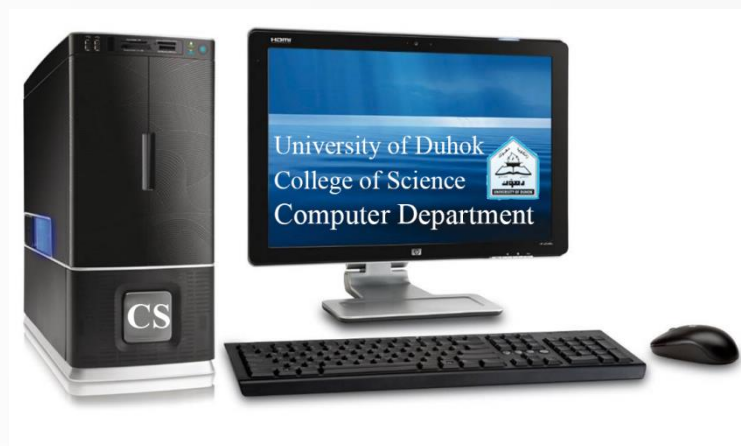# Computer Skills
Department of Mathematic
First Year

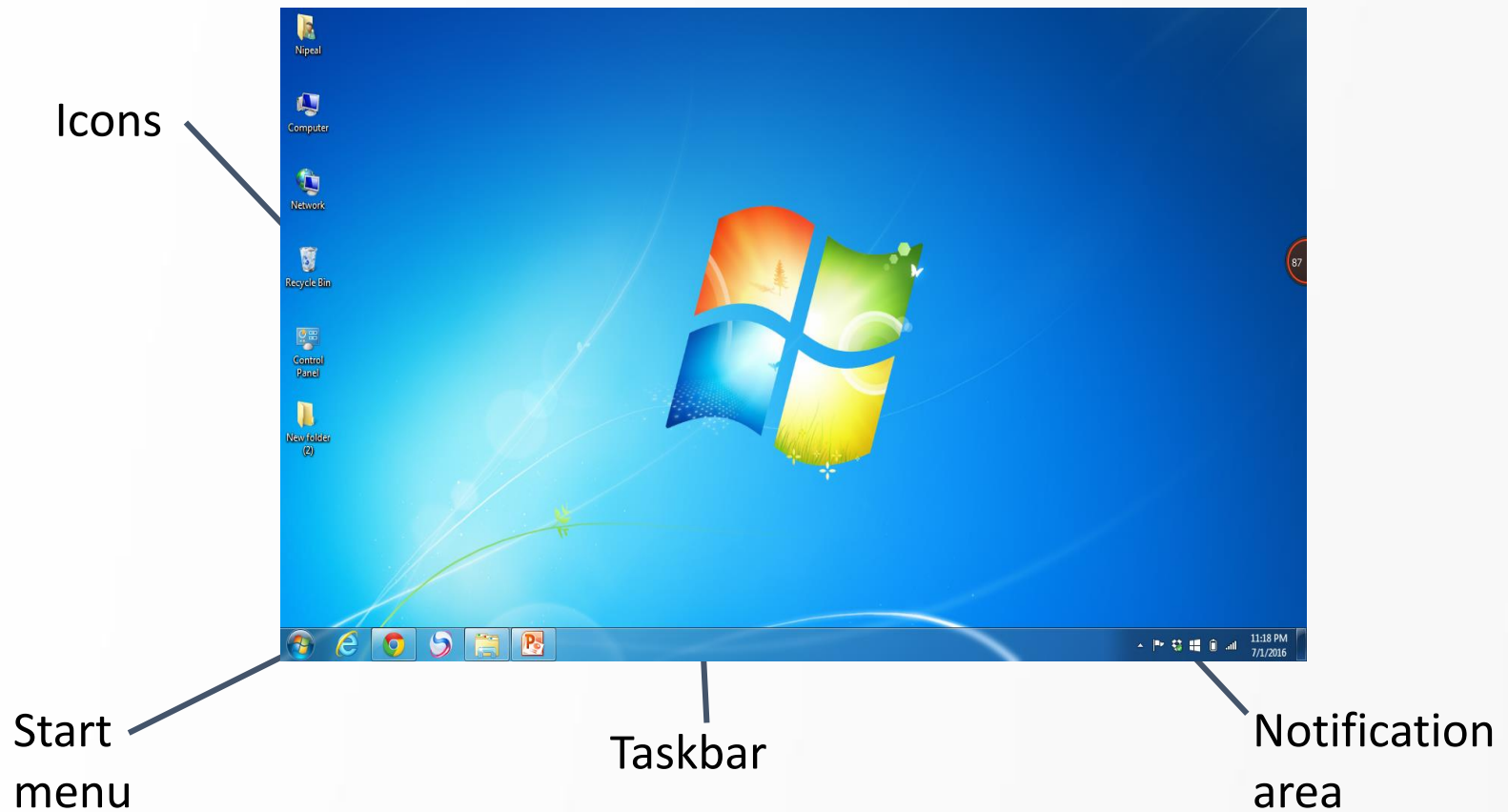Shimal Sh. Taher

Lab 1

The Windows desktop

Icons

Start
menu

Taskbar

Notification
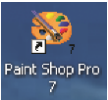area
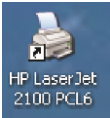
Desktop icons

Letters	A folder icon	Double-click to open a folder and select a file
Sharon.docx	A file icon	Double-click to open a file in the appropriate application (in this case Microsoft® Word)
Paint Shop Pro 7	An application icon	Double-click to open the application
Recycle Bin	The Recycle Bin	A deleted file is stored here. You can retrieve it later if you change your mind, so long as you haven't emptied the bin!
HP LaserJet 2100 PCL6	A printer icon	Double-click to control how and when documents are printed

The taskbar

Start button

Notification area

Open applications

➤ Click the Start button to access all programs, documents and computer settings
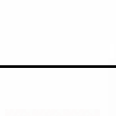
➤ Applications that are currently running on the computer are shown along the taskbar

Using the mouse

➤ The mouse point can appear as different icons depending on where it is on the screen or what the computer is doing

	This is the general pointer and means the computer is ready for you to do something
	The hourglass shows the computer is busy, maybe loading a program, and you should wait until the normal pointer appears before you do anything
	When the pointer changes to a two-headed arrow you can resize a window

Mouse clicks

➤ **Single-click** single-clicking selects an item When you are told to 'click' an item, this means move the mouse so the pointer is over the required item and then press the mouse's left button once. This selects the item.

➤ **Double-click** Generally speaking, single-clicking selects an item and double-clicking activates it, but there are exceptions to this rule.

➤ **Right-click** When you are told to right-click an item, this means move the mouse so the pointer is over the required item and then press the right-hand button once. This opens a shortcut menu showing various things that can be done.

➤ **Drag and drop** Click an item and hold down the left mouse button while you move the mouse. The selected item will be dragged across the screen. Release the mouse button to drop the item when you have reached the desired position.
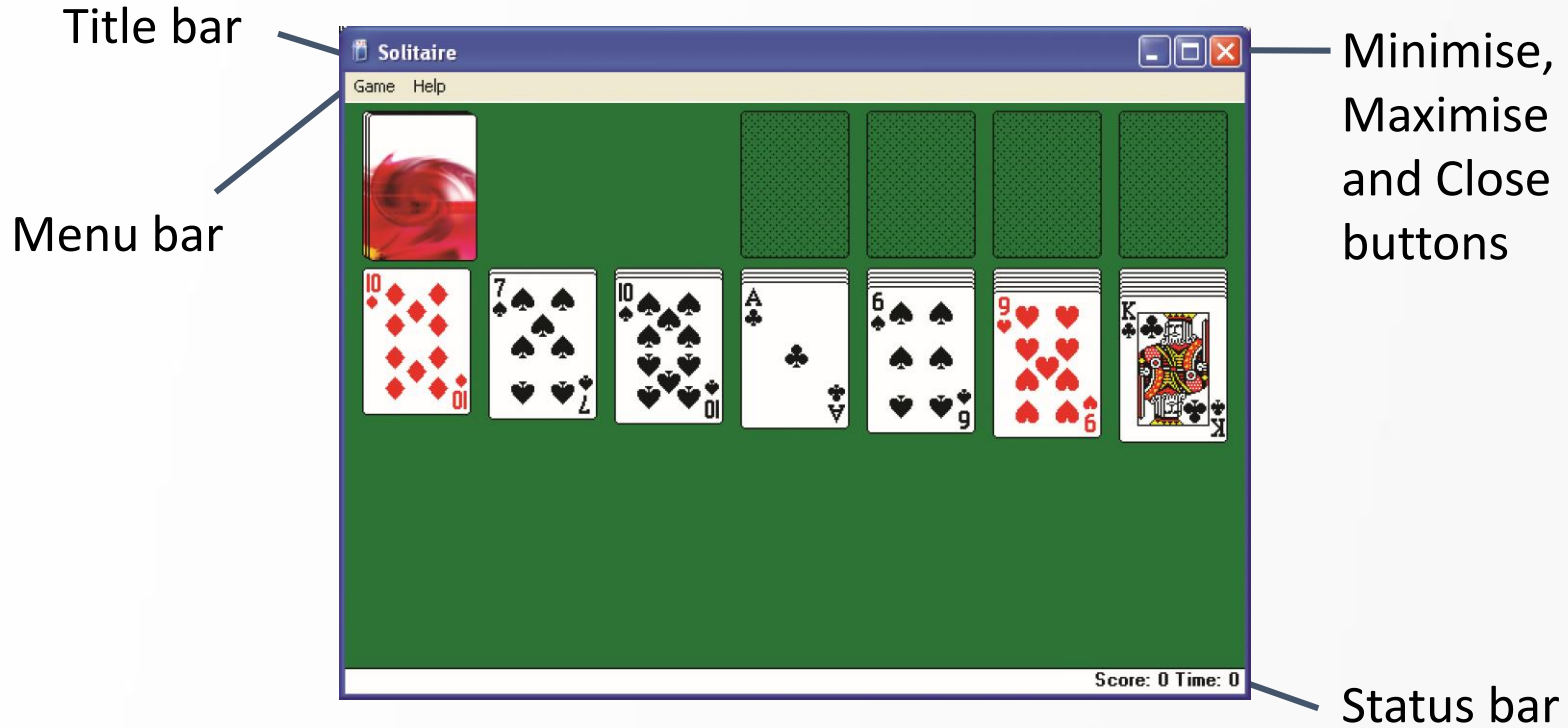
The Start button

- Click the Start button to show a menu of applications and utilities

- If the application you want isn't shown on the Start menu, hover the mouse pointer over All Programs

- Move the mouse pointer to the required application and click once

- The application will start

The parts of a window

Title bar

Menu bar

Minimise, Maximise and Close buttons

Status bar

What they all mean

Title bar	This shows the name of the program
Menu bar	A menu items that when clicked produce drop-down lists with further options to choose from
Status bar	Gives information about the current state of what you are viewing in the window
Minimise button	Click to minimize the window to the taskbar. Click the taskbar button to restore the application to the desktop
Maximise button	Click to make the window fill the screen. The button changes to the Restore button – click it to return the window to its original size
Close button	Click to close a window
Toolbar	Groups of buttons that let you do related tasks. The toolbars and menu bar have been replaced by a ribbon in Office 2010

Moving and resizing a window

➢ Move a window around the desktop by dragging its title bar.

➢ To change the size of a window, move the cursor over one of the window borders so that it changes to a double-headed arrow. Then drag one way or the other to make the window bigger or smaller.
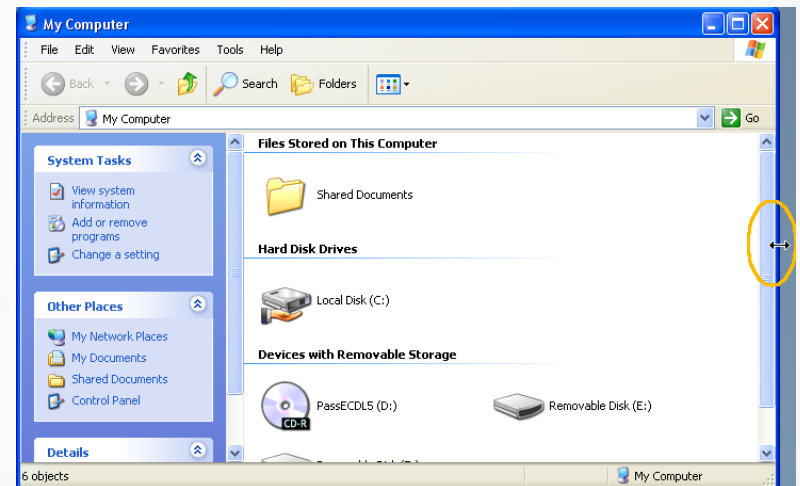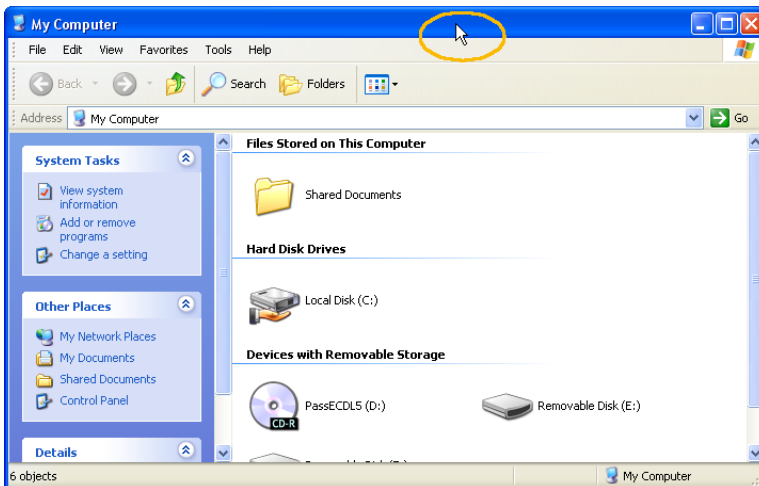
Scroll bars

➤ Scroll bars are displayed if a window is too small to display all of its contents

➤ A scroll bar appears at the right of the window if the window is not high enough

➤ A scroll bar appears at the bottom of the window if the window is not wide enough

  ➤ Click an arrow to move to 'hidden' parts of the window

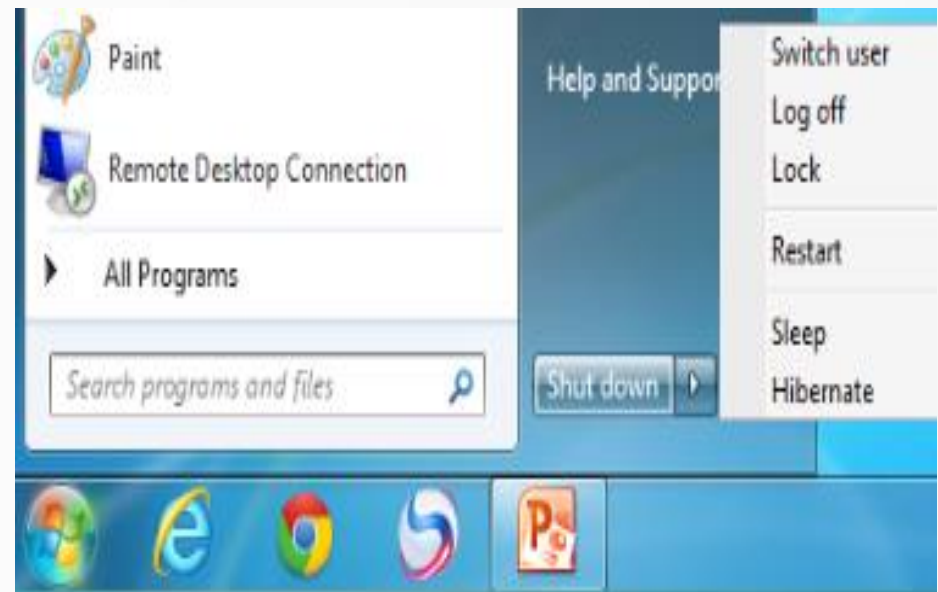 ➤ Drag the scroll bar to move more quickly
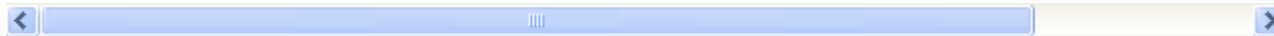
Switching off your computer

➤ Close all open programs

➤ Click the Start button

➤ Click shut down Computer

➤ Wait for the computer to turn off automatically

➤ Click Restart instead of shutdown if you change your mind

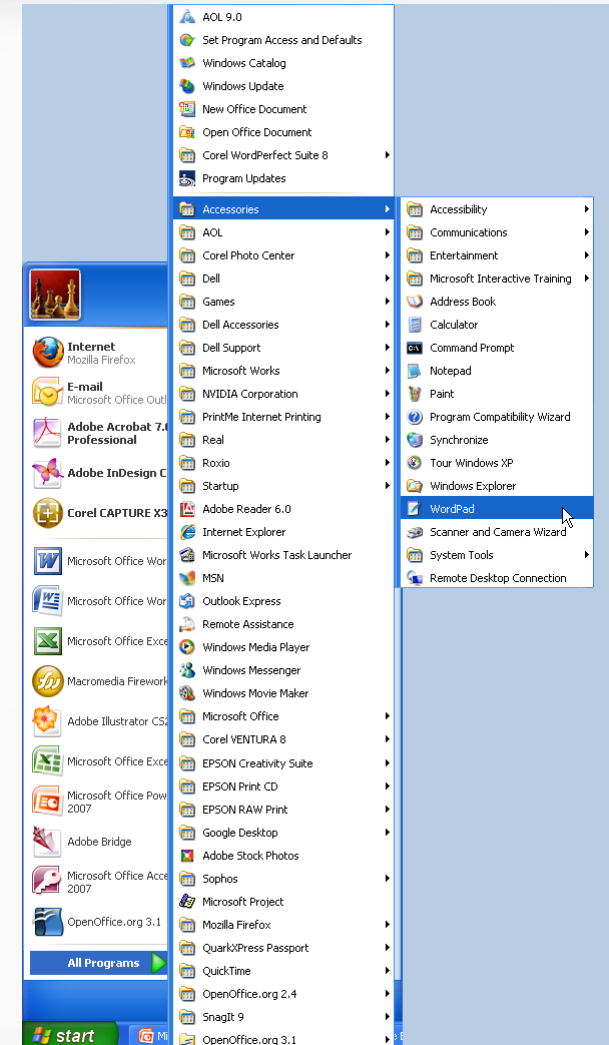# *Running WordPad*

➤ Click the Start button

➤ Hover the mouse pointer over All Programs

➤ Move the mouse point over Accessories

➤ Click WordPad

➤ WordPad will run

- Type some text
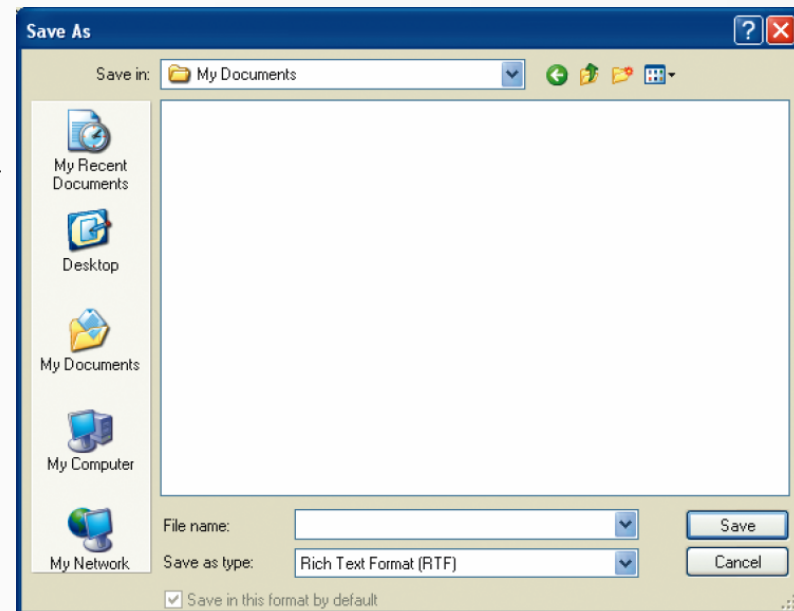- Click File
- Click Save – the Save As dialogue box appears
- Select a folder in which to save your file
- Type a file name into the File name: box
- Click the Save button
- Close WordPad

To Save or to Save As?

➤ File, Save

- ➤ Use to save a file for the first time

- ➤ Use to save changes to a file without changing the file name – the original file is <u>overwritten</u>
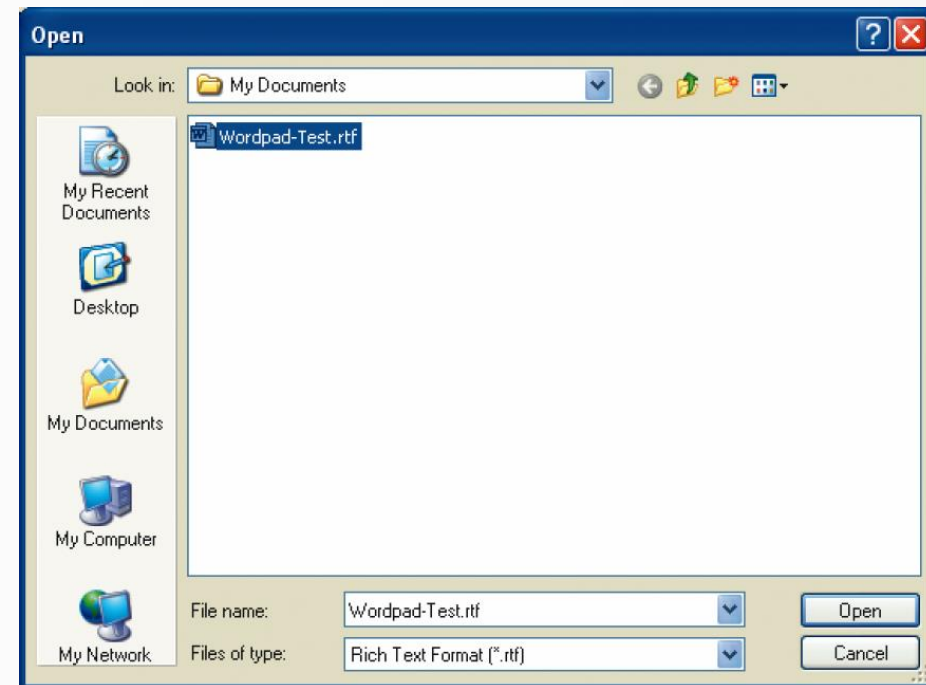
➤ File, Save As

- ➤ Use to save the file with a different file name

- ➤ Use to save a file to a different location

- ➤ Use to save a file in a different format to the original

Opening an existing file

➤ Open WordPad

➤ Click File

➤ Click Open – the Open dialogue box appears showing the contents of the My Documents folder

➤ Select the file you want and click the Open button

File types

➤ Windows® recognises many file types

➤ When you save a file, Windows® will add a full stop followed by an extension

➤ Windows® uses the file extension to identify the program used to create

Some common file extensions

.accdb, .mdb	A database created in Microsoft Access
.bmp	A bitmapped graphic created in a graphics package
.docx, .doc	A word-processed file created in Microsoft Word
.exe	An executable file (that is a program that can be run)
.htm	A web page file
.jpg, .gif, .tif	Different types of graphics file
.mp3, .mid, .wav	Different types of audio file
.pdf	A file format that can be viewed in Adobe Reader
.pptx, .ppt	A presentation file created in Microsoft PowerPoint
.tmp	A temporary file
.txt	A plain text file
.xlsx, .xls	A spreadsheet created in Microsoft Excel
.zip	A compressed file