

# Windows Basics

## Exploring the Computer

- **Terminology**
  - Desktop
  - Task bar
  - Start button
- **Using the Mouse**
  - How to hold
  - Finger placement
  - Single, Double, and Right clicking
  - Practice by playing Solitaire!
- **My Computer**
  - Resizing and moving windows
  - Lists all drives on computer
    - Double-click on a drive to see contents
    - Folders and files
    - “View” menu
  - Access to printers
  - Access to *Control Panel*
    - Settings for the computer – mouse, screen display, date & time
- **Desktop Settings**
  - Right-click on the *Desktop*
  - Observe options
  - Choose “Properties” to change screen display colors, screen savers, etc.
- **Start Button** – Shortcuts to programs, files, settings, help

## Folders and Files

- **Creating new folders to organize your files**
  - Right-click on *My Computer*
  - Click on *Explore*
    - Windows Explorer
      - Allows you to see all the files and folders on your computer
    - Single click on *C:*
      - Select *File/New/Folder*
      - Type your name as the name of the folder
- **Creating a shortcut on the desktop**
  - Right-click on the folder or file you want
  - Select *Copy*
  - Right-click on the desktop
  - Select *Paste Shortcut*

- **Copying a single file**
  - Right-click on the file you wish to copy
  - Select *copy* from the menu
  - Right-click on your destination drive or folder
  - Select *paste*
- **Making a backup copy of a file on a floppy disk**
  - Right-click on the file you want to copy
  - Select “*Send To*” from the menu and then “*3½ Floppy*”
- **Deleting files or folders**
  - Select the files or folders you want to delete
  - Press delete
  - Observe the *Recycle Bin*
  - Double click on it if you want to see what is in it then select *File/Empty* -or- right click on it and choose *Empty*
- **Installing Software**
  - Installation instructions in manual or on disk label
  - Floppy disk
    - Start / Run
    - a:\setup - or - a:\install
  - CD-ROM
    - Autorun - or - d:\setup
  - May need to restart your computer to complete process
- **Removing Software**
  - Start / Programs / Name of Program / Uninstall
  - Start / Settings / Control Panel / Add-Remove Software
    - Select the program to remove and click on the Add/Remove button
  - Use a third-party uninstall program
  - May need to restart your computer to complete process

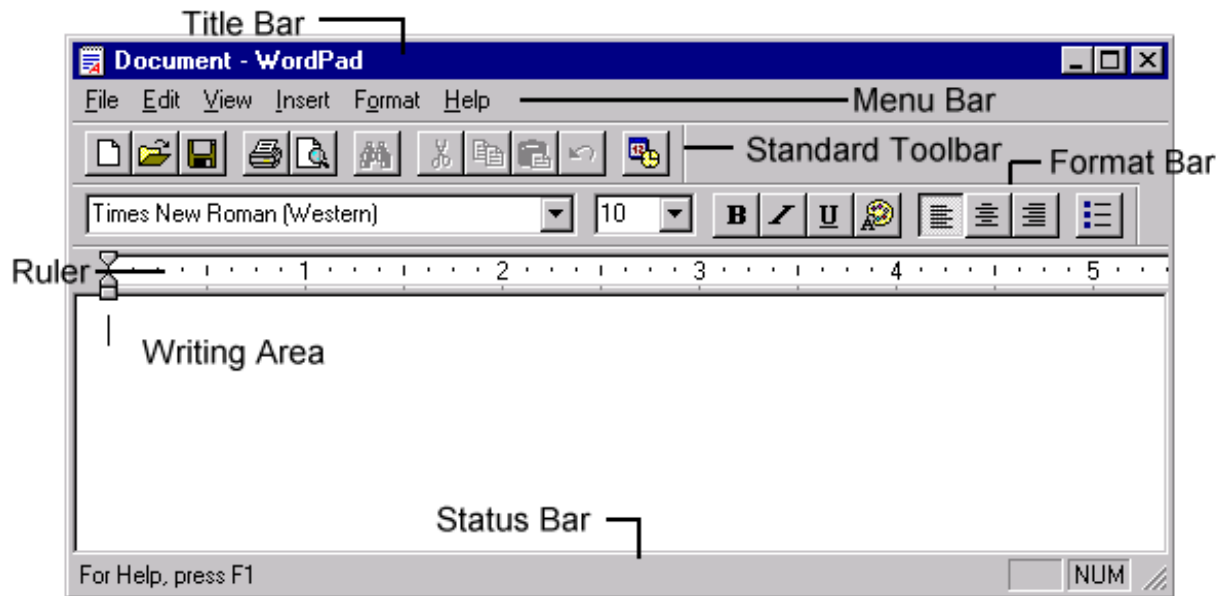
## Questions?



## Word Processing Basics







A word processor is a program that allows you to create text documents and easily edit them at a later time. It is similar to using a typewriter only much more powerful. WordPad is a simple word processing program that comes with all versions of Windows (Write is the version that came with Windows 3.1). It is good for simple and short documents; for more involved documents, use a full program such as Microsoft Word or WordPerfect.

### Using WordPad

#### Start / Programs / Accessories / WordPad



- **Typing a new document**
  - Begin typing in the Writing Area
  - Use arrow keys to move around the document
  - Use **Backspace** to correct errors to the left of the cursor
  - Use **Delete** to correct errors to the right of the cursor
  - Do NOT press Enter at the end of each line
  - Save your document *BEFORE* you print or after you've typed a few paragraphs
    - Select File / Save as - or - Click on the picture of the floppy disk 
- **Loading an existing document**
  - Select File / Open - or - Click on the picture of the file folder 
  - Double-click on the name of your file. You may need to change folders or drives to find your file.
- **Editing text**
  - **Adding text**
    - Move the cursor into the space to the right of where you want to insert text and type

- **Selecting text**
  - Position the mouse over the start of the text to be selected
  - Press and hold down the left mouse button and drag it over the text to be selected. Don't let go until it is all highlighted.
  
- **Deleting a block of text**
  - Select text to be deleted
  - Press the Delete key
  
- **Replacing a block of text**
  - Select text to be replaced
  - Type new text
  
- **Copying and Pasting a block of text**
  - Select text to be copied
  - Choose Edit / Copy - or - Click on the picture of the two pieces of paper 
  - Move the cursor to the place where you want to insert the copied text
  - Choose Edit / Paste - or - Click on the picture of the clipboard 
  
- **Formatting a block of text**
  - Select text to be formatted
  - To change the size or type of font, use the pull-down boxes in the Format Bar
  - Bold, Italics, and Underline are selected by clicking on the corresponding letter on the Format Bar 
  - To change the color of the text, click on the picture of the A with the artist's palette 
  
- **Aligning text**
  - Works on the entire paragraph
  - Left, Center, and Right align paragraphs by clicking on one of these buttons 
  - Make a bulleted list (like this) by clicking on this button 

**Further information from:**

<http://www.rodman.lib.oh.us/rpl/activities/inetclas.htm>

**Questions?**

## Keyboard Shortcuts

- ALT+underlined letter in menu Carry out the corresponding command
- SHIFT+ARROW Select text from the placement of the cursor on
- CTRL+SHIFT+ARROW Select whole words
- CTRL+A Select all text
- CTRL+B Bold the selected text
- CTRL+I Italicize the selected text
- CTRL+U Underline the selected text
- CTRL+C Copy highlighted item/text
- CTRL+X Cut highlighted item/text
- CTRL+V Paste highlighted item/text
- DELETE Delete highlighted item/text
- CTRL+Z Undo last task
- ALT+TAB Switch between active program windows
- WINDOWS Open the START menu
- WINDOWS+E Open Windows Explorer
- WINDOWS+M Minimize all windows