



## Class Three

1. Any DVDs?
2. Hand out DVDs made
3. Begin with review of "Adding and Editing User Accounts" since this was only quickly covered in class two due to time constraints. See class two outline for that information in writing. ☺

### CLASS THREE MATERIAL

#### ■ Desktop: What is a "Desktop?"

##### [SCREEN CAPTURE SECTION]

The screen Windows shows you every time you start up your computer is the "desktop". Includes the desktop background image

#### ▣ Parts of the Desktop

##### ■ Icons

Usual icons that are there when computer is new - before personal changes

- ▣ Shortcut to Internet Explorer (To go online)
- ▣ Shortcuts to separate Internet Sites (Different than the IE Icon!) like AOL or your computer company
- ▣ Program file icons for programs pre-installed on your new computer
- ▣ Recycle Bin
- ▣ My Computer



# Mastering Your Computer Online and Off!

## ▣ Icons that can be added to make your life easier!

- ▣ Program Execution
- ▣ Drives on Your Computer
- ▣ Files on Your Computer
- ▣ Folders on Your Computer

## ▣ Special Icon

- ▣ Favicon - Used to show a picture in your Favorites menu to distinguish a specific site from others by using an icon other than the IE "E" icon. Created with icon graphics program and uploaded to a web site.



### ***"Techie" Teri Tip:***

***Icons*** usually represent a shortcut to file, a folder, or a drive letter. You can delete the shortcut but the file, folder, or drive remains intact.

***Sometimes*** though, icons represent an actual program. Make sure you don't remove (Delete) the icon for an actual program unless you no longer use it, because once the icon is gone... so is the program!





## ▣ Adding and Removing Icons

### ▣ Adding Icons

- Right Click on file that you want to make a shortcut to, and select "Send to" -> "Desktop as an icon"

### ▣ Removing an Icon

- Right Click on icon and elect "Delete"

## ▣ System Tray (Notification Area) Icons

### ▣ Clock

### ▣ Date

### ▣ Running Programs Icons

### ▣ Network Connections

### ▣ Printer - Shows if plugged on, and/or if there is a problem.

### ▣ Update Icons - Only show when a program is updating in the background

## ▣ Start Button

### ▣ Bottom left side of desktop

### ▣ Gives you access to everything your computer can do



## ■ Task Bar

- ▣ Bottom of screen
- ▣ Shows what programs / windows are running
- ▣ Shows open Internet windows
- ▣ Shows anything else that needs your attention. ex. a dialog or notification box that opened underneath the window you have open. A button for it will appear and flash so you know to check it right away

## ■ Quick Launch Bar

- ▣ Bottom of screen
- ▣ Shortcut to anything! (1 Click)

## ■ Mousing

### ▣ Mouse Settings You Can Change

(Access mouse settings by clicking Start-> Control Panel -> Mouse, or from Control Panel screen, DLC the "Mouse" icon)

### ▣ Lefty or Righty?

- Choose "Start" -> "Control Panel" -> "Mouse" -> "Buttons Tab" -> "Switch Primary and Secondary Buttons" checkbox -> Click "OK"

### ▣ Program Buttons (Anywhere from 2 - 5 buttons)

### ▣ Scroll Wheel Settings

- Pages per rotation of wheel
- Wheel "Click" options



## ▣ Cursor / Pointer / Arrow Settings

- ▣ Size
- ▣ Color
- ▣ Themes / pictures
- ▣ Click Rate for DBL clicking : Adjust DBL Click speed by doing this:
  - ▣ Start -> Control Panel -> Mouse -> Buttons Tab -> Double Click the folder pic on the right to see how much leeway you have (Time to make the 2<sup>nd</sup> click to be detected as the 2<sup>nd</sup> click) -> Adjust the DBL Click slider as needed to suit your clicking style.
- ▣ Targeting
- ▣ Speed Settings

## ClickLock

- ▣ To move a window left click and drag the window while holding the left mouse key down.
- ▣ If you have difficulty doing this you can turn on the ClickLock feature. It will mimic the continuous holding down of the LT mouse key so you can drag the window without holding the left mouse key down.
- ▣ "Start" -> "Control Panel" -> "Mouse" -> "Buttons Tab" -> "ClickLock"
- ▣ Adjust ClickLock by clicking next to "Settings" and dragging the box around. Also set the amount of time you have to hold the LT mouse key before the ClickLock turns on



## ☐ Hovering

- Hold your cursor over items without clicking and most of the time a small "info box" will open with information. Usually called "tool tips" especially when hovering over a toolbar button.

## ■ Pointers on Pointers

### [DESKTOP CAPTURE OF MOUSE SETTINGS DIALOG BOX]

- ☐ **Mouse cursor:** It changes as you move it (By moving the mouse) over different parts of windows, icons, and the desktop
- ☐ **Different pointers:** Different pointers mean different things, and/or actions you can take.
- ☐ **Pointer Key:** See graphic for mouse pointers and when you will see each one.

## “ **“Techie” Teri Tip:**

*If Windows shows you the "Busy" pointer (Hourglass turning) for a very long period of time chances are good that the computer is "HUNG". To get Windows going again, use CTRL+ALT+DEL This is affectionately known as the "Three Finger Salute".*

*This opens the "Task Manager". Use this program to close the "hung" program or even re-start the computer if necessary.* ”



## ■ Windows (With a small "w"!)

### ▣ Parts of the program window (MS Word example)

Note: Right click on empty men bar area to add/remove buttons

- Title Bar
- Window Title
- Main Menu
- Tool Bars
  - ▣ Formatting
  - ▣ Drawing
  - ▣ Tables
  - ▣ etc
- Minimize, Maximize, Restore Buttons
- Scroll Bar
  - ▣ Up Arrow
  - ▣ Dow Arrow
  - ▣ Elevator
  - ▣ Skid Pads (Resize Diagonally)
- Insertion Point (The point where typed text gets inserted)



## ▣ **Dialog Box**

Opens when you need to make a choice before Windows or a program can continue. The parts are:

- ▣ Title
- ▣ Close
- ▣ Dialog Tabs
- ▣ Drop down selections
- ▣ Check boxes (Yes or No)
- ▣ Sliders
- ▣ Counters or Spinners (Up and Down arrows)
- ▣ Option Buttons (Multiple Choices)
- ▣ Text Box (Type in) Grayed out means the item cannot be changed1 Jump from text box to text box with TAB. Jump
- ▣ Command Buttons
  - ▣ Yes
  - ▣ No
  - ▣ Cancel



## ■ Short Cut / Right Click Menus

### ☐ Almost anywhere will have a context sensitive right click drop-down menu

- ☐ Windows desktop
- ☐ Toolbars
- ☐ Drive letters in Control Panel
- ☐ Items in Start Menu
- ☐ Items in Task Bar
- ☐ etc.

## ■ Files and Folders

### ☐ Files

- ☐ It is a "Thing" that has "stuff" inside it. ☺ It is a single item made up of bits of data.
  - ☐ A word document = file
  - ☐ Music song = file
  - ☐ Text document = file
  - ☐ Excel document = file
  - ☐ etc.



### ▣ Three File "Facts"

- ▣ Every file has a name
- ▣ Files contain "bits" - the 1s and 0s that make up data on your computer
- ▣ Windows lets you work with files
  - Create them
  - Copy them
  - Move them
  - Edit them
  - Delete them
  - etc.

### ▣ Folders

- ▣ Folders can hold files and other folders and shortcuts
  - ▣ A folder can be empty
  - ▣ Folders are a way to visually group like items
  - ▣ A folder can hold "millions" of items!
- ▣ Folders used in conjunction with an organized "system" will help you to keep track of your files. If you just put files and folders anywhere without rhyme or reason, your time with your computer will be much more miserable when you try to find those files and folders



# Mastering Your Computer Online and Off!

## ▣ Three Folder Facts

- ▣ Every folder has a name
- ▣ Windows creates and keeps track of a whole bunch of folders, like "My Documents", "My Pictures", the "Trash Bin" is a folder too!
- ▣ Windows lets you work with folders
  - Create
  - Copy
  - Move
  - Put folders inside of folders

## ▣ Viewing Folders

- ▣ Two easy places to see folders:
  - Start -> My Documents. "*My Documents*" is the default folder where Windows saves your files. It includes several sub-folders like My Music, My Pictures, etc.
  - Start -> Windows Explorer. "*Windows Explorer*" is where you can do a lot of work with your files and folders. Don't change or delete anything... Windows Explorer will be covered later!



## ☐ Naming Files and Folders

- ☐ There are two parts to a file name
  - ☐ *Name*: The file name is the part of the file name before the "."
  - ☐ *Extension*: The file extension is the part of the file name after the ".". ex. "filename.doc" the ".doc" is the extension
- ☐ Different programs will save files with different file extensions.
  - ☐ MS Word: .doc, .dot. or .txt, etc....
  - ☐ Web Pages: .htm .html, .shtml, .php, etc....
  - ☐ Audio files: .mp3, .ogg., etc....
- ☐ There are certain characters a file name cannot contain. These are: \ / : ? \* " < > |
- ☐ File names can contain spaces, but I don't recommend it. If you need to separate words in a file name use a "\_" (Underscore), or a "-" (Dash, Hyphen), between the words. File names *cannot* begin with a space! They *can* begin with the underscore or dash and sometimes an underscore works to help alphabetize.



### ***"Techie" Teri Tip:***

*The easiest way to determine whether an object is a file or a folder (Besides the icons) is that a folder can hold other folders and files "inside" of it, a file is just a single item and doesn't have any other files or folders "inside". When you open a folder it can have things inside it, but when you open a file you see the data, (Text, music, picture, etc.) not other objects.*





**QUESTION AND ANSWER :** *I will answer questions now ☺*

### **DO IT YOURSELF!!**

*Those with their notebook computers let's try a few things in class.*

### **TRY THIS AT HOME:**

#### **1. Practice naming the parts of different windows and the Desktop.**

An easy window to open for practicing is Microsoft Word since it has several toolbars and menus. To open a Word document do this:  
Start -> Programs -> Microsoft Office -> Microsoft Word.

You don't have to create anything like a document etc., but just look at the menus and toolbars and then when you are done, click the close button without saving anything.

#### **2. Try the "Three Finger Salute"** by clicking the CTRL+ALT+DEL keys and having the task scheduler open.

Once the program is open, click the tabs at the top to see the different options and parts of a dialog type window. Don't change anything though! Just look and then click the "close" button.

#### **3. Practice your right clicking** by right clicking on an empty part of the desktop and seeing the "context" or "right click" menu. Then just click one left click somewhere else to close the menu.

#### **4. Practice your double left clicking** by double clicking on the "Recycle Bin" or "My Documents" icons. Then look at the different icons and decide if they are folders or files. Then use the close button to close the window.

#### **5. Decide if you need any of the mouse settings adjusted.** I will help you do this in the next class.