

OPENING A FILE AND MAKING CHANGES

Opening the me file

The purpose of saving a file, as we did in the last lesson, is to bring it back later and that is what we are about to do.

Before we attempt to open a saved file, we need to **make sure that the storage location for that file is in place**. Your file is on our flash drive so **insert your flash drive** .

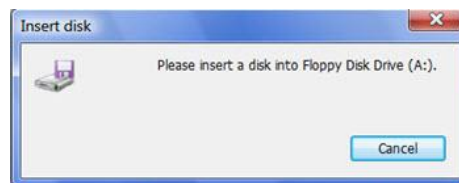
One way to open a file is to first start up the program that the file was created in and then use an Open command in that program to find the file and open it.

Open Word. You should be looking at a new blank document.

Under the Office menu, **select “Open...”**. At this point, a **Restrictions** message box will appear. **Click on the OK button each time it appears**.



Note: If a previous user of this computer has opened a file from a floppy disk, you may be prompted to insert a disk. You can simply ignore the message and close the message box.



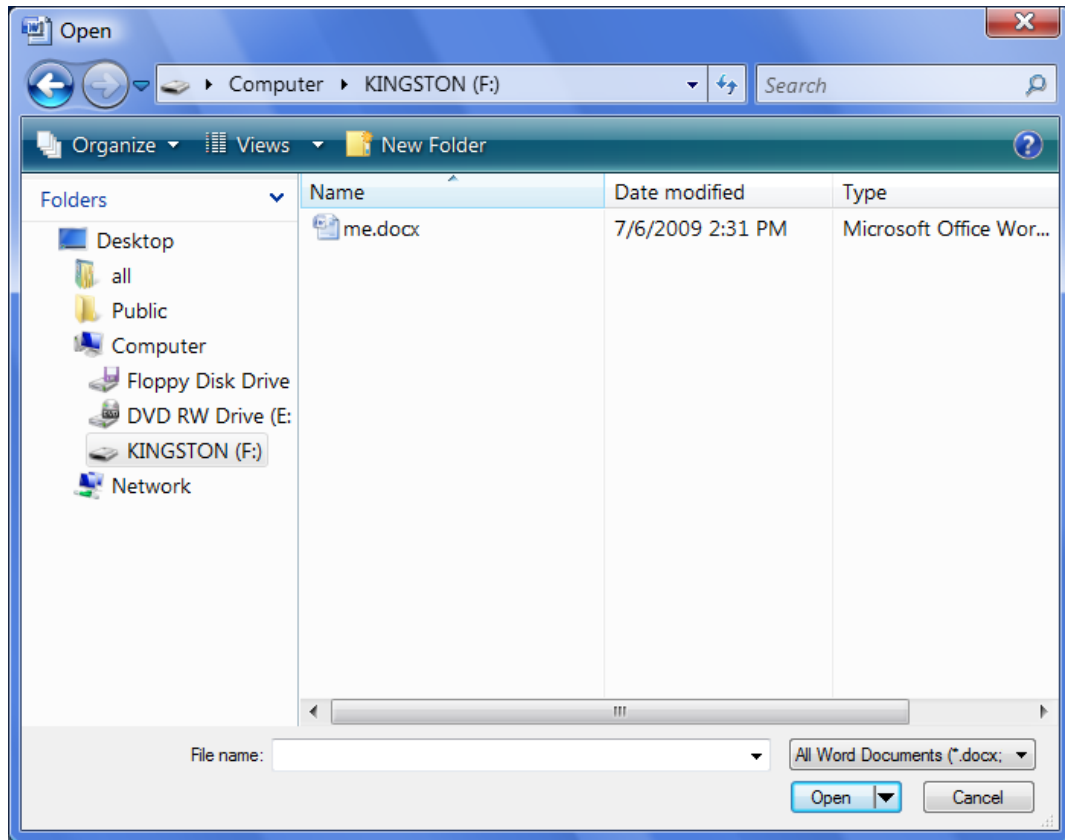
A dialog box that **looks like** the “Save as...” window will now appear. (see Fig. 1) In fact, the only visible differences are that the Save button now says Open instead.

You will need to **point to Computer in the left pane, click on the grey chevron next to it and click on KINGSTON (F:)** so that the address bar of the dialog box looks like (Fig.1) .

Notice that your file has a small icon next to it that looks like the Word icon, and the name of the file will be 'me.docx' rather than just 'me'.

Open the file now by either pointing to the icon next to file name and double-clicking, OR clicking once on it to select it, and then clicking the Open button.

Figure 1
Open
dialogue box

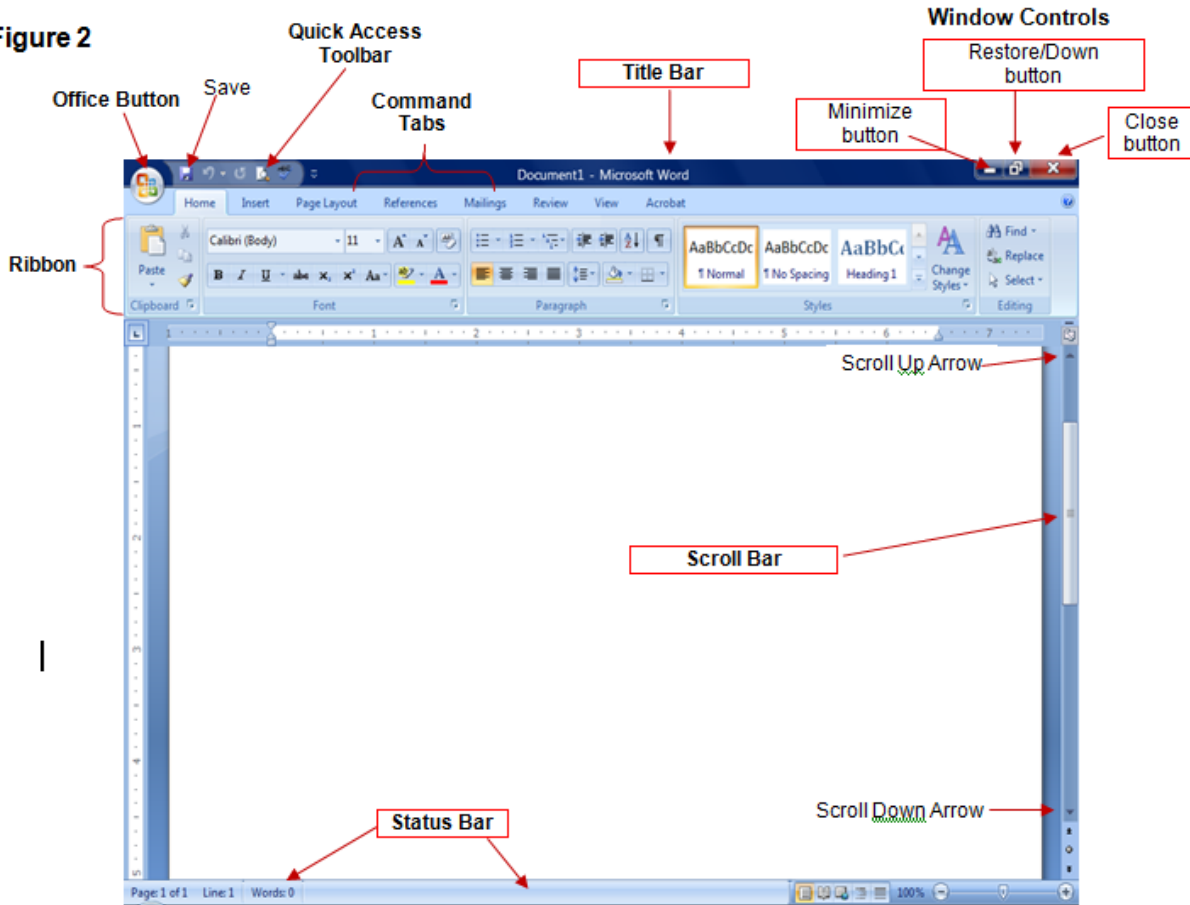


Editing the me file You should be back in the main Word window, with your file open. **Press the 'end' key above the arrows on the keyboard to move to the end of the line, and then press the Enter key. Type your phone number.**

Using The Save Button To Save Changes

We want to save the new changes we've made. **Because the computer already knows what the file is called and where it goes**, we can **select "Save" from the Office menu, or click on the icon that looks like a floppy disk on the Quick Access toolbar.** (see Fig. 2) This is quick access to saving a file. We will not get the Save dialog box popping up, because the computer has the information it needs, but the computer will otherwise go through the same motions as before, updating our new changes to the old file. **Close Word and reopen it, and then open the file to verify this.**

Figure 2



Editing the me file again and “forgetting” to save

Click at the end of the second line, press enter, and type your street. Then close Word without saving. The computer will ask you if you want to save before quitting. Picking No will leave the program without updating your file. Choosing Cancel will abort exiting the program, and let you continue your work. **Select Yes**, which will still leave the program, but will save our file first.

THE CONCEPT OF WINDOWS

In Session 1, the idea of a program was introduced, but it was never explained exactly what a Window is.

Older computers could only manage one program at a time, which took up the entire screen. Until you exited that program, you could not do anything new. The advantage of current operating systems such as Windows is that we can do more than one thing at a time, and each program is put in its own little compartment called a **window**. The window can take up the entire screen or just part of it, or it can even be (temporarily) hidden from view altogether. However, it is an essential concept to understand that even if you don't specifically intend to, at some points, the computer will be **multi-tasking**. Multi-tasking is the act of

having two or more on-going processes at the same time, such as typing a document and then pausing to look at something on the Internet.

INTRODUCING THE TASK BAR AGAIN

At the very bottom of the screen is the task bar. The two ends of the task bar contain the Start menu and the clock. The task bar was introduced as the most important part of the screen, even though most of it is blank!

TASK BAR



The task bar lists all the tasks the computer is performing, and this is why it is important. Any time a new window opens, (with a program running in it) it will be listed on the task bar. For now, simply note that most of the bar is empty, but keep watching how the task bar changes as the lesson continues.

THE THREE BUTTONS: Close, Minimize and Restore Down

Open Word (by either the icon or the Start menu) and notice that there is a button on the task bar.

TASK BAR with one task



Press the CLOSE button and look at it again. The Word task bar button is gone.

Reopen Word, and open the document on your flash drive from Session 1 **“me.docx.”** The button on the task bar should mirror what is on the title bar at the top of the screen.

However, there are three buttons in the upper right corner of the screen and we’ve only looked at the one on the right. **Point your mouse at the left-most of those three buttons.** What does the screen tip say this button does? (Screen tips show only when you point to just the right spot and hold still. If you are pointing to the correct button, the screen tip should say “minimize”.)

Press the MINIMIZE button, and as you do, the Word window should disappear. However, is the program truly gone? Look at your task bar: it is still there as a button.

We have not finished our work with Word; we have only hidden it out of view. Just as we might shove a paper off to the side on a real desktop, the advantage of doing this is to put something else in your workspace, which we will do later. For now, let us worry about how to get the Word window back so we can work in it.

On the task bar, look at the Word button. It looks a little pale in color.



Try clicking on the button. Not only does your Word window return, but the button also now looks darker in color.

While we are here, **click on the Word button again.** This is an alternate way to Minimize. **Click the button one more time to restore the window.**

Now let us turn our attention to the middle button. When you point at it, the screen tip should say **Restore Down.** **Press the RESTORE DOWN button and notice what happens** – the window will shift from full-screen mode (also called maximized) to using just part of the screen. Point to the button again and it should now say **Maximize.** **Click the button again, and it should return to using the full screen.**

The Restore Down button is our gateway to being able to see two different tasks at the same time. The computer can perform many different things at the same time, as you will soon see, but one would be blocking out all the others if all of them used the entire screen.

DRAGGING AND RESIZING

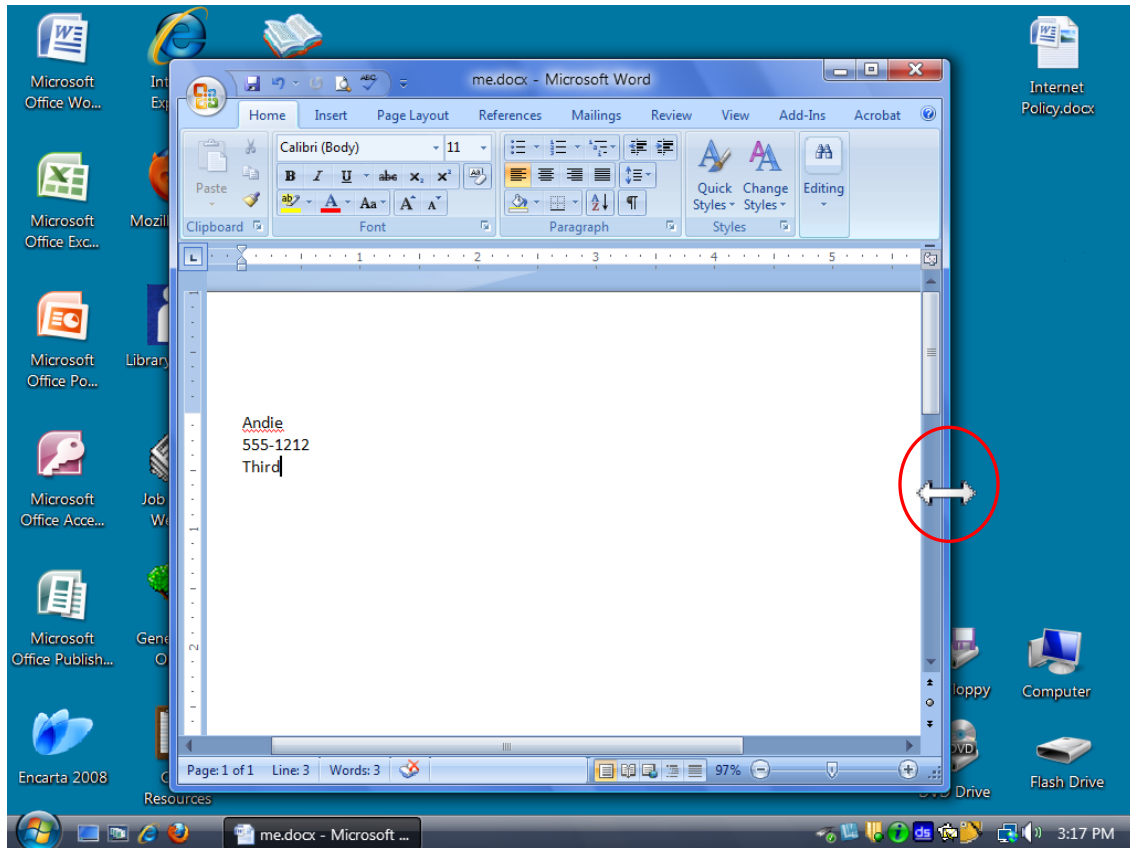
But what if we wanted to use just part of the screen, and a different part than the Restore Down Button gives us?

Press your Restore Down button once more to go to partial-screen mode. Point your mouse to the center of the title bar, hold your left mouse button in, and move it around. The window will move with it! This is called **Dragging.**

Be careful when **dragging** the window not to lose any of the four edges. While it is possible to move a window off the edge of the screen, then you can't see everything in it and may have to drag it back!

Computer Essentials - Session 2 – Step-by-Step Guide

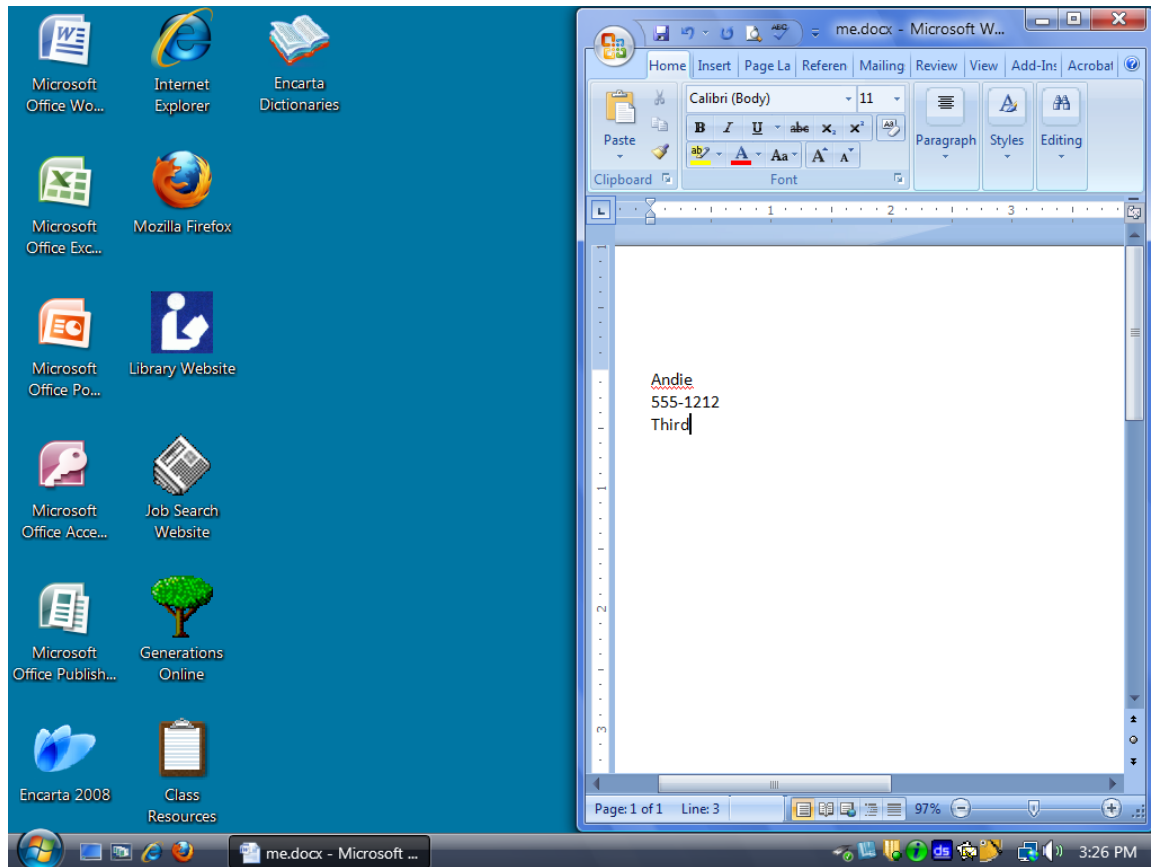
We can also control the shape of the window. **Point the very tip of your mouse arrow to the outer frame of the window, until it changes shape to a two-way arrow.**



This is your cue that the edge of the window can be moved. **Hold your mouse button in and move it, and that edge of the window will follow your mouse until you let go of the button.** (If you grab a corner, you will be moving two sides at once.)

Practice this concept by resizing your Word window to take up exactly the right half of the screen – (See Fig. 3) meaning all the way to the top, bottom, and right edges of the screen, but only halfway out to the left.

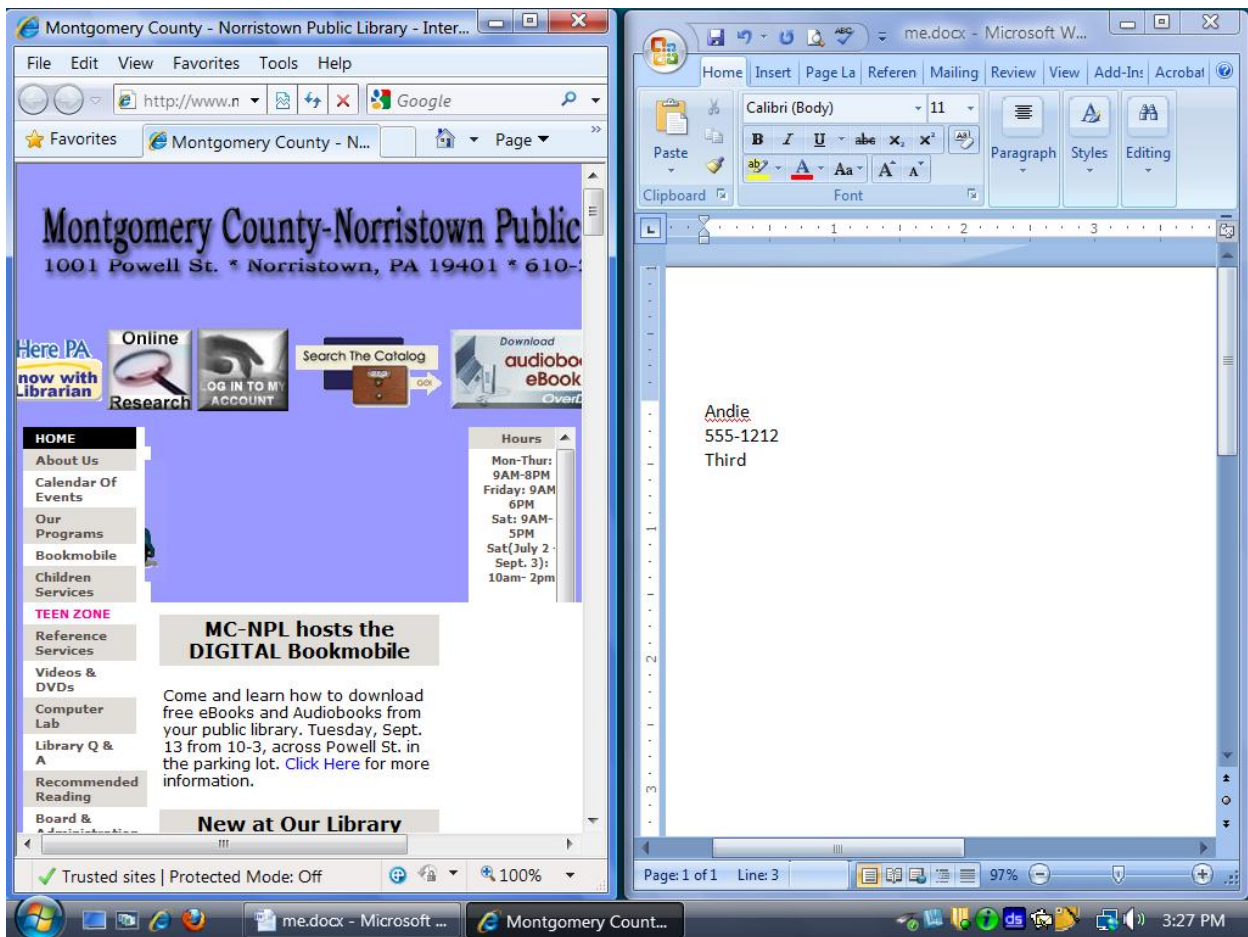
Figure 3



After that, **double-click on the icon for Library Website. Next, try to resize this window as well...**you shouldn't be able to. The reason for this is because the window is maximized, and by definition a maximized window takes up the whole screen, so how can you resize it?

The first thing you need to do is **click the Restore Down button.** Then you can attempt to resize the window. **Make it take up the left half of the screen,** so that it looks like the left page of a book and the Word window looks like the right page. (See Fig. 4)

Figure 4



MULTI-TASKING

Look at the task bar again. Notice there are now two buttons, one for Word and one for the library website. One of the buttons looks darker while the other button has a lighter background color. Further, the darker button matches the window that has a title bar with a little more vibrant color and has the red close button.

Although the computer can handle juggling many tasks at the same time, it can only focus on one. You can switch between them on a whim, but the window that you can actually work in is called the **active window**. The active window is easily distinguishable because the close button is red and the button on the task bar is darker in color.

Switching active windows can be done two different ways. The simpler way is to click on the window you want to make the active window. To play it safe, it is usually a good idea to click in a clear area (where there are no words or pictures,) and the one place it will always be safe to click is the center of the title bar. So, **click on the title bar of the other window. Switch back and forth several times, and finish by making Word your active Window.**

The other method is by using your task bar. Just as clicking on a minimized window brings it back up and to the center of attention, if you click on the task bar listing for an inactive window, it will become the active window and will appear in front of any window it overlaps with. **Click on the task bar listing for the library website (which should be the one on the right.)** Be careful – if you click on the active window on the task bar, it minimizes it, as we saw earlier.

One more thing to notice, while you have the library website active: **try pointing at the different buttons on the toolbar in Word.** (Just point, don't click.) Normally you would get a screen tip, however because it is not the active window, nothing, not even screen tips will work for it right now.

So now that we've got two different programs running, let's do something that uses both of them. **Make the library website the active window if it isn't already, and highlight the contents of the first article on the website. Point to what you have highlighted, right-click it, and choose copy.**

Then make Word the active window, and click at the end of your last line. Press enter to get to a new line. Then click on paste on the home tab on the ribbon. (Note: there is often more than one way to accomplish a task, we are mixing our methods of copy-and-paste, using ribbon commands rather than right-clicking.)

EXITING PROGRAMS AND SAVING TECHNIQUES

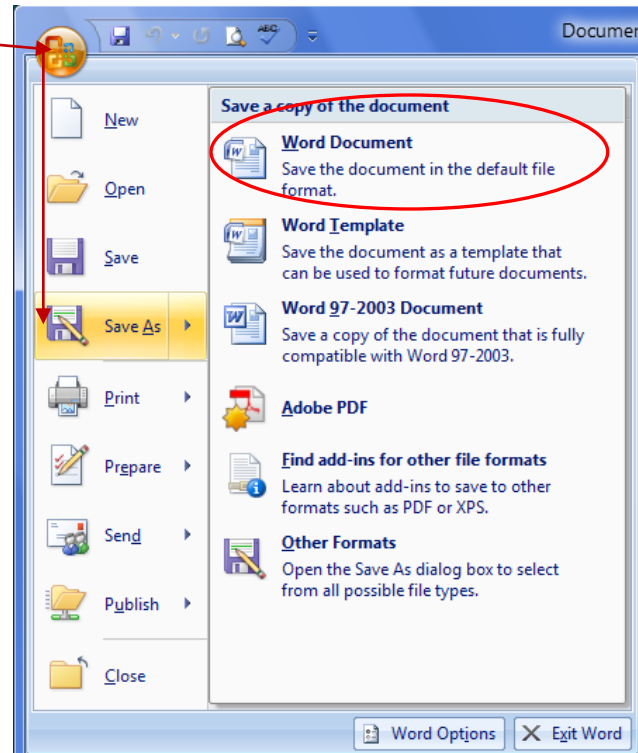
We have changed the appearance of our windows so that they take up half the screen. If we close the windows right now, that is how they will appear when we return to them. Because different people use the computers in the lab, it is common courtesy to return the windows to the way you found them, so **maximize the library webpage. Then you can close it. Likewise, maximize the Word window, but don't close it yet.** We have one more thing to do.

We are going to save our "me" file to include the new material we pasted into it. However, we might want to keep a version that doesn't have that article in it.

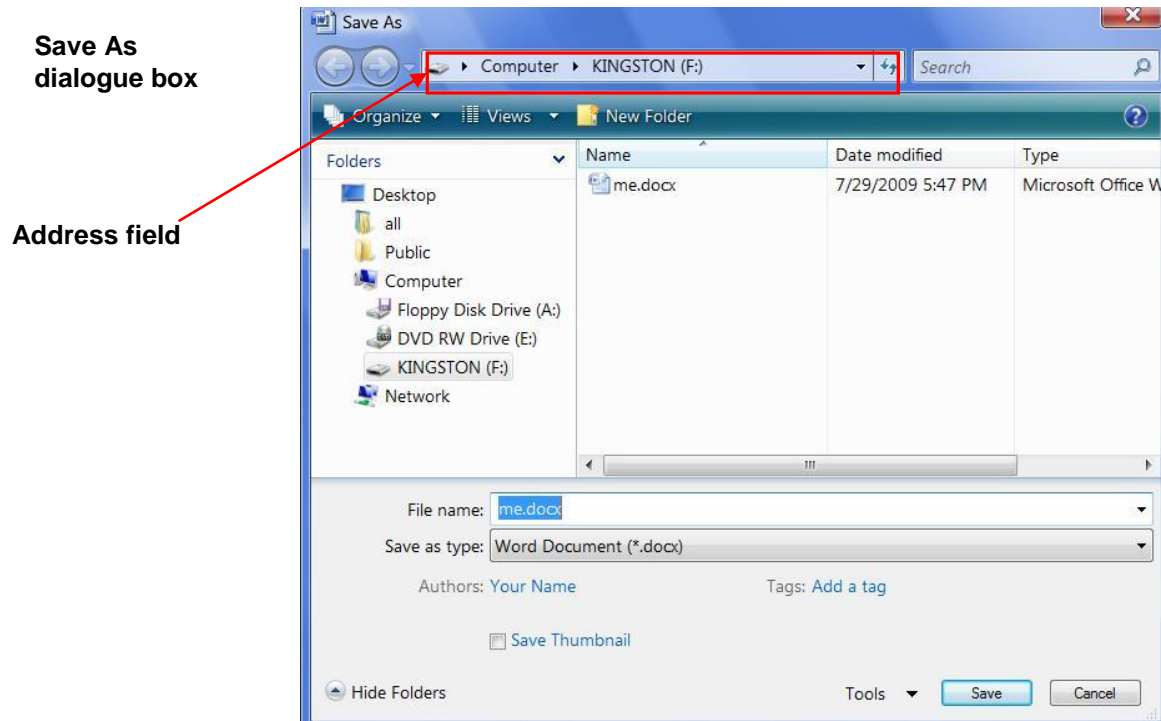
If you just save now, the computer will replace our old file with a version that has all the changes we have made. Instead, we are going to make a new file out of the information we have on the screen rather than replace the old one.

Computer Essentials - Session 2 – Step-by-Step Guide

To do this, we are going to use the Save As command. **Click on the Office button, slide down to Save As, then across and up to Word Document and click.**



Because we have already navigated to the flash drive to open a word file, Word assumes we want to save this new file to the same location so the Save As dialog box will have the flash drive KINGSTON (F:) already in the address field.



But we need to **give a different name to our file**. The file name is entered in a box at the bottom of the window. **Notice that the file name in the box “me.docx” is already highlighted which means it can be edited by simply beginning to type the new name. Type “me2”**. Since the computer identifies a file by its name and its location, saving with a new name will create a brand new file instead of recording changes to the old one. **Press the save button, and look at the title bar when it finishes**. Our file is now named me2.docx.

For good measure, **go to the Office button and select Open. Open the original me**, and notice that it does not have the added content. However, if you look at the task bar, you'll see that we have both files open in separate windows...separate windows of the same program! How can we look at me2?



You *could* minimize, close, or restore down the window you want out of the way, but the simpler way is simply to click on the listing on the task bar of the window you want. **Use the task bar to switch between me and me2, just as we did before**.

Close both Word windows.

USING ANOTHER PROGRAM

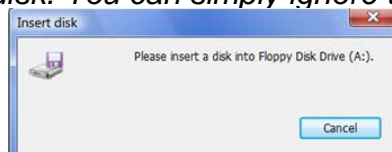
We have just created 2 files using Microsoft Word and saved them to our flash drive as “me.docx” and “me2.docx.” Let's see what happens when we attempt to read them with a different program.

Open Microsoft Office Excel. Excel is a very different program from Word, and used for very different purposes, so it will look very different at first glance. However, it still has all the same parts of the screen you have learned.

Click on the Office Button and select Open. At this point, a **Restrictions** message box will appear. **Click on the OK button each time it appears**.



Note: If a previous user of this computer has opened a file from a floppy disk, you may be prompted to insert a disk. You can simply ignore the message and close the close the message box.



You will need to **navigate to the flash drive** again by clicking on Computer in the left pane and double click on KINGSTON (F:) in the right pane. Can you see your files? Why not?

Microsoft Excel has some similarities to Word (you can type words and numbers in it, for example), but its files are very different from Microsoft Word's, as though they were written in two different languages. For this reason, Excel will not even acknowledge Word files. **Press Cancel.**

Instead, let's make an Excel file. **Type your name.** (Pay no mind to where it appears or how Excel displays things.) **Then go to the Office Button and choose Save As>Excel Workbook** – remember, we need to give the file a name and a location, and this is what the "Save As" command is used for. **Call the file "myself". As soon as it is finished saving, close Excel.**

Make sure that all windows are closed and remove your flash drive. Be sure to click the "safely remove hardware" icon in the notification area first.