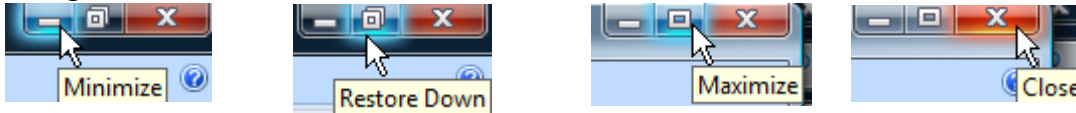


Concepts in Computer Essentials 2 & 3

Session 2:

Concepts:

1. Opening a file through its program
 - a. viewing its task bar button
2. Using the window control buttons to minimize, maximize, restore down or close windows.



3. Moving and resizing a window – window must be restored down
 - a. Moving- point to title bar; hold down left mouse button; drag window.
 - b. Resizing- Point mouse to edge of window until cursor changes into a 2-way arrow; hold down left mouse button; drag to make window bigger or smaller.
4. Opening 2 or more windows - note button on task bar for each open window

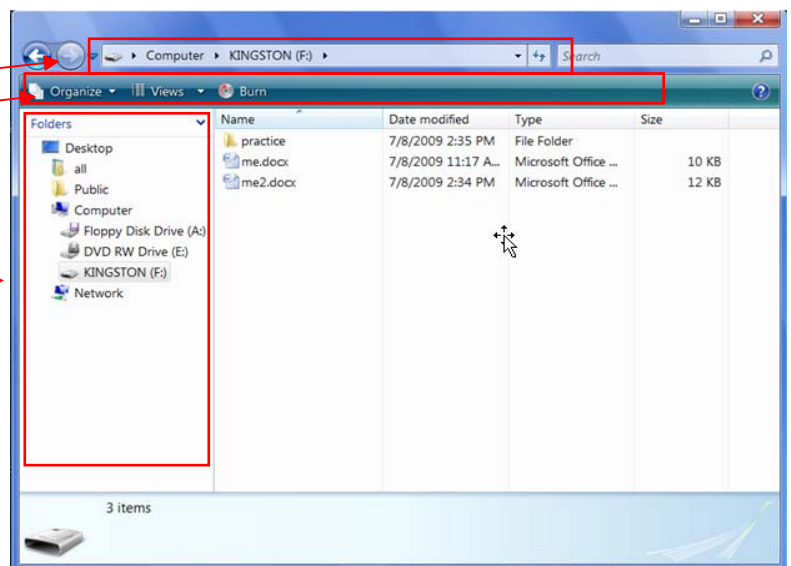


5. How to tell if a window is active
 - a. Close button is red
 - b. Task bar button is more vibrant in color.
6. Switching between windows
 - a. When windows are both visible – simply click in the window to make it active.
 - b. When only one of the windows is visible –switch windows by clicking on the task bar buttons.

Session 3:

Concepts:

1. Opening files through Computer.
 - a. Double click on computer icon on desktop
 - b. Double click on Flash Drive(KINGSTON (F:)) icon (storage location for Lab class)
 - c. Double click on file icon.
2. Components of the computer window
 - a. Address field
 - b. Toolbar
 - i. Organize button
 - ii. Open button (will appear on toolbar when file is selected)
 - c. Navigation pane
 - i. Storage locations
 - ii. Chevrons
3. Folders
 - a. Creating – see handout for step by step
 - b. Naming– see handout



Concepts in Computer Essentials 2 & 3

4. File management

- a. Moving – click and drag method – see handout for step by step
- b. Renaming- right mouse click on file name to pull up menu
- c. Deleting- right mouse click on file name to pull up menu
- d. Saving into a specific folder

- i. Office button
- ii. Save As
- iii. Word document
- iv. In the save as dialog box, in the navigation pane, click on the folder into which you want to save your file. You will know that you are successful when you see the folder name in the address field. (In this example, the file named hello.docx will be saved into the practice folder.)

