

Basic Computing: Introduction to Windows

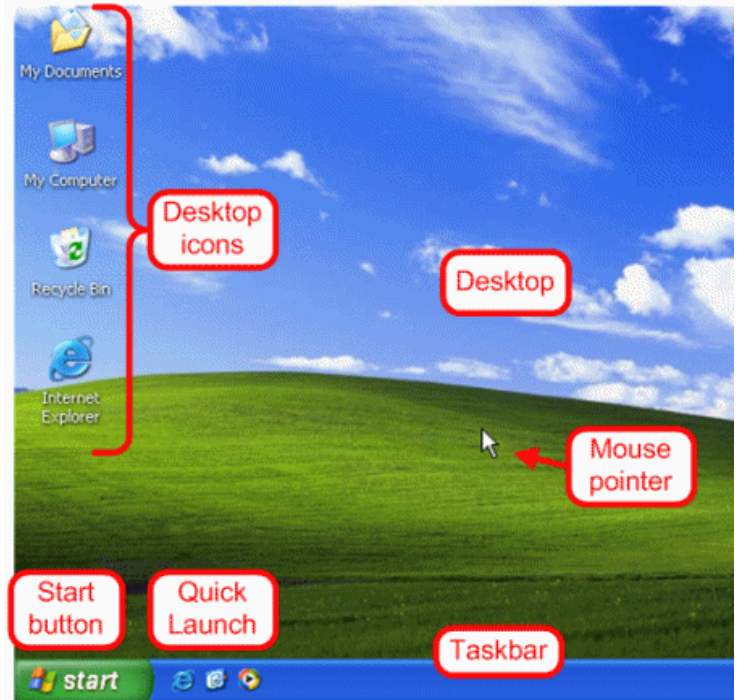
Brighton District Library








What is Windows?

1. Leading operating system created by Microsoft
2. The operating system (OS) makes the computer run. Without an OS a computer is just a pile of metal and plastic.
3. Windows versions include Windows 98, 98 2nd edition, 2000, ME, XP, Vista and Windows 7. These laptops are running Windows XP.
4. Windows is a GUI (Graphical User Interface) which means that there are visual cues that are clicked on a mouse: icons, menus, options, and buttons.
5. Windows programs/applications run on the Windows operating system.

The Desktop

- The first thing that you see when you start your machine is the desktop. The desktop can look very different from one machine to the other and from one version of Windows to another but there are some common elements:



Windows XP	Description
	My Computer - Give you access to all the programs, documents, data files, floppy drives, and CD-ROM and DVD drives on your computer. The icon may look slightly different from one version to the other
	My Network Places – Lets you browse through the workstations, printers, drives and folders on your network. In Windows XP, My Network Places can be found in the Start menu, not the desktop.
	Recycle Bin – Stores the files you delete. Keeps the files until you “Empty the Recycle Bin”. Open the Recycle Bin to see all files you deleted since you last emptied it. You may restore any file you find in here.
	Start – Opens the start menu from which you can access programs and open documents.
	Internet Explorer – Is always on the desktop. It cannot be deleted from the machine.
	My Documents – This is the default place to save files you make.
	System Tray – Contains continually running items such as anti-virus, clock, volume controls.

Start Menu



- The Start Menu is your main access to all Windows commands and to the programs on your system.
- To open the Start Menu, click the Start button and you see a list of commands. These commands vary depending on the version of Windows.
- To select an item in the Start Menu, simply click or follow the submenus until you find the one you want.
- You can expect to find in all version include the following:
 - **All Programs** – Contains all the programs on your system. Notice that there are many submenus.
 - **My Documents** – Displays a list of recently opened documents
 - **Find/Search** – Use to find a particular file or folder
 - **Help** – Has the complete manual on Windows. Use this to search for help.
 - **Run** – Start a program manually by typing in a command
 - **Shut Down** – Use this command to shut down, logoff or restart Windows.



Try it! Opening up a Program from the Start Menu

1. Click on the **Start** button
2. Move your mouse pointer up to **All Programs**.
3. Move the mouse pointer to the right and find **Accessories**.
4. Move the pointer and click **Games**.
5. Move the pointer and click **Solitaire**.
 - *The program will automatically start.*
6. Click the **Close** button to close the program.



Working with a Typical Windows Window

- Windows are screens that show up on top of the desktop. They can obscure the entire desktop or they can cover only part of it.
- Windows can be layered so that you may see more than one. You may also see only one but there are other windows hiding below.
- There are similar controls in all Windows, for example you use the same process to close or resize a window, no matter what program you're in.



Try it! Playing with Windows

1. Double-click the **My Computer** icon on the desktop
 - *The My Computer window is open. You see icons for drives and key system folders.*
2. Click the middle **Maximize/Restore** button in the upper right hand corner
 - *The window Maximizes to fill the entire screen and the Maximize button change to a Restore Down window.*
3. Click the middle **Maximize/Restore** button again
 - *The window Restores Down to it's original size*
4. While the window is smaller than the entire screen, resize it by **grabbing the handle** in the bottom right hand corner and dragging it around with your mouse. Let go of your mouse when you have it the size and shape you want it.
 - *This will change the shape and size of the window.*
5. Click the middle **Maximize/Restore** button in the upper right hand corner again to maximize the window.
 - *Once again, the window fills the screen*
6. Click the **Minimize** button



- The window disappears but remains available at the bottom of the screen in the Task Bar at the bottom of the screen.
7. Click the **My Computer** button in the **Task Bar**.
- My Computer window will open up again. **NOTE:** The X will close out the My Computer windows. **LEAVE IT OPEN FOR OUR NEXT EXERCISE.**

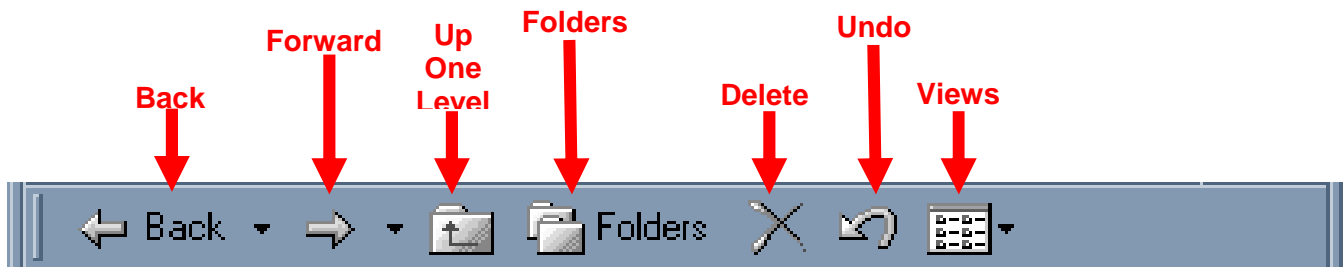


Understanding "My Computer"

The **My Computer** window has the following bars:

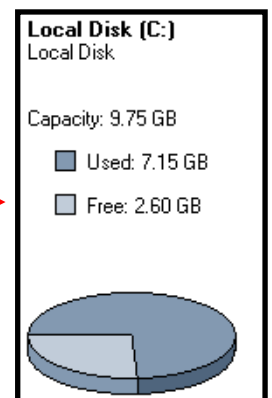
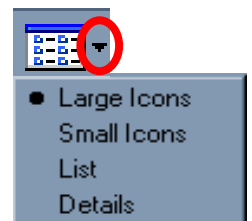
	<p>Title Bar – Names the window or program and the file you have open.</p>
	<p>Menu Bar – Contains drop down menus which will have all options available.</p>
	<p>Tool Bar – Has handy buttons to make it easier to access frequently used tasks.</p>
	<p>Address Bar – Tells you what level you are within the hierarchical drive and file structure of Windows.</p> <ul style="list-style-type: none"> • The information in the Address window is where you are at now. • When clicking the down arrow, you'll reveal the rest of the hierarchy.

The Tool Bar buttons will do the following:



Try it! Exploring "My Computer"

1. Open **My Computer** if not already open.
2. Click the down arrow next to the **Views** button on the toolbar and look at the options.
3. Click **Small Icons**.
 - The display lists the contents of the My Computer window with small icons and names.
4. Click **View**, and then click **Details**.
 - The display lists the contents of the My Computer window with more information about each object.
5. Click the **top of each column**.
 - This will sort it first one way, click again and it will sort the other.
6. Double click on **Local Disk (C)**. This is the hard drive where every file on the computer is stored.
 - Notice how much space is available on this computer.
7. Click on **Program Files**.



- All files related to Programs on your machine are stored here. Notice that there are many folders for the many files that it takes to create a program.
8. Click on the **Back** button or the **Up One Level** button to go back up to the Desktop level.

Folders and Drives

- Everything in the computer is organized by files within folders.
- Files are organized in a hierarchy. Stored by drive letter, folder name, and file name. In your computer, the top level of organization is the Desktop, which contains My Computer which contains your computer's drives, which contain your drives, which contain folders, which contains files.
- Most folders are created automatically when software is installed.
- You can create, delete, and copy folders in which to organize the files you created.
- "My Documents" is the default folder that Microsoft wants you to save your files.

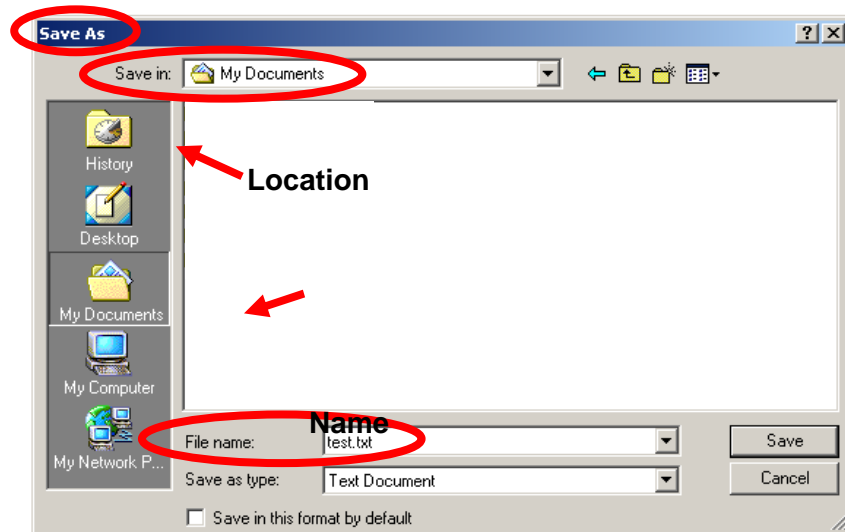
- Desktop
 - My Computer
 - Drives (especially C Drives)
 - Folders
 - Sub-Folders
 - Files

Try it! Creating a New Folder

1. Open **My Computer**
2. On the right hand side is My Documents. Click on **My Documents**.
3. Once you're in My Documents, right click inside the My Documents window. Select **New**, then **Folder** from the menu.
 - Windows creates a new folder.
 - Note that name "New Folder" is surrounded by a rectangular box. This box indicates that the object name can be edited. You are now ready to give the New Folder a name.
4. Type **Practice Folder** and press **Enter**.
 - Because the text in the box was highlighted, what you type replaces the previous entry. You now have a new folder in My Documents called Practice.

Saving Your Files

- Saving a file is a way for you to store your document / image / spreadsheet / graph to use later. You can save to a diskette or anywhere on your C drive, but as mentioned above saving to **My Documents** is the default place to save.
- **Save As** – The first time you save a document, Windows forces you to "save as". When using "save as" you must indicate where you want to save the file and what you want to name the file.
- **Save** - After you've saved the first time, you can do a simple save which will save the file to the same name and location as you used the first time. If you have made changes to the file, it will overwrite the original and save the changed version.
- **When to use Save As vs Save**
 - Use **Save As** if you have never saved the file.
 - Use **Save As** if you want to save the file to a different location (for example, save to a floppy drive), or you want to save a different version (rather than overwrite your original).
 - Use **Save** if you have already saved the file once and want to overwrite your original.



Try it! Opening an Application and Using Save As

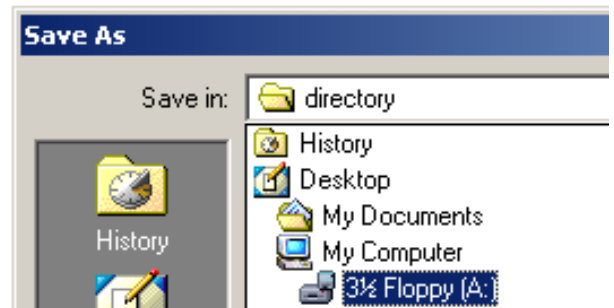
1. Click on the **Start menu > Accessories > Word or Wordpad**. Type a few lines. It doesn't matter what you type.
2. Click on **File > Save As**.
3. Click on **My Documents**. Open your Practice Folder by double clicking on it.
4. Make sure it says "My Documents" in the "**Save in**" box. If not, click on My Documents in the left sidebar.
5. Name your file "test" by typing it in the **File Name** box. Click on Save.
You know your document has been saved because the file name will be in the title bar.

Try it! Making Changes and Overwriting the Original File with Save

1. Type a few more lines. It doesn't matter what you type.
2. Click on **File > Save**.
 - Your original file will now be saved in "My Documents" as test.txt with the new text you typed.

Try it! Saving to a Floppy Disk

1. Insert a floppy disk in the floppy drive.
2. Click on **File > Save As**.
3. Click on **My Documents**. Open your Practice Folder by double clicking on it.
4. Make sure it says **3 1/2 Floppy [A:]** in the **Save in** box.
 - This will save another copy of your file to the floppy disk. The copy in **My Documents** will still be there.



Try it! Copy a Folder

1. Go to **My Documents**.
2. Select your **Practice Folder**
3. **Right Click**, select **Copy**.
4. Put cursor on an empty space on the **Desktop**, **right click**, select **Paste**
 - A copy of your Practice folder and any contents that might be in it has now been copied to your desktop.

Deleting Files and Folders

- When deleting a folder, you are deleting all the files in the folder.
- If you are deleting from the C drive (this would include "My Documents") you can still get it out of the Recycle Bin.
- When deleting files from a floppy disk they are really deleted and can't be recreated.
- YOU SHOULD NOT DELETE, MOVE, or RENAME:
 - WINNT folder
 - Windows folder
 - Program Files
 - Config.sys file
 - Autoexec.bat file
- The folders / files mentioned above are associated with your operating system, the brain of your computer. You would not want to have a brain-damaged machine!
- Rule of thumb: **If you didn't create it, be very careful changing it in any way.**



Try it! Delete a Folder

1. Close test.txt.
2. Select My Documents > Practice Folder
Right Click on it and select Delete from the menu or hit your Delete key
 - *This folder and the files in it (test.txt) will now go to the Recycle Bin. They can still be restored from there.*
3. Now do the same thing with the copy you made of the Practice folder on the desktop.

Delete carefully! If something is deleted from the hard drive it goes to the Recycle Bin and can be restored*
Exception – It cannot be restored if it's on a removable storage such as a diskette, CD-Rom, Zip drive.

Restoring from the Recycle Bin

- You can restore files that have been sent to the Recycle Bin by:
 1. Double-click on the Recycle Bin on the desktop.
 2. You can either
 - a. Restore everything that has been deleted.
 - b. Select one item and restore just that.

Shutting Down Windows

- Click the Start Button
- Click the drop-down arrow to display the list of options,
- Select Shut down
- Click the OK button or press the Enter key.