

COMPUTER BASICS

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Topics

- **Windows Desktop**
- **What is a Window?**
- **Files, Folders, and Paths**
 - **Creating a Folder**
- **Starting Applications**
 - **Saving Files**
- **Cut, Copy, and Paste**
 - **Screenshots**
- **Searching and Surfing**
 - **Shutting Down**

The major parts of the Windows Desktop include these elements:

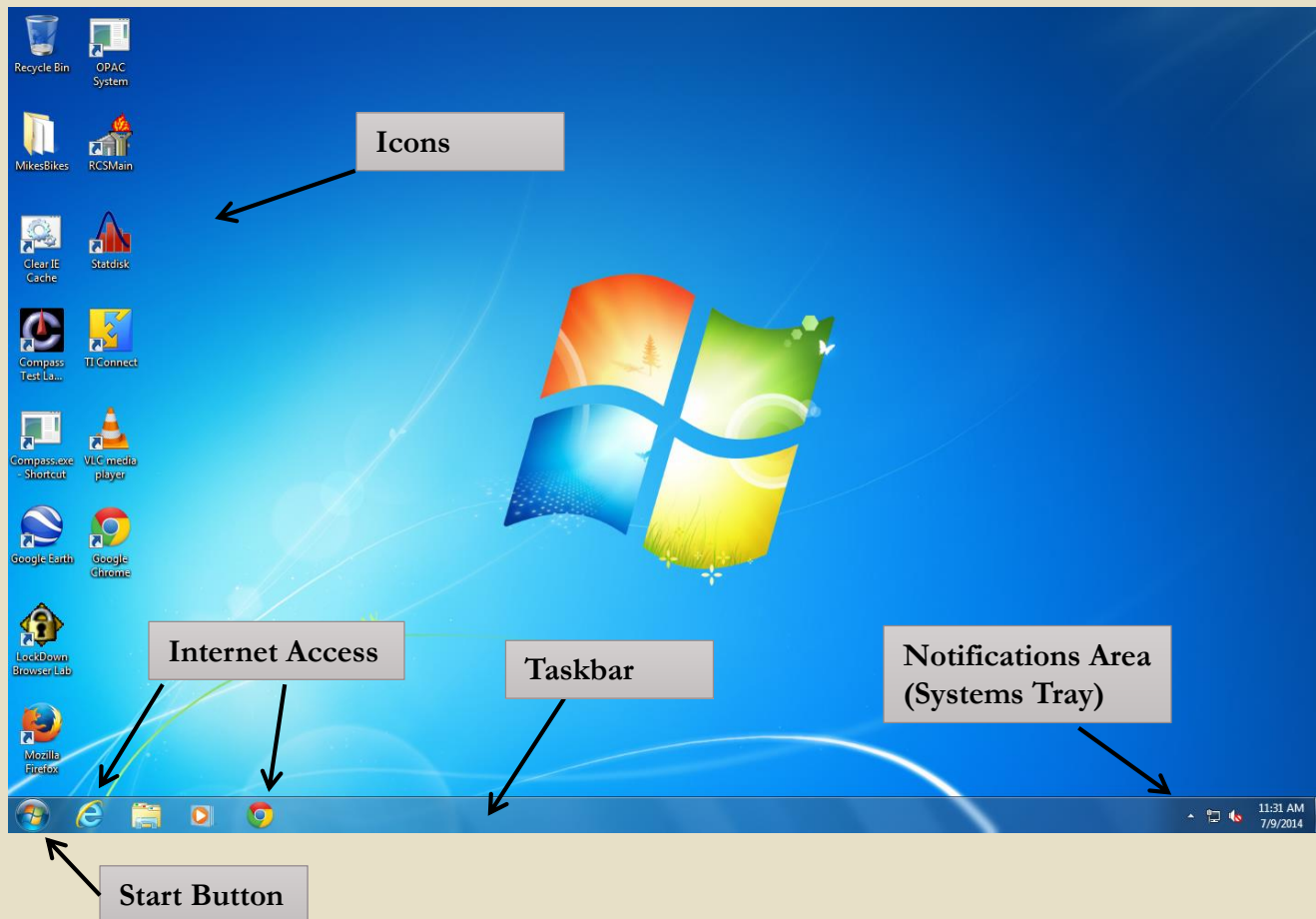
The desktop—display area that is seen when Windows is opened

Start button—opens the Start menu which is what is used to open all programs and documents

Taskbar—at the bottom of screen, displays buttons and icons for the most used applications

Notification area—part of the taskbar displaying the clock, volume control, and other utilities that run in the background of system

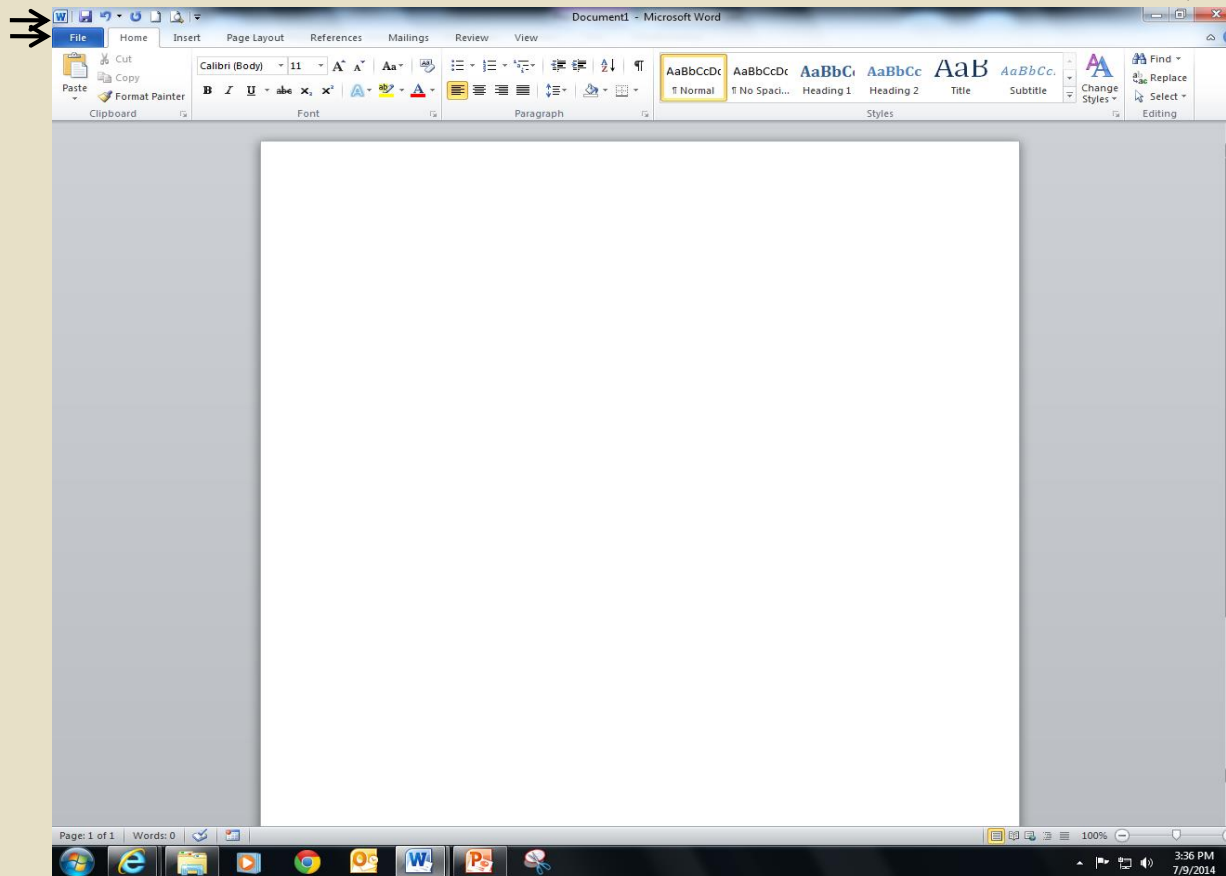
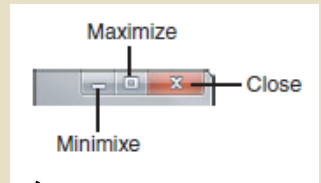
Icons—small graphics that represent programs, files, or folders



What is a Window?

Title Bar

Menu



Scroll Bar

Files, Folders, and Paths

Windows organizes files into folders on the hard drive. Folders can contain both files and subfolders, allowing for structure and organization within the filing system of the computer.

Microsoft Windows creates a series of libraries to store data in. Libraries can be found by going to the Start menu (see image at right) and then clicking on Computer.

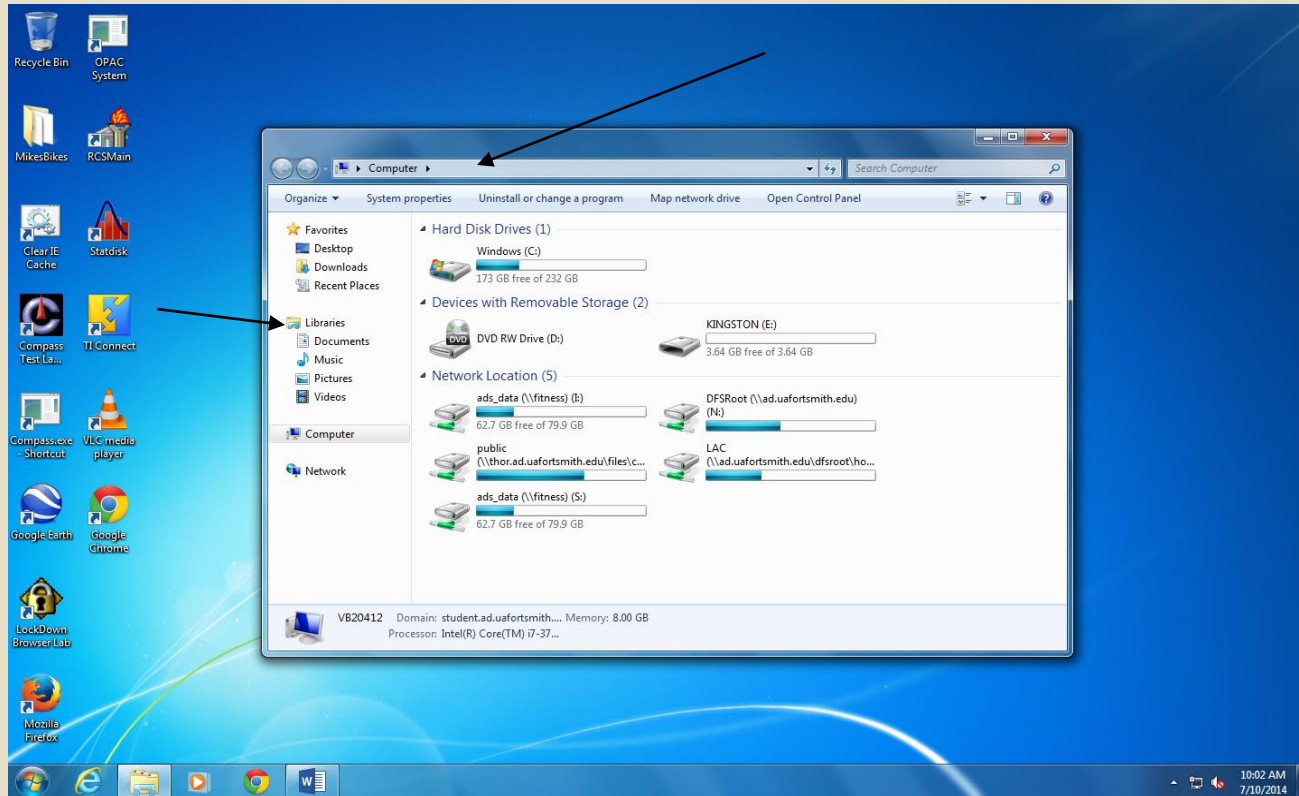
Files can be stored on the computer's hard disk which is the C: drive, a DVD, a CD, a USB drive, or in any of the appropriate libraries as defined by Windows.

Each storage device on your PC is identified by a unique device letter. The C: drive is always listed first when viewing storage devices through "Computer" on the Start menu (see next slide). On campus at UAFS, students are allocated space on the R: drive to store documents and files. Many students prefer to save on a USB drive so that files are transportable.



A **library** is not a real folder, but just a collection of files or folders in different locations on the computer. This allows the user to store documents, music, images, etc. in different locations across the hard drive.

A **path** specifies a complete location or name of where a computer, file, web, or other object is located. In this example `Computer > Windows (C:) > UAFS - Classes > Math` the path begins at Computer, then goes to the C: drive, then goes to a folder named *UAFS Classes* and then to a subfolder entitled *Math*.

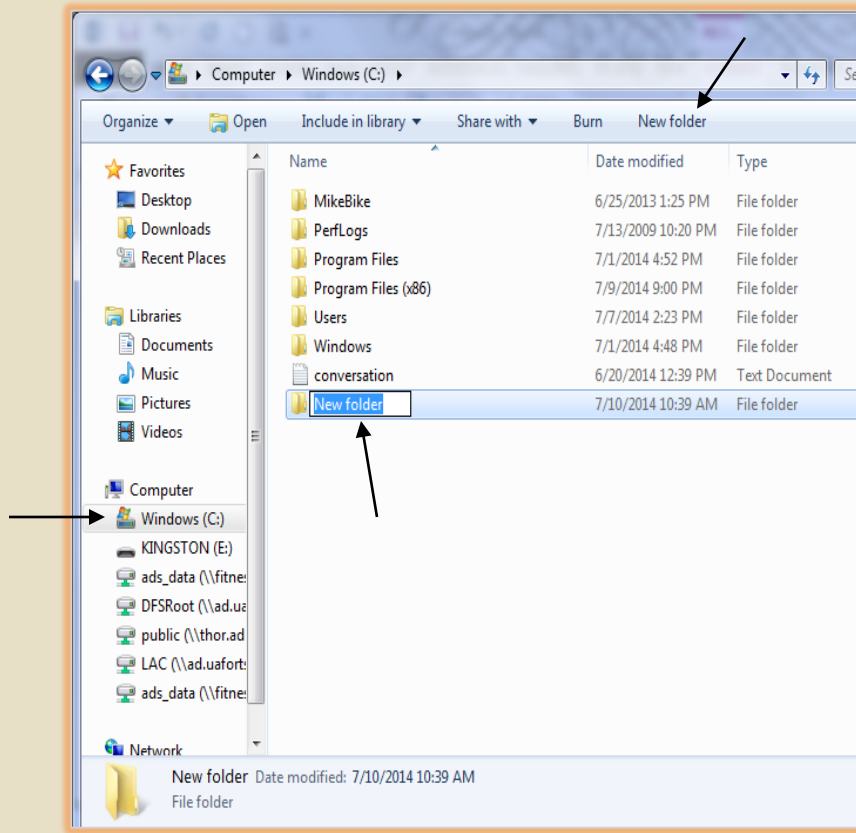


To Create a New Folder

A folder is a an object that contains files and other subfolders on the computer.

- 1) Double-click on the C: drive.
- 2) Click on New Folder.
- 3) Key in name of new folder.

Note: Folders can be created in many areas within the Library of the computer.



How to Start Application Software such as Word, PowerPoint, or Excel:

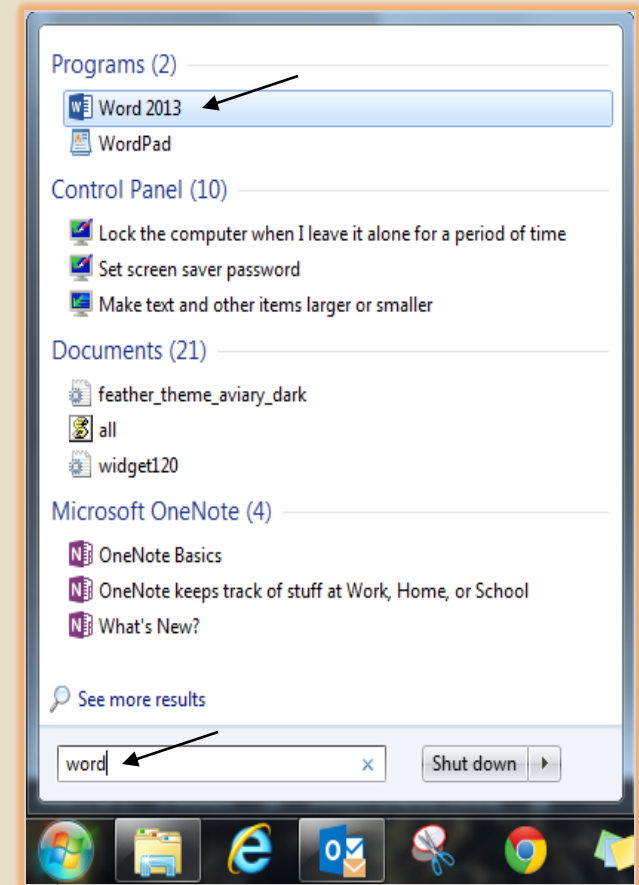
- Click on the Start Button (see image at right)
- In the search box key in Word (if attempting to start Microsoft Word)
- Click on **Word 2013** and this particular application will open

Other applications can be accessed from the Start button by doing the following:

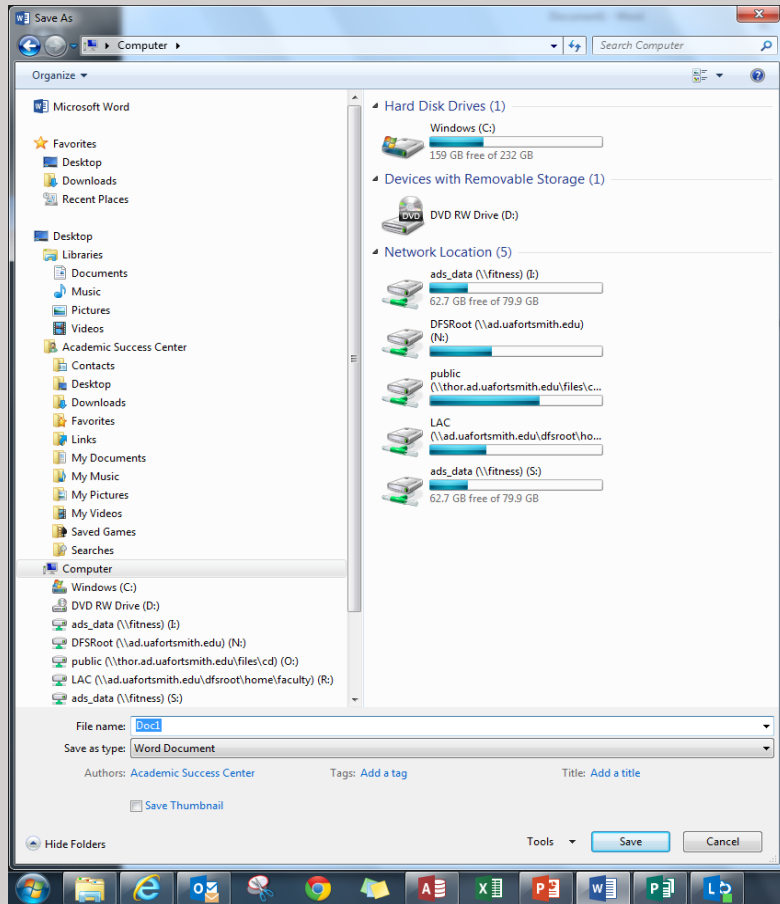
- Click on the Start Button
- Click on All Programs
- Scroll down list and click on desired application

One or more applications can be open at the same time. Buttons on the taskbar will indicate which applications and/or programs are open and running. To switch from one application to another, click one of the buttons on the taskbar.

The blue “E” on the taskbar (see image), will allow access to the Internet through Internet Explorer. The multi-colored circle (Google Chrome) will also allow students to gain access to the Internet.



How to Save Files



Saving means storing files or documents on the computer or another drive so that these files can be accessed again later. Saving frequently while working is always a good idea.

When starting a new document, it is always a good idea to begin saving inside the folder where work is normally stored such as on a USB drive or on the R: drive when at UAfS. The R: drive is available on all computers here on campus but files stored here can only be accessed on UAfS computers.

When using Word, the following steps will assist you in saving documents:

- 1) On the Ribbon, click on the File tab
- 2) Choose “Save As”
- 3) Double-click on “Computer”
- 4) Double-click on area where file should be saved such as a USB flash drive or local drive
- 5) Change the filename to something acceptable
- 6) If necessary, the proper file extension can then be selected

Copy, Cut, and Paste

To copy text or material:

- 1) Using the mouse, click and continue to hold down the left mouse button; while doing this, move the mouse across the text to highlight the material to be copied; then lift up on the mouse button
- 2) Right-click one time on the highlighted material and select copy
- 3) Go to the area where copied material is to be pasted and right-click to paste

To delete text or material:

- 1) Using the mouse, highlight the material to be deleted or cut
- 2) Right-click on the highlighted material and select cut

- 1) Press Printscreen – Windows captures the entire screen and copies it to the clipboard
- 2) Press Alt-Printscreen – Windows captures the active window only and copies it to the clipboard

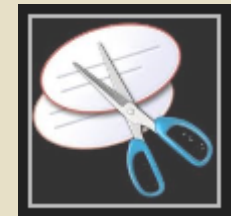
After the screenshot has been captured, right-click and paste to document.

A screenshot can also be taken using the Snipping Tool. Typically, the Snipping Tool can be found on the Start menu and then moved to the Taskbar for easy access.

Follow these steps when using this very useful tool:

- 1) Click New from the Snipping Tool Menu
- 2) The screen will gray out and cross-hairs will appear allowing the user to select material that needs to be “snipped” (or copied)
- 3) Right-click on the snipped material and select copy; now paste to document by right-clicking again

How to Capture a Screenshot



Searching and Surfing

To search for files on the computer using Windows:

- 1) Click on Start Menu
- 2) Click on Computer
- 3) Click on device or drive where file is stored
- 4) Key in part of document name in search box in upper left-hand corner of window

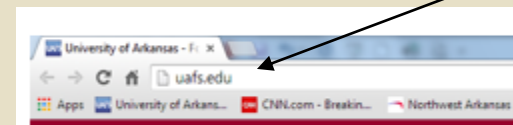


To search for information on the Internet or surf the web:

- 1) Click on the web browser icon located on the Taskbar



- 2) After browser opens, key in topic to search for in the URL address line; then strike Enter.



- 3) Click on desired link.

Shutting Down Windows and Turning Off the Computer

- 1) Save and close any files that are open; then close applications (such as Word)
- 2) Click the Start button in the lower left-hand corner of your screen so that the Start menu is displayed.
- 3) Click the Shut Down button.

Note: On campus at UAFS, complete the first two steps above; then, beside the shut down button, hover over the arrow and click Log off (see image).

Forgetting to log off poses a security risk with any computer that is accessible to other people. To avoid misuse by others, remember to log off before leaving any facility on campus such as a lab or the library.

