

## DEVELOPING COMPETENCIES IN TECHNOLOGY

### MANAGING FILES

#### VIEWS

Insert your floppy disk

Double click on the **“My Computer”** icon (*Open My Computer*)

Double click on **3½ Floppy (A)** icon (*Open the Floppy disk*)

Maximize the window - click on the **“Maximize”** button (*it’s the middle square in the upper left hand corner of the window*)

**Right-Click** in any blank area in the window (*not on an icon or on any text*)

Select **“View”** - then select **“Details”** (*to get a different view of the files on the floppy disk*)

Again - **Right-Click** in any blank area in the window (*not on an icon or on any text*)

This time, select **“View”** - and then select **“Large Icons”** (*another different view of the files on the floppy disk*)

Press F5 to refresh (or redraw) the screen. Notice how the files are alphabetized.

And again - **Right-Click** in any blank area in the window (*not on an icon or on any text*)

This time select **“View”** - and then select **“Small Icons”** (*still another view of the files on the floppy disk*)

And one more time - **Right-Click** in any blank area in the window (*not on an icon or on any text*)

This time, select **“View”** - and select **Thumbnails** (*this time you get a thumbnail view of the contents - do you see me???*)

OK—*last one!* **Right-Click** in any blank area in the window (*not on an icon or on any text*)

This time, select **“View”** - and select **“List”**

*NOTE: You can also change the way you view a folder’s contents by clicking on the **VIEW** menu at the top of the window*

### ARRANGING FILES

**Right-Click** in any blank area in the window (*not on an icon or on any text*)

Select **“View”** - then select **“List”**

**Right-Click** in any blank area in the window (*not on an icon or on any text*)

Select **“Arrange Icons”** - then select **“By Type”** (*this arranges or groups all the icons by the type*)

*Try This One*

**Right-Click** in any blank area in the window (*not on an icon or on any text*)

This time - Select **“Arrange Icons”** - then select **“By Name”** (*this alphabetizes all the icons by the type*)

NOTE: you can also arrange the icons by **SIZE** and by **DATE CREATED**

*NOTE: You can also change the way you arrange a folder’s contents by clicking on the **VIEW** menu at the top of the window and click on **“Arrange Icons.”***

### RENAMING FILES

Right click on the file **“Daily Sales.xls”** (*be sure you right click on the words—not the icon*)

Select **“Rename”** - type in the new name for this file - **“2003 Daily Sales”**

Try this - Click once on **“Computer Basics”** (*be sure you right click on the words—not the icon*)

Wait a a second or 2, then click once on **“Computer Basics”** again - type the new name for this file **“Computer Tips”**

## VIEW THE PROPERTIES OF A FILE

**Right click** on the file “carrera.jpg” - *(be sure you right click on the words—not the icon)*  
Select “**Properties**” - you can see the various properties of this file, such as, the size, when it was modified and created, etc.

## DELETE FILES

**Right Click** on “**Five Year Plan Template.xls**” - select “**Delete**” - Click “**Yes**” to delete the file from the disk *(Note: you can also drag files to the Recycle Bin to delete files)*

## CREATE A NEW FOLDER

**Right-Click** in any blank area in the window *(not on an icon or on any text)*  
Select “**New**” - then select “**Folder**”  
Press **Backspace**, then type this name for the new folder: **Word Files**

## SELECTING FILES

Select all the **Word** files by holding down the “**Ctrl**” key and clicking on all files that end with “.doc” *(there should be 5 files)*

## MOVING FILES

Place the cursor over the one of those 5 Word files.  
**Click and hold down** the **RIGHT** mouse button and then drag those Word files into (on top of) the Word Files folder you just created.  
You are given the choice of copying the files or moving the files. Select “**Move Here.**” *(Those files are MOVED into that folder)*

## COPYING FILES

Create another new folder called “**Duplicate Files.**” *(Right-click, select “New”, Select “Folder”*  
Select the files “**Palette #1.bmp**” and **Palette #2.bmp**”. *(Hold down the CTRL key and click on those files)*  
Place the cursor over one of those files.  
Click and hold down the **RIGHT** mouse button over one of those files and then drag those files into (on top of) the Duplicate Files folder. *(Those files will be duplicated (copied) into that folder).*

## MODIFY SIMPLE SETTINGS ON THE COMPUTER

**CHANGE THE SCREEN RESOLUTION** *(You can change the monitor setting so that you can view more on the screen. Some people like 800 X 600 because the type is large. Some people like to view more on the screen so they set it to 1024 X 768)*

1. **Close all windows** so that you see the only the Desktop. **Right-click anywhere** on the Desktop *(not on an icon or a folder)*.
2. Click on **"Properties"** - then click on **"Settings"**
3. Select **"Screen Area"** box, move the slide over so that it says **1024 X 768**. Click **"Apply"** - then Click **"OK"** - then click **"Yes"**
4. Check out the new screen resolution.

**CHANGE THE NUMBER OF MONITOR COLORS** *(You can change the number of colors you monitor uses. Some programs require that you use a certain number of colors so it's good that you know how to do this.)*

1. **Right-click anywhere** on the Desktop *(not on an icon or a folder)*.
2. Click on **"Properties"** - then click on **"Settings"**
3. In the **"Colors"** box, you can choose from 256 colors, High Color (16 Bit) *(this is thousands of colors)*, or True Color (32 Bit) *(this is millions of colors)*

*Note: You can just leave it the way it is—this exercise is just to show you how to do this. Just Click OK without changing anything.*

## CHANGE THE BACKGROUND OF YOUR SCREEN

1. **Right-click anywhere** on the Desktop *(not on an icon or a folder)*.
2. Click on **"Properties"** - then click on **"Background"** *(It probably already is selected)*
3. You see a large number of backgrounds that you can choose from. **Click on the very first one**, then use the **Down Arrow** to scroll threw them - pick one that you like - then click **"Apply"** and **"OK"**

*Note: The pictures that you see in the list are located in the Windows folder AND in the "My Pictures" folder (which is in the "My Documents" folder). So if there is a picture that you would like to use as your desktop picture, just add the picture to the "MY Pictures" folder in the "My Documents" folder - it will appear in this list.*

## CHANGE THE SCREEN SAVER

1. **Right-click anywhere** on the Desktop *(not on an icon or a folder)*.
2. Click on **"Properties"** - then click on **"Screen Saver"**
3. Click on the little down arrow to select the Screen Saver that you want - you can click on **Preview** to check it out.
4. Many Screen Savers have additional setting like mute sound or speed. Click on **Effects** to see these options.

You can Password Protect your computer so that someone can activate your computer when it is in Screen Saver mode.

## MAKE A SHORTCUT ON THE DESKTOP

You can make a short cut to make it easier to open files or programs. We will make a shortcut for the 3½ Floppy Disk. The Short Cut will be on the Desktop.

Click on “**My Computer.**” **Right-Click** on **3½ Floppy (A)**. Click on “**Shortcut.**” You get a message that says “Windows cannot create a shortcut here. Do you want the shortcut to be placed on the desktop instead?” Click “**Yes.**” Now, anytime you want to use the floppy disk, just click on this short cut. *TRY YOUR NEW SHORTCUT!*

When you make a shortcut for a file or program, the shortcut is created in the same folder as the original. You have to drag the shortcut to the desktop to use it there.

## ADD THE SHORTCUT TO THE TASKBAR (that’s the strip at the bottom of the screen).

The task bar is divided into 4 components:

the **Start Menu** (extreme left); the **Quick Launch Area** (next to the Start menu); the **Active Application** area (the big area in the middle) and the **System Tray** (the area on the right side).



You will add the shortcut to the **Quick Launch** area of the Taskbar. Just drag the shortcut of the “**3½ Floppy (A)**” that you just made to the Quick Launch area of the task bar. You can place it anywhere you want in the Quick Launch area.



NOTE: if the Quick Launch area is too small, you can resize it. Just click on the vertical line that separates the Quick Launch area from the Active Application area and drag it to the right. Try resizing the Quick Launch area now.

Try the new shortcut in the Quicklaunch area—click on it **ONCE** (you only need to click **ONCE** on items in the Taskbar)

*Put important shortcuts in the Quick Launch area for quick and easy access to them.*

## THE ACTIVE APPLICATION AREA OF THE TASK BAR

When you open a file of program, that file or program is put in the **Active Application** area of the Taskbar.

Click on the shortcut to “**3½ Floppy(A)**” in the Quick Launch Area (the one you just created). Notice that the Icon pops into the **Active Application** part of the Taskbar.

Now, click on the **Internet Explorer** icon in the Quick Launch Area (hopefully there is one—if not, just find the shortcut to Internet Explorer on the Desktop and double-click on it).

Now you have two **active applications** open—they are in the Active Application area of the Taskbar.



Click on the **A:\ (the disk drive) icon**. Click on it again. Click on it again. What is happening?  
Click on the **Internet Explorer** icon. Click on it two more times. What is happening?S

So, you can use the **Active Application** part of the Taskbar to “**Maximize**” and “**Minimize**” the applications (files) you have open.

Now, **right-click** on the **Internet Explorer** icon. You see you can do several things—among them is close the application. Select **Close**.

Close the 3½ (A) the same way (right-click).

## THE SYSTEM TRAY

The System Tray is the area on the extreme right of the Task Bar. The icons you see here are all programs or utilities that are automatically started up when you turn on the computer. You should not have too many of these “startup” items because it slows down your computer and uses resources—like memory (RAM) and CPU resources.

Notice how many I have on my computer.



I have a lot, but I actually need these—I don’t have any non-essential ones. You know what these icons are for?

Well, if you place the cursor over one of the icons and it sit there for a couple seconds, a little popup will appear telling you what it is (Don’t click on them). Try it on a few of them.

Shutting off some of non-essential startup items is a more complicated in Windows 2000 than in Windows 98. I suggest you get some help in learning how to do this.

## USING ALT-F4

Open **Internet Explorer**. Press and hold down the **ALT** key and then press **F4**. This is a quick way to quite any program - *FAST*.