ECDL Module 2

REFERENCE MANUAL

Using the Computer & Managing Computer Files

Microsoft Windows XP Edition for ECDL Syllabus 4.5 (UK only)





ECDL Foundation Approved Courseware



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UC1.1. Computer Environment

A little knowledge goes a long way!

 Most operations within Windows can be achieved in two ways: The hard way and the easy way. Which would you choose? Read the basic techniques in this section and remember them! They are tricks which you will be able to apply repeatedly in a wide variety of different situations when using not just Windows itself but also many Windows applications!

Which mouse button?

 Normally you use the left mouse button. Thus to select something, click on it with the left mouse button. In this training manual when an instruction says use the mouse button, unless otherwise specified, it is always the left mouse button.

"Select then manipulate"

 While using Windows or a Windows based application, when you want to do something you have to tell Windows what you are intending to edit or manipulate. You need to select something first before you can manipulate it. Thus if you wish to move an icon on your Windows screen (the Desktop) you will first click on it once to select it and then use drag and drop techniques to move the icon.

Double clicking

 Double clicking means that you click once and then (as fast as you can) click a second time. Double clicking is an acquired art and often the reason why it does not appear to work, is because you may move the mouse slightly between the first click and the second click. Windows interprets this as something else! If you are sure that you are clicking fast enough, but nothing happens, then pay attention to keeping the mouse still between your clicks! As an example of double clicking, double click on the **Recycle Bin** icon located on your Windows screen (Desktop).



Recycle Bin

• You should see something similar to the following displayed when successful.

🕝 Recycle Bin		
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help	line i de la 🕂
🔇 Back 🔹 🕥 - 🏂 🔎 S	earch 🥟 Folders 🛄 🗸	
Address 🥑 Recycle Bin		💙 🔁 Go
Recycle Bin Tasks Image: Constraint of the second	ECDL V4 MOD 2 windows 98 version Microsoft Word Document	
Other Places 🙁		
Desktop My Documents My Computer My Computer My Network Places		
Details		

NOTE: To close this window, click on the **Close** icon (the red cross at the top-right corner).

"Drag and drop" moving

- The term "drag and drop" basically means "picking" up an item with the mouse and dragging it to a new location. This could apply to moving an icon from one location on the screen to another position, or to physical files on your hard disk being dragged from one folder to another.
- To drag and drop an item you first have to click on it (with the normal, left hand mouse button). This selects the item. You then depress the left hand mouse button and while keeping the button depressed move the mouse pointer on the screen to a new location. When you let go of the mouse button, whatever you are dragging will be moved to the new location.
- In short, drag and drop is an easy way of moving selected items.

"Drag and drop" copying

• This is basically the same as drag and drop moving, except that you end up with a copy of the item you are dragging, at the new location. To copy rather than move, depress the **Control** (**Ctrl**) key as you are dragging with the mouse.

Multiple selection techniques

• You click on something to select it. However, once something is selected and you then click on something else, the second item becomes selected, while the first item is de-selected. This would be true of say selecting an icon on

your Windows screen. To select multiple items, keep the Control (Ctrl) depressed while you are selecting items and they will all remain selected when you release the **Control** key after selecting all the required items.

The other (right) mouse button

- Once you have selected something, you often find that right clicking on the selected item displays a popup menu which relates directly to the selected item.
- Thus if you right click on an empty part of your Window screen, you will see a popup menu which will allow you to customise your Windows Desktop.

In other situations, a different popup menu would be displayed.



This also works within applications. In Microsoft Word for instance, an incorrectly spelt word is indicated by wavy red underlining, as illustrated. If you were to right click on this word, a popup menu would be displayed offering suggestions for the correctly spelt word.



e within Microsoft Woord, tl isplay a popup menu that re

enu that related to tables.

Let's say that you had created a table within Microsoft Word, then right clicking within one of the cells which make up the table would display a popup menu which related to tables. As you can see the idea of these popup menus is that they provide shortcuts to manipulating the object which you have either selected or are within at the time!

Learn to use this right-click technique! It can save you a lot of time

compared to messing around with finding the right command under the drop down menus within applications!



What is the "Desktop"?

• The Windows Desktop will look something like this ...

~ <u>?</u>]						
3						
Recycle Bin						
Internet						
Internet Explorer						
<u>6</u>						
Microsoft Outlook						
_						
2						
15N Explorer						
PowerDVD						
POWERDID						
\mathbf{P}						
Windows fedia Player						
ieula riayei						
data						
2						
int Shop Pro 6						
🛃 start 💧	imod 2	ECDL V4 MOD 2 wind	Document 1 - Microsof	C Microsoft PowerPoint	🍇 Jasc Paint Shop Pro	 4 09:37

What is the Start Button?

• A single click of the left-hand mouse button on the Start button will display the Start menu.

	David Murray	
	Internet Internet Explorer	🭅 My Documents
	E-mail Microsoft Outlook	My Recent Documents +
	W Microsoft Word	My Pictures
	Microsoft PowerPoint	💋 My Music
	Microsoft Excel	My Network Places
	Paint Shop Pro 6	Control Panel
	Microsoft Access	😪 Connect To 🔹 🔸
		Printers and Paxes
	Iisk Cleanup	Help and Support
	 	Search
All should	All Programs 📡	7 Run
🥵 start	🛃 start 🔰 mod 2	Log Off O Turn Off Computer

- As mentioned previously, the idea behind the Start button is to allow the user to access their work or application with the least amount of fuss in a way which is 'discoverable' to the first time user (actions such as double clicking are not discoverable).
- A single click of the right-hand mouse button will display a popup menu containing options such as **Open**, **Explore** and **Search**.



Open: The contents of the Start menu can be viewed. Folders and icons can be deleted, copied, and moved using drag and drop techniques.

Explore: Will invoke the powerful Windows Explorer. The Windows Explorer can display a hierarchical representation of the entire system and permit further Desktop manipulation and configuration.

Search: Will invoke the Windows file searching utility from which you may search for any file either by its name or by its actual content.

The Start Menu

• The Start menu contains the various categories where your applications and work are stored. You can move further into the various sub-categories by positioning the mouse over the category you are interested in to automatically open the next sub-category (you do not even have to click the mouse!).

TIP: If you drag an object either from the Desktop or from the Windows

Explorer and drop it directly onto the Start button a link to that object will automatically appear in the Start menu.

To display the Start menu using a mouse

• Click on the Start Button located at the bottom left of your screen.



To display the Start menu using a keyboard shortcut

• Press Ctrl+Esc.

To display the Start menu using a Windows keyboard

- Windows aware keyboards have two extra keys.
- Pressing the key with the Windows symbol on it will open the Start menu.

To close the Start menu

• Press the **Esc** key.

Drag and Drop techniques

 Windows fully supports the ability to drag and drop objects. Using the drag and drop feature makes many system operations much more logical. For example, you can copy files from one folder to another in Windows Explorer simply by picking up the object you want to copy, dragging it with the mouse button, and releasing the mouse button to drop it into the new folder.

UC1.1.1. First Steps with the Computer

UC1.1.1.1. Adjusting your work station

• Your chair:

Your chair should be fully adjustable, and be able to be moved up or down. It should have an adjustable back. Adjust the height of the chair so your elbows are at right angles when your hands are on the keyboard.

Your screen:

Your screen should be fully adjustable so that your eyes are at the same

height as the top of the screen. You may wish to use a filter attached to the screen to reduce glare. If the screen is badly focused, too bright or appears to flicker, then get a qualified technician to take a look at it. Try to eliminate any reflections on your screen by closing blinds or moving your work station so the monitor is at a right angle to the window.

Your keyboard:

Use a good keyboard and you may also wish to use a wrist pad to relieve pressure on your wrists.

Your feet:

You may wish to use a footrest to support your feet while using the computer.

Work Station Layout:

Position any other equipment, e.g. telephones, trays or reference manuals within easy reaching distance to avoid reaching or twisting.

Cable Management:

Ensure that any cables are positioned in such a way so that they cannot be stepped on or become entangled with other office furnature or equipment. This will ensure that the cables do not become damaged over time, it will also prevent people from triping on the cables, potentially causing serious injury to themselves or others.

UC1.1.1.2. IT Laws & Guidelines

• The laws & regulations covering the use of computer equipment and workstations include:

Health & Safety at Work Act

Health & Safety (Display Screen Equipment) Regulations Workplace (Health, Safety and Welfare) Regulations Management of Health & Safety at Work Regulations Provision and Use of Work Equipment Regulations

For more details see the Health & Safety Executive web site at: http://www.hse.gov.uk

UC1.1.1.3. Starting the computer

To turn the computer on

- Ensure that all cables are plugged securely into the rear of the machine.
- Make sure that there is no floppy disk inserted in the floppy drive.
- Locate the power switch and turn the computer on.
- After a few seconds, you should see something on the screen. If not, ensure that the monitor is switched on.

• You may be asked to supply a logon ID and a password (your tutor should be able to give you details about these).

UC1.1.1.4. Shutting down the computer

To properly shutdown the computer

- Save any files you may have been working on.
- Close any open applications.
- Use the **Turn Off Computer** (accessed via the **Start** button) command to close down the system.



Then select the Turn Off button.



• Wait for the computer to completely shutdown before switching off the computer. Many computers will automatically turn themselves off once the shutdown sequence is complete.

'Turn Off Computer' Options

• The 'Turn Computer Off' option allows the user to close down the Windows operating system cleanly so that any unsaved data may be saved to your hard disk. Several options are available when shutting down the computer:



Turn Off: Allows you to save any unsaved data to disk and closes the computer down.

Restart: Allows you to save any unsaved data to disk and then restarts the computer down.

Stand By: Places your computer in 'power saving, standby' mode. To reawaken your computer simply press a key or move the mouse. **NOTE:** Not all PCs support this feature.

UC1.1.1.5. Restarting the computer

To restart your computer

- Never just switch off your Windows based computer.
- Click on the Start icon.
- Click on the Turn Off Computer button.
- Click on the Restart button.



NOTE: Sometimes your computer will crash due to 'bugs' in the software. This crash may freeze the computer and not allow you to use the computer or mouse. If your computer appears frozen, leave it for a few minutes and see if it un-freezes itself. If the computer remains frozen, then you may have no option but to switch off and restart your computer. If you work within a large organisation, check with your technical support department before restarting a frozen computer, as switching off a computer without properly closing it down could result in the loss of data!

UC1.1.1.6. Shutting down a non-responding application

To close down an application which is not responding

• If you have an application which is not responding to the keyboard or mouse, then the program cannot be closed down in the normal way. Sometimes the program will display a message such as the following.



You should ask your IT support staff whether they wish you to send this information to Microsoft. If in doubt, select **Don't Send**. The program should then close down.

 Sometimes the program which has frozen cannot be automatically closed down. In this case try the following. Press the Ctrl+Alt+Del keys simultaneously which will display the Task Manager. Select the Applications tab. Select the 'Not Responding' program (from a list within the dialog box).



• Click on the End Task button.

NOTE: Closing a program in this way may result in the loss of data!

UC1.1.2. Basic Information and Operations

UC1.1.2.1. Viewing the computer's basic system information

The Power On System Test (POST)

- When you first switch on your PC, you will notice that information is displayed on your screen. Look carefully and you will see information displayed, briefly, on the screen relating to the amount of video (graphics) memory installed, the total amount of main memory (RAM, Random Access Memory), as well as information about the CPU (Central Processing Unit).
- This information is displayed before your Windows operating system loads and forms part of a simple check that the PC is in working order, before loading the operating system (i.e. Windows).
- This information is displayed using a special computer chip within your computer called the ROM-BIOS (Read Only Memory, Basic Input Output System). The test which the ROM-BIOS performs is often called the POST (Power On System Test *or* Power On Self Test).

What is an operating system?

• An operating system (such as Microsoft Windows) acts as a link between you and your computer hardware. Ultimately your computer works using binary signals (i.e. 1s and 0s). The operating system means that you do not have to work directly with binary arithmetic. Using Windows means that you do not have to worry how the computer works, you do not need to be a computer expert. You can concentrate on using your computer simply as a tool to help get your tasks done quicker and with less effort.

What is RAM?

• When you load Windows into memory, it is these RAM chips into which you are loading Windows. When you load an application program, again it is these RAM chips into which you are loading the programs. To see how much memory you have on your PC, look at the computer monitor screen when you switch on the PC and you will see numbers counting up (normally displayed in the top left-hand portion of the screen). These chips are often physically arranged in rows on a small board, which in turn clips onto the system board. These boards are often referred to as SIMMs (Single In-line Memory Modules).

What is a CPU?

• The CPU (Central Processing Unit) is responsible for all calculations performed within the PC. It determines how fast the PC will run and what systems will run on it. Additionally, it gets involved in a host of other activities, such as overseeing the transfer of data from the hard disk into RAM. An example of a CPU is the Intel Pentium CPU.



To view your "System Properties" and see the version of Windows you are using

- Click on the **Start** button.
- Click on the **Control Panel** button.



• Click on the **Performance and Maintenance** option.



• Click on the See basic information about your computer option.



This will display information similar to that shown below.

System Properties	? 🛛
System Restore Aut General Computer Name	omatic Updates Remote Hardware Advanced
	System: Microsoft Windows XP Professional Version 2002 Registered to: David Murray
	55274-0EM-0011903-00100
Manufactured and supported by:	evesham.com Personal Intel(R) Pentium(R) 4 CPU 2.00GHz 2.01 GHz 512 MB of RAM <u>S</u> upport Information
	OK Cancel Apply

UC1.1.2.2. Changing the computer's Desktop configuration

To change the Date and Time

• A small clock is displayed at the bottom-right of your screen.



• Double click on this clock to display the **Date and Time Properties** dialog box.

Date a	Date and Time Properties 🛛 🛛 🔀							
Date 8	s Tim	ie	Time	e Zor	ne 1	inter	net Tim	e
<u>_D</u> a								_ <u>T</u> ime
5	epter	mbe	er 🗸		2002	!	*	
N	1 Т		W	т	F	s	S	
							1	
	2 ;	3	4	5	6	7	8	
	91	0	11	12	13	14	15	
1	6 1	7	18	19	20	21	22	
2	3 2	4	25	26	27	28	29	
3	0							10:17:37 🗘
CUPP	ent H	ime	200	. c	мт ⊂	tand	lard Tin	ne
Cum	Srie u	ine.	2011	с. с		caniu		
	OK Cancel Apply							

• Modify the date or time as required. Notice that you can also set the Time Zone.



• If you are connected to the Internet, you can synchronize your computer's time with that stored on an Internet site.

Date and Time Properties 🛛 ? 🔀							
Date & Time Time Zone Internet Time							
Automatically synchronize with an Internet time server							
Server: time.windows.com 🔽 Update Now							
The time has been successfully synchronized with time.windows.com on 29/08/2002 at 09:40.							
Next synchronization: 05/09/2002 at 09:39							
Synchronization can occur only when your computer is connected to the Internet. Learn more about <u>time synchronization</u> in Help and Support Center.							

To configure the volume setting

• Click on the **Show Hidden I cons** arrow (button-right of your screen), which will display more icons, as illustrated.



• Click on the **Volume** icon to display a volume control display. To move the slider, click on the slider control and while keeping the mouse button depressed, drag up or down.



To customise the Windows Desktop

- The Windows Desktop can be fully customised to display a colour or image of your choice.
- If necessary close or minimise any programs which may be running.

• Right-click on an empty part of the Windows Desktop (i.e. the screen). This will display a popup menu, from which you need to click on the **Properties** command (using the normal, left-hand mouse button).



• Clicking on the **Properties** command will display the **Display Properties** dialog box.



• Themes



Desktop



Screen Saver

Display Properties
Themes Desktop Screen Saver Appearance Settings
Screen saver Screen saver Screen saver SD FlowerBox Wait: 10 minutes On resume, password protect Monitor power To adjust monitor power settings and save energy, click Power
OK Cancel Apply

• Appearance

Display Properties		? 🛛
Themes Desktop S	creen Saver Appearance	Settings
Inactive Wind Active Wind Window Text		
Windows and buttons	:	
<u>C</u> olor scheme:		
Default (blue)	~	
<u>F</u> ont size:		<u>E</u> ffects
Normal	*	Advanced
	ОК	Cancel Apply

Settings

Display Properties 🛛 💽 🔀
Themes Desktop Screen Saver Appearance Settings
Display: Default Monitor on NVIDIA GeForce4 MX 420
Screen resolution Color quality Less More More Medium (16 bit)
1024 by 768 pixels
Iroubleshoot Advanced
OK Cancel Apply

To set screen resolution and colour quality settings

- Right click on the Windows Desktop and select **Properties**.
- When the **Display Properties** dialog box is displayed, select the **Settings** tab.

Display Properties	? 🔀						
Themes Desktop Screen Saver Appearance	Settings						
Display: Default Monitor on NVIDIA GeForce4 MX 420							
Screen resolution Color qu Less More 1024 by 768 pixels Image: Color qu	ality (16 bit)						
Iroubleshoot Advanced							
ОК	Cancel Apply						

- **To set the screen resolution**: The screen resolution is the number of dots which are used on the screen to display a picture. The greater the resolution, the greater the number of dots and hence the better the picture quality. Use the slider control within the **Screen resolution** section of the dialog box.
- **To set colours used**: Click on the down arrow within the **Color quality** section of the dialog box. If you use a 32 bit setting this will give you a higher quality display when viewing pictures.

To modify screens appearance

- Right click on the Windows Desktop.
- Select Properties.
- When the **Display Properties** dialog box is displayed, select the **Appearance** tab.

You can then use the dialog box controls to modify the screen appearance as required.

To change the Desktop background or to apply a theme

- Right click on the Windows Desktop.
- Select Properties.

- You can select the **Desktop** tab apply a picture or effect to the Windows Desktop (background).
- Alternatively, you can select the **Themes** tab apply a 'theme' your computer. This theme will apply to backgrounds, icons, sounds and other elements to give a consistent, 'themed' appearance to your computer.

Why use a screen saver?

• The purpose of a screen saver is to change or blank the screen after a certain period of inactivity. Before the idea of screen savers caught on images which were displayed constantly often became permanently burnt into the monitor.

To select a screen saver

- Right click on the Windows Desktop.
- Select Properties.
- When the **Display Properties** dialog box is displayed, select the **Screen Saver** tab.
- Select a screen saver from the Screen Saver drop down list box and then click on the OK button.

r	Screen saver	
	3D FlowerBox 💌	Se <u>t</u> tings Pre <u>v</u> iew
	(None) 3D FlowerBox 3D Flying Objects	ume, <u>p</u> assword protect
-	3D Pipes	
	3D Text Beziers Blank	power settings and save energy,
	Marquee My Pictures Slideshow Mystify	Power
	Starfield Windows XP	Cancel Apply

UC1.1.2.3. Setting and changing the keyboard language

To set the language used by the keyboard

- Click on the **Start** menu and from the popup menu displayed, select **Control Panel**.
- Within the Control Panel dialog box, click on **Date, Time, Language and Regions Options**.



• Then click on Regional and Language Options.



- This will display the **Regional and Language Options** dialog box.
- Select the Languages tab.

Regional and Language Options 🛛 🔹 💽		
Regional Options Languages Advanced		
Text services and input languages To view or change the languages and methods you can use to enter text, click Details.		
Details		
Supplemental language support		
Most languages are installed by default. To install additional languages, select the appropriate check box below.		
Install files for complex script and right-to-left languages (including Thai)		
Install files for East Asian languages		
OK Cancel Apply		

• Click on the **Details** button. This will display another dialog box.

Text Services and Input Languages
Settings
Default input language Select one of the installed input languages to use when you start your computer.
English (United Kingdom) - United Kingdom 🛛 🗸
Installed services Select the services that you want for each input language shown in the list. Use the Add and Remove buttons to modify this list. EN English (United Kingdom) Meyboard • United Kingdom Add Remove Properties
Preferences Language Bar Key Settings
OK Cancel Apply

• Click on the **Add** button to add or modify the keyboard language used by the computer.

Add Input language		? 🗙
Input language:		
English (United Kingdom)		~
Keyboard layout/IME:		
US		*
	OK Ca	incel

UC1.1.2.4. Formatting removable disks

To format a diskette (floppy disk)

• Place a blank diskette (floppy disk), or a diskette which contains information which you no longer wish to keep, into your PCs diskette drive.

WARNING: If you format a diskette containing valuable data you will lose that data for good! - BE WARNED!

- Right click on the **Start** button and from the popup menu displayed, select **Explore**. This will display the Windows Explorer window.
- If necessary scroll up the Windows Explorer window until you can see the 3 1/2 Floppy [A:] icon, as illustrated.



- Click on the 3 1/2 Floppy [A:] icon to select it.
- Right click on the **3 1/2 Floppy [A:]** icon and from the popup menu, displayed select the **Format** command, as illustrated.



• You will see a dialog box.

Format 3½ Floppy (A:)	3
Cagacity:	
3.5", 1.44MB, 512 bytes/sector 🛛 👻	
<u>File system</u>	
FAT 😪	
Allocation unit size	
Default allocation size 🛛 🗸	
Volume <u>l</u> abel	
Format options	
Quick Format	
Enable Compression	
Create an <u>M</u> S-DOS startup disk	
<u>Start</u>	

• Clicking on the **Start** button will display a dialog box.

Format 3½ Floppy (A:)		
⚠	WARNING: Formatting will erase ALL data on this disk. To format the disk, click OK. To quit, click CANCEL.	
	OK Cancel	

 Clicking on the OK button will start formatting your diskette. You will see the following when the process has finished. For more reliable results DO NOT use the Quick Format option from the Format option section of the dialog box.

Formatt	ing 3½ Floppy (A:) 🔀
٩	Format Complete.
	ОК

To format a removable drive

• Some types of removable disks have their own software for formatting the drive, whilst others use the format command within Windows, in which case

you would use a similar process used to format a diskette (floppy drive), i.e. select the drive within the Windows Explorer, right click, and from the popup menu displayed, select the **Format** command.

UC1.1.2.5. Installing and uninstalling software

Installing a software application

Most application programs are now supplied on CD. To install the software contained on the CD, insert the disk and it should start automatically. Most installation routines look similar and you need to follow the on-screen instructions. Often you have to supply a password. Many programs are now purchased online, and you can download the software directly to your computer. Sometimes you need to pay for these programs in advance, but many allow you to download a preview version which has either limited functionally or will only work for a limited amount of time. If you like the preview version you can pay online and then receive a password to fully enable the downloaded software.

Uninstalling a software application

• Some applications place an uninstall routine within the Windows Start menu. if the application does not do this, you can normally use the **Add or Remove Programs** utility contained within the Windows **Control Panel**.

1	Currently installed programs:	Sort by: Name	
ange or emove	🎯 Alchemy Anaconda 2.1.0.0	Size	<u>0.90MB</u>
ograms	Click here for support information.	Used	rarely
•	To change this program or remove it from your computer, click Change/Remove.	Last Used On Chang	18/09/2003 je/Remove
dd <u>N</u> ew ograms	Arcade Lines 1.25	Size	10.24MB
ograms	🙈 Courseware Library from Cheltenham Computer Training	Size	1,604.00MB
	555 Intensity XS ReCharge	Size	20.74MB
/Remove	🙆 Internet Explorer Q818529	Size	2.09MB
indows ponents	🍘 Kazaa Hack 2.5	Size	0.24MB
	🕮 Kazaa Media Desktop 2.5.1	Size	0.68MB
	🛃 LiveReg (Symantec Corporation)	Size	1.99MB
	LiveUpdate 1.80 (Symantec Corporation)	Size	7.17MB
	Microsoft FrontPage 2002	Size	321.00MB
	Microsoft Office XP Media Content	Size	610.00MB
	Microsoft Office XP Professional	Size	475.00MB
	Microsoft Publisher 2002	Size	335.00MB
	😼 My Search Bar	Size	0.36MB
	Ad Name Dumine Date		

UC1.1.2.6. Using 'Print Screen' and pasting into a document

To use the Print Screen facility

 If you press the Print Screen key, then the entire screen will be copied to the Windows Clipboard. Once in the Clipboard, you can switch to a program, such as a word processor, and then click on the Edit drop down menu, and select the Paste command. The contents of the screen will then be displayed within your word processing document. An example is shown below.



• In the example shown, we could have just copied the active window, by pressing **Alt+Print Screen**, as illustrated.

🔟 Document3 - Microsoft Word
File Edit View Insert Format Tools Table Window Help Type a question for help 🗸 🗙
D 🚔 🔚 🔒 🔁 🎑 🖤 🗼 🖻 🛍 💅 🗠 - 🖙 🍓 📆 💷 🔜 🎫 🖣 99% 🔹 🕄 🐥
🗛 Normal 🔹 Times New Roman ▼ 12 ▼ B I U 📰 🚍 🚍 🗄 🖽 🐨 🖉 ▼ 🗛 ▼ 😤
L C + + + + + + + + + + + + + + + + + +
<u> </u>
•
*
© ∓
🛛 Dr_aw 🔻 😓 🗛 🗛 🔍 AutoShapes 🔻 🔪 🔌 💭 🎦 🚛 🕼 🖉 🗸 🖉 🖉 🗸 💆 🗸 📥 🗮 🗮 💭 🗸
Page 1 Sec 1 1/1 At 2.5cm Ln 1 Col 1 REC TRK EXT OVR English (U.S

UC1.1.2.7. Using the Help facility

To take the Windows XP Tour

• When you start Windows it may display a **Windows XP Tour** dialog box, as illustrated. You can use the **Discover Windows** option to learn about how to use Windows.



- **NOTE**: If this dialog box is not displayed automatically, you can display it using the following routine.
 - Click on the Start icon.
 - Click on the All programs icon.
 - Click on the Accessories group.
 - Click on Tour Windows XP.



• As you can see from the illustration below, the tour runs through the basics of using Windows XP.



Help within the Start Menu

- Click on the **Start** button.
- Click on Help and Support.



• The Help and Support dialog box is displayed.



• To see what is new in this version of Windows click on the What's new in Windows XP option.



To search for Help

- Click on the Start button.
- Click on Help and Support.
- Within the **Search** section of the dialog box, enter the information which you wish to search for. In this example we have entered **keyboard shortcuts**.



• Click on the right pointing arrow to start the search.



After a short delay the screen will display the results of your search. In the example below, we have clicked on the words Windows keyboard shortcuts overview (displayed down the left hand side of the dialog box)


• To see general shortcut keys we can click on **General keyboard shortcuts**, displayed in the right section of the dialog box. The results are illustrated below.



UC1.1.3. Text Editing

UC1.1.3.1. Launching a text editing application and opening or creating a file

What is WordPad?

• The WordPad is like a cut-down, free version of Microsoft Word. It is supplied with Windows and is located in the **Accessories** group within the **Start** menu. It is not nearly as sophisticated as Microsoft Word, but is useful for creating simple documents and can even allow you to use pictures with your text.

Text manipulation features include: -

- The ability to change the colour of a given font as well as the usual font attributes.

- Full paragraph manipulation and indentation control.
- The ability to define tabs.
- An 'insert today's date' feature.
- Full print preview.
- A case-sensitive 'find'.

To start WordPad

- Click on the **Start** button.
- Move the mouse pointer to **All Programs** and select **Accessories** from the sub-menu.
- Click on WordPad, as illustrated.



To enter text into WordPad

• Simply start typing! WordPad opens up with a blank document by default.

To save a WordPad file

• From the **File** drop down menu, select **Save**, which displays the **Save As** dialog box

Save As					? 🛛
Save jn:	🛅 My Documer	ts 💌	00	با 🔊	
My Recent Documents	ன My Data Source 付 My Music 🕘 My Pictures	es			
My Documents					
My Computer					
	File <u>n</u> ame:	Document		~ (<u>S</u> ave
My Network	Save as type:	Rich Text Format (RTF)		× (Cancel
	Save in this for	mat by <u>d</u> efault			

OR click on the Save icon.



- In the **Save In** section, select the location you wish to save the file to (i.e. on your local hard disk(s), on a diskette, or on a network drive). Clicking on the down arrow next to the **Save In** section will display a drop down list.
- Enter the file name as required.
- By default, the file is saved in Word for Windows format. If you wish to save it in a different format, click on the drop down arrow next to the **Save as type** box to display the following drop down list.

File name:	Document	*	Save
Save as type:	Rich Text Format (RTF)	*	Cancel
Save in this form	Rich Text Format (RTF) Text Document		
	Text Document - MS-DOS Format Unicode Text Document		

• Click on the **Save** button to save the file.

To create a new document within WordPad

• Either from the **File** drop down menu select the **New** command **OR** click on the **New** icon.



The **New** dialog box will be displayed as illustrated.

New	? 🗙
New document type: Rich Text Document Text Document Unicode Text Document	OK Cancel

• Select the required format (or simply use the **Rich Text Format** default) and then click on the **OK** button.

To open an existing WordPad file

• Either from the File drop down menu select the Open command

OR click on the Open icon.



The **Open** dialog box will be displayed as illustrated.

Open						? 🔀
Look jn	: 🕒 My Docum	ents	~	0 🕫	• 🛄 🍤	
My Recent Documents	ⓓ My Data Sou 健My Music ⓓ My Pictures ඕ]Document	irces				
My Documents						
My Computer						
My Network Places	File <u>n</u> ame: Files of <u>type</u> :	 Rich Text Format (*.rtf)			 C 	<u>O</u> pen Cancel

• As when saving a file, select the correct location and enter a file name. Click on the **Open** button.

UC1.1.3.2. Saving a file to a location on a drive

To save a file to a specific folder (directory)

When you use a Microsoft application, such as Word, PowerPoint or Excel, then by default the files which you save will be saved in a folder called My Documents. Thus clicking on the Save icon within the application will display a dialog box similar to that illustrated. You may of course wish to save your files in a different folder (or even a different disk on a different computer connected to your computer network).

Save As	
Savejn:	🕒 My Documents 💽
My Recent Documents	My Data Sources My Music My Pictures Document

• Clicking on the **Up One Level** icon displayed within the Save As dialog box will take you up one folder level.



If you continue clicking on the **Up One Level** icon, then you will soon see the following.

Save As		? 🗙
Save jn:	🕼 Desktop 💽 🕑 🈥 🐨	
My Recent Documents	My Documents Wy Computer My Network Places adata	

• Double clicking on the **My Computer** icon will display something similar to the following.

ĺ	Save As		?
	Savejn:	🥑 My Computer 🕑 🤌 🛤	. -
	My Recent Documents	31/2 Floppy (A:) Colored Disk (C:) DPPCPRO0800 (D:) CD Drive (E:)	

• Double clicking on the Local Drive (C:) icon, will display the highest-level folder (root folder) on your hard disk, and all other folders on your disk form a tree structure under this folder. When you are in the root folder you may double click on any subfolder which you see displayed to move down a level to that subfolder level. Clicking on the **Save** button now would save the file in this folder.

Creating a new folder in which to save your document

• Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.



This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button.

NOTE: The folder will be created under the current folder.

UC1.1.3.3. Closing a text editing application

To close an editing application

• Click on the application's **Close** icon (represented by a red cross at the topright corner of the application window).



UC1.2. Desktop

UC1.2.1. Working with Icons

UC1.2.1.1. Recognising Desktop icons

Desktop files

• Sometimes you may see data files on your Desktop. When you double click on a Desktop data file, then application required to edit the data is automatically loaded first, and then the data file is loaded into the application.

A Microsoft Word file displayed on the Desktop.



A Microsoft Excel file displayed on the Desktop



Desktop applications

 Sometimes icons to launch an application may be copied to the Desktop for you.

The Microsoft Excel Desktop icon.



The Microsoft Word, Desktop icon.



Desktop folders

 Desktop folders can be used so that not all the Desktop icons are displayed at once on a crowded Desktop. If you double click on a Desktop folder, then a dialog box will be displayed allowing you to see the item stored within the folder.



The Recycle Bin / Wastebasket

• The Recycle Bin is a Desktop icon which contains files which have recently been deleted. It is there for safety reasons. In early versions of Windows when you deleted a file, there was no easy way to get the file back if you subsequently changed your mind. As files are moved to the Recycle Bin rather than physically deleted this allows you to change your mind and retrieve deleted files. **Beware**: - Deleted files will not stay in the Recycle Bin forever!



Recycle Bin

UC1.2.1.2. Selecting and moving Desktop icons

To select a Desktop icon

• To select a Desktop icon, single click on the required icon. Once selected the icon will be highlighted, as illustrated.



To move a Desktop icon

- Select the icon which you wish to move.
- Depress the left mouse button and whilst keeping it depressed, drag the icon to the new location on the Desktop, as required.
- Release the mouse button.

To copy a Desktop icon

- Select the icon which you wish to copy.
- Depress the **Control** key (and keep it depressed).
- Depress the left mouse button and whilst keeping it depressed, drag the icon to the new location on the Desktop, as required.
- Release the mouse button and release the **Control** key.

To customise your Desktop icon alignment

- Right-click on the Desktop to display the Desktop popup menu.
- Click on the **Arrange I cons By** command, which displays a sub-menu. Click on the desired type of icon arrangement.

Arrange Icons By 💦 🕨 🕨	Name
Refresh	Size
Paste	Туре
Paste Shortcut	Modified
Undo Delete Ctrl+Z	Show in Groups
New	Auto Arrange Align to Grid
	✓ Show Desktop Icons
	Lock Web Items on Desktop
	Run Desktop Cleanup Wizard

Name: Icons are arranged on your Desktop by name, alphabetically.

Size: Icons are arranged on your Desktop by size.

Type: Icons are arranged on your Desktop by object type.

Modified: Icons are arranged by the date when the object was created.

Auto Arrange: Icons are re-arranged on your Desktop automatically each time you drag an icon from one part of the Desktop to another.

UC1.2.1.3. Opening a file, folder or application from the Desktop

To open a Desktop object

• To open a Desktop object, double click on it's icon.

UC1.2.1.4. Creating a Desktop shortcut icon

To create a Desktop shortcut icon

• Minimise or close any programs which may be running.

- Click on the Start icon.
- Select All Programs.
- Select the program which you wish to use for creating a Desktop icon. In this example we will select the **Calculator**, contained within the **Accessories** group.



- Depress the **Control**+**Shift** keys, and whilst keeping these keys depressed, drag the icon to the Desktop.
- Release the **Control**+**Shift** keys. The shortcut icon will be created and displayed on the Desktop.



UC1.2.2. Working with Windows

UC1.2.2.1. Identifying the different parts of a window

What is the Title Bar?

• The Title Bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. For example, the example shows the title bar for a program called **Microsoft Word**, in which a document called **My Accounts** has been opened or saved.



The Menu bar

• The Menu Bar contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar.

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	Insert	F <u>o</u> rmat	<u>T</u> ools	T <u>a</u> ble	<u>W</u> indow	<u>H</u> elp
--------------	--------------	--------------	--------	-----------------	---------------	----------------	----------------	--------------

The Tool Bar

The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. For example in the Microsoft Word Formatting toolbar illustrated, clicking on the **Bold** icon (i.e. the icon displaying the letter B), would make the selected text, bold.



The Status Bar

• Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information.

Page 1 Sec 1 1/1	At 1"	Ln 1 Co	1 REC	TRK	EXT	OVR	English (U.S
------------------	-------	---------	-------	-----	-----	-----	--------------

What is the scroll bar?

• When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

To move up and down within a window (using the scroll bar)

• To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar.

|--|

• To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar.



To move right to left within a window

• To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar.



• To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar.



To scroll through a window at speed

• Click on the scroll box and drag the small shaded box up and down the vertical scroll bar.



UC1.2.2.2. Collapsing, expanding, resizing, moving and closing a window

Maximise, Minimise, Restore and Close Buttons

• The Maximise, Minimise and Restore buttons are located in the top, righthand corner of every window. When you click on the Maximise button, the window expands to fill the screen, the Minimise button reduces the window to an icon on the Taskbar and the Restore button returns the window to its original state.

To minimise a window

• Click on the **Minimise** icon.



To maximise a window

• Click on the Maximise icon.



To restore a maximised object to run in a window

• Click on the **Restore** icon.



Restoring a window from the Task Bar by single clicking on it

• Within Windows all windows which have been minimised, are minimised down to the Task Bar. In the example shown, Microsoft Word has been minimised and is displayed within the Task Bar.



If you wish to restore the Microsoft Word window, simply click on the **Word** icon in the Task Bar.

To make a Desktop window taller or shorter

- Move the mouse pointer to either of the horizontal borders.
- Depress the left-hand mouse button (and keep it depressed).
- Drag the mouse pointer up or down the screen.
- Release the mouse button when the window is the size and shape required.

To make a Desktop window narrower or wider

- Move the mouse pointer to either of the vertical borders.
- Depress the left-hand mouse button (and keep it depressed).
- Drag the mouse pointer to the left or right across the screen.
- Release the mouse button when the window is the size and shape required.

To resize a Desktop window in two directions at once

- Move the mouse pointer to any corner of the window.
- Depress the left-hand mouse button (and keep it depressed).
- Drag the mouse pointer diagonally across the screen.
- Release the mouse button when the window is the size and shape required.

To close a program using the Close button

- The **Close** button is located in the top, right-hand corner of every program or folder window. It allows you to close the current window in the same way as double clicking on the small **Control** menu icon (found in the top, left-hand corner of each window) but only requires a single mouse click. If you have any un-saved work, Windows will first ask if you want to save your changes before final termination of the application.
- Move the mouse pointer to the **Close** button and click once using the lefthand mouse button.



UC1.2.2.3. Switching between open windows

To switch between programs (using the Task Bar)

• To switch between open application windows, simply click on the application icon, as displayed in the Windows Taskbar (normally displayed across the bottom of your screen).



To switch between programs (using a keyboard shortcut)

• Use the keyboard shortcut **Alt+Tab**.

UC1.3. Managing Files

UC1.3.1. Concepts

UC1.3.1.1. Understanding how drives, folders, files are displayed in a hierarchical structure

What are Drives, Folders and Files?

- When accessing a hard disk, whether it is local to your machine or perhaps located on a network, Windows uses a system of drive letters to serve as logical pointers to the different physical drives you have access to. From each drive letter it is possible to access all of your files stored on that particular physical drive.
- If all of the files were held together in one place on each drive, the system would be very difficult to use because of the sheer number of files involved. To help organise your files it is possible to create folders (also referred to as directories) to help divide and even sub-divide the files stored within the various logical drives available. A system of hierarchical folders within folders which represent your hard disk are often referred to as the folder (directory) tree, in the same way the very top of the file system is known as the root folder (directory).
- Finally, at the very end of this structure are the various files which we use. Each file name can be up to 255 characters in length.

The Windows Explorer Window

• The Windows Explorer permits you to explore all aspects of your system using a hierarchical view. In the example shown the files and folders are displayed in 'Details' view (more about this later).

Eile Edit View Favorites Tools Help						_
🚱 Back 🔹 🕥 🕑 🏂 🔎 Search 💫 Folders						
Address S C:1						💌 🋃 Go
Folders	Name 🔺	Size	Туре	Date Modified	1	
Peskop P My Documents P Sto Floppy (A:) P Icoal Disk (C) P Icoal Disk (C)	a 4rob Documents and Settings drivers ECDL_v3_and_Advanced_XP folder one Patches patches patches ssi wtINDOWS expenses1 setup	804 KB	File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder Microsoft Access Ap Text Document	27/06/2002 09:44 27/06/2002 09:32 29/08/2002 10:47 02/07/2002 10:24 01/07/2002 14:03 01/07/2002 14:03 01/07/2002 14:04 20/04/2002 17:15 31/07/2002 09:53 29/08/2002 11:05 01/07/2002 09:53 20/04/2002 17:15		

The Windows Explorer window is split into two separate views as illustrated above. On the left-hand side you can see all system folders (both Desktop and file system), whilst on the right-hand side the contents are displayed.

The Windows Explorer Toolbars

- By default the Standard and Address Bar Toolbars are displayed, you can also choose to display the Links Toolbar.
- Standard Toolbar icons



G Back

Opens the folder which was previously displayed.





Allows you to display a folder 'one level up'.



🁆 Folders

Allows you to search your disk.

Changes the view as illustrated.

Ele Edit View Favorites Iools Help					
🌀 Back 🔹 🌍 🔹 🏂 🔎 Search 🗞 Fo	ders 📰 -				
Address 🗢 C:\					💌 🔁 G
olders	× Name 🔺	Size	Туре	Date Modified	
Posktop PM Vocuments M Vocuments	Arob Toournents and Settings drivers CDL_vo_and Advanced_XP folder rive folder rive Patches patches potchers wiNDoWS Cotyboal Setup	804 KB	File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder File Folder Microsoft Word Doc Text Document	27/06/2002 09:44 27/06/2002 10:14 02/07/2002 09:32 29/06/2002 10:47 29/06/2002 10:54 01/07/2002 14:05 20/07/2002 14:05 20/07/2002 10:01 29/06/2002 11:05 01/07/2002 12:55 29/06/2002 11:05 01/07/2002 12:55 29/06/2002 12:55 29/06/2002 12:55 20/04/2002 1	

ocal Disk (C:)					
Edit View Favorites Tool	s <u>H</u> elp		1857		
) Back • 🌍 • 🎓 🔎	Search 💫 Folders				
ess 🗢 C:\					🗸 🏹 G
	Name 🔺	Size	Туре	Date Modified	
iystem Tasks 🛛 🔕	🛱 4rob		File Folder	27/08/2002 09:44	
-	Documents and Settings		File Folder	27/06/2002 10:14	
Hide the contents of this drive	C drivers		File Folder	02/07/2002 09:32	
	ECDL_v3_and_Advanced_XP		File Folder	29/08/2002 10:47	
👸 Add or remove programs	Confolder one		File Folder	02/07/2002 10:24	
Search for files or folders	G folder two		File Folder	01/07/2002 14:03	
	Cold data		File Folder	01/07/2002 14:04	
	Patches		File Folder		
ile and Folder Tasks 🔹 🖄				20/04/2002 17:15	
🍠 Make a new folder	Copictures		File Folder	31/07/2002 10:01	
	Coprogram files		File Folder	29/08/2002 11:05	
Publish this folder to the Web	🚞 sbsi		File Folder	20/04/2002 09:53	
	C WINDOWS		File Folder	29/08/2002 11:05	
🤰 Share this folder	cctglobal		Microsoft Word Doc	01/07/2002 12:54	
	Dexpenses1		Microsoft Access Ap	11/07/2002 22:38	
Ther Places	🖲 setup	1 KB	Text Document	20/04/2002 17:15	
Other Places	90. XX				
👰 My Computer					
-					
My Documents					
Shared Documents					
🙀 My Network Places					
9					
Details 😵					

The Windows Explorer Views

• The Views icon allows you to set the view to display files. Clicking on the down arrow displays the following options.

	•	
	Thumbnails	ī
ſ	Tiles	t
1	Icons	t
	List	L
1	 Details 	I

Thumbnails: Displays picture files as a series of small pictures.
 Industa

Back • 🕑 • 🏂 🔎 Search 🎼 Folders	•					
dress 🛅 C:\old data						 >
lders ×						
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b _ mod 3 for _ mod 3						
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• **Details:** Display all files and associated file details such as name, size, type, and last accessed date in a single column.

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To view the contents of a folder (displayed on right)

• Within the Windows Explorer single click on the required folder.

To expand a branch one level

• Within the Windows Explorer double click on the required folder

OR single click on the plus sign next to the folder.



To open all folders on a disk

• Within the Windows Explorer window, click once on the drive icon, such as drive C.



• Enter an asterisk (*), using the **numeric** keyboard.

To close all the folders within the Explorer

• Within the Windows Explorer window, click once on the drive icon, such as drive C.



• Enter a minus sign (-), using the **numeric** keyboard.

To switch drives

- Logical drive letters can be changed from the selection window (on the righthand side of the Explorer). All drive letters will be displayed here including network (mapped) drives and will appear directly under the 'My Computer' icon in a hierarchical list.
- As each new drive letter is selected, its contents will appear in the contents window.

UC1.3.1.2. Understanding hard disks, diskettes, CD-ROMs and network drives

Data storage devices

• **Hard Disk**: Stores your operating system, application programs and data. When you save data, it is normally saved to the hard disk.

Diskette: The original IBM PC did not have a hard disk, and the operating system, programs and data had to be contained in one or two diskettes. Later a hard disk was added, after which point diskettes were used for supplying programs which could be installed (i.e. copied) to your hard disk, or you could back up small amounts of data to the diskette.

CD / DVD: These have largely replaced diskettes as a way of supplying programs. They can hold a lot more data. You can get special types of CD which allow you to save files to the disks.

Network Drives: Seen by your computer as a normal drive, but in reality the network drive is a folder located on another computer which is connected to the network.

UC1.3.2. Folders

UC1.3.2.1. Navigating to a file or folder on a drive

To open a file from a specified folder on a drive

• Start the Windows Explorer program.

• The way your files and folders (directories) are displayed may vary. In the example shown the drives are shown in collapsed view.



• Double clicking in any of the drive icons will expand the display, as illustrated in this example, where we have double clicked on the **C** drive.



• Files within folders are shown on the right side of the window. In the example shown we have selected a file called 'cctglobal'.

😂 Local Disk (C:)				
File Edit View Favorites Tools Help				1000
🔇 Back 🔹 🚫 · 🎓 🔎 Search 💫 Folder	s			
Address 👄 C\				
Folders X	Name -	Ste	Type	Date Modified
Desktop	arob		File Folder	27/08/2002 09:44
🗉 🦾 My Documents	Documents and Settings		File Folder	27/06/2002 10:14
= 🙀 My Computer	C drivers		File Folder	02/07/2002 09:32
H 4 31/2 Floppy (A:)	ECDL_v3_and_Advanced_3P		File Folder	29/08/2002 10:47
Local Disk (C:)	Cafolder one		File Folder	02/07/2002 10:24
II 💭 frob	Cafolder two		File Folder	01/07/2002 14:03
Documents and Settings	😂 old data		File Folder	01/07/2002 14:04
🗉 🧰 drivers	C Patches		File Folder	20/04/2002 17:15
ECDL_v3_and_Advanced_XP_COURSES	C pictures		File Folder	31/07/2002 10:01
ECDL Advanced Level using XP	program files		File Folder	29/08/2002 11:05
ECDL sylabus 4 using 2000.	🖄 sbsi		File Folder	20/04/2002 09:53
ECDL sylabus 4 using XP	windows		File Folder	29/08/2002 11:05
🖂 🗀 mod 2	Cotglobal 3	20 KB	Microsoft Word Doc	01/07/2002 12:54
I CO MOD 2 SAMPLES	@]expenses1	804 KB	Microsoft Access Ap	11/07/2002 22:38
1 in mod 7	🕖 setup	1 1:8	Text Document	20/04/2002 17:15

• To open this file, first select it, as illustrated, and then double click on the file. The necessary program will start automatically, (in this case Microsoft Word). The document will then be displayed within the application.

UC1.3.2.2. Creating a folder and further sub-folders

To create a new folder within the Windows Explorer

- Open the Windows Explorer by right clicking on the **Start** button, and selecting **Explore**.
- Click on the portion of the folder tree where you would like to create a subfolder.
- Click on the File drop down menu and move the mouse pointer to New. In the submenu displayed, click on Folder. The folder will appear, being given a name determined by Windows. In the example illustrated three folders were created (one at a time) and Windows named them New Folder, New Folder (2) and New Folder (3).

ò	New	Folder	
6	New	Folder	(2)
ÊD.	New	Folder	(3)

To create folders within folders

• Select a folder and then create a new folder within it. The process can be repeated to create as many levels of folders as required (within reason).

To create a folder directly on the Desktop, using a popup menu

- Click the right-hand mouse button anywhere on an empty part of the Desktop surface and the Desktop popup menu will be displayed.
- Move the mouse pointer to New and from the sub-menu select Folder, as illustrated.

Arrange Icons By Refresh	1	
Paste Paste Shortcut		
New	<u>۱</u>	<u> E</u> older
Properties		<u>S</u> hortcut

You can now use this folder to help organise your Desktop and keep it free from clutter. There is no limit to the number of folders which you can create on either the Desktop or within the file system, and every folder can contain additional sub-folders.



UC1.3.2.3. Opening a window to display folder name, size and location on drive

To view folder attributes

- Open the Windows Explorer.
- The appearance of the Windows Explorer contents window may be customised to display file and folder objects in five different views. The different views can be selected via the View drop down menu or by clicking on the Views button.



Details: Displays details such as name, size, type, and last accessed date.

To view folder properties

• The basic folder display, when using the *Details* view looks as illustrated.

File Edit	View Favorites	Tools Help						العالعا
G Back	• 🕥 - 🎓	🔎 Search	Polders					
				N.				💌 🄁 G
Address 🥪	Cit							
Address 🥪	C:(×	Name 🔺	Size	Туре	Date Modified	

• If you were to right click on one of the folder icons, a popup menu would be displayed, as illustrated. Select **Properties** from this menu to display a dialog giving more detailed information about this folder.

ECDL_v3_and	_Advanced_XP_COURSES Properties ? 🔀
General Shari	ing Customize
	ECDL_v3_and_Advanced_XP_COURSES
Туре:	File Folder
Location:	C/V
Size:	189 MB (198,658,476 bytes)
Size on disk:	190 MB (200,065,024 bytes)
Contains:	794 Files, 138 Folders
Created:	28 June 2002, 11:34:18
Attributes:	Read-only Advanced Hidden Hidden
	OK Cancel Apply

UC1.3.3. Working with Files

UC1.3.3.1. Recognising common used file types

To determine file types

• Within the Windows Explorer window each file will be marked with a small icon, as illustrated. In the example shown, the first file displays an icon representing Microsoft Word, and if you look along the line of information about this file, it clearly states (*assuming that you are using the details mode to view the files*) that the file is indeed a **Microsoft Word Document**. The second file is marked as a **Microsoft PowerPoint Presentation** file in the same way.



1,453KB Microsoft Word Document 16KB Microsoft PowerPoint Presentation

 This indicates that somehow Windows knows what a Word file is and what a PowerPoint file is. This is because when Word and PowerPoint were installed onto the PC the installation program gave Windows information about files which would be created using these packages.

- If you were to double click on the Word file, the Word program would open up, and the data file on which you double clicked would be displayed within the Word program. To use the jargon, files created within Word are "associated" with Microsoft Word and all Word document files have a file extension of .doc.
- In some cases Windows does not have detailed information about certain file types. In the example illustrated, there are two files and the icons used to display them are the generic Windows default icons. This means that if you were to double click on these files they would not run or be displayed within a program, for the simple reason that Windows does not know what to do with these files. There is no "file association" for these particular files.



Some more examples:

• The icons shown for some of these file types will vary depending on what programs you have installed on your computer.

<u> e</u>cdl.exe

The .EXE extension indicates that the file is an executable (program) file.

🛒 eodl.gif

The .GIF extension means that the file contains an image. GIF files are commonly found on the Web.

述 ecdl.jpg

.JPG or .JPEG is another common type of image file.

🕘 ecdl.html

.HTML (HyperText Markup Language) is the format used by Web pages.

🐴 eodl.mdb.

.MDB files contain an Access database.

🎉 ecdl.pdf

.PDF is used by the Adobe Acrobat program.

📴 ecdl.rtf

.RTF (Rich Text Format) is used for word processed documents. It is used by many different kinds of word processing application, so it is useful for converting documents from one program to another.



.TXT files are simple text only files.

😻 eodi.xis

XLS files contain an Excel Workbook.

Audio and video files

Audio files can be stored in a variety of different file formats, such as .WAV files.

Video files formats include: MPG, AVI and MOV.

Compressed files

• Compressed files are files which have been compressed using a third party utility such as PKZIP or WINZIP. They often have a file name extension of .ZIP (or sometimes .RAR). File compression is used to make file smaller so that they take up less space on a hard disk and can be transferred faster over a network or the Internet. To be opened they need to be un-compressed first.

Temporary files

• Temporary files are created by Windows and also by Windows applications. In some cases, such as after a system crash (i.e. when Windows freezes and stops working), these temporary files are not automatically deleted as they are supposed to be (hence the name temporary!). Temporary files often have the file name extension .tmp or .temp.

UC1.3.3.2. Counting the number of files, files of a particular type in a folder

To count up the number of files within a folder (inc. sub-folders)

- Start the Windows Explorer program.
- Within the left hand side of the dialog box, select the folder containing the files which you wish to count up.
- **Right click** on the folder icon and from the popup list displayed, select **Properties**. A dialog box will be displayed. In the **Contains** section of the dialog box, you will see information relating to the total number of files in the selected location.

ECDL Advanced Level using XP Properties 🛛 🔹 🔀						
General Sharing Customize						
	ECDL Advanced Level using XP					
Туре:	File Folder					
Location:	C:\ECDL_v3_and_Advanced_XP_COURSES					
Size:	19.0 MB (19,990,611 bytes)					
Size on disk:	19.4 MB (20,344,832 bytes)					
Contains:	202 Files, 10 Folders					
Created:	28 June 2002, 11:34:35					
Attributes:	Read-only Advanced Hidden					
	OK Cancel Apply					

To count files of a specific type in a folder (which DOES NOT contain subfolders)

• Open the Windows Explorer program and within the left section of the dialog box, select the folder containing the file which you wish to count up.

NOTE: This method only works for a selected folder and will not count files within sub-folders.

- Click on the **View** drop down menu, and select the **Details** command, which will show you files as a details list including information such as name, size, type etc.
- Click on the **Type** header.

2	Туре	
!	File	

• You will see the file list is now sorted by file type.

Name	Size	Туре 🛆	Modified
🚞 info		File Folder	19/06/2002 12:48
💌 Image11.gif	2 KB	GIF File	22/01/2002 20:56
💌 Image12.gif	2 KB	GIF File	22/01/2002 20:57
💌 Image3.gif	3 KB	GIF File	14/03/2002 23:41
💌 Image6.gif	4 KB	GIF File	14/03/2002 23:40
💌 FHG Map.jpg	187 KB	JPG File	17/09/2001 13:56
🙋 clients_usa.html	32 KB	Microsoft HTML Doc	14/05/2002 14:15
🙋 comming_soon.html	12 KB	Microsoft HTML Doc	14/05/2002 14:15
e computer_course	13 KB	Microsoft HTML Doc	14/05/2002 14:15
🙋 computer-course	5 KB	Microsoft HTML Doc	06/02/2002 19:50
🙋 coollink.html	9 KB	Microsoft HTML Doc	14/05/2002 14:15
🙋 corpdeal.html	13 KB	Microsoft HTML Doc	14/05/2002 14:15
🙋 cortrain.html	13 KB	Microsoft HTML Doc	14/05/2002 14:15
🙋 courbugs.html	14 KB	Microsoft HTML Doc	14/05/2002 14:15
🙋 courses.html	21 KB	Microsoft HTML Doc	28/05/2002 15:33
naming_convertio	39 KB	Microsoft Word Doc	27/02/2002 20:45
nec show followu	25 KB	Microsoft Word Doc	03/05/2002 09:30
The History of th	22 KB	Microsoft Word Doc	18/04/2002 13:07
💽 Image2.psp	29 KB	Paint Shop Pro 5 Im	12/03/2002 15:14
💽 Image3.psp	13 KB	Paint Shop Pro 5 Im	14/03/2002 23:40

- In the example shown, you can see all the GIF files are displayed at the top of the file listing.
- To count up these files, click once on the first GIF file.
- Press the **Shift** key (and keep it depressed).
- Click on the last GIF file in the list.
- Release the **Shift** key.
- Right click over the selected files and from the popup menus displayed, select the **Properties** command. Within the dialog box, you will see a count of the number of files selected.

cctglobal-04, Properties 🔹 🛛 🔀					
General Sumr	nary				
Ĵ	4 Files, 0 Folders				
Type: All of type Microsoft Word Document					
Location:	All in C:\folder one				
Size:	78.0 KB (79,872 bytes)				
Size on disk:	80.0 KB (81,920 bytes)				

To count files of a specific type in a folder (which DOES contain sub-folders)

• Click on the **Start** icon (bottom-left corner), and select the **Search** command.



• You will see a dialog box displayed.



• Click on All files and Folders.



This will display the following:

Search Results		
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> o	ols <u>H</u> elp	👔 👘 🖓 👘 🖓 👘
🔾 Back - 🕥 - 🏂 🔎	Search 😥 Folders	
Address 🔊 Search Results		💙 🛃 Go
Search Companion	X To start your search, follow the instructions in the left pane.	
-		
Search by any or all of the crit below.	teria	
All or part of the file name:		
A word or phrase in the file:		
Look in:		
Second Hard Drives (C:)	×	
When was it modified?	8	
What size is it?	*	
More advanced options	*	
Back	Search	
` (2)		
1		
10-		
		The second s

• In the **All or part of file name** section of the dialog box, enter a star (*), followed by a period (full stop), followed by the file name extension of the type of files you are interested in. In the example shown we are interested in Microsoft Word document files which end in .DOC.

Search by any or all of the criteria below.	
All or part <u>o</u> f the file name:	
*.doc	

• In the **Look in** section of the dialog box, click on the down arrow to the right and select the **Browse** command.



• Navigate to and select the required folder, as in the example below, and then click on the **OK** button to continue.

Browse For Folder	? 🗙
Choose directory to search	
🗉 🛅 drivers	~
🖃 🚞 ECDL_v3_and_Advanced_XP_COUR:	SE
🗉 🛅 ECDL Advanced Level using XP	
🖃 🞑 ECDL sylabus 4 using 2000	
🗉 🧰 mod 1	
🗄 🧰 mod 2	
🕀 🧰 mod 3	~
()	>
Folder: ECDL sylabus 4 using 2000	
Make New Folder OK Cance	el

• We have now told Windows what to look for and where to look for it, as below.

Search by any or all of the criteria below.
All or part of the file name:
*.doc
A word or phrase in the file:
Look in:
🛅 ECDL sylabus 4 using 2000 🛛 👻
When was it modified?
What size is it? 🛛 😵
More advanced options 🛛 😵
Back Search
3

• Finally we need to make sure that subfolders will be searched. To do this click on the following:

More advanced options	۲

Make sure that the **Search subfolders** option is selected.



• Now click on the **Search** button to start the search.



• You should see something resembling the following screen.

Search Results									
Elle Edit View Favorites Tools Help	Folders								
Agdress 🔁 Search Results									
Search Companion X	ECDL V4 MOD 1 pc windows version EXERCISES C:\ECDL_v3_and_Advanced	ECDL V4 MOD 1 pc windows version C:\ECDL_v3_and_Advanced	ECDL V4 MOD 1 pc windows version.doc C:\ECDL_v3_and_Advanced						
	ECDL V4 MOD 2 windows 2000 version EXERCISES C:\ECDL_v3_and_Advanced	ECDL V4 MOD 2 windows 2000 version Ct\ECDL_v3_and_Advanced	ECDL V4 MOD 2 windows 2000 version.doc C:\ECDL_v3_and_Advanced						
There were 161 files found. Did you find what you wanted? Yes, finished searching	ECDL V4 MOD 2 windows 98 version C:\ECDL_v3_and_Advanced	ECDL V4 MOD 3 offcie 2000 version EXERCISES C:\ECDL_v3_and_Advanced	ECDL V4 MOD 3 offcie 2000 version C:\ECDL_v3_and_Advanced						
No, refine this search and Change file name or keywords Change whether hidden and system files	ECDL V4 MOD 3 offcie 2000 version.doc C:\ECDL_v3_and_Advanced	ECDL V4 MOD 4 2000 version EXERCISES C:\ECDL_v3_and_Advanced	ECDL V4 MOD 4 2000 version C:\ECDL_v3_and_Advanced						
are included You may also want to Sort results by category 😵	ECDL V4 MOD 4 2000 version.doc C:\ECDL_v3_and_Advanced	ECDL V4 MOD 5 2000 version EXERCISES C:\ECDL_V3_and_Advanced	ECDL V4 MOD 5 2000 version C:\ECDL_v3_and_Advanced						
View results differently 😵	ECDL V4 MOD 5 2000 version.doc C:\ECDL_v3_and_Advanced	ECDL V4 MOD 6 2000 version EXERCISES C:\ECDL_V3_and_Advanced	ECDL V4 MOD 6 2000 version C:\ECDL_v3_and_Advanced						
Back	ECDL V4 MOD 6 2000 version.doc C:\ECDL_v3_and_Advanced	ECDL V4 MOD 7 explorer version C:\ECDL_v3_and_Advanced	ECDL_V4_MOD_7_explorer_v C:\ECDL_v3_and_Advanced						
<u>_</u>	access_2000_foundation_man C:\ECDL_v3_and_Advanced	ecd_v3_module_1_pc_manual C:\ECDL_v3_and_Advanced	ecdl_v3_module_2_win_98_m C:\ECDL_v3_and_Advanced						
10-	ecdl_v3_module_3_office_200	ecdl_v3_module_4_office_200	ecdl_v3_module_5_office_200						

As you can see in total 161 files were found in this example!

UC1.3.3.3. Changing file status including read-only and read write

To view files as a detailed list

• The appearance of the contents window may be customised to display file and folder objects in four different views. The different views can be selected via the **View** drop down menu or by clicking on the **Views** button. Clicking on the **Details** item will display all files and associated file details such as name, size, type, and last accessed date in a single row, as illustrated.

Ī			:	Name 🔺	Size	Туре	Date Modified
- 11				Cctglobal-01	20 KB	Microsoft Word Doc	01/07/2002 15:24
- 1		F		🕙 cctglobal-02	20 KB	Microsoft Word Doc	01/07/2002 15:24
	Large Icons			🔁 cctglobal-03	20 KB	Microsoft Word Doc	01/07/2002 15:24
_				🖻 cctglobal-04	20 KB	Microsoft Word Doc	01/07/2002 15:24
-	Small Icons			🔁 cctglobal-05	20 KB	Microsoft Word Doc	01/07/2002 15:24
'E	1.1-6			🖻 cctglobal-06	20 KB	Microsoft Word Doc	01/07/2002 15:24
- 5	List			Cctglobal-07	20 KB	Microsoft Word Doc	01/07/2002 15:24
е	 Details 			🖾 cctglobal-08	20 KB	Microsoft Word Doc	01/07/2002 15:24
- 1	 Details 			Cctglobal-09	20 KB	Microsoft Word Doc	01/07/2002 15:24
F	Thumbnails						

To view file properties

• The basic file display, when using the *Details*, view looks as illustrated.

¢	Name 🔺	Size	Туре	Date Modified
~	Cctglobal-01	20 KB	Microsoft Word Doc	01/07/2002 15:24
	Cctglobal-02	20 KB	Microsoft Word Doc	01/07/2002 15:24
	🖾 cctglobal-03	20 KB	Microsoft Word Doc	01/07/2002 15:24
	🖾 cctglobal-04	20 KB	Microsoft Word Doc	01/07/2002 15:24
	Cctglobal-05	20 KB	Microsoft Word Doc	01/07/2002 15:24
	🖾 cctglobal-06	20 KB	Microsoft Word Doc	01/07/2002 15:24
	🖾 cctglobal-07	20 KB	Microsoft Word Doc	01/07/2002 15:24
	Cctglobal-08	20 KB	Microsoft Word Doc	01/07/2002 15:24
	Cctglobal-09	20 KB	Microsoft Word Doc	01/07/2002 15:24

• If you were to right click on one of the file icons a popup menu would be displayed, as illustrated.

Note: This popup menu allows a wide range of file manipulation options, such as the ability to delete or rename a file, as well as the ability to **Send To** a diskette.

¢	Name	A		Size	Туре	Date Modified	
~	🖾 cctek	shal-01		20 KB	Microsoft Word Doc	01/07/2002 15:24	
	💌 ccti	Open		20 KB	Microsoft Word Doc	01/07/2002 15:24	
	Ccti	New		20 KB	Microsoft Word Doc	01/07/2002 15:24	
	Ccti	Print		20 KB	Microsoft Word Doc	01/07/2002 15:24	
	💌 ccti	Open With	•	20 KB	Microsoft Word Doc	01/07/2002 15:24	
	Ccti	Send To	•	20 KB	Microsoft Word Doc	01/07/2002 15:24	
	💌 ccti –		-	20 KB	Microsoft Word Doc	01/07/2002 15:24	
	🖲 ccti	Cut		20 KB	Microsoft Word Doc	01/07/2002 15:24	
	💌 ccti	Сору		20 KB	Microsoft Word Doc	01/07/2002 15:24	
		Create Shortcut					
		Delete					
		Rename					
		Properties					

• Select **Properties** from this menu to display a dialog box giving more detailed information about this file, as illustrated.

cctglobal-01	Properties 🛛 🖓 🔀
General Cust	om Summary
	cctglobal-01
Type of file:	Microsoft Word Document
Opens with:	Microsoft Word
Location:	C:\folder one
Size:	19.5 KB (19,968 bytes)
Size on disk:	20.0 KB (20,480 bytes)
Created:	01 July 2002, 15:24:21
Modified:	01 July 2002, 15:24:21
Accessed:	05 September 2002, 09:45:36
Attributes:	Read-only Hidden Advanced
	OK Cancel Apply

To write protect a file.

- Select the file(s) which you wish to write protect and right click over the selected file(s), and from the popup menu displayed, select the **Properties** command.
- Within the **Attributes** section of the dialog box displayed, click on the **Read-only** check box, as required. Click on the **OK** button to confirm your actions.

Attributes: Read-only Hidden

To change a read-only file to a read/write file

- Select the file(s) which you wish to remove a write protect attribute from.
- Right click over the selected file(s), and from the popup menu displayed, select the **Properties** command. Within the **Attributes** section of the dialog box displayed, remove the click on the **Read-only** check box.
- Click on the **OK** button to confirm your actions.
UC1.3.3.4. Sorting files by name, size, type and date modified

To sort your Windows Explorer file listing

- Open the Windows Explorer program and within the left section of the dialog box, select the folder containing the files which you wish to view.
- Click on the **View** drop down menu, and select the **Details** command, which will show you files as a detailed list including name, size and type.

Name 🔺	Size Type	Date Modified
👖 🕎 cctglobal-01	20 KB Microsoft Word Doc	01/07/2002 15:24
cctglobal-02	20 KB Microsoft Word Doc	01/07/2002 15:24
cctglobal-03	20 KB Microsoft Word Doc	01/07/2002 15:24
Cctglobal-04	20 KB Microsoft Word Doc	01/07/2002 15:24

- To sort the listing by name, click on the **Name** header.
- To sort the listing by size, click on the Size header.
- To sort the listing by type, click on the **Type** header.
- To sort the listing by date modified, click on the **Date Modified** header. **NOTE**: To reverse the sort order re-click on the header!

UC1.3.3.5. Understanding the importance of maintaining correct file extensions when renaming files

Why are file extension names important?

• Windows uses the file extension name as a clue to what type of file, the file is. Thus Windows knows that files which end in .TXT are text files. Files which end in DOC are word-processor files. Files which end in .XLS are spreadsheet files. If you change the file name extension Windows will become confused as to what the file format is!

NOTE: By default the file name extensions are not displayed within the Windows Explorer. To view the file name extensions you will need to customise the display.

UC1.3.3.6. Re-naming files and folders

To rename files or folders using the Explorer

- Select the file or folder to be renamed.
- From the **File** drop down menu, select the **Rename** command **OR** click once using the right-hand mouse button to display the popup menu, and click on the **Rename** command.
- Enter the new name, and press the **Enter** key to confirm the change.

To rename files or folders - the easy way

- Within the Windows Explorer click once on the file or folder to select it.
- Wait a few moments and then single click again in the file or folder (using the left-hand mouse button). A box will appear around the file or folder allowing you to directly edit the name. Press the **Enter** key to confirm the name change.



NOTE: Be careful not to make the second click too soon after the first click, as Windows may interpret this as a 'run this file command'!

To view file name extensions using the Windows Explorer

- Open the Windows Explorer.
- Click on the **Tools** drop down menu and select the **Folder Options** command, which will display the **Folder Options** dialog box.
- Click on the **View** tab, within the **Folder Options** dialog box.
- Within the Advanced settings section, make sure that the Hide extensions for known file types option is NOT ticked.

Folder Options	?×
General View File Types Offline Files	
Folder views	
You can apply the view (such as Details or Tiles) the you are using for this folder to all folders.	nat
Apply to All Folders <u>R</u> eset All Folders	
Advanced settings:	
Display the contents of system folders	^
Display the full path in the address bar	
Display the full path in the title bar Do not cache thumbnails	
 Do not show hidden files and folders 	
Show hidden files and folders	
Hide extensions for known file types	
Hide protected operating system files (Recommended)	
Launch folder windows in a separate process	
Managing pairs of Web pages and folders	
Show and manage the pair as a single file	~
Restore <u>D</u> efau	lts
OK Cancel A	pply

• Click on the **OK** button to close the dialog box and apply the changes.

WARNING: DO NOT change the file type extensions!

Beware of re-naming certain files!

- **WARNING**: Do not rename files using the following file name extensions: .EXE
 - .COM
 - .BAT
 - .DLL
 - .INI
 - .SYS

These files are normally files used by your computer and you can damage your system by renaming these types of files.

UC1.3.4. Copying and Moving

UC1.3.4.1. Selecting files and folders

To select an individual file or folder within the Windows Explorer

• Open the Windows Explorer program and if necessary select the folder which contains the file in which you are interested. Click on the file which you wish to select.

Not selected, the icon will look like this.



When selected the icon will be highlighted, as illustrated.



To select a continuous block of files

• Open the Windows Explorer program and select the folder in which you are interested. Click on the first file of the block you wish to select, then while depressing the **Shift** key, click on the last file of the required block. When you release the **Shift** key the entire block will remain selected.

🗒 Bootlog.txt	
🗂 Command.com	
🔊 Config.sys	
🗐 Detlog.txt	
📓 ecs-report-01.xk	s
💒 Image3.gif	
🖬 Image4.gif	
🔊 lo.sys	
Msdos	

To select multiple files which are not in a continuous block

• Open the Windows Explorer program and select the folder in which you are interested. Click on the first file which you wish to select and while keeping the **Ctrl** key depressed, click on the other files which you wish to select. When you release the **Ctrl** key, the selected files will continue to be highlighted.



UC1.3.4.2. Copying files and folders between folders and between drives

To copy files (the hard way) using the Windows Explorer

- Open the Windows Explorer by right-clicking on the **Start** button and selecting **Explore** from the popup menu displayed.
- Select the file or folder to be copied.
- From the Edit drop down menu, click on Copy
 OR click using the right-hand mouse to display the popup menu, and click on the Copy command.
- Select the required destination within the Windows Explorer tree.
- From the Edit drop down menu, click on Paste
 OR click using the right-hand mouse to display the popup menu, and click on the Paste command.

To copy files (the easy way) using the Windows Explorer

• Simply highlight the file you wish to copy, and with the **CTRL** key depressed, drag the file from one location to another.

UC1.3.4.3. Moving files and folders between folders and drives

To use "Cut and Paste" to move files from one folder to another

 In the example shown we have two folders, called Folder One and Folder Two.

Folder one contains three files called: **file one.doc**, **file two.doc** and **file three.doc**.



- In this example we wish to move the files contained within the folder called **folder one** to **folder two**.
- First we need to select the files which we wish to move. Depress the **Ctrl** key, and whilst keeping it depressed, click on the three files. When the **Ctrl** key is released, the three files remain selected.

Folders	×	Name	Size	Туре	Date Modified 🔺
🞯 Desktop	~	🖬 file one.doc	51 KB	Microsoft Word Doc	28/11/2003 11:20
🗄 📋 My Documents		📴 file three.doc	51 KB	Microsoft Word Doc	28/11/2003 11:20
🗐 😼 My Computer		🖾 file two.doc	51 KB	Microsoft Word Doc	28/11/2003 11:20
🗉 🍓 3½ Floppy (A:)					
😑 🥯 Local Disk (C:)					
🖨 🧰 _сст					
Folder One					
- Colder Two	=				

• Now right click and from the popup menu displayed select the **Cut** command.



• Next click on the folder to which you wish to move the files, i.e. **Folder two**. Right click on this folder and from the popup menu displayed, select the **Paste** command.



• The selected files will appear in the new folder. We have cut and pasted (i.e. moved) them from one folder to another.

To use "drag and drop" to move files from one folder to another - Moving the easy way!

 In the example shown we have two folders, called Folder One and Folder Two. Folder one contains three files called: file one.doc, file two.doc and file three.doc.



In this example we wish to move the files continued within the folder called **folder one** to **folder two**.

• First we need to select the files which we wish to move. Depress the **Shift** key, and whilst keeping it depressed, click on the three files. When the **Shift** key is released, the three files remain selected.

Folders	×	Name		Size	Туре	Date Modified 🔺
🞯 Desktop	~	🖾 file one.doc	5	1 KB	Microsoft Word Doc	28/11/2003 11:20
• C My Documents		🖾 file three.doc	5	1 KB	Microsoft Word Doc	28/11/2003 11:20
🗐 😼 My Computer		🖾 file two.doc	5	1 KB	Microsoft Word Doc	28/11/2003 11:20
😟 y 3½ Floppy (A:)						
🖨 🧇 Local Disk (C:)						
🖨 🧰 _сст						
Folder One						
🛅 Folder Two	=					

• Use the mouse to drag the selected files to the folder called folder two. You will notice that a representation of the files is displayed when you move the mouse pointer on screen, as illustrated.

Folders	×	Name	Size	Туре	Date Modified 🔺
🞯 Desktop		🖾 file one.doc	51 KB	Microsoft Word Doc	28/11/2003 11:20
🗄 📋 My Documents		📴 file three.doc	51 KB	Microsoft Word Doc	28/11/2003 11:20
🚊 夏 My Computer		🖾 file two.doc	51 KB	Microsoft Word Doc	28/11/2003 11:20
🗴 🦺 3½ Floppy (A:)					
🖃 🥯 Local Disk (C:)					
🗐 🧰 _сст					
- 🗁 Folder One					
🔂 Folder Two	file one.doc				
😑 🧰 adaptec	file three.doc				
😟 🧰 aspi	🚰 file two.doc				

NOTE: Had you wanted to copy the files rather than move them, you would have depressed the **Control** key while dragging and dropping.

UC1.3.4.4. Understanding the importance of backups to a removable storage device

Why do you need to back up your computer?

The most important thing which you store on your computer is information. Often the contents of a hard disk can represent years of work. If the hard disk stops working one day you could lose all those years of work. For this reason it is VITAL that you make regular backups of the information which is stored within the computer. In large organisations this backup procedure is normally performed automatically by your computer support team, where the data is normally held on a centralised, networked computer server. In smaller organisations, it is often up to the individual to organise some sort of data backup. If nothing else is available, copy your files to a floppy disk and make sure that these backup disks are stored away from the computer, ideally offsite.

Why you should use 'off-site' storage

• It is no good backing up your data, only to leave the item which you backed up to next to the computer. If someone steals your computer, it is likely that they will also steal your backup tapes or disks if you have left them next to the computer! If you have a fire, then again you will lose your backups if the backups are stored next to the computer. Ideally, backups should be stored off-site at a safe location. At the very least, consider storing your backups in a fireproof safe, which will give some protection against fire damage.

To copy files to a diskette

- Open the Windows Explorer and select the file(s) you wish to copy to a diskette.
- Click once using the **right-hand mouse**, to display the popup menu as illustrated.



• Click on the **Send To** command, and then select **3 1/2 Floppy (A)** from the sub-menu displayed.

BEWARE: Floppy disks are not the most reliable type of backup. Be sure to store any data backed up to a floppy disk in a safe place away from heat and magnetic fields. Also store your backup disks in a different location from your computer!

UC1.3.5. Deleting and Restoring

UC1.3.5.1. Deleting files and folders to the Recycle Bin

To delete a file or folder

• Files or folders can easily be deleted from the Windows Explorer. Use this facility with care! Many files which you can see using the Windows Explorer are vital to the correct functioning of Windows.

Remember that the Windows Explorer program, in common with many Windows programs, has an **Undo Delete** command, located under the **Edit** drop down menu!

- Right-click on the **Start** button and from the popup menu displayed select the **Explore** command.
- Select the file or folder which you wish to delete.
- Press the **Delete** key on the keyboard which displays the dialog box illustrated.

Confirm	File Delete	×
3	Are you sure you want to send 'cctglobal-04' to the Recycle Bin?	
	Yes No	

• Confirm your deletion.

NOTE: All files deleted via the Windows Explorer move to the Recycle Bin before being finally purged, and so remain salvageable for quite a long time.

To physically delete files (rather than sending them to the Recycle Bin)

- Select the file you wish to completely delete from your computer system.
- Press **Shift**+**Del**, which will display the warning dialog box illustrated.

Confirm	File Delete	×
6	Are you sure you want to delete 'cctglobal-04'?	
	Yes No	

• Click on the **Yes** button and the file will be physically removed from your hard disk.

NOTE: This dialog box does **NOT** send the file to the Recycle Bin. It deletes the file from disk. **BEWARE**!

To delete a folder

• Use exactly the same method which you would use for deleting a file. i.e. select the folder and press the **Delete** key.

The Recycle Bin and deleted files

• Normally when you delete a file it is moved to the Recycle Bin. Files are held in the Recycle Bin for some time, and you may well find that you will be able to recover 'deleted' files from the Recycle Bin.

UC1.3.5.2. Restoring files and folders from the Recycle Bin

To restore deleted files or folders

• Double click on the **Recycle Bin** icon (located on your Windows Desktop, i.e. background screen), and the **Recycle Bin** window illustrated will be displayed.

	🤕 Recycle Bin			
	<u>File Edit View Favorites</u>	Tools Help		nt y 🖉
	🕝 Back 👻 🕥 🔹 🏂	🔎 Search 🌔 Folders 🛄 -		
	Address 🥑 Recycle Bin			💌 🛃 Go
	Recycle Bin Tasks	Calculator Shortcut 4.KB	ECDL V4 MOD 2 windows 98 version Microsoft Word Document	
	Empty the Recycle Bin Restore all items	Microsoft Excel Shortcut 4 KB	Microsoft Word Shortcut 4 KB	
	Other Places	New Folder	Shortcut to HP LaserJet 5 Shortcut 4 KB	
	Hy Documents My Computer G My Network Places	Shortcut to my memo Shortcut 4 KB	Shortcut to my sheet Shortcut 4 KB	
	Details	temp pic 64 KB		
3				
Recycle Bin				

• Select any files / folders which you wish to restore.

• Click on the File drop down menu and select the Restore command.



UC1.3.5.3. Emptying the Recycle Bin

To empty the Recycle Bin

• Within the **Recycle Bin Tasks** section of the dialog box, select the **Empty the Recycle Bin** command.



NOTE: To delete only certain files / folders, depress the **CTRL** key (and keep it depressed). Click on the files you wish to delete from the Recycle Bin, and then release the **Ctrl** key. Finally, from the **File** drop down menu, click on the **Delete** command.

😨 Recycle Bin						
File	Edit	View	Fa			
Re	estore					
G	Create Shortcut					
De	Delete					
Rename						
Properties						
d	ose		'n			

UC1.3.6. Searching

UC1.3.6.1. Using the Find tool to locate a file or a folder

The Start Button - Search

- The Search utility allows you to search for files by name, part of a name, content, and even by the date of a files creation. You may also search for a particular type of file such as searching for all sound files (ending in an extension of .WAV). You can also search for a file containing a particular word or phrase!
- To open the Search dialog box, click on the **Start** button, click on the **Search** command.



• This will open the Search Results dialog box.

Search Results	
Eile Edit Yiew Favorites Iools Help	an 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 19
🔇 Back - 🕥 - 🎓 🔎 Search 🍋 Folders 💷 -	
Address 🔊 Search Results	💙 ラ Go
Search Companion X To start your search, follow the instructions in the left pane.	
What do you want to search for?	
🔁 Pictures, music, or video	
Documents (word processing, spreadsheet, etc.)	
🛃 All files and folders	
Computers or people	
Information in Help and Support Center	
You may also want to	
∑ Search the Internet	
Change preferences	
2 Learn more about Search Companion	

• You can use the options within the search facility to search for files and folders by name, contents, size, type and date modified!

To search for a file, or folder, by name

• Click on the **Start** button and then click on the **Search** command. This will display a dialog box as illustrated.

Search Results	
Eile Edit View Favorites Iools Help	💦 🖉 🖉
🕝 Back 🔹 🕥 🔺 🏂 🔎 Search 🎼 Folders 🛄 🔹	
Address Dearch Results	🗸 🄁 Co
Search Companion X To start your search, follow the instructions in the left pane	
What do you want to search for?	
Pictures, music, or video	
Documents (word processing, spreadsheet, etc.)	
All files and folders	
S Computers or people	
 Information in Help and Support Center 	
You may also want to	
😥 Search the Internet	
Change preferences	
2 Learn more about Search Companion	

• Click on All files and folders.



This will display the following.

Search by any or all of the criteria below.
All or part <u>o</u> f the file name:
A word or phrase in the file:
Look in:
🖙 Local Hard Drives (C:)

- In the **All or part of the file name** section, enter the name of the file you are searching for.
- To start the search click on the **Search** button.
- To open the file which has been found, double click on it.

UC1.3.6.2. Searching for files by content, date or size and also using wildcards

To search for a file using wildcards instead of the full name

• In the previous example, we knew the full name of the file or folder for which we were searching. In some cases we may only know part of the name, in

which case we can use wild cards.

For example:

To search for all files whose names start with z we would search for z^*

To search for all files whose names start with za we would search for za*

To search for all files whose names start with za and contains 5 characters we would search for za???

To search for all Microsoft Excel files whose names start with za and contains 5 characters we would search for za???.xls

To find a file containing a specific word or phrase

- Often you may create a document using a word-processor and save the file when finished to disk. Some time later (often weeks or months later) you may wish to re-open the file, but are unable to remember the file name used to store the file. Sound familiar? Well you can use the Search facility to help you out and find files containing a phrase which was contained within the document you created, maybe the name of the person you were writing a letter to.
- Open the **Search** dialog box, by clicking on the **Start** button and then clicking on the **Search** command.
- Click on All files and folders.

All files and folders.

• Within the dialog box which is displayed, enter a word or phrase in the following section.

A word or phrase in the file:

- If necessary specify where to search using the **Look in** section of the dialog box.
- Click on the **Search** button to start the search.

To find a file created on or around a certain date

- Open the **Search** dialog box, by clicking on the **Start** button and then clicking on the **Search** command.
- Click on All files and folders.



• Click on the down arrow to the right of the **When was it modified** section of the dialog box.



• The dialog box will change as illustrated below.



- Select the option required and if necessary define where you wish to search using the **Look In** section of the dialog box,
- Click on the **Search** button to start the search.

To find files of a particular type

- Open the **Search** dialog box, by clicking on the **Start** button and then clicking on the **Search** command.
- Within the **What do you want to search for?** section of the dialog box, you can select the required file type, such as the first option which includes pictures, music or video files.

	Search for all files of a certain type, or search by type and name. Pictures and Photos; Music Video
	All or part of the fije name: You may also want to Use advanced search options
Pictures, music, or video	3

- The second option helps you to find application program type files.
- You can select the third option called **All file and folders**.

All files and folders.

You can then enter a star (*), followed by a dot, followed by the file name extension of the type of files you are searching for.

Search by any or all of the criteria below.
All or part of the file name:
*.doc

UC1.3.6.3. Viewing a list of recently used files

To view recently used files

• Click on the **Start** icon (bottom-left of your screen), and from the popup menu displayed select **My Recent Documents**. A submenu will display a list of recently used documents. Clicking on one of these document files will load the document into the relevant program.



UC1.3.7. Compressing Files

UC1.3.7.1. Understanding what file compression means

What is file compression?

• File compression allows you to compress files so that the file size becomes smaller. This allows you to save disk space. It is useful when sending files over the Internet (especially when you have a slow connection).

UC1.3.7.2. Compressing files in a given folder on a drive

To compress files using WinZip

- WinZip is not part of Microsoft Windows. It is a third party product which you can download and try for free, prior to purchasing. To download an evaluation copy of WinZip, go to <u>www.winzip.com</u>
- Display the Windows Explorer program. To compress the files within a folder, right click on the folder, and from the popup menu displayed, select **Add to Zip** as illustrated.



• You will then see a screen asking for a file name, as below.

Add	
Adding 5 files	Add
Add To Archive:	
C:\folder one\dave1	Cancel
<u>N</u> ew <u>O</u> pen	Help
Ac <u>t</u> ion:	
Add (and Replace) Files	
<u>C</u> ompression:	
Normal	
Multiple Disk Spanning	
(removable media only)	
Folders <u>R</u> ecurse Folders <u>S</u> ave Extra Folder Info	
Attributes Include Only If Archive Attribute Is Set Reset Archive Attribute Include System and Hidden Files	Password
Store Filenames In 8.3 Format	

• In this example we entered the file name **Dave1**. We then need to click on the **Add** button and the screen will change, as below.

ą	WinZ	ip (Unre	gistered) - dav	e1.zi	р			
Eile	<u>A</u> cti	ons <u>O</u> pti	ons <u>H</u> elp						
Ž N	e w	Open	G Fauorites	Add	Ext	3 ract	Several View	CheckOut	🥭 Wizard
	N	lame	Date	Time	Size	Ratio	Packed	Path	
8	cctglo	bal-05.doc	01/07/02	15:24	19,968	91%	1,867		
3	cetglo	bal-06.doc	01/07/02	15:24	19,968	91%	1,867		
8	cetglol	bal-02.doc	01/07/02	15:24	19,968	91%	1,867		
1	cetglol	bal-03.doc	01/07/02	15:24	19,968	91%	1,867		
8	cetglol	bal-04.doc	01/07/02	15:24	19,968	91%	1,867		
	Se	lected 0 file	es, O bytes			Tota	al 5 files, 9	8KB	00

If you were to look at this file listed in the Windows explorer, it would be as illustrated below.



• There are other compression programs available, such as PKZIP. Details from http://www.pkware.com

The PKZIP window is illustrated below.



UC1.3.7.3. Extracting compressed files from a given location on a drive

To extract compressed files using the Windows Explorer

• Open the Windows Explorer and select a compressed file, as illustrated. Notice that the folder is described as '**Compressed (zipped) Folder**'.

Word-2003-Foundation-urait1

о,799 кв. Compressed (zipped) Folder — 11/11/2003 09:22 3,862 KB. Compressed (zipped) Folder — 28/11/2003 11:50 • Double click on the zipped folder and you will see a dialog box, as illustrated.

Eile Edit View Favorites Iools Help Sack Image: Sack with the same state	D	
Address 1 \\Cct-server-xp\CCT\xxx_zorana_download\For Review\Word-2003-Intermediate-draft1.zip	D	
	D	
	F	🚩 🔁 Go
Name 🔺 Type Packe Has .	Size R Date	
Folder Tasks 🛞 🗃 Word 2003 Inter File Folder 1 KB	0 KB 0% 27/11/2003 2	23:56
Extract all files		
Other Places		
🛅 For Review		
🕒 My Documents		
C Shared Documents		
Sector My Network Places		
Details		
<		

• To extract the individual files (or folder) from the zipped file (or folder), click on the **Extract all files** command (top left of the dialog box).



• This will display a Wizard dialog box, as illustrated.

Extraction Wizard	
	Welcome to the Compressed (zipped) Folders Extraction Wizard
	The extraction wizard helps you copy files from inside a ZIP archive.
	To continue, click Next.
	< Back Next > Cancel

• Click on the **Next** button. You will see a dialog box which lets you select where to extract the files (or folders).

Extraction Wizard	×
Select a Destination Files inside the ZIP a choose.	rchive will be extracted to the location you
	Select a folder to extract files to. Files will be extracted to this <u>directory:</u> [nload\For Review\Word-2003-Intermediate-draft] Browse Password
S I	Extracting
	< <u>B</u> ack <u>N</u> ext > Cancel

• Either change the file location or accept the default offered by clicking on the **Next** button.

Extraction Wizard	\mathbf{X}
Select a Destination Files inside the ZIP choose.	archive will be extracted to the location you
	Select a folder to extract files to.
	Files will be extracted to this directory:
	nload\For Review\Word-2003-Intermediate-draft1
	Browse
	Password
	Extracting
	< <u>B</u> ack <u>N</u> ext > Cancel

• The final dialog box is displayed as illustrated. Click on the **Finish** button.



To extract files using WinZip

• Open the Windows Explorer and select the compressed file which you wish to extract and right click on the file, which will display a popup dialog box.



 Select an Extract to option as required, and the file(s) will be decompressed.

UC1.4. Viruses

UC1.4.1. Concepts

UC1.4.1.1. Understanding what a virus is and what the effects of a virus might be

What is a virus and what does it do?

• Viruses are small programs written so that they can jump from one computer to another (via disk or a network), and which can cause disruption or damage to the computer system. Even data files such as a Word document can contain a virus. As well as causing damage to your data, or in some cases even destroying your data, viruses can cause other effects, such as using your email system to email all your email contacts and in the process infect other people's computers.

UC1.4.1.2. Understanding some of the ways a virus can be transmitted into a computer

How viruses infect computers

• Basically if you access files which are virus infected, then that virus may be transmitted to your computer. Never accept diskettes/CD-ROMs/DVDs which have not been properly virus scanned first by your computer support team. Never connect to the Internet without an active virus checker program scanning all the files you download.

UC1.4.1.3. Understanding the advantages of a virus-scanning program

Why use a virus checker?

- An up to date virus checker should help protect you from losing data due to virus attack.
- You should find that your email system, does not get jammed up due to multiple email viruses.
- You will have less chance of being sued for damages by other organisations whom you accidentally infected with a virus.
- You will save time and money by preventing virus attacks as opposed to dealing with the effects of an attack.

NOTE: Get all the security updates and patches for your version of Windows so that Windows itself is less vulnerable to virus attack.

UC1.4.1.4. Understanding what 'disinfecting' files means

What is virus disinfecting?

• Running a virus checker on a computer which contains a virus is known as disinfecting the PC, as the virus program will detect, then eliminate the virus.

UC1.4.2. Handling Viruses

UC1.4.2.1. Using a virus scanning application to scan your computer

To run a virus checker

 Many virus checking programs will scan your PC when you first switch on in the morning and some will even run detailed scans automatically, as well as automatically updating themselves so that you are protected against new virus types. In the example shown we have started the Norton Anti Virus program (via the Start menu). In this case we clicked on the Scan for Viruses button within the program. As you can see you can choose to scan only certain drives or the whole computer.

symantec.	iveUpdate Options	- 3 - <u>H</u> e
Iorton AntiVirus	Scan for Viruses	
Stat <u>u</u> s	Task	Task Schedule
Scan <u>f</u> or Viruses	🖳 Scan my computer	
	🖃 Scan all removable drives	
R <u>e</u> ports	🗐 Scan all floppy disks	
	😑 Scan drives	
	🛅 Scan folders	
	🗍 Scan files	
	Actions	Schedule Task
	» <u>S</u> can » <u>N</u> ew »Edit »Delete	» S <u>c</u> hedule

• This particular program will display a dialog box similar to that shown while the virus scan is running.

Scan Progress	Scan Progress:	Scan for Viruses	
	Scanning for viruses:		
2 Repair Wizard Repair Quarantine	Current Item C:\CCT\Library\ACCES:	S~1\manual\web\ACCESS~1	() () () () () () () () () () () () () (
Delete	Action	Files	1
3 Summary	Scanned	2039	
	Infected	0	<u>S</u> top Scan
	Repaired	0	

• At the end of the process you should see a message telling you that your computer is free of viruses. If a virus is detected during the scan and you work in a large organisation inform your IT technical support team immediately. Do not panic! If you are running a computer at home, then normally, let the virus checking program remove any viruses which it finds.

UC1.4.2.2. Understanding why virus-scanning software needs to be updated regularly

Regularly update your virus checking software!

 As new viruses are constantly emerging, it is vital to update your virus program on a regular basis. Many programs will do this automatically. For instance the Norton Antivirus program has a facility they call 'Live Update', which will update the virus checker with information about more recent viruses.

🖤 LiveUpdate		
9	Welcome to LiveUpdate Syma The following Symantec products and components are insigurer computer:	i ntec. italled on
1	LiveReg LiveUpdate Norton AntiVirus 2002 Norton AntiVirus Virus Definitions SARC Submission Software Updates ScriptBlocking	~
- Harrison	LiveUpdate uses the Internet to deliver your updates. Click Next to see available updates.	ıre
	< <u>B</u> ack <u>N</u> ext > Cancel H	elp

UC1.5. Print Management

UC1.5.1. Setup

UC1.5.1.1. Changing the default printer from an installed printer list

To change the default printer

• Click on the Start icon, and then select Printers and Faxes.

WordPad	Printers and Faxes	
Tour Windows XP	Help and Support Search	
All Programs 📡	P Search	
Dog Off 💿 Turn Off Computer		
🛃 Start 📄 🗟 ECDL V4 MOD 2 wind 🏾 隆 Jasc Paint Shop I		

A dialog box will be displayed, similar to that illustrated.



In this case we have the choice for printing to a number of different printers. However when we click on the **Print** icon within an application such as Microsoft Word, then Word will only print to a single printer, the one which has been set up as the default (or active printer). If you have a number of printers installed, as in the example shown, the active printer is illustrated by a tick.



• To change the default printer to another printer listed here, select the required printer, by clicking on it. Then right-click to display a popup menu.



• Select the **Set as Default Printer** command. The new printer will now be the default printer for all your applications.

You will notice that if you look closely at the icons within the Printer dialog box, some of the icons have a horizontal line under them. This indicates whether the printer is connected directly to your computer, or via a Local Area Network (LAN).

Local Printer



Networked Printer



LEXMARK on CD-WRITER1 0 Printer not found on server, u...

UC1.5.1.2. Installing a new printer on the computer

Windows and printing

• It is Windows itself, rather than each individual program within Windows, which controls the printing process. The correct printer driver must be installed for each type of printer to which you will be printing. A printer driver

is simply a piece of software which tells Windows how to print to a particular printer.

To install a new printer driver

- Click on the Start icon, and then select Printers and Faxes.
- In the dialog box displayed, select Add a printer.

Printer Tasks	۲
📓 Add a printer	

• This will display a wizard. Click on the **Next** button to continue.



• The next dialog box, allows you to select a local or networked computer.

Add Printer Wizard
Local or Network Printer The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use: <u>Local printer attached to this computer</u> <u>Automatically detect and install my Plug and Play printer</u> A network printer, or a printer attached to another computer To set up a network printer that is not attached to a print server, use the "Local printer" option.
< <u>B</u> ack <u>N</u> ext > Cancel

• Click on the **Next** button to continue. Your printer may be automatically detected by Windows, or you may have to manually tell Windows about your printer, as in the case shown.

Add Printer Wizard		
New Printer Detection This wizard automatically detects and installs new Plug and Play printers.		
The wizard was unable to detect any Plug and Play printers. To install the printer manually, click Next.		
< <u>B</u> ack <u>N</u> ext > Cancel		

• Click on the **Next** button to continue. Next we need to tell Windows which port the printer is using (normally use the default offered).

Add Printer Wizard		
Select a Printer Port Computers communicate with printers through ports.		
Select the port you want your printer to use. If the port is not listed, you can create a new port.		
⊙ Use the following port: LPT1: (Recommended Printer Port)		
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:		
○ <u>Create a new port:</u> Type of port: Local Port		
< <u>B</u> ack <u>N</u> ext > Cancel		

• Click on the **Next** button to continue. The next window allows you to tell Windows exactly what sort of printer you are using.

Add Printer Wizard	
Install Printer Software The manufacturer and model	determine which printer software to use.
	d model of your printer. If your printer came with an installation ur printer is not listed, consult your printer documentation for
Manufacturer	Printers
Fujitsu	HP LaserJet 5000 Series PCL6
Generic	HP LaserJet 5000 Series PS
Gestetner	HP LaserJet 5N
This driver is digitally signed. <u>Tell me why driver signing is imp</u>	Windows Update Have Disk
	< <u>B</u> ack <u>N</u> ext > Cancel

• Click on the **Next** button to continue. Next you need to give the printer a name.

Add Printer Wizard
Name Your Printer You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
<u>Printer name:</u> HP LaserJet 5000 Series PS
Do you want to use this printer as the default printer?
⊙ <u>Y</u> es
O №
< <u>B</u> ack <u>N</u> ext > Cancel

• Click on the **Next** button to continue. Next you can decide whether or not to share the printer with others.

Add Printer Wizard		
Printer Sharing You can share this printer with other network users.		
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.		
⊙ Do not share this printer		
O <u>S</u> hare name:		
< <u>B</u> ack <u>N</u> ext > Cancel		

• Click on the **Next** button to continue. You can decide whether or not to print a test page.

Add Printer Wizard
Print Test Page To confirm that the printer is installed properly, you can print a test page.
Do you want to print a test page?
OYes
< <u>B</u> ack <u>N</u> ext > Cancel

• Click on the **Next** button to continue. Finally you will see the last wizard page as illustrated.



• Click on the **Finish** button to complete the process.

UC1.5.2. Printing Outputs



To print from an application

 Normally you will be printing from an application, such as a word-processor or spreadsheet to your printer. To print your document or spreadsheet, simply click on the printer icon in the application's tool bar.



If you click on the **File** drop down menu of an application and select the **Print** command you will have more control over your printing options, such as how many copies to print.

Printer	12 - 14 - 14 - 14 - 14 - 14 - 14 - 14 -			
<u>N</u> ame:	HP LaserJet 5000 Series PS		-	Properties
Status: Type: Where: Comment:	Idle HP LaserJet 5000 Series PS LPT1:		F	Fin <u>d</u> Printer Print to file Manual duple <u>x</u>
	page C Selection numbers and/or page ranges y commas. For example, 1,3,5–12	Copies Number of <u>c</u> opies:		÷ ⊽ Colla <u>t</u> e
Print <u>w</u> hat: Print:	Document 🗾	Zoom Pages per sheet: Scale to paper size:	1 page No Scalir	•

Why print to a file?

• The printing process means sending the formatted information within, say, a word processor document, through a print driver and then to the printer itself. Sometimes you may not have access to a printer when you need it, in which case you can print the document to a file (and then later copy this document to your printer).

It is important to realise that saving a document to disk and printing the document to disk are two very different concepts. Saving the document to a disk, means just that. The document is saved to the disk!

Printing a file to disk means saving both the document's formatting information to disk, along with the information about how a particular printer should interpret the formatting.

A very large, high resolution graphics file may take a long time to process for printing. By printing to disk, this lengthy process can be performed at lunchtime, or in the evening. Later this file can be copied to the printer (which is quick, as the processing work has already been done).

How to print to a file

• This process may vary according to what type of printer you are using and what application you are printing from. In the example illustrated, we are printing from the WordPad program, using an HP LaserJet printer. We can

click on the **File** drop down menu and select the **Print** command. The Print dialog box is displayed.

• To print the file to disk we need to select the **Print to file** option, and then click on the **Print** button.

Print		? 🛛
Printer <u>N</u> ame:	WHP LaserJet 5000 Series PS	Properties
Status: Type: Where: Comment:	Idle HP LaserJet 5000 Series PS LPT1:	Fin <u>d</u> Printer

🗌 Print to fi<u>l</u>e

UC1.5.2.2. Viewing the progress of a print job using the Print Manager

To view print jobs

• Once you have started printing you can view a print job's process. Double click on the printer icon displayed at the bottom-right of your screen



This will display a dialog box showing the progress of your print jobs.

👹 HP LaserJet 5000 Series PS		
Printer Document View Help		
Document Name Status	Owner Pages	Size Subr
Microsoft Word - ECDL V4 MOD 2 Printing	David Murray 81	67.7 KB/83.4 MB 14:0(
<)	>
1 document(s) in queue		.:

UC1.5.2.3. Pausing, re-starting and deleting a print job using the Print Manager

To control print jobs using the Print Manager

• **To pause a print job**: Within the Print Manager, select the print job which you wish to pause. Click on the **Printer** drop down menu and select the **Pause Printing** command.

😻 HP LaserJet 5000 Se	ries PS					
Printer Document View H	lelp					
Connect		Status	Owner	Pages	Size	Subr
 Set As Default Printer Printing Preferences 	40D 2	Error - Print	David Murray	81	67.7 KB/83.4 MB	14:0
Pause Printing						
Cancel All Documents						
Sharing		1				>
Use Printer Offline						
Properties						
Close						

To restart a paused print job: Within the Print Manager, select the print job which you wish to un-pause. Click on the **Printer** drop down menu and re-click on the **Pause Printing** command.

To delete a print job: Within the Print Manager, select the print job which you wish to delete and press the **Del** key.