Computer Skills
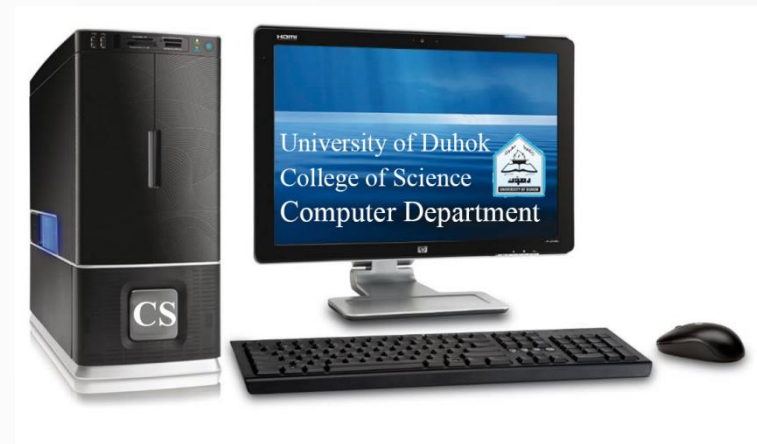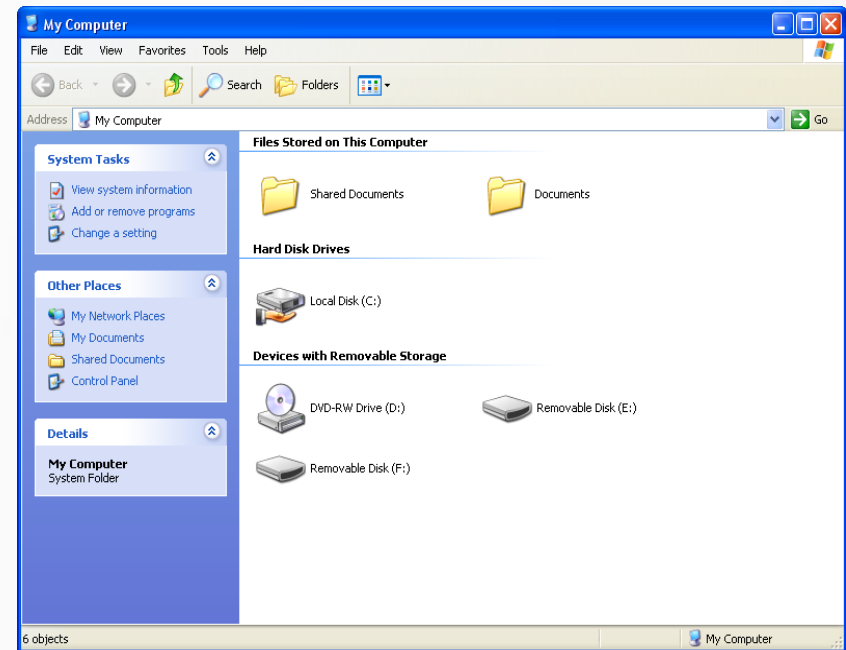## Department of Biology
First Year

Shimal Shukri Taher

2020

Lab 2

Disk drives on your computer

➢ Your computer might have several drives

➢ Windows® assigns a letter to each drive

➢ Click Start, My Computer

➢ to see the drives on your computer

➢ If your computer is in a network, then you'll also see the network drives you have access to

Folders

➢ Data is stored on a computer as files – documents you create are files, executable programs are files etc.

➢ You will create files when you use the computer

➢ You can organise files by using named folders

➢ Windows® automatically creates the My Documents folder for you so you can save your work in it
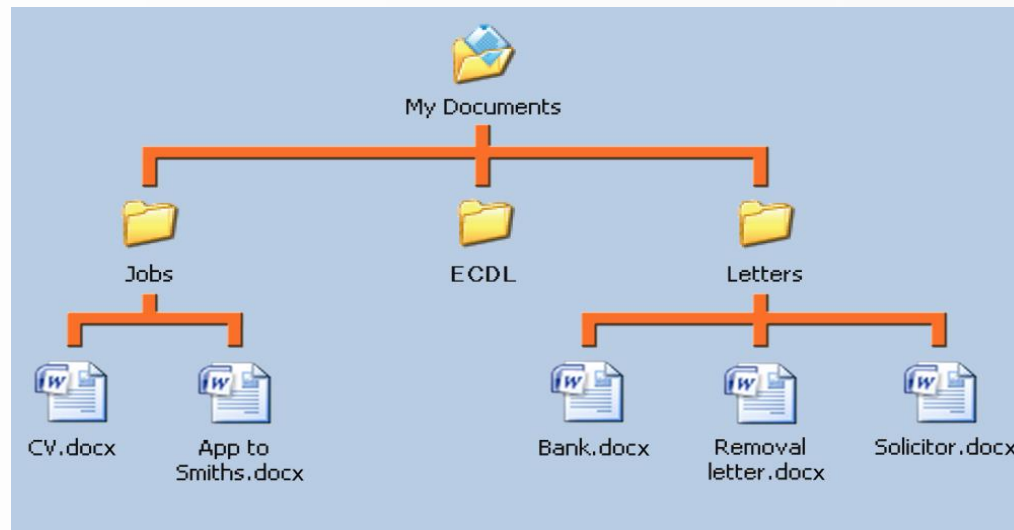
Creating a new folder

➢ Click Start, My Documents

➢ From the File menu, select New Folder – a folder called New Folder is created

➢ Type in a new name for the folder

➢ Click away from the newly created folder

To create a subfolder

➢ Double-click the name of the folder that you want the subfolder to be in

➢ From the File menu , select New Folder

➢ Type in a new name for the folder

➢ Click away from the newly created folder

Renaming a file or folder

➢ Make sure that the file or folder is not in use

➢ Right-click the file name

➢ Select Rename on the shortcut menu

➢ Type a new name over the old one and press Enter

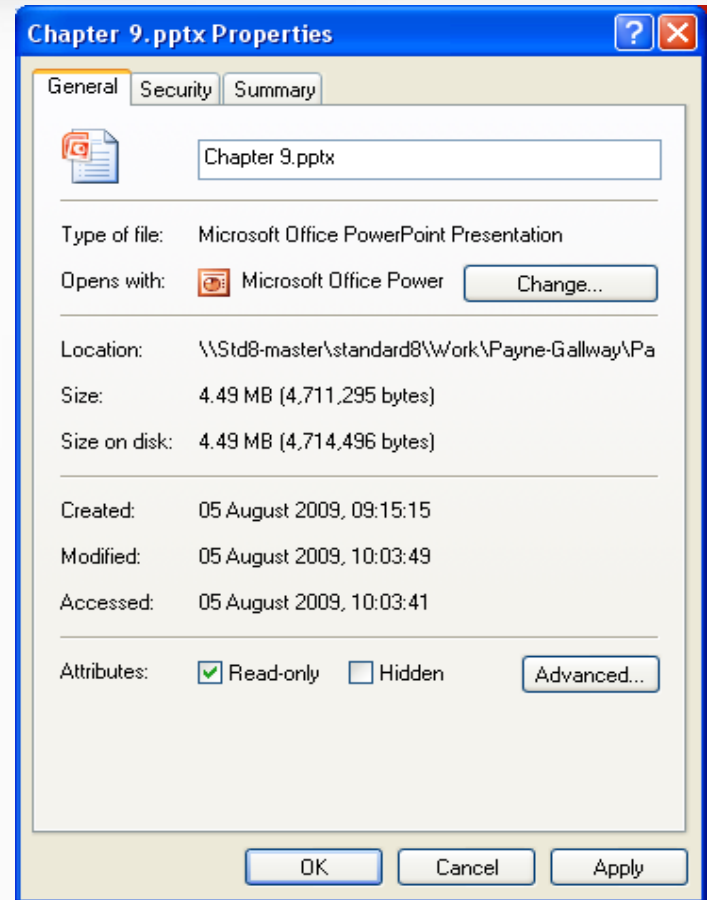 If you do not enter the file extension correctly, you will be warned that the file might become unusable

Changing file status

A read-only file cannot be altered and saved with the same file name – this means that the original file cannot be altered

➢ To make a file read-only, right-click the file name and select Properties

➢ Click the Read-only attributes box, so it is ticked

➢ To remove the read-only status, click the Read-only attributes box to remove the tick

**Chapter 9.pptx Properties**

General | Security | Summary

Chapter 9.pptx

Type of file: Microsoft Office PowerPoint Presentation

Opens with: Microsoft Office Power | Change...

Location: \\Std8-master\standard8\Work\Payne-Gallway\Pa

Size: 4.49 MB (4,711,295 bytes)

Size on disk: 4.49 MB (4,714,496 bytes)

Created: 05 August 2009, 09:15:15

Modified: 05 August 2009, 10:03:49

Accessed: 05 August 2009, 10:03:41

Attributes: ☑ Read-only ☐ Hidden | Advanced...

OK | Cancel | Apply

Navigating to a file or folder

➢ The left-hand pane displays the folder structure

➢ A + sign indicates that there are subfolders within the folder – click it to expand the structure

➢ Click a folder name to select it and view its contents in the right-hand pane

➢ Click a – sign to collapse the structure
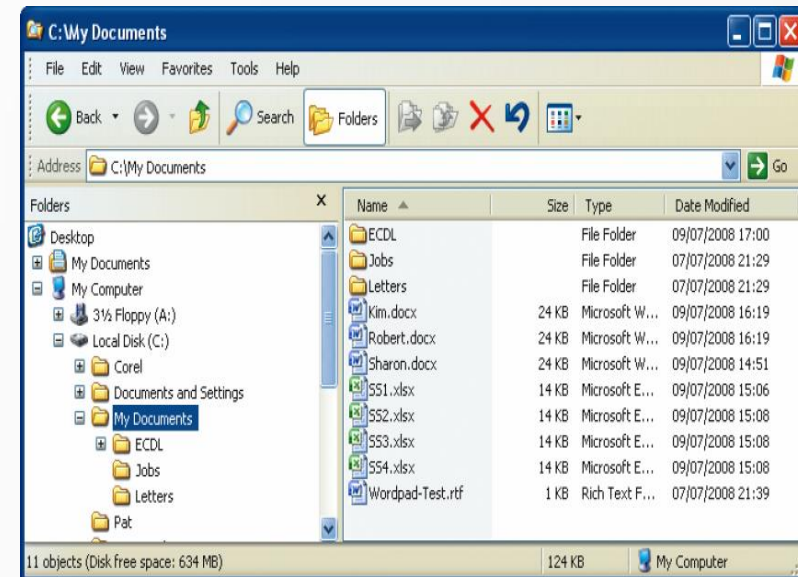
Sorting files

You can change the order in which files are displayed in the right-hand window by clicking in the bar at the top of the Name , Size , Type or Date Modified columns.
For example:

➢ Click once on Name The files will be sorted in alphabetical order of name, from A to Z

➢ Click again on Name The files will be sorted in reverse alphabetical order, from Z to A

Selecting files and folders

➤ You might need to re-organize your files/folders, perhaps to move or copy them to different folders or drives

➤ You can select files and folders one at a time or you can select all those you want to move/copy and then move/copy them in one operation

➤ To select an individual file or folder, click it to highlight it

➤ To select several adjacent files or folders, click the first filename. Then hold down the Shift key while you click the last filename you want to select

➤ To select non-adjacent files, hold down the Ctrl key while you select each one

Copying/moving files and folders

You can copy or move (cut) file(s) or folder(s) to another folder or disk drive by first copying to the Clipboard, and then pasting to the desired location

➢ Select the file(s)/folder(s) you want to copy or cut

➢ Click Edit , Copy or Edit , Cut

➢ Select the folder where you want the file(s)/folder(s) to go

➢ Select Edit, Paste. The file(s)/folder(s) will be copied or moved to the destination folder
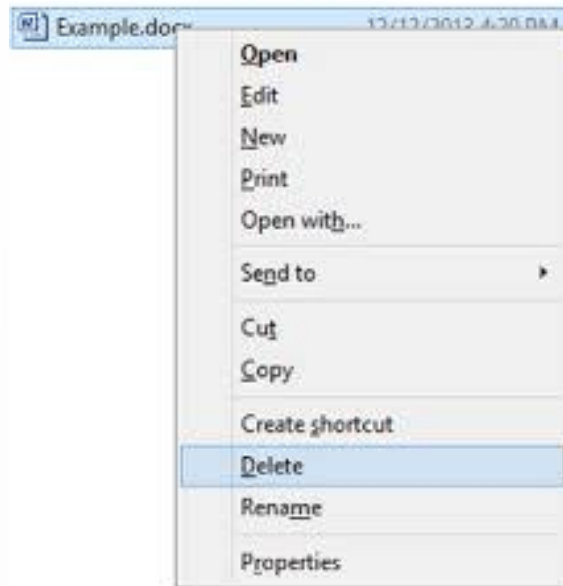
Making backups

➤ Always keep a copy of important files

➤ Keep the backup copy in a separate location such as online storage

➤ Hardware is replaceable

➤ Data is irreplaceable

Deleting files and folders

➢ Select the file or folder that you want to delete

➢ Press the Delete key on the keyboard

➢ Files you delete from your C: drive are moved to the Recycle Bin and can be retrieved

➢ Files you delete from floppy disks or network drives cannot be retrieved

The Recycle Bin

➢ A storage area for deleted files

➢ Double-click the Recycle Bin icon on the Desktop to show the Recycle Bin contents

➢ Retrieve a deleted file/folder from the Recycle Bin by right-clicking it and selecting Restore

➢ To empty the Recycle Bin and permanently delete its contents, right-click the Recycle Bin icon and select Empty Recycle Bin
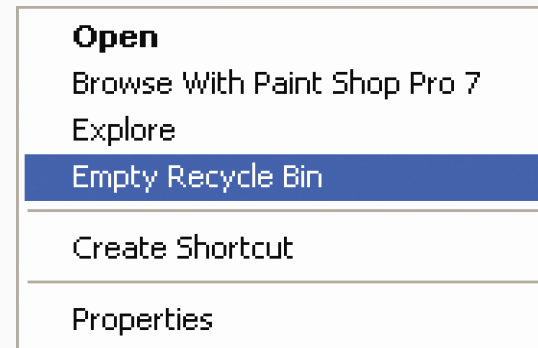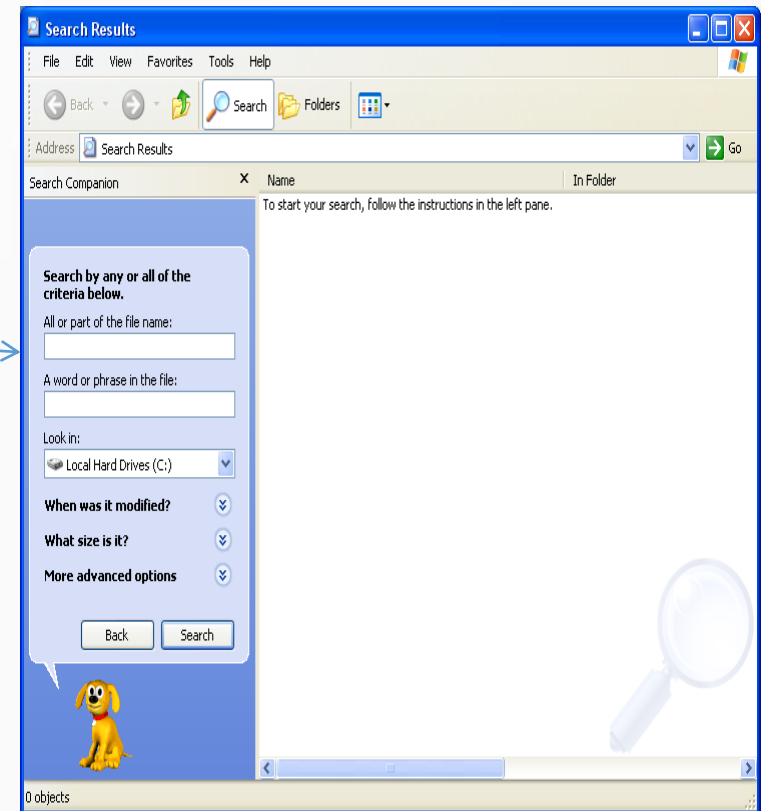

➢ To delete a single file/folder permanently, right-click it and select Delete

Searching for files

➢ Click the Start button and click Search

➢ In the Search Companion, click All files and folders

➢ Type all or part of the name of the file you are looking for

➢ Narrow down the search by selecting a location

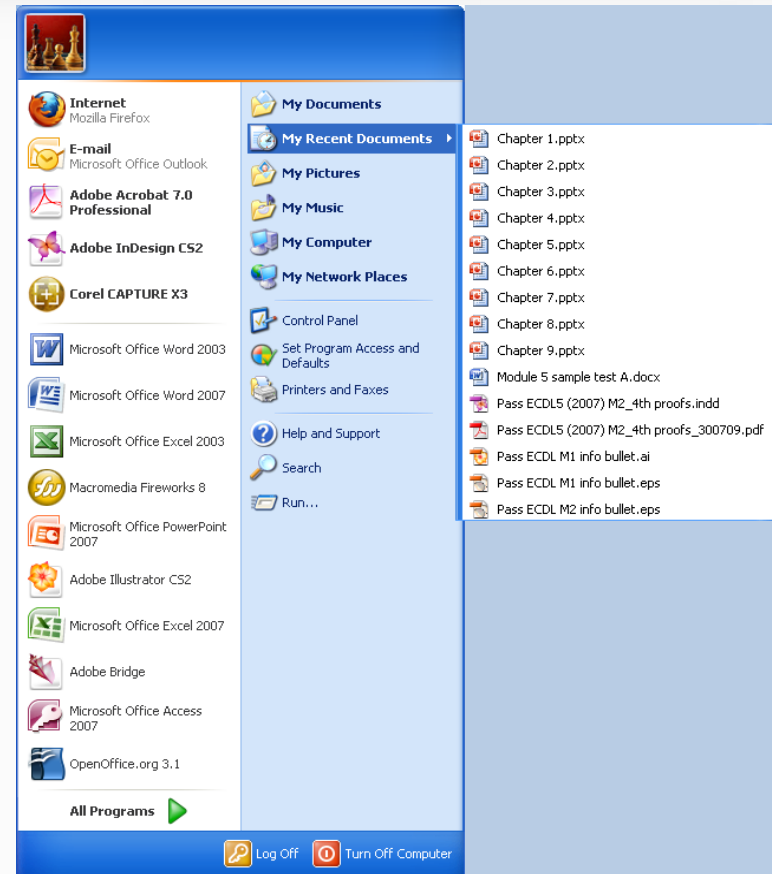➢ Select other search criteria if you wish

➢ Click the Search button

Viewing recently used files

➢ From the Start menu, select My Recent Documents or just Documents, depending on your computer's setup – a list of recent documents is displayed

➢ Open any of them by clicking on the filename

Viruses

➢ A program designed to damage computer files

➢ A computer can 'catch' a virus from infected files that are shared on floppy disks, attached to e-mails or downloaded from the Internet etc.

➢ Always protect your computer by

- using up-to-date anti-virus software
- scanning files before opening them

Creating/removing a desktop icon

- ➢ Click Start, All Programs
- ➢ Right-click a program name
- ➢ Move the mouse pointer over Send to and click Desktop (create shortcut) – an icon will appear on the Desktop
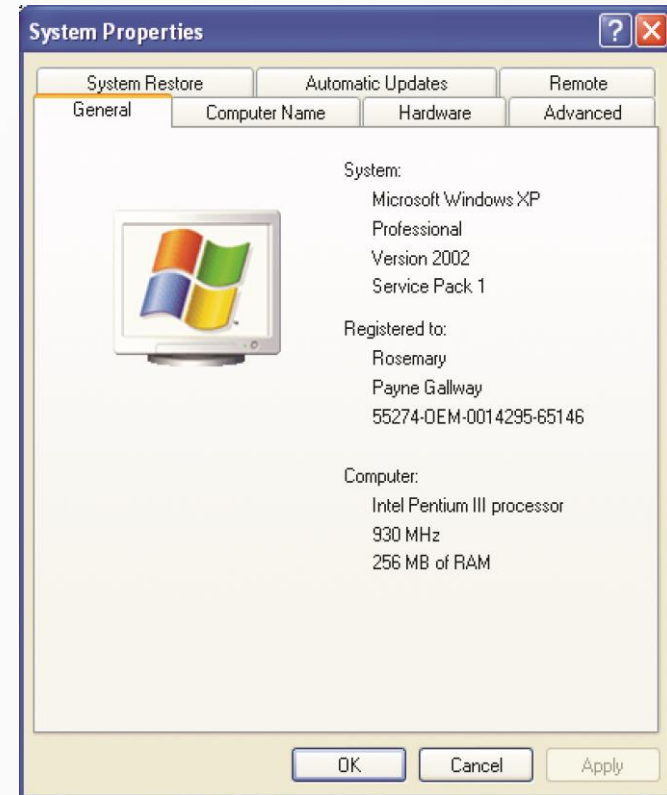- ➢ To delete the icon (not the program), right-click it and select Delete

Basic system information

➢ Click Start

➢ Right-click My Computer and select Properties

➢ The General tab on the System Properties window gives you information about your computer such as

  ➢ The version of Windows®

  ➢ The registered owner and serial number of Windows®

  ➢ Processor details and RAM installed

Changing the background

➢ Right-click the Desktop picture

➢ In the menu that appears, left-click the Properties option to show the Display Properties dialogue box

➢ Click the Desktop tab

➢ Scroll down the Background: list and click a background to highlight it – you will see a preview of what it looks like

➢ When you find one you like, click Apply (and OK if you want to close the box)

# *Setting up a screen saver*

➢ Open the Display Properties dialogue box and click the Screen Saver tab

➢ Click the down-arrow on the right of the Screen Saver list box to view screen savers installed on your computer

➢ Click a screen saver name to highlight it and then click the Preview button to see what the option you chose will look like

➢ When you have decided on one, click Apply (and OK if you want to close the box)
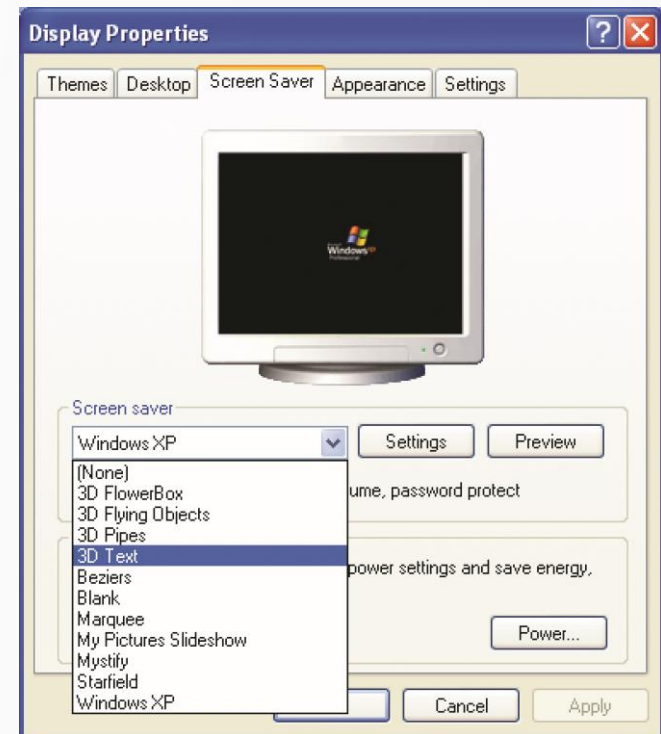
Changing the screen resolution

➢ Open the Display Properties dialogue box and click the Settings tab

➢ Drag the slider in the Screen resolution panel to change the resolution

➢ When you find the resolution you want, click Apply – the screen will momentarily go black and then the dialogue box will be redisplayed
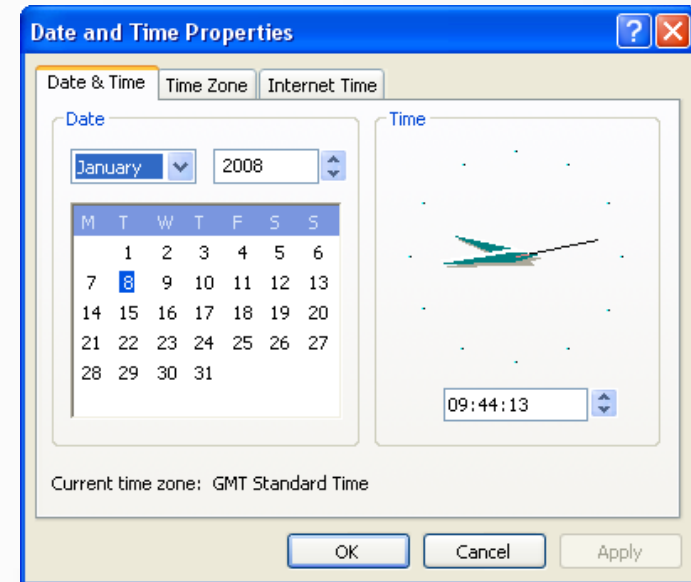
➢ Click OK if you want to close the box
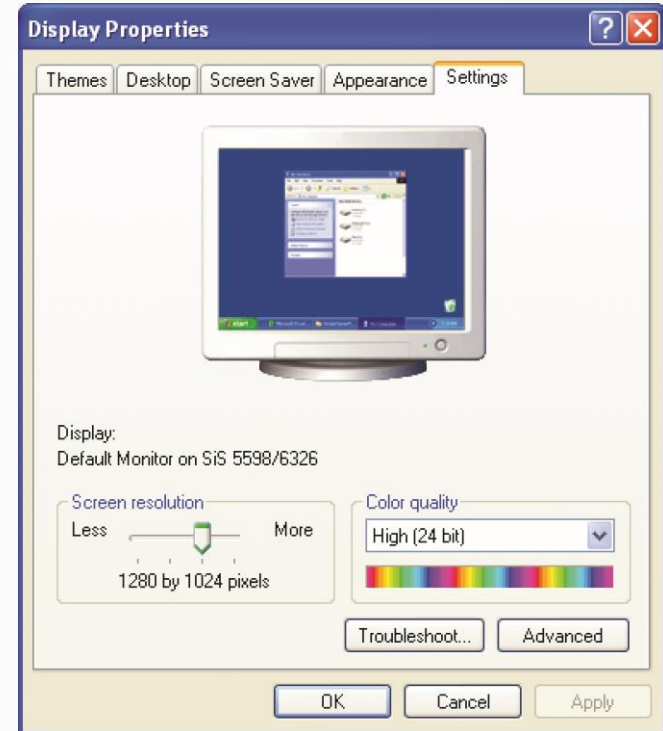
Changing the date and time

➢ From the Start menu, select Control Panel, Date, Time, Language, and Regional Options, Change the date and time

➢ Make any changes in the Date and Time Properties dialogue box and click OK

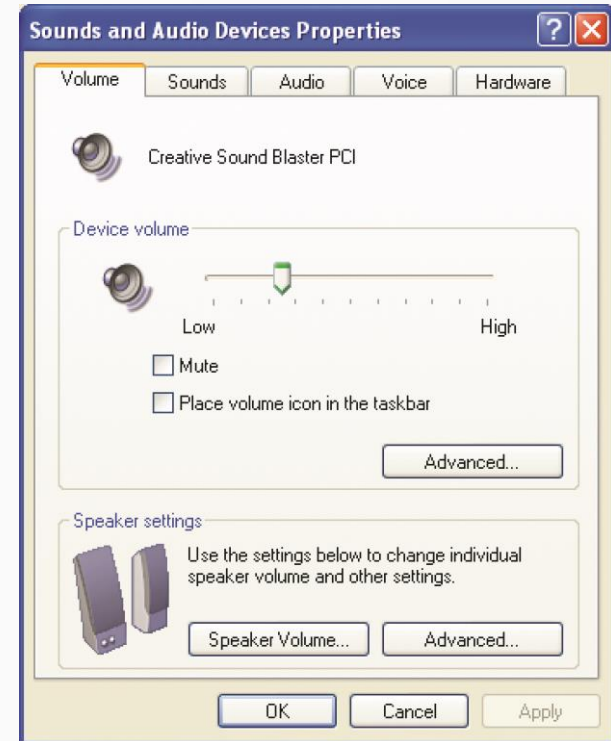# *Changing the volume settings*

➢ From the Start menu, select Control Panel, Sounds, Speech, and Audio Devices, Adjust the system volume

➢ In the Sounds and Audio Devices Properties dialogue box, Volume tab, drag the slider to adjust the sound level

➢ Click OK

Changing the keyboard language

Your computer will probably have English (United Kingdom) set as default. If you need to enter text in a different language you can add different keyboard layouts

➢ From the Start menu, click Control Panel, Date, Time, Language, and Regional Options, Regional and Language Options

➢ Click the Languages tab, then click the Details button to view more options
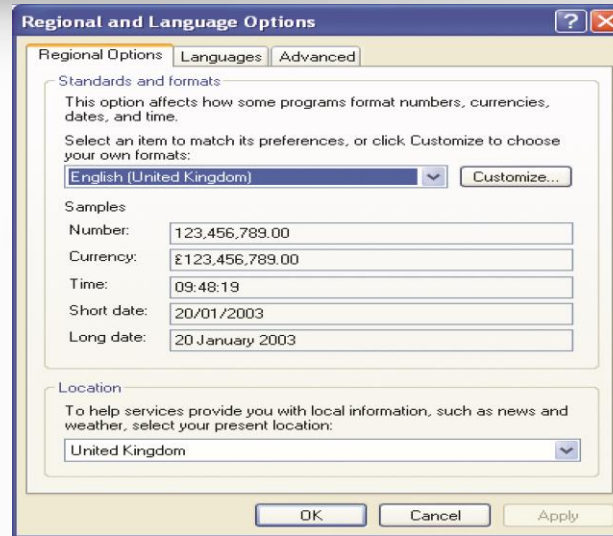
Installing/uninstalling software

Most application programs supplied on CD-ROM auto-run when the CD is inserted into the drive and on-screen instructions explain how to proceed.

To remove an application program file, it must be uninstalled correctly. Some applications place an uninstall routine in the Start menu. Otherwise you should use the Add or Remove Programs tool in the Control Panel.

➢From the Start menu, select Control Panel, Add or Remove Programs

➢Click Change or Remove Programs to uninstall an application

➢Click Add New Programs to install a new application
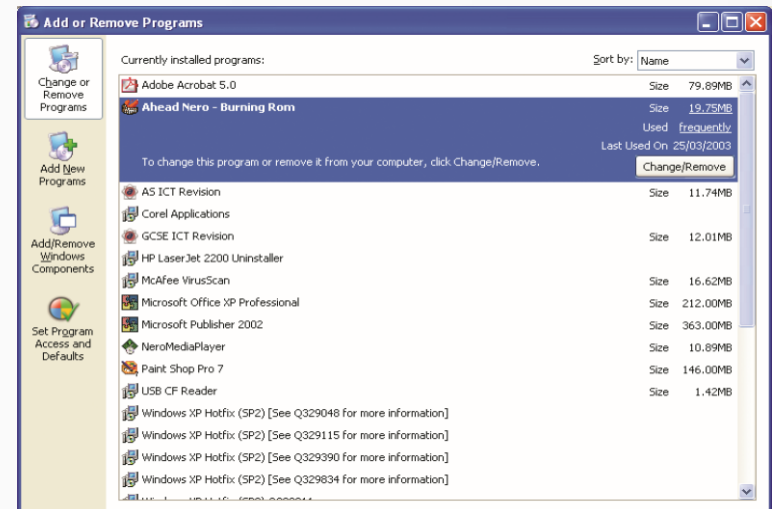
Print Screen facility

It can be useful to take a screenshot of your screen

➤ To take a screenshot of the whole screen, press the Print Screen key (sometimes labelled Prt Scr) on the keyboard

➤ To take a screenshot of the current (active) window, press Alt + Print Screen

Windows® Help and Support Center

➢ On the Start menu, click Help and Support to open the Help and Support Centre

➢ Either click a topic or type a keyword into the Search box

➢ If you click Fixing a problem in the bottom left of the window you can access 'troubleshooters' which help sort out problems by asking you a series of questions