents.



B. The Start Button

Located at the bottom left corner of the screen, you can find all the programs and functions of the computer here.



- **Click on the Start button at the bottom left of your screen.** Or press the Windows logo key, which is between Ctrl and Alt on the keyboard.

Looking on the instructor's screen, notice the words Documents, Pictures, Music, Computer, etc. You would have these choices on your personal computer. Clicking on the word takes you to that area.

C. The Taskbar

The area at the bottom of the screen and to the right of the Start button is the **Taskbar** where you see icons for some programs.



You can use the Taskbar to search for a program or file, or as a shortcut to open programs on the Taskbar by clicking once on the icon. Your personal computer can be customized by adding the programs you use most often to the Taskbar.

The bar also shows icons for programs currently open, so you can switch between programs by clicking on the appropriate icon. More on this later.

- **Hover the mouse pointer over the icons to see a preview or thumbnail of the program.**

The right end of the Taskbar is the **Notification Area**. This area displays the current date and time as well as other useful icons.



- **Click on the date to see a monthly calendar.**

III. About File Management

A. Why learn file management?

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

B. How are files organized?

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

C. What are files and where are they stored?

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

Saved files can be organized into **folders**. This is the folder icon, which we will be seeing quite a bit as we go through this class.



IV. Opening a program and getting familiar with Microsoft Word

We will now use Microsoft Word to create a file, save that file, close the file, and open it back up. The term “file” is another name for a document saved on the computer.

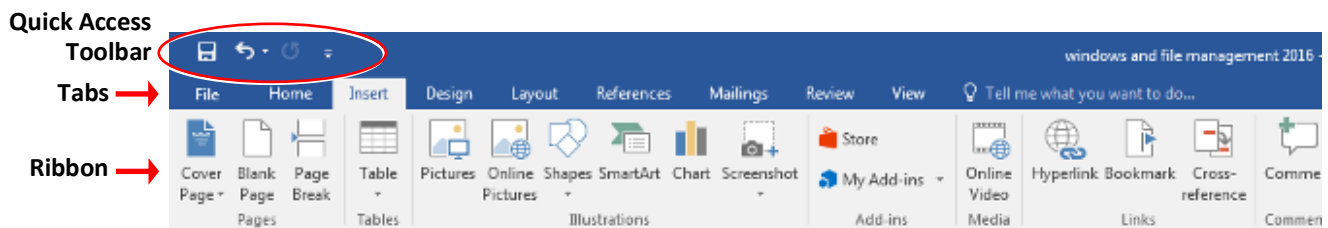
A. Creating a File

1. **Double-click on the Word icon on the desktop.** In our version this will open a menu of Microsoft Word templates. In some older versions, this opens directly on a blank page.
2. **Choose the first template, Blank Document, by clicking on it.**

We will create a very simple document:

3. **Type your name, and press the Enter key.**
4. **Type the date.**

Let’s learn about other parts of the screen.



B. The Ribbon

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

C. The File Tab

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

D. The Quick Access Toolbar

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

The right corner of this bar includes several important commands.

Minimize. This reduces the current window so you can work on other windows behind it without closing the window. You can retrieve it from the Taskbar.

Restore up or down. Makes the current window take up the full desk top area (Restore Up) or take up a smaller portion of the viewing area (Restore Down) if you need to have two windows in view at one time.

Close. This closes the program currently showing, and turns red when active.

Another important feature at the upper left-hand corner of the program window is the Undo/Redo feature.

Undo: This feature allows you to undo the last action you performed and looks like an arrow curving to the left. When there is nothing to undo, the button is gray. When the button is bright it is enabled, and you can undo actions one at a time until you are back where you started.



Redo: If you later decide you didn't want to undo an action, you can click Redo on the Standard toolbar. Redo appears only after you have used Undo, and looks like an arrow curving to the right.

- **Click Undo on the Standard toolbar.** This should take away the date.
- **Click Redo on the Standard toolbar.** The date should reappear.

E. Saving a File

1. **Click the Save button on the Quick Access Toolbar.** This will open up a screen in which you tell the computer where you would like to save your document, and allows you to name the file. For the purposes of this class, we will save our documents to the Desktop. **Note: You also want to use the Save button frequently as you work, to make sure your work is preserved.**



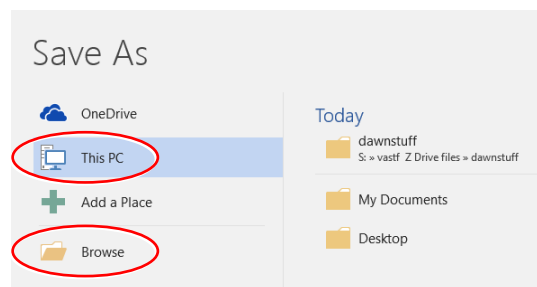
Notice that the title bar says "Save As". When you save a file for the first time it automatically comes up as Save As. You could also select Save As from the File tab. Save As is also used when you start with an existing file and make changes to it, but want to keep the original document intact while also having the new one. This is done by *changing the name of the file* after selecting the Save As command.

EXAMPLE: If you were doing a monthly newsletter, you would want to add new information each month while still keeping the same format. Here is how to do it:

- Write the first newsletter. Save it using the “Save As” command above.
- When it’s time to write the second newsletter, open the one previously saved.
- Using “Save As” again, rename it with the current month and type your new information. Use the “Save” command as you make changes and before you close the file.

If you did this every month for a year, you would have twelve files. If you simply used Save you would only have one file and no longer have the information from the prior months.

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



2. Click on the word “Browse” or select the appropriate drive.

3. Select the Desktop from the list. By choosing the Desktop as your location for your file, you will know to go back to the Desktop to locate your file when you are ready to reopen it. A path is created to find your way back to the file, depending on where you want to keep it. One crucial part of using a computer is keeping track of the files you create so you can find them later.

4. Click in the File Name box.

5. Type your initials and the first three letters of the current month.

6. Click on the Save button at the bottom right, or hit Enter on your keyboard.

F. Title Bar

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

G. Closing a File

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

2. Select Close from the list on the left to save the work done on the open file.

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

V. Windows: What's the buzz about?

A. Operating System

An operating system is the software program on a computer that manages all of the other programs. Microsoft makes the Windows operating system used on most computers. Different versions of Windows include Windows 98, Windows XP, Windows Vista, and the latest version available in the library, Windows 10.

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

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

B. Opening a File

- **In Word, click on the File Tab and select Open.**

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

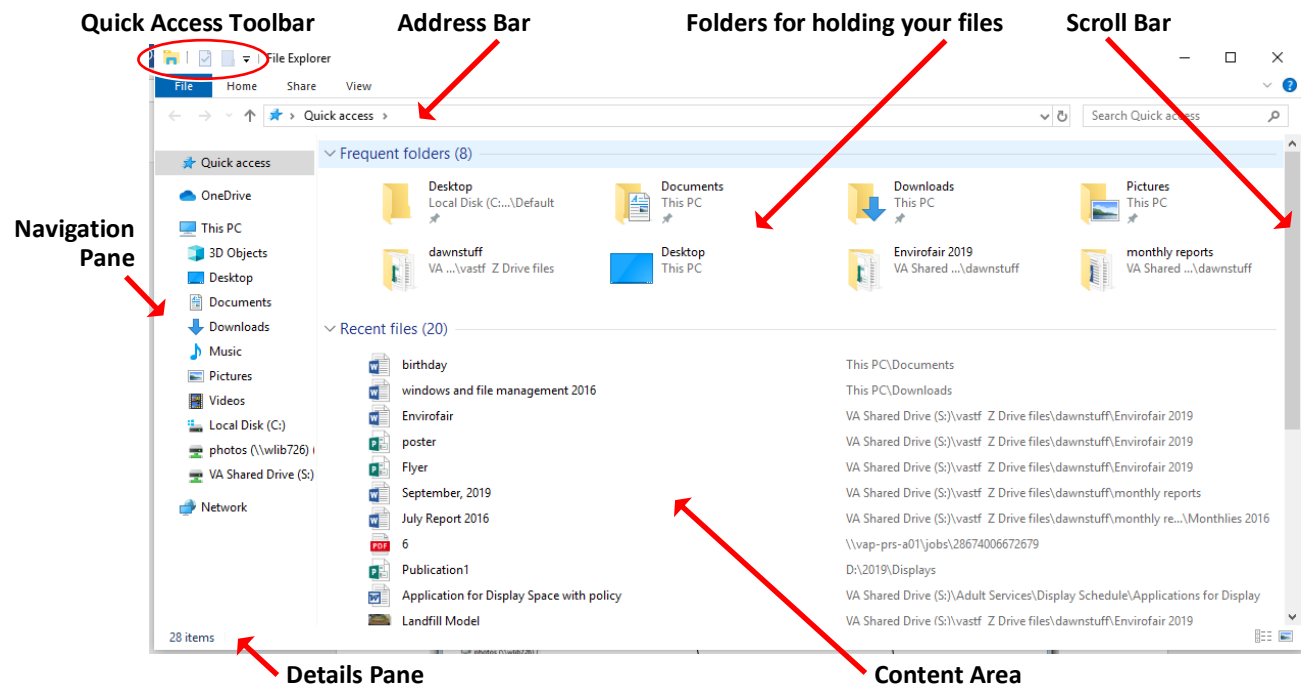
OR, go directly to File Explorer:

- **Look on the Taskbar and click on the icon that looks like file folders in a tray.**

This will open File Explorer, the program you use to explore your computer and work with files and folders outside the programs you use to create files. In other words, File Explorer is the tool you use to manage the files you create; this is why its icon looks like a physical tray with folders stacked in it.



C. Parts of the File Explorer window



- **The address bar is at the top.** It tells you where you are in the computer. As you move around in File Explorer and navigate to other areas of your computer system, the address bar will change. This is an important piece of information we will use when we save files.
- **The quick access toolbar is above the address bar.** The buttons change depending on where you are in the folders and what you select.
- **The navigation pane runs down the left edge of the screen** and has several sections. Depending on how much is on your personal computer, you may need to maximize the window or use the scroll bar within the navigation pane to see all of the sections.
- **Scroll bars appear on the right-hand side of the area,** and occasionally at the bottom for more horizontal content. When there is more information in a section than can fit in the space you can use the bar to access other parts of the screen or “scroll” through the page. This will allow you to see all the information on the page. Scrolling can be done up and down or side to side.

There are three basic ways to scroll.

- **Left click on the up or down scroll arrow.** The page will move up or down one line. Hold down the mouse button to scroll continuously.
- **Left click and drag the scroll box on the slider up or down.** The page will move up or down.
- **Click an empty area of a scroll bar above or below the scroll box** to scroll up or down one page. Use the arrows on the right-hand side of your keyboard to move that page.

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

- **The content area** displays icons for folders in your user account. Windows creates these folders automatically to help you organize your files by type.
 - **The details pane** stretches across the bottom of the window. It tells you how many items are in the section you selected, and how you are viewing them.
3. **Chose and click once on Desktop in the Navigation pane. Locate your file (your initials) in the Content area and double click on it to open.**
 4. **Open Chrome by double-clicking on the Chrome icon on the desktop, or if Chrome is on your Taskbar, only one click is necessary.**

VI. Working with Windows

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

You can use the Taskbar to toggle or switch between windows.

A. Taskbar

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

- **If Chrome is not your active window, click on the Taskbar button for Chrome.**



If you have more than one window open in the same program, a small pop-up icon lets you choose which one to activate. For example, if you we're working on two Word documents at the same time, when you hover over the word button on the Taskbar, you will see small images of both documents and can choose one or the other.

You can also close a window from the Taskbar by clicking on the X in the corner of the small image.

B. Browser

The World Wide Web provides quick access to information and entertainment worldwide. You explore the web using a **Web browser**, which is a software program designed to make browsing the web easy. Examples of web browsers are Internet Edge, Firefox, and Google Chrome. To learn more about browsing the web, take an introductory Internet class.

- **Close Chrome by clicking the X in the top right corner of the window.**

VII. Creating Folders and Saving Files

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

A. Create a folder

1. **To create a new folder, start by going to the folder or library in File Explorer where you want your new folder to be.** For this class we are going to create a new folder on the desktop.
2. **Select File Explorer on the Taskbar.**
3. **Click on the desktop.** Notice how the Command options change.
4. **Select New Folder from the Quick Access toolbar.** You will notice that the words (New Folder) are highlighted in blue. It is at this time that you can name your folder. Don't move the cursor or mouse before you start typing.
5. **Type "Personal" over the words (New Folder) to name your folder. Hit the Enter key on your keyboard.**

B. Create a second folder

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

C. Using what we just went over

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

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

There are several ways to open folders; we will use two.

1. **First, select the Personal folder and double-click to open it.**
2. **Select the Contacts folder, look at the buttons at the bottom of the window and choose Open.**
3. **Click into the File name box and rename the file you just created "Dates."**
4. **Choose Save to save to the Contacts Folder.** Notice the path created in the address bar.
5. **Go to the File Tab and choose Close to close the Word document.**

VIII. Viewing Files

Let's look briefly at our files.

- **Open the Personal folder.**
- **Right click in the white space to the right of the folder names.**
- **Select View from the drop-down menu that appears.** You can also access this menu from an icon at the far right of the Quick Access bar.

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

- **Leave it on Details; close out of the Personal folder.**

IX. Moving Files

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

A. Drag-and-Drop

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

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

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

B. Moving a file using File Explorer

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

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

C. Checking what we've done

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

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

X. Renaming Folders

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

A. First way to rename: Right Click

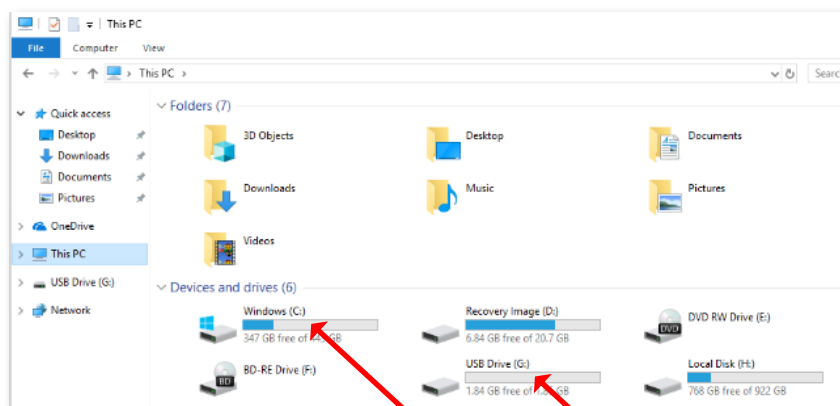
1. **While you are in the Personal folder, select Contacts and open it.**
2. **Right click on the Dates file.**
3. **Choose Rename.**
4. **The Dates folder current name will turn blue.** You now have the ability to change the name.
5. **Type in “Me” and hit enter.** You see the folder with the new name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

B. Second way to rename: Use File Explorer

1. **Go to File Explorer; select Desktop, open Personal, open Contacts.**
2. **Find the Me folder; click once.**
3. **Find “organize” in the Home tab on the command bar; find “rename” on the menu.**
4. **From this point the process of renaming is the same. Close out File Explorer.**

XI. Storage Options

For this class we have been storing our items on the Desktop and/or in the Computer Library. Let’s briefly review different options for storing your files.



Hard Drive Flash Drive (removable storage)

A. Hard Drive

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

B. Desktop

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

C. Portable Storage

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

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



D. Microsoft OneDrive

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

XII. Deleting Files

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

A. Deleting a File

To delete a file outside of the program where it was created, make sure that the file you want to delete is closed. You cannot delete an open file from File Explorer.

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

File explorer gives you access to the available drives. You can manage your files here: Open, Rename, reorganize, or Delete them, for example. Today we will use Quick Access to delete the file we created in class.

4. **Choose the area where your file is saved** (Desktop).
5. **Click on the name of your file.** It will become highlighted in blue.
6. **Click on the Organize tab.**
7. **Click on the word *Delete*.** You will be asked “Are you sure you want to move this file to the Recycle Bin?”
8. **Click “Yes” and your file is deleted.**

You can also access Delete by right-clicking on the file for a shortcut menu.

B. Recycle Bin

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

C. Emptying the Recycle Bin

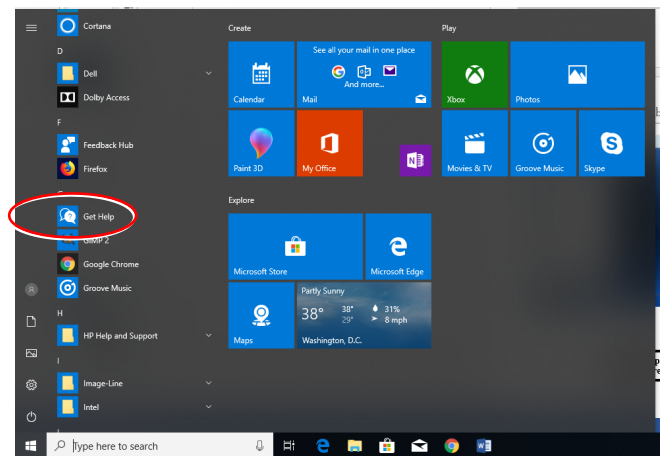
To permanently re move files from the computer and reclaim any hard disk space they were using, you need to permanently delete files from the Recycle Bin. You can choose to delete individual files from the Recycle Bin or empty the entire Recycle Bin at once. You can either right-click or double-click on the icon; then choose “empty the Recycle Bin.”

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

XIII. Windows Help System

A. Windows Help

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



B. Microsoft Office Online

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

Thanks for Attending!