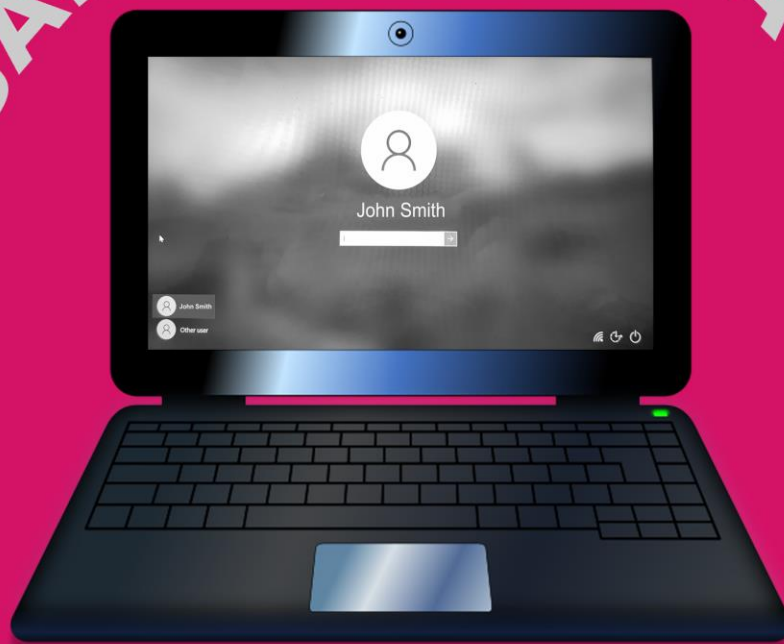




Getting Started With
Your Computer

EQUALITY EDUCATION



DEVELOPMENT

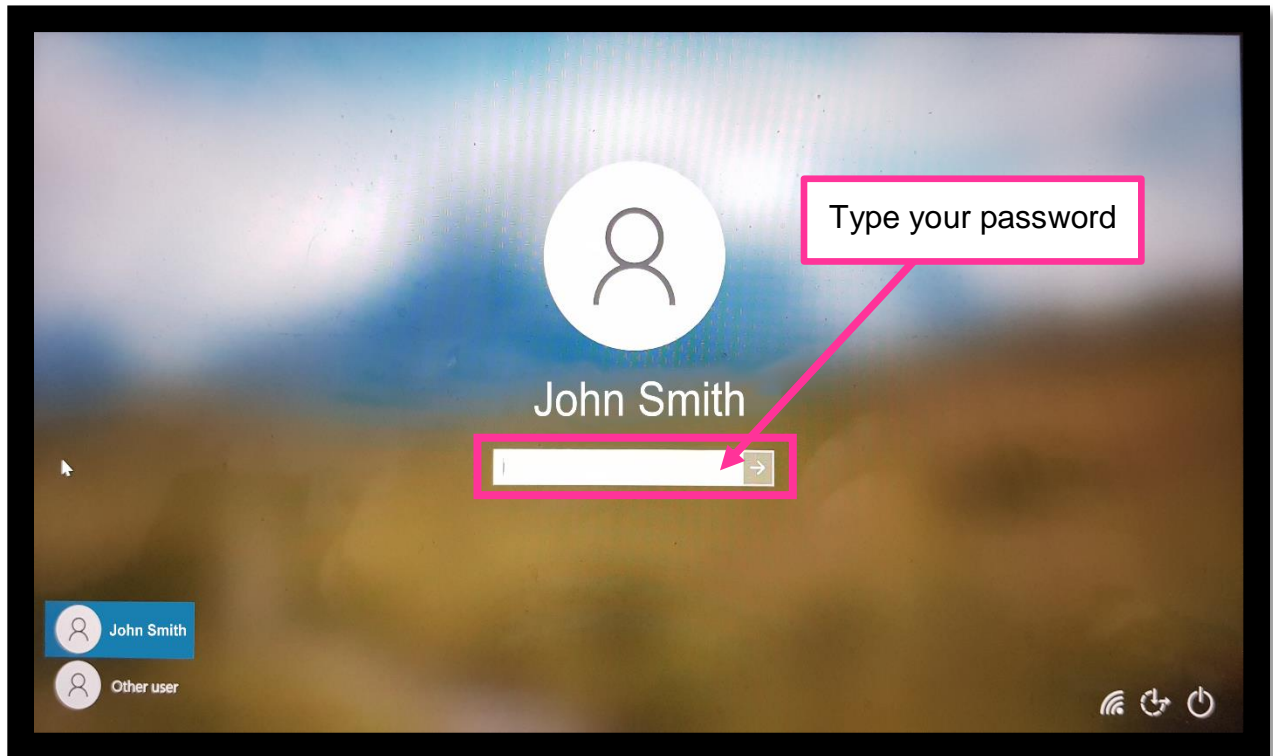
In this session we will switch on the computer, look at the desktop and learn about opening, saving and copying files.


Now let's switch on the computer. Like most bits of electronic equipment, the computer has an "on" button. Depending on the model this might be positioned in different places on the casing. But it will usually have the circular symbol shown below. Your monitor and other peripherals might also have their own "on" buttons. They will also need to be switched on.



When you switch on your computer, it might show the start-up code on the screen as it gets going. You do not need to worry about this. Within a moment it has gone. Often you won't even see it at all.

Then your log-in screen will open automatically. If it is a new machine straight out of the shop then you might have to create your profile from scratch (in which case the computer will probably walk you through this itself) but in most cases you will be using a computer that has already been set up. You will be given a password to type in.



Then press enter 

The Keyboard

Let's take a moment to look at how the keyboard works. Just like with the mouse, the keyboard is another device that communicates with the computer. Once you click on an area that you are expected to type in your cursor will change from an arrow to a straight line. A flashing straight line will mark your place on the page.

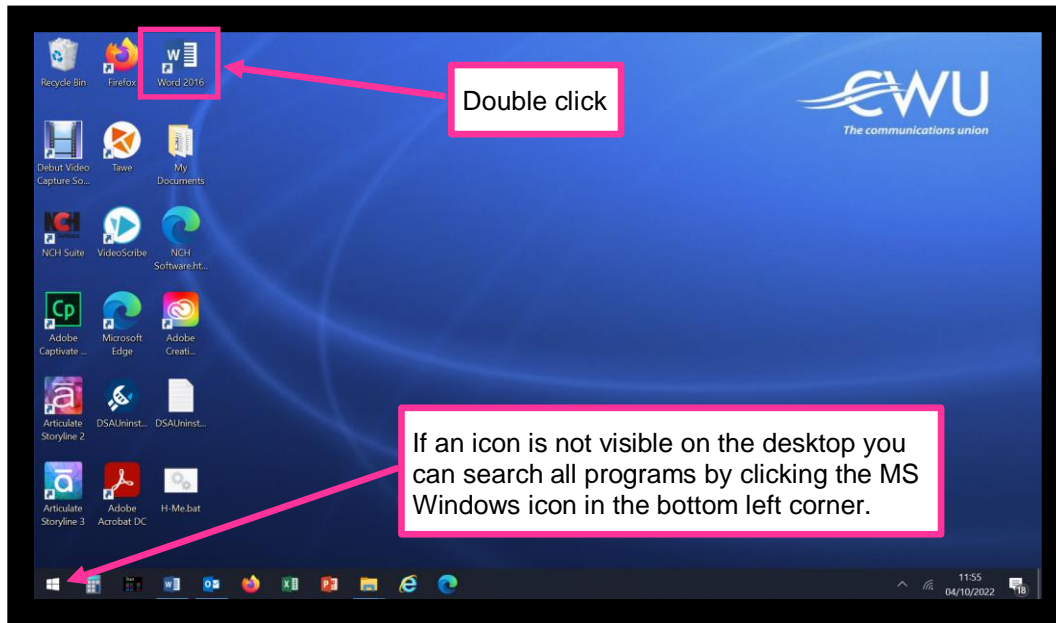
The layout of the computer keyboard is similar to that of a typewriter. For now we'll just concern ourselves with the main keys.

- In the centre you have all the letters and numbers.
- Beneath them is the space bar (1).
- On both sides there is a shift key (2). To press and hold either of these while pressing other keys will produce a capital letter or the symbols indicated above
- The enter key (3) submits the text you have typed, such as on the Log-In screen, or if you are using a word processing type function serves as the return key and moves you onto a new line.
- Delete (4) deletes what is ahead of your cursor.
- Backspace (5) deletes what is behind your cursor.
- The arrows (6) move your cursor one space at a time in the given direction.

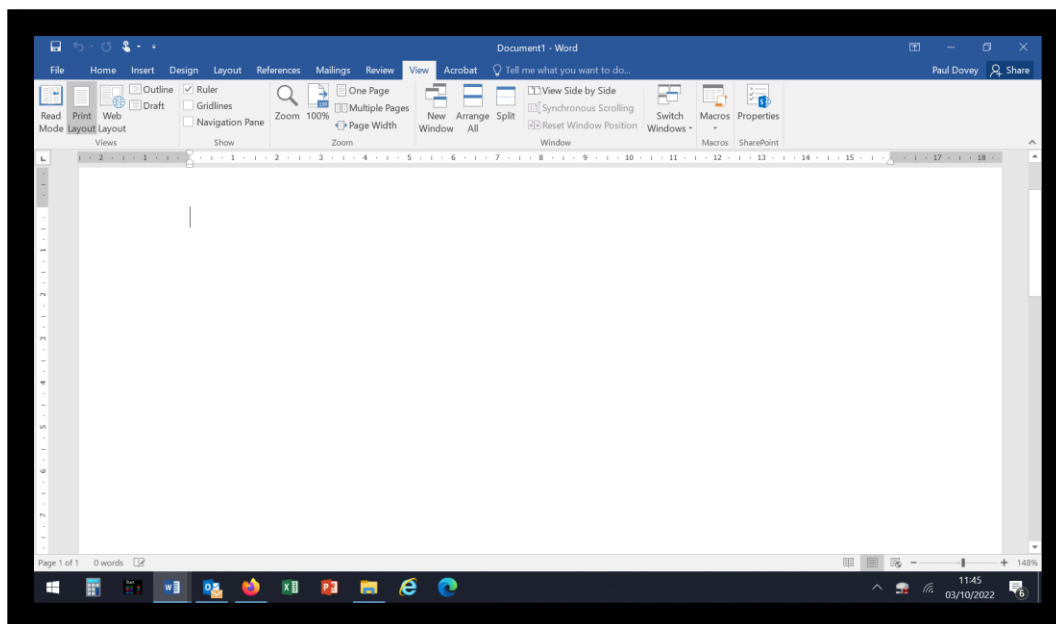


Desktop and Windows

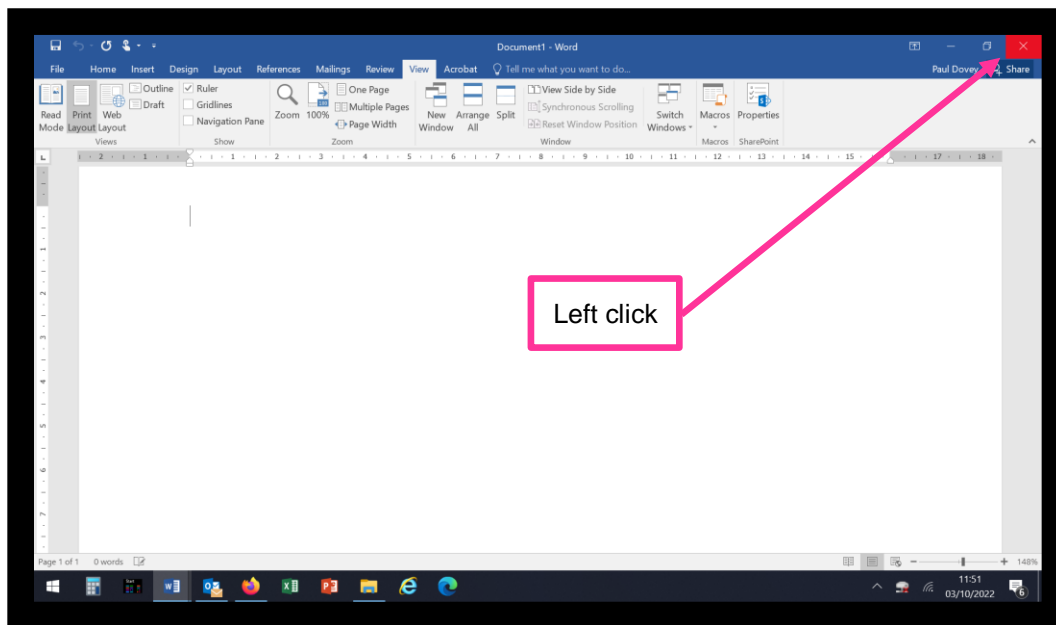
Once you have entered your log-in password, the next screen you'll see will be your **desktop**. On your desktop you will find a number of **icons**, indicating the software you have on your computer. **Double click** on these and they will open, ready for you to work on. These will open within frames on your computer screen, which are called **windows**.



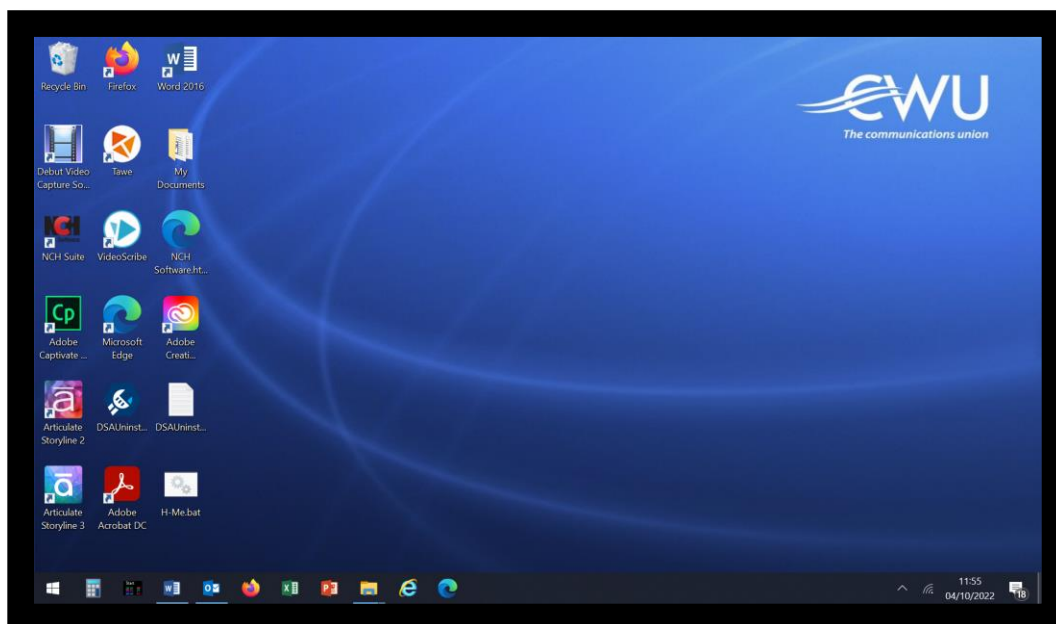
For example, if we **double clicked** on the Microsoft Word icon it would open a Word document in a new window. Microsoft Word is a word processing app that allows you to type documents on your computer. It is like a typewriter but much more flexible.



We have courses to help you to use Microsoft Word, but for now we will just close this window by clicking on the cross in the top right corner. You will notice the box turns red when your cursor is directly over it. This tells you it is active. **Click** on it and the window will close.

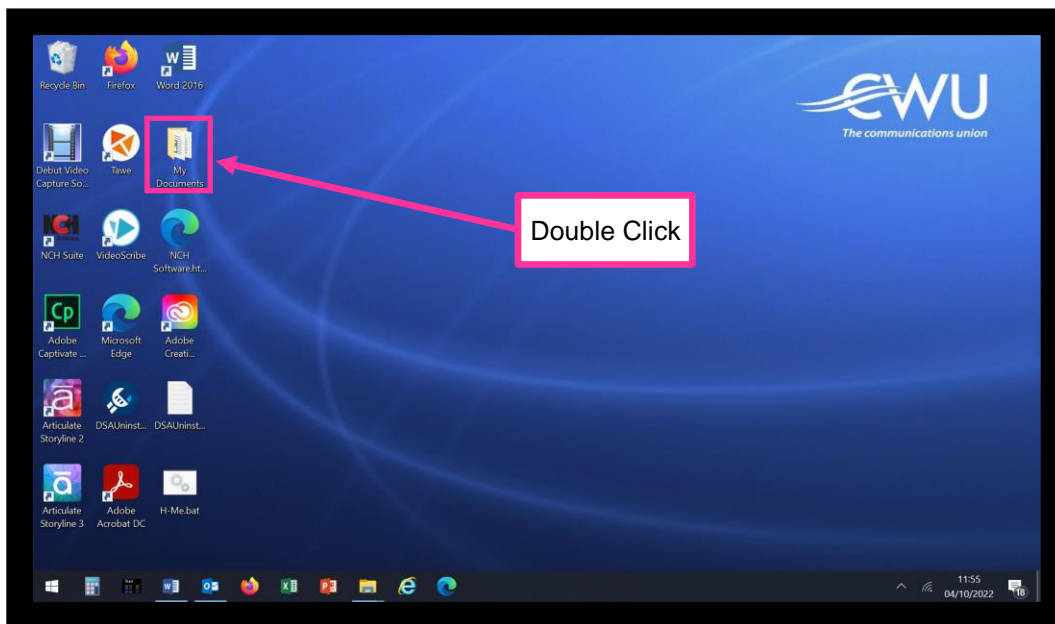


Once you have closed that window (assuming you have nothing else open) it will return to your desktop.

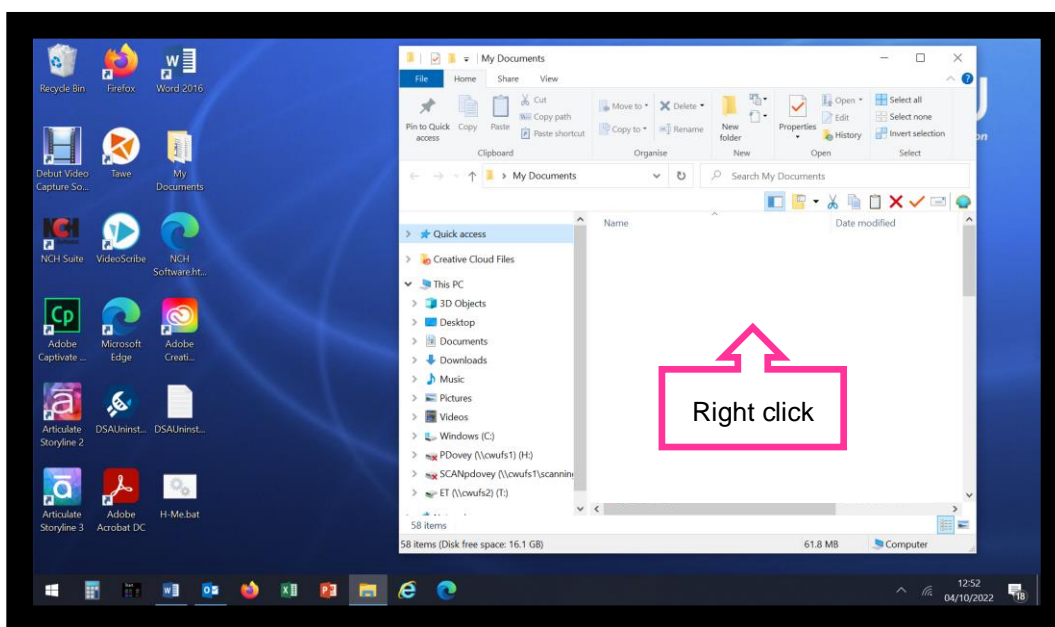


Folders & Files

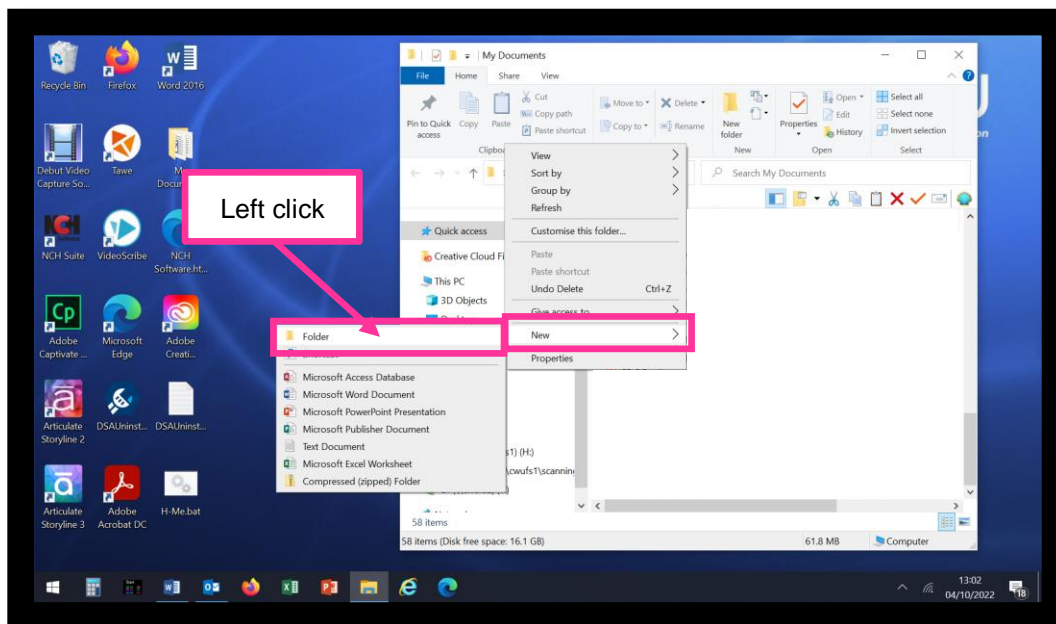
Now let's see what happens when we **double click** on a folder icon.



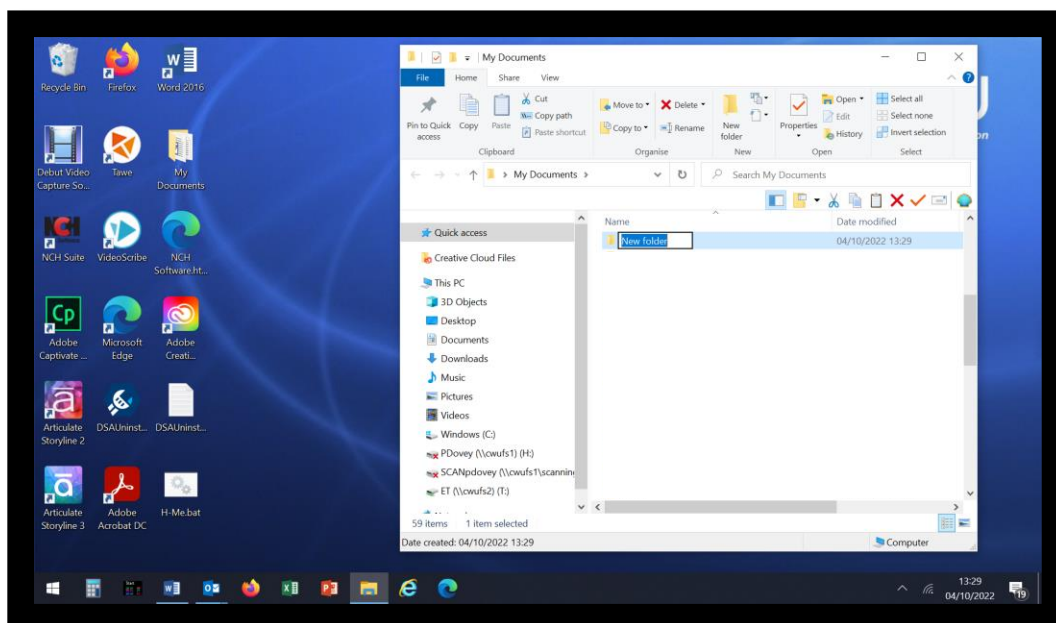
This opens a window that shows us the contents of that folder. The folder is currently empty. I could either store my documents directly into it or I could create a few sub-folders, just as I would organise my filing cabinet in the office. To create a new sub-folder, I use my mouse to move my cursor anywhere within the main body of the window. I then **right click**.



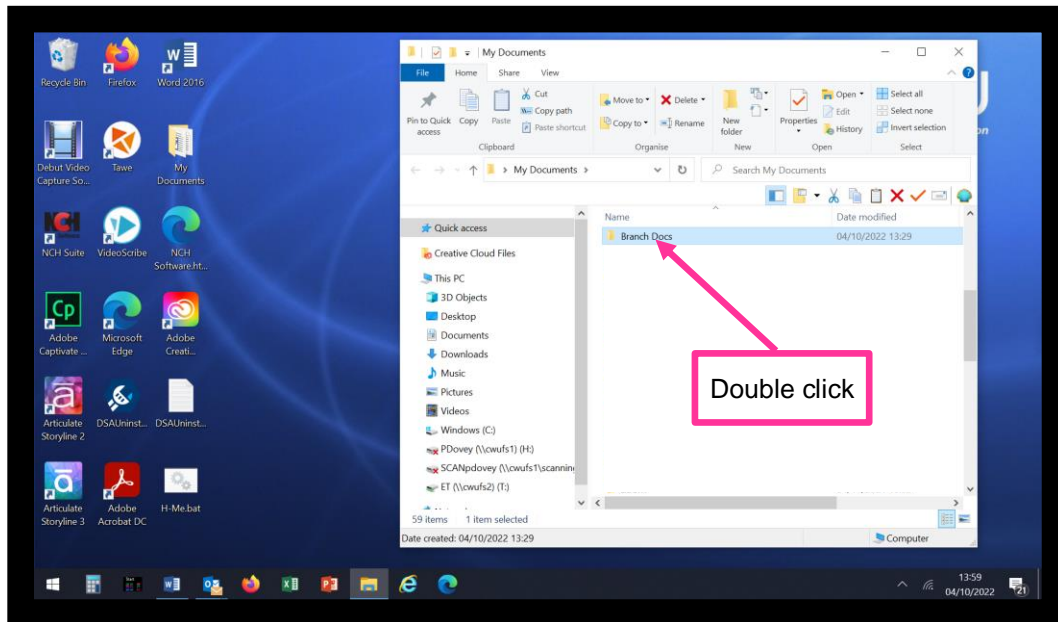
A menu opens. If I hover my cursor over **New**, a sub-menu opens. This offers you a number of options. I want to create a **folder**. So I click on that.



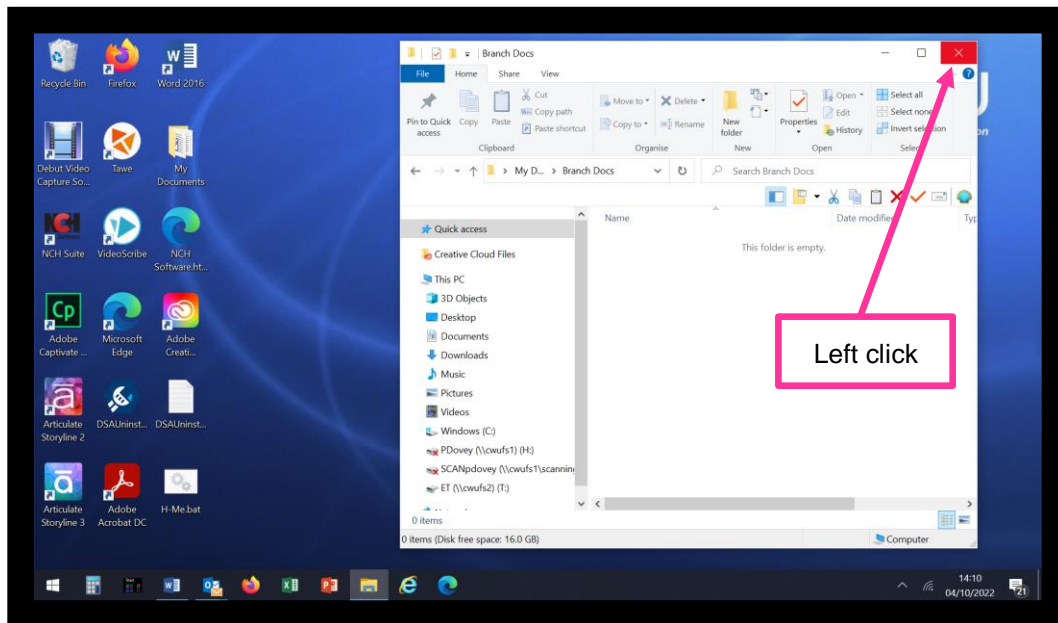
The new folder is created. The text label of the new folder will show the text cursor, inviting you to type in a name for the new folder. We will name this one Branch Docs. Then press the enter key to save the new name or it will default to New Folder.



If we **double click** on the Branch Docs it opens to show us what is inside.



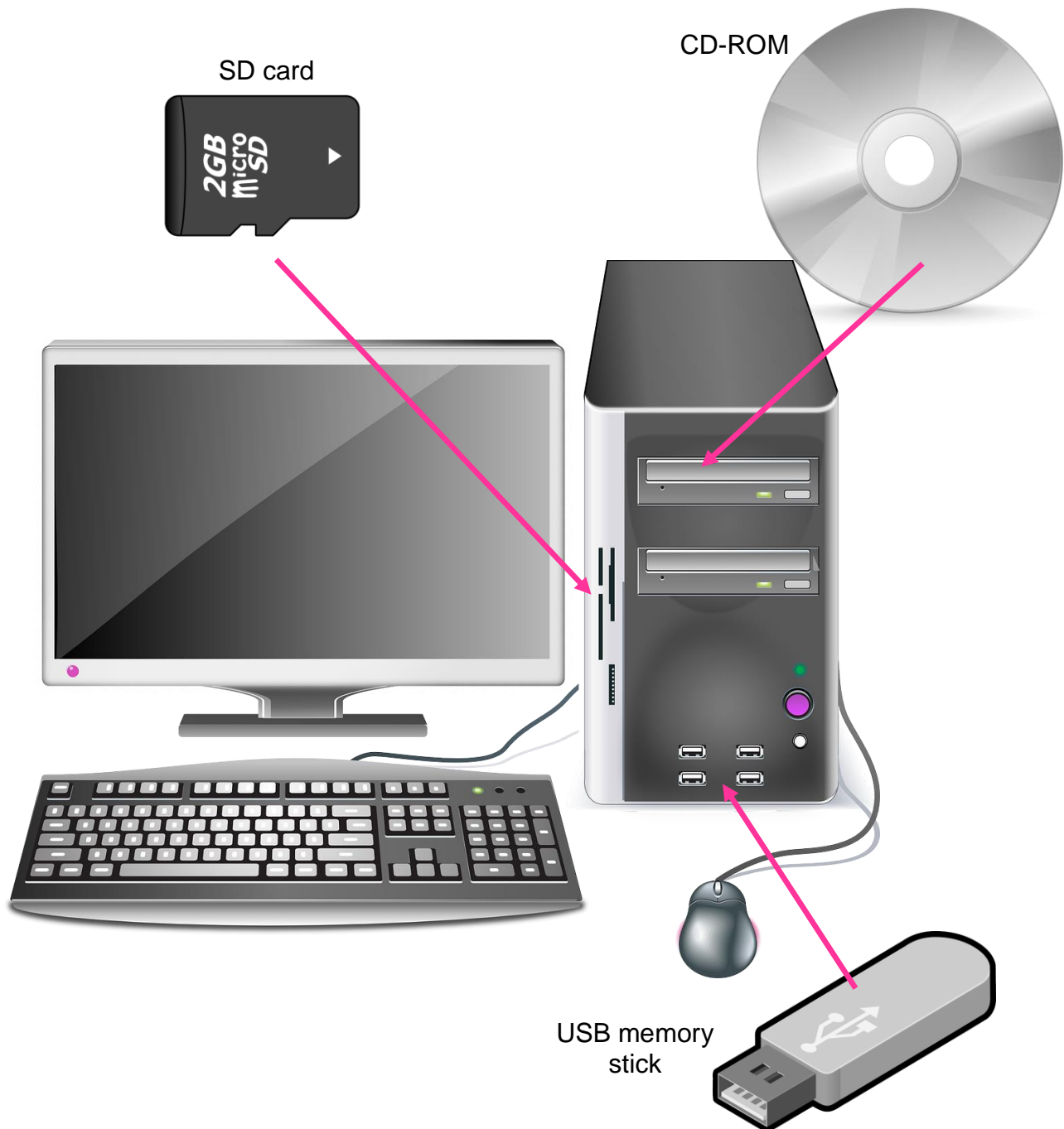
It is empty at the moment. We'll come back to that folder in a minute. But for now we'll click the cross in the top right corner of the window to close it.



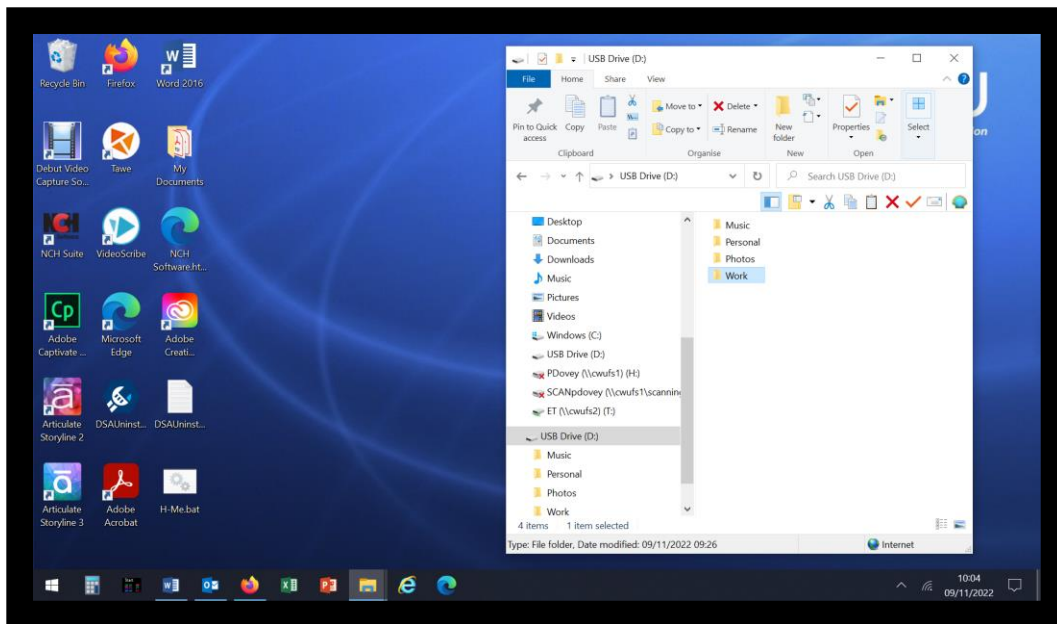
Importing, Moving, Copying & Saving

Now I want to copy some files that I've brought with me. Portable storage is always improving, getting physically smaller while being able to store more. CDs are still used for storage but are not as flexible as either the USB memory stick or memory card. These can store more information and can be over-written as required.

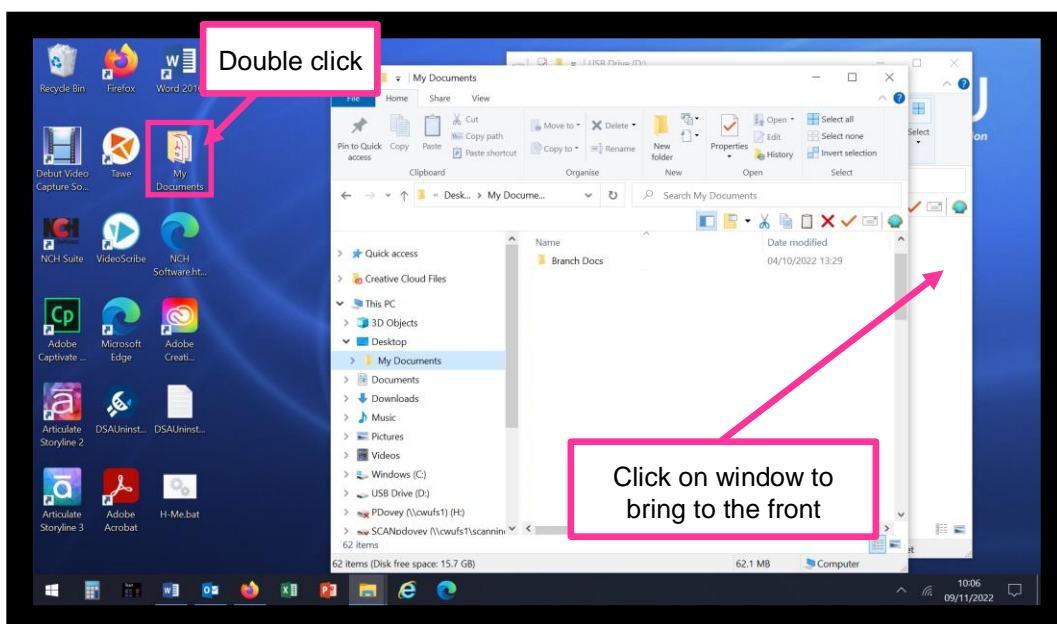
In this case I have some files on a memory stick. If I want to put them onto the computer I need to plug this into one of the USB sockets. These might be anywhere on the computer. On newer machines they tend to be quite visible but on some older machines they might be hidden away at the back somewhere.



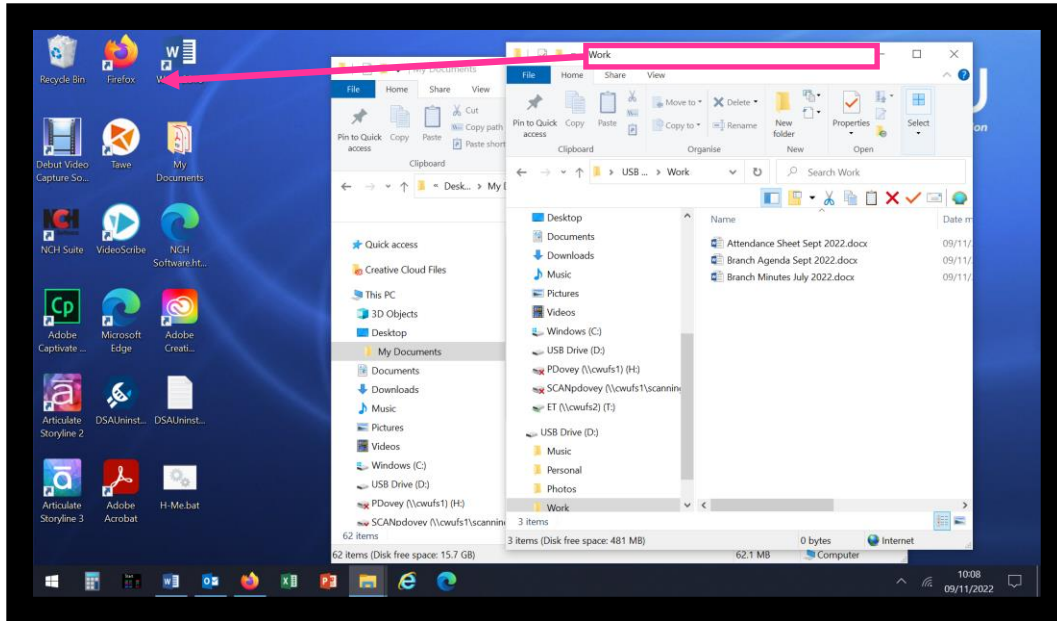
Generally, when you plug the memory stick into the USB socket it will automatically open a new window. (If not you can find it in the My Computer window which you can access via the Microsoft button.) This window shows you what is being stored on the memory stick. As you can see, this one is storing photos, music, personal documents and work. It is wise to keep your work files separate from your personal files.



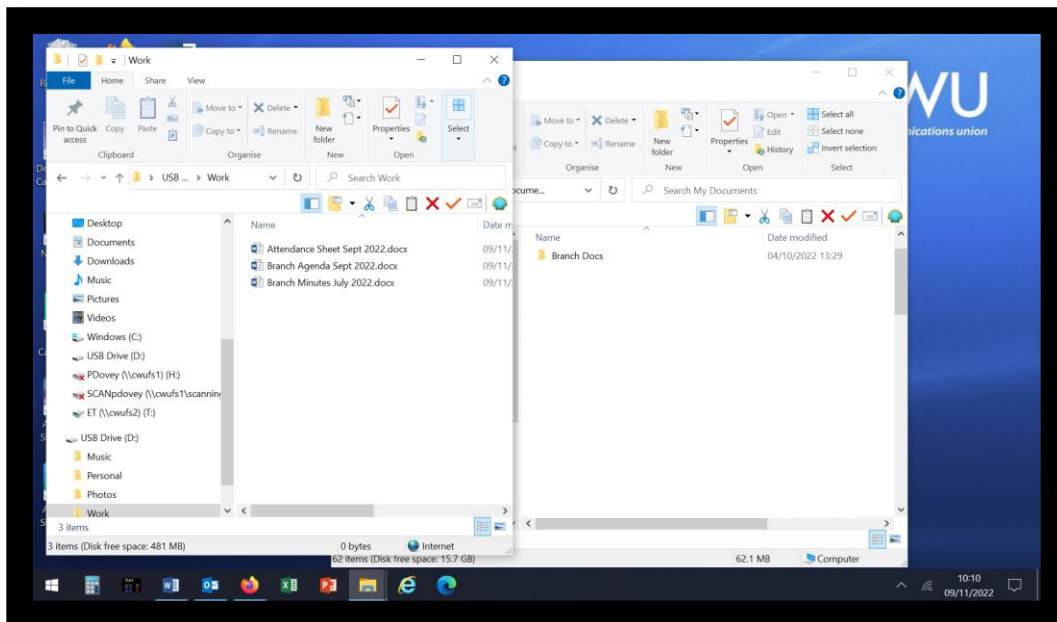
We want to copy files from the memory stick into the My Documents folder on the desktop. Double click on the My Documents icon. This will open a second window, overlapping the first. Whichever one you click the mouse over will move to the front.



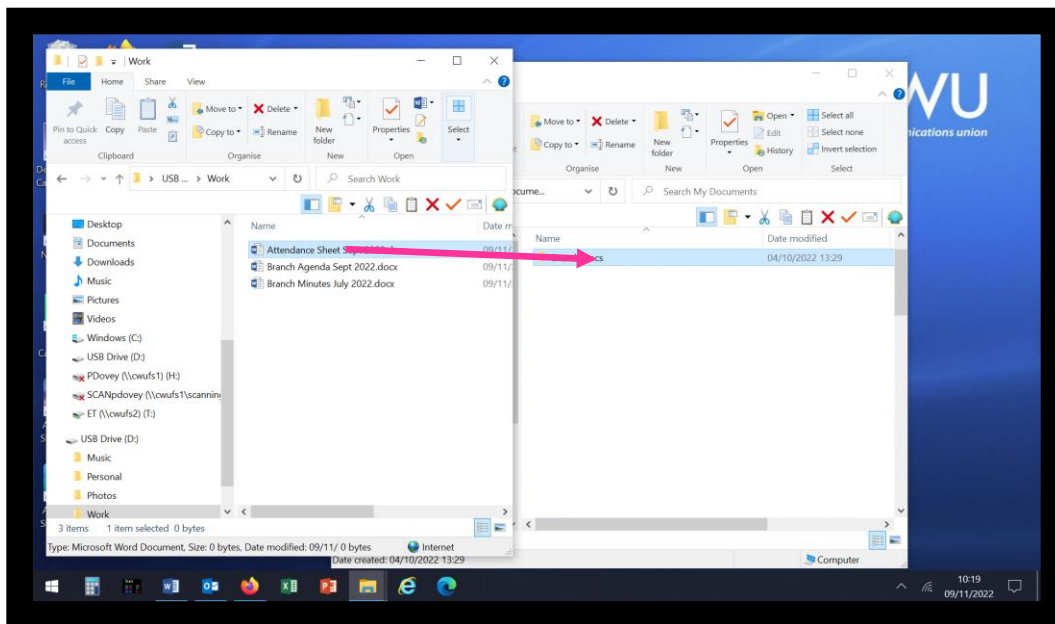
I want to open the Work folder so I double click on it. But it is obscuring my Branch Docs folder and I want to see them both. I can move the windows anywhere I like. I simply left click over the top section of the window I want to move. Keeping the left mouse button pressed down, I drag the mouse until the window is where I want it.



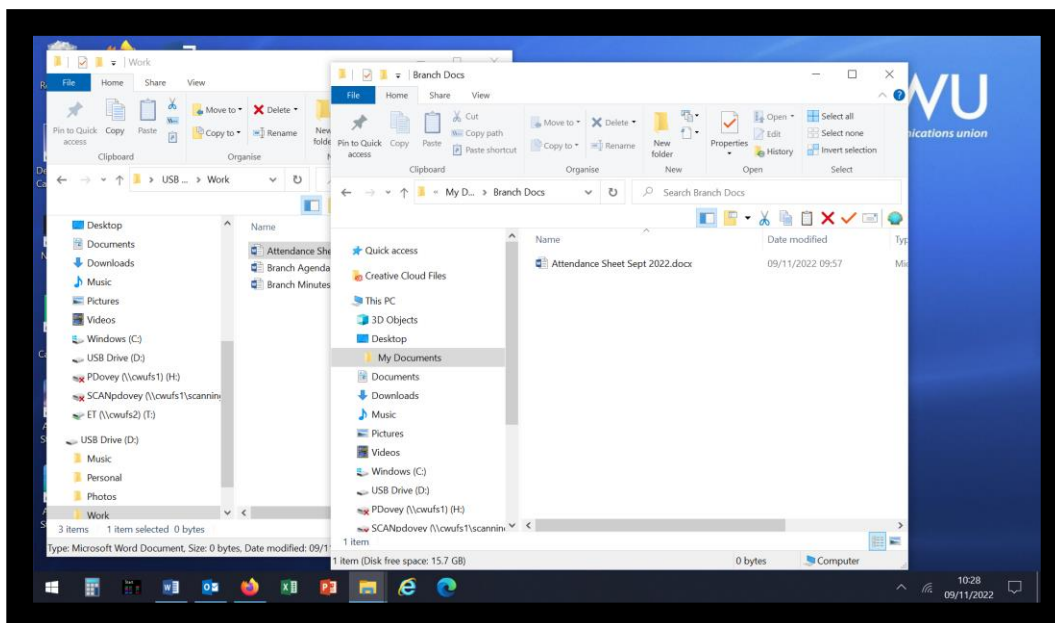
When I can see both windows clearly, I release the mouse button and the window stays in the position it has been moved to. The operation we have just performed is called **Click and Drag**.



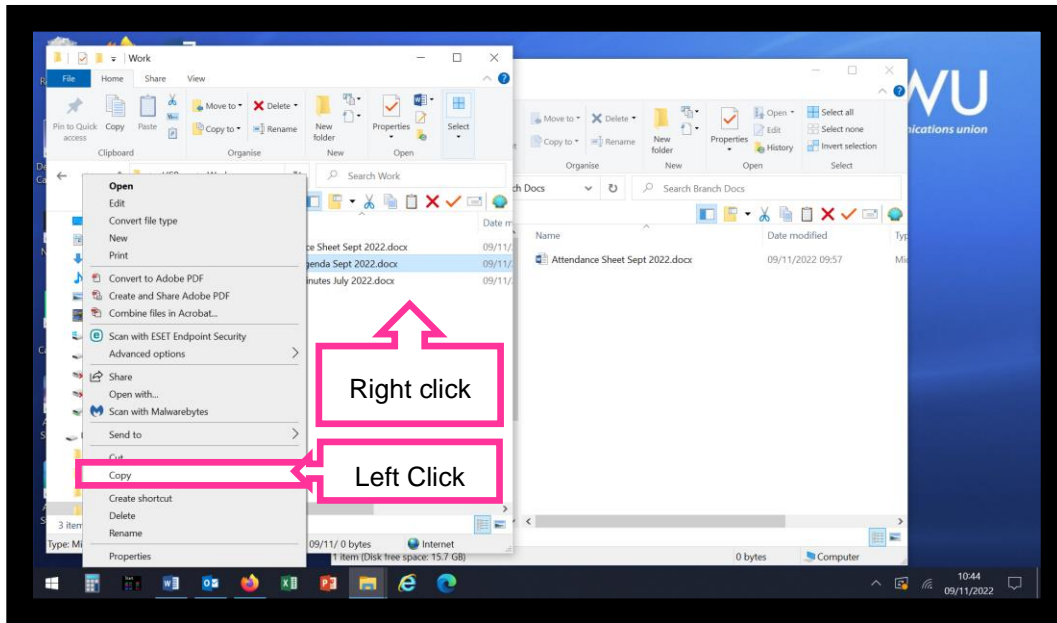
We can use the same method to copy the documents from the memory stick to the Branch Docs folder. Left click on the document you want and it will be highlighted. Keeping the button pressed, drag your mouse until it is over the folder you want to save it in. We don't have to open the folder if we don't want to. When we are over the folder it changes colour. That tells us the folder is active and if we release the mouse button while we are over that folder then the document will be saved inside it.



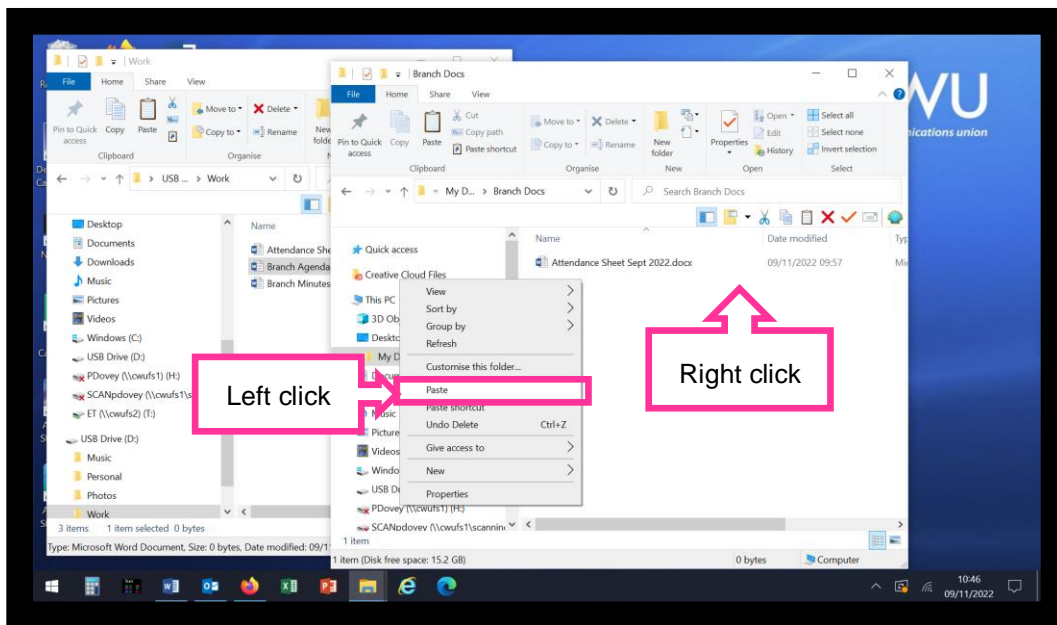
If we double click on the folder to open it, we can see that the document has been copied. REMEMBER: this method will create a copy if you are dragging in from an external source such as a memory stick **but if you are dragging from a folder within the computer it will just move it without creating a copy.** That is probably fine since you don't want multiple copies of the same document. But be aware of this as it can cause confusion.



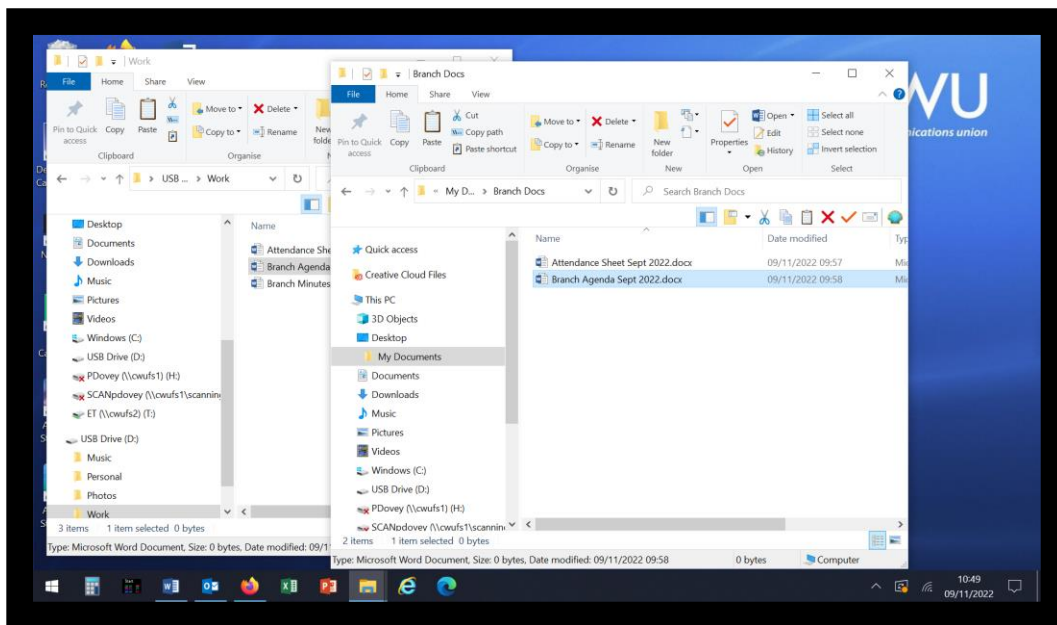
Another way to move files is to **copy and paste**. Move the mouse until the cursor is over the document and it is highlighted. Then right click. A menu appears which gives you options including **copy** and **cut**. If you **cut**, you will remove the document from the source folder. If you **copy**, a copy of the document will remain in the source folder.



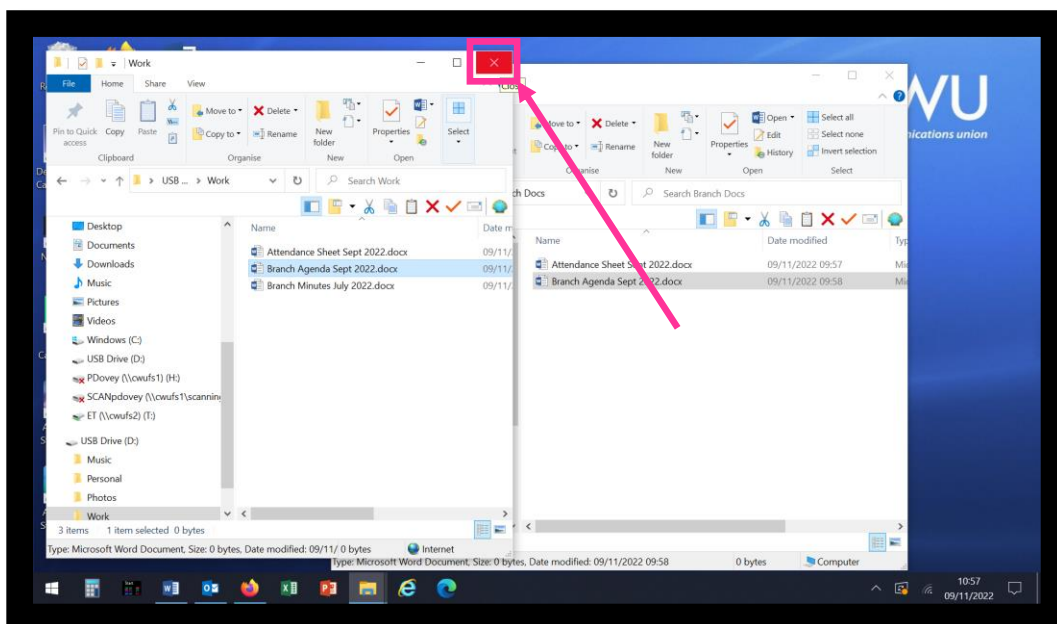
Then move your mouse back to the Branch Docs folder. Right click within the window over the folder and another menu appears. Choose **paste** to drop the document into the folder.



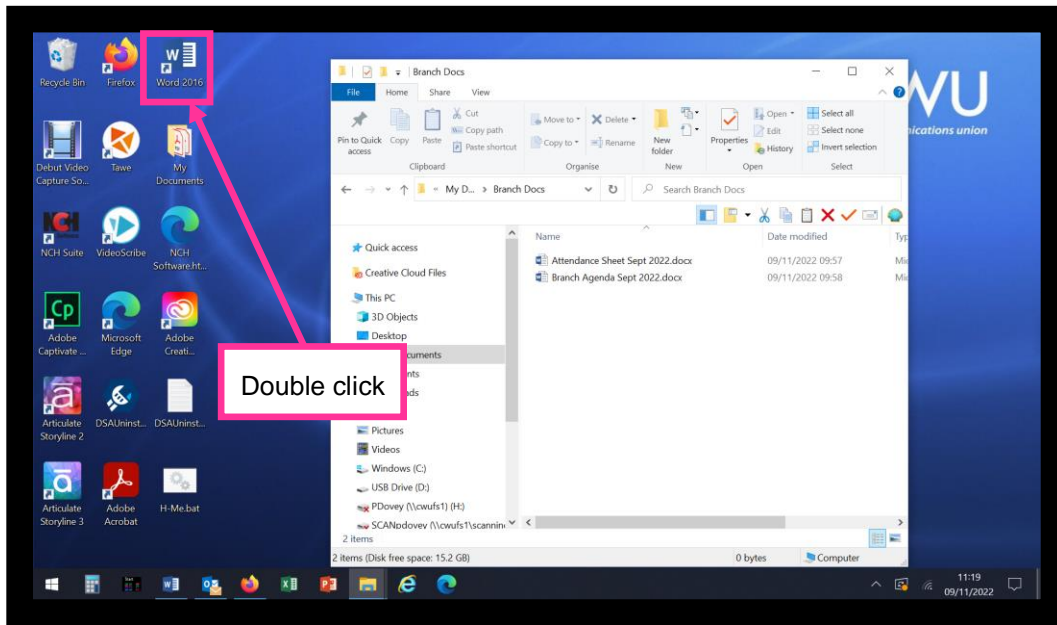
REMEMBER: if you chose to cut from the memory stick this is now the only copy of the document. If you chose copy there will now be two copies of the document. You might want to consider naming them as different versions to avoid confusion later.



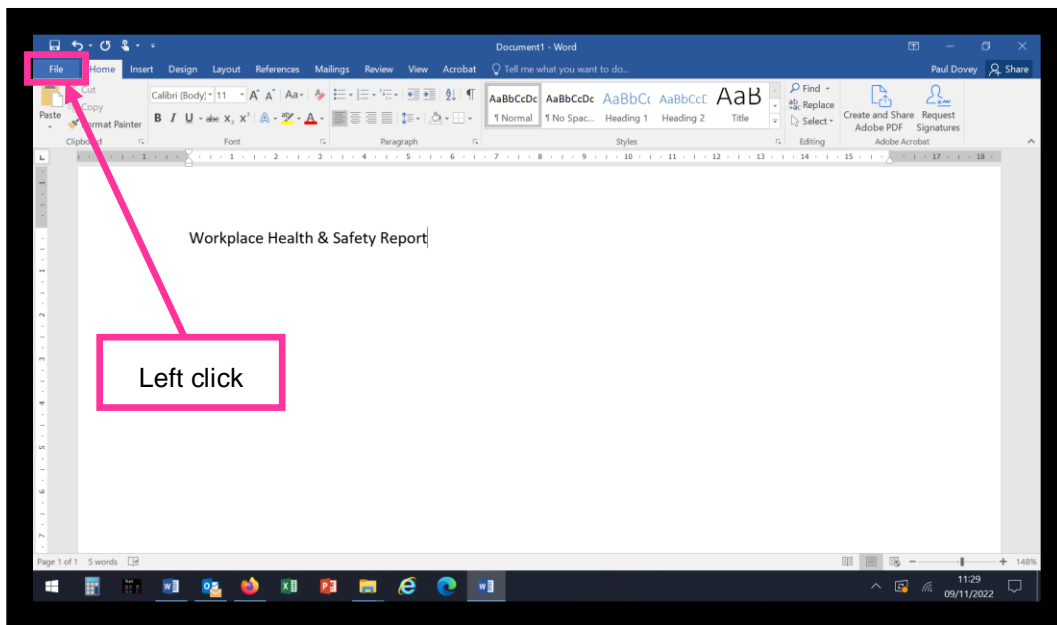
Now we can close the memory stick. Once again there is a cross in the top right corner. It will turn red once your mouse is over it. Left click and the window closes.



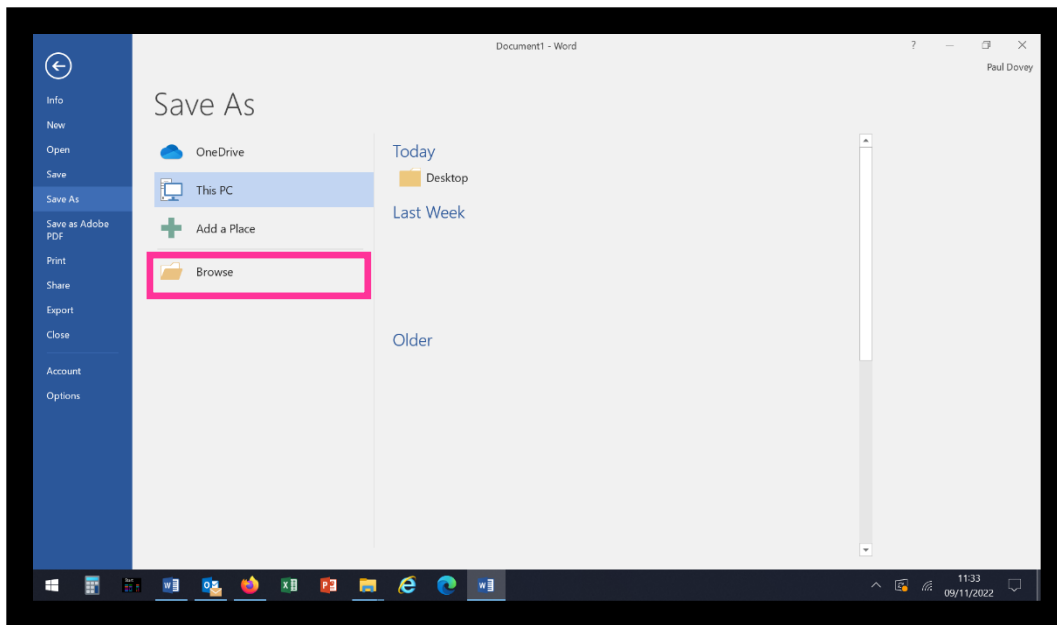
There's another way to save a document. This time I'll open Word by double clicking on the Word icon.



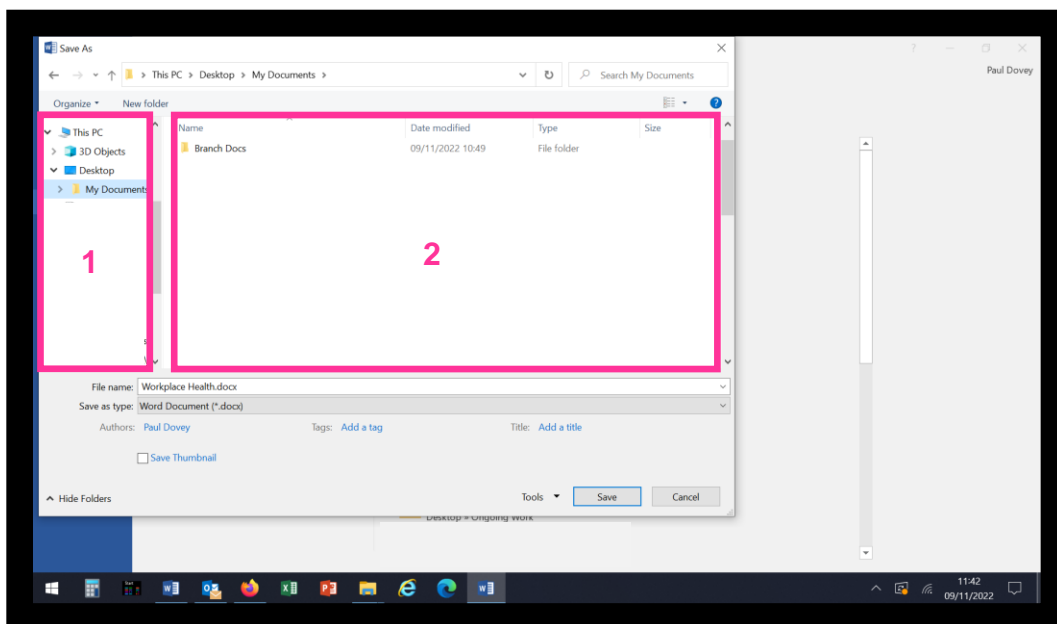
A new document opens. Word documents allow you to use your computer as a typewriter (albeit one with many additional functions). For now we will just type in a title using the keyboard. Now we want to save it. Your work will not be saved until you do this – so it is worth getting into the habit of saving your work regularly. At the top of your screen there is a row of tabs. Each one opens a range of tools. To save the document we go to the **File** tab.



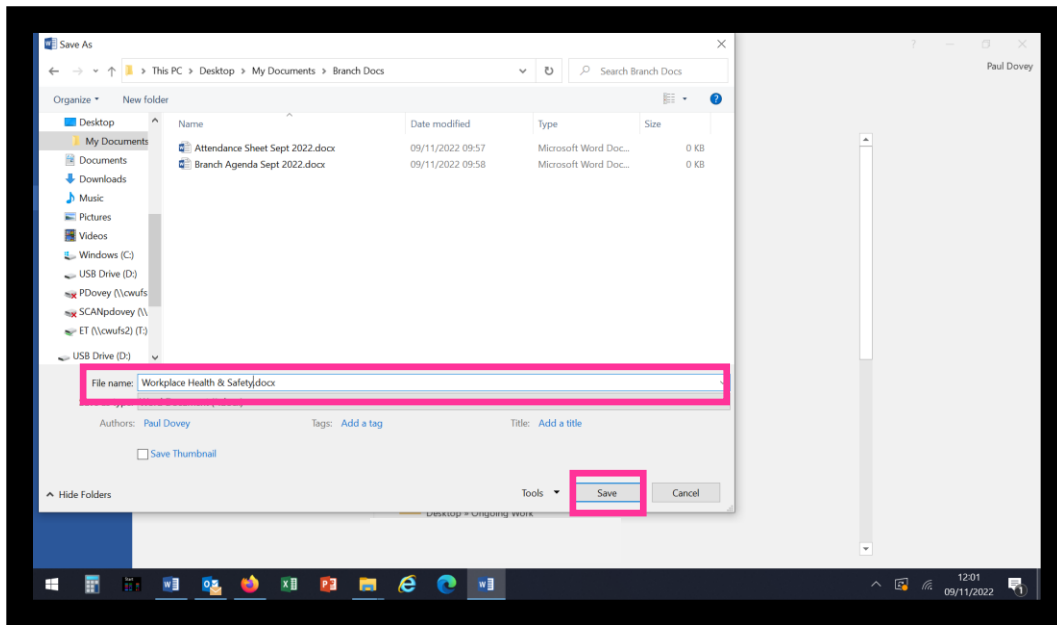
This shows us the file menu. With a number of options. Down the left hand side there are a number of options. We want to choose **Save As**. The computer will suggest recent locations where you have saved things. If you cannot see what you need click **Browse** or open the file explorer.



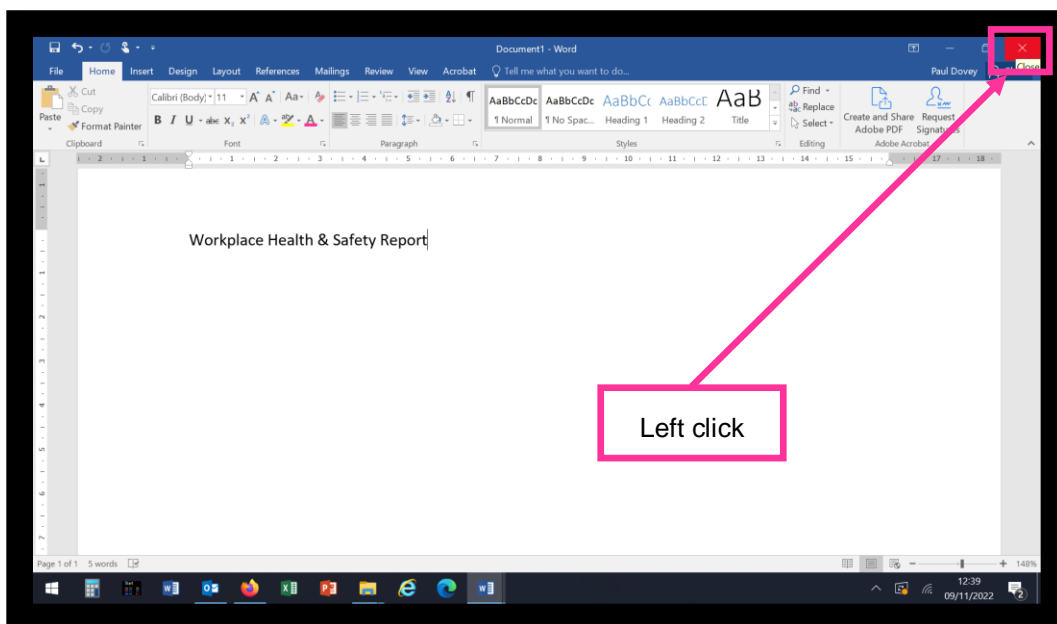
This opens a new window, which allows you to access all the file locations in the computer. Clicking on a location in the left hand window (1) will display its contents in the main window (2). If the folders in the left hand window display with an arrow to the left hand side it means they contain sub-folders. If I click on the arrow, it shows me the sub-folders. We can then select the folder by clicking on it and we can see its contents in the main window. If I want to open the folder in the main window I need to double-click on it.



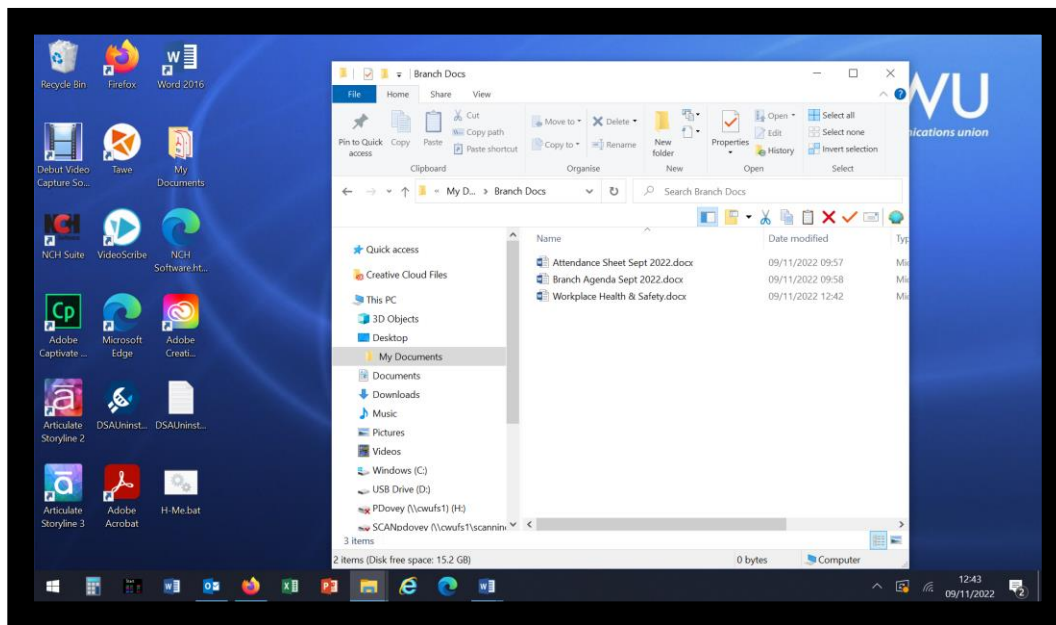
Once we have opened the folder we want to save our document in, we need to give our document a name. Word will suggest the first few words on the page but you can type whatever you like as the file name. Make sure it is something that describes what it is – you will want to know what it is later. Once you are happy with the title, click **Save**.



The **Save As** window automatically closes, leaving you back at your document. You can now close it without losing any of your work.



You can now see the saved document in your Branch Docs folder.



In this session we have learnt the basics of how to navigate the computer.

- How to open and close software programmes or apps.
- How to create, move copy and save files
- Using left & right click options
- Using drag & drop
- Using copy & paste
- Using the file explorer
- How to import files from a memory device

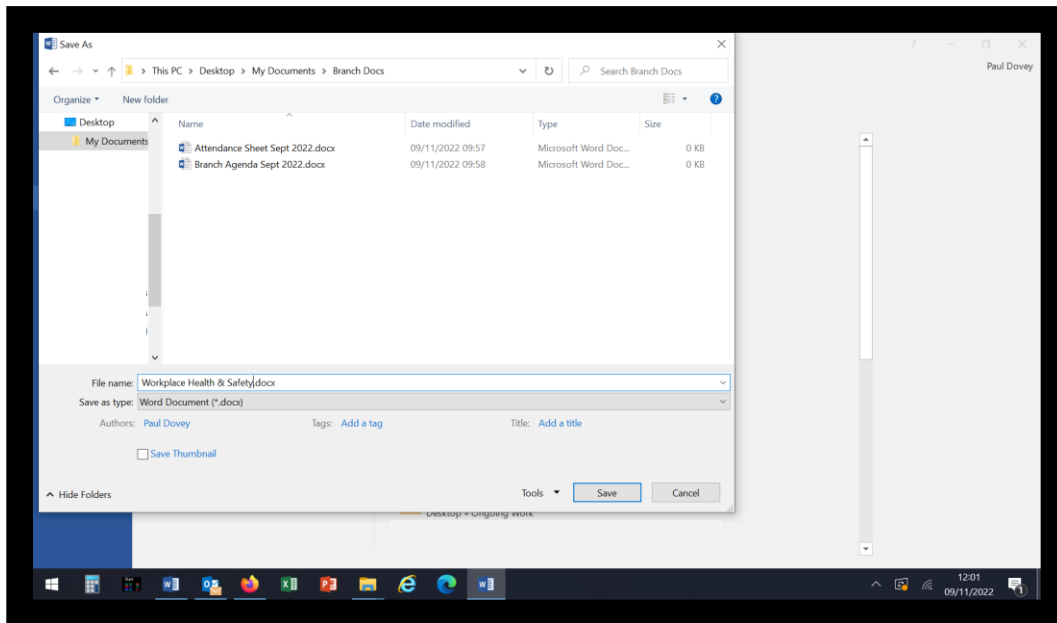
These functions will remain much the same whatever software you are using.

Quiz

1. On the keyboard below, identify the following keys,
 - a) Return / enter
 - b) Space
 - c) Backspace
 - d) Shift

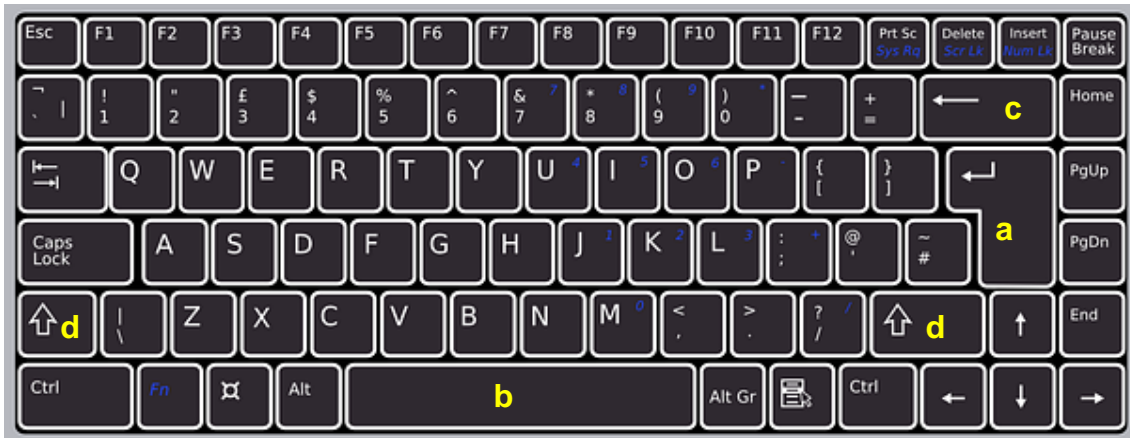


2. To launch a software programme from your desktop you need to _____ on the icon.
3. What do we call the frame that opens to display a programme, folder or file?
4. To create a new sub-folder within an existing folder you use the _____ to move the cursor over the open folder and _____ to open a new menu.
5. Keeping the left mouse button pressed while you move an object is called _____ & _____.
6. If you click and drag a file between two internal folders it will _____ the file.
7. If you click and drag from an external folder to an internal folder it will _____ the file.
8. You can access the cut, copy and paste commands by _____ right clicking your mouse.
9. To save a document in MS Word you would click on the _____ tab above the toolbar and scroll down to _____ or _____.
10. In the screenshot of the file explorer show where you would see,
 - a) The file tree
 - b) The contents of the folder



Quiz Answers

1. On the keyboard below, identify the following keys,
 - a) Return / enter
 - b) Space
 - c) Backspace
 - d) Shift



2. To launch a software programme from your desktop you need to [double click](#) on the icon.
3. What do we call the frame that opens to display a programme, folder or file?
[a window](#)
4. To create a new sub-folder within an existing folder you use the [mouse](#) to move the cursor over the open folder and [right click](#) to open a new menu.
5. Keeping the left mouse button pressed while you move an object is called [click and drag](#).
6. If you click and drag a file between two internal folders it will [move](#) the file.
7. If you click and drag from an external folder to an internal folder it will [copy](#) the file.
8. You can access the cut, copy and paste commands by [right clicking](#) your mouse.
9. To save a document in MS Word you would click on the [file](#) tab above the toolbar and scroll down to [save](#) or [save as](#).
10. In the screenshot of the file explorer show where you would see,
 - c) The file tree
 - d) The contents of the folder

