

# Windows Fundamentals

## Learn Common Windows Terminology

### Starting Windows

#### Logging On

1. On the keyboard hold down the keys **Ctrl**, **Alt** and **Delete** at the same time.
2. This will bring you into the log-in screen.
3. Type in your *username* and *password* and make sure the domain is on **TowsonU**.

#### Parts of the Desktop Screen

The screen that appears when Windows is started is referred to as the Desktop. The desktop provides access to many important features of the computer. Windows uses Icons to represent programs, files, and folders. **My Computer** provides access to the files on your computer for file management (**Figure 1, 1**). The **Recycle Bin** is a temporary storage for deleted items (**Figure 2, 2**). The **Start Menu** provides access to most of the programs on the computer as well as settings, and shutdown (**Figure 1, 3**). The Taskbar keeps track of any opened programs, the time and the Start menu (**Figure 1, 4**).

#### Summary

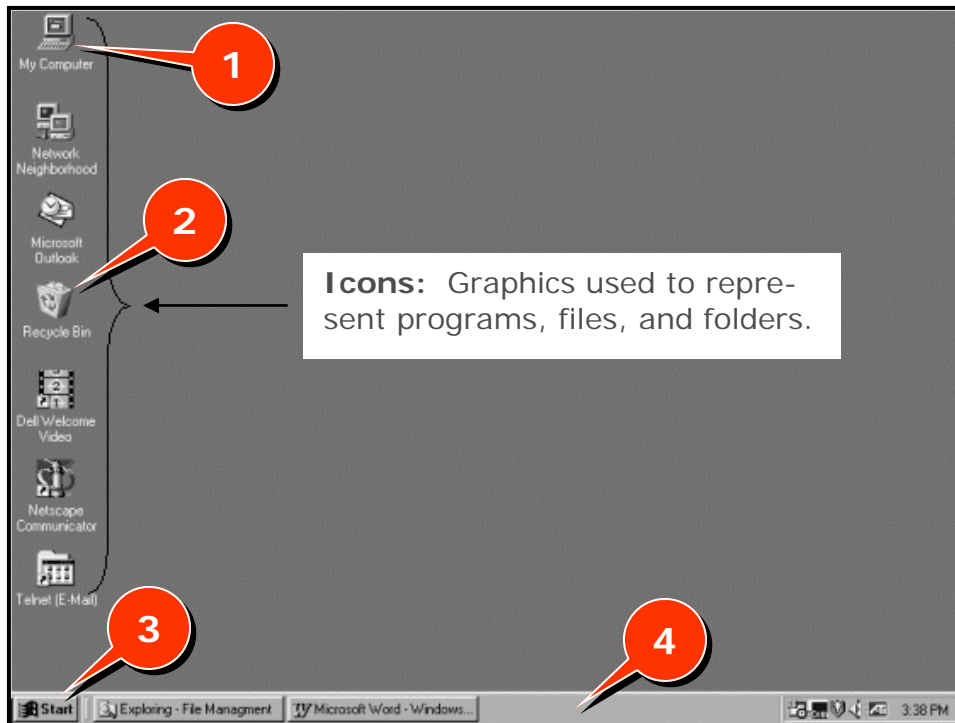
##### Starting Windows

1. Logging On
2. The Desktop Screen
3. The Mouse
4. The Start Menu
5. Shutting Down or Logging Off

##### Managing Windows

1. Control Panel
2. Different Views
3. Running Programs
4. Saving files

Figure 1




## Using the Mouse

The mouse is used a lot in the Windows environment. To work efficiently in Windows there are several functions of the mouse that need to be identified and mastered.

Method	Description
Single-Click	Click the left mouse button 1 time. This is also referred to as selecting. Used to activate a menu item ( <b>F</b> ile, <b>E</b> dit), or a button ( <b>O</b> K, <b>C</b> ANCEL)
Double-Click	Click the left mouse button 2 times quickly. The trick is to hold the mouse steady when you double-click. This is also referred to as opening. Used to open a file or program that appears as an icon.
Right-Click	Click the right mouse button 1 time quickly. A menu should pop-up with options to choose from.
Dragging	Click and hold the left mouse button down while moving the mouse.

## The Start Menu

The Start menu provides quick and easy access to common programs, shutdown, and recent documents that you have used. A  represents an item with another menu to choose from. Holding your cursor over that item pulls up the menu automatically, you can then move your cursor into the additional menu to select the item you need.

Menu	Description
<b>P</b> rograms	Provides a list of many of the programs on the computer. You can start a program by selecting it.
<b>D</b> ocuments	A list of the last 15 files that you have used on the computer. You can select one of the files to quickly open that document.
<b>S</b> ettings	Access to control panel, taskbar properties, and printers. You can quickly change the settings of the computer by selecting one of these items.
<b>S</b> earch	Helps you quickly search the computer for files or folders.
<b>H</b> elp	The help system for Windows. You can find helpful information about different computer questions like printing problems, how to customize the <b>S</b> tart menu, and how to open a file.
<b>R</b> un	Another way of opening files or programs. <b>R</b> un requires that you know the path to where the information is stored.
<b>S</b> hutdown	Used to properly shutdown the computer. You will receive a prompt to say that the computer is ready to shutdown.

## Shutting Down or Logging Off

At the end of the day, log off from your Towson computer by going to the **Start** menu, selecting **Shut Down** and then select "Log off *your username*" and select **OK (Figure 2)**. When you use the log off procedure, Windows logs you off but leaves the computer running and able to receive any updates from the TU network services group. You should choose **Restart** from the options when you log in for the first time each day. If you are working at home you would choose **Shut Down** to turn off power to your PC.

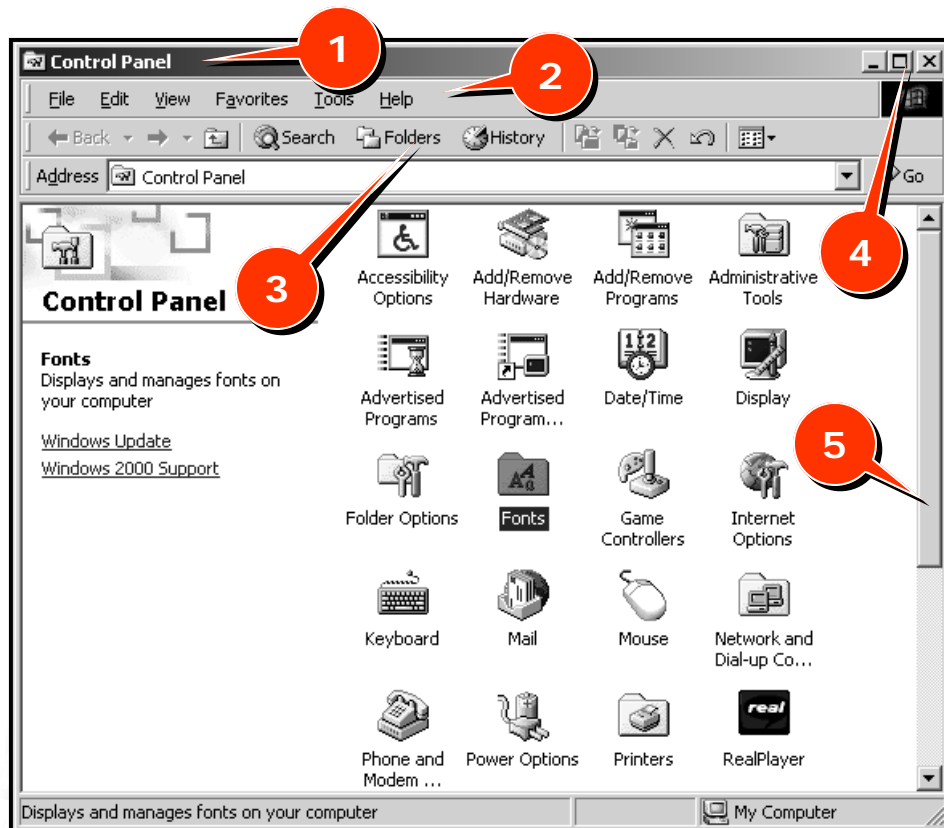
Figure 2



## Managing Windows

The basic parts of any of the windows screens are: the **Title Bar (Figure 3, 1)** that identifies the current window that you are in; the **Menu Bar (Figure 3, 2)** with File, Edit and Help options; the **Standard Toolbar (Figure 3, 3)** with commonly used options; and the **Control Buttons (Figure 3, 4)** that allow you to close out X of the screen minimize or maximize the screen. The **Scroll Bar (Figure 3, 5)** indicates that not all of the information is displayed, you can slide the bar by clicking on it and dragging the mouse.

Figure 3



## Displaying and Arranging Icons

By default, the icons in a window are displayed as large icons. You can view more information at the same time if you change how the icons are viewed from large to small icons. To change the view, click on the **V**iew menu, and select the view you need from Large Icons, Small Icons, List, or Details.

You can easily change how the icons are arranged by going to the **V**iew menu, and selecting **A**rrange. You can choose to arrange the files alphabetically by **N**ame, by **T**ype, by **S**ize or by **D**ate. This is especially helpful if there is a lot of information that you want to organize, or if you are having difficulty finding the file you are looking for.

## Running Programs

To use the **S**tart menu, click on it once, let go of the mouse button and move the cursor to select the item that you would like to start. Click on the item you are interested in to start it.

You can run several programs at the same time like email, Microsoft Excel, and Microsoft Word. Simply open one program, and while it is open, go back to the **S**tart menu to select the next one, repeating the process as many times as necessary to open the programs you need.

## Using the Taskbar

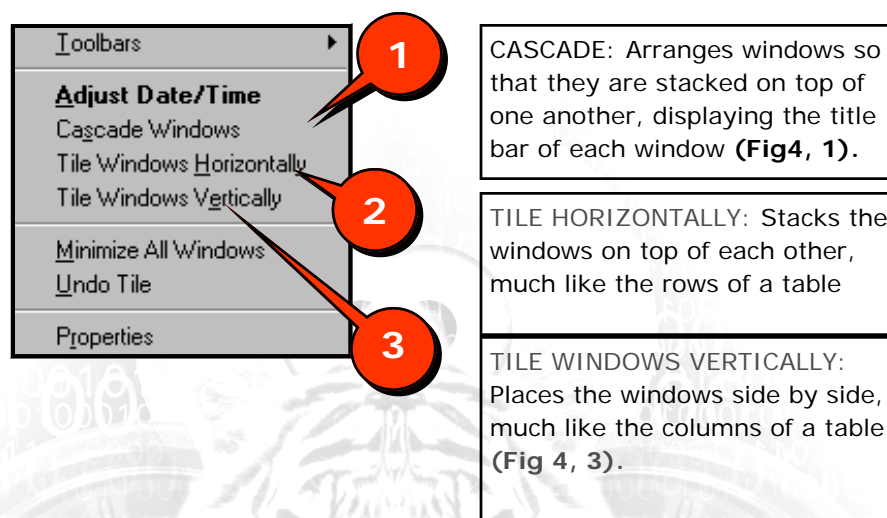
The taskbar keeps track of all of the opened programs or windows. In the example below Word, Excel and My Computer are all opened at the same time. To switch from one of the programs to another, just click on its button in the taskbar.



## Organizing Open Windows

You may need to compare information contained in more than one window, like information in a Microsoft Word file to information in a Microsoft Excel file. To organize windows, right-click in an empty gray area of the Taskbar (usually on the right by the clock is a good place) and the following menu will appear. Select the option that you need.

Figure 4



## File Management Terms

File management means organizing files on your computer. It is similar to organizing files in a filing cabinet. Before working with your files you need to know which filing cabinet to use and how the filing cabinet is arranged. Everyone has a unique style of organizing.

- **Drives** specify the drawer of a filing cabinet in which to store your information. The **C-Drive** is the main drawer of your computer. You may hear it referred to as the Hard Drive. The **A-Drive** is where you put floppy disks. The disks that are placed in the A-Drive are much smaller drawers than the C-Drive. You may also have network drives available, like O or H. These network drives are located on the server.
- **Folders** are containers used to group files together just like the manila folders you would place in a filing cabinet. A folder can contain additional folders and files. In earlier versions of Windows, folders were called directories.
- **Files** are the documents that you create (For Example: a letter you created in Word or a grading workbook you created in Excel are files).
- **File Names** The name of a file is very important. The more descriptive you make it, the easier it will be to identify it and use it. Restrictions to files names depend on the operating system of the computer.
- **File Path** (File Path = Location) Location specifies the **Drive** that a file is in, any **Folders** that the file is in, and the file **Name**. The path identifies where you would need to go to access the file you want. If the file path was: **C:\Fiscal Information\Budget.xls**, you know the file is stored on the C-Drive, in the Fiscal Information folder, and the file is an Excel document named Budget.

## **Saving Files**

### How to Name Saved Files

When saving documents, Microsoft Office programs require you to give the files a name. Be sure not to include periods, or other symbols, in the filename. For example, do not write Lessonplan.Jan1.2006.doc. The computer does not understand what the file extension for this file is. If you try to E-mail a file with several periods, Outlook will place the E-mail in the quarantine folder because it does not recognize the file extension. Periods should only be used to separate the filename from the file extension. Underscores, this symbol `_`, are a better alternative. The same file name would say Lessonplan\_Jan1\_2006.doc.

### Where to Save Files

Once you create a file you may need to store it on you computer so you can change it later. You must decide what you are going to name the file and also where it should be stored.

Files saved to your C: drive will be stored on your hard drive. The C: drive is located inside your computer.

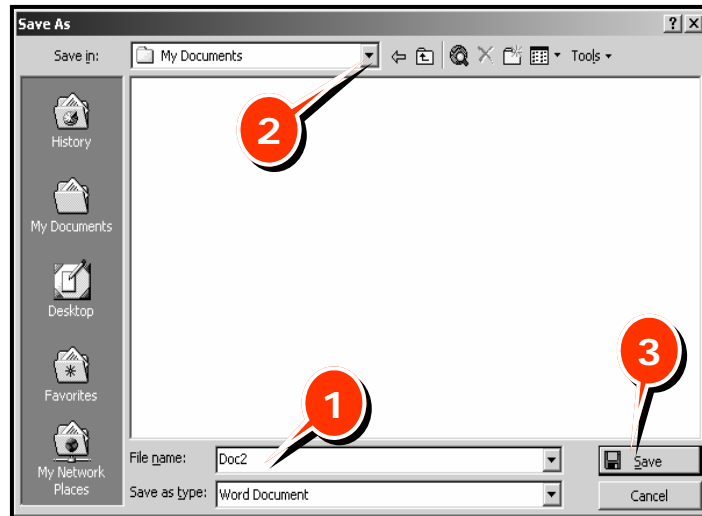
The H: drive is a network drive Towson University offers faculty, staff, and students to store their personal files. When you log into a machine on campus using your TowsonU username and password your H: drive is automatically mapped for you. The files on this drive are stored on a network server and are backed up daily.

Your O: drive is also a network drive. The H: drive is not located in your computer, but on a network server on campus, allowing you to access these drives from any computer on campus. Saving files to your O: works the same way as saving files to your H:. The difference between your H: drive and O: drive is that your O: drive is for your work documents. Your coworkers can map to the same drive so they too can have access to the files. You are the only person who has access to your H: drive.

### Saving to Your C: drive

Click on the **Save** icon on the standard toolbar or go to the **File** menu and choose **Save**. Type in a name for the file (**Figure 5, 1**). Click on the drop-down arrow next to **Save In** (**Figure 5, 2**) and navigate to the correct location where the file should be stored. To navigate to the correct location, first select the Drive from the list. When you see a folder that you need to open, double-click on it. Continue opening the necessary folders until you are in the location. Click on **Save** (**Figure 5, 3**).

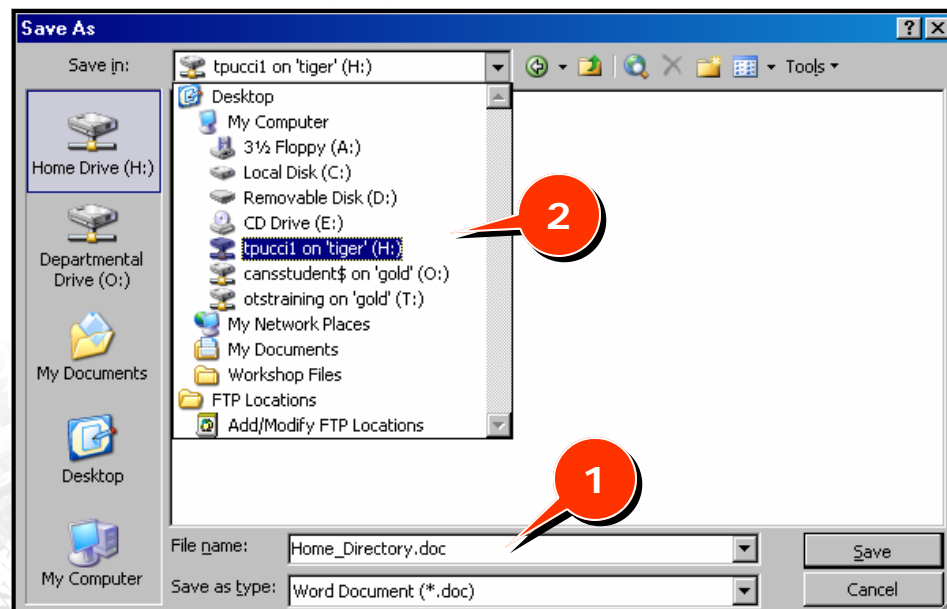
Figure 5



### Saving to Your H: drive

You can save files to the H: drive by typing in a name for the file (**Figure 6, 1**). Click on the drop-down arrow next to **Save In** and select your **H: drive** (**Figure 6, 2**) and then the appropriate folder, and click **Save**. For example, if you wanted to save something in the Assignments folder, you would click **H: Drive**, click **Class Files**, click **Assignments**, and click **Save**.

Figure 6



## Copying Files

### Making a Copy of a File

1. From the **F**ile menu, select **S**ave As.
2. Type in a name for the file. (You don't have to click in the **File name** box since it is already selected.)
3. Click on the drop-down arrow next to **Save In** and navigate to the location where the copy should be stored. To navigate to the correct location, first select the Drive from the list. When you see a folder that you need to open, double-click on it. Continue opening the necessary folders until you are in the location.
4. Click **SAVE**.

### Saving a File to a New Folder

1. Click on the **SAVE** button if the document you are working on hasn't been saved yet, or go to the **F**ile menu and select **S**ave As.
2. Click on the drop-down arrow next to **Save In** and navigate to the location where the folder should be going. To navigate to the correct location, first select the Drive from the list. When you see a folder you need to open, double-click on it. Continue opening the necessary folders until you are in the location.
3. Click on the **NEW FOLDER** button.
4. Type in a name for the folder and Click **OK**.
5. Continue with saving the file or click **CANCEL** to get back to the document without saving it. (Either way the folder will be created)

### Opening Saved Files

1. Click the **OPEN** button on the toolbar or use the **F**ile menu and select **O**pen.
2. Click on the drop-down arrow next to **Look In** and navigate to the location where the file should be stored. To navigate to the correct location, first select the Drive from the list. When you see a folder you need to open, double-click on it. Continue opening the necessary folders until you see the file.
3. Double-click on the file or select it and click **OPEN**.

### Renaming Files

1. Navigate to the location of the file or folder.
2. **Right-click** and select **Rename**.
3. Type in a new name and choose **Enter**.

### Deleting Files

1. Open the program you used to create the file.
2. Click the **OPEN** button.
3. Navigate to the location of the file or folder and select it by clicking on it once.
4. Choose **Delete** on the keyboard.

### The Recycle Bin

The Recycle Bin is a temporary storage area for items deleted from the C-Drive ONLY (any local drive on your computer). Emptying the Recycling Bin permanently removes the files from the C-Drive. Restoring items from the recycle bin places them back in their original location.

If you want to delete everything from the recycle bin to free up space on your computer, Right click on the Recycle Bin icon and select **Empty Recycle Bin**.

