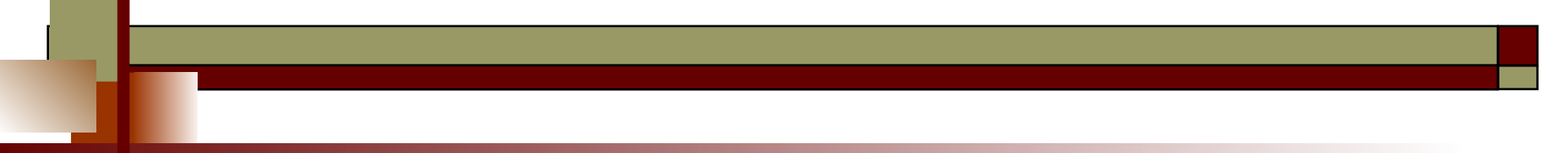
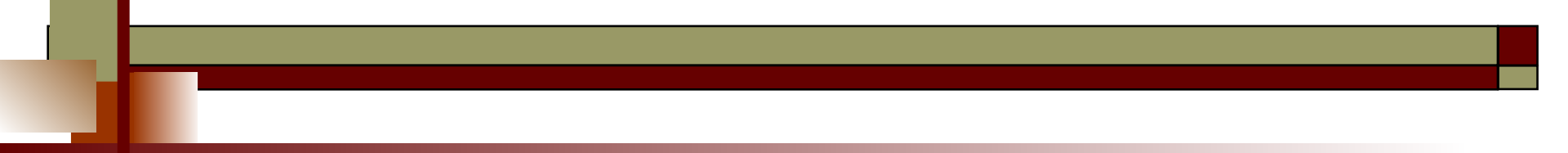


Basic Computer Application

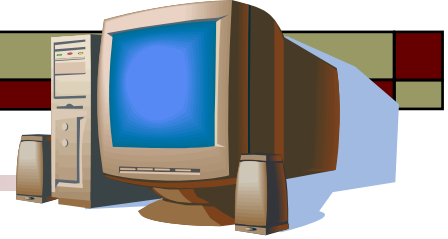


Course Objectives

- ❑ Computer Environment
- ❑ Basic Information and Operations
- ❑ Text Editing
- ❑ Working with Icons
- ❑ Working with Windows
- ❑ Managing Files
- ❑ Folders
- ❑ Working with Files
- ❑ Copying & Moving
- ❑ Deleting and Restoring
- ❑ Searching
- ❑ Compressing Files
- ❑ Viruses
- ❑ Handling Viruses
- ❑ Print Management
- ❑ Printing Outputs



Computer Environment

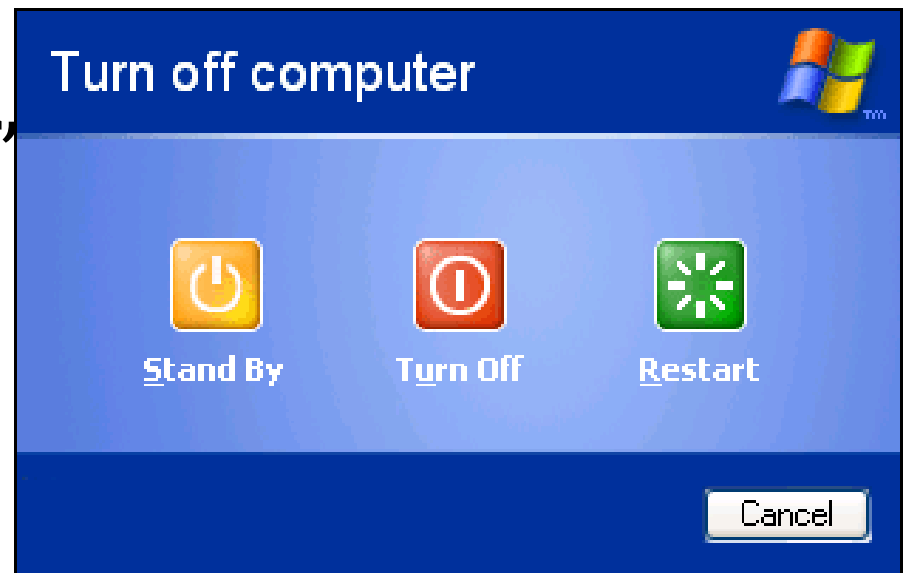


Starting the Computer

- ❑ Ensure that all cables are plugged securely into the rear of the machine.
- ❑ Make sure that there is no 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.

Shutting Down the Computer

- ❑ Click “start” button
- ❑ Click “Turn Off Computer”
 - A box appears:
- ❑ Click “ Turn Off”

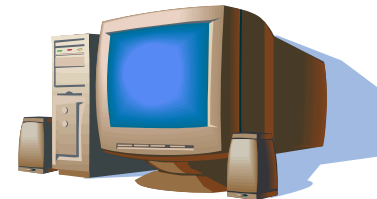
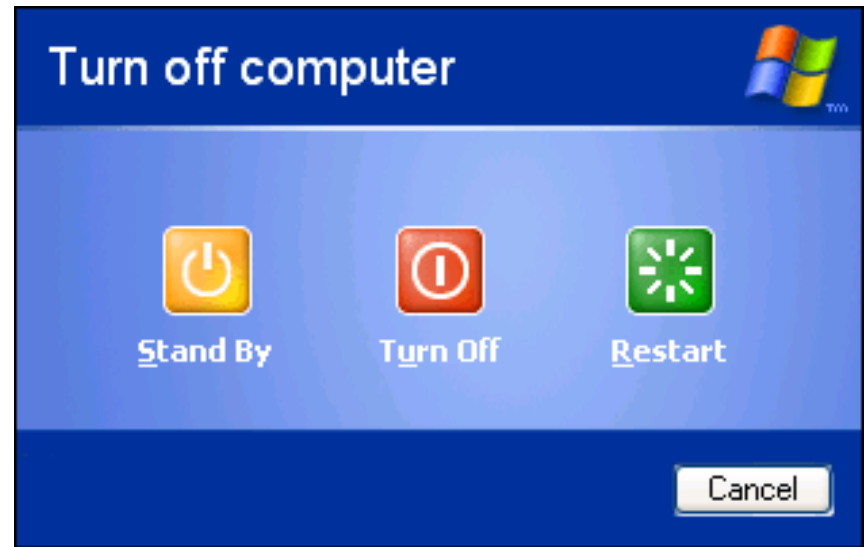


Restarting the Computer

- ❑ Never just switch off your Windows based computer. You must always shutdown using the 'Turn Off' command

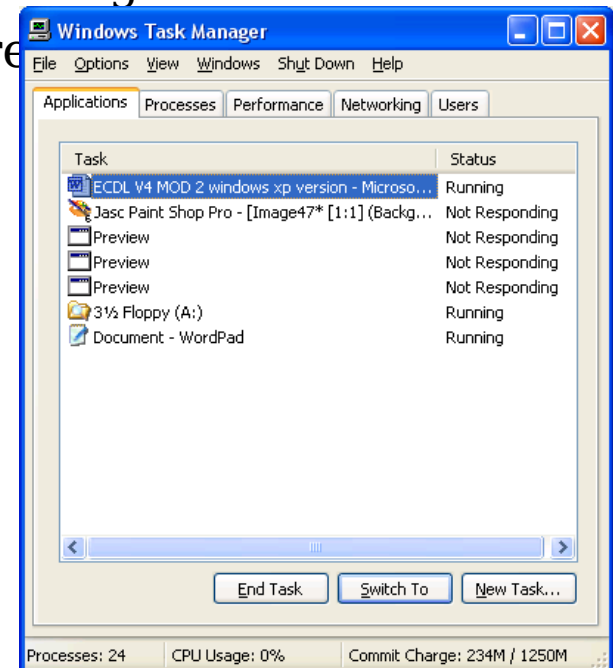
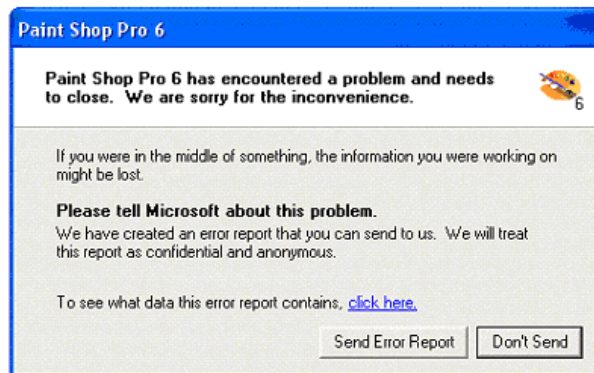
OR

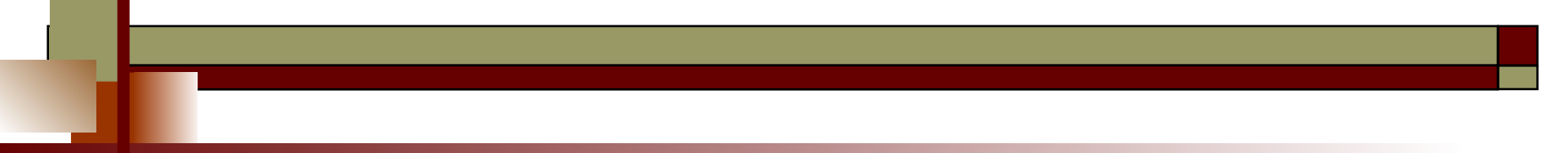
- ❑ Click Restart button to start your computer



Shutting Down a Non-responding Application

- Press the Ctrl+Alt+Del keys simultaneously to display a dialog box, and then select the Task Manager
- Select the program that is no longer responding
- Click on the End Task button





Exercise 1

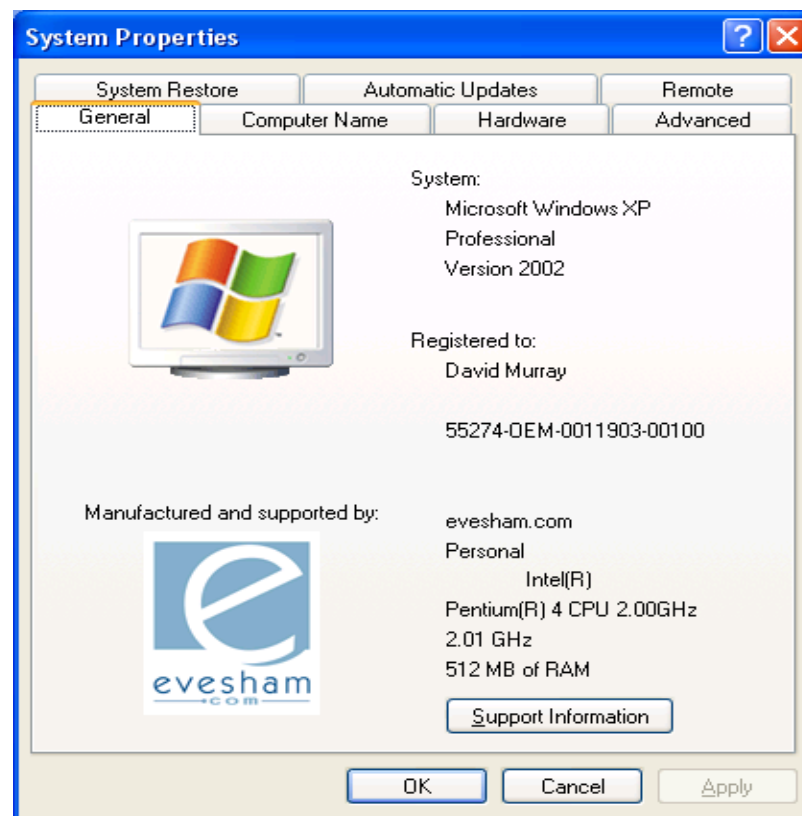
- Write down all the steps you should do before switching on your computer



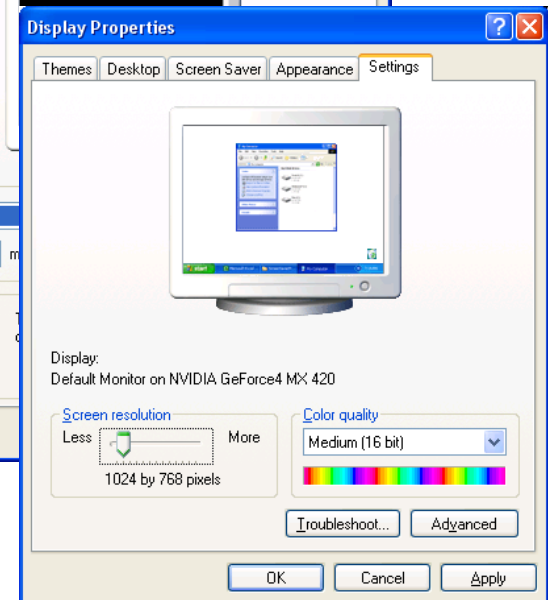
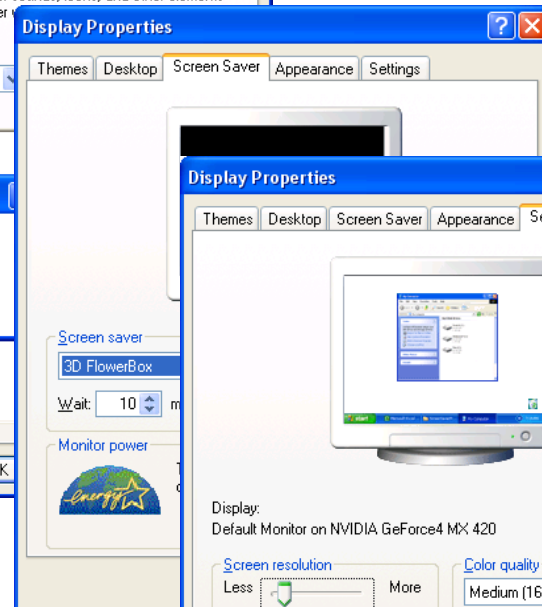
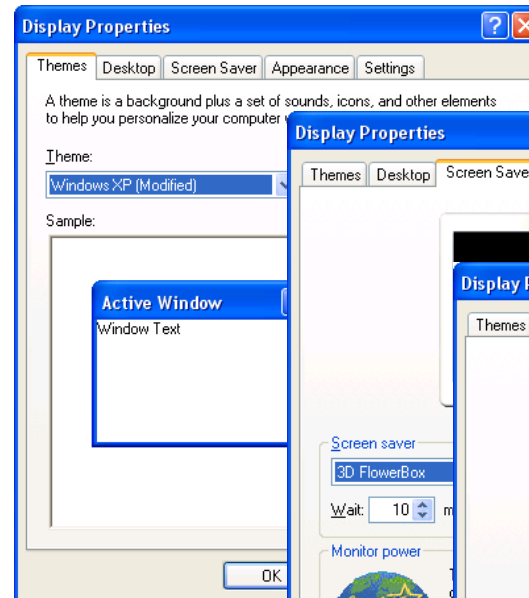
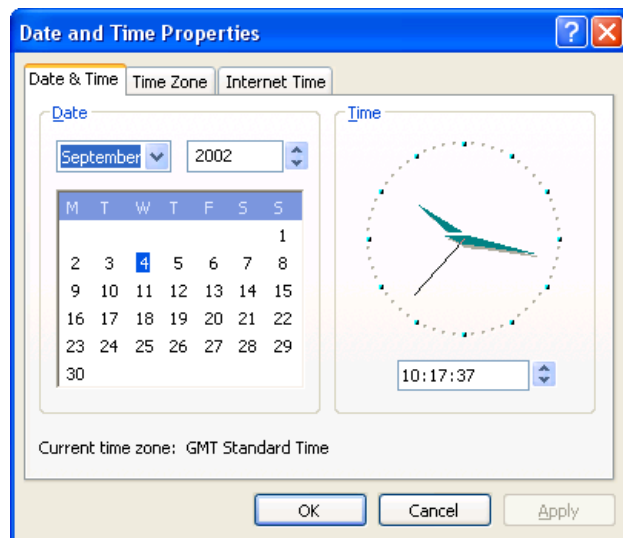
Basic Information and Application

Viewing the Computer's Basic System Information

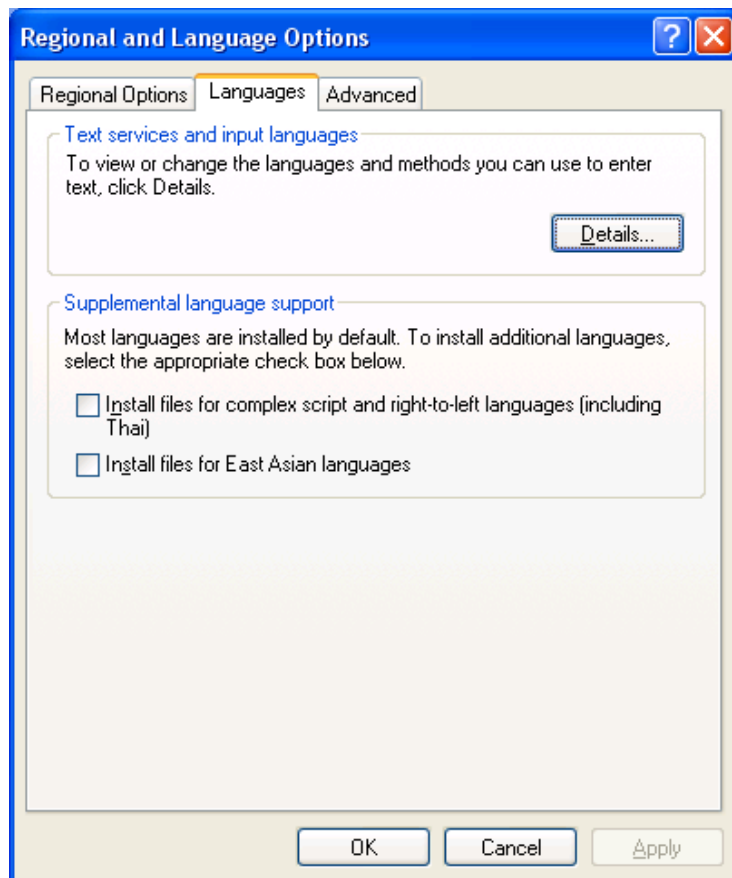
- When you first switch on your PC, you will notice that some system information is displayed on your screen
- Or you can view 'System Properties'



Changing the Computer's Desktop Configuration

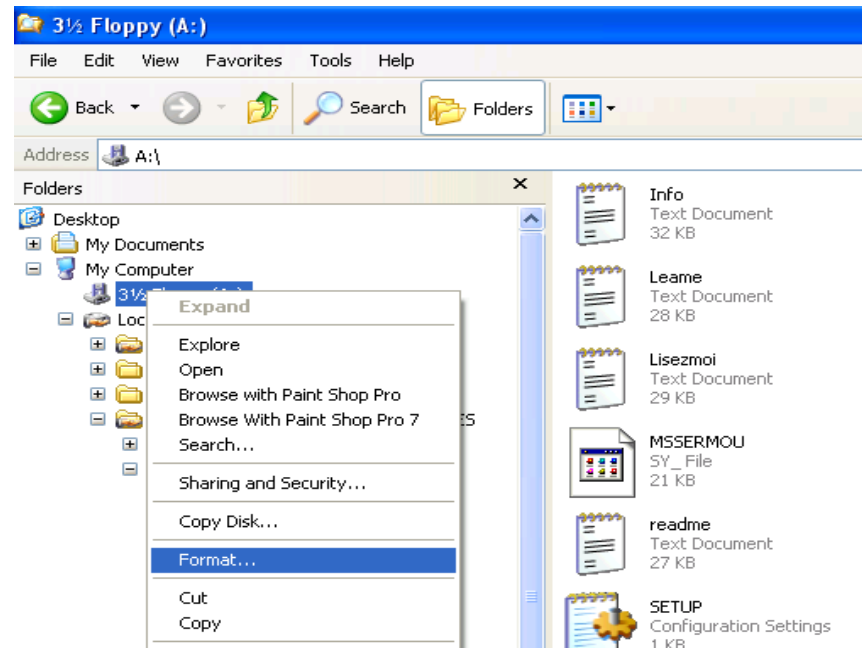
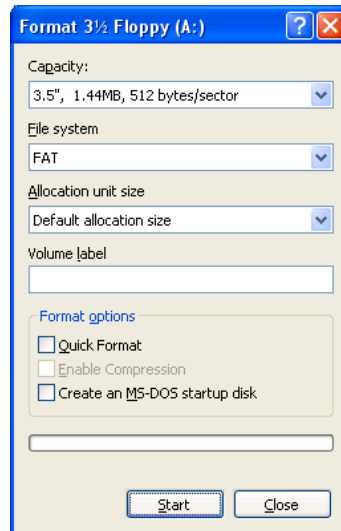
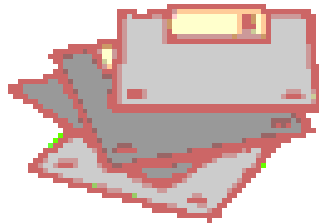


Setting & Changing the Keyboard Language



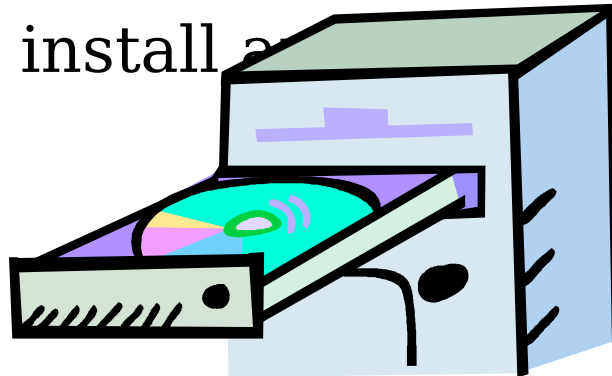
Formatting a Removable Disk

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



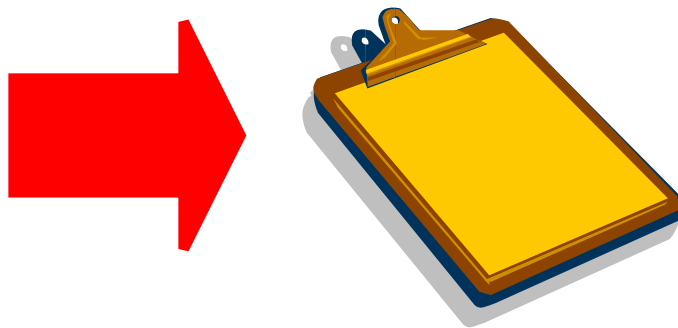
Installing & Uninstalling Software Applications

- ❑ Most software is supplied on a CD which will start to load automatically when you place the CD in the CD drive.
- ❑ Instructions are displayed on screen and are easy to follow.
- ❑ Most software will install an 'all' option



Using the Keyboard 'Print Screen' Facility

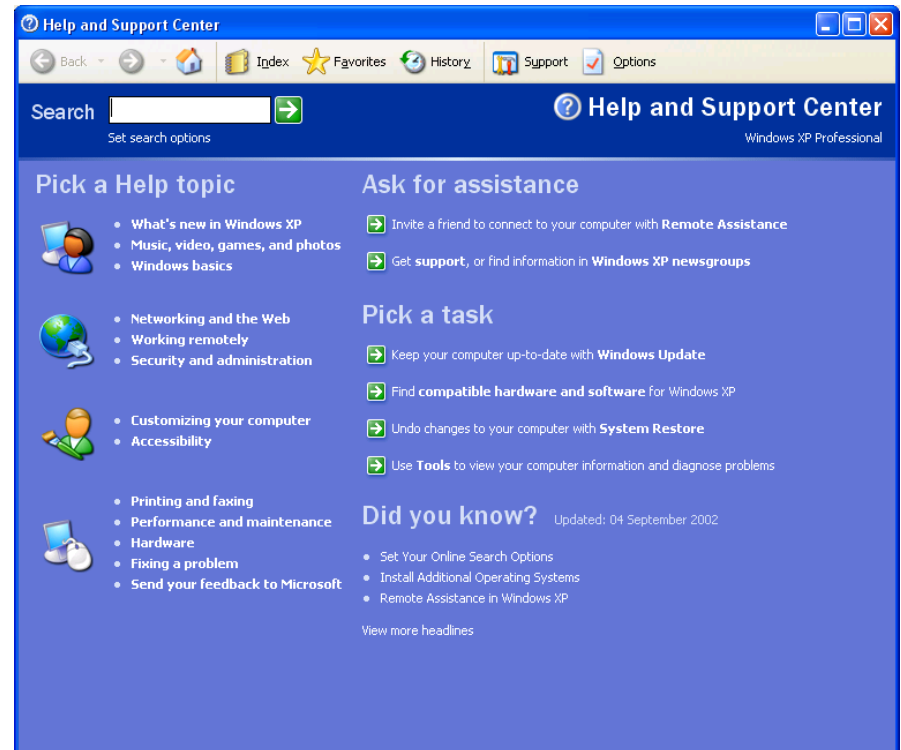
- Print Screen
 - Copies the entire screen to the Clipboard
- Alt + Print Screen
 - Copies the active window to the Clipboard

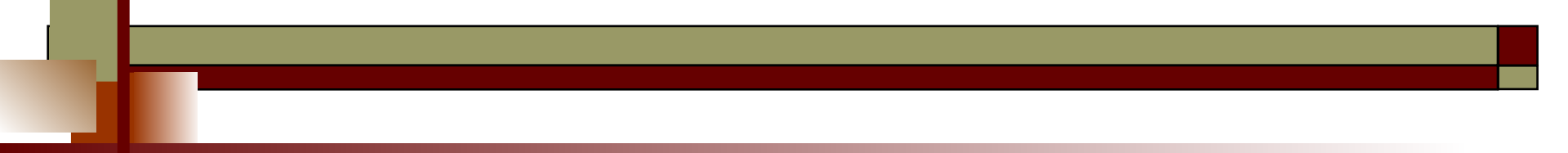


Can be used within
any application

Using Help

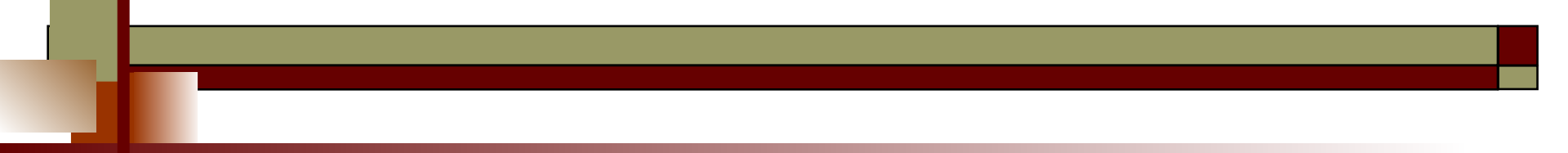
- Make use of the available Help!





Exercise 2

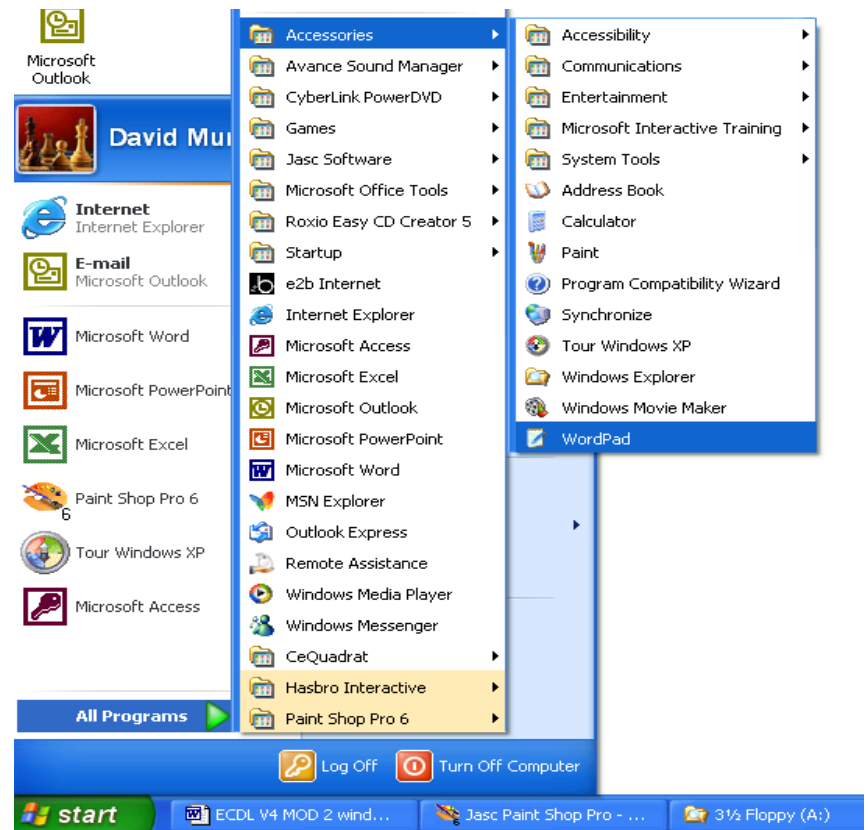
- ❑ Change your desktop background to soap bubbles
- ❑ Set the your screen saver to display TIME



Text Editing

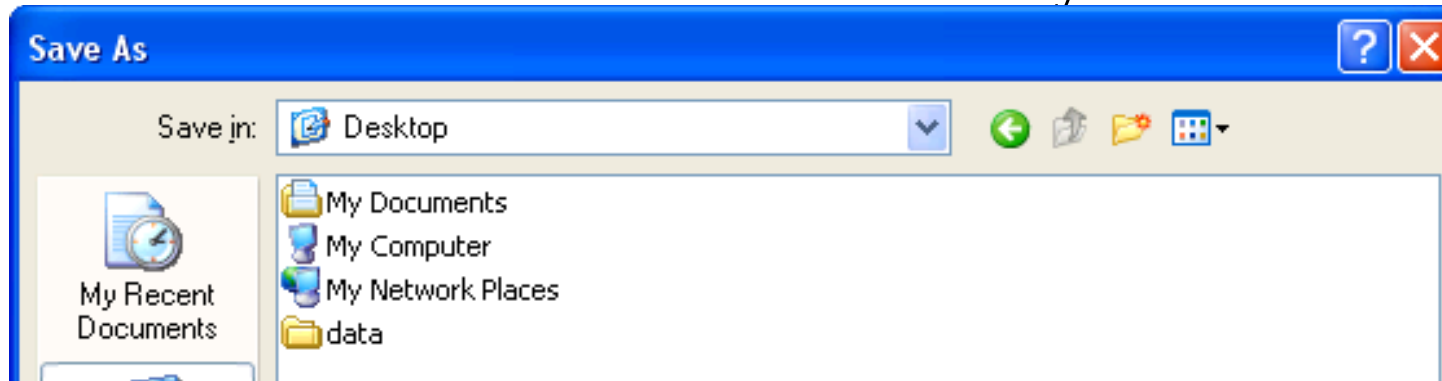
Launching a Text Editing Application, and Opening or Creating a File

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



Saving a File to Disk

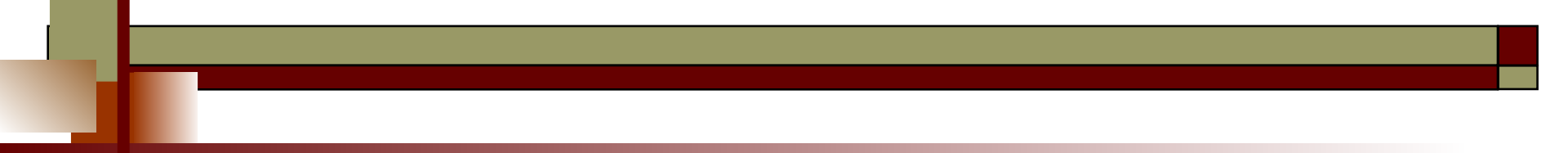
- When you use a Microsoft application, such as Word, PowerPoint or Excel, then by default the files that you save will be saved in a folder called My Documents.



Closing a Text Editing Application

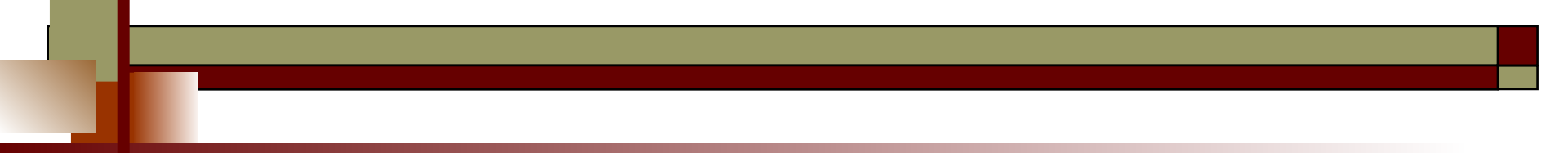
- Click on the application's Close icon, (represented by a cross, at the top-right corner of the application window)



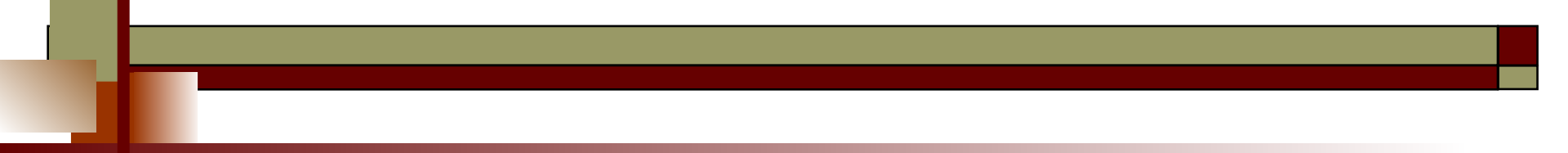


Exercise 3

- ❑ Open a Word pad program
- ❑ Write a letter to your friend telling her/him how you are enjoying the computer studies
- ❑ Save this file under the filename “My friend” in the folder named UDOM which will be created in My Documents folder.



Desktop



Typical Icons

- My computer
 - Shows drives and other resources in a computer
- Recycle Bin
 - Is used to store deleted files temporarily
- My network place
 - Is used to view other computer in a network
- My document
 - Is used to store frequently used documents
- Internet Explorer
 - Is used to view web sites

Working with Icons

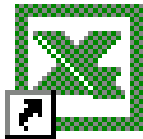
- Recognizing Desktop Icons
- Get to know the main Desktop icons



Shortcut to HP
LaserJet 5



Recycle Bin



Microsoft
Excel



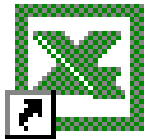
Microsoft
Word

Selecting and Moving Desktop Icons

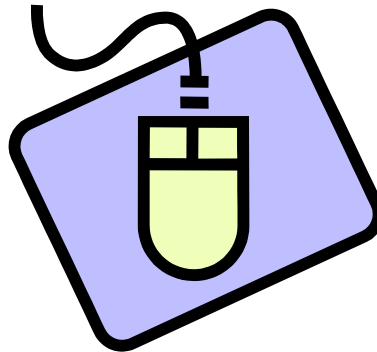
- ❑ Select the icon that you wish to move.
- ❑ Depress the left mouse button and whilst keeping it depressed, drag the icon to the new location on the Desktop, as required.
- ❑ Release the mouse button.

Opening a File, Folder, or Application from the Desktop

- To open a Desktop object, double click on its icon.



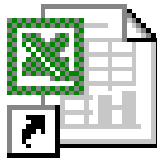
Microsoft
Excel



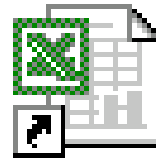
Microsoft
Word

Creating a Desktop Shortcut Icon

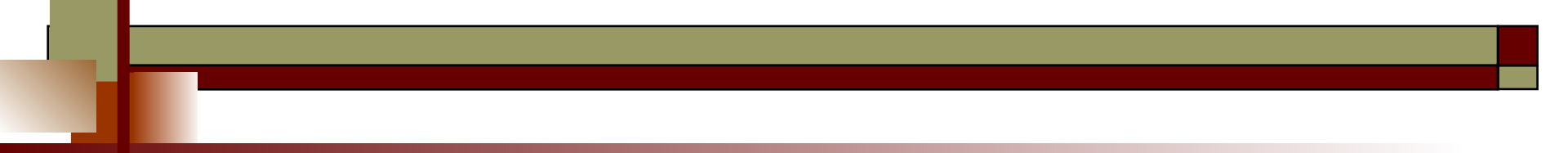
- Use drag and drop techniques to drag an icon onto the Desktop



Shortcut to my
sheet

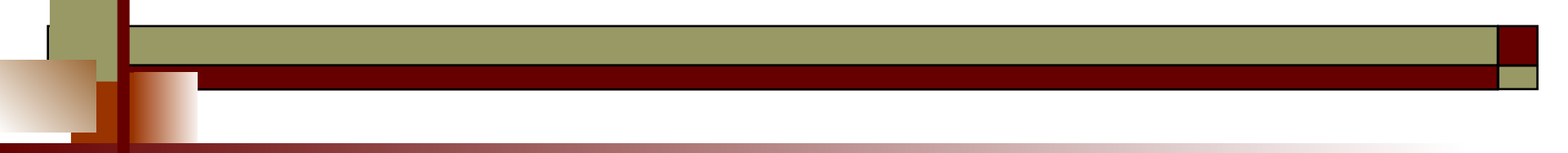


Shortcut to my
sheet



Exercise 4

- ❑ Open the Word Pad program
- ❑ List down the Typical Desktop Icon
- ❑ Save this file as “Typical Icons” in the UDOM folder you created in exercise 3



Working with Windows

Identifying the Different Parts of a Window

□ Make sure that you can identify:

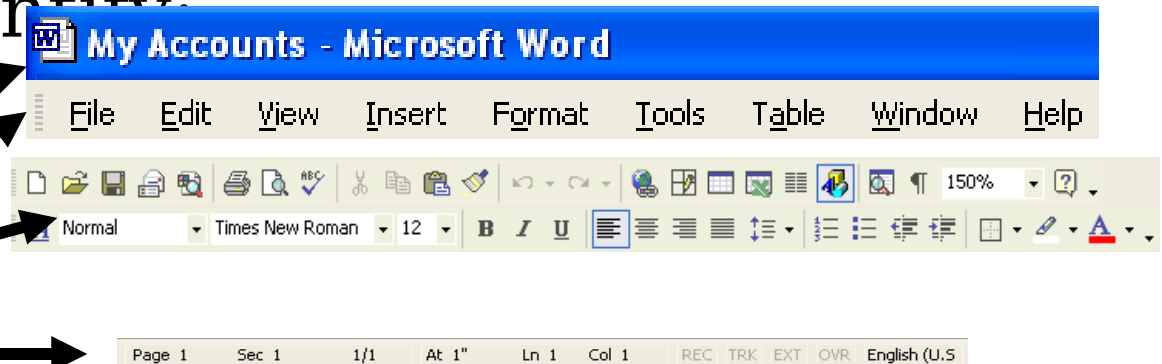
■ Title bar

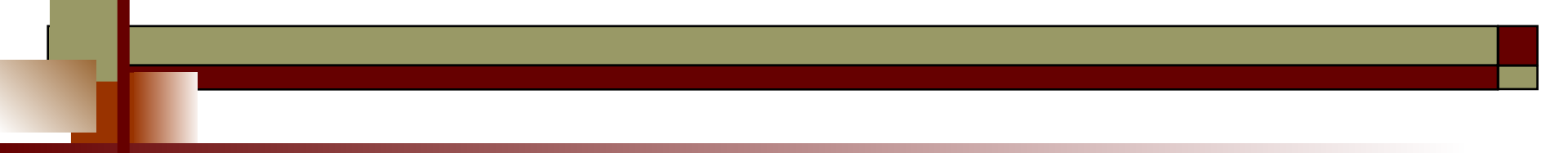
■ Menu bar

■ Toolbar

■ Status bar

■ Scroll bar





Parts of a Window

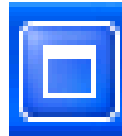
- Title Bar: Displays programs name and file name
- Menu Bar :consists menu of a program
- Toolbar: consists command buttons
- Scroll bars: used to navigate through a window
- Status bar: Display current status of a window

Collapsing, Expanding, Resizing, Moving and Closing a Window

- Make sure you Identify these buttons



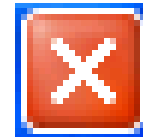
Minimize



Maximize



Restore



Close

Switching Between Open Windows

- 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).



- Alternatively you can use the keyboard shortcut Alt+Tab.

Exercise 5

- Label the following buttons/Icon

1



4



2

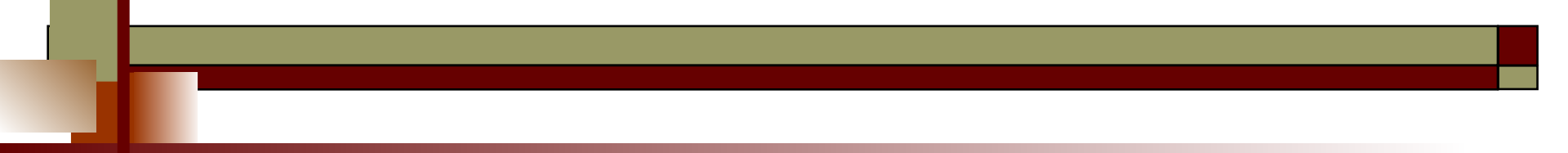


5



3



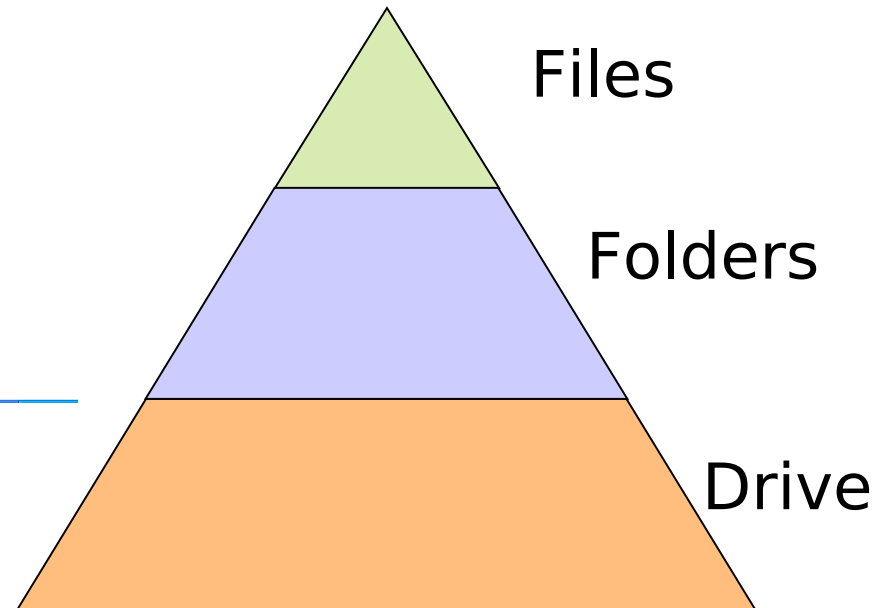
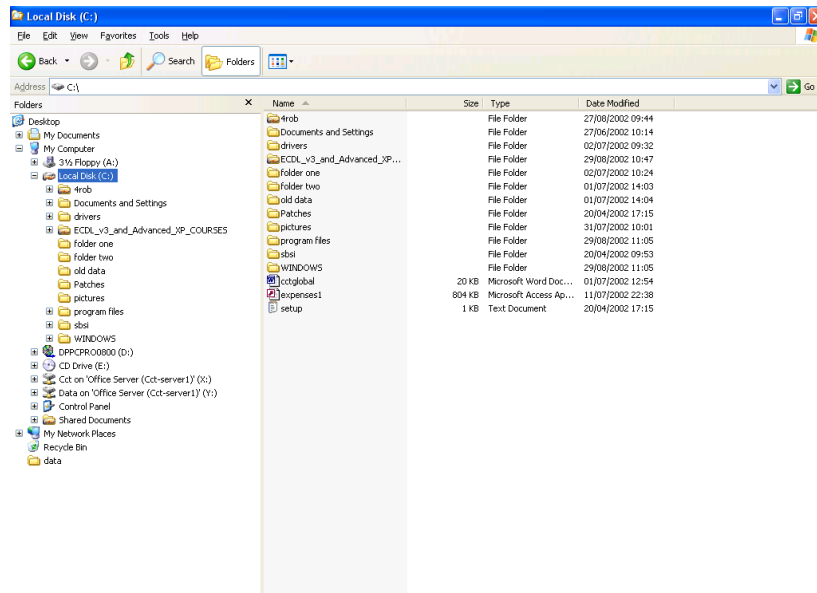


Managing Files and Folders

Files and folders

- File :
 - Is an electronic information stored in a computer
- Types of files
 - Program file : All files used to run the system
 - User file: stored in application software
- Folder:
 - Is a collection of files stored in the same location in a drive

Understanding the Hierarchical Structure for Relating to Drives, Folders and Files



Navigating to a File or Folder on a Drive

- ❑ First select the required drive.
- ❑ Then select the required folder.
- ❑ Then select the required file.



Creating a Folder and a Further Sub-folder

- Open the Windows Explorer
- Then click on the portion of the folder tree where you would like to create a subordinate folder.
- Click on the File drop down menu
 - Move the mouse pointer to New.
- In the sub-menu displayed
 - Click on Folder.



New Folder



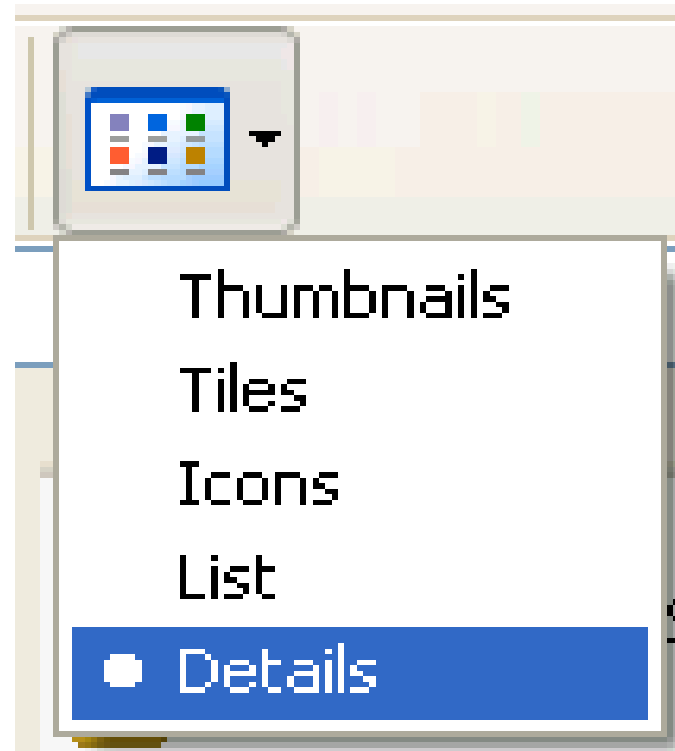
New Folder (2)



New Folder (3)

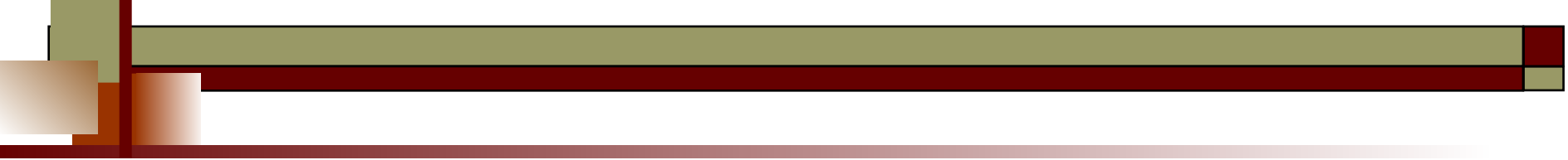
Opening a Window to Display Folder Name, Size and Location on Drive

- ❑ The appearance of the Windows Explorer contents window may be customized 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.
- ❑ Select the desired view



Exercise 6

- Use the Word Pad program to explain the following terms:
 - What is a File?
 - What is a Folder?
- List down the types of files
- Save this file under the file name “Managing Files” in the UDOM folder you created in exercise 3



Recognizing Common File Types

- Different types of file will have different file name extensions, and will be displayed with different program icon.



ecd1-module-7.doc

front cover.ppt

1,453KB

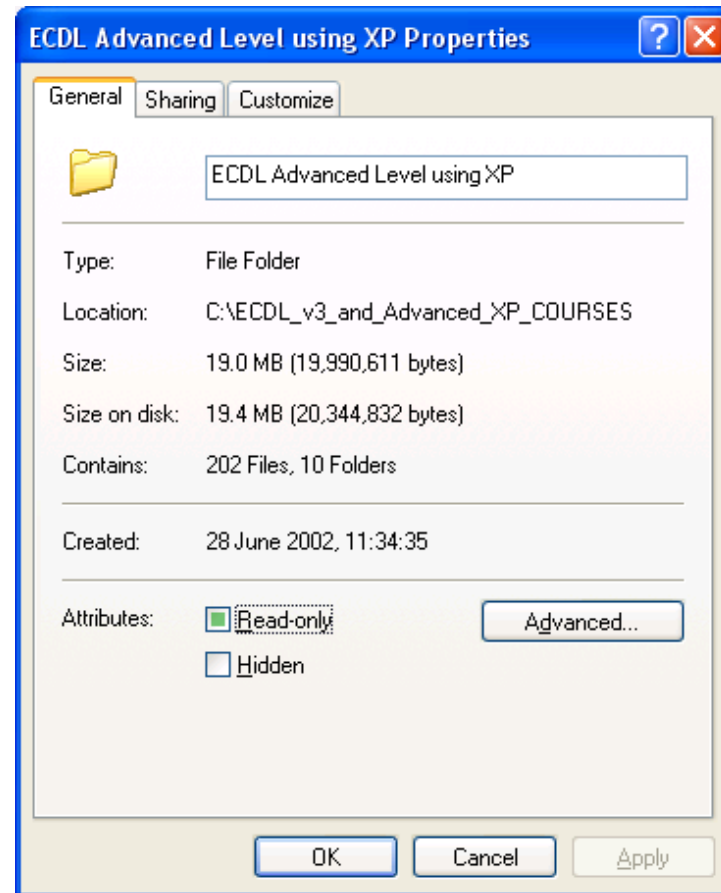
Microsoft Word Document

16KB

Microsoft PowerPoint Presentation

Counting the Number of Files or Files of a Particular Type in a Folder/ Sub-Folder

- ❑ Start the Windows Explorer program.
- ❑ Within the left hand side of the dialog box
 - Select the folder containing the files that you wish to count up.
 - Right click on the folder icon and from the popup list displayed, select Properties.



Changing File Status

- Normally files are read/write
- Read-only files cannot be

Attributes:



Read-only



Hidden

Importance of Maintaining Correct File Extensions when Renaming Files

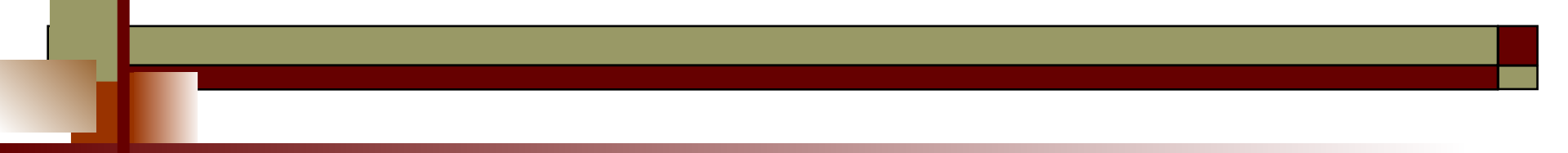
- Windows uses the file extension name as a clue to what type of file, the file is.
 - Thus Windows knows that files that end in .TXT are text files.
- If you change the file name extension Windows will become confused as to what the file format is!
 - By default the file name extensions are not displayed within the Windows Explorer.
 - To view the file name extensions you will need to customize the display.

Re-naming Files and Folders

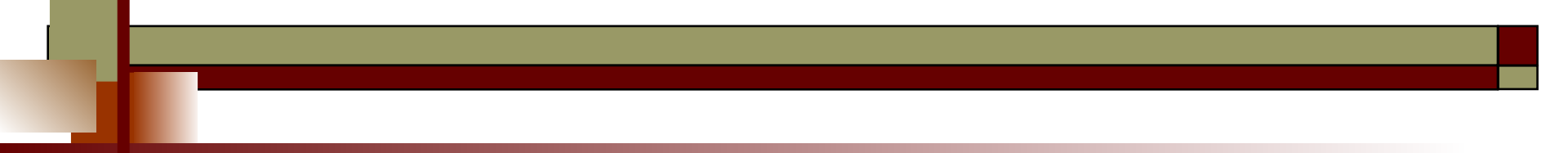
- Select the file or folder to be renamed.
- From the File drop down menu
 - Select the Rename command
- Enter the new name
 - Press the Enter key to confirm the change.

Exercise 7

- By using the Explorer count the Files which you have saved in the UDOM folder
- Rename the UDOM folder to UDOM_IS



Copying and Moving



Selecting Files or Folders

- To select adjacent files/folders
 - Select in combination with the Shift key
- To select non-adjacent files/folders
 - Select in combination with the Control key

Copying Files or Folders Between Folders and Between Drives

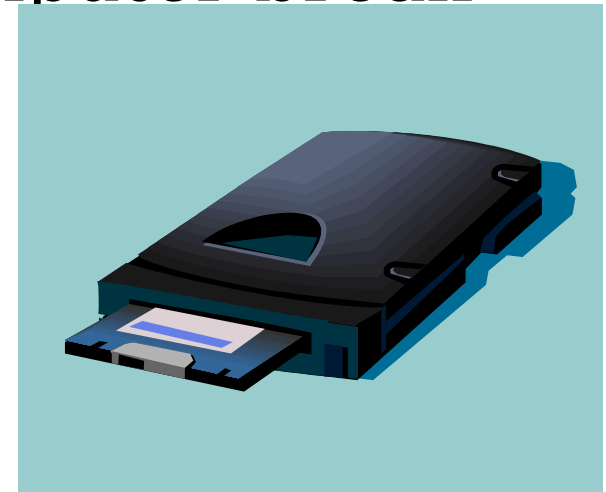
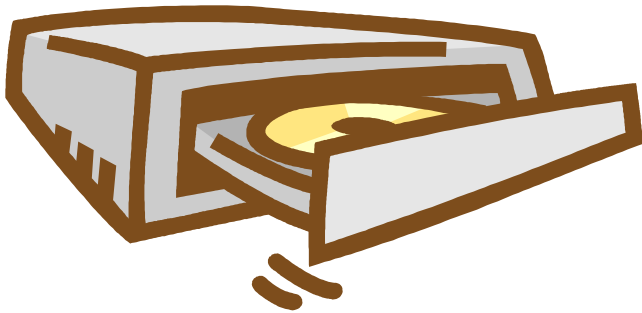
- Use either Copy and Paste
- Or
 - use drag and drop techniques
- To Copy (within a drive)
 - Drag and drop a file or folder while keeping the Ctrl key depressed

Moving Files or Folders Between Folders and Drives

- Use either Cut and Paste
- OR
 - Use drag and drop techniques
- To Move (within a drive)
 - Drag and drop a file or folder

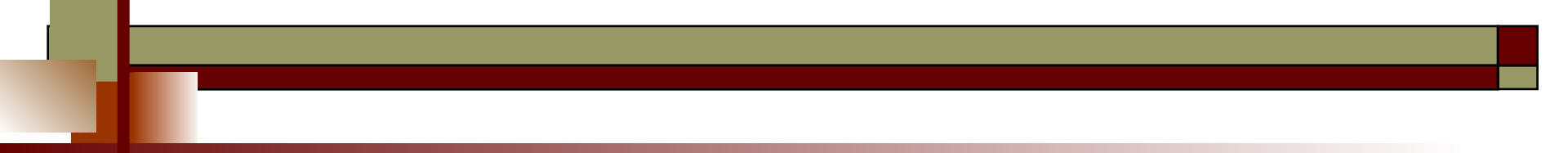
Importance of Backing Up Your Data Files

- ❑ Backup your data
- ❑ Store off-site
- ❑ Backup regularly
- ❑ Protect yourself from computer break down, theft or fire



Exercise 8

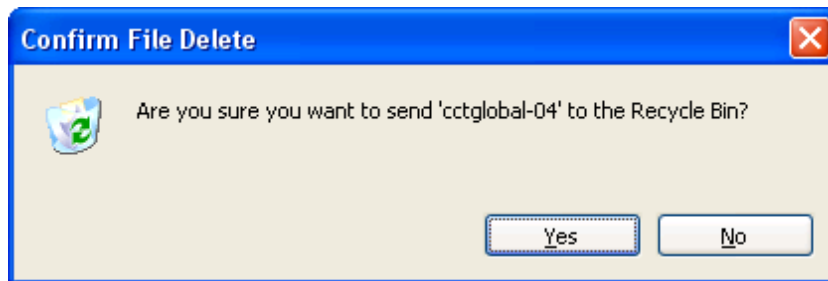
- ❑ Create a folder on the desktop
- ❑ Name the folder as “UDOM 2”
- ❑ Copy all the files from UDOM_IS to UDOM2 folder



Deleting and Restoring

Deleting Files and Folders to the Recycle Bin

- ❑ Deleted files are first moved to the Recycle Bin rather than deleted immediately.
- ❑ If you accidentally delete a file, you can undelete it



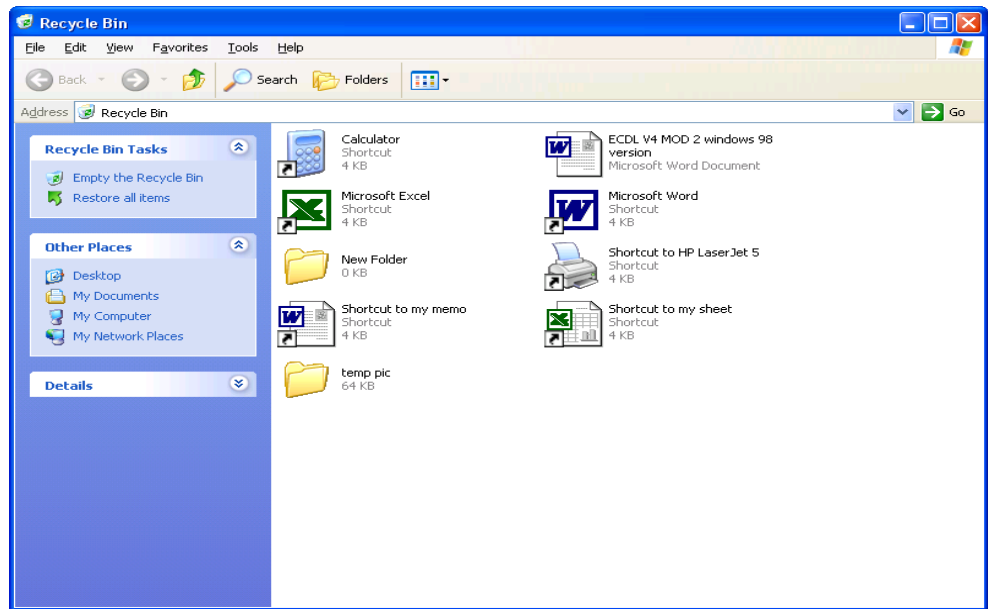
Recycle Bin

Restoring Files and Folders From the Recycle Bin

- Files contained within the Recycle Bin can be 'undeleted'



Recycle Bin

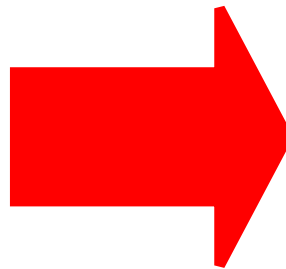


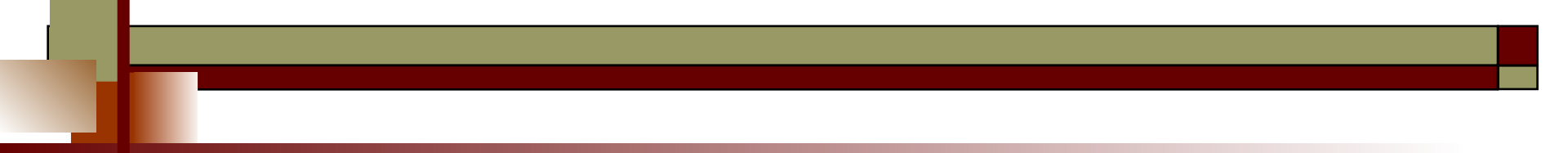
Emptying the Recycle Bin

- You will not be able to recover files once they have been removed from the Recycle Bin



Recycle Bin



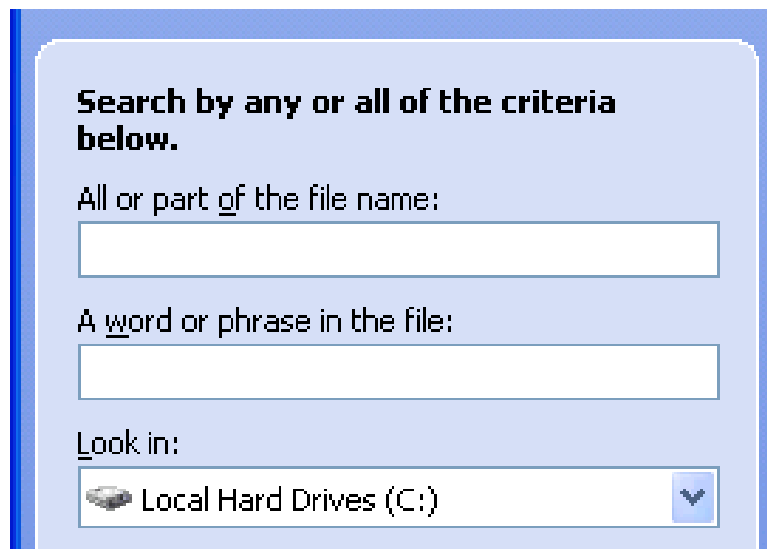


Exercise 9

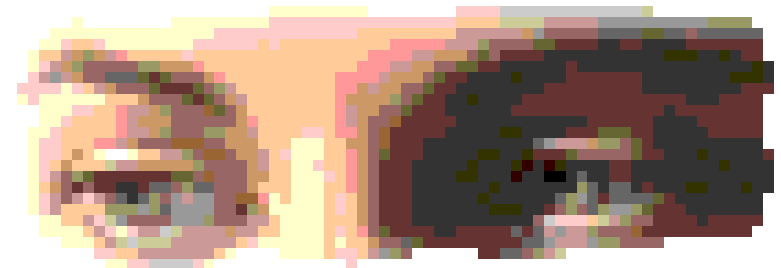
- ❑ Delete the File named “Managing Files” in the “UDOM2” folder.
- ❑ Restore this file

Searching for Files by Content, Date Modified, Date Created, Size or using Wildcards

- As well as finding files by names, more complex searches can be made

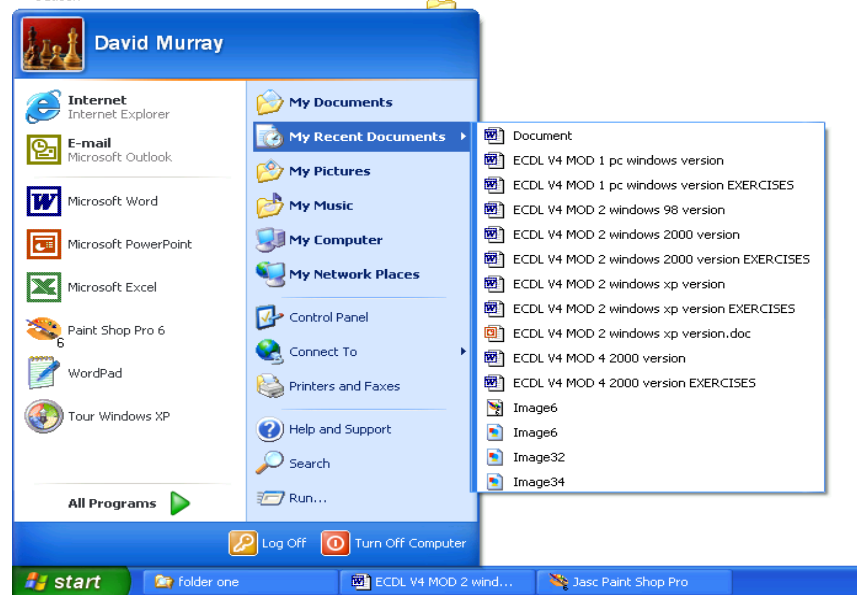


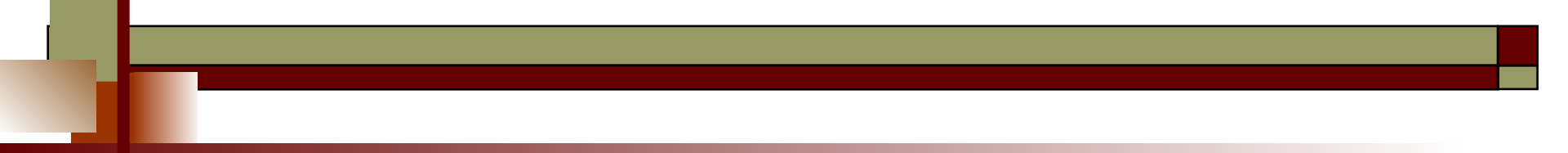
A screenshot of a file search dialog box with a light blue background. The text "Search by any or all of the criteria below." is at the top. Below it are three search criteria sections: "All or part of the file name:" with a text input field, "A word or phrase in the file:" with a text input field, and "Look in:" with a dropdown menu showing "Local Hard Drives (C:)" and a small blue arrow icon.



Viewing a List of Recently Used Files

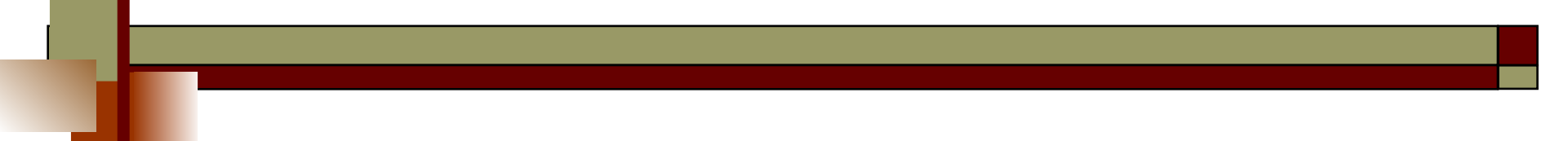
- Click on the Start icon (bottom-left of your screen), and from the popup menu displayed select Documents.





Exercise 10

- ❑ Using the search command, check the file named “Typical Icons”
- ❑ Your instructor must check your search results.

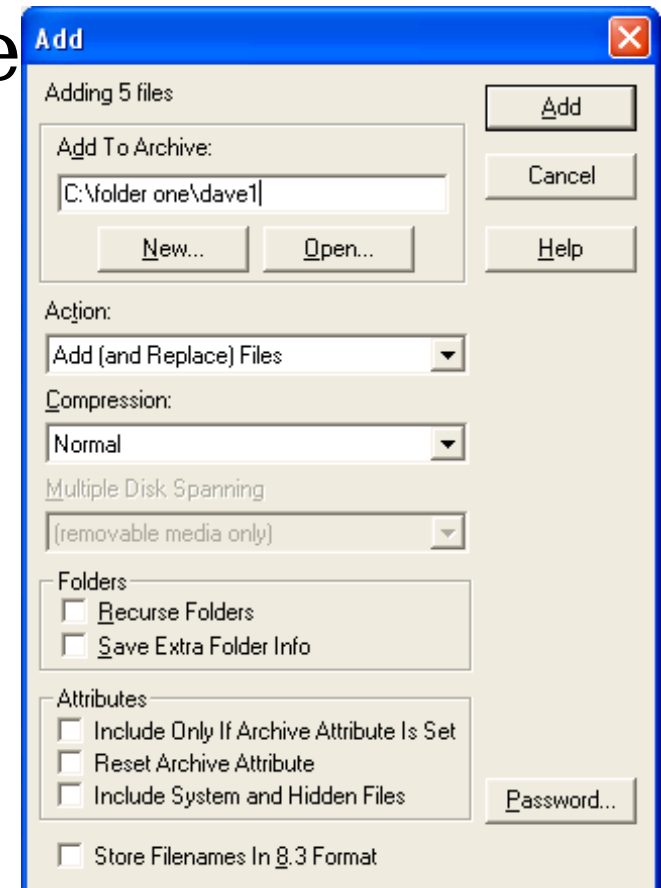
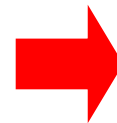
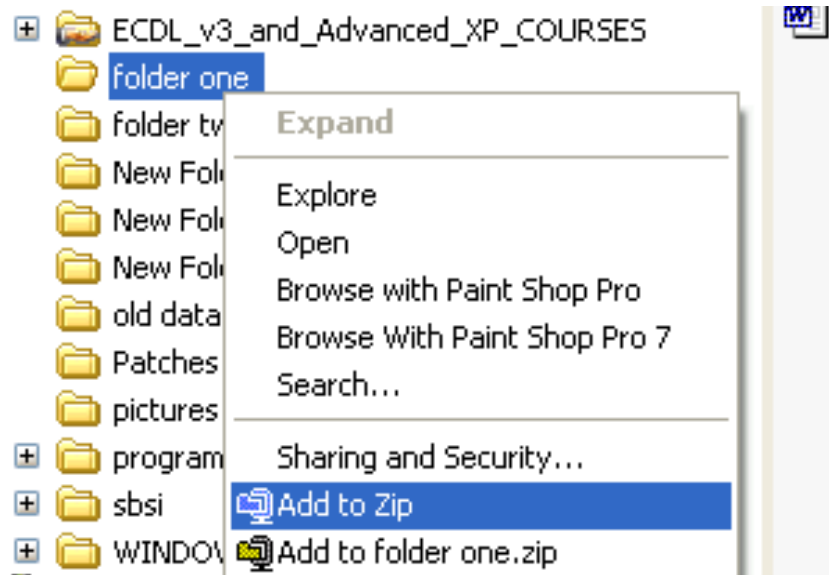


Understanding What File Compression Means

- ❑ 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)

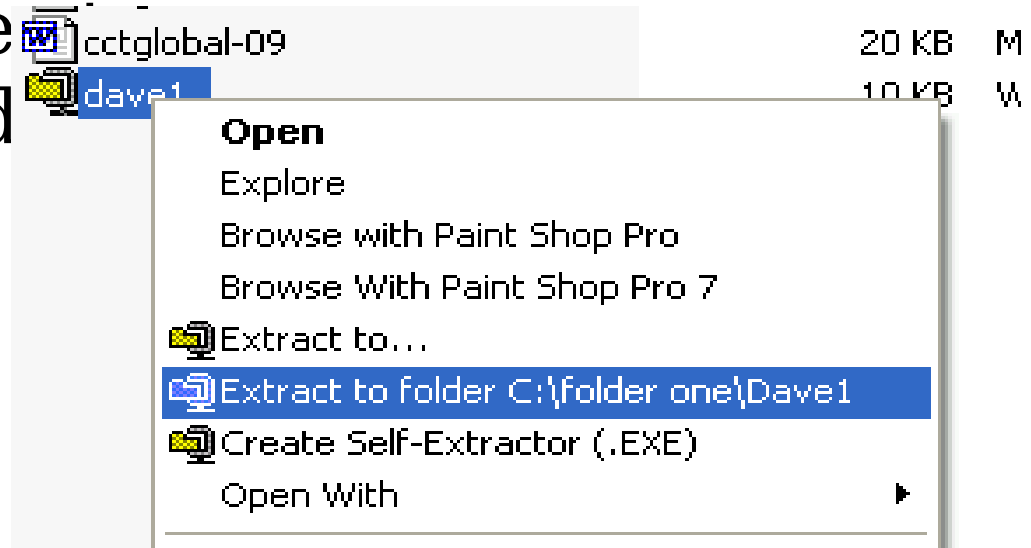
Compressing Files into a Particular Folder on a Drive

- A single file can be compressed or an entire folder can be



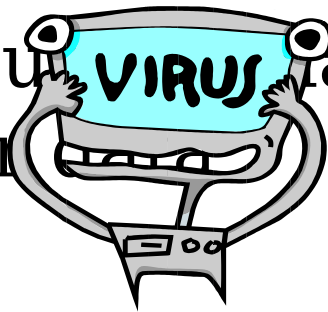
Extracting Compressed Files From a Given Location on a Drive

- When you extract files you can decide where to extract the file on your hard d



Understanding What a Virus is and the Possible Effects of Infection

- Virus are infectious programs that enter your computer without your consent and can cause damage to your



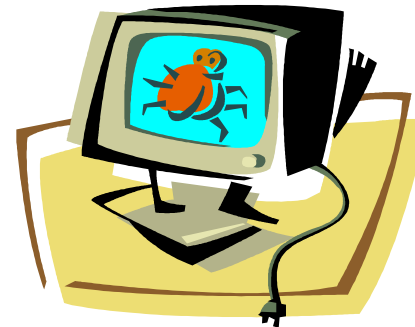
Understanding the Ways a Computer Virus Can be Transmitted

- ❑ Sharing disks
- ❑ Sharing files on a network
- ❑ Downloading files from the Web
- ❑ Opening files attached to emails



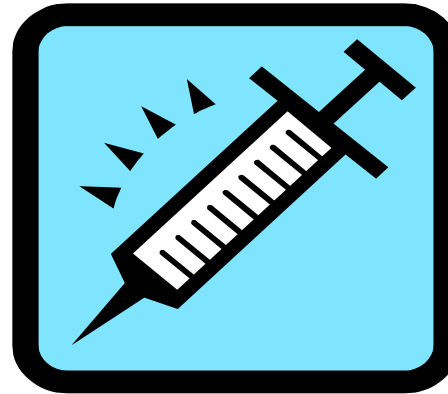
Understanding the Advantages of Using a Virus-Scanning Program

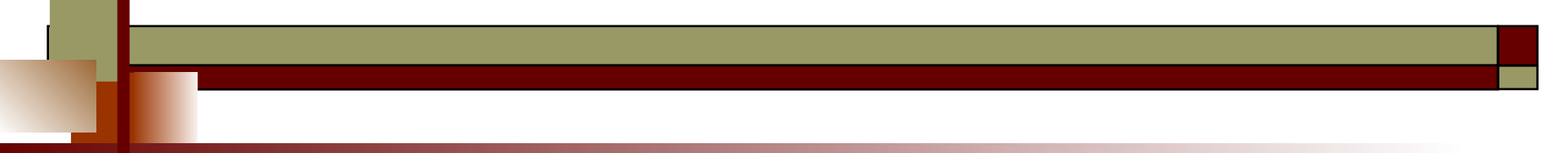
- ❑ Virus scanning programs operate in the background and should remain active at all times.
- ❑ In this way they are able to alert you to, say, a downloaded file that contains a virus



Understanding What 'Disinfecting' Files Means

- If a virus scanning program finds a virus, it can often remove the virus, without damaging your file.



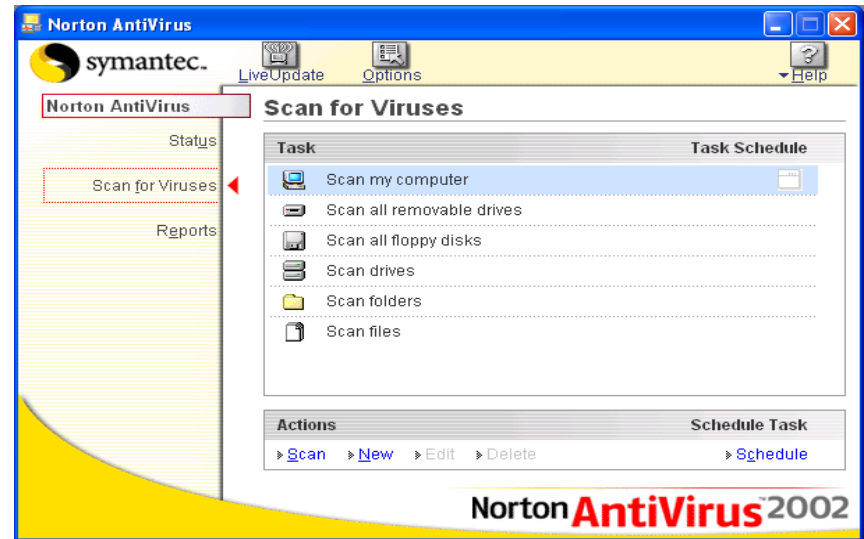


Exercise 11

- The instructor can Set the “Typical Icons” File to be shared among the students so that they can copy this file to their desktops.

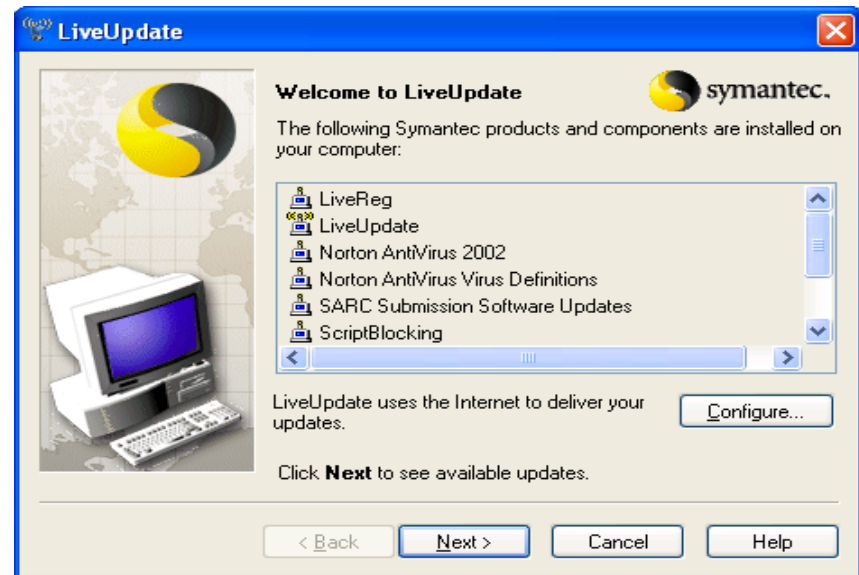
Using a Virus Scanning Application

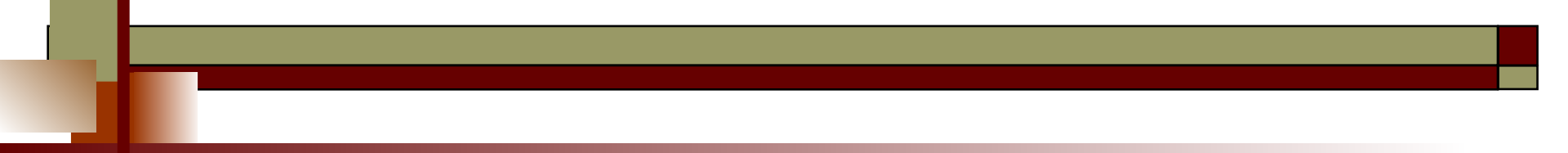
- ❑ Virus checking software can check your computer memory and all drives attached to the computer



Understanding the Need to Regularly Update Your Virus-Scanning Software

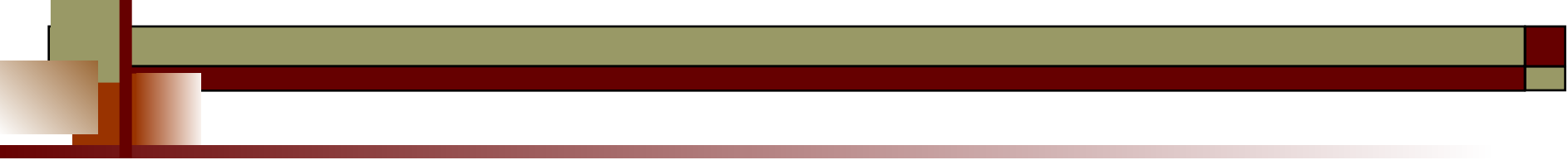
- Most anti-virus programs allow you to use the Internet to update the program on a regular basis

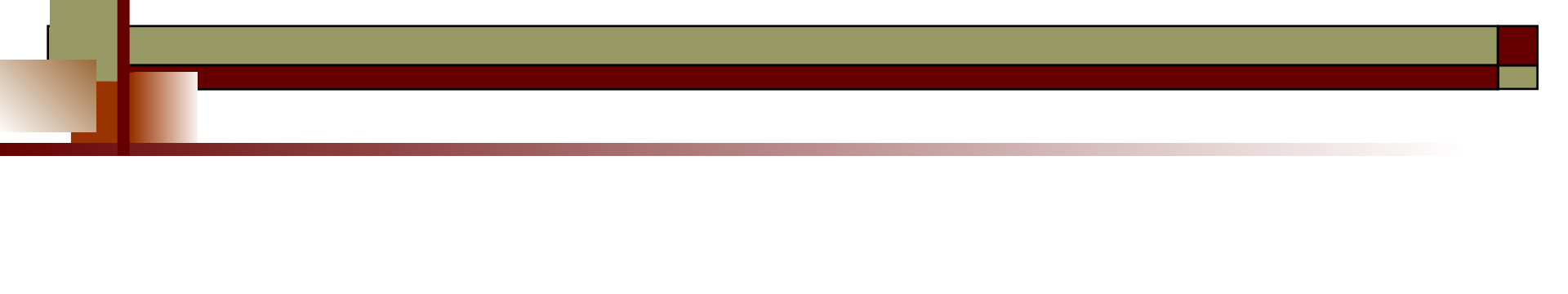




Exercise 12

- Every student must run the virus check in her/his computer

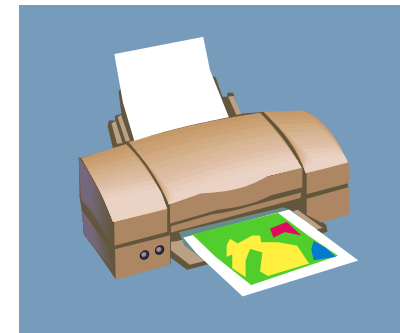
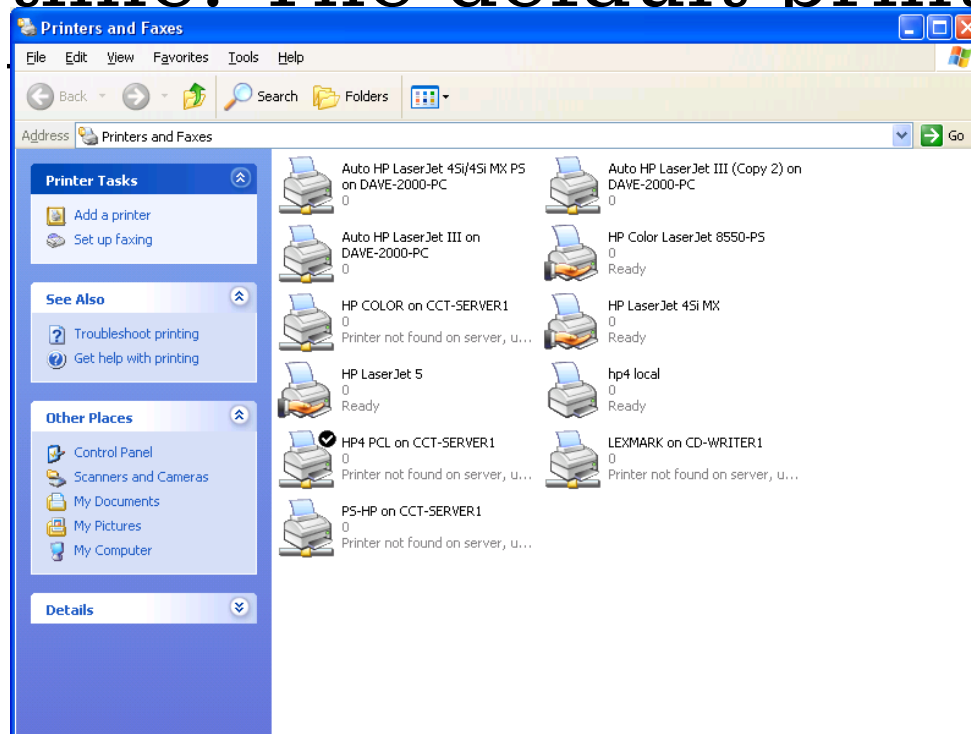


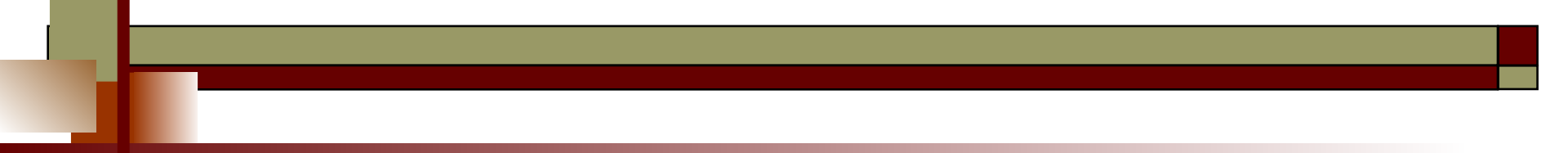


Print Management

Changing the Default Printer

- Only one printer driver is active at a time: The default printer is marked

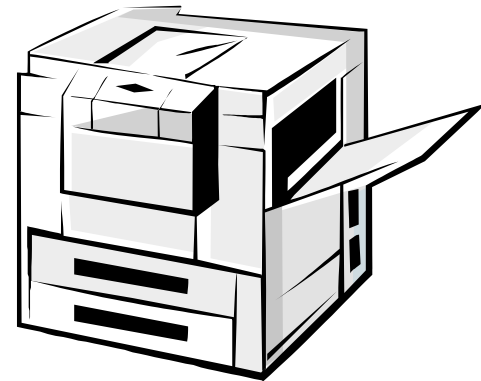
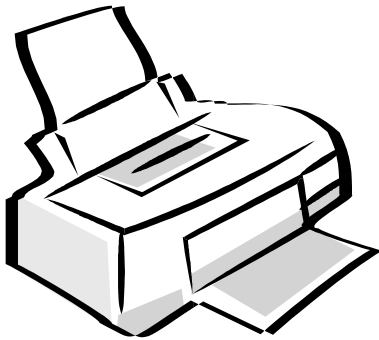




Exercise 13

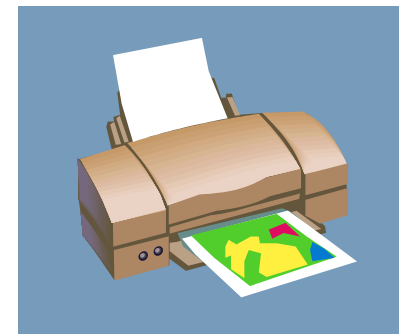
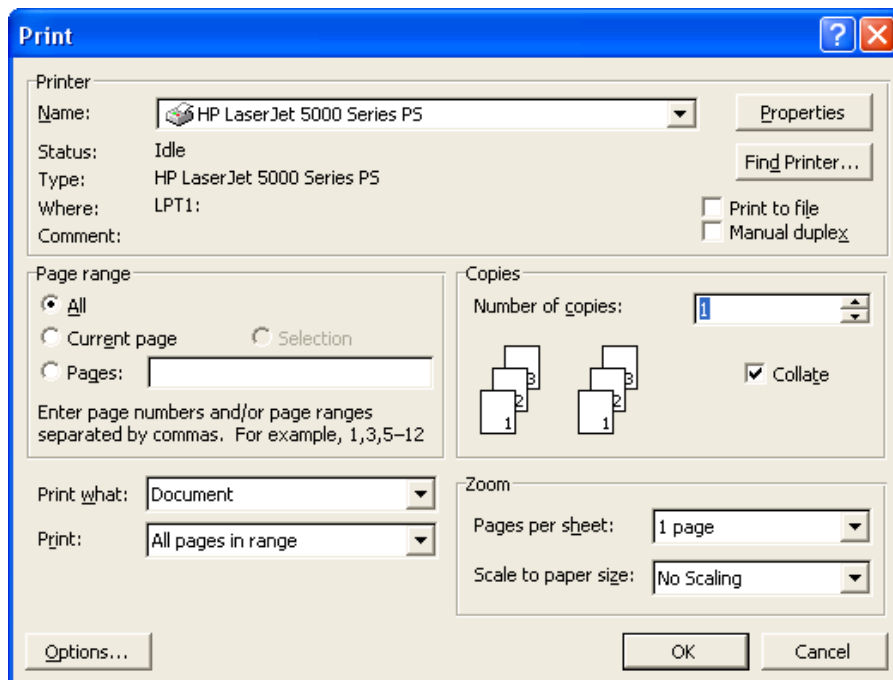
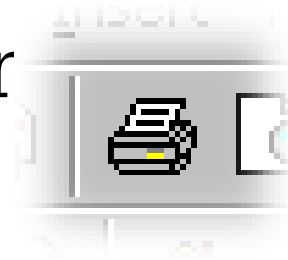
- Change the default printer of your computer

Installing a New Printer on the Computer



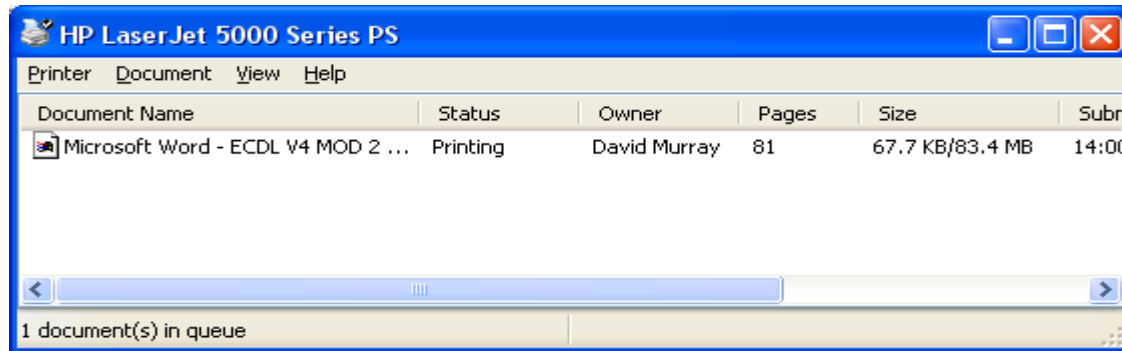
Printing a Document From a Text Editing Program

- Use the Print icon



Viewing a Print Job's Progress

- Print jobs will be displayed within the Print Manager



Pausing, Re-starting or Deleting a Print Job

- Use the Print Manager to pause, re-start or delete print jobs



Exercise 14

- ❑ Explain What is a Computer?
- ❑ What is a Hardware?
- ❑ What is a Software?
- ❑ List down the parts of the Computer.
- ❑ Save this file as “My Last Exercise”

- ❑ **Note:** Use Word Pad program to answer these questions.

