

Working with Windows Handout

INTRODUCTION

Welcome! This class is a continuation of Introduction to Windows and will build upon information taught in that class. In the last class, you learned about the desktop, the parts of a Window, and how to save a file. Today we will learn more about managing files, using the control panel features, maintenance, and more.

FILE MANAGEMENT

In the first class, you learned how to create a file, save a file, and put that file into a folder. Today we're going to talk about how to move a file, copy a file, and delete a file. We'll also discuss how to navigate between these files folders and drives.

First, let's refresh on how to save a file:

- Open **Microsoft Word**. Type a few sentences.
- Click on **File**. Select **Save As**.
- The **Save As dialog box** will open. Name this file "Letter." From the drop down menu at the top, choose to **Save in: Desktop**. Click Save.
- Now this file is saved on the desktop.

Let's **Move** this file to the **My Documents** folder. **My Documents** is a **folder** that provides you with a convenient place to store your important files and folders. Remember, you can quickly reach **My Documents** in the Start menu or by double-clicking the My Documents icon on your desktop.

Moving or Cutting a File:

- **Right click** on the "Letter" document.
- Choose **Cut**. The file will look washed out.
- Open the **My Documents** folder. Click on **Start** and click on **My Documents**. Or, **double click** on the **My Documents icon** on the desktop.
- Right click in the white space of the My Documents folder. Select paste. The file is no longer on the desktop and has moved to this folder.

What if we want to have the file in two places? You can copy the file and put it in another location.

To Copy a File:

- **Right click** on the **Letter document** in the My Documents folder. Select **Copy**.

- Go back to the **desktop**. **Right Click** on the desktop. Select **Paste**.
- The Letter document will now be on the desktop and in the My Documents folder.

What if we decided to keep the file in the My Documents folder, but wanted to delete the file on the desktop?

Delete a file:

- **Right click** on the Letter document on the desktop.
- Click on **Delete**.
- A dialog box appears asking, "Are sure you want to send the file or folder to the Recycle Bin?"
- Click **Yes**.
- The File will move to the **Recycle Bin**.

WHAT IS THE RECYCLE BIN

Sometimes files and folders can clutter your computer. The **Recycle Bin**, the desktop icon that resembles a wastebasket, is where you put a file or folder if you want to **delete** it. You can open the Recycle Bin anytime and see what's inside by **double-clicking** the **Recycle Bin icon** located on the desktop. Inside, you'll see a listing of deleted items. Our Letter will be in there.

Retrieving Files From the Recycle Bin

Placing an item in the Recycle Bin doesn't mean you can't retrieve it at a later date. Using the **Restore all items link** (located in the Recycle Bin Tasks list) will move all files and folders in the Recycle bin back to its **original location** on your computer.

- **To restore one file, click to select the file.**
- **Restore all items** changes to **Restore this item**.
- Click **Restore this item**.
- The item is restored to its **original location**.

Emptying the Recycle Bin

Emptying the Recycle Bin **permanently deletes** the items. They cannot be recovered. Empty your Recycle Bin periodically to keep your computer running smoothly.

To empty the Recycle Bin, click the **Empty the Recycle Bin** link in the Recycle Bin Tasks list.

All these techniques can be applied to moving, copying and deleting **Folders**. The only difference is, when you copy, move, or delete a folder, you are affecting all the items inside the folder. This makes it easier to move multiple documents to different locations.

HOW TO SEARCH FOR A FILE

When you have trouble finding a file or folder on your computer, search for it using the **Search feature**.

There are 3 ways to open Search.
Open and Start menu and choose **Search**.
Open **My Documents** and click the **Search** button.
Open **My Computer** and click the **Search** button.
Search opens in the left pane and presents a **list of options**.

Depending on what option you choose, you're presented with various ways to conduct your search. Let's say you choose to search **All Files and Folders** for a particular file. The Search feature prompts you with questions to help you refine your search. It's helpful if you can remember something about the missing file such as all or part of the filename, file type, when you last worked with the file, a word or phrase in the file, or what drive it's on, etc. The more criteria contained in your search, the more refined the search becomes.

Let's try searching for our Letter document.

- Open My Computer and click the Search icon.
- Select All Files and Folder. Type the title Letter in to the "part of file name box"
- Click the **drop down arrows** to add more criteria if needed (in this case we don't need more criteria, but show the students how they can narrow their search)
- Click **Search**. Once you click **Search**, it tells you what it's searching. Your search results **display** in the **white space**.
- Search tells you when the search is complete and prompts you with more **Search options**.
- If your search is complete, click **Yes, finished searching**.
- Simply double-click the file to open it.

Finding a file can take seconds, minutes or much, much longer depending on the type of search and where you look. If you don't find the file or folder you're looking for on the first try, type in a different name and/or location.

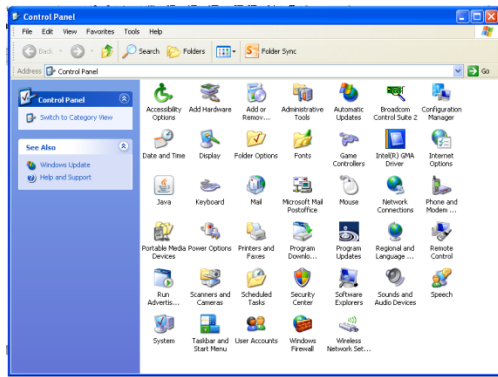
To quickly review files listed in your search results, hover your mouse pointer over the filename. A **yellow pop-up window** displays, telling you its **location, the file type, and size**. Double-click the file to open it.

CONTROL PANEL

The Control Panel features a number of tools that will help you control how Windows features look and act.

To access the Control Panel:

- Click **Start**.
- Click **Control Panel**.



The student's control panel will open in Classic View. The Instructor's may open in Category View. Please switch to Classic View to be in the same view as the customers.

The Windows Control Panel contains a list of **Control Panel icons**.

Let's go over some common tasks you can accomplish in the control panel.

CHANGING THE WALLPAPER

Wallpaper is the background image that appears on your desktop. Windows XP offers many wallpaper choices.

To change the wallpaper:

- Open the **Control Panel**
- Double click on the **Display** icon.
- The **Display Properties** dialog box opens with the Desktop tab selected.
- Click on the **Desktop** tab.
- In the **Background** box, click or use the arrow keys to view the choices. A preview will appear in the picture of the monitor.
- To use a picture saved on the computer, click **Browse** to navigate to a folder that contains a picture you saved on the computer.
- Use the drop down boxes to alter wallpaper **position** or **color**.
- Click OK to close the dialog box.

Shortcut to Display Properties

- Right click on the desktop
- Select Properties.
- It will bring up the Display Properties dialogue box.

CHANGING THE SCREEN SAVER

In the early days of computing, **screen savers** helped prevent images from being burned into the monitor. Now, screen savers entertain us, provide some privacy, and enhance our work or home environment. Windows comes with several screen savers.

To change the screensaver:

- Open the **Control Panel**.
- Double click on the **Display** icon.

- The **Display Properties** dialog box opens. Select the **Screen Saver** tab.
- Click the **arrow** to open a drop down box. Click or use the arrow keys to view the choices. Or click **Preview** to view each option on your computer screen. Press any key on your keyboard to return to the dialog box.
- Click **Settings** to customize the appearance of your chosen screen saver. (A dialog box will notify you if your choice doesn't have any options).
- In the **Wait** box, determine how many minutes should pass before your screen saver turns on.
- Click **OK** to close the dialog box.

CUSTOMIZING THE TASKBAR

You already know about the Taskbar, but did you know you can customize its appearance?

To customize the Start menu:

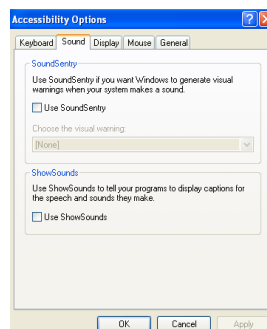
- Open the **Control Panel**.
- Double click on **Taskbar and Start Menu**.
- The Taskbar and Start Menu Properties dialog box opens with the Taskbar tab displayed.
- Use the checkboxes to customize its appearance and click OK.
- Click the **Start Menu** tab to switch between the **XP Start menu** and **Classic Start menu**. Classic Start menu is the Start menu featured in older versions of Windows.

ACCESSIBILITY FEATURES

As you know, a computer functions with both **input** (keyboard and mouse, for example) and **output** (monitor and printer, for example) **devices**. Windows allows you to configure your computer's input and output behaviors to accommodate people with a range of disabilities.

To access the Accessibility Options dialog box:

- Open the **Control Panel**.
- Click the **Accessibility Options** link.
- The **Accessibility Options** window opens.
- You can pick a task or click on **Accessibility Options** to open the dialogue box.
- Notice that it is equipped with five tabs: **Keyboard, Sound, Display, Mouse, and General**.



We'll go over a couple of them.

Adjusting the Sound

Click on the **Sound Tab**

The **Accessibility Options Sound tab** allows you to enable Windows sounds to help you operate Windows. These features are especially helpful for users who are **hearing impaired**. Choose from two options:

SoundSentry. Windows uses sound to alert the user to certain warnings or notices. Sound Sentry enables these warnings to appear on your screen instead of as a sound. To use **Sound Sentry**, click the **Use SoundSentry** checkbox. Then choose the kind of visual warning you want to receive.

ShowSounds. Use ShowSounds to tell any programs to show text for any sounds or speech they may use. To use **ShowSounds**, click the **Use ShowSounds** checkbox.

Adjusting the Display

The **Display tab** allows you to use **high-contrast colors** and **adjust the cursor** to make reading easier. These features are especially helpful for users who are **visually impaired**.

Choose from two options:

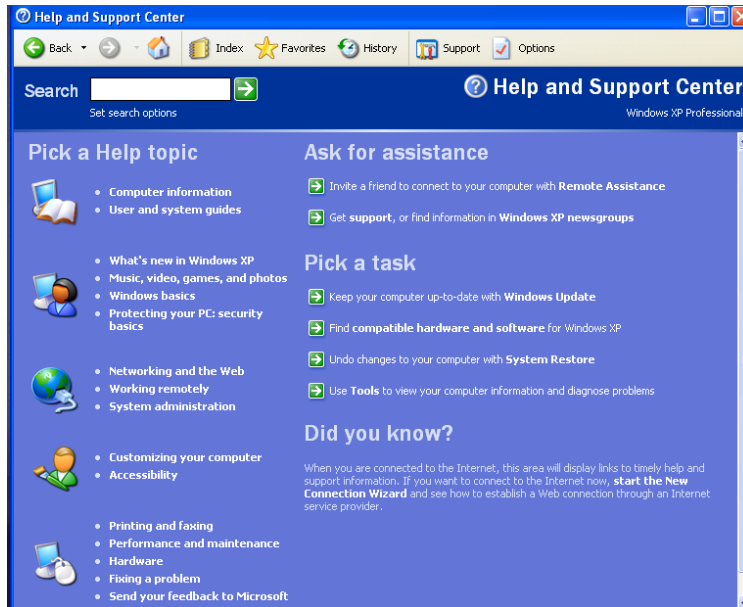
To enable **High Contrast**, click the **Use High Contrast** checkbox. Clicking the **Settings** button enables the shortcut for High Contrast, **ALT+SHIFT+PRINT SCREEN**.

Use the **sliders** to change the **cursor blink rate** and the **width of the cursor**.

HELP AND SUPPORT CENTER

You don't have to remember how to do everything with Windows XP. If you get stumped, Windows XP features an easy-to-use **Help and Support Center** to assist you.

- Click **Start >> Help and Support**.
- The **Help and Support Center** window opens.
- The home section is displayed.



When you first on the Help and Support Center, you arrive in the home section. Here, you can pick a help topic, pick a task, search, and ask for outside assistance. Notice that the Home section looks and acts much like a web page. As you use Help, notice that some Help files are stored on your computer, whereas others are stored on the Internet.

The Index

Notice the buttons across the top of the home section. The **Index** option works like any other index, providing you with a fast and easy way to locate topics and resources.

- Click the **Index** button.
- The **Index** opens. The entire index is displayed in alphabetical order in the **left pane**.
- Type in a keyword that pertains to the topic you're interested in.
- Double-click a topic you want to explore in the left pane. Information about the topic displays in the right pane or a **Topics Found** dialog box appears. (suggested topic: Backgrounds)
- If a **Topics Found** dialog box appears, click **Display** or **Cancel**
- If you click **Display**, information about the topic displays in the right pane.
- Click **Cancel** to close the dialog box and begin a new search.

Support

If you are having trouble with Windows that you can't resolve on your own, there is support available to you in the Help and Support Center. To access **Support**, click the **Support** button.

You can get support in a variety of ways:

Ask a friend to help. If you have an Internet connection, you can invite someone you trust to chat with you, view your desktop, and work on your computer.

Get help from Microsoft. Using an Internet connection, you can allow a Microsoft support professional to answer your questions via email, chat, view your screen, or work on your computer.

Go to a Windows Web site forum. Windows Newsgroups are online resources that allow you to communicate with other Windows users about any problems you may be having.

Help's Search Function

Searching for help topics is perhaps the fastest and most useful way to use the **Help and Support Center**.

- In the **Search box**, type in a keyword that pertains to the topic you're interested in and click the green arrow key.
- Your search results are listed in the **left pane**. Click to choose a result that best answers your concerns.
- The explanation will display in the **right pane**.

OPTIONAL

Most of the following is blocked on the student computers and they will not be able to follow along. If there is time, please show them the following on the staff computer.

BASIC MAINTENANCE

Do some basic maintenance from time to time to keep Windows running smoothly. Luckily, Windows provides you with some basic tools to make the maintenance process as painless as possible. You can access these tools via the System Tools menu.

To open the System Tools menu:

Choose Start >> All Programs >> Accessories >> System Tools. [This is blocked by IT on student computers.]

A cascading System Tools menu opens.

The following are some system tools you should know about:

Disk Defragmenter [Not accessible to students.]

All Windows computers have at least one **hard disk or C Drive**. The hard disk acts as your computer's storage area. Almost everything installed on your computer - applications, files, folders, and operating system - is stored here. With general use, (creating new files, deleting files, installing new software, etc) your hard disk can become **fragmented**. This means that parts of the same disk file become scattered over different areas of the disk. A fragmented hard disk slows down your computer and hinders its performance. To keep your hard disk running smoothly, you must routinely **defragment or "defrag"** the hard disk.

The **Disk Defragmenter** tool can help you do this.

- Choose **Start >> All Programs >> Accessories >> System Tools >> Disk Defragmenter**.
- The **Disk Defragmenter** opens.
- Open the **Action** menu.
- Click **Help**.
- A **Microsoft Management Console** opens and explains how to run **Disk Defragmenter**.

Disk Cleanup

Note: The students can follow you by using the search feature and searching for "disk cleanup" on the student computer. It should allow them to open it that way.

Disk Cleanup is another tool that helps keep Windows operating as it should. It inspects your hard disk and looks for files that can be safely deleted. Deleting unnecessary files frees up valuable disk space.

- Choose **Start >> All Programs >> Accessories >> System Tools >> Disk Cleanup**.
- The **Disk Cleanup** window opens. Click the Disk Cleanup tab if it's not showing.
- Disk Cleanup lists several potential files that can be deleted and the amount of disk space you'll gain by emptying each one.
- To learn more about a file category, click it and click the **View Files** button. A description appears.
- Click the **checkboxes** next to the categories you want to **delete** and click OK.
- A dialog box appears, stating, "**Are you are sure you want to perform these actions?**" Click Yes or No as appropriate.
- The **More Options tab** gives you even more disk cleanup options.
- **Note:** It's recommended that you run Disk Cleanup every three months.

The Scheduled Task Wizard

Fortunately, you don't need to remember to run each of these utilities. Windows XP includes a Scheduled Task Wizard that runs each of them for you.

- Choose **Start >> Double click on Control Panel >> Double click on Scheduled Tasks**.
- The **Scheduled Tasks** folder opens.
- Double-click **Add a Scheduled Task**.
- The **Scheduled Tasks Wizard** opens.
- Schedule a Monthly Disk Cleanup

IN CLOSING

Encourage the students to practice at home or on library computers. Introduce them to Custom Guide, Atomic Learning, and GCFLearnfree.org for continuing education. Help them sign up for other classes. Have the students fill out an evaluation.